

# AGENDA

# CABINET

Monday, 15th April, 2013, at 10.00 am Darent Room, Sessions House, County Hall, Maidstone

Ask for: I Telephone:

Louise Whitaker (01622) 694433

Tea/Coffee will be available 15 minutes before the meeting.

# Cabinet Membership:

Mr P Carter, Leader of the County Council (Chairman), Mr A King MBE, Mr M C Dance, Mr G Gibbens, Mr R Gough, Mr P M Hill OBE, Mr J D Simmonds, Mr B J Sweetland, Mr M J Whiting and Mrs J Whittle

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# UNRESTRICTED ITEMS

(During these items the meeting is likely to be open to the public)

- 1. Introduction/Webcasting
- 2. Apologies
- 3. Declaration of Interests by Member in Items on the Agenda for this meeting
- 4. Minutes of the Meeting held on 18 March 2013 (Pages 1 10)
- 5. Items which the Chairman decides are relevant or urgent

- 6. Annual Business Plans 2013-14 (Pages 11 14)
- Co-Ordinated Schemes for Primary and Secondary Schools In Kent and Admission Arrangements for Primary and Secondary Community and Voluntary Controlled Schools 2014 /15 (Pages 15 - 84)
- 8. Ending of transitional restrictions on Bulgarian & Romanian nationals: Understanding Potential Impact on Kent (Pages 85 - 88)
- 9. Revenue and Capital Budget Monitoring Exception report 2012-13 (Pages 89 96)

# Peter Sass Head of Democratic Services Friday, 5 April 2013

Please note that any background documents referred to in the accompanying papers maybe inspected by arrangement with the officer responsible for preparing the relevant report.

# CABINET

MINUTES of a meeting of the Cabinet held in the Darent Room, Sessions House, County Hall, Maidstone on Monday, 18 March 2013.

PRESENT: Mr P B Carter (Chairman), Mr M C Dance, Mr G K Gibbens, Mr R W Gough, Mr P M Hill, OBE, Mr A J King, MBE, Mr J D Simmonds, Mr B J Sweetland, Mr M J Whiting and Mrs J Whittle

ALSO PRESENT: Richard Fitzgerald, Performance Manager, Business Strategy and Support

IN ATTENDANCE: Mr D Cockburn (Corporate Director of Business Strategy and Support), Mr M Austerberry (Corporate Director, Environment and Enterprise), Mrs A Beer (Corporate Director of Human Resources), Mr M Burrows, (Director of Consultation and Communications), Mr A Wood (Corporate Director of Finance and Procurement), Mr P Leeson (Corporate Director Education, Learning and Skills Directorate), Ms A Honey (Corporate Director, Customer and Communities), Ms Mairead MacNeil (Director of Specialist Children's Services, substituting for the Corporate Director, Families and Social Care), Mrs Meredin Peachey (Kent Director Of Public Health), Mr G Wild (Director of Governance and Law) and Mrs L Whitaker (Democratic Services)

#### UNRESTRICTED ITEMS

#### 38. Apologies

(Item 2)

Apologies were received from Andrew Ireland, Corporate Director of Families and Social Care. Mairead MacNeil was in attendance as his substitute.

#### **39.** Declarations of Interests on items on the agenda

(Item 3)

No declarations of interest were received.

# 40. Minutes of the Meeting held on 25 February 2013

(Item 4)

The minutes of the meeting held on 25 February 2013 were agreed and signed by the Chairman as a true record.

# 41. Items which the Chairman decides are relevant or urgent

(Item 5)

None.

# 42. Appeal Rights Exhausted Asylum Seekers - Update

(Item 6 – report by Mr Paul Carter, Leader of the County Council and Mr Andrew Ireland, Corporate Director of Families and Social Care)

Cabinet considered a report of the of the above named Member and officer detailing the history and current position of the financial costs incurred by the County Council when supporting those young people in the County who had been declared to be 'Appeals Rights Exhausted' (ARE) by the UK Border Agency (UKBA) and therefore had no right to claim financial or housing benefits, but who had yet to be deported.

The Leader of the County Council introduced the item for consideration and in particular he made the following observations and statements:

- (i) That Kent County Council had pursued ongoing and lengthy negotiations with various Home office Ministers and more recently with Mark Harper MP, Minister of State for Immigration in order to highlight, and seek a solution to, the costs incurred by Kent County Council in supporting ARE young people who had not yet been deported over the last three years.
- (ii) That the cost of supporting these young people, who numbered between 120 and 130 should not fall to the citizens of Kent but should be funded by the Treasury.
- (iii) There had for some time been conflict between the advice received from the Home Office on the matter of support for these young people and the requirements of the Children's Act to support children or young adults who were once looked after children, up to in some cases the age of 24. In addition the Leader referred to the moral issues which would influence any debate of this kind. When questioned about the anomalies between the advice from the Home Office and the requirements of the Children's Act the Minister was not able to provide a definitive answer which could direct the Kent County Council's actions.
- (iv) Numbers of ARE young people, being supported by the County Council remained consistent at just over 100. This was owing to the fact that once a young person classed as ARE reached 24 and had not been deported by UKBA they would cease to be registered as an unaccompanied asylum seeker and become an unsupported adult. At approximately the same time they would have been replaced on the list of ARE young people by and individual in care reaching the age of 18 and leaving care. The financial burden to Kent county Council was running at £2 million a year and had been for the last 2 years and 9 months. This created an outstanding balance of £5-6 million which Kent County Council believed was owed to it by the Government.
- (v) The Home office had suggested that Human Rights tests be applied to the young people in question and this had been carried out. The results showed that 70% of the young people in question would have their human rights infringed should the County Council withdraw all financial support. A further request to the government that funding be provided for only those people identified in this category was not received positively and no offer of funding was forthcoming.
- (vi)Legal advice suggested that a resolution between the Home Office advice and the Children's Act would be settled most effectively by a court ruling and this would be pursued further.

Mr Wild, Corporate Director of Governance and Law spoke to the item and further explained the points made by the Leader. He reported to Cabinet the following:

- (i) That neither the Government nor the Courts had formed a sufficiently strong view on the action which the County Council should take. Without financial support from central government the council may be expected to provide up to £2m annually of unbudgeted funding, but taking the Home Office advice and ceasing support would carry significant consequences.
- (ii) These consequences were primarily moral issues regarding the deliberate making destitute of individuals, particularly those whom the Council once had a responsibility for as corporate parents but also the possible financial and resource issues related to the potential for an increase in crime. These issues and the responsibilities, including post care responsibilities, of the role of corporate parent effectively made the option of ceasing support impossible. To consider these responsibilities in relation to the worst outcome of ceasing support, were a tragedy such as the death of a young person to occur owing to the Council's failure to support them the council or individuals within it could face corporate manslaughter charges.
- (iii) He advised that the option to pursue the matter via legal channels at the earliest opportunity was the preferred option to provide a viable and fair solution. It would involve a challenge via judicial review against the Home Office for failing to perform their responsibilities for ARE young people, namely not deporting them or supporting their extended stay. This is the void which the council would ask the court to address. If the Home office did not deport or support the individuals in question then the court would be asked to confirm the rights of the individuals and the responsibilities of the County Council in the matter. Waiting for the matter to be resolved was becoming unrealistic and therefore it was recommended that the council take the initiative and pursue the matter.
- (iv) Mr Carter confirmed that this way forward was necessary and prudent and that an answer must be sought in order that the burden of financial responsibility was removed from the residents of Kent. He suggested that this pathway be included within the actions to be taken under recommendation one of the report should it be agreed by Cabinet.
- (v) He reminded Cabinet that alongside these ARE young people the County supports between 900 and 1000 unaccompanied minors. The grant from government has not been inflation linked when it was agreed and therefore would also require renegotiation in the future as costs rise in order to ensure that no costs fall directly to Council tax payers in Kent. Currently it could take almost three years for the Home office to decide the asylum applications of the children and this was not, he believed, acceptable.

Mrs Jenny Whittle, Cabinet Member for Specialist Children's Services supported the recommendation of the Corporate Director of Governance and Law and contained within the recommendations of the report to pursue a legal ruling on the matter of responsibility.

She further referred to the comment made previously by the Leader regarding the fact that ARE young people disappear from the list at the age of 24 if they had not

been deported. She described the acceptance of the Home Office when presented with these facts and regarded it with concern.

Human Rights funding supported young people for 13 weeks in order that there was sufficient time for deportation to be carried out but this was not proving to be sufficient for the necessary action to be taken. UKBA must accept that once an asylum claim had been decided in the negative, those people must be deported more speedily.

The Leader asked Mairead MacNeil, Director for Specialist Children's Services, substituting for the Corporate Director of Families and Social Care, to confirm that when, aged 24 these young people were no longer considered to be ARE unaccompanied minors and recorded in this way that they would become destitute and 'disappear' from the asylum radar. Ms MacNeil confirmed that this was correct and added that often support ceased or tapered away from the age of 21. She reiterated the difficulties surrounding the status of immigrants particularly those that arrived in England as unaccompanied children but that where it had been deemed safe to deport individuals back to their country of origin this should then be conducted ion a timely fashion.

It was RESOLVED:

CABINET	
Appeal Rights 18 March 2013	s Exhausted Asylum Seekers - Update 3
1.	That the work of the Council, along with other similarly affected local authorities, to make vigorous representation to both the Home Office and the Department for Education to bring clarity to the legislation over this issue, be continued
2.	That work with other affected authorities be conducted to seek an urgent meeting with UKBA lawyers to find a solution to the present situation. That, should the outcome of these negotiations be unsuccessful, all legal remedies in relation to UKBA's failure to either support or deport ARE young people, be explored.
3.	That a monthly invoice for the cost of looking after these young people who are ARE and detailing the numbers and outcomes of the Human Rights Assessments that have been undertaken be produced and sent to UKBA.
4.	That a report of the Cabinet Member for Specialist Children's Services detailing progress in discussions with central government be received by Cabinet 3 times per year.
REASON	
1.	In order that the County Council may have definitive direction regarding the rights of ARE young people and

	the responsibilities of local and central government toward them.
2.	In order that, owing to the poor results of the approach outlined in 1, a definitive resolution may be sought more quickly via the legal routes available, such as Judicial review.
3.	In order that a record of costs is maintained and no uncertainty remains regarding the County Council's opinion as to who should be responsible for those costs.
4	In order that Cabinet remain fully informed of the situation.
ALTERNATIVE OPTIONS CONSIDERED	The alternative options of ceasing support for ARE young people or of continuing the current support unaided by Government are discussed and discounted within the report and are detailed in the record above.
CONFLICTS OF INTEREST	None.
DISPENSATIONS GRANTED	None.

# 43. Quarter 3 - Revenue and Capital Budget Monitoring Report

(Item 7 – report of Mr John Simmonds, Cabinet Member for Finance and Business Support and Mr A Wood, Corporate Director of Finance and Procurement)

Cabinet received a report of the above named Member and officer reporting the council's financial position as of quarter three and highlighting for consideration any significant issues.

The Cabinet member for Finance and Business Support introduced the report for Cabinet and in particular he referred to the following information contained therein:

- That the underspend was forecast at £8.5 million for the present financial year, which was an increase of 1.3m. However on consideration of rolled forward costs for rephrased projects a reduction must be made and the net underspend forecast became £6.4 million. He reminded Cabinet that £5 million of this underspend was committee in to the 2013/14 budget as approved by County Council.
- Pressure of approximately £6 million in value, remained on the Specialist Children's Services budget. This particularly related to the areas of fostering and residential services. Provision had been made in the 2013.14 budget to acknowledge these pressures and this combined with further plans for early intervention work would help to balance the budget in this difficult area.
- Adult Social Care reported an underspend of £1.6million but the demands in this directorate were hard to predict and therefore that figure was subject to change.
- School reserves had depleted by a further £5.7million which affected the cash balance report but was a result of the transfer of school from LEA control to academy status.

- The Directorate for Education, Learning and Skills had reported a 4m underspend, largely accounted for by the rephasing of youth employment programme but also as a result of increased purchases via Edukent for the psychology service, by which he was encouraged.
- Transport continued to show savings following the changes to Home to School transport policy and the introduction of the Freedom pass but SEN transport remained under pressure.
- The Directorate for Environment, Highways and Waste continued to show savings made by the reduction in the tonnage of waste that went to landfill however, the Directorate had incurred necessary but unplanned costs from works required during and after snowfalls. IN addition £1.15million had been allocated to the budget in order that pothole repairs, required after the recent bad weather, could be undertaken. The investment to date had proven its worth in keeping the Kent economy running in difficult conditions but also by helping to achieve a reduction in costs attributed to insurance claim payouts.
- Commercial Services showed a reduced contribution to the council's budget owing to the restructure recently undertaken and it was forecast that this would be recovered in future years.
- The Finance Directorate continued to report less borrowing and there has been some necessary rephrasing of the Capital programme. A £2.3million underspend was reported which was largely attributed to extremely good practice in the area of vacancy management.
- A further £4.78million had been recovered form our principle deposits lost in the Icelandic bank collapse
- The Council had 333 fewer staff after the first three quarters of the financial year and services continued to be delivered.

In relation to the Capital Budget the Cabinet member reported the following:

- That the Capital programme budget remained high at £644million over the period 2012/15 with £602million of that currently allocated to projects.
- Of the variances reported £31million of projects would be rephrased and 19.5m would be met by predicted underspends.

The Corporate Director of Finance and Procurement added the following information:

• That the number of 'Looked after Children' for the first time on three years showed a significant reduction.

[This statement referred to inaccurate statistics within the report which had omitted a particular group of children in error]

• That the achievement of reductions in spending and the underspends that this had created should be congratulated. However it was important that the hard work and prudent spending and investment continued in light of the fact that currently the Council was 0.15% within spending targets.

It was RESOLVED:

1.	That the latest monitoring position on both the revenue and
	capital budgets, be noted.
2.	That the pressure forecast within the SCS portfolio be noted and the fact that this is offset by underspending on the other portfolios and therefore the council remains on target to
	deliver the £5m underspend to support the 2013-14 budget be acknowledged
3.	That the changes to the capital programme, as detailed in section 4.3 be agreed.
4.	That the latest Financial Health Indicators and Prudential Indicators as reported in appendix 2 and appendix 3 respectively, be noted.
5.	That the directorate staffing levels as at the end of December 2012 as provided in section 8 be noted.
REASON	
1,2, 4 & 5	In order that the Cabinet is fully appraised of the financial impact of the delivery of policy and projects.
3.	In order that necessary accounting tasks can be undertaken to the budget.
ALTERNATIVE	The report details events that have already occurred for
OPTIONS	the purposes of monitoring.
CONSIDERED	
CONFLICTS OF	None.
INTEREST	
DISPENSATIONS	None.
GRANTED	

# 44. Quarter 3 - Performance Monitoring Report

(Item 8 – report of Mr Roger Gough, Cabinet Member for Business Strategy, Performance and Health Reform and Mr D Cockburn, Corporate Director for Business Strategy and Support)

Cabinet received a report of the above named Member and officer which detailed the performance of the Council against key targets in the third quarter of the financial year and highlighted any areas of significant change or concern.

Mr Roger Gough, Cabinet Member for Business Strategy, Performance and Health Reform spoke to the report; in particular he referred to the following:

- That the report contained the 30 Key Performance Indicators as identified by Kent County Council and a range other Lead Indicators. In addition information was included on Organisational Development and on the Council's Risk Register.
- Within the KPI's red indicators were reduced by 4. Those that remained were showing a positive direction of travel. In addition, some of those targets which remained at red were acknowledged as being extremely hard to achieve but remained a commitment of the council.
- The Contact Centre had reported significant improvement as a result of work conducted recently, particularly by the Performance and Evaluation Board to improve target achievement.

• Corporate Risk Register included a systematic report of how risks were mitigated. The report had improved over the last 18 months and now recorded and reported actions as a result of issues raised.

The Leader of the Council expressed particular pleasure that an improvement had been shown in days lost to sickness absence. This showed, he argued, that more staff were being better supported in work and throughout episodes of sickness and that productivity was improved as a result.

Mrs Jenny Whittle, Cabinet Member for Specialist Children's Services updated the panel on figures for children in care who were placed with families as the report was no slightly out of date. At this time last year 70 children had been placed, this year that figure would be 105. She accredited this improvement largely to the vast improvements that had been made in relations between KCC and its partners and the genuine and dynamic partnership working that had ensued.

In addition Voluntary organisations were now referring potential adopters to the KCC coffee mornings and she hoped this would lead to further successful placements of children into loving families.

Finally she thanked the members of the Adoption Improvement Panel for providing a valuable and robust check on the service.

These things combined she hoped would lead to a 'good' rating when ofsted had inspected the service later that day.

Amanda Honey, Corporate Director of Customer and Communities highlighted the number of first time entrants to the youth justice system and throughout the period reported a significant reduction had ben achieved. From1900 in March to 770 at present and like Mrs Whittle she praised the excellent partnership working, particularly with the police that had helped to secure that success.

Mr Mike Whiting, Cabinet member for Education, Learning and Skills expressed his gratitude for the work of the Education team at KCC for the upward trend in almost all of the indicators reported. In addition he reported the number of schools now classed as good or outstanding by ofsted. Kent has previously been criticised in this area and had responded well.

Mr Bryan Sweetland, Cabinet member for Highways, Environment and Waste spoke to the item, he reported that the small number of amber indicators were largely as a result of the inclement weather experienced recently and that measures to address these were now in place. The County Council 'Find and Fix' project was underway and potholes on roads in Kent left by the rain and snow were being rectified.

In addition he announced that a new way of reporting potholes had been introduced and members of the public could now take a picture of a pothole, send it to the council and it would be added to the programme of works.

The Leader referred to the snow that had occurred recently and the challenge that it presented in some areas of the County. He congratulated the team on the work that had been undertaken to prevent or rectify problems, including the farmers with who we work in partnership to clear roads. Richard ? was in attendance to talk to the item and he added in conclusion that satisfaction measures reported in relation to the customer contact centre website had now been added to the performance report. These baseline figures would now be tracked to identify trends.

It was RESOLVED

CABINET Quarter 3 – Performance Monitoring Report 18 March 2013		
1.	That the performance monitoring information as contained within the report and discussed, be noted.	
REASON		
1	In order that the Cabinet is fully appraised of the of the delivery of policy and projects.	
ALTERNATIVE OPTIONS CONSIDERED	The report details events that have already occurred for the purposes of monitoring.	
CONFLICTS OF INTEREST	None.	
DISPENSATIONS GRANTED	None.	

#### 45. Submission of final Business case for John Wallis Academy

(Item 9 – Report of Mr Roger Gough, Cabinet Member for Business Strategy, Performance and Health Reform and Mr D Cockburn, Corporate Director for Business Strategy and Support)

This is an open minute for publication of an exempt item considered in closed session.

Mr Gough, Cabinet member for Business Strategy performance and Health Reform introduced the item for Cabinet and in particular he referred to the following points:

• That there had been a delay in the pursuance of this project owing to changes in academy status of schools and the Building Schools for the Future programme but he was pleased that this part of the planned work could now continue, on condition that planning permission is secured in June 2013.

Having also heard from the Cabinet Member, information pertaining to exempt information contained within the report;

It was RESOLVED

CABINET
Submission of Final Business Case for John Wallis Academy
18 March 2013

1.	That the submission of the Final Business Case for The John Wallis Academy to EFA and DFE for final departmental approval by EFA, DFE and the Treasury be agreed
2	That authority be delegated to the Director of Property and Infrastructure to agree final contractual terms, provided that no affordability gap occurs.
3	That authority be delegated to the Director of Property and Infrastructure to enter into any necessary contracts/ agreements on behalf of the County Council, following approval to final contractual terms as set out in (para. 6.1.2) above, in relation to The John Wallis Academy and the Future Schools Agreement
4	That authority be delegated to the Director of Property and Infrastructure Support to be the nominated Authority Representative within the relevant agreements and to enter into variations as envisaged under the contracts.
REASON	
1	For reason set out in the exempt report.
2,3 &4	To ensure that sufficient explicit authority exists in order that no delays to the process are now incurred
ALTERNATIVE OPTIONS CONSIDERED CONFLICTS OF INTEREST	Alternatives were considered and discounted at the outset of the programme, prior to the tender process beginning. None.
DISPENSATIONS GRANTED	None.

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Ву:	Roger Gough, Cabinet Member for Business Strategy, Performance & Health Reform
	David Cockburn, Corporate Director – Business Strategy and Support
То:	Cabinet – 15 <sup>th</sup> April 2013
Subject:	Annual Business Plans 2013/14

**Purpose:** This paper summarises the business planning process and final annual business plans for 2013/14, following engagement with Cabinet Committees, and approval by individual Corporate Directors and Cabinet Members.

Cabinet is asked to APPROVE the 2013/14 business plans as a key decision.

#### 1. BACKGROUND:

- 1.1 This report seeks Cabinet's approval of the Annual Business Plans for 2013/14.
- 1.2 This year, the business planning process has been co-ordinated and supported by Business Strategy, who have worked closely with Directors and Heads of Service to help them to develop their annual business plans, supported by a new management guide on business & financial planning, which sets out a refreshed template and guidance.
- 1.3 Responding to feedback from Directors and Members as part of the review of the 2012/13 business planning process last summer, a number of iterative improvements were made to enhance the process and ensure it was as simple, clear and light touch as possible. The emphasis this year has been on:
  - Divisional level plans unless exceptional business need (ELS has service unit level plans, as agreed with the Corporate Director)
  - Starting the process much earlier in the year, allowing more time for development and discussion

- Early engagement of Cabinet Committees in shaping headline priorities and pre-scrutiny of early substantive draft plans (the first time this has happened, rather than scrutiny after formal approval by Cabinet)
- Greater consistency across business plans, as a result of a single template and guidance note
- Emphasis on tangible SMART actions and milestones
- Better reporting of risk within business plans, providing improved alignment between business plans and individual service, divisional and corporate risks registers
- Reducing duplication and increasing efficiency by building on existing performance management and risk management processes with Business Intelligence, such as drawing on KPI's from existing performance dashboards
- Emphasising cross cutting links in business plans particularly strengthening references to transformation programmes and the new 'Section G' to illustrate where actions cannot be achieved without the support of other divisions – to help divisions plan ahead earlier for future capacity and demands
- A single point of contact, advice and quality assurance from Business Strategy including collective quality assurance and early feedback to Directors and Heads of Service on draft plans
- 1.4 The key steps of the 2012/13 business planning round are summarised below:

July 2012 August 2012	Review of 2012/13 business planning process Refresh of business & financial planning
October 2012	management guide, including new template Early engagement with Directors & Heads of Service to develop headline priorities
November 2012	Cabinet Committees help to shape headline priorities
December 2012	Draft business plans developed, based on the headline priorities
January 2013	Cabinet Committees consider draft substantive plans
February 2013	Quality assurance by Business Strategy – draft
	plans amended and finalised by Directors/Head of Service
March 2013	Final plans approved by individual Corporate Directors and Cabinet Members
April 2013	Formal approval by Cabinet

# 2. PUBLICATION:

- 2.1 The final business plans for 2013/14 have been approved by individual Corporate Directors and Cabinet Members. Hard copies of the plans have been made available to the Chairman, the Leader, Opposition Group Leaders and two copies have been placed in the Members lounge. Further copies for inspection by Cabinet Members, the media and the public are available around the Cabinet room. Hard copies of the full set of business plans are available to the public on request.
- 2.3 Following precedent set over the past few years, once the plans are approved, Policy & Strategic Relationships will ensure they are posted online at Kent.gov as public documents (www.kent.gov.uk/your council/council spending/financial publications .aspx). The plans will then be used to inform team and individual action setting as part of the appraisal process for 2013/14.

# 3. FURTHER IMPROVING BUSINESS PLANNING:

3.1 Improving business plans and business planning is an iterative process. The 2013/14 business plans are a strong starting point for future development and business planning will continue to be refined and improved through an annual review process. Following an internal audit of the business planning process, due to start in April - May 2013, we will take stock and review the 2013/14 process to make further improvements for 2014/15 planning round. This will include updating any documentation and refreshing the supporting management guide to further aid the effective development of business plans in the future.

# 4. **RECOMENDATION:**

4.1 On the basis of each Cabinet Member's recommendation, Cabinet is asked to agree the Annual Business Plans for 2013/14 as listed in Appendix A.

# Contact:

David Whittle Head of Policy & Strategic Relationships Email: david.whittle@kent.gov.uk Tel: 01622 696345

# Appendix A:

The following Business Plans are submitted for approval:

[All business plans are available to view on line as individual plans or as a pack containing all plans]

FSC

- Public Health
- Strategic Commissioning
- Specialist Children's Services
- Learning Disability & Mental Health
- Older People & Physical Disability

#### C&C

- Communication & Community Engagement
- Customer Services
- Service Improvement

#### E&E

- Highways & Transportation
- Planning & Environment
- Waste Resource Management

#### BSS

- Business Strategy
- Economic Development
- Finance & Procurement
- Governance & Law
- Human Resources
- Information & Communication Technology
- Property & Infrastructure Support

ELS

- Advocacy & Entitlement
- Education Psychology
- Fair Access
- Provision Planning & Operations
- Skills & Employability
- Special Educational Needs
- Standards & School Improvement

By:	Mike Whiting - Cabinet Member for Education Learning and Skills	
	Patrick Leeson, Corporate Director Education Learning and Skills	
То:	Cabinet – 15 April 2013	
Subject:	Proposed Co-Ordinated Schemes For Primary And Secondary Schools In Kent And Admission Arrangements For Primary And Secondary Community And Voluntary Controlled Schools 2014 /15	
Classification:	Unrestricted	

#### Summary: To report on the outcome of the consultation on the proposed admission arrangements and scheme for transfer to Primary and Secondary schools in September 2014 and the proposed process for non-coordinated In-Year Admissions. Cabinet is asked to accept and determine the arrangements, for the 'In-Year' Admission process, the admission arrangements for the 2014/15 school year and the co-ordinated schemes for Primary & Secondary Admissions in Kent.

#### 1. Introduction

1.1 The Local Authority (LA), as the admissions authority for Community and Voluntary Controlled schools, is required to consult on its proposed admission arrangements for these schools, and to determine its admission arrangements by 15 April each year.

1.2 The Education Act 2002 introduced a duty on each LA, to formulate a scheme to coordinate admission arrangements for all maintained schools in its area and to take action to secure the agreement to the scheme by all admission authorities. The School Admissions Code 2012 removes the requirement for each LA to co-ordinate In-Year Admissions. As the LA and many individual admissions authorities expressed a number of reservations when this requirement was introduced, In-Year co-ordination was removed from the Primary and Secondary schemes for the 2013 intake year. In place of a co-ordinated In-Year scheme, the LA consulted on a formal In-Year process to ensure schools fulfil the legal obligations expressed in the School Admissions Code 2012. Education Cabinet Committee is requested to comment and inform the forthcoming Cabinet's decision to agree the Co-ordinated scheme for Admissions to Primary and Secondary schools in Kent for 2014 and determine the proposed admission arrangements for Community and Voluntary Controlled schools.

1.3 All admission arrangements identified in this document are outside the arrangements for pupils with statements of special education need which take place in accordance with the SEN Code of Practice (2001) Paragraph 5.72.

1.4 KCC has consulted the Headteachers and chairmen of governors of all Kent Primary and Secondary schools; neighbouring LAs; diocesan bodies; independent schools (which have pupils transferring to secondary schools); parents and parental groups on its proposals to co-ordinate admissions to all Kent Primary and Secondary schools in September 2014.

# 2. Consultation and Outcome

2.1 The LA consultation ran from the 15 November 2012 to 15 January 2013 and considered the following aspects:

- a) The Primary Co-ordinated Admission Scheme including a revised In Year admissions process for 2014/15;
- b) The Secondary Co-ordinated Admission Scheme including a revised In Year admissions process for 2014/15;
- c) Over-subscription criteria for Community and Voluntary Controlled Primary, Infant and Junior schools 2014/15;
- d) Over-subscription criteria for Community and Voluntary Controlled Secondary schools 2014/15;
- e) Published admission numbers for Community and Voluntary Controlled Primary, Infant and Junior Schools 2014/15;
- f) Published admission numbers for Community and Voluntary Controlled Secondary Schools 2014/15;
- g) The relevant statutory consultation areas for Primary and Secondary schools 2014/15;

2.2 Following discussions between the LA as admissions authority of Thurnham Infants School (including representatives from the school) and the adjacent Roseacre Junior School, an agreement to consult on a 'priority' link in the admissions criteria between the two schools was reached. As a Foundation school, Roseacre Junior School is holding its own consultation. Agreement for the proposed link was not reached until after the LA's main admissions arrangement consultation had started. In light of this amendment, the deadline for responses to the Kent County Council consultation was extended to 1st February 2013 for this school.

# 3. The Co-ordinated Primary Admissions Scheme 2014/15 incorporating the revised In Year admissions process

3.1 All Admissions Authorities within Kent agreed to the proposed Co-ordinated Primary Admissions Scheme for 2014/15. No Infant, Junior or Primary schools have refused to accept the scheme. The scheme dates are set out in a similar way to last year following broadly similar scheme dates. Primary National offer day is now active following its introduction in the School Admissions Code 2012. The LA will cease to co-ordinate In-Year admissions from September 2013, in line with the removal of the duty in the School

Admissions Code 2012. The scheme still specifies a process for schools to follow when making offers and includes a requirement to inform the LA of all applications and offers made to enable continued monitoring of pupil movement to maintain essential safeguarding duties.

3.2 The LA is required to assist parents where they have difficulty securing a school place. Schools and academies must keep the LA informed about the vacancies in each year group as they arise in order for the LA to carry out its statutory duty to ensure every eligible child has a school place.

3.3 The details of the scheme for determination are located in Appendix A

# 4. The Co-ordinated Secondary Admissions Scheme 2014/15 incorporating the In Year Admissions Process

4.1 The Secondary Co-ordinated Scheme was agreed by all Kent Admissions Authorities. No Secondary schools or Academies refused to accept the proposed scheme. The scheme dates are set out in a similar way to last year following broadly similar scheme dates. The LA will cease to co-ordinate In-Year admissions from September 2013, in line with the removal of the requirement in the School Admissions Code 2012. The scheme still specifies a process for schools to follow when making offers and includes a requirement to inform the LA of all applications and offers to allow continued monitoring and maintain safeguarding practices.

4.2 The details of the proposed scheme for determination are located in Appendix B

# 5. The Over-subscription Criteria for Community and Voluntary Controlled Infant, Junior and Primary Schools in Kent 2014/15

5.1 The over-subscription criteria for Community and Voluntary Controlled Infant, Junior and Primary Schools are the same as those used in 2013.

5.2 Details of the over-subscription criteria for Community and Voluntary Controlled Infant, Junior and Primary Schools are located in appendix C (1).

5.3 Feedback to this part of the consultation can be summarised as follows:

(i) One school requested that priority be given in its over-subscription criteria to parents that live closer to the school than any other school in the area, above their distance criteria. (Parents will undoubtedly be frustrated when they have to travel past a school they would prefer, to an alternative school. This is a situation that can arise as a result of coordination and will happen where there is a desire to promote choice for parents. Consequently the LA takes the view that parents should not be penalised because they happen to also live near another school and it is recommended the existing wording is retained.)

(ii) Two parents raised concerns that straight line distancing does not take into account the actual route travelled by parents to take their children to school and families that live closer via walking/driving routes are disadvantaged. (*Kent historically used walking route distancing for Admissions purposes, but it was deemed to be too inconsistent and open to* 

interpretation resulting in regular complaints to the Local Government Ombudsman. Straight line distancing was introduced on the advice of the Local Government Ombudsman because it offered a consistent approach. Officers consider it should retain the existing distancing method for Community and Voluntary Controlled schools as it is clearly defined for all parents).

(iii) One parent objected to siblings being given priority, suggesting distance be the main prioritising factor. (Sibling prioritisation is included to aid parents in reducing the burden of having to take children to different schools at the same time and to increase a child's chance of being able to experience school with the support of a brother or sister. This is a common practice throughout England. Officers would recommend the existing arrangements be retained).

(iv) One parent agreed with the arrangements, but raised a concern about parents that temporarily rent properties to gain priority for a popular school, only to move back to their main residence once the child has started school. (*This is fortunately not a significant problem in Kent, although it remains a cause for concern. Officers will rigorously investigate fraudulent applications, but the LA is limited in being able to proactively identify such fraud. If parents are resident at the time of application the LA is required to accept that address).* 

# 6. Thurnham Infants School

6.1 A significantly large proportion of responses were received in relation to the proposal to link Thurnham Infants School and Roseacre Junior School. 68 parents responded to the consultation

6.2 Feedback to this part of the consultation can be summarised as follows:

(i) 37 respondents commented on the element of the proposal to link the two schools and all were in favour of the suggestion. (In light of this overwhelming support it is suggested that the sibling link includes Roseacre as a linked school in the determined arrangements. Officers will also write to the governing body of Roseacre as the admission authority for the school in the hope that they will be persuaded to determine arrangements which include a links with the Infant school.)

(ii) 54 responses that were submitted commented on a proposed priority area. Six were in favour of the proposal and were from parents of children that live inside the priority area. The remaining responses strongly opposed the priority area. Two respondents lived inside the area, but the rest were from parents who lived outside it. The majority of the complaints were in relation to areas of Thurnham being excluded from the priority area and that people that live further away from the school would gain priority over those more local to the school. Some respondents suggested that the area should be expanded, but the majority called for it to be removed altogether. A number of responses felt that the reason put forward in the proposal did not adequately explain why the area was needed. Respondents did not understand why this should be included in Thurnham's arrangements and preferred instead to simply include a sibling arrangement which also links to Roseacre School.

(iii) One respondent requested that the sibling link rule is restricted to families living less than 2 miles from the school. (A sibling prioritisation is included to aid parents in reducing the burden of taking children to different schools at the same time and to increase a

child's chance of being able to experience school with the support of a brother or sister. This is a common practice throughout England and there currently exists a clause that breaks the sibling link if families move outside of the area. There does not therefore appear to be a need to amend this proposed criterion).

(iv) Several complaints, including a strongly worded response by Thurnham Parish Council, were made about the way the consultation was displayed. Reference to the link was prominent in notices, but details of the priority area were only clear when parents read the full consultation. Some parents complained that the consultation was not advertised prominently enough.

(v) As Roseacre Junior School is its own Admissions Authority, it will be the governing body that will determine the admissions arrangements and it is hoped they will include the elements that relate to linking the schools. Kent has discussed this with the school in the hope that this is ultimately included in their determined arrangements.

# 7. The Over-subscription Criteria for Community and Voluntary Controlled Secondary schools in Kent 2014/15

7.1 The proposed wording for the over-subscription criteria for community and voluntary controlled Secondary Schools is the same as that used in 2013.

7.2 Details of the over-subscription criteria for Community and Voluntary Controlled Secondary Schools in Kent are located in appendix D (1)

7.3 Feedback to this part of the consultation can be summarised as follows:

(i) No consulted parties raised any objection to the proposed over-subscription criteria.

# 8. Published Admission Numbers 2014/15

8.1 The proposed Published Admission Numbers (PAN) for Community and Voluntary Controlled Primary, Infant and Junior schools are identified in Appendix C (2) and for Community and Voluntary Controlled Secondary schools are detailed in Appendix D (2). The LA can only determine the admission number for schools where it is the admissions authority and the schools listed fall into this category, at the time of going to print.

8.2 Feedback to this part of the consultation can be summarised as follows:

(i) Three representatives from Coxheath Primary School disagreed with the school's PAN being set at 60. The school's PAN was increased from 30 to 60 from the September 2011 intake. (Because the consultation went out with a PAN of 60 it would be inappropriate to reduce this having not consulted on the reduced figure. It is therefore proposed that the PAN of 60 be determined at 60 with a commitment to review this PAN later in the year, ahead of consultation for entry in 2015)

(ii) One parent objected to Bishops Down Primary School's PAN being set at 60 on the grounds that the site did not have sufficient capacity to support that number of children without negatively impacting on current pupils' education. (Bishops Down's PAN increase is as a result of a direction from the Schools Adjudicator, and as such, Kent is obliged to

comply in 2013 if it is safe for the site to accommodate the additional form of entry. This has yet to be tested through a planning application. The consultation has remained with a PAN of 30 and it is not proposed that this be increased for 2014 due to the limitations of the site.)

# 9. Relevant Statutory Consultation Area 2014/15

9.1 Relevant statutory consultation areas have not changed from 2013/14. Details for the Primary arrangements are in appendix C (3) and Secondary arrangements in appendix D (3).

# 10. Recommendations

- 10.1 Cabinet is asked to ACCEPT and DETERMINE:
  - a) The Coordinated Primary Admissions Scheme 2014/15 incorporating the In Year admissions process as detailed in Appendix A
  - b) The Co-ordinated Secondary Admissions Scheme 2014/15 incorporating the In Year admissions process as detailed in Appendix B
  - c) The oversubscription criteria relating to Community and Voluntary Controlled Infant, Junior and Primary schools in Kent 2014/15 as detailed in Appendix C (1)
  - d) The oversubscription criteria relating to Community and Voluntary controlled Secondary schools in Kent 2014/15 as detailed in Appendix D (1)
  - e) The Published Admissions Number for Community and Voluntary Controlled Infant, Junior and Primary Schools 2014/15 as set out in Appendix C (2)
  - f) The Published Admissions Number for Community and Voluntary Controlled Secondary Schools 2014/15 as set out in Appendix D (2)
  - g) The relevant statutory consultation areas for Kent Primary Schools 2014/15 as detailed in Appendix C (3) and the relevant statutory consultation areas for Kent Secondary Schools 2014/15 as set out in Appendix D (3)

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Background documents None

Appendix A



Dated: 15th January 2013

Appendix A

# Kent County Council Proposed Co-ordinated Scheme for

# **Primary Admissions**

# Academic Year 2014/15

Incorporating Entry to Year R, Transfer from Infant School to Junior School (Year 2-3) and Proposed Primary In-Year Admissions Process for Schools

Produced by: Admissions and Transport

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# **Contact Details**

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Tel: 01622 694185 E-mail: <u>kent.admissions@kent.gov.uk</u> Each year, the Local Authority is required to draw up, consult on and determine:

- Co-ordinated admission arrangements (schemes) for all schools in the Local Authority area for entry at the normal time of admission (Year R for infant and primary schools, Year 3 for junior schools and Year 7 for secondary schools).
- There is a duty on the LA to secure agreement on the Admissions Scheme from all admission authorities including Academies in Kent. If the LA does not secure this agreement it must inform the Secretary of State no later than the 15 April who will then impose a scheme to which all admission authorities must adhere.
- This consultation ran from 9.00 am on Thursday 15 November 2012 until Tuesday 15 January 2013. Every Kent School and Academy is required to agree to the admissions scheme and adhere to it. Kent County Council made it clear in its consultation that it would constitute full acceptance to the proposed scheme if schools chose not respond

# Section 1 – Details of the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School (Year 2-3)

This section details the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School (Year 2-3) in September 2014.

Year R applications are for children born between 1 September 2009 and 31 August 2010. Year 3 applications are for children born between 1 September 2006 and 31 August 2007.

# The Key Scheme dates are:

Key Action	Scheme Date
Application Closing date (Online and RCAFs/JCAFs)	Wednesday 15 Jan 2014
Summary of applicant numbers sent to all Kent primary, infant and junior schools	By Friday 7 February 2014
Full applicant details sent to all Kent primary, infant and junior schools for ranking against their over- subscription criteria	By Wednesday 12 February 2014
Completed ranked lists returned to Kent County Council by all Kent primary, infant and junior schools	By Monday 3 March 2014
Kent County Council to match all ranked lists in the admissions database	By Friday 7 March 2014
Details of pupils being offered sent to all Kent primary, infant and junior schools	Wednesday 2 April 2014
Offer Day: Offer e-mails sent after 4pm and letters sent 1 <sup>st</sup> class post (see paragraph 16)	Wednesday 16 April 2014 (During School Holiday)
Deadline for late applications and waiting list requests to be included in Kent County Council's reallocation stage. Also date by which places should be accepted or declined to schools	By Friday 16 May 2014
Schools send out welcome letters no earlier than	Friday 18 April 2014
Deadline for lodging of appeals	Tuesday 20 May 2014
Kent County Council will send schools reallocation waiting lists to rank	Wednesday 21 May 2014
Schools to send their ranked waiting list and acceptance and refusals to Kent County Council	Tuesday 3 June 2014
Kent County Council to reallocate places that have become available from the schools' waiting lists. After this point, schools will take back ownership of their waiting lists for the remainder of the reallocation process and are free to make offers provided these are copied at the same time to KCC.	Tuesday 17 June 2014

In addition this scheme:

- (a) Allows for Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against the schools over-subscription criteria.
- (b) Confirms that on **17 June 2014** Kent County Council will run one reallocation process offering places to late applicants and original applicants that have joined a school's waiting list after offer day. After **17 June 2014**, schools will maintain waiting lists and will fill vacancies as they arise to children on their waiting lists. Schools must notify Kent County Council of any offers that are made.

Kent County Council expects that all schools and Admissions Authorities including academies engaged in the sharing of admissions data will manage personal information in accordance with the Data Protection principles.

# 1.

For normal points of entry to school, Kent resident parents will have the opportunity to apply for their child's school place either online at <u>www.kent.gov.uk/ola</u> or by using a standard paper form known as the Reception Common Application Form (RCAF) or Junior Common Application Form (JCAF). Kent County Council cannot accept multiple applications for the same child. A parent may use either of the above methods, but not both.

# 2.

The RCAF will be used for the purpose of admitting pupils into Year R (the first year of primary education) and the JCAF for Year 3 of junior schools. Online applications cover both of the above.

# 3.

The online application or RCAF/JCAF will be used by parents resident in Kent as a means of expressing between 1 and 3 preferences for their child to be admitted to a school within the Kent County Council area and schools in other Local Authority areas (including Voluntary Aided (VA) and Foundation schools, Academies and Co-ordinating Free Schools). Kent County Council will coordinate the preference information with other Local Authorities .

# 4.

Online applications, RCAFs /JCAFs and supporting publications will:

- (a) Invite parents to express up to **three** preferences in priority order. Preferences can be expressed for Kent and non-Kent schools. Parents **must** complete the application for their home Local Authority (e.g. Kent residents complete Kent applications, Medway residents complete Medway applications, etc).
- (b) Invite parents to give reasons for each preference, including details of any siblings that will still be on roll at the preferred school at the time of the applicant child's admission.
- (c) Explain that parents will receive the offer of one school place only and that:
   (i) a place will be offered at the highest available ranked preference for which they are eligible,

(ii) if a place cannot be offered at any school named on the form, a place will be offered at an alternative school.

(d) Specify the closing date for applications and where paper RCAFs/JCAFs must be returned to, in accordance with paragraph 9.

#### 5.

Kent County Council will make appropriate arrangements to ensure:

- (a) That the online admissions website is readily accessible to all who wish to apply using this method.
- (b) The paper RCAFs/JCAFs are readily available on request from Kent County Council, Kent maintained primary, infant and junior schools and are also available on the Kent County Council website to print, complete and return.
- (c) A composite prospectus of all Kent maintained primary, infant and junior schools and written explanation of the co-ordinated admissions scheme is readily available on request from Kent County Council, Kent maintained primary, infant and junior schools and is also available on the Kent County Council website to read/print.

# 6.

Only preferences expressed on a submitted online application (via <u>www.kent.gov.uk/ola</u>) or on a paper RCAF/JCAF are valid applications. Completion of a schools' Supplementary Information Form alone does not constitute a valid application.

# 7.

A Foundation or Voluntary Aided school, Academy or Co-ordinating Free school can ask parents who wish to express it as a preference on their online application or RCAF/JCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is required it must be requested direct from the school or via Kent County Council's website (where supplied) and must be returned to the school by the closing date for applications as defined within the Kent County Council co-ordinated admissions scheme. All schools that use SIFs must include the proposed form in their consultation document with other admissions authorities, including Kent County Council, and in their published admission arrangements. Where a school fails clearly to define its oversubscription criteria in its determined arrangements, the definitions laid out by Kent County Council must be adopted.

# 8.

Where a school receives a supplementary information form it will not be regarded as a valid application. The parent must also complete an online application or paper RCAF/JCAF for their home Local Authority naming that school. Where schools use supplementary information forms they must confirm with the parent on receipt of their completed form that they have also made a formal application to Kent County Council.

# 9.

Completed applications must be submitted online and paper RCAFs/JCAFs returned to Kent County Council or any Kent Primary School by **15 January 2014**.

#### 10.

Kent County Council will act as a clearing house for the allocation of places.

Kent County Council will only make any decision about the offer or refusal of a place in response to any preference expressed on the online application or RCAF/JCAF where:

- (a) it is acting in its separate capacity as an admission authority;
- (b) an applicant is eligible for a place at more than one school;
- (c) an applicant is not eligible for a place at any school that the parent has named.

Kent County Council will allocate places in accordance with paragraph 14.

# 11.

**By 7 February 2014** – Kent County Council will advise all Kent primary, infant and junior schools of the number of preferences expressed for them. Where there are preferences expressed for non-Kent schools, or where a non-Kent resident has expressed a preference for a Kent school, Kent County Council will have also completed any data exchange with other Local Authorities by this date.

# 12.

**By 12 February 2014** – Kent County Council will advise all Kent primary, infant and junior schools of the full details of all valid applications for their schools to enable them to apply their over-subscription criteria. Only children who appear on Kent County Council's list can be considered for places on the relevant offer day.

# 13.

**By 3 March 2014** – All Kent primary, infant and junior schools, including academies and coordinating free schools, **must** return completed lists, ranked in priority order in accordance with their over-subscription criteria, to Kent County Council for consideration in the allocation process. **3 March 2014** will also be the final deadline by which any school or academy may notify Kent County Council of their intention to admit above PAN. Changes cannot be made after this date because Kent County Council will not have sufficient time to administer its coordination responsibilities.

# 14.

**By 7 March 2014** - Kent County Council will match this ranked list against the ranked list of the other schools named on the form and:

- (a) Where the child is eligible for a place at only one of the named schools, that school will be offered.
- (b) Where the child is eligible for a place at two or more of the named schools, they will be allocated a place at whichever of these is the highest ranked preference.
- (c) Where the child is not eligible for a place at any of the named schools, the child will be allocated a place at an alternative school by the home Local Authority.

By this date Kent County Council will have completed any data exchange with other Local Authorities to cover situations where a resident in Kent LA's area has named a school outside Kent, or a parent living outside the Kent County Council's Local Authority area has named a Kent school.

# 15.

By 2 April 2014 - Kent County Council will inform schools of the pupils to be offered places at their school.

16.

On offer day, 16 April 2014 – Kent County Council will:

(a) send an offer e-mail after 4pm to those parents who have applied online and provided a valid e-mail address.

- I. The name of the school at which a place is offered.
- II. Information about the right of appeal against the decisions to refuse places at other named schools.
- III. Information on how to request a place on a waiting list for schools originally named as a preference, if they want their child to be considered for any places that might become available.

(b) send decision letters to ALL paper CAF applicants and online applicants that did not receive an offer of their first preference. The letter will give:

- I. The name of the school at which a place is offered.
- II. The reasons why the child is not being offered a place at any school named on the RCAF/JCAF as a higher preference than the school offered.
- III. Information about the right of appeal against the decisions to refuse places at other named schools.
- IV. Information on how to request a place on a waiting list for schools originally named as a preference, if they want their child to be considered for any places that might become available.

Schools will send out their welcome letters no earlier than 18 April 2014.

# 17.

**By 16 May 2014** – parents must inform the school whether they wish to accept or refuse the place offered on offer day. Acceptances/refusals must be made in writing or via e-mail. This is also the deadline for parents to request to join waiting lists for schools on their original RCAF/JCAF and for late applications to be included in the Kent County Council reallocation stage on **17 June 2014**.

# 18.

**By 21 May 2014** – Kent County Council will advise all Kent primary, infant and junior schools, including academies, of the full details of all waiting list request and late applications for their schools to enable them to apply their over-subscription criteria. Priority ranking should not be given for waiting list requests. Only children who appear on the Kent County Council list can be considered for places on Kent County Council's reallocation day.

# 19.

**By 3 June 2014** – The schools must return their ranked waiting lists to Kent County Council. Schools should also return all acceptance and refusal information collected to ensure Kent County Council can calculate places available for its reallocation day.

20.

**On 17 June 2014** – Kent County Council will re-allocate any places that have become available since offer day using the same process described in paragraph 14. Applicants will

sent a letter by 1<sup>st</sup> Class that day, informing them of offers. Schools will be sent a list of all new offers and the remainder of their waiting lists.

# 21.

**After 17 June 2014** – Schools will make offers from their waiting lists for any spaces available. Schools must inform Kent County Council whenever an offer is made so that Kent County Council can record all activity. If a school has reached its Published Admission Number an applicant cannot be admitted other than through the Independent Appeal process, the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or who ceased to be so because they were adopted, or with SSEN apply. Schools can only offer places directly to Kent parents. If a place can be offered to a non-Kent child, the school must notify the LA as soon as possible. Schools are free to offer places to applicants that did not name the school on their original RCAF/JCAF, but have subsequently decided to apply for a school place.

22.

**Waiting Lists** - Applicants that have joined a school's waiting list before **16 May 2014** deadline will be included in the Kent County Council reallocation. At this stage, parents can only join waiting lists for schools on their original RCAF/JCAF. After the Kent County Council reallocation, remaining waiting lists will be forwarded to schools.

23.

After the **16 May 2014** but before **17 June 2014**, any applicant who has not joined a schools waiting list will be directed to the school to register their desire to join the list, but schools will not be able to make offers to these applicant until after **17 June 2014** when waiting lists are returned to the school. All applicants will be ranked in the same order as the published oversubscription criteria. Waiting lists will be held by the relevant admissions authority at least until the first day of the Spring Term 2014.

24.

After **17 June 2014** applicants are free to join waiting lists for schools that were not on their original RCAF/JCAF. These will be known as extended preferences. Applicants will contact schools they are interested in directly.

# Appeals

25.

All parents have the statutory right to appeal against any decision refusing them a school place and must lodge their appeal by **Tuesday 20 May 2014**.

26.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, the place can then be offered without an appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list.

#### Late Applications

27.

The closing date for applications in the normal admissions round (as above) is **15 January 2014.** As far as reasonably practicable, applications for places in the normal admissions round that are received late for a good reason will be accepted, provided they are received by Kent County Council before **Friday 24 January 2014**.

**Please note** – late applications cannot be made online. Late applicants must complete a paper RCAF/JCAF and return it direct to Kent County Council.

# Appendix A

# 28.

Applications received after 24 January 2014 but before Friday 16 May 2014 (the deadline for inclusion in any reallocations made on 17 June 2014) will not be considered for places on 16 April 2014, but will be included in the re-allocation of places on 17 June 2014 as defined above.

# 29.

Late applications received after **16 May 2014** (the deadline for inclusion in any reallocations made on **17 June 2014**) must be made directly to the schools. Parents will apply using the In Year Casual Admissions Form (IYCAF). These will be considered by each school after **17 June 2014**, in accordance with schools' oversubscription criteria as defined above.

# Section 2 – Details of the Primary In-Year Admissions Process for Schools

# In-Year Casual Admission Form.

1.

Kent County Council will produce a standard form, known as the **In-Year Casual Admission Form (IYCAF)**, which Kent schools must use to allow applicants to apply for school places in any year group outside of the normal admissions round. Applicants must use one form for each school they wish to apply for.

As Kent is no longer co-ordinating In-Year admissions, applications to out of county schools and from out of county residents will not have a standard process and will instead depend on the process of the county in question. Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities.

Out of county residents of authorities that co-ordinate In-Year admissions should complete their authority's Common Application Form and return it to their authority. Kent County Council will act as a liaison between the out of county authority and the requested Kent school. Out of county residents of authorities that do not co-ordinate are free to contact Kent schools directly to request a place. It is the responsibility of the out of county resident to ensure they apply by the appropriate method.

Parents will be able to obtain information about the process, other authority processes and IYCAFs from Kent County Council's Admissions and Transport Office or from any local Kent school. Enquiries relating to the process can be made via e-mail (<u>kentinyearadmissions@kent.gov.uk</u>). Information and IYCAFs will also be available on the Kent County Council's website to read and print.

Kent County Council will take all reasonable steps to ensure that all relevant information is available upon request to any parents who require it.

#### 2.

The IYCAF will be used for the purpose of admitting pupils to a school in the year group applied for.

#### 3.

The IYCAF must be used as a means of expressing one preference for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the Kent County Council Local Authority area wishing to express a preference for their child to be admitted to a school within the Kent County Council Local Authority area (including VA and Foundation schools, Academies and Co-ordinating Free Schools).

Parents wishing to apply for more than one school must complete a separate form for each school. Completed forms must be returned directly to the school. Applications by Kent

residents to out of county schools should be made to either the other local authority or school, depending on that county's In-Year process.

4.

The IYCAF will:

(a) invite the parent to express a school.

(b) invite parents to give their reasons for the preference and give details of any siblings that may be attending the preferred school.

(c) explain that the parent must complete a form for each school they wish to apply for and return each form to the corresponding school.

(d) explain that Kent County Council will be informed of any application and will monitor any subsequent offers that are made.

(e) direct the parent to contact Kent County Council where they are unable to secure a school place after applying to at least **three** schools.

(f) explain that applications to non Kent schools must be made to the school or corresponding local authority, depending on local procedures.

# 5.

Kent County Council will make appropriate arrangements to ensure:

- (a) that the IYCAF is available in paper form on request from Kent County Council and from all maintained primary schools, Academies and Co-ordinating Free Schools in the Kent County Council area; and
- (b) that the IYCAF is accompanied by a written explanation of the In-Year admissions process in an easy to follow format.

# 6.

IYCAFs for Kent schools must be returned to the school. Schools must process them, no later than 5 days from receipt.

# 7.

Out of county residents of authorities that co-ordinate In-Year admissions should complete their authority's Common Application Form and return it to their authority. The parent's Local Authority will forward all relevant information to Kent, who will in turn pass this information to schools. Schools will inform Kent if an offer can be made, which Kent will forward to the home Local Authority, who in turn, will liaise with their parent. Out of county residents of authorities that do not co-ordinate are free to contact Kent schools directly to request a place.

# Supplementary Information Forms (SIFs)

# 8.

All completed IYCAFs are valid applications. A school can ask parents who wish to

nominate it, or have nominated it, on the IYCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is required it must be requested from the school or Kent County Council and returned to the school. All schools that use SIFs must include the proposed form in their published admission arrangements. Where a school fails clearly to define its oversubscription criteria in its determined arrangements, the definitions laid out by the Local Authority must be adopted. SIFs will be available directly from schools or, where supplied, from the Kent County Council's website www.kent.gov.uk/primaryadmissions.

# 9.

A SIF is not a valid application by itself: this can be made only on the IYCAF (or corresponding form if out of county applicants live in a county which co-ordinates In-Year admissions). When SIFs are received the school must ensure that the IYCAF or neighbouring Local Authority's Common Application Form has been completed by the parent and, if not, contact the parent and ask them to complete one. Parents will not be under any obligation to complete any part of an individual school's supplementary information form where this is not strictly required for the governing body to apply its oversubscription criteria.

# 10.

# a)

# Children with Statements of Special Educational Need (SSEN) -

Pupils with a Statement of Special Educational Need do not apply to a school for a place through the In Year Admissions processes.

Any application received for a child with a Statement of Special Educational Need will be referred directly to Kent County Council's SEN & R team, who must have regard to Schedule 27 of the Education Act 1996 ....." *the LA must name the maintained school that is preferred by parents providing that:* 

\* the school is suitable for the child's age, ability and aptitude and the special educational needs set out in part 2 of the statement

\* the child's attendance is not incompatible with the efficient education of other children in the school, and

\* the placement is an efficient use of the LEA's resources"

Where a pupil is resident in another Local Authority, the home Authority must again comply with Schedule 27 of the Education Act 1996 which states:

"A local education authority shall, before specifying the name of any maintained school in a statement, consult the governing body of the school, and if the school is maintained by another local education authority, that authority."

Other Authorities looking for Kent school places for statemented pupils will need to contact Kent County Council's SEN & R team in addition to the relevant school.

# b)

# Children in Local Authority Care (LAC) and Children Adopted from Care

When applications are made for young people in the care of other Local Authorities or who ceased to be so because they were adopted, Kent County Council - as receiving authority - will confirm an offer of a school place with the placing authority. Where an in-year

application is received from the corporate parent of a child in Local Authority Care or who ceased to be so because they were adopted, Kent Admissions team will expect that in line with Statutory Guidance \*, arrangements for appropriate education will have been made as part of the overall care planning, unless the placement has been made in an emergency. Where the placement has been made in an emergency, and this is not the case, Kent, as the receiving authority, will refer the matter to a school identified by the placing authority, to establish if an offer of a place can be provided. If the school is full and such a provision is not considered appropriate, Kent County Council will advise the home authority of alternative education provision that may be in the better interest of the child.

Where Kent County Council is the corporate parent of the child in question, an appropriately appointed social worker will liaise in the first instance with Admissions Placement Officers and other professionals as necessary, in order to agree the school or setting that would best meet the individual needs of the child (most appropriate provision for the child). Kent County Council will then allocate a place (where it is the admission authority for the school) or contact the school directly and seek a place where it is not. Where a school refuses to admit the child Kent County Council, as corporate parent, will decide whether to direct the school in question or consider if other education provision may be in the better interest of the child.

\* Statutory Guidance on the duty of local authorities to promote the educational achievement of looked after children under section 52 of the Children Act 2004 (S35.1-37)

# C)

Exceptional provision is made for the families of UK Service Personnel, Crown Servants and British Council employees, as required by the School Admissions Code. A confirmed address, or, in the absence of this, a Unit or "quartering area" address, will be accepted as the home address from which home-school distance will be calculated. This must be confirmed by a letter from the Commanding Officer or the Foreign Office. However, this does not guarantee a place at the parent's preferred school for their child.

# 11.

Children who are not successful in gaining any place and that have applied for at least **three** schools can contact Kent County Council and will be informed where there is an available place at an alternative school. These applicants will have the same access to a waiting list and rights to appeal as other applicants.

# **Offers for IYCAF**

12.

The school will notify applicants resident in the Kent County Council area by letter the outcome of their application. Where appropriate, the letter will detail:

- (a) the starting date if a place is available;
- (b) the reasons why the child is not being offered a place if a place is unavailable;
- (c) information about the statutory right of appeal against the decisions to refuse places;
- (d) information on how to apply for a place on the waiting list.
- (e) contact details for the school and LA and for the admission authorities of Foundation,

VA schools and Academies where they were not offered a place, so that they can lodge an appeal with the governing body.

The letter will notify parents that they need to respond to accept or refuse the offer of a place within 10 school days.

13.

Out of county residents of authorities that co-ordinate In-Year admissions should complete their authority's Common Application Form and return it to their authority. Kent County Council will act as a liaison between the out of county authority and the requested Kent school. Out of county residents of authorities that do not co-ordinate are free to contact Kent schools directly to request a place. It is the responsibility of the out of county resident to ensure they apply by the appropriate method. Once an offer has been made, schools will contact parents to arrange a start date.

14.

Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities. Depending on the other LA's determined process, the parent or the LA will confirm the acceptance or refusal of the place.

15.

Kent pupils who have applied to at least **three** schools and have not been offered a place can contact Kent County Council who will inform them where there is an available place at an alternative school. In the unlikely event that following consultation, no local place can be agreed, the application may be referred to a local panel under the In Year Fair Access Protocol. If the child is already attending a school in the local area, no alternative school place will be offered.

16.

Schools must inform Kent County Council of every offer that is made via the In Year Casual process to allow the necessary safeguarding checks to take place.

#### Acceptance/Refusal of Places

17.

Parents will be advised in their offer letter that they must accept/refuse the school place offer in writing to the school within 10 school days of the date of the offer letter. If the school has not obtained a response within the specified time, it will remind the parent in writing of the need to respond within a further seven week days and point out that the place may be withdrawn if no response is received. Only after having exhausted all reasonable enquiries will it be assumed that a place is not required.

18.

The school will notify Kent County Council of places accepted/refused as soon as possible after receipt of the acceptance/refusal. A mechanism for this transfer will be specified by Kent County Council.

#### 19.

Each oversubscribed school will keep a waiting list. This will include details of all applicants who have named the school on the IYCAF but could not be offered a place and have asked to be placed on a waiting list.

#### 20.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. If a school has reached its Published Admission Number it may not admit applicants other than through the Independent Appeal process, the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or who ceased to be so because they were adopted, or children with a Statement of Special Educational Needs apply. To maintain the database, schools will advise Kent County Council when a place has been offered to a pupil on a waiting list. Waiting lists will be maintained until at least the start of the spring term in the admission year. Parents whose children are refused admission will be offered a right of appeal (even if their child's name has been put on the waiting list).

#### Appeals

21.

All parents have the statutory right to appeal against any decision refusing them a school place.

22.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, the place can then be offered without an appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list.

23.

The scheme shall apply to every maintained school and Academy in the LA area (except special schools), which are required to comply with its terms, and it shall take effect from the point of formal Kent County Council Cabinet Determination.

24.

In any years subsequent to 2011, any or all of the dates specified in this scheme (including those set out in Section 1) may be changed to take account of any bank holidays and weekends that may fall on the specified dates.

# Section 3 – Glossary of Terms

Term	Definition
LA	A Local Authority
The LA	Kent County Council
The LA area	The area in respect of which Kent County Council is the Local Authority
Primary Education	Has the same meaning as in section 2(1) of the Education Act 1996
Primary School	Has the same meaning as in section 5(1) of the Education Act 1996
School	A Community, Foundation, Voluntary Aided or Voluntary Controlled school and Academy (but not a special school) which is maintained.
Foundation school	Such of the schools as are Foundation schools. The governing body is the admissions authority for these schools.
VA schools	Such of the schools as are Voluntary Aided schools, the governing body of these schools is the admission authority. These schools are church schools, and governors must have regard to the relevant diocesan board when setting admissions arrangements.
VC schools	Such of the schools as are Voluntary Controlled schools
Academies	means such schools which have been established under section 482 of the Education Act 1996 (as amended by section 65 of the Education Act 2002) and/or those established under the Academies Act 2010.
Free Schools	Such of the schools as are Free Schools. All-ability, state-funded school set up in response to what local people say they want and need in order to improve education for their children.
SIF	Supplementary Information Form – This is a form used by some Academies, Foundation and Voluntary Aided schools which may use them to collect additional information at the time of application in order for them to apply their over subscription criteria. They are most commonly used by Faith Schools to collect details in relation to a level

	Appendix A
	of commitment to Faith which can be a factor in the priority given to applicants. A supplementary information form can only collect information which is directly related to the oversubscription criteria published for a school.
PAN	Published Admission Number – this is the number of pupils a school is able to admit before it reaches capacity. School admissions authorities must consult on and determine a school's PAN and must not admit pupils above this number.
Late Application	an application sent to the LA after the closing date where the child has not been considered for a place at any school through the Secondary Transfer Scheme, or where applicants have moved house and their original preferences are no longer suitable.
Reallocation Process	the process by which vacant places are offered by the local authority to late applicants and pupils on school waiting lists.
Extended Preference	additional preferences expressed after reallocation has taken place for a school not originally on an RCAF/JCAF
IYCAF	In Year Casual Admission Form – this is the form used by parents to apply for a school place outside of a school's normal point of entry.
Admission authority	In relation to a Community or VC school means Kent County Council and, in relation to an Academy, Foundation or VA school means the governing body of that school.

**Appendix B** 



Dated: 15<sup>th</sup> January 2013

# Appendix B

# Kent County Council Proposed Co-ordinated Scheme for

# **Secondary Admissions**

# Academic Year 2014/15

# Incorporating Transfer to Year 7 and Proposed Secondary In-Year Admissions Process for Schools

Produced by: Admissions and Transport

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#### **Contact Details**

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Tel: 01622 694185 E-mail: <u>kent.admissions@kent.gov.uk</u> Each year, the Local Authority is required to draw up, consult on and determine:

- Co-ordinated admission arrangements (schemes) for all schools in the Local Authority area for entry at the normal time of admission (Year 7 for secondary schools, Year R for infant and primary schools and Year 3 for junior schools
- There is a duty on the LA to secure agreement from all admission authorities including academies in Kent. If the LA does not secure agreement from all the admission authorities and academies in Kent it must inform the Secretary of State who will impose a scheme to which all schools and academies must adhere.
- This consultation ran from 9.00 am on Thursday 15 November 2012 until Tuesday 15 January 2013. Every Kent School, Academy and Co-ordinating Free School is required to agree to the admissions scheme and adhere to it. Kent County Council made it clear in its consultation that where a school chooses not to comment it will constitute full acceptance to the proposed scheme.
- Cranbrook School is the only school in Kent where the normal point of entry is at Year 9. For Kent residents application forms are available from the school or the KCC website and will be processed broadly in line with the Year 7 transfer arrangements set out in this scheme. (Non-Kent parents must apply through their home authority's In Year admissions process.)

## Section 1 – Details of the Co-ordinated Scheme for Transfer to Year 7

This section details the Co-ordinated Scheme for Transfer to Year 7 in Secondary Schools in September 2014.

Year 7 applications are for children born between 1 September 2002 and 31 August 2003.

The Key Scheme dates are:	
Key Action	Scheme Date
Registration for testing opens	Monday 3 June 2013
Closing date for registration	Monday 1 July 2013
Test date for pupils in Kent primary schools	Wednesday 11 & Thursday 12 September 2013
Test date for out of county pupils	Saturday 14 September 2013
Assessment decision sent to parents	Wednesday 16 October 2013
National Closing Date for Secondary Common Application Forms (SCAF)	Thursday 31 October 2013
	Tuesday 5 Nevember 2012
Final closing date for exceptional late applications.	Tuesday 5 November 2013
First data exchange with neighbouring Authorities	By Monday 2 December 2013
Applicant numbers to schools (plus info for those needing to arrange additional testing)	By Monday 9 December 2013
Applicant details sent to schools to apply	By Friday 3 January 2014
oversubscription criteria – ranking lists sent	(End of School Holiday)
Ranked lists returned to Kent County Council by	No later than Tuesday 21
all schools	January 2014
Secondary schools sent lists of allocated pupils -	Monday 24 February 2014
primary schools informed of destination of pupils	
National Offer Day: e-mails sent after 4pm and	Monday 3 March 2014
letters sent 1 <sup>st</sup> class post (see paragraph 30)	
Schools send out welcome letters	Not before Thursday 6 March 2014
Deadline for late applications and waiting list requests to be included in the Kent County Council reallocation stage	Wednesday 19 March 2014
Date by which places should be accepted or declined to schools. Kent County Council will send schools waiting lists to put into oversubscription criteria order	Friday 21 March 2014
Schools to send their ranked waiting list and acceptance and refusals to Kent County Council	Wednesday 26 March 2014
Kent County Council re-allocates places that have become available from the schools' waiting lists. After this point schools will take back ownership of their waiting lists for the remainder of the reallocation process and are free to make offers	Wednesday 23 April 2014

#### The Key Scheme dates are:

In addition this scheme:

- (a) allows for Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against their over-subscription criteria.
- (b) Confirms that on 23 April 2014 Kent County Council will run one reallocation process offering places to late applicants and original applicants that have joined a school's waiting list after offer day. After 23 April 2014, Kent County Council will consider late applicants through the process described in paragraphs 17 to 20. Schools will maintain waiting lists for the remainder of the reallocation process and will fill vacancies as they arise to children on their waiting lists. Schools must notify Kent County Council of any offers that are made at the same time these are made to parents.

Kent County Council expects that all schools and Admission Authorities including academies engaged in the sharing of admissions data will manage personal information in accordance with Data Protection principles.

1.

For the normal point of entry to schools, Kent resident parents will be able to apply for their child's school place either online at <u>www.kent.gov.uk/ola</u> or by using a standard paper form known as the Secondary Common Application Form (SCAF). Kent County Council cannot accept multiple applications for the same child: a parent may use either of the above methods, but not both. Kent County Council will take all reasonable steps to ensure that every parent resident in the Kent County Council area who has a child in their last year of primary education knows how to apply for a school place by completing a SCAF online at <u>www.kent.gov.uk/ola</u> or on paper, and receives a written explanation of the co-ordinated admissions scheme.

2.

The SCAF will be used for the purpose of admitting pupils to the first year of secondary education in the specified year, and any successive year in which this scheme is still in force.

#### 3.

The SCAF must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the Kent County Council area wishing to express a preference for their child:

- (a) to be admitted to a school within the Kent County Council area (including VA and Foundation schools, Academies and Co-ordinating Free Schools).
- (b) to be admitted to a school located in another Local Authority's area (including VA, Foundation schools, Academies and Co-ordinating Free Schools).

4.

The SCAF will:

(a) invite parents to express **up to four** preferences including, where relevant, any schools outside the Kent County Council area, and to rank each school

according to their order of preference. Kent residents **must** complete a Kent SCAF. Residents outside Kent **must** complete their home Local Authority's SCAF (e.g. Medway residents complete a Medway SCAF etc).

- (b) invite parents to give their reasons for each preference including details of any siblings that will still be on roll at the preferred school at the time of the applicant child's admission.
- (c) explain that the parent will receive no more than one offer of a school place and that:
  - (i) a place will be offered at the highest available ranked preference for which they are eligible for a place; and
  - (ii) if a place cannot be offered at a school named on the form, a place will be offered at an alternative school.
- (d) specify the closing date for applications and where paper SCAFs must be returned to.

#### 5.

The LA will make appropriate arrangements to ensure:

- (a) That the online admissions website is readily accessible to all who wish to apply using this method.
- (b) That the paper SCAF is readily available on request from Kent County Council, from all Kent maintained primary schools and is also available on the Kent County Council website to print, complete and return.
- (c) That a composite prospectus of all Kent secondary schools and a written explanation of the co-ordinated admissions scheme is readily available on request from Kent County Council, from all Kent maintained primary schools and is also available on the Kent County Council website to read/print.

#### 6.

Completed applications must be submitted online and paper SCAFs returned to Kent County Council or any Kent primary school by **31 October 2013.** This is a National Closing Date set by Department for Education which falls at the end of Kent's half term. Due to holidays, some parents may not be able to discuss with primary school headteachers suitable schools before this date, consequently to support parents applications will be accepted by Kent County Council as 'on time' as long as they are received **no later than 5 November 2013.** 

#### 7.

To help Kent County Council ensure that everyone who needs to make an application has done so, primary schools may ask parents for a note of their online application reference, or – if they have concerns – may ask the online admissions team to check that an online application has been submitted by parents of children attending their school. This is an important safeguarding measure schools are encouraged to support.

#### Supplementary Information Forms (SIFs)

#### 8.

Only applications submitted on a SCAF (online or paper) are valid. Completion of a school's Supplementary Information Form alone does not constitute a valid application. Where schools use supplementary information forms they must confirm with the parent on receipt of their completed form that they have also made a formal application to Kent County Council.

#### 9.

A school can ask parents who wish to name it, or have named it, on their SCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is required it must be requested from the school or Kent County Council and returned to the school. All schools that use SIFs must include the proposed form in their consultation document and in their published admission arrangements. Where a school fails clearly to define its oversubscription criteria in its determined arrangements, the definitions laid out by Kent County Council must be adopted.

#### 10.

If a child is resident in another area, the home area's online or paper SCAF must be used. When supplementary forms are received the school must verify with Kent County Council before consideration and ranking of applicants that a SCAF or neighbouring area's Common Application Form has been completed by the parent and, if not, contact the parent and ask them to complete one. In these circumstances, the school should also send Kent County Council a copy of the SIF if so requested. Parents will not be under any obligation to complete any part of an individual school's supplementary information form where this is not strictly required for the governing body to apply its oversubscription criteria.

#### Testing

#### 11.

The Kent schools that require children to sit the Kent grammar school tests are listed below:

Barton Court Grammar School	Maidstone Grammar School		
Borden Grammar School	Maidstone Grammar School for Girls		
Chatham House Grammar School	Mayfield Grammar School,		
	Gravesend		
*Chaucer Technology School	Norton Knatchbull		
Clarendon House Grammar School	Oakwood Park Grammar School		
Dane Court Grammar School	Queen Elizabeth's Grammar School		
Dartford Grammar School	Simon Langton Girls' Grammar		
	School		
Dartford Grammar School for Girls	Simon Langton Grammar School for		
	Boys		
**Dover Grammar School for Boys	Sir Roger Manwood's School		
**Dover Grammar School for Girls	Skinners' School		
Folkestone School for Girls	Tonbridge Grammar School		
Gravesend Grammar School	Tunbridge Wells Girls' Grammar		
	School		

Harvey Grammar School	Tunbridge Wells Grammar School for Boys
Highsted Grammar School	Weald of Kent Grammar School
Highworth Grammar School for Girls	Wilmington Grammar School for Boys
Invicta Grammar School	Wilmington Grammar School for Girls
Judd School	

\* Chaucer Technology School has a grammar stream and may admit up to 35 children (15% of their Published Admission Number) who are assessed as suitable for a grammar school through Kent's 'Procedure for Entry to Secondary Education' (PESE). \*\* Dover Grammar School for Boys and Dover Grammar School for Girls also accept

pupils who have reached the required standard through the "Dover Test".

#### 12.

Registration for the Kent grammar school tests will open on **3 June 2013**. Parents wishing their children to sit the Kent grammar school tests are required to register with the Kent Admissions Team (either online or using a paper registration form) no later than **1 July 2013**.

#### 13.

Children who are not registered for the Kent grammar school tests by the closing date for registration will not be entered into the Kent test taking place:

#### for in-County pupils on **11 and 12 September 2013**

for out-County pupils on 14 September 2013 (practice test 7 September 2013)

Registration is open to parents of children resident in the UK, and the children of UK service personnel and other Crown Servants returning to the UK, who will transfer to secondary school in September 2014.

A child's place of residence is where the child normally sleeps, not a temporary address (such as for holiday or educational purposes) before returning overseas. For UK service personnel and other Crown Servants, if the fixed UK residence is not known at the time of registration, then a unit postal address, or, if appropriate, a "quartering area" address may be used.

If the parent chooses to name a Kent grammar school (which uses the Kent Procedure for Entrance to Secondary Education) on the SCAF for a child who has not taken the test, this preference will be treated as invalid because the child will not have met the entry criteria. In these circumstances a child will not have an opportunity to sit the Kent test until after **23 April 2014** 

#### 14.

In the following exceptional circumstances, where a child is unable to sit the Kent grammar school tests on the specified dates, arrangements will be made for testing to take place by the end of January 2014:

- (a) illness on one or both test dates, confirmed by a doctor's certificate;
- (b) a move into the Kent County Council area after the closing date for test registration. (NB: This can only be arranged if parents have provided proof of residency and

#### return the late paper SCAF before 9 December 2013.)

Outside these specific circumstances, children who have not registered for testing but want a grammar school place will not have an opportunity to sit the test until after **23 April 2014** when parents can submit a further application or, if they have been refused admissions, make and appeal to the Independent Appeal Panel.

Parents will need to follow the late applications process set out in Kent County Council's booklet, "Admission to Secondary School in Kent 2014".

15.

Following the conclusion of the assessment process Kent County Council will write to parents of all registered children advising them of the assessment decision. Letters will be sent by 1<sup>st</sup> class post on **16 October 2013**, to arrive on **17 October 2013**. Where a parent has registered for the Kent Test online, and provided a valid e-mail address, assessment decision e-mails will be sent after 4pm on **16 October 2013**.

#### 16.

Parents will have until **31 October 2013** to complete their online application or return their paper SCAF to Kent County Council. Applications from parents of children who sat the Kent Test but could not discuss their preference options with the primary school headteacher when they received their assessment decision will be accepted by Kent County Council as 'on time' as long as they are received **no later than 5 November 2013** There is no right of appeal against the assessment decision, but after **3 March 2014** parents may make an admission appeal to an independent appeal panel if their child is refused admission to any school, including a grammar school.

#### Late applications received after the SCAF closing date but before 9 December 2013

17.

The closing date for applications in the normal admissions round is **31 October 2013**. As far as is reasonably practicable applications for places in the normal admissions round that are received after that date but before **9 December 2013** will be accepted, provided there is a good reason for the delay. Examples of what will be considered as good reason include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a Kent property will normally be required in these cases).

18.

Exceptional provision is made for the families of UK Service Personnel, Crown Servants and British Council employees, as required by the School Admissions Code. Applications will be accepted up until **9 December 2013**, where it is confirmed by the appropriate authority that the family will be resident in Kent by **1 September 2014**. A confirmed address, or, in the absence of this, a Unit or "quartering area" address, will be accepted as the home address from which home-school distance will be calculated. Children who are not successful in gaining any place they want will be allocated an available place at an alternative school, and will have the same access to a waiting list / rights to appeal as other applicants.

#### Late applications received on or after 9 December 2013 but before 19 March 2014

19.

The LA will hold these late applications until they are processed on 23 April 2014. To

allow the necessary work to be completed, applications must be received by **19 March 2014** to be included in the **23 April 2014** reallocation.

#### Late applications received after 19 March 2014

20.

Late applications received after **19 March 2014** (the deadline for inclusion in any reallocations made on **23 April 2014**) must be made directly to the schools. Parents will apply using the In Year Casual Admissions Form (IYCAF). These will be considered by each school after **23 April 2014**, in accordance with schools' oversubscription criteria.

#### **Applications Made Direct to Schools**

21.

Applications made on the SCAF and returned direct to any school before **19 March 2014** must be forwarded to Kent County Council immediately. Where only the Supplementary Information Form (SIF) is received the school must inform Kent County Council immediately so it can verify whether an application has been received from the parent and, if not, contact the parent and ask them to complete a SCAF. After the Kent County Council reallocation has taken place on **23 April 2014**, parents that did not name the school on their original SCAF can contact the school directly to request to join the waiting list.

#### **Determining Offers in Response to the SCAF**

22.

Kent County Council will act as a clearing house for the allocation of places by the relevant admission authorities in response to SCAFs completed online or on paper. Kent County Council will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the SCAF where:

- (a) it is acting in its separate capacity as an admission authority, or
- (b) an applicant is eligible for a place at more than one school, or
- (c) an applicant is not eligible for a place at any nominated school .

Kent County Council will allocate places in accordance with the provisions set out in paragraph 26.

23.

By 9 December 2013 Kent County Council will:

- (a) notify all schools of the number of applications received for their school;
- (b) send parent and pupil details to those schools which have not made arrangements to test earlier and which require details to arrange testing by the same date (data may be subject to further validation at this stage);
- (c) send parent and pupil details to those schools requesting such details to match against supplementary forms (data may be subject to further validation at this stage);
- (d) notify and forward details of applications to the relevant authority/authorities where

parents have nominated a school outside the Kent County Council area.

#### 24.

**By 3 January 2014** Kent County Council will notify the admission authority for each of the schools of every nomination that has been made for that school, forwarding them all relevant details from the online application or paper SCAF.

#### 25.

No later than 21 January 2014 the admission authority for each school will consider all applications for their school, apply the school's oversubscription criteria and provide the LA with a list of all applicants ranked according to the school's oversubscription criteria. 21 January 2014 will also be the final deadline by which any school or academy may notify Kent County Council of its intention to admit above PAN. Changes cannot be made after this date because Kent County Council will not have sufficient time to administer its coordination responsibilities.

#### 26.

By 14 February 2014 the LA will match this ranked list against the ranked lists of the other schools named and:

- (a) where the child is eligible for a place at only one of the named schools, will allocate a place at that school to the child;
- (b) where the child is eligible for a place at two or more of the named schools, will allocate a place to the child at whichever of these is the highest ranked preference;
- (c) where the child is not eligible for a place at any of the named schools, will allocate a place to the child at an alternative school.

#### 27.

Where the parents of a Kent pupil have applied to a school outside Kent, the LA will have regard to information received from the relevant Local Authority to ensure that the Local Authority offers the parents a place at the highest ranked preference for which the child is eligible for a place.

#### 28.

Where Kent County Council receives notice from another Local Authority ("the home authority") that the parents of a child from outside Kent have applied to a Kent school, the LA will forward the application to the relevant school, or, where the LA is the admission authority for the school, determine whether the child will be offered a place at the school. Kent County Council will notify the home authority of the determination so that the home authority can make an offer of the highest ranked school.

29.

**By 24 February 2014** Kent County Council will inform its secondary schools and Academies of the pupils to be offered places at their establishments, and will inform other Local Authorities of places to be offered to their residents in its schools and Academies Kent County Council will also inform all Kent primary schools of offers made to their Kent pupils.

#### Offers – 3 March 2014

30.

#### On 3 March 2014 Kent County Council will

- (a) send an offer e-mail after 4pm to those parents who have applied online and provided a valid e-mail address.
  - (a) The name of the school at which a place is offered.
  - (b) Information about the right of appeal against the decisions to refuse places at other named schools.
  - (c) Information on how to request a place on a waiting list for schools originally named as a preference, if they want their child to be considered for any places that might become available.
- (b) Send decision letters to ALL paper CAF applicants and online applicants that did not receive an offer of their first preference.. The letter will give:
  - (a) the name of the school at which a place is offered;
  - (b) the reasons why the child is not being offered a place at each of the other schools named on the SCAF;
  - (c) information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
  - (d) advice on how to apply for a place on the waiting list for any school named on the SCAF. Parents cannot ask for their child to go on the waiting list for a grammar school unless the child has been assessed suitable for grammar school;
  - (e) advice on how to find contact details for the school and Local Authority and for the admission authorities of Foundation, VA schools and Academies where they were not offered a place, so that they can lodge an appeal with the governing body.

The letter and email will notify parents that they need to respond to the offered school to accept or refuse the offer. It will not inform parents of places still available at other schools.

#### 31.

Parents who reside in other Local Authorities, but who have applied for a Kent school or schools, will be notified of whether or not they are being offered a place at a Kent school by their own Local Authority on **3 March 2014**.

32.

Kent pupils who have not been offered a place at any of the schools nominated on their SCAF will be offered a place by Kent County Council at an alternative school in the Kent County Council area, following consultation with individual schools. This place will be offered on **3 March 2014**.

33.

Secondary schools and Academies will send their welcome letters **no earlier than Thursday 6 March 2014.** 

#### Acceptance/Refusal of Places - 21 March 2014

#### 34.

On **21 March 2014** the schools will check to see whether a response from each pupil who was offered a place on **3 March 2014** has been received. Acceptances/refusals must be made in writing or via e-mail. If a response has not been received by **21 March 2014**, it will remind the parent in writing of the need to respond within a further seven days and point out that the place may be withdrawn if no response is received. Only after having exhausted all reasonable enquiries will it be assumed that a place is not required. On **26 March 2014** schools will return details of acceptances and refusals to Kent County Council.

35.

On **23 April 2014** Kent County Council will run a reallocation process to offer vacant places that have become available to pupils on each school's waiting list. After **23 April 2014** the schools will offer any remaining places and vacant places that become available for applicants on their waiting lists. Kent County Council will process late applications that are received during this time.

#### Waiting Lists

36.

Kent County Council will keep a waiting list for all schools up to **23 April 2014**. This will include details of the following:

- (a) all applicants who named the school on the SCAF and were not offered a place on **3 March 2014** and who have asked to be included on the school's waiting list;
- (b) late applicants whose applications were/are sent to the school by Kent County Council.

(A grammar school can only put children on its waiting list if they have been assessed as suitable for a grammar school.)

37.

Waiting lists will be sent to schools on **21 March 2014**. Applicants will need to be listed in order of priority by schools, in accordance with the school's oversubscription criteria and returned to Kent County Council by **26 March 2014**. Kent County Council will initially reallocate vacant places on **23 April 2014**. After this date, schools will be sent back the remainder of their waiting lists and will make offers.

38.

After 23 April 2014 waiting lists will include:

- (a) applicants named in paragraph 36 above
- (b) applicants who did not name the school on their SCAF and now wish to be considered for a place at the school.
- (c) Late applicants who have not previously been considered for a place at any

Secondary school whose details were/are sent to the school by Kent County Council.

39.

Schools must inform Kent County Council whenever an offer is made so that it Kent County Council can record all activity. If a school has reached its Published Admission Number an applicant cannot be admitted other than through the Independent Appeal process, the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or who ceased to be so because they were adopted or with SSEN apply. Schools can only offer places directly to Kent. If a place can be offered to a non-Kent child, the school must notify Kent County Council as soon as possible. Schools are free to offer places to applicants that did not name the school on their original RCAF/JCAF, but have subsequently decided to apply for a school place

#### Appeals

40.

All parents have the statutory right to appeal against any decision refusing them a school place, regardless of where they ranked the school on a SCAF.

41.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school after **23 April 2014** the school can offer the place, without the appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list. (Where the school is a grammar school, a place may only be offered if the child has been assessed as being suitable for a grammar school place <u>and</u> there are no other applicants at that time ranked higher.)

## Section 2 – Details of the Secondary In-Year Admissions Process for Schools

#### In-Year Casual Admission Form.

1.

Kent County Council will produce a standard form, known as the **In-Year Casual Admission Form (IYCAF)**, which Kent schools must use to allow applicants to apply for school places in any year group outside the normal admissions round. Applicants must use one form for each school they wish to apply for.

As Kent is no longer co-ordinating In-Year admissions, applications to out of county schools and from out of county residents will not have a standard process and will instead depend on the process of the county in question. Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities.

Out of county residents of authorities that co-ordinate In-Year admissions should complete their authority's Common Application Form and return it to their authority. Kent County Council will act as a liaison between the out of county authority and the requested Kent school. Out of county residents of authorities that do not co-ordinate are free to contact Kent schools directly to request a place. It is the responsibility of the out of county resident to ensure they apply by the appropriate method.

Parents will be able to obtain information about the process, other authority processes and IYCAFs from Kent County Council's Admissions and Transport Office or from any local Kent school. Enquiries can also be made via e-mail (<u>kentinyearadmissions@kent.gov.uk</u>). Information and IYCAFs will also be available on the Kent County Council's website to read and print.

Kent County Council will take all reasonable steps to ensure that all relevant information is available upon request to any parents who require it.

#### 2.

The IYCAF will be used for the purpose of admitting pupils to a school in the year group applied for.

#### 3.

The IYCAF must be used by parents resident in the Kent County Council area as a means of expressing one preference for the purposes of section 86 of the School Standards and Framework Act 1998, for their child to be admitted to a school within the Kent County Council area (including VA and Foundation schools, Academies and Co-ordinating Free Schools)

Parents wishing to apply for more than one school must complete a separate form for each school. Completed forms must be returned directly to the school. Applications by Kent residents to out of county schools should be made to either the other local authority or school, depending on that county's In-Year process.

4.

The IYCAF will:

(a) invite the parent to express a school preference.

(b) invite parents to give their reasons for the preference and give details of any siblings that may be attending the preferred school.

(c) explain that the parent must complete a form for each school they wish to apply for and return each form to the corresponding school.

(d) explain that Kent County Council will be informed of any application and will monitor any subsequent offers that are made.

(e) direct the parent to contact Kent County Council where they are unable to secure a school place after applying to at least **four** schools.

(f) explain that applications to non Kent schools must be made to the school or corresponding local authority, depending on local procedures.

#### 5.

The LA will make appropriate arrangements to ensure:

- (a) that the IYCAF are available in paper form on request from Kent County Council and from all maintained secondary schools, Academies and Co-ordinating Free Schools in the Kent County Council area; and
- (b) that the IYCAF is accompanied by a written explanation of the In-Year admissions process in an easy to follow format.

6.

IYCAFs for Kent schools must be returned to the school. Schools must process them no later than 5 school days from receipt.

7.

Out of county residents of authorities that co-ordinate In-Year admissions should complete their authority's Common Application Form and return it to their authority. The parent's Local Authority will forward all relevant information to Kent, who will in turn pass this information to schools. Schools will inform Kent if an offer can be made, which Kent will forward to the home Local Authority, who in turn, will liaise with their parent. Out of county residents of authorities that do not co-ordinate are free to contact Kent schools directly to request a place

#### Supplementary Information Forms (SIFs)

8.

All completed IYCAFs are valid applications. A school can ask parents who wish to nominate it, or have nominated it, on the IYCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is required it must be requested from the school or Kent County Council and returned to the school. All schools that use SIFs must include the proposed form in their consultation document, and in their published admission arrangements. Where a school fails clearly to

define its oversubscription criteria in its determined arrangements, the definitions laid out by the Local Authority must be adopted.

9.

A SIF is not a valid application by itself: this can be made only on the IYCAF (or corresponding form if out of county applicants live in a county which co-ordinates In-Year admissions). When SIFs are received the school must ensure that the IYCAF or neighbouring LA's Common Application Form has been completed by the parent and, if not, contact the parent and ask them to complete one. Parents will not be under any obligation to complete any part of an individual school's supplementary information form where this is not strictly required for the governing body to apply its oversubscription criteria.

#### Schools which have entrance tests

10.

Parents wishing to apply for a Kent maintained school that tests pupils before admission are required to name the school on their IYCAF and contact the school regarding testing arrangements. In most circumstances schools will set their own entry tests other than for normal points of entry. Applications will be held as pending until results of these tests are available.

#### 11.

#### a)

#### Children with Statements of Special Educational Need (SSEN) -

Pupils with a Statement of Special Educational Need do not apply to schools for a place through the In Year Admissions process.

Any application received for a child with a Statement of Special Educational Need will be referred directly to Kent County Council's Special Educational Needs & Resources team (SEN & R), who must have regard to Schedule 27 of the Education Act 1996 ....." *the LA must name the maintained school that is preferred by parents providing that:* 

\* the school is suitable for the child's age, ability and aptitude and the special educational needs set out in part 2 of the statement

\* the child's attendance is not incompatible with the efficient education of other children in the school, and

\* the placement is an efficient use of the LEA's resources"

Where a pupil is resident in another Local Authority, the home Authority must again comply with Schedule 27 of the Education Act 1996 which states:

"A local education authority shall, before specifying the name of any maintained school in a statement, consult the governing body of the school, and if the school is maintained by another local education authority, that authority."

Other Authorities looking for Kent school places for statemented pupils will need to contact Kent County Council's SEN & R team in addition to the relevant school.

b)

## Children in Local Authority Care (LAC) and Children Adopted from Care

When applications are made for young people in the care of other Local Authorities or who ceased to be so because they were adopted, Kent (as receiving authority) will confirm an offer of a school place with the placing authority. Where an in-year application is received from the corporate parent of a child in Local Authority Care, Kent Admissions team will expect that in line with Statutory Guidance \*, arrangements for appropriate education will have been made as part of the overall care planning, unless the placement has been made in an emergency.

Where the placement has been made in an emergency, and this is not the case, Kent, as the receiving authority, will refer the matter to a school identified by the placing authority, to establish if an offer of a place can be provided. If the school is full and such a provision is not considered appropriate, Kent County Council will advise the home authority of alternative education provision that may be in the better interest of the child.

Where Kent is the corporate parent of the child in question, an appropriately appointed social worker will liaise in the first instance with Admissions Placement Officers and other professionals as necessary, in order to agree the school or setting that would best meet the individual needs of the child (most appropriate provision for the child). Kent County Council will then allocate a place (where it is the admission authority for the school) or contact the school directly and seek a place where it is not. Where a school refuses to admit the child Kent County Council as corporate parent will decide whether to direct the school in question or consider if other education provision may be in the better interest of the child.

\* Statutory Guidance on the duty of local authorities to promote the educational achievement of looked after children under section 52 of the Children Act 2004 (S35.1-37)

C)

Exceptional provision is made for the families of UK Service Personnel, Crown Servants and British Council employees, as required by the School Admissions Code. A confirmed address, or, in the absence of this, a Unit or "quartering area" address, will be accepted as the home address from which home-school distance will be calculated. This must be confirmed by a letter from the Commanding Officer or the Foreign & Commonwealth Office. However, this does not guarantee a place at the parent's preferred school for their child.

12.

Children who are not successful in gaining any place they want and the have applied for at least **four** schools can contact Kent County Council and will be informed where there is an available place at an alternative school. These applicants will have the same access to a waiting list and rights to appeal as other applicants.

## Offers for IYCAF

13.

The school will notify applicants resident in Kent County Council area by letter the oucome of their application. Where appropriate, the letter will detail:

- (a) the starting date if a place is available;
- (b) the reasons why the child is not being offered a place, if a place is unavailable;

- (c) information about the statutory right of appeal against the decisions to refuse places.
- (d) information on how to apply for a place on the waiting list. (Parents cannot ask for their child to go on the waiting list for a grammar school unless the child has been assessed suitable for grammar school);
- (e) contact details for the school and Kent County Council and for the admission authorities of Foundation, VA schools and Academies where they were not offered a place, so that they can lodge an appeal with the governing body.

The letter will notify parents that they need to respond to accept or refuse the offer of a place within 10 school days. It will not inform parents of places still available at other schools.

#### 14.

Out of county residents of authorities that co-ordinate In-Year admissions should complete their authority's Common Application Form and return it to their authority. Kent County Council will act as a liaison between the out of county authority and the requested Kent school. Out of county residents of authorities that do not co-ordinate are free to contact Kent schools directly to request a place. It is the responsibility of the out of county resident to ensure they apply by the appropriate method. Once an offer has been made, schools will contact parents to arrange a start date.

#### 15.

Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities. Depending on the other LA's determined process, the parent or the LA will confirm the acceptance or refusal of the place.

16.

Kent pupils who have applied to at least **four** schools and have not been offered a place can contact Kent County Council will inform them where there is an available place at an alternative school, following consultation with individual schools. If no school in the local area has places available, the application may be referred to a local panel under the In Year Fair Access Protocol. If the child is already attending a school in the local area, no alternative place will be offered.

17.

Schools must inform Kent County Council of every offer that is made via the In Year Casual process to allow the necessary safeguarding checks to take place.

#### Acceptance/Refusal of Places

18.

Parents will be advised in their offer letter that they must accept/refuse the school place offer in writing to the school within 10 school days of the date of the offer letter. If the school has not obtained a response within the specified time, it will remind the parent in writing of the need to respond within a further seven week days and point out that the place may be withdrawn if no response is received. Only after having exhausted all

reasonable enquiries will it be assumed that a place is not required.

19.

The school will notify Kent County Council of places accepted/refused as soon as possible after receipt of the acceptance/refusal. A mechanism for this transfer will be specified by Kent County Council.

#### Waiting Lists

20.

Each oversubscribed school will keep a waiting list at least until the end of the first term. This will include details of all applicants who have named the school on the IYCAF but could not be offered a place and have asked to be placed on a waiting list. A copy of the waiting list must be provided to Kent County Council and updated each time there is a change. (*A grammar school can only put children on its waiting list if they have been assessed as suitable for a grammar school.*)

21.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. If a school has reached its Published Admission Number it may not admit applicants other than through the Independent Appeal process, the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or who ceased to be so because they were adopted or children with Statements of Special Education Needs apply. To maintain the database, schools will advise Kent County Council when a place has been offered to a pupil on a waiting list. Waiting lists will be maintained until at least the start of the Spring term in the admission year. Parents whose children are refused admission will be offered a right of appeal (even if their child's name has been put on the waiting list).

#### Appeals

22.

All parents have the statutory right to appeal against any decision refusing them a school place.

23.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, the place can then be offered without an appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list. (Where the school is a grammar school, a place may only be offered if the child has been assessed as being suitable for a grammar school place <u>and</u> there are no other applicants at that time list who rank higher through the application of the school's over-subscription criteria.)

24.

The scheme shall apply to every maintained secondary school and Academy in Kent County Council area (except special schools).

25.

In any years subsequent to 2012, any or all of the dates specified in this scheme (including those set out in Section 1) may be changed to take account of any bank holidays and weekends that may fall on the specified dates.

## Section 3 – Glossary of Terms

Term	Definition
The LA	means Kent County Council acting in its capacity as local authority
The LA area	means the area in respect of which Kent County Council is the local authority
Primary education	has the same meaning as in section 2(1) of the Education Act 1996
Secondary education	has the same meaning as in section 2(2) of the Education Act 1996
Primary school	has the same meaning as in section 5(1) of the Education Act 1996
Secondary school	has the same meaning as in section 5(2) of the Education Act 1996
School	means a community, foundation or voluntary school (but not a special school) which is maintained by the LA, and Academies
Foundation schools	means such of the schools as are foundation schools, the governing body are the admissions authority for foundation schools.
VA schools	means such of the schools as are voluntary-aided schools, the governing body are the admissions authority for voluntary aided schools however these are Church schools and governors must have regard to the relevant diocesan board of education when setting admissions arrangements.
Academies	means such schools which have been established under section 482 of the Education Act 1996 (as amended by section 65 of the Education Act 2002) and/or those established under the Academies Act 2010.
Free Schools	Such of the schools as are Free Schools. All-ability, state-funded school set up in response to what local people say they want and need in order to improve education for their children.
Admission authority	in relation to a community or voluntary controlled school means the LA and, in relation to a trust, foundation or VA school and Academy, means the governing body of that school
The specified year	means the school year beginning at or about the beginning of September 2013, and at the same time in any successive year in which this scheme is still in force
Admission arrangements	means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school
Eligible for a place	means that a child has been placed on a school's ranked list at such a point as falls within the school's published admission number.
SCAF	refers to the Secondary Common Application Form, completed

[	online or on paper
<b>T</b> I 17 4	online or on paper
The Kent grammar	Tests in Verbal reasoning, Non-Verbal reasoning and Mathematics
school tests	devised by an external body (GL Assessment) for admission to
	Kent grammar schools
The Kent Procedure	the system for determining entry to Kent Grammar Schools
for Entrance to	
Secondary	
Education (PESE)	
Late Application	an application sent to the LA after the closing date where the child
••	has not been considered for a place at any school through the
	Secondary Transfer Scheme, or where applicants have moved
	house and their original preferences are no longer suitable.
Reallocation	the process by which vacant places are allocated from 17 April
	onwards
Process	
Extended	a the process by which vacant places are allocated from 17 April
Preference	onwards
SIF	Supplementary Information Form – This is a form used by some Academies, Foundation and Voluntary Aided schools which may use them to collect additional information at the time of application in order for them to apply their over subscription criteria. They are most commonly used by Faith Schools to collect details in relation to a level of commitment to Faith which can be a factor in the priority given to applicants. A supplementary information form can only collect information which is directly related to the oversubscription criteria published for a school.
PAN	Published Admission Number – this is the number of pupils a school is able to admit before it reaches capacity. School admissions authorities must consult on and determine a school's PAN.

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Appendix C



Dated: 15<sup>th</sup> January 2013

## Appendix C (1)

# **Kent County Council**

# Proposed Admissions Arrangements for Academic Year 2014/15

# Community and Voluntary Controlled Primary, Infant, Junior Schools in Kent

Produced by: Admissions and Transport

#### **Contact Details**

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Tel: 01622 696565 Fax: 01622 696665 E-mail: <u>kent.admissions@kent.gov.uk</u> Each year, Kent County Council is required to consult with Kent admissions authorities, diocesan boards, neighbouring Local Authorities, relevant parents and parental groups, on admission arrangements for Community and Voluntary controlled schools. It must include:

- The over-subscription criteria / arrangements for entry to those schools for whom Kent County Council is the admission authority (Community and Voluntary Controlled schools).
- The Published Admission Number for those schools
- Relevant Consultation areas

This consultation was open from 9.00 am on Thursday 15 November 2012 until Tuesday 15 January 2013.

At the time of going to print, arrangements for the schools listed at the back of this paper identifying the Published Admissions Numbers are those schools for which Kent County Council is the admissions authority. Some of these schools may be in the process of becoming academies. Where this is the case arrangements determined through this consultation will transfer to the academy and if it then chooses to amend admissions arrangements in the future it will be through its own consultation on changes for future admissions years.

## **Proposed Oversubscription Criteria for Community and Voluntary Controlled Infant Junior and Primary Schools** (except Eastchurch CE Primary School & Thurnham Infant School)

The over-subscription criteria for all Community and Voluntary Controlled primary schools are as follows. If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

- Children in Local Authority Care a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted or who is the subject of a care order under Part IV of the Act.
- Attendance at a linked school where admission links have been established between the infant and junior school concerned, children attending the infant school are given priority for admission to the junior school.
- **Current Family Association** a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted or if they have moved live within 2 miles of the school, or

have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below).

Linked infant and junior schools are considered to be the same school for this criterion. If sibling priority is lost (as above), it will not be reinstated when a child transfers from an infant school to the linked junior school.

Where a child is transferring from Year 2 and would not be attending the infant school from the start of the next academic year, but applied for the linked junior school, the sibling link would not be broken for a child applying for the infant school.

In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of class size legislation, the additional pupil(s) will be treated as "excepted" for a period of one year, as with excepted pupils as defined in the School Admissions Code.

- Health and Special Access Reasons Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
- Nearness of children's homes to school we use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school. In the unlikely event that two or more children are in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This will be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions. The over-subscription criteria for **Eastchurch CE Primary School** on the Isle of Sheppey are as follows. If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order :

- **Children in Local Authority Care** a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted or who is the subject of a care order under Part IV of the Act.
- **Current Family Association** a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below). In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, Kent County Council will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of class size legislation, the additional pupil(s) will be treated as "excepted" for a period of one year, as with excepted pupils as defined in the School Admissions Code.

- Health and Special Access Reasons Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means that they have a demonstrable and significant need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
- Nearness of children's homes to a point equidistant between the Eastchurch site and the Warden Bay site of Eastchurch CE Primary School we use the distance between the child's permanent home address and the equidistant point between the Eastchurch site and the Warden Bay site of Eastchurch CE Primary School. This is measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a defined point equidistant between the two school sites as specified by Ordnance Survey. The same coordinate for the equidistant point is used for everybody. These straight line measurements are used to determine how close each applicant's address is to the equidistant point and children will be ranked in order of shortest distance first. In the unlikely event that two or more children are in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

The over-subscription criteria for **Thurnham CE Infant School** are as follows. If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order :

- Children in Local Authority Care a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted immediately from care or who are the subject of a care order under Part IV of the Act.
- **Current Family Association** a brother or sister in Thurnham school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below). Thurnham Infant School is linked to Roseacre Junior School for the purpose of admissions and the schools are considered to be the same school for this criterion. A sibling link will also continue to apply for a year R application for Thurnham Infant School where a sibling is transferring from year 2 of Thurnham Infant School having applied for a place in year 3 at Roseacre Junior School and there is an expectation that the child will be taking up the place in year 3. In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of class size legislation, the additional pupil(s) will be treated as "excepted" pupils, as defined in the School Admissions Code.

- Health and Special Access Reasons Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend Thurnham school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and Thurnham school.
- Nearness of children's homes to school we use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. When we apply the distance criterion for Thurnham School, these straight line measurements are used to determine how close each applicant's address is to the school.

## Linked Infant and Junior Schools

	DFE			DFE	
_	<u>NO</u>	Infant School Name	Linked With	NO	Junior School Name
	2574	Downs View Infant School	Linked With	3133	Kennington Church of England Junior School
_	2263	Herne Bay Infant School	Linked With	5206	Herne Bay Junior School *
	3295	Herne CE Infant & Nursery School	Linked With	3338	Herne CE (Aided) Junior School *
	2536	Loose Infant School	<u>Linked With</u>	2170	Loose Junior School
	2520	Madginford Park Infant School	Linked With	2491	Madginford Park Junior School
	2622	Murston Nursery and Infant School	Linked With	2252	Murston Junior School
	2513	Oaks Community Infant School	Linked With	2463	Minterne Community Junior School
	2459	Riverhead Infant School	Linked With	2141	Amherst School (Academy) Trust *
	2462	Riverview Infant School	Linked With	2444	Riverview Junior School
	2626	Sandwich Infant School	Linked With	2627	Sandwich Junior School
-	2119	Shears Green Infant School	Linked With	2431	Shears Green Junior School
age	2435	South Avenue Infant School	Linked With	2614	South Avenue Junior School
e 68	2069	St Albans Road Infant School	Linked With	2005	York Road Junior Academy and Language Unit *
8	2337	St Crispin's Community Infant School	Linked With	3181	St Saviour's Church of England Junior School
	3322	St James' Church of England Infant School *	Linked With	3049	St James's Church of England Junior School
	3073	St Michael's Church of England Infant School	Linked With	3072	St Michael's Church of England Junior School
	2328	St Mildred's Infant School	Linked With	2523	Upton Junior School
	2474	St Paul's Infant School	Linked With	2175	North Borough Junior School
	2611	St Stephen's Infant School	Linked With	2608	St. Stephen's Junior School *
	2290	Tenterden Infant School	Linked With	3144	Tenterden Church of England Junior School
	3081	Thurnham Church of England Infant School	Linked With	5203	Roseacre Junior School* (To be confirmed by governing body)
	2276	Willesborough Infant School	Linked With	5226	Willesborough Junior School *
	2484	Woodlands Infant School	Linked With	2453	Woodlands Junior School

\* Own admission authority Schools

# Appendix C (2)

## Proposed Published Admission Numbers for Community and Voluntary Controlled Infant, Junior and Primary Schools in Kent:

DfE no.	School name	District	Sub Type	Status	2013 Published Admission Number
2270	Aldington Primary School	Ashford	Primary	Community	30
2272	East Stour Primary School	Ashford	Primary	Community	60
2275	Victoria Road Primary School	Ashford	Primary	Community	30
2276	Willesborough Infant School	Ashford	Infant	Community	120
2278	Bethersden Primary School	Ashford	Primary	Community	20
2279	Brook Community Primary School	Ashford	Primary	Community	15
2280	Challock Primary School	Ashford	Primary	Community	30
2282	Great Chart Primary School	Ashford	Primary	Community	60
2285	Mersham Primary School	Ashford	Primary	Community	30
2286	Hamstreet Primary School	Ashford	Primary	Community	45
2287	Rolvenden Primary School	Ashford	Primary	Community	14
2289	Smeeth Community Primary School	Ashford	Primary	Community	20
2290	Tenterden Infant School	Ashford	Infant	Community	60
2574	Downs View Infant School	Ashford	Infant	Community	90
2625	Godinton Primary School	Ashford	Primary	Community	60
2686	Furley Park Primary School	Ashford	Primary	Community	60
3133	Kennington CEJ School	Ashford	Junior	Voluntary Controlled	90
3134	John Mayne CEP School	Ashford	Primary	Voluntary Controlled	20
3136	Brabourne CEP School	Ashford	Primary	Voluntary Controlled	15
3138	St. Mary's CEP School, Chilham	Ashford	Primary	Voluntary Controlled	15
3139	High Halden CEP School	Ashford	Primary	Voluntary Controlled	15
3140	Kingsnorth CEP School	Ashford	Primary	Voluntary Controlled	60
3143	St. Michael's CEP School	Ashford	Primary	Voluntary Controlled	30
3144	Tenterden CEJ School	Ashford	Junior	Voluntary Controlled	60
3145	Woodchurch CEP School	Ashford	Primary	Voluntary Controlled	20
3199	Egerton CEP School	Ashford	Primary	Voluntary Controlled	30
3284	Lady Joanna Thornhill (Endowed) Primary School	Ashford	Primary	Voluntary Controlled	60
3893	Phoenix Community Primary School	Ashford	Primary	Community	30
3905	Beaver Green Community Primary School	Ashford	Primary	Community	60
3909	Ashford Oaks Community Primary School	Ashford	Primary	Community	60
3920	Goat Lees Primary School	Ashford	Primary	New school	30
2258	Blean Primary School	Canterbury	Primary	Community	60
2259	Chartham Primary School	Canterbury	Primary	Community	45
2263	Herne Bay Infant School	Canterbury	Infant	Community	120
2265	Hoath Primary School	Canterbury	Primary	Community	9
2266	Petham Primary School	Canterbury	Primary	Community	16
2268	Westmeads Community Infant School	Canterbury	Infant	Community	60
2269	Whitstable Junior School	Canterbury	Junior	Community	75
2569	Briary Primary School	Canterbury	Primary	Community	60
2000	St John's CofE Primary School	Canterbury	Primary	Voluntary Controlled	60
2607	Parkside Community Primary School	Canterbury	Primary	Community	30
2612	Pilgrims Way Primary School***	Canterbury	Primary	Community	<b>30</b> (45)
2611	St. Stephen's Infant School	Canterbury	Infant	Community	90

## Appendix C

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2643	Swalecliffe Community Primary School	Canterbury	Primary	Community	90
3119	Adisham CEP School	Canterbury	Primary	Voluntary Controlled	20
3120	Barham CEP School	Canterbury	Primary	Voluntary Controlled	30
3122	Bridge & Patrixbourne CEP School	Canterbury	Primary	Voluntary Controlled	60
3123	Chislet CEP School	Canterbury	Primary	Voluntary Controlled	12
3124	Reculver CEP School	Canterbury	Primary	Voluntary Controlled	75
3126	Littlebourne CEP School	Canterbury	Primary	Voluntary Controlled	15
3129	St. Alphege CEI School	Canterbury	Infant	Voluntary Controlled	60
3130	Wickhambreaux CEP School	Canterbury	Primary	Voluntary Controlled	15
3289	St. Peter's Methodist Primary School, Canterbury	Canterbury	Primary	Voluntary Controlled	30
3295	Herne CEI School	Canterbury	Infant	Voluntary Controlled	90
3910	Joy Lane Primary School	Canterbury	Primary	Community	60
2062	Darenth Community Primary School	Dartford	Primary	Community	30
2066	Maypole Primary School	Dartford	Primary	Community	60
2069	St. Albans Road Infant School	Dartford	Infant	Community	90
2072	Westgate Primary School	Dartford	Primary	Community	30
2120	Bean Primary School	Dartford	Primary	Community	30
2123	Knockhall Community Primary School	Dartford	Primary	Community	<b>90</b> (60)
2657	Temple Hill Community Primary and Nursery	Dartford	Primary	Community	75
	School		-		
2676	West Hill Primary School	Dartford	Primary	Community	70
2679	Brent Primary School, The	Dartford	Primary	Community	60
2685	Gateway Community Primary School, The	Dartford	Primary	Community	30
2689	Craylands School, The	Dartford	Primary	Community	30
3020	Sedley's CEP School	Dartford	Primary	Voluntary Controlled	15
3021	Stone St. Mary's CEP School	Dartford	Primary	Voluntary Controlled	90
3296	Langafel CEP School	Dartford	Primary	Voluntary Controlled	45
3914	Oakfield Community Primary School	Dartford	Primary	Community	90
3915	Manor Community Primary School	Dartford	Primary	Community	90
3919	Dartford Bridge Community Primary School	Dartford	Primary	Community	60
5229	Fleetdown Primary School	Dartford	Primary	Community	90
2309	Priory Fields School	Dover	Primary	Community	60
2312	River Primary School	Dover	Primary	Community	60
2313	St. Martin's School	Dover	Primary	Community	30
2318	Langdon Primary School	Dover	Primary	Community	10
2320	Eythorne Elvington Community Primary School	Dover	Primary	Community	20
2321	Lydden Primary School	Dover	Primary	Community	12
2322	Preston Primary School	Dover	Primary	Community	20
2326	Wingham Primary School	Dover	Primary	Community	30
2327	Worth Primary School	Dover	Primary	Community	10
2454	Aycliffe Community Primary School	Dover	Primary	Community	20
2471	Whitfield and Aspen School	Dover	Primary	Community	58
2531	Vale View Community School	Dover	Primary	Community	30
2532	St. Margaret's-at-Cliffe Primary School	Dover	Primary	Community	30
2559	Capel-le-Ferne Primary School	Dover	Primary	Community	30
2626	Sandwich Infant School	Dover	Infant	Community	56
2627	Sandwich Junior School	Dover	Junior	Community	60
2648	Aylesham Primary School	Dover	Primary	Community	60
2659	Sandown School	Dover	Primary	Community	60
3163	Downs CEP School, The	Dover	Primary	Voluntary Controlled	60
3167	Eastry CEP School	Dover	Primary	Voluntary Controlled	30
3168	Goodnestone CEP School	Dover	Primary	Voluntary Controlled	10
3169	Guston CEP School	Dover	Primary	Voluntary Controlled	22
3171	Nonington CEP School	Dover	-	Voluntary Controlled	12
5171	NONINGIUN CEF SCHOOL	DOVEI	Primary	voluntary Controlled	12

#### Appendix C 3172 Northbourne CEP School Dover Primary Voluntary Controlled 20 Kingsdown & Ringwould CEP School\*\*\* 3173 Dover Primary Voluntary Controlled 30 3175 Sibertswold CEP School Dover Primary Voluntary Controlled 30 Temple Ewell CEP School\*\*\* 20 3177 Primary Voluntary Controlled Dover 3911 Hornbeam Primary School Community 30 Dover Primary 45 3916 Green Park Community Primary School Primary Community Dover 30 2094 Cobham Primary School Gravesham Primary Community 2095 Cecil Road Primary and Nursery School Primary Community 54 Gravesham 2109 Higham Primary School 30 Primary Community Gravesham 2110 Culverstone Green Primary School 30 Gravesham Primary Community 2116 Lawn Primary School Primary Community 20 Gravesham Shears Green Infant School 120 2119 Gravesham Infant Community 120 2431 Shears Green Junior School Junior Community Gravesham 120 2444 **Riverview Junior School** Gravesham Junior Community 2458 Istead Rise Primary School Primary Community 45 Gravesham 2462 **Riverview Infant School** Infant Community 120 Gravesham 2509 Singlewell Primary School Primary Community 30 Gravesham 2519 Vigo Village School Gravesham Primary Community 30 Painters Ash Primary School 2525 60 Gravesham Primary Community 2634 Chantry Primary School\*\*\* 30 Primary Community Gravesham 2658 Westcourt School Primary Community 30 Gravesham 2666 Wrotham Road Primary School Primary Community 60 Gravesham 60 2670 Dover Road Community Primary School Gravesham Primary Community 2674 52 Kings Farm Primary School Gravesham Primary Community Rosherville CEP School 20 3018 Gravesham Primary Voluntary Controlled 3019 Shorne CEP School Primary Voluntary Controlled 30 Gravesham 3900 Whitehill Primary School 90 Gravesham Primary Community 3903 Raynehurst Primary School Primary Community 60 Gravesham 2161 Boughton Monchelsea Primary School Maidstone Primary Community 30 2163 East Farleigh Primary School 30 Maidstone Primary Community 2165 30 Headcorn Primary School Maidstone Primary Community Primary 15 2166 Hollingbourne Primary School Community Maidstone 2168 Lenham Primary School Primary Community 30 Maidstone 13 2169 Platts Heath Primary School Community Maidstone Primary 90 2170 Loose Junior School Maidstone Junior Community 2171 Brunswick House Primary School 60 Maidstone Primary Community 2172 East Borough Primary School Primary Community 60 Maidstone 75 2175 North Borough Junior School Maidstone Junior Community Community 2176 Park Way Primary School Maidstone Primary 45 30 2180 South Borough Primary School Maidstone Primary Community 40 2183 Marden Primary School Maidstone Primary Community 2192 Staplehurst School 75 Maidstone Primary Community Sutton Valence Primary School Primary 2193 30 Maidstone Community 2474 St. Paul's Infant School Maidstone Infant Community 90 2491 Madginford Park Junior School Junior 90 Maidstone Community 2520 Madginford Park Infant School Maidstone Infant Community 90 Infant Community 2536 Loose Infant School 90 Maidstone 2548 Primary 60 Barming Primary School Maidstone Community 60 2552 Sandling Primary School Maidstone Primary Community 2578 Kingswood Primary School Maidstone Primary Community 20 30 2586 Senacre Wood Primary School Maidstone Primary Community 60 2653 West Borough Primary School Community Maidstone Primary 2677 **Coxheath Primary School** Primary 60 Maidstone Community Primary 3061 Bredhurst CEP School Voluntary Controlled 15 Maidstone 3067 Harrietsham CEP School 20 Maidstone Primary Voluntary Controlled 15 3069 Leeds & Broomfield CEP School Primary Voluntary Controlled Maidstone

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3072	St. Michael's CEJ School, Maidstone	Maidstone	Junior	Voluntary Controlled	45
3073	St. Michael's CEI School, Maidstone	Maidstone	Infant	Voluntary Controlled	40
3081	Thurnham CEI School	Maidstone	Infant	Voluntary Controlled	90
3083	Ulcombe CEP School	Maidstone	Primary	Voluntary Controlled	13
3090	St. Margaret's CEP School, Collier Street	Maidstone	Primary	Voluntary Controlled	17
3091	Laddingford St. Mary's CEP School	Maidstone	Primary	Voluntary Controlled	13
3092	Yalding St. Peter & St. Paul CEP School	Maidstone	Primary	Voluntary Controlled	<b>24</b> (20)
3898	Greenfields Community Primary School	Maidstone	Primary	Community	45
3906	Palace Wood Primary School	Maidstone	Primary	Community	60
2088	Crockenhill Primary School	Sevenoaks	Primary	Community	30
2130	Dunton Green Primary School	Sevenoaks	Primary	Community	30
2133	Halstead Community Primary School	Sevenoaks	Primary	Community	25
2133	Four Elms Primary School	Sevenoaks	Primary	Community	16
2134	Kemsing Primary School	Sevenoaks	Primary	Community	30
2130	Leigh Primary School	Sevenoaks	Primary	Community	20
	· · · ·		,	,	60
2138	Otford Primary School	Sevenoaks	Primary	Community	
2147	Weald Community Primary School	Sevenoaks	Primary	Community	20
2148	Shoreham Village School	Sevenoaks	Primary	Community	15
2459	Riverhead Infant School	Sevenoaks	Infant	Community	90
2511	Hartley Primary School***	Sevenoaks	Primary	Community	60
2615	High Firs Primary School	Sevenoaks	Primary	Community	30
2632	Sevenoaks Primary School	Sevenoaks	Primary	Community	90
2636	Edenbridge Primary School	Sevenoaks	Primary	Community	60
2682	New Ash Green Primary School	Sevenoaks	Primary	Community	60
3010	St. Paul's CEP School	Sevenoaks	Primary	Voluntary Controlled	15
3015	Fawkham CEP School	Sevenoaks	Primary	Voluntary Controlled	15
3035	Seal CEP School	Sevenoaks	Primary	Voluntary Controlled	30
3037	St. John's CEP School, Sevenoaks	Sevenoaks	Primary	Voluntary Controlled	30
3043	Sundridge & Brasted CEP School	Sevenoaks	Primary	Voluntary Controlled	15
3054	Crockham Hill CEP School	Sevenoaks	Primary	Voluntary Controlled	20
3055	Churchill CEP School	Sevenoaks	Primary	Voluntary Controlled	50
	St. Lawrence CEP School			Voluntary Controlled	10
3201		Sevenoaks	Primary		
3298	West Kingsdown C.E. (V.C.) Primary School	Sevenoaks	Primary	Voluntary Controlled	45
3896	Downsview Primary	Sevenoaks	Primary	Community	30
3907	Hextable Primary School	Sevenoaks	Primary	Community	60
2296	Mundella Primary School***	Shepway	Primary	Community	30
2298	Hawkinge Primary School	Shepway	Primary	Community	45
2300	Sellindge Primary School	Shepway	Primary	Community	15
2510	Cheriton Primary School	Shepway	Primary	Community	<b>60</b> (58)
2524	Palmarsh Primary School	Shepway	Primary	Community	15
2545	Sandgate Primary School***	Shepway	Primary	Community	60
2568	Morehall Primary School	Shepway	Primary	Community	30
2645	Lydd Primary School	Shepway	Primary	Community	40
2650	Dymchurch Primary School	Shepway	Primary	Community	30
2691	St. Nicholas C of E Primary School	Shepway	Primary	Voluntary Controlled	54
2692	Churchill School, The	Shepway	Primary	Community	60
3137	Brookland CEP School			Voluntary Controlled	15
-		Shepway	Primary		
3146	Bodsham CEP School	Shepway	Primary	Voluntary Controlled	13
3148	Christ Church CEP School, Folkestone***	Shepway	Primary Drime arry	Voluntary Controlled	60
3149	St. Martin's CEP School, Folkestone	Shepway	Primary	Voluntary Controlled	30
3150	St. Peter's CEP School, Folkestone	Shepway	Primary	Voluntary Controlled	15
3153	Seabrook CEP School	Shepway	Primary	Voluntary Controlled	15
3154	Lyminge CEP School	Shepway	Primary	Voluntary Controlled	30
3155	Lympne CEP School	Shepway	Primary	Voluntary Controlled	30
3158	Stelling Minnis CEP School	Shepway	Primary	Voluntary Controlled	15
3159	Stowting CEP School	Shepway	Primary	Voluntary Controlled	15
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3160	Selsted CEP School	Shepway	Primary	Voluntary Controlled	15
3200	Brenzett CEP School	Shepway	Primary	Voluntary Controlled	20
3902	Hythe Bay C of E Primary School	Shepway	Primary	Voluntary Controlled	60
3904	Castle Hill Community Primary School	Shepway	Primary	Community	58
2223	Bobbing Village School	Swale	Primary	Community	30
2226	Eastling Primary School	Swale	Primary	Community	15
2227	Ethelbert Road Primary School	Swale	Primary	Community	30
2228	Davington Primary School	Swale	Primary	Community	60
2230	Iwade Community Primary School	Swale	Primary	Community	60
2231	Lower Halstow School	Swale	Primary	Community	<b>30</b> (20)
2235	Minster in Sheppey Primary School	Swale	Primary	Community	60
2237	Queenborough Primary School	Swale	Primary	Community	60
2239	Rodmersham School	Swale	Primary	Community	10
2242	Richmond Primary School	Swale	Primary	Community	60
2245	Rose Street School	Swale	Primary	Community	30
2251	Milton Court Primary School	Swale	Primary	Community	30
2252	Murston Junior School	Swale	Junior	Community	45
2252	Canterbury Road Primary School	Swale	Primary	Community	30
2434	West Minster Primary School	Swale	Primary	Community	60
	South Avenue Infant School			,	60
2435		Swale	Infant	Community	90
2463	Minterne Community Junior School	Swale	Junior	Community	
2513	Oaks Community Infant School, The	Swale	Infant	Community	90
2516	Lansdowne Primary School	Swale	Primary	Community	<b>60</b> (30)
2534	Bysing Wood Primary School	Swale	Primary	Community	30
2614	South Avenue Junior School	Swale	Junior	Community	60
2622	Murston Infant School	Swale	Infant	Community	45
2629	Holywell Primary School Upchurch	Swale	Primary	Community	30
3106	Eastchurch CEP School	Swale	Primary	Voluntary Controlled	60
3108	Ospringe CEP School	Swale	Primary	Voluntary Controlled	<b>45</b> (40)
3109	Hernhill CEP School	Swale	Primary	Voluntary Controlled	30
3111	Newington CEP School	Swale	Primary	Voluntary Controlled	30
3117	Teynham Parochial CEP School	Swale	Primary	Voluntary Controlled	30
3282	Boughton-under-Blean & Dunkirk Primary School	Swale	Primary	Voluntary Controlled	30
3891	Kemsley Primary School	Swale	Primary	Community	30
2328	St. Mildred's Primary Infant School	Thanet	Infant	Community	90
2329	Callis Grange Nursery & Infant School	Thanet	Infant	Community	90
2337	St. Crispin's Community Primary Infant School	Thanet	Infant	Community	90
2340	Ellington Infant School	Thanet	Infant	Community	90
2345	Priory Infant School	Thanet	Infant	Community	60
2523	Upton Junior School	Thanet	Junior	Community	128
2596	Chilton Primary School	Thanet	Primary	Community	60
2603	Bromstone Primary School, Broadstairs	Thanet	Primary	Community	60
2617	Cliftonville Primary School	Thanet	Primary	Community	90
2672	Palm Bay Primary School	Thanet	Primary	Community	60
3178	Birchington CEP School	Thanet	Primary	Voluntary Controlled	60
3179	Holy Trinity & St. John's CEP School, Margate	Thanet	Primary	Voluntary Controlled	60
3181	St. Saviour's CEJ School	Thanet	Junior	Voluntary Controlled	90
3182	Minster CEP School	Thanet	Primary	Voluntary Controlled	60
3183	Monkton CEP School	Thanet	Primary	Voluntary Controlled	15
3186	St. Nicholas at Wade CEP School	Thanet	Primary	Voluntary Controlled	30
3196	Christ Church CEJ School, Ramsgate***	Thanet	Junior	Voluntary Controlled	60
3917	Garlinge Primary School	Thanet	Primary	Community	90
	Newington Community Primary School and	Thanel	Finitary	Community	
3918	Nursery	Thanet	Primary	Community	<b>90</b> (60)

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				Appendix	C
2065	Discovery School, The	Tonbridge & Malling	Primary	Community	90
2132	Hadlow School	Tonbridge & Malling	Primary	Community	25
2155	Slade Primary School	Tonbridge & Malling	Primary	Community	45
2156	Sussex Road Community Primary School	Tonbridge & Malling	Primary	Community	60
2158	Aylesford Primary School	Tonbridge & Malling	Primary	Community	45
2164	East Peckham Primary School	Tonbridge & Malling	Primary	Community	30
2167	Ightham Primary School	Tonbridge & Malling	Primary	Community	30
2185	Mereworth Community Primary School	Tonbridge & Malling	Primary	Community	30
2187	Offham Primary School	Tonbridge & Malling	Primary	Community	30
2188	Plaxtol Primary School	Tonbridge & Malling	Primary	Community	16
2189	Ryarsh Primary School	Tonbridge & Malling	Primary	Community	30
2190	Shipbourne School	Tonbridge & Malling	Primary	Community	8
2191	St. Katherine's School	Tonbridge & Malling	Primary	Community	90
2453	Woodlands Junior School	Tonbridge & Malling	Junior	Community	96
2484	Woodlands Infant School	Tonbridge & Malling	Infant	Community	90
2514	Brookfield Infant School	Tonbridge & Malling	Infant	Community	60
2530	Tunbury Primary School	Tonbridge & Malling	Primary	Community	80
2539	Stocks Green Primary School	Tonbridge & Malling	Primary	Community	30
2562	Lunsford Primary School	Tonbridge & Malling	Primary	Community	30
2661	Cage Green Primary School	Tonbridge & Malling	Primary	Community	60
2667	St. Stephen's (Tonbridge) Primary School	Tonbridge & Malling	Primary	Community	30
2680	Kings Hill School	Tonbridge & Malling	Primary	Community	60
3033	Hildenborough CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	30
3057	St. Peter's CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	24
3059	St. Mark's CEP School, Eccles	Tonbridge & Malling	Primary	Voluntary Controlled	20
3062	Burham CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	28
3079	Stansted CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	15
3082	Trottiscliffe CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	12
3084	Wateringbury CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	<b>30</b> (36)
3088	Wouldham, All Saint's CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	20
3089	St. George's CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	30
5223	Brookfield Junior School, Larkfield	Tonbridge &	Junior	Community	64

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3049St. James' CEJ SchoolTunbridge WellsJuniorVoluntary Controlled903050St. John's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled903052St. Mark's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled603053St. Peter's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled20					приник	C
2128Capel Primary SchoolTunbridge WellsPrimaryCommunity302135Horsmonden Primary SchoolTunbridge WellsPrimaryCommunity302139Pembury SchoolTunbridge WellsPrimaryCommunity902142Sandhurst Primary SchoolTunbridge WellsPrimaryCommunity902142Sandhurst Primary SchoolTunbridge WellsPrimaryCommunity252465Claremont Primary SchoolTunbridge WellsPrimaryCommunity602482Langton Green Primary SchoolTunbridge WellsPrimaryCommunity302651Broadwater Primary SchoolTunbridge WellsPrimaryCommunity303022Benenden CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303023Bidborough CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303029Goudhurst & Kilndown CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303032Hawkhurst CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303034Lamberhurst St. Mary's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303050St. John's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled903052St. Mark's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled603053St. Peter's CEP SchoolTunbridge WellsPrimaryVoluntary Controlle			Malling			
2135Horsmonden Primary SchoolTunbridge WellsPrimaryCommunity302139Pembury SchoolTunbridge WellsPrimaryCommunity902142Sandhurst Primary SchoolTunbridge WellsPrimaryCommunity252465Claremont Primary SchoolTunbridge WellsPrimaryCommunity602482Langton Green Primary SchoolTunbridge WellsPrimaryCommunity602490Bishops Down Primary SchoolTunbridge WellsPrimaryCommunity302651Broadwater Primary SchoolTunbridge WellsPrimaryCommunity303022Benenden CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303023Bidborough CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303027Cranbrook CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303032Hawkhurst CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303034Lamberhurst St. Mary's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303050St. John's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled903052St. Mark's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled903053St. Peter's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled603053St. Peter's CEP SchoolTunbridge WellsPrimaryVoluntary Cont	2127	Paddock Wood Primary School	Tunbridge Wells	Primary	Community	90
2139Pembury SchoolTunbridge WellsPrimaryCommunity902142Sandhurst Primary SchoolTunbridge WellsPrimaryCommunity252465Claremont Primary SchoolTunbridge WellsPrimaryCommunity602482Langton Green Primary SchoolTunbridge WellsPrimaryCommunity602490Bishops Down Primary SchoolTunbridge WellsPrimaryCommunity302651Broadwater Primary SchoolTunbridge WellsPrimaryCommunity303022Benenden CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303023Bidborough CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303024Goudhurst & Kilndown CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303032Hawkhurst CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303034Lamberhurst St. Mary's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303050St. James' CEJ SchoolTunbridge WellsPrimaryVoluntary Controlled903052St. Mark's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled903053St. Peter's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled603053St. Peter's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled20	2128	Capel Primary School	Tunbridge Wells	Primary	Community	30
2142Sandhurst Primary SchoolTunbridge WellsPrimaryCommunity252465Claremont Primary SchoolTunbridge WellsPrimaryCommunity602482Langton Green Primary SchoolTunbridge WellsPrimaryCommunity602490Bishops Down Primary SchoolTunbridge WellsPrimaryCommunity302651Broadwater Primary SchoolTunbridge WellsPrimaryCommunity303022Benenden CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303023Bidborough CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303024Goudhurst & Kilndown CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303029Goudhurst & Kilndown CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303032Hawkhurst CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303034Lamberhurst St. Mary's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303050St. John's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled903052St. Mark's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled903053St. Peter's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled603053St. Peter's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled60	2135	Horsmonden Primary School	Tunbridge Wells	Primary	Community	30
2465Claremont Primary SchoolTunbridge WellsPrimaryCommunity602482Langton Green Primary SchoolTunbridge WellsPrimaryCommunity602490Bishops Down Primary SchoolTunbridge WellsPrimaryCommunity302651Broadwater Primary SchoolTunbridge WellsPrimaryCommunity303022Benenden CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303023Bidborough CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303027Cranbrook CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303029Goudhurst & Kilndown CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303032Hawkhurst CEP SchoolTunbridge WellsPrimaryVoluntary Controlled303034Lamberhurst St. Mary's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled30 (3)3049St. James' CEJ SchoolTunbridge WellsPrimaryVoluntary Controlled903050St. John's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled903052St. Mark's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled603053St. Peter's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled603053St. Peter's CEP SchoolTunbridge WellsPrimaryVoluntary Controlled60	2139	Pembury School	Tunbridge Wells	Primary	Community	90
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	3198	Frittenden CEP School	Tunbridge Wells	Primary	Voluntary Controlled	15
3294 St. Matthew's High Brooms CEP School Tunbridge Wells Primary Voluntary Controlled 60 (9	3294	St. Matthew's High Brooms CEP School	Tunbridge Wells	Primary	Voluntary Controlled	<b>60</b> (90)
3297         Southborough CEP School         Tunbridge Wells         Primary         Voluntary Controlled         90	3297	Southborough CEP School	Tunbridge Wells	Primary	Voluntary Controlled	90

\*\*\* Please note all schools listed in italics are currently in the process of transferring to academy status and are expected to be Academies by September 2013. Please contact individual schools for the latest information in regard to their progress with the transition.

# Appendix C (3)

# **Proposed Statutory Consultation Area**

Kent County Council is required to define "relevant areas" within which the admissions authorities of all maintained schools must conduct their annual statutory consultation. The relevant statutory consultation areas are those included within a 3 mile radius of the primary school concerned. However because the consultation is distributed across all Kent Admissions Authorities via the Kent County Council Website, admissions authorities and parents outside of the relevant areas are also able to view arrangements. If respondents are located outside of the 3 mile radius of the Primary school in question Kent County Council may chose not to have regard to the comments.

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**Appendix D** 



Dated: 15<sup>th</sup> January 2013

# Appendix D (1)

# **Kent County Council**

# Proposed Admissions Arrangements for Academic Year 2014/15

# Community and Voluntary Controlled Secondary Schools in Kent

Produced by: Admissions and Transport

# **Contact Details**

Admissions and Transport Office Room 2.24 Sessions House County Hall Maidstone Kent, ME14 1XQ

Tel: 01622 696565 Fax: 01622 696665 E-mail: <u>kent.admissions@kent.gov.uk</u> Each year, Kent County Council is required to consult with Kent admissions authorities, diocesan boards, neighbouring Local Authorities, relevant parents and parental groups, on admission arrangements for Community and Voluntary controlled schools. It must include:

- The over-subscription criteria / arrangements for entry to those schools for whom Kent County Council is the admission authority (Community and Voluntary Controlled schools).
- The Published Admission Number for those schools
- Relevant Consultation areas

This consultation will be open from 9.00 am on 15<sup>th</sup> November 2012 until 15<sup>th</sup> January 2013.

At the time of going to print, arrangements for the schools listed at the back of this paper identifying the Published Admissions Numbers are those schools for which Kent County Council is the admissions authority. Some of these schools may be in the process of becoming academies. Where this is the case arrangements determined through this consultation will transfer to the academy and if it then chooses to amend admissions arrangements in the future it will be through its own consultation on changes for future admissions years.

# Proposed Oversubscription Criteria for Community and Voluntary Controlled Secondary Schools

Following the Schools Adjudicator's decision in 2007 that Dover Grammar School for Boys will continue to use a dual testing arrangement to determine eligibility for admission (the "Dover test" as well as Kent's PESE), provision was made for the same arrangements to apply to the Dover Grammar School for Girls at the time – consequently in 2012 Dover Grammar School for Girls will continue to include in its oversubscription criteria that: "Entry is through the Kent age 11 assessment procedure or the Dover test."

# Oversubscription criteria for Community and Voluntary controlled secondary schools will be applied in the following order:

**Children in Local Authority Care** –a child under the age of 18 years for whom Kent County Council provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted or who is the subject of a care order under Part IV of the Act.

**Current Family Association** - a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

**Health and Special Access Reasons** - Medical / Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social need means there is a demonstrable and significant need for their child to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

**Nearness of children's homes to school** – The distance between the child's permanent home address and the school is measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

# Proposed Oversubscription criteria for Tunbridge Wells Grammar School for Boys will be applied in the following priority order:

# Entry to the school is through the Kent Assessment Procedure

**Children in Local Authority Care** –a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted or who is the subject of a care order under Part IV of the Act.

**Current Family Association** - a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

**Health and Special Access Reasons** - Medical / Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social need means there is a demonstrable and significant need for their child to attend a particular school. Such claims will need to be supported by written

evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

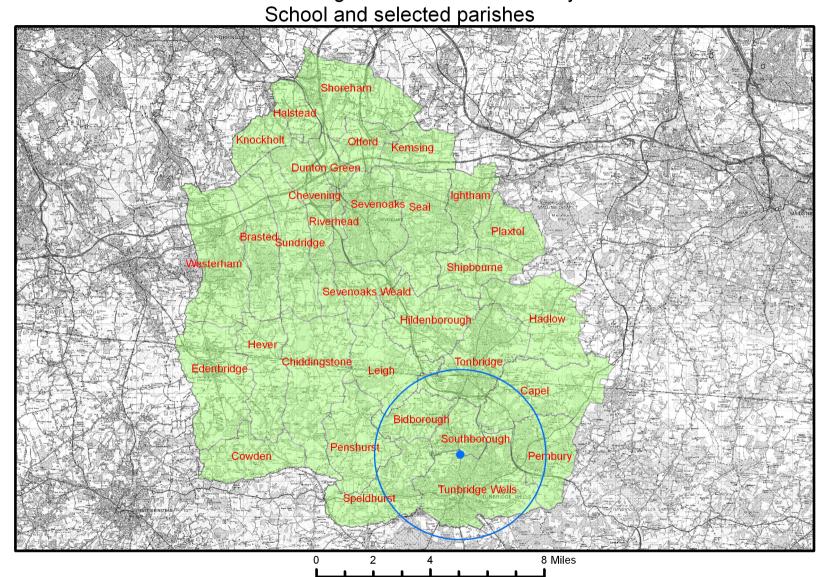
**Children who live within a 3 mile radius of the school** Children will be ranked according to the distance from their home to the Tunbridge Wells Grammar school for Boys with those living closest being ranked highest. The distance is measured between the child's permanent address and the school in a straight line using Ordnance Survey address point data. Distances are measured from a point within the child's home to a similarly defined point within the school as specified by Ordnance Survey.

**Children who live in the named parishes below** – Children will be ranked according to the distance from their home to the Tunbridge Wells Grammar School for Boys with those living closest being ranked highest. The distance is measured between the child's permanent address and the school in a straight line using Ordnance Survey address point data. Distances are measured from a point within the child's home to a similarly defined point within the school as specified by Ordnance Survey

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Bidborough	Hildenborough	Sevenoaks					
Brasted	Ightham	Sevenoaks Weald					
Capel	Knockholt	Shipbourne					
Chevening	Kemsing	Shoreham					
Chiddingstone	Leigh	Southborough					
Cowden	Otford	Speldhurst					
Dunton Green	Plaxtol	Sundridge					
Edenbridge	Pembury	Tonbridge					
Hadlow	Penshurst	Tunbridge Wells					
Halstead	Riverhead	Westerham					
Hever	Seal						

**Nearness of all other children's homes to school** – The distance between the child's permanent home address and the school is measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

A map displaying the priority catchment area is provided overleaf:



Tunbridge Wells Grammar for Boys

Produced by: Admissions and Transport Dated 26/10/2011

K:\A&T\Systems team\maps\Secondary TWGSB parishes

# \*\*\*Proposed Oversubscription criteria for The North School will be applied in the following priority order:

**Children in Local Authority Care** –a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted or who is the subject of a care order under Part IV of the Act.

**Current Family Association** - a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

**Health and Special Access Reasons** - Medical / Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social need means there is a demonstrable and significant need for their child to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

**Children who live nearer to The North School than any other maintained non selective secondary school or academy –** Children will be ranked according to the distance from their home to the North School with those living closest being ranked highest. The distance is measured between the child's permanent address and the school in a straight line using Ordnance Survey address point data. Distances are measured from a point within the child's home to a similarly defined point within the school as specified by Ordnance Survey.

Children who live nearer to any other maintained non selective secondary school or academy than The North School – Children for whom the North School is not their nearest non selective secondary school or academy will be ranked according to the distance from their home to the North School with those living closest being ranked highest. The distance is measured between the child's permanent address and the school in a straight line using Ordnance Survey address point data. Distances are measured from a point within the child's home to a similarly defined point within the school as specified by Ordnance Survey. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

\*\*\* Note the at time of Kent County Council's consultation these schools are awaiting an academy order and may therefore change status and indeed consult on alternative admissions arrangements for 2014 (through a seperate consultation).

# Appendix D (2)

# Proposed Published Admission Numbers for Community and Voluntary Controlled Secondary Schools in Kent:

DfE no.	School name	District	Sub Type	Status	2013 Published Admission Number
4246	North School, The***	Ashford	High	Community	215
4091	Community College Whitstable, The	Canterbury	High	Community	210
4534	Simon Langton Girls' Grammar School	Canterbury	Grammar	Voluntary Controlled	155
4026	Dartford Science and Technology College	Dartford	High	Community	145
4250	Swan Valley Community School***	Dartford	High	Community	150
4109	Dover Grammar School for Girls	Dover	Grammar	Community	120
4059	Swadelands School	Maidstone	High	Community	150
4523	Maidstone Grammar School for Girls	Maidstone	Grammar	Voluntary Controlled	180
4219	Hextable School	Sevenoaks	Wide ability	Community	150
4045	Tunbridge Wells Grammar School for Boys	Tunbridge Wells	Grammar	Community	180

Please note, consultation PANs reflect the position as at 15<sup>th</sup> November 2012. Some PANs may increase following feed back received during the consultation process. No PAN will be reduced from what is published here without a public consultation.

\*\*\* Please note at time of going to consultation these schools are awaiting an academy order.

# Appendix D (3)

# Proposed Statutory Consultation Area for Kent Secondary schools

The LA is required to define "relevant areas" within which the admissions authorities of all maintained schools must conduct their statutory consultation. Admission authorities for all maintained secondary schools within the relevant area must consult the admission authorities for all maintained primary, middle and secondary schools in the area. An academy must consult in the way that other admission authorities do, but cannot alter its admission arrangements without the approval of the Secretary of State. Consultations must take place at least every seven years and in any year that changes are proposed.

The relevant statutory consultation areas continue to be the designated districts and adjoining parishes detailed overleaf:

Thanet	Thanet District plus Herne Bay, Chislet, Preston, Ash, Sandwich and Worth parishes.
Dover	Dover District plus Folkestone, Hawkinge, Swingfield, Elham, Barham, Adisham Wickhambreaux, Chislet, Monkton, Minster, Ramsgate.
Canterbury	Canterbury City plus St Nicholas at Wade, Preston, Ash, Wingham, Goodnestone, Aylesham, Nonington, Shepherdswell with Coldred, Lydden, Elham, Stelling Minnis, Stowting, Elmsted, Chilham, Dunkirk, Boughton under Blean, Selling, Sheldwich, Hernhill, Graveney with Goodnestone, Faversham, Ospringe,Luddenham.
Swale	Swale Borough plus St Cosmas and St Damian in the Blean, Whitstable.
Shepway	Shepway District plus Capel-le-Ferne, Lydden, Barham, Bradbourne, Smeeth, Aldington, Orlestone.
Ashford	Ashford Borough plus Brenzett, Lympne, Sellindge, Stowting, Elmsted, Petham, Chartham, Dunkirk, Selling, Sheldwich, Lenham, Headcorn, Frittenden, Cranbrook, Benenden, Sandhurst.
Maidstone	Maidstone Borough plus Hartlip, Newington, Borden, Bredgar, Doddington, Milsted, Kingsdown, Eastling, Charing, Egerton, Smarden, Biddenden, Frittenden, Cranbrook, Goudhurst, Horsmonden, Capel, Wateringbury, Paddock Wood, East Peckham, East Malling, Larkfield, Ditton, Aylesford, Burham, Wouldham, Snodland, Leybourne, Ryarsh, Kings Hill, West Malling, Trottiscliffe, Offham, Mereworth, Platt, Plaxtol, Borough Green, Ightham, Wrotham, Stansted & Fairseat.
Gravesham	Gravesham Borough plus Dartford Borough, Snodland, Ryarsh, Trottiscliffe, Stansted & Fairseat, Ash-cum-Ridley, Hartley, Fawkham, West Kingsdown, Horton Kirby, Farningham, Eynsford, Swanley, Crockenhill.
Dartford	Dartford Borough plus Ash-cum-Ridley, Hartley, West Kingsdown, Fawkham, Eynsford Swanley, Crockenhill.
Sevenoaks	Sevenoaks District plus Dartford Borough, Stansted & Fairseat, Wrotham, Ightham, Southborough, Borough Green, Tunbridge Wells, Plaxtol, Pembury, Shipbourne, Speldhurst.
Tonbridge	Tonbridge and Malling Borough plus Sevenoaks District (excluding Swanley, Farningham, Horton Kirby, Fawkham and Hartley), Tunbridge Wells Borough, Yalding.
Malling	Tonbridge and Malling Borough plus, Boxley, Maidstone, Barming, Meopham, Ash-cum-Ridley, West Kingsdown, Kemsing.
Tunbridge Wells	Tunbridge Wells plus Sevenoaks District (excluding Swanley, Farningham, Horton Kirby, Fawkham and Hartley), Tonbridge, Hildenborough, Hadlow, East Peckham, Shipbourne, Ightham, Plaxtol, Borough Green, Mereworth, Wateringbury, Yalding.
Cranbrook	Tunbridge Wells plus Marden, Staplehurst, Headcorn, Biddenden, Tenterden, Rolvenden.



Ву:	Paul Carter, Leader of the Council
То:	Cabinet – 15 <sup>th</sup> April 2013
Subject:	Ending of transitional restrictions on Bulgarian & Romanian nationals: Understanding Potential Impact on Kent
Classification:	Unrestricted

**Purpose:** Transitional restrictions on the free movement of labour by Bulgarian and Romanian nationals into the UK will end on 1<sup>st</sup> January 2014. This report commissions research on the likelihood of additional Bulgarian and Romanian nationals settling in Kent and the potential additional demand on KCC services as a result, so that the authority can prepare and plan accordingly.

## 1. Background:

- 1.1 The Treaty of Accession 2005 governs the accession of Bulgaria and Romania to the EU and allowed existing member states to impose transitional restrictions on the free movement of labour from those countries, for a maximum of seven years from the day of accession. The transitional period for Bulgarian and Romanian nationals ends on 1<sup>st</sup> January 2014, with no further legal mechanism available to the British Government to extend restrictions within the provisions of the Treaty.
- 1.2 There has been growing public concern in the ending of the transitional restrictions over recently months. This is driven by a number of issues:
  - a) A correlation being drawn between some media and pressure groups on the impact on the UK of the accession of the A8 countries (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, Slovenia) in 2004. The number of A8 nationals living in the UK has risen from 125,000 in 2004 to 1,038,000 in 2011 an increase of 913,000. Two thirds of the increase is accounted for by Polish nationals, whose number rose from 69,000 to 687,000. The number of A8 nationals working in the UK has risen from 52,000 in 2004 Q1 to 658,000 in 2012 Q3 an increase of 606,000.

b) Concern over a lack of forecasting by the UK Government of the potential number of Bulgarian and Romanian citizens who choose to come and live and work in the UK. The Migration Advisory Committee of the Home Office states that whilst inflow may be small (low hundreds or thousands) it may also be significantly higher. One of the difficulties in understanding potential migration levels is that transitional restrictions on Bulgarian and Romanian nationals are not being removed universally across the EU on 1<sup>st</sup> January 2014. Indeed many EU member states that did impose restrictions (not all did) including Ireland, Italy and Denmark have already lifted them, and others, such as Germany, France and the Netherlands have relaxed them. Only two countries have maintained their initial restrictions on Bulgarians and Romanians: the UK and Malta.

#### 2. National Institute for Economic and Social Research (NIESR) Report: Potential impacts on the UK of future migration from Bulgaria and Romania

- 2.1 On the 4<sup>th</sup> April 2013, the National Institute for Economic and Social Research published a report entitled the "*Potential impacts on the UK of future migration from Bulgaria and Romania*". The report was commissioned and funded by the British Embassy in Bucharest. Whilst the report concluded that probability of significant migration was low, and the impact dependent on whether Romanian and Bulgarian nationals settled in the long-term as opposed to short-term, it also noted that:
  - Many services (UK) were not well-prepared for A8 migration and found it difficult to cope with the increased demand. However, a feature of A8 migration into the UK was its wide geographical scope, whereas it expects Romanian and Bulgarian migration to focus on London and the South East.
  - In relation to health services, future migration is unlikely to have a significant impact, although long term settlement may increase some issues in relation to Public Health Services (in particular smoking)
  - Potential family migration from Bulgaria and Romania may increase
     pressure on schools places at primary level in some areas
  - The impacts on housing will depend on housing supply, buoyancy of the local housing market, as well as permanent settlement and family formation. There is potential impact on the social rented sector.

# 3. Next Steps:

3.1 The finding that Bulgarian and Romanian migration is likely to be focused on London and the South East, with potential demand for primary school places, raises concerns about additional future demand the removal of transitional restrictions will have in Kent. KCC, along with all public service providers in Kent, already face a difficult financial landscape with considerable additional demand for local services, particularly the need for additional school places at primary level. Despite the UK Government and NIESR conclusion that the impact of migration from Bulgarian and Romanian citizens will likely be low at the national level, the risk of even relatively low levels of additional demand at the local level on already overstretched budgets needs to be considered and prepared for as far as possible. 3.2 Therefore, the Leader of the Council is commissioning the Corporate Management Team (CMT) to prepare a research report, to be available by Autumn 2013 at the latest, estimating (if possible) the potential range of Bulgarian and Romanian migration into Kent as a result of the removal of transitional protections and (b) the risk for additional demand on services including, school places (particularly primary), housing (particularly social housing) and children's services (in particular Specialist Children's Services) and (c) what plans can be put in place to mitigate and manage any risks for additional demand for KCC services.

# 4. **Recommendation:**

4.1 Cabinet is asked to agree the commissioning of a research report estimating the potential migration of Romanian and Bulgarian nationals into Kent, and the risk of additional demand for KCC services.

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- To: CABINET 15 April 2013
- By: John Simmonds, Cabinet Member for Finance & Business Support Andy Wood, Corporate Director of Finance & Procurement

# **REVENUE & CAPITAL BUDGET MONITORING EXCEPTION REPORT 2012-13**

# 1. <u>Introduction</u>

1.1 The third full monitoring report for 2012-13 was presented to Cabinet in March. This exception report, based on the monitoring returns for January, highlights the main movements since that report.

# 2. <u>REVENUE</u>

2.1 The current underlying net revenue position by portfolio, compared with the net position reported last month, is shown in **table 1** below.

## Table 1: Net Revenue Position

	Vari	ance	
Portfolio	This Month £m	Last Month £m	Movement £m
Education, Learning & Skills	-4.196	-4.068	-0.128
Specialist Children's Services	+5.950	+5.981	-0.031
Specialist Children's Services – Asylum	+3.082	+3.082	-
Adult Social Care & Public Health	-1.596	-1.619	+0.023
Environment, Highways & Waste	-0.803	-0.592	-0.211
Customer & Communities	-2.679	-2.343	-0.336
Regeneration & Enterprise	-	-	-
Finance & Business Support	-8.363	-8.244	-0.119
Business Strategy, Performance & Health Reform	-0.283	-0.354	+0.071
Democracy & Partnerships	-0.366	-0.353	-0.013
Total (excl Schools)	-9.254	-8.510	-0.744
Schools (ELS portfolio)	+5.655	+5.655	-
TOTAL	-3.599	-2.855	-0.744

2.2 The recently approved 2013-14 budget assumes rolled forward underspending from 2012-13 of £5m. In addition, the position reported in table 1 above includes some underspending related to projects which are re-phasing into 2013-14 and are committed and therefore will require roll forward. The adjusted position is therefore:

	£m
Total forecast underspend (excl Schools) per table 1	-9.254
Required to roll forward to 2013-14 per approved 2013-15 MTFP	5.000
Other committed roll forwards/re-phased projects	2.159
	-2 095

Details of the committed roll forwards/re-phased projects were provided in section 1.1.6 of the annex reports of the third quarter monitoring report presented to Cabinet on 18 March and in section 2.12 below.

2.3 In the context of a savings requirement of around £80m and on the back of delivering a £95m saving target last year, and the continued high demand for Specialist Children's Services throughout the year, an overall forecast underspending position is a considerable achievement. The position will be closely monitored throughout the remainder of the financial year and every effort will be made to ensure that we retain an underspend of at least £5m, which is required to roll forward to support the 2013-14 approved budget.

2.4 Table 1 shows that there has been an increase in the underspend of -£0.744m since the last report. The main movements, by portfolio, are detailed below:

## 2.5 Education, Learning & Skills portfolio:

The underspend for this portfolio, excluding schools, has increased by -£0.128m since the last report from -£4.068m to -£4.196m. The movements over £100k are:

- 2.5.1 <u>-£0.211m Early Years and Childcare</u> an increase in the underspend from -£0.153m to -£0.364m. This is due to a forecast underspend on the Graduate Leader Fund budget as a result of fewer than affordable number of students in nursery settings undertaking funded training, together with a small increase in income.
- 2.5.2 <u>-£0.204m Mainstream Home to School Transport</u> an increase in the net underspend from -£0.661m to -£0.865m. The forecast gross underspend has increased by -£0.144m from -£1.025m to -£1.169m and is due to the numbers requiring transport being considerably lower than budgeted levels, in part due to the success of the Freedom Pass and the 16+ Travel Card. This has been reflected as a saving in the 2013-16 MTFP. In addition, the corresponding reduction in post statutory charge income, as new 16+ students are tending to opt for the 16+ card for school transport, has reduced from +£0.364m to +£0.304m.
- 2.5.3  $\pm \pm 0.426m$  SEN Home to School Transport an increase in the pressure from  $\pm 1.190m$  to  $\pm 1.616m$  as the number of children travelling is consistently higher than the budgeted number and has been increasing on a month by month basis. There are a number of other factors which contribute to the overall cost of the provision of transport such as distance travelled and type of travel as well as pupil numbers. As the numbers continue to increase, existing vehicles are running at full occupancy and additional or larger vehicles have had to be provided. The increased number of statements has also resulted in some pupils being transported further to be placed in suitable provision for their needs.
- 2.5.4 The forecast in the quarter 3 report for Home to College Transport was based on limited usage data from when the Kent 16+ card scheme began in September 2012 and an update was promised for this report. Usage figures for the quarter October December have now been received and suggest no significant change in the forecast with only a +£0.005m movement reported (from an underspend of -£0.233m to an underspend of -£0.228m).

## 2.6 Specialist Children's Services portfolio:

The pressure on this portfolio (excluding Asylum) has reduced by  $-\pounds0.031$ m since the last report from  $+\pounds5.981$ m to  $+\pounds5.950$ m. This is due to:

- 2.6.1 <u>+£0.231m Residential Children's Services</u> an increase in the pressure from +£2.353m to +£2.584m, which is due to an increase in the forecast number of weeks of care in non disabled independent sector residential provision.
- 2.6.2 <u>-£0.200m Children's Social Care Staffing</u> a reduction in the pressure from +£1.282m to +£1.082m due to continuation of a more in depth monitoring process, as explained in quarter 3, involving greater engagement of finance staff, service managers and Area Assistant Directors.
- 2.6.3 <u>-£0.062m Children's Centres</u> an increase in the underspend from -£0.788m to -£0.850m due to various small forecast movements across the 97 centres.

## 2.7 Adult Social Care & Public Health portfolio:

The forecast underspend on this portfolio has marginally reduced by +£0.023m from -£1.619m to -£1.596m. However, within this there are a number of compensating movements over £0.1m:

2.7.1 <u>+£0.102m Physical Disability Direct Payments</u> – a reduction in the underspend from -£0.282m to -£0.180m, which is due to a change in the services for existing clients along with a reduction in client contributions.

- 2.7.2 <u>+£0.034m Older People Domiciliary Care</u> a minor reduction in the underspend from -£0.158m to -£0.124m however this is due to a number of compensating forecast movements within this service line of which those greater than £0.1m include: a +£0.325m reduction in forecast client income, an increased pressure of +£0.154m on domiciliary care based on year to date expenditure, and a further forecast drawdown of -£0.457m from the NHS Support for Social Care reserve.
- 2.7.3 <u>-£0.126m Older People Residential Care</u> an increase in the underspend from -£0.740m to -£0.866m which is mainly due to an increased drawdown from the NHS Support for Social Care reserve of -£0.262m. This is partially offset by an increase in the forecast for the commissioning of non-permanent residential care services of £0.137m. This increase results from the updating of the client database for the delays in processing short term beds which was identified in the December monitoring report to Cabinet in March. Further work is being completed to clear this backlog of cases and the full impact of this on the financial monitoring position will be reported in the February Exception Report to Cabinet in May.
- 2.7.4 <u>+£0.126m Physical Disability Residential Care</u> a reduction in the underspend from -£0.472m to -£0.346m which mainly relates to a net addition of 9 service users, some of which have been in placement since the first six months of the financial year however have only recently been identified due to delays in updating the client database related to the specification of non-standard contracts for certain clients.
- 2.7.5 <u>-£0.202m Assessment Services Adult's Social Care Staffing</u> an increase in the underspend from -£0.206m to -£0.408m due to a variety of minor movements across all staffing lines, including delays in vacancy recruitment and changes to forecasts for agency staff.
- 2.7.6 <u>+£0.107m FSC Strategic Management and Directorate Support Budgets</u> an increase in the position from an underspend of -£0.074m to +£0.033m which is mainly due to a revised forecast for legal services costs following a review of demand throughout the year. Work is ongoing with legal services to finalise the charges for this financial year.

# 2.8 Environment, Highways & Waste portfolio:

The underspend for this portfolio has increased by -£0.211m since the last report from -£0.592m to -£0.803m which is mainly due to an increase of £0.134m in the underspend on the Strategic Management and Directorate Support budgets from -£0.477m to -£0.611m which is made up of many small movements each under £0.1m.

## 2.9 Customer & Communities portfolio:

The underspend for this portfolio has increased by £0.336m since the last report from -£2.343m to -£2.679m. This is mainly due to:

- 2.9.1 <u>-£0.329m Registration Service</u> an increase in the underspend from -£0.315m to -£0.644m. The primary movement on this budget is an increase in the forecast income of £0.260m. As explained in the quarter 3 report, as the year end approaches, income is initially assumed to relate to deposits for future year ceremonies but further income has now been identified that relates to the current year, which is in contrast to previous year and national trends. There are also small movements on gross expenditure totalling -£0.069m.
- 2.9.2 <u>Community Learning & Skills</u> although there remains a net nil forecast for this service, there is a movement of -£0.179m on gross expenditure and +£0.179m on income this month. This is due to a further reduction in tuition fee income which is being offset by savings on tutors and exam fees, together with the impact of further management action to offset the income shortfall.
- 2.9.3 <u>Libraries Service</u> although the overall position for this service has only moved by +£0.026m this month from +£0.008m to +£0.034m, within this movement is a revenue contribution to capital in respect of the Beaney Centre of +£0.121m, which is offset by further managed underspending on both staffing and non staffing costs of -£0.095m.
- 2.9.4 There have also been a number of smaller movements, all below £0.1m, across other A-Z budget lines which total -£0.033m.

# 2.10 Finance & Business Support portfolio:

The forecast underspend for this portfolio has increased by -£0.119m since the last report from -£8.244m to -£8.363m. This movement relates entirely to the Finance & Procurement Unit where a drawdown from the FSC Client Billing reserve has now been agreed to fund the costs of a member of staff who worked on this project, together with other small movements.

#### 2.11 Business Strategy, Performance & Health Reform portfolio:

The underspend on this portfolio has reduced by  $\pounds 0.071$ m since the last report from - $\pounds 0.354$ m to + $\pounds 0.283$ m. Within this, there are no movements over  $\pounds 0.100$ m to report.

#### 2.12 Democracy & Partnerships portfolio:

The underspend for this portfolio has increased marginally by -£0.013m from -£0.353m to -£0.366m this month. There are no movements over £0.1m within this, however within the overall net underspend on Internal Audit of -£0.117m, there is -£0.027m underspending against the contract with external consultants as a result of the re-phasing of work into 2013-14 and this will be required to roll-forward in order to fund the remainder of the contract with them for delivering the work in 2012-13 audit plan. There is also a further underspend of -£0.018m regarding TRP (laptop changes) and a necessary upgrade to the Teammate audit software; this expenditure will now happen in the new financial year rather than in March as expected. These costs are not normally budgeted for and roll-forward will be requested in order to fund this spend in 2013-14.

# 3. <u>CAPITAL</u>

# **OVERALL MONITORING POSITION**

- 3.1 The Capital Programme 2012-15 has an approved budget<sup>1</sup> of £668.567m (see table 1 below). The forecast outturn against this budget is £669.892m, giving a variance of +£1.325m. After adjustments for funded variances and reductions in funding, the revised variance comes to £0.531m. This is made up of an unfunded variance of +£1.107m underspends of -£2.222m and re-phasing from later years of +£0.584m (see table 3).
- 3.2 Table 1 Revised approved budget

	Total	Adults Social Care & Public Health	Business Strategy, Performance & Health Reform	Customers & Communities	Education, Learning & Skills	Environment, Highways & Waste	Regeneration & Economic Development	Specialist Childrens' Services
	£m	£m	£m	£m	£m	£m	£m	£m
Approved budget last reported to Cabinet	634.807	21.571	33.340	13.687	281.078	180.201	104.227	0.703
Approvals made since last Cabinet meeting	7.404	0.007		0.041	0.633	6.723		
Changes per Budget Book agreed by CC on 14th Feb	00.050	4 0 0 0	00.000	4 054	40,700	4 000	00.040	4 000
2013 Revised approved budget	26.356 668.567	4.933 26.511	26.336 59.676	1.951 15.679	19.763 301.474	-4.389 182.535		

Approved budget is last reported budget to Cabinet plus any delegated approvals of changes i.e. virements, since last reported to Cabinet.

Scheme	Total £m	た。Adults Social Care る & Public Health	Business Strategy, Berformance & Health Reform	B Communities	Beducation, B Learning & Skills	편 Environment, B Highways & Waste	Regeneration & Beconomic Development	Becialist Childrens' Services	Variance explanation
Cabinet to agree cash li			2111	2111	2.111	LIII	2111	2111	
Cabinet to agree cash in		iges.							To be reported through
Disposal Costs	-0.160		-0.160						revenue
Non TSG Land	0.100		0.100						
Compensation Part 1									
claims	-0.150					-0.150			To fund Drovers Roundabout
									Funded from underspend on
Ashford Drovers									Non TSG Land
Roundabout M20J9	0.150					0.150			Compensations Part 1 Claims
Total Cash Limit									
Changes	-0.160	0.000	-0.160	0.000	0.000	0.000	0.000	0.000	
No cash limit changes t	o be mae	de:							
Energy Efficiency &	0.007		0.007						Overspend to be funded from
Renewable Energy	0.007		0.007						MOA
Modernisation of Assets	-0.007		-0.007						To fund Energy Efficiency & Renewable Energy
Rendezvous site -	-0.007		-0.007						
Margate	0.002						0.002		Revenue funded
Public Rights of Way	0.025			0.025					Revenue & external funding
Country Parks	0.015			0.015					Revenue funded
Modernisation of Assets - Youth Vehicles	0.005			0.005					Revenue funded
Trading Standards	0.017			0.017					Devenue funded
Vehicles	0.017			0.017					Revenue funded £0.121m revenue, £0.012m
The Beaney	0.133			0.133					developer contributions
	0.100			0.100					£0.215m funded from
									developer contributions and
									£0.223m funded from
Highway Major									revenue for high risk street
Enhancement	0.438					0.438			light columns replacement.
Sittingbourne Northern									Developer contribution
Relief Rd	0.021					0.021			towards the scheme cost.
Non TSG Land									
Compensation Part 1	0.003					0 002			Developer contribution towards the scheme cost.
claims Cyclopark	0.003					0.003			Revenue contribution
	0.220					0.220			Extra funding needed to
									settle the contractor's final
Ashford Drovers									account. £0.980m revenue
Roundabout M20J9	0.888					0.888			and -£0.092m other funding

	Total	Adults Social Care & Public Health	Business Strategy, Performance & Health Reform	Customers & Communities	Education, Learning & Skills	Environment, Highways & Waste	Regeneration & Economic Development	Specialist Childrens' Services	Variance explanation
Scheme	£m	£m	£m	£m	£m	£m	£m	£m	
Academies Programme	0.159				0.159				Additional grant expected
Archbishop Courtenay	0.040				0.040				Highways revenue contribution
St Johns/Kingsmead	0.046				0.046				Additional external funding expected
Practical Cooking Spaces	0.004				0.004				Additional external funding expected
Basic Need - Modular Classrooms	0.142				0.142				To be covered by underspend on BN Other
Goat Lees	0.026				0.026				To be covered by underspend on BN Other
Basic Need Other	-0.168				-0.168				To go towards basic needs projects above
Total Funded Variances	1.856	0.000	-0.160	0.195	0.249	1.570	0.002	0.000	

# 3.4 Table 3 – Summary of variance

	Total	Adults Social Care & Public Health	Business Strategy, Performance & Health Reform	, Customers & Communities	, Education, Learning & Skills	, Environment, Highways & Waste	, Regeneration & Economic Development	Specialist Childrens' Services
	£m	£m	£m	£m	£m	£m	£m	£m
Unfunded variance	1.107	0.000	0.000	0.000	0.000	0.000	0.000	1.107
Funded variance (from table 2)	0.270	0.000	-0.160	0.034	0.249	0.147	0.000	0.000
Variance to be funded								
from revenue (table 2)	1.586	0.000	0.000	0.161	0.000	1.423	0.002	0.000
Project underspend	-2.222	-0.453	-0.700	-0.005	0.000	-1.047	0.000	-0.017
Rephasing (to/from								
2012-15)	0.584	0.000	0.000	0.000	0.000	0.283	0.301	0.000
Total Variance	1.325	-0.453	-0.860	0.190	0.249	0.806	0.303	1.090

## 3.5 Movements in Variance

## 3.5.1 <u>Movements in unfunded variance</u>

The unfunded variance totals  $\pounds$ 1.107, previously reported was  $\pounds$ 1.167m. This is a variance of  $\pounds$ 0.060m, which is less than the  $\pounds$ 0.100m reporting de-minimus.

#### 3.5.2 <u>Movements in re-phasing</u>

Re-phasing beyond 2012-15 totals £0.584m, previously reported was -£31.281m. The difference of +£31.865m is entirely due to the cash limits having now been realigned to reflect the budget book agreed by County Council on  $14^{th}$  February. This is broken down between the Directorates as follows:

Families & Social Care: +£1.418m

Business Strategy & Support: +£22.034m.

Enterprise & Environment: +£8.413m

#### 3.5.3 Other movements

**Modernisation of Assets (BSP&HR) –** re-phasing of -£1.200m from 12-13 to 13-14. Some works due to commence this financial year will run into 2013-14 for completion.

**Disposal Costs (BSP&HR)** – Cabinet are asked to approve the cash limit reduction in capital of - £0.160m as this will now be reported as part of the revenue budget.

**Capital Regeneration Fund (R&ED) –** re-phasing of -£0.670m from 12-13 to 13-14. This rephasing reflects the latest estimates of bids received.

**East Kent Empty Property Initiative (R&ED)** – re-phasing of -£0.620m from 12-13 to 13-14 due to a lower than anticipated level of loans being distributed in the current year.

**Tunbridge Wells Library (C&C)** – Re-phasing of -£0.258m into 2013-14 as contracts have now been signed and work is expected to be completed by June 2013.

**Web Platform (C&C)** – Re-phasing of -£0.240m into 2013-14 in relation to expenditure associated with an improved customer focus to the design and digital content of KCC's web platform. Further funding of £0.455m was secured as part of the 2013-14 Medium Term Financial Plan process and was approved by County Council in February 2013 (as previously reported).

**Village Halls & Community Centres (C&C)** – Re-phasing of -£0.120m into 2013-14 in relation to three projects, two of which are expected to be spent in the first quarter of 13-14.

Academies (ELS) – across the academies programme, there is further re-phasing within the 2012-15 budget (2012-13 +£4.409m, 2013-14 -£1.863m & 2014-15 -£2.546m). The majority of this relates to Sheppey Academy where the project was initially behind schedule but has now been brought back into programme and also Duke of York Academy where work on site has begun earlier than anticipated.

**St John's Primary School/Kingsmead (ELS)** - -£0.578m has been re-phased into 13-14 due to planning consent not yet being granted, this is currently being appealed against.

**Specialist Schools Programme (ELS)** - -£0.322m has been re-phased into 13-14 relating to the sports pitch at Ursuline College. The project has been delayed due to difficulties with the lease arrangements.

**Annual Planned Enhancement Programme (ELS)** - an additional -£0.309m has been re-phased into 13-14 due to less than anticipated spend on reactive programmes.

**Public Access Strategy (ASC&PH**) - -£0.453m of Prudential is no longer required across 13-14 and 14-15. The Public Access Development plan has reduced as a result of changes in the corporate landlord.

#### 3.6 Key Issues & Risks

E&E – Cyclopark - There is a further anticipated overspend relating to the primary engineering contract and the contract for the professional management. Negotiations are underway to determine final contract costs in both respects now that works are largely completed. Details will be clearer in March once the negotiations should have been completed and will be reported once the final costs are known.

#### 4. <u>RECOMMENDATIONS</u>

Cabinet is asked to:

- 4.1 **Note** the forecast revenue and capital budget monitoring position for 2012-13.
- 4.2 **Note** the changes to the capital programme.