

From: **Sarah Hammond, Corporate Director for Children, Young People and Education**

To: **Rory Love, Cabinet Member for Education and Skills**

Subject: **Proposed Co-ordinated Schemes for Primary and Secondary Schools in Kent and Admission Arrangements for Primary and Secondary Community and Voluntary Controlled Schools 2024/25**

Decision Number: **23/00005**

Classification: **Unrestricted**

Past Pathway of Paper: **Children, Young People and Education Cabinet Committee – 17 January 2023**

Future Pathway of Paper: **Cabinet Member Decision**

Electoral Division: All

Summary:

To report on the outcome of the consultation on the proposed scheme for transfer to Primary and Secondary schools in September 2024 including the proposed process for non-coordinated In-Year Admissions. Cabinet Member will be asked to accept and determine the co-ordinated schemes for Primary & Secondary Admissions in Kent, the In-Year Admission process for Primary & Secondary schools in Kent and the admission arrangements for the 2024/25 school year.

Recommendations:

The Cabinet Member for Education and Skills is agree the decision to DETERMINE:

- a) The Coordinated Primary Admissions Scheme 2024/25 incorporating the In Year admissions process as detailed in Appendix A
- b) The Co-ordinated Secondary Admissions Scheme 2024/25 incorporating the In Year admissions process and Kent Test process as detailed in Appendix B
- c) The oversubscription criteria relating to Community and Voluntary Controlled Infant, Junior and Primary Schools in Kent 2024/25 as detailed in Appendix C (1)
- d) The oversubscription criteria relating to Community and Voluntary Controlled Secondary Schools in Kent 2024/25 as detailed in Appendix D (1)
- e) The Published Admissions Number for Community and Voluntary Controlled Infant, Junior and Primary Schools 2024/25 as set out in Appendix C (2)
- f) The Published Admissions Number for Community and Voluntary Controlled Secondary Schools 2024/25 as set out in Appendix D (2)
- g) The relevant statutory consultation areas for Kent Infant, Junior and Primary Schools

2024/25 as detailed in Appendix A (2) and the relevant statutory consultation areas for Kent Secondary Schools 2024/25 as set out in Appendix B (2)

1. Introduction

- 1.1 The Local Authority (LA), as the admissions authority for Community and Voluntary Controlled schools, is required to determine its admission arrangements for these schools by 28 February each year.
- 1.2 The Education Act 2002 includes a duty on each LA, to formulate a scheme to co-ordinate admission arrangements for all maintained schools in its area and to take action to secure the agreement to the scheme by all admission authorities. Education Cabinet Committee is requested to comment and inform the forthcoming Cabinet Member decision to agree the Co-ordinated scheme for Admissions to Primary and Secondary schools in Kent for 2024/25 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 Education, Health and Care Plans (EHCP).
- 1.4 KCC has consulted the Headteachers and Governors of all Kent Primary and Secondary schools on its proposals to co-ordinate admissions to all Kent Primary and Secondary schools in September 2024. Due to the fact the scheme remains unchanged other than date adjustments, admissions authorities have been advised that non-response to the consultation, constitutes full acceptance to the proposals.

2. Consultation Processes

- 2.1 An LA consultation ran from 7 November 2022 until 15 December 2022 and considered the following aspects:
 - a) The Primary Co-ordinated Admission Scheme including the In Year admissions process for 2024/25;
 - b) The Secondary Co-ordinated Admission Scheme including the In Year admissions process for 2024/25;
- 2.2 Further LA consultations ran from 21 November 2022 until 2 January 2023 for the reduction to the Published Admissions Number for West Minster Primary School (from 90 to 60) and Churchill CoE Primary School (from 60 to 30).

3. Outcome

(a) The Co-ordinated Primary Admissions Scheme 2024/25 incorporating In Year admissions process

- a.i All Admissions Authorities within Kent agreed to the proposed Co-ordinated Primary Admissions Scheme for 2024/25. No Infant, Junior or Primary schools or Academies have refused to accept the scheme. The scheme dates are set out in a similar way to last year with small adjustments for variations in weekdays and weekends from one year to the next. The scheme specifies a process for schools to follow when making offers for in year applications and includes a requirement to inform the LA of all applications and outcomes to enable continued monitoring of pupil movement to maintain essential safeguarding duties.
- a.ii 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.
- a.iii The details of the scheme for determination are located in Appendix A

(b) The Co-ordinated Secondary Admissions Scheme 2024/25 incorporating the In Year Admissions Process

- b.i 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 specifies a process for schools to follow when making offers for in year applications and includes a requirement to inform the LA of all applications and outcomes to enable continued monitoring of pupil movement to maintain essential safeguarding duties.
- b.ii The Secondary Co-ordinated Scheme continues to include provision of a centralised assessment process for Kent Grammar schools (The Kent Test). Officers will ensure that suitable arrangements are made for the provision of this assessment process within the forthcoming academic year.
- b.iii 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.
- b.iv The details of the proposed scheme for determination are located in Appendix B

(c) The Over-subscription Criteria for Community and Voluntary Controlled Infant, Junior and Primary Schools in Kent 2024/25

- c.i The proposed over-subscription criteria for Community and Voluntary Controlled Infant, Junior and Primary Schools are the same as those used in 2023. The LA is no longer required to widely consult where there are no proposals to change Community or Voluntary Controlled school's oversubscription criteria.
- c.ii Details of the over-subscription criteria for Community and Voluntary Controlled Infant, Junior and Primary Schools are located in appendix C (1).

(d) The Over-subscription Criteria for Community and Voluntary Controlled Secondary schools in Kent 2024/25

- d.i The proposed over-subscription criteria for Community and Voluntary Controlled Secondary Schools is the same as that used in 2023. Because there are no changes proposed, no consultation was required.
- d.ii Details of the over-subscription criteria for Community and Voluntary Controlled Secondary Schools in Kent are located in appendix D (1)

(e) The Published Admissions Number for Community and Voluntary Controlled Infant, Junior and Primary Schools 2024/25

- e.i The proposed Published Admission Numbers (PAN) for Community and Voluntary Controlled Primary, Infant and Junior schools are identified in Appendix C (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.
- e.ii In line with advice from the relevant Area Education Officer when taking into account local pupil forecasts for the coming year, the LA consulted to reduce the PAN for West Minster Primary School (from 90 to 60) and Churchill CoE Primary School (from 60 to 30). The consultations were managed using KCC best practice to ensure a wide demographic was reached. This included contacting families of children currently in the school, all primary and secondary schools within a three mile radius (in line with KCC's determined consultation area), advertisement on school notice boards and website, advertisement on KCC admissions website and a consultation notice in the local newspaper. Due to the timing of this year's Cabinet Committee meetings, it was necessary to complete papers before the full conclusion of these consultations. By 16 December 2022 no objections were received. Officers will provide verbal updates in the event further responses are received before the consultation deadline.
- e.iii The LA is not required to hold a local consultation where Published Admissions Numbers are proposed to stay the same or increase. Area Education Officers worked with Community and Voluntary Controlled schools to monitor interest in PAN increases and these are included within Appendix C (2) where agreement was reached.

(f) The Published Admissions Number for Community and Voluntary Controlled Secondary Schools 2024/25

- f.i The proposed Published Admission Numbers (PAN) 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.
- f.ii The LA is not required to hold a local consultation where Published Admissions Numbers are proposed to stay the same or increase. Area Education Officers worked with Community and Voluntary Controlled schools to monitor interest in PAN increases and these are highlighted within Appendix D (2) where agreement was reached.

(g) Relevant Statutory Consultation Areas 2024/25

- g.i Relevant statutory consultation areas have not changed for 2024/25. Details for the Primary arrangements are in Appendix A (2) and Secondary arrangements in Appendix B (2).

4. Recommendations:

The Cabinet Member for Education and Skills is agree the decision to DETERMINE

- a) The Coordinated Primary Admissions Scheme 2024/25 incorporating the In Year admissions process as detailed in Appendix A
- b) The Co-ordinated Secondary Admissions Scheme 2024/25 incorporating the In Year admissions process and the provision of Kent Test and related materials as detailed in Appendix B
- c) The oversubscription criteria relating to Community and Voluntary Controlled Infant, Junior and Primary Schools in Kent 2024/25 as detailed in Appendix C (1)
- d) The oversubscription criteria relating to Community and Voluntary Controlled Secondary Schools in Kent 2024/25 as detailed in Appendix D (1)
- e) The Published Admissions Number for Community and Voluntary Controlled Infant, Junior and Primary Schools 2024/25 as set out in Appendix C (2)
- f) The Published Admissions Number for Community and Voluntary Controlled Secondary Schools 2024/25 as set out in Appendix D (2)
- g) The relevant statutory consultation areas for Kent Infant, Junior and Primary Schools 2024/25 as detailed in Appendix A (2) and the relevant statutory consultation areas for Kent Secondary Schools 2024/25 as set out in Appendix B (2)

Lead Officer Contact details

Craig Chapman
Head of Fair Access
Tel: 03000 415934
Craig.Chapman@kent.gov.uk

Relevant Director:
Christine McInnes
Director of Education
03000 418913
Christine.McInnes@kent.gov.uk

Background documents

Appendix A - Coordinated Primary Admissions Scheme 2024/25 (including relevant statutory consultation areas)

Appendix B - Coordinated Secondary Admissions Scheme 2024/25 (including relevant statutory consultation areas)

Appendix C – Admission Arrangements for Community and Voluntary Controlled Infant, Junior and Primary Schools 2024/25 (including oversubscription criteria and published admission numbers)

Appendix D – Admission Arrangements for Community and Voluntary Controlled Secondary Schools 2024/25 (including oversubscription criteria and published admission numbers)

Appendix E – Scheme Equality Impact Assessment

Appendix F – Admission Arrangements Equality Impact Assessment