

**From:** Richard Long TD, Cabinet Member for Education and Skills  
Matt Dunkley, Corporate Director for Children, Young People and Education

**To:** Children's, Young People and Education Cabinet Committee – 15 January 2021

**Subject:** Proposed Co-ordinated Schemes for Primary and Secondary Schools in Kent and Admission Arrangements for Primary and Secondary Community and Voluntary Controlled Schools 2022/23

**Decision Number:** 20/00117

**Key decision:** It affects more than 2 Electoral Divisions

**Classification:** Unrestricted

**Past Pathway of Paper:** None

**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 2022 including the proposed process for non-coordinated In-Year Admissions. The Cabinet Member for Education and Skills 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 2022/23 school year.

**Recommendations:**

The Children's, Young People and Education Cabinet Committee is asked to consider and endorse or make recommendations on the Cabinet Member for Education and Skills proposed decision to DETERMINE:

- a) The Coordinated Primary Admissions Scheme 2022/23 incorporating the In-Year admissions process as detailed in Appendix A
- b) The Co-ordinated Secondary Admissions Scheme 2022/23 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 2022/23 as detailed in Appendix C (1)
- d) The oversubscription criteria relating to Community and Voluntary Controlled Secondary Schools in Kent 2022/23 as detailed in Appendix D (1)
- e) The Published Admissions Number for Community and Voluntary Controlled Infant,

Junior and Primary Schools 2022/23 as set out in Appendix C (2)

- f) The Published Admissions Number for Community and Voluntary Controlled Secondary Schools 2022/23 as set out in Appendix D (2)
- g) The relevant statutory consultation areas for Kent Infant, Junior and Primary Schools 2022/23 as detailed in Appendix A (2) and the relevant statutory consultation areas for Kent Secondary Schools 2022/23 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 2022/23 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; the neighbouring LAs and diocesan bodies on its proposals to co-ordinate admissions to all Kent Primary and Secondary schools in September 2022. Due to the fact the scheme remains broadly unchanged as in previous years 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 2 November 2020 until 14 December 2020 and considered the following aspects:

- a) The Primary Co-ordinated Admission Scheme including the In-Year admissions process for 2022/23;
- b) The Secondary Co-ordinated Admission Scheme including the In-Year admissions process for 2022/23;

2.2 A further LA consultation ran from 2 November 2020 until 14 December 2020 for the reduction to the Published Admissions Number for Hythe Bay Church of England Primary.

### **3. Outcome**

#### **(a) The Co-ordinated Primary Admissions Scheme 2022/23 incorporating In-Year admissions process**

a.i) All Admissions Authorities within Kent agreed to the proposed Co-ordinated Primary Admissions Scheme for 2022/23. 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 following broadly similar scheme dates. 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 to enable 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 in Appendix A.

#### **(b) The Co-ordinated Secondary Admissions Scheme 2022/23 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) On 22 July 2020, a decision was taken by the Cabinet Member for Education and Skills to vary the Kent Test and Secondary Admissions scheme to accommodate the impact of school closures for the majority of children as a result of COVID-19 (Decision No: 20/00060). This decision included a delay to the Kent Test schedule by roughly one month and increasing the number of school preference options available to parents from four to six. This year's Secondary scheme reverts to Kent's normal processing timeline and preference options, however, wording has been adapted in paragraph 15 to enable potential adjustments to be made more easily, by acknowledging that events may make planned processes untenable and that amendments will be communicated to all interested parties should that prove necessary.

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 to enable 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 in Appendix B.

**(c) The Over-subscription Criteria for Community and Voluntary Controlled Infant, Junior and Primary Schools in Kent 2022/23**

c.i) The proposed over-subscription criteria for Community and Voluntary Controlled Infant, Junior and Primary Schools are the same as those used in 2021. 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 in appendix C (1).

**(d) The Over-subscription Criteria for Community and Voluntary Controlled Secondary schools in Kent 2022/23**

d.i) The proposed over-subscription criteria for Community and Voluntary Controlled Secondary Schools is the same as that used in 2021. 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 in appendix D (1).

**(e) The Published Admissions Number for Community and Voluntary Controlled Infant, Junior and Primary Schools 2022/23**

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 Hythe Bay Church of England Primary school from 60 to 45. The consultation was 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 and ten mile radius respectively (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. No objections were received.

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 2022/23**

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 2022/23**

g.i) Relevant statutory consultation areas have not changed for 2022/23. Details for the Primary arrangements are in Appendix A (2) and Secondary arrangements in Appendix B (2).

**4. Recommendations:**

The Children's, Young People and Education Cabinet Committee is asked to consider and endorse or make recommendations on the Cabinet Member for Education and Skills proposed decision to DETERMINE:

- a) The Coordinated Primary Admissions Scheme 2022/23 incorporating the In-Year admissions process as detailed in Appendix A
- b) The Co-ordinated Secondary Admissions Scheme 2022/23 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 2022/23 as detailed in Appendix C (1)
- d) The oversubscription criteria relating to Community and Voluntary Controlled Secondary Schools in Kent 2022/23 as detailed in Appendix D (1)
- e) The Published Admissions Number for Community and Voluntary Controlled Infant, Junior and Primary Schools 2022/23 as set out in Appendix C (2)
- f) The Published Admissions Number for Community and Voluntary Controlled Secondary Schools 2022/23 as set out in Appendix D (2)
- g) The relevant statutory consultation areas for Kent Infant, Junior and Primary Schools 2022/23 as detailed in Appendix A (2) and the relevant statutory consultation areas for Kent Secondary Schools 2022/23 as set out in Appendix B (2)

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**Background documents**

Appendix A - Coordinated Primary Admissions Scheme 2022/23 (including relevant statutory consultation areas)

Appendix B - Coordinated Secondary Admissions Scheme 2022/23 (including relevant statutory consultation areas)

Appendix C – Admission Arrangements for Community and Voluntary Controlled Infant, Junior and Primary Schools 2022/23 (including oversubscription criteria and published admission numbers)

Appendix D – Admission Arrangements for Community and Voluntary Controlled Secondary Schools 2022/23 (including oversubscription criteria and published admission numbers)

Appendix E – Scheme Equality Impact Assessment

Appendix F – Admission Arrangements Equality Impact Assessment