



Office of  
the Schools  
Adjudicator

**LOCAL AUTHORITY REPORT**  
**TO**  
**THE SCHOOLS ADJUDICATOR**  
**FROM**  
**Bournemouth Local Authority**

**30 JUNE 2015**

**Report Cleared by (Name): Felicity Draper**

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**Date submitted: 30 June 2015**

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**Please email your completed report to: [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk)**

## **Introduction**

1. Section 88P of the School Standards and Framework Act 1998 requires Local Authorities to make an annual report to the adjudicator.
2. The School Admissions Code (the Code) at paragraph 6 sets out the requirements for reports by local authorities. Paragraph 3.23 specifies what must be included as a minimum in the report to the adjudicator and makes provision for the local authority to include any other local issues.
3. There are other matters concerning admissions, some suggested by local authorities, about which it would be useful to have a view. Rather than undertake a separate exercise in which information is sought from local authorities, you are asked to include any relevant information in your report to the adjudicator.

## **Completing the Template**

**This template is designed to be completed electronically - boxes will expand as necessary.**

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

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

### **1. Local Authority school numbers**

Please give the total number of schools by type within your local authority as at 30 June 2015.

<b>Type of School</b>	<b>Number of Schools for pupils up to age 11</b>	<b>Number of Schools for pupils over age 11</b>	<b>Number of all-through schools</b>
<b>Community</b>	8	0	0
<b>Voluntary Controlled</b>	1	0	0
<b>Voluntary Aided</b>	8	0	0
<b>Foundation</b>	0	0	0
<b>Academy</b>	12	10	2
<b>Free School</b>	1	1	1
<b>UTC</b>	N/A	0	0
<b>Studio School</b>	N/A	1	0

## 2. Admission Arrangements for Admissions in September 2015

The Code at paragraph 3.23 requires that each local authority must report on how well the admission arrangements for state-funded schools (of all types) in its local authority area serve the interests of the groups of children listed below.

Please include details of:

1. Any ways in which the each of the following groups of children have been especially well served; and
2. Any difficulties that have arisen for each group of children while allocating places for admission in September 2015.

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

Tick as appropriate: Fully  In part  Not satisfactorily

Comments: All schools have LAC as the highest consideration on their Admission Policies although the Catholic schools in the area prioritise LAC of their faith then other children of the faith then LAC not of their faith.

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

Tick as appropriate: Fully  In part  Not satisfactorily

Comments: All Admission Policies state in line with the Admission Code the requirement to consider previously LAC in the same way as LAC

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

Tick as appropriate: Fully  In part  Not satisfactorily

Comments: Bournemouth Borough Council transport policy provides appropriate transport consideration for children with disabilities to enable them to access schools located further away from their home than the nearest or catchment school. All schools ensure relevant suitable support is provided for any child with a disability including consideration of children with special needs.

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

Tick as appropriate: Fully  In part  Not satisfactorily

Comments: The Special Education Needs Team support families to consider their options of school placement including a placement at a specialist provision. Bournemouth Borough Council gives consideration of childrens special needs within their Transport policy

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

Tick as appropriate: Fully  In part  Not satisfactory

Comments: Whilst a child is considered for an EHCP because the process is lengthy it can sometimes impact on the support that a mainstream school is able to put in place until the conclusion of the process. It can sometimes result in a child being placed for the duration of the assessment for an EHCP at alternative provision which can make it difficult for them to reintegrate into a mainstream school.

### **3. Co-ordination of admissions**

#### **A) During the normal admissions round**

Please assess the effectiveness of co-ordination of primary and secondary admissions for September 2015 in your local authority highlighting any particular strengths in the process and any problems.

##### **Primary**

(a) How well has the second year of operating the national offer day for primary places worked compared with when there was no specified national offer day?

Tick as appropriate: Better  The same  Less well

(i) Any strengths of the new procedure?

Comments: Parents, Local Authorities and own admitting authorities all have the one date to work towards and this is known well in advance of the start of the process.

(ii) Any problems encountered this year?

Comments: A large increase to the population required careful management of school offers when none of the three preferences named could be met. This was despite opening 3 new schools in the area in recent years. In all cases of offers a long way from the home address transport from home to school has been offered by Bournemouth Borough Council.

## Secondary

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

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

(i) Any strengths?

Comments: Parents, Local Authorities and own admitting authorities all have the one date to work towards and this is known well in advance of the start of the process.

(ii) Any problems?

Comments: No problems encountered.

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

Tick as appropriate: Yes  No  N/A

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

If **NO**, do you have any evidence about how well the admission process is working for individual UTCs or studio schools?

Tick as appropriate: Yes  No

If **YES**, please comment: The school advises Admissions on the names and details of the children who have been offered a place at the school and in some instances the families have completed a common application form.

## B) In-year admissions

From September 2013 in-year admissions have not had to be co-ordinated by the local authority.

(a) How many **pupils** have needed a school place because they do not have one or parents have applied for a place as an in-year admission for any other reason between 1 September 2014 and 15 June 2015?

<b>For pupils up to age 11</b>	<b>For pupils over age 11</b>	<b>For Sixth Forms</b>
1359	944	do not coordinate

(b) Does the local authority co-ordinate in-year admissions for any schools in its area?

Tick as appropriate: Yes  No

If **YES**, for how many of which schools does it currently co-ordinate in-year admissions?

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
<b>Community</b>	8	0	0
<b>Voluntary Controlled</b>	1	0	0
<b>Voluntary Aided</b>	8	0	0
<b>Foundation</b>	0	0	0
<b>Academy</b>	12	10	2
<b>Free School</b>	1	1	1
<b>UTC</b>	N/A	0	0
<b>Studio School</b>	N/A	1	0

(c) If you have any information about how many schools parents approach before obtaining a place, please comment?

Comments: As the process is coordinated it is rare for a parent to approach a school or schools direct and normally one of the three preferences named is offered. If none of the three can be offered the Admissions Service normally would offer a redirect offer if the family lived in Bournemouth, the only exception to that is if the family expressed a wish to Elective Home Educate the child until a place was available at one of their preferred schools.

(d) How confident are you that the requirements of the Code at paragraph 2.22 for schools to keep the local authority informed in a timely manner about applications and the outcomes are being met?

Tick as appropriate: Very confident  Confident  Not confident

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

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

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

Comments: Unfortunately we still have some schools that do not get back to us or the parent in regard to the outcome of a request so either the child is out of education in the case of a child moving to the area or the family accept a lower preference because they do not hear back in regard to the higher preference. The Local Authority has informally raised this with the school(s) concerned which are only two in Bournemouth however the response has not been encouraging. Both schools are academies, the Local Authority is continuing to monitor the situation.

#### 4. Fair Access Protocol

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

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

Tick as appropriate:            Yes             No

If **NO**, please explain:

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

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

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

Comments: One Church VA school said the Head and Governors did not agree to any protocol. They have been informed that as the majority of Primary schools are in agreement they will be required to participate. They are thus far not a preferred school for any IYFA case so it has not come to a refusal from them to accept. This would be addressed at the time if the situation arose.

Another school which is a Primary Academy did not raise any concerns in participating in the IYFA Protocol however they have refused to take the only 2 children required by them over the course of time the Protocol has been established despite having an outstanding Ofsted and plenty of accommodation. The Primary Headteachers Association in Bournemouth has taken responsibility for resolving the issues.

- (d) (i) Please give your assessment of how well your Fair Access Protocol has worked in the academic year 2014/15 in placing children without a school place in schools in a timely manner.

Tick as appropriate: Very well  Mostly well  Some difficulties

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

Tick as appropriate: More effective  As effective  Less effective

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

Tick as appropriate: More frequently  Same frequency  Less frequently

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

Tick as appropriate: Yes  No

Comments: In regard to placement of Year 6 children our primary schools have shown good cooperation including placing them quickly without the need for a formal recommendation from the IYFA Panel.

Year 11 children particularly at this time of year are normally having to be placed in alternative provision as schools are reluctant to take them. However some schools are taking the option to back year the young person into the start of Year 10 so they can achieve some GCSE grades.

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

Tick as appropriate: Yes  No

Comments: Many secondary age children are still being placed in alternative provision rather than receiving their education through a mainstream school with alternative provision support.

- (g) How many children have been admitted to each type of school in the area under the protocol? How many children have been refused admission to a school?

Type of School	Number of children admitted			Number of children refused admission		
	Schools for pupils up to age 11	Schools for pupils over age 11	All-through schools	Schools for pupils up to age 11	Schools for pupils over age 11	All-through schools
Community	4	0		0	0	
Voluntary Controlled	0	0		0	0	
Voluntary Aided	1	0		2	0	
Foundation	0	0		0	0	
Academy	3	41		0	19	
Free School	0	0		0	1	
UTC	N/A	0		N/A	0	
Studio School	N/A	0		N/A	0	

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

Tick as appropriate: Yes  No  N/A

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

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

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

Comments: It would be helpful if the EFA/DfE supported Local Authorities more proactively in enforcing Protocol recommendations and decisions.

## 5. Admission Appeals

The Code requires data to be collected about appeals. In order to meet this requirement the DfE will use the latest published Statistical First Release: admission appeals for maintained and academy primary and secondary schools in England.

Taking into account the comments reported in 2014 by some local authorities in response to the invitation to “*add any comments about the appeals process in your area*”, it would be helpful to be able to gather views across all local authorities on the extent to which schools that are their own admission authority continue to use local authority services for appeals.

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

Tick as appropriate: Yes  No

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

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Voluntary Aided	0	0	0
Foundation	0	0	0
Academy	3	0	0
Free School	0	0	0
UTC	N/A	0	0
Studio School	N/A	0	0

- (c) Please indicate the services that are used :

Type of School	Schools for pupils up to age 11(Y/N)	Schools for pupils over age 11 (Y/N)	All- through schools (Y/N)
Full appeals process	0	0	0
Legal advice	0	0	0
Assistance in the preparation and presentation of case documentation	3	0	0

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

Comment: Clerking of the appeal hearing and providing arrangements of an Independent Appeal panel is provided by Democratic Services for the majority of schools in Bournemouth.

- (e) Please add comments about any other aspect of the appeals process in your area that works well or causes difficulties.

Comment: Appeals work well.

## 6. Other Issues

### A. Objections to admission arrangements

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

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

Type of School	Number of Schools for pupils up to age 11	Number of Schools for pupils over age 11	Number of all-through schools
Voluntary Aided	0	0	0
Foundation	0	0	0
Academy	0	2	0
Free School	1	1	1
UTC	N/A	0	0
Studio School	N/A	0	0

- (b) How confident are you that all community, voluntary controlled and own admission authority admission arrangements are now fully compliant with the Code?

Tick as appropriate: Very confident  Confident  Not confident

- (c) How many schools did not send the local authority a copy of their full admission arrangements, including the supplementary information form (or the form by any other name, for example religious inquiry form) if one is used, by 1 May, as specified in paragraph 1.47 of the Code?

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

**B. Fraudulent applications**

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

Tick as appropriate: Yes  No

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

Tick as appropriate: Yes  No

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

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

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

Comment: Obtain proof of address for oversubscribed schools. Church schools require a SIF to be completed by the priest/vicar. Own admitting authority schools also carry out their own checks on addresses to ensure the child lives at the address provided by the parent.

**C. Summer born children**

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

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

Tick as appropriate:            Yes             No

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

(ii) For own admission authority schools:            Yes  No

If **YES**, please complete the table:

Type of School	How many requests for admission to year R for a child who has reached the normal age for Year 1	How many requests were subsequently agreed?
Community & Voluntary Controlled	0	0
Own Admission Authority	0	0

(b) What reasons, if known, were given for seeking to delay the admission to reception of the child for a full school year?

Comments: None

(c) Any other comments the local authority has on the matter of admission of summer born children.

Comments: It is a very difficult process for parents to follow. National publicity raised parental expectations that the guidance did not deliver. For example many parents are under the impression that a place will be reserved for a entire academic year into the next year. Many parents of children with high levels of special needs believe it will resolve the situation of the child needing to be assessed for an Education Health and Care Plan (EHCP). It is very confusing for parents that the assessment for an EHCP is an entirely separate process to applying for a child to have a delayed admission for a year under normal admission processes. Data for entry for 2016 thus far shows 6 requests of those 3 requests granted the entire applications for all 6 naming 3 schools on their form involved 9 requests for a Voluntary Aided school; 4 requests for Academies and 2 requests for Community schools. The 3 children granted have been informed in writing that they must apply for the 3 schools they have named this year by 15 January 2016 to be considered for places for their child in Reception 2016. Computer systems have been adjusted in order that they accept an application for a child outside the normal date of birth range.

#### **D. Pupil, service and early years premium**

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

(a) Pupil and service premium

In respect of community and voluntary controlled schools:

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

Comments:

In respect of own admission authority schools:

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

Comments:

(b) Early years pupil premium - nursery priority

In respect of community and voluntary controlled schools:

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

Comments:

In respect of own admission authority schools:

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

Comments:

#### **E. Composite prospectus – admission to sixth form**

The School Information (England) Regulations 2008, regulation 5 requires the local authority to publish no later than 12 September in the offer year a composite prospectus for primary and secondary schools. Regulation 6 deals with the manner of the publication of the prospectuses and schedule 2 to the regulations details the information to be included in a prospectus.

Schedule 2, paragraph 14 says of what is to be included: “*The determined*

*admission arrangements for the school in relation to each relevant age group at the school (including ages above and below the compulsory school age) and, where the arrangements include a supplementary information form a copy of that form.”*

(a) How were the admission arrangements for admission to the sixth form of schools that admit students new to the school to year 12 included in a composite prospectus for admissions in September 2015?

(i) With the admission arrangements for each school admission to the earlier relevant age group (for example Year 7) for admission?

Tick as appropriate:      Yes       No

or

(ii) In a separate composite prospectus for the sixth form?

Tick as appropriate:      Yes       No

or

(iii) Other, please describe how the requirements of the regulations are met.

Comments:

(b) If the requirements of the regulations were not met for admissions in 2015, please give reasons why.

Comments:

## **F. Admission Forum**

(a) Does your local authority still have an admission forum?

Tick as appropriate:      Yes       No

(b) Has this been continuous or re-instated?

Tick as appropriate:      Continuous       Re-instated

If **YES**, which groups, (types of schools and other bodies) are represented on the Admission Forum?

Comments: Academies both primary and secondary representations; Voluntary Aided representative primary only and Community representative; Diocese representation and from the Local Authority.

How often does this forum meet?

Comments: 3 times a year.

What do you see as the key benefits arising from this forum?

Comments: A forum to discuss issues with a variety of parties and where ideas and solutions can be shared and taken forward.

**G. Local Authority Issues**

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

Comments: With the steeply rising demand for school places it is vital that Local Authorities are able to ensure admission numbers are increased where necessary at all appropriate schools and academies.

**Thank you for completing this report**

Please email your completed report to: [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk)