

CABINET MEMBER DECISION RECORD TEMPLATE

This form should be used to record Executive decisions taken by Cabinet Members

<p>Decision Ref. No:</p>
<p>Responsible Officer: Felicity Draper – Access Manager (Insert name and designation)</p>
<p>Subject: School Admissions: Co-ordinated Admissions Scheme 2020 - 2021</p>
<p>Decision taken: The adoption of a co-ordinated scheme for the administration of school admission applications for 2020/21 in accordance with the Education and Inspection Act 2006 and the School Admissions Code of December 2014 as attached at Appendix A.</p>
<p>Reasons for the decision:</p> <p>The Local Authority is required to have in place by 28 February 2019 an agreed scheme to co-ordinate applications from parents for mainstream school places and ensure that they receive a single offer of a school place for their child. The Local Authority must bring forward a proposed scheme for agreement with other admission authorities covering the main points of entry by the end of January each year.</p> <p>The proposed scheme attached at Appendix A was brought forward in November 2018 and has been agreed by all school and academy admission authorities in Bournemouth as well as neighbouring Local Authorities with responsibility for Education.</p>
<p>Call-in and Urgency:</p> <p>This decision has been made in accordance with the Council's urgency procedures and is not subject to Call-In.</p>
<p>Background:</p> <p>Bournemouth Borough Council is the current body with legal responsibility for co-ordinating the application process for a school place in its area. From the 1 April 2019 this will become the responsibility of the new Bournemouth Christchurch and Poole Council.</p> <p>Co-ordinated admission arrangements at the main points of entry and for in-year admissions to schools have operated successfully in Bournemouth. The elimination of duplicate offers continues to be of great benefit to parents by ensuring all children can be offered a school place whilst reducing workload within schools.</p> <p>A scheme has, to be legally adopted prior to 1 April 2019 and thus the attached scheme at Appendix A is proposed for adoption for all the admission authorities in Bournemouth for 2020/21. These dates have been discussed and agreed with schools, academies and neighbouring authorities as the new Authority for the area will need to propose a revised scheme after 1 April 2019. Due to the schemes across Bournemouth Poole and Dorset being closely aligned already this will only require a straightforward amendment.</p> <p>The scheme once adopted will be publicised. After 1 April 2019 the new authority for Bournemouth Christchurch and Poole will seek the approval of the Department for Education for a scheme to cover the whole of the area currently covered and this</p>

And will be included in the annual information booklet which informs parents and carers how to apply for a school place.

Decision required by 28 February 2018.

Options - and reasons for rejection:

Consultations undertaken:

The proposed co-ordinated scheme was published where required on the Bournemouth Borough Council Website by 1 January. The proposed scheme was as consulted upon adopted for the previous year, with minor alterations to dates to take into account of the calendar.

Finance/Resource Implications:

The admissions function is entirely funded from the Dedicated Schools Grant (DSG). Therefore, there are no direct revenue budget implications to the Council. The scheme and its administration attached at **Appendix A** are intended to be accommodated within the existing budget allocated from the DSG.

Name: ADAM RICHENS

Signature: (of Chief Finance Officer)

Date: 20/02/19



Legal implications:

The Council was required to bring forward for agreement with admission authorities a co-ordinated application and offer scheme for the admission arrangements of all school admission authorities in the Council's area for 2020/21.

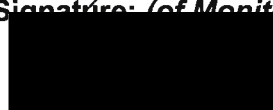
If no action is taken, the Council will not meet its statutory duty to have co-ordinated arrangements which meet the requirements of the School Admissions Code 2014 by 28 February 2019.

Upon the creation of the Bournemouth Christchurch and Poole Authority approval will be sought from the Department for Education for a single scheme to cover the whole of the Bournemouth Christchurch and Poole area.

Name: TANIA COULTER

Signature: (of Monitoring Officer)

Date: 21/2/19



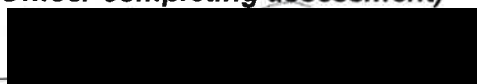
Risk assessment:

The risk is that by not adopting a scheme the Council is not meeting its statutory duty to co-ordinate the school admissions application process in its area.

Name: FELICITY DRAVER

Signature: (of Officer completing assessment)

Date: 19/2/19



Impact Assessments:

The application process is facilitated through an online application system reducing any environmental impact.

Assistance for parents and carers with submission of an application is available in a variety of forms including access to translation if required.

Information for/not for publication:

Publication of the co-ordinated scheme as set out in **Appendix A** for the application and offer of school places is a statutory requirement.

Background papers:

Any conflict of interest declared by a Cabinet Member who is consulted by the Member taking the decision	Name of Cabinet Member	Nature of interest	Details of any dispensation granted by the Monitoring Officer
Yes/No* (*Delete as appropriate)			

Decision taken by:

Councillor NICOLA GREENE

(Print name) Cabinet Portfolio

EDUCATION & CHILDREN'S SERVICES

Signature of decision: [Redacted] 21st Feb'19

Date of publication of record of decision: 22/02/2019

Date decision effective – 22/02/2019 - subject to the Council's urgency procedures.

Note - See separate guidance on recording decisions at Appendix 1.

Bournemouth Co-ordinated school admissions scheme 2020-21

All schools in Bournemouth together with Bournemouth Local Authority have in accordance with statutory requirements agreed to co-ordinate the main entry admission and transfer process for 2020-21. The agreed schemes enable an application to be made on a single application form.

There will be a single closing date for applications which will result in only one offer of a school being made. Offers will be co-ordinated with other Local Authorities such as Dorset, Poole and Hampshire to ensure that a child receives only a single offer of the highest preference able to be agreed subject to the receipt of information in sufficient time and the other Local Authorities' scheme providing for this.

THE CO-ORDINATED SECONDARY TRANSFER PROCESS

The secondary transfer process commences with Governing Bodies deciding for the schools for which they are responsible

- their own order in which places will be offered
- the number of places available
- to agree to co-ordinate the administrative process of allocating places.

This information is then shared with parents through

- talks and information leaflets given by the Bournemouth LA at primary schools in summer term
- the information booklet 'Starting Secondary School' which is available for all parents at the beginning of autumn term together with details on how to apply, either online or by application form
- open evenings at all the Bournemouth Secondary Schools
- adverts in the local press

The application will invite parents to list up to three schools ranked in the order they would like their child to attend. The parents should then submit the application to Bournemouth LA by the closing date, as specified in the agreed co-ordinated scheme.

All parents will be advised that if the application reaches Bournemouth LA after this date the application will not be included in the first notification of offers posted out on 1 March.

Where a parent(s) lists a school, which is their own admitting authority or a school in another Local Authority as one of their preferences information is electronically transferred to the relevant school or Local Authority. The Governing Body for the school or the relevant Local Authority will then be required to rank the applications in accordance with their own priority admission policy order and decide whether, or not they can offer the child a place.

The decisions by the relevant Governing Body on all applications received by the closing date will then be passed to the LA by a date specified in the co-ordinated scheme.

The LA then compares the provisional offer lists from schools which are their own admitting authority and those provided by other Local Authorities. If a child's name appears on more than one offer list, the LA will then refer to the parents' priority order on their original application to see which offer the parents most want. Then, in accordance with the parents' stated wishes,

the child's name would be retained on the list of the highest preference school able to offer a place and removed from the lower preference school(s) offer list(s).

Places freed up by this process will then be offered to applicants who are next on a school's ranked order of priority.

Once this process is complete, a single offer corresponding to the highest preference able to be offered, will be posted out by the LA to all applicants who did not provide a valid email address, on 1 March or the next available working day. Applicants who provided an email address will be able to download a copy of their offer letter on 1 March. Those applicants who are not able to be offered any of their preferred schools will

- if they are resident in Bournemouth, be offered a place at the nearest school to their home address with agreement from the admissions authority and which still has places available
- if they are resident outside of Bournemouth, be referred to their own LA to discuss schooling

Those applicants who apply after the closing date go through a similar process again, resulting in further offers being made in accordance with the agreed late application timetable.

After the release of the allocation to late applicants the Local Authority will continue to co-ordinate on a fortnightly basis with all admission authorities.

THE CO-ORDINATED MAIN ENTRY (RECEPTION AND INFANT TO JUNIOR) PROCESS

The co-ordinated process will commence with Governing Bodies and the Bournemouth LA deciding for the schools for which they are responsible

- their own order in which places will be offered
- the number of places available
- to agree to co-ordinate the administrative process of allocating places.

This information is then shared with parents through

- Information leaflets sent to all relevant families on the authority's database from Early Years information held by Bournemouth Borough Council
- the information booklet 'Starting primary school' which will be available to all infant and primary schools in Bournemouth, and on the LA's website. This provides parents with information on how to apply Online and by application form
- adverts in the local press and at key relevant establishments throughout Bournemouth including local Nursery and Pre-School provisions
- information provided to parents through the Bournemouth Children's Centres

The application will invite parents to list up to three schools ranked in the order they would like their child to attend. The parents should then submit the application to Bournemouth LA by the closing date of 15 January, as specified in the agreed co-ordinated scheme.

All parents will be advised that if the application reaches the Bournemouth LA after this date the application will not be included in the first notification of offers.

Where a parent lists a school, which is its own admitting authority (Academy or a VA Primary or Infant School) as one of their preferences, or a school in another authority, information will be sent electronically by Bournemouth LA to the relevant school or Local Authority by the agreed date in the co-ordinated scheme. The school's Governing Body will then be required to rank the applications in accordance with the criteria listed in their own admission policy and decide whether they can offer the child a place. If a parent names a school in another Local Authority, information will be sent to the Local Authority by the agreed date in the co-ordinated scheme.

The LA will then receive lists from the Governing Bodies indicating which children can be offered a place. If a child's name appears on more than one offer list, the LA will then refer to the parents' priority order on their original application to see which offer the parents' most want. Then in accordance with the parents' stated wishes the child's name will be retained on the list of the highest preference school able to offer a place and removed from the lower preference school(s) offer list(s).

Places freed up by this process will then be offered to applicants who are next on a school's ranked order of priority.

Once this process is complete, a single offer corresponding to the highest preference able to be offered, will be posted out by the LA to all applicants who did not provide a valid email address, on 16 April or the next available working day. Applicants who provided an email address will be able to download a copy of their offer letter on 16 April. Those applicants who are not able to be offered any of their preferred schools will

- if they were resident in Bournemouth, be offered a place at the nearest school to their home address that agrees to the offer and which still has places available
- if they are resident outside of Bournemouth, be referred to their own LA to discuss schooling

Those applicants who applied after the closing date go through a similar process again, resulting in further offers being made in accordance with the agreed late application timetable.

After the release of the allocation to late applicants the Local Authority will continue to co-ordinate on a fortnightly basis with all admission authorities.

IN-YEAR ADMISSIONS FROM SEPTEMBER 2020

One application form will be available for parents wishing to apply for any school located in Bournemouth. The application will invite parents to list up to three schools in Bournemouth ranked in the order they would like their child to attend. The parents should then submit the application to the Bournemouth LA.

The Bournemouth LA will then process the application in accordance with the agreement with all the schools in Bournemouth.

Applications which meet the In-Year Fair Access criteria will be processed in accordance with the agreed In-Year Fair Access Protocol applicable at the time. All other applications will be processed in accordance with the agreement with all the schools in Bournemouth.

Coordinated Admission Scheme for 2020 - Key Dates

	Secondary	Junior/Middle	Reception
Closing date for applications	31/10/19	15/01/20	15/01/20
Bournemouth Borough Council (BBC) to exchange applicant information with other Local Authorities (LAs) by BBC to exchange applicant information with other school Admission Authorities (AAs) in Bournemouth, with the exception of any applications received from outside the BBC area, by	20/11/19	04/02/20	04/02/20
BBC sends a list of all applicants from outside the BBC area to other AAs in Bournemouth	25/11/19	18/02/20	18/02/20
AAs to send electronically a list of pupils to BBC in the order to be considered, together with the relevant criteria for each applicant	08/01/20	02/03/20	02/03/20
First exchange of offers between BBC and other LAs for applicants, resident in their respective areas by	20/01/20	16/03/20	16/03/20
Deadline for final exchange of offers between LAs for applicants, resident in their respective areas	03/02/20	31/03/20	31/03/20
BBC to inform other AAs of final allocation of places by	25/02/20	14/04/20	14/04/20
BBC sends out notification emails to all applicants who provided a valid email address, and letter by First Class Post to those who did not on	02/03/20	16/04/20	16/04/20
Parents accept/refuse offer by	16/03/20	30/04/20	30/04/20

Other key dates:

Selective and banding testing

Magna Academy Poole (banding) - Tbc

Parkstone Grammar School – Tbc

Poole Grammar School – Tbc

Poole High School (Expressly Academic Testing) – Tb

Late Applications

	Secondary	Junior	Reception
Closing date for late applications	28/01/20	14/02/20	14/02/20
Bournemouth Borough Council (BBC) to exchange applicant information with other school Admission authorities (AAs) in Bournemouth	04/02/20	09/03/20	09/03/20
AAs to send electronically a list of pupils in the order to be considered, together with the relevant criteria for each applicant	25/02/20	23/03/20	23/03/20
BBC to inform other AAs of final allocation of places	04/03/20	08/05/20	08/05/20
BBC sends out notification letters to all applicants by First Class Post on	10/03/20	11/05/20	11/05/20
Parents accept/refuse offer by	24/03/20	26/05/20	26/05/20

Please note

- 1) Letters to applicants offered places at academies, foundation, trust and voluntary aided schools will be on behalf of the respective governing bodies or sponsors.
- 2) At the end of the above timetable, Bournemouth Borough Council will continue to coordinate the allocation on a regular basis until the end of the school year.