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Adur County Local Committee

21 June 2018 – At a meeting of the Committee at 7.00 pm held at Main Hall, Shoreham Centre, 2 Pond Rd, Shoreham-by-Sea BN43 5WU.

Present:

Mr Simmons (Chairman) (Southwick;), Lt Col Barton (Sompting & North Lancing;), Mrs Bridges (Lancing;) and Mr Boram (Shoreham South;)

Apologies were received from Ms Kennard (Shoreham North;)

Officers in attendance:

Jack Caine, Monique Smart and Nick Burrell (Democratic Services)
Mike Thomas (Highways)

Lydia Schilbach (Communities)

Deborah Myers, Ellie Evans, Graham Olway, Helen Moules and Tracey Dunn (Education and Schools)

1. Appointment of Chairman and Vice-Chairman

- 1.1 RESOLVED that Cllr George Barton be appointed as Chairman for the Adur County Local Committee for a term of 1 meeting and
- 1.2 Cllr Kevin Boram be appointed as Vice Chairman for the Adur County Local Committee for the municipal year 2018/19.

2. Chairman's Welcome

2.1 The Chairman welcomed everyone to the meeting and introduced the Committee Memers and Officers.

3. Declarations of Interest

3.1 Cllr David Simmons declared that he was the Chair of Governors for the Sir Robert Woodard Academy. It was advised this was a personal interest and not a pecuniary interest.

4. Minutes of the last meeting of the Committee

4.1 RESOLVED that the minutes of the last meeting of the Adur County Local Committee held on the 8 February 2018 be approved as a correct record and signed by the Chairman subject to the following amendment (changes in italics):

Minute 65 to read:

A Member reported that *officers considered* it had not been possible to provide a sustainable solution to the traffic problems in West Street in Sompting.

5. **Urgent Matters**

5.1 There were none.

6. **School Place Planning**

- 6.1 The Chairman welcomed the Director of Education and Skills to the meeting who provided a presentation on School Place Planning and Admissions Process across the West Sussex area. The Chairman advised that questions that had been asked prior to the meeting had been tabled for information. The presentation raised the following points:
 - The West Sussex County Council Place Planning Process, about predication on demand, including a range of factors such has housing growth, family migration and families sending children to schools outside the area.
 - The Place Planning Process was based on probability, rather than certainty, as the exact number of children attending schools isn't known until the new school year each September.
 - A Place Planning booklet was available for inspection by the public on the Council's website, which contained projections over a period of 15 years, based on data available to the County Council.
 - There were 284 schools across the West Sussex area, 64 of those were Academies. The October 2017 census data recorded 112,834 Children of School age within the County and provisions for 126,143 School places.
 - The Department of Education guidelines requested that Local Authorities make provision for extra 5% pupil places than that required in order to account of inward migration. West Sussex County Council had more than 10% over the requirement.
 - West Sussex County Council utilised software called Educate to project pupil numbers and ensure there were sufficient School Places available across the County.
- 6.2 It was advised that the presentation delivered would be attached to the Minutes of the meeting, in addition to a presentation addressing the Schools Admissions Process.
- 6.3 In response to questions from the Committee, officers advised that:
 - The Department for Education would not consider schools of less than 6FE (180 pupils) per year group as a viable new secondary school. Delivery of a new secondary School could take up to 3-5 years once a site had been identified.
 - West Sussex County Council would liaise with Boroughs and Districts over Planning Applications, being mindful of Community Infrastructure and safe routes to schools for children. Both tiers of local government were invited to comment on planning applications

7. 'Talk with Us' Open Forum

7.1 The Chairman invited members of the public present at the meeting to ask questions. In response to these questions it was advised that:

- With school places available, West Sussex County Council were able to allocate school places in line with 1 of 3 preferences expressed by parents. WSCC forecasted that Schools would reach net capacity by 2022/23.
- A Member of the public raised concern over the use of the word 'preference' as in some instances it was felt that there had been no variety of choice for parents, based on their locality.
- If a Maintained School was over-subscribed, allocation of school places would be conducted under the WSCC oversubscription criteria in accordance with the admissions code. This criteria included vulnerable children and children from low income families. Academies had their own over-subscription criteria. Each institution published their oversubscription criteria which was available for inspection by the public.
- The Principle of Shoreham Academy advised that the oversubscription criterion for the academy was the same as the criteria expressed by maintained schools.
- Officers advised that if the route from the home to the school was deemed an available walking route and nearest appropriate school is over three miles, transport may be provided. Concerns from the public were raised over the safety and suitability of some of the footpaths in the area. It was advised by officers that it was a parent's legal responsibility to accompany children to schools where appropriate.
- Officers advised that children at secondary schools would commonly travel via public transport, by foot or cycle. Concern was expressed by members of the public over the viability and safety of the walking routes that were available to children.
- Walking routes to Schools could be challenged on their levels of reasonable safety by a criteria applied by the County Council. If they were deemed unsafe transport assistance could be considered.
- Concern was expressed over the Ofsted Status of the Sir Robert Woodard Academy. Officers advised that they were able to challenge Maintained Schools on their status, however academies were challenged by the Regional Schools Commissioners Office. It was further advised that the Academy had made improvements to achieve better status in the future. Parents were encouraged to read the qualitative information included in the Ofsted report on the

status of the Academy.

- With regard to lateness/absence from Schools where mitigating factors were outside of the Child/Parent's control, these would be considered and with on a case by case basis.
- Cllr David Simmons advised rail travel would also be a viable option to travel to local Schools and encouraged parents to visit prospective secondary schools where possible.
- A member of the public commented that the main concerns raised during the discussion were safer transport to schools and improving the Sir Robert Woodard academy. It was advised that parents would be more confident and hopeful for the future if they felt they had been listened to and understood.
- Officers advised that whilst they did not have the authority to direct
 an academy schools to expand, there was no reason to believe
 there would be significant resistance from the Academy Trust. If
 there was, further discussions would take place with the Regional
 Schools Commissioners Office. West Sussex County Council had a
 statutory duty to provide school places for children across the
 County so if there were further resistances from the Regional
 Schools Commissioners Office, the County could lobby the Secretary
 of State. WSCC could direct maintained schools to accept a higher
 number of pupils than originally anticipated were necessary.
- Officers advised the projected numbers for required school places were based on the adopted local plan and known housing developments, in addition to the date these housing developments were due to be delivered. It was further advised that was constant dialogue between the County Council and the Districts and Boroughs.
- Officers advised that there was no identified need for a new secondary school immediately. Officers were confident that the projected numbers dictated this requirement was still a number of years away.
- The County Council was working very closely with Districts and Boroughs to accurately predict realistic projections of necessary school places in the future, in addition to taking into account inward and outward migration.
- 7.2 The Chairman reminded the public gallery that the County Councillors were available to listen to issues and concerns and thanked officers for the informative presentation.

THE MEETING WAS ADJOURNED AT 8:05 AND RECONVENED AT 8:15

8. **Progress Statement**

- 8.1 Members noted the progress statement included with the agenda papers.
- 8.2 Members commented that the parking policies for Authorities across boundaries could have an impact on the roads and infrastructure across West Sussex, which officers should be mindful of.

9. Adur Community Initiative Funding

- 9.1 The Committees considered a report on Community Initiative Funding by the Director of Law and Assurance (copy appended to the signed minutes)
- 9.2 The Chairman incited project managers that had attended the meeting to present their pitches to the Committee. The Committee considered each application together with the views and comments raised.

9.3 It was RESOLVED that:

the following pledges be granted:

- 1. 222/A Adur Sea of Lights, up to £5,000 towards a space themed winter lantern parade held in Lancing
- 2. 221/A Adur Community Directory, up to £3,000 toward a virtual community space for residents and visitors.
- 3. 232/A Community Mobile Workshop, up to £3,3000 towards a mobile repair workshop for mobility aids.

And the following projects be deferred to the next meeting:

4. 223/A - Selling Coffee with a social mission.

10. Adur & Worthing Council application for Permission to formalise Brighton Road Car Park in Southwick

- 10.1 The Committee considered the report from the Executive Director Economy, Infrastructure & Environment and Director of Highways & Transport seeking permission to formalise Brighton Road Car Park in Southwick.
- 10.2 The Committee discussed the report and found no reason to refuse. It was therefore RESOLVED that
 - a. the land at No.60 Brighton Road be designated as a public car park and included in the off street parking order, and
 - b. permission be granted to continue to charge for the use of the car park at the rates set out in sections 1.2 of the report.

11. Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies

11.1 The Committee noted the Local Authority Governor vacancy at Buckingham Park Primary School

12. **Date of Next Meeting**

12.1 The Chairman confirmed the next meeting of Worthing County Local Committee would take place at 7.00pm on Thursday 8th November at Lancing Parish Hall.

Chairman

The meeting closed at 8.52 pm

Adur County Local Committee

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West Sussex County Council responses to 28 Questions from the Future for Adur Schools Team:

1. What is WSCC plan for Year 5 children applying to secondary school in 2019?

We are aware that the demand for school places in Adur is increasing. Across the area there are places available at Sir Robert Woodard Academy (SWRA). At the time of writing these responses there are some 400 places available in SRWA. Should the need arise, as projections are indicating and increase for additional basic need places, then we would initially look to expand existing schools having maximised potential in those schools to fill to their net capacity totals.

2. What will you do to manage children's and parents expectations of a place at Shoreham Academy?

West Sussex County Council manage the admissions rounds however Shoreham Academy is the admission authority for the school. We work with the school in coordinating the admissions rounds and we are sure that the school will manage the transition meetings as appropriate. The School has its own oversubscription criteria and places will be allocated accordingly. The Information for Parents booklet which is available on-line gives the last allocated distance and the category of child admitted to each school. This would help give parents some idea as to their likely admittance to a particular school. Parental preference and the size of the cohort would factor in here.

3. What is the longer plan for future schooling in Adur - and importantly Shoreham specifically?

As detailed in Planning School Places 2018 page 26, by adding two forms of entry at SRWA this would address the predicted forecast increase in demand for school places. This is subject to further discussion between WSCC and the Academy Trust and is dependent on the housing delivery timescale.

4. What are your plans for transport to schools outside Shoreham (bikes/car/bus)?

Bus and rail networks are run commercially by the operators. Where there is demand the operators assess provision and whether it is viable to put on additional journeys or diversions. As part of Shoreham Area Sustainable Transport Plan Study the County Council has also commissioned an independent assessment of the bus network across Adur. Issues such as school and hospital accessibility will be considered in the context of current and future developments.

Schools develop their own School Travel Plans and these may include consideration of how to improve the journey to school for public transport users, car users and walkers/cyclists. The West Sussex Walking and Cycling Strategy 2016-26 sets out the wider aspirations for these modes in the County. Specifically, Lancing and Shoreham appear in the prioritised list of potential schemes in the appendix of that document. The Shoreham Area Sustainable Transport Study is currently undertaking feasibility work on additional cycle routes across Adur District.

For a pupil to be entitled to assistance with transport the criteria that are applied in all cases involve which school is attended and the distance from that school that the family live. There is also a further criterion regarding income that applies to some families.

A pupil must be attending either their catchment school (as defined by the County Council) or their nearest available school. If the nearest school has no space at the time of the Admissions application then this school is not viewed as being available. This applies equally to primary and secondary aged children.

Pupils must also live over the statutory walking distance from their school. For children under the age of 8 this is 2 miles and for those 8 years and over it is three miles. The distance measured is the shortest available route, including use of footpaths, Public Rights of Way and other walkable tracks. The route should be able to be walked in reasonable safety. There is an assumption in law that a child is accompanied as necessary, so the judgement used on, for example, crossing a road are judged to be those of an adult.

Families on a low income as assessed by eligibility for free school meals and a number of other measures can apply for further assistance. This means transport assistance to secondary school is given to one of the three nearest secondary schools between 2 and 6 miles away. If the secondary school is attended for reasons of religion or belief then the distance may be extended to 15 miles. For primary schools the distance at age 8 is lowered to 2 miles but is only applied to the nearest available school at the time of admission.

5. What are the school transport costs to go to different schools? One parent thought it was free to Shoreham Academy but expensive to go to Steyning?

In most cases the cost of travel to school is met by parents and costs will vary depending on where the family lives. Stagecoach, Brighton and Hove Buses, Compass Travel and Southern Rail sell a variety of tickets, including passes for 1 week or more that give unlimited travel on their networks. The County Council provides transport assistance where eligibility criteria are met. Usually this would mean a pupil is provided with a bus or rail pass. More information and links to public transport operators is available at the Council's website www.westsussex.gov.uk/buses and for help with school transport

6. Can you develop good and safe cycle routes to Sir Robert Woodard? Especially important if New Monks Farm development goes ahead.

Please refer to the response to Q4 – improved cycle routes across Lancing and Sompting, which could serve SRWA are being considered as part of the Shoreham Area Sustainable Transport Study.

7. Statutory responsibility to provide transport, so will there now be funding assistance for transport outside Shoreham locality?

Transport assistance is given to eligible children – more information is at www.westsussex.gov.uk/schooltransport.

Essentially, if a child is attending their nearest available or catchment area school and it is over 3 miles walking distance, we would provide a bus or rail pass. (The transport catchment area is as defined by the County Council.) This applies equally to children both in and outside of the Shoreham area.

8. What happens when SRW and SA fills up? (asked several times)

According to our projections we believe the schools are likely to both reach current net capacity by 2022/23. Expansion works would therefore need to be completed by 2023/24 in order to expand the schools beyond their current Net Capacity. The actual increase is currently projected as 2 forms of entry (FE) i.e. 60 pupils. The Department for Education (DfE) will not consider schools of less than 6FE (180 pupils) per year group as a viable new secondary school. In order to build a new secondary school in the area, should the need arise, there are significant issues in the locality of finding a site large enough to build a new school of 6FE or greater.

9. Importantly, what happens to children in the middle?

WSCC have interpreted this question as meaning children living between Shoreham Academy & Sir Robert Woodard Schools. In this case, those children will be treated no differently to the children described in the response to Q2.

10. Could SA create a satellite site school like Steyning?

Shoreham Academy could apply to create a separate site but this would need to be funded by the Academy Trust. A site would be required, however, but similar split site arrangements are in operation at other schools, such as Steyning Grammar School.

11. What happens if all schools in my catchment area are full? (asked several times)

Parents are advised to express 3 preferences when completing the school admissions form and are advised to include their catchment school. The Admissions Team aims to allocate all children and young people to one of their three preferences and have a high success rate in meeting parental preference. This is in excess of the nationally published admission data.

12. If all local schools are full, how do WSCC then allocate school places? Could it be anywhere in West Sussex?

Should a situation arise where all local schools are full, then pupils will be allocated to the next nearest school with available spaces.

13. Who decides on the catchment area and rules?

Catchment areas are established through the admissions consultations which are open to residents, schools and other stakeholders for comment. The introduction of academies and free schools brought about the freedoms for these schools to set their own catchment areas, again through annual consultation if changes are to be proposed. However, when new schools are established many academies and free schools prefer an open catchment. This will be determined by the relevant Academy Trust.

14. Can catchment be changed so more Southwick and Portslade children are included in PACA catchment?

They could, but this is a neighbouring local authority and would be subject to public consultation. If parents wish to apply for a place at PACA they are able to do so without the need for catchment changes.

15. Why must we wait until all the schools are full before considering a new secondary school - isn't that too late?

Projections indicate that there is not enough growth in pupil numbers for the DfE to consider a new secondary school as the requirement is for a minimum of 6FE to be established – this would mean 180 children per year of age.

16. Does 'full' mean a year group or the whole school? Clarify PAN admission.

'Full' means the school has reached its Net Capacity (as determined by the DfE). The School Admissions Code 2014 states that Infant Class size legislation which applies to Key Stage 1 does not allow classes to exceed 30 pupils. There are some 'exceptions'. Although there are no restrictions to other year groups they are mostly set up for no more than 30 pupils. If there is spare capacity in the older year groups in a school and no space in the other year groups those spaces cannot be counted towards allowing more of other year groups in due to how schools organise.

17. Question about how future developments, particularly Ikea development & resulting impact from traffic and travel time to and from Sir Robert Woodard and Worthing schools.

These are considered during the planning approval process which is completed at Borough/District Council level. The County Council are consulted on all such issues.

18. Why doesn't the Local Plan include provision for secondary school?

WSCC responds to the Local Plan highlighting areas where additional school places or schools are required. The current number of additional dwellings proposed in the Adur Local Plan does not bring forward a requirement for an additional secondary school.

19. When do they plan for extra secondary school provision resulting from new developments?

Please refer to the response to Q18.

20. How much collaboration is there between secondary schools and the Planning Dept.?

WSCC is not privy to any conversation that happens between an Academy Trust and the local planning department unless invited.

21. When will all secondary schools be full? What's the long term planning?

Long term planning for all pupil provision is contained within the annual WSCC Planning School Places document available at: https://www.westsussex.gov.uk/about-the-council/policies-and-reports/school-policy-and-reports/planning-school-places/

22. How can parents ensure that a new school gets built if WSCC can't build them? Do we need support of WSCC? Do we need support from our local MP?

Parents are at liberty to form a group and propose a Free School. Details are available at: https://www.gov.uk/government/publications/free-school-application-guide all free school applications are approved by the DfE in line with local need.

23. Who has responsibility for new school places?

The Local Authority (WSCC) has a statutory duty to ensure there are sufficient school places.

24. How long does it take to plan and open a new secondary school?

Typically, a minimum of 3 to 5 years would be required from initial discussions to opening of a new secondary school.

25. How and who checks validity of addresses on application form? Is it done by WSCC or schools?

In the normal admission rounds schools are required to ask for proof of address, WSCC will ask for proof of address if the applicant moves. Proof of address becomes important if a school is oversubscribed.

26. Grave concern from parents about the wellbeing of a child if they get sent to a different school from all their friends.

This is a matter for parents to discuss with the relevant school.

27. Has any consideration been given to extending new primary school beyond Year 6?

Should a new school wish to establish as an all-through i.e. aged 4-16 years, then the Academy Trust would need to make a case to the DfE through the Government's Free School process. WSCC do not plan to extend existing primary schools beyond Year 6.

28. What's the future plan for recruitment of teachers?

Schools are responsible for teacher recruitment; however the local authority works with schools and governing bodies to promote the benefits of working in West Sussex. Each year a recruitment fair is held and schools are invited to participate. In 2018, WSCC held two recruitment fairs; one at Fontwell Racecourse and one at Ifield Community College, Crawley. Over 600 people attended who were actively seeking employed roles in schools. WSCC proposes to organise similar events in 2019.



West Sussex School Place Planning and Admissions Process

Deborah Myers
Director of Education & Skills
Adur CLC - 21 June 2018



Place Planning: Prediction of Demand

- Complex where children go to school involves a range of factors incl. housing growth, inward and outward migration and parental preference.
- Planning based on probability and not certainty.
- Pupil forecasts based on sound methodology, come without absolute guarantees.



West Sussex Statistics on Pupil Numbers

- 284 educational establishments
- 112,834 pupils on roll (October 2017 census)
- 126,143 places (October 2017 census)
- 13,309 surplus places across West Sussex
- 5,460 primary places (2017/18) across Adur District with 4,864 pupils on roll (89% capacity)
- 3,100 secondary places (2017/18) across Adur District with 2,622 pupils on roll (86% capacity)



WSCC Pupil Projection Model

- WSCC uses a Pupil Projection Model 'edge-ucate'
- Software used by a number of Las to support the pupil projection process
- Accounts for pre-school children, school intake numbers, migration factors, pupil yield from new housing, school census data, Office for National Statistics (ONS) and NHS statistics



How does WSCC use the data?

- Officers from the School Organisation & Development and Admissions teams formally review pupil projections at least twice each year
- Officers attend at least one meeting each year of the 24 school locality headteacher groups to update headteachers on current and projected pupil numbers, trends and significant future housing developments
- Public consultation on changes in provision is undertaken
- Details are published annually of projected provision in WSCC 'Planning School Places'.
- WSCC invites feedback on the document and uses the feedback to revise the document each year.



MAKING A DIFFERENCE WSCC SCHOOL ADMISSION POLICY



What Do The Admissions Team Do?

- Play a role in the planning of school places;
- Manage applications for all children in the starting school round and transfer processes;
- Co-ordinate with other admission authorities;
- Deal with all applications to community and Voluntary controlled school outside of the normal year of entry – also co-ordinate for the majority of own admission authority schools – VA and Academies
- Manage waiting lists for community & controlled schools;
- Appeals.



Planning school places

- Challenging area for all local authorities;
- Increased demand for places at primary level relationship with infant class size legislation;
- Parents expect to get a place at their catchment school, which may not be possible;
- Working with a new system Edge-Analytics;
- Challenges include financial constraints, site constraints and views of governing boards and parents, free schools and academies.



The Main Admissions Round

- Annual Consultation sets oversubscription criteria & admission numbers;
- Online applications;
- National closing dates 31 October (secondary) and 15 January (primary);
- Co-ordination of offers;
- Make all offers to parents 1 March (secondary) 16 April (primary);
- Waiting list & appeals (for community and controlled schools).



Application Process for Starting School

- Extensive media campaign promoting the online application process & important dates;
- Posters and leaflets sent to all Children & Family Centres, schools, nurseries, pre-schools and early years providers, child-minders.;
- Advertised in West Sussex Connections delivered free to every household in West Sussex;
- Visits to Children & Family Centres to advise and assist parents in applying online;
- Social media campaign on Facebook & Twitter;
- Reminder sent to anyone who registered online but didn't submit an application.



How are places allocated?

- If a school has fewer applications than the published admission number then everyone is offered a place;
- If there are more applications than the published admission number, then the published oversubscription criteria are used to determine who has priority;
- Applicants refused a place at their preferred school(s) will be offered an alternative school.



Oversubscription Criteria

For most community and VC schools the oversubscription criteria are:

- Children with Education, Health & Care Plans must be admitted, even above admission number;
- Children Looked after & previously CLA;
- Exceptional and compelling circumstances, with evidence;
- Children attending a named infant school applying for a linked junior school (only applies to junior transfer round);
- Siblings living in the catchment area*;
- Others living in the catchment area;
- Siblings living out of the catchment area*;
- Others living out of the catchment area;
- Tie-breaker is based on straight line distance;
- *Siblings must attend the same school or the linked junior school(if applying for an infant school).



Variations To The Oversubscription Criteria

- North Slight variations apply to secondary transfer criteria in Crawley & Horsham. Minor variation at primary for Maidenbower, Lindfield and Southwater areas;
- South Minor variations for Shoreham Beach Primary & Rose Green Infant & Junior Schools;
- Voluntary Aided, Foundation and Free Schools and Academies write their own criteria;
- Links to all school policies are on the website, also available on paper, and in school prospectuses.



Equal Preferences

- Parents in West Sussex are asked to express 3 preferences
- Admissions Code 2014 states all preferences are equal
- Each preference is considered and ranked against the oversubscription criteria (OS)
- Own admission authorities rank according to their OS and return the ranking to the local authority
- The local authority aims to meet the highest preference in the order they have been submitted.



In-year Admissions

- When a child moves into an area outside the normal admissions round or wishes to change school;
- In-year admissions often lead to appeals, as popular schools are often full in required year group;
- Proof of the move may be required;
- Pupil Admissions Team to continue to co-ordinate inyear admissions to C&C schools & majority of own admission authority schools. We had 4783 Primary and 1873 Secondary In –Year admissions for 2016-2017.

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Waiting Lists

- Waiting lists for community and controlled schools held and managed by the Pupil Admissions Teams;
- For the normal rounds the Pupil Admissions team holds the waiting lists for all schools until the end of August in the allocation year;
- For all primary and secondary year groups up until the end of the year in December;
- Ordered according to the oversubscription criteria;
- A place is offered when the year group drops below the admission number.

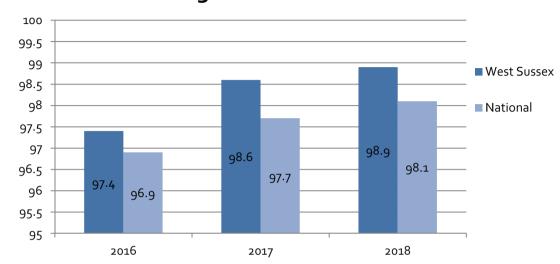


Appeals

- Every parent not offered a preferred school has the right of appeal;
- Parent and child have right to appeal for 6th form place;
- Appeal outcome decision is binding on the school, parent and local authority;
- All concerned with appeals must act in accordance with the School Admission Appeals Code 2014;
- Own admission authority schools responsible for presenting their own appeals, but should obtain information from local authority.



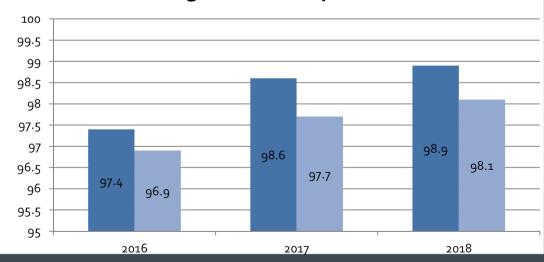
Starting School - First Preference



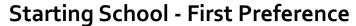
Parental Preferences

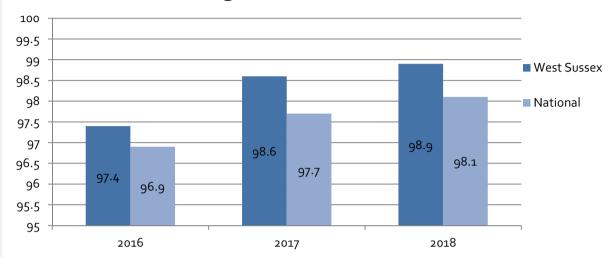
Starting School

Starting School - Any Preference





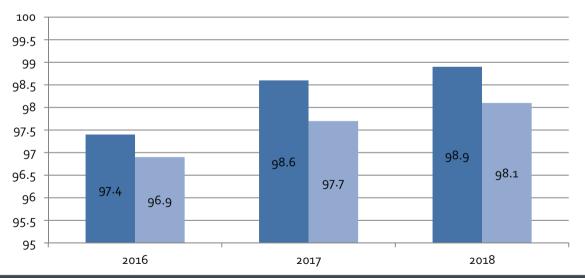




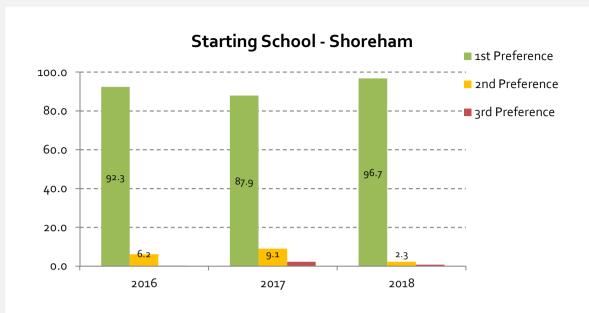
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Secondary

Starting School - Any Preference

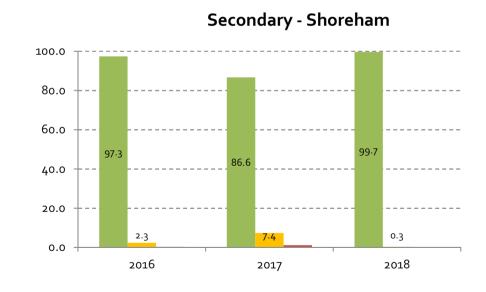




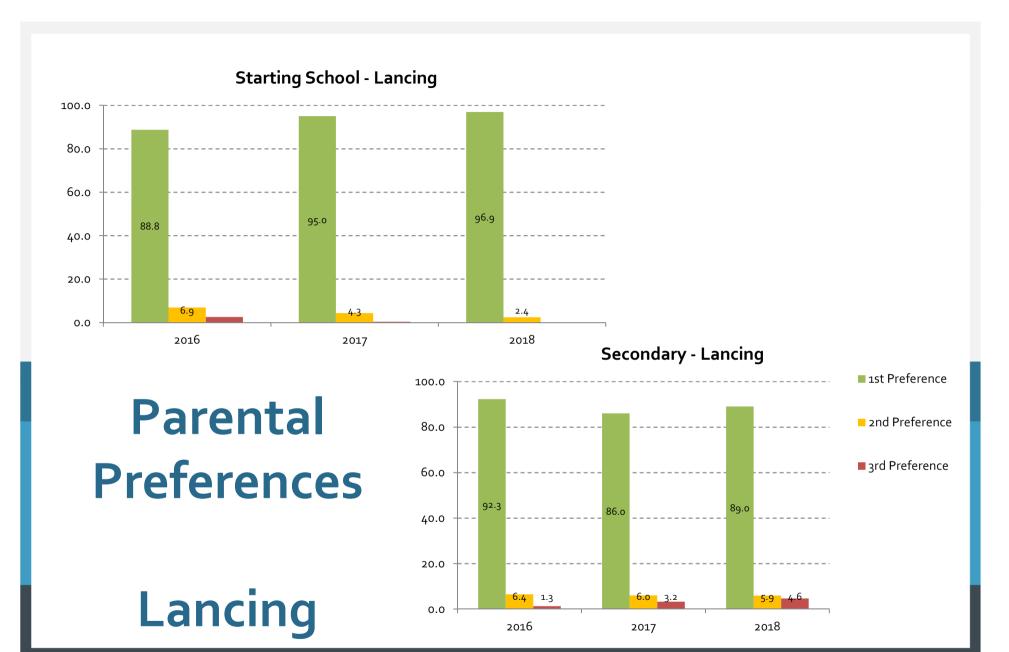


Parental Preferences

Shoreham









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