

West Sussex School Place Planning and Admissions Process

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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 in-year admissions to C&C schools & majority of own admission authority schools. We had **4783** Primary and **1873** Secondary In -Year admissions for 2016-2017.

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.

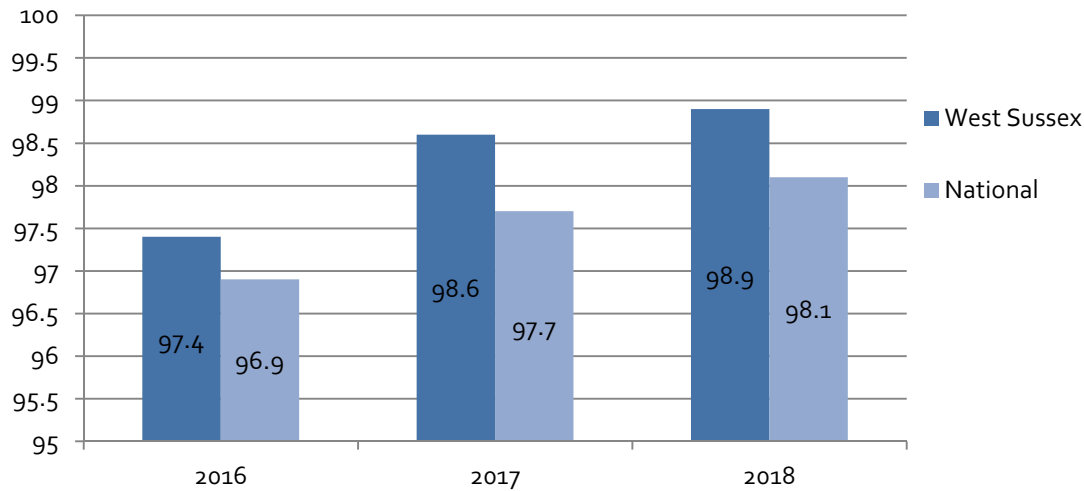
16

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.

17

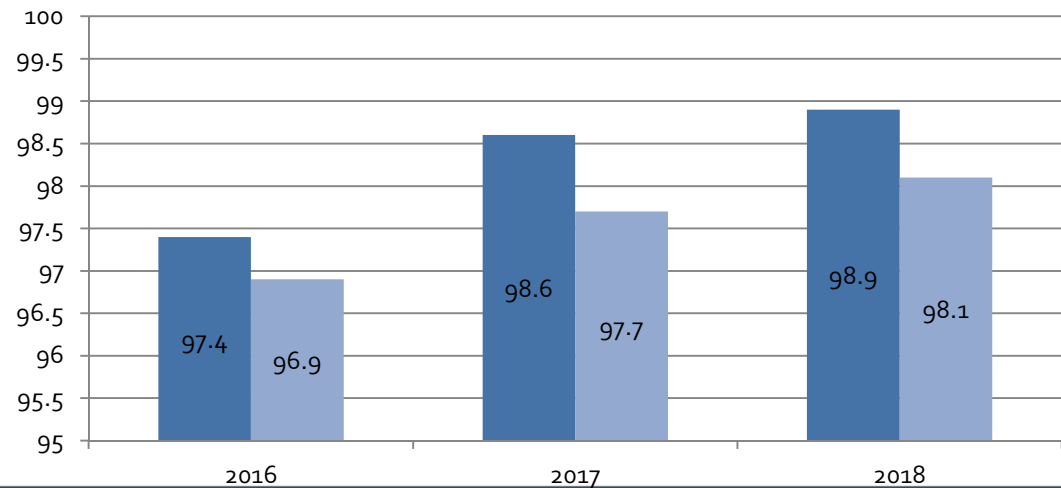
Starting School - First Preference



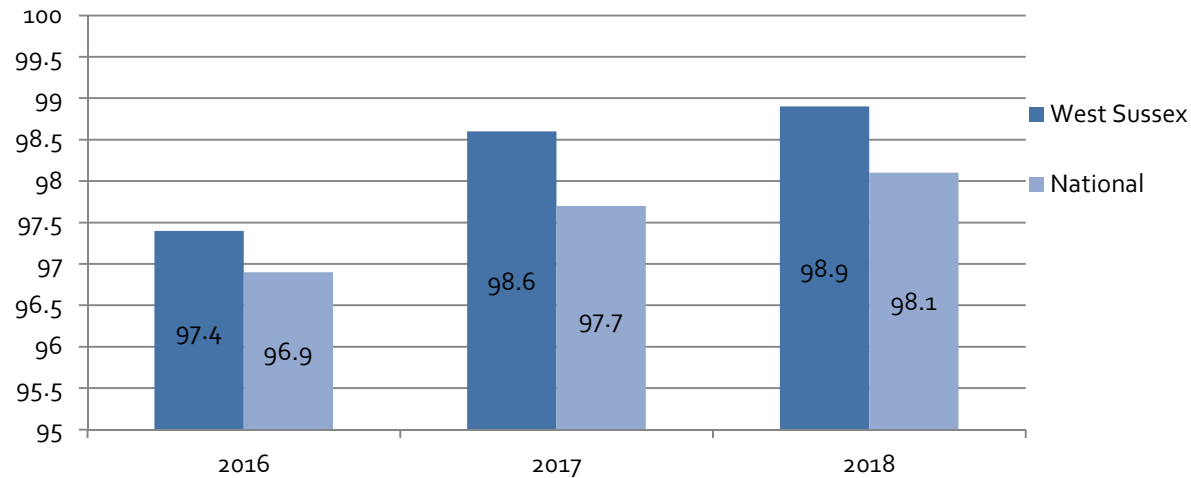
Parental Preferences

Starting School

Starting School - Any Preference

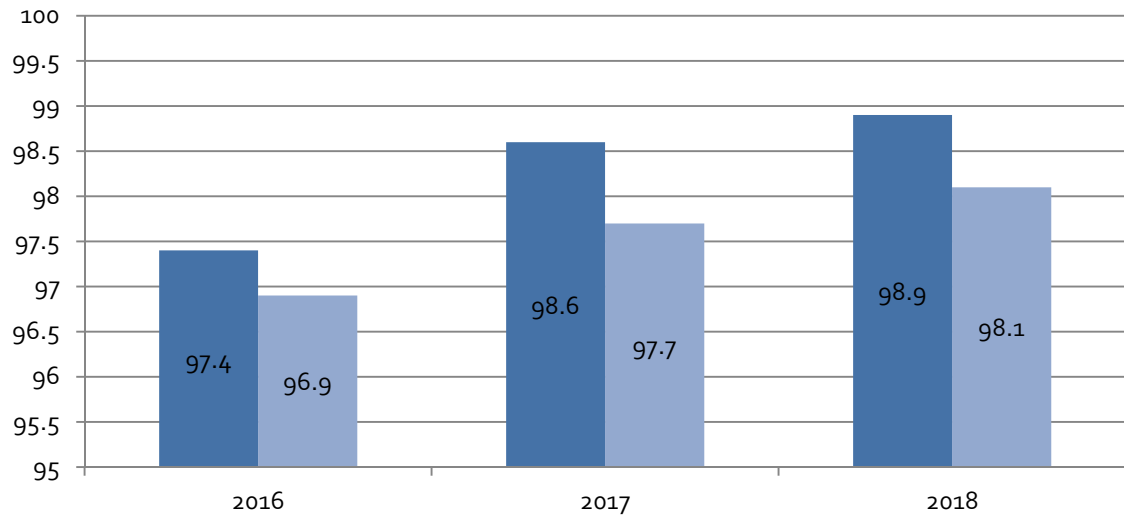


Starting School - First Preference



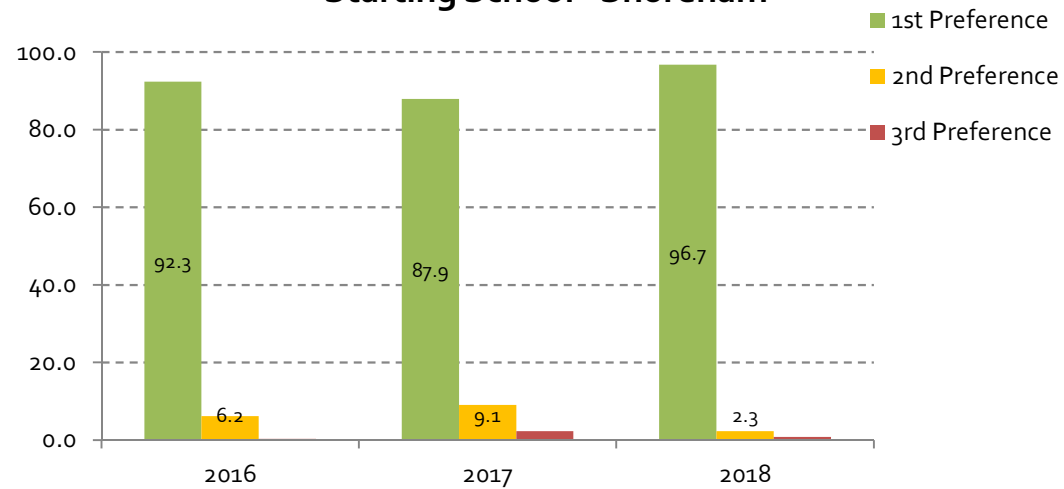
Parental Preferences Secondary

Starting School - Any Preference

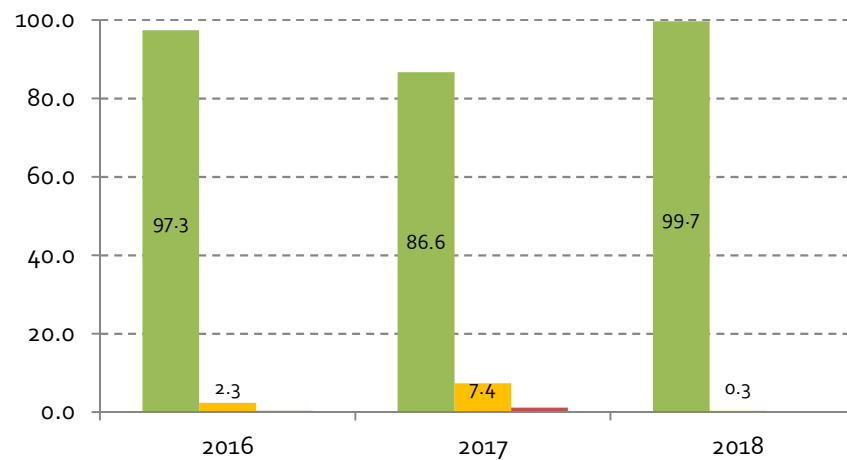


Parental Preferences Shoreham

Starting School - Shoreham

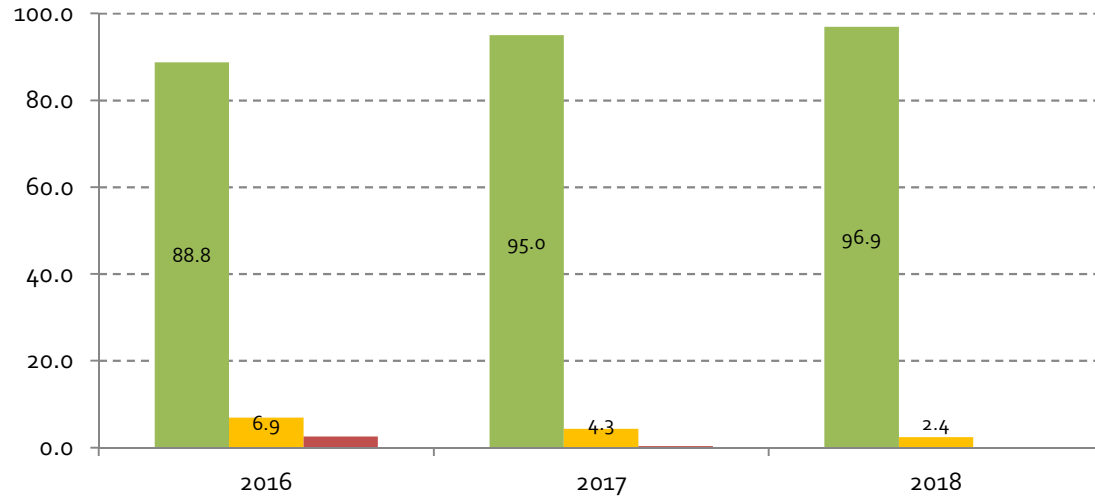


Secondary - Shoreham



Parental Preferences Lancing

Starting School - Lancing



Secondary - Lancing

