



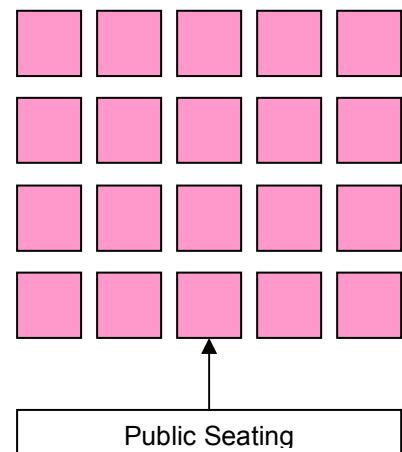
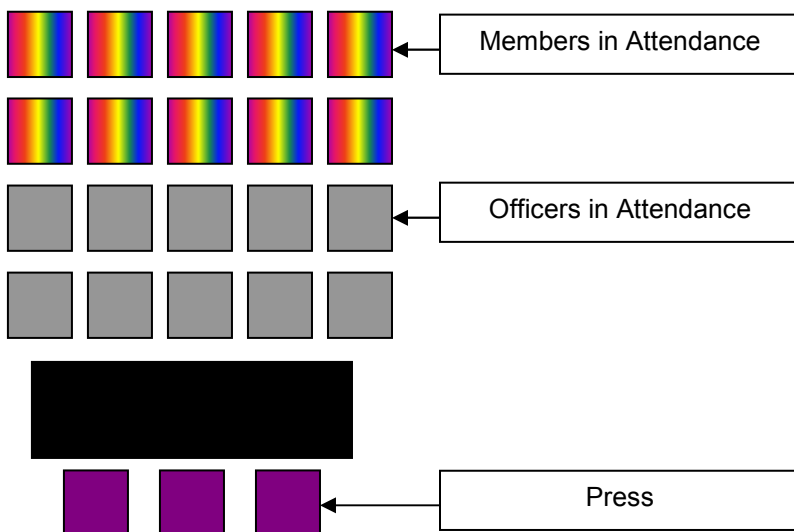
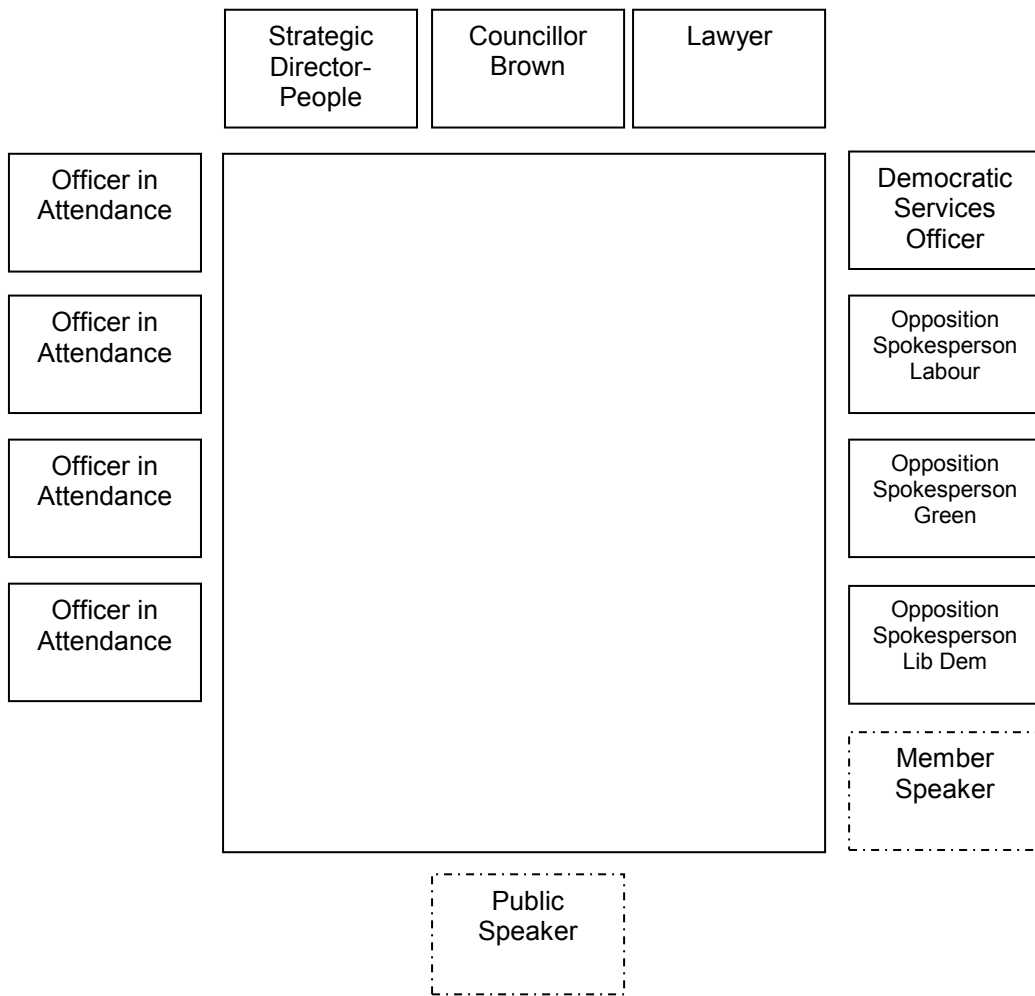
Brighton & Hove
City Council

Cabinet Member Meeting

Title:	Children & Young People Cabinet Member Meeting
Date:	28 March 2011
Time:	4.00pm
Venue	Committee Room 3, Hove Town Hall
Members:	Councillor: Brown (Cabinet Member)
Contact:	John Peel Democratic Services Officer 01273 291058 john.peel@brighton-hove.gov.uk

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Democratic Services: Meeting Layout



AGENDA

67. PROCEDURAL BUSINESS

- (a) Declarations of Interest by all Members present of any personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
- (b) Exclusion of Press and Public - To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

NOTE: Any item appearing in Part 2 of the Agenda states in its heading either that it is confidential or the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.

A list and description of the categories of exempt information is available for public inspection at Brighton and Hove Town Halls.

68. MINUTES OF THE PREVIOUS MEETING

1 - 10

Minutes of the Meeting held on 17 January 2011 (copy attached).

69. CABINET MEMBER'S COMMUNICATIONS

70. ITEMS RESERVED FOR DISCUSSION

- (a) Items reserved by the Cabinet Member
- (b) Items reserved by the Opposition Spokespersons
- (c) Items reserved by Members, with the agreement of the Cabinet Member.

NOTE: Public Questions, Written Questions from Councillors, Petitions, Deputations, Letters from Councillors and Notices of Motion will be reserved automatically.

71. PETITIONS

11 - 12

Report of the Strategic Director, Resources (copy attached)

Contact Officer: John Peel

Tel: 29-1058

72. PUBLIC QUESTIONS

(The closing date for receipt of public questions is 12 noon on 21 March 2011)

CHILDREN & YOUNG PEOPLE CABINET MEMBER MEETING

No public questions received by date of publication.

73. DEPUTATIONS

(The closing date for receipt of deputations is 12 noon on 21 March 2011)

No deputations received by date of publication.

74. LETTERS FROM COUNCILLORS

No letters have been received.

75. WRITTEN QUESTIONS FROM COUNCILLORS

No written questions have been received.

76. NOTICES OF MOTIONS

No Notices of Motion have been received by the date of publication.

77. EDUCATION CAPITAL RESOURCES & CAPITAL INVESTMENT PROGRAMME, 2011/12. 13 - 26

Report of the Strategic Director, People (copy attached)

Contact Officer: Gillian Churchill *Tel:* 29-3515

Ward Affected: All Wards

78. CHILDCARE SUFFICIENCY ASSESSMENT 27 - 34

Report of the Strategic Director, People (copy attached)

Contact Officer: Vicky Jenkins *Tel:* 29-6110

Ward Affected: All Wards

79. SCHOOL ADMISSIONS 2012/13 35 - 78

Report of the Strategic Director, People (copy attached)

Contact Officer: Steve Healey *Tel:* 29-3444

Ward Affected: All Wards

CHILDREN & YOUNG PEOPLE CABINET MEMBER MEETING

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

The closing date for receipt of public questions and deputations for the next meeting is 12 noon on the fifth working day before the meeting.

Agendas and minutes are published on the council's website www.brighton-hove.gov.uk. Agendas are available to view five working days prior to the meeting date.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

For further details and general enquiries about this meeting contact John Peel, (01273 291058, email john.peel@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

Date of Publication - Friday, 18 March 2011

BRIGHTON & HOVE CITY COUNCIL
CHILDREN & YOUNG PEOPLE CABINET MEMBER MEETING

4.00pm 17 JANUARY 2011

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillor Brown (Cabinet Member)

Also in attendance: Councillor Hawkes (Opposition Spokesperson- Labour) Councillor Fryer (Opposition Spokesperson- Green)

Other Members present: Councillor Kemble

PART ONE

53. ITEMS RESERVED FOR DISCUSSION

53.1 **RESOLVED-** All items were reserved for discussion by the Cabinet Member.

54. MINUTES OF THE PREVIOUS MEETING

54.1 **RESOLVED-** That the minutes of the previous meeting held on 10 December 2010 be approved and signed as the correct record.

55. PETITIONS

55.1. Mr Knutsen presented a combined paper petition and e-petition opposing the possible closure of Bright Start Nursery. The petitions had received a total of 5,125 signatories. Mr Knutsen supplemented that the majority of people who had signed the petition and used the Nursery opposed the council proposals to offer the Bright Start as a community asset under legislation from the proposed Localism Bill.

55.2. **RESOLVED-** That the Cabinet Member note the petitions.

56. PUBLIC QUESTIONS

- 56.1. Bob Schooley presented a public question to the meeting “On 20th December 2010 the government announced that the city wide School Sports Partnership funding would be reduced to provide for only one day a week per secondary school. In the light of the decision does the Council have any future plans to maintain and further refine high quality physical education in all schools and the city wide community?”
- 56.2 The Cabinet Member answered that it was not yet clear how the School Partnership funding is to become available, whether it will be given as one grant or will be distributed to each school. The Schools Sports Partnership which has been managed through Dorothy Stringer school has been very effective in developing competitive sport and in helping many young people to become engaged in healthy activity. This had been greatly valued. We will be working with schools and especially Dorothy Stringer to make best use of the funding so as to continue with as much of this important work as possible. There is some work underway to explore how this funding could fit into the wider City council agenda of developing Healthy Lifestyles. Collaborative working would maximise the impact of this Schools Sports Partnership funding. However, there would need to be many more discussions before she was able to give a full response to the question.
- 56.3 Bob Schooley asked a supplementary question “are the Council in a position to fund or part fund the School Sports Partnership”?
- 56.4 The Cabinet Member said that discussions were continuing on the matter and therefore she was not in a position to answer the question at this time. She emphasised that great value was placed on the School Sports Partnership.
- 56.5 Tac Carters presented a public question to the meeting “in light of the new proposals to seek other people to take over the running of Bright Start nursery, was it a mistake to feed misleading information to the media about the cost of necessary building work? What is the true cost of building work that needs doing?”
- 56.6 The Cabinet Member replied that there was a range of options for capital work that could be done at Bright Start and these will be outlined in the next consultation paper. The paper considered at the Cabinet Member Meeting in October accurately stated the estimated cost of a comprehensive refurbishment to bring the nursery up to a good standard and was produced independently by NPS. However many parents responding to the consultation stated that they are happy with the existing layout of the building. The future level of capital spending on the nursery will be one of the areas that any organisation running the nursery in the future will want to consider.
- 56.7 Dave Jones presented a public question to the meeting “what will be done to ensure that Bright Start can promote itself to new parents? We have not been able to take on new children with the threat of closure hanging over us. In order to remain viable, we need to be able to reassure parents that our future is secure”.
- 56.8 The Cabinet Member responded that the paper within the agenda included a proposal to guarantee to parents that the status of the nursery will not change before September 2011. Bright Start will continue to be listed by the Family Information Service in the same way as the Children’s Centre nurseries and the proposals from the consultation for improving the marketing of the nursery will be considered.

- 56.9 As his supplementary question, Dave Jones asked if there was any intention for a public re-launch as many prospective parents were under the impression that the Nursery had no future.
- 56.10 The Cabinet Member stated that the consultation was ongoing and this would be brought forward as a suggestion.
- 56.11 Alex Knutsen presented a public question to the meeting “during the previous consultation period, the Unison representative at Bright Start was denied facility time to deal with the consultation document by senior management. Can the Councillor please give assurances that staff representatives will be given adequate facilities to take part in the consultation”.
- 56.12 The Cabinet Member answered that the Unison representative had requested facility time of a day a week for 3 to 4 weeks. This was not considered reasonable under the Trade Union Facilities Agreement. Reasonable facilities time was made available to the local representative but in addition the Council also provides release for full time Trade Union representatives to support staff.
- 56.13 As a supplementary question, Alex Knutsen noted that he hoped the original decision could be re-considered.
- 56.14 The Cabinet Member answered that such a decision was not part of her role and was decided corporately by Brighton and Hove City Council.
- 56.15 Diana Leach presented a public question to the meeting “the report to the Cabinet Member Meeting refers to a ‘Parents Advisory Committee’. Unison, staff and parents are unaware of its existence. Staff, unison and parents came up with many ideas during the consultation period to improve the nursery and reduce the subsidy. What steps will be taken to facilitate this?”
- 56.16 The Cabinet Member replied that an advisory committee was established in 2006 with staff and parents representatives but had not met recently. The group was attended by the nursery manager, the deputies and representatives from parents with children of different ages. Officials will write to Council and community parents asking for nominations to renew the membership of this group. She was already considering a proposal to increase the fees at the nursery which was suggested by the staff and many parents. The paper also explained that other proposals will be considered including reviewing the age breakdown of the children and the establishment of the nursery.
- 56.17 As her supplementary question, Diana Leach noted the apparent contradictory statements from the Leader of the Council and the Cabinet Member on business cases put forward by interested parties and asked for clarification.
- 56.18 The Cabinet Member clarified that one parent had put forward a viability plan for the nursery.

57. DEPUTATIONS

57.1. No Deputations had been received.

58. LETTERS FROM COUNCILLORS

58.1. No Letters from Councillors had been received.

59. WRITTEN QUESTIONS FROM COUNCILLORS

59.1. No Written Questions from Councillors had been received.

60. NOTICES OF MOTIONS

60.1 The Cabinet Member reported that one Notice of Motion had been referred from Council which read:

“This council notes Bright Start is a vibrant city nursery, located in the heart of Brighton. It caters for the children of council employees and those living in the surrounding area. As such, it is a valuable local resource that benefits the wider community.

The nursery is staffed by excellent and loyal professionals who have worked there for many years, offering a steadfast and continuous service that the children enjoy, and their parents and carers implicitly trust.

Bright Start has never been allocated a marketing or advertising budget. As a result many local parents are either not aware of the nursery’s existence or believe that it is for council staff only, and thereby not available to them.

It has suffered from cutbacks in the past, and currently receives just £87,000 per year from the Council, as opposed to £200,000+ per year in the past.

The city’s birth rate is currently rising. It has been doing so for some years and the 2011 figure for 0-4 year olds is projected to be almost double that of 2001.¹

The Deputy Prime Minister has pledged to provide nursery places for all vulnerable 2-year-olds.

The council further notes the Conservative administration intends to withdraw funding and close the nursery in April 2011. At a Cabinet meeting on 11 October, and in the presence of a large number of parents and supporters who all called for the nursery to

stay open, the Cabinet Member for Children and Young People effected a consultation process which is perceived to be the first step towards closure.

This council believes previous efforts to maximise take-up of Bright Start places have been ineffectual and the consultation proposed is totally inadequate. It therefore calls on the Cabinet to recognise that:

- *Bright Start nursery is a highly valued local resource available to all pre-school children in the vicinity.*
- *With effective marketing, Bright Start could attract many more users and be a viable concern.*
- *Projected figures will place more and more demand on nursery places in future years.*
- *Failure to consult the wider community on the loss of Bright Start renders the consultation process fundamentally flawed.*
- *The council regrets that the proposal to withdraw the total amount of subsidy from the Bright Start Nursery was published in advance of the formal ending of the consultation process and the proper consideration of its outcome.*

Furthermore council calls on the Cabinet, as part of its consultation process, to consider:

- *Identifying all parents of pre-school children within a 500m radius of Bright Start and including them in the consultation.*
- *Ensuring, before any decision is taken on the nursery's future, that all those who are eligible to use the nursery are aware a) of its existence and b) their eligibility to use it.*
- *Ensuring that consultation on the future of Bright Start and the possible withdrawal of a staff benefit is extended to all Brighton and Hove City Council employees, not just those who use the nursery.*
- *Undertaking to take the results of the consultation into account and especially, if a majority of those consulted express a desire for Bright Start to remain open.*
- *Bringing a detailed report to the Children and Young People Cabinet Member Meeting on the 17th January 2011 setting out how the proposals in this Notice of Motion will be taken forward along with options for the future running of Bright Start as a viable city centre children's nursery."*

60.2 **RESOLVED-** That the Notice of Motion be noted.

61. **FUTURE OF BRIGHTSTART NURSERY**

- 61.1 The Cabinet Member considered a report of the Strategic Director, People. The report recommended the withdrawal of the proposal to close the nursery and an extension of the consultation period in light of the responses to the consultation and the Council meeting held on 16 December 2010.
- 61.2 Councillor Hawkes conveyed her deep unhappiness with the way the subject had been handled. Councillor Hawkes questioned the viability of the proposal for the nursery to be run as a community asset and the marketing of the nursery hitherto especially with regard to local business and other public bodies in close proximity. She re-iterated that the Nursery had not been saved and the decision on closure would still have to be made at some point in the future. Councillor Hawkes noted with concern that trade union representatives felt ostracised from the process and urged the Strategic Director and officers to strengthen their co-operation in order to achieve the best outcome for all parties.
- 61.3 The Strategic Director, People reassured Councillor Hawkes that their co-operation and relations with trade union organisations were taken very seriously.
- 61.4 The Cabinet Member noted that the fact that the consultation had been extended showed that input from all groups was given full consideration. She referred to a community run playgroup based in Fiveways which was one of the city's best, as indication that such proposals could be viable.
- 61.5 Councillor Fryer relayed her fundamental disagreement with the consideration of closure of the nursery. As the city's second largest employer, she believed the provision of nursery facilities was an essential duty of the Local Authority. Councillor Fryer asked how the consultation on the proposal for the transferal of the nursery to a community asset would be delivered.
- 61.6 The Cabinet Member clarified that the Parents and Workers Group consisting of the nursery manager, senior practitioner, practitioner, line manager and parents would be re-established to consider proposals and advise the Local Authority on the matter.
- 61.7 **RESOLVED-** That the Cabinet Member agrees to:
- 1) Withdraw the proposal to close the nursery by the end of April 2011 and, to reassure parents and staff that there will be no change to the status of the nursery before September 2011.
 - 2) Increase the fees for the nursery from April 2011 in line with fees increases in other Council run nurseries in the city and to consider other measures to improve the sustainability of the nursery.
 - 3) The development of a proposal for how the Bright Start nursery could be offered as a community asset in advance of the Localism legislation and to consult on this proposal before making a final decision about the future of Bright Start including the option of closure.

62. CYPT FEES AND CHARGES 2011/12

- 62.1 The Cabinet Member considered a report of the Strategic Director, People that reviewed the CYPT fees and charges in accordance with corporate policy.
- 62.2 The Cabinet Member noted that item 3.3.2 should read “the average *daily* cost of a day nursery in the city was £42.85 last September” as opposed to “*hourly*”.
- 62.3 In particular reference to nursery fees, the Head of Sure Start supplemented that one of the aims was to introduce a simpler, more uniform approach across Council run nurseries as well as reducing the council subsidy. Where significant increases were being proposed these would be staged to reduce the impact on parents.
- 62.4 Councillor Hawkes conveyed her agreement with the principles of the proposals but recommended that they be constantly monitored due to the potential for difficulties particularly in regard to the uniformity of nursery charges.
- 62.5 Councillor Fryer expressed her concern with the proposals in particular the 30% reduction in funding to The Music Service. Councillor Fryer also queried the provision of free school meals at Brighton Aldridge Community Academy (BACA) as addressed in item 3.9.1.
- 62.6 The Cabinet Member clarified that BACA was a part of the primary and special schools meals contract. She also explained that she had a lot of admiration for The Music Service and the decision was not made lightly. The proposal would be reviewed again after the decision on the Music Grant in the Henley Report was made.
- 62.7 Councillor Hawkes queried the rise of 40% in the cost for hire of Surrenden Pool.
- 62.8 The Cabinet Member responded that although 40% appeared a steep rise on the surface in real terms this would be less than £1 per child and was still considerably lower than other pools in the city. Furthermore, this charge was not paid for by the children but by the school who received funding for this activity as part of their annual budget share.
- 62.9 **RESOLVED-**
- 1) That the position on fees charged for nurseries as detailed in section 3.3 and appendix 1 be noted
 - 2) That the proposed charges for 2011/12 for the Learning Development Centre as detailed in section 3.4 and appendix 2 are agreed.
 - 3) That the fees and charges for 2011/12 in respect of Surrenden pool as detailed in section 3.5 and appendix 3 are agreed.
 - 4) The position on fees and charges for the Music and Performing Arts Service as detailed in section 3.6 and appendix 4 be noted.
 - 5) That the position on fees charged by the Portslade Community College in section 3.7 be noted.

- 6) That the position on fees charged by the Portslade Sports Centre in section 3.8 and appendix 5 be noted.
- 7) That the position on the charges for school meals as detailed in section 3.9 be noted.

63. CAPITAL RESOURCES AND CAPITAL INVESTMENT PROGRAMME 2011/12

- 63.1 The Cabinet Member considered a report of the Strategic Director, People that gave notification of the available capital resources allocated to the service for 2011/12 and sought recommendation to Cabinet of the Capital Investment Programme for 2011/12.
- 63.2 **RESOLVED-** That the level of available capital resources totaling £10.406m for investment relating to education buildings financed from capital grant, revenue contributions, reserves and capital receipts be noted.

64. REVIEW OF SERVICES FOR CHILDREN WITH DISABILITIES

- 64.1 The Cabinet Member considered a report of the Strategic Director, People. The report enabled the Cabinet Member to monitor progress of the Children and Young People's Plan and the Section 75 Improvement Plan. The Commissioning Strategy and Transformation Plan were also submitted for the Cabinet Member's approval.
- 64.2 Councillor Hawkes praised the report authors for their work so far but asked that any uncertainty over the contribution from the Primary Care Trust be addressed.
- 64.3 Councillor Fryer asked if the direct payments were intended to go straight to carers and if so, would assistance with financial planning be given if required.
- 64.4 The Strategic Commissioner confirmed that payments would go straight to parents. Those that might require help were identified and referred to an advisory group for help.
- 64.5 **RESOLVED-**
 - 1) That the Cabinet Member notes the progress in relation to the timescales set out in the review scoping paper.
 - 2) That the Cabinet Member approves the Commissioning Strategy and Transformation plan thus sanctioning the action plans to be taken forward.

65. PART TWO MINUTES OF THE PREVIOUS MEETING (EXEMPT CATEGORY 1)

- 65.1 **RESOLVED-** That the Part Two minutes of the previous meeting held on 10 December 2010 be approved and signed as the correct record.

66. PART TWO ITEMS

- 66.1 **RESOLVED-** That the above items do not remain exempt from disclosure from the press and public.

The meeting concluded at 4.53pm

Signed

Chair

Dated this

day of

CHILDREN & YOUNG PEOPLE CABINET MEMBER MEETING

Agenda Item 71

Brighton & Hove City Council

Subject: Petitions
Date of Meeting: 28 March 2011
Report of: Strategic Director, Resources
Contact Officer: Name: John Peel Tel: 29-1058
E-mail: john.peel@brighton-hove.gov.uk
Key Decision: No
Wards Affected: Various

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To receive any petitions presented at Council, any petitions submitted directly to Democratic Services or any e-Petition submitted via the council's website.

2. RECOMMENDATIONS:

- 2.2 That the Cabinet Member/Committee responds to each petition and in each case gives consideration to a range of options, including the following:
- taking the action requested in the petition
 - considering the petition at a council meeting
 - holding an inquiry into the matter
 - undertaking research into the matter
 - holding a public meeting
 - holding a consultation
 - holding a meeting with petitioners
 - referring the petition for consideration by the council's Overview and Scrutiny Committee*
 - calling a referendum
 - writing to the petition organiser setting out the council's views about the request in the petition
 - noting the petition

3. PETITIONS

Petition title

71. (i) To receive the following e-Petition submitted via the council's website by Anoushka Rodgers and signed by 20 people:

My daughter is dyslexic and in my search to get her the help she needs (which she is not getting) it has come to my attention that there is not enough teachers with the training to be able to teach her in the correct way, Dyslexics DO NOT learn in the same way as others and so normal classroom teaching will not get them anywhere! There is a high

percentage of people with dyslexia and they need the correct teaching they deserve!

CHILDREN & YOUNG PEOPLE CABINET MEMBER MEETING

Agenda Item 77

Brighton & Hove City Council

Subject: Capital Programme 2011/2012
Date of Meeting: 28th March 2011
Report of: Strategic Director, People
Contact Officer: Name: Gillian Churchill Tel: 29-3515
E-mail: Gillian.churchill@brighton-hove.gov.uk
Key Decision: Yes Forward Plan NO: CYP19040
Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To allocate funding available in the Capital programme under Structural Maintenance, Pupil Places and Condition cost centres for 2011/2012.

2. RECOMMENDATIONS:

- 2.1 That the Children and Young People Cabinet Member recommends to Cabinet the allocation of funding on the basis set out in paragraphs 3.6 to 3.38 below.
- 2.2 Subject to Cabinet approval, to approve the allocation of funding as shown in Appendices 2 and 3

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The Cabinet Member received a report on the Capital Resources and Capital Investment Programme 2011/12 at the CMM meeting on 17th January 2011. The recommendations from that report have been included in the report by the Director of Finance and Resources, entitled Capital Resources and Capital Investment Programme for 2011/12. This report was considered by Cabinet on 17th February 2011 and Budget Council on 3rd March 2011. The full capital programme for new CYPT capital investment is attached at Appendix 1.
- 3.2 In December 2010, the Government announced the capital allocations for 2011/12. The allocation for 2012/13 and indicative allocations for 2013/14 and 2014/15 are expected to be announced in early 2011. The capital allocation is now funded entirely through capital grant and no funding is provided through supported borrowing.
- 3.3 The overall level of capital funding available for expenditure on school buildings from the Government has **decreased** under the new financial regime. A number of exceptional grants such as Targeted Capital Fund, Basic Need Safety Valve funding, the ICT Harnessing Technology Grant, Surestart funding and the Co-location Grant came to an end in the last financial year.

- 3.4 Funding is now allocated under three headings only; Structural maintenance (under which £920,000 is available for expenditure on schools and other educational establishments); Capital Maintenance Grant (under which £3,574,918 is available for expenditure on improving the condition of the school estate); and Basic Need Funding (under which £3,118,532 is available for expenditure on providing additional pupil places).
- 3.5 In addition to this a further £2,250,000 is available from S106 funding, a capital receipt and specific education reserves. The capital receipt from the sale of the assets in connection with the Whitehawk co-location project will be used to reimburse education capital funding previously set aside to forward fund the co-location project. This funding will be used to assist with new pupil places on new projects (see Appendix 2) and will be reported in due course.
- 3.6 An overall summary of expenditure against each of these headings is attached at Appendix 2 and a more detailed explanation of each item is shown below.
- 3.7 **Structural maintenance**
- 3.8 The sum of £920,000 is available for structural maintenance as a result of the transfer of revenue funding by Finance and Resources.
- 3.9 The extent of the work at each school will be the subject of further discussion with each individual school.
- 3.10 In the past the Local Authority (LA) has undertaken a window replacement works at schools in spite of the fact that this is a school responsibility under the scheme of delegation. We will not be including window replacement schemes in the structural maintenance programme this year as a result of the reduction in the capital budget available.
- 3.11 A copy of the proposed structural maintenance programme is attached at Appendix 3 to this report.
- 3.12 **Capital Maintenance Grant**
- 3.13 Legislation on both the control of legionella and asbestos in buildings has given rise to the need to carry out works on a rolling programme to school buildings to achieve compliance with the new legislation. It is recommended that £150,000 each be allocated to legionella and asbestos work.
- 3.14 The council is required by legislation to undertake fire risk assessments for all of its building including schools. Any necessary work identified by the audits that is the responsibility of the Local Authority will have to be prioritised and carried out on a rolling programme. There may be some work identified that is the responsibility of the individual school and the cost of this will be met from the schools budgets. It is recommended that £150,000 is allocated for works identified by the Fire Risk Assessments that are the responsibility of the Local Authority.

- 3.15 School kitchens have been subject to food hygiene inspections for many years and are currently inspected under the Food Safety Act 1990, Food Hygiene (England) Regulations 2006 and Regulation (EC) No.852/2004. Issues regarding compliance in relation to ventilation have been raised for a number of years. Inadequate ventilation in a kitchen environment leads to very hot and humid conditions which raise the risk of accidents, hygiene problems and potential poor health of staff. The introduction recently of the 5 Star “Scores on the Doors” system places greater emphasis on and publicises the quality of the kitchen environment.
- 3.16 In 2007/2008 it was decided to adopt a more systematic approach to addressing ventilation issues in school kitchens. Surveys were commissioned in 2 schools to establish the potential extent of the problem, provide recommendations and some initial budgetary costs. It is necessary for the CYPT to allocate funding for a planned programme over a number of years to resolve this matter. It is recommended that £150,000 is allocated for this purpose.
- 3.17 A major priority of the Asset Management plan is to reduce the amount of condition related works in schools. A rolling programme of works has been prepared which currently extends to 13 years. In an effort to reduce this time period it is recommended that £600,000 is allocated to carry out additional structural maintenance in the 2011/2012 financial year.
- 3.18 The extent of the work at each school will be the subject of further discussion with schools. In past years schools that benefitted from this additional funding were required to make a contribution to the costs involved from their Devolved Formula Capital (DFC).
- 3.19 We have instigated a rolling programme of surveys of school buildings to better inform the prioritisation of maintenance works at schools. Surveys include condition surveys, gas and electrical soundness surveys and asbestos surveys etc. It is recommended that £100,000 be allocated for this.
- 3.20 Each year we look to identify the next major schemes to be taken forward. This enables us to undertake advanced design which in turn gives us more certainty of completing the construction element of the scheme within one financial year. It is recommended that £150,000 is allocated for advanced design.
- 3.21 Each year it is necessary to carry out adaptations at some schools to accommodate children with special mobility needs. In the past these costs have been met from the Schools Access Initiative fund but since this no longer exists it is recommended that £150,000 is allocated from the Capital Maintenance Grant. While the works are generated by the need of an individual pupil they do improve accessibility in the schools and as such improve the schools for all pupils and staff.
- 3.22 At the CYP CMM meeting held on 10th December 2010 it was agreed to permanently change Benfield School from a 3 form entry Junior School to a 2 form entry primary school. This change will require adaptations to the existing building. It is recommended that £350,000 is allocated to this project from the Capital Maintenance Grant.

- 3.23 At the CYP CMM meeting on 10th December the interim management and admission arrangements for the new Hove school were noted and endorsed.
- 3.24 A condition survey has been undertaken of the Connaught Building, this shows that there is a significant amount of work required to bring the building up to an acceptable condition. It is recommended that £1,300,000 is allocated to undertaking condition related work from the Capital Maintenance Grant.
- 3.25 Following the agreement to permanently change Benfield School to an all through primary school from September 2011 there is a need to provide three additional forms of entry for junior age children. This provision will be required from September 2013.
- 3.26 It is currently anticipated that the provision will be met by making adaptations to existing schools within the Portslade area. It is recommended that £250,000 is allocated to commence this work.
- 3.27 The above recommendation will leave approximately £75,000 of the available resources uncommitted. This is considered prudent until tenders for the current planned work have been received and will enable us to address any urgent priorities which may arise later in the financial year.
- 3.28 **Basic Need Funding**
- 3.29 Basic need funding is provided to authorities who are experiencing increasing school rolls. The funding is provided to ensure that the Local Authority can meet its statutory obligation to provide a school place for every child that wants one.
- 3.30 At the CYP CMM meeting on 5th October 2009 it was agreed to progress proposals to permanently expand Goldstone Junior School and Westdene Primary Schools by one form of entry each and to expand Queens Park Primary School by half a form of entry from September 2011.
- 3.31 To ensure that the accommodation is available in time for the start of the school year in September 2011 work had to be started on the extensions during the school summer holiday of 2010. As the work was to span two financial years and it was necessary to seek Cabinet approval to commence these projects prior to having all the funding in place.
- 3.32 Cabinet gave approval for this at its meeting held on 17th June 2010. The agreement reads 'That agreement be given for contracts to be entered into for 3 schemes in the primary school additional places capital programme committing £2m resources from the 2011/12 capital programme for the reasons set out in paragraphs 3.12 to 3.17'.
- 3.33 It is recommended that £2,000,000 be allocated to complete the projects at Goldstone, Westdene and Queens Park Primary Schools.
- 3.34 Paragraph 3.19 above refers to the need to provide additional accommodation at Benfield school. The total cost of providing the necessary accommodation will be in the region of £750,000. Consequently it is recommended that £400,000 be allocated from the Pupil Places Grant.

- 3.35 Paragraphs 3.20 and 3.21 refer to the use of the Connaught building for primary education. The total cost of bringing this building back into use as an infant school is expected to be £2,500,000. Consequently it is necessary to join up a number of funding streams to meet the cost. It is recommended that £200,000 be allocated from the Pupil Places Grant.
- 3.36 Paragraphs 3.22 – 3.23 above refer to the need to provide additional forms of entry for junior age children. It will be necessary to join up several funding streams to meet the cost of this project. It is recommended that £200,000 is allocated from the Pupil Places Grant.
- 3.37 West Blatchington primary school has been taking an additional form of entry for the last 3 years. In September 2011 we will need to provide temporary accommodation on the junior part of the site as these additional children move in to year 3. It is recommended that £250,000 is allocated for this purpose.
- 3.38 The above recommendation will leave £68,532 of the available resources uncommitted. This is considered prudent until tenders for the current planned work have been received and will enable us to address any urgent priorities which may arise later in the financial year.

4. CONSULTATION

- 4.1 Consultation has been carried out as necessary on the individual schemes mentioned above.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1.1 This report sets out the allocation of capital resources under the headings included in the Capital Investment Programme 2011/12, as approved by Cabinet on 17th February 2011.
- 5.1.2 The recommended allocations of the 2011/12 capital funding over the projects detailed in the report are shown in summary in Appendix 2.
- 5.1.3 The revenue implications of any schemes proposed would need to be met from existing resources.

Finance Officer Consulted : Rob Allen

Date: 28th February 2011

Legal Implications:

- 5.2 The report sets out the need for both the local authority and schools to comply with provisions contained in the Disability Discrimination Act 1995 regarding adaptations to schools where deemed necessary and appropriate, and also recent regulations concerning the control of asbestos and legionella in buildings.

The proposed expansion of Goldstone Primary, Westdene Primary and Queens Park Primary schools are all intended to ensure that the local authority meets its statutory duty to ensure that there are sufficient school places available within its area.

There are no other direct legal implications arising from this report. Individual projects may give rise to specific issues which will be covered by the individual reports referring to them. There are no specific Human Rights implications arising from this report.

Lawyer Consulted: Serena Kynaston

Date: 16 February 2011

Equalities Implications:

- 5.3 The equality implications of individual schemes included within the Capital Investment Programme are reported to Members when detailed reports are submitted to Cabinet to Cabinet Member for final approval. The detailed planning of projects at educational establishments will take account of the implications of Brighton & Hove's policies in relation to equality of access to learning.

Sustainability Implications:

- 5.4 There are no direct environmental implications arising from this report. The environmental impact of individual schemes are reported to Members when detailed reports are submitted to Cabinet or Cabinet Member for final approval. The detailed planning of projects at educational establishments will take account of the implications of Brighton & Hove's policies in relation to Local Agenda 21 and sustainability issues generally

Crime & Disorder Implications:

- 5.5 The prevention of crime and disorder implications of individual schemes included within the Capital Investment Programme are reported separately to Members when detailed report are submitted to Cabinet or Cabinet Member for final approval. The detailed planning of projects will take account of security issues.

Risk and Opportunity Management Implications:

- 5.6 There are no risk issues in terms of resources or risks to children as a result of this proposal

Corporate / Citywide Implications:

- 5.7 The NDS funding identified in this report is evidence of the Governments continuing support, via the New Deals for Schools, for the Council's work as a Local Education Authority. The support for the PCP is also indicative that the DCSF supports the Councils proposals around transforming primary education.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The only option available would be to not make use of this funding to improve / extend the education property portfolio. This is not recommended as it would limit our ability to maintain, modernise and improve our school buildings property portfolio.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The proposed capital Investment programme will enable us to continue to ensure that we provide school places in areas of the city where they are required and to improve the condition of our education property portfolio.

SUPPORTING DOCUMENTATION

Appendices:

1. CYPT Capital investment programme for 2011/2012
2. Summary of allocation of funding streams in Section 3 of this report
3. Proposed Structural Maintenance programme

Documents In Members' Rooms

1. None

Background Documents

1. None

Capital Scheme	Profiled Payments 2011/12 £000	Profiled Payments 2012/13 £000	Profiled Payments 2013/14 £000	Profiled Payments 2014/15 £000
<u>EDUCATION</u>				
<u>New Investment in Buildings</u>				
New Pupil Places	5,368	2,806	2,526	2,273
Capital Maintenance	3,575	3,218	2,896	2,606
Structural Maintenance	920	920	920	920
Devolved Formula Capital *	543	500	500	500
Portslade Community Academy**	12,764			
Total for Service	23,170	7,444	6,842	6,299

* Devolved grant managed by schools

** Academy budget managed separately outside the scope of this report

These budgets are referred to in this appendix for completeness but are not commented on within this report.

	Condition			Pupil Places			Additional funding			Totals			Scheme Totals
	2011/12	2012/13	2013/14	2011/12	2012/13	2013/14	(S106)	(Cap receipt)	(Reserves)	2011/12	2012/13	2013/14	
2011/12	£3,574,918			£3,118,532			£250,000			£6,943,450			
2012/13		£3,217,426			£2,806,679		S106)	£1,000,000			£7,024,105		
2013/14			£2,895,684			£2,526,011			£1,000,000			£6,421,695	
Legionella	£150,000	£150,000	£150,000							£150,000	£150,000	£150,000	£450,000.00
Asbestos	£150,000	£150,000	£150,000							£150,000	£150,000	£150,000	£450,000.00
Fire Risk Assessments	£150,000	£150,000	£150,000							£150,000	£150,000	£150,000	£450,000.00
Ventilation in Kitchens	£150,000	£150,000	£150,000							£150,000	£150,000	£150,000	£450,000.00
Condition works	£600,000	£1,000,000	£1,000,000							£600,000	£1,000,000	£1,000,000	£2,600,000.00
Advanced design	£150,000	£150,000	£150,000							£150,000	£150,000	£150,000	£450,000.00
Surveys (condition gas etc)	£100,000	£100,000	£100,000							£100,000	£100,000	£100,000	£300,000.00
Somerhill Junior School										£0	£0	£0	£0.00
Goldstone Primary				£400,000						£400,000	£0	£0	£400,000.00
Westdene Primary				£1,300,000						£1,300,000	£0	£0	£1,300,000.00
Queens Park Primary				£300,000						£300,000	£0	£0	£300,000.00
Individual Pupil needs	£150,000	£150,000	£150,000							£150,000	£150,000	£150,000	£450,000.00
Additional work at Benfield Junior (for Sept 11)	£350,000			£400,000						£750,000	£0	£0	£750,000.00
Proposed new junior element (for Sept 14)						£2,250,000		£1,000,000	£500,000	£0	£1,000,000	£2,750,000	£3,750,000.00
Connaught Centre remodelling	£1,300,000			£200,000	£750,000		£250,000			£1,750,000	£750,000	£0	£2,500,000.00
Proposed Portslade re org	£250,000	£1,000,000		£200,000	£2,000,000					£450,000	£3,000,000	£0	£3,450,000.00
West Blatch temp accom (for Sept 11)				£250,000						£250,000	£0	£0	£250,000.00
West Blatch temp accom (for Sept 13)						£250,000				£0	£0	£250,000	£250,000.00
West Blatch permanent extension										£0	£0	£0	£0.00
Total Commitments	£3,500,000	£3,000,000	£2,000,000	£3,050,000	£2,750,000	£2,500,000	£250,000	£1,000,000	£500,000				
Outstanding balance	£74,918	£217,426	£895,684	£68,532	£56,679	£26,011	£0	£0	£500,000				

Notes

Additional funding includes

£250k S106 funding

£1million from School Futures reserves

£1million capital receipt from the sale of the Whitehawk library building

None of the above are year tied funding - they are shown in years for convenience

School	Bid	Priority	Budget Price
General			£35,000
Cedar Centre	Repairs to floor screeds – Music room and hall secondary site	D1	
Elm Grove Primary School	Damp-proofing works to ground floor classrooms	D1	
Roofing			£471,000
Balfour Infant School	Replacement roof covering to offices & external canopy	D1	
Benfield Junior	Replace felt roof and carry out Main Hall roof repair.	D1	
Bevendean Primary	Renew coverings to early years foundation classrooms.	D1	
Blatchington Mill School	Replacement roof covering to East Block Gym	D1	
Carden Primary School	Sports and drama hall	D1	
Fairlight Primary School	Recover IT suite roof/cleaners store/staircase	D1	
Learning Development Centre	Flat roof replacement to Toy Library	D1	
Longhill School	Pitched roof above A Block A31	D1	
Portslade Infants School	Replacement of flat roof above hall store	D1	
West Blatchington Primary	Replace flat roof above kitchen, inc new ceiling. (Junior site)	D1	
Woodingdean Primary School	Replacement roof covering to store to rear of stage	D1	
Toilets			£10,000
Davigdor Infant School	Boys toilet refurbishment – year 1	D1	
Mechanical			£283,000
67 Centre	New Bunded Oil Tank	D1	
Benfield Junior School	Convert to MWS poor access to tank	D1	
Coombe Road School	Replace lead piped water services	D1	
Downs Infant School	Replace heating, hot & cold water system - Phase 1	D1	
Hove Park Upper School	new gas supply for boiler change	D1	
Mile Oak Primary School	Resolve heating control issues in extension boiler room	D1	
Patcham Junior School	Replace incoming lead water main	D1	
West Blatchington Primary	L8 Works to improve hot water services Juniors site	D1	
West Hove Junior	Replace boiler, boiler door & canopy.	D1	
Caretakers Houses			£9,000
Carlton Hill Primary	Caretakers house replace kitchen and bathroom	D1	
Resurfacing Works			£22,000
Elm Grove Primary School	Resurface lower to rear school playground	D1	
Mile Oak Primary School	Resurface infant playground and improve drainage	D1	
Electrical			£20,000
Electrical	Allowance for remedial work identified from T&R reports		
TOTAL			£850,000

CHILDREN & YOUNG PEOPLE'S CABINET MEMBER MEETING

Agenda Item 78

Brighton & Hove City Council

Subject: Childcare Sufficiency Assessment
Date of Meeting: 28th March 2010
Report of: Strategic Director, People
Contact Officer: Name: Vicky Jenkins **Tel:** 296110
E-mail: vicky.jenkins@brighton-hove.gov.uk
Key Decision: Yes Forward Plan No. CYP20234
Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 The Childcare Act 2006 s.11 requires local authorities to carry out an assessment of the childcare in their area at least every three years. Local authorities carried out their first assessment in 2008 and the next one must be completed by April 2011.
- 1.2 Section 6 of the same act requires local authorities to secure sufficient childcare to meet the needs of working parents in their area for children up to the age of 14, or 18 where the child is disabled.
- 1.3 Brighton & Hove's childcare sufficiency assessment (CSA) was carried out in accordance with the Childcare Act 2006 and associated statutory guidance.¹ It involved assessing demand for childcare, mapping childcare supply, and matching the two together to discover whether there were any gaps in provision. The draft CSA has been made public in order to consult on its findings.

2. RECOMMENDATIONS:

- (1) Note the contents and findings of the CSA.
- (2) Note that the CSA found a positive response to childcare by those using it and that parents were very happy with their childcare arrangements overall. No major geographical gaps in provision were found; however many parents reported finding childcare expensive. Other gaps in childcare provision are outlined in Section 3.8 of this report.
- (3) Agree that an action plan be developed to address the gaps outlined Section 3.8 as part of a childcare commissioning strategy.

¹ *Securing Sufficient Childcare Statutory Guidance for Local Authorities in Carrying Out Their Childcare Sufficiency Duties DCSF 2010.*

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The 2011 CSA was completed between March 2010 and February 2011. The full CSA document, and technical report, is available in members' rooms.
- 3.2 In order to assess childcare demand a postal questionnaire was completed by 1,870 parents from a random sample of those with children aged 0 to 14 across the city (a return rate of 25.3 per cent). In addition a focus group was held with parents of disabled children (which included parents with older disabled children) and data from the Compass database was also reviewed. Additional childcare demand data was supplied the Family Information Service (FIS). Change in demand from the last CSA has also been considered, and local demand data has been compared with national data where available.
- 3.3 Childcare supply was assessed through an audit carried out by the Family Information Service, and through information from its database. Supply data was compared with the last CSA and with national data where available.
- 3.4 The childcare market was assessed through a questionnaire sent to all registered childcare providers in the city.
- 3.5 Children's views of childcare were gleaned by talking to 70 children in six different childcare settings.
- 3.6 Childcare Demand**
 - A. Amongst parents using childcare the most commonly used was a day nursery by 35 per cent of parents, followed by friends or family by 30.7 per cent.
 - B. Parents using childcare had a high level of satisfaction with their childcare arrangements overall, with 86.8 per cent very or fairly satisfied.
 - C. Parents using childcare were happy with its quality, with 92.5 per cent reporting that they were very or fairly satisfied.
 - D. Parents using childcare were happy with its location, with 91.8 per cent reporting that they were very or fairly satisfied.
 - E. Parents using childcare were also happy with the way their child's individual needs were catered for (86.7 per cent very or fairly satisfied) and opening hours (86.4 per cent very or fairly satisfied).
 - F. Parents using childcare were less satisfied with childcare affordability with 69.2 per cent very or fairly satisfied and 15 per cent fairly or very dissatisfied. Many parents (both users and non-users of childcare) commented on the need for affordable childcare in response to the questionnaire.
 - G. Parents using childcare were also less satisfied with childcare choice, with 67.2 per cent very or fairly satisfied and 14.5 per cent fairly or very dissatisfied.
 - H. The majority of parents using childcare found it very or fairly easy to find (78 per cent).
 - I. Most parents using childcare reported that their childcare arrangements met their needs fully (63.9 per cent).
 - J. Parents in Brighton & Hove using childcare appear to spend more per week than parents nationally.
 - K. It appears that there is more use of formal childcare in Brighton & Hove than is the case nationally.

- L. The highest levels of satisfaction with childcare arrangements overall were found amongst those using day nurseries and school nursery classes, with 93.6 per cent and 92.4 per cent respectively very or fairly satisfied.
- M. Those using holiday activities for their children found childcare hardest to find.
- N. Whilst levels of dissatisfaction with childcare were low, there was more dissatisfaction from parents using childcare for school-age children than those using childcare for pre-school children.
- O. Most of those not using childcare stated that this was because they were at home with their children (53.1 per cent of those not using childcare). In 29.8 per cent of cases parents said they did not use childcare because their children were at school and their work fitted around school hours. However, in 22.8 per cent of cases parents said that they did not use childcare because of its cost.
- P. When parents not using childcare were asked about the consequence of lack of available childcare, in 35.9 per cent of cases parents reported that this prevented them from working more flexibly.
- Q. There is a continued future need for childcare, with after-school clubs, day nurseries and after-school activities topping the list of childcare types most needed in the next 18 months. However, compared with supply, there appears to be the greatest need for breakfast club and pre-school or playgroup places.
- R. In terms of future childcare services needed, parents indicated that they wanted childcare which was affordable and flexible, both to make it worthwhile working and to fit in with flexible and changing work schedules.
- S. In a focus group, parents with disabled children highlighted significant challenges in working and caring for a disabled child. The need for one to one support for disabled children to access mainstream childcare was highlighted, as well as on-going training for childcare providers and improved communication with parents.
- T. Children attending childcare generally enjoyed themselves, in particular playing outside and with friends.

3.7 Childcare Supply

- A. Childcare in Brighton & Hove is of high quality compared with England as a whole, with 82 per cent of settings on the early years register judged good or outstanding, compared with 69 per cent nationally.
- B. In the past year there has been a 15.1 per cent increase in pre-school or playgroup places, a 7.2 per cent increase in full day care places and a 2.9 per cent increase in after-school club places. There are also now 58 at home childcarers who are part of the Family Information Service's scheme which was developed since the last CSA.
- C. The number of childminding places has fallen by 10.7 per cent, consistent with the fall in childminding nationally.
- D. The number of holiday play scheme places has decreased by 8 per cent whilst the number of schemes has increased by 10 per cent.
- E. Childcare provision is not spread equally over the city, with some areas having more than others. This is particularly significant when "penetration rates" are looked at (that is the number of children per childcare place) in different areas, which for full day care range from 2.6 children aged 0 to 5 per full day care place in West Hove to 14.1 children aged 0 to 5 per full day care place in South Portslade. However parents will not necessarily use or want to use childcare in the area in which they live and may well be able to travel to childcare.
- F. There is very little childcare available during a-typical hours, that is outside 8 am to 6 pm Monday to Friday. Those who are able to provide this offer home based care, namely childminders and at home childcarers.

- G. All childcare providers in the city have full-time vacancies, some of which are explained by new provision which is not yet full. Childminders have the highest number of vacancies as a percentage of total registered places at 34.7 per cent, although this figure includes part-time vacancies.
- H. Vacancy levels have increased in the past year; for example vacancies in full day care have increased from 8 to 15.9 per cent of registered places.
- I. Full day care costs in Brighton & Hove are on average £4.37 an hour for a child under two and £4.01 for a child over two. However, they are lower than south east average costs by 5.8 per cent and 12 per cent respectively, but as might be expected, 12.6 per cent and 6.6 per cent higher respectively than those for England as a whole.
- J. Childminding costs in Brighton & Hove are on average £4.40 an hour, which is 14.6 per cent higher than the south east cost.
- K. After-school clubs in Brighton & Hove cost on average £8.30 per session, which is 1.2 per cent less than the south east average.
- L. Holiday play schemes in Brighton & Hove cost on average £106.50 per week which is 14.5 per cent higher than the cost for England.²
- M. Childcare costs have increased in the past year for full day care, pre-schools or playgroups and holiday play schemes. They have stayed the same for childminding and have slightly reduced for after-school clubs.
- N. Childcare providers in Brighton & Hove are generally able to meet demand for places from children of most age groups.
- O. There is significantly less holiday play scheme provision in the city for secondary school-age children (159 holiday play scheme places) than there is for primary school-age children (885 holiday play scheme places).
- P. There is very little childcare provision for older disabled children with only 37 holiday play scheme places across the city.
- Q. Childcare providers are reasonably confident about their business sustainability, with 66.1 per cent stating that they are confident that their business is sustainable over the next three years, and only 2.9 per cent stating that they did not plan to continue to provide childcare for the next year. However, 43.9 per cent of childcare providers stated that their business had been affected by late or non-payment of fees.

3.8 Childcare Gaps

- A. Geographical gaps: There were no areas of the city identified where there is a general shortage of supply of childcare. However, there may be localised cases where parents have difficulty accessing childcare, for example where a club serving a specific school is full.
- B. Income gaps: By far the most significant issue for parents is childcare affordability, and therefore this might be seen as an “income gap”. The cost of childcare will be a real issue for parents in low wage jobs or those seeking to start or return to work, particularly those living in the most disadvantaged areas of the city.

² Data for the south east was not available.

- C. Type gaps: Flexible childcare and that offered during a-typical hours, that is childcare offered outside Monday to Friday 8 am to 6 pm, was identified most by parents, although childminders who may be able to provide this have the highest vacancy levels. The At Home Childcare Service run by the Family Information Service and established after the last CSA plays and will continue to play a key role in provision flexible childcare, and the number of at home childcarers is continuing to increase. Parents also wanted more choice of childcare. There is future demand for all types of childcare. Compared with the number of places this may be greatest for breakfast clubs and pre-schools or playgroups.
- D. Specific needs gaps: Continuing support for parents of disabled children to access suitable childcare is needed. Further exploration is needed on childcare satisfaction of particular groups.
- E. Time gaps: This is covered by “type gaps” above.
- F. Age gaps: Whilst there were high levels of satisfaction reported by those using childcare in the city, these were lower for those using childcare for school-age children. There is very little formal after-school provision for secondary school-age children and few holiday play scheme places for older disabled children, although the parent questionnaire did not show high demand for this type of provision.

4. CONSULTATION

- 4.1 Consultation to produce the CSA was widespread and is set out in Section 3 above. Statutory guidance states that local authorities must consult the local safeguarding children’s board, Jobcentre Plus and its partners as defined by Section 10 of the Children Act 2004.
- 4.2 The draft document was made available to the aforementioned and to other interested parties including on the local authority’s website, and comments received have been included.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The development of the action plan, to address the gaps in childcare provision as part of a childcare commissioning strategy, will be within existing resources.

Finance Officer Consulted: Louise Hoten Date: 17/02/11

Legal Implications:

- 5.2 The legal framework and requirements for the CSA are as set out in the body of the report.

Layer Consulted: Natasha Watson Date 16/02/11

Equalities Implications:

- 5.3 An Equalities Impact Assessment was carried out by City Early Years and Childcare in April 2009. The EIA showed that CEYC, in general, promoted equal opportunities outcomes and its policies, strategies and services were unlikely to result in adverse impact for any group. Any new initiatives arising from the CSA will be subject to an EIA.

Sustainability Implications:

- 5.4 Childcare close to or in parents' homes reduces the need for travel and consequent environmental impact. Good quality childcare promotes sustainable communities and reduces poverty.

Crime & Disorder Implications:

- 5.5 There are no specific crime and disorder implications.

Risk and Opportunity Management Implications:

- 5.6 Any new initiatives arising from the CSA will be subject to risk and opportunity management.

Corporate / Citywide Implications:

- 5.7 The council's priority to *Reduce inequality by increasing opportunities* is relevant to the CSA, as there is clear research evidence of the role of good quality childcare in improving outcomes for disadvantaged children.

The CYPP strategic improvement priority to *promote health, well-being, inclusion and achievement* is also relevant to childcare provision.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 None

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 Statutory guidance requires publication of a sufficiency action plan. The plan should detail what the local authority and its partners plan to do to fill the gaps between supply and demand in the area. It is proposed to do this following completion of the consultation on the draft CSA and when budget details become clearer. It will also link with other relevant strategies, in particular the child poverty assessment.

SUPPORTING DOCUMENTATION

Appendices:

None

Documents In Members' Rooms

1. Childcare Sufficiency Assessment

2. Appendices

Appendix One: Parent Questionnaire: *“We Want to Hear Your Views About Childcare in Brighton & Hove”*

Appendix Two: Map of Brighton & Hove Children’s Centre Areas

Appendix Three: Focus Group with Parents of Disabled Children

Appendix Four: Childcare Types

Appendix Five: Provider Questionnaire: *“We Want to Hear Your Views About the Childcare Market in Brighton & Hove”*

Appendix Six: *“How to Calculate Your Occupancy Rate”*

Background Documents

1. Childcare Act 2006
2. Securing Sufficient Childcare Statutory Guidance for Local Authorities in Carrying Out Their Childcare Sufficiency Duties
3. Brighton & Hove Childcare Sufficiency Assessment March 2008
4. Brighton & Hove Childcare Sufficiency Assessment Refreshed October 2009

CHILDREN & YOUNG PEOPLE CABINET MEMBER MEETING

Agenda Item 79

Brighton & Hove City Council

Subject:	School Admission Arrangements for 2012/13		
Date of Meeting:	28th March 2011		
Report of:	Strategic Director, People		
Contact Officer:	Name:	Steve Healey	Tel: 293444
	E-mail:	steve.healey@brighton-hove.gov.uk	
Key Decision:	Yes	Forward Plan No: CYP20044	
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 Each year local authorities must consult upon school admission arrangements and school admission numbers with community schools and voluntary aided schools, neighbouring Local Authorities and with parents living in the City. This process includes the proposed admission priorities for community schools and those proposed by the governing bodies of voluntary aided schools and academies. This consultation takes place approximately 18 months in advance of the school year in which pupils will be admitted under the proposed arrangements. The consultation papers for the 2012/13 admission year for Brighton & Hove are attached as Annex 1.
- 1.2 Local authorities must also set out schemes for co-ordinated admissions, including key dates in the admission process, and also the arrangements for consultation with Voluntary Aided schools in the City and with other local authorities. They also establish the area (the "relevant area") within which the admission consultation should take place.
- 1.3 The consultation process must have been concluded by 1st March 2011, with a minimum of 8 weeks consultation time. This requirement has been fulfilled. The City Council must have reached its decisions and confirmed its admission arrangements for 2012/13 by 15th April 2011 in order to conform to the requirements of the School Admissions Code.

2. RECOMMENDATIONS:

- 2.1 That the proposed school admission numbers set out in the consultation documents be adopted for the admissions year 2012/13, with the exception of Dorothy Stringer School which should increase to 330.
- 2.2 That the admission priorities for Community Schools set out in the Consultation documents are adopted for all age groups.

- 2.3 A blanket priority for children who have been adopted away from their birth families will be added in priority 2 for both primary and secondary Community Schools.
- 2.4 That the Council should review the final version of the Cardinal Newman Roman Catholic Secondary School admission arrangements (as amended in light of the Diocesan response and parental and school responses) to decide whether it should comment further.
- 2.5 That the co-ordinated schemes of admission be approved.
- 2.6 That the City boundary be retained as the relevant area for consultation for school admissions.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The admission numbers in the consultation reflect those previously agreed for 2011/12, with the exception of 90 additional places at the Connaught Centre and a Reception intake of 60 at Benfield Primary School, formerly Benfield Junior School.
- 3.2 The admission number for Dorothy Stringer School currently stands at 311, the bottom of its capacity range based on accommodation. The top of that range is 344. The Governing Body has requested that the admission number should be amended to 330 to better reflect the school's capacity. Given that current primary school census data indicates an upward trend with an additional 110 pupils in the transfer cohort for September 2012 and more in the future, this proposed increase in capacity in the City Centre is accepted by the Council.
- 3.3 The Balfour Infant and Junior Schools will become an all through primary school with effect from September 2011. This change has already been through all the necessary consultation processes and has been approved.
- 3.4 The proposed admission arrangements and priorities for community primary and secondary schools are set out in detail in the attached Annexe 1, the consultation document sent to schools, neighbouring local authorities and the diocesan authorities. The Brighton Aldridge Community Academy will retain the same admission priorities as Community Secondary Schools for the admissions year 2012/13, although it acts as its own admission authority.
- 3.5 In the course of the school and governor consultation process the Council asked schools to use their newsletters and other forms of regular parental communications to inform parents of the parental consultation process via the Council website (and hard copy if required). The Council also fulfilled its legal responsibility to publish a newspaper notice about the consultation via a public notice in the Argus on 10th December 2010. The parental consultation was a headline item on the website and was available via a link to the Council's consultation portal.
- 3.6 It is proposed that within admission priority 2, automatic priority should be confirmed for all children already adopted away from their birth family. As adopted children they are not eligible for automatic priority as are children in care

in accordance with the School Admissions Code. This proposal to give them priority is in recognition of the fact that adopted children, including those adopted very young, still generally have worse educational outcomes than other children.

- 3.7 The co-ordinated schemes of admission for primary and secondary schools (Appendices 3,4 and 5) set out the admission arrangements and relevant dates for each part of the school admission exercise and the arrangements for coordination between admission authorities. The overall purpose of co-ordination is to ensure that each pupil receives one offer of a school place, so that different admission authorities are not holding open places for pupils that will not be taken up. It also ensures that the admission process takes place in a timely fashion. The in-year arrangements are not subject to set time scales, so the same document can be used from year to year, although annual consultation will still take place.
- 3.8 Periodically the LA must determine what is known as the “relevant area for consultation”. This area will include the schools and other admission authorities (such as voluntary aided schools) that should be consulted on admission arrangements. A relevant area may be either the LA area, less or more than that, or may include part of neighbouring LA areas. The whole of the LA must be included in one or more relevant areas. Some larger LAs sub-divide into smaller areas for consultation purposes. In Brighton & Hove the relevant area has been set as the city boundary. Whilst there is some cross-border movement of pupils, it has not been seen as significant enough to warrant a cross-border relevant area. The proposal in this year’s consultation is to retain a relevant area co-terminus with the city boundary.

4. CONSULTATION

- 4.1 The Council scrutinised the Voluntary Aided (VA) Schools proposed admission arrangements for 2012/13. It had no direct objections to the proposed arrangements, but noted that the Roman Catholic Diocese had made a number of recommended changes to proposed arrangements for its own VA schools. VA schools are required to consult their religious authority (in this case the Diocesan Authority) before consulting others. However it was noted that the proposed changes to admission arrangements for Cardinal Newman Roman Catholic VA Secondary School have also resulted in a number of comments from other schools and parents. These issues are addressed in Appendix 6. The Council will review the final document published by the Governing Body before deciding whether it should comment or act further.
- 4.2 Parental responses to the consultation are set out in Appendix 6. Not including those referring to Cardinal Newman RC VA School, four of the six received supported the proposed priority for adopted children.
- 4.3 School responses to the consultation are set out in Appendix 6.
- 4.4 No responses to the Councils proposed arrangements for Community Schools have been received from neighbouring local authorities or the Church of England or Roman Catholic Diocesan authorities. However, the Roman Catholic Diocesan Authority has made a number of suggestions to Roman Catholic Voluntary Aided Schools for changes and improvements to their proposed arrangements (see 4.1 above and Appendix 6).

- 4.5 The Brighton and Hove Admissions Forum considered the proposed admissions arrangements at its meeting held on 28th February 2011. It supported the proposal to give automatic priority within Priority 2 for adopted children. It noted that a number of responses had been made by schools and parents about the proposed Cardinal Newman admission arrangements, and took the view that greater priority should be given to pupils living with the City. It resolved to write to the Governing Body to express that view.

5. FINANCIAL & OTHER IMPLICATIONS:

5.1 Financial Implications:

It is not possible to quantify in detail the financial implications of these recommendations. However, any changes to admission arrangements or patterns may impact on the numbers of pupils at individual schools and therefore individual school budget allocations which are largely driven by pupil numbers.

Finance Officer Consulted: Louise Hoten

Date: 16/02/11

5.2 Legal Implications:

Section 88C of the School Standards and Framework Act 1998 as amended by the Education and Skills Act 2008 requires admission authorities to determine before the beginning of the school year, the admission arrangements which are to apply for that year. The determination must be preceded by consultation with the Governing Bodies of Schools within the area of the LA for which the LA is the admission authority, with parents and with neighbouring admission authorities. Consultation must be completed by 1st March in the year preceding the admission round, and should be for a period of no less than 8 weeks. Admission arrangements must conform to the Admissions Code which sets out acceptable and unacceptable admission arrangements and priorities. Admission authorities, diocesan authorities, the Admission Forum and parents may refer any admission arrangements that they believe to be contrary to the provisions of the Admissions Code to the Schools Adjudicator. Admission Authorities must determine their admission arrangements following that consultation by 15th April.

Lawyer Consulted: Serena Kynaston

Date: 17/02/11

5.3 Equalities Implications:

Planning and consultation for school admissions procedures and school places and the operation of the admission process are conducted in such a way as to avoid potentially discriminatory admissions priorities or planning processes. The city council and voluntary aided school and academy governing bodies must be mindful of bad practice with regard to equalities issues as described in the School Admissions Code of Practice.

5.4 Sustainability Implications:

School admission arrangements are intended so far as it is possible to provide pupils with local places where they have asked for them. The planning of school places for the City takes into account the changing population pattern and resultant demand for places. The current pattern of parental preference is reflected in different schools operating both over and under capacity. In planning for school places the Council will have regard to sustainability priorities and seek to provide local places and places which are accessible by safe walking and where possible cycling routes and public transport wherever this is possible.

5.5 Crime & Disorder Implications:

Balanced school communities with firm parental support contribute to orderly and harmonious communities.

5.6 Risk and Opportunity Management Implications:

Any change to school attendance patterns and pupil numbers will impact directly on resource allocation both revenue and capital, and on the Council's ability to meet parental expectations on school places. Pupil data and broader population data is used to identify the numbers of school places required and where they should be located. This feeds into the capital programme so that resources are allocated where they will have the most beneficial effect.

5.7 Corporate / Citywide Implications:

The allocation of school places affects all families in all parts of the City and can influence where people choose to live. Failure to obtain the desired choice of school can create a strong sense of grievance. The process of expressing a preference and if disappointed, entering an appeal can create intense anxiety for many families in the City. Admission arrangements together with school place planning are framed in such a way as to be mindful of supporting the needs of communities.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The City Council is required in law to review its school admission arrangements every year, although following the Education and Skills Act 2008 this changed to once every three years if no changes are made. The consultation is intended to identify alternative proposals for admission arrangements. Issues raised by schools and parents will be set out in the appendices to this report.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The City Council must conform to legislative requirements on the publication of admission arrangements which reflect the requirements of the Admissions Code. The recommendations ensure the City Council's compliance, and reflect the body of debate and consultation which has taken place around admission arrangements in Brighton & Hove this year and in previous years.

SUPPORTING DOCUMENTATION

Appendices:

1. Admission consultation document for schools including proposed admission numbers.
2. Parental consultation document.
3. Coordinated scheme of admissions – secondary.
4. Coordinated scheme of admissions – primary.
5. Coordinated scheme of admissions – in year

6. Summary of school and parental responses to the consultation

Documents in Members' Rooms

1. Consultation responses from schools and parents.

Background Documents

1. Consultation documents from schools and parents.



Brighton & Hove

Schools' Bulletin

Date: 13 December 2010

Ref: SH Consultation 12-13

To: Governors and Headteachers of all Schools, East Sussex County Council, West Sussex County Council and Diocesan Authorities.

From: Head of School Admissions and Transport

Title: School Admissions Consultation 2012/2013. Coordinated schemes of admission for 2012/13 and in year admissions consultation for 2011/12

Action Required By : Voluntary Aided schools 4 January 2011, others 28 February 2011

Admission Arrangements for Brighton & Hove Schools 2012/13

Governing Bodies of all maintained schools in the City are invited to give their views on the proposals for admission arrangements to Community Schools. The responses to this consultation will be presented to the Cabinet Member for Children and Young People at a meeting in March 2011. The Admission Forum's comments and advice on the proposed arrangements will also be made known to the Cabinet Member meeting. The consultation will also invite comment from parents in the City who have a child or children between the ages of 2 and 16 years of age. Parents will be directed to the consultation materials through a public notice and may access the consultation through the Council website, or by accessing a hard copy. Schools are also asked to draw parents' attention to the consultation by inserting the following paragraph into their newsletters:

We would like to inform parents that Brighton & Hove City Council is currently consulting on admission arrangements for the 2012/13 admission year. The consultation proposals may be found on the Council's website www.brighton-hove.gov.uk/schooladmissions. Alternatively a hard copy can be obtained from the School Admissions team by telephoning (01273) 293653 or e-mailing schooladmissions@brighton-hove.gov.uk. All parents are invited to comment upon the proposed admission arrangements.

At the same time the admission arrangements for BACA and Voluntary Aided Schools must also be consulted upon (unless the arrangements are unchanged from last year and the governing body has chosen not to consult). As in the past the Council will provide access for other schools to view Voluntary Aided policies via Education Online, and will make them available for public comment on the Council website or by providing hard copy. Please read the section below about Voluntary Aided school consultation.

In line with current guidance and regulations from the Department for Education, the consultation process must conclude by 1st March 2011, and must run for a period of at least 8 weeks. This also means that Voluntary Aided Schools must provide their draft admission priorities for consultation before Christmas 2010 (unless they are not consulting, in which case they will need to specify this). Should any changes in admission arrangements emerge

from the Education White Paper and subsequent legislation there may be a need for additional consultation.

Following last year and the previous year's consultation, admission authorities that do not change their admission priorities and arrangements will not need to consult again until arrangements for the 2013/14 admissions exercise are due.

Community Secondary Schools and Brighton Aldridge Community Academy

This part of consultation is about the process for the secondary schools admissions system which remains a catchment area system with random allocation being used as the tie breaker in each admission priority in the event of oversubscription.

No change is proposed to the over subscription priorities for community secondary schools and BACA which are applied in the context of an equal preference system as required by the Admissions Code. They are currently:

1. Children in the care of a local authority (looked after children).
2. Compelling medical or other exceptional reasons for attending the school.
3. The sibling link.
4. Those pupils living in the designated catchment area for the school.
5. Other children.

However, we would seek views on including within priority 2 a blanket priority for children who have been adopted away from their birth families.

The Brighton Aldridge Community Academy currently shares these admission priorities and is also asked to comment upon them.

Admissions Arrangements for Community Infant, Junior and Primary Schools

No change is proposed for the admission arrangements to community infant, junior and primary schools. The over subscription priorities are applied in the context of an equal preference system as required by the Admissions Code. The current over subscription priorities are:

1. Children in the care of a local authority (looked after children).
2. Compelling medical or other exceptional reasons for attending the school.
3. The sibling link
4. For junior schools only: children attending a linked infant school
5. Other children.

Within all these priorities, the tie break is home to school distance (measured by the shortest available route).

As above we would seek views on including within priority 2 a blanket priority for children who have been adopted away from their birth families.

More detail about the current primary and secondary admission arrangements can be found in the two school admission booklets. Schools have copies of the booklets which can also be viewed on the Brighton & Hove City Council web site.

Relevant Area for Consultation

The relevant area for school admissions in the city is currently defined as the area within the city boundary. This is the area which the LA uses when consulting on admissions

arrangements, and can include other admission authorities and voluntary aided schools outside the city. The area can be larger than LA boundary, or smaller through the operation of a number of different relevant areas within the LA. The use of a relevant area was a requirement of the School Standards and Framework Act 1998, and this requirement remains in force. It is currently defined as the area within the Brighton & Hove city boundaries, so all voluntary aided schools within the city are required to consult all schools within the city boundary about their proposed admission arrangements. No change is proposed to the relevant area for 2012/13.

Academies and Voluntary Aided Schools Consultation

Academies and Voluntary Aided schools are required to consult with all other city schools, with the LA and with parents in the City who have children between the ages of 2 and 16 about their proposed admission arrangements for 2012/13 *unless the arrangements are unchanged from last year*. We will continue to publish proposed arrangements on Education Online, but in order to allow the parental consultation we will also publish on the Council's website. Schools not wishing to use this method of consultation, but still needing to consult, must conduct their own consultation process. In any event they must consult the LA and other City schools before finalising their admission arrangements. Consultation, if taking place, must be completed by 1 March 2011, and the Governors must have settled the final version of their admission arrangements by 15 April 2011.

If schools whose admission arrangements have changed do not consult then their admission arrangements will be open to challenge by parents and by appeal panels. I cannot emphasise strongly enough that failure to consult will lead to very difficult consequences for the schools concerned. Church of England and Roman Catholic VA schools are reminded that in law they must consult their diocesan authority with their proposed admission priorities before consulting anyone else.

In order to comply with the new DCSF regulations VA schools must consult for a period of 8 weeks before 1 March 2011. This means that those schools wishing to use the LA website and Education Online to meet their consultation requirements must provide an electronic copy (Word format please) by 4 January 2011 at the latest. Realistically the Christmas break means that it would be better if the documents were forwarded to the School Admissions Team by the end of the autumn term. Diocesan Authorities have already been in contact with schools about the new consultation requirements. Schools which are not consulting should notify the School Admissions team by the end of the autumn term as well.

VA Schools have already been informed of this process.

Published Admission Numbers

The proposed admission numbers for each school are attached to this bulletin. Schools are asked to comment on whether they agree with the number shown. These numbers are based on the net capacity range of each school, or in some cases a higher figure. As previously, this list includes the expected admission numbers for voluntary aided schools, which act as their own admission authorities and set their own admission number. I should be grateful for a response from all schools as to whether they agree with the number shown on the attached list.

Please note that the new school in Hove which has 90 places in reception is currently being managed on an interim basis by West Hove Infant School. It is, however, a separate establishment for the purposes of parental admissions preferences. The longer term governance arrangements for Connaught will be determined through a separate consultation process subject to the requirements of the Education and Inspections Act 2006. Planning is also underway to meet the projected shortfall of places in Portslade at KS2

which will arise if, as anticipated, agreement is given for Benfield to become a primary school. Parents and schools will be kept informed of progress in this regard.

Co-ordinated Admission Schemes for 2012/13

The coordinated schemes are attached for comment along with the scheme for coordinating in year admissions for 2011/12 which is now a legal requirement. All VA schools and academies are required to take part in the operation of coordinated schemes of admission.

The Admission Timetable for 2012/13

The dates for applications and allocations for admission for the 2011/12 school year will be:

Infant, Junior and Primary Schools:	Closing date	13 January 2012
	Letters to parents/carers	30 April 2012
Secondary schools:	Closing date	31 October 2011
	Letters to parents/carers	1 March 2012

These dates are set out in more detail in the co-ordinated schemes.

The Consultation Timetable

4 January 2011	Voluntary Aided Schools to have provided the LA with their proposed admission arrangements for 2012/13 for publication if they wish to make use of the LA school and public consultation process using Education Online and the Council website.
1 March 2011	Schools and others to have returned any response to the Community School admission arrangements for 2012/13.
Mid March 2011	Cabinet Member for Children and Young People to consider admission arrangements for Community schools, taking into account the consultation responses and any advice provided by the Admission Forum. The proposed admission arrangements for Voluntary Aided schools and Academies may also be discussed at this meeting and may be commented upon. Schools and other admission authorities will be notified of the Sub-Committee's conclusions within 2 weeks of the meeting.
15 April 2011	Deadline for Voluntary Aided Schools to have finalised their proposed admission arrangements.

Documents attached

1. Reply form
2. Proposed Admission Numbers – Primary
3. Proposed Admission Numbers – Secondary
4. Coordinated scheme – secondary
5. Coordinated scheme - primary

Consultation Responses

Governing Bodies are asked to respond to this bulletin as soon as possible, using the attached response form. The closing date for responses is 28 February **2011**. Please note

that this consultation bulletin and its attachments are being sent to all schools. The neighbouring Local Authorities of East and West Sussex are also being consulted in accordance with the Admissions Code requirements, and views will also be sought from the Church of England and the Roman Catholic Diocesan authorities. VA colleagues are again reminded that they must have determined their proposed admission arrangements by **4 January 2011** and sent them to the admissions team by that date for inclusion on the Council website consultation.

Contact Name: Steve Healey
Telephone: (01273) 293444
Email: schooladmissions@brighton-hove.gov.uk
Address: King's House, Grand Avenue, Hove

Reply Form – Please return this form to School Admissions, 3rd Floor, King's House, Grand Avenue, Hove, by 28 February 2011.

School Admissions Consultation - Admissions for the 2012/13 academic year

Name of School:

Name of Respondent:
(Please print)

Signature:

School Admission Arrangements and Over Subscription Priorities – Community Secondary Schools and Brighton Aldridge Community Academy

Please set out below any comments or changes you would propose to the published arrangements.

I do/do not agree that blanket priority should be afforded to children who have been adopted from their birth family. This is because (please give reasons if you wish)

School Admission Arrangements and Over Subscription Priorities – Community Infant, Junior and Primary Schools

Please set out any comments or changes you would propose to the published arrangements.

I do/do not agree that blanket priority should be afforded to children who have been adopted away from their birth family. This is because (please give reasons if you wish)

Published Admission Number

This school agrees/disagrees* with the proposed admission number.

Comments on admission number.

Voluntary Aided Admission Priorities (for completion by VA schools only)

I confirm that this school will formally consult with maintained schools in the LA area (the Relevant Area), with the LA, parents and carers and with other consultation partners as required in law about the school's proposed admission arrangements for 2012/13 and will/has provide(d) draft admission arrangements for publication in Education Online. (Please tick the box.)

I confirm that this school is not proposing to consult as the admission arrangements are unchanged from last year.

Coordinated Schemes of Admission

Please set out any comments or changes you would propose to the coordinated schemes.

Brighton & Hove Secondary School Proposed Admissions Numbers 2012/13

School Name	Planned Admission No. 2012/13
BACA	180
Blatchington Mill	300
Cardinal Newman	341
Dorothy Stringer	312
Hove Park	300
Longhill	270
Patcham High	210
PCC	215
Varndean	270

Primary Admissions Numbers 2012/13	
Name of School	Planned Admission No.
Aldrington CE Primary	30
Balfour Primary	120
Benfield Primary	60*
Bevendean Primary	60
Carden Primary	60
Carlton Hill Primary	30
Coldean Primary	60
Coombe Road Primary	60
Cottesmore St Marys RC	60
Davigdor Infant	120
Downs Infant	120
Downs Junior	128
Elm Grove Primary	60
Fairlight Primary	60
Goldstone Primary	90
Hangleton Infant	90
Hangleton Junior	96
Hertford Infant	60
Hertford Junior	60
Middle Street Primary	30
Mile Oak Primary	90
Moulseccomb Primary	90
Our Lady of Lourdes	30
Patcham Infant	90
Patcham Junior	96
Peter Gladwin Primary	30
Portslade Infant	120
Queens Park Primary	60
Rudyard Kipling Primary	60
Saltdean Primary	60
Somerhill Junior	128
St Andrews CE Primary	60
St Bartholomew CE Primary	30
St Bernadettes RC Primary	30
St John The Baptist	30
St Josephs RC Primary	30
St Lukes Primary	90
St Margarets CE Primary	30
St Marks CE Primary	30
St Martins CE Primary	30
St Mary Magdalen RC Pri	30
St Marys RC Primary	30
St Nicolas CE Junior	64
St Pauls CE Primary	30
St Peters Comm Infant	30
Stanford Infant	90

Stanford Junior	93
West Blatchington Primary	90
West Hove Infant	120
West Hove Junior	128
Westdene Primary	90
Whitehawk Primary	90
Woodingdean Primary	60

***Benfield will also admit 90 children into year 3 in 2012/13**



SCHOOL ADMISSIONS CONSULTATION WITH PARENTS AND CARERS

Admission Arrangements for Brighton & Hove Schools 2012/13

Parents and carers resident in Brighton & Hove with children between the ages of 2 and 16 are invited to give their views on the proposals for admission arrangements to Community Schools, Academies and Voluntary Aided Schools in the City. The responses to this consultation will be presented to the Cabinet Member for CYPT at a meeting in March 2011. This is the third year in which the consultation has included parents and carers and takes place under new regulations arising from the Education and Skills Act 2008. **Parents and carers are invited to return their comments on the proposed admission arrangements by 28th February 2011.** Responses are welcome by email to schooladmissions@brighton-hove.gov.uk or in writing to:

School Admissions Consultation 2012/13
King's House
Hove
BN3 2LS

Admission authorities that do not change their admission priorities and arrangements are only required to consult every three years.

Should any changes in admission arrangements emerge from the current Education White Paper and subsequent legislation there may be a need further changes to admission arrangements and possibly for additional consultation.

Final admission arrangements and right of objection

Once the Council and Voluntary Aided schools have determined their admission arrangements following this consultation, the Council will publish a public notice in the Argus newspaper before 1 May 2011 confirming those arrangements and setting out where they can be viewed. Once they have been published then parents and carers will have a right of formal objection to the Schools Adjudicator. Details of that objection process will be given in the public notice.

Secondary Schools

This part of the consultation is about the process for the community secondary schools admissions system which remains a catchment area system with random allocation being used as the tie breaker in each admission priority in the event of oversubscription. This is also used by Brighton Aldridge Community Academy. Cardinal Newman Catholic Secondary School has its own admission priorities which it is consulting on separately (please visit www.brighton-hove.gov.uk/schooladmissions for details).

No change is proposed to the over subscription priorities which are applied in the context of an equal preference system as required by the Admissions Code. They are:

1. Children in the care of a local authority (looked after children).
2. Compelling medical or other exceptional reasons for attending the school.
3. The sibling link.
4. Those pupils living in the designated catchment area for the school.
5. Other children.

Within all these priorities, the tie break is random allocation.

However, we would invite views as to whether children who have been adopted away from their birth families should be automatically offered priority as a compelling medical or other exceptional reason for attending the school (priority 2).

Admissions Arrangements for Community Infant, Junior and Primary Schools

No change is proposed for the admission arrangements to Community Infant, Junior and Primary schools. The over subscription priorities are applied in the context of an equal preference system as required by the Admissions Code. They are:

1. Children in the care of a local authority (looked after children).
2. Compelling medical or other exceptional reasons for attending the school.
3. The sibling link.
4. For junior schools only: children attending a linked infant school
5. Home to school distance (measured by the shortest available route).

Within all these priorities, the tie break is home to school distance (measured by the shortest available route).

As above, we would invite views as to whether children who have been adopted away from their birth families should be automatically offered priority as a compelling medical or other exceptional reason for attending the school (priority 2).

More detail about the primary and secondary admission arrangements can be found in the two school admission booklets. Schools have copies of the booklets which can also be viewed on the Brighton & Hove City Council web site.

Relevant Area for Consultation

The relevant area for school admissions in the city is currently defined as the area within the city boundary. This is the area which the Local Authority (LA) uses when consulting on admissions arrangements, and can include other admission authorities and voluntary aided schools outside the city. The area can be larger than LA boundary, or smaller through the operation of a number of different relevant areas within the LA. The use of a relevant area was a requirement of the School Standards and Framework Act 1998, and this requirement remains in force. It is currently defined as the area within the Brighton & Hove city boundaries, so all voluntary aided schools within the city are required to consult all schools within the city boundary about their proposed admission arrangements. No change is proposed to the relevant area for 2012/13.

Voluntary Aided Schools Consultation

Voluntary Aided schools are required to consult with all other city schools, with the LA and with parents in the City who have children between the ages of 2 and 16 about their proposed admission arrangements for 2012/13 *unless the arrangements*

are unchanged from last year. These proposed arrangements will be on the Council's website. Consultation, if taking place, must be completed by 1st March 2011 and the Governors must have settled the final version of their admission arrangements by 15 April 2011.

Published Admission Numbers

The proposed admission numbers for each school are attached to this document. You are invited to comment on whether you agree with the number shown. These numbers are based on the net capacity range of each school, or in some cases a higher figure. The net capacity is a nationally required means of measuring how many pupils a school can take. As previously, this list includes the expected admission numbers for voluntary aided schools, which act as their own admission authorities and set their own admission number.

Please note that the new school in Hove which has 90 places in reception is currently being managed on an interim basis by West Hove Infant School. It is, however, a separate establishment. The longer term governance arrangements for Connaught will be determined through a separate consultation process subject to the requirements of the Education and Inspections Act 2006. Planning is also underway to meet the projected shortfall of places in Portslade at junior school age (year 3 upwards), which will arise if, as anticipated, agreement is given for Benfield to become a primary school. Parents and schools will be kept informed.

Co-ordinated Admission Schemes for 2012/13

The coordinated schemes are attached for comment. They set out the arrangements, including dates, for the coordination of secondary and primary admissions and in-year applications. The purpose of this coordination is to ensure that all parents and carers receive one offer of a school place for their child within published timescales. The scheme applies to all maintained (ie state) schools in Brighton & Hove, including Academies and Voluntary Aided schools.

The Admission Timetable for 2012/13

The dates for applications and allocations for admission for the 2012/13 school year will be:

Infant, Junior and Primary Schools:	Closing date	16 January 2012
	Letters to parents/carers	30 April 2012

Secondary schools:	Closing date	31 October 2011
	Letters to parents/carers	1 March 2012

These dates are set out in more detail in the co-ordinated schemes.

Other Linked Documents available on the Council website

1. Proposed Admission Numbers – Primary
2. Proposed Admission Numbers – Secondary
3. Coordinated scheme – secondary
4. Coordinated scheme – primary
5. Coordination scheme – In Year
6. Proposed admissions arrangements at Brighton & Hove Voluntary Aided Schools

BRIGHTON & HOVE CITY COUNCIL

Scheme for co-ordinated admissions to secondary schools – Admissions Year 2012/13 (Admissions in September 2012)

Introduction

The main purpose of the co-ordinated scheme is to ensure that every parent of a child living in Brighton & Hove who has completed a school preference form receives one offer of a secondary school place at the conclusion of the normal admission round for pupils transferring from primary to secondary school. The scheme is designed to foster clear communications on school admissions between the City Council, community schools, Academies, Cardinal Newman School, which as a voluntary aided secondary school acts as its own admission authority, and neighbouring Local Authorities (LAs) and admission authorities. It fulfils the requirements of the School Admissions (Coordination of Admissions Arrangements (England)) Regulations 2008 and more detailed arrangements set out in the School Admissions code 2009.

The scheme does not affect the rights of the different admission authorities mentioned to set their own admission priorities, and consider applications on the basis of those priorities. It is intended to set out a process and time scale for the exchange of pupil information between the parties to the scheme, resulting in the offer of a single school place. This should represent a preference listed by the parent /carer that it is possible to meet following the application of the admission priorities by this LA or by other admission authorities. Where it is not possible to allocate a place at any of the preferred schools for a child living in Brighton & Hove, a place will be offered at the nearest school to their home address within the city boundaries with a place available. This will not preclude parents from seeking an alternative place elsewhere if they are unhappy with the offer, nor will it prevent them from lodging an appeal with the admission authority for their preferred school.

All residents of Brighton & Hove should apply using the City Council's common application form (online or paper) even if they are seeking a place at a maintained school in the area of another Council.

The time scales set out in the scheme work towards the prescribed date (1st March or the first working day following 1st March where it falls at a weekend) on which secondary school place decisions must be notified to parents/carers. It will also be broadly in line with the time scales used by neighbouring LAs.

Key dates

- | | |
|--|---------------------|
| • Online application facility available 2011 | 1 September |
| • Distribution of admission leaflets | by 9 September 2011 |
| • Distribution of admission booklets | on demand |
| • Closing date for applications | 31 October 2011 |
| • Preference data exchanged with Cardinal Newman School and neighbouring LAs | 21-25 November 2011 |

- Cardinal Newman provides Council with provisional ranking order of applicants. 16 December 2011
- Neighbouring LAs asked for provisional List of offers to B&H residents, B&H provides Provisional list to those LAs. 16 December 2011
- Consider qualifying late applications. 13 January 2012
- Finalise allocations and exchange offer details With Cardinal Newman and neighbouring LAs Between 23 January- 3 Feb 2012
- Notification letters posted 1st class to parents, decisions available to online applicants. 1 March 2012
- Deadline date for acceptance of places and appeals to be heard in the main round. 16 March 2012

Process and detailed time scale

1. The school admissions leaflet published by the City Council will be distributed to parents at the beginning of September 2011. This LA will have identified those pupils entering Year 6 in city maintained schools (the transfer cohort) from primary school records. Neighbouring LAs will be asked to provide records of Brighton & Hove children attending schools in their areas so that admission leaflets can be sent to their parents/carers. Brighton & Hove will in return provide information to other LAs about their residents attending Brighton & Hove schools.
2. Parents/carers will be invited to list 3 preferences for a school place ranked in order of priority. These may be at a City Community School, an Academy or a voluntary aided secondary school (Cardinal Newman), or any maintained school outside the City of Brighton & Hove. Those resident in the City must use the Brighton & Hove school admission preference form to indicate their preferred schools, either the paper or online form. No other form of application will be valid. The LA allocates places on the basis of equal preference, and each preference listed will be prioritised in accordance with the published admission priorities for community and voluntary aided secondary schools in the City. If it is possible to offer more than one place on the basis of those priorities, the one ranked higher on the preference form will be offered.
3. Parents and carers are strongly advised to apply online through the facility available on the Brighton & Hove City Council website. This will provide them with a response which confirms their preference listing and acts as proof of application. Alternatively the paper form should be completed and returned to the child's primary or junior school in the City, or to the Admissions Team at King's House **by 3.00 on Monday 31 October 2011**. Applicants for Cardinal Newman will need to return their supporting information directly to the school as well as submitting an online application or paper form to the Council. If supporting information is returned to the Local Authority, the documents will be shared with the

school. This closing date has been set in order to conform with the law and to the admission timetables of neighbouring LAs and assist coordination of applications.

4. Where as part of its admission priorities a voluntary aided school within the City or beyond requires additional supporting information, such as a Governors' form, or proof of denominational commitment, that form or proof should be completed and returned by the same closing date. This is to ensure that target dates for the exchange of pupil information between authorities and the notification date for parents/carers can be met. Provided the LA common application form has been completed and returned, that additional information may be given direct to the school, or handed in with the preference form. Parents/carers will be advised through the admissions booklet of Brighton & Hove or neighbouring LAs, or through school published parent information, of any such additional information requirements for voluntary aided schools.
5. If using an application form rather than online application parents and carers whose children attend maintained primary schools in the City are strongly advised to return the form via the school. Parents who prefer to post the form should understand that proof of posting is not proof of receipt, and they will not have confirmation or receipt in the same way as those applying online or returning the form to their child's school. All maintained junior and primary schools in the city will return secondary preference forms they receive to the LA in batches as they are received, with the final batch as soon as possible after the closing date. Schools should maintain a list to record the date on which each form was received, the school preferences, and if required will provide proof of receipt to the parent/carer. This ensures that on time applications and late applications are clearly recorded as such. It also provides assurance for parents should the school or the LA subsequently mislay the form.

No later than 25th November 2011.

- ❖ LA will identify the number of preferences (first, second or third) received for each school.
- ❖ Cardinal Newman School will be provided with details of any parental preference (via form or online applications) where it gives the school as a preference (first, second or third) received by the LA. It will apply its oversubscription criteria to prioritise all preferences. Where pupils have a Statement of Special Educational Needs and must be offered a place as first priority this will be indicated. (Statemented pupils must be given priority for school of preference in accordance with the SEN and Admissions Codes of Practice.)
- ❖ West and East Sussex and other LA's as necessary will be forwarded the details of preferences (forms and Online applications) expressed for their schools by Brighton & Hove parents/carers (first, second and third). Where the pupil has a Statement of Special Educational Needs this will be indicated.
- ❖ West and East Sussex will be asked to provide a list of pupils living in those areas who have expressed a preference for a Brighton & Hove

school (first, second or third), indicating those who have a Statement of Special Educational Needs.

No later than 16th December 2011

- ❖ Cardinal Newman School will provide the LA with a list showing children in priority order for places at the school. The list will show which admission criterion was applied to each child and the point at which the final place would be offered. The school will advise the LA of such additional information as is necessary to inform parents of the reason for its decision when allocation letters are sent on 1st March 2012.
- ❖ Other LAs will provide Brighton & Hove LA with a list of which Brighton & Hove pupils could be offered places in their schools. They will advise Brighton & Hove of the reason where a preference cannot be met for inclusion in the allocation letters on 1st March 2012.
- ❖ Brighton & Hove will apply its admission priorities to all preferences received for community schools, and where the children are resident in other LAs, will inform that LA.

Between 23 January and 3 February 2012

- ❖ Brighton & Hove will establish whether more than one offer could be made on the basis of the application of its own admission priorities and those of voluntary aided schools (primarily Cardinal Newman) and other LAs. It will determine in each case which is the highest parental ranking.
- ❖ Final lists of school allocations will be prepared.
- ❖ Letters to parents/carers will be prepared.
- ❖ Consideration will be given to late applications received before the allocation date.
- ❖ Neighbouring LAs will be sent final details of children living in their area offered a place at a Brighton & Hove school, and for whom they will need to send allocation letters.

1st March 2012

Letters will be sent to parents/carers. These will be sent via schools, who will then be able to add their own information or messages to parents/carers to the envelope. The LA letter to parents will contain the following.

- ❖ If they have not been allocated a school of preference, the reason why not.
- ❖ How places at all Brighton & Hove schools were allocated.
- ❖ Where it is a voluntary aided school or Academy, the fact that the offer is made on behalf of the governing body of the school.
- ❖ Where it is a school maintained by another LA, the fact that the offer is made on behalf of that LA.
- ❖ The right of appeal to an independent panel, and how to arrange an appeal for a community school, a voluntary aided school, and in the case of schools in other LA's, who to contact.

16th March 2012

Parents and carers should accept offers of places by this date in order to allow schools and the LA ample planning time for the new intake. This does not affect their right to appeal if the place they are accepting is not their highest preference. Parents should also have exercised their right to appeal by this date if they want to be assured of having their appeal heard in the main round of appeals.

Proof of address

The LA may require parents/carers to provide proof of address if they apply for a place at a community school.

Appendix A – Changes of address and late applications**New arrivals in the city**

Parents/carers moving into the City in the course of the admission process who are making an application on the basis of their new address must provide evidence of either a tenancy agreement of six months or more or an exchange of contracts if they are purchasing a property. Applicants should return their preference form by the closing date if possible, especially if their move took place before the closing date, forwarding proof of the move at the earliest opportunity. If they provide the form and the evidence of the move by 13th January 2012 their application will be included in the main admissions round.

Late applications received before the allocation date.

- I. With the exception of families moving into the area and cases as described at V below, forms received after the closing date will not be considered by the LA until school allocations have been made for those received by the closing date. Any received for Cardinal Newman School will be forwarded to the school, which will decide whether or not to include the application in the main admission round.
- II. Any preference forms for community schools received in respect of children in public care will be included in the main admission round as valid first preferences at any time up to the allocation date on **3 February 2012**. Where such applications are received after that date, the LA will, if attendance at that school is seen as a necessity for the welfare of the child, seek to offer places at the school of first preference, if necessary negotiating with that school to admit beyond the published admission number in order to do so. If, however, it is acceptable to offer a place at a lower ranked school without going over numbers, the LA will discuss that possibility with the social worker for the child. Applications for Cardinal Newman School or schools in other LA areas for children in public care will be considered in line with the admission arrangements for those schools and the requirements of the Admissions Code.
- III. Applications received after the closing date but before the allocation date on 3 February 2012 will be sent a letter allocating a school place

on 1 March 2012 or as soon as possible after that date if the volume of late applications is high. Applications received after the allocation date will be sent an allocation letter as soon as possible after 1st March 2012.

- IV. Parents/carers living in the City who change a preference as a result of a change of address within the city, and who return the new form and evidence of the address change will have that change considered in the main round of allocations if it is received by **13 January 2012**. They will have to provide evidence of the address change. Those preference forms received after that date will be considered as late applications.
- V. Other late applications where there is good reason for the delay will be considered in the main round of allocations if received by **13 January 2012** where independent evidence is given by a third party (usually a professional source such a doctor or social worker) to support the reason for the delay.

Late applications received after the allocation date

- I. Where an application is received after the allocation date, from a parent/carer living in the City, they must use a Brighton & Hove preference form. If the preference(s) is for a community school, the LA will allocate a place if the school remains under subscribed. If the school(s) is fully subscribed, a place will be allocated at the nearest school to the home address that has a vacancy. Brighton & Hove will seek to make a decision as soon as possible after receiving the form. Where a preference is given for an Academy, Cardinal Newman School or a school in a neighbouring LA, the form will be passed to that admission authority for a decision. They will be asked to reach a decision within fourteen days of receiving the form. Brighton & Hove will endeavour to send a decision to the parent /carer either as soon as possible once it has reached a decision, or has been informed of a decision by the other admission authority.
- II. If a change of preference or preference order is received following the decision letter on 1st March 2012 and the home address has not changed, that changed preference will not be considered until after 30th June 2012. This allows reasonable time for the consideration of late first applications and the operation of the reallocation pool where places have been offered and refused.
- III. All applications received after the beginning of the autumn term will be regarded as outside the admission round. Nonetheless, Brighton & Hove will act as the point of contact for all preferences for parents/carers living in the City, and will liaise with Cardinal Newman School, BACA and other LAs over applications for admission to schools other than Brighton & Hove Community Schools. The Brighton & Hove preference form should be used in all cases by City residents and returned to the Brighton & Hove Admissions Team. The same arrangements will apply to applications for admission to schools for year groups other than the normal admission group in Year 7. Where the LA, Cardinal Newman School, BACA or another admission authority is not able to offer a place in accordance with a parental

preference, the LA will offer a place at the nearest school to the home address of the applicant with a vacancy in the appropriate year group. This may be an Academy or a VA school. Admissions to Years 12 and 13 in those schools that make such provision will be regarded as transfer admissions rather than admission at a normal point of entry. (The majority of such pupils will have attended the school from Year 7, or transferred to the school in Key Stage 3 or 4.) Should any other schools adopt Academy status, this paragraph will also apply to them.

Re-allocation Pool

- I. Brighton & Hove will operate a re-allocation pool system for its community schools and BACA. (Cardinal Newman School will operate its own waiting list/reallocation arrangements.) The ranking within this system will be based on the Brighton & Hove admission criteria. All children will be automatically placed in the re-allocation pool for the community school for which they have expressed the highest preference. Parents/carers will be asked to indicate if they also wish to be placed in the re-allocation pool for a different preferred school when the allocation letters are sent on 1st March 2012. Places will be offered to children from the pool as soon as a place becomes available at an over subscribed school and the admission priorities have been applied. This LA will notify other LAs as appropriate if it offers a place from the pool at a Brighton & Hove school to a pupil living outside the City. The pool will operate until the end of the Autumn Term.
- II. Parents/carers who want to keep their child's name in the re-allocation pool after that time must inform the LA. They must renew the place each term thereafter. Applicants outside of the main admission exercise will be placed in the re-allocation pool for one term and must also ask for the child's name to remain in the pool each term thereafter.
- III. Other admission authorities will operate a re-allocation or waiting list system. If they are able to place a child resident in Brighton & Hove in one of their schools they are asked to notify this LA at the earliest opportunity.

School Admission Appeals

- I. Parents/carers wishing to appeal against the LA's or a voluntary aided school's decision not to offer a place at a preferred school should do so in writing by 16th March 2012 if they want to be assured of having their appeal heard in the main appeal round.
- II. The LA will not arrange an appeal, or ask a voluntary aided school to arrange an appeal for a school that was not included on the original preference form. It will only arrange an appeal for a school that was listed as a preference, as it will not have given a decision to the parent/carer for schools not included on the form. If a parent/carer wishes to receive a decision for a school not included in their original preference, and thus acquire a right of appeal, they must complete a further preference form. However, unless there is a good reason for a change of preference this new form will not be considered until after 30th June 2012.

- III. Parents/carers will receive 14 days notice of the date of the appeal hearing, and will receive copies of any documentation relating to the appeal 7 days in advance of the hearing.
- IV. Whilst the City Council, other LAs and the Governing Bodies of Academies and voluntary aided schools will make every effort to hear appeals within 6 school weeks of the allocation letter being sent out, as suggested in the Code of Practice, they cannot guarantee this time scale. The volume of appeals to be heard and the availability of the appeal panel members, who are volunteers, will have a direct affect on the timing of the appeal hearings.
- V. Appeals for late applications and school transfers outside the normal admission round will be arranged as soon as practicable after the decision to refuse a preference has been conveyed to the parent/carer or if appropriate to the student.
- VI. Appeals will be heard for refusals to places in Years 12 and 13 on the basis that they are school transfers.

BRIGHTON & HOVE CITY COUNCIL

Scheme for co-ordinated admissions to infant, primary and junior schools – Admissions Year 2012/13 (Admissions in September 2012)

Introduction

The main purpose of the co-ordinated scheme is to ensure that every parent of a child living in Brighton & Hove who has completed a school preference form receives one offer of an infant, primary or junior school place. This will be on a set date following the conclusion of the normal admission round for pupils seeking admission to school. The scheme is designed to foster clear communications on school admissions between the City Council, community schools, and voluntary aided schools which act as their own admission authority.

The scheme does not affect the rights of voluntary aided schools and Academies to set their own admission priorities, and consider applications on the basis of those priorities. It is intended to set out a process and time scale for the exchange of pupil information between the parties to the scheme, resulting in the offer of a single school place. This should represent a preference listed by the parent /carer following the application of the admission priorities by the Local Authority (LA) or by voluntary aided schools. Where it is not possible to allocate a place at any of the preferred schools for a child living in Brighton & Hove, a place will be offered at the nearest school to their home address within the city boundaries with a place available. This will not preclude parents from seeking an alternative place elsewhere if they are unhappy with the offer, nor will it prevent them from lodging an appeal with the admission authority for their preferred school.

All residents of Brighton & Hove should apply using the City Council's common application form (online or paper) even if they are seeking a place at a maintained school in the area of another Council.

The time scales set out in the scheme will be broadly in line with the time scales used by neighbouring LAs.

Key dates

- Online application facility available 2011 1 September
- Distribution of admission booklets on request
- Closing date for applications 16 January 2012
- Preference data exchanged with Voluntary 2012 24 February
aided schools and other LAs.
- Voluntary Aided schools provide Council with provisional ranking order of all applicants. 30 March 2012
- Data exchanged with VA schools and neighbouring by 13 April 2012
authorities
- Consider qualifying late applications. 13 April 2012

- Finalise allocations and provide schools with offer details. 13 April 2012
- Notification letters posted to parents/carers, decisions available to online applicants. 30 April 2012
- Deadline for acceptance of places and appeals to be heard in the main round. 18 May 2012

Process and detailed time scale – infant, junior and primary schools

1. The school admissions booklet published by the City Council will be distributed on request to parents/carers applying for infant or primary school places. A publicity campaign will be launched in September 2011 encouraging parents to apply online. This will include a leaflet sent via the post, schools, other council services, early years settings, the press and other media to parents of those pupils seeking places in school. Schools will be asked to act as a collection point for information about pupils seeking school places.
2. Parents/carers will be invited to list 3 preferences for a school place ranked in order of priority. These may be for Community Schools or voluntary aided schools within the city. The Brighton & Hove school admission preference form must be used to indicate their preferred schools, either paper or online version. No other form will be valid. They should list the schools in order of priority (e.g. 1, 2, 3). The LA allocates places on the basis of equal preferences, and each preference listed will be prioritised on the basis of the published admission priorities for community and voluntary aided schools. If it is possible to offer more than one place on the basis of those priorities, the one ranked higher on the preference form will be offered.
3. Parents and carers are strongly advised to apply online through the facility available on the Brighton & Hove City Council website. This will provide them with a response which confirms their preference listing and acts as proof of application. Alternatively the paper form should be completed and returned to their local infant/primary school or to the Admissions Team at King's House, Grand Avenue, Hove **by 3.00pm on 16 January 2012.**
4. Where as part of its admission priorities a voluntary aided school requires additional supporting information, such as a Governors' form, or proof of denominational commitment, that form or proof should be completed and returned by the same closing date. This is to ensure that target dates for the exchange of pupil information and the notification date for parents/carers can be met. Provided the LA preference form has been completed and returned, that additional information may be given direct to the school, or handed in with the preference form. Parents/carers will be advised through the admissions booklet for Brighton & Hove, and through school published information, of any such additional information requirements for voluntary aided schools. Parents/carers with queries about voluntary aided school admission requirements should contact the school for further information.

5. If using an application form rather than online application parents and carers are strongly advised to send their form via a preferred school. Parents who post the form should understand that proof of posting is not proof of receipt, and they will not have confirmation in the same way as those applying online or returning the form to a school. All maintained infant and primary schools in the city will return preference forms to the LA in batches as they are received, with the final batch as soon as possible after the closing date. Schools should maintain a list to record the date on which each form was received, and if required will provide proof of receipt to the parent/carer. This ensures that on time applications and late applications are clearly recorded as such. It also provides assurance for parents should the school or the LA subsequently mislay the form.
6. **No later than 24th February 2012**
- ❖ LA will identify the numbers of preferences (first, second and third) received for each school.
 - ❖ Voluntary aided schools will be provided with details of parental preferences where their school is given as a preference (via form or online). They will apply oversubscription criteria to prioritise all preferences. Where pupils have a Statement of Special Educational Needs (naming the school) and must be offered a place as first priority this will be indicated. (Statemented pupils must be given priority for school of preference in accordance with the SEN and Admissions Code. This applies to all maintained schools, including Voluntary Aided.)
 - ❖ West and East Sussex and other LA's as necessary will be forwarded the details of preferences (forms and Online applications) expressed for their schools by Brighton & Hove parents/carers (first, second and third). Where the pupil has a Statement of Special Educational Needs this will be indicated.
 - ❖ West and East Sussex will be asked to provide a list of pupils living in those areas who have expressed a preference for a Brighton & Hove school (first, second or third), indicating those who have a Statement of Special Educational Needs.
7. **No later than 31 March 2012**
- ❖ If oversubscribed, voluntary aided schools will provide the LA with a list showing which children in priority order for places at the school. The list will show which oversubscription criterion was applied to each child, and the point at which, if all those children were to be admitted, the final place would be offered. The school will advise the LA of such additional information as is necessary to inform parents of the reason for its decision when allocation letters are sent on 30 April 2012.
 - ❖ Other LAs will provide Brighton & Hove LA with a list of which Brighton & Hove pupils could be offered places in their schools. They will advise Brighton & Hove of the reason where a preference cannot be met for inclusion in the allocation letters on 30 April 2012.

- ❖ Brighton & Hove will apply its admission priorities to all preferences received for community schools, and where the children are resident in other LAs, will inform that LA.
- ❖ The LA will apply its own admission priorities for all community school preferences.

8. No later than 13 April 2012

- ❖ Brighton & Hove will establish whether more than one offer could be made on the basis of the application of its own admission priorities and those of voluntary aided schools and other LAs. It will determine in each case which is the highest parental ranking.
- ❖ Final lists of school allocations will be prepared.
- ❖ Letters to parents/carers will be prepared.
- ❖ Consideration will be given to late applications received before the allocation date.
- ❖ Discussions will take place with other admission authorities as necessary to resolve any remaining unallocated applications.
- ❖ Neighbouring LAs will be sent final details of children living in their area offered a place at a Brighton & Hove school, and for whom they will need to send allocation letters.

9. 30th April 2012

Online applicants will receive their decisions by e-mail. Letters will be sent to parents/carers. Although prepared by the LA these will be sent via schools, who will then be able to add their own information or messages to parents/carers to the envelope. The LA letter to parents will contain the following.

- ❖ If they have not been allocated a school of preference, the reason why not.
- ❖ How places at the preferred schools were allocated.
- ❖ The right of appeal to an independent panel, and how to arrange an appeal for a community school or a voluntary aided school.

10. 18th May 2012

Parents and carers should accept offers of places by this date in order to allow schools and the LA ample planning time for the new intake. This does not affect their right to appeal if the place they are accepting is not their highest preference. Parents should have also exercised their right to appeal by this date if they want to be assured of having their appeal heard in the main round of appeals.

11. Proof of address

The LA may require parents/carers to provide proof of address if they are applying for a community school place.

Appendix A – Changes of address and late applications

New arrivals in the city

Parents/carers moving into the City in the course of the admission process who are making an application on the basis of their new address must provide evidence of either a tenancy agreement of six months or more or an exchange of contracts if they are purchasing a property. Applicants should return their preference forms by the closing date if possible, especially if their move took place before the closing date, forwarding proof of the move at the earliest opportunity. If they provide the form and the evidence of the move by 30th March 2012 their application will be included in the main admission round.

Late applications received before the allocation date

- I. With the exception of families moving into the area and cases as described at V below, forms received after the closing date will not be considered by the LA until allocations have been made for those received before the closing date. Any received for a voluntary aided school will be forwarded to the school. The school will decide whether or not there is a good reason to include these late applications in the main admission round, but will only consider them if they are received before 30th March 2012.
- II. Any preference forms received for community schools in respect of children in public care will be included in the main admission round as valid preference at any time up to 13th April 2012. Where such applications are received after that date, the LA will, if attendance at that school is seen as a necessity for the welfare of the child, seek to offer places at the school ranked highest on the preference form. If, however, it is acceptable to offer a place at a lower ranked school without going over numbers, the LA will discuss that possibility with the social worker for the child. Applications to voluntary aided schools received on behalf of children in public care will be considered in line with the published admission policy for each school and the requirements of the School Admission Code.
- III. Applications received after the closing will be sent a letter allocating a school place as soon as possible after the main notification date of 30th April 2012.
- IV. Parents/carers living in the City who change any preference as a result of a change of address, and who return the new form by 30th March 2012 will have that change considered in the main round of allocations. They will have to provide evidence of their new address and will not have their changed application accepted without that evidence.
- V. Other late applications where there is a good reason for this will be considered in the main round of allocations if received by 30th March 2012 where independent evidence is given by a third party (usually a professional source such as a doctor or social worker) to support the reason for the delay.

Applications received after the allocation date

1. Where an application is received after the allocation date, from a parent/carer living in the City, they must use a Brighton & Hove preference form. If the preference(s) is for a community school, the LA will allocate a place if the school remains under subscribed. If the school(s) is fully subscribed, a place will be allocated at the nearest school to the home address that has a vacancy. Brighton & Hove will seek to make a decision as soon as possible after receiving the form. Where a preference is given for a voluntary aided school or a school in a neighbouring LA, the form will be passed to that admission authority for a decision. They will be asked to reach a decision within fourteen days of receiving the form. Brighton & Hove will endeavour to send a decision to the parent /carer either as soon as possible once it has reached a decision, or has been informed of a decision by the other admission authority.

11. If a change of preference or preference order is received following the decision letter on 30th April 2012 and the home address has not changed, that changed preference will not be considered until after 30th June 2012. This allows reasonable time for the consideration of late first applications and the operation of the waiting list where places have been offered and refused.

111. All applications received after the beginning of the autumn term 2012 will be regarded as outside the admission round. Nonetheless, the LA will act as the point of contact for all preferences from parents/carers living in the City. The LA will liaise with voluntary aided schools over applications for admission to those schools, and will inform parents of their admission decisions, if necessary allocating an alternative school place. The LA preference form should be used in all cases. The same arrangements will apply to applications for admission to schools for year groups other than the normal Reception year. (See also School Transfers below.) This ensures that the LA has a full record of pupil admissions, and supports both the schools and the LA in their responsibilities for pupil tracking and safety.

Waiting List

- I. Brighton & Hove will operate a waiting list system for its community schools. (Voluntary Aided schools make their own waiting list arrangements.) The waiting list ranking will be based on the LA admission criteria. Rankings within each priority will be determined by the shortest available route from home to school. All children will be automatically placed on the waiting list for the community school for which they have expressed the highest preference, although parents will be given the option of also asking to go on the waiting list for a different preferred school place when places are allocated on 30th April 2012. Places will be offered to children from the waiting list as soon as a place becomes available at an over subscribed school and the admission criteria have been applied. The waiting list will operate until the end of the Autumn Term.

- II. Parents/carers wishing to keep their child's name on the list for longer than the end of the Autumn Term must inform the LA. They must renew the waiting list place each term thereafter. Applicants outside of the main admission exercise will be placed on waiting lists for one term, and must ask for the child's name to remain on the waiting list each term thereafter.

School Admission Appeals

- I. Parents/carers wishing to appeal against the LA's decision not to offer a place at a preferred school should do so by 18th May 2012 if they want to be assured of having their appeal heard in the main appeal round.
- II. The LA will not arrange an appeal or ask a voluntary aided school to arrange an appeal for a school that was not included on the original preference form. It will only arrange an appeal for a school which was listed as a preference, as it will not have given a decision to the parent/carer for schools not included on the form. If a parent/carer wishes to receive a decision for a school not included in their original preference, and thus acquire a right of appeal, they must complete a further preference form. However, unless there is a good reason for a change of preference this new form will not be considered until after 30th June 2012.
- III. Parents/carers will receive 14 days notice of the date of the appeal hearing, and will receive copies of any documentation relating to the appeal 7 days in advance of the hearing.
- IV. Appeals for on-time applications must be heard within 30 school days of the closing date for appeals to be lodged. The volume of appeals to be heard and the availability of the appeal panel members, who are volunteers, will have a direct effect on the timing of the appeal hearings.
- V. Appeals for late applications and school transfers outside the normal admission round will be arranged as soon as practicable after the decision to refuse a preference has been conveyed to the pupil and the parent/carer.



BRIGHTON & HOVE CITY COUNCIL

Scheme for co-ordinated admissions In Year allocations – Admissions Year 2011/12

Introduction

The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 require local authorities to formulate qualifying schemes for the co-ordination of admissions by 1 January in the relevant determination year.

With regard to in year applications to established year groups this means that all applicants living in Brighton & Hove will apply directly to Brighton & Hove City Council on the Council's application form either online or using the paper form.

This scheme for in-year admissions will come into force from 1 September 2011.

Procedure

1. Parents may name up to three preferences on the Brighton & Hove application form and all preferences expressed by parents will be treated equally. This means that each preference will be measured against the published oversubscription criteria only, without reference to the order stated by the parent. Only one school place will be offered, and this will be the highest possible preference expressed by the parent that can be agreed.
2. Where it is not possible to offer any of the named preferences, the applicant will remain at their current school if possible, or an alternative school place within Brighton & Hove will be offered. This will normally be the nearest school appropriate to the child's age and educational needs with a place available.
3. In order for Brighton & Hove residents to make a valid application, parents must complete a common application form provided by Brighton & Hove City Council, regardless of where the school(s) they want to apply for are situated. The Brighton & Hove application form will be available in paper form or can be accessed directly online or as a download from the Brighton & Hove City Council website.

4. Schools where the governing body is the admission authority may require additional information in order to apply their oversubscription criteria and in the case of voluntary aided church schools will provide a supplementary information form to the parent. Where the parent fails to complete the supplementary form, the governing body will rank the application according to the information given on the application form only. Where the parent completes the supplementary form but fails to complete the application form, this will not constitute a valid application.

5. Completed supplementary information forms will be returned to the individual schools, and not the Admissions and Transport Section.

Preferences for schools where Brighton & Hove City Council is not the admission authority.

1. Where the parent names any school, whether in Brighton & Hove or not, where the City Council is not the admission authority, the child's details, (i.e. name, address, date of birth and any supporting documents) will be sent to the relevant admission authority, or in the case of voluntary aided schools in Brighton & Hove and Brighton Aldridge Community Academy (BACA), the governing body. They will rank the preferences according to their published admission criteria and confirm with the City Council, no later than five school days after receipt of the form, whether it would be possible to offer a place. Should any other schools become Academies before or during the 2011/12 academic year, this paragraph will also apply to them.

2. The City Council will have a reciprocal arrangement with other authorities so that the relevant admission authority (or if the school is outside Brighton & Hove, the maintaining authority) is notified within five school days regarding any application for a place at a school maintained by Brighton & Hove City Council.

3. Any applications submitted by parents/carers to schools in error must be forwarded to the City Council admissions team or the relevant home authority where the home address is outside Brighton & Hove.

4. Brighton & Hove admissions authority acting for BACA will rank admissions priorities as the Academy is at the present time retaining the same arrangements as other Brighton & Hove Community Schools.

Notifying parents of the outcome of their applications.

1. The City Council will notify parents of children living in the area the outcome of their applications. This is regardless of whether the City Council is the admission authority. Notification letters will not be sent by individual schools, as only the home authority can make an official offer. Letters will include an admission date and this will normally be within ten school days.

2. Parents are expected to confirm acceptance of the offer of a school within fourteen days after the date of the offer.

Postdated Applications and changes of address

1. Parents who apply for a school place for a date which is more than half a school term in the future will be sent a holding letter explaining that their application will not be processed until the half term before the date the place is required. Their application will be considered along with any others which are outstanding at that point.
2. Parents who are moving into, or within Brighton & Hove, may apply at any time during the moving process. However, their application will not be processed until the City Council has received proof of the new address (e.g. evidence of exchange of contracts or a copy of a signed tenancy agreement). This allows the Council to apply the appropriate priority for admission based on the new address.

Appeals

1. Parents will be informed of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed but not allocated, even if it was a lower preference than the one offered.
2. Parents will be allowed 15 school days from the date of the notification letter to submit a written appeal. Appeal forms will be available from individual admission authorities. Parents are entitled to appeal at any point during the remainder to the academic year of their application.
3. Appeal forms for Brighton & Hove community primary and secondary schools will not automatically be sent with the notification letter, but will be available on request. Appeal details for voluntary aided schools will be available from the individual governing bodies.

Waiting lists

1. Waiting lists (or in the case of community secondary schools the re-allocation pool) for all Brighton & Hove community primary and secondary schools and BACA will be held by the City Council, but schools where the governing body is the admission authority will maintain their own waiting lists and advise on the ranking of these lists in accordance with their published oversubscription criteria.
2. All community school waiting lists or re-allocation pools will be cleared at the end of the academic term, and any parents wanting their child to remain on waiting lists for schools will need to contact the admission authority to request this.

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Summary of responses to the admissions consultation for 2012/13

Voluntary Aided School Issues

Cardinal Newman School

Two Church of England Primary Schools and 8 parents responded to the proposed revised admission arrangements for Cardinal Newman Roman Catholic VA Secondary School. The background is that the school had decided that in order to conform to the requirements of the School Admissions Code, it had to alter the way in which it gave priority to pupils attending faith based primary schools. The Code says that priority should not be given on the basis of a child having attended a particular type of school previously. This is described as conditionality, and is only allowed where specific schools are named as feeder schools.

The proposed admission arrangements set by Cardinal Newman School were changed to include two categories of named feeder school, the higher priority going to named Catholic feeders (priority 1 feeder schools) and a lower priority (after the admission of all categories of Catholic children) to named Church of England schools (Priority 2 feeder schools) in Brighton & Hove and one in West Sussex.

Comments from the schools expressed concern that the changes:

- Did not take sufficient account of religious commitment on the issue of regular church attendance.
- Could reduce the opportunities for Brighton & Hove children who had a Christian if not Roman Catholic background to attend the only faith based secondary school in the City.
- Would give priority to some children living outside the City on the basis of school attended rather than clear religious commitment that might be evident from CE school pupils in the City.

Both schools acknowledged that Cardinal Newman was a Roman Catholic School and could of course prioritise on the basis of religious affiliation, but expressed concern about the possible reduction in local children and children attending B&H CE primary schools gaining a place.

The eight parental comments on the subject were similar in content. The accent was on questioning why Cardinal Newman should give priority to Catholic pupils outside the City or those attending RC schools from outside the City, and the potential jeopardy in which current

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secondary transfer patterns in the City were placed. Issues of evidence of religious commitment were also raised, both in the priorities and the way in which the Priests forms were completed.

Cardinal Newman School will be amending its final proposed arrangements in light of consultation responses and Diocesan advice.

Other VA schools

No comments were received from schools or parents about the proposed arrangements for other VA schools in the City.

Other responses from schools

Four other responses from schools were received.

Two were from VA Primary schools which simply confirmed their agreement to the proposed admission number for their school. Another was from a Community Primary giving agreement to its admission number and to the proposal that adopted children should be given priority for admission under the B&H Community School priority 2.

Another was from Dorothy Stringer High School proposing that its admission number should be increased from 311 to 330.

Other responses from parents

Six other responses were received from parents.

Adopted children

Four made strong representations in favour of the introduction of extending the Community School priority 2 to include adopted children as proposed by the Council. Their case was made on the basis of:

- The need to minimise anxiety on school admission and transfer for a group who may have experienced extreme anxiety in the past.
- The need to maintain friendship and peer attachments which have greater significance for adopted children.
- The fact that adopted children have a history of under-achievement in education, including those adopted in early childhood.
- Uncertainty around school transfer can lead to behavioural and academic regression for an adopted child.

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Other responses

One expressed concern at the restriction of the sibling criterion in secondary schools to the catchment area school. This limitation was agreed when the Council changed secondary arrangements to catchment areas from distance measurement. The forthcoming change has been published in the admission booklet every year since to forewarn parents and carers. In this case the parent was concerned about admission year September 2012 – however, the change does not start until September 2013 admission.

The other correspondent made a case for shifting the catchment area border between the Stringer/Varndean and Hove Park/Blatchington Mill areas so that the boundary would change to bring the area west of Dyke Road into the Stringer/Varndean catchment. The scheduled review of secondary community school admission arrangements for 2013/14 will include a review of the catchment area borders.

