

Determined Admissions Arrangements for the 2024/2025 academic year

To: Children and Young People's Committee

Meeting Date: 17th January 2023

From: Executive Director Children and Young People's Services:

Electoral division(s): All

Forward Plan ref: n/a

Key decision: No

Outcome: To seek approval to determine the qualifying co-ordinated scheme for admission to school and changes to the admissions arrangements for Community and Voluntary Controlled Schools which would affect the admission of children in the 2024/25 academic year.

By agreeing to approve the admission arrangements for 2024/25, the Committee will be ensuring that the Council is meeting its legal obligations. In line with the requirements of the statutory Code of Admissions, the arrangements need to be determined and published by 28 February 2023, following the conclusion of consultation on the proposed changes.

Recommendation: The Committee is recommended to:

- a) determine the co-ordinated qualifying scheme and admission arrangements for all schools for whom the Council, as the Local Authority, is the admission authority as published in the consultation documents for admission to school in 2024/25.
- b) give its support to the proposal that a full and comprehensive review of the determined admission arrangements for all own admission authority schools is undertaken. This should include the published definitions of existing school catchment areas and admission policies for schools with a sixth form. Any issues, or concerns should be highlighted, recorded and shared with the respective admission authority for the school with a view to these being addressed immediately, where they are in breach of legislation, or as part of the annual consultation process for admission to school in 2025/26 which will commence in the autumn term of 2023.

Voting arrangements: Co-opted members of the committee are eligible to vote on this item.

Officer contact:

Name: Shelley Kingston

Post: Policy & Operations Manager School Admissions/CME

Email: shelley.kingston@cambridgeshire.gov.uk

Tel: 07342 700287

Member contacts:

Names: Councillors Bryony Goodliffe and Maria King

Post: Chair/ Vice Chair

Email: bryony.goodliffe@cambridgeshire.gov.uk maria.king@cambridgeshire.gov.uk

Tel: 01223 706398 (office)

1. Background

- 1.1 The Local Authority (LA) is responsible for formulating, each academic year, a qualifying scheme in relation to the transition of children to each primary and secondary school in Cambridgeshire. The LA must consult in respect of the proposed scheme, where it is substantially different from the qualifying scheme adopted in the preceding academic year, or where the LA has not consulted on a qualifying scheme in the previous seven years.

In addition, the LA, as the admission authority for all community and voluntary controlled schools in Cambridgeshire, must determine the admission arrangements for these schools every year. Consultation of those arrangements is required when the following changes are proposed:

- A decrease in the Published Admission Number (PAN); and/or
- A change to the catchment area; and/or
- A change to over-subscription criteria.

There is no requirement on admission authorities to consult on any proposed increase to a school's PAN.

The statutory Admissions Code (2014) requires that the consultation period must be for a minimum of 6 weeks and must take place between 1 October and 31 January in the determination year.

- 1.2 All admission authorities must consult with:

- a) parents of children between the ages of two and eighteen.
- b) other persons in the relevant area who, in the opinion of the admission authority, have an interest in the proposed admissions.
- c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools).
- d) whichever of the governing body or the local authority is not the admission authority for the school; any adjoining neighbouring local authorities where the admission authority is the LA; and
- e) in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.

- 1.3 Following the consultation period for admission to school in 2024/25, all admission authorities need to have determined their admission arrangements by 28 February 2023 and then notified all consultees of this within 14 days of that date. Once determined all admission authorities are required to publish a copy of the determined arrangements on their website as soon as possible, and no later than, 15 March in the determination year. All other admission authorities must send a copy of their full, determined arrangements to the LA by this date.

2. Main Issues

- 2.1 The consultation documents including the proposed co-ordinated qualifying scheme and admission arrangements for schools for whom the LA is the admission authority for 2024/25 were published on 1 November 2022. The six-week consultation period concluded on 14

December 2022. Prior to this date all foundation, voluntary aided and academy schools in Cambridgeshire had been contacted to remind them of the need to follow the consultation and determination process as set out in the Code.

The LA's consultation was in respect of proposed admission processes:

Cambridgeshire Separated Parents Policy [CCC Separated Parents Policy 2023](#)

Admission process for separated parents has been clarified to reflect 'day to day' responsibility.

Cambridge City Primary Schools Take up of places; [CCC City Primary Schools Take up of school places](#)

Cambridge City Primary schools as reflected in the First Steps booklet; [first-steps-2023-2024](#). will ensure there is a swift take up of In Year school places. This is due to the increasing demand for school places within the city. If a family receive an allocation for a school place within the city they would follow the usual process, but they would then need to start on the date offered by the school. If the family were unable to start on this date without a valid reason, the family would be asked to reapply at a time for when they could take up a school place.

PAN changes: There were no PAN changes to OAA schools for 2024-2025.

Fair Access Protocol: For 2023-24 the process has been reviewed separately.

Catchment changes:

There were no catchment changes to OAA schools, but the Local Authority did share through this consultation clarification of the secondary catchment for the new Marleigh development. This will be Coleridge Community College until the Cambridge City Free School is opened. For further information please refer to the school's website.

There were no objections received regarding the changes above during the consultation period.

2.2 The LA does not publish details of proposed admission arrangements for own admission authority schools.

3. Alignment with corporate priorities

3.1 A good quality of life for everyone

There are no significant implications for this priority.

3.2 Thriving places for people to live

There are no significant implications for this priority.

3.3 The best start for Cambridgeshire's children

There are no significant implications for this priority.

3.4 Net zero carbon emissions for Cambridgeshire by 2050

There are no significant implications for this priority.

4. Significant Implications

4.1 Resource Implications

There are no significant implications within this category.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category.

4.3 Statutory, Legal and Risk Implications

Once the Committee's approval has been secured, and the Admission Arrangements are 'Determined' the Council will be able to demonstrate it has met the requirements of the Code and education law.

4.4 Equality and Diversity Implications

There are no significant implications within this category.

4.5 Engagement and Communications Implications

As stated above, the Council can demonstrate that it met the requirements under the Admissions Code regarding consultation.

4.6 Localism and Local Member Involvement

There are no significant implications within this category.

4.7 Public Health Implications

There are no significant implications within this category.

Have the resource implications been cleared by Finance? Yes, Martin Wade

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement? Yes Clare Ellis

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or LGSS Law? Yes or No

Name of Legal Officer:

Have the equality and diversity implications been cleared by your Service Contact? No as not relevant

Have any engagement and communication implications been cleared by Communications?

Yes

Name of Officer: Simon Cobby

Have any localism and Local Member involvement issues been cleared by your Service Contact? No as not relevant

Have any Public Health implications been cleared by Public Health? Yes Raj Lakshman

5. Source documents

- 5.1 [Annual consultation of Admission Arrangements and Co-ordinated Schemes for admission in 2024-25 - Cambridgeshire County Council](#)
- 5.2 [Determined admissions arrangements - Cambridgeshire County Council](#)