SUMMARY

This report informs the Forum about consultation requirements for all admission authorities and on the number of Kingston’s schools that have carried out consultations on their admissions arrangements for September 2017.

ACTION FOR THE FORUM

It is recommended that the Forum note the consultation requirements and offer any comments.

Background

1. The School Admissions Regulations 2012 require all admission authorities to determine and set out admission arrangements describing how children will be admitted to school, including criteria that will be applied if there are more applications than places at the school.

2. Admission authorities are required to consult on their proposed admission arrangements (including any supplementary forms) every seven years unless they are proposing to make a change to their admission arrangements, in which case they must consult on the changes before they are implemented.

3. As there were no proposed changes to admission arrangements for 2017/2018, apart from possible changes to Pan London dates within the secondary and primary admissions schemes, a formal consultation did not take place.

4. However, an informal consultation did take place with schools in the borough, between 9 December 2015 and 8 January 2016, with respect to the secondary, primary and in year schemes, which are attached as Annexes 2-4 of this report. There were no responses received to that consultation, and consequently the proposed admissions arrangements for community schools for 2017/18 to be
Appendix A

determined by the Growth and Identity Committee at its March meeting, are as set out in Annexes 1-4 to the report.

Statutory requirements for consultation for September 2017 admissions

5. Consultation for 2017 must take place between 1 October 2015 and 31 January 2016 and admission arrangements must be determined by 28 February 2016. Consultation must last for a minimum of six weeks.

6. Primary schools that are their own admission authorities, must consult with the Local Authority and any other Local Authority whose area comes within 3.2 kilometres of the school, and the governing body of every other maintained primary school, whether or not it is its own admission authority, within Kingston’s Relevant Area.

7. Secondary schools that are their own admission authorities must consult with the Local Authority and any other Local Authority whose area comes within 8 kilometres of the school, and the governing bodies of every other maintained primary and secondary school, whether or not it is its own admission authority, within Kingston’s Relevant Area.

8. All admission authorities must consult with relevant faith authorities, parents and other local groups with an interest in the local admission arrangements.

9. During the consultation period, they must publish a copy of their proposed arrangements (including supplementary forms) on their schools’ website and provide details of where to obtain a copy of the consultation and the deadline and contact for responses.

10. Consultation paperwork must include full details of the proposed admission arrangements, which must be consistent with Kingston’s proposed coordinated schemes, and must include the following:

• Admission numbers for any years to which it intends to admit pupils
• Application procedures
• Oversubscription criteria to be used and the order in which they will be applied
• Any supplementary information forms to be used by the school
• Information about any selection tests for ability
• Any separate entry requirements or oversubscription criteria for Year 12 or nursery
• How long after the end of the autumn term in the admission year the waiting list will be maintained
• How late applications can be made and how they will be handled, as agreed in the coordinated scheme
• Details of any catchment areas/parish boundaries to be used
11. Admission authorities must determine their arrangements by 28 February 2016; notify the Local Authority and all other bodies consulted with by 15 March. However, the School Admission Forum and Growth and Identity Committee meeting dates did not allow this to happen.

12. Before 15 March 2016, admission authorities must send a copy of their full determined arrangements to the Local Authority and relevant religious body; publish their determined arrangements on their website, and this must be displayed for the whole year. This includes any supplementary information forms.

13. By 15 March, the Local Authority is required to publish on its website, the details of where determined arrangements for all schools can be viewed and the proposed admission arrangements for any new school or academy which is due to open within the determination year.

14. Following determination, any objections to arrangements must be made to the Schools Adjudicator by 15 May 2016.

15. Once determined, admission authorities must follow their published arrangements, and failure to do so would amount to a breach of the admission authority’s statutory duty.

**Consultations for 2017/2018 by admission authorities in Kingston**

15. There were no proposed changes to the admission arrangements for Kingston’s community schools, therefore no consultation was undertaken on the proposed admission arrangements for 2017/2018.

16. Kingston’s Academy, Free, Foundation and Voluntary–aided schools as their own admission authorities that are consulting on their proposed admission arrangements for 2017/2018 are:

*Secondary*
- Southborough High School
- The Kingston Academy
- The Tiffin School
- Tiffin Girls’ School

*Primary*
- Christ Church CE New Malden Primary School
- Christ Church C of E Primary School
- Corpus Christi Catholic Primary School
- St Andrew’s and St Mark’s CoE Junior School
- St Joseph’s Catholic Primary School
- St Paul’s C of E Primary School, Kingston Hill (currently known as St Paul’s C of E Junior School)
- St Agatha’s Catholic Primary School
Appendix A

Action for the Forum

1. The Forum is invited to note the consultation requirements, and to offer any comments.

Background Papers held by Hatija Bhatia, Head of School Admissions
(tel.: 0208 547 5284 email: achievingforchildren.org.uk)
Admission arrangements for September 2016/2017
Consultation papers on proposed arrangements for 2017/2018.
School Admissions Code 2014