

RECORD OF EXECUTIVE DECISION TAKEN BY AN EXECUTIVE MEMBER

This form **MUST** be used to record any decision taken by the Elected Mayor or an individual Executive Member (Portfolio Holder).

The form must be completed and passed to the Head of Members' Services no later than NOON on the second working day after the day on which the decision is taken. No action may be taken to implement the decision(s) recorded on this form until 7 days have passed and the Head of Members' Services has confirmed the decision has not been called in.

1. Description of decision

To approve that;

- a) the LA determines that admission arrangements for September 2015 will include a reception class at Westfield School.
- b) the LA determines that the Reception class at Westfield School will have a PAN of 30.
- c) admissions to the reception class will be determined in accordance with the admission criteria approved by the Executive on 12 March 2014.
- d) the council will give due regard to the outcome of the public consultation, and separate legal process, once the outcome is known.

2. Date of decision

3 April 2014

3. Reasons for decision

- a) To ensure the LA meets the requirements of the School Admissions Code.
- b) Admission arrangements must be determined by 15 April 2014 for admissions in September 2015.
- c) To enable Westfield School to admit 30 reception pupils from September 2015.
- d) To ensure there is not a deficit of 30 reception places in the Queen's Park area.

4. Alternatives considered and rejected

Not to add a reception class at Westfield. This would lead to a pupil place deficit in the area.

5. How decision is to be funded

Pupils will be funded through the Dedicated Schools Grant (DSG) within the existing allocation.

Capital investment in the school is to be allocated through the School capital Investment Plan approved by the Executive on 12 February 2014.

6. Conflicts of interest

Name of all Executive members who were consulted AND declared a conflict of interest.	Nature of interest	Did Standards Committee give a dispensation for that conflict of interest? (If yes, give details and date of dispensation)	Did the Chief Executive give a dispensation for that conflict of interest? (If yes, give details and the date of the dispensation).

The Mayor has been consulted on this decision

Signed Dr Hodgson Date 3rd April 2014 Name of Decision Taker MAYOR DAVE HODGSON

This is a public document. A copy of it must be given to the Head of Members' Services as soon as it is completed.

Date decision published: 4th April 2014

Date decision can be implemented if not called in: 15th April 2014

(Decision to be made exempt from call in.....~~YES~~ or NO.....)

Bedford Borough Council – Mayoral Decision

Date of Decision: 3 April 2014

Report by the Portfolio Holder for Education and the Director of Children's and Adults' Services

SUBJECT: DETERMINATION OF ADMISSION ARRANGEMENTS FOR SEPTEMBER 2015 – WESTFIELD SCHOOL

1. Executive Summary

- 1.1 All schools must have admission arrangements. The admission arrangements must clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities and it is their responsibility to ensure that they apply with the School Admissions Code.
- 1.2 The governing body of Westfield School, in consultation with the Local Authority (LA), has expressed the wish to increase their published admissions number (PAN) by 30 pupils in Reception and establish a Reception age class in September 2015 with an admissions number of 30. Under this proposal, Westfield would become a combined lower and middle school. This is appropriate as (a) changes in capacity in the area will require an additional 30 lower school places; (b) Westfield is well positioned to provide this additional capacity and enable parents to send their children to a local school; and (c) an increase in PAN is permitted in the admissions code.
- 1.3 The establishment of a Reception age group is currently being consulted upon under 'The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and (Establishment and Discontinuance of Schools) Regulations 2013'. This is a separate legal process.
- 1.4 The Council, as the admissions authority for Westfield School, should determine that a 30 place reception class will be included in the admissions arrangements for September 2015.
- 1.5 The admissions criteria for Westfield School was approved by the Executive on 12 March 2014 and it is not proposed that this is changed.
- 1.6 All admission authorities must determine admission arrangements by 15 April every year.

2. Recommendations

2.1 The Mayor is requested to consider and, if satisfied approve that:

- a) the LA determines that admission arrangements for September 2015 will include a reception class at Westfield School.**
- b) the LA determines that the Reception class at Westfield School will have a PAN of 30.**
- c) admissions to the reception class will be determined in accordance with the admission criteria approved by the Executive on 12 March 2014.**
- d) council officers will give due regard to the outcome of the public consultation, which is a separate legal process, once the outcome is known and report back to the Mayor should a change be required.**

3. Reasons For Recommendations

- 3.1 To ensure the LA meets the requirements of the School Admissions Code.
- 3.2 Admission arrangements must be determined by 15 April 2014 for admissions in September 2015.
- 3.2 To enable Westfield School to admit 30 reception pupils from September 2015.
- 3,3 To ensure there is not a deficit of 30 reception places in the Queen's Park area as a result of recent school-based decisions.

4. Key Implications

Legal Issues

- 4.1 The School Admissions Code has been issued under Section 84 of the School Standards and Framework Act 1998.
- 4.2 This Code imposes mandatory requirements and includes guidelines setting out aims, objectives and other matters in relation to the discharge of functions relating to admissions by the bodies listed below:

- Admission authorities of maintained schools as defined in Section 88(1) (a) and (b) of the School Standards and Framework Act 1998.

- Governing bodies and local authorities (when not admissions authorities).
- Schools Adjudicators
- Admissions Appeals Panels

These bodies have a statutory duty to act in accordance with the relevant provisions of the Code.

- 4.3 The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and (Establishment and Discontinuance of Schools) Regulations 2013 came into force on 28 January 2014. The Local Authority is consulting on the addition of a Reception age group through this separate legal process.
- 4.4 Section 1.2 of the School Admissions Code states that admissions authorities must set an admissions number for each relevant age group.
- 4.5 Section 1.3 of the School Admissions Code allows the admissions authority for a school to increase their PAN.
- 4.6 The legal issues are incorporated in the body of the report

Policy Issues

- 4.7 The admission arrangements dictate the procedures and timescales for parents/carers to apply for a school place

Resource Implications

- 4.8 These reception pupils will be funded through the Dedicated Schools Grant (DSG) within the existing allocation.
- 4.9 Capital investment in the school is to be allocated through the School Capital Investment Plan approved by the Executive on 12 February 2014.

Risk Implications

- 4.10 Failure to determine admissions arrangements would constitute a breach of the School Admissions Code.
- 4.11 Due to structural change at another school in the area it is forecasted that there will be a 30 place deficit in the Reception age group in September 2015. Failure to take this decision may result in pupils not securing a school place in their local area.

Environmental Implications

- 4.12 There is no environmental impact as a result of implementing the recommendations of the report.

Equalities Impact

- 4.13 In preparing this report, due consideration has been given to the Borough Council's statutory Equality Duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations, as set out in Section 149(1) of the Equality Act 2010.

A relevance test for equality has been completed in respect of the overall recommendations of the report. The equality test determined that approval of the recommendations as set out in this report has no relevance to the Council's statutory equality duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. An equality analysis is not needed.

5. Details

- 5.1 All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities and it is their responsibility to ensure that they apply with the School Admissions Code.
- 5.2 Admission authorities must set ('determine') admission arrangements annually. All admission authorities must determine admission arrangements by 15 April every year.
- 5.3 From September 2015, Queens Park Academy will reduce pupil intake in reception from 90 to 60. Pupil forecasts suggest that 90 places will be required and there will be population growth in the area. Creating 30 places at Westfield School in Reception would support pupils to go to a local school.
- 5.4 The governing body of Westfield School has expressed the wish to establish a reception age class in September 2015 with an admissions number of 30.
- 5.5 The LA consulted the Governing body at Westfield School on an increase in PAN by 30 places as is required by the School Admissions Code. The Governing Body of Westfield School resolved, on 4th February 2014, to admit over their PAN by 30 places in September 2015.
- 5.6 The additional 30 places are to be for the Reception age group. This is in accordance with section 1.3 of the School Admissions Code. There is no requirement to formally consult in accordance with the School Admissions Code as the LA is not reducing the admission number for this year group.
- 5.7 The LA is formally consulting on extending the age range of the school in accordance with the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and (Establishment and Discontinuance of Schools) Regulations 2013 that came into force

on 28 January 2014. This is a separate legal process and due consideration will be given to the outcome of the consultation once it is completed.

- 5.8 Once admission authorities have determined their admission arrangements, they must notify the appropriate bodies (those which they would consult with) and must publish a copy of the determined arrangements on their website displaying them for the whole offer year (the academic year in which offers for places are made). Admission authorities must send a copy of their full, determined arrangements to the LA as soon as possible before 1 May. Admission authorities for faith schools must also send a copy of their arrangements to the body or person representing their religion or religious denomination.
- 5.9 LAs must and Bedford Borough Council will, by 1 May, publish on their website the following information:
- details of where the determined arrangements for all schools, including academies can be viewed
 - information on how to refer objections to the Schools Adjudicator.

6. Summary Of Consultations And Outcome

- 6.1 The LA is consulting in accordance with the requirements of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and (Establishment and Discontinuance of Schools) Regulations 2013. This is a separate legal process and not linked to the determination of admissions arrangements. The LA will have due regard to the consultation when the results are known.

- 6.2 The following Council units or Officers and/or other organisations have been consulted in preparing this report:

Councillor Henry Vann Portfolio Holder for Education
Management Group
Westfield School Governing Body

- 6.3 No adverse comments have been received.

7. **Ward Councillor Views**

7.1 Not applicable.

Report Contact Officer:

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File Reference:

Fosterc/REPORTS/DeterminationreportWestfield

Appendices:

None

Relevant Papers

Determination of School Admissions – Executive 12 March 2014
School Capital Investment Plan – Executive 12 February 2014

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