

# Public Document Pack

## Cabinet

Tuesday, 9th February, 2021  
at 4.30 pm

### PLEASE NOTE TIME OF MEETING

**PLEASE NOTE:** this will be a 'virtual meeting', a link to which will be available on Southampton City Council's website at least 24hrs before the meeting

#### Members

Leader – Councillor Hammond  
Deputy Leader and Cabinet Member for Customer and Organisation – Councillor Rayment  
Cabinet Member for Culture and Homes – Councillor Kaur  
Cabinet Member for Finance & Income Generation – Councillor Barnes-Andrews  
Cabinet Member for Health and Adults Care – Councillor Fielker;  
Cabinet Member for Green City and Place – Councillor Leggett  
Cabinet Member for Stronger Communities – Councillor Shields

(QUORUM – 3)

#### Contacts

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## **BACKGROUND AND RELEVANT INFORMATION**

### **The Role of the Executive**

The Cabinet and individual Cabinet Members make executive decisions relating to services provided by the Council, except for those matters which are reserved for decision by the full Council and planning and licensing matters which are dealt with by specialist regulatory panels.

### **The Forward Plan**

The Forward Plan is published on a monthly basis and provides details of all the key executive decisions to be made in the four month period following its publication. The Forward Plan is available on request or on the Southampton City Council website, [www.southampton.gov.uk](http://www.southampton.gov.uk)

### **Implementation of Decisions**

Any Executive Decision may be “called-in” as part of the Council’s Overview and Scrutiny function for review and scrutiny. The relevant Overview and Scrutiny Panel may ask the Executive to reconsider a decision, but does not have the power to change the decision themselves.

**Mobile Telephones** – Please switch your mobile telephones to silent whilst in the meeting.

### **Use of Social Media**

The Council supports the video or audio recording of meetings open to the public, for either live or subsequent broadcast. However, if, in the Chair’s opinion, a person filming or recording a meeting or taking photographs is interrupting proceedings or causing a disturbance, under the Council’s Standing Orders the person can be ordered to stop their activity, or to leave the meeting.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and or/training purposes. The meeting may be recorded by the press or members of the public. Any person or organisation filming, recording or broadcasting any meeting of the Council is responsible for any claims or other liability resulting from them doing so. Details of the Council’s Guidance on the recording of meetings is available on the Council’s website.

### **Municipal Year Dates (Tuesdays)**

<b>2020</b>	<b>2021</b>
16 June	19 January
14 July	9 February
18 August	23 Feb (budget)
15 September	16 March
20 October	20 April
17 November	
15 December	

### **Executive Functions**

The specific functions for which the Cabinet and individual Cabinet Members are responsible are contained in Part 3 of the Council’s Constitution. Copies of the Constitution are available on request or from the City Council website, [www.southampton.gov.uk](http://www.southampton.gov.uk)

### **Key Decisions**

A Key Decision is an Executive Decision that is likely to have a significant:

- financial impact (£500,000 or more)
- impact on two or more wards
- impact on an identifiable community

### **Procedure / Public Representations**

At the discretion of the Chair, members of the public may address the meeting on any report included on the agenda in which they have a relevant interest. Any member of the public wishing to address the meeting should advise the Democratic Support Officer (DSO) whose contact details are on the front sheet of the agenda.

**Fire Procedure** – In the event of a fire or other emergency, a continuous alarm will sound and you will be advised, by officers of the Council, of what action to take.

**Smoking policy** – The Council operates a no-smoking policy in all civic buildings.

**Access** – Access is available for disabled people. Please contact the Cabinet Administrator who will help to make any necessary arrangements.

Southampton: Corporate Plan 2020-2025 sets out the four key outcomes:

- Communities, culture & homes - Celebrating the diversity of cultures within Southampton; enhancing our cultural and historical offer and using these to help transform our communities.
- Green City - Providing a sustainable, clean, healthy and safe environment for everyone. Nurturing green spaces and embracing our waterfront.
- Place shaping - Delivering a city for future generations. Using data, insight and vision to meet the current and future needs of the city.
- Wellbeing - Start well, live well, age well, die well; working with other partners and other services to make sure that customers get the right help at the right time

## **CONDUCT OF MEETING**

### **TERMS OF REFERENCE**

The terms of reference of the Cabinet, and its Executive Members, are set out in Part 3 of the Council's Constitution.

### **RULES OF PROCEDURE**

The meeting is governed by the Executive Procedure Rules as set out in Part 4 of the Council's Constitution.

### **DISCLOSURE OF INTERESTS**

Members are required to disclose, in accordance with the Members' Code of Conduct, **both** the existence **and** nature of any "Disclosable Pecuniary Interest" or "Other Interest" they may have in relation to matters for consideration on this Agenda.

### **DISCLOSABLE PECUNIARY INTERESTS**

A Member must regard himself or herself as having a Disclosable Pecuniary Interest in any matter that they or their spouse, partner, a person they are living with as husband or wife, or a person with whom they are living as if they were a civil partner in relation to:

(i) Any employment, office, trade, profession or vocation carried on for profit or gain.

(ii) Sponsorship:

Any payment or provision of any other financial benefit (other than from Southampton City Council) made or provided within the relevant period in respect of any expense incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

(iii) Any contract which is made between you / your spouse etc (or a body in which the you / your spouse etc has a beneficial interest) and Southampton City Council under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.

(iv) Any beneficial interest in land which is within the area of Southampton.

(v) Any license (held alone or jointly with others) to occupy land in the area of Southampton for a month or longer.

(vi) Any tenancy where (to your knowledge) the landlord is Southampton City Council and the tenant is a body in which you / your spouse etc has a beneficial interests.

(vii) Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of Southampton, and either:

a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or

b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you / your spouse etc has a beneficial interest that exceeds one hundredth of the total issued share capital of that class.

### **BUSINESS TO BE DISCUSSED**

Only those items listed on the attached agenda may be considered at this meeting.

### **QUORUM**

The minimum number of appointed Members required to be in attendance to hold the meeting is 3.

## **Other Interests**

A Member must regard himself or herself as having an, 'Other Interest' in any membership of, or occupation of a position of general control or management in:

Any body to which they have been appointed or nominated by Southampton City Council

Any public authority or body exercising functions of a public nature

Any body directed to charitable purposes

Any body whose principal purpose includes the influence of public opinion or policy

## **Principles of Decision Making**

All decisions of the Council will be made in accordance with the following principles:-

- proportionality (i.e. the action must be proportionate to the desired outcome);
- due consultation and the taking of professional advice from officers;
- respect for human rights;
- a presumption in favour of openness, accountability and transparency;
- setting out what options have been considered;
- setting out reasons for the decision; and
- clarity of aims and desired outcomes.

In exercising discretion, the decision maker must:

- understand the law that regulates the decision making power and gives effect to it. The decision-maker must direct itself properly in law;
- take into account all relevant matters (those matters which the law requires the authority as a matter of legal obligation to take into account);
- leave out of account irrelevant considerations;
- act for a proper purpose, exercising its powers for the public good;
- not reach a decision which no authority acting reasonably could reach, (also known as the "rationality" or "taking leave of your senses" principle);
- comply with the rule that local government finance is to be conducted on an annual basis. Save to the extent authorised by Parliament, 'live now, pay later' and forward funding are unlawful; and
- act with procedural propriety in accordance with the rules of fairness.

## AGENDA

### 1 **APOLOGIES**

To receive any apologies.

### 2 **DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS**

In accordance with the Localism Act 2011, and the Council's Code of Conduct, Members to disclose any personal or pecuniary interests in any matter included on the agenda for this meeting.

## **EXECUTIVE BUSINESS**

### 3 **STATEMENT FROM THE LEADER**

### 4 **RECORD OF THE PREVIOUS DECISION MAKING** (Pages 1 - 2)

Record of the decision making held on 19<sup>th</sup> January 2021, attached.

### 5 **MATTERS REFERRED BY THE COUNCIL OR BY THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE FOR RECONSIDERATION (IF ANY)**

There are no matters referred for reconsideration.

### 6 **REPORTS FROM OVERVIEW AND SCRUTINY COMMITTEES (IF ANY)**

There are no items for consideration

### 7 **EXECUTIVE APPOINTMENTS**

To deal with any executive appointments, as required.

## **ITEMS FOR DECISION BY CABINET**

### 8 **ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR ACADEMIC YEAR 2022-23** □ (Pages 3 - 36)

Report of the Cabinet Member for Health and Adults Care outlining Admission Arrangements for Community and Voluntary Controlled Schools for Academic Year 2022-23.

**9 EXCLUSION OF THE PRESS AND PUBLIC - EXEMPT PAPERS INCLUDED IN THE FOLLOWING ITEM**

To move that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of any consideration of the following Item.

The report and appendices are considered to be exempt from general publication based on Categories 3 (financial and business affairs), and 7A (obligation of confidentiality) of paragraph 10.4 of the Council's Access to Information Procedure Rules, as contained in the Council's Constitution.

It is not in the public interest to disclose this information as the report contains confidential and commercially sensitive information in relation to one of the Council's suppliers. It would prejudice the Council's ability to operate in a commercial environment and obtain best value in contract negotiations and would prejudice the Council's commercial relationships with third parties if they believed the Council would not honour obligations of confidentiality.

**10 SOUTHAMPTON GOLF COURSE □ (Pages 37 - 50)**

Confidential report of the Cabinet Member for Culture and Homes regarding the Southampton Golf Course.

NOTE: This report is submitted for consideration as a general exception under paragraph 15 of the Access to Information procedure Rules in Part 4 of the Council's Constitution, notice having been given to the Chair of Overview and Scrutiny Management Committee and the public.

Monday, 1 February 2021

Service Director – Legal and Business Operations

SOUTHAMPTON CITY COUNCIL  
EXECUTIVE DECISION MAKING

RECORD OF THE DECISION MAKING HELD ON 19 JANUARY 2021

Present:

Councillor Hammond	-	Leader of the Council
Councillor Rayment	-	Deputy Leader and Cabinet Member for Customer and Organisation
Councillor Fielker	-	Cabinet Member for Health and Adults
Councillor Kaur	-	Cabinet Member for Culture and Homes
Councillor Leggett	-	Cabinet Member for Green City and Place
Councillor Shields	-	Cabinet Member for Stronger Communities
Councillor Barnes-Andrews	-	Cabinet Member for Finance & Income Generation

27. SOUTHAMPTON WEST PARK & RIDE

DECISION MADE: (CAB 20/21 31096)

On consideration of the report of the Cabinet Member for Green City and Place, Cabinet agreed the following:-

- (i) To delegate authority to Executive Director of Place to enter into a partnership Agreement and Licence with University Hospitals Southampton (UHS) NHS Trust for a Park & Ride to Southampton following consultation with the Cabinet Member for Green City & Place and the Service Director: Legal & Business Operations.
- (ii) To provide financial approval for using Transforming Cities Fund (TCF) allocation of £1,000,000.
- (iii) To delegate authority to Executive Director of Place to tender, determine outcome and award a future City Centre Park & Ride service following consultation with the Cabinet Member for Green City & Place.

28. COMMUNITY CHEST GRANTS 2020/21

DECISION MADE: (CAB 20/21 30939)

On consideration of the report of the Executive Director Wellbeing (Health and Adults) the Cabinet Member for Stronger Communities agreed the following:-

- (i) To agree the recommendations for 2020/21 round 2 grants made by the cross-party Community Chest Grant Advisory Panel.

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# Agenda Item 8

<b>DECISION-MAKER:</b>	CABINET
<b>SUBJECT:</b>	ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR ACADEMIC YEAR 2022-2023
<b>DATE OF DECISION:</b>	9 FEBRUARY, 2021
<b>REPORT OF:</b>	COUNCILLOR FIELKER CABINET MEMBER FOR HEALTH AND ADULTS

<b><u>CONTACT DETAILS</u></b>			
<b>Executive Director</b>	<b>Title</b>	Executive Director Wellbeing (Children & Learning)	
	<b>Name:</b>	Robert Henderson	Tel: 023 80 83 4899
	<b>E-mail</b>	Robert.henderson@southampton.gov.uk	
<b>Author:</b>	<b>Title</b>	Admissions and School Place Planning Manager	
	<b>Name:</b>	Zoe Snow	Tel: 023 80 832713
	<b>E-mail</b>	Zoe.snow@southampton.gov.uk	

<b>STATEMENT OF CONFIDENTIALITY</b>		
None		
<b>BRIEF SUMMARY</b>		
<p>All schools must have an admissions policy which lays out criteria for how they will decide which children secure places if more children apply than the school has spaces available for. Southampton City Council is the admissions authority for the Community and Voluntary Controlled schools in the city.</p>		
<p>For 2022 admissions, the Council are proposing changes to the admission number to two schools in the Infant/Primary policy. One of these schools will also be changing their oversubscription criteria ahead of a planned academisation. An additional priority has been added to the SCC policies for Service Pupil Premium children in recognition of the impending presentation of the Armed Forces Covenant before Parliament, to be recognised in legislation. As such, a statutory public consultation must take place for a minimum of 6 weeks. The proposed policies have been shared with all local admission authorities, all schools, other LA's and is available to view on the Council website.</p>		
<b>RECOMMENDATIONS:</b>		
	(i)	To approve the Admissions Policies, the Published Admission Numbers (PANs) and the Supplementary Information Form (SIF) for Community and Voluntary Controlled schools and the schemes for coordinating Infant-Primary, Junior and Secondary admissions for the school year 2022-23 as set out in appendices 1 to 7.
	(ii)	To authorise the Executive Director - Wellbeing, Children and Learning to take any action necessary to give effect to the admissions policies and to make any changes necessary to the admissions policies where required to give effect to any Acts, Regulations or revised Schools Admissions or School Admissions

	Appeals Codes or binding Schools Adjudicator, Court or Ombudsman decisions whenever they arise.
<b>REASONS FOR REPORT RECOMMENDATIONS</b>	
1.	Southampton City Council (the admission authority) proposes changes to the 2022-23 admission policies for Infant-Primary, Junior and Secondary admissions. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. Consultation must be for a minimum of 6 weeks and must take place between 1 October and 31 January of the school year before those arrangements are to apply. Admission Authorities must set ('determine') admission arrangements annually.
2.	The proposed policies are at Appendix 1, 2 and 3. There are changes from the 2021-22 arrangements.
<b>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</b>	
3.	An alternative option considered was to not consult on or determine local admission arrangements. This has been rejected because it would be unlawful.
4.	An alternative option considered was to not make any changes to the PANs. This has been rejected because the city is forecasting surplus places from 2022. Maintaining empty classrooms is costly; especially infant classes as they must not contain more than 30 pupils with a single qualified teacher. The risk of not changing PANs could mean that schools do not have an intake that financially justifies the operation of additional classes, but must do so due to the infant class size regulations (e.g. a school with a PAN of 90 may only take in 62 pupils but will still have to run 3 classes rather than 2, at a significant financial loss). Given the pupil forecasting, this would not be financially sustainable.
<b>DETAIL (Including consultation carried out)</b>	
5.	<p>The Council has consulted on the admission arrangements for 6 weeks prior to the deadline set in the School Admissions Code. This consultation began on 14<sup>th</sup> December 2020 and will finish on 25<sup>th</sup> January 2021. All local schools, neighbouring Local Authorities and Diocesan boards have been notified of the consultation and provided with the proposed policies. These have additionally been published publicly on the Southampton City Council website. Any interested party can provide comment on the proposed policies in email or in hard copy to Zoe Snow, Admissions and School Place Planning Manager. At the time of this report (19<sup>th</sup> January 2021 <i>Note: will update before Thursday if needed</i>), only two responses to the consultation have been received. Both were seeking clarity around the respondent's personal circumstances in line with the proposed policies and neither raised objections or concerns.</p> <p>It is a statutory requirement that School Admission Authorities then determine the Admission Policy each year to approve the allocation of school places to pupils applying for a place in a Southampton School. The Council is responsible for determining the admission arrangements for these Community and Voluntary Controlled Schools. Once all arrangements have been determined, arrangements can be objected to and referred to the Schools Adjudicator by 15 May in the determination year.</p>

6.	<p>The principles of Southampton’s Admission Policies are well established. They seek to fulfil the requirement to be “fair, clear and objective” (School Admissions Code 2014). The proposed policies seek to make this process as transparent as possible. In particular they enable the Local Authority, Schools, and parents:</p> <ul style="list-style-type: none"> <li>a) To protect the rights of vulnerable children.</li> <li>b) To meet significant medical or psychological needs of individual children.</li> <li>c) To develop, strengthen and support immediate family ties.</li> <li>d) To develop and strengthen links between designated feeder and receiver schools.</li> </ul> <p>To have access to reasonable, clear, objective, procedurally fair criteria that avoid ambiguity in the interpretation of the policy.</p>
7.	<p>The 2022-2023 Admissions policy proposes changes to that of the 2021-22 policy. Those changes are:</p> <ul style="list-style-type: none"> <li>a) The reduction of PAN for St Mary’s Primary School*</li> <li>b) The reduction of PAN and change of oversubscription criteria for St Monica Primary School, ahead of planned academisation*/**</li> <li>c) The addition of a prioritisation of Service Pupil Premium children in the oversubscription criteria***</li> </ul> <p>*The primary sector is forecasting surplus places in Year R from 2022 which increases up to 2024, hence the reduction of PAN in some schools. These schools were selected because they are spread across the planning areas of the city. This gives a more even reduction and links directly with where future pupils are living. In addition to that, these schools are seeking assistance to manage their budgets and a reduction in classes equates to a reduction in staffing.</p> <p>** St Monica Primary School will academize in February 2021, joining the Inspire Learning Trust. As such, the school will cease to be a Local Authority controlled school for admission in 2022. Due to the timing of this change (post-consultation window, but pre-determination and publishing of policy), the decision was made to allow St Monica’s policy to be consulted on separately for clarity when parents come to applying for both St Monica and Local Authority controlled schools in 2022.</p> <p>The two policies are attached for direct comparison, but in summary, the changes to the oversubscription criteria for St Monica includes the addition of a category for the children of staff and the removal of the category for admission on medical/social care grounds. It does not include the category for children eligible for the Service Pupil Premium that is being added to the Southampton City Council policy. While the policies differ, both are legally sound and within the scope laid out in the Admissions Code.</p> <p>*** The Service Pupil Premium is an additional funding stream available to pupils who meet any of the following criteria:</p> <ul style="list-style-type: none"> <li>- one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full time reserve service)</li> <li>- they have been registered as a ‘service child’ on a school census since 2016</li> </ul>

	<ul style="list-style-type: none"> <li>- one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme</li> </ul> <p>Southampton City Council are proposing the addition of this criteria to show continued dedication to the aims and purposes of the Armed Forces Covenant.</p>
8.	Apart from required changes of dates and wording changes for clarity, there are no material changes to the coordinated schemes for Infant-Primary, Junior or Secondary transfers, with the exception of expressing how late secondary applications will be processed.
9.	The SCC Supplementary Information Form (SIF) has been proposed on the advice of the Office for the School's Adjudicator to the Anglican Diocese of Portsmouth to ensure that denominational information is collected in an appropriate and limited way.
<b>RESOURCE IMPLICATIONS</b>	
<b><u>Capital/Revenue</u></b>	
10.	There are no additional revenue costs arising directly from the approval of the admission policies for the school year 2022-2023.
<b><u>Property/Other</u></b>	
11.	None.
<b>LEGAL IMPLICATIONS</b>	
<b><u>Statutory power to undertake proposals in the report:</u></b>	
12.	The Education Acts, Regulations made pursuant to them and the School Admissions Code (December 2014) require Local Authorities to formulate coordinated schemes for dealing with applications to Infant-Primary, Junior and Secondary schools at the relevant age of transfer. Such schemes also include admission to schools where the Local Authority is not the Admission Authority i.e. Voluntary Aided, Foundation, Free Schools and Academies. The schemes must ensure that every parent is notified of one offer of a school place on the same day. A National Offer date of 1 March, or first working day thereafter, has been set for Secondary admissions and a National Offer date of 16 April, or first working day thereafter, for Primary sector admissions. The regulations also set National closing dates for applications of 31 October in the offer year for Secondary applications and 15 January in the offer year for Primary sector applications.
	Admission Arrangements must be fully compliant with the Human Rights Act 1998 and the Equalities Act 2010. The Council's proposed Admission Arrangements meet the legislative requirements.
<b><u>Other Legal Implications:</u></b>	
13.	None.
<b>RISK MANAGEMENT IMPLICATIONS</b>	
14.	The proposals anticipate no changes to the current financial envelope.
15.	The recommendation presents no risks to the current service delivery.
16.	The proposals may cause low level stakeholder concern. No concerns or views have been raised in response to formal consultation on the proposed

	<p>policies. This consultation has been disseminated in line with the Admissions Code but we recognise 'low' rather than 'no' risk as recognition of the fact that many parents or carers may not consider admissions arrangements as early as the Admissions Code requires the Local Authority to, and as such may not have engagement with the consultation period. This is mitigated as much as possible in the publication of the consultation but cannot be removed completely.</p>
<b>POLICY FRAMEWORK IMPLICATIONS</b>	
17.	The proposals anticipate no contravention to any policy framework and are in line with all national and local policy.
18.	<p>The proposals are in line with the Council's Corporate Plan 2020-25 priorities, seeking to operate in a transparent and fair way to help the city achieve its goals of becoming 'greener, fairer and healthier' with a focus on the key themes of 'wellbeing', 'Green City' and 'Successful, Sustainable Business'.</p> <p>The SCC Coordinated Scheme for all phases includes provision to ensure that applicants who are not successful in securing a preference school are allocated their nearest school with available space to both maximise the wellbeing of families through ease of school run arrangements and to minimize automotive travel emissions.</p> <p>The SCC Admissions Policies for all phases includes provision to recognise the individual circumstances of children and their families, wherever possible within the restrictions of the Admissions Code. The aim of this to maximise wellbeing of children and families and ensure fairness of practice by recognising extraordinary vulnerabilities and clearly explaining to families how applications will be considered.</p> <p>The reduction of PAN at the named schools will assist in the key theme of the Council operating as a successful, sustainable business by seeking to ensure that schools do not fall into deficit budgets that require support from the Council to mitigate.</p>
19.	In addition to the impacts expressed in line with the Policy Frameworks, the proposals are in-keeping with the priorities of the Southampton Children and Young People's Strategy 2017-20, in particular the key themes of children remaining safe, with good levels of physical and mental wellbeing. To ensure that appropriate consideration is given to the circumstances of individual children and their families, the proposals include provision for considering the requirements of Looked After and Previously Looked After Children, Vulnerable Children (including those subject to Child Protection Planning), Siblings, Children with specific medical or social care needs and Children who qualify for the Service Pupil Premium.

<b>KEY DECISION?</b>	<b>Yes</b>
<b>WARDS/COMMUNITIES AFFECTED:</b>	All
<u>SUPPORTING DOCUMENTATION</u>	
<b>Appendices</b>	
1.	SCC INF-Primary Admissions Policy 2022-23

2.	SCC Junior Admissions Policy 2022-23
3.	SCC Secondary Admissions Policy 2022-23
4.	SCC Supplementary Information Form
5.	SCC Reception Year Coordinated Scheme
6.	SCC Junior Coordinated Scheme
7.	SCC Secondary Coordinated Scheme
8.	St Monica Primary School Admissions Policy 2022-23

**Documents In Members' Rooms**

1.	
2.	

**Equality Impact Assessment**

<b>Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.</b>	<b>Yes/No</b>
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**Data Protection Impact Assessment**

<b>Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.</b>	<b>Yes/No</b>
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**Other Background Documents**

**Other Background documents available for inspection at:**

<b>Title of Background Paper(s)</b>	<b>Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)</b>
1.	
2.	

## Southampton City Council

### Admission Policy for Community and Voluntary Controlled Infant and Primary Schools for 2022/23

Southampton City Council is the admission authority for all Community and Voluntary Controlled Infant and Primary schools in the city. As required in the School Admissions Code the authority will consider all on-time preferences at the same time for September 2022 admissions.

***\*\*Please note that St Monica Primary School is not covered by this policy as it will academize between the consultation and determination windows. While a community school at the time of consultation, its proposed 2022-23 policy has been separated and can be found alongside this policy in all relevant communications\*\****

Parents may express up to three (3) preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the higher ranked of the schools on their application.

The Infant and Primary Schools covered by this policy are listed below, with their Published Admission Number (PAN). This is the number of children the school will admit in September 2022.\*

School	Year R PAN
Bitterne C of E (VC) Primary School	60
Bitterne Park Primary School	90
Fairisle Infant and Nursery School	90
Mansel Park Primary School	60
Mason Moor Primary School	30
Newlands Primary School	60
Oakwood Primary School	60
Redbridge Primary School	30
Shirley Warren LC Primary and Nursery School	60
Sinclair Primary and Nursery School	30
St Mark's CofE (VC) All-Through School	60
St Mary's CofE (VC) Primary School	60
Valentine Primary School	90
Woolston Infant School	60

\*At the time of publication, the schools listed above were using the SCC Admissions Policy and appropriate PAN. Please note that this list is subject to change. The Council website has the most up to date information on school status (academisation etc.) and amendments to PANs that may have taken place in accordance with admissions legislation or school organisation decisions since publication.

#### Children with Education, Health and Care Plans (EHCP) that name a school

Children with Education, Health and Care Plans (EHCPs) that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEND Code of Practice. These



children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the Admissions Code, these children will count as part of the Published Admission Number (PAN) for the school.

## **Oversubscription criteria**

Applications submitted by 15 January 2022 will be dealt with first. If the number of applications submitted by 15 January 2022 is greater than the PAN for a school, admissions to the school will be decided according to the following priorities:

1. Children who are currently, or have previously been in care (Looked After and Previously Looked After Children)
2. Children subject to a Child Protection Plan or deemed to be vulnerable by a senior officer with responsibility for safeguarding in Southampton City Council
3. Children who have a sibling on the roll of the school that will continue to attend that school for the following year
4. Children whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other
5. Children who qualify for the Service Premium, as the child of a member of the Armed Forces
6. Children who live within the school's designated catchment area
7. Children whose parents are applying for their child to attend a Church of England voluntary controlled school on denominational grounds
8. Children who live closest to the school

Should a school be oversubscribed from within any of the criteria, then distance, as defined by this policy, will be used to prioritise applications within these categories. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Divisional Head of Education and Learning at Southampton City Council.

## **Late Applications**

The closing date for applications is 15 January 2022. Applications received after that date will be late applications and will be dealt with after all on-time applicants have been offered a school place. If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

## **Waiting Lists**

If a place cannot be offered at a higher ranked Community or Voluntary Controlled school, unsuccessful applicants will automatically be placed on the waiting list for the school. If places



become available, children on the waiting list will automatically be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on time applications and placed on the waiting list according to the priorities set out above. This means that waiting lists will be re-ranked after every new expression of preference.

Waiting lists will be held until 31 July 2023. Any parent wishing to remain on the waiting lists after this date will need to make a new in-year application to the school.

### **Unplaced Children**

Any child who remains unplaced after their application has been processed, because they could not be offered a place at any school requested, will be offered a place at their catchment school if there is one and if places are still available. If there are no places available at their catchment school, they will be allocated a place at the nearest school to their home address with places available.

### **In-Year Admission**

Admissions mid-year for any year group will be dealt with in accordance with this policy.

### **Definitions**

**Previously/Looked After Child:** Looked After Children are those who are in the care of the Local Authority. A Previously Looked After Child, as defined by the Admissions Code, is one who was: looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

**Sibling:** This includes children living as siblings in the same family unit. In the case of applications for places at infant schools a sibling at the linked junior school will count as a sibling at the infant school. A sibling is defined as a brother or sister including half, step, foster or adoptive brother or sister, living within the same family unit at the same address.

**Catchment Area:** A “designated catchment area” for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Southampton SO14 7LY. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council. Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website [www.southampton.gov.uk](http://www.southampton.gov.uk), click on “My Southampton”, follow the links, and enter their postcode.

**Service Premium:** A child will qualify for the Service Premium if their circumstances satisfy any of the following:

- one of their parents is serving in the regular armed forces (including pupils with a parent

- who is on full commitment as part of the full time reserve)
- one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme

Proof of this criteria may be provided in a letter from the service parent's commanding officer, confirming employment, or evidence of the receipt of a service pension.

**Denominational Grounds:** Evidence of regular church attendance at services held by the Church of England or a local ecumenical partnership (as defined in the school's prospectus) must be certified by the vicar or someone else of authority in the church, using the Local Authority's Supplementary Information Form (SIF) which can be found on the council website, alongside this policy.

"Regular" is defined as "attending worship services at a Church of England church or local ecumenical partnership at least twice a month for the previous two years before the deadline for admissions set by Southampton City Council."

**Distance:** Distances are measured based on the shortest walking distance using public roads and footpaths. Distances are measured from home to school for all children. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid-point of the nearest open pedestrian gate to the school, using public roads and footpaths.

## Entry into Year R

The offer made to parents for reception class on the initial offer date is of a full-time place from the start of term after 1 September 2022. Schools normally wish to stagger entry into school from that date and arrange for some initial part time attendance to ensure a smooth transition from pre-school / home into school.

Flexibilities exist for those parents who do not feel that their child is ready to start school in the September following their fourth birthday. It is possible for them to:

- Request part-time admission to the allocated school from the September following their child's fourth birthday. This should be negotiated with the headteacher of the allocated school.
- Request to defer their child's entry until later in the school year but not beyond the point at which they reach Compulsory School Age, and not beyond the beginning of the final term of the school year. This should be negotiated with the headteacher of the allocated school.
- Request to defer their child's entry until the September following their fifth birthday. Parents must make an in-year application and the pupil would start in Year 1.

Parents of summer-born children, that is children born between 1 April and 31 August, may, in addition, choose to send their child to school in the September following their 5th birthday and may



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request that their child is admitted out of their normal age group to Reception Year rather than Year 1. Any parent wishing to request for their summer-born child to start school outside their normal age group should read the 'Guidance on the education of children outside normal age group' document available on the Southampton City Council website, which explains the procedures that need to be followed.

For all requests it is vital to understand that at each transition (starting reception, moving from infant to junior, primary to secondary, secondary to college) the decision whether to maintain the placement in a younger or older year group must be made by the admission authority for the school. As such, there is no guarantee that it will continue throughout the child's education and a new parental request must be made before each transition. As a general rule, requests should only be made once per phase transfer, unless there has been a significant change in circumstances.

One admission authority cannot be required to honour a decision made by another admission authority on education out of normal age group.

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## Southampton City Council

### Admission Policy for Community and Voluntary Controlled Junio Schools for 2022/23

Southampton City Council is the admission authority for all Community and Voluntary Controlled Junior schools in the city. As required in the School Admissions Code the authority will consider all on-time preferences at the same time for September 2022 admissions.

Parents may express up to three (3) preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the higher ranked of the schools on their application.

The Junior Schools covered by this policy are listed below, with their Published Admission Number (PAN). This is the number of children the school will admit in September 2022.\*

School	Year R PAN
Fairisle Junior School	90

\*At the time of publication, the schools listed above were using the SCC Admissions Policy and appropriate PAN. Please note that this list is subject to change. The Council website has the most up to date information on school status (academisation etc.) and amendments to PANs that may have taken place in accordance with admissions legislation or school organisation decisions since publication.

#### Children with Education, Health and Care Plans (EHCP) that name a school

Children with Education, Health and Care Plans (EHCPs) that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEND Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the Admissions Code, these children will count as part of the Published Admission Number (PAN) for the school.

#### Oversubscription criteria

Applications submitted by 15 January 2022 will be dealt with first. If the number of applications submitted by 15 January 2022 is greater than the PAN for a school, admissions to the school will be decided according to the following priorities:

1. Children who are currently, or have previously been in care (Looked After and Previously Looked After Children)
2. Children subject to a Child Protection Plan or deemed to be vulnerable by a senior officer with responsibility for safeguarding in Southampton City Council
3. Children attending the linked infant school at the time of application

4. Children who have a sibling on the roll of the school that will continue to attend that school for the following year
5. Children whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other
6. Children who qualify for the Service Premium, as the child of a member of the Armed Forces
7. Children who live within the school's designated catchment area
8. Children who live closest to the school

Should a school be oversubscribed from within any of the criteria, then distance, as defined by this policy, will be used to prioritise applications within these categories. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Divisional Head of Education and Learning at Southampton City Council.

### **Late Applications**

The closing date for applications is 15 January 2022. Applications received after that date will be late applications and will be dealt with after all on-time applicants have been offered a school place. If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

### **Waiting Lists**

If a place cannot be offered at a higher ranked Community or Voluntary Controlled school, unsuccessful applicants will automatically be placed on the waiting list for the school. If places become available, children on the waiting list will automatically be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out above. This means that waiting lists will be re-ranked after every new expression of preference.

Waiting lists will be held until 31 July 2023. Any parent wishing to remain on the waiting lists after this date will need to make a new in-year application to the school.

### **Unplaced Children**

Any child who remains unplaced after their application has been processed, because they could not be offered a place at any school requested, will be offered a place at their catchment school if there is one and if places are still available. If there are no places available at their catchment school, they will be allocated a place at the nearest school to their home address with places available.

## **In-Year Admission**

Admissions mid-year for any year group will be dealt with in accordance with this policy.

## **Definitions**

**Previously/Looked After Child:** Looked After Children are those who are in the care of the Local Authority. A Previously Looked After Child, as defined by the Admissions Code, is one who was: looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

**Linked Infant School:** This criterion applies only at the time of transfer from Year 2 to Year 3 and until the end of the first term of junior school (December 31 2022). After that time previous attendance at the linked infant school gives no priority to an application for a place at the linked junior school.

**Fairisle Junior School's linked infant school is Fairisle Infant School.**

**Sibling:** This includes children living as siblings in the same family unit. In the case of applications for places at infant schools a sibling at the linked junior school will count as a sibling at the infant school. A sibling is defined as a brother or sister including half, step, foster or adoptive brother or sister, living within the same family unit at the same address.

**Catchment Area:** A "designated catchment area" for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Southampton SO14 7LY. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council. Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website [www.southampton.gov.uk](http://www.southampton.gov.uk), click on "My Southampton", follow the links, and enter their postcode.

**Service Premium:** A child will qualify for the Service Premium if their circumstances satisfy any of the following:

- one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full time reserve)
- one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme

Proof of this criteria may be provided in a letter from the service parent's commanding officer, confirming employment, or evidence of the receipt of a service pension.

**Denominational Grounds:** Evidence of regular church attendance at services held by the Church of England or a local ecumenical partnership (as defined in the school's prospectus) must be certified by the vicar or someone else of authority in the church, using the Local Authority's Supplementary Information Form (SIF) which can be found on the council website, alongside this policy.

"Regular" is defined as "attending worship services at a Church of England church or local ecumenical partnership at least twice a month for the previous two years before the deadline for admissions set by Southampton City Council."

**Distance:** Distances are measured based on the shortest walking distance using public roads and footpaths. Distances are measured from home to school for all children. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid-point of the nearest open pedestrian gate to the school, using public roads and footpaths.

## **Admission of Children Outside of the Normal Age Group**

Parents may request that their child is admitted outside their normal age group, for example, if the child is gifted or talented or has experienced problems such as ill health, or they are summer born and were admitted to Year R outside the normal age group. All requests will be considered on their merits by Southampton City Council taking account of the parent's view and the views of the headteacher.

Parents of summer-born children for whom education outside normal age group was previously agreed will be required to make a new request for entry into junior school. This should be done as if the child is placed in their correct year group. For example, a child who has been held back a year (decelerated) should be making a new request when the child is in Year 1.

Before making such a request, parents are strongly advised to read the 'Guidance on the education of children outside normal age group' document available on the Southampton City Council website, which explains the procedures that need to be followed.

For all requests it is vital to understand that at each transition (starting reception, moving from infant to junior, primary to secondary, secondary to college) the decision whether to maintain the placement in a younger or older year group must be made by the admission authority for the school. As such, there is no guarantee that it will continue throughout the child's education and a new parental request must be made before each transition. As a general rule, requests should only be made once per phase transfer, unless there has been a significant change in circumstances. One admission authority cannot be required to honour a decision made by another admission authority on education out of normal age group.



## Southampton City Council

### Admission Policy for Community and Voluntary Controlled Secondary Schools for 2022/23

Southampton City Council is the admission authority for all Community and Voluntary Controlled Secondary schools in the city. As required in the School Admissions Code the authority will consider all on-time preferences at the same time for September 2022 admissions.

Parents may express up to three (3) preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the higher ranked of the schools on their application.

The Secondary schools covered by this policy are listed below, with their Published Admission Number (PAN). This is the number of children the school will admit in September 2022.\*

School	Year 7 PAN
St Mark's CofE (VC) All-Through School	120**

\*At the time of publication, the schools listed above were using the SCC Admissions Policy and appropriate PAN. Please note that this list is subject to change. The Council website has the most up to date information on school status (academisation etc.) and amendments to PANs that may have taken place in accordance with admissions legislation or school organisation decisions since publication.

\*\* As an All-Through School, St Mark's CofE will operate a Year 7 intake of 180 consisting of 60 pupils naturally moving up from the school's Year 6 cohort and a further 120 pupils admitted directly into Year 7 through the secondary phase transfer process.

#### Children with Education, Health and Care Plans (EHCP) that name a school

Children with Education, Health and Care Plans (EHCPs) that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEND Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the Admissions Code, these children will count as part of the Published Admission Number (PAN) for the school.

#### Oversubscription criteria

Applications submitted by 31 October 2021 will be dealt with first. If the number of applications submitted by 31 October 2021 is greater than the PAN for a school, admissions to the school will be decided according to the following priorities:

1. Children who are currently, or have previously been in care (Looked After and Previously Looked After Children)
2. Children subject to a Child Protection Plan or deemed to be vulnerable by a senior officer

with responsibility for safeguarding in Southampton City Council

3. Children who have a sibling on the roll of the school that will continue to attend that school for the following year
4. Children whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other
5. Children who qualify for the Service Premium, as the child of a member of the Armed Forces
6. Children whose parents are applying for their child to attend a Church of England voluntary controlled school on denominational grounds
7. Children who live closest to the school

Should a school be oversubscribed from within any of the criteria, then distance, as defined by this policy, will be used to prioritise applications within these categories. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Divisional Head of Education and Learning at Southampton City Council.

### **Late Applications**

The closing date for applications is 31 October 2021. Applications received after that date will be late applications and will be dealt with after all on time applicants have been offered a school place. If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

### **Waiting Lists**

If a place cannot be offered at a higher ranked Community or Voluntary Controlled school, unsuccessful applicants will automatically be placed on the waiting list for the school. If places become available, children on the waiting list will automatically be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on time applications and placed on the waiting list according to the priorities set out above. This means that waiting lists will be re-ranked after every new expression of preference.

Waiting lists will be held until 31 July 2023. Any parent wishing to remain on the waiting lists after this date will need to make a new in-year application to the school.

### **Unplaced Children**

Any child who remains unplaced after their application has been processed, either because they could not be offered a place at any school requested or an application has not been made for them by a parent or carer, will be offered a place at the nearest school to their home address with places available.

## **In-Year Admission**

Admissions mid-year for any year group will be dealt with in accordance with this policy.

## **Definitions**

**Previously/Looked After Child:** Looked After Children are those who are in the care of the Local Authority. A Previously Looked After Child, as defined by the Admissions Code, is one who was: looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

**Sibling:** This includes children living as siblings in the same family unit. In the case of applications for places at infant schools a sibling at the linked junior school will count as a sibling at the infant school. A sibling is defined as a brother or sister including half, step, foster or adoptive brother or sister, living within the same family unit at the same address.

**Service Premium:** A child will qualify for the Service Premium if their circumstances satisfy any of the following:

- one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full time reserve)
- one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme

Proof of this criteria may be provided in a letter from the service parent's commanding officer, confirming employment, or evidence of the receipt of a service pension.

**Denominational Grounds:** Evidence of regular church attendance at services held by the Church of England or a local ecumenical partnership (as defined in the school's prospectus) must be certified by the vicar or someone else of authority in the church, using the Local Authority's Supplementary Information Form (SIF) which can be found on the council website, alongside this policy.

"Regular" is defined as "attending worship services at a Church of England church or local ecumenical partnership at least twice a month for the previous two years before the deadline for admissions set by Southampton City Council."

**Distance:** Distances are measured based on the shortest walking distance using public roads and footpaths. Distances are measured from home to school for all children. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid-point of the nearest open pedestrian gate to the school, using public roads and footpaths.

## **Admission of Children Outside of the Normal Age Group**

Parents may request that their child is admitted outside their normal age group, for example, if the child is gifted or talented or has experienced problems such as ill health, or they are summer born and were admitted to Year R outside the normal age group. All requests will be considered on their merits by Southampton City Council taking account of the parent's view and the views of the headteacher.

Parents of summer-born children for whom education outside normal age group was previously agreed will be required to make a new request for entry into secondary school. This should be done as if the child is placed in their correct year group. For example, a child who has been held back a year (decelerated) should be making a new request when the child is in Year 5.

Before making such a request, parents are strongly advised to read the 'Guidance on the education of children outside normal age group' document available on the Southampton City Council website, which explains the procedures that need to be followed.

For all requests it is vital to understand that at each transition (starting reception, moving from infant to junior, primary to secondary, secondary to college) the decision whether to maintain the placement in a younger or older year group must be made by the admission authority for the school. As such, there is no guarantee that it will continue throughout the child's education and a new parental request must be made before each transition. As a general rule, requests should only be made once per phase transfer, unless there has been a significant change in circumstances. One admission authority cannot be required to honour a decision made by another admission authority on education out of normal age group.

## SUPPLEMENTARY INFORMATION FORM 2022-23

**Only to be used for applications for Voluntary Controlled Schools maintained by Southampton City Council where parents are applying for their child to attend a Church of England voluntary controlled school on denominational grounds.**

The purpose of this Supplementary Information Form is to verify the active membership of the Church of England of one or both parents. Active membership is defined as attending worship at a Church of England church at least twice a month for the previous two years before the deadline for admissions set by Southampton City Council.

<b>Child's Name:</b>	
<b>Child's Date of Birth:</b>	
<b>Child's Address:</b>	
<b>Voluntary Controlled School(s) being applied for on denominational grounds:</b>	
<b>Voluntary Controlled School(s) being applied for on denominational grounds:</b>	
<b>Voluntary Controlled School(s) being applied for on denominational grounds:</b>	
<b>Church at which parent(s) have active membership:</b>	
By signing the below, the parent(s) confirm that they are active members of the Church of England place of worship named above and would like their child's application for the Voluntary Controlled schools named considered under denominational grounds.	
<b>Parent 1 Signature:</b>	
<b>Parent 1 Name (Print):</b>	
<b>Date:</b>	
<b>Parent 2 Signature (if applicable):</b>	
<b>Parent 2 Name (Print):</b>	
<b>Date:</b>	
By signing the below, the designated church official is confirming the active membership of one or both parents named above at the named place of worship	
<b>Church Official Signature:</b>	
<b>Church Official Name:</b>	
<b>Church Official Role:</b>	
<b>Church Official Email or Telephone:</b>	

You must complete this form and return it to Southampton City Council by 15th January 2022. If you do not submit this form in time, your application cannot be considered under the faith criterion.

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## Southampton City Council

### Coordinated Scheme for Entry into Reception Year at Infant and Primary Schools for the 2022/23 Academic Year

This scheme details the coordinated admission arrangements for Reception Year entry into infant and primary schools in Southampton in September 2022, in accordance with the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 and the School Admissions Code (2014).

This scheme details the mechanisms for the process of 'mainround' admission into Reception Year, including the process of application, offering of school places and the provision for late applications. It is enacted to ensure that all on-time applicants receive an offer of one school place on the National Offer Day of 16<sup>th</sup> April 2022.

The scheme incorporates all state-funded schools within the Southampton City Council boundary, including foundation/trust schools and academies who may be their own admission authorities.

This scheme has been separated into the following sections:

1. Data Capture
2. Application Process
3. Closing Date
4. Processing of On-Time Applications
5. Outcome of Applications
6. Data to Schools
7. Late Applications

#### 1. Data Capture

In July 2021, the Admissions Team at Southampton City Council will compile a list of children who will be eligible for a school place in September 2022. This will be completed by identifying those children who are registered at Early Years settings across the city and expanded by data from the Southampton City Primary Care Trust (SCPCT).

While applying for a school place and seeking information on this process is ultimately the responsibility of parents and carers, Southampton City Council recognise that this can be a complex process, especially for first-time parents, and seek to support wherever possible. To that end, between July and October 2021, the Admissions Team will send out information to all families identified in the data capture to inform them of the school application process, as well as working with Early Years settings and schools to offer opportunities for support.

#### 2. Application Process

Individual school admissions policies will be published on the schools' websites from 15<sup>th</sup> March 2021. A composite prospectus, compiling the policies of all schools within the

Southampton City Council boundary will be published on the Council website no later than 12<sup>th</sup> September 2021. A hard copy of this composite prospectus is available upon request.

Parents must apply for a school place via the Local Authority for the area where they live, even if they wish to apply for schools within another Local Authority (i.e. Southampton City Council residents must apply to Southampton City Council, even if they are applying to schools within the Hampshire County Council boundary).

Applications are made, with limited exception, online via the Southampton City Council Citizen's Portal. Parents must register an account to use the system. The Citizen's Portal is provided by Capita PLC and any system downtime for maintenance is outside of the control of Southampton City Council but will naturally avoid closing and offer dates.

Online applications for Reception places will open on 6<sup>th</sup> September 2021.

### **3. Closing Date**

The national closing date for Reception Year applications is 15<sup>th</sup> January 2022. Applications can be submitted until 23:59 on this date.

### **4. Processing of On-Time Applications**

As per the requirements of the School Admissions Code 2014, Southampton City Council operates an 'equal preference' system, meaning that all preferences expressed on an application are treated as applications to those schools and processed at the same time.

If an application cites a preference for an own admission authority school that completes its own ranking, this information will be sent to the school by 22<sup>nd</sup> February 2022 so that this ranking can be completed.

Rank lists from own admission authority schools will be returned to Southampton City Council by 12<sup>th</sup> March 2022.

All applications will be validated by either the own-ranking schools or Southampton City Council to ensure that all information relevant to ranking applications is correct and appropriately recorded.

When all applications are ranked for schools, offers will be determined. In the event that an applicant is eligible for more than one school place, the place will be offered to the higher preference cited in the application.

If an applicant is not eligible for a place at any of their preference schools, they will be allocated a place at their catchment school or, should this school be full, at the nearest school to their home address with available places. This distance will be determined using the method outlined in the admissions policy of the relevant school.



## 5. Outcome of Applications

All on-time applicants will be notified of the outcome of their application on 16<sup>th</sup> April 2022. This will either be by a notification via the Citizen’s Portal or in writing (either in hard copy or via email).

Parents/carers will be asked to formally accept or refuse the offer made to them. If a parent/carer refuses the offer made to them, the Admissions Team will seek to clarify how the child will be otherwise educated.

If a school place is offered anywhere other than at the first preference school, the parent/carers will have the right to appeal the refusal of a place. Information about this process will accompany the offer letter.

## 6. Data to Schools

Lists of allocated pupils will be provided to schools on 16<sup>th</sup> April 2022. Further updated lists will be provided regularly between this date and September 2022 as changes are made to the allocation lists.

## 7. Late Applications

All applications received after 23:59 on 15<sup>th</sup> January 2022 will be considered late applications and will not be processed until after the on-time applications.

Late applications are made, with limited exception, via a form on the Southampton City Council website.

Offers will be made to late applicants on a rolling basis after 16<sup>th</sup> April 2022.

### Scheme Timeline:

<b>July 2021</b>	The Admissions Team will compile a list of pupils eligible for a Reception place in September 2022.
<b>July-October 2021</b>	Information will be sent to parent/carers of the above.
<b>6 September 2021</b>	Online applications open.
<b>15 January 2022</b>	Closing date for applications.
<b>22 February 2022</b>	Applications sent to own admission authority schools completing their own rankings and other Local Authorities.
<b>12 March 2022</b>	Own-ranking schools return their rank lists to the Local Authority.
<b>16 April 2022</b>	National Offer Day.

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## Southampton City Council

### Coordinated Scheme for Entry into Year 3 at Junior Schools for the 2022/23 Academic Year

This scheme details the coordinated admission arrangements for Year 3 entry into junior schools in Southampton in September 2022, in accordance with the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 and the School Admissions Code (2014).

This scheme details the mechanisms for the process of 'mainround' admission into Year 3, including the process of application, offering of school places and the provision for late applications. It is enacted to ensure that all on-time applicants receive an offer of one school place on the National Offer Day of 16<sup>th</sup> April 2022.

The scheme incorporates all state-funded schools within the Southampton City Council boundary, including foundation/trust schools and academies who may be their own admission authorities.

This scheme has been separated into the following sections:

1. Data Capture
2. Application Process
3. Closing Date
4. Processing of On-Time Applications
5. Outcome of Applications
6. Data to Schools
7. Late Applications

#### 1. Data Capture

In July 2021, the Admissions Team at Southampton City Council will compile a list of resident children who are in Year 1 and attending Infant Schools either within the Southampton City Council boundary or neighbouring authorities.

While applying for a school place and seeking information on this process is ultimately the responsibility of parents and carers, Southampton City Council recognise that this can be a complex process, especially for first-time parents, and seek to support wherever possible. To that end, between July and October 2021, the Admissions Team will send out information to all families identified in the data capture to inform them of the school application process, as well as working with schools to offer opportunities for support.

#### 2. Application Process

Individual school admissions policies will be published on the schools' websites from 15<sup>th</sup> March 2021. A composite prospectus, compiling the policies of all schools within the Southampton City Council boundary will be published on the Council website no later than 12<sup>th</sup> September 2021. A hard copy of this composite prospectus is available upon request.

Parents must apply for a school place via the Local Authority for the area where they live, even if they wish to apply for schools within another Local Authority (i.e. Southampton City Council residents must apply to Southampton City Council, even if they are applying to schools within the Hampshire County Council boundary).

Applications are made, with limited exception, online via the Southampton City Council Citizen's Portal. Parents must register an account to use the system. The Citizen's Portal is provided by Capita PLC and any system downtime for maintenance is outside of the control of Southampton City Council but will naturally avoid closing and offer dates.

Online applications for Year 3 places will open on 6<sup>th</sup> September 2021.

### **3. Closing Date**

The national closing date for Year 3 applications is 15<sup>th</sup> January 2022. Applications can be submitted until 23:59 on this date.

### **4. Processing of On-Time Applications**

As per the requirements of the School Admissions Code 2014, Southampton City Council operates an 'equal preference' system, meaning that all preferences expressed on an application are treated as applications to those schools and processed at the same time.

If an application cites a preference for an own admission authority school that completes its own ranking, this information will be sent to the school by 22<sup>nd</sup> February 2022 so that this ranking can be completed.

Rank lists from own admission authority schools will be returned to Southampton City Council by 12<sup>th</sup> March 2022.

All applications will be validated by either the own-ranking schools or Southampton City Council to ensure that all information relevant to ranking applications is correct and appropriately recorded.

When all applications are ranked for schools, offers will be determined. In the event that an applicant is eligible for more than one school place, the place will be offered to the higher preference cited in the application.

If an applicant is not eligible for a place at any of their preference schools, they will be allocated a place at their catchment school or, should this school be full, at the nearest school to their home address with available places. This distance will be determined using the method outlined in the admissions policy of the relevant school.

## 5. Outcome of Applications

All on-time applicants will be notified of the outcome of their application on 16<sup>th</sup> April 2022. This will either be by a notification via the Citizen’s Portal or in writing (either in hard copy or via email).

Parents/carers will be asked to formally accept or refuse the offer made to them. If a parent/carer refuses the offer made to them, the Admissions Team will seek to clarify how the child will be otherwise educated.

If a school place is offered anywhere other than at the first preference school, the parent/carers will have the right to appeal the refusal of a place. Information about this process will accompany the offer letter.

## 6. Data to Schools

Lists of allocated pupils will be provided to schools on 16<sup>th</sup> April 2022. Further updated lists will be provided regularly between this date and September 2022 as changes are made to the allocation lists.

## 7. Late Applications

All applications received after 23:59 on 15<sup>th</sup> January 2022 will be considered late applications and will not be processed until after the on-time applications.

Late applications are made, with limited exception, via a form on the Southampton City Council website.

Offers will be made to late applicants on a rolling basis after 16<sup>th</sup> April 2022.

### Scheme Timeline:

<b>July 2021</b>	The Admissions Team will compile a list of pupils eligible for a Year 3 Junior School place in September 2022.
<b>July-October 2021</b>	Information will be sent to parent/carers of the above.
<b>6 September 2021</b>	Online applications open.
<b>15 January 2022</b>	Closing date for applications.
<b>22 February 2022</b>	Applications sent to own admission authority schools completing their own rankings and other Local Authorities.
<b>12 March 2022</b>	Own-ranking schools return their rank lists to the Local Authority.
<b>16 April 2022</b>	National Offer Day.

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## Southampton City Council

### Coordinated Scheme for Entry into Year 7 at Secondary Schools for the 2022/23 Academic Year

This scheme details the coordinated admission arrangements for Year 7 entry into secondary schools in Southampton in September 2022, in accordance with the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 and the School Admissions Code (2014).

This scheme details the mechanisms for the process of 'mainround' admission into Year 7, including the process of application, offering of school places and the provision for late applications. It is enacted to ensure that all on-time applicants receive an offer of one school place on the National Offer Day of 1<sup>st</sup> March 2022.

The scheme incorporates all state-funded schools within the Southampton City Council boundary, including foundation/trust schools and academies who may be their own admission authorities.

This scheme has been separated into the following sections:

1. Data Capture
2. Application Process
3. Closing Date
4. Processing of On-Time Applications
5. Outcome of Applications
6. Data to Schools
7. Late Applications

#### 1. Data Capture

In July 2021, the Admissions Team at Southampton City Council will compile a list of resident children who are in Year 5 and attending Infant Schools either within the Southampton City Council boundary or neighbouring authorities.

While applying for a school place and seeking information on this process is ultimately the responsibility of parents and carers, Southampton City Council recognise that this can be a complex process, especially for first-time parents, and seek to support wherever possible. To that end, between July and October 2021, the Admissions Team will send out information to all families identified in the data capture to inform them of the school application process, as well as working with schools to offer opportunities for support.

#### 2. Application Process

Individual school admissions policies will be published on the schools' websites from 15<sup>th</sup> March 2021. A composite prospectus, compiling the policies of all schools within the Southampton City Council boundary will be published on the Council website no later than 12<sup>th</sup> September 2021. A hard copy of this composite prospectus is available upon request.

Parents must apply for a school place via the Local Authority for the area where they live, even if they wish to apply for schools within another Local Authority (i.e. Southampton City Council residents must apply to Southampton City Council, even if they are applying to schools within the Hampshire County Council boundary).

Applications are made, with limited exception, online via the Southampton City Council Citizen's Portal. Parents must register an account to use the system. The Citizen's Portal is provided by Capita PLC and any system downtime for maintenance is outside of the control of Southampton City Council but will naturally avoid closing and offer dates.

Online applications for Year 7 places will open on 6<sup>th</sup> September 2021.

### **3. Closing Date**

The national closing date for Year 7 applications is 31<sup>st</sup> October 2021. Applications can be submitted until 23:59 on this date.

### **4. Processing of On-Time Applications**

As per the requirements of the School Admissions Code 2014, Southampton City Council operates an 'equal preference' system, meaning that all preferences expressed on an application are treated as applications to those schools and processed at the same time.

If an application cites a preference for an own admission authority school that completes its own ranking, this information will be sent to the school by 19<sup>th</sup> November 2021 so that this ranking can be completed.

Rank lists from own admission authority schools will be returned to Southampton City Council by 10<sup>th</sup> January 2022.

All applications will be validated by either the own-ranking schools or Southampton City Council to ensure that all information relevant to ranking applications is correct and appropriately recorded.

When all applications are ranked for schools, offers will be determined. In the event that an applicant is eligible for more than one school place, the place will be offered to the higher preference cited in the application.

If an applicant is not eligible for a place at any of their preference schools, they will be allocated a place at their catchment school or, should this school be full, at the nearest school to their home address with available places. This distance will be determined using the method outlined in the admissions policy of the relevant school.



## 5. Outcome of Applications

All on-time applicants will be notified of the outcome of their application on 1<sup>st</sup> March 2022. This will either be by a notification via the Citizen's Portal or in writing (either in hard copy or via email).

Parents/carers will be asked to formally accept or refuse the offer made to them. If a parent/carer refuses the offer made to them, the Admissions Team will seek to clarify how the child will be otherwise educated.

If a school place is offered anywhere other than at the first preference school, the parent/carers will have the right to appeal the refusal of a place. Information about this process will accompany the offer letter.

## 6. Data to Schools

Lists of allocated pupils will be provided to schools on 1<sup>st</sup> March 2022. Further updated lists will be provided regularly between this date and September 2022 as changes are made to the allocation lists.

## 7. Late Applications

All applications received after 23:59 on 31<sup>st</sup> October 2022 will be considered late applications and will not be processed until after the on-time applications.

Late applications are made, with limited exception, via a form on the Southampton City Council website.

Offers will be made to late applicants on the following basis:

<b>Application Received Between:</b>	<b>Offer Made:</b>
1 November – 31 December 2021	W/c 7 March 2022
1 January – 28 February 2022	W/c 9 May 2022
1 March – 30 April 2022	W/c 27 June 2022
1 May – 31 June 2022	A/c 25 July 2022
1 July – 31 August 2022	Rolling offers throughout the period

**Scheme Timeline:**

<b>July 2021</b>	The Admissions Team will compile a list of pupils eligible for a Year 3 Junior School place in September 2022.
<b>July-October 2021</b>	Information will be sent to parent/carers of the above.
<b>6 September 2021</b>	Online applications open.
<b>31 October 2021</b>	Closing date for applications.
<b>19 November 2021</b>	Applications sent to own admission authority schools completing their own rankings and other Local Authorities.
<b>10 January 2022</b>	Own-ranking schools return their rank lists to the Local Authority.
<b>1 March 2022</b>	National Offer Day.

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