



People Scrutiny Committee

Date: Tuesday, 7 January 2020
Time: 10.00 am
Venue: Committee Room A/B, South Walks House,
South Walks Road, Dorchester, DT1 1EE

Membership: (Quorum 3)

Jane Somper (Chairman), Mary Penfold (Vice-Chairman), Toni Coombs, Stella Jones, Emma Parker, Molly Rennie, Mark Roberts, Maria Roe, Clare Sutton and Gill Taylor

Chief Executive: Matt Prosser, South Walks House, South Walks Road,
Dorchester, Dorset DT1 1UZ (Sat Nav DT1 1EE)

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AGENDA

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1 APOLOGIES

To receive any apologies for absence.

2 MINUTES

5 - 10

To confirm the minutes of the meeting held on 8 October 2019.

3 DECLARATIONS OF INTEREST

To receive any declarations of interest.

4 PUBLIC PARTICIPATION

To receive questions or statements on the business of the committee from town and parish councils and members of the public.

5 URGENT ITEMS

To consider any items of business which the Chairman has had prior notification and considers to be urgent pursuant to section 100B (4) b) of the Local Government Act 1972. The reason for the urgency shall be recorded in the minutes.

6 PRESENTATION - CHILDREN'S SERVICES BLUEPRINT FOR CHANGE

To receive a presentation in respect of the Children's Services Blueprint for Change.

7 FEEDBACK FROM INFORMAL SCRUTINY MEETING - ANNUAL SAFEGUARDING REPORT - CHILDREN'S 2018/19

11 - 12

To note feedback from the informal meeting of representatives of the People Scrutiny Committee following their review of the 'Annual Safeguarding Report – Children's 2018/19', as considered by Cabinet on 10 December 2019.

Link to Cabinet Agenda for information – Agenda item 7:

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DORSET COUNCIL - PEOPLE SCRUTINY COMMITTEE

MINUTES OF MEETING HELD ON TUESDAY 8 OCTOBER 2019

Present: Cllrs Jane Somper (Chairman), Mary Penfold (Vice-Chairman), Toni Coombs, Stella Jones, Emma Parker, Mark Roberts, Maria Roe and Gill Taylor

Apologies: Cllrs Molly Rennie and Clare Sutton

Also present: Cllr Tony Alford, Cllr Laura Miller, Cllr Andrew Parry and Barrie Crook (Independent Chair of Dorset Safeguarding Adults Board)

Officers present (for all or part of the meeting):

Mark Blackman (Assistant Director - Schools and Learning), Andrea Breen (Head of Specialist Services), Rebecca Kirk (Corporate Director of Housing, Dorset Council), Sarah Parker (Executive Director of People - Children), Karen Maher (Business Manager - Dorset Safeguarding Adults Board), Jonathan Mair (Corporate Director - Legal & Democratic Service Monitoring Officer), Paul Beecroft (Communications Team), Lee Ellis (Scrutiny Officer) and Lindsey Watson (Senior Democratic Services Officer)

18. Minutes

The minutes of the meeting held on 10 September 2019 were confirmed as a correct record and signed by the Chairman.

19. Declarations of Interest

Councillor Roberts declared an interest as a contractor for adult services to Dorset Council.

20. Public Participation

There were no representations from town or parish councils or from members of the public.

21. Urgent items

There were no urgent items.

22. Dorset Safeguarding Adults Board Annual Report 2018/19

The Independent Chair of the Dorset Safeguarding Adults Board, Barrie Crook, attended the meeting to present the Board's annual report, which provided an overview of how the Dorset Safeguarding Adults Board had carried out its duties during 2018/19 to prevent the abuse and neglect of

adults with care and support needs. Mr Crook noted that it was important for the scrutiny committee to consider the report as Dorset Council provided the strategic lead to the Board with three statutory duties – to provide an annual strategic plan, an annual report and to commission safeguarding adult reviews. The Dorset Safeguarding Adults Board worked closely with the Bournemouth, Christchurch and Poole Board although it was noted that these arrangements were currently under review.

The committee was provided with an overview of the role and work of the Board and information on its four strategic aims, examples of work undertaken, an independent audit that had been undertaken and significant changes in practice that had occurred as a result of this and links to the Safeguarding Children's Board. Current issues for the Board included a focus on continuing work on domestic abuse, county lines and exploitation and neglect. Key issues for Dorset included the resilience and viability of the board and funding levels, as it was noted that the Safeguarding Children's Board received a higher level of funding.

Members considered the issues arising from the report and during discussion the following points were raised:

- Reference was made to a particular incident and it was noted that as a result of the case, a shared learning group had been established in order to provide a link and shared learning between Adults and Children's Services
- In response to a point raised, the importance of councillors receiving feedback on any referrals made (where confidentiality allowed) was acknowledged, in order to confirm if it was an appropriate referral and/or whether any further action was required
- In respect of ensuring that information reached 'hard to reach' and the most vulnerable people, the Board's Business Manager provided an overview of events attended by the team and the availability of posters and leaflets online that could be used by councillors in order to disseminate information
- A representative of the voluntary sector now sat on the Board which provided contact with other voluntary organisations
- Liaison was also undertaken with housing associations
- A discussion was held with regard to the 'Safeguarding Activity and Performance Information 2018/19' contained within the report and the role and responsibility of organisations to ensure that a person's stay in residential provision was safe. Reference was made to the role of the family in these circumstances and the role of the council in holding partners to account to ensure that care homes were safe places. The role of the Care Quality Commission (CQC) was also noted
- Reference was made to the 'source of risk'
- In response to a question, the Chairman of the Safeguarding Adults Board reported that the CQC had been invited to a meeting of the Board in June where they had been challenged on data provided. The Board maintained a dialogue with the CQC although it was recognised that the CQC had overall responsibility for ensuring

standards of care in private organisations. The Chairman of the Board confirmed that he would give further consideration to the role that the Board could have in conjunction with the CQC and in providing information to relatives, and provide further information to committee members following the meeting

- A suggestion was made that the Board liaise with Councillor Molly Rennie with her interest in Domestic Violence and Abuse issues
- A report following the review of the Dorset Safeguarding Adults Board arrangements would be presented to the Board towards the end of the year. The Chairman asked that a copy of the report be provided to members of the People Scrutiny Committee at the appropriate time in order to provide committee members with the opportunity to make comments as relevant.

23. Report of the Monitoring Officer on an investigation by the Local Government and Social Care Ombudsman

Councillors considered a report of the Monitoring Officer that had been produced for Cabinet on 1 October 2019, following the publication of findings by the Local Government and Social Care Ombudsman in relation to the Special Education Needs Service and failings by the former Dorset County Council. In presenting the report, the Monitoring Officer noted that Cabinet had supported all recommendations contained in the report. The committee had the opportunity to review the report and recommendations. The report would also be sent to all other councillors for their information.

The committee considered the contents of the report and during discussion the following points were raised:

- In response to a request to see information on the eight previous investigations, the Monitoring Officer confirmed that this point was covered within the final agreed recommendation, with monitoring of progress made in addressing the outstanding actions and review of the eight previous investigations to be undertaken by reporting to the People Scrutiny Committee and Health and Wellbeing Board
- Support was expressed for continued monitoring in order to embed learning into the organisation and seek assurance that the situation was not repeated. Support was also expressed for progress reports to be brought to this committee
- The Executive Director for People (Children) noted that the issues required a partnership approach, which would take place through discussion at the Health and Wellbeing Board. It was also noted that a progress report would be provided to the People Scrutiny Committee
- A written statement of action had been produced. There was also a programme of work to look at how improvements could be made to improve the experience of people going through the process to ensure better outcomes for young people and further work with schools
- An explanation was provided of the two types of placement and it was noted that a placement must be registered if operating on a

full-time basis. The council's ambition would be to use registered providers but may consider alternative provision for other arrangements. The council worked with a number of providers who were seeking to become registered

- A question was raised with regard to the eight previous reports and whether actions had been undertaken? In response, the Monitoring Officer noted that this provided an opportunity to review the eight reports and ascertain whether actions had been taken. There was no implication at this stage that the actions had not been completed. It was noted that the Corporate Complaints Team worked with the Ombudsman to ensure that required actions were undertaken. In addition, there was a planned programme of audit by the South West Audit Partnership, where priority areas would be identified
- The Executive Director for People (Children) reported that significant changes had been made within the service since herself and the Corporate Director – Education and Learning had come into post, with additional processes having been put into place and work undertaken to review individual cases looking at the quality of service and outcomes for children. This would inform work moving forward and ensure that themes continued to be addressed
- Particular questions were raised with regard to the circumstances around the cases. The Corporate Director noted that the Ombudsman had focused on repeated patterns. The Monitoring Officer added that the Ombudsman had been careful to ensure that the report was anonymous
- In response to a question, the Corporate Director assured the committee that the council was working hard to understand the situation with all children and to improve relationships and the flow of information with schools
- A discussion was held with regard to links with schools and it was noted that there were different rules for different types of schools, in terms of the requirement to notify the council of issues, although most schools did provide notification in relevant situations
- Reference was made to the work of the council's attendance team who worked in areas of longer term persistent absence and further development that was to be undertaken in this area
- The Chairman noted the importance of building up good relationships with parents and the community
- A further report was to be provided for the Health and Wellbeing Board on 30 October 2019 and the Portfolio Holder for Children, Education and Early Help noted that the committee could review this and in addition, welcomed comments from councillors on the blueprint for change consultation currently underway
- The Chairman made reference to the blueprint for change consultation and noted that it was encouraging to see the proposals in order to ensure the best possible outcomes for children
- The Monitoring Officer reported that he would be writing to the 72 non-executive councillors and including a copy of the Cabinet report, and including the minute extracts of the Cabinet and People

Scrutiny Committee consideration of the report. In addition, he noted that when a progress report was provided, this would include detail of all actions from the previous cases referred to

- The Portfolio Holder noted that once the committee had considered an update report on this issue, councillors could consider whether any further action was required.

24. People Scrutiny Committee Forward Plan

The Scrutiny Officer provided an overview of the items on the committee's work programme and comments were made / items added to the work programme as follows:

- A further report with regard to the Domestic Violence and Abuse Contract to be presented to committee in September 2020
- Report to be produced for Health and Wellbeing Board on 30 October 2019, to be sent to members of the committee to review and comments as to whether further action is required
- It was noted that an Executive Advisory Panel had been set up to look at social mobility and poverty issues
- Investigation of the council's youth offer – incorporating withdrawal of youth clubs funding and links with Anti-Social Behaviour – report from the Executive Director – People (Children's) to understand what is proposed in the Blueprint for change to meeting on 7 January 2020
- Transition of young people with SEND into adult services – initial report to be presented to committee
- Councillor Roberts provided an overview of his request for the committee to look at Adult Care – direct payments and it was agreed that an initial report be presented to the committee
- It was noted that Councillor Sutton was content with the response provided following her scrutiny request for a review of the Homelessness and Emergency Assistance Fund
- Children's Safeguarding Annual Report – Cllrs Roberts, Penfold, Roe and Jones, to review the report and provide comments to Cabinet in December and feedback to People Scrutiny Committee in January 2020
- An issue with regard to secondary education in Weymouth and Portland had been raised by Councillor Sutton. It was agreed that a review focusing on schools across Dorset should be considered relating to the impact with the change in the Ofsted approach/emphasis and reflecting on whether there was a pattern across Dorset

25. Exempt Business

There was no exempt business.

Duration of meeting: 10.00 - 11.50 am

Chairman

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20 November 2019 at 4.00pm

Informal Meeting of the People Scrutiny Committee

In attendance: Cllr Stella Jones, Cllr Mary Penfold, Cllr Mark Roberts, Cllr Maria Roe, Mary Taylor (Corporate Director – Care & Protection (Acting) and Lee Ellis (Scrutiny Officer).

Apologies: None received.

Annual Safeguarding Report - Children's 2018-19

An overview was provided by the Corporate Director – Care & Protection (Acting) on the Cabinet Annual Safeguarding Report - Children's 2018-19.

Brief discussion was held on the following:-

- Safeguarding Children Partnership arrangements;
- Child Death Overview Panel (CDOP);
- Unregistered Placements for Looked After Children;
- Unregulated Placements /Supported Housing;
- Exploitation and County Lines/ Exploitation Work Kit;
- Child Protection Plans/How Dorset Council compared with other Authorities/Home Educating. A Member raised why wasn't there a sub-group for domestic abuse? Confirmed that there was a sub-set elsewhere as a multi-agency group, therefore it would be a duplication;
- Way Forward/Blue Print for Change/Quality Assurance/Escalation of Issues that can't be resolved/Child Conference Chairs/Tracked Cases/Response as One Council;
- Confirmed that Mosaic was a recording system used by Dorset Council and was also used by some other local authorities;
- Discussion around MASH (Multi Agency Safe Guarding) and an explanation provided on its background/current status; and
- Relationship between Children's Services and Academies/Localities based around schools.

RECOMMENDATION

Members supported the plans and actions contained within the going forward document to address the areas identified for improvement.

Voting: Unanimous

Meeting Ended 4:45pm

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People Scrutiny Committee

Schools Admission Arrangements and
Coordinated Scheme 2021-2022

Date of Meeting: 7 January 2019

Portfolio Holder: Cllr A Parry, Children, Education and Early Help

Local Member(s): All

Director: Theresa Leavy – Interim Executive Director of People, Children

Executive Summary:

As a result of successive Acts and associated Regulations, admission authorities are required to consult on proposed admissions arrangements prior to determination. A consultation has to be carried out by the 31st January 2020, with the outcomes to be determined by the 1 March 2020, published by the LA by the 15 March 2020 for admissions into schools in September 2021.

Department for Education December 2014 Admissions Code requires admission authorities to consult for a minimum period of 6 weeks between 1 October and 31 January in any given year and to include relevant parents and other groups in that consultation.

The consultation on Dorset's Admissions Arrangements for September 2021 was completed on 22 December 2019 after a 6 week period. This report summarises the consultations that have taken place and invites members to approve the policies as a result of those consultations in order to meet the Local Authority's statutory duties.

All Admissions Authorities, of which Dorset Council is one, are required to 'determine' their admissions arrangements on an annual basis.

Equalities Impact Assessment:

A full EQIA has been undertaken and is attached.

Budget:

None

Risk Assessment:

Having considered the risks associated with this decision, the level of risk has been identified as:
Current Risk: LOW

Residual Risk: LOW

Climate implications:

The underlying premise of the School Admissions Arrangements and the criteria for the allocation of places focuses on local schools for local children, minimising where possible families having to undertake driven journeys to access a school place.

Other Implications:

None

Recommendation to Cabinet

A) That the following policies that make up Dorset Council's School Admissions Arrangements and Coordinated Scheme for school place allocations from September 2021 be adopted:

1. Co-ordinated Admissions Scheme Timetable 2021-2022
2. Primary Co-ordinated Scheme 2021-2022
3. Secondary Co-ordinated Scheme 2021-2022
4. In Year Co-ordinated Scheme 2021-2022
5. Admissions Arrangements for Community & Voluntary Controlled Schools 2021-2022.
6. Admissions to Maintained Nursery Units Policy 2021-2022
7. Sixth Form Admissions Policy 2021-2022
8. Guidance on Placement Outside of Normal/Chronological Age Group 2021-2022
9. Armed Forces Policy 2021-2022
10. Guidance on Consulting on Admissions Arrangements – November 2021

B) That the reduction of Pupil Admissions Number be agreed for:

- St. Mary's First School, Charminster lowering its PAN from 42 places to 30 places from September 2021
- Manor Park First School, Dorchester lowering its PAN from 90 places to 60 places from September 2021
- Holy Trinity Primary School, Weymouth lowering its PAN from 90 to 60 places from September 2021.

Reason for Recommendation:

- To determine admissions arrangements in accordance with statutory

requirements including the Schools Admissions Code December 2014.

- To ensure compliance with the latest legislation and subsequent regulation/statutory guidance.

Appendices: Copies of the Policies:

1. Admissions Arrangements for Community & Voluntary Controlled Schools 2021-2022.
2. Co-ordinated Admissions Scheme Timetable 2021-2022
3. Primary Co-ordinated Scheme 2021-2022
4. Secondary Co-ordinated Scheme 2021-2022
5. In Year Co-ordinated Scheme 2021-2022
6. Admissions to Maintained Nursery Units Policy 2021-2022
7. Sixth Form Admissions Policy 2021-2022
8. Guidance on Placement Outside of Normal/Chronological Age Group 2021-2022
9. Armed Forces Policy 2021-2022
10. Guidance on Consulting on Admissions Arrangements – November 2021
11. Full EQIA for the Admissions Arrangements and Coordinated Scheme 2021-2022

Background Papers:

DFE Schools Admissions Code - *December 2014*

<https://www.gov.uk/government/publications/school-admissions-code--2>

DFE Guidance on Summer Born Children - *December 2014*

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

DFE Guidance on Admissions and The Armed Forces Covenant – *April 2013*

<https://www.gov.uk/government/publications/admissions-to-schools-in-england-and-the-armed-forces-covenant>

Officer Contact:

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1. Co-ordinated Schemes – Primary, Secondary and In Year.

- 1.1 The new timetable for the Co-ordinated Admissions Scheme meets with the requirements of the Schools Admissions Code of Practice and is attached in Appendix 1.
- 1.2 The scheme co-ordinates with neighbouring local authorities and the national offer dates as set out in the code of practice. There have been no responses to this consultation

Elected members are asked to support the adoption of the co-ordinated scheme in order to meet statutory requirements.

2. Admissions Arrangements for Community and Voluntary Controlled Schools in Dorset 2021-2022 including The Sixth Form Admissions Policy 2021-2022 and the Nursery Admissions Policy 2021-2022

- 2.1 Admissions arrangements for all maintained schools are bound by the DFE Schools Admissions Code, which was revised and updated in December 2014.
- 2.2 Dorset Council (DC) has made no changes to the oversubscription criteria for Community and Voluntary Controlled Schools.
- 2.3 DC has made no changes to the Sixth Form Admissions Policy nor The Nursery Admissions Policy.
- 2.5 There were no responses to the consultation.

Elected Members are asked to adopt the Admissions Arrangements for Community and Voluntary Controlled Schools in Dorset 2021-2022 and note that Local Authority Sixth Form Admissions Policy, Local Authority Nursery Admissions Policy are unchanged.

3. Dorset Admissions of Armed Forces Community Children Policy

- 3.1 This policy applies to all schools where Dorset is the admissions authority (community and voluntary controlled schools) – it is also promoted for adoption with Dorset Schools which are their own admissions authorities (academies, foundation, voluntary aided, studio and free schools). A copy of the policy is found in Appendix 1.
- 3.2 This policy recognises the Armed Forces Covenant and reflects the DFE Guidance issued in April 2013.
- 3.3 The Guidance from the DFE and DC's policy is designed to ensure that admissions arrangements do not disadvantage service families, and the policy provides the admissions authority flexibility in how they may process applications from service families.

- 3.4 The policy ensures that an admission authority has flexibility in determining main residence when managing place allocations using base and future addresses where a family is subject to a new posting/rotation.
- 3.5 There is flexibility in the application of the Infant Class Size (ICS) legislation, which allows admissions authorities to place over number as an 'exception', though it is still incumbent on the admissions authority to respect the philosophy of ICS and not to necessarily make an 'exception' of every service family.
- 3.6 The policy also allows and requires an admission authority to act flexibly when an allocated school place through a future service or base address is then not appropriate to the residential address that the service family has, once they are finally settled.
- 3.7 There have been no responses to the consultation including the Ministry of Defence who were consulted.

Elected members are asked to adopt the attached policy in order to support military families and to meet the requirements of the Armed Forces Covenant.

4. Guidance on the Placement of a Pupil Outside His or Her Normal Age Group

- 4.1 This policy applies to all schools where Dorset is the admissions authority (community and voluntary controlled schools) – it is also promoted for adoption with Dorset Schools which are their own admissions authorities (academies, foundation, voluntary aided, studio and fee schools). A copy of the policy is found in Appendix 1. There have been no changes to this policy.
- 4.2 There have been no responses to the consultation

Elected Members are asked to adopt the policy that relates to the placement of children outside of their normal age group, thus ensuring that DC is adhering to DFE statutory guidance.

5. Guidance on Consultations for Admissions Arrangements.

- 5.1 DC are required to consult on how it determines the scope of any consultation. This guidance details the duties of various admission authorities when consulting on their admissions arrangements.
- 5.2 This Guidance also includes further detail on how the Local Authority will fulfil its duty to engage with families of 2-18 year olds when consulting on Admissions Arrangements and Home to School Transport.

- 5.3 Schools and Admissions Authorities were consulted on the document in September/ October 2016. The principles agreed were then used to guide the formal consultation on the LA Admissions Arrangements for September 2021.
- 5.4 The Guidance was also published as one of the documents that the wider public could comment on during this consultation. No responses were received.

Elected members are asked to agree the adoption of the ‘Guidance on Consultation for Admissions Arrangements’.

6. Reduction in Pupil Admission Number

- 6.1 Admission Authorities are required to consult on a reduction of Pupil Admission Numbers (PAN). Pupil Admission Numbers are set and determine how many places a school will offer at their point of entry as part of the coordinated admissions arrangements.
- 6.2 A school is required to hold the number of places in the PAN for the duration of the academic year for which it applies and in the case of Primary, Firsts and Infant schools, must maintain a staffing structure that should they admit children up to the PAN, they do not breach ICS.
- 6.3 Three reductions in PAN are proposed:
- St. Mary’s First School, Charminster lowering its PAN from 42 places to 30 places from September 2021
 - Manor Park First School, Dorchester lowering its PAN from 90 places to 60 places from September 2021
 - Holy Trinity Primary School, Weymouth lowering its PAN from 90 to 60 places from September 2021.
- 6.4 The appropriate notices and consultation have been published and undertaken.
- 6.5 There were two responses to the consultation raising concerns that these reductions will limit choice and not allow all local families to access their local school.
- 6.6 As part of the proposals all schools were written to advising that the Local Authority will expect any of the schools to revert to their original PAN should local demand rise and where there would be insufficient places for local children.
- 6.7 All three schools are committing to this by way of a letter to Dorset Council from the Governing Body.
- 6.8 While the schools remain as schools maintained by the Local Authority, the setting of the PAN remains with the Local Authority as the Admissions Authority.

Admission Arrangements for Community and Voluntary Controlled Schools in Dorset Council 2021-2022

This is Dorset Council Local Authority's (LA's) admissions policy which applies to statutory school aged children in mainstream schools. This policy commences for children applying to schools to start in September 2021 and should be read in conjunction with the Parent's Guide. The guide along with admissions policies for other types of schools and further information and clarification are available on Dorset's school admissions website.

1. Admission of Pupils – General Principles

- The School Admissions Code, legislative guidance including co-ordination, equal preference scheme and infant class size legislation are adhered to,
- The majority of schools serve traditional areas (catchments/communities) to ensure fair access. The school's catchment area is a geographical area defined by the authority following consultation with the governors and neighbouring schools and is available for parents to view on the Dorset for You website,
- Where possible, within the current constraints and legislation, children attend schools preferred by their parents,
- Every (Dorset Council) child will be allocated a place in an educational setting once an application is submitted,
- Admission arrangements are consistently and equally applied to all,
- Resources are used efficiently,
- Allocation of school places are made up to the planned admission number, in accordance with the oversubscription criteria.
- The Dorset Council Admissions Arrangements adhere to the principles of the Equalities Act 2010.

2. Published Admission Numbers (PANs)

All admission authorities must set an admission number for each 'relevant age group' and places will be allocated according to the published oversubscription criteria.

A school will be asked to exceed the admission number only where:-

- The last place within PAN is allocated to one of multiple birth siblings, then the other birth siblings will be admitted,
- Where an error occurs and the child should have been offered a place,
- A large group of families with children arrive in the area where it has not been possible to accommodate them within the normal allocation of places because of the short notice. If this is the case, the Local Authority will identify an appropriate setting to accommodate the children as quickly as possible,

- An unexpected event/incident occurs necessitating urgent/temporary placement,
- There is a need to comply with other agreed protocols, e.g. Children in Care, Fair Access, SEN Code of Practice and the Military Covenant

In Year Admissions only

- Where no other school would provide suitable education within a reasonable distance of the home. In this instance the distance will be considered based on the transport offered to the alternative setting, following national guidance on transport times i.e. the alternative placement will not exceed a journey of 45 minutes for primary aged children and 75 minutes for secondary aged children. The length of journey does not include walking to the 'stop'. Transport is also based on consideration of efficient use of resources and prejudice to the school or neighbouring schools.

3. Admission of Pupils to School for the First Time at Age 4+/5

3.1 Statutory school age

Children reach compulsory school age the school term following their fifth birthday. The start of term is defined as 1 September/January/April (this may not be the first day of term for the school being considered).

3.2 Admission at 4+

An application must be submitted for every child to the LA. Children are able to attend full-time in September of the year they are due to start school. Some schools offer a phased integration. Parents can request part-time attendance until compulsory school age is reached. This needs to be agreed with the headteacher of the school where a place is offered. Parents can also request deferred entry within the first academic year or until compulsory school age. A record of the deferment should be kept by the school and parent. The place is held and is not available to be offered to another child unless it is not taken up by the agreed date when it will be considered vacant. If this request for deferred entry goes beyond the start of the academic year, the parent will need to reapply for a school place in the next academic year for entry to year 1.

4. Transfer to the next school by age – Normal Year of Entry

Different age ranges of schools in the Dorset Council area means children may transfer to the next school, depending on where they live, at ages 7+ (Year 3), 9+ (Year 5), 11+ (Year 7) or 13+ (Year 9). In all cases an application should be submitted by the published closing date and through the Home Local Authority. This is the local authority in whose area the child resides. Applications should be submitted by the person who has parental responsibility for the child.

5. In Year Admissions

In year or casual admissions will be processed either through the LA where schools have opted in to the LA co-ordinated scheme (subject to availability) or directly to the

school, where the school has opted out. If uncertain of whether the preferred school takes in year applications direct, parents can contact the school itself or contact Dorset's school admissions department. A formal application must be made in all instances with relevant information attached to the application. Should a place not be allocated at a preference school the parents have a right of appeal. Any alternative placement offered will take account of the distance to travel consistent with the national guidance on journey times i.e. the alternative placement will not exceed a journey of 45 minutes for primary aged children and 75 minutes for secondary age children.

6. Admission of children outside their normal age group

This section of the policy should be read in conjunction with the guidance on the placement of a pupil outside his or her normal age group. Normal age group refers to the year group in which the child would normally be according to their chronological age. The guidance is available on Dorset's school admissions website.

Applications for a child to be placed outside of their normal chronological year group will only be considered under the most exceptional circumstances. The placement of a child outside his or her normal age group is not an appropriate strategy for meeting special educational needs. This is in recognition of the significant and long term impact on children who are placed outside of their normal year group.

6.1 Decision Making Process

Parents and carers wishing to request that their child be placed outside of their normal age group must do so through the Head Teacher of the pupil's actual or proposed school. Where the school is their own admissions authority the decision to place a child outside of their normal age group rests with the Head Teacher and governing body of the school that would be affected. Where Dorset Local Authority is the admissions authority for the affected school, the case will be considered by the local authority's In Year Fair Access Panel. This panel meets regularly during term time.

6.2 Admission above Normal Age

Only in exceptional circumstances, where a child is outstanding in every respect, will a child be considered for admission early or above their normal year group. It will also only be considered through the agreement of the Head Teacher, in conjunction with other professionals, where they have identified exceptional medical, physical, social or/and educational reasons for this. If advanced in a Dorset Council school it is expected that the arrangement will continue in a Dorset Council school.

6.3 Back Yearing and Delayed Transfer

There are instances when a child's overall best interests are served by delaying admission or remaining in the existing year. The social and educational implications of this must be considered. Such arrangements will be considered only if agreed or recommended by the child's Head Teacher and/or any other professional involved. Any decision will also be in line with the LA's 'Guidance on the Placement of a Pupil outside of his or her normal age group' and with the parent's agreement.

6.4 Out of Dorset Requests

Some families seek places in Dorset schools (e.g. where they have moved in from elsewhere outside the Dorset Council area) for their children to be placed in a year group other than their chronological year group. Requests are dealt with and recommendations made by the admitting school, regardless of the child's home address, in line with the decision making process indicated above.

Such requests are refused unless there are very exceptional circumstances.

6.5 Admission/Transfer of Children Outside Normal Year Groups – PAN

Where it is agreed that children can be admitted/transferred to a year group which is not the chronological year group, the application will be considered against the relevant school's PAN (not in addition) and the school's oversubscription criteria, along with all other applications received.

6.6 Delaying entry into Reception Year Group – Summer Born Children

Where a child is summer born and parents wish to consider the delay of their child starting school in the Reception Class until after their 5th birthday will have to discuss this directly with the Head Teacher and/or the Admission Authority of the proposed school. These requests will be considered on a case by case basis and with reference to the 'Guidance on the Placement of a Pupil Outside his or her Normal Age Group'.

If a parent applies for a reception place to be taken up after the child's 4th birthday and is allocated a place in the normal transfer round and then subsequently wishes for their child to enter the school in reception after their 5th birthday – they will have to make a new application in the next application year and surrender their current place. Their application will be considered afresh and no guarantee will be given that they will get a place at the same school in the subsequent allocation as it will be subject to the relevant admissions code and the overall number of applications.

7. Placements in Alternative Settings and Managed Moves

Policies are available on In Year Fair Access and Managed Move protocols on Dorset's school admissions webpage.

Pupils from outside of Dorset Council area who have been placed in alternative provision (PRU) and move into Dorset will initially be placed in a Learning Centre where consideration will be given to the most suitable placement to support the child's educational achievement. Should integration to mainstream be considered appropriate, and on receipt of an application from the parent, this will be considered by the In Year Fair Access Panel.

8. Children in Care

There is an additional policy and guidance available for Children in Care and children who have previously been in care applications. Children in Care applications are given the highest priority on the oversubscription criteria.

9. School Transport

Details about school transport are provided in the Home to School Transport Policy. Advice is also provided in the Policy and Parents' Guide to ensure parents, guardians and carers are aware that their preference of school and the admissions criteria will affect their entitlement to 'free' school transport. This includes later changes (e.g. change of address) which could have a bearing on continued eligibility for school transport.

10. Withdrawal of School Places

Places will only be withdrawn where:

- A place has been offered in error by the admission authority and the affected child/ren have not yet started at the preferred school,
- A place has been offered on the basis of a false, fraudulent or deliberately misleading application. The place will be withdrawn if the case has been identified by the first October half-term following admission,
- The place has not been taken up by the specified date – the parent will be contacted in advance of the withdrawal of a place,
- The place has been declined by the parent.

11. Waiting Lists

The LA operates a limited waiting list policy. Parents can apply to have their child's name placed on a waiting list for a period of one term following refusal. If parents wish to keep a child on a waiting list beyond this term they will need to write in for an extension. There is no guarantee of a school place by remaining on the waiting list.

12. Appeals

If the LA is unable to offer a place at a school that has been applied for, the parent has the right to appeal to an independent Appeals Panel. The decision of the Panel is binding on all parties and where parents succeed with their appeal, the place at the school originally offered by the LA will be automatically withdrawn.

13. OVERSUBSCRIPTION CRITERIA

The admission of children with Education Health & Care Plans and Statements of Special Educational Needs is covered by Sections 324 to 328 of, and Schedule 27 to, the Education Act 1996. Guidance on the Admission of EHCP and Statemented pupils is given in the Special Education Needs Code of Practice.

1. Where all parental preferences for places at the school can be satisfied, all children seeking a place will be admitted.
2. Where there are too few places available to satisfy all preferences, places will be allocated according to the following priority order:-
 - i) A "Child in Care" or who was "previously a Child in Care" (see footnote 1)
 - ii) Children who the authority accepts have an exceptional medical or social need and where there is a need for a place at one specific school (see footnotes 2,3).
 - iii) Children living within the school's catchment area who will have a sibling(s) attending the school at the time of admission. (see footnote 4)
 - iv) Children living within the school's catchment area who are attending the preferred school's recognised maintained feeder school during the previous year and are on that school's roll at the time of application. (see footnote 5).
 - v) Children living within the school's catchment area.
 - vi) Children living outside the school's catchment area who will have a sibling(s) attending the school at the time of admission. (see footnote 4,6)
 - vii) Children living outside the school's catchment area and who are attending one of the preferred school's recognised maintained feeder schools during the previous year at the time of application. (see foot note 6)
 - viii) Children living outside the school's catchment area and whose parents wish them to attend a CE Voluntary Controlled school on denominational grounds. (see footnote 7)
 - ix) Children of staff with at least two years continuous service at the school or who have been recruited to a vacancy to meet a demonstrable skills shortage as at the date of application (in year) or relevant closing date under the LA co-ordinated scheme (normal year of entry) and who still intend to be employed at the school at the time of the child's admission. (see footnote 8,9)
 - x) All other children living outside the school's catchment area.
3. If oversubscribed within any of the priority order categories above, places will be allocated on the basis of the shortest straight-line measurement using a geographical information-based system which identifies an Easting and Northing for the home address and the school and calculates the distance between the two locations. NB. School transport is based on walking and driven distances.
4. In the event that the LA is unable to distinguish between applications despite applying the priority categories above, lots will be drawn by an independent (of the LA) person to determine the final place(s).

5. Where applications are received from families with multiple birth siblings and by adhering to PAN these siblings could not be offered the same school, the admission number will be exceeded to accommodate the multiple birth siblings. This is not an indication that schools can exceed the admission number other than under these exceptional circumstances.

Footnotes

1. A “Child in Care” means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “previously a Child in Care” means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.
2. Applications will only be considered under this category if there is evidence provided such as a Child Protection Order, Children in Need document or a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. The local authority is all inclusive and will meet all legislative requirements to accommodate children within their educational setting as appropriate to their need.
3. Applications will also be considered under this category for a child who has or will have a sibling with an Education Health & Care Plan and where that sibling attending their nearest Complex Communication Needs Base, Physical Disability Base or a Social, Emotional Mental Health Base at the time of the admission.
4. The term ‘sibling’ means full brother or sister, half or step brother or sister, adoptive brother or sister and other non-blood related children who live with married or cohabiting parents in the same household and relates to all year groups provided by the school. In the case of an infant school the sibling link will apply to the related junior school and vice versa.
5. The feeder school criteria only applies to children attending the recognised feeder Infant School and are applying to the recognised receiver Junior School. This applies to Upton Infant & Junior School and Wyke Regis Infant & Junior School.
6. This does not include independent schools, pre-schools or nurseries.
7. In order to qualify for consideration under this category, parents/guardians will need to show that at least one adult family member and the child to whom the application relates to have been attending their local church at least once a month for a minimum of a year prior to the closing date for applications. The application must also be supported by a written statement from the vicar/priest/minister or leader of the church confirming this.
8. The term ‘children’ includes full, half, step, adopted and those non-blood related but resident through marriage, civil partnerships or single family co-habitation arrangements at the time of application or deadline.
9. Staff are defined as all Dorset Council employed teaching and support staff at the preferred school. ‘Children of staff’ refers to situations where the staff member is

the natural parent, the legal guardian or a resident step parent. If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

Failure to provide sufficient evidence will result in the application being processed against the next highest criteria.

All policies and the Parents' Guide which provides further information and clarification are all available at www.dorsetforyou.com/schooladmissions.

**Dorset Co-ordinated Admission Scheme
2021-2022**

Admissions	Secondary	Primary
Closing date - for applications* (SEN** and Children in Care)	31/10/20 1/02/21	15/01/21 19/03/21
Application Exchange - Dorset LA exchanges applications with other LAs	09/11/20	1/02/21
Verifying Criteria & Ranking Deadline - for Admission Authorities to complete the process of verifying and confirming the criteria for their applications, ranking those applications and returning them to the Local Authority	8/01/21	1/03/21
First Offer Exchange - First exchange of offers between LAs	22/01/21	15/03/21
Final Offer Exchange - Final exchange of offers between LAs	05/02/21	27/03/21
Final Allocation Notification - Dorset LA to inform all schools of final allocations	15/02/21	06/04/21
Notification Day - Dorset LA sends notification to home applicants (National Offer Day or the next working day if it falls on a Saturday, Sunday or Bank Holiday)	01/03/21	16/04/21
Parents respond to the offer	15/03/21	30/04/21

Dorset Council will have a single late round inline with all neighbouring authorities. The single late round for each cycle will close the day prior to the National Offer Day of that cycle. All applications after the National Offer day will no longer be co-ordinated and will be dealt with as In-Year Transfers and will be dealt with as they are received.

Round	Late Closing Date	Late Offer Date	Late Response Date
Secondary Late	28/02/21 Secondary Only	31/03/21 Secondary Only	14/04/21 Secondary Only
Primary Late	15/04/21 Primary Only	14/05/21 Primary Only	28/05/21 Primary Only

Secondary Applications received after 28th of February and Primary Applications after the 15th April will be processed as quickly as possible as they are received and as In-Year Transfers. Please note applications received within the last few weeks of term and during the summer holidays may not be processed until the schools return from their summer break.

*Applicants applying on aptitude/ability will be advised of the outcome of the testing (not guarantee of a placement) in good time to complete a preference application by the closing date.

Primary Co-ordinated Admissions Scheme Normal Point of Entry 2021-2022

Background

- 2.1 In accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, all Local Authorities (LAs) are required to formulate schemes for coordinating arrangements for the admission of children to maintained primary and secondary schools and academies. Details of the Dorset Council scheme for 2021/22 for the reception, junior and middle class entry are set out in this document. All maintained schools and academies are required to take part.

Interpretation

DC	Dorset Council, the Local Authority for Dorset
Admissions Arrangements	the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;
Admissions Authority	in relation to a community or voluntary controlled school means the local authority and, in relation to an academy, foundation, free, trust or VA school, means the Board of Governors of that school or the multi academy trust where this applies
Equal Preference Scheme	the model whereby all preferences listed by parents on the CAF are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
CAF	Common Application Form
The Home LA	The LA in which the applicant/parent/carer is resident
Local Admissions System (LAS)	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
The Maintaining LA	The LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
National Offer Day	the day on which outcome letters are posted to parents/carers. 16 April (primary) in the year

	following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
Pupil Admissions Number or PAN	The published admissions number for the year of entry at a school
In Year Fair Access Protocol (IYFA)	The purpose of Fair Access Protocols is to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum.
Supplementary Information Form	Some schools have a SIF that allows parents to provide evidence to allow the schools to place children based on that schools over subscription criteria where a denominational criteria exists.

2.1 This scheme will apply to all applications for admission to the Reception Year for Infant, First and Primary Schools, Year 3 for Junior Schools and Year 5 for Middle Schools in the academic year 2021/2022 for schools within the following Admission Authorities:

- Dorset Council (DC), as Admission Authority for Community and Voluntary Controlled infant, first, primary, junior and middle schools in Dorset.
- Own Admission Authority Schools (Academies, Foundation schools, Free schools and Voluntary Aided schools).
- Admission Authorities for other maintained infant, first, primary, junior and middle schools and Academies in England.

2.2 The scheme shall be determined and processed in accordance with the provisions set out in Part 1 and in accordance with the Cor-ordinated Scheme timetable set out in Part 2.

2.3 The scheme shall be based on the equal preferences system.

2.4 Where a child is not resident with his or her parent/carer, parental responsibility must be conferred by the parent/carer directly on the person with whom the child is to reside and not on a third party or a commercial or charitable organisation. Where this involves a person who is not a close relative of the child, it is the responsibility of that person to refer the arrangement to social care as a private fostering arrangement.

2.5 In regard to admissions to schools, the Dorset Council Admissions Team will:

- Act as champion for children and families;
- Offer advice to parents and schools;
- Monitor and challenge the admission arrangements of schools within Dorset;

- Operate an admissions scheme (this scheme) for normal point of entry to infant, first, primary, junior and middle schools in Dorset;
- Operate a local in-year admissions scheme to assist in the coordination of admissions to school at points outside the normal point of entry in Reception to year 6 and Year 7 & 8 at Middle Schools.
- Operate an In Year Fair Access Protocol to ensure that outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible;
- Liaise with other teams within Dorset Council and other LAs in the planning of school places;
- Report to the Office of the Schools Adjudicator on admissions for all schools in Dorset for which we coordinate admissions;
- Offer a traded service to own admission authority schools to support them in the delivery of their responsibilities for school admissions and appeals, including the verification & ranking of applications, managing waiting lists, preparing & presenting appeals and processing in year applications.

The Scheme

Applications

- 3.1 All parents must complete a Common Application Form. Dorset Council will make appropriate arrangements to ensure that the common application form is available on the Dorset Council's website. The website will also display a guide for parents which provides a written explanation of the scheme. Paper copies of the form are available on request or from the website.
- 3.2 Dorset will only consider one school admissions application for each child. This should be completed by the person with parental responsibility who has care of the child for the majority of school days/weeks (unless a Court Order states differently). If there is joint parental responsibility, the applicant must indicate on the application that all those with parental responsibility are aware of and agree to the application and the preferences being made.
- 3.2 The CAF may be used to name up to 3 preferences for schools in Dorset or in any other Local Authority. Dorset will inform the Maintaining Local Authority of those applications for schools outside of Dorset. The CAF cannot be used to express a preference for an independent school.
- 3.3 Applications for places at a Dorset School by parents/carers of children resident outside of Dorset should be made through the Home Local Authority. The Home Local Authority will inform Dorset of the preferences made for Dorset schools.
- 3.4 All applications must be received by 23:59 on the national primary closing date of the 15 January. Applications received after this date and before the late closing date will be treated as 'late' (see section 6).

- 3.5 Paper applications may be submitted to a preference school or by post to Dorset School Admissions Team. Parents/carers will have to provide proof of posting or of submission to the school to show it was submitted/posted on or before the 15 January.
- 3.6 Some schools may require applicants to complete a supplementary information form (SIF) in order to apply their oversubscription criteria. The requirement will be stated in the relevant school's admissions arrangements. The supplementary form should be returned direct to the school as the relevant admissions authority. Applications submitted using the common application form but without completion of a supplementary form will still be considered but the school will be unable to assess the application against the relevant criteria. Parents/carers should be made aware that they must also complete a common application form; the supplementary form is not regarded as an application in itself. Applications will only be considered if a common application form has been completed and sent to the home Local Authority. For an application to be considered as on time, the common application form must be submitted to the home Local Authority before midnight on 15 January 2018.
- 3.7 The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996.
- 3.8 Dorset Council will not accept more than one address as the child's home address. Where a child regularly lives at more than one address the Local Authority will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where any Child Benefit is paid. If Child Benefit is not received, then where the child is registered with a medical GP will be used as the address. Where parents are living separately and do not agree on the child's home address they are urged to reach agreement. If this does not happen Dorset Council will determine the address to be used for allocating a school place.
- 3.9 Dorset Council may undertake checks to ensure that the information provided in the application is true and accurate. Documentary evidence may be requested.
- 3.10 Parents/Carers must inform Dorset Council of any change of address as soon as possible. Failure to do so may result in any offer of a place being withdrawn. Documentary evidence will be required before any change is accepted.
- 3.11 Applications may be based on either a current address or a future address. Applications can only be considered based on a future address if that address is appropriately evidenced as at the closing date.
- 3.12 Evidence required for a change of address or a future address will be:

- a solicitor's letter confirming an exchange of contract dated prior to the national closing date
- A copy of a tenancy agreement (giving property address, date and duration of tenancy) signed by the applicant and the landlord as well as any notice to quit from the previous address. The new tenancy agreements must be signed and dated prior to the national closing date.
- A letter from the friend/relative confirming arrangements that the applicant and the child are moving into their home address, with a date confirming the move. The friend or relative is required to provide proof of address such as a council tax bill or a utility bill. This address can only be used by the applicant once they are actually resident.
- Written confirmation from parents and or carer/previous carer that the child's residency is changing on a long-term basis.
- Members of the Armed Services and Crown Servants may submit a posting order as proof of a future address stating the date of the start of the posting.
- Written confirmation from refuge staff that the applicant and their child/young person has been accommodated in the refuge due to domestic abuse/violence.

3.13 Where parents share parental responsibility for a child and two applications are received for the one child, Dorset Council will ask the parents to determine which application should be considered. The other application will be withdrawn. This is because DC will offer only one school place to a child at any one time. If parents cannot agree, they should resolve the issue through the court system, for example to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences. If no agreement is reached and no Order is made the decision as to which application is accepted will be determined by drawing lots, overseen by a member of staff from Dorset Council Legal Services. The home address will still be the address the child spends the majority of time.

Processing

- 4.1 Details of applications will be available to all schools through the School Admissions Module (SAM) as they are submitted though preference order is not provided based on the equal preference protocol.
- 4.2 Schools are not permitted to make any contact with parents based on the information they are privy to as a result of being able to view these applications.

- 4.2 Dorset Council will undertake the Application Exchange with other Local Authorities for applications for schools outside of Dorset on the 1 February 2021
- 4.3 Own Admissions Authority Schools for whom the Admissions Team has not been delegated to undertake the checking function through a Service Level Agreement will verify, check, apply a criterion and rank the applications and return this information to Dorset Council in a format prescribed by the Council and by the Deadline date of the 1 March 2021.
- 4.4 Dorset Council will undertake the verifying, checking, application of a criterion and rank the applications for all Community and Voluntary Controlled Schools and those Own Admission Authorities that, through an SLA, have delegated these functions to the Dorset County Admissions Team.
- 4.5 All schools may be required to verify any sibling links and staff links in accordance with that schools over subscription criteria.
- 4.6 All schools that require a SIF to verify a denominational link, where the denominational criteria is likely to be the highest ranking criteria for an application, will be responsible for receiving the SIF, verifying the link claim and informing Dorset Admissions of the criteria under which the application is to be considered.

Determining Offers

- 5.1 Dorset Council will make an initial allocation of places based on:
- the criteria allocated to each application for a Dorset School and
 - when a school is oversubscribed (applications exceed the Pupil Admissions Number), based on the oversubscription criteria of that school.
- 5.2 The Local Authority, having regard to the ranked lists received from schools in Dorset and the information received from other Local Authorities, will:
- where the child is eligible for a place at only one of their preference schools, allocate a place at that school to the child
 - where the child is eligible for a place at two or more of the preference schools, allocate a place at whichever school is the highest ranked preference
- 5.3 Where a child or young person resident in Dorset and looking for a Dorset school has not been offered a place at any of their preference schools, Dorset Admissions will place at their catchment school.

- 5.4 If a child has not been allocated their catchment school having not been allocated any of their preference schools, the Local Authority will then allocate a place at their next nearest appropriate school with the relevant point of entry.
- 5.5 Where a child or young person is leaving a school based on the age range of that school, but is unable to secure a place at the next school in the education system (i.e. unable to secure a place at Year 5 in a Middle School, or Year 3 in a Junior School) and the only available places within a reasonable distance are at schools for which there is not a formal point of entry, the application will be suspended. Applicants will be advised that they may make an in-year application to a local primary school or allow Dorset Council to allocate a place. These allocations will not take place until after the Summer half-term as in year applications do not get processed more than 6 school weeks before the place is required.
- 5.6 Dorset Council will make the first exchange of offers with other Local Authorities on the 15 March 2021. A series of exchanges will take place with the final exchange with other Local Authorities taking place on the 27 March 2021.
- 5.7 Dorset Council will notify all schools of the final allocations on the 6 April 2021. Schools are not permitted to divulge any information to parents with regards to the allocations until that family is informed of the allocations on the National Offer Day by the Local Authority.
- 5.8 Dorset Council will inform all Dorset resident applicants of the outcome of their application on National Offer Day, 16 April 2021 including those who have been offered a school in another Local Authority. Those who have submitted their application electronically, will receive an outcome email confirming the school offer on or soon after 9:00am on National Offer Day. A second email will also be despatched later that day that will provide the applicant with a link to a letter that can be downloaded. This letter not only confirms the allocation, it will also detail any eligibility to transport. Those who made an application by paper form and supplied an email address will only receive this second email with a copy of the outcome letter, but will not receive the outcome email despatched around 9am.
- 5.9 Those applicants who have only supplied a postal address through a paper application will receive their notification by 2nd class post with the letters being dispatched from County Hall on National Offer Day – or the first working day thereafter if the National Offer Day fall son a non-working day.

Late Applications

- 6.1 Dorset Council manages a single late co-ordinated late round. Any application received after the national closing date through to the day before national offer day will be processed as part of the 'Late Round'

- 6.2 All applications received in this period/round, along with all appellants and those on waiting lists from the previous allocation round, will be checked verified and ranked against the oversubscription criteria of the relevant schools.
- 6.3 All address evidence as detailed 3.12 in must be dated prior to the closing date of the 15 April 2021 for it to be considered as part of the 'Late Round'.
- 6.4 Dorset Council will liaise with other Local Authorities where there are applications for schools outside of Dorset.
- 6.5 All applicants will be informed of the outcome of their application by 2nd class mail, the letters being despatched from County Hall on the 14 May 2021.
- 6.6 Any application received after the 15 April 2021 will be processed in the order that they are received but will be managed and co-ordinated by the Local Authority until 31 August 2021.

Waiting Lists

- 7.1 Where an applicant has not received their highest preference school, they may ask to be placed on a waiting list for that school.
- 7.2 Dorset Council will co-ordinate waiting lists for all schools until the end of co-ordination, 31 Aug 2021.
- 7.3 When an applicant submits an appeal, they will automatically be placed on the waiting list for that school.
- 7.4 When a place(s) becomes available at an oversubscribed school, all outstanding applications, pending appeals and waiting list applicants will be ordered against the oversubscription criteria and the highest ranked applicant will receive the place(s).
- 7.5 All schools are required to hold a waiting lists for the year of entry cohort until 31 December. Applicants will have to contact the Local Authority or the School to confirm if a waiting list for that school is held beyond the 31 December in any given year and request that they remain on the waiting if desired.
- 7.6 Where the Local Authority maintain waiting lists for schools beyond the 31 December, then the family will have to renew their waiting list place each and every September. It is the responsibility of the family to make the renewal.

Right of Appeal

- 8.1 All letters making an offer of a school place will detail the right of appeal if the school offered is not the first preference.
- 8.2 The Local Authority, as the admission authority for Community & Voluntary Controlled Schools, and publish their appeals timetable on the 28 February of

the year in question. This appeal timetable will also cover schools who have entered into a Service Level agreement for the Local Authority to manage their appeals.

- 8.2 If an applicant who has not received a place at one of their higher preference schools, they have the right to lodge an appeal within 20 days of notification of the refusal of a place
- 8.3 The Admissions Authority must hear the appeal within 40 days of the deadline of lodging an appeal. For late application appeals, these should be heard within 40 days of the lodging of an appeal where possible, or at least within 30 days of the appeal.
- 8.4 Appellants will be given 10 days notice of the appeal hearing date and the arrangements for the hearing.
- 8.5 The Appeals process will be conducted in accordance with the statutory guidance contained in School Admissions Appeals Code – February 2012.

Children with Education Health & Care Plans

- 9.1 As part of the annual review prior to transition, those children that are due to start a new school will identify a new school as part of that process. The family do not have to submit a new school application.
- 9.2 Once the annual review is complete and the consultation is complete, the SEND team will advise the School Admissions Team of the identified school. All children with existing EHCP's and their destination school will be identified to the Admissions Team by the 19 March 2021.
- 9.3 Where a child has yet to be issued an EHCP, but has been put forward to be assessed, then the family must ensure they submit a normal mainstream point of entry application regardless of which age group. Dorset will progress the application as normal. If the EHCP is completed by the 19 March 2021, and a mainstream school is named on the plan, then the original application will be withdrawn and the placement will be confirmed as that from the EHCP. If the EHCP names base or specialist provision, then the application will also be withdrawn. The SEND team will advise the Admissions Team of the outcome of any completed EHCP's by the 19 March 2021.
- 9.4 Where an EHCP is yet to be finalised and is still not completed by the 19 March, then the original mainstream application will be processed and a place offered on National Offer Day. If the EHCP, once completed, differs from the mainstream allocation, then the provision stated in the EHCP will remain and the admissions team allocation will be withdrawn and the place rescinded and re-allocated.
- 9.5 If a mainstream place is offered to a child with an EHCP, after National Offer Day and the school has reached its PAN because this differs from the family's

normal mainstream application, then the SEND team will liaise with the school around the allocation and issues of having to breach Infant Class Size legislation or having to ask a school to go over PAN if in KS2 or 3.

Children Resident Abroad

- 10.1 Applications may be made from outside of the UK for children who are moving to the UK to attend schools.
- 10.2 If the parent is a UK citizen or a citizen of a country that is part of the European Economic Area, the application needs to have the following supporting documentation:
- Copies of parent/guardian's and the relevant child's passports
 - Proof of the intended address
 - Date of probable arrival in the UK.
- 10.3 A place may be offered at a preference school if there is a place available and the application is not more than ½ a term in advance of the place being required. If places at any of the preference schools are not available then the Local Authority will not provide an alternative until the child has arrived in the country and resident at the proposed address. Parents may add preferences while they are resident outside of the UK.
- 10.4 If the parents and child are from outside of the European Economic Area applications need to have the following supporting documentation:
- Copies of parent/guardian and the relevant child's passports
 - Appropriately endorsed visas
 - Proof of the intended address
 - Date of probable arrival in the UK.
- 10.5 Applications for citizens from outside the European Economic Area can only be processed once the child is resident in the UK.

Children and Young People who are LGBT

- 11.1 Children and young people who are LGBT should feel able to apply to a school without any restrictions. Where a school or college is co-educational, the gender a person associates with has no bearing on an admissions application. Dorset's application forms ask for the child's gender. At this point, the gender appropriate to the birth certificate should be entered. Further information relating to gender identity and the reasoning for selection of a particular school can be given on the application form.

- 11.2 Dorset Council does not host single sex schools, though neighbouring authorities do have single sex schools within their boundaries. In the case of transgender applicants, where a parent selects a placement in a single sex school opposite to the birth gender, the application will be accepted by Dorset Council as the home local authority and the relevant admissions authority will be asked to consider the application and advise Dorset Council on any allocations. This is a complex decision and not all children will be competent to take it at the time of transfer. A single sex school may seek evidence from the family that they have thought through the issues carefully and in most cases would expect the family to be able to provide the school with some independent evidence from a medical professional or other worker who has been involved in the situation.

Applications from UK Service Personnel

- 12.1 Dorset Council is committed to supporting service families through the Armed Forces Covenant. Further detail is available in the Armed Forces Policy 2021-2022.

Withdrawing a School Place Offer & Fraudulent Applications

- 13.1 An offer will only be withdrawn if:
- It was based on an application that was fraudulent or deliberately misleading.
 - It was made in error.
 - It was made by someone who did not have the authority to offer a school place.
 - A parent (having been issued with reminders from the school or admissions team and made aware of the consequences) failed to accept their school place within one week of the final reminder. This includes failure to respond to contact from the school regarding transition arrangements/"taster" sessions.
 - We receive written confirmation from a parent that they wish to decline the school place offered.

Delaying a School Start, Deferring a School Place and Mode of Attendance

- 14.1 A child's school start date can be delayed (known as deferred entry) until he or she reaches compulsory school age or until the start of the final term of the academic year for which the place was offered - whichever comes first. Please contact the school directly to discuss this option, as your child's start date must be agreed with the Headteacher.
- 14.2 The vast majority of children start school full time in September, as it is beneficial for all pupils to undergo the induction process and establish friendships within the group.

- 14.3 It is a parent's responsibility to ensure that a child of compulsory school age takes up the place that has been offered by the relevant prescribed date.
- 14.4 If a child whose fifth birthday falls after the start of the final term of the academic year and the child has not taken up the place by this date, the place will be withdrawn and the family will be responsible for applying for a new school place.
- 14.5 Children are entitled to a full-time place in the September following their fourth birthday. Where parent/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age¹, or beyond the beginning of the final term of the school year for which the offer was made. Arrangements should be made with the school direct.
- 14.6 Some schools may organise a staggered start for reception aged children over the first weeks of the September term. Schools will have made these arrangements in the best interests of the child to ensure that they settle into a new school setting. Parents have the right to ask that their child in the reception class attends full time from the first day of term. This will need to be discussed directly with the school.
- 14.7 Once a place has been allocated, parent/carers can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August not beyond the beginning of the final term of the school year for which the offer was made. Deferred entry is arranged with the school direct. Deferred admissions will take place at the start of the January or April term as appropriate. If the child does not start at the agreed date, the place may be revoked and may be reallocated to someone else.

General Data Protection Regulation (GDPR)

- 15.1 The information that you give on an application form will be used by Dorset Council for the purpose of processing your application for a school place & determining school transport eligibility where appropriate for your child. The information will be shared with schools, the Department for Education, and where relevant and pertinent to your application, diocesan bodies, appeal panels and with other maintaining authorities and school admission authorities in their area. It will not be used for any other purpose unless required to do so by law. A record of the information you provide will be kept whilst your child is of compulsory school age plus a further academic year. Should you have any queries about Data Protection more detailed information is available on our Dorset Council website.

ⁱ A child reaches compulsory school age on the 31 December, 31 March or 31 August following their 5th birthday, whichever comes first. If a child's fifth birthday is on one of those dates then they reach compulsory school age on that date.

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Secondary Co-ordinated Admissions Scheme Normal Point of Entry 2021-2022

Background

- 2.1 In accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, all Local Authorities (LAs) are required to formulate schemes for coordinating arrangements for the admission of children to maintained primary and secondary schools and academies. Details of the Dorset Council scheme for 2021/22 for the reception, junior and middle class entry are set out in this document. All maintained schools and academies are required to take part.

Interpretation

DC	Dorset Council, the Local Authority for Dorset
Admissions Arrangements	the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;
Admissions Authority	in relation to a community or voluntary controlled school means the local authority and, in relation to an academy, foundation, free, trust or VA school, means the Board of Governors of that school or the multi academy trust where this applies
Equal Preference Scheme	the model whereby all preferences listed by parents on the CAF are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
CAF	Common Application Form
The Home LA	The LA in which the applicant/parent/carer is resident
Local Admissions System (LAS)	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
The Maintaining LA	The LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
National Offer Day	the day on which outcome letters are posted to parents/carers. 16 April (primary) in the year

	following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
Pupil Admissions Number or PAN	The published admissions number for the year of entry at a school
In Year Fair Access Protocol (IYFA)	The purpose of Fair Access Protocols is to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum.
Supplementary Information Form	Some schools have a SIF that allows parents to provide evidence to allow the schools to place children based on that schools over subscription criteria where a denominational criteria exists.

- 2.1 This scheme will apply to all applications for admission to Year 7 for Secondary Schools and Year 9 for the area's three Upper Schools in the academic year 2021/2022 for schools within the following Admission Authorities:
- Dorset Council (DC), as Admission Authority for Community and Voluntary Controlled secondary and upper schools in Dorset.
 - Own Admission Authority Schools (Academies, Foundation schools, Free schools and Voluntary Aided schools).
 - Admission Authorities for other maintained Secondary schools with Year 7 points of entry and Upper/Studio Schools with a year 9 point of entry in England.
- 2.2 The scheme shall be determined and processed in accordance with the provisions set out in Part 1 and in accordance with the Cor-ordinated Scheme timetable set out in Part 2.
- 2.3 The scheme shall be based on the equal preferences system.
- 2.4 Where a child is not resident with his or her parent/carer, parental responsibility must be conferred by the parent/carer directly on the person with whom the child is to reside and not on a third party or a commercial or charitable organisation. Where this involves a person who is not a close relative of the child, it is the responsibility of that person to refer the arrangement to social care as a private fostering arrangement.
- 2.5 In regard to admissions to schools, the Dorset Council Admissions Team will:
- Act as champion for children and families;
 - Offer advice to parents and schools;
 - Monitor and challenge the admission arrangements of schools within Dorset;

- Operate an admissions scheme (this scheme) for normal point of entry to infant, first, primary, junior and middle schools in Dorset;
- Operate a local in-year admissions scheme to assist in the coordination of admissions to school at points outside the normal point of entry in Year 7 & 8 at Middle Schools, Year 8, 9, 10 and 11 at Secondary Schools and Year 10 & 11 at Upper Schools.
- Operate an In Year Fair Access Protocol to ensure that outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible;
- Liaise with other teams within Dorset Council and other LAs in the planning of school places;
- Report to the Office of the Schools Adjudicator on admissions for all schools in Dorset for which we coordinate admissions;
- Offer a traded service to own admission authority schools to support them in the delivery of their responsibilities for school admissions and appeals, including the verification & ranking of applications, managing waiting lists, preparing & presenting appeals and processing in year applications.

The Scheme

Applications

- 3.1 All parents must complete a Common Application Form. Dorset Council will make appropriate arrangements to ensure that the common application form is available on the Dorset Council's website. The website will also display a guide for parents which provides a written explanation of the scheme. Paper copies of the form are available on request or from the website.
- 3.2 Dorset will only consider one school admissions application for each child. This should be completed by the person with parental responsibility who has care of the child for the majority of school days/weeks (unless a Court Order states differently). If there is joint parental responsibility, the applicant must indicate on the application that all those with parental responsibility are aware of and agree to the application and the preferences being made.
- 3.2 The CAF may be used to name up to 3 preferences for schools in Dorset or in any other Local Authority. Dorset will inform the Maintaining Local Authority of those applications for schools outside of Dorset. The CAF cannot be used to express a preference for an independent school.
- 3.3 Applications for places at a Dorset School by parents/carers of children resident outside of Dorset should be made through the Home Local Authority. The Home Local Authority will inform Dorset of the preferences made for Dorset schools.
- 3.4 All applications must be received by 23:59 on the national secondary closing date of the 31 October. Applications received after this date and before the late closing date will be treated as 'late' (see section 6).

- 3.5 Paper applications may be submitted to a preference school or by post to Dorset School Admissions Team. Parents/carers will have to provide proof of posting or of submission to the school to show it was submitted/posted on or before the 31 October.
- 3.6 Some schools may require applicants to complete a supplementary information form (SIF) in order to apply their oversubscription criteria. The requirement will be stated in the relevant school's admissions arrangements. The supplementary form should be returned direct to the school as the relevant admissions authority. Applications submitted using the common application form but without completion of a supplementary form will still be considered but the school will be unable to assess the application against the relevant criteria. Parents/carers should be made aware that they must also complete a common application form; the supplementary form is not regarded as an application in itself. Applications will only be considered if a common application form has been completed and sent to the home Local Authority. For an application to be considered as on time, the common application form must be submitted to the home Local Authority before midnight on 31 October 2019.
- 3.7 The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996.
- 3.8 Dorset Council will not accept more than one address as the child's home address. Where a child regularly lives at more than one address the Local Authority will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where any Child Benefit is paid. If Child Benefit is not received, then where the child is registered with a medical GP will be used as the address. Where parents are living separately and do not agree on the child's home address they are urged to reach agreement. If this does not happen Dorset Council will determine the address to be used for allocating a school place.
- 3.9 Dorset Council may undertake checks to ensure that the information provided in the application is true and accurate. Documentary evidence may be requested.
- 3.10 Parents/Carers must inform Dorset Council of any change of address as soon as possible. Failure to do so may result in any offer of a place being withdrawn. Documentary evidence will be required before any change is accepted.
- 3.11 Applications may be based on either a current address or a future address. Applications can only be considered based on a future address if that address is appropriately evidenced as at the closing date.
- 3.12 Evidence required for a change of address or a future address will be:

- a solicitor's letter confirming an exchange of contract dated prior to the national closing date
- A copy of a tenancy agreement (giving property address, date and duration of tenancy) signed by the applicant and the landlord as well as any notice to quit from the previous address. The new tenancy agreements must be signed and dated prior to the national closing date.
- A letter from the friend/relative confirming arrangements that the applicant and the child are moving into their home address, with a date confirming the move. The friend or relative is required to provide proof of address such as a council tax bill or a utility bill. This address can only be used by the applicant once they are actually resident.
- Written confirmation from parents and or carer/previous carer that the child's residency is changing on a long-term basis.
- Members of the Armed Services and Crown Servants may submit a posting order as proof of a future address stating the date of the start of the posting.
- Written confirmation from refuge staff that the applicant and their child/young person has been accommodated in the refuge due to domestic abuse/violence.

3.13 Where parents share parental responsibility for a child and two applications are received for the one child, Dorset Council will ask the parents to determine which application should be considered. The other application will be withdrawn. This is because DC will offer only one school place to a child at any one time. If parents cannot agree, they should resolve the issue through the court system, for example to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences. If no agreement is reached and no Order is made the decision as to which application is accepted will be determined by drawing lots, overseen by a member of staff from Dorset Council Legal Services. The home address will still be the address the child spends the majority of time.

Processing

- 4.1 Details of applications will be available to all schools through the School Admissions Module (SAM) as they are submitted though preference order is not provided based on the equal preference protocol.
- 4.2 Schools are not permitted to make any contact with parents based on the information they are privy to as a result of being able to view these applications.

- 4.2 Dorset Council will undertake the Application Exchange with other Local Authorities for applications for schools outside of Dorset on the 9 November 2020
- 4.3 Own Admissions Authority Schools for whom the Admissions Team has not been delegated to undertake the checking function through a Service Level Agreement will verify, check, apply a criterion and rank the applications and return this information to Dorset Council in a format prescribed by the Council and by the Deadline date of the 8 January 2021.
- 4.4 Dorset Council will undertake the verifying, checking, application of a criterion and rank the applications for all Community and Voluntary Controlled Schools and those Own Admission Authorities that, through an SLA, have delegated these functions to the Dorset County Admissions Team.
- 4.5 All schools may be required to verify any sibling links and staff links in accordance with that schools over subscription criteria.
- 4.6 All schools that require a SIF to verify a denominational link, where the denominational criteria is likely to be the highest ranking criteria for an application, will be responsible for receiving the SIF, verifying the link claim and informing Dorset Admissions of the criteria under which the application is to be considered.

Determining Offers

- 5.1 Dorset Council will make an initial allocation of places based on:
 - the criteria allocated to each application for a Dorset School and
 - when a school is oversubscribed (applications exceed the Pupil Admissions Number), based on the oversubscription criteria of that school.
- 5.2 The Local Authority, having regard to the ranked lists received from schools in Dorset and the information received from other Local Authorities, will:
 - where the child is eligible for a place at only one of their preference schools, allocate a place at that school to the child
 - where the child is eligible for a place at two or more of the preference schools, allocate a place at whichever school is the highest ranked preference
- 5.3 Where a child or young person resident in Dorset and looking for a Dorset school has not been offered a place at any of their preference schools, Dorset Admissions will place at their catchment school.

- 5.4 If a child has not been allocated their catchment school having not been allocated any of their preference schools, the Local Authority will then allocate a place at their next nearest appropriate school with the relevant point of entry.
- 5.5 Where a child or young person is leaving a school based on the age range of that school, but is unable to secure a place at the next school in the education system (i.e. unable to secure a place at Year 9 in a Secondary having left a middle school at the end of Year 8) and the only available places within a reasonable distance are at schools for which there is not a formal point of entry, the application will be suspended. Applicants will be advised that they may make an in-year application to a local secondary school or allow Dorset Council to allocate a place. These allocations will not take place until after the Summer half-term as in year applications do not get processed more than 6 school weeks before the place is required.
- 5.6 Dorset Council will make the first exchange of offers with other Local Authorities on the 22 January 2021. A series of exchanges will take place with the final exchange with other Local Authorities taking place on the 5 February 2021.
- 5.7 Dorset Council will notify all schools of the final allocations on the 15 February 2021. Schools are not permitted to divulge any information to parents with regards to the allocations until that family is informed of the allocations on the National Offer Day by the Local Authority.
- 5.8 Dorset Council will inform all Dorset resident applicants of the outcome of their application on National Offer Day, 1 March 2021 including those who have been offered a school in another Local Authority. Those who have submitted their application electronically, will receive an outcome email confirming the school offer on or soon after 9:00am on National Offer Day. A second email will also be despatched later that day that will provide the applicant with a link to a letter that can be downloaded. This letter not only confirms the allocation, it will also detail any eligibility to transport. Those who made an application by paper form and supplied an email address will only receive this second email with a copy of the outcome letter, but will not receive the outcome email despatched around 9am.
- 5.9 Those applicants who have only supplied a postal address through a paper application will receive their notification by 2nd class post with the letters being dispatched from County Hall on National Offer Day – or the first working day thereafter if the National Offer Day falls on a non-working day.

Late Applications

- 6.1 Dorset Council manages a single late co-ordinated late round. Any application received after the national closing date through to the day before national offer day will be processed as part of the 'Late Round'

- 6.2 All applications received in this period/round, along with all appellants and those on waiting lists from the previous allocation round, will be checked verified and ranked against the oversubscription criteria of the relevant schools.
- 6.3 All address evidence as detailed 3.12 in must be dated prior to the closing date of the 28 February 2021 for it to be considered as part of the 'Late Round'.
- 6.4 Dorset Council will liaise with other Local Authorities where there are applications for schools outside of Dorset.
- 6.5 All applicants will be informed of the outcome of their application by 2nd class mail, the letters being despatched from County Hall on the 31 March 2021.
- 6.6 Any application received after the 28 February 2021 will be processed in the order that they are received but will be managed and co-ordinated by the Local Authority until 31 August 2021.

Waiting Lists

- 7.1 Where an applicant has not received their highest preference school, they may ask to be placed on a waiting list for that school.
- 7.2 Dorset Council will co-ordinate waiting lists for all schools until the end of co-ordination, 31 August 2021.
- 7.3 When an applicant submits an appeal, they will automatically be placed on the waiting list for that school.
- 7.4 When a place(s) becomes available at an oversubscribed school, all outstanding applications, pending appeals and waiting list applicants will be ordered against the oversubscription criteria and the highest ranked applicant will receive the place(s).
- 7.5 All schools are required to hold a waiting lists for the year of entry cohort until 31 December. Applicants will have to contact the Local Authority or the School to confirm if a waiting list for that school is held beyond the 31 December in any given year and request that they remain on the waiting if desired.
- 7.6 Where the Local Authority maintain waiting lists for schools beyond the 31 December, then the family will have to renew their waiting list place each and every September. It is the responsibility of the family to make the renewal.

Right of Appeal

- 8.1 All letters making an offer of a school place will detail the right of appeal if the school offered is not the first preference.

- 8.2 The Local Authority, as the admission authority for Community & Voluntary Controlled Schools, and publish their appeals timetable on the 28 February of the year in question. This appeal timetable will also cover schools who have entered into a Service Level agreement for the Local Authority to manage their appeals.
- 8.2 If an applicant who has not received a place at one of their higher preference schools, they have the right to lodge an appeal within 20 days of notification of the refusal of a place
- 8.3 The Admissions Authority must hear the appeal within 40 days of the deadline of lodging an appeal. For late application appeals, these should be heard within 40 days of the lodging of an appeal where possible, or at least within 30 days of the appeal.
- 8.4 Appellants will be given 10 days notice of the appeal hearing date and the arrangements for the hearing.
- 8.5 The Appeals process will be conducted in accordance with the statutory guidance contained in School Admissions Appeals Code – February 2012.

Children with Education Health & Care Plans

- 9.1 As part of the annual review prior to transition, those children that are due to start a new school will identify a new school as part of that process. The family do not have to submit a new school application.
- 9.2 Once the annual review is complete and the consultation is complete, the SEND team will advise the School Admissions Team of the identified school. All children with existing EHCP's and their destination school will be identified to the Admissions Team by the 1 February 2021.
- 9.3 Where a child has yet to be issued an EHCP, but has been put forward to be assessed, then the family must ensure they submit a normal mainstream point of entry application regardless of which age group. Dorset will progress the application as normal. If the EHCP is completed by the 1 February 2021, and a mainstream school is named on the plan, then the original application will be withdrawn and the placement will be confirmed as that from the EHCP. If the EHCP names a base or specialist provision, then the application will also be withdrawn. The SEND team will advise the Admissions Team of the outcome of any completed EHCP's by the 1 February 2021.
- 9.4 Where an EHCP is yet to be finalised and is still not completed by the 1 February, then the original mainstream application will be processed and a place offered on National Offer Day. If the EHCP, once completed, differs from the mainstream allocation, then the provision stated in the EHCP will remain and the admissions team allocation will be withdrawn and the place rescinded and re-allocated.

- 9.5 If a mainstream place is offered to a child with an EHCP, after National Offer Day and the school has reached its PAN because this differs from the family's normal mainstream application, then the SEND team will liaise with the school around the allocation and issues of having to ask a school to go over PAN if in Key Stage 3.

Children Resident Abroad

- 10.1 Applications may be made from outside of the UK for children who are moving to the UK to attend schools.
- 10.2 If the parent is a UK citizen or a citizen of a country that is part of the European Economic Area, the application needs to have the following supporting documentation:
- Copies of parent/guardian and the relevant child's passports
 - Proof of the intended address
 - Date of probable arrival in the UK.
- 10.3 A place may be offered at a preference school if there is a place available and the application is not more than ½ a term in advance of the place being required. If places at any of the preference schools are not available then the Local Authority will not provide an alternative until the child has arrived in the country and resident at the proposed address. Parents may add preferences while they are resident outside of the UK.
- 10.4 If the parents and child are from outside of the European Economic Area applications need to have the following supporting documentation:
- Copies of parent/guardian and the relevant child's passports
 - Appropriately endorsed visas
 - Proof of the intended address
 - Date of probable arrival in the UK.
- 10.5 Applications for citizens from outside the European Economic Area can only be processed once the child is resident in the UK.

Children and Young People who are LGBT

- 11.1 Children and young people who are LGBT should feel able to apply to a school without any restrictions.
- 11.2 Where a school or college is co-educational, the gender a person associates with has no bearing on an admissions application. Dorset's application forms ask for the child's gender. At this point, the gender appropriate to the birth certificate should be entered. Further information relating to gender identity

and the reasoning for selection of a particular school can be given on the application form.

- 11.3 Dorset Council does not host single sex schools, though neighbouring authorities do have single sex schools within their boundaries. In the case of transgender applicants, where a parent selects a placement in a single sex school opposite to the birth gender, the application will be accepted by Dorset Council as the home local authority and the relevant admissions authority will be asked to consider the application and advise Dorset Council on any allocations. This is a complex decision and not all children will be competent to take it at the time of transfer. A single sex school may seek evidence from the family that they have thought through the issues carefully and in most cases would expect the family to be able to provide the school with some independent evidence from a medical professional or other worker who has been involved in the situation.

Applications for UK Service Personnel

- 12.1 Dorset Council is committed to supporting service families through the Armed Forces Covenant. Further detail is available in the Armed Forces Policy 2021-2022.

Withdrawing a School Place Offer & Fraudulent Applications

- 13.1 An offer will only be withdrawn if:
- It was based on an application that was fraudulent or deliberately misleading.
 - It was made in error.
 - It was made by someone who did not have the authority to offer a school place.
 - A parent (having been issued with reminders from the school or admissions team and made aware of the consequences) failed to accept their school place within one week of the final reminder. This includes failure to respond to contact from the school regarding transition arrangements/"taster" sessions.
 - We receive written confirmation from a parent that they wish to decline the school place offered.

GDPR

- 14.1 The information that you give on an application form will be used by Dorset Council for the purpose of processing your application for a school place & determining school transport eligibility where appropriate for your child. The information will be shared with schools, the Department for Education, and where relevant and pertinent to your application, diocesan bodies, appeal panels and with other maintaining authorities and school admission authorities in their area. It will not be used for any other purpose unless required to do so by law. A record of the information you provide will be kept whilst your child is

of compulsory school age plus a further academic year. Should you have any queries about Data Protection more detailed information is available on our Dorset Council website.

In Year Co-ordinated Admissions Scheme Normal Point of Entry 2021-2022

Background

- 2.1 In accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, all Local Authorities (LAs) are required to formulate schemes for coordinating arrangements for the admission of children to maintained primary and secondary schools and academies. Details of the Dorset Council scheme for 2021/22 for in Year Admissions are set out in this document.
- 2.2 This scheme lays out the processes for three types of school dependent on their status:
1. Community and Voluntary Controlled Schools for whom Dorset Council is the Home Local Authority and Admissions Authority.
 2. Voluntary Aided, Foundation and Academies (including Free Schools and Studio Schools), all of whom are their Own Admissions Authority but who have a service level agreement with the Dorset School Admissions Team to manage their In Year Admissions.
 3. Voluntary Aided, Foundation and Academies (including Free schools and Studio Schools), all of whom are their Own Admission Authority, but who directly manage their own in year admission applications.

Interpretation

DC	Dorset Council, the Local Authority for Dorset
Admissions Arrangements	the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;
Admissions Authority	in relation to a community or voluntary controlled school means the local authority and, in relation to an academy, foundation, free, trust or VA school, means the Board of Governors of that school or the multi academy trust where this applies
Equal Preference Scheme	the model whereby all preferences listed by parents on the CAF are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place

CAF	Common Application Form
The Home LA	The LA in which the applicant/parent/carer is resident
Local Admissions System (LAS)	the IT module for administering admissions in each LA and for determining the highest offer both within and between participating LAs
The Maintaining LA	The LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
National Offer Day	the day on which outcome letters are posted to parents/carers. 16 April (primary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
Pupil Admissions Number or PAN	The published admissions number for the year of entry at a school
In Year Fair Access Protocol (IYFA)	The purpose of Fair Access Protocols is to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum.
Supplementary Information Form	Some schools have a SIF that allows parents to provide evidence to allow the schools to place children based on that schools over subscription criteria where a denominational criteria exists.

2.1 This scheme will apply to the following applications:

- Year 1-6 applications at any time of year into a primary School
- Year 1 & 2 applications into an Infant School
- Year 1-4 applications into a First School
- Year 6-8 applications into a Middle school
- Year 8-11 applications into a Secondary School
- Year 10 & 11 into an Upper School
- Year Reception applications into a Primary, Infant or First School received after the 31 August in any year.
- Year 3 applications into a Junior School received after the 31 August
- Year 5 applications into Middle Schools received after the 31 August
- Year 7 applications into Secondary Schools received after the 31 August
- Year 9 applications into Upper Schools received after the 31 August

2.2 Applications for schools outside of the Dorset Council area need to be made to the maintaining authority or direct to the school.

- 2.3 The scheme shall be determined and processed in accordance with the provisions set out in this document
- 2.3 The scheme shall be based on the equal preferences system.
- 2.4 Where a child is not resident with his or her parent/carer, parental responsibility must be conferred by the parent/carer directly on the person with whom the child is to reside and not on a third party or a commercial or charitable organisation. Where this involves a person who is not a close relative of the child, it is the responsibility of that person to refer the arrangement to social care as a private fostering arrangement.
- 2.5 In regard to admissions to schools, the Dorset Council Admissions Team will:
- Act as champion for children and families;
 - Offer advice to parents and schools;
 - Monitor and challenge the admission arrangements of schools within Dorset;
 - Operate a co-ordinated admissions scheme for normal point of entry to infant, first, primary, junior, middle, secondary and upper schools in Dorset;
 - Operate a local in-year admissions scheme to assist in the coordination of admissions to school outside the normal point of entry as detailed in 2.1
 - Operate an In Year Fair Access Protocol to ensure that outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible;
 - Liaise with other teams within Dorset Council and other LAs in the planning of school places;
 - Report to the Office of the Schools Adjudicator on admissions for all schools in Dorset for which we coordinate admissions;
 - Offer a traded service to own admission authority schools to support them in the delivery of their responsibilities for school admissions and appeals, including the verification & ranking of applications, managing waiting lists, preparing & presenting appeals and processing in year applications.

The Scheme

Any parent/guardian may make a school application for any school in Dorset through either the Council Website Admissions Portal or for certain schools direct to the school. This includes those resident outside of Dorset or from overseas. The website will also display a guide for parents which provides a written explanation of the scheme. Paper copies of the form are available on request or from the website.

3.0 Making Applications For schools, for whom the Local Authority is not the admissions authority and who do not have an SLA with Dorset Council for the processing of In Year Admissions:

- 3.1 A parent Guardian may submit an application for an in-year school place either through Dorset Admissions Portland or direct to the school.
- 3.2 If an application is submitted through the Dorset Admissions Portal, the school will access the application through the School Admissions Module. The school will contact the family to provide them with an outcome to their application. This is in the form of a written communication.
- 3.3 If a place at the school is being refused on the basis that the school is full, then the school will advise the family of the right to lodge an appeal.
- 3.4 The school will provide the Local Authority Admissions Team with a copy of the outcome letter whether an offer or a refusal is made.
- 3.5 If the school is satisfied that the application should be reviewed through the In Year Fair Access protocol, the application and the referral paperwork needs to be sent to the Local Authority. The school will inform the family that the application has been referred.

4.0 For schools, for whom the Local Authority is either the Admissions Authority or through a Service Level Agreement, are managing a school's in year admissions:

4.1 Making an Application

- 4.1.1 For schools for whom the Local Authority is the Admissions Authority or with whom the LA has a Service Level Agreement, the Local Authority will process the application and inform families of the outcome of the application.
- 4.1.2 The application should be completed by the person with parental responsibility who has care of the child for the majority of school days/weeks (unless a Court Order states differently). If there is joint parental responsibility, the applicant must indicate on the application that all those with parental responsibility are aware of and agree to the application and the preferences being made.
- 4.1.3 The Dorset Application Portal may be used to name up to 3 preferences for 3 Dorset Schools.
- 4.1.4 Some schools may require applicants to complete a supplementary information form (SIF) in order to apply their oversubscription criteria. The requirement will be stated in the relevant school's admissions arrangements. The supplementary form should be returned direct to the school as the relevant admissions authority.

- 4.1.5 The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996.
- 4.1.6 Dorset Council will not accept more than one address as the child's home address. Where a child regularly lives at more than one address the Local Authority will have to reach a conclusion about which should be counted as the main address when allocating a place. This will normally be the address where any Child Benefit is paid. If Child Benefit is not received, then where the child is registered with a medical GP will be used as the address. Where parents are living separately and do not agree on the child's home address they are urged to reach agreement. If this does not happen Dorset Council will determine the address to be used for allocating a school place.
- 4.1.7 Dorset Council may undertake checks to ensure that the information provided in the application is true and accurate. Documentary evidence may be requested.
- 4.1.8 Parents/Carers must inform Dorset Council of any change of address as soon as possible. Failure to do so may result in any offer of a place being withdrawn. Documentary evidence will be required before any change is accepted.
- 4.1.9 Applications may be based on either a current address or a future address. Applications can only be considered based on a future address if that address is appropriately evidenced.
- 4.1.10 Evidence required for a change of address or a future address will be:
- a solicitor's letter confirming an exchange of contract dated prior to the national closing date
 - A copy of a tenancy agreement (giving property address, date and duration of tenancy) signed by the applicant and the landlord as well as any notice to quit from the previous address. The new tenancy agreements must be signed and dated prior to the national closing date.
 - A letter from the friend/relative confirming arrangements that the applicant and the child are moving into their home address, with a date confirming the move. The friend or relative is required to provide proof of address such as a council tax bill or a utility bill. This address can only be used by the applicant once they are actually resident.
 - Written confirmation from parents and or carer/previous carer that the child's residency is changing on a long-term basis.

- Members of the Armed Services and Crown Servants may submit a posting order as proof of a future address stating the date of the start of the posting.
- Written confirmation from refuge staff that the applicant and their child/young person has been accommodated in the refuge due to domestic abuse/violence.

4.1.11 Where parents share parental responsibility for a child and two applications are received for the one child, Dorset Council will ask the parents to determine which application should be considered. The other application will be withdrawn. This is because DC will offer only one school place to a child at any one time. If parents cannot agree, they should resolve the issue through the court system, for example to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences. If no agreement is reached and no Order is made the decision as to which application is accepted will be determined by drawing lots, overseen by a member of staff from Dorset Council Legal Services. The home address will still be the address the child spends the majority of time.

4.2 Processing

4.2.1 Details of applications will be available to all schools through the School Admissions Module (SAM) as they are submitted though preference order is not provided based on the equal preference protocol.

4.2.2 Schools are not permitted to make any contact with parents based on the information they are privy to as a result of being able to view these applications.

4.2.3 Dorset Council will undertake checks to ensure that an application does not satisfy inclusion under the In Year Fair Access protocol.

4.2.4 All schools may be required to verify any sibling links and staff links in accordance with that schools over subscription criteria.

4.2.4 All schools that require a SIF to verify a denominational link, where the denominational criteria is likely to be the highest ranking criteria for an application, will be responsible for receiving the SIF, verifying the link claim and informing Dorset Admissions of the criteria under which the application is to be considered.

4.2.5 If additional information is required, Dorset Admissions will endeavour to contact the parent or guardian within 5 school days of receiving the application.

4.2.6 Where Dorset Admissions liaise with a school prior to offering a place, that school must respond to Dorset Admissions within 3 days of being made aware of a request for a school place.

4.3 Determining Offers

- 4.3.1 Dorset Council will offer a place at the highest preference school for which there is a place available in the cohort. Dorset will endeavour to make an offer of a school place within 10 school days of receipt of the application or once in receipt of the required information (see 4.2.5).
- 4.3.2 If a place can't be offered any of the preference schools, Dorset Admissions will contact the parent or guardian providing them with the information on places available in their area. The family may at that point submit a change of preference for a school that has places.
- 4.3.3 If it is not possible to make an offer of a school place within a reasonable distance, the child, if they are a Dorset resident, will be deemed as being a Dorset resident without a school place and will be referred to the In Year Fair Access Protocol.
- 4.3.4 Where the application is from a family who do not have a confirmed Dorset address (see 4.1.10) and it has not been possible to make an offer of one of the preference schools, no further school place offer will be made.
- 4.3.5 Where a preference school has been refused, the parent/guardian will receive a written refusal which will also detail why a place has not been offered and who they may appeal against that decision.
- 4.3.6 Where an application has preferences for schools under section 3.0 and 4.0, Dorset Admissions will look to secure a school place at an appropriate school and will liaise with other preferred schools to ensure that the highest preference school is offered.
- 4.3.7 A school place will not be offered more than ½ a term before it is required.

5.0 Waiting Lists

- 5.1 Where an applicant has not received their highest preference school, they may ask to be placed on a waiting list for that school if that school holds a non-statutory waiting list.
- 5.2 When an applicant submits an appeal, they will automatically be placed on the waiting list for that school.
- 5.3 When a place(s) becomes available at an oversubscribed school, all outstanding applications, pending appeals and waiting list applicants will be ordered against the oversubscription criteria and the highest ranked applicant will receive the place(s).

- 5.4 Where the Local Authority maintain waiting lists for schools beyond the 31 December, then the family will have to renew their waiting list place each and every September. It is the responsibility of the family to make the renewal.

6.0 Place Availability

- 6.1 Dorset Council must, on request, provide information to a parent about places available in all schools within its area.
- 6.2 All schools in the Dorset area, through the School Admissions Module, must provide updated on-roll figures for each statutory year group on a weekly basis, preferably by the close of day each Friday.
- 6.3 These figures should reflect all children on roll at the school in each year group as at 9 am that day.

7.0 Right of Appeal

- 6.1 All letters detailing the outcome of a school place application and where the highest preference has not been offered, must detail the right of appeal for any school that has been refused.
- 6.2 If an applicant who has not received a place at one of their higher preference schools, have the right to lodge an appeal within 20 days of notification of the refusal of a place
- 6.3 The Admissions Authority must hear the appeal within 30 days of lodging the appeal.
- 6.4 Appellants will be given 10 days notice of the appeal hearing date and the arrangements for the hearing.
- 6.5 The Appeals process will be conducted in accordance with the statutory guidance contained in School Admissions Appeals Code – February 2012.

7.0 Children with Education Health & Care Plans

- 7.1 Children with Education Health and Care Plans who are moving into Dorset or who wish to move schools within Dorset need to contact the SEND Team at County Hall. These applications will not be processed through the normal in-year admissions process.

8.0 Children Resident Abroad

- 8.1 Applications may be made from outside of the UK for children who are moving to the UK to attend schools.
- 8.2 If the parent is a UK citizen or a citizen of a country that is part of the European Economic Area, the application needs to have the following supporting documentation:
- Copies of parent/guardian and the relevant child's passports
 - Proof of the intended address
 - Date of probable arrival in the UK.
- 8.3 A place may be offered at a preference school if there is a place available and the application is not more than ½ a term in advance of the place being required. If places at any of the preference schools are not available then the Local Authority will not provide an alternative until the child has arrived in the country and resident at the proposed address. Parents may add preferences while they are resident outside of the UK.
- 8.4 If the parents and child are from outside of the European Economic Area applications need to have the following supporting documentation:
- Copies of parent/guardian and the relevant child's passports
 - Appropriately endorsed visas
 - Proof of the intended address
 - Date of probable arrival in the UK.
- 8.5 Applications for citizens from outside the European Economic Area can only be processed once the child is resident in the UK.

9.0 Children and Young People who are LGBT

- 9.1 Children and young people who are LGBT should feel able to apply to a school without any restrictions.
- 9.2 Where a school or college is co-educational, the gender a person associates with has no bearing on an admissions application. Dorset's application forms ask for the child's gender. At this point, the gender appropriate to the birth certificate should be entered. Any other information around gender identify may be submitted through the notes section on an application.

Applications from UK Service Personnel

- 10.1 Dorset Council is committed to supporting service families through the Armed Forces Covenant. Further detail is available in the Armed Forces Policy 2021-2022.

Withdrawing a School Place Offer & Fraudulent Applications

11.1 An offer will only be withdrawn if:

- It was based on an application that was fraudulent or deliberately misleading.
- It was made in error.
- It was made by someone who did not have the authority to offer a school place.
- A parent (having been issued with reminders from the school or admissions team and made aware of the consequences) failed to accept their school place within one week of the final reminder. This includes failure to respond to contact from the school regarding transition arrangements/"taster" sessions.
- We receive written confirmation from a parent that they wish to decline the school place offered.

General Data Protection Regulation (GDPR)

16.1 The information that you give on an application form will be used by Dorset Council for the purpose of processing your application for a school place & determining school transport eligibility where appropriate for your child. The information will be shared with schools, the Department for Education, and where relevant and pertinent to your application, diocesan bodies, appeal panels and with other maintaining authorities and school admission authorities in their area. It will not be used for any other purpose unless required to do so by law. A record of the information you provide will be kept whilst your child is of compulsory school age plus a further academic year. Should you have any queries about Data Protection more detailed information is available on our Dorset Council website.

**Dorset Council
Maintained Nursery Units Policy
2021-2022**

This Admissions Policy applies to the following schools that have maintained nursery units attached to the schools:

- Weymouth, Bincombe Valley Primary School
- Weymouth, Holy Trinity CE VC Primary School
- Weymouth, Wyke Regis Infant School

The maximum number of children that can be admitted is determined by the individual nursery with regard to staffing and square footage in accordance with national guidance. Admissions are administered by each individual nursery unit. Applications should be submitted by the adult who has parental responsibility for the child (see footnote 1).

Admission to a Nursery Unit does not guarantee admission to the attached school. A separate application must be made for transfer from the Nursery Unit to the School which will be considered in accordance with the LA's admissions policy for community and voluntary controlled schools.

- (1) Where all parental preference applications for places at the Nursery Unit can be satisfied all children seeking a place will be admitted.
- (2) Where there are too few places available to satisfy all parental preference applications (as measured against the maximum limit identified above), places will be allocated according to the following priority order:
 - i) A "Child in Care" or who was "previously a "Child in Care" (see footnote 2).
 - ii) Children who the authority accepts have an exceptional medical or social need and where there is a need for a nursery place at one specific nursery (see footnote 3).
 - iii.) Children living within the attached school's catchment area who will have a sibling(s) attending the Nursery Unit at the time of application and admission (see footnote 4, 5).
 - v.) Children living within the attached school's catchment area (see footnote 4).

- vi.) Children living outside the attached school's catchment area and who will have a sibling(s) attending the Nursery Unit at the time of admission (see footnote 5).
 - vii.) Children of staff with at least two years continuous service at the Nursery Unit or who have been recruited to a vacancy to meet a demonstrable skills shortage as at the date of application and who still intend to be employed at the Nursery Unit at the time of the child's admission (see footnote 6).
 - viii.) All other children living outside the attached school's catchment area.
- (3) Where there are too few places available to satisfy preferences expressed within any of the priority order categories set out above, places will be allocated on the basis of the child's closeness to the preferred Nursery Unit (defined by straight line measurement using a geographical information based system which identifies the straight line distance between the home address and the school from an easting and northing for the two locations).
- (4) In the event that the Governing Body is unable to distinguish between applications despite applying the criteria set out above, lots will be drawn by an independent person (of the Governing Body) to determine the final place(s).

Footnotes

1. Should more than one adult have parental responsibility, only one application will be considered. Unless a court order rules otherwise, the application must be made by the parent who has day to day care of the child for the majority of the school days/weeks. Where this is unclear, disputed, or care is split equally and there is no agreement between the parents, the application considered will be that made by the parent at the address identified on the child's registered General Practitioner (GP) record. If separated parents reside at the same address, they should reach agreement or, if not possible, obtain a Court Order to clarify the preferences before an application can be considered by the Local Authority.
2. A "Child in Care" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Child in Care" means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.
3. Applications will only be considered under this category if there is evidence provided such as a Child Protection Order, Children in Need document or a written statement

- from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified nursery is the only nursery that can meet the defined needs of the child. The local authority is all inclusive and will meet all legislative requirements to accommodate children within their educational setting as appropriate to their need.
4. The school's catchment area is a geographical area defined by the LA. Details are held by the school.
 5. The term "sibling" means full brother or sister, stepbrother or sister, adoptive brother or sister and non-blood related children who live with married, single cohabiting parents in the same household.
 6. Staff are all Dorset Council employed staff at the preferred nursery school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent. If applicants wish to be considered under this criterion then a letter from the nursery must be provided at the time of application.

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Dorset Council
Sixth Form Admissions Policy
2021 - 2022

Dorset LA is the Admissions Authority for all Community and Voluntary Controlled schools in the Dorset Council Area. Arrangements for entry to Sixth Forms are administered by the respective governing bodies. The policy set out below does not apply to Voluntary Aided, Free Schools, Academies and Foundation schools.

Should more than one parent have parental responsibility, only one application will be considered. Unless a court order rules otherwise, the application must be made by the parent who has day to day care of the child for the majority of the school days/weeks. Where this is unclear, disputed, or care is split equally and there is no agreement between the parents, the application considered will be that made by the parent at the address identified on the child's registered General Practitioner (GP) record. If separated parents reside at the same address, they should reach agreement or, if not possible, obtain a Court Order to clarify the preferences before an application can be considered by the Local Authority.

1. Where all parental preferences for places at the school can be satisfied, all children seeking a place will be admitted.
2. Where there are too few places available (see footnote 1) to satisfy all preferences, places will be allocated according to the following priority order:-
 - i) A "Child in Care" or who was "previously a Child in Care" (see footnote 2)
 - ii) Children who the authority accepts have an exceptional medical or social need and where there is a need for a place at one specific school (see footnote 3).
 - iii) Children living within the school's catchment area who will have a sibling(s) attending the school at the time of admission. (see footnote 4)
 - iv) Children living within the school's catchment area.
 - v) Children living outside the school's catchment area who will have a sibling(s) attending the school at the time of admission. (see footnote 4)
 - vi) Children living outside the school's catchment area and whose parents wish them to attend a CE Voluntary Controlled school on denominational grounds. (see footnote 5)
 - vii) Children of staff with at least two years continuous service at the school or who have been recruited to a vacancy to meet a demonstrable skills shortage as at the date of application (in year) or relevant closing date under the LA co-ordinated scheme (normal year of entry) and who still intend to be employed at the school at the time of the child's admission. (see footnote 6 & 7)

- viii) All other children living outside the school's catchment area.
3. If oversubscribed within any of the priority order categories above, places will be allocated on the basis of the shortest straight line measurement using a geographical information based system which identifies an Easting and Northing for the home address and the school and calculates the distance between the two locations. NB. School transport is based on walking and driven distances.
 4. In the event that the LA is unable to distinguish between applications despite applying the priority categories above, lots will be drawn by an independent (of the LA) person to determine the final place(s).
 5. Where applications are received from families with multiple birth siblings and by adhering to 6th Form PAN these siblings could not be offered the same school, the admission number will be exceeded to accommodate the multiple birth siblings. This is not an indication that schools can exceed the admission number other than under these exceptional circumstances.

Footnotes

1. The places are defined as the published admission number for year group 12.
2. A "Child in Care" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Child in Care" means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.
3. Applications will only be considered under this category if there is evidence provided such as a Child Protection Order, Children in Need document or a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. The local authority is all inclusive and will meet all legislative requirements to accommodate children within their educational setting as appropriate to their need.
4. The term 'sibling' means full brother or sister, half or step brother or sister, adoptive brother or sister and other non-blood related children who live with married or cohabiting parents in the same household and relates to all year groups provided by the school.

5. In order to qualify for consideration under this category, parents/guardians will need to show that at least one adult family member and the child to whom the application relates to have been attending their local church at least once a month for a minimum of a year prior to the closing date for applications. The application must also be supported by a written statement from the vicar/priest/minister or leader of the church confirming this.
6. The term children includes full, half, step, adopted and those non-blood related but resident through marriage, civil partnerships or single family co-habitation arrangements at the time of application or deadline.
7. Staff are all Dorset Council employed teaching and support staff at the preferred school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent. If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

Failure to provide sufficient evidence will result in the application being processed against the next highest criteria.

All policies and the Parents' Guide which provides further information and clarification are all available at <https://www.dorsetcouncil.gov.uk/education-and-training/schools-and-learning/schools-and-learning.aspx>

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**Dorset Council
Guidance on the Placement of a Pupil
Outside His or Her Normal Age Group
2021-2022**

1. Introduction

- 1.1 The purpose of this guidance is to provide schools and Admission Authorities (see Section 9) in Dorset with a framework within which to make decisions about whether or not a pupil should be educated in a group outside his or her normal age group.
- 1.2 While the final decision rests with the Admission Authority. The Head teacher of the school or prospective school will be best placed to advise the Admission Authority on the appropriateness of the proposed course of action.
- 1.3 Parents and carers wishing to request that their child be placed outside his or her normal age group must do so through the Head teacher of the pupil's actual or proposed school.
- 1.4 Placing a pupil outside his or her normal age group can have significant implications for the pupil as he or she moves through schools. This guidance therefore aims to ensure that full consideration is given of both short and long term impact.
- 1.5 There is no requirement for schools to move those pupils who are currently outside their normal age group. It is suggested that in these circumstances the school should ensure that parents and carers are aware of the possible implications of the pupil remaining outside his or her normal age group. This relates in particular to phase transfers. Some of the possible implications are outlined in section 3 of this guidance document.

2. Principles

- 2.1 The principles behind educational inclusion stress the importance of all pupils being educated alongside their peers in their local communities. This national perspective is reflected in Dorset's Inclusion Vision. The emphasis is on schools meeting individual needs, including those of pupils with special educational needs, through personalised learning.
- 2.2 Expectations of good practice are based upon a child's entitlement to be educated alongside their age equivalent peers. The responsibility for addressing individual needs lies with the school through an appropriately differentiated

- curriculum. Personalised learning is at the heart of ensuring that the provision that is made meets the individual pupil's needs.
- 2.3 The needs of the child or young person need to be viewed holistically. The individual's social, emotional and physical development and well-being need to be considered alongside educational needs.
- 2.4 Where a child has special, additional or individual educational needs, then their educational programme should be enhanced with appropriate support. For pupils with SEN, this support will be outlined in the Individual Education Plan (IEP) or, where appropriate, in a Statement of Special Educational Needs.
- 2.5 **The placement of a child or young person outside his or her normal age group is not an appropriate strategy for meeting special educational needs.** Special educational needs are not a justification for placing a pupil outside his or her normal age group. Special Schools will **always** register pupils in their correct year group, as they will then be placed within the most appropriate teaching group (which are mixed age as they are based on pupils needs rather than solely chronological age).
- 2.6 There are significant and long term issues for the pupil, the school and the Local Authority/Academy Trust that arise from a decision to place a pupil outside his or her normal age group. These are set out in Section 3 of this policy.
- 2.7 If a Head teacher decides to recommend that a pupil be placed outside his or her normal age group, this should only be in truly exceptional circumstances and in full light of the possible implications for the pupil. Recommendations should be made in accordance with procedures published in this guidance, and with the full involvement of parents/carers and all relevant professionals involved with the pupil's education. Guidance on the decision making framework is set out in Section 4 of this policy.
- 3. Implications for pupils who are placed outside their normal age group**
- 3.1 All recommendations and decisions should be made with the following factors in mind. It is particularly important that parents/carers are aware of possible implications for the remainder of the pupil's progress through the school system:
- If a Head teacher recommends that a pupil is placed in a group below his or her chronological year, then a reduced set of general expectations is in place, and areas of strength are at risk of not receiving appropriate stimulation. If a pupil is placed above his or her chronological year then the converse can happen, although most requests are for delayed rather than accelerated movement.



- Parents/carers should be made aware that a decision which has been recommended by one Head teacher may be sought to be overturned in another setting.
- The implications are long term as, once the year/group change has been made, it is difficult to reverse as:
 - a) the pupil may miss out on a national curriculum year programme of work
 - b) the pupil may need to join an unfamiliar class group and will need to form new friendships and support networks
 - c) the consequences of making up a year can be negative for the pupil

The above is likely to put additional pressure on an already vulnerable pupil.

- If the pupil remains outside his or her normal age group, his or her physical, emotional and social needs may be unmet.
- At phase transfers, which could mean a change of school and new friendship groups, pupils will be older than the rest of their new peer group.
- National Curriculum Tests and GCSEs and other accredited courses are completed a year or more late, as assessment takes place at the same time as the rest of the year group in which the pupil has been placed and not in line with his or her chronological age.
- A pupil who is outside his or her normal age group, and reaches Year 10 may choose to leave school at the official school leaving date for their age group– which is always the last Friday in June at the end of the academic year in which he or she is 16, thereby not completing GCSEs or other accredited courses and thus damaging his or her prospects for future employment or further education placement.
- A pupil who does not remain in his or her cohort will experience fractured peer relationships; this is likely be detrimental to well-being.
- A pupil who is moved to a lower age group may well receive negative messages which will impact adversely on his or her sense of acceptance, achievement and belonging.

4. The decision making framework

- 4.1 The following general framework applies to all requests for placing a pupil outside his or her normal age group, regardless of specific circumstances.
- Head teachers should set out why this course of action is being considered and his or her recommendation. This recommendation should be based on written advice from members of other professional groups who are involved in supporting the child.
 - In no instance should movement be of more than a single National Curriculum year.
 - Schools should be able to evidence that **this is not a response to unmet need** and that
 - the pupil's educational, social and emotional well-being would be best met through placement outside his or her normal age group
 - there is full parental support and agreement
 - there is pupil support and agreement following explanation and counselling at a level the pupil is able to understand
 - there are clear objectives and time scales to the change, with plans in place to manage phase transfers and examinations if appropriate
 - In all aspects schools are advised to ensure that parent/carers are fully involved in the decision to recommend this course of action, that they understand the long-term implications and that they have provided written agreement (See template agreement to place outside of the normal age group – BYIY 002 at the end of this document, please attach any other supporting documentation).
 - The attached form should be completed and forwarded to the Dorset Admissions Team.
 - Where the request has been made by a parent/carer but is not recommended by the Head Teacher, both parties may set out reasons to support their recommendation/ request and these will be considered by the In Year Fair Access Panel. (See Dorset School Admissions website for an application form).
 - Completed recommendations/requests will be considered by The Local Authority's In Year Fair Access Panel which meets regularly during term time. It will make decisions on the basis of the circumstances of each case and will inform parents of their statutory right to appeal should they disagree with the panel's decision.
 - Non-Dorset children / non-Dorset schools. Requests are dealt with and recommendations made by the admitting school, regardless of the child's

home address. For a child with a statement of special educational needs, where another Local Authority is responsible for the statement, the school would need to consult with the SEN team of the Local Authority having responsibility for the statement.

5. Guidance on special circumstances

5.1 Medical needs

- 5.1.1 Some pupils may have significant absence from or intermittent attendance at school due to a medical condition or accident. During the absence from school pupils may have accessed differing amounts of education and as a result will be better or less well-prepared to re-engage with full-time education.
- 5.1.2 The age of the student is important. Absence from school which has affected preparation for GCSE courses of study may have greater significance on a student's future life chances than prolonged absence at other times.
- 5.1.3 Recommendations in respect of pupils who have missed extensive periods of time from education due to illness or accident should be made on an individual basis and in a multi professional forum.
- 5.1.4 Further information relating to pupils with medical needs may be found in Dorset's Access to Education for Children and Young people with Medical Needs.

5.2 Pupils learning English as an additional language, refugees and asylum seekers

- 5.2.1 If a pupil from overseas arrives with limited or no English into Year 11, it would be difficult for the school to make provision in respect of GCSE courses. Every chance to undertake those GCSEs should be explored and consideration might be given to placing the pupil in Year 10 to maximise his or her opportunities (with agreement from the parents and the young person). Advice and support should be requested from specialist staff where appropriate.
- 5.2.2 A pupil arriving in any other year group from overseas with limited or no English would not normally be considered for placement outside his or her normal age group.

5.3 Twins or other multiple births

- 5.3.1 Where twins or other multiple birth siblings have birthdays on either side of midnight on 31 August, the siblings will have been born in different academic years. In anticipation that parents will want the children to be admitted to school together, when applying for admission to Reception, a parent may specify that both twins (or all triplets etc) be admitted to the same academic year. This will

mean that one or more of the children is admitted out of his or her chronological cohort. The expectation will then be that the children will continue to be taught within that cohort as their school career progresses.

6. Pupils already out of their normal age group

- 6.1 Where pupils have been placed outside their normal age group and that decision is now not considered to be appropriate, the school should meet with the parents/carers and other professionals involved and determine the future course of action.
- 6.2 The school and the parents or carers should have a clear plan as to the future educational arrangements for the pupil. This should take into account how any potentially negative implications will be managed.
- 6.3 A move of school may provide a suitable opportunity for the pupils to be returned to their normal age group. (N.B. This will **always** occur if the placement is at a special school.)

7. Deferred Entry to the reception class

- 7.1 Every child must legally start their full time education the term after their fifth birthday. However a September admission date is expected to be maintained for the majority of four year old children in Dorset. A parent having applied for a place in September, may wish to *defer* the entry until later in that academic 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 for which the application was made. This action will not result in the pupil being placed outside his or her normal age group and is therefore outside the remit of this policy. With deferred entry the pupil is placed in the appropriate age group. For further information please contact the school admissions team (01305 221060).
- 7.2 Where parents/carers consider a **deferred entry** will be of benefit to the child, the parents/carers must contact their preferred school for further information and agree a date for entry to school for the child. The date of entry must not be beyond the start of the final term of the academic year (Foundation year). If the parents/carers do not take up the place at the agreed time, the place will be considered vacant and offered to another applicant. This applies to all schools.
- 7.3 Parents/carers opting for deferred entry need to be aware of the possible implications. The child will miss part of the Foundation Stage curriculum and also the period of induction that the pupils starting in September will receive.

8. Delayed Entry to Reception Class – Summer Born Children

- 8.1 Where a child is summer born and parents wish to consider the delay of their child starting school in the Reception Class until after their 5th birthday they will have to discuss this directly with the Head Teacher and/or the Admission Authority of the proposed school. These requests will be considered on a case by case basis and with reference to this Guidance.
- 8.2 If a parent applies for a reception place to be taken up after the child's 4th birthday and is allocated a place in the normal transfer round and then subsequently wishes for their child to enter the school in Reception after their 5th birthday – they will have to make a new application in the next application year and surrender their current place/application. Their application will be considered afresh and no guarantee will be given that they will get a place at the same school in the subsequent allocation as it will be subject to the relevant admissions code and the overall number of available places.
- 8.3 If a parent has deferred entry into reception and subsequently decides to re-apply for a reception place for the next academic year after the normal 4+ closing date, then a new application will have to be made and will be considered as a late application and a place cannot be guaranteed at the preferred school. The application will be subject to the oversubscription criteria should applications be in excess of the places available.
- 8.4 A parent is required to make an application for a school place for entry in September after the child's 4th birthday. If the parent intends to apply for a delayed entry they must then get agreement from the school or schools that they intend to apply to and fill the form at the end of this guidance prior to withdrawing their original application. One form for each school applied for is required. They will then have to make a further new application for the new intended year of entry.
- 8.5 Once the parent and school agree to the delayed entry into reception, the form BYSB 001 at the back of this Guidance should be completed by the parent and signed by them and the Head Teacher to confirm the delayed entry.
- 8.6 Once a summer born child has delayed entry in reception in September following their 5 birthday – the ability to engage in a part-time timetable or graduated start will not be available as it would be to a 4 year –old as once a child has reached 5, they are required to attend full time.

9. **Admissions Authorities in Dorset**

9.1 The decision making body is dependent on the type of school:

Type of School	Who is the admission authority?	Who is the decision maker for placement outside of normal year group?
Community Schools	Local Authority	Head Teachers/Governing Bodies will make a recommendation to the DCC Admissions Team as the Admissions Authority. The Admissions Authority may accept the recommendation or wish to refer to the In Year Fair Access Panel.
Voluntary controlled schools	Local Authority	
Academies	Academy Trust	As 'Own Admissions Authority' the Governing Body will decide outcome.
Foundation Schools	Governing body	
Voluntary aided schools	Governing body	

10. **Request /Recommendation for pupil to be placed outside his or her normal age group**

10.1 Parents are requested to discuss this option with the school prior to completing the attached form.



BYSB 001 - Application for Delayed Entry to a Reception Class.

This form is to be filled and signed by the parent when they have decided to delay their child's entry into a Reception Class under the Admission of Summer Born Children Protocols. The Head Teacher's signature is confirmation that a discussion with the parent has taken place about the implications of the decision to delay entry though is not a statement that the school has made a professional decision on the educational or developmental needs of the child.

Parents are advised to refer to the following Documents:

1. Department for Education – Advice on the admissions of summer born children - December 2014
2. Dorset County Council - Guidance on the Placement of a Pupil Outside His or Her Normal Age Group – April 2014

Name of Child _____ Date of Birth _____

Name of School _____

Having read both the Department for Education and Dorset County Council Guidance on summer born children I wish to delay entry into reception until September _____ (Enter appropriate year).

I acknowledge I will have to make a new school application which will be subject to the Dorset Admissions Code and oversubscription criteria for that year and any offer of a school place I currently hold will be withdrawn.

I confirm that I understand the following:

- when my child moves to another school, that a new application for the continuation of the placement outside of their normal year group will have to be made to the new school.
- another school or local authority is not required to continue the placement of a child outside their normal year group.
- that there is no option of my child starting Reception at aged 5 on a part-time timetable.
- once a child is admitted to a school it is for the Head Teacher to decide how best to educate them. In some cases it may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group, but in others it will not.
- any subsequent decision to move a child to a different age group or back into their chronological age group should be based on sound educational reasons and made by the Head Teacher in consultation with the parents.

Parents Name _____

Signature _____ Date: _____

Head Teachers Name _____

Signature _____ Date _____

A copy of this to be retained by the school, a copy to be retained by the parent and a copy to be sent to Dorset Council School Admissions



BYIY 002 - Agreement for the Placement of a Child Outside of their Normal Age Group.

This form is to be filled and signed by the parent and the relevant school when agreement has been reached for an existing enrolled pupil to be placed outside of their normal year group.

Parents are advised to refer to the following Documents:

1. Department for Education – School Admissions Code - December 2014
2. Dorset County Council - Guidance on the Placement of a Pupil Outside His or Her Normal Age Group

Name of Child _____ Date of Birth _____

Name of School _____

National Curriculum Year Group - Current _____ Proposed _____

Having read both the Department for Education and Dorset County Council Guidance on placement of children outside of their normal age group I wish to confirm that I have agreed for my child to be placed in the proposed National Curriculum Year Group.

I confirm that I understand the following:

- when my child moves to another school, that a new application for the continuation of the placement outside of their normal year group will have to be made to the new school.
- another school or local authority is not required to continue the placement of a child outside their normal year group.
- once a child is admitted to a school it is for the Head Teacher to decide how best to educate them. In some cases it may be appropriate for a child who has been admitted out of their normal age group to be moved to their normal age group, but in others it will not.
- any subsequent decision to move a child to a different age group or back into their chronological age group should be based on sound educational reasons and made by the Head Teacher in consultation with the parents.

Parents Name: _____

Signature: _____ Date: _____

Head Teachers Name: _____

Signature: _____ Date: _____

A copy of this to be retained by the school, a copy to be retained by the parent and a copy to be sent to Dorset County Council School Admissions

Dorset Council Admission of Armed Forces Community Children Policy 2021-2022

This policy applies to all schools where Dorset Council (DC) is the admissions authority (community and voluntary controlled schools) – it will also be promoted for adoption with Dorset schools which are their own admissions authorities (academies, foundation, voluntary aided and free schools).

Dorset Council wishes to recognise the Armed Forces Covenant which is a promise between the Government, the Nation and the Armed Forces. It's there to make sure that people in the Armed Forces Community aren't disadvantaged because of their Service, and that the people who have given the most receive special consideration for the sacrifices they have made for the country.

DC is committed to look out for any problems these families might face because of their part in the Armed Forces Community, and then to assist in finding solutions to those problems.

A family may be disadvantaged when applying for a school place (during service or upon leaving service). When an application is made from the Armed Forces Community and a place cannot ordinarily be offered, an assessment will be made of the circumstance.

In order to establish (by admissions department or appeal committee) whether a place should be offered, it needs to be identified as to whether being a member of the armed forces has disadvantaged the family in applying for a specific school place and consider the impact of placing the child over number (see Consideration of Prejudice).

The School Admissions Code has been revised to enable schools to admit service children as exceed the 30-pupil limit for infant classes in order to accommodate Service children.

Infant class size – Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher⁴⁴. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are....

f) children of UK service personnel admitted outside the normal admissions round;

Admissions Authorities when considering admissions placement from Forces Families should take account of the expectation that families will move as a new posting comes through or when discharged at the end of service: the family have little or no choice in the location or the timing of this move and so, in many cases, will be forced to apply to schools outside of the normal admissions round.

In order to ascertain if they should be considered for a place at a school that is full in the year group applied for (especially where this would contravene infant class size legislation) it should be considered whether or not it would have been reasonable for a family living at the stated address and applying 'on time' at the normal year of transfer to obtain a place.

1. Did the fact that a parent is serving in the armed forces prevent an 'on time' application being made?

Yes – This should be taken into account in the decision-making process

No – There has been no disadvantage and therefore no account need be taken.

2. Would it have been reasonable to expect a place at the named school had the application been made 'on time' at the normal age of transfer?

Yes – This should be taken into account in the decision making process

No – There has been no disadvantage and therefore no account need be taken.

3. Would the alternative offer NOT have been one that other families in the locality were offered?

Yes – This should be taken into account in the decision making process

No – There has been no disadvantage and therefore no account need be taken.

4. Would the alternative placement offered have a negative long term impact e.g. not keep them within the same pyramid of schools for next age of transfer?

Yes – This should be taken into account in the decision making process

No – There has been no disadvantage and therefore no account need be taken.

If all the answer to all questions is 'No', then there has been no disadvantage and normal procedures should be followed.

If the answer to one or more questions is 'Yes', then the case will need to be considered more carefully in line with this undertaking but this does not mean

that a child will automatically be admitted, as there still remains a need to balance the case of the child and the specific situation of school.

Consideration of prejudice

The admissions officer/appeal panel must balance the prejudice to the school against the appellant's case for the child to be admitted to the school.

It must take into account the appellant's reasons for expressing a preference for the school, including what that school can offer the child that the allocated or other schools cannot.

In reaching a decision as to whether or not there would be prejudice the panel may consider the following factors:

- a) what effect an additional admission would have on the school in the current and following academic years as the year group moves through the school;
- b) the impact on the organisation and size of classes, the availability of teaching staff, and the effect on children already at the school.

If the admissions authority/appeals panel considers that the appellant's case outweighs the prejudice to the school it must admit the child/uphold the appeal.

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Dorset Council
Guidance on Consulting on Admissions Arrangements

1.1 Relevant Area

The School Standards & Framework Act 1998 requires Local Authorities to establish Relevant Area (s) for admission policy consultations. The Relevant Area is the area in which admission authorities must consult with schools regarding their proposed admission arrangements before finalising them.

It is proposed that the Relevant Area for the 2019 and 2020 academic years for Dorset schools, including any schools that may subsequently become academies, be the geographical area of Dorset Council (DC).

Proposed consultation requirements for each type of admission authority are listed below:

The local authority will consult on the admissions arrangements for Community and Voluntary Controlled schools with:

- All schools within Dorset
- All neighbouring local authorities
- Any out of county academy, foundation, free and voluntary aided primary schools within 4.8 kilometres (3 miles) of the Dorset Council border
- Any out of county academy, foundation, free and voluntary aided secondary schools within 8 kilometres (5 miles) of the Dorset Council border

1. Having consulted with their Diocese, primary schools designated as having a religious character, will consult with:

- Dorset Council
- All other primary schools whose catchment partially or wholly falls within a 4.8 kilometre radius (3 miles)
- Other local authorities within a 4.8 kilometre radius (3 miles)
- Other faith primary schools within their own deanery, according to guidance issued by their Diocese

2. Primary academies and foundation schools will consult with:

- Dorset Council

- All other primary schools whose catchment partially or wholly falls within a 4.8 kilometre radius (3 miles)
- Other local authorities within a 4.8 kilometre radius (3 miles)

3. Having first consulted with their Diocese, secondary schools designated as having a religious character, will consult with:

- Dorset Council
- All other primary and secondary schools whose catchment partially or wholly falls within an 8 kilometre radius (5 miles)
- Other local authorities within an 8 kilometre radius (5 miles)
- Other primary and secondary faith schools within their own deanery, according to guidance issued by their Diocese

4. Secondary Academies, Foundation, Free and Trust schools will consult with:

- Dorset Council
- All other primary and secondary schools whose catchment partially or wholly falls within an 8 kilometre radius (5 miles)
- Other local authorities within an 8 kilometre radius (5 miles)

Relevant area consultation does not change the duties that an Admissions Authority has in undertaking consultation on changes in admissions arrangements as laid down in 1.42 to 1.45 of the School Admissions Code December 2014ⁱ. (see Section 1.2).

1.2 Partners and Stakeholders

Dorset Council endeavours to consult as widely as possible, and in fulfilling its duty under the Admissions Code, it will notify the following organisations of a consultation on Admissions Arrangements or School Transport Arrangements:

- Elected Dorset Councillors
- Town / Parish Councils
- Relevant Nursery and Pre-School settings

DCC will fulfil its duty to consult with parents of children between the ages of two and eighteen by:

- advertising the consultation on the Dorset Council Website

- Requesting each school to inform parents in their newsletter that DC is consulting on Admissions Arrangements and/or School Transport Arrangements
- Requesting that each school places a notice on their school website that DC is consulting on Admissions Arrangements and/or School Transport Arrangements
- Requesting each nursery/pre-school setting to inform parents that DC is consulting on Admissions Arrangements and/or School Transport Arrangements
- Publishing the consultation through the Family Information Service e-Newsletter circulated 20,000+ families across Dorset.

ⁱ See paragraph 1.3 Regulations 12 to 17 of the School Admissions Regulations 2012 which covers consultation arrangements

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Equality Impact Assessment (EqIA)

Before completing this EqIA please ensure you have read the EqIA Guidance Notes

Title	School Admissions Policies and Co-ordinated Schemes		
Date assessment started:	1.9.19	Version No:	v.1
		Date of completion:	22.11.19

Type of Strategy, Policy, Project or Service:

Is this Equality Impact Assessment (please put a cross in the relevant box)

Existing:	<input checked="" type="checkbox"/>	Changing, update or revision:	<input type="checkbox"/>
New or proposed:	<input type="checkbox"/>	Other (please explain):	<input type="checkbox"/>

Is this Equality Impact Assessment (please put a cross in the relevant box)

Internal:	<input type="checkbox"/>	External:	<input checked="" type="checkbox"/>	Both:	<input type="checkbox"/>
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Report Created By:

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Members of the assessment team:	Sian Robinson Karen Northover Emily Bearman Kim Mileham

Step 1: Aims

<p>What are the aims of your strategy, policy, project or service?</p> <p>The suite of Admissions Policies for review are as follows:</p> <ol style="list-style-type: none"> 1. Admissions Arrangements for Community & Voluntary Controlled Schools 2021-2022. 2. Co-ordinated Admissions Scheme Timetable 2021-2022 3. Primary Co-ordinated Scheme 2021-2022 4. Secondary Co-ordinated Scheme 2021-2022 5. In Year Co-ordinated Scheme 2021-2022 6. Admissions to Maintained Nursery Units Policy 2021-2022 7. Sixth Form Admissions Policy 2021-2022 8. Guidance on Placement Outside of Normal/Chronological Age Group 2021-2022 9. Armed Forces Policy 2021-2022 10. Guidance on Consulting on Admissions Arrangements – November 2021 <p>Each Local Authority (LA) has to have a suite of policies that deal with:</p> <ol style="list-style-type: none"> a) The allocation of places to LA maintained schools for whom they are the Admissions Authority
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- b) The process of managing the statutory duty to co-ordinate allocation of places at the 5 different points of entry for all Dorset Schools, maintained, voluntary aided, academy and free schools.
- c) Ensuring that the Statutory Timelines laid out in the Admissions Code are met.
- d) The process of managing in year applications for LA maintained schools and ensuring co-ordination with other own admission authorities
- e) Ensuring that there are clear process for the allocation of places into the maintain nurseries as well as places at the Maintained 6th Forms.
- f) Ensuring that children of Service Personal are treated fairly and equitably in the context of the dynamics of service life
- g) Ensuring that there is suitable co-ordination with the Special Education Needs & Disability Team to provide children with EHCP's a smooth entry or transition to their new school in compliance with the School Admissions Code and the SEND Code of Practice.

The policies ensure that the allocation of places is fair, clear and objective and that parents can look at the admissions arrangements and understand easily how places for a school will be allocated.

What is the background or context to the proposal?

The School Admissions Code, issued by the DFE in December 2014, pertains to the duties laid out under Section 84 of the School Standards and Framework Act 1998 (SSFA 1998).

Dorset Council (DC) is both an Admissions Authority and a Co-ordinating Authority and the SSFA 1998 details statutory duties for the LA with regards to both of these functions.

As an admissions authority the LA is required to publish its Admissions Arrangements for all Community and Voluntary Controlled Schools dealing the Pupil Admissions Number and the criteria for the allocation of places when there are more applications than there are places.

As the co-ordinating authority the LA is required to publish a timetable and the detail of accompanying processes to ensure that all applications by Dorset residents for school places are processed appropriately and that all Dorset residents are informed on the relevant National Offer Day of their school place whether for a Dorset school or any other state-funded school in England and Wales.

Also as the co-ordinating authority DC has the duty to ensure that there are systems in place for parents to submit in year applications into the Local Authority, even where the school is its own admission authority.

Step 2: Intelligence and Communication

What data, information, evidence and research was used in this EqIA and how has it been used to inform the decision-making process?

The Admissions Arrangements have been consulted on every year, as per the LA's statutory duty. These consultations have involved all schools in Dorset, through the schools - all parents of both preschool and statutory school age, all neighbouring local authorities, the Ministry of Defence and the Salisbury Diocese Board of Education.

Each year a review of appeal decisions are undertaken where a family has gained a place at a preference school to ensure that decisions are not based on deficiencies in the admissions arrangements or the co-ordination processes managed by the LA.

A key indicator in the robustness of the admissions arrangements and the co-ordinated scheme is evidenced by the fact that 93% of primary applications receive their first preference and some 95% of secondary applications receive their first preference.

In the 2018-2019 academic year the Local Government Social Care Ombudsman (LGSCO) nor the Office of the Schools Adjudicator (OSA) found fault with the admissions arrangements for Community or Voluntary Controlled Schools under DC.

What data do you already have about your service users, or the people your proposal will have an impact on?

These policies will impact on all families in the Local Authority area several times as a child passes through the education system.

Each year the LA will manage approximately 5100 applications into the 3 points of entry across the primary age phase and approximately 4100 applications across the 2 points of entry in the secondary age phase.

What engagement or consultation has taken place as part of this EqIA?

The policies are consulted on each year, regardless of whether there are minor or significant changes. The nature and process of the consultation is detailed in the statutory guidance within the Admissions Code. This includes 6 week period of consultation between the 1st October and 31st January. The code then requires that a Local Authority 'determines' their arrangements. For Dorset Council this entails a paper to People Scrutiny Committee (PSC) and their decision is then ratified by Cabinet.

LA admissions team officers engage in a range of Forum's with other admissions officers in the South West working to interrogate admissions systems and ensure compliance with the Admissions Code.

Is further information needed to help inform this proposal?

Not at this time.

How will the outcome of consultation be fed back to those who you consulted with?

All consultees will be informed that the arrangements have been determined (which has to take place by the 28 February), and that they are then published by the statutory deadline of the 15 March.

All consultees will be informed of their right to raise objections with the OSA by the deadline of the 15 May.

Step 3: Assessment

Who does the service, strategy, policy, project or change impact?

- If your strategy, policy, project or service contains options you may wish to consider providing an assessment for each option. Please cut and paste the template accordingly.

For each protected characteristic please choose from the following options:

- Please note in some cases more than one impact may apply – in this case please state all relevant options and explain in the ‘Please provide details’ box.

Positive Impact	<ul style="list-style-type: none"> • Positive impact on a large proportion of protected characteristic groups • Significant positive impact on a small proportion of protect characteristics group
Negative Impact	<ul style="list-style-type: none"> • Disproportionate impact on a large proportion of protected characteristic groups • Significant disproportionate impact on a small proportion of protected characteristic groups.
Neutral Impact	<ul style="list-style-type: none"> • No change/ no assessed significant impact of protected characteristic groups
Unclear	<ul style="list-style-type: none"> • Not enough data/evidence has been collected to make an informed decision.

Age:	<i>Neutral</i>
What age bracket does this affect?	<p>The Admissions Arrangements for a statutory school place clearly define the relevant age groups who need to apply.</p> <p>Those who turn 4 in the September are required to make an application for entry into school the following September, if they wish to have a state maintained school place.</p> <p>All those in Year 2 of an Infant School (of which there are 3 ion Dorset) are required to make an application into a Junior School)</p> <p>All those in Year 4 at a First school are required to make an application for a Year 5 place usually in a Middle School</p> <p>All those in Year 6 in a Primary school are required to make an application for a place in Year 7 usually in a Secondary school.</p> <p>All those in Year 8 of a Middle school are required to make an application for a Year 9 place usually in an Upper School.</p>
Please provide details:	<p>Applications are restricted to these age ranges for point of entry. The policy around the admissions of a child outside of their chronological cohort provides families with information should they wish to vary these normal entry points for children born after the 1 April. These families may delay entry into Reception until the child is 5 years old.</p>

Disability:	<i>Positive</i>
Does this affect a specific disability group?	<p>Any child with an Education Health & Care Plan regardless of the condition the plan is designed to support, is afforded specific protections within the Admissions Code and the SEND Code of Practice.</p>

Please provide details:	<p>Any child with an Education Health & Care Plan has to be admitted to their school of choice and is the highest criteria in the admissions arrangements. The LA Admission Team work with the SEND team to ensure that all children with EHCP's are identified in a timely manner and are allocated a place at their preferred school, and that schools are made aware of the allocation.</p> <p>In addition, the Dorset Admissions Arrangements also allows the identification of children with disabilities or medical conditions (but who do not have an EHCP) to be given a higher criterion and thus a greater priority to secure a place at their preferred school. The allocation of this criteria will take place when that school is the most appropriate setting for that child and where other schools may not have the physical infrastructure to be able to fully support a child's disabilities.</p> <p>Dorset Admissions Arrangements also look to give a high criteria to a child whose sibling, through an EHCP plan, is allocated a place at a resourced provision in a mainstream school and where the family would want the next child to attend the same school but they would not have a higher enough criteria to secure a place through the normal processes.</p>
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Gender Reassignment & Gender Identity:	<i>Positive</i>
Please provide details:	<p>The Admissions Arrangements and the accompanying co-ordinated scheme do require the applicant to declare their gender as is at birth.</p> <p>Dorset Admissions welcomes school applications from all Dorset children regardless of gender-identity. The request to submit gender details in an application is put in place as for points of transfer Dorset Admissions can receive an application for any school in England and Wales some of which are single-sex establishments. Should an applicant wish to state a preference for one of these schools, the maintaining local authority requires this information.</p> <p>The admission arrangements for non-Dorset single-sex schools are available from that maintaining local authority or from the school itself.</p> <p>Dorset does not have single-sex schools and welcomes an application to any age appropriate school regardless of gender identity.</p>

Pregnancy and maternity:	<i>Positive</i>
Please provide details:	<p>Parental Support –</p> <p>Dorset Council runs a catchment-based school allocation system that ensures that each address is identified within the catchment of a particular school, more often than not, the closest school.</p>

	<p>Advice to parents and the detail within the co-ordinated processes suggest to parents to always name the catchment school as one of their three preferences. This ensures that families are able to access the local community school.</p> <p>Sibling criteria is also given prominence ensuring that families are able in the majority of cases get children into the same school.</p> <p>Special protection is afforded to twins, where the stipulation that only 30 children can be placed in a class for Reception, Year 1 and Year 2, can be waived. Where a twin is the 30th allocated place, the Admissions Code allows the admission of the other twin as a 31st child with the school not needing to take qualifying measures (e.g employing an additional teacher).</p>
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Race and Ethnicity:	<i>Neutral</i>
Please provide details:	The admissions process does not ask and indeed is not allowed to ask for race or ethnicity data and thus the allocation of places is undertaken without knowledge of a child's ethnicity or race.

Religion or belief:	<i>Positive</i>
Please provide details:	<p>Schools are permitted to have a religious character and within their admissions arrangements can legally prioritise those who adhere to that faith for places in their school.</p> <p>Schools are required to have and publish a supplementary information form that families can submit if they wish to be considered under the religious admissions criteria of the school.</p> <p>The religious nature of the school does not prohibit applications from those who do not adhere to the relevant faith, and it is clearly articulated in the admissions arrangements the order of criteria for the allocation of places.</p> <p>Families who do not wish their children to attend a school with a religious character are at liberty to name other local schools that are identified as Community Schools. Should a place at a school with a religious character be the only reasonable option, families are permitted to withdraw their child from any activity that the family feels is of a religious character.</p>

Sexual orientation:	<i>Neutral</i>
Please provide details:	The admissions process does not ask and indeed is not allowed to ask for information on sexual orientation and thus the allocation of places is undertaken without knowledge of this characteristic. All schools will support a child or young person regardless of their sexual orientation.

Sex:	<i>Neutral</i>
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Please provide details:	<p>Declaration of sex is required as applicants could be applying for any school in England and Wales, which includes many single-sex institutions.</p> <p>This information is disregarded when allocating places at co-educational institutions. Dorset only has co-educational institutions.</p>
Marriage or civil partnership:	<i>Neutral</i>
Please provide details:	The only stipulation is that the applicant has to be able to show that they have 'Parental Responsibility' (PA) for the child or young person regardless of any relationship status.
Carers:	<i>Positive</i>
Please provide details:	<p>Dorset's catchment area structure looks to support families to access their local school, usually a significant factor for a Young Carer. Invariably applications to the catchment school will be successful at the point of entry.</p> <p>The Admissions Arrangements do support, where other professionals deem it appropriate, that Young Carers are given a Category Two criteria (Social or Medical Need) to ensure that the most appropriate school is allocated to a registered carer should a place not be allocated under the normal processes.</p>
Rural isolation:	<i>Positive</i>
Please provide details:	<p>The Dorset catchment area structure ensures that regardless of distance, all families have a higher criterion to their catchment school. This protects families in the rural areas of Dorset and ensures they are able to gain a place at their local school.</p> <p>This does not prevent a family from expressing a preference for other schools.</p>
Single parent families:	<i>Neutral</i>
Please provide details:	<p>The relationship status of a parents is not documented as part of the admissions process. The catchment area structure again favours local families gaining places at local schools, which would support single parent families.</p> <p>The sibling criteria also lends further support to families and single parents in accessing local school places.</p>
Poverty (social & economic deprivation):	<i>Neutral</i>
Please provide details:	By law no requests for information on the social and economic background of an applicant is permitted with the exception of those who are in receipt of Pupil Premium.

	<p>The Admissions Code does permit the use of pupil premium in limited circumstances to determine school place allocation.</p> <p>Dorset School Admissions Arrangements do not yet include this criterion.</p> <p>Looked After Children and previously Looked After Children are permitted to submit applications beyond the statutory national deadlines and they are deemed to have the highest criteria for a school place after children with EHCP's.</p>
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Military families/veterans:	<i>Positive</i>
Please provide details:	<p>The Armed Forces Policy ensures that where service families may have posting instructions that are to a base but the family do not have a home address, the admissions team may use the posting order and base address to allocate a school place.</p> <p>The Armed Forces Policy also allows late applications into schools to be considered at the National Offer Day or a school is permitted to breach Infant Class Size (ICS) to accommodate a service child who could not submit an on-time application because of changes to a service parent's posting.</p>

Step 4: Acton Plan

Provide actions for **positive**, **negative** and **unclear** impacts.

If you have identified any **negative** or **unclear** impacts, describe what adjustments will be made to remove or reduce the impacts, or if this is not possible provide justification for continuing with the proposal.

Issue	Action	Person(s) responsible	Deadline	How will it be monitored?
Annual Review	A new review and consultation to take place in September 2020 for September 2022 admission arrangements	Ed Denham or successor	January 31 2021	Any changes and consultation will be documented through submissions to PSC and Cabinet
Review of DFE Admissions Code	DC Admissions will review any new guidance or code when received.	Ed Denham or successor	Determined by DFE	Any changes and consultation will be documented through submissions to PSC and Cabinet

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Step 5: EqIA Sign Off

Officer completing this EqIA:	Ed Denham	Date:	29.11.19
Equality Lead:		Date:	
Relevant Focus Groups*:		Date:	
Directorate Board Chair:		Date:	

* To include Diversity Action Groups

Please send this completed EqIA to Equality Leads:

Equality Leads:

Susan Ward-Rice
Jane Nicklen
Kathy Boston-Mammah
Sharon Attwater

susan.ward-rice@dorsetcouncil.gov.uk
jane.nicklen@dorsetcouncil.gov.uk
kathleen.boston-mammah@dorsetcouncil.gov.uk
sharon.attwater@dorsetcouncil.gov.uk

People Scrutiny Committee – Forward Plan

Subject	Report due	Consultation	Portfolio Holder/s / Other relevant Councillors	Officer Contact - Lead
School Admissions Policy (Review of Cabinet Report 28 January 2020)	7 January 2020		Portfolio Holder for Children, Education and Early Help	Mark Blackman - Corporate Director – Education & Learning
Children’s Blue Print for Change – Presentation /Question & Answer session	7 January 2020		Portfolio Holder for Children, Education and Early Help	Claire Shiels - Acting Corporate Director
Feedback on the Children’s Safeguarding Annual Report	7 January 2020		Portfolio Holder for Children, Education and Early Help	Theresa Leavy Interim Executive Director of People - Children
Forward Plan/Cabinet Forward Plan	7 January 2020		Portfolio Holder for Children, Education and Early Help	Lindsey Watson – Senior Democratic Services Officer

Subject	Report due	Consultation	Portfolio Holder/s / Other relevant Councillors	Officer Contact - Lead
Budget 2020/21	13 January 2020		Portfolio Holder for Children, Education and Early Help Portfolio Holder for Adult Social Care and Health Portfolio Holder for Housing	Aidan Dunn – Executive Director (Corporate Development S151) Executive Director of People – Children Matthew Kendall - Executive Director of People – Adults
Annual update with Magna Housing Association	21 April 2020		Portfolio Holder for Housing	Rebecca Kirk – Corporate Director for Housing
TBC - Secondary Education in Dorset	21 April 2020 tbc		Portfolio Holder for Children, Education and Early Help	
Youth Justice Plan Update	21 April 2020 tbc		Portfolio Holder for Children, Education and Early Help	Executive Director of People - Children
Adult Care Payments	21 April 2020 tbc		Portfolio Holder for Adult Social Care and Health	Matthew Kendall- Executive Director of People – Adults
Youth Club Funding and Anti-Social Behaviour	21 April 2020 tbc		Portfolio Holder for Children, Education and Early Help	Executive Director of People – Children
Ofsted Reports – TBC	21 April 2020 tbc		Portfolio Holder for Children, Education and Early Help	Executive Director of People - Children
Forward Plan/Cabinet Forward Plan	21 April 2020		Chairman of People Scrutiny Committee	Lindsey Watson – Senior Democratic Services Officer

Subject	Report due	Consultation	Portfolio Holder/s / Other relevant Councillors	Officer Contact - Lead
Transitions from Children's to Adult Services	7 July 2020		Portfolio Holder for Children, Education and Early Help Portfolio Holder for Adult Social Care and Health	Executive Director of People – Children Matthew Kendall - Executive Director of People – Adults
Annual update with Sovereign Housing Association	7 July 2020		Portfolio Holder for Housing	Rebecca Kirk – Corporate Director for Housing
Forward Plan/Cabinet Forward Plan	7 July 2020		Chairman of People Scrutiny Committee	Lindsey Watson – Senior Democratic Services Officer
Planning for Recommissioning Domestic Violence and Abuse advice	20 October 2020		Portfolio Holder for Housing	Diana Balsom Strategic Commissioning Lead
Annual update with Housing Association tbc	20 October 2020		Portfolio Holder for Housing	Rebecca Kirk – Corporate Director for Housing
Forward Plan/Cabinet Forward Plan	20 October 2020		Chairman of People Scrutiny Committee	Lindsey Watson – Senior Democratic Services Officer

Subject	Report due	Consultation	Portfolio Holder/s / Other relevant Councillors	Officer Contact - Lead
Annual update with Housing Association - Radian	14 December 2020		Portfolio Holder for Housing	Rebecca Kirk – Corporate Director for Housing
Forward Plan/Cabinet Forward Plan	14 December 2020		Chairman of People Scrutiny Committee	Lindsey Watson – Senior Democratic Services Officer
Annual update with Housing Association – Stonewater	20 April 2021		Portfolio Holder for Housing	Rebecca Kirk – Corporate Director for Housing
Forward Plan/Cabinet Forward Plan	20 April 2021		Chairman of People Scrutiny Committee	Lindsey Watson – Senior Democratic Services Officer



Dorset
Council

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Cabinet Forward Plan - November 2019
For the period 1 NOVEMBER 2019 to 29 FEBRUARY 2020
(publication date 11 NOVEMBER 2019)

Explanatory Note:

This Forward Plan contains future items to be considered by the Cabinet and Council. It is published 28 days before the next meeting of the Committee. The plan includes items for the meeting including key decisions. Each item shows if it is 'open' to the public or to be considered in a private part of the meeting.

Definition of Key Decisions

Key decisions are defined in Dorset Council's Constitution as decisions of the Cabinet which are likely to -

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates (**Thresholds - £500k**); or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority."

In determining the meaning of "*significant*" for these purposes the Council will have regard to any guidance issued by the Secretary of State in accordance with section 9Q of the Local Government Act 2000 Act. Officers will consult with lead members to determine significance and sensitivity.

Cabinet Portfolio Holders 2019/20

Spencer Flower	Leader / Governance, Performance and Communications
Peter Wharf	Deputy Leader / Corporate Development and Change
Tony Ferrari	Finance, Commercial and Assets
Graham Carr-Jones	Housing
Gary Suttle	Economic Growth and Skills
Andrew Parry	Children, Education and Early Help
Laura Miller	Adult Social Care and Health
David Walsh	Planning
Ray Bryan	Highways, Travel and Environment
Tony Alford	Customer, Community and Regulatory Services

Subject / Decision	Decision Maker	Decision Due Date	Consult Other Committee(s) Date	Portfolio Holder	Officer Contact (Lead)
Adoption of Poole Harbour Recreation Supplementary Planning Document (SPD) Key Decision - Yes Public Access - Open	Dorset Council - Cabinet	10 Dec 2019		Portfolio Holder for Planning	<i>Steve Boyt, Senior Planning Policy Officer</i> <i>steve.boyt@dorsetcouncil.gov.uk</i>
Ofsted Focused Visit - Update and feedback Key Decision - No Public Access - Open	Dorset Council - Cabinet	10 Dec 2019		Portfolio Holder for Children, Education and Early Help	<i>Sarah Parker, Executive Director of People - Children</i> <i>sarah.parker@dorsetcouncil.gov.uk</i>
Children's Services - High Needs Stock Reduction Strategy Key Decision - Yes Public Access - Open	Dorset Council - Cabinet	10 Dec 2019		Portfolio Holder for Children, Education and Early Help	<i>Mark Blackman, Corporate Director - Education and Learning Tel: 01305 228241</i> <i>mark.blackman@dorsetcouncil.gov.uk</i>
Children's Safeguarding Annual Report Key Decision - Yes Public Access - Open	Dorset Council - Cabinet	10 Dec 2019		Portfolio Holder for Children, Education and Early Help	<i>Karen Elliott, Designated Safeguarding Manager</i>
Equalities Policy Key Decision - No Public Access - Open	Dorset Council - Cabinet	10 Dec 2019		Deputy Leader - Corporate Development and Change	<i>Bridget Downton, Head of Business Insight and Corporate Communications</i>

Subject / Decision	Decision Maker	Decision Due Date	Consult Other Committee(s) Date	Portfolio Holder	Officer Contact (Lead)
<p>Major Waste Disposal Contracts following competitive tender process</p> <p>Key Decision - Yes Public Access - Fully exempt</p>	Dorset Council - Cabinet	10 Dec 2019		Portfolio Holder for Customer, Community and Regulatory Services	<i>Karyn Punchard, Corporate Director of Place Services karyn.punchard@dorsetcouncil.gov.uk</i>
<p>Dorset Joint Health and Wellbeing Strategy</p> <p>Key Decision - Yes Public Access - Open</p>	Dorset Council - Cabinet	10 Dec 2019		Portfolio Holder for Adult Social Care and Health	<i>Sam Crowe, Acting Director of Public Health s.crowe@dorsetcc.gov.uk</i>
<p>Endorsement of the Dorset Local Industrial Strategy</p> <p>Key Decision - Yes Public Access - Open</p>	Dorset Council - Cabinet	10 Dec 2019		Portfolio Holder for Economic Growth and Skills	<i>David Walsh, Service Manager for Growth and Economic Regeneration David.walsh@dorsetcouncil.gov.uk</i>
<p>Making of the Motcombe Neighbourhood Plan 2017 - 2027</p> <p>Key Decision - Yes Public Access - Open</p>	Dorset Council - Cabinet	10 Dec 2019		Portfolio Holder for Planning	<i>Ed Gerry, Prinicpal Planning Policy Team Leader ed.gerry@dorsetcouncil.gov.uk</i>
<p>Proposed content of Public Consultation for a Dog-related Public Spaces Protection Order</p>	Dorset Council - Cabinet	10 Dec 2019		Portfolio Holder for Customer, Community and Regulatory Services	<i>Jane Williams, Team Leader - Public Protection jane.williams@dorsetcouncil.gov.uk</i>

Subject / Decision	Decision Maker	Decision Due Date	Consult Other Committee(s) Date	Portfolio Holder	Officer Contact (Lead)
Key Decision - Yes Public Access - Open					
Dorset Heathland Framework Supplementary Planning Document Key Decision - No Public Access - Open	Dorset Council - Cabinet	10 Dec 2019		Portfolio Holder for Planning	<i>Mike Garrity, Head of Planning</i> <i>mike.garrity@dorsetcouncil.gov.uk</i>
Budget (MTFP/Council tax/Capital Programme/Treasury Mgt Strategy) Key Decision - Yes Public Access - Open	Dorset Council - Cabinet Dorset Council	28 Jan 2020 13 Feb 2020		Portfolio Holder for Finance, Commercial and Assets	<i>Aidan Dunn, Executive Director - Corporate Development S151</i> <i>aidan.dunn@dorsetcouncil.gov.uk</i>
Dorset Council Business Plan Key Decision - Yes Public Access - Open	Dorset Council - Cabinet	28 Jan 2020		Deputy Leader - Corporate Development and Change	<i>Sarah Longdon, Head of Transformation Team</i>
Statement of Community Involvement Key Decision - Yes Public Access - Open	Dorset Council - Cabinet	28 Jan 2020		Portfolio Holder for Customer, Community and Regulatory Services	<i>Ed Gerry, Prinicpal Planning Policy Team Leader</i> <i>ed.gerry@dorsetcouncil.gov.uk</i>
Unreasonable Complaints Policy	Dorset Council - Cabinet	28 Jan 2020		Portfolio Holder for Customer, Community	<i>Jonathan Mair, Corporate Director - Legal &</i>

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Subject / Decision	Decision Maker	Decision Due Date	Consult Other Committee(s) Date	Portfolio Holder	Officer Contact (Lead)
Key Decision - No Public Access - Open				and Regulatory Services	<i>Democratic Service Monitoring Officer jonathan.mair@dorsetcouncil.gov.uk</i>
Capital funding option for the West Bay Coastal Improvements Project Key Decision - Yes Public Access - Part exempt	Dorset Council - Cabinet	28 Jan 2020		Councillor Tony Ferrari, Councillor Ray Bryan	<i>Greg Northcote, Estates Manager greg.northcote@dorsetcouncil.gov.uk</i>
Bay Policy Statement Key Decision - Yes Public Access - Part exempt	Dorset Council	13 Feb 2020		Deputy Leader - Corporate Development and Change	<i>Aidan Dunn, Executive Director - Corporate Development S151 aidan.dunn@dorsetcouncil.gov.uk</i>
Endorsement of the Dorset & East Devon Coast World Heritage Site Partnership Plan Key Decision - Yes Public Access - Open	Dorset Council - Cabinet	3 Mar 2020		Portfolio Holder for Highways, Travel and Environment	<i>Ken Buchan, Head of Environment and Wellbeing ken.buchan@dorsetcouncil.gov.uk</i>
Asset Management Strategy for Dorset Council 2020 - 2023 Key Decision - Yes Public Access - Open	Dorset Council - Cabinet	3 Mar 2020		Portfolio Holder for Finance, Commercial and Assets	<i>John Sellgren, Executive Director, Place jsellgren@dorset.gov.uk</i>
School Admissions Policy	Dorset Council -	3 Mar 2020		Portfolio Holder for	<i>Sarah Parker, Executive</i>

Subject / Decision	Decision Maker	Decision Due Date	Consult Other Committee(s) Date	Portfolio Holder	Officer Contact (Lead)
Key Decision - Yes Public Access - Open	Cabinet			Children, Education and Early Help	<i>Director of People - Children sarah.parker@dorsetcouncil.gov.uk</i>
Housing Allocations Policy Key Decision - Yes Public Access - Open	Dorset Council - Cabinet	7 Apr 2020		Portfolio Holder for Housing	<i>Rebecca Kirk, Corporate Director of Housing, Dorset Council Rebecca.Kirk@dorsetcouncil.gov.uk</i>
Results of Public Consultation on the proposed dog-related Public Spaces Protection Order Key Decision - Yes Public Access - Open	Dorset Council - Cabinet	7 Apr 2020		Portfolio Holder for Customer, Community and Regulatory Services	<i>Graham Duggan, Head of Community & Public Protection graham.duggan@dorsetcouncil.gov.uk</i>
Asset Management Plan for Dorset Council 2020- 2023 Key Decision - Yes Public Access - Open	Dorset Council - Cabinet	5 May 2020		Portfolio Holder for Finance, Commercial and Assets	<i>John Sellgren, Executive Director, Place jsellgren@dorset.gov.uk</i>
Constitution Review Key Decision - Yes Public Access - Open	Dorset Council - Cabinet			Leader of the Council	<i>Jonathan Mair, Corporate Director - Legal & Democratic Service Monitoring Officer jonathan.mair@dorsetcouncil.gov.uk</i>
Designating an area of the	Dorset Council -			Portfolio Holder for	<i>Rebecca Kirk, Corporate</i>

Subject / Decision	Decision Maker	Decision Due Date	Consult Other Committee(s) Date	Portfolio Holder	Officer Contact (Lead)
Melcombe Regis for Selective Licensing - Housing Act 2004 Key Decision - Yes Public Access - Open	Cabinet			Housing	<i>Director of Housing, Dorset Council Rebecca.Kirk@dorsetcouncil.gov.uk</i>
Car Parking Charges and Tariffs Key Decision - Yes Public Access - Open	Dorset Council - Cabinet			Portfolio Holder for Highways, Travel and Environment	<i>John Sellgren, Executive Director, Place jsellgren@dorset.gov.uk</i>
Making of Arne Neighbourhood Plan Key Decision - Yes Public Access - Open	Dorset Council - Cabinet			Portfolio Holder for Housing	<i>John Sellgren, Executive Director, Place jsellgren@dorset.gov.uk</i>
Wool Neighbourhood Plan - Independent Examiner report and progress to Referendum Key Decision - Yes Public Access - Open	Dorset Council - Cabinet			Portfolio Holder for Planning	<i>John Sellgren, Executive Director, Place jsellgren@dorset.gov.uk</i>
Making of Wool Neighbourhood Plan Key Decision - Yes Public Access - Open	Dorset Council - Cabinet			Portfolio Holder for Planning	<i>John Sellgren, Executive Director, Place jsellgren@dorset.gov.uk</i>

Subject / Decision	Decision Maker	Decision Due Date	Consult Other Committee(s) Date	Portfolio Holder	Officer Contact (Lead)
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Private/Exempt Items for Decision

Each item in the plan above marked as 'private' will refer to one of the following paragraphs.

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the shadow council proposes:-
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.