

**Report to consult
upon Reducing the PAN
at South Camberly Primary and Nursery
school for 2023/24**

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1.0 Purpose of Report

1.1 The purpose of the report is

- Present the case for reducing the PAN at South Camberley Primary and Nursery School (SCPNS) from 120 to 90 from the year 2023/4 onwards.
- Outline the process for conducting the partial consultation on this change in the admission policy 2023/4 for the school.

2.0 Summary of proposed change

2.1 EEEA Trust as the admissions authority for South Camberley Primary and Nursery school proposes to reduce the Published Admission Number (PAN) at the school from 120 to 90 from the year 2023/4 onwards.

2.2 The table below shows the current PAN and proposed PAN going forward in time.

RELEVANT YEAR	2021/22	2022/23	2023/24	2024/25
PAN	120	120	90	90

3.0 Reasons for the proposed change

3.1 The proposed change will formalise what is actually the de facto situation at the school.

3.2 The PAN has been 120 for a number of years when it was needed for the increased birth-rate and to meet the requirement for the local authority to be able to offer a place to each and every child.

3.3 In recent years, with the birth rate having decreased the demand for places has decreased. The school has therefore been effectively running at 90 with three classes. This is demonstrated in the table below showing the total preferences received for the last three years.

Year	PAN	Number of preferences	Number offered
2021/2	120	94	66
2020/1	120	112	89
2019/20	120	123	93

3.4 Places have been offered as per the following admissions oversubscription criteria in each of the last three years.

Admissions Criterion/Year	2021/22	2020/21	2019/20
EHCP	0	0	2
Looked After Children	0	0	1
Children of staff	0	0	0
Sibling	20	25	26
Nearest school	NOT APPLICABLE	44	46
Any Other	42	9	12
Centrally Offered	0	4	0
Lates	4	7	6
TOTAL	66	89	93

Please note

- the nearest school criterion was removed as an admission criterion from 2021/2.
- Centrally offered places refers to places allocated by the local authority when they were not able to offer a place at a preference school and this was the nearest school to them,
- Lates refers to applicants who applied after the closing date and were offered places because they were available as at national allocation day

3.5 A recent visit by the School Management Resources Adviser (SRMA) (organised by the Education Standards and Funding Agency (ESFA)) recommended that the PAN at the school be reduced to 90.

3.6 Discussions between the Chief Executives of the MATs in the area, Head teachers of school, other stakeholders and the local authority about school place planning has identified that the planning area for the school has three forms in excess of capacity needed for these year groups.

3.7 The projections from Surrey School Place Planning for the whole Surrey heath Area are attached as a separate document.

3.8 The projections for the South Camberley Planning area are as the following page.

Primary projections for Surrey Heath – South Camberley planning area

The tables below show the number of children expected to come forward into Year R over the next 10 years, alongside the Published Admissions Number (PAN) i.e the number of places there are across all schools in the planning area.

The forecasts include demographic trends - the birth rate and mid-year population estimates - and the effects of pupil movement trends (movements between schools, in and out of borough etc) as well as additional pupil yield from housing, based on housing permissions and trajectories provided by the borough council. This projection shows forecast pupil numbers if all housing comes forward as and when the borough plans it will.

South Camberley						
School year	Year R PAN	Year R Forecast	Surplus / Deficit	Year 3 PAN	Year 3 Forecast	Surplus / Deficit
2021-22	120	93	27	120	82	38
2022-23	120	86	34	120	87	33
2023-24	120	94	26	120	90	30
2024-25	120	94	26	120	86	34
2025-26	120	92	28	120	79	41
2026-27	120	91	29	120	85	35
2027-28	120	92	28	120	85	35
2028-29	120	93	27	120	83	37
2029-30	120	93	27	120	83	37

Key		
	Over 5 surplus places	
	Between -5 deficit and 5 surplus places	
	Over -5 deficit places	

School name	PAN	Intake Year
South Camberley Primary	120	R

Year R total places	120
Year 3 total places	120

🗣️ The forecasts indicate that there will be a surplus of Reception and Year 3 places over the course of the planning period of around 1FE.

🗣️ Across the borough of Surrey Heath as a whole, there is a large surplus of Reception places, likely due to the falling birth rate – despite a small rise in births for the borough in 2019.

4.0 Effect of proposed change

4.1 Subject to any issues identified in the consultation exercise, the effects of the proposed change in PAN are expected to be minimal or nil.

4.2 The school is already de facto operating as a three- form year group. This proposal simply formalises the current situation.

4.3 The data of school preferences show there will be no effect for future applicants. Siblings will not be affected since they will be offered places even with the 90 PAN.

4.4 The planning area data shows that with a PAN of 90 the school will be able to meet the expected future school place space available requirements for the relevant year group i.e., YR.

4.5 Other schools in the area will not be affected. In fact, they may benefit since they may be able to fill some of their empty places and that will make them more financially efficient.

4.6 The proposed change will offer SCPNS some protection from the risk of having to admit additional numbers where the school will be required to employ an extra teacher to meet the requirements of the infant class size legislation. It is not an efficient provision of education if the school is required to finance an extra teacher for a small number of pupils. In that situation, the school would be required to make cuts elsewhere to finance such a teacher. That would be to the detriment of current and future pupils.

5.0 Next steps: Consultation Plan

5.1 The School Admissions Code 2021 states

“When changes are proposed to admission arrangements, all admission authorities must consult on their admission arrangements (including any supplementary information form) that will apply for admission applications the following school year. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period. “

5.2 The EEEA is consulting only on the specific point of reducing the PAN for SCPNS to 90 from 120 from the 2023/24 year.

5.3 Consultation must last for a minimum of 6 weeks and must take place between 1 October and 31 January in the determination year. It is proposed the consultation period commences on Wednesday 24th November 2021 for a period of over 6 weeks ending on midnight Monday 10nd Jan 2022.

5.4 Admission authorities must consult with:

- a) parents of children between the ages of two and eighteen;
- b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- d) whichever of the governing body and the local authority who are not the admission authority;

e) any adjoining neighbouring local authorities where the admission authority is the local authority; and

f) in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.

5.5 A mailing list is being compiled to meet the requirements of the above which will include all schools within a 3-mile radius of consulting school, and feeder nurseries notifying them of the consultation and requesting they place the information in their newsletter to the attention of their parents, (3 miles is the defined “Relevant Area”) and the Local Authorities.

5.6 The proposed wording (subject to slight modification for the relevant target group) is

“Consultation on admission arrangements for South Camberley Primary and Nursery School for 2023/24.

Engage Enrich Excel Academies (EEEA) are conducting a partial consultation on admission arrangements, for a proposed change to reduce the Published Admissions Number (PAN) from 120 to 90 from the year 2023/24 onwards for the relevant year group at South Camberley Primary and Nursery School.

Full details of the consultation and the changes are available on our trust website www.eeea.co.uk.

Comments are invited on only the proposed change.

The consultation will run from Wednesday 24th Nov 2021 to midnight Monday 10th Jan 2022. Anyone wishing to submit their views can email the Trust at admissions@eeea.co.uk.

Written submissions can also be sent to

*The CEO
EEE Academies Trust
c/o Cambridge Primary School,
Queen's Ave,
Aldershot GU11 4AA*

After the closing date, responses will be collated and presented to the Trust board meeting in Feb 2022.

Once the board has considered all the responses the determined admission arrangements will be place on EEEA's website at www.eeea.co.uk.”

5.7 For the duration of the consultation period, the admission authority must publish a copy of their full proposed admission arrangements (including the proposed PAN) on their website together with details of the person within the admission authority to whom comments may be sent and the areas on which comments are not sought.

5.8 Admission authorities must also send upon request a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment. Failure to consult effectively may be grounds for subsequent complaints and appeals.

5.9 An increase to PAN, or a change to the admission arrangements to comply with the mandatory provisions of the Code or the School Admissions Regulations 2012, is not a change requiring consultation.

5.10 This may be relevant if a new school admissions code, guideline or a school adjudicator decision is introduced.

5.11 All admission authorities must determine (i.e., formally agree) admission arrangements every year, even if they have not changed from previous years and a consultation has not been required. Admission authorities must determine admission arrangements by 28 February in the determination year.

5.12 Once admission authorities have determined their admission arrangements, they must notify the appropriate bodies and must publish a copy of the determined arrangements on their website displaying them for the whole offer year (the school year in which offers for places are made).

5.13 Admission authorities must send a copy of their full, determined arrangements to the local authority. Admission authorities must send a copy of their determined admission arrangements as soon as possible before 15 March in the determination year.

5.14 Following determination of arrangements, any objections to those arrangements must be made to the Schools Adjudicator. Objections to admission arrangements must be referred to the Adjudicator by 15 May in the determination year.

Appendix 1

Proposed Admissions Policy 2023/24

FEFA FEMV

South Camberley Primary and Nursery School

Positivity • Urgency • Resilience • Equity

ADMISSIONS POLICY

2023 - 2024



engage enrich excel academies

ADMISSION ARRANGEMENTS SOUTH CAMBERLEY PRIMARY
AND NURSERY SCHOOL 2023/24

This document sets out the admission arrangements for South Camberley Primary and Nursery School for 2023/24.

The Published Admission Number for initial entry to South Camberley Primary and Nursery School in September 2023 is 90.

The primary school has a single intake into Reception.

All children whose date of birth falls between 1 September 2018 and 31 August 2019 will be eligible to apply for a full-time place in Reception at a school for September 2023.

South Camberley Primary and Nursery School participates in the local authority co-ordinated admissions scheme and applications for admission at the normal intake for Reception will be managed in accordance with Surrey's coordinated scheme for primary admission. (For details see www.surreycc.gov.uk/admissions). Applications for admission to Reception must be made by 15 January 2023.

Any application is made for the school and not to a specific site. The specific site is determined by the Trust for each child offered a place after the National Offer Date.

Children with an education, health and care plan (EHCP) that names the school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that has named the school.

1. Over-subscription criteria

When the school is over-subscribed, applications for entry in 2023/24 will be ranked in the following order

First criterion: Looked after and previously looked after children. See section 2 for information relating to looked after and previously looked after children.

Second criterion: Children of a member of staff. See section 3 for information relating to children of a member of staff. A supplementary information form (Appendix A) must be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

Third criterion: Children who will have a sibling at the school. See section 4 for information relating to siblings.

Fourth criterion: Any other children. Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the child's home address, as set by Ordnance Survey to the nearest official school gate for pupils to use. See section 5 for information on the definition of home address. See section 6 for information on tie breakers and official gates.

2. Looked after and previously looked after children

Looked after and previously looked after children will be considered to be:

- children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g., fostered or living in a children's home, at the time an application for a school is made; and
- children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989); and
- Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

3. Children of a member of staff

Priority will be given to a child if their parent is a permanent member of staff at the school and meets either or both of the following circumstances:

- a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

This excludes all temporary or sub-contracted staff.

For applications made as part of a normal intake, the length of employment will be considered as of the closing date for applications. For in year applications and for the purpose of maintaining a waiting list, the length of employment will be considered as of the date the application is received or the date a place becomes available, if a place is considered from the waiting list.

A supplementary information form (Appendix A) must be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

4. Siblings

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, ordinarily living as part of the same family unit at the same address.

A child will be given sibling priority if they have a sibling on roll at the school concerned and that sibling is still expected to be on roll at that school at the time of the child's admission.

5. Home address

The child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence.

Where the child is subject to a child arrangement order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time.

For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use.

Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, the school will accept an application from the parent/carer who is registered for child benefit. If neither parent/carer is registered for child benefit the school will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

The school will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will the school accept a temporary address if it believes it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

All distances will be measured by the computerised Geographical Information System maintained by Surrey's admissions team.

The address to be used for the initial allocation of places to Reception will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's coordinated scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area.

The address to be used for waiting lists, after the initial allocation, will be the child's current address.

Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify Surrey County Council of any change of address.

6. Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

If within any criterion there are more children than places available, any remaining places will be offered to children who meet the criterion on the basis of proximity of the child's home address to the school, with children living nearest receiving the greater priority.

Distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the admissions team's Geographical Information System.

Where two or more children share priority for a place, e.g., where two children live equidistant from a school, the school will use random allocation to determine which child should be given priority.

In the case of multiple births, where children have equal priority for a place, each child will be offered a place.

7. Waiting lists

Where there are more children than places available, waiting lists will operate for each year group according to the oversubscription criteria for the school without regard to the date the application was received or when a child's name was added to the waiting list.

Waiting lists for the initial intake will be maintained until the last day of the Autumn term when they will be cancelled.

The New round Waiting list will be cancelled at the end of December 2023. If parents wish their child to remain on the waiting list after that date, they must write to the school requesting to be placed on the waiting list.

After 31 December 2023 parents whose children are not already on the waiting list but who wish them to be so must apply for in-year admission. Waiting lists for all year groups will be cancelled at the end of each academic year.

8. In-year admissions

The following applications will be treated as in-year admissions during 2023/24:

- applications for admission to Reception which are received after 1 September 2023;
- all other applications for admission to Years 1 to 6.

Applications for the school must be made to the local authority on Surrey's common application form.

Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for the school.

9. Starting school

Applicants can defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the academic year for which the offer was made. Applicants may also arrange for their child to start part time until their child reaches statutory school age.

10. The admission of children outside of their chronological year group

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e., to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, the governors agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.

- Applicants who are applying for their child to have an accelerated entry to school, i.e., to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, the governors agree for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort.

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.

11. Providing false or misleading information

If an applicant is found to have supplied false or deliberately misleading information or to have withheld any relevant information, the school reserves the right to withdraw any offer of a place, even if the child has already started at the school.

12. Home to school transport

Surrey County Council has a Home to School Transport policy that sets out the circumstances in which children might qualify for free home to school transport. A full copy of Surrey's Home to School Transport policy is available on Surrey's website at www.surreycc.gov.uk or from the Surrey Schools and Childcare Service on 0300 200 1004.

13. Appeals

In accordance with the 1998 Education Act, parents whose children are refused admission to the school may appeal against the decision. The appeal should be made in writing. Information on the Appeal Procedure together with an Appeal Form is available from either the School's Admissions Officer or by following the link <https://www.surreycc.gov.uk/appeals>.

South Camberley Primary and Nursery School

James Road,
Camberley
GU15 2RG

France Hill Drive,
Camberley
GU15 3QA

Frimley Road
Camberley
Gu15 2QB

Supplementary Information Form To be completed for applicants under criterion No.2 (Children of Staff)

Applications for entry on a staff basis must be supported by submission of this form which may be obtained from the Admissions Officer. Once completed it must be returned to the Admissions Officer by the closing date to be considered for normal round of admission or as soon as practicable in all other cases.

Name of Child: Surname:

Forename(s):

Date of Birth:

Name of member of Staff:

Address:

.....

Telephone number:

Email:

I am a member of staff in accordance with the school's admissions policy.

* I have been working at the school for at least two years;

and/or

* I meet a skills shortage.

*(delete as applicable)

Signature of Parent.....

Date.....