

Report for: Cabinet on 07 November 2023

Title: Council's School Admission Arrangements for the academic year 2025/26 – consultation

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Ward(s) affected: All

**Report for Key/
Non Key Decision:** Key

1. Describe the issue under consideration

- 1.1. This report seeks Cabinet agreement to consult on the school admission arrangements for entry into school in the academic year 2025/26 for Haringey's community and voluntary controlled (VC), nursery, infant, junior, primary, secondary and sixth form settings.
- 1.2. Haringey consults annually irrespective of whether there is a proposed change to its school admission arrangements. This is an annual report to Cabinet, every November each year. The results of the consultation proposed in this report are reported to Cabinet in February of each year when Cabinet is asked to determine the admission arrangements that have been consulted on.
- 1.3. This year there are no proposed alterations to the oversubscription criteria or Pan-London co-ordinated admission schemes¹ for Haringey primary, junior and secondary community and VC schools for 2025/26. We are, however, seeking agreement from Cabinet to commence consultation on the proposal to reduce the published admission number (PAN) for several primary schools by one form of entry (1fE) – 30 Reception pupils each from September 2025/26. Table 1 at para. 5.12 below displays the list of schools where a reduction in PAN is being sought.
- 1.4. This proposed consultation follows on from agreement by Cabinet in February 2023 to reduce the planned admission number for 8 primary schools from September 2024. Falling rolls due to lower birth rates and out-migration rate has demanded changes to PAN in recent years whilst our Reception place surplus is forecast to grow further without more reductions. The proposals for reductions in PAN are designed to improve schools' ability to efficiently plan their staffing and educational provision by offering a more accurate number of places.

¹ The scheme which each Local Authority is required to formulate in accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to maintained primary and secondary schools and academies. The co-ordinated scheme adopted from the PAN London scheme has been successful in meeting its main aim of eliminating or greatly reducing multiple offers of school places.

- 1.5. This work forms part of a bigger Education Strategy which places the LA as a catalyst and partner with the aim of creating resilience and reducing vulnerability in our schools. We have continued our conversation with school leaders and governors through a series of additional workshops (Autumn 2023) to explore collaboration and sustainability opportunities to ensure that schools can continue delivering a high quality of education.

2. Cabinet Member Introduction

- 2.1. All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are proposed and determined by admission authorities. The local authority is the admission authority for the borough's community and VC schools.
- 2.2. Every local authority must publish a co-ordinated scheme which sets out the procedures all schools and academies must follow to co-ordinate the admission process for the reception and secondary transfer admissions round to ensure that all residents are offered a school place.
- 2.3. As the Local Authority, Haringey also has a statutory duty to ensure all pupils have access to a high-quality school place. In common with many other London authorities, Haringey has experienced a significant fall in the demand for school places, particularly in the primary school sector. This brings budget pressures that could affect the sustainability of schools and their ability to maintain high standards.
- 2.4. The funding that a school receives from central government is based on the number of children registered. Therefore, when a school's number of children is lower than expected it receives less funding and this can mean that the school finds it difficult to retain and or recruit enough teachers and support staff to maintain high standards of teaching and learning.
- 2.5. The council has the responsibility to make sure that its school places are organised in a way that helps all schools to continue to maintain high standards. To assist schools that have been significantly impacted to managing the impact of lower pupil numbers it is proposed to formally reduce the number of reception places being offered at Reception and subsequent year groups at the schools set out in this report.
- 2.6. This report seeks Cabinet approval to commence a six-week period of statutory consultation. The details of what is being consulted on is set out in paragraph 3 below.

3. Recommendations

- 3.1. Cabinet is asked to:
- Agree to consult on the proposed admission arrangements, including the co-ordinated schemes for admission of children to schools for the academic year 2025/26.
 - Agree to consult on the proposed fair access protocol² which, if agreed at Cabinet in February 2024, would be come into force from 1 March 2024;

² In line with para. 3.14 of the Code, each local authority must have a Fair Access Protocol to ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible.

- Agree to consult with stakeholders on the proposal to reduce the PANs by 1fE at several primary schools across Haringey's primary school estate (see table 1 at para. 5.12 for the list of affected schools).
- Note that following the consultation, a report will be prepared summarising the representations received and a decision on the final admission arrangements for 2025/26 will be taken by Cabinet in February 2024.

4. Reasons for decision

- 4.1. In common with many London authorities, Haringey has experienced a decrease in demand for reception school places for several years. This is due, in part, to the turbulence brought about by Covid-19 and Brexit. However, the decrease in applications is likely to reflect a wider set of factors at play that have been impacting demand for primary reception places for the past few years.
- 4.2. This has contributed to a higher than necessary number of reception places in some of Haringey's educational planning areas where supply is predicted to outstrip demand. This report sets out our continued response to the change in demand for reception places in the borough and the consultation process we are asking to begin will gather views on an adjustment to our planned admission numbers for several schools. We will report back to Cabinet on this consultation and seek final agreement in February 2024.

5. Alternative options considered

- 5.1. We are not proposing a change to the oversubscription criteria for our community and VC schools for 2025/26. Whilst there are other ways admission arrangements can influence the allocation of school places set out in the Code (e.g., designated catchment areas, identified feeder schools or giving priority in our oversubscription criteria to children eligible for the early years premium/ pupil premium) no alternative option is being considered at the time of writing this report.
- 5.2. Although other London authorities (e.g. Camden and Hackney) have taken radical measures to address surplus capacity at primary level (school closures / amalgamations) this is not currently under consideration in Haringey. We are keen to maintain the mix and spread of all of our existing primary schools so that parents and carers have the optimum choice of school type and location.
- 5.3. Our overarching aim is to assist schools in helping to enshrine sustainability and to introduce greater flexibility within our school estate to respond to the increasing rate of variation in population demand. PAN reduction is one of several solutions that schools can explore, and future sustainability can also be achieved through other strengthening partnership e.g. soft/hard federations and memorandums of understanding between schools.

6. Background information

- 6.1. **Why do we consult?** - This report and the consultation that will flow from it will ensure that our proposed admission arrangements for 2025/26 are consulted upon and the co-ordinated scheme is set in accordance with the mandatory provisions of the School Admissions Code 2021 ('the Code').
- 6.2. The Code requires all admission authorities to publicly consult on their admission arrangements. If no changes are made to admission arrangements, they must be

consulted on at least once every 7 years. The Code sets out that all admission authorities must consult in accordance with paragraph 1.42 of the Code where they propose a decrease to the PAN.

- 6.3. The Council is the admission authority for community and voluntary controlled (VC) schools within the borough and is therefore responsible for determining the admission arrangements for these schools.
- 6.4. Ensuring there is a transparent and objective school admissions process is a statutory and integral part of the Council's work. Oversubscription criteria must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. Admission authorities must ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other policies around school uniform or school trips do not discourage parents from applying for a place for their child.
- 6.5. Academies, foundation schools and voluntary aided (VA) schools are their own admission authority; they must consult on and then determine their own admission arrangements by 28 February 2024. The Council has a statutory duty to monitor the arrangements determined by own admitting authority schools to ensure compliance with the Code. All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school.

Fair Access Protocol (FAP)

- 6.6. An in-year fair access protocol has been agreed with all schools in Haringey to ensure unplaced children, especially the most vulnerable, are offered a school place without delay. This is a statutory requirement set out in the Code. In using the protocol, Haringey ensures that these children and young people are shared fairly across all Haringey schools and that this process is open and transparent.
- 6.7. All Haringey schools, including schools that are their own admission authority continue to support the principles and approach of the fair access protocol. Paragraph 3 at Appendix 5 sets out that "it is essential to the success of the fair access protocol that all headteachers and governing bodies agree to the aims, principles and procedures and give their fullest support." As part of this consultation, we ask key stakeholders (headteachers and governing bodies) to review the protocol in order to make an assessment of its effectiveness. In line with para. 3.30 (b) of the Code, there is a requirement on all Local Authorities to assess their effectiveness of fair access protocols including how many children were admitted to each school under it. An annual report is produced and sent to the Office of the Schools Adjudicator with this information.
- 6.8. **Is there any change this year and what is the potential risk?** In Haringey, reductions in primary reception rolls have necessitated the Council to consider measures to reduce the PANs at some primary schools, where this provision exceeds local demand. This would allow schools to provide places where they are needed and to ensure they are financially and organisationally on a stronger footing than at present.
- 6.9. The Code sets out the requirement for all admission authorities to undertake statutory consultation where they propose a decrease to the published admission number (PAN) of schools. We are proposing PAN reductions for the 3 schools shown in Table 1 below for entry to September 2025/26.

- 6.10. These schools have all been concerned about changes in their local demand for the past few years and all the governing bodies support the reduction since it will enable the schools to focus their budget and resources better for the reduced number of pupils resulting in a reduced number of fuller classes, so supporting school improvement. All the governing bodies agree they will support an increase should local demand for places rise. Importantly, whilst the process to reduce PAN requires considerable data and consultation, it is easy to reverse, so admissions authorities can quickly respond to a rise in demand and decide to admit over PAN on a temporary or permanent basis if and when this is needed.
- 6.11. In the case of schools that are their own admission authority (St Mary's Priory Junior, and St Francis de Sales RC Junior and St Ignatius RC Primary), the governing bodies have delegated the responsibility to consult on a reduction in PAN to the Local Authority and Council's Cabinet for final decision. The governing bodies have agreed to keep numbers under review and if necessary, can decide to increase their PAN or add places on a temporary basis for a year at a time. These schools do not intend to revise their admission arrangements for 2025/26 and will not be consulting on this aspect. The admission arrangements (including oversubscription criteria) for these schools will be available to view on the school websites from 28 February 2024, once they have been determined by the respective governing body.
- 6.12. In all cases, if no serious issues or objections are raised in responses to the consultation, Council's Cabinet are asked to agree the reductions, as they will support overall school improvement and effectiveness and financial and other stability.

Table 1 Proposed amendments to PANs for Consultation

Planning Area (PA)	School	Present PAN	Proposed PAN	Reduction
3	St Mary's Priory RC Junior	60	30	-30
3	St Ignatius RC	60	30	-30
4	St Francis de Sales RC Junior	90	60	-30

Schools in Planning Area 3

- 6.13. **St Mary's Priory** is a Catholic Infant and Junior Voluntary Aided School located at Hermitage Road, N15 5RE and sits within **planning area 3**. *A map of Haringey's planning areas can be found on Page 11 below.* The school normally admits 2 classes (60 Reception pupils) per year. However, due to a decrease in the demand for school places, we proposed to Cabinet last year to reduce the infant school PAN to 30 for the 2024/25 academic year. The current proposal is for a reduction in PAN to 30 for St Mary's Priory RC **Junior** for September 2025/26 to keep in pace with the smaller cohorts working their way through to the Junior school.
- 6.14. This proposed reduction last year was due to the school only filling 1 forms of entry in 2022, i.e., admission levels of 30 and that the projected demand for Reception places in planning area 3 suggests no additional need between 2024 and 2030. The school has seen a reduction in first place preferences from 51 in 2020 to 27 in 2022 whilst first place preferences for all schools in planning area 3 has fallen from 477 to 348. Approval was sought from the Schools Adjudicator for a temporary reduction in PAN3

³ The Office of the Schools Adjudicator has jurisdiction to consider a proposed reduction of PAN via an [in-year variation request](#).

for St Mary's Priory RC Infant school for entry in September 2022 and a reduction by 1 form of entry was agreed. Our projections indicate that demand is likely to continue to decline and the school will struggle to fill beyond 1 form of entry.

Schools in Planning Area 3

- 6.15. **St Ignatius RC** is a Catholic Primary school located at St Ann's Road, N15 6ND and sits within **planning area 3**. The school normally admits 2 classes (up to 60 Reception pupils) per year. However, due to a decrease in the demand for school places, we are proposing to reduce the school's PAN to 30 for the 2025/26 academic year. This proposed reduction is due to the school only filling 1 form of entry in 2023, i.e., admission levels of 30 and that the projected demand for Reception places in planning area 3 suggests no additional need between 2024 and 2030.
- 6.16. The school has seen a reduction in first place preferences from 42 in 2017 to 23 in 2023 whilst first place preferences for all schools in planning area 3 has fallen from 491 to 426. Approval was sought from the Schools Adjudicator for a temporary reduction in PAN for St Ignatius RC for entry in September 2023 and a reduction by 1 form of entry was agreed. Our projections indicate that demand is likely to continue to decline and the school will struggle to fill beyond 1 form of entry.

Schools in Planning Area 4

- 6.17. **St Francis de Sales** is a Catholic Infant and Junior Voluntary Aided school located at Church Road, N17 8AZ and sits within **planning area 4**. The school normally admits 3 classes (90 Reception pupils) per year. However, due to a decrease in the demand for school places, we proposed to Cabinet last year to reduce the Infant school PAN to 60 for the 2024/25 academic year. The current proposal is for a reduction in PAN to 60 for St Francis de Sales RC Junior for September 2025/26 to keep in pace with the smaller cohorts working their way through to the Junior school.
- 6.18. The proposed reduction last year was due to the school only filling 2 forms of entry in 2022, i.e., admission levels of 60 and that the projected demand for Reception places in planning area 4 suggests no additional need between 2024 and 2030. The school has seen a reduction in first place preferences from 93 in 2018 to 49 in 2022 whilst first place preferences for all schools in planning area 4 has fallen from 726 to 599. Approval was sought from the Schools Adjudicator for a temporary reduction in PAN for St Francis de Sales Infant school for entry in September 2022 and a reduction by 1 form of entry was agreed. Our projections indicate that demand is likely to continue to decline and the school will struggle to fill beyond 2 forms of entry.

Can any risk be mitigated?

- 6.19. The proposals for reductions in PAN are to improve schools' ability to efficiently plan their staffing and educational provision and not reducing could lead to schools suffering financial pressures leading to deficits, which in the maintained schools could then require a loan, further adding to the pressure in the Dedicated Schools Grant.
- 6.20. The admissions arrangements and the PANs are proposed and agreed by admission authorities 18 months before implementation, in accordance with the requirements of the Code. Consulting on reducing the PAN for entry in September 2025/26 gives these schools sufficient time to review their internal structure so that any potential impact on staff reorganisation can be minimized. It will allow the school leadership teams in offering a more accurate number of places and also help with long term planning.

- 6.21. Equality consideration was given to the selection of these specific schools for a reduction in PAN to help frame any potential impact on protected groups. These schools were identified as potential candidates for a reduction in discussions held with school leaders and governors in a series of geographical cluster workshops during the Autumn Term 2023. Amendment to PAN and local/planning area capacity has been considered in the context of the effects on local provision, looking at recruitment patterns to local schools and ensuring that the knock-on effects in the adjustment of PANs is considered.
- 6.22. All three schools are located in the Planning Areas with the most vacancies in the borough (Planning Areas 3 and 4) and the highest concentration of Catholic schools in near proximity to one another. This area is therefore one of the most acutely affected by unused places and the reduction in demand has impacted these school's ability to manage class sizes and effective pupil to teacher ratios. We are consulting on reducing PAN from September 2025 to assist these schools in managing the impact of lower pupil numbers.
- 6.23. Our proposal will not adversely impact on families trying to access their local school with high quality provision. A projected surplus of school places in the planning areas where these schools are located means that we expect sufficient places to still be available for local children.
- 6.24. Nearly all of Haringey primary schools are rated 'Good' or 'Outstanding' by Ofsted and are able to support children with a wide range of abilities, special needs, disabilities and learning difficulties, from able, gifted and talented pupils to those with multiple and significant disabilities, medical conditions and learning difficulties. Even with these further reductions in the overall number of reception places, we are confident that the needs of the community can be met at local schools, and this will be borne out during the consultation process. We will closely monitor the number of primary applications received in the autumn 2023 term and beyond and, in the event that there is an increase in demand for primary school places and additional places are required, our schools can revert to their original PANs.
- 6.25. Adjusting the number of school places upwards or downwards is a key and statutory function of place planning so as to respond to demand. We continually monitor the number of school places we have available to ensure we are able to meet demand for places but not create an over or under supply of places. Without careful place planning, we would either fail in our statutory duty to provide sufficiency of places or we oversupply places which creates a risk of serious financial burden on many of our primary schools. This in turn can negatively impact on schools' budgets and thus the quality of educational provision. School place planning is a statutory function for the Council and this consultation will help us to ensure that we are able to continue to meet this duty but not to overprovide places.
- 6.26. The main part of a school's budget is made up of AWPU (Age Weighted Pupil Unit) from per-pupil funding and our schools being full contributes towards financial security in our schools. A benefit of planning places judiciously to account for fluctuations in demand is that it keeps rolls relatively buoyant across and beyond any local area (also known as a school place planning area) as the number of places available closely matches the birth rate and inward migration to our borough.
- 6.27. More details on how we plan for the sufficiency but not oversupply of school places is set out in our annual school place planning report, available to view at www.haringey.gov.uk/schoolplaceplanning.

Demand for Reception places – Downward Trajectory

6.28. Table 2 below shows the number of Reception pupils between 2012 and 2023 in Haringey has generally been on a downward trajectory from a high of 3,259 in 2012 to 2,720 in January 2023 (equivalent to around 18 forms of entry). The latest projections from our 2023 School place planning report (SPPR) suggest demand for school places will not exceed 2,600 as far as our projections currently extend which is 2030/31. Projections from 2024 onwards show demand falling to a low of 2,434 Reception places in 2027/28.

Reception rolls between 2012/13 and 2022/23

Year	Reception roll as at January	Annual change	Percentage change over previous year	As a proportion of Jan 2013
2012/13	3,259 (Jan 2013)	61	1.9%	100%
2013/14	3,139 (Jan 2014)	-120	-3.7%	96%
2014/15	3,181 (Jan 2015)	42	1.3%	98%
2015/16	3,185 (Jan 2016)	4	0.1%	98%
2016/17	3,067 (Jan 2017)	-118	-3.7%	94%
2017/18	2,979 (Jan 2018)	-88	-2.9%	91%
2018/19	3,029 (Jan 2019)	50	1.7%	93%
2019/20	2,952 (Jan 2020)	-77	-2.5%	91%
2020/21	2,934 (Jan 2021)	-18	-0.6%	90%
2021/22	2,683 (Jan 2022)	-251	-8.6%	82%
2022/23	2,720 (actual Jan 2023)	+37	1.4%	83%

Source: 2012/13-2022/23 PLASC School Census

6.29. First place preferences data (which is a strong indicator of the overall demand for places) for September 2023 were very marginally higher than in September 2022 though there were variances at planning area level (last year's data in brackets). PA1: 554 (558) PA2: 536 (604) PA3: 365 (348) PA4: 608 (599) PA5: 625 (549). Though they were still significantly lower than in recent years. Total first place preferences since 2020 are as follows: 2020: 3,039, 2021: 2,562, 2022: 2,658, 2023: 2,688.

6.30. As of the 2023 May School census, Haringey currently has a surplus of **306** Reception school places (year of entry) equivalent to 10 forms of entry*. This equates to a 10.1% surplus across our primary school estate. This figure takes into account temporary reductions at several schools (150 places) agreed by the Schools Adjudicator for September 2022.

* 3,026 Reception settings exc. Special schools vs. 2,720 Reception pupils

6.31. The [2023 School Place Planning Report](#) (SPPR) projects further growth in primary school vacancies between 2023 and 2030 which will place a growing financial burden on Haringey primary schools.

6.32. Pupil numbers can fluctuate year on year, but the aim is to have 5-10% vacancies which will ensure there will be places to meet parental demand in each planning area and for those moving in mid-year, and secure stability for all schools. Having several schools with a PAN over 30 pupils above the level of their local demand means some schools attract a few pupils from further away requiring more classes to be run, but they are not economic, with a risk that if pupils join or leave, a class may need to be opened or closed. This disrupts education for all the pupils in the year group.

6.33. To balance school budgets, classes need to include 24 or more pupils. Schools with declining or volatile rolls face big changes in their annual budget, and consequent cuts

in staff and risk financial deficit. The aim of PAN reductions is to match the operational level of schools to local demand and improve the focus of resources in each school on their pupils and reduce the risk of deficits. Meanwhile the physical capacity will remain available if demand rises, when it is possible to increase the PAN immediately, without consultation. It is considered prudent that in future PANs may be increased temporarily a year at a time, whilst parental demand is kept under review.

Housing development across the borough

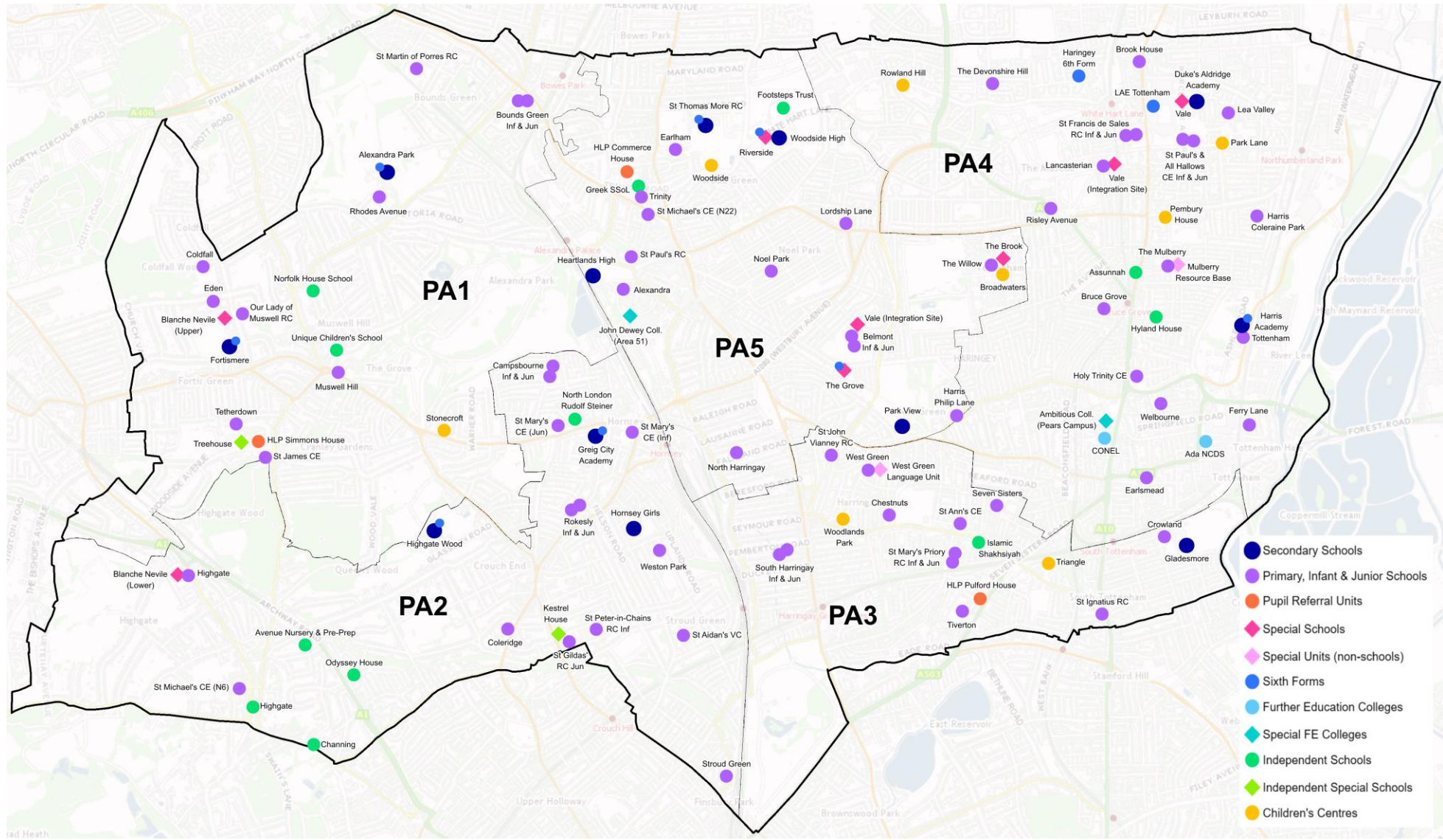
- 6.34. At this stage it is unclear how much additional demand for school places will come from planned housing development. Our projections use data from the GLA (Greater London Authority) which make assumptions about the “child yield” from new developments, essentially the number of children that you might expect from the mix of proposed new housing.
- 6.35. In recent years and across most London boroughs these child yields have been considerably lower than anticipated. This may be in part related to the character of new properties, many of which are 1–2-bedroom apartments and which are not necessarily optimal for family living.
- 6.36. Further factors also include the affordability of larger housing in Haringey and across London and the additional impacts of Brexit and Covid-19, both of which have been linked to lower levels of demand for future school places as both factors have impacted birth rates across London and led to out-migration from Haringey and London.
- 6.37. Irrespective of whether new housing or some other dynamic creates additional demand for Reception places in future years the priority now is to ensure the sustainability and broad mix of all our primary schools. This will ensure their continued success today and ability to absorb of potential additional pupils in future years.

Fully collaborative process and self-review assessments

- 6.38. The proposal to reduce PANs at schools has been undertaken as part of a fully collaborative process with key stakeholders and with two specific guidelines: a) that parental preference will not be undermined and b) that any school that reduces PAN will be able to immediately revert to their substantive PAN should local demand warrant it. The aim of this proposal is to help stabilise each school’s intake and enable school leaders to plan and deliver school provision effectively to meet local demand.
- 6.39. Following the publication of the [SPPR](#) in June 2023, Haringey Officers convened to review the recent Greater London Authority (GLA) projections and current pupil population trends. It was recognised that reductions in PAN (both temporary and permanent) in recent years had gone some way to addressing our over-capacity, however, more needed to be done in this area especially since surplus of places in-year had also grown and financial pressures for schools had become more challenging.
- 6.40. A series of local in-person workshops to discuss school place planning and Haringey’s wider Education Strategy were held with school leaders and governors in September and October 2023 at all planning areas across the borough and in smaller geographical clusters to promote collaborative discussion between local schools. As part of our strategic long-term planning, all clusters were asked to nominate 2 Headteachers from each cluster to become members of an Education Strategy Board chaired by the Director of Children Services.

- 6.41. The London Diocesan Board for Schools and Westminster Diocese were also contacted about the need to rationalise the number of school places available, and their contribution was noted during a number of meetings with the LA and schools.
- 6.42. A sustainability and resilience self-review questionnaire (Appendix 9) was shared with schools following the cluster meetings to help governing bodies build an accurate picture and analyse the context of their school. This tool is intended to assist schools in identifying any issues in future sustainability and to enable governing bodies and Trusts to work in partnership with the LA in a proactive and supportive way. This might lead to a discussion about next steps or exploration around collaboration and a suitable action plan.

Map of Haringey Planning Areas



Consultation

- 6.43. Where changes are proposed to admission arrangements, the Code sets out that an admission authority must first publicly consult on those arrangements. If no changes are made to admission arrangements, they must be consulted on at least once every 7 years. Consultation must be for a minimum of 6 weeks and must take place between 1 October and 31 January in the year before those arrangements are to apply.
- 6.44. All admission authorities must consult in accordance with paragraph 1.42 of the Code where they propose a decrease to the PAN. This report will ask for approval from Cabinet to consult on our proposed admission arrangements, including the proposal to reduce the PANs for 3 primary schools by one form of entry (1FE) – 30 Reception pupils each from September 2025. We will collate and present all feedback from this consultation to the Cabinet of the Council in February 2023 for decision.
- 6.45. The purpose of our consultation is to ensure that all voices and views are heard, and it will allow parents, schools, religious authorities, and the local community to comment about our proposed admission arrangements and proposals to reduce PANs.
- 6.46. To meet statutory requirements (para. 1.47 of the Code) but also to ensure as wide an engagement as possible, we will be consulting with:
- parents of children between the ages of two and eighteen;
 - other persons in the relevant area who may have an interest in the proposed admissions;
 - all other admission authorities within the relevant area
 - whichever of the governing body and the local authority who are not the admission authority;
 - any adjoining neighbouring local authorities where the admission authority is the local authority; and
 - in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.

Proposed consultation timetable

Stage	What happens?	Dates and Timescales
1	Consultation on the Council's proposed admission arrangements including proposals to reduce PANs at 3 primary schools	November 2023 – January 2024
2	Analysis of consultation representations and preparation of information to be considered by the Council's Cabinet	January – February 2024
3	Meeting of the Cabinet to consider representations and determine future arrangements including decision on proposal to reduce PANs	February 2024

- 6.47. To ensure as wide a consultation as possible we intend to provide details in the following ways:
- through the bi-weekly (term-time only) Haringey Schools Newsletter which is distributed to the headteacher and chair of governors of all schools in the borough

- to all children’s centres in the borough
- to all registered nurseries and child minders and any other early year’s providers
- on the Council’s online admissions pages
- Individual school websites and noticeboards
- via information in all 9 libraries across the borough
- to all councillors
- to both MPs with constituencies in Haringey
- to the diocesan authorities and any other religious bodies
- other groups, bodies, parents, and carers as appropriate

7. Contribution to the Corporate Delivery Plan 2022-2024 High level Strategic outcomes?

- 7.1. Ensuring we have a transparent and objective school admissions process with oversubscription criteria that is reasonable, clear, objective, and compliant with all relevant legislation, including equalities legislation, underpins Priority 1 in the Corporate Delivery Plan which seeks to enable every child to have the best start in life with access to high quality education. By reducing the PANs at some schools, the council will ensure that schools remain viable, standards are maintained and improved, and that parents and carers still have a choice of good or outstanding schools to choose from for their children.
- 7.2. Ensuring that we prioritise forms of school organisation that will remain financially viable under a range of different funding scenarios (i.e., organisational structures within and between schools that provide flexibility to address population change. Exploring creative and lasting solutions for school re-organisation, that minimise the risk of having to close schools in future and maintaining the current balance of provision across the borough that matches local need and strengthens local communities (including sufficient affordable SEND provision, balance of faith provision and LA/Academy Schools).

8. Statutory Officers comments (Director of Finance (procurement), Head of Legal and Governance, Equalities)

- 8.1. Below are financial, governance and legal and equality comments.

Finance

- 8.2. The Director of Finance has been consulted in the production of this report and confirms that apart from a small administrative cost there are no direct financial implications as a result of the consultation and engagement proposals. However, it will help reduce the financial pressure on these individual schools and the risk of these schools running into deficit.
- 8.3. Reducing PANs to match the demand would reduce school expenditure on staff not required to teach classes that are not required. This is particularly an issue where school accommodates a reception intake (or other year group) that is just over the PAN – for example, 35 pupils where a school has a PAN of 60. Due to infant class size regulations, the school would then need to employ 2 teachers for 2 classes of 17-18 pupils – the outlay on staff will remain the same as if the school had 30 in 5 each class, but the school would only receive 58% of the headcount funding. It is clearly in the interest of the authority to ensure that demand is as closely matched to supply as possible.

- 8.4. Reducing the PAN may mean fewer teachers are required by the schools, there is a risk that this could create redundancy costs in the short term, potentially the reduction could be met by not replacing staff.
- 8.5. Section 14 of the Education Act 1996 places a duty on local authorities to secure that there are sufficient primary and secondary school places in their area. There is a small risk that reducing school capacities could potentially leave the Council vulnerable to legal action for not meeting its target duty to provide sufficient primary school places, if we were in any danger of not being able to offer a “reasonable offer” to an applicant. However, the level of vacancies presently observed would mitigate against that risk.

Head of Legal & Governance

- 8.6. The Head of Legal and Governance has been consulted on the contents of this report and comments as follows: The current School Admissions Code ('the Code') came into force in September 2021 and was issued by the Department for Education under section 84 of the School Standards and Framework Act 1998. The Code is to be read alongside the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 ('the Regulations'). In determining its admission arrangements for 2025-2026 the Council has a statutory duty as an admissions authority to act in accordance with the Regulations and with the relevant provisions of the Code. It must also as a result of its duty under section 149 of the Equality Act 2010 have due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct which is prohibited by or under that Act, advance equality of opportunity, and foster good relations in relation to persons who share a relevant protected characteristic and persons who do not share it.
- 8.7. Paragraph 15 of the Code states that all schools must have admission arrangements that clearly set out how children will be admitted including the criteria that will be applied if there are more applications than places at the school. As part of determining its admission arrangements, the Council must set an admission number (called the Published Admission Number or PAN) for each school's “relevant age group” i.e. the age group at which pupils are or will normally be admitted to the school.
- 8.8. School admission arrangements are determined by admission authorities. Generally, the admission authority for community and voluntary controlled schools is the local authority. Admission authorities must set ('determine') admission arrangements annually. Generally, where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. If no changes are made to the admission arrangements, they must be consulted on at least once every 7 years. Consultation must be for a minimum of 6 weeks and must take place between 1 October and 31 January of the school year before those arrangements are to apply (the determination year). Consultation must be undertaken when proposals are still at a formative stage. It must include sufficient reasons for particular proposals to allow those consulted to give intelligent consideration and an intelligent response, adequate time must be given for this purpose and the product of the consultation must be conscientiously taken into account when the ultimate decision is taken.
- 8.9. In relation to consultation the Council must consult with parents of children between the ages of two and eighteen; other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions; all other admission authorities within the relevant area; whichever of the governing body and the local authority who are not the admission authority; any adjoining neighbouring local authorities where the admission authority is the local authority and in the case of faith schools, the body or person representing the religion or religious denomination. The

authority must also for the duration of the consultation publish a copy of the full proposed admission arrangements (including the PAN) on its website together with details to whom comments should be sent and the areas on which comments are not sought.

- 8.10. It is the responsibility of the authority to ensure that admission arrangements are compliant with the Code and relevant legislation. Arrangements mean overall procedures, practices, criteria and supplementary information to be used in deciding on the allocation of school places. In drawing up the arrangements, the authority must ensure that the practices and criteria used are reasonable, fair, clear and objective and comply with the relevant legislation including equalities legislation. Parents should be able to look at the set of arrangements and understand easily how places will be allocated. It is for the authority to decide which criteria would be the most suitable according to local circumstances.
- 8.11. Each year all local authorities must formulate and publish on their website a scheme by 1 January in the relevant determination year, a scheme to co-ordinate admission arrangements for the normal admissions round and late applications for all publicly funded schools within their area. All admission authorities must participate in co-ordination and provide the local authority with the information it needs to co-ordinate admissions by the dates agreed within the scheme. There is no requirement for local authorities to co-ordinate in-year applications, however, Haringey centrally co-ordinates for the vast majority of schools and has safeguarding protocols in place for tracking pupils admitted directly by some schools that administer their own in-year admissions.
- 8.12. The Code requires that the Council must have a Fair Access Protocol (FAP), agreed with the majority of schools in its area, 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. The Cabinet Members will see the Proposed In-Year Fair Access Protocol at Appendix 5.
- 8.13. The proposed admission arrangements for 2025-2026, the proposed co-ordinated scheme, the proposed FAP and the proposed consultation on the proposed admission arrangements for 2025-2026 are in compliance with the Code and the Regulations.

Equality

- 8.14. The Council has a public sector equality duty under the Equalities Act 2010 ('the 2010 Act') to have due regard to the need to:
- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act. Advance equality of opportunity between people who share a "relevant protected characteristic" and people who do not share it;
 - Foster good relations between people who share those a "relevant protected characteristic" and people who do not share it.
 - A "relevant protected characteristic" is age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex (formerly gender) and sexual orientation.

The three parts of the duty apply to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty. Although it is not enforced in legislation as a protected characteristic, Haringey Council treats socioeconomic status as a local protected characteristic.

- 8.15. The proposed admission arrangements set out in this report comply with the public sector equality duty and ensure that as an admission authority, the Council's arrangements do not directly or indirectly unfairly disadvantage an individual or group that possesses any of the characteristics defined in sections 4-12 of the 2010 Act.
- 8.16. As the reduction in PAN is being done to remove part of the surplus of school places, there will not be any disproportionate impact on children with protected characteristics. There is a possibility that this proposal could adversely impact female teachers / female teaching assistants as several staff members at each school may be made redundant or re-deployed. This may be unavoidable as there is a greater ratio of female to male teachers and teaching assistants in primary schools across Haringey and across the country as a whole.
- 8.17. In terms of mitigating the impact on this equality characteristic, affected staff should be supported by appropriate HR procedures. The Council will support schools in ensuring all staff affected by the proposal are given access to redeployment options and support to find alternative roles within Haringey. To mitigate against any negative impact on staffing as a whole, we have ensured that the timing of the consultation of admission arrangements allows the schools sufficient time to review staff structure, including needing to take no action as a result of staff moving to jobs outside the school as part of a natural process, taking steps to redeploy staff to other departments/schools, not renewing short-term contracts or reducing the use of agency staff.
- 8.18. In the event that it is not possible for schools to avoid making posts redundant, where appropriate, the Council will consider defraying some of the costs of redundancy. Such matters will be considered on a case-by-case basis taking into account the schools' budget as well as what other options are or may be available to the schools.
- 8.19. The proposed admission arrangements for 2025/26 do not differ materially from the arrangements for previous years. We therefore do not consider that another full equality impact assessment is necessary for our admission arrangements at this stage. We have continued to monitor and assess the impact of any changing trends – please see in the updated EQIA in Appendix 7 for more information on equalities impacts. As part of the consultation, we will seek to ascertain whether the proposed reduction in PAN at the schools listed above could have an impact on protected groups and whether there are steps that can and/or should be taken to mitigate against such an impact. The EQIA will be updated based on the results of the consultation.
- 8.20. The consultation process will be used to help populate and inform the final version of the EqIA which decision makers will consider in February 2024.

9. Use of Appendices

9.1 The following appendices support this report:

Appendix 1	Proposed admission criteria for nursery 2025
Appendix 2	Proposed admission criteria for reception and junior admissions 2025
Appendix 3	Proposed admission criteria for secondary 2025
Appendix 4	Proposed admission criteria for in-year admissions 2025
Appendix 5	Proposed Fair Access Protocol
Appendix 6	Proposed admission criteria for Sixth Form 2025
Appendix 7	EqIA
Appendix 8	Co-ordinated admissions scheme 2025-26
Appendix 9	Sustainability and Resilience self-survey

9.2 The full papers for this report can be viewed electronically on the Council's website at or in paper form at Libraries.

10. Local Government (Access to Information) Act 1985

This report contains no exempt information.

Background

1. The Schools Standards and Framework Act 1998.
2. The Education Act 2002.
3. The Education and Inspections Act 2006.
4. Education and Skills Act 2008.
5. The School Admissions Code (September 2021)
6. School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
7. The School Admissions (Infant Class Sizes) (England) Regulations 2012.
8. The School Admissions (Appeals Arrangements) (England) Regulations 2012.
9. The Education Act 2011.
10. The School Admissions Appeals Code (2012).