

Appendix 1

ADMISSIONS

- The Local Authority is required by law to co-ordinate admissions to all infant, junior and primary schools and academies (except private or special schools) in the borough.
- Parents/carers may list up to 6 maintained infant/primary schools or Academies, within and/or outside the borough. Should parents/carers wish their children to be considered for any voluntary aided denominational or foundation schools, such schools must also be included.
- Applications from out-borough residents will be considered using the same admissions criteria. The law requires that no distinction be made between applicants resident in Havering and those resident outside the Borough when the Admissions criteria are applied.
- The School Admissions Team will consider all the applications for community and voluntary controlled schools and prepare proposed offer lists for these schools. Voluntary aided and foundation schools, who are responsible for their own admissions, will do the same and send their proposed offer lists to the School Admissions Team.
- Havering will be notified of the outcome of applications made by parents/carers for schools in other Local Authority areas by the Local Authority in whose area the school is located.
- The School Admissions Team will check all the lists to see if any child is on more than one, the intention here is to ensure that no child receives more than one offer. The offer to be made will be the highest preferred school that the child qualifies for under the various admission criteria.
- When parents/carers make an application, it is made clear that if they provide false or deliberately misleading information whilst completing a school application, this application will become invalid and it may be a criminal offence. Furthermore, false information will result in the withdrawal of a school place and could lead to prosecution as there may be a financial loss to Havering Council due to the expense of funding a school place for their child.
- The School Admissions Team work closely with teams across the Local Authority to check the validity of school applications.

STATUTORY PROCESSES

The statutory process for making significant changes to schools has four stages:

Stage 1	Publication	Statutory proposal published – 1 day.
Stage 2	Representation (formal consultation)	Must be 4 weeks, as prescribed in regulations.
Stage 3	Decision	The decision-maker (usually the LA) must decide proposals within 2 months of the end of the representation period or decision defaults to Schools Adjudicator (OSA). Any appeal to the adjudicator must be made within 4 weeks of the decision.
Stage 4	Implementation	No prescribed timescale, but must be as specified in the published statutory notice, subject to any modifications agreed by the decision-maker.

The above statutory process relates to making significant changes to schools in line with current DfE legislation. The statutory process concerning making physical changes to the school, such as obtaining planning permission, is conducted independently of the above.

PLANNING PROCESSES

- Full application made on behalf of the school
- Local planning authority publicises and consults on application.
- Consultation includes residents, as well as traffic and transport.
- Application is considered by Planning Officer.
- If there are any objections, Application is considered by Planning Committee.
- Application is either refused, permission granted with conditions, or fully granted.
- If refused, new application can be made.
- If granted, work starts within time limit and must comply with any conditions.

FUNDING

- The 2014/15 Capital Programme includes funding of £12.7m for the schemes. Overall estimated costs can be contained within the overall funding available.
- Should it be possible to keep costs within the funding available then this will reduce the amount of LBH resources (not grant) required to fund this programme.
- In addition to the above capital works, it may be necessary to provide short term temporary accommodation for which funding is expected to be released from contingency.

- The Mawney primary school is due to be rebuilt as part of the Priority Schools Building Programme (PSBP), part of the building will initially need to be relocated in mobile classrooms in the school's car park to enable the building works to take place. The relocation costs are estimated at £800k.
- An additional £1,700,000 will be required to fund an expansion at the Mawney to provide one additional FE.
- The School Capacity Collection (SCAP) survey allows the Department for Education (DfE) to analyse a range of data.
- The survey identifies those areas where there are pressures on places and where significant shortfalls of places are anticipated and ask Local Authorities to let the DfE know of any plans to secure additional capacity.
- The DfE also ask Local Authorities to let them know of any other significant changes to capacity, such as school closures, and how they would affect the places available.
- They assess pupil projections from Local Authorities in order to monitor trends, but also to inform how much Basic Need funding should be allocated to assist Local Authorities to provide enough places to meet future demand.

PROJECTION FORMULA

The following data is used to calculate school roll projections:

- Actual birth data from ONS and NELFT
- Population projections from GLA
- Past school roll data from the school census
- Child yield from housing developments of 10+ units from the Havering planning department

The above data is used to calculate school roll projections as follows:

- The past trend of reception intake to total birth rate for the corresponding year is calculated, an average established and then applied to the birth rate for future years to calculate the projected reception intake.
- The past trend of cohort movement through the primary phase year on year from reception to year 6 is calculated, an average established and again applied to the projected reception intake to provide a borough wide primary projection by year group.
- The past trend of transfer from primary to secondary school is calculated to provide a year 7 projection, which is then projected year on year as before using past trends to provide a borough wide secondary projection by year group.
- Actual birth data is used from ONS and NELFT and projected birth data from the GLA
- Child yield expected from housing developments of 10+ units is calculated and factored into the projections.
- Primary projections are split out into seven planning areas to reflect the trend of families selecting a local primary school and to identify specific areas of school place demand.
- Havering also receive school roll projections from the GLA which are used to assess the accuracy of the in house model.

