

Notice of Non-key Executive Decision

Subject Heading:	Community School Admission Arrangements for the 2026/27 academic year
Decision Maker:	<i>Trevor Cook – Assistant Director of Education</i>
Cabinet Member:	<i>Councillor Oscar Ford – Cabinet Member for Children and Young People</i>
SLT Lead:	Tara Geere, Director of Starting Well
Report Author and contact details:	Janet James, janet.james@havering.gov.uk 01708 433531
Policy context:	<i>School Admissions</i>
Financial summary:	<p>School places are funded from the ring-fenced Dedicated Schools Grant (DSG), primarily by the Schools Funding Formula.</p> <p>There are no financial implications to the DSG arising from the decision to reduce the Published Admission Number (PAN) for either Crownfield Junior School (120 to 90) or The RJ Mitchell School (60 to 30), or from retaining the current PAN for all other schools.</p>
Relevant OSC:	People OSSC
Is this decision exempt from being called-in?	Yes, it is a Non key Decision by Officer

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The subject matter of this report deals with the following Council Objectives

People - Things that matter for residents **X**

~~Place - A great place to live, work and enjoy~~

Resources - A well run Council that delivers for People and Place **X**

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

To approve the admissions arrangements for Havering Community Infant, Junior and Primary Schools for the years 2026/27 as described in this report and the attached Appendix 1.

AUTHORITY UNDER WHICH DECISION IS MADE

Section 3.5.3 (y) of the Council's constitution. (Havering Constitution prior to April 2024)

The Assistant Director for Education - Learning And Achievement has power to act as follows in respect of admission arrangements and admission numbers for schools:

- (i) administering any necessary consultation and the admission process generally;
- (ii) making any determination as to the admission arrangements, admission numbers and any reviews, and amendments to any of these matters;
- (iii) advising governing bodies;
- (iv) objecting to admission arrangements determined by governing bodies;
- (v) publicising these arrangements;
- (vi) giving relevant notices and directions to admit children to specific schools.

STATEMENT OF THE REASONS FOR THE DECISION

The Local Authority must determine its admissions arrangements for Havering Community Infant, Junior and Primary Schools annually. The change to the 2026/2027 from the 2025/2026 determined arrangements are:

- the proposed reduction to the Published Admission Number (PAN) at Crownfield Junior School from 120 to 90 as a result of the previously agreed reduction in Published Admissions Number (PAN) for Crownfield Infant School from 120 to 90
- The proposed reduction to the Published Admission Number (PAN) at The RJ Mitchell School from 60 to 30

Other changes include changes to dates to comply with the 2021 school admissions code such as Dates of birth range and National Offer date.

Crownfield Junior School

The proposed reduction to the PAN at Crownfield Junior school from 120 to 90 is due to a previous agreement to reduce the Infant Schools PAN from 120 to 90. It will enable the school to organise more effectively. Due to a decline in pupil numbers we do not expect Crownfield Junior School to fill to a PAN of 120.

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Crownfield Junior School will be able to organise into 3 forms of entry. There are sufficient school places available in the overall planning area to ensure school places for every child.

From the schools' perspective, reducing the PAN at the lower value will allow for more creative use of the available space within the school, e.g. offering children with greater needs the opportunity for intervention tuition, or creative space.

The school has the capacity to increase back to higher published admission number should we see an increase in births in the future.

The RJ Mitchell School

Reducing the PAN of the school to 30 will have no negative impact on applicants due to vacancies at the school (even with the PAN reduced to 30) and the availability of reception places at other schools in the planning area.

Reducing the PAN will prevent the school from carrying a large surplus of places, which would otherwise place a financial burden on the school. It will also help stabilise the other schools in the area by reducing the number of unfilled places across the planning area.

A reduction in PAN will help the school avoid maintaining high numbers of surplus places as this will not be financially or educationally sustainable. Therefore, a reduction to the reception PAN will help the school manage its budget and provide appropriate staffing levels that will benefit all its pupils.

OTHER OPTIONS CONSIDERED AND REJECTED

Keep the arrangements as they are. This has been rejected for the reasons set out in the Report.

PRE-DECISION CONSULTATION

The LA consulted on these changes in line with the 2021 School Admissions Code.

The proposed changes to the admission arrangements were consulted on by sending to the following:

- All Havering Infant/Primary/Junior and Secondary Schools including Academies, for distribution to parents and Governing bodies
- All Havering Early Years Providers & Childminders for distribution to Parents
- All Neighbouring Local Authorities

The Local Authority did not receive any response to the consultation.

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NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

Name: Janet James

Designation: School Admissions, Attendance and Inclusions Service Manager

Signature:

A handwritten signature in blue ink that reads "Janet James". The signature is written in a cursive style with a period at the end.

Date: 06/01/2025

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

The Authority is required to agree its admission arrangements for the 2025/26 year by 28 Feb (Regulation 17 School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012/8).

A consultation was carried out as required by the Regulations and no responses were received.

There are no apparent legal implications in approving the new arrangements.

FINANCIAL IMPLICATIONS AND RISKS

School places are funded from the ring-fenced Dedicated Schools Grant (DSG).

The capacity reduction is because there is not enough demand for places within the schools and their relevant planning areas.

Despite the capacity reductions at the schools, there are no additional financial pressures or risks arising from this decision.

The PAN reductions do not affect the school's capacity to revert back to their previous PAN's, should the demand for places arise in the future in the relevant planning areas.

As noted, the reduction in PAN will remove the need for the school to have financial commitments for staffing, with schools at a minimum are required to have a teacher, other associated support and costs for the provision of a class of 30 pupils.

In addition, the schools will not require the funding from the LA's administered DSG Schools Block Growth and Falling Rolls, which funds presently up to 28 pupils multiplied by the basic entitlement. This presently gives rise to a maximum of £103k of Revenue funding from the Schools Block for the academic year, subject to review of the pupil numbers and number of existing classes for the final amount.

HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

This report does not give rise to any identifiable HR risks or implications that would affect either the Council or its workforce.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

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The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:

- (i) the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (ii) the need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- (iii) foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are: age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

The School Admissions Code (the Code) applies to admission arrangements to all maintained schools and Academies in England and ensures that all school places for community and voluntary controlled schools and Academies are allocated and offered in an open and fair way.

The Code makes it clear that the Local Authority must comply with the relevant law as well as acting in accordance with the provisions of the new School Admissions Code. Specific reference is made in the Code to The Equality Act 2010 the Human Rights Act 1998 and the School Standards and Framework Act 1998.

Admissions authorities must comply with the mandatory provisions of the Code by:

- setting up fair, clear and objective practices and criteria used to decide the allocation of school places, and ensuring that these practices and criteria are understood by all parents/ carers
- putting all necessary arrangement in place to mitigate the increased demand of primary school places and ensuring that staff resources, school facilities and accommodation are reflective of students' numbers and needs
- widely publicising all changes to the admission arrangements to community and voluntary controlled schools through a diverse range of communication channels to ensure that all affected residents are aware of those changes
- ensuring that information and publication materials are easy to understand, accessible and inclusive and providing translation and interpreting services upon request.

ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

The School Admissions arrangements must be in place to ensure the Local Authority remains compliant with the law.

The arrangements seek to ensure that families are not making excessively lengthy journeys, thus potentially contributing (needlessly) to the carbon levels through additional travel/travel time. In addition, processes to determine the most effective mechanisms to support travel, where travel is necessary, can consolidate essential travel demands into a single route (such as one bus to cater for many) to reduce potential traffic and the associated carbon-related emissions.

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BACKGROUND PAPERS

None

APPENDICIES

Appendix A

Primary School Admission Arrangements 2026/27

Open

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Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed

Details of decision maker

Signed



Name: Trevor Cook

Cabinet Portfolio held:

CMT Member title:

Head of Service title

Other manager title:

Date: 28 January 2025

Lodging this notice

The signed decision notice must be delivered to Democratic Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on _____

Signed _____