



FREQUENTLY ASKED QUESTIONS
in addition to the consultation document available on
www.southend.gov.uk/schoolconsultation
title:

Formal consultation to change admission arrangements for community and for some Academy schools for 2019/20
and
Formal consultation to change some Infant, Junior and Primary school catchment areas for 2019

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| Question | Answer |
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| <p>Why are you consulting?</p> | <p>Admission authorities must consult where there are proposed changes to the current arrangements at least every seven years. Southend-on-Sea Borough Council is the admission authority for community schools. The admission authority for schools that have Academy/Foundation status is the Academy Trust/Governing body respectively.</p> <p>The consultation period must be for a minimum period of 6 weeks sometime between October 2017 and 31st January 2018. The consultation is running 6th November 2017 to 5pm on Friday 15th December 2017.</p> |
| <p>What is an Own Admission Authority?</p> | <p>An Admission Authority is the body in charge of the admission process and policy for a school. The Council is the admission authority for community schools however, schools that have converted to Academy and schools that have a Foundation Status, where the Academy Trust or Governing Body (as applicable) takes responsibility for the school, set their own admissions criteria. These are called Own Admission Authorities.</p> |
| <p>Can the Council make decisions for Academies and Foundation School?</p> | <p>Both the Council and the Own Admission Authorities that are working jointly with the community schools, have to set their criteria for admissions and run their admission processes within the rules set out in the Admissions Code and coordinated scheme. Neither can make decisions for the other. An ethos of working together is expected by central government.</p> |
| <p>Do admission arrangements have to be agreed every year for all schools?</p> | <p>Yes. The admission arrangements <i>must</i> be determined (i.e. formally agreed) by the relevant body by no later than 28 February every calendar year, for admissions in September of the next calendar year, even if there have been no changes from the previous year. For example, the admission arrangements for admission in September 2018 must be determined by 28 February 2017. (The admission arrangements include the policy, published admission number, procedure, practices and criteria used in deciding the allocation of school places if the school is oversubscribed.)</p> <p>Once determined, the school <i>must</i> send a copy of the full determined admission arrangements to the local authority by 15 March each year, and must publish the determined admission arrangements on the school's website.</p> <p>Objections to the arrangements can be made to the Schools Adjudicator by any person who considers they may be unlawful or not compliant with the Code.</p> |
| <p>Do admission authorities have to consult every year?</p> | <p>No. Consultation on the school's admission arrangements is required:</p> <ul style="list-style-type: none"> • At least once every seven years; and • When changes are proposed to the admission arrangements (NB there is no requirement to consult if the only proposal is to increase the published admission number (PAN) or keep the same PAN). |
| <p>Who must be consulted?</p> | <p>The formal consultation <i>must</i> include:</p> <ul style="list-style-type: none"> • parents of children between the ages of two and eighteen in the "relevant area"; • other persons in the "relevant area" who, in the opinion of the council, have an interest in the proposed admissions; • all other admission authorities within the "relevant area" (primary schools need not consult secondary schools); • the LA; • any adjoining neighbouring local authorities; • the body or person representing the religion or religious denomination (schools with religious character). |

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| <p>What is the ‘relevant area’ for consultation?</p> | <p>Regulations require each local authority to define a “relevant area” in which admission authorities must consult when proposing changes to their admission arrangements (or undertaking consultation once every seven years). The relevant area is determined by the LA after consultation with local admission authorities, and is reviewed periodically.</p> <p>The relevant area was reviewed and approved by Council in 2017. The relevant area for consultation for secondary schools in the Borough <u>includes</u> all admission authorities in Southend and Castle Point and Rochford.</p> |
| <p>Why does the line on the map not always match the postcode list?</p> | <p>Dividing lines on the map cannot always be drawn around individual properties. If you are unsure please refer to the post code list.</p> |
| <p>Why can’t you expand Chalkwell Hall schools, Leigh North Street and the West Leigh schools?</p> | <p>The DfE publish guidelines on the minimum expected size of class rooms and school sites. All three schools are within the minimum range with no space on site to add accommodation without detrimental impact on outside play space available per pupil. All three schools are also in highly built up areas where adjacent land is not available to expand on.</p> <p>Darlinghurst’s accommodation was expanded when the birth rate increased as they sit on a large site with enough land to develop.</p> |
| <p>Why can’t you build a new primary school in Leigh on a new site or adjoined to an existing secondary school?</p> | <p>This was first considered in 2005/06 and has been revisited a number of times since. Due to the density of housing in the area and therefore any green space being of high environmental significance, developable land with sufficient space has not been available.</p> <p>Adjoining a primary school with a local secondary school was also considered but not deemed viable, primarily due to insufficient space but also due to not being agreeable to all parties.</p> |
| <p>Can you change the use of the cemetery and expand the West Leigh schools?</p> | <p>The use of a cemetery can only be changed if it is classed as closed under the Closed Church Yards Act. All graves must be moved to new plots and family permission gained where it is available. This Churchyard is not closed so we could not extend the school into it.</p> |
| <p>What data is being looked at to show that the numbers of children in the area are increasing?</p> | <p>To forecast pupil numbers, officers collect the local birth rate by catchment, current numbers in schools, housing market activity and new home planning applications which are all taken into consideration along with historical trends. The forecast methodology is included in Appendix 1a.</p> <p>Within the Leigh cluster of schools, there are more catchment applications than births, due to higher numbers of people moving into the area. Forecasting the number of pupils due to start the Leigh schools averages between 110% - 113% of births, with recent years being higher. This percentage allows the council to forecast more accurately the difference between the numbers born to those actually expected to apply for a school within catchment.</p> <p>The data in Appendix 1b shows both the births and forecast numbers of admissions within the Leigh Area has increased and for some schools births now exceed school places. It is for this reason we are including catchment areas in the admissions consultation.</p> |

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| <p>What does the data indicate?</p> | <p>The overall births for the schools in the Leigh-on-sea area are generally between 550 and 600 with 660 places currently available. However data shows that the births will most likely overtake catchment places in Chalkwell Hall Schools, West Leigh Schools and Leigh North Street areas.</p> <p>In planning the catchment model areas the Council has sought to identify the average number of pupils requiring places for the different geographical areas of the town. The data indicates that it is very likely children living on the edges of the current catchment areas for Chalkwell Hall Schools, Leigh North Street and West Leigh Schools are at a high risk of not having a reasonable expectation for admission to their catchment school.</p> |
| <p>Can we trust the forecast data?</p> | <p>Forecast data is based on a DfE model. Using this model and available data provides indications of what is to come. We realise that it is never an exact match between forecast figures and actual applications/admission but we have to use the data as a guide.</p> <p>Over the past six years, schools south of the London Road in Leigh-on-Sea have been unable to accommodate all pupils living in the catchment areas. This outcome has differed from year to year however, it is clear that there are more children living in the area than there are available school places. The council was aware of the change in demand in 2012 and places were increased in the wider Leigh area to meet this deficit see 5g below.</p> <p>Although living in a catchment area does not guarantee a school place, the law requires that catchments must be reasonable.</p> <p>Parents should have a reasonable expectation for priority to a catchment school, which currently for some schools is not always the case. Where this is happening year on year, arrangements should be reviewed, with an emphasis on finding a solution to meet the changing needs.</p> <p>The council recognises that changing catchment boundaries is an emotive and sensitive issue. Proposals for change to catchment areas are taken very seriously and all effort is made to ensure as little disruption as possible with a clear and inclusive consultation on the proposals.</p> |
| <p>Can the council stop flat conversions?</p> | <p>Southend-on-Sea Borough Council has a Policy (H3 – Retention of Family Houses) to refuse all house to flat conversion planning applications unless it can be demonstrated that the property is unlikely to have a viable future as a family house due to location, age or condition.</p> |
| <p>Can the council overlap catchments?</p> | <p>We could overlap catchments, however due to the three schools that have the greatest need in relation to catchment oversubscription, overlapping would not create additional places or solve the concerns of oversubscription alone. There is no need to overlap catchments between Southend-on-Sea Borough Council and Essex County Council given that we can meet demand within our borough.</p> <p>The proposed arrangements for West Leigh Schools include 'Area 1'. This area identifies part of the catchment area for West Leigh Schools for the period 2009 – 2018 and is proposed to become part of the catchment area for Leigh North Street as from September 2019. West Leigh have included this area in their proposed arrangements to give children living in these roads priority over any other out of catchment application, in years where they have available places after offering to all higher criteria applications.</p> |

| | | | | | | | | | | |
|--|--|---------------------------------------|-----|---------------------------------------|--------------------|-----|---------------------------------------|--------------------------|-----|---------------------------------------|
| <p>Are there children that move in and out of Leigh to gain a place at a school and then leave?</p> | <p>The data taken on the January schools census of each year provides an indication of how many children on the school roll live outside the catchment.</p> <p>Appendix 2 illustrates there is no evidence that any significant number move into the area for admission and then move out.</p> <p>You can access all school organisation data for 2016 on the following link: www.southend.gov.uk/schoolconsultation</p> <p>The percentage of all pupils that live in the catchment area for the schools that are oversubscribed, is noted below;</p> <table data-bbox="448 481 1412 582"> <tr> <td>Chalkwell Hall Infant School</td> <td>90%</td> <td>(for the whole school/ Census data)</td> </tr> <tr> <td>Leigh North Street</td> <td>79%</td> <td>(for the whole school/ Census data)</td> </tr> <tr> <td>West Leigh Infant school</td> <td>91%</td> <td>(for the whole school/ Census data)</td> </tr> </table> | Chalkwell Hall Infant School | 90% | (for the whole school/ Census data) | Leigh North Street | 79% | (for the whole school/ Census data) | West Leigh Infant school | 91% | (for the whole school/ Census data) |
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| West Leigh Infant school | 91% | (for the whole school/ Census data) | | | | | | | | |
| <p>Why are you including ‘Pupils of staff’ in the admission criteria?</p> | <p>Schools have asked for pupils of staff to be included to support the recruitment and retention of teachers. The criteria are defined and not all children of school staff will gain a place. There are already three schools in Southend-on-Sea that have this as an admission criteria and they admit a very low number, as teachers often prefer to send their children to another school.</p> <p>A number of academy schools are also planning to consult on adding this criteria to their arrangements, which could place community schools at a disadvantage for employing and keeping good and outstanding teachers.</p> | | | | | | | | | |
| <p>What data have you used to gauge how many children are living in areas 1 to 6?</p> | <p>Home postcodes from registered births and pupils currently attending Southend-on-Sea schools have been used to calculate the number of pupils and under-fives living in the catchment areas of Areas 1 to 6. This data is available in Appendix 3.</p> | | | | | | | | | |
| <p>How are planning applications used in forecasting pupil numbers?</p> | <p>All planning applications are monitored for possible impact on school numbers based on the number of new dwellings they will provide, and the number of bedrooms each dwelling will have. A list of current applications that are being taken into consideration is available in Appendix 4.</p> | | | | | | | | | |
| <p>Why do you have admission criteria that prioritise all siblings for some schools?</p> | <p>We recognise that any change to a catchment area will impact families and wish to support siblings having priority at the same school.</p> <p>We have reviewed the data and are confident schools will not fill up with siblings, as data shows that there are around 30%-40% siblings in the oversubscribed schools. Sibling data has been calculated regardless of address and only based on siblings that were offered.</p> <p>The percentage of pupils that have been offered a place and that have a sibling in the schools that have been oversubscribed for the last three years, is noted below;</p> <table data-bbox="448 1765 1428 1933"> <tr> <td>Chalkwell Hall Infant School</td> <td>33%</td> <td>(as an average over the past 3 years)</td> </tr> <tr> <td>Leigh North Street</td> <td>40%</td> <td>(as an average over the past 3 years)</td> </tr> <tr> <td>West Leigh Infant school</td> <td>41%</td> <td>(as an average over the past 3 years)</td> </tr> </table> | Chalkwell Hall Infant School | 33% | (as an average over the past 3 years) | Leigh North Street | 40% | (as an average over the past 3 years) | West Leigh Infant school | 41% | (as an average over the past 3 years) |
| Chalkwell Hall Infant School | 33% | (as an average over the past 3 years) | | | | | | | | |
| Leigh North Street | 40% | (as an average over the past 3 years) | | | | | | | | |
| West Leigh Infant school | 41% | (as an average over the past 3 years) | | | | | | | | |

Why does the Council allow people to 'game' the system?

Southend-on-Sea Borough Council takes very seriously any attempt to gain unfair advantage in the admissions process by giving false information, for example providing a false address. See full details on Primary and Secondary admission booklets – published on www.southend.gov.uk/admissions

What does the Council do to check addresses and applicants 'cheating' the system.

Please refer to appendix 5 – Report: Address Checks

Which schools have been unable to meet catchment demand?

There has been a pattern with a small number of schools not meeting catchment applications year on year. The majority of these schools are situated within Leigh, south of the London Road. Below is a table of all primary schools that have been unable to offer all of their catchment area preferences on offer day. We were able to meet the majority of catchment demand across Southend-on-Sea in 2017 because this was a particularly low birth year.

| School Name | 2017 | 2016 | 2015 | 2014 | 2013 | 2012 |
|--------------------------------|----------|-----------|----------|-----------|-----------|-----------|
| Bournes Green Infant | 2 | 1 | 0 | 0 | 3 | 0 |
| Hinguar Primary | 0 | 0 | 9 | 10 | 0 | 0 |
| Shoeburyness area Total | 2 | 1 | 9 | 10 | 3 | 0 |
| Chalkwell Hall Infants | 0 | 0 | 3 | 14 | 0 | 0 |
| Leigh Infants | 0 | 0 | 0 | 4 | 14 | 12 |
| West Leigh Infants | 0 | 27 | 2 | 15 | 0 | 5 |
| Leigh area Total | 0 | 27 | 5 | 33 | 14 | 17 |

After National Offer day, there are some changes which occur from April to starting school in September. Leigh schools continuing to be unable to offer all catchment places at the end of Local Authorities coordination is below:

| School name | 2017 End of Co-ordination | 2016 End of Co-ordination | 2015 End of Co-ordination | 2014 End of Co-ordination | 2013 End of Co-ordination | 2012 End of Co-ordination |
|----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Chalkwell Hall Infants | 0 | 0 | 2 | 14 | 0 | n/a |
| Leigh Infants | 0 | 0 | 0 | 3 | 6 | 12 |
| West Leigh Infants | 0 | 25 | 0 | 9 | 0 | 5 |
| Total Leigh schools | 0 | 25 | 2 | 26 | 6 | 17 |

**How have you
admitted to the
participating
schools?**

For all school data please refer to pages 24 – 51, Primary Admission Booklet 2018/19 on
www.southend.gov.uk/admissions
and
www.southend.gov.uk/schoolconsultation

Further and related information is available on the web site

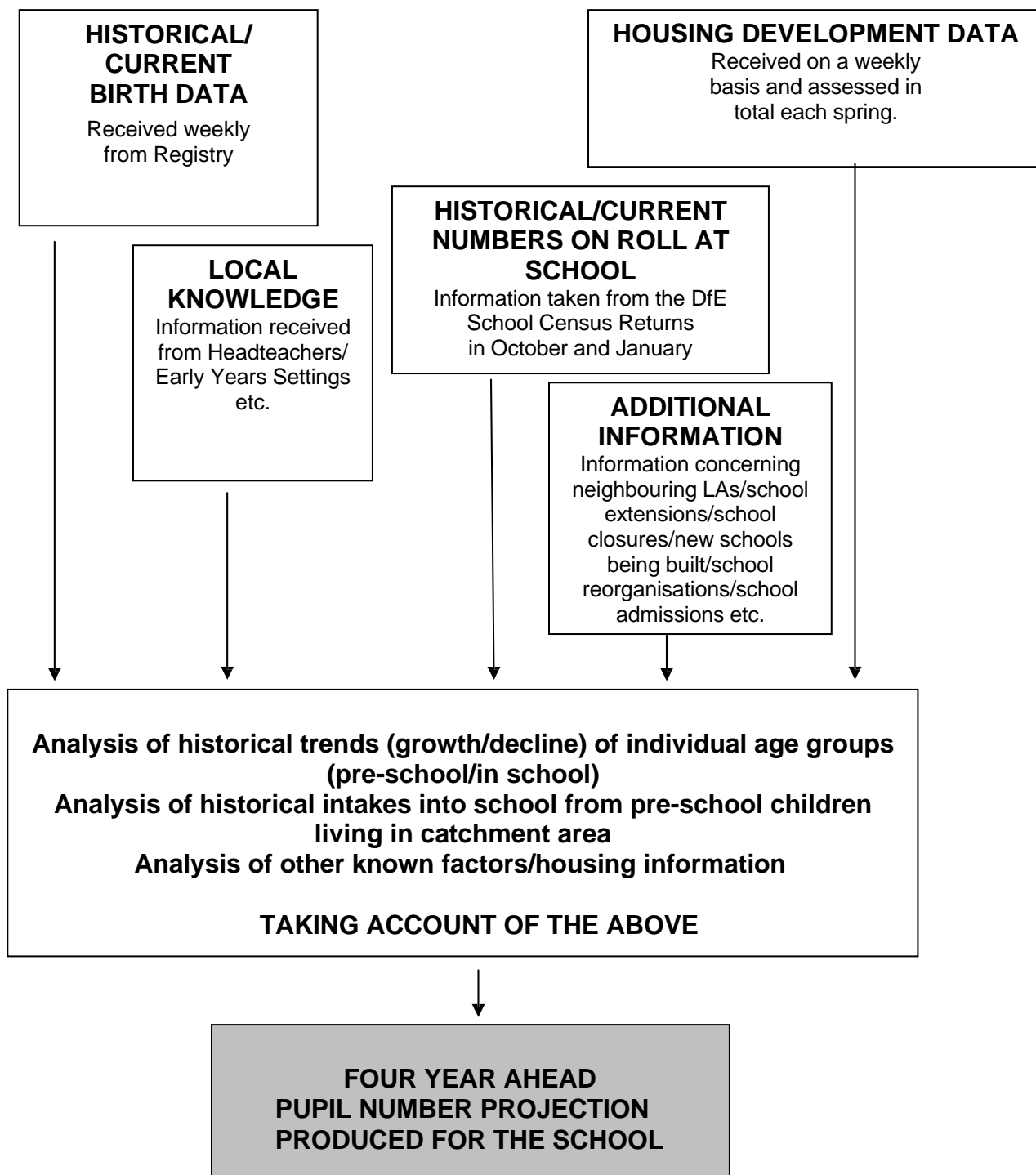
www.southend.gov.uk/schoolconsultation such as:

- **Consultation document 2019**
- **Maps**
- **Postcode lookup for all catchment areas**
- **Other information**

www.southend.gov.uk/schoolconsultation or by contacting Southend-on-Sea Borough Council on 01702 212 224 or 01702 215 007

**PROJECTING PUPIL NUMBERS
FOR A PRIMARY (4 to 11) SCHOOL**

FACTORS TAKEN INTO CONSIDERATION



Forecasting

Following the DfE January School Census exercise, the numbers on roll at all schools is known. Each year the intention is to produce pupil number projections, based on these January numbers on roll, for the borough as a whole, for the cluster areas and individual schools in each cluster area.

For reception admissions the birth rate four year previous is used as a base and historical percentage of birth to admission is used. In Southend on Sea this percentage is, on average, 95.4%, however for some school cluster areas the percentage can be as high as 124% (Eastwood Cluster).

For year seven admissions the year six numbers along with the percentage gain (currently 18%) based on historical data is calculated.

The recent higher birth rate has now settled, but at a higher rate. The first cohorts of the increases will enter secondary from September 2018 and this is expected to increase the gross gain from year six to seven as neighbouring authorities pupil populations increase in the same way. This gain is influenced by the following

- Pupils travel in from Essex principally to attend the grammar and faith schools.
- Pupils from private schools in the borough gain places in the grammar, faith and other secondary schools.
- Pupils also travel from Southend to Rochford and Castle Point.

Housing

Each year, during the spring term, data gathered throughout the year regarding housing developments approved and submitted to the planning authority. The information collected for each site (however large or small) includes the tenure (private/housing association/mixed), the actual start and end dates of developments, the annual completions and, in some instances, the type of dwelling e.g. bungalow/flat/house etc. Also, at the time of the survey, the number of dwellings which are under construction is collected as is the number of dwellings which are outstanding i.e. dwellings planned but yet to be constructed. The housing developments are then allocated to schools' catchment areas.

Incorporating the effect of new housing developments into a school's projection can presents difficulties. There are a significant number of factors which need to be considered such as:

- when the planned housing development is due to begin
- what the construction rate is likely to be - developers can change the rate and type of build at short notice which is difficult to predict/track; the new housing may not be completed and occupied according to the originally planned timescales.

- what type of accommodation is to be built - certain properties are likely to have more children living within them than others e.g. more expensive houses tend to have fewer children living within them; the dwellings could be second homes, retirement communities; are the new developments likely to attract new residents with school-age children?
- the impact of on-going housing developments causing 'internal' migration may already be reflected in the historical uptake factors which have been determined and used to produce projections at year group level for a school, through increases over time in the cohort survival rate - this may well be the case if the developments have been taking place for some while.
- it can sometimes take a while for a new housing development to impact on the demand for school places in the local area e.g. there may be no initial effect, followed by a bulge effect after 2 or 3 years which then tails away.
- housing developments may not actually increase the overall number of children attending schools in an area, but they may have an impact on where the children go to school in that area, particularly if there is a corresponding pattern of demolition. Therefore, increasing pupil numbers at a school due to new housing may result in decreasing numbers at another school.

When producing the forecast for a school, the housing development information for the school's catchment area is noted.

Conclusion

Producing pupil number projections is not an exact science but the results need to be reliable. Historical Trends can supply this reliable base, especially across cluster areas and the Borough as a whole.

Assumptions need to be made using the evidence and information available at the time of making the projection, with any 'significant' assumptions along with reasons being clearly noted on the projection.

Accurate projection of pupil numbers can be made more difficult by one-off events such as a new housing development, change of school management or loss of parental confidence following a bad Ofsted report. School level projections are much more difficult to produce accurately than for the local authority as a whole.

A school level forecast needs to take account of the individual circumstances at that school. School level forecasts therefore can, and invariably do, change from year to year.

They remain the best estimate that can be arrived at, using data that is known at the time of producing the forecast.

Birth to Admissions by Academic Year and School Catchment 2009/10 to 2020/21

| Births by Academic Year of Birth | | 2004/05 | | 2005/06 | | 2006/07 | | 2007/08 | | 2008/09 | | 2009/10 | | 2010/11 | | 2011/12 | | 2012/13 | | 2013/14 | | 2014/15 | | 2015/16 | | 2016/17 | | 2017/18 | | 2018/19 | | 2019/20 | | 2020/21 | Current PAN |
|---|------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--|---------|--|---------|--|---------|--|---------|-------------|
| Numbers on Roll and Forecast Number on Roll by Admission Year | PAN at Sept 2009 | | 2009/10 | | 2010/11 | | 2011/12 | | 2012/13 | | 2013/14 | | 2014/15 | | 2015/16 | | 2016/17 | | 2017/18 | | 2018/19 | | 2019/20 | | 2020/21 | | | | | | | | | | |
| Blenheim | 80 | 74 | 69 | 87 | 70 | 74 | 68 | 77 | 89 | 82 | 83 | 75 | 84 | 77 | 87 | 87 | 83 | 96 | 80 | 63 | 80 | 94 | 90 | 75 | 60 | 90 | | | | | | | | | |
| Chalkwell Hall | 105 | 126 | 104 | 133 | 104 | 168 | 105 | 150 | 104 | 161 | 105 | 147 | 105 | 152 | 105 | 140 | 108 | 131 | 120 | 157 | 120 | 157 | 120 | 134 | 120 | 120 | | | | | | | | | |
| Darlinghurst | 60 | 56 | 54 | 57 | 58 | 58 | 84 | 58 | 114 | 52 | 112 | 61 | 106 | 65 | 114 | 35 | 97 | 58 | 90 | 56 | 103 | 53 | 90 | 51 | 90 | 120 | | | | | | | | | |
| Eastwood | 60 | 46 | 29 | 31 | 36 | 56 | 35 | 45 | 31 | 35 | 41 | 53 | 50 | 32 | 54 | 41 | 61 | 31 | 60 | 42 | 60 | 31 | 50 | 38 | 60 | 60 | | | | | | | | | |
| Fairways | 60 | 57 | 60 | 59 | 59 | 49 | 60 | 64 | 62 | 53 | 60 | 47 | 60 | 63 | 60 | 70 | 60 | 53 | 60 | 66 | 60 | 60 | 60 | 67 | 60 | 60 | | | | | | | | | |
| Leigh | 90 | 102 | 90 | 108 | 90 | 105 | 90 | 112 | 91 | 131 | 90 | 117 | 90 | 125 | 90 | 125 | 90 | 97 | 90 | 100 | 90 | 109 | 90 | 93 | 90 | 90 | | | | | | | | | |
| Our Lady of Lourdes | 60 | 0 | 61 | 0 | 60 | 0 | 64 | 0 | 63 | 0 | 60 | 0 | 59 | 0 | 62 | 0 | 60 | 0 | 60 | 0 | 60 | 0 | 60 | 0 | 60 | 60 | | | | | | | | | |
| West Leigh | 120 | 98 | 120 | 102 | 120 | 85 | 120 | 108 | 120 | 104 | 120 | 103 | 120 | 100 | 120 | 113 | 120 | 113 | 120 | 118 | 120 | 127 | 120 | 125 | 120 | 120 | | | | | | | | | |
| LEIGH GROUP TOTAL | | 559 | 587 | 577 | 597 | 595 | 626 | 614 | 674 | 618 | 671 | 603 | 674 | 614 | 692 | 611 | 679 | 579 | 680 | 602 | 693 | 631 | 680 | 583 | 660 | 720 | | | | | | | | | |

| % increase from Birth Numbers to Actual Admission Numbers into Reception | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|------|--|------|--|------|--|------|--|------|--|-------|--|-------|--|-------|--|-------|--|-------|--|------|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | 5.0% | | 3.5% | | 5.2% | | 9.8% | | 8.6% | | 11.8% | | 12.7% | | 11.1% | | 17.4% | | 15.1% | | 7.8% | | | | | | | | | | | | |

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| Places Available | 635 | | 635 | | 665 | | 675 | | 675 | | 705 | | 705 | | 705 | | 708 | | 720 | | 720 | | 720 | | 720 | | | | | | | | | | |
|------------------|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|--|--|--|--|--|--|--|--|--|

| Home Catchment (Figures include all year groups but not nurseries) | | Out of Area | Eastwood Pri | Edwards Hall Pri | Heycroft Pri | Prince Avenue Pri (A) | Blenheim Pri | Chalkwell Hall Inf& Jnr | Darlinghurst Pri | Fairways Pri | Leigh North Street Pri | West Leigh Inf & Jnr | Earls Hall Pri | Milton Hall Pri / Barons Court Pri | Westborough Pri (A) | Bournemouth Park Pri | Hamstel Inf & Jnr | Porters Grange Pri | Temple Sutton Pri | Thorpe Greenways Inf & Jnr | Bournes Green Inf & Jnr | Friars Pri | Hinguar Pri | Richmond Ave Pri | Thorpedene Inf & Jnr |
|---|--------------------|-------------|--------------|------------------|--------------|-----------------------|--------------|-------------------------|------------------|--------------|------------------------|----------------------|----------------|------------------------------------|---------------------|----------------------|-------------------|--------------------|-------------------|----------------------------|-------------------------|------------|-------------|------------------|----------------------|
| SCHOOL ATTENDING | TOTAL NOR Jan 2017 | % | | | | | | | | | | | | | | | | | | | | | | | |
| Eastwood Pri | 386 | 2% | 28% | 2% | 9% | 9% | 25% | | 1% | 3% | 1% | | 6% | | 2% | 2% | 2% | | | 1% | | | | 1% | 1% |
| Edwards Hall Pri | 389 | 11% | 17% | 55% | 5% | 4% | 1% | | | 2% | | | | | 1% | | | 1% | | | | | | | |
| Heycroft Pri | 418 | 2% | 16% | 10% | 63% | 1% | 1% | | | 2% | | | 2% | | | | | | | | | | | | |
| Prince Avenue | 391 | 7% | | | 1% | 62% | 1% | | | | | | 13% | 2% | 6% | 2% | 1% | 1% | 1% | 1% | | 2% | | | |
| Blenheim Pri | 614 | 3% | 2% | 1% | 1% | 2% | 45% | 3% | 8% | 12% | 1% | 4% | 7% | 3% | 4% | 1% | | 1% | 1% | | | | | | |
| Chalkwell Hall Inf | 324 | 1% | | | | | 1% | 85% | 4% | | 2% | | 1% | 2% | 1% | 1% | 1% | | | 1% | | | | | |
| Chalkwell Hall Jnr | 432 | 1% | | | | | 1% | 73% | 6% | | 2% | 3% | 2% | 3% | 5% | 1% | | | | 1% | | | | | |
| Darlinghurst Pri | 709 | 4% | | 1% | 1% | 1% | 8% | 11% | 31% | 1% | 5% | 3% | 3% | 11% | 17% | 1% | | 2% | 1% | | | | | | |
| Fairways Pri | 417 | 3% | 3% | 5% | | | 16% | | 1% | 67% | | 1% | | | | 1% | | | | | | | | | |
| Leigh Pri | 629 | 1% | | | | | 3% | 4% | 2% | | 81% | 4% | | 1% | 1% | | | | | | | | | | |
| Our Lady RC Pri | 421 | 2% | 1% | | 1% | 2% | 15% | 22% | 13% | 3% | 6% | 5% | 11% | 6% | 10% | 1% | | | | | | | | | |
| West Leigh Inf | 360 | 2% | | 1% | | | 1% | 1% | | 1% | 1% | 91% | | | 1% | | | | | | | | | | |
| West Leigh Jnr | 514 | 4% | | | | | 4% | 3% | 1% | 2% | 4% | 78% | | 1% | 2% | | | | | | | | | | |
| Barons Court Pri | 232 | 1% | | | | | | | | | | | 1% | 85% | 3% | 3% | | 3% | 1% | | | | | | |
| Earls Hall Pri | 631 | 1% | | | | 15% | 1% | 3% | 1% | 1% | | | 57% | 2% | 15% | 1% | | | | | | | | | |
| Milton Hall Pri | 617 | 1% | | | | | | 2% | 1% | | | | 1% | 47% | 34% | 7% | 1% | 5% | | | | | 1% | | |
| St Helen's Catholic Pri | 261 | 1% | | | | 2% | 1% | 3% | 2% | 1% | | | 3% | 32% | 41% | 7% | | 2% | 3% | 1% | | 2% | | | |
| St Mary's, CoE Pri | 553 | 1% | 1% | | | 4% | 1% | 1% | 1% | | | | 3% | 25% | 26% | 24% | 1% | 7% | 3% | | | 1% | | 1% | |
| Westborough Pri | 555 | 1% | | | | | 1% | 4% | | | | | 4% | 15% | 66% | 4% | | 2% | 1% | 1% | | | | | |
| Bournemouth Park Pri | 535 | 1% | | | | | 1% | | | | | | 1% | 3% | 4% | 54% | 3% | 16% | 13% | 2% | | | 1% | | 1% |
| Hamstel Inf | 442 | | | | | | | | | | | | | | | 28% | 36% | 7% | 20% | 7% | | | 1% | | 1% |
| Hamstel Jnr | 505 | 2% | | | | 1% | | | | | | | | | 1% | 25% | 40% | 5% | 15% | 7% | | | 2% | | |
| Porters Grange Pri | 353 | 1% | | | | | | | | | | | 1% | 6% | 2% | 24% | 3% | 58% | 1% | 5% | | | 1% | | |
| Sacred Heart RC Pri | 265 | 1% | | | | | | | | | | | 1% | 2% | 3% | 29% | 13% | 28% | 12% | 9% | | | 1% | | 1% |
| Temple Sutton Pri | 780 | 3% | | | | 1% | | | | | | | 1% | 3% | 1% | 24% | 12% | 5% | 45% | 3% | | | 2% | 1% | |
| Thorpe Greenways Inf | 425 | 1% | | | | | | | | | | | | 1% | | 4% | 8% | 20% | 3% | 57% | 1% | 1% | | 1% | 2% |
| Thorpe Greenways Jnr | 467 | 1% | | | | 1% | | | | | | 1% | | 1% | | 5% | 5% | 15% | 2% | 61% | 1% | 2% | 1% | | 1% |
| Bournes Green Inf | 183 | 2% | | | | | | | | | | | | | | 1% | 1% | | 1% | 2% | 72% | 2% | 2% | 2% | 15% |
| Bournes Green Jnr | 265 | 1% | | | | | | | | | | | | | 1% | 2% | 2% | | 1% | 3% | 66% | 3% | 3% | 3% | 16% |
| Friars Pri | 398 | 2% | | | | | | | | | | | | | 1% | 1% | 1% | | | | | 76% | 12% | 6% | 2% |
| Hinguar Pri | 209 | 2% | | | | | | | | | | | | | | | 1% | | | | | 13% | 73% | 8% | 1% |
| Richmond Avenue Pri | 392 | 2% | | | | 1% | | | | | | | | | | 2% | | 1% | 1% | 1% | | 16% | 8% | 54% | 15% |
| St George's RC Pri | 209 | 6% | | | | | | | | | | | | | | | 1% | | | 3% | 6% | 34% | 18% | 20% | 11% |
| Thorpedene Pri | 543 | 1% | 1% | | | | | | | | | | | 1% | | 1% | 3% | 1% | 2% | 1% | 1% | 20% | 6% | 18% | 42% |
| Total | 14,824 | | | | | | | | | | | | | | | | | | | | | | | | |

Source: ASC January 2017

Figure 10: Percentage of Primary School Roll against Home Catchment Area

Birth from September 2012 to August 2016 and Pupil Numbers as at January 2017 resident in areas 1 to 6

| Current Catchment | Leigh North | | | | | |
|---------------------------|-------------|-----------|-----------|-----------|-----------|-----------|
| | West Leigh | Street | Chalkwell | Fairways | Blenheim | Blenheim |
| Year of Birth SchYear | One | Two | Three | Four | Five | Six |
| 2012/13 NurseryTwo | 14 | 27 | 4 | 12 | 20 | 4 |
| 2013/14 NurseryOne | 20 | 28 | 4 | 15 | 7 | 1 |
| 2014/15 TwoYrOld | 13 | 20 | 4 | 14 | 6 | 7 |
| 2015/16 OneYrOld | 13 | 23 | 6 | 12 | 19 | 5 |
| Total | 60 | 98 | 18 | 53 | 52 | 17 |
| <i>Average Group Size</i> | <i>15</i> | <i>25</i> | <i>5</i> | <i>13</i> | <i>13</i> | <i>4</i> |

| Suggested move to = | Leigh North | | | | | |
|---------------------|-------------|--------------|--------------|----------|----------|----------|
| | Street | Darlinghurst | Darlinghurst | Blenheim | Eastwood | Eastwood |
| | Loss | Gain | | | | |
| West Leigh | 15 | 0 | | | | |
| LNSt | 25 | 15 | | | | |
| Chalkwell | 5 | 0 | | | | |
| Darlinghurst | 0 | 30 | | | | |
| Blenheim | 17 | 13 | | | | |
| Fairways | 13 | 0 | | | | |
| Eastwood | 0 | 17 | | | | |
| | 75 | 75 | | | | |

CURRENT PUPIL NUMBERS IN THESE AREAS

| | | | | | | | |
|--------------|---------------------------|------------|------------|-----------|------------|------------|-----------|
| 2011/12 | Reception | 19 | 25 | 3 | 13 | 18 | 7 |
| 2010/11 | One | 13 | 23 | 4 | 18 | 14 | 6 |
| 2009/10 | Two | 6 | 28 | 1 | 8 | 14 | 6 |
| 2008/09 | Three | 12 | 35 | 9 | 11 | 24 | 3 |
| 2007/08 | Four | 20 | 22 | 7 | 13 | 12 | 5 |
| 2006/07 | Five | 19 | 22 | 8 | 11 | 15 | 6 |
| 2005/06 | Six | 18 | 20 | 6 | 12 | 22 | 5 |
| 2004/05 | Seven | 16 | 22 | 4 | 16 | 11 | 2 |
| 2003/04 | Eight | 9 | 20 | 7 | 15 | 10 | 3 |
| 2002/03 | Nine | 17 | 23 | 5 | 10 | 18 | 6 |
| 2001/02 | Ten | 14 | 20 | 4 | 15 | 10 | 2 |
| 2000/01 | eleven | 12 | 22 | 8 | 14 | 16 | 4 |
| Total | | 175 | 282 | 66 | 156 | 184 | 55 |
| | <i>Average Group Size</i> | <i>15</i> | <i>24</i> | <i>6</i> | <i>13</i> | <i>15</i> | <i>5</i> |

**APPROVED PLANNING APPLICATIONS TAKEN INTO CONSIDERATION WHEN FORECASTING PUPIL NUMBERS FOR THE
LEIGH AREA**

| Address | Postcode | HOUSES | FLATS | Details of Proposed work | SCHOOLNAME |
|---|----------|-----------|-----------|--------------------------|-------------------------------|
| Blenheim Crescent, LOS | SS9 3DT | 2 | | Demolish and Build | Blenheim Primary School |
| Elmsleigh Drive, LOS | SS9 4JR | 2 | | Demolish and Build | Blenheim Primary School |
| London Road | SS9 2AD | | 6 | Erect New | Blenheim Primary School |
| London Road, LOS | SS9 2AD | | 16 | Demolish and Build | Blenheim Primary School |
| London Road, LOS | SS9 2SA | 8 | | Demolish and Build | Blenheim Primary School |
| London Road, LOS | SS9 3JA | | 5 | Demolish and Build | Blenheim Primary School |
| Picketts Ave, LOS | SS9 4HW | 2 | | Demolish and Build | Blenheim Primary School |
| Station Road, LOS | SS9 3BP | 2 | | Demolish and Build | Blenheim Primary School |
| Tankerville Drive, LOS | SS9 3DD | | 2 | Extend to add | Blenheim Primary School |
| Total for School Catchment | | 16 | 29 | | |
| Fairmead House, Fairmead Avenue, WOS | SS0 9TD | | 2 | Extend to add | Chalkwell Hall Inf&Jnr School |
| First Avenue, WOS (Chaltonholme) | SS0 8HR | | 8 | Change of Use | Chalkwell Hall Inf&Jnr School |
| Galton Road, WOS | SS0 8LA | 1 | | Demolish and Build | Chalkwell Hall Inf&Jnr School |
| Grand Parade, LOS | SS9 1DX | | 5 | Demolish and Build | Chalkwell Hall Inf&Jnr School |
| Hildaville Drive, WOS | SS0 9RR | | 2 | Demolish and Build | Chalkwell Hall Inf&Jnr School |
| Hildaville Drive, WOS | SS0 9RU | | 1 | Change of Use | Chalkwell Hall Inf&Jnr School |
| Kings Road, Kings Dental Clinic, WOS | SS0 8PP | | 1 | Change of Use | Chalkwell Hall Inf&Jnr School |
| Kings Road, WOS | SS0 8PH | | 1 | Change of Use | Chalkwell Hall Inf&Jnr School |
| Kings Road, WOS | SS0 8PP | 2 | | Demolish and Build | Chalkwell Hall Inf&Jnr School |
| Kings Road, WOS | SS0 8PP | | 6 | Demolish and Build | Chalkwell Hall Inf&Jnr School |
| Lansdowne Avenue, LOS | SS9 1LJ | 2 | | Demolish and Build | Chalkwell Hall Inf&Jnr School |
| Leigh Road, LOS | SS9 1JF | | 2 | Extend to add | Chalkwell Hall Inf&Jnr School |
| London Rd, WOS | SS0 9PD | | 4 | Change of Use | Chalkwell Hall Inf&Jnr School |
| London Road | SS0 9HQ | | 9 | Demolish and Build | Chalkwell Hall Inf&Jnr School |
| London Road WOS (Les & Gary) | SS0 9PD | | 16 | Demolish and Build | Chalkwell Hall Inf&Jnr School |
| London Road (rear of) , WOS | SS0 9HW | 1 | | Erect New | Chalkwell Hall Inf&Jnr School |
| London Road, LOS | SS9 3NH | | 1 | Extend to add | Chalkwell Hall Inf&Jnr School |
| London Road, LOS | SS9 3NH | | 5 | Demolish and Build | Chalkwell Hall Inf&Jnr School |
| London Road, WOS | SS0 9HW | | 1 | Change of Use | Chalkwell Hall Inf&Jnr School |
| London Road, WOS | SS0 9HW | | 1 | Extend to add | Chalkwell Hall Inf&Jnr School |
| London Road, WOS | SS0 9SU | 1 | | Erect New | Chalkwell Hall Inf&Jnr School |
| London Road, WOS (The Reach) | SS0 9HQ | | 3 | Extend to add | Chalkwell Hall Inf&Jnr School |
| London Road, WOS, (Auto Car Exchange) | SS0 9PA | | 2 | Change of Use | Chalkwell Hall Inf&Jnr School |
| London Road, WOS, Chalkwell Park House | SS0 9HQ | | 4 | Extend to add | Chalkwell Hall Inf&Jnr School |
| Sandleigh Road, LOS | SS9 1JU | 1 | | Erect New | Chalkwell Hall Inf&Jnr School |
| Southbourne Grove, WOS (rear of) | SS0 9UU | 2 | | Demolish and Build | Chalkwell Hall Inf&Jnr School |
| St Hilda's School, Imperial Avenue, Westcliff | SS0 8NE | 4 | 14 | Demolish and Build | Chalkwell Hall Inf&Jnr School |
| The Ridgeway, WOS | SS0 8PX | | 1 | Extend to add | Chalkwell Hall Inf&Jnr School |
| The Ridgeway, WOS | SS0 8PX | | 2 | Change of Use | Chalkwell Hall Inf&Jnr School |
| Westborough Rd, WOS | SS0 9TS | | 1 | Change of Use | Chalkwell Hall Inf&Jnr School |
| Westborough Road, WOS | SS0 9TR | | 1 | Change of Use | Chalkwell Hall Inf&Jnr School |
| Total for School Catchment | | 14 | 93 | | |
| Eastwood Boulevard WOS | SS0 0BY | 1 | | Demolish and Build | Darlinghurst Academy |
| Lindisfarne Court, Manchester Drive, LOS | SS9 3HS | | 1 | Extend to add | Darlinghurst Academy |
| London Road, Evolution Gym | SS9 3LQ | | 30 | Demolish and Build | Darlinghurst Academy |
| London Road, LOS | SS9 3JJ | | 1 | Change of Use | Darlinghurst Academy |
| London Road, LOS | SS9 3LB | | 2 | Erect New | Darlinghurst Academy |
| London Road, WOS | SS0 9SZ | 1 | | Change of Use | Darlinghurst Academy |
| London Road, WOS | SS0 9SY | | 1 | Change of Use | Darlinghurst Academy |
| London Road,, E&C Sales, LOS | SS9 3JP | | 3 | Demolish and Build | Darlinghurst Academy |
| LondonRoad, LOS | SS9 3JY | | 2 | Erect New | Darlinghurst Academy |
| Sandown Avenue, Westcliff | SS0 9YB | 1 | | Change of Use | Darlinghurst Academy |
| Shanklin Drive, WOS | Sso 9XU | 2 | | Demolish and Build | Darlinghurst Academy |
| Total for School Catchment | | 5 | 40 | | |
| Brooklands Avenue, Eastwood | SS9 5XA | 1 | | Demolish and Build | Eastwood Primary School |
| Orchard Grove, Eastwood, | SS9 5TR | 1 | | Erect New | Eastwood Primary School |
| Prince Avenue, WOS | SS0 0JQ | | 2 | Erect New | Eastwood Primary School |
| Total for School Catchment | | 2 | 2 | | |

| Address | Postcode | HOUSES | FLATS | Details of Proposed work | SCHOOLNAME |
|---|----------------|------------------|----------------|--|-----------------------------------|
| Dawlish Drive, LOS | SS9 1QX | 1 | | Demolish and Build | Leigh North Street Primary School |
| Elm Road, LOS | SS9 1SP | | 1 | Change of Use | Leigh North Street Primary School |
| Elm Road, LOS | SS9 1SA | 1 | 2 | Demolish and Build | Leigh North Street Primary School |
| Elm Road, The Sarah Moore Public House | SS9 1SP | | 6 | Change of Use | Leigh North Street Primary School |
| Glendale Gardens (Futura House) | SS9 2AT | | 4 | Change of Use | Leigh North Street Primary School |
| Grand Hotel, Broadway, LOS | SS9 1AJ | | 18 | Change of Use | Leigh North Street Primary School |
| Hadleigh Road, LOS | SS9 2DY | 4 | | Demolish and Build | Leigh North Street Primary School |
| Leigh Hill, LOS | SS9 2DR | | 1 | Change of Use | Leigh North Street Primary School |
| Leigh Road, LOS | SS9 1JA | | 1 | Extend to add | Leigh North Street Primary School |
| Leigh Road, LOS - Rileys | SS9 1BW | | 22 | Demolish and Build | Leigh North Street Primary School |
| Leigham Court Drive, LOS | SS9 1PS | | 1 | Extend to add | Leigh North Street Primary School |
| Leigham Court Drive, LOS (Medivet) | SS9 1PS | 1 | | Change of Use | Leigh North Street Primary School |
| Leighcliff Rd, LOS | SS9 1DN | | 1 | Change of Use | Leigh North Street Primary School |
| Leighton Avenue, LOS | SS9 1PX | 2 | | Demolish and Build | Leigh North Street Primary School |
| Leighton Avenue, LOS | SS9 1QB | | 1 | Extend to add | Leigh North Street Primary School |
| London Road, LOS | SS9 3NE | | 8 | Demolish and Build | Leigh North Street Primary School |
| London Road, LOS | SS9 2AJ | | 1 | Change of Use | Leigh North Street Primary School |
| London Road, LOS | SS9 3NA | | 1 | Change of Use | Leigh North Street Primary School |
| London Road, LOS | SS9 3NA | 1 | | Change of Use | Leigh North Street Primary School |
| London Road, LOS (S Stibbards & Sons Ltd) | SS9 3ND | | 2 | Change of Use | Leigh North Street Primary School |
| Pall Mall, LOS | SS9 1RG | 3 | | Demolish and Build | Leigh North Street Primary School |
| Southsea Avenue, LOS | SS9 2AX | | 7 | Demolish and Build | Leigh North Street Primary School |
| Station Road, LOS -Abandale Lodge | SS9 1ST | | 4 | Change of Use | Leigh North Street Primary School |
| Station Road, LOS land to rear of | SS9 1ST | 1 | | Erect New | Leigh North Street Primary School |
| The Bell Hotel & land adj 20 Leigh Hill, Leigh | SS9 2DR | | 20 | Demolish and Build | Leigh North Street Primary School |
| Total for School Catchment | | 14 | 101 | | |
| Glendale Gardens, LOS | SS9 2AY | 1 | | Demolish and Build | West Leigh Inf&Jnr Schools |
| Hadleigh Road (land at) LOS | | 1 | | Erect New | West Leigh Inf&Jnr Schools |
| Hadleigh Road, LOS | SS9 2LY | 1 | | Change of Use | West Leigh Inf&Jnr Schools |
| Herschell Road, LOS | SS9 3PQ | 1 | | Change of Use | West Leigh Inf&Jnr Schools |
| London Road, (Orchard Motor co) LOS | SS9 2ST | | 8 | Demolish and Build | West Leigh Inf&Jnr Schools |
| London Road, LOS | SS9 2AH | | 1 | Change of Use | West Leigh Inf&Jnr Schools |
| London Road, LOS -Frenchs Chemist | SS9 2SW | | 3 | Change of Use | West Leigh Inf&Jnr Schools |
| London Road, Segrave&Ptrns, Turnpike House | SS9 2UA | 1 | | Demolish and Build | West Leigh Inf&Jnr Schools |
| Marine parade, SOS | SS9 2NA | | 3 | Extend to add | West Leigh Inf&Jnr Schools |
| Medway Crescent, LOS | SS9 2UY | 2 | | Demolish and Build | West Leigh Inf&Jnr Schools |
| Ormonde Gardens, LOS | SS9 3RG | 1 | | Extend to add | West Leigh Inf&Jnr Schools |
| Percy Road, LOS | SS9 2LA | | | Demolish and Build | West Leigh Inf&Jnr Schools |
| Salisbury Road, LOS | SS9 2JN | 3 | | Demolish and Build | West Leigh Inf&Jnr Schools |
| Thames Drive, Dental Practice to rear of | SS9 2XD | | 1 | Change of Use | West Leigh Inf&Jnr Schools |
| Vernon Road, LOS land adj to, | SS9 2NG | 1 | | Demolish and Build | West Leigh Inf&Jnr Schools |
| Westleigh Avenue, LOS | SS9 2LF | 1 | | Demolish and Build | West Leigh Inf&Jnr Schools |
| Total for School Catchment | | 13 | 16 | | |
| Total for Leigh Area | | 64 | 281 | | |
| Pupil product factors used to work out expected pupil product from new dwellings | | | | | |
| Size of New Dwelling | Primary | Secondary | Post-16 | These factors are based on historical data via Annual School Census' and the pupil product factors published by other Local Authorities across the Country | |
| Size mix not known | 0.15 | 0.12 | 0.06 | | |
| 1 bed flat/house/studio | 0.00 | 0.00 | 0.00 | | |
| 2 bed flat | 0.05 | 0.03 | 0.02 | | |
| 2 bed mixed | 0.10 | 0.05 | 0.03 | | |
| 2 bed house | 0.15 | 0.07 | 0.04 | | |
| 3 bed or more dwelling | 0.25 | 0.25 | 0.13 | | |

**Southend-on-sea Borough Council
School Admissions Team**

Report: Address checks

Background

Southend-on-Sea Borough Council takes very seriously any attempt to gain unfair advantage in the admissions process by giving false information, for example providing a false address (Primary and Secondary admission booklets – published on www.southend.gov.uk/admissions).

What does the School Admissions Code say:

The law on admissions does not allow for applicants to submit proof of address with their application and the Admissions Team cannot ask for every applicant to submit proof of address.

The Admissions Team is only permitted to request proof of address where it is unclear if the child meets the published oversubscription criteria and therefore the Council checks all applications where information is unclear. In some cases address checks are necessary after offer day as schools report address concerns at enrolment. Records of address checks are not required to be kept as address checks are business as usual and are undertaken throughout the process.

School Admissions Code states that:-

'2.5 Admission authorities may need to ask for proof of address where it is unclear whether a child meets the published oversubscription criteria. In these cases they must not ask for any evidence that would include any of the information detailed above.'

What does the Council do to check addresses?

The School Admissions Team follow up on all addresses that are unclear or information appears misleading and they do this by;

- Checking all applications against the school or early years record and follow up all conflicts of data
- Ask a sample of applicants to provide proof of their home address. The sample varies from year to year depending on resources and capacity.
- Follow up all reports from the public or schools on suspected address fraud/misleading information
- Where information is unclear further internal checks are undertaken
- and/or an unannounced home visit is made to verify details.

Checks include a request to initially provide:

- a letter from the solicitor confirming exchange of contracts and completion date,
or
- a copy of a rental agreement signed by both the tenant and the landlord. A rental agreement should satisfy the School Admissions Team that it will be the child's normal place of residence.
- UK driving licence;
- Council tax notification and
- Two utility bills dated within the last 6 months (gas, electricity, water or landline phone)

What does the Council do where parents have separated?

Only one application can be received per child. The Council should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications are placed on hold until such time that:

- an application is made that both parents agree to; or
- written agreement is provided from both parents; or
- a court order is obtained confirming which parent's application takes precedence'.

Further details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.

What is the outcome for 'address fraud'?

In situations where the applicant has used an address that is not the child's normal place of residence, the application or offer, depending on the stage of application, is withdrawn and the applicant is asked to submit a fresh application with the correct information and the new application is processed. This is in line with the requirements in the School Admissions Code section 2.12-2.13.

In some limited cases, where other information is found to be misleading or fraudulent the Pupil Access Manager refers the matter to relevant agencies such as HMRC, Council Tax, Home Office, etc.

FURTHER FREQUENTLY ASKED QUESTIONS

Q: How many home visits took place in the last three years (for reception)?

Currently the Council doesn't retain data in a report format as it is business as usual. Work on files is at child level and on the child's notes on the application. It would therefore require a review of every file as it will be on the file notes (in text format). Although address checks are part of the process it is not necessary to keep such data and therefore not all data is easily or readily identified for reporting.

Q: How many address checks are from a sample and how many were due to reports of address fraud?

Most of the address checks are business as usual. On average there are less than ten calls from the public annually reporting cases of address fraud. The majority of reported fraud cases are of children that are on SEN or Education Health and Care Plans or Looked After Children/Previously looked after children. For those applicants address is not relevant as they are admitted regardless of where they live.

Protecting the identity of children is a priority for the Admissions Team and the outcome of the reported fraud cannot be shared.

The Admission Team undertake full check of addresses where census data highlights areas of concern, for example where the census data shows a low percentage of primary school roll against home catchment area. Census data has not highlighted that there are a significant number of children at oversubscribed schools moving out of the catchment area.

Q: Do applicants actually commit an offence if they make a fraudulent application? and has the Council ever gone further than withdrawing a place?

School Admissions are very highly regulated and all admission must comply with the regulations and legislation set out in the School Admissions Code.

In summary from the regulations and legislation (in terms of what admission authorities can do):-

- *Admission authorities may need to ask for proof of address where it is Unclear (2.5 of the Code)*
- *Admission authorities may not (2.4 of the Code) ask for*
 - *Any personal details about parents and families, such as maiden names, criminal convictions, marital or financial status*
 - *The first language of parents or the child*
 - *Details about parents or a child's disabilities, special education needs or medical conditions (the SEN process is separate)*
 - *Parents to agree to support the ethos of the school in practical way*

- *Both parents to sign the form or the child to complete the form*

If an applicant is found to have provided misleading information the only action the admission authority can take is to withdraw the application or the offer of a school place and consider it afresh.

- *Where an offer is withdrawn on the basis of misleading information, the application must be considered afresh, and a right of appeal offered if an offer is refused.(2.12 of the Code)*

On numerous occasions, but by no means regularly, the council has not been satisfied with the child's normal place of residence and has withdrawn places. In those situations it has permitted the parent to make a fresh application and it has considered the application afresh. This has been up to the cut-off date permitted in the School Admissions code of less than one term (which would be December for the main rounds). Once a child is on roll at a school it is the schools that considers address fraud and the Code states:

2.13 A school must not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school must be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.

What are the rules for address checks?

Details on considering a child's normal place of residence can be found on pages 13 and page 14 of the Primary Admissions Booklet 2018.

27th October 2017

Pupil Access Manager

(as data is not required by the DfE it is not recorded or retained and data above is unverified and approximate only)