



Office of  
the Schools  
Adjudicator

**Local Authority Report**

**To**

**The Schools Adjudicator**

**From**

**Barking and Dagenham Local Authority**

**30 June 2018**

**Report Cleared by (Name & Title): Andrew Carr, Group Manager School Investment, Organisation and Admissions**

**Date submitted: 28 June 2017**

**By : Lisa O'Dwyer, School Admissions Manager**

**Contact email address: [lisa.odwyer@lbbd.gov.uk](mailto:lisa.odwyer@lbbd.gov.uk)**

**Telephone number: 020 8227 3102**

**[www.gov.uk/government/organisations/office-of-the-schools-adjudicator](http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator)**

Please email your completed report to: [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk) by **30 June 2018 and earlier if possible**

## Introduction

Section 88P of the School Standards and Framework Act 1998 (the Act) requires every local authority to make an annual report to the adjudicator. The Chief Adjudicator then includes a summary of these reports in her annual report to the Secretary for State for Education. The School Admissions Code (the Code) sets out the requirements for reports by local authorities in paragraph 6. Paragraph 3.23 specifies what must be included as a minimum in the report to the adjudicator and makes provision for the local authority to include any other issues. The report **must** be returned to the Office of the Schools Adjudicator by **30 June 2018**.

The report to the Secretary of State for 2017 highlighted that at the normal points of admission the main admissions rounds for entry to schools work well. The Chief Adjudicator expressed less confidence that the needs of children who need a place outside the normal admissions rounds were so well met. In order to test this concern, local authorities are therefore asked to differentiate their answers in this year's report between the main admissions round and in year admissions<sup>1</sup>. The order of this template for the annual report by local authorities reflects this.

## Information requested

### 1. Normal point of admission

#### A. Determined arrangements

- i. Please specify the date your local authority determined its arrangements for admissions in 2019 for its voluntary controlled and community schools. Please state if this question is not applicable as there are no voluntary controlled or community schools in the local authority area.

15.03.2018

- ii. Please specify the date the determined arrangements for voluntary controlled and community schools were published on the local authority's website. Say if not applicable.

02.05.18

---

<sup>1</sup> By in year we mean admission at the start of any school year which is not a normal point of entry for the school concerned (for example at the beginning of Year 2 for a five to eleven primary school) and admission during the course of any school year.

iii. What proportion of arrangements for own admission schools was provided to the local authority by 15 March?

Not applicable    None    Minority    Majority    All

	Primary including middle deemed primary	Secondary including middle deemed secondary	All through
iv. How many sets of admission arrangements of schools that are their own admission authority were queried directly by your local authority because they were considered not to comply with the Code?	0	0	0
v. If, when you considered arrangements for own admission authority schools for 2019, you had any concerns about Code compliance, please indicate which paragraphs of the Code you thought were mainly being breached. N/A			
vi. Further comment: please provide any comments on the determination of admission arrangements not covered above. N/A			

## B. Co-ordination

i. Provision of rankings: what proportion of own admission authority schools provided their rankings correctly undertaken by the agreed date?

Not applicable    None    Minority    Majority    All

How well did co-ordination of the main admissions round work?	Not well	A large number of small problems or a major problem	Well with few small problems	Very well
ii. Reception				x
iii. Year 7				x
iv. Other relevant years of entry				x
v. Please give examples to illustrate your answer:  All of the cohort data exchange worked well. LBBB staff are very experienced in ensuring the processes run well and within set time frames.				

For reception 2018 we could offer 95.18% of pupils their first preference an increase of 2% on 2017 figures, 99.24% of pupils were offered one of their top three preferences this is an increase on 1% on 2017 figures.

For Secondary 2018 we could offer 71.44% a slight drop from last year's figure of 74%. This is due to an increase in the number of applications of 258. There are sufficient school places for children in LBBD.

Cooperative working with LIAAG Councils. This was already in operation within Barking and Dagenham via LIAAG. The take up of online admissions is increasing. We offered help sessions to assist with the completion of applications 2 days a week at our One Stop Shops. Online admissions and the number of preferences being offered has increased. A text service is used for reminders to parents/carers.

### **C. Looked after and previously looked after children**

- i. How well do admission arrangements in your local authority area serve the interests of looked after children at normal points of admission?

Not at all    Not well    Well    Very well    Not applicable

- ii. How well do the admission arrangements in other local authority areas serve the interests of your looked after children at normal points of admission?

Not at all    Not well    Well    Very well    Not applicable

- iii. How well do admission arrangements in your local authority area serve the interests of previously looked after children at normal points of admission?

Not at all    Not well    Well    Very well    Not applicable

- iv. Please give examples of good or poor practice or difficulties which support your answer, and provide any suggestions for improvement:

Looked after Children in Barking and Dagenham are afforded the highest priority when applying for school places.

In-Year and Cohort Admissions – The Same priority is applied across both sections. The needs of Looked after young people are met within the admissions procedures for cohort, the procedures and information are published on our website and in our booklets. If our schools are fully subscribed we implement the Fair Access Protocol, which gives priority to Looked After Children as excepted pupils.

Previously looked after children are given the same priority as current Looked After children in Barking and Dagenham. These children remain as priority. Full information is published in our booklets and on our website.

There has been a large increase in the number of looked after/previously young people moving into Barking and Dagenham compared with last year the largest increase is with primary aged children. The evidence is showing that more young people are moving into Barking and Dagenham than before from all areas.

#### D. Special educational needs and disabilities

- i. How well served are children with disabilities and/or special educational needs who have an education health and care plan or a statement of special educational needs that names a school at normal points of admission?

Not at all    Not well    Well    Very well    Not applicable

- ii. How well served are children with disabilities and/or special educational needs who do not have an education health and care plan or a statement of special educational needs at normal points of admission?

Not at all    Not well    Well    Very well    Not applicable

- iii. Please give examples of good or poor practice or difficulties which support your answer, and provide any suggestions for improvement.

Barking and Dagenham has a dedicated Education Health Care Team who work with children that have a Statement of Educational Need or an Education Health Care plan. The EHC Team allocate places to children with plans and inform us of the allocations. They are dealt with through this team in line with the SEN code of practice and education act.

## 2. In year admissions

- A. **The number of in year admissions.** We are asking for two years' data for comparative purposes. If you do not have the data for the year 1/9/16 to 31/8/17 available, please still provide the data for 1/9/17 to 31/3/18.

i.	Primary aged children	Secondary aged children
Number of in year admissions between 1/9/17 and 31/3/18	In -year      1168 Transfers      534 <b>Total</b> <b>1702</b>	In -year      463 Transfers      140 <b>Total</b> <b>603</b>
Number of in year admissions between 1/9/16 and 31/8/17	In -year      1566 Transfer        1090 <b>Total</b> <b>2656</b>	In -year      744 Transfers      216 <b>Total</b> <b>960</b>
The reasons for children seeking in year admission will vary across the	<ul style="list-style-type: none"> <li>• New families moving to the borough.</li> <li>• Families moving within the borough.</li> </ul>	<ul style="list-style-type: none"> <li>• New families moving to the borough.</li> <li>• Families moving within the borough.</li> </ul>

country. What do you consider to be the main reasons in your area?

- Barking and Dagenham residents but attended out of borough schools are now requesting to attend Barking and Dagenham schools, we think this is because our schools are improving. Most of our secondary schools are rated either good or outstanding by Ofsted.

ii. The Code requires the setting of a published admission number (PAN) for each normal year of entry. In the annual reports for 2017 several local authorities referred to problems in relation to in year admissions when schools which are their own admission authority refuse to admit applicants even if the year group concerned contains fewer children than the relevant PAN suggested could be accommodated. This was referred to sometimes as 'capping' in-year admissions and local authorities observed that it reduced the number of places available below that anticipated by the local authority. Please comment on your experience as a local authority.

In Barking and Dagenham, we have a very good relationship with all schools including those who are their own admission authority. All schools Barking and Dagenham including those who are their own admission authority work with Barking and Dagenham to coordinate year admissions.

## B. Co-ordination of in year admissions

i. To what proportion of community and voluntary controlled schools does the local authority delegate responsibility for in year admissions?

- a) Primary:     Not applicable     None     Minority     Majority     All
- b) Secondary:  Not applicable     None     Minority     Majority     All
- c) All-through:  Not applicable     None     Minority     Majority     All

d) What do you consider to be the advantages and disadvantages of delegating responsibility for in year admissions (where applicable)?  
Barking and Dagenham coordinates the admissions for all schools in the borough including own admission authority schools other than our UTC ELUTEC.

ii. For what proportion of own admission authority schools does the local authority co-ordinate in year admissions?

a) Primary:  Not applicable  None  Minority  Majority  All

b) Secondary:  Not applicable  None  Minority  Majority  All

c) All-through:  Not applicable  None  minority  Majority  All

d) What do you consider are the advantages and disadvantages of the local authority co-ordinating in year admissions (where applicable)?

We continue to process applications for all the schools in the borough. It is important that this function stays within the LA as we have a clear overview, we can ensure that schools are adhering to the set admissions criteria and respond to any trends. In the local authority's view this provides the fairest approach for a family to secure a preferred school place.

The local authority can oversee the admission of all students to schools, ensuring pupils are placed and start school in a timely manner.

As the authority oversees the allocations it improves safeguarding as we are able to track allocations and on roll dates. By coordination all schools admissions where it is not possible to allocate a preferred school we are able to offer the nearest school with a vacancy as an alternative. It is impartial and adheres strictly to the published admissions criteria and the admissions code. It avoids schools becoming selective.

We have excellent relationships with all the schools in the LA. All schools continue to use the LA to process admissions to their schools. We have delivered training to school administrators on the admissions process and their responsibilities.

Disadvantages – I cannot see any.

In Barking and Dagenham, we have a very good relationship with all schools including those who are their own admission authority. All schools Barking and Dagenham including those who are their own admission authority work with Barking and Dagenham to coordinate year admissions.

### C. Looked after children and previously looked after children

i. How well do in year admission arrangements in your local authority area serve the interests of looked after children?

Not at all  Not well  Well  Very well  Not applicable

ii. How well do the in year admission arrangements in other local authority areas serve the interests of your looked after children?

Not at all    Not well    Well    Very well    Not applicable

iii. How well do in year admission arrangements in your local authority area serve the interests of previously looked after children?

Not at all    Not well    Well    Very well    Not applicable

vii. Please give examples of good or poor practice or difficulties which support your answer, and provide any suggestions for improvement:

Looked after Children in Barking and Dagenham are afforded the highest priority when applying for school places.

In-Year and Cohort Admissions – The Same priority is applied across both sections. The needs of Looked after young people are met within the admissions procedures for cohort, the procedures and information are published on our website and in our booklets. If our schools are fully subscribed we implement the Fair Access Protocol, which gives priority to Looked After Children as excepted pupils.

Previously looked after children are given the same priority as current Looked After children in Barking and Dagenham. These children remain as priority. Full information is published in our booklets and on our website.

There has been a large increase in the number of looked after/previously young people moving into Barking and Dagenham compared with last year the largest increase is with primary aged children. The evidence is showing that more young people are moving into Barking and Dagenham than before from all areas.

#### **D. Children with disabilities and children with special educational needs**

i. How well served are children with disabilities and/or special educational needs who have an education health and care plan or a statement of special educational needs that names a school when they need to be admitted in year?

Not at all    Not well    Well    Very well    Not applicable

ii. How well served are children with disabilities and/or special educational needs who do not have an education health and care plan or a statement of special educational needs when they need to be admitted in year?

Not at all    Not well    Well    Very well    Not applicable

iii. Please give examples of good or poor practice or difficulties which support your answer, and provide any suggestions for improvement:



Barking and Dagenham has a dedicated Education Health Care Team who work with children that have a Statement of Educational Need or an Education Health Care plan. They are dealt with through this team in line with the SEN code of practice and education act.

Children with high levels of need in Barking and Dagenham but who do not have a Statement of Educational Need or an Education Health Care plan are dealt with through our Fair Access protocol. This ensures they are not disadvantaged and have equal access to a suitable provision. Barking and Dagenham does not have a social and medical criterion in place and no one school is asked to take a disproportionate number of children with high levels of needs.

We have regular meetings with the Manager of the EHC team the Admissions Manager and the Principal Adviser for Inclusion, if a child with a high level of needs applies for a school place in the borough with no statement or EHC plan we can work directly with the EHC team to secure a placement appropriate to their needs for assessment if necessary.

There is an increase in children moving to the borough both from abroad and other areas within the UK who have a range of high and complex needs who do not have a statement or and EHC plan.

## E. Other children

i. How well served are other children when they need to be admitted in year?

Not at all     Not well     Well     Very well     Not applicable

ii. Paragraph 3.12 of the Code - several local authorities referred to paragraph 3.12 in their annual report for 2017 stating that this was being used "*inappropriately*" by some admission authorities. Please could you comment on your experience as a local authority:

As we coordinate the admissions for all schools in Barking and Dagenham other than the UTC ELUTEC. We know who has been allocated. We report pupils placed using the FAP criteria to the head teachers at their meetings and share this detail at the FAP panel. We have the overview as to which children have been placed using FAP which keeps the allocations fair across the schools. Schools sometimes request not to admit a child when a placement is requested under FAP. The reasons for wishing to refuse are considered, in very few occasions have the decisions changed. In Barking and Dagenham, we have not experienced it being used inappropriately. There is an increase in children with complex needs moving into the borough and this puts additional pressure on schools and their resources.

### 3. Fair Access Protocol

A. Has your Fair Access Protocol been agreed with the majority of state-funded mainstream schools in your area?

- Yes for primary  
 Yes for secondary

B. If you have not been able to tick both boxes above, please explain why:  
 N/A

C. How many children have been admitted or refused admission under the Fair Access Protocol to schools in your area between 31 March 2017 and 31 March 2018?

Type of School	Number of children admitted		Number of children refused admission	
	Primary aged child	Secondary aged child	Primary aged children	Secondary aged children
Community and voluntary controlled	104	70	0	0
Own admission authority schools	16	42	0	0
<b>Total</b>	<b>120</b>	<b>112</b>	<b>0</b>	<b>0</b>

D. If a number of children have not secured school places following the use of the protocol, please indicate what provision is made for these children.  
 N/A

E. How well do you consider hard to place children are served by the Fair Access Protocol in your area?

- Not at all    Not well    Well    Very well    Not applicable

F. Please explain your answer giving examples of good and poor practice, successes and difficulties as appropriate.

We have very good relationships with all schools in Barking and Dagenham including own admission authority schools.

We has been an overall increase in the number FAP pupils coming into the borough. An increase of 45 on primary figures and an increase of 16 on secondary figures from last years report.

The FAP protocol works well. The process for admitting students is done on a rotational basis to ensure fairness.Schools have agreed to adhere to the protocol. The purpose of the protocol is to ensure that all children have equal opportunity to access education in the borough and ensures no young person is disadvantaged.

Some schools are feel they have been approached more often than other schools under the FAP policy as they are not oversubscribed and thus feel they have a higher number of challenging students. We ensure that students are allocated fairly across the schools in the borough, by working closely with our schools. The whole FAP process is closely monitored by the Education Improvement Partnership and the Admissions forum.

#### 4. Directions

A. How many directions did the local authority make between 31 March 2017 and 31 March 2018 for children in the local authority area?				
	Primary aged children (not looked after)	Primary aged looked after children	Secondary aged children (not looked after)	Secondary aged looked after children
Voluntary aided or foundation	0	0	0	0
B. Please add any comments on the authority's experiences of making directions. N/A				

C. How many directions did the local authority make between 31 March 2017 and 31 March 2018 for a maintained school in another local authority area to admit a looked after child?	
For primary aged children	For secondary aged children
0	0
D. Please add any comments on the authority's experiences of making directions. N/A	

E.	How many requests to the ESFA to direct an academy to admit a child did the	How many children were admitted to school as a result of the request for a direction by the	How many requests were outstanding as at 31 March 2018?
----	---	---	---

	local authority make between 31 March 2017 and 31 March 2018?	local authority to the ESFA between 31 March 2017 and 31 March 2018?	
For primary aged children (not looked after)	0	0	0
For primary aged looked after children	0	0	0
For secondary aged children (not looked after)	0	0	0
For secondary aged looked after children	0	0	0
F. Please add any comments on the authority's experiences of requesting directions. N/A			

G. Any other comments on the admission of children in year.  
The in-year admissions system works well. All schools work to the published criteria. We have good relationships with all schools and coordinate all admissions including own admission authority schools. The team is very experienced.

## 5. Pupil, service and early years pupil premiums (the premiums)

A. How many community or voluntary controlled schools in the local authority area will use a premium as an oversubscription criterion for admissions in 2019?	Primary including middle deemed primary	Secondary including middle deemed secondary	All through
Pupil premium	0	0	0
Service premium	0	0	0
Early years pupil premium	0	N/A	0
Total number of schools using at least one premium in their oversubscription criteria	0	0	0

B.		How many own admission authority schools in your area will use one of the premiums as an oversubscription criterion for 2019?	Total number of own admission authority schools using at least one of the premiums in their over subscription criteria for 2019
Primary including middle deemed primary	Early years	0	0
	Pupil	0	
	Service	0	
Secondary including middle deemed secondary	Pupil	0	0
	Service	0	
All through	Early years	0	0
	Pupil	0	
	Service	0	
C. Do you have any further comments on the use of premiums? Pupils can qualify for a short period but if family circumstances change, the family are still eligible for three years.			

## 6. Electively home educated children

A. How many children were recorded as being electively home educated in the local authority area on 29 March 2018?

153

B. Any comments to make relating to admissions and children electively home educated?

Any home educated child who wishes to return to state education can do so at any time. The EHE Officer works closely with the Admissions Team and will advise home educating parents on the Admissions process when required. We understand that home education does not come under the FAP.

## 7. Other matters

Are there any other matters that the local authority would like to raise that have not been covered by the questions above?

## **8. Feedback on the Local Authority Report template**

In previous years we have asked for feedback on the process of completing the template in the following November to inform what is asked in the following year. We are aware that it may be easier to provide feedback on providing information for the annual report at the time rather than later. We would therefore be grateful if you could provide any feedback on completing this report to inform our practice for 2019.

The template is easy to follow. It would be better to cover whole academic years for data purposes.
---

Thank you for completing this template.

Please return to Lisa Short at [OSA.Team@osa.gsi.gov.uk](mailto:OSA.Team@osa.gsi.gov.uk) by 30 June 2018