

Public Document Pack

Executive Member Decisions

Friday, 23rd December, 2022

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202425 – Consultation Findings

Date Published: Friday, 23rd December, 2022
Denise Park, Chief Executive

EXECUTIVE MEMBER DECISION



REPORT OF:	Executive Member for Growth and Development
LEAD OFFICERS:	Strategic Director of Growth & Development
DATE:	22 December 2022

PORTFOLIO/S AFFECTED: Growth and Development

WARD/S AFFECTED: Darwen West

SUBJECT: Salisbury Road, Darwen

1. EXECUTIVE SUMMARY

This report seeks approval to vary an existing contract between the Council and Lang Estates Limited ("Lang Estates") relating to the disposal of Council owned land at Salisbury Road, Darwen.

2. RECOMMENDATIONS

That the Executive Member:

- 2.1 Notes the Council and Lang Estates exchanged legal contracts in March 2019 with the freehold disposal to be preceded by a Building Licence to ensure development.
- 2.2 Approves a contract variation to remove the requirement for a Building Licence and instead allow Lang Estates to acquire the freehold interest prior to commencement of works.
- 2.3 Authorises the Growth Programme Director to complete the necessary legal formalities relating to the contract variation.

3. BACKGROUND

Following a successful tender bid by Lang Estates to develop the Salisbury Road site for housing, legal contracts were exchanged in March 2019 with the freehold disposal of the land to be preceded by a Building Licence.

Lang Estates is scheduled to have completed their pre-commencement planning conditions by November 2022 and intended to start construction works thereafter, however Lang Estates has requested a contract variation.

Lang Estates contract variation request is to disregard the building licence and instead acquire the freehold interest prior to commencement of works. This will allow Lang Estates the ability to obtain much needed development finance to support the developer's build out and cash flow requirements. The existing legal structure prevents the developer from raising third party finance as the legal

structure prevents the land being used as collateral. Restricting the developer to raise third party finance is inadvertently restricting development timescales as the developer is constrained by their own resources which are currently invested in other developments within the borough.

Approving the contract variation will help accelerate housing delivery, support housing growth and increase investment into the borough.

To note, Lang Estates is an experienced local SME developer with a good track record delivering housing and commercial schemes in the borough. Lang Estates is currently on site at Tower View, Darwen constructing 17 family homes.

4. KEY ISSUES & RISKS

In order for the Council to ensure the site is developed following the freehold disposal and to mitigate any potential future risks of a stalled site the below terms are proposed within the contract variation:

- 4.1.1 The development should commence within 12 months on the completion of the contract variation.
- 4.1.2 Option to buy-back the site for the original purchase price which will expire on commencement of the works.
- 4.1.3 Commencement works will be deemed to have been triggered upon the first inspection visit by the Building Regulations Inspector.

5. POLICY IMPLICATIONS

- 5.1 There are no policy implications to progress with a contract variation for this project.

6. FINANCIAL IMPLICATIONS

- 6.1 The Purchase Price was agreed in 2019 and Lang Estates paid a non-refundable deposit upon contract exchange in March 2019.
- 6.2 Lang Estates will pay the difference on transfer of the freehold transfer.
- 6.3 Under the proposed contract variation the Council will receive the remaining payment for the land during 2022/23, bringing forward the capital receipt by two years assisting the Council with capital receipt forecasts.

7. LEGAL IMPLICATIONS

- 7.1 The proposed contract variation removes the controls of a building licence structure which ensures the development is built out in agreed timescales which reduces the risk of a stalled development.
- 7.2 The proposed contract includes a buy-back option for the Council during the pre-commencement phase which will assist to mitigate the risk of a stalled site.

8. RESOURCE IMPLICATIONS

8.1 Legal resources will be required to complete the transaction.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1 ☒ Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 ☐ In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3 ☐ In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

10. CONSULTATIONS

None

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

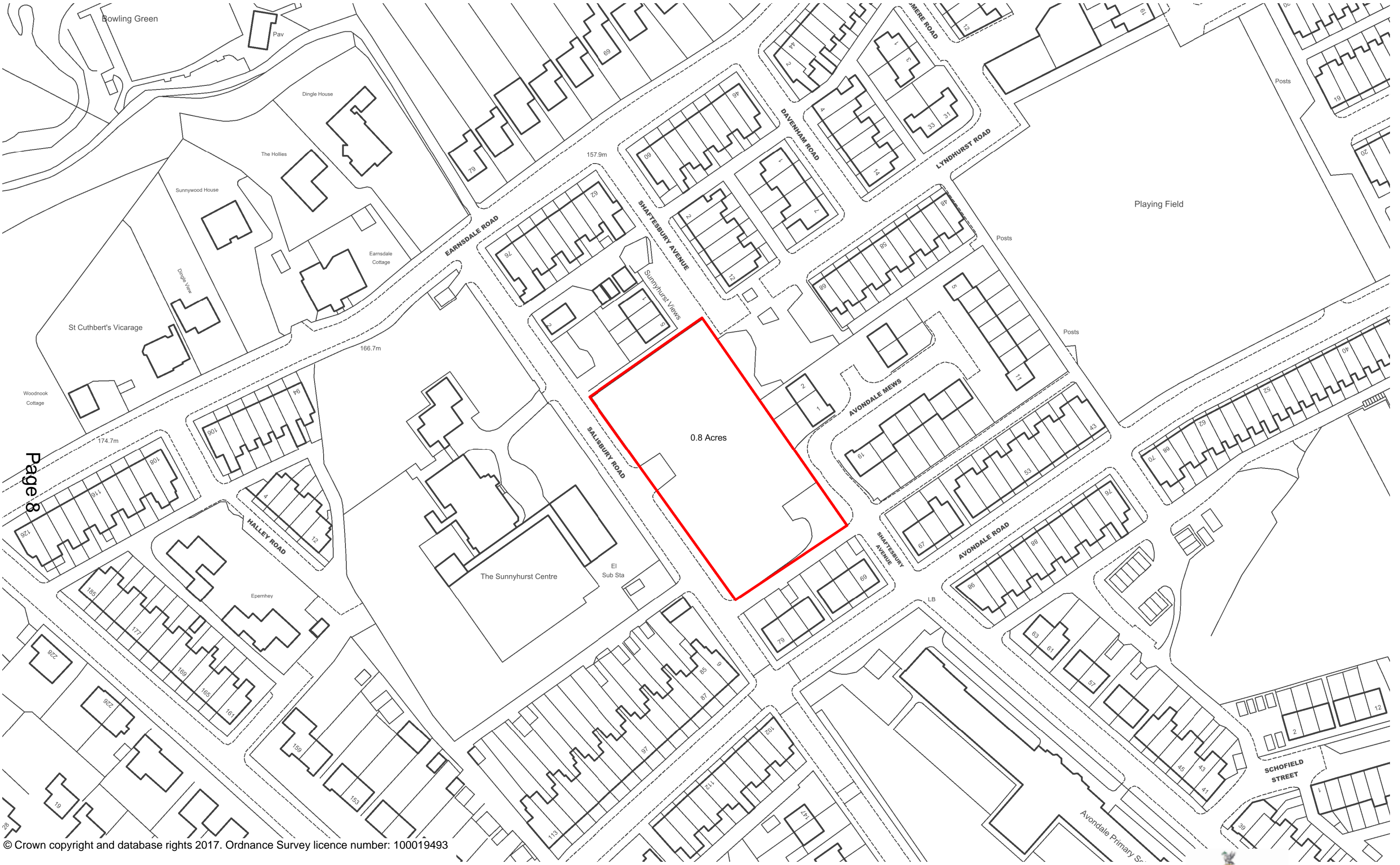
12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

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CONTACT OFFICER:	PMO Growth, Growth Programme Director
DATE:	November 2022
BACKGROUND PAPER:	None

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Blackburn with Darwen Council
One Cathedral Square
Blackburn
BB1 1FB

SALISBURY ROAD, DARWEN
DATASET: BASE MAP
STATUS FINAL
Scale: 1:1,250



EXECUTIVE MEMBER DECISION



REPORT OF:	Executive Member for Children, Young People and Education
LEAD OFFICERS:	Strategic Director of Children's & Education (DCS)
DATE:	22 December 2022

PORTFOLIO/S AFFECTED: Children, Young People and Education

WARD/S AFFECTED: (All Wards);

SUBJECT: EMD Coordinated Schools Admissions Scheme 2024/25

1. EXECUTIVE SUMMARY

To advise the Executive Member of the Local Authority's Coordinated Admission Schemes for the 2024/25 academic year.

2. RECOMMENDATIONS

That the Executive Member for Children, Young People & Education formally approves the proposed Coordinated Admissions Schemes including:

- Coordinated Primary School Admission Arrangements 2024/25 (Appendix 1)
- Coordinated Secondary School Admission Arrangements 2024/25 (Appendix 2)

3. BACKGROUND

Each year all local authorities must formulate and publish on their website by 1 January in the relevant determination year, a scheme to coordinate admission arrangements for the normal admissions round and late applications for all publicly funded schools within their area.

Where the scheme is substantially different from the scheme adopted for the previous academic year, the local authority must consult the other admission authorities in the area and any other local authorities it determines.

Where the scheme has not changed from the previous year there is no requirement to consult, subject to the requirement that the local authority must consult on the scheme at least once every seven years, even if there have been no changes during that period. To meet this statutory requirement a consultation has been carried out.

A local authority must inform the Secretary of State whether they have secured the adoption of a qualifying scheme by 28 February in the determination year. The Secretary of State may impose a scheme where a scheme has not been adopted.

All admission authorities must participate in coordination for the normal admissions round and late applications and provide the local authority with the information it needs to co-ordinate admissions by the dates agreed within the scheme.

4. KEY ISSUES & RISKS

The Local Authority would be in breach of its statutory duties if it failed to determine and publish its coordinated school admissions scheme by 1 January each year.

Local Authorities are required to consult on the proposed admissions scheme if:

- There have been any substantial changes to the proposed schemes
- At least every 7 years even if there have been no substantial changes to the scheme

Failure to adhere to the above would result in the Local Authority breaching its statutory duties.

For the proposed 2024/25 primary and secondary coordinated admission schemes, there have been no substantial changes from the previous year, the Local Authority has however carried out a full and robust consultation to ensure compliance with the requirement for Local Authorities to consult once every seven years even if there has been no substantial change.

5. POLICY IMPLICATIONS

None

6. FINANCIAL IMPLICATIONS

None

7. LEGAL IMPLICATIONS

The Local Authority would be in breach of its statutory duties if it failed to determine and publish its coordinated schools admissions scheme by 1 January each year, and if it did not consult publicly on its coordinated admissions scheme at least once every 7 years (or in a year where it wishes to adopt a scheme which is substantially different from the scheme adopted for the previous academic year). This consultation and the determination and publication of our scheme for coordinated admissions by 1 January 2023 ensures that the Local Authority is compliant with the requirements of the School Admissions Code 2021.

8. RESOURCE IMPLICATIONS

Managed through established staffing resources.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1 ☒ Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 ☐ In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. (*insert EIA link here*)

Option 3 ☐ In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. (*insert EIA attachment*)

10. CONSULTATIONS

The School Admissions Code 2021 stipulates that admission authorities must consult on their coordinated admission schemes for all publicly funded schools within their area at least once every seven years, even if there have been no changes during this period. In 2022, Blackburn with Darwen Borough Council undertook their seven year consultation with key stakeholders in respect of the proposed coordinated admission schemes 2024/25.

Details of the responses received can be found in appendix 4. In total, there were 17 respondents, of which:

16 respondents (94%) agreed that the coordinated admission scheme for primary schools 2024/25 meets the requirements of the School Admissions Code 2021.

16 respondents (94%) agreed that the coordinated admission scheme for secondary schools 2024/25 meets the requirements of the School Admissions Code 2021.

The single disagree response was based on a query with regards to a specific school's admissions arrangements, which is not within the scope of the coordinated admission schemes.

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

VERSION:	1
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CONTACT OFFICER:	Sarah Anderson, Place Planning & Admissions Coordinator Alfred Cotton, Graduate Management Trainee – Schools & Education
DATE:	09 December 2022
BACKGROUND PAPER:	Appendix 1: Coordinated Primary Admission Scheme for 2024/25 academic year Appendix 2: Coordinated Secondary Admission Scheme for 2024/25 academic year Appendix 3: Statutory consultation on proposed primary/secondary coordinated admission schemes 2024/25 Appendix 4: Proposed Coordinated Admission Schemes 2024/25 – Consultation Findings



Coordinated Primary Admission Scheme for 2024/25 academic year

1. Background

The law requires Local Authorities (LAs) to establish a co-ordinated admission scheme that will apply to all state funded primary schools in their areas.

The purpose of co-ordinated admission schemes is to establish mechanisms for ensuring, so far as reasonably practicable, that every parent/carer of a child living in the LA area who has applied for a school place in the 'normal admission round' receives one offer of a school place on the national offer day. The scheme must also cover late applications made after the closing date, but before the start of the school year.

The Local Authority must also provide information in the composite prospectus setting out how applications that are made during the academic year for admissions to age groups other than the normal year of entry, i.e. "In-Year applications", will be dealt with.

The Council is required to inform the Secretary of State of the agreed scheme by **28 February 2023**. The Secretary of State will impose a scheme if the Council fails to notify him of the agreed scheme.

2. Co-ordinated scheme for the 'normal admission round'

2.1 Age and entry of admission to reception

The law does not require any child to start school until the start of the term following the fifth birthday. In Blackburn with Darwen a start date in September is used for admission of all children who will become 5 during that school year. All children who were born between 1 September 2019 and 31 August 2020 may start school in the autumn term 2024.

2.2 Deferred admission

Parent(s)/carer(s) can delay their child starting school until the term after their fifth birthday. This is known as deferred admission. Parent(s)/carer(s) who are considering deferred admission are strongly advised to still apply for a school place by the closing date. The offer of a reception place will be kept open, even if the child does not take it up until later in the academic year, but it must be taken up before the end of the academic year or it will be withdrawn and the parent/carer will have to apply again for admission. Free nursery places would cease at the end of the term when the child turns five.

Parent(s)/carer(s) of summer born children who wish to delay their child(ren) starting school until September 2025 should carefully consider the information in the section about Admission outside of normal age group in the published admission arrangements for each/every school at which they wish to seek a place for their child.

If the child is refused admission to the school, then parent(s)/carer(s) have a right of appeal to an independent appeal panel. Parent(s)/carer(s) should note that “class size prejudice” (i.e. breach of the Infant Class Size limits) where applicable, will be considered at your appeal. Please also note that this right of appeal does not apply if your child is offered a place in another year group at the same school.

The law states that all children must receive a suitable education from the term after their fifth birthday. If parent(s)/carer(s) do not make suitable arrangements they could be breaking the law and be prosecuted.

2.3 Equal preferences

It is a legal requirement on all admission authorities to consider equally all applications for admission to publicly funded infant/junior/primary schools. The rank order of preference, whether a first, second or third preference, will not be taken into consideration at this stage. If the school receives more applications than the published admission number, the relevant oversubscription criteria will be applied by the school’s admissions authority to all applicants.

If it is possible to offer admission at more than one of the preferred schools then the school at which a place will be offered will be the one that is the highest ranked on the common application form (CAF). Offers from lower preference schools will be removed and these places will be offered to other eligible children. This will ensure that each child is only offered a place at one school.

2.4 Fraudulent applications

If the Council or a school finds that misleading information has been given, the child may not be given a place at that school. If a place has been offered and the information given turns out to be false, that place may be withdrawn. If the place is withdrawn the application will be considered again, based on the correct information. If the application is refused a right of appeal will be given. If the child is allowed to continue at the school, their sibling(s) may not be given priority under the “sibling” category in the admission policy if they then apply for places at the school in question.

2.5 Stage 1 – Common application form

The Council will publish an admission prospectus. This will be available from the Council website www.blackburn.gov.uk/admissions, any Blackburn with Darwen primary school and from the Children’s Services Department from **4 September 2023**. Please note that parent(s)/carer(s) are being encouraged to apply online and this process will be available from **4 September 2023**.

The online application form or the common application form which is included in the prospectus for admission to all publicly funded infant/junior/primary schools must be completed by parent(s)/carer(s) of Blackburn with Darwen (BwD) children by **15 January 2024** (“the closing date”) and returned to the Council’s Schools Admissions Team. Schools are also requested to return completed forms sent to them in error to the Council’s Schools Admissions Team.

The online application form / common application form (CAF) will allow parent(s)/ carer(s) to express three preferences in rank order and to state reasons for the preferences. The form will also allow parent(s)/carer(s) to provide denominational reasons in support of their application e.g. baptismal / church membership and attendance / mosque membership.

Some faith aided primary schools may also require parent(s)/carer(s) to complete a supplementary information form (SIF) which is available within the Council’s prospectus and should be returned to the school.

Parent(s)/carer(s) who are applying for admission under the faith category for The Olive School must also complete the supplementary information form (SIF) which is available within the Council's prospectus and should be returned to the school.

Please note that no application will be processed without an online application form or a common application form.

Parent(s)/carer(s) of Blackburn with Darwen children resident in the borough wishing to apply for admission at schools in neighbouring Councils must include the preference(s) on the Blackburn with Darwen application form.

PLEASE NOTE - Where more than one person with Parental Responsibility for the child submits an application for the same child, then neither application will be considered and the parents/carers will be asked to agree a single application. The local authority will require the parents to resolve matters between themselves, taking legal advice if necessary and inform the local authority which application should be processed. If agreement is not reached or a legal decision is not made before the closing date, this may affect the chances of your child being allocated a place at the preferred school(s).

2.6 Stage 2 - Process for considering applications

The Local Authority (LA) will provide admission authorities with details of all children whose parent(s)/carers(s) have indicated the school as a preference on the common application form by **26 January 2024**. The order of preferences will not be included in the details sent to each school.

By **23 February 2024** each admission authority will apply its own published admission criteria and return to the LA a list of all applicants, in rank order, in accordance with the published admissions criteria.

Between **27 February 2024** and **25 March 2024** the Council's Schools Admissions Team will consider the list of children that can be offered and refused admission for all schools. Where a child can be offered admission at more than one school, the LA will offer admission at the school that is the highest ranked preference. Any changes to the list of children to be offered and refused admission will be communicated to the schools.

2.7 Stage 3 – Letters offering a school place

The Council's Schools Admissions Team will send letters on **16 April 2024** to all parent(s)/carer(s) of BwD children informing them of the outcome of the application for admission into a primary school.

If admission is refused to any of the preferred schools, a letter will be sent which will inform parent(s)/carer(s) of the alternative school to be offered. The LA's letter will advise parent(s)/carer(s) of their right of appeal and provide details of the appeals process.

All parent(s)/carer(s) will be asked to confirm acceptance/refusal of the school place offered either by using the on-line system or by telephone to the Council's Schools Admissions Team by **29 April 2024**. After this date the LA will inform the relevant Admission Authorities of the children whose parent(s)/carer(s) have not accepted the places offered at their schools.

The Admission Authorities will write to these parent(s)/carer(s), informing them that if the place is not accepted within 7 days (either via the on-line system or by telephone), the place will be withdrawn. If after 7 days if the place has not been accepted, the Admission Authorities will tell the LA which children to withdraw from the offer list. If the school has a reserve list the LA will make further offers and inform the schools of these children. The process will continue until all places have been allocated.

For places offered at community and voluntary controlled schools, the LA (as Admission Authority) will contact parent(s)/carer(s) who have not confirmed acceptance of the place offered at those schools. If after

7 days the place has not been accepted the LA will follow the same process re withdrawing places, as the other Admission Authorities.

3. Late applications

3.1 Late applications received between the closing date and the allocation date

The closing date will as far as possible be observed. If there are exceptional reasons for the delay, then provided the application is received before **11 March 2024** ("the cut-off date"), a late application may be considered alongside the applications which were submitted on time. The exceptional reasons may include the following:

- Parent(s)/carer(s) who have moved or are moving into the borough after the closing date
- Parent(s)/carer(s) were abroad for the whole period between the publication of the LA's admission booklet and the closing date for the application form
- Parental/carers/child illness which required hospitalisation for the major part of the period between the publication of the LA's admission booklet and the closing date for the application form

If the Admission Authority is not satisfied that there were relevant exceptional circumstances for the delay then any application form received after the closing date, but before places are allocated, will only be considered after all the on-time applications have been considered and allocated places.

Please note that if a late application is received after the cut-off date, it will not be possible for the Admission Authority to consider it alongside the on-time applications even if there are exceptional reasons for the delay.

Parent(s)/carer(s) of Blackburn with Darwen children will be sent letters from the LA informing them of the outcome of the application for admission to borough schools on **16 April 2024**.

3.2. Applications received after the allocation date

The LA will continue to manage the co-ordinated admission arrangements after the allocation date until **31 August 2024**. If an application is made after the 31 August 2024, the application will be processed in line with the In Year Coordinated Admissions Scheme.

Anyone applying after places have been allocated must still complete the LA common application form. The application form and any relevant documents will be passed on to the appropriate admissions authority for consideration. The LA will retain responsibility for informing parent(s)/carer(s) about the outcome of their application.

If admission is refused to any of the preferred schools, a letter will be sent which will inform parent(s)/carer(s) of the alternative school to be offered. The LA's letter will advise parent(s)/carer(s) of their right of appeal and provide details of the appeals process.

4. Waiting lists & change of preferences

4.1 Waiting list

All admission authorities must maintain a waiting list until 31 December in the academic year of admission for every oversubscribed school. The admission authority must use the existing oversubscription criteria to rank the children. As no distinction will be made on the waiting list between applications received on time and late applications, the waiting list will remain fluid.

The LA will maintain a waiting list for admission to community and controlled schools. Details of children who have not been offered a place at their preferred school(s), including late applicants will automatically be placed on the waiting list using the LA published oversubscription criteria.

4.2 Change of preferences

A change of preference after the closing date (but before the cut-off date) will only be acceptable in exceptional circumstances. This is likely to be when there is a change of address. Verification must be provided e.g. letter from a solicitor exchanging contracts or a tenancy agreement.

If a parent(s)/carer(s) wishes to change a preference after the cut-off date, then they must follow the process outlined above for '*Applications received after the allocation date*'. Since this is effectively a request for admission to a school(s) not previously indicated on the original application form, the parent(s)/carer(s) must complete a fresh application form. Where a place cannot be offered, the child's details will be placed on the waiting list and an alternative place will be offered.

4.3 In year admissions

The LA has formulated a scheme for the co-ordination of all in year admissions.

Coordinated Primary Admission Scheme 2024/25

TIMETABLE

Admission booklets and common application forms published on **4 September 2023**.



Parent(s)/carer(s) complete online application form / return common application form to the Local Authority by **15 January 2024**.



The Local Authority populates primary admissions database, checks and resolves double bookings and liaises with other admission authorities and neighbouring local authorities.



All preferences circulated between admission authorities by **26 January 2024**.



Each admission authority applies its own admissions criteria and must inform the Local Authority of the outcome of all applications by **23 February 2024**.



If there are exceptional reasons for the delay, then provided the application is received before "the cut-off date" (**11 March 2024**) a late application that is received may be considered alongside the applications which were submitted on time.



The Local Authority checks all proposed offers against the primary school preference which parent(s)/carer(s) provided on their application and ensures that an alternative offer is made where necessary.



The Local Authority confirms offers with all maintained infant, junior and primary schools which includes confirmation of alternative offers by **12 April 2024**.



Offers made to parent(s)/carer(s) by the Local Authority on **16 April 2024**.



Parent(s)/carer(s) to accept or decline place by **29 April 2024**.



Closing Date for receipt of appeal forms for appeals to be heard in June/July 2024 is **17 May 2024**



June / July 2024
Appeals



Coordinated Secondary Admission Scheme for 2024/25 academic year

1. Background

The law requires Local Authorities (LAs) to establish a co-ordinated admission scheme that will apply to all state funded secondary schools in their area.

The purpose of co-ordinated admission schemes is to establish mechanisms for ensuring, so far as reasonably practicable, that every parent/carer of a child living in the LA area who has applied for a school place in the 'normal admission round' receives one offer of a school place on the national offer day. The scheme must also cover late applications made after the closing date, but before the start of the school year.

The Local Authority must also provide information in the composite prospectus setting out how applications that are made during the academic year for admissions to age groups other than the normal year of entry, i.e. "In-Year applications", will be dealt with.

The Council is required to inform the Secretary of State of the agreed scheme by **28 February 2023**. The Secretary of State will impose a scheme if the Council fails to notify him of the agreed scheme.

2. Co-ordinated scheme for the 'normal admission round'

2.1 Equal preferences

It is a legal requirement on all admission authorities to consider equally all applications for admission to publicly funded secondary schools. The rank order of preference, whether a first, second or third preference, will not be taken into consideration at this stage. If the school receives more applications than the published admission number, the relevant oversubscription criteria will be applied by the school's admissions authority to all applicants.

If it is possible to offer admission at more than one of the preferred schools then the school at which a place will be offered will be the one that is the highest ranked on the common application form.

Offers from lower preference schools will be removed and these places will be offered to other eligible children. This will ensure that each child is only offered a place at one school.

2.2 Fraudulent applications

If the Council or a school finds that misleading information has been given, the child may not be given a place at that school. If a place has been offered, that place may be withdrawn. If the place is withdrawn, the application will be considered again, based on the correct information. If the application is refused a right of appeal will be given. If the child is allowed to continue at that school, their sibling(s) may not be given priority for places at that school under the "sibling" category in the admission policy if they then apply for places at the school in question.

2.3 Stage 1 – Common application form

The Council will publish an admission prospectus. This will be available from the Council's website. www.blackburn.gov.uk/admissions, any Blackburn with Darwen primary school and from the Children's Services Department from **4 September 2023**. Parent(s)/carer(s) are encouraged to apply using the online form which will be available from **4 September 2023**.

The online application form or the common application form which is included in the prospectus for admission to all publicly funded secondary schools must be completed by parent(s)/carer(s) of Blackburn with Darwen (BwD) children (even if you are applying for a school place in another Local Authority area) by **31 October 2023** ("the closing date") and returned to the School Admissions Team. Schools are also requested to return completed forms sent to them in error to the Council's Schools Admissions Team.

The online application form / common application form (CAF) will allow parent(s)/ carer(s) to express three preferences in rank order and to state reasons for the preferences. The form will also allow parent(s)/carer(s) to provide denominational reasons in support of their application e.g. baptismal / church membership and attendance / mosque membership.

When applying for admission for the following schools parent(s)/carer(s) must also complete the supplementary information form (SIF) that is available within the Council's prospectus and should be returned to the school:

- St Wilfrid's CE Academy
- Queen Elizabeth's Grammar School

Parent(s)/carer(s) who are applying for admission under the faith category for the following schools must also complete the supplementary information form (SIF) form which is available within the Council's prospectus and should be returned to the school.

- Tauheedul Islam Girls' High School
- Tauheedul Islam Boys High School

No application will be processed without an online application form or a common application form.

Parent(s)/carer(s) of Blackburn with Darwen children resident in the borough wishing to apply for admission at schools in neighbouring Councils must list the preference(s) on the Blackburn with Darwen common application form/online form.

PLEASE NOTE - Where more than one person with Parental Responsibility for the child submits an application for the same child, then neither application will be considered and the parents/carers will be asked to agree a single application. The local authority will require the parents to resolve matters between themselves, taking legal advice if necessary and inform the local authority which application should be processed. If agreement is not reached or a legal decision is not made before the closing date, this may affect the chances of your child being allocated a place at the preferred school(s).

2.4 Stage 2 - Process for considering applications

The Local Authority will provide admission authorities with details of all children whose parent(s)/carer(s) have indicated the school as a preference on the common application form by **28 November 2023**. The order of preferences will not be included in the details sent to each school.

By **15 December 2023**, each admission authority will apply its own published admission criteria and return to the LA's Schools Admissions Team a list of all applicants, in rank order, in accordance with the published admissions criteria.

Between **2 January 2024** and **2 February 2024** the LA's Schools Admissions Team will consider the list of children that can be offered and refused admission for all schools. Where a child can be offered admission at more than one school, the LA will offer admission at the school that is the highest ranked preference. Any changes to the list of children to be offered and refused admission will be communicated to the schools.

2.5 Stage 3 – Letters offering a school place

The LA's Schools Admissions Team will send letters on **1 March 2024** to all parent(s)/carer(s) of Blackburn with Darwen children informing them of the outcome of the application for admission into a secondary school.

If admission is refused to any of the preferred schools, a letter will be sent which will inform parent(s)/carer(s) of the alternative school to be offered. The LA's letter will advise parent(s)/carer(s) of their right of appeal and provide details of the appeals process.

All parent(s)/carer(s) will be asked to confirm acceptance/refusal of the school place offered, either by using the on-line system or by telephone to the Council's Schools Admissions Team, by **14 March 2024**. After this date the LA will inform the relevant Admission Authorities of the children whose parent(s)/carer(s) have not accepted the places offered at their schools.

The Admission Authorities will write to these parent(s)/carer(s), informing them that if the place is not accepted within 7 days (either via the on-line system or by telephone), the place will be withdrawn. If after 7 days the place has not been accepted, the Admission Authorities will tell the LA which children to withdraw from the offer list. If the school has a reserve list the LA will make further offers and inform the schools of these children. The process will continue until all places have been allocated.

3. Late applications

3.1 Late applications received between the closing date and the allocation date

The closing date will as far as possible be observed. If there are exceptional reasons for the delay, then provided the application is received before **26 January 2024** ("the cut-off date"), a late application may be considered alongside the applications which were submitted on time. The exceptional reasons may include the following:

- Parent(s)/carer(s) who have moved or are moving into the borough after the closing date
- Parent(s)/carer(s) were abroad for the whole period between the publication of the LA's admission booklet and the closing date for the application form
- Parental/carers/child illness which required hospitalisation for the major part of the period between the publication of the LA's admission booklet and the closing date for the application form

If the Admission Authority is not satisfied that there were relevant exceptional circumstances for the delay then any application form received after the closing date but before places are allocated will only be considered after all the on-time applications have been considered and allocated places.

Please note that if a late application is received after the cut-off date, it will not be possible for the Admission Authority to consider it alongside the on-time applications even if there are exceptional reasons for the delay.

Parent(s)/carer(s) of BwD children will be sent letters from the LA informing them of the outcome of the application for admission to secondary schools on **1 March 2024**.

3.2. Applications received after the allocation date

The LA will continue to manage the co-ordinated admission arrangements after the allocation date until **31 August 2024**. If an application is made after the 31 August 2024, the application will be processed in line with the In Year Coordinated Admissions Scheme.

Anyone applying after places have been allocated must still complete the LA common application form. The application form and any relevant documents will be passed on to the appropriate admission authority for consideration. The LA will retain responsibility for informing parent(s)/carer(s) about the outcome of their application.

If admission is refused to any of the preferred schools, a letter will be sent to inform parent(s)/carer(s) of the alternative school to be offered. The LA's letter will advise parent(s)/carer(s) of their right of appeal and provide details of the appeals process.

4. Waiting lists & change of preferences

4.1 Waiting list

All admission authorities must maintain a waiting list until at least 31 December in the academic year of admission for every oversubscribed school. The admission authority must use the existing oversubscription criteria to rank the children. As no distinction will be made on the waiting list between applications received on time and late applications, the waiting list will remain fluid.

4.2 Change of preferences

A change of preference after the closing date (but before the cut-off date) will only be acceptable in exceptional circumstances. This is likely to be when there is a change of address. Verification must be provided e.g. letter from a solicitor exchanging contracts or a tenancy agreement.

If parent(s)/carer(s) wish to change a preference after the cut-off date, then they must follow the process outlined in the section '*Applications received after the allocation date*'. Since this is effectively a request for admission to a school(s) not previously indicated on the original application form, the parents/carers must complete a fresh application form. Where a place cannot be offered, the child's details will be placed on the waiting list and parent(s)/carer(s) will be advised of alternative schools which have places available.

4.3 In year admissions

The LA has formulated a scheme for the co-ordination of all in year admissions.

Coordinated Secondary Admission Scheme 2024/25

TIMETABLE

Admission booklets and common application forms published on **4 September 2023**.



Parent(s)/carer(s) complete online application form / return common application form to the Local Authority by **31 October 2023**.



The Local Authority populates secondary admissions database, checks and resolves double bookings and liaises with other admission authorities and neighbouring local authorities.



All preferences circulated between admission authorities by **28 November 2023**.



Each admission authority applies its own admissions criteria and must inform the Local Authority of the outcome of all applications by **15 December 2023**.



If there are exceptional reasons for the delay, then provided the application is received before "the cut-off date" (**26 January 2024**) a late application that is received may be considered alongside the applications which were submitted on time.



The Local Authority checks all proposed offers against the secondary school preference which parent(s)/carer(s) provided on their application and ensures that an alternative offer is made where necessary.



The Local Authority confirms offers with all maintained secondary schools which includes confirmation of alternative offers by **27 February 2024**.



Offers made to parent(s)/carer(s) by the Local Authority on **1 March 2024**.



Parent(s)/carer(s) to accept or decline place by **14 March 2024**.



Closing Date for receipt of appeal forms for appeals to be heard in May/June/July 2024 is **29 March 2024**.



May / June / July 2024
Appeals

Statutory consultation on the proposed coordinated admission schemes for Primary and Secondary schools for 2024/2025



From 19 October 2022 to 7 December 2022

Why are we consulting?

Every Local Authority is required by law to have a scheme for co-ordinating the normal admissions round each year for all state-funded schools in their area. When changes are proposed to the coordinated admission scheme, the Local Authority must consult on their proposed new coordinated admission scheme.

In addition, every Local Authority must consult on its coordinated admissions scheme at least every seven years, even if there have been no changes to the coordinated admissions scheme during that period.

When a Local Authority is consulting on its coordinated admissions scheme (either because of proposed changes or to meet the seven year requirement), the consultation must take place for a minimum of six weeks between 1 October (at the earliest) and 31 December (at the latest) in the determination year.

The consultation period for Blackburn with Darwen Borough Council's coordinated admissions scheme for Primary and Secondary schools will run from 19 October 2022 to 7 December 2022.

What are we proposing to change and why?

We are not proposing to make any changes to our coordinated admission scheme at this time. However, in line with the School Admissions Code 2021, we must consult on our coordinated admissions scheme arrangements at least every 7 years, even if no changes are being proposed.

As we are approaching the end of this 7 year period, we would like to hear your views on our current coordinated admissions scheme arrangements. The following paragraph details the purpose of the scheme, which you may use to inform your feedback:

The purpose of co-ordinated admission schemes is to establish mechanisms for ensuring, so far as reasonably practicable, that every parent/carers of a child living in the LA area who has applied for a school place in the 'normal admission round' receives an offer of a school place on the national offer day. The scheme must also cover late applications made after the closing date but before the start of the school year.

We are consulting on both our proposed primary *and* secondary school coordinated admission arrangements for 2024/25. Both proposed coordinated admission schemes have been provided as part of this consultation.

Who are we consulting with

We are seeking views from:

- 1) Parents in our borough who have children between the ages of two and eighteen
- 2) Other persons in our borough who the Local Authority believes will have an interest in the proposed admissions;
- 3) All other admission authorities within the borough;
- 4) Governing bodies in the borough (who are not admission authorities);
- 5) Our adjoining/neighbouring local authorities where they are an admission authority;
- 6) The bodies representing the religions/religious denominations of the faith schools in our borough.

Consultation timetable

19 October 2022	Consultation opens.
7 December 2022	End of consultation period and deadline for submitting responses to the Local Authority.
Week commencing 5 December 2022	Analysis of consultation responses and preparation of information to be considered by the Local Authority.
16 December 2022	Executive Member Decision Meeting
23 December 2022	Formal determination of coordinated admission scheme arrangements.
1 January 2023	Publication of determined coordinated admission scheme arrangements.

How to respond

This consultation will run from 19 October 2022 to 7 December 2022 (a period of six term time weeks). You are invited to submit responses about the proposal above to the Local Authority by:

- Online survey - <https://forms.office.com/r/qXJ0FpXtVJ>
- Alternatively, download the consultation response form from www.blackburn.gov.uk/admissions and return via:
- email – Carol Grimshaw at admissions@blackburn.gov.uk or
- post – Carol Grimshaw, School Admissions Team, Ground Floor, 10 Duke Street, Blackburn, BB2 1DH

Responses must be received no later than 5pm on Wednesday 7 December 2022. Responses received after this time and date may not be considered.

For more information

If you would like to discuss the proposal or would like more information, please email Carol Grimshaw at admissions@blackburn.gov.uk.

Proposed Coordinated Admission Schemes 2024/25 – Consultation Findings

Background

Between 19 October and 7 December 2022 Blackburn with Darwen Borough Council consulted on its proposed coordinated school admissions schemes for 2024/25 to meet the statutory requirement to consult at least every 7 years.

As no changes were being proposed, participants were asked whether they agreed that the coordinated admissions schemes for primary and secondary schools met the requirements of the School Admissions Code 2021.

Methodology

Participants were able to respond online via a survey:

<https://forms.office.com/r/qXJ0FpXtVJ> or through a consultation response form that could be returned via e-mail. Participants were also able to respond by completing a paper consultation response form and returning it to the council in person or by post.

The consultation response sheet and survey were shared with key stakeholders. Including: schools (to be shared with governors, staff and parents), early years providers, neighbouring local authorities and religious bodies.

Responses

The consultation received 17 responses. Of which, 16 (94%) agreed that the proposed coordinated admission schemes meet the requirements of the School Admissions Code 2021.

Do you agree that the coordinated admission scheme arrangements for primary schools 2024/25 meet the requirements of the School Admissions Code 2021?

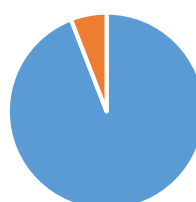
Agree/Disagree



■ Agree ■ Disagree

Do you agree that the coordinated admission scheme arrangements for secondary schools 2024/25 meet the requirements of the School Admissions Code 2021?

Agree/Disagree



■ Agree ■ Disagree

Of the 17 responses received:

- 15 were submitted by parents/carers
- 2 were submitted by school staff

No concerns were raised by neighbouring local authorities, religious bodies and schools as to our proposed schemes not meeting the requirements of the School Admissions Code 2021. The single disagree response was based on a school's admissions arrangements, which is not within the scope of the coordinated admission schemes.

How will this report be used?

This consultation report describes the consultation methodology and feedback received. This feedback will be considered by the Elected Members of Blackburn with Darwen Borough Council before they make a decision on the proposed coordinated admission schemes.

