



Office of  
the Schools  
Adjudicator

**Local Authority Report**

to

**The Schools Adjudicator**

from

**Waltham Forest Local Authority**

to be provided by

**30 June 2020**

**Report Cleared by: David Kilgallon**

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**Date submitted: 30<sup>th</sup> June 2020**

**By:**

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**[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@schoolsadjudicator.gov.uk](mailto:osa.team@schoolsadjudicator.gov.uk)  
by 30 June 2020 and earlier if possible**

# Contents

Section 1 - Normal point of admission .....	4
A. Co-ordination.....	4
B. Looked after and previously looked after children .....	4
C. Special educational needs and disabilities.....	5
Section 2 - In-year admissions.....	6
A. Co-ordination of in-year admissions.....	6
B. Looked after children and previously looked after children .....	6
C. Children with special educational needs and/or disabilities .....	7
D. Fair access protocol.....	8
E. General comments on in-year admissions.....	8
Section 3 - Other matters.....	9
Section 4 - Feedback.....	9

## Introduction and guidance on completing the report – Revised April 2020

1. 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 matters. This is a revised template issued in the light of the Covid-19 pandemic.
2. This template requests local authorities only for:
  - a) information about how admission arrangements in the area of the local authority serve the interests of looked after children and previously looked after children, children with disabilities and children with special educational needs, including any details of where problems have arisen;
  - b) an assessment of the effectiveness of Fair Access Protocols and co-ordination in their area, including how many children were admitted to each school under them.
3. We would be grateful if local authorities would follow the approach used in statutory provisions and in the Department for Education Statistical First Release<sup>1</sup> and the Education Middle School (England) Regulations 2002<sup>2</sup>.
4. Local authorities are, of course, free to comment on any other matters not specifically addressed in this template if they wish to do so under section 3. The views expressed by local authorities in previous years also remain a matter of public record.
5. The report **must** be returned to the Office of the Schools Adjudicator by **30 June 2020**.

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<sup>1</sup> [Department for Education Statistical First Release](#)

<sup>2</sup> [The Education Middle School \(England\) Regulations 2002](#)

## Information requested

### Section 1 - Normal point of admission

#### A. Co-ordination

i. 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
Reception			x	
Year 7			x	
Other relevant years of entry				x
ii. Please give examples to illustrate your answer if you wish:				

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

- i. How well does the admissions system 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<sup>3</sup>

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

☐ Not at all ☐ Not well ☐ Well ☒ ☒ Very well ☐ Not applicable<sup>3</sup>

- iii. How well does your admissions system serve the interests of children who are looked after by other local authorities but educated in your area at **normal points of admission**?

☐ Not at all ☐ Not well ☐ Well ☒ ☒ Very well ☐ Not applicable<sup>3</sup>

<sup>3</sup> 'Not applicable' will only be appropriate if there are no children falling within this definition.

- iv. How well does the admissions system 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<sup>3</sup>

- v. Priority in admission arrangements for 2021 for adopted children previously in care abroad. Please comment on the use of a priority in admission arrangements for a child adopted who was previously in care abroad if you wish.

- If you wish to please give any examples of good or poor practice or difficulties which exemplify your answers about the admission to schools of looked after and previously looked after children at the **normal points of admission**:

Examples of good practice:

- LAC and PLAC given a place at first choice school in time for national offer day
- Consistent request for and use of evidence of LAC and PLAC status within the admissions application process
- Appropriate information sharing with the receiving school in a timely manner

Examples of poor practice (other Admissions Authorities outside LBWF):

- LAC and PLAC not given a place at first choice school and prioritised by other oversubscription criteria
- Inconsistent request for and use of evidence of LAC and PLAC status within the admissions application process
- PLAC not given the highest priority in oversubscription criteria
- Lack of information around LAC and PLAC status shared with receiving school
- Appeals process incorrectly applied to children in care by some authorities

## C. Special educational needs and disabilities

- i. Please provide any comments you wish to make on the admission of children with special educational needs and/or disabilities at the normal points of admission:

## **Section 2 - In-year<sup>4</sup> admissions**

### **A. Co-ordination of in-year admissions**

Please provide any comments on the co-ordination of **in year admissions** if you wish.

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

- i. How well does the **in-year admissions** system serve children who are looked after by your local authority and who are being educated in your area?
- ☐ Not at all ☐ Not well ☐ Well ☒ Very well ☐ Not applicable<sup>5</sup>
- ii. How well do the **in-year admission** systems in other local authority areas serve the interests of your looked after children?
- ☐ Not at all ☒ Not well ☐ Well ☐ Very well ☐ Not applicable<sup>6</sup>
- iii. How well does your **in-year admissions** system serve the interests of children who are looked after by other local authorities but educated in your area?
- ☐ Not at all ☐ Not well ☐ Well ☒ Very well ☐ Not applicable<sup>6</sup>

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<sup>4</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 after the end of the statutory waiting list period (ie 31 December) in normal years of admission.

<sup>5</sup> 'Not applicable' will only be appropriate if there are no children falling within this definition.

<sup>6</sup> 'Not applicable' will only be appropriate if there are no children falling within this definition.

- iv. How well does your **in-year admissions** system serve the interests of previously looked after children?

☐ Not at all ☐ Not well ☐ Well ☒ Very well ☐ Not applicable<sup>6</sup>

- v. If you wish please give examples of any good or poor practice or difficulties which support or exemplify your answers about **in-year admissions** for looked after and previously looked after children:

Examples of good practice:

- Swift processing of in-year applications
- First choice school being allocated
- Admissions meeting arranged in a timely manner
- Admissions Authorities being clear with schools that LAC and PLAC must be admitted and supporting them to do so.
- Timely information sharing once school place is offered

Examples of poor practice (other Admissions Authorities outside LBWF):

- Information about child's previous attainment, progress and behaviour being requested and used to consider the offer of a place for LAC
- Schools refusing to admit LAC on the grounds that they have a high number of vulnerable children
- Lack of challenge from the Admissions Authority when a school refuses to admit
- Schools attempting to interview children before offering a place
- Drift and delay in processing in year admissions for LAC
- Lack of knowledge around the priority for PLAC
- Schools requesting funding above and beyond the child's Pupil Premium allocation as a condition of admittance.
- Some admission authorities accepting and processing applications from foster carers without requesting evidence of legal status and/or communicating with social care or Virtual School
- Children in care and previously Looked After Children placed on waiting lists by some authorities
- Placing authorities advised by some admission authorities to direct schools to admit children in care as a matter of course

### C. Children with special educational needs and/or disabilities

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

☐ Not at all ☐ Not well ☐ Well ☒ Very well ☐ Not applicable<sup>6</sup>

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

☐ Not at all ☐ Not well ☐ Well ☒ Very well ☐ Don't know

- iii. Please give examples of good or poor practice or difficulties which support or exemplify your answers about **in-year admissions** for children with special educational needs and/or disabilities:

- iv. If you wish please provide any comments about **in-year admissions** in respect of other children:

#### D. Fair access protocol

- i. Has your fair access protocol been agreed<sup>7</sup> with the majority of state-funded mainstream schools in your area?

☒ ☒ Yes for primary  
☒ ☒ Yes for secondary

- ii. If you have not been able to tick both boxes above, please explain why:

- iii. How many children were admitted to schools in your area under the fair access protocol between 1 April 2019 and 31 March 2020?

Type of school	Number of children admitted	
	Primary aged children	Secondary aged children
Community and voluntary controlled	3	33
Foundation, voluntary aided and academies	3	42
Total	6	75

<sup>7</sup> An existing protocol remains binding on all schools up until the point at which a new one is adopted.



iv. 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<sup>8</sup>

v. Please make any relevant comment on the protocol not covered above if you wish.

**E.** Any other comments on the admission of children **in-year** not previously raised if you wish.

### **Section 3 - Other matters**

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

LBWF would like summer born issue to be addressed in new School Admissions Code

### **Section 4 - Feedback**

We would be grateful if you could provide any feedback on completing this report to inform our practice for 2021.

Thank you for completing this template.

Please return to Lisa Short at [OSA.Team@schoolsadjudicator.gov.uk](mailto:OSA.Team@schoolsadjudicator.gov.uk) by 30 June 2020

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<sup>8</sup> 'Not applicable' would mean that there were no hard to place children for which the protocol was required.