

Summary of consultation on proposed change to admissions policy at Belleville Primary School

1. The requirement to consult

Admission authorities must determine their admission arrangements annually. Where changes are proposed, the admission authority must first publicly consult. The admission authority for Belleville Primary School is the Quality First Education Trust ("the Trust").

Admission Authorities must ensure the practices and criteria used to decide the allocation of school places:

- are fair, clear and objective
- can be easily understood by parents
- comply with the Admissions Code, associated regulations and any other relevant legislation.

Consultation must be for a minimum of 6 weeks and must take place between 1 October and 31 January of the year before those arrangements are to apply. Admissions authorities are required to consult with:

- parents of children between the ages of two and eighteen (as a minimum it is recommended that we highlight the consultation to parents of existing pupils, local nurseries and community groups)
- other persons in the relevant area who may have an interest in the proposed admissions;
- the local authority, other primary admissions authorities in the area and in neighbouring boroughs.

Admission authorities must have regard to any comments made, before determining the arrangements.

2. Consultation process

Trustees agreed at a meeting on 6th July 2017 to consult on a proposed change to Belleville Primary School's admissions policy, to enable children of staff members to join the school from September 2019. The Local Governing Body for the school also reviewed the proposal at a meeting on 12th October 2017.

The consultation was open from Friday 3rd November to Monday 18th December 2017. Comments were invited in writing, either by post or by email to a named member of staff.

We publicised the consultation as follows:

- On the 'admissions' page of the Belleville Primary School website, throughout consultation period
- Newsletter to parents/carers of children currently at Belleville Primary School (03.11.2017)
- Email to 36 nurseries within a mile of the school (06.11.2017)
- Notice on "nappy valley" online community (06.11.2017 to 18.12.2017) – see screen shot, right
- Email to schools in Wandsworth and neighbouring boroughs (14.11.2018, sent by Wandsworth Borough Council on behalf of the school)
- Notice on staff noticeboards at Belleville Webb's and Belleville Meteor sites.

The screenshot shows a forum post on the NappyValleyNet website. The page title is "NappyValleyNet" and the navigation bar includes "JOIN THE CONVERSATIONS:", "CHAT", "CHILDCARE", "SCHOOLS", "HOUSE & GARDEN", "ACTIVITIES", "TRAVEL", and "GOT A QUESTION?". The user "Fionag" is logged in, with "Private messages [0]" and "Notifications [0]". The forum category is "SCHOOLS" and the topic is "Proposed change to Belleville Primary School admissions policy". There are buttons for "NEW POST" and "POST REPLY". The post is from "BellevilleSchool" on "Mon Nov 06, 2017 10:27 am". The post content reads: "We are currently consulting on a proposed change to our admissions policy. The proposed change will allow the children of staff to attend the school, from the 2019/20 year of entry. For full details of the proposal and how you can comment, please see our website: <https://www.belleville-school.org.uk/aboutus/admissions>. The consultation is open to all local parents, carers and other members of the community until Monday 18th December 2017." Below the post is a share section with social media icons for Facebook, Twitter, and LinkedIn, and a URL: "http://www.nappyvalley.net.com/community/v/iewtopic.php?t=91795&p=213747#p213747".

Screen shot from 'Nappy Valley' - local community website

3. Responses

Fourteen (14) written responses were received within the consultation period. Of these, eight were from parents of children currently at the school, and six were from staff. 13 of the responses were supportive of the proposed change. One response was more mixed, raising some questions about the details. All the responses received within the consultation period were considered in full by both the Local Governing Body of Belleville Primary School, and the Trust Board of the Quality First Education Trust.

4. LGB recommendation

- Belleville Primary School's Local Governing Body (LGB) reviewed all responses during January.
- The joint chairs of the LGB emailed the clerk to Trustees on 31st January 2018 stating that the local governors unanimously support the proposed changes.

5. Trust decision

- As the admission authority, the Trust Board of the Quality First Education Trust were required to have regard to any comments made, before determining the arrangements. Trustees considered the responses, and the recommendation of the local governing body, at the Trust Board's Teaching and Learning Committee meeting on 8 February 2018. The Trust agreed with the proposed change to the admission arrangements.

6. Summary of dates and actions

Key dates	Action
6 July 2017	Trustees reviewed and agreed to consult on the proposed change
12 October 2017	Local Governors reviewed and discussed the details of the proposed change
3 Nov -18 Dec 2017	Consultation period
20 Dec 2017	Summary of consultation responses circulated to local governors
January 2018	Belleville LGB discussed responses and made recommendation to Trustees
8 February 2018	Trustees met to review responses, consider LGB recommendations and determine the admission arrangements
15 March 2018	Determined arrangements sent to the LA
15 May 2018	Deadline for objections to the Schools Adjudicator (any interested party can object)
8 August 2018	Deadline for the Trust to provide the LA with information for its admissions prospectus
12 September 2018	Deadline for the LA to publish a prospectus of admissions arrangements
January 2019	Closing date for reception class applications (date tbc)
April 2019	Notification letters sent out (date tbc)
September 2019	Children applying under the new admission arrangements start school

March 2018