

## London Borough of Waltham Forest

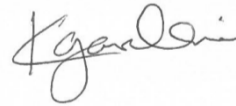
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Report Title      School Admissions Determined Arrangements for 2026/27

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Meeting / Date      Cabinet, 14 January 2025

Cabinet portfolio      Councillor Kizzy Gardiner,  
Portfolio Lead Member for  
Children and Young People



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Wards affected      All

Public access      Open

Appendices      A – School Admission Determined Arrangements 2026/27  
B - Consultation Documents  
C – Equalities Screener

### 1. **Summary**

1.1 Admission arrangements for all schools are required to be determined annually by the approving body. The London Borough of Waltham Forest is the admissions authority for all community and voluntary controlled schools within the borough. A consultation has been carried out on the proposal to reduce Published Admissions Number (PAN) for Chapel End Infant and Edinburgh Schools.

1.2 This report sets out the results of the consultation conducted and seeks approval for the proposed admission arrangements for community and voluntary controlled schools in Waltham Forest for 2026/27.

### 2. **Recommendations**

2.1 Cabinet is recommended to:

2.1.1 Note the consultation carried out at Appendix B and reasons for the proposed reduction in PAN set out in paragraph 3 of the report.

2.1.2 Agree to the proposed Pupil Admission Numbers (PAN) reduction for Chapel End Infants and Edinburgh Schools from 2026/2027.

2.1.3 Approve the school admissions determined arrangements for 2026/27 for community and voluntary controlled schools at Appendix A.

### 3. **Proposals**

- 3.1 Under the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012 (as amended in 2014) and as set out in the School Admissions Code 2021, all admission authorities must determine their admission arrangements by 28 February every year, even if they have not changed from previous years and a consultation has not been required.
- 3.2 Admission arrangements include the overall procedure, practices and oversubscription criteria used in deciding the allocation of school places.
- 3.3 All admission authorities must participate in the normal rounds of coordination by the Local Authority, but any non-community or voluntary controlled school is permitted to conduct their own in-year allocations.
- 3.4 The Determined School Admission arrangements for community and voluntary controlled schools in Waltham Forest for the year 2025/26 were approved by Cabinet on 11 January 2024. In August 2024 an amendment was made following an Adjudicator decision which removed the distance restriction for siblings who had moved since the last sibling started for primary school admissions.
- 3.5 As the Local Authority is the admission authority for all community and voluntary controlled schools within the borough, the oversubscription criteria that are set out in Appendix A will apply to all of those schools.
- 3.6 Academies, including free schools, voluntary aided and foundation schools are their own admission authority and must determine their own admission arrangements in line with statutory requirements.
- 3.7 The council has a statutory duty to ensure that sufficient places are available within their area for every child of school age whose parents wish them to have one (Education Act 1996 Section 14(1)). This includes providing sufficient places to enable an element of parental preference which means retaining a surplus of between 2-5% places for this to happen. LBWF currently has a surplus of 12% for Reception and Primary places and reducing the PAN as planned would bring surplus closer to 5% as per the DfE guidance
- 3.8 In Waltham Forest efforts are made to ensure that as many parents as possible travel less than 1 mile to their child's primary school. To enable this the surplus places forecast are monitored and school PANs are amended accordingly that best suit the school, Local Authority and the local families. Due to changes in demand over recent years and forecast figures looking ahead, LBWF consulted on making the following changes to the admission arrangements for two Waltham Forest community and voluntary controlled schools from 2026/27 in agreement with the schools and School Place Planning Department as follows:
  - (a) Reduction of PAN for Chapel End Infants School from 90 to 60

This proposed reduction is due to the school only filling two of their forms of entry in 2024, i.e. admission levels of 60, and that their forecast indicates that this level of PAN will continue and moving forward it is a more appropriate PAN.

(b) Reduction of PAN for Edinburgh School from 60 to 30

This proposed reduction is due to the school only filling one of their forms of entry in 2024 i.e. admission levels of 30, and that their forecast indicates that this level of PAN will continue and moving forward it is a more appropriate PAN.

#### 4. **Options & Alternatives Considered**

- 4.1 Determining the admission arrangements on an annual basis is a statutory requirement.
- 4.2 Cabinet could decide not to make the proposed changes to the existing Admission Arrangements consulted upon and continue with the existing PANs. This option is not recommended because the forecast for each school indicates that a reduced level of PAN will be sufficient to meet duty to 2027.
- 4.3 Not determining the admission arrangements would put the Local Authority in breach of its statutory duty.

#### 5. **Council Strategic Priorities (and other National or Local Policies or Strategies)**

- 5.1 The Community Strategy promotes economic, social, and environmental well-being of the local area.
- 5.2 Ensuring that children are allocated a school place while adhering to the School Admissions Code is an essential element to this strategy.

#### 6. **Consultation**

- 6.1 The regulations and School Admissions Code 2021 specifies that a statutory consultation is required where a change is proposed for admission arrangements.
- 6.2 A consultation was carried out for six weeks between 4 November and 15 December 2024. We consulted with all schools in Waltham Forest, all admission authorities within the borough, and with neighbouring local authorities. The consultation with parents was via the Council's website. The consultation sought comments to the proposed changes to the Pupil Admission Numbers (PAN) for the following primary schools:

- Reduction of PAN for Chapel End Infant School from 90 to 60
- Reduction of PAN for Edinburgh Primary School from 60 to 30

6.3 There were no responses or comments received to the consultation.

## **7. Implications**

### **7.1 Finance, Value for Money and Risk**

7.1.1 There are no direct financial implications arising from this report.

### **7.2 Legal**

7.2.1 Under the School Admissions (Admission Arrangements and Coordination of Admission Arrangements (England) (Amendment) Regulations 2014 all admission authorities must determine their admission arrangements by 28 February every year. The School Admissions Code 2021 (the Code) was issued under Section 84 of the Schools Standards and Framework Act 1998 and came into force on 1 September 2021 and also applies to admission arrangements to be determined in the school year 2026/27 and any future years.

7.2.2 The authority must determine their admission arrangements on or before 28 February 2025 and publish their admission arrangements by 15 March 2025.

7.2.3 The Authority has consulted on a proposal to reduce PAN for Chapel End Infants and Edinburgh Schools. The consultation was carried out in accordance with the statutory requirements. No responses to the consultation were received. Members must conscientiously take into account any consultation responses and consider the proposals to amend PAN for these schools and reasons for the proposed reductions as set out in the report.

7.2.4 Under the Code once admission arrangements have been determined for a particular school year, they cannot be revised by the admission authority unless such revision is necessary to give effect to a mandatory requirement of the Code, admissions law, a determination of the Adjudicator or any misprint in the admission arrangements.

### **7.3 Equalities and Diversity**

7.3.1 The School Admissions Code 2021 promotes equality and adhering to the regulations and Code will ensure the Local Authority complies with its' obligations under the Equality Act 2010. An Equality Act screening has been undertaken (Appendix C), which determined that there was no potential for negative impacts on equality groups as a result of the proposed admission arrangements.

### **7.4 Sustainability (including climate change, health, crime and disorder)**

7.4.1 No impact has been identified.

### **7.5 Council Infrastructure**

7.5.1 No impact has been identified.

**Background Information (as defined by Local Government (Access to Information) Act 1985)**

None