

# Birmingham City Council

Cabinet 13 February 2024



**Subject:** **ADMISSION ARRANGEMENTS AND PUBLISHED  
ADMISSION NUMBERS FOR COMMUNITY AND  
VOLUNTARY CONTROLLED SCHOOLS AND THE  
LOCAL AUTHORITY CO-ORDINATED SCHEME  
2025/2026**

**Report of:** **Sue Harrison, Director Children and Families**

**Report author:** **Alan Michell, Head of Service School Admissions,  
Attendance, Exclusions and Pupil Tracking**

## 1) Decisions not on the Forward Plan / Urgent Decisions

To be completed for decisions not on the Forward Plan 28 days before the Cabinet meeting at which the decision is to be taken.

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| <i>Reasons for Urgency / why not included on the notification.</i>                             | N/A   |
| <i>Reasons for Immediate Implementation (if applicable for both key and non-key decisions)</i> | <p>Failure of Cabinet to formally determine both the admission arrangements and the co-ordinated admissions scheme by 28<sup>th</sup> February 2024 and associated failure to notify the Secretary of State the same will place the council in breach of the School Admissions Code (2021) which has been issued under Section 84 of the School Standards and Framework Act 1998.</p> <p>Any request for scrutiny call in procedures for this report could impact on meeting this deadline requirement (Cabinet decision by 28<sup>th</sup> February).</p> <p>All admission authorities, of which Birmingham City Council is one, are required to set ('determine') admission arrangements annually by 28 February. The arrangements so determined will apply to the next-but-one academic year (i.e., arrangements determined on 28 February 2024 will apply to the academic year 2025/26). Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements by 31 January each year.</p> |

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|  | <p>Where consultation is required, this must last for a minimum of 6 weeks.</p> <p>The local authority is also required to determine, on an annual basis, a co-ordinated admissions scheme which is to apply to the next-but-one academic year, and to inform the Secretary of State that such a scheme has been adopted by no later than 28 February each year.</p> <p>Any required admission arrangements and/or co-ordinated scheme consultation activity is always scheduled to follow on from completion of the essential work including ensuring the on-line prospectuses are live for the opening of the secondary (September) and primary (October) admissions rounds. This approach ensures that both the capacity is in place to facilitate the work, and that the timing allows for all related feedback on the two sets of arrangements to be reflected in the proposed documents. This includes time for engagement with schools as regards matters of sufficiency and school PANs.</p> <p>Any consultation activity is required to be live for a minimum period of 6 weeks, and we always accommodate additional time (7 weeks in total) to compensate for the school Christmas holiday period.</p> <p>Post the consultation period, officers review all responses and amend papers as necessary, including in this cycle, the report, admission arrangements and equality impact assessment.</p> <p>This cycle of activity and related compact timeline is historically accommodated by the February Cabinet meeting.</p> <p>Consideration will be given for next year's work to meet the January (2025) Cabinet meeting date.</p> |
| <p><i>Date Chief Executive Agreement obtained</i></p>                          | <p>24 January 2024</p>  |
| <p><i>Date of Leader's Agreement</i></p>                                       | <p>25 January 2024</p>  |
| <p><i>Name, Date and any comments of O&amp;S Chair agreement obtained:</i></p> | <p>Cllr Kerry Jenkins - 25 January 2024</p>   |

**2) Decisions not notified on the Notification of Intention to Consider Matters in Private**

To be completed for all exempt decisions not on the Notification of Intention to Consider Matters in Private 28 days before the Cabinet meeting at which the decision is to be taken.

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| <i>Reasons for Urgency / why not included on the exempt notification sheet.</i> | N/A |
| <i>Date of Leader's Agreement</i>   | N/A |
| <i>Name, Date and any comments of O&amp;S Chair agreement obtained:</i>         | N/A |

**3) Late Reports**

To be completed for all late reports, i.e. which cannot be despatched with the agenda papers i.e. 5 clear working days' notice before meeting.

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| <i>Reasons for Urgency / why late</i>          | N/A |
| <i>Date Chief Executive Agreement obtained</i> | N/A |
| <i>Date of Leader's Agreement</i>              | N/A |