

Full Equality Impact Assessment Record

Section 1:

Service:

Children and Young People's
Integrated Services

Title of strategy, policy or service:

School Admissions

Officers involved in the EQIA:

Helen Lewis – Information Officer,
Admissions & Exclusions
Clare Welford – Corporate
Development Officer

Type of strategy, policy or service (delete below as appropriate):

Existing:



Q1 – What is the aim of your strategy, policy, project or service?

The aim of the School Admissions Team is to ensure that every child due to start or transfer school has a place and that “in year” admission requests are processed within a defined timescale.

Q2 – Who is it going to benefit and how? If this is a changing function state who will be affected or not longer benefit

It aims to benefit parents and carers.

Q3 – What outcomes do you want to achieve?

To provide an accessible and professional service with information available to enable parents/carers to make an informed decision when applying for a school place.

Q4 – Are there barriers to doing this?

Trying to find ways to make sure hard to reach families are aware of the process of applying for a school place. We ask schools to alert us to any families they feel may require additional support with their application.

Q5 – How will you put this into practice?

Every year parents of children due to start school, transfer to middle school and transfer to secondary school must apply for their place.
The advertisements with information about of applying for school places are displayed at nurseries, preschools, health centres, Children's Centres, some supermarkets, Doctors Surgeries, Dental Surgeries, Sports Centres, the Civic

Centre, and Early Years Settings.

Parents and carers with children already in school who are due to transfer from first to middle or middle to secondary automatically receive information. The process starts in September. Parents with children due to transfer to secondary school and middle school in the following September receive a letter and information leaflet, via the current school, advising them about the process and how to apply. Parents due to apply for a place in Reception can collect information from any Poole First or Combined School. The information is also available on the website. Parents can express preferences for up to three schools in order of preference. Parents can apply online or on a paper form. The application should be made by the published closing date and all notification letters are posted by the local authority on the statutory notification date (for secondary) and published notification date (for middle and reception).

Section 2: Information gathering and judging impact

Q6 - What existing information and data do you have?

Database with details of pupils currently attending mainstream schools in Poole.

School Admissions Forum with Parent Representative.

Borough of Poole Happy to Help Toolkit for Translation Services and Accessibility Guidance.

Q7- What does this tell us about the likely impact on different groups?

General/all equality groups

Any parent can apply for a school place if they have parental responsibility for the child named on the application form. The Admissions process is strictly governed to be fair and impartial. Any Parent or Carer needing support to complete an application can contact the Admissions Team who have access to the Happy to Help Toolkit for assistance with accessibility.

Age

Any parent can apply for a school place if they have parental responsibility for the child named on the application form, regardless of their age.

We ask for the child's date of birth to ensure they are considered for a place in their correct age related National Curriculum year group.

Disability

Any parent can apply for a school place if they have parental responsibility for the child named on the application form.

If a parent has a physical disability and is unable to get to our office they can apply online or print an application form from the website.

Pupils with statements of Special Educational Needs naming a particular school are

admitted before any other applications are considered.

Gender reassignment

Any parent can apply for a school place if they have parental responsibility for the child named on the application form.

Pregnancy and maternity

Any parent can apply for a school place if they have parental responsibility for the child named on the application form.

If a parent is pregnant and unable to get to our office they can apply online or print an application form from the website.

Race

Any parent can apply for a school place if they have parental responsibility for the child named on the application form. The application form does not ask about race or ethnicity as it is not relevant to the school admission process.

If a parent does not speak English we can arrange for information to be translated or use BIGWORD to have a conference call with a translator.

Sex

Male or female parents/carers can apply for a school place if they have parental responsibility for the child named on the application form.

We ask whether a child is male or female as we have two single sex secondary schools.

Religion or belief

There are seven church schools in Poole who have denominational criteria in their admissions policies, in line with statutory guidance. Parents can apply for these schools on religious grounds.

First Schools:

Lilliput Church of England – Voluntary Controlled

Middle Schools:

Baden Powell and St Peters Church of England – Voluntary Controlled

Combined Schools:

Longfleet Combined School Church of England – Voluntary Controlled

St Aldhelm's Church of England – Voluntary Aided

St Joseph's Roman Catholic – Voluntary Aided

St Mary's Roman Catholic – Voluntary Aided

Secondary Schools:

St Edwards Roman Catholic / Church of England – Voluntary Aided

Voluntary Aided - these schools are jointly supported by church Diocesan Boards and the local authority and are responsible for their own admission policy.

Voluntary Controlled - these were originally set up by voluntary bodies such as the Church of England and are maintained by the local authority.

Sexual orientation

Any parent or carer can apply for a school place if they have parental responsibility for the child named on the application form. The application form does not ask about sexual orientation as it is not relevant to the school admission process.

Socially excluded groups

Any parent can apply for a school place if they have parental responsibility for the child named on the application form.

Q8 - Is there any potential for direct or indirect discrimination? Yes / No

The school admission and transfer process must be carried out in accordance with statutory requirements and locally agreed policies.

If yes, please use the action plan below to say how this will be mitigated

Section 3: Action planning

Issue	Objective/ Intended outcome	SMART action	Performance Target	Lead	Deadline
General equality issues	Maintain support and accessibility to parents and carers requiring school places for children and young people	Continue to monitor the ethnicity of the population for reception applications and translate the top three languages to signpost to Admissions Team for assistance with applications	Signposting published	Helen Lewis / Angie Hill	Ongoing for each Admissions Poster

If you have any comments, queries or suggestions to be considered as part of this EQIA please email integrated.services@poole.gov.uk or telephone 01202 261974 or Text Relay on 18001 01202 261974.

EQIA approved by: **Date:** March 2012 **Contact number:** 01202 261934 **Review date:** September 2012

Send a copy of your completed screening to your Unit's [Equality Rep](#) and the [Corporate Equality Officer](#) for publication