

PORTLAND TOWN COUNCIL

Council Offices
52 Easton Street
PORTLAND
Dorset
DT5 1BT

E-mail:- office@portlandtowncouncil.gov.uk
Tel: 01305 821638

8th November 2017

Dear Councillor

You are hereby summoned to attend the **TOWN COUNCIL MEETING**, to be held in **EASTON METHODIST CHURCH HALL, EASTON** on **WEDNESDAY, 15TH NOVEMBER 2017**, commencing at **7.00 pm** when the business set out below will be transacted.

It should be noted that it is the Council's intention that all meetings of the Council and its Committees be recorded aurally.

Yours faithfully

Ian Looker
Town Clerk

AGENDA

- 1. Chairman's Welcome**
- 2. Prayers**
- 3. Apologies for Absence** – to receive
- 4. Declarations of Interest** – to receive any declarations from Councillors or Officers of pecuniary or non-pecuniary interests regarding matters to be considered at this meeting, together with a statement on the nature of those interests.
- 5. Open Forum**
 - a) Police** – to receive a report
 - b) Public Half-Hour** (Limit: three minutes per speaker, thirty minutes total)
 - c) Reports from Borough and County Councillors** – to receive
- 6. Minutes**
 - a) Town Council Meeting, 18th October 2017**
 - b) Extraordinary Town Council Meeting, 25th October 2017** (attached) – to approve
- 7. Minute Update and Matters Arising** (see attached) – to receive
- 8. Written Questions for the Chairman** – to receive replies
- 9. Town Mayor's Announcements**
- 10. Financial Matters**
 - a) Payments for Authorisation** (to follow) – to approve
 - b) 2017/18 Financial Report to 31st October 2017** (attached) – to accept
- 11. Finance Committee Meeting, 1st November 2017** – to consider the following recommendations:-
 - a) Small Claim** – that, having taken all reasonable steps, the amount owing be written off as a bad debt
 - b) Budget, 2017/18** – that £1,600 be vired from Contingencies to a new category, HR Support

- c) Budget, 2018/19** – that £1,600 be transferred from Contingencies to HR Support (new)
- d) Budget, 2018/19** – that Council reviews the presentation of budget reports and delegates the Finance Committee to consider and present a report on this
- e) Artist Row and Lord Clyde** – that the Council accepts the Borough Council offer of ownership, Lord Clyde either as a store alone or as combined toilets and car park
- 12. Events Working Group Meeting, 31st October 2017** – to receive a report from Cllr. Nowak
- 13. Chesil Parking Working Group Meeting, 11th October 2017** – to consider a written report (attached)
- 14. Dorset Councils Reorganisation** – to receive a report on the meeting with Borough representatives on 14th November
- 15. Review of Council Services and Strategy** – to agree aims and objectives (see attached)
- 16. Budget and Precept, 2018/19** – to give further consideration (see attached)
- 17. Risk Assessment, 2017/18** – to determine any actions needing to be taken at present
- 18. King Barrow** – at the request of Cllr. Flack, to consider what actions to be taken regarding rough sleepers
- 19. Grove Telephone Kiosk** – at the request of Cllr. Wild, to consider purchase of the redundant box outside the Clifton for use as an information point
- 20. San Mauro, Italy** – to consider an approach by its council to establish a twinning arrangement (see attached)
- 21. Bus Shelters** – to consider a request to provide a temporary sound installation at six bus stops for the duration of the B-Side festival (see attached)
- 22. Atlantic Academy** – to consider a response to the consultation document produced by Aspirations Academies Trust (attached)

- 23. Reports from Representatives to Outside Bodies and Voluntary Posts – to receive**
a) DAPTC
b) SLCC (see attached)
- 24. Exclusion of Press & Public (discretionary)**
“That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item(s) ... by reason of the confidential nature of the business to be transacted.”
- 25. Date of Next Meeting**
The next meeting of the Town Council is scheduled to take place on Wednesday, 17th January 2018 at 7.00 pm, venue to be decided.

PORTLAND TOWN COUNCIL

TOWN COUNCIL MEETING HELD ON WEDNESDAY, 18TH OCTOBER 2017 IN EASTON METHODIST CHURCH HALL, EASTON

PRESENT: Councillors Ray Nowak (Chairman), Jo Atwell, Susan Cocking, Jim Draper, Charlie Flack, Chris Gover, Sue Lees (from 7.10 pm), Sandra Reynolds, David Thurston, Sandy West and Rod Wild.

IN ATTENDANCE: Ian Looker (Town Clerk), Janet Guy (Easton Methodist Church), Roger Sewill and Mark Osborne (Dorset County Council), PC Mike Holman (Dorset Police), Andy Matthews (Neighbourhood Plan Working Group) and two members of the public.

3529 – CHAIRMAN’S WELCOME

Cllr. Nowak welcomed all to the meeting and advised of fire precautions at the hall.

3530 – PRAYERS

Janet Guy led the meeting in prayer.

3531 – APOLOGIES FOR ABSENCE

Apologies were received from Cllr. Lucy Grieve and Dave Farmer (Mayor’s Chaplain).

3532 – DECLARATIONS OF INTEREST

Cllr. Nowak declared a non-pecuniary interest in Island of Portland Heritage Trust and Portland Museum Trust and Cllr. Thurston likewise in Portland Sea Cadets.

3533 – OPEN FORUM

a) Police Question Time

PC Holman reported that the crime wave on the Island involving motorbikes had ceased. Current issues included vehicles broken into, scrap metal theft and anti-social behaviour.

(Cllr. Lees joined the meeting.)

Cllr. Nowak asked about issues associated with a rave at Tout Quarry, Cllr. West about hate crime on the Island and Cllr. Lees the presence of camper vans at Cheyne Weares. Linked with the last enquiry PC Holman advised of the appointment of a littering officer at Weymouth.

Cllr. Flack raised queries about a car crashing into a dry-stone wall on Weston Road and the reinstatement of a zebra crossing by the Royal British Legion building in Underhill.

3534 – LIVING AND LEARNING PROJECT

Roger Sewill of the team involved in the project gave members a presentation. It had started out as a scheme to reduce the County Council’s property portfolio and thereby reduce operating costs. In particular the project had focussed on six towns, which included Portland. As far as the Island was concerned the NHS seemed to be

taking the lead role in defining property needs. Recently attention had been drawn to the usefulness of the Royal Manor site, not least as possible premises for the Town Council.

3535 – OPEN FORUM

b) Public Half-Hour

Martin Luther thanked the Council for its involvement in widening access to the crossing in Park Road. He drew attention to the unevenness at New Ground, which made wheelchair use difficult. Cllr. Nowak offered to speak to the Borough parking briefholder about it.

Rob Hughes had several questions about the 2017/18 Budget item, urging Council to keep the precept increase to a minimum.

Mr Matthews pointed out that economic improvement was an underemphasised component of the Living and Learning project.

c) Reports from Borough and County Councillors

Borough members had little to report.

3536 – MINUTES

a) Town Council Meeting, 20th September 2017

The minutes were formally approved and signed as a correct record.

b) Finance Committee Meeting, 4th October 2017

The minutes were noted.

3537 – MINUTE UPDATE AND MATTERS ARISING FROM THE MINUTES

Minute 3512 (a) – Japanese Knotweed

The working group had not yet met.

3538 – WRITTEN QUESTIONS FOR THE CHAIRMAN

Cllr. Draper reported receiving a letter about banking services from the Post Office. The latter had negotiated with some of the banks to enable it to supply some of the services previously only obtainable from the banks.

3539 – ACTING TOWN MAYOR'S ANNOUNCEMENTS

Cllr. Flack said he had received two letters of thanks to the Council for its involvement in them being awarded the Merchant Navy Medal for Meritorious Service.

He advised of the Remembrance Service on 12th November, mustering at 10.30 am and the Civic Carol Service on 10th December, 6.30 pm at Easton Methodist Church. Stuart Cave, the Town Crier, is currently out of action. The postponed Ceremony of the Keys will now take place in March with next year's in the following September as usual.

3540 – TOWN MAYOR, 2017/18

RESOLVED – that Cllr. Charlie Flack be elected Town Mayor of Portland to serve for the remainder of the municipal year.

RESOLVED – that Cllr. Rod Wild be elected Deputy Town Mayor.

Both Councillors made the statutory declarations of acceptance of office and were invested with the emblems of office.

3541 – ROYAL HUMANE SOCIETY AWARD

Item withdrawn.

3542 – FINANCIAL MATTERS

a) Payments for Authorisation

RESOLVED – that the donation to Royal British Legion be £50 and the payment to the Borough for work at a community garden be deleted, to be made instead by the garden trustees.

RESOLVED – that the amended schedule of invoices (including cheque refs. 300137 – 300139) in the sum of £6,989.40 including VAT be authorised for payment.

b) 2017/18 Financial Report to 30th September 2017

RESOLVED – that the report be accepted.

c) External Audit, 2016/17

RESOLVED – that the report be noted.

3543 – REVIEW OF COUNCIL SERVICES AND STRATEGY

Cllr. Draper presented his paper for discussion, inviting comments with a view to bringing firm proposals to the November meeting.

3544 – BUDGET, 2018/19

Cllr. Cocking presented the Finance Committee's proposed figures and requested comment from members by the end of October.

3545 – CIVIC EVENTS

a) Events Programme, 2018/19

The list provided in the agenda report was considered without making any changes.

3546 – VOLUNTEER CENTRE DORSET

RESOLVED – that the Council donate £50 to the Centre.

3547 – COUNCIL GRANTS, 2017/18

RESOLVED – that Council accept the Finance Committee's recommendations of grant payments.

3548 – WEST WEARES GRASS-CUTTING

Cllr. Cocking reported on the proposals to improve the overall look of the site. The Clerk explained that variations had been made to the contract after consultation with members. The contractor had been invited to submit revisions to his contract prices, but instead had suggested a site meeting between his representatives and the Clerk as project officer. The quotation had followed from their discussions.

It was proposed by Cllr. Wild and **RESOLVED** – that it would be desirable to remove the scrub and carry out the other tasks listed in the quotations.

Cllr. Nowak suggested that the Council organise a volunteer's day to clear the scrub etc. He proposed and it was **RESOLVED** – that the Events Committee look at the

activities involved in conducting such a voluntary event and report back to Council.

3549 – SMALL CLAIM

Cllr. Flack advised that the Council had applied for a warrant in pursuit of the claim.

3550 – DAPTC AGM

RESOLVED – that the Council’s representatives act as follows:-

Motion 1 (Deregistration of bus routes) – Listen to the debate and vote according to their appraisal of the arguments put forward.

Motion 2 – (District council responses to parish planning application objections) – Support.

Motion 3 (Action on parish polls) – As Motion 1.

Motion 4 (Tree planning applications) – As Motion 1.

3551 – EVENTS WORKING GROUP

RESOLVED – that the Council organise this year’s Island Christmas event on 15th December, to be titled and advertised as “Portland Sparkle.”

RESOLVED – that the Council purchase the six items listed in the Working Group report at an estimated combined cost of £1,180.

3552 – VACANCIES

RESOLVED – that following appointments be made:-

a) Staffing Committee – Cllr. Cocking

b) Events and Tourism Working Group – Cllr. Flack

c) Quarries Liaison Committee – Cllr. Reynolds

d) Living and Learning – Cllr. Gover

and that Portland Quarry Parks Forum be deleted from the Council’s Outside Bodies list.

3553 – REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES AND VOLUNTARY POSTS

There were none.

3554 – DATE OF NEXT MEETING

The next scheduled meeting will take place on Wednesday, 15th November 2017, at Easton Methodist Church Hall, Easton starting at 7.00 pm.

The meeting ended at 9.45 pm.

Signed Dated.....
(Chair)

PORTLAND TOWN COUNCIL

**EXTRAORDINARY TOWN COUNCIL MEETING
HELD ON WEDNESDAY, 25TH OCTOBER 2017
IN PETER TRIM HALL. ST. GEORGE'S CENTRE, REFORNE**

PRESENT: Councillors Charlie Flack (Chairman), Jo Atwell, Susan Cocking, Jim Draper, Chris Gover, Sue Lees (from 6.50 pm), Dave Symes, David Thurston and Rod Wild

IN ATTENDANCE: Ian Looker (Town Clerk)

3555 – CHAIRMAN'S WELCOME

Cllr. Flack welcomed all to the meeting and advised of fire precautions at the hall.

3556 – PRAYERS

The Clerk led the meeting in prayer.

3557 – APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. Lucy Grieve, Ray Nowak and Sandra Reynolds, together with Paul Kimber (Weymouth & Portland Borough Council)

3558 – DECLARATIONS OF INTEREST

There were none.

3559 – PUBLIC PARTICIPATION

There were no members of the public present.

(Cllr. Lees joined the meeting.)

3560 – CONSULTANT HIRE

RESOLVED – that the Council appoint Ellis Whittam to provide an employment law and human resources fixed fee service in the sum of £1,525.00, exclusive of VAT, optional legal expenses insurance (employment claims) in the sum of £23.79 for three employees, inclusive of Insurance Premium Tax and optional legal expenses (health and safety prosecution) in the sum of £9.51 for three employees, inclusive of Insurance Premium Tax

It was further agreed that the provision of health and safety services be discussed at the next Staffing Committee meeting on 1st November.

3561 – DATE OF NEXT MEETING

The next scheduled meeting will take place on Wednesday, 15th November 2017, at Easton Methodist Church Hall, Easton starting at 7.00 pm.

The meeting ended at 7.15 pm.

Signed Dated.....
(Chair)

MINUTE UPDATE

Town Council Meeting, 18th October 2017

a) Minute 3547 – Council Grants, 2017/18

The final sum to be allocated has not yet been settled.

b) Minute 3548 – West Weares Grass-Cutting

We have not been informed yet of the date for the voluntary event.

c) Minute 3549 – Small Claim

The bailiffs could not deliver the warrant.

d) Minute 3551 – DAPTC AGM

See Reports from Representatives to Outside Bodies.

Extraordinary Town Council Meeting, 25th October 2017

Minute 3560 – Consultant Hire

It should be noted that the Staffing Committee recommended acceptance of the health and safety services quotation of £1,100, particularly in respect of next year's budget (Agenda Item 16). Finance Committee and, of course, Council have yet to approve this.

2017/18 FINANCIAL REPORT TO 31ST OCTOBER 2017

The target for expenditure and income this month is 58% of the budget figure.

Expenditure

Bank Charges	Decrease £30	Adjustment to current spending level
Civic Expenditure	Increase £700	Adjustment to current spending level
Computer Software	Decrease £30	Adjustment to current spending level
Council Offices	Decrease £1,200	Adjustment to current spending level
Hire of Halls	Decrease £40	Adjustment to current spending level
Postage	Decrease £50	Adjustment to current spending level
Stationery	Decrease £40	Adjustment to current spending level
Lottery-Funded Events	Increase £1,000	£1,180 estimated for additional equipment
Total	Increase £310	

Income

Lottery-Funded Events	Increase £630	Adjustment to current income level
Neighbourhood Plan Grant	Increase £1,500	New grant likely to be made
Total	Increase £2,130	

Overall Total **Increase £1,820**

Agenda Item 10(b)

Portland Town Council - Financial Report, 15.11.17

	Budget 2017/18	Expend. 2016/17	Expend. to 31.10.17	Projected 2017/18	Paid / Rec'd to Date (%)
EXPENDITURE					
Salaries	30,500	30,152	18,309	33,500	60.03
Advertising	286	229	154	250	53.85
Audit	1,326	890	651	890	49.10
Bank Charges	70	185	36	70	51.43
Civic Expenditure	2,020 ¹	579	1,828	2,800	90.50
Computer Equipment	306	236	0	0	0.00
Computer Software	367	21	155	270	42.23
IT Support	255	0	210	250	82.35
Contingency	4,000 ¹	0	0	0	0.00
Council Offices	12,000	25,019	6,424	12,200	53.53
Elections	4,000	4,209	0	0	0.00
Furniture & Equipment	624	365	325	520	52.08
Hire of Halls	857	990	471	840	54.96
Honorarium	100	100	100	100	100.00
Insurance	1,530	1,250	829	830	54.18
Legal Fees	0	703	0	0	-
Mayoral Allowance	1,000	1,000	1,000	1,000	100.00
Postage	500	545	172	350	34.40
Publications	20	114	0	20	0.00
Stationery	700	684	419	760	59.86
Subscriptions	1,632	1,638	1,491	1,650	91.36
Telephone / Internet	510	605	423	700	82.94
Training / Conferences	800	285	285	400	35.63
Travelling & Subsistence	102	142	7	100	6.86
Sub-Total	63,505	69,941	33,289	57,500	52.42
Cheyne Weares	0	236	0	0	-
Gifts and Donations	102	93	40	100	39.22
Grants	1,400 ²	1,915	125	1,400	8.93
Landscape Maintenance	6,000	1,284	1,032	1,800	17.20
Lottery-Funded Events	500	901	2,365	3,800	473.00
Lottery-Funded Facilities	1,000	0	0	0	0.00
Neighbourhood Plan	3,000	3,923	6,535	12,000	217.83
Office Move	800	4,298	1,155	1,500	144.38
Projects	5,000	1,400	0	1,000	0.00
Town Crier	50	35	35	40	70.00
Website	1,224	1,290	56	1,400	4.58
Sub-Total	19,076	15,375	11,343	23,040	59.46
TOTAL	82,581	85,316	44,632	80,540	54.05

INCOME

Precept	76,132	63,679	76,132	76,132	100.00
Discount Grant	549	2,007	549	549	100.00
Compensation	0	50,000	0	0	-
Council Offices Rent	3,000	0	0	1,000	0.00
Fair	1,000	1,000	0	1,000	0.00
Hire of Halls Refund	0	1,350	0	0	-
Interest	0	192	1	1	-
Lottery-Funded Events	500	5,800	1,054	1,200	210.80
Lottery-Funded Facilities	1,000	0	0	0	0.00
Neighbourhood Plan Grant	0	3,375	4,500	10,500	-
Sale of Council Furniture	0	1,909	0	0	-
Other	0	231	0	0	-
TOTAL	82,181	129,543	82,236	90,382	100.07

**SURPLUS / DEFICIT (-)
FOR YEAR**

-400	44,227	37,604	9,842
------	--------	--------	-------

RESERVES RELEASED

Lottery Fund				
Neighbourhood Plan	3,000		2,038	3,000
TOTAL	3,000		2,038	3,000
Net Total after Reserve Release	2,600		39,642	12,842

¹ £1,000 vired from Contingencies to Civic Expenditure, 20.9.17

² £400 added to budget from Events income, ref RN 9.10.17

Council Offices**Expend. to
31.10.17**

Council Tax	892
Electricity	106
Rent	5,250
Water & Sewerage	65
Building Materials	21
Contractor Payments	70
Equipment	95
Insurance	355
Planning Fee	193
Refund of Contractor Payment	-623
Total	£6,424

Lottery Events**Expend. to
31.10.17**

Advertising	134
Catering Expenses	618
Equipment (inc Hire)	255
Flags	450
Insurance	78
Licence	71
Materials	120
Performance Fee	450
Prizes	176
Stationery	12
Total Expenditure, 2017/18	2,364
Total Expenditure, 2016/17	901
	<hr/>
	3,265
Projected Additional Expenditure	1,435
	<hr/>
	4,700
Lottery Grant	-5,800
Projected Refund	-1,100
	<hr/>
Income (less £40 donation)	-909
Total	£1,455

Neighbourhood Plan**Expend. to
31.10.17**

Consultant's Fee	6,300
Printing	74
Staff Overtime	164
Grant Received	-4,500
Reserves Released	-2,038
Total	£0

Chesil Parking Working Group, 11th October 2017

Present: Sandy West, Rod Wild, Lucy Grieve

List of Recommendations

1. Request WPBC make Masonic CP FREE to encourage its use **WPBC**
2. Remove signage on Chiswell and Victoria Square (4 signs) to Brandy Row/Chiswell parking **DCC Highways**
3. Put up Disabled Parking signs in same 4 locations **DCC Highways**
4. Put up new sign on approach to Victoria Square indicating Masonic CP FREE and how to access; and additional sign on central reservation by Masonic Lodge **DCC Highways?**
5. Paint in 2 disabled car parking spaces at top of Brandy Row – nearest to storm gate **DCC Highways?**
6. Consult locally on other proposals below - via hand-delivered mail-shot to Brandy Row, letters to key diving companies/diving community contacts/other water sports contacts, Quiddles, Cove house Inn, relevant section of Chiswell and Elite Hairdressers; and article (front page if possible) in FPN and article in Dorset Echo – inviting comments by email to LG or PTC and giving email details
7. Install 2 x 4 cycle parking hoops on the Esplanade, one nearer to Cove House Inn, one nearer to Quiddles **Who?**
8. Request that Diving Centre in Masonic CP install and maintain coin-operated trolleys (about 4, similar to those for sailors at Marina CP) for divers to transport equipment to Chesil Beach to discourage driving up to storm gate, depositing equipment, turning round etc
9. Ask diving websites to remove advice to drive up to storm gate and replace this with info about trolleys at Masonic CP
10. [Re-furbish toilet block at Lord Clyde – already under discussion]

Lucy Grieve (Cllr)

REVIEW OF COUNCIL SERVICES AND STRATEGY

Discussion Document on the Aims and Objectives of the Council

As part of the review of Council services and strategy at the Finance committee meeting on 4th October it was agreed to bring forward a discussion document for consideration of the full council

At present the Council delivers the following services:-

Statutory Functions for provision of council
Planning Committee – review of planning applications, highway requests from the public and planning contravention issues
Marine, Environment and Tourism Partnership – liaison with Island organisations and community groups
Neighbourhood Plan – facilitating a Plan for Portland
Civic, charity and Lottery-funded events
Grants to community organisations
Representatives on outside bodies, including the Portland Quarries Liaison Committee
Maintenance responsibility for:-
 Cheyne Weares car park and viewing area
 Jubilee Gateway
 West Weares land sculpture
Replacement recycling bins for the public
Community grit bins
Town Crier
Portland Fair
Registration of and advice on Portland Flag
Tourism leaflets and financial support for visitors' maps
Emergency planning liaison for flooding and sirens
Maintenance of Portland Resilience Plan for general emergencies

It is foreseen that the council will also deliver

Maintenance responsibility for:-
Former toilet block at Lord Clyde carpark
Royal Manor Playing fields
Land in Artist Row

The Council should have aims and a strategy for achieving its aims which should put in words what the council aspires to do

We should be careful that we do not mislead the electors into thinking we take responsibility for a host of services that we cannot deliver

The aims should be brief and succinct and not be a long list of obvious and woolly high aspirations.

Objectives should be measurable and time based/constrained and set out what we intend to achieve in the coming year

We should report on the objectives in October and May

Aims of the Council

To be a strong voice to represent residents views to other bodies both governmental and business

To engage positively in the protection and improvement of both the built and natural environment within the means of the council so that we maintain Portland's Unique Landscape.

In part this is achieved by responding to planning applications and other statutory consultations on time, ensuring that recommendations made to the District and County Council adhere to the Neighbourhood plan, any statutory regulations, and the interests of the community.

Support local business and economic activity on the island

To support and improve supply of amenities and social enterprises

Acquire income streams such as Managing Car Parks so that we do not solely rely on the precept

Objectives for 2018/19

Support the current service provision and

Having acquired the lease for Royal Manor Playing fields bring forward action plans for community use and possible income source

Adopt the NP

Negotiate with other authorities for the acquisition of assets including car parks

Prepare and negotiate with other authorities for funding for provision of services (as other similar local parishes) in the light of the prospect of Local Government reorganisation

Obtain loan funding and proceed with the acquisition of Council Offices

Review *presentation of budget* so that it reflects services

Promote the Annual Parish meeting as a civic event.

Jim Draper (Cllr)

Clerk's Note: Changes from the 18th October meeting paper are italicised.

SAN MAURO TORINO, ITALY

From its Wikipedia entry:-

San Mauro Torinese is an Italian commune in the Metropolitan City of Turin in the Piedmont region.

Population (2011): 18,925

Area: 5 square miles

Elevation: 692 ft



History

The first written record of Pulchra Rada (the ancient name for San Mauro, which in Latin means "beautiful beach and/or port" – on the Po river) dates from 4 May 991. On that day Anselmo, at the time the ruler of Montferrat, gave the order to rebuild there a Benedictine monastery, erected originally above a pre-existing ancient Roman settlement, that had been destroyed by a Saracen invasion.

Main Sights

Abbey of San Mauro
Parish church of Santa Maria
Natural Park of Superga Hill

Twin Towns

Mirande, France and L'Eliana, Spain

One of their councillors, Dina Buffone, has contacted us, suggesting a twinning arrangement between the two towns. She wrote, "We were thinking of visits to get to know each other, of exchange of our local food produce that may one day become a commercial event and student exchanges for language and cultural knowledge."

BUS SHELTERS

I am a local artist considering submitting a proposal to b-side multimedia arts - the arts body that produce a festival on Portland every two years.

The submission would be for a sound installation to be placed at six bus stops on Portland. It would consist of local people telling stories about the island and would be played through a small, tube shaped speaker that would hang from the top of the bus shelters. The speakers would be put up and taken down every day over the duration of the festival - normally 10 days in length.

I have asked Clear Channel, who run the advertising for the shelters, and they are happy for me to go ahead but suggested out of courtesy that I contact Dorset County Council, too. After contacting DCC, they suggested I ask you, first. What do you think? I believe the project would be a welcome addition to island culture and also provide some interest/entertainment for people waiting for the bus, too.

Thank you in advance for any help you are able to give me.

Yours etc

Lucy Watkins



Atlantic Academy Portland

an Aspirations Academy

Consultation on the proposal to change the Published Admission Number for the primary and secondary provision at Atlantic Academy Portland

In accordance with the Schools Admissions Code, article 1.42 'When changes are proposed to admission arrangements, all admission authorities must consult on their admission arrangements that will apply for admission applications the following school year'.

As the admissions authority for Atlantic Academy Portland the Aspirations Academies Trust is consulting on proposed changes to the academy's admissions arrangements.

The Proposal

The proposal is to reduce the Published Admission Number (PAN) for the primary provision and secondary provision at Atlantic Academy Portland as from September 2019. The primary provision will be reduced from 90 to 60 places in Reception Year, and the secondary provision will be reduced from 150 to 120 places in Year 7.

It is not intended to change the oversubscription criteria which will remain the same as at present. The admissions policy will be in line with both the current and proposed Schools Admissions Codes.

Background

Atlantic Academy Portland became an Aspirations Academy in 2017, following several years as IPACA. IPACA was rated as inadequate by Ofsted before the Aspirations Academies Trust took over the academy. The Academy currently has a PAN of 90 for primary years (Reception to Year 6) and 150 for secondary (Years 7 - 11), which along with a sixth form of 200 students, amounts to a potential student population of 1580 children. The Aspirations Academies Trust believe that the current buildings, Maritime House and Osprey Quay, do not have the physical capacity to house this number of children and to educate them effectively. The proposed reduction in PAN will take the eventual student population capacity on the Atlantic Academy Portland site to 1220 by September 2019. However, the ultimate aim is for every child on the Isle of Portland to attend Atlantic Academy Portland and so efforts will be made to expand the building provision when and if this becomes necessary.

Rationale for reducing the Published Admission Number for provision

The rationale for reducing the Published Admission Number for the primary and secondary provision at Atlantic Academy Portland from is based on the following:

Space requirements

As stated above, the Atlantic Academy Portland buildings, Maritime House and Osprey Quay, will, if nothing is done, have potentially 1580 students, creating significant learning and movement issues in the academy. At present the Academy has many surplus spaces, however, as the popularity and success of the Academy continues, resulting in all year groups being full there will be a shortage of space. The proposed changes to the PAN will result in Atlantic Academy Portland having a total student population capacity of 1220.

Teaching and learning

Much work has been done at the academy to improve the learning environment and the 'climate' for learning around the school. The Executive Principal, Principal and members of the senior leadership team believe that a full to capacity school would significantly compromise the ability of the school to attain an 'outstanding' climate for learning. A year group of 60 pupils in primary and 120 students in secondary is ideal as it generally enables smaller class sizes and a more personalised education. This would significantly enhance the quality of learning.

Consultation

We are consulting widely from Monday 6th November 2017 to Friday 12th January 2018 to hear and collect your views. This consultation is for just over nine weeks and will close at 4 p.m. on Friday 12th January 2018.

We are consulting with the following groups:

- Parents of children between the ages of 2 and 18 in the local area.
- Other persons in the local area who in the opinion of the admission authority have an interest in the proposed admissions.
- All other admission authorities within the local area.
- The wider community including town and district councils.
- The education local authority.
- Schools in the area

The groups are being consulted in the following way:

1. Statutory Notice placed in the local paper, December 2017.
2. Atlantic Academy Portland will have a link to the consultation document on its website front pages for 9 weeks.
3. The consultation document will be sent to all primary head teachers within the area, with a letter for distribution to parents.
4. The Local Authority will be informed.

Views will be assessed by the Executive Operational Board of the Aspirations Academies Trust, on behalf of the Trust Board, and decide whether to proceed with the proposal.

Once the Admission arrangements are determined and published (and sent to the LA by 15th March 2018), any objections received regarding the determined arrangements, up to 15th May 2018, will be referred to the Schools Adjudicator who will make the final decision.

If the proposals are approved, the Published Admission Number for the primary provision of Atlantic Academy Portland will reduce to 60 and the secondary provision will reduce to 120 taking effect from September 2019.

How can you have your say?

If you have any questions or views on the proposed change in PAN please email: Claire Addis, Executive principal, Atlantic Academy Portland at consultations@atlantic-aspirations.org

Statutory Notice

Consultation on the proposal to change the Published Admission Number for the primary and secondary provision at Atlantic Academy Portland

As the admissions authority for Atlantic Academy Portland the Aspirations Academies Trust is consulting on proposed changes to the academy's admissions arrangements.

The Proposal

The proposal is to reduce the Published Admission Number (PAN) for the primary and secondary provision at Atlantic Academy Portland, from 90 to 60 in primary and from 150 to 120 in secondary, as from September 2019.

It is not intended to change the oversubscription criteria which will remain the same as at present.

The admissions policy will be in line with both the current and proposed Schools Admissions Codes.

For further information, please see: www.atlanticacademy.org

Please direct your comments and views to: consultation@atlantic-aspirations.org



Atlantic Academy Portland
an Aspirations Academy

Atlantic Academy Portland Admissions Policy

The following information is for admissions for the academic year 2019/20

THE ADMISSION OF STUDENTS TO THE ATLANTIC ACADEMY PORTLAND

This policy sets out the admission arrangements for the Atlantic Academy Portland. The Academy will comply with all relevant provisions of the statutory codes (the School Admissions Code and the School Admission Appeals Code) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy. In particular, the Academy will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA, including any local Fair Access Protocols that are in place.

Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

The admission arrangements for the Academy for the year 2019/20 and, subject to any changes approved by the Secretary of State, for subsequent years are:

- A. In the primary phase, in Reception Year, the Academy has an agreed admission number of 60 pupils. The Academy will accordingly admit at least 60 pupils in the relevant age group (Reception to Year 6) each year if sufficient applications are received;
- B. In the secondary phase, the Academy has an agreed admission number of 120 students in Year 7. The Academy will accordingly admit 120 students into Year 7 if sufficient applications are received.
- C. The Academy has an agreed admission number of 60 students in Year 12 for students from **outside Atlantic Academy Portland**.
- D. The Academy may set a higher admission number as its' Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Admission Arrangements for Nursery and Reception Year

The Academy has agreed to admit up to 60 pupils to Nursery and 60 to all other year groups, including Reception.

Classes may go over the legal 60 limit if the last child admitted is a twin or from a multiple birth, or of armed services personnel.

These arrangements and the admissions criteria (below) are reviewed annually.

SEN

Children with a statement of Special Educational Needs or an Education, Health and Care plan (EHCP) that names a school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.

Applications from overseas - Children of UK service personnel (UK Armed Forces)

Applications from overseas will only be accepted for children of families of UK Service Personnel and Crown servants. Families of UK Service Personnel and other Crown Servants are subject to frequent movement within the UK and from abroad. An official letter from MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Dorset and we will arrange for that address to be used throughout the admissions process.

Admissions to Nursery

Atlantic Academy Portland has a part time facility for 60 Nursery children.

Children enter the nursery in the September after their third birthday. They attend for either a morning or afternoon session on five days per week for a total of 15 hours. These sessions are 8.45am – 11.45 for morning children and 12.15pm – 3.15pm for afternoon children. Families may also be entitled to apply for 30 hour funding.

If you are interested in applying for a place at nursery then you can get an application form from the school office. You will need to complete the form and hand it in with a copy of your current council tax form and proof of address.

Please note that acceptance to the Nursery does not automatically mean that your child will obtain a place in Reception

Admissions to Reception

The Academy has agreed to admit 60 pupils to Reception. The Academy may admit over this number if the 61st child is a twin or from a multiple birth, or of armed services personnel. These arrangements and the admissions criteria (below) are reviewed annually.

Applying to the academy should be done via the Local Authority in which the child lives. The online application process for Portland can be found at www.dorsetforyou.com

Oversubscription Criteria for Reception

When there are more applications than there are places available, after the admission of students whose statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan names the school, the following criteria will be applied to determine those children who will be offered places. The criteria are listed in priority order:

1. **Looked after children** (*Primary Note 1*) and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, (*Primary Note 2*) or became subject to a child arrangements order (*Primary Note 3*) or special guardianship order (*Primary Note 4*). *Please note that adopted children must be looked after by an English or Welsh Local Authority (Primary Note 5).*
2. Children with a **sibling** already at the Academy, ordered by shortest distance between home and Atlantic Academy Portland (*see Primary Notes 6, 7 & 8*)
3. Children of teaching **staff** in the following circumstances (*Primary Note 9*) where:
 - *the member of teaching staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or*
 - *children of newly appointed staff, filling a post with a “demonstrable skills shortage” (School Admissions Code 2012)*
4. Children who live nearest to the school, with the **distance** from home to school being measured as set out in Primary Note 9.

Primary Notes:

1. *A looked after child, as defined by Section 22(1) of the Children Act 1989, is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function for England and Wales. Priority is also given under this criterion for looked after children who ceased to be so because they:*
2. *Were adopted under Section 46 of the Adoption and Children Act 2002*
3. *Became subject to a child arrangements order under Section 8 of the Children Act 1989, as amended by S12 of the Children and Families Act 2014. Child arrangements orders replace residence orders, and any residence order in force prior to 22 April 2014, is deemed to be a child arrangement order, which settles the arrangements to be made as to the person with whom a child is to live;*
4. *Became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child’s special guardian(s)*
5. *The appropriate section on the Common Application Form (CAF) must be completed and a letter and/or documentary evidence from the child’s social worker or other relevant professional must be provided. Consideration will not be given to this criterion unless the appropriate supporting documentation is provided at the time of application.*
6. *In all categories, priority will be given to those who have a brother or sister attending Atlantic Academy Portland at the time of admission but not application.*

The definition of a brother or sister is:

- *A brother or sister sharing the same parents*
 - *Half-brother or half-sister, where two children share one common parent*
 - *Step-brother or step-sister, where two children are related by a parent’s marriage*
 - *Adopted or foster children*
7. *In order to meet the sibling criterion, your child’s sibling must be attending the school at the time of application and be expected to still be attending at the time of admission in September. You must complete the sibling details in the*

appropriate section on the Common Application Form (CAF). We reserve the right to seek verification of the information parents have given on the application form and to withdraw the offer of a place if inadequate, inaccurate, deliberately misleading or false information has been given.

8. In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the academy will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the published admission's number.
9. Under the oversubscription criteria the word staff will mean: All teaching staff who have been continuously employed by the school for a period of at least 2 years for the purpose or working in the school as follows:
 - All full time teaching staff
 - All part time teaching staff with a 45% and above timetableThe 2 year qualification period may be waived if a post is hard to fill.
The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children or staff will no longer be eligible for priority admission under this criterion.
The definition does not include peripatetic staff.
The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children or staff will no longer be eligible for priority admission under this criterion.
10. For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the route from home to school has been measured using the "shortest designated route"

We measure the shortest straight line ("as the crow flies") distance from the home address the school building. We have a geographical mapping system which works out an easting and northing for both the home and school and calculates the distance between them. The final place will then be allocated to the person living the shortest distance from the school.

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.

11. Where a child has two homes due to parental responsibility being shared by two people who live apart, the address used will be the one used at which the child resides for the majority of the time during school terms, as confirmed by written evidence from both parents/guardians

Tie Break: If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

Process of application for Year 7

- Applying to the academy should be done via the Local Authority in which the child lives. The online application process for Portland can be found at www.dorsetforyou.com
- **Notification of Offer of Places:** Parents will be informed by Dorset Local Authority on the published date.
- Parents and students will then be offered an opportunity to visit the academy before they start in September to meet staff as part of preparing them to give them the best possible start in the academy.

Oversubscription Criteria for Year 7

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below:

After the admission of students whose statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan names the school, the following criteria will be applied to determine those children who will be offered places.

The criteria are listed in priority order:

1. Looked after children (Secondary Note 1) and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, (Secondary Note 2) or became subject to a child arrangements order (Secondary Note 3) or special guardianship order (Secondary Note 4). *The appropriate section on the Common Application Form (CAF) must be completed and a letter and/or documentary evidence from the child's social worker or other relevant professional must be provided. Consideration will not be given to this criterion unless the appropriate supporting documentation is provided at the time of application.*

2. Children already at the academy in Year 6
3. Children with a sibling already at the Academy, ordered by shortest distance between home and Atlantic Academy Portland (see *Secondary Notes 5, 6 and 7*)
- 2.b Twins, Triplet and other children of multiple births;
In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Academy will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the published admission's number.
4. Children of teaching staff in the following circumstances (see *Secondary Note 9*):
 - a. children of appointed staff, filling a post with a "demonstrable skills shortage" (School Admissions Code 2012)
 - b. where the member of teaching staff is or will have been employed at the school for at least two years at the time at which the application for admission to the school is made.
4. Children who have the shortest distance between home and Atlantic Academy Portland (see *Secondary Notes 6, 7 and 8*).

Tie Break: If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

Notes:

1. A looked after child, as defined by Section 22(1) of the Children Act 1989, is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function for England and Wales. Priority is also given under this criterion for looked after children who ceased to be so because they:
 2. Were adopted under Section 46 of the Adoption and Children Act 2002
 3. Became subject to a child arrangements order under Section 8 of the Children Act 1989, as amended by S12 of the Children and Families Act 2014. Child arrangements orders replace residence orders, and any residence order in force prior to 22 April 2014, is deemed to be a child arrangement order, which settles the arrangements to be made as to the person with whom a child is to live;
 4. Became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child's special guardian(s)

Please note that adopted children must be looked after by an English or Welsh Local Authority.

5. In order to meet the sibling criterion, your child's sibling must be attending the school at the time of application and be expected to still be attending at the time of admission in September. This means that there will be **no** sibling connection for admission purposes as follows:
 - a) applicants for entry to Year 7 if they have a brother or sister in Year 11 unless the CAPF records an expressed intention of the sibling staying on into Year 12.
 - b) applicants for entry to Year 7 if they have a brother or sister in Year 13.
 The definition of a brother or sister is:
 - A brother or sister sharing the same parents
 - Half-brother or half-sister, where two children share one common parent
 - Step-brother or step-sister, where two children are related by a parent's marriage
 - Adopted or foster children

You must complete the sibling details in the online application form

We reserve the right to seek verification of the information parents have given on the application form and to withdraw the offer of a place if inadequate, inaccurate, deliberately misleading or false information has been given.

6. The Child's home address provided on your application must be the one at which your child is permanently living and must be the address where your family normally lives at the time of application.
7. Priority will be given to those children who live closest to Atlantic Academy Portland:

For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the route from home to school has been measured using the "shortest designated route"

We measure the shortest straight line (“as the crow flies”) distance from the home address the school building. We have a geographical mapping system which works out an easting and northing for both the home and school and calculates the distance between them. The final place will then be allocated to the person living the shortest distance from the school.

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.

8. Children of Service Personnel will not be disadvantaged in the admissions process. Families of UK Service Personnel and other Crown Servants are subject to frequent movement within the UK and from abroad. An official letter from the MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Portland and we will arrange for that address to be used throughout the admission process.

9. Under the oversubscription criteria the word staff will mean: Teaching staff who have been continuously employed by the school for a period of at least two years for the purpose of working in the school as follows:

- All full time teaching staff
- All part time teaching staff with a 45% and above timetable

The two years qualification period may be waived if a post is hard to fill.

The definition of staff does not include contract staff. If a service has been ‘in house’ and is subsequently ‘contracted out’ children or staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

Admission to Post 16 provision

Every student in Year 11 at Atlantic Academy Portland is entitled to a place in the Sixth Form providing there is a course suitable for him/her and the student meets the entry requirements. Entry into Year 12 from students outside Atlantic Academy Portland has been set at 60.

Entry Requirements

Pathway	Entrance criteria	Courses
1	8 grades 9-4 GCSEs (10 if including vocational)	3 x A level
2	6 grades 9-4 GCSEs (8 if including vocational)	Vocational & 1 A level

Oversubscription Admissions Criteria:

After the admission of students whose statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan names the school, the following criteria will be applied:

1. Looked after children (*Note 1 - see Secondary Notes above*) and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, (*Note 2*) or became subject to a child arrangements order (*Note 3*) or special guardianship order (*Note 4*). These students should meet the academic requirements for the level of course applied for as published in the Academy prospectus.
2. Children with a sibling already at the Academy, ordered by shortest distance between home and Atlantic Academy Portland (see *Note 5*, *Note 6* and *Note 7*)
3. Children who have the shortest distance between home and Atlantic Academy Portland (see *Notes 6, 7* and *8*).

Sixth Form Application Procedure:

All external students interested in a place at Atlantic Academy Portland Sixth Form should complete an application form available directly from the Academy or online from the academy website.

Late Applications:

Late applications will be considered, although it will be more difficult to comply with subject preferences. Applications received after the notification date (after places have been offered) will be added to the list of continued interest in admission criteria order. The list of continued interest for Year 12 will be kept until the last day of December of the year of admission.

Proof of Home Address

The Child's home address provided on your application must be the one at which your child is permanently living and must be the address where your family normally lives at the time of application.

Every year there are cases where parents give false information about their home address to get a place at a particular school. Every effort is made to ensure that this does not happen because this can prevent genuine applicants from obtaining a school place. The Local Authority will carry out address verifications against Local Authority records for all applications made by residents of Dorset. Where they are not satisfied as to the validity of an address further investigations will be conducted. The Local Authority reserves the right to seek verification of the information parents have given on the application form and withdraw any offer or application made on the basis of inadequate, inaccurate or deliberately misleading information. Any application found to have misleading information will be invalid. If this is found after the closing date any subsequent application submitted will be processed as late.

Possible future addresses will not be accepted as a basis for allocating school places. If you move after submitting your application you must inform the School Admissions Team within two weeks of your move so that your application is considered using the correct address for school admission purposes.

If you own a property which has previously been used as your home address and you are living at and applying from a different address, we will assume that the second address is temporary. Therefore we will use the address of the property which you own as the address for school admissions purposes.

Alternative addresses, including a relative's or childminder's, will not be accepted. If you retain ownership or tenancy of a property and you rent an alternative property or live with friends or relatives temporarily and use this address in order to gain a school place, this will be considered to be a temporary address and will not be used for school admissions purposes. Any parent who has more than one property must only refer to the property in which the child actually lives.

Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week. Documentation to confirm the arrangement such as a residence order or other court order may be required. If this is not available or where the documentation is not satisfactory, the address of the parent who is in receipt of child benefit or the parent who has parental responsibility will be used. There are no exceptions to this rule.

You do not need to provide us with documentary evidence of your address. If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide:

- A mortgage statement/tenancy agreement
- and two of the following:
- A recent utility bill, credit card statement or driving license
 - A Child Benefit/Inland Revenue document (if entitlement applies)
 - Pay slip/P45/P60
 - Car/House Insurance certificate
 - A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

Any supporting information not in English language must be accompanied by a certified translation

Fraudulent Information

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the Academy reserves the right to withdraw the place. An offer of a place can be withdrawn even after the child has started school.

Pupils with Disabilities

Children with disabilities will be treated no less favourably than other applicants for admission. Disabled children will be given equal consideration of a place with others under the stated criteria for admission. The definition of disability is that contained within the Disability Discrimination Act (amended). Atlantic Academy Portland will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code.

Late Applications

Applications received after the closing date will only be considered as on time under the following circumstances and upon receipt of suitable supporting evidence:

- The family moved into the Local Authority after the closing date

OR

- The family was unable to comply with the admissions timetable because of exceptional circumstances which prevented the application arriving on time – the circumstances must be given in writing and attached to the application form.

Any late application (that has not been judged to be on time) will be considered after the national offer day. If a place cannot be offered, the child's name can be added to the waiting list. The waiting list will be in operation until the 31 August. Any parent/carer wishing for their child to remain on the waiting list until 31 December, must register using the appropriate slip which will be sent to them in August. Those with a continuing interest beyond this time will be required to make an in-year application.

Each child added to the list will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name added to the list. This means that a child's position on any waiting list can move down as well as up.

Independent Admissions Appeal Committee

Parents who are not offered a place for their child (excluding applications to Nursery) are entitled to appeal to an independent committee under provisions of the School Standards and Framework Act 1998 as amended by section 40 of the Education & Inspections Act 2006, only if there is maladministration, an unreasonable decision or the admission criteria is non-compliant. Parents wishing to appeal in these circumstances should contact the local authority admissions department and complete an appeal form. The form should be sent to the Local Authority within 15 school working days from the notification of the decision not to admit.

In-Year Admissions

- All applications made during the academic year (in year admissions) must be made directly to the school. All such applications will be considered and if the year group applied for has a place available in the appropriate band the Academy will admit the child unless the applicant has significant behavioural issues, in which case the child will be referred to the Local Authority Fair Access panel. (Such refusals will only occur where the student concerned has been previously excluded from two or more schools or where special circumstances apply as specified in the Admissions Code. However, the Secretary of State may direct the Academy to admit such students and such a direction will be binding.) If more applications are received than there are places available, the oversubscription criteria above for Reception, Year 7 or for post-16 places shall apply.
- Parents whose application is turned down are entitled to appeal to an Independent Appeals Panel.
- Waiting list for in-year admissions will be in operation until the end of the academic year.
- Although most children will be admitted to the Academy within their own age group, the Academy will make decisions on the year group of entry on the basis of the circumstances of each individual case. Parents do not have a right of Appeal if a place is offered in a year group other than the year group in which they applied for.

Fair Access Protocol

The academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Children with a history of challenging behaviour and those deemed vulnerable are placed in school using the Fair Access Protocol. This ensures they are offered an appropriate education placement as quickly as possible.

The Fair Access Panel consists of representatives from Dorset schools, the local authority and other agencies. The panel considers all information available and the child's individual circumstances to make an informed decision as to what school would best meet the child's needs.

Admission of Children Below Compulsory School Age and Deferred Entry to School

Admission to the Reception Class would normally be in Term 1, the Autumn Term.

- Parents/carers of a reception age child can either arrange for their child to attend part-time until they reach compulsory school age or,
- defer the date their child is admitted to school until later on in the Reception year. The latest the child can start school will be at the beginning of the summer term 2019.

Applications must be submitted as normal and once a place has been allocated parents/carers need to discuss deferred entry or part time attendance with the Principal.

Children are educated in school with others of their age group. However, parents/carers may request that their child is admitted outside their normal age group. In addition parents/carers may choose not to send that child to school until the September following their fifth birthday.

Parents/carers must make it clear that they are applying for a place for their child outside the normal age group. Any request needs to be put in writing to the School outlining the reasons with supporting documentation from a professional for consideration. The School will decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances. The request must be made in the normal year of entry.

If it is agreed that the child can delay entry then the parent/carers would have to make an application for the following September and this would be considered long with all the applicants for admission in that year. However there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. It is not possible to reserve a place for the following year.

See Appendix 1 for more detail.

Admission of Children Outside of their Normal Year Group

The Aspirations Academies Trust as a general rule does not recommend the admission of children outside of their normal year group. However, the decision to admit a child outside of their normal Year group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. In each case, a meeting will take place between the Principal and the parent(s)/carer(s) prior to a decision being made. The Principal of the Academy will discuss the issue with either the Executive Principal or Chief Executive before making a decision. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision.

Withdrawing an offer or a place

The admission authority, The Aspirations Academies Trust, will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority will give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not respond. Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh. If the child is not offered a place at the academy based on the new application, the right to appeal still stands.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

Paragraph 1.43 and 1.46 of the School Admissions Code confirms the timescale for the consultation and determination of your School admission arrangements are as follows:

Admission authorities must consult when admission arrangements are changed or if they have not been consulted on within the last 7 years. The last consultation was in January 2017.

The consultation period is a minimum of 6 weeks and should take place between 1 October and 31 January for the following year's September intake. For example a consultation in January 2017 would be for the September 2018 policy.

The Academy will consult by 31 January:

- a) parents of children between the ages of two and eighteen;
- b) other persons in the relevant area who in the opinion of the Academy have an interest in the proposed admissions;
- c) All other admission authorities for primary and secondary schools located within the relevant area;
- e) Any adjoining neighbouring local authorities where the admission authority is the local authority.

For the purposes of consultation, the Academy will publish a copy of the proposed admission arrangements on the Academy website together with the contact details of the Admissions Officer, to whom comments must be sent.

The Academy will also send, upon request, a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment.

Representations about Admission Arrangements

Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Schools Adjudicator by 30th June. The Schools Adjudicator will consider the representation and in so doing will consult the Academy. The Academy will provide all the information that the local authority needs to compile the composite prospectus no later than 8th August, unless agreed otherwise.

Those consulted have the right to ask the Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Academy and will then determine the Published Admission Number.

In addition to the provisions above, the Secretary of State may direct changes to the Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

Determination and Publication of Admission Arrangements

Atlantic Academy Portland will determine its admission arrangements by 28th February every year, even if they have not changed from previous years.

Atlantic Academy Portland will notify the appropriate bodies and publish a copy of the determined arrangements on the Academy website for the whole offer year (the academic year in which offers for places are made). The Academy will also send a copy of the full, determined arrangements to the Local Authority as soon as possible before 15th March.

Proposed Changes to Admission Arrangements by the Academy after Arrangements Have Been Published

Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify those consulted under paragraph 16 above of the proposed variation and must then apply to the Schools Adjudicator setting out:

- a) the proposed changes;
- b) reasons for wishing to make such changes;
- c) any comments or objections from those entitled to object.

Records of applications and admissions shall be kept by the Academy for a minimum period of one year and shall be open for inspection by the Secretary of State.

END OF POLICY

Appendix 1

Starting School – deferring or delaying admission

Parents have the right to seek consideration to defer/delay their child’s admission to school.

All children are entitled to start school full time in the September following their fourth birthday.

By law, children have to be in full-time education by the start of the term following their fifth birthday – when they reach ‘compulsory **school age**’.

Child with their fifth birthday between 1 September and 31 December (Autumn Born)	Compulsory school age from the following January. A school place will be available from the September of, or before their fifth birthday but can be deferred until January – the school place that has been allocated will be held once the parent lets the school know
Child with their fifth birthday between 1 January and 31 March (Spring Born)	Compulsory school age from the following April: A school place will be available from the September before this but can be deferred until January or April – the school place that has been allocated will be held once the parent lets the school know.
Child with their fifth birthday between 1 April and 31 August (Summer Born)	Compulsory school age from the following September (which is then year 1 not reception): A school place will be available from the September before this but can be deferred until January or April – the school place that has been allocated will be held once the parent lets the school know. Parents can also legally defer the school place until September BUT the offer of a school place will be withdrawn and they will need to reapply for a place in year one. This will be treated as a new application and there is no guarantee that a place will be available at their preferred school. However if a parent decides to request a place in a reception class rather than year one in September, having deferred the place for a year, this would be called delayed admission. This can only be agreed by the admission authority for the school.

If parents do not feel their child is ready to start school full time in the September following their fourth birthday it is possible to:

1. **Opt for part time admission*** to the allocated school from the September following their child's fourth birthday (but not beyond the point at which they reach compulsory school age);
2. **Opt to defer** their child's entry for a term or two terms (i.e until they are of compulsory school age) so that they don't start straight away in the September following their fourth birthday ;
3. **Opt to defer** their child's entry until the September following their fifth birthday, if they were born in the summer – but they would need to reapply for a place the child would start in year one;
4. **Request to delay** their child's entry, holding them back from joining the correct year group for their age and starting school in the reception a year later

Deferred Entry: The Aspirations Academies Trust would normally encourage admission to reception from the Autumn Term. To do so parents must make a request in writing to the principal of the school stating their reasons for the request. The school will consider each case on its individual merit.

Delayed Entry: The Aspirations Academies Trust would not normally recommend the admission of children outside of their normal year group. However, the decision to admit a child outside of their normal year group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Principal of the Academy will discuss the issue with either the Executive Principal or Chief Executive Officer before making a decision.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision.

***Part time admission**

Places in reception will be allocated as full time from the September after a child's fourth birthday. However, parents may choose part time admission. This may be preferable to deferring the child's entry until later in the school year as this will give them the opportunity to settle in gradually and start to make friends at the same time as other children in the class. Parents will need to discuss this with the Headteacher so that the child's experiences, readiness for school and individual needs can be understood and the Headteacher can plan how they can fit part-time admission into the organisation of the school.

DAPTC

I attended the AGM on Saturday 4th November in Dorchester. All resolutions previously notified to members were passed, albeit with minor amendments on one.

Two main topics were being discussed. The first was progress on the unitaries, where a decision was expected to be so imminent that the chairman and deputy were asked to keep their 'phones on. However nothing was heard. Progress is being made on rationalisation of services should a decision of one form OR ANOTHER come about.

The second was the rationalisation of Health and Mental Health services. I expressed our great displeasure in the proposed removal of beds from Portland and asked exactly what was meant by a community hub (not necessarily on the same site).

The hub, it seems, is as we were told by the Living and Learning group a centre where it is hoped all services (medical, library, youth, etc) can be housed in one complex. As it happens Ray and I are hoping to have a meeting with the Living and Learning Group soon with regards to the feasibility of using the old Royal Manor School site.

Rod Wild (Cllr)

**SOCIETY OF LOCAL COUNCIL CLERKS
MEETING 28TH SEPTEMBER 2017
AT THE CRICKET PAVILION, DORCHESTER**

Living and Learning – Roger Sewill, DCC

28 DCC administrative offices now reduced to 8
Much separation by function still, not least in outlying towns
Digital emphasis seen as help to link work units
Six areas chosen to pilot coming-together schemes: Beaminster, Blandford,
Ferndown, Portland, Wareham, Weymouth
Link particularly between health and social care
Scheme to be extended to rest of County.

Asked to provide practical examples of benefits gained through the scheme
Portland – “non-bedded hub,” NHS stakeholders involved by DCC to work together.

I offered some criticism, confirmed by others in later discussion

Other towns – County and NHS functions coming together
Blandford – Clerk involved and finding unused accommodation
Continuing financial pressures at County a factor
Mr Sewill has authority to “release assets” (sell)
DCC estate costs £4m per year to run
View expressed by a clerk that Living and Learning is understaffed in terms of DCC
property and legal officers

Local Government Reorganisation

WDDC report, to which DAPTC have replied – parishes need to be involved as well
as towns

Tourism, toilets, street-cleansing, grants, ? – five services to be devolved to towns,
some funding to accompany

DAPTC have written to Dorset MPs to press minister for decision

Steps taken towards taking over non-essential highway maintenance. Plea that work
done under “Working Together” not be set aside

Now trying to establish a better working relationship with Dorset Waste Partnership

DAPTC have requested to be involved in discussion process in non-voting capacity

Separate website for Rural Dorset Unitary has been set up. Link in last DAPTC
newsletter

View that “devolution” is a misnomer. Districts giving up services for which towns
and parishes already have powers

Dorchester Clerk: WDDC won’t talk about car parks

Little involvement from Purbeck (and East Dorset, Christchurch)

DAPTC Issues

Meeting with new auditor in January

Data Protection in December

Allotments in October

Clerk / Chairman in November

Planning for councillors in Spring

Problem-Solving Forum

Remembrance parades – general that Legion organises, but Council pays. Town Council responsibility, usually delegated

Problem: order of precession – who first?

No responsibility for church buildings. Only for churchyards, should it apply

How do we manage a building project? Parish with two part-time staff has a £1m project potentially. District and County have provided a service in the past for a professional fee. e.g. County for Swanage TC. Also need to use county lists for contractors. Sherborne found County marginally cheaper than private sector.

Street-cleansing seminars. DWP and district next week.

Next Meeting

The next meeting is scheduled to take place on Thursday, 7th December 2017