
Report To:	Education and Communities Committee	Date: 01 November 2016
Report By:	Corporate Director Education, Communities & Organisational Development	Report No: EDUCOM/66/16/RB
Contact Officer:	Ruth Binks Head of Education	Contact No: 01475 712824
Subject:	Establishing the Capacity of Secondary Schools in Inverclyde	

1.0 PURPOSE

- 1.1 The purpose of this report is to inform the Education and Communities Committee about the proposed capacities and maximum intake to year groups for secondary schools in Inverclyde and to ask them to approve the recommended changes.

2.0 SUMMARY

- 2.1 In May 2016 the Corporate Director Education, Communities and Organisational Development asked for a review of the Admission and Pupil Placement in Mainstream Schools Policy and also for a review of the capping of Notre Dame High School.
- 2.2 A review of the capacity for each secondary school has taken place and as a result this report proposes amended overall capacities and maximum yearly intakes for all secondary schools in Inverclyde.
- 2.3 Standard Circular 3.2 gives clear guidance as to how to determine the capacity of a school. The proposed amendments take full cognisance of this Standard Circular.

3.0 RECOMMENDATIONS

- 3.1 The Education and Communities Committee is asked to agree to the staged approach to the revision of capacities and the maximum intake for year groups in secondary schools.

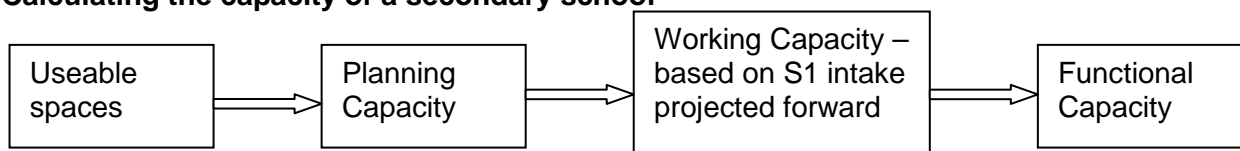
Ruth Binks
Head of Education

4.0 BACKGROUND

- 4.1 The capacity of a school needs to be defined for various purposes, including forward planning, curricular and organisational needs, and placing requests.
- 4.2 The determination of the capacity of a school is delegated to the Corporate Director Education, Communities and Organisational Development. Guidance on determining school capacities was issued by the Scottish Executive in 2004. The guidance makes it clear that it is for Education Authorities, as part of their duties and responsibilities, to determine school capacities and to be accountable to their electorates for their policies and decisions.
- 4.3 The Standard Circular 3.2 dated September 2008 takes full account of the guidance from the Scottish Executive and states the procedures for establishing the capacity of secondary schools.
- 4.4 Currently the intakes to S1 in some secondary schools are capped. This means that the maximum yearly intake has been restricted. In previous years the identified capping of some schools has been overturned through the granting of placing requests at both the local appeals process and the Sheriff Court.
- 4.5 On 03 May 2016 in a report presented to the Education and Communities Committee, the Corporate Director Education, Communities & Organisational Development recommended that the Education and Communities Committee agree to revise the current capping figure for Notre Dame High School from 140 to 160 per year group from session 2016/17 as an interim measure pending a revised policy on placing requests to be presented to the Education and Communities Committee for consideration in September 2016.
- 4.6 Officers have used the guidance from the Scottish Executive, looked at the current roll projections and historical data, the physical capacity of the buildings and have followed the guidance in the Standard Circulars to establish the capacity of each secondary school in Inverclyde and the maximum intake for S1 in secondary schools.

5.0 CURRENT POSITION

5.1 Calculating the capacity of a secondary school



Determining the capacity of a secondary school starts with the “useable spaces” for each room as it relates to its normal function. This gives a basis for the amount of safe teaching space that physically exists in a building and is affected by maximum class sizes in different areas of the curriculum e.g. practical class sizes. Timetabling and other constraints on the use of accommodation mean that not all of the places can be used at one time and a formula of $(0.76 \times \text{total places}) - 150$ is used to give a guide as to the planning capacity of each school.

Whilst the planning capacity of a school gives an indication of the number of pupils a school can accommodate overall, it does not determine the number of pupils for whom an appropriate curriculum can be provided at each year stage. It could theoretically be the case that an overall planning capacity could be reached with differentials in year groups e.g. 300 pupils in one year group but only 100 pupils in another. To ensure that an appropriate curriculum can be provided at all stages, it is necessary to determine the maximum intake level at S1 and subsequent years in any particular session. This is done by projecting a 100% transfer rate at each stage from S1 – S4 and using a formula to project staying on rates from S4 –S5 and from S5 – S6. This then gives us what is known as the working capacity.

We then take the working capacity for each year group and round this up to practical class sets of 20 e.g. a working capacity giving a yearly intake of 172 would be rounded up to 180. This gives us the functional capacity for each year group and added together gives the overall functional capacity for the school. You will note from the table below that the functional capacity for almost all schools is above the planning capacity. Timetabling allows us to go over planning capacity to some degree provided that practical classes remain in multiples of 20.

PROPOSED CHANGES

It is the functional capacity of each school which will be used to identify the maximum intake for year groups and the overall capacity of a school. It is proposed that the figures for the rounded intake for S1 identified in the table below replaces all current capping levels and that these figures are used to allocate admissions to schools using a staged approach over two years.

Appendix 1 gives the complex formulae identified for working out the capacities for each secondary school in Inverclyde but the following table lists the proposed maximum intake for each year group in S1. St Stephen's High School is the school where the identified functional capacity is significantly above the planning capacity. This is because the rounding up to a practical set of 20 for each year group has created an extra 19 places per year. Notre Dame High School has a planning capacity that is exactly the same as the functional capacity but it should be noted that the yearly intake will increase from a cap of 140 to 160. The proposal is to increase mainstream places to 155 at Notre Dame and continue with 5 places allocated to Stella Maris.

	Planning Capacity	S1 Intake Rounded	Functional Capacity
Clydeview Academy	990	180	1028
Inverclyde Academy	1119	200	1124
Notre Dame High School	914	160	914
St Columba's High School	640	120	674
Port Glasgow High School	549	100	553
St Stephen's High School	580	120	685

For information, the current yearly intakes and capping levels are given below.

School	S1	S2	S3	S4	Current capping level
Clydeview Academy	163	140	146	148	180
Inverclyde Academy	138	147	148	161	260
Notre Dame High School	174	158	143	135	140 (135 +5)
Port Glasgow High School	86	86	96	69	none
St Columba's High School	114	115	123	102	none
St Stephen's High School	99	87	84	85	none

Because only three of the schools are currently capped, the proposal is to use the new S1 intake figures for those three schools only (Clydeview Academy, Inverclyde Academy and Notre Dame High School) for admission procedures in January 2017 for the academic year 17/18. For the academic year 18/19 the S1 rounded intake will be used to allocate places for all six secondary schools in Inverclyde.

6.0 IMPLICATIONS

Finance

6.1 Financial Implications:

There are no financial implications for this proposal. The proposal should result in an efficiency in the allocation of staffing levels for secondary schools.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

Legal

- 6.2 This proposal takes full account of the guidance given by the Scottish Executive Education Department Circular No 3/2004.

Human Resources

- 6.3 There are no Human Resource implications for this report.

Equalities

- 6.4 Has an Equality Impact Assessment been carried out?

Yes See attached appendix

No This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

Repopulation

- 6.5 This policy takes into account Inverclyde Council's priority for repopulation by creating increased flexibility for school spaces across the Authority.

7.0 CONSULTATIONS

- 7.1 N/A

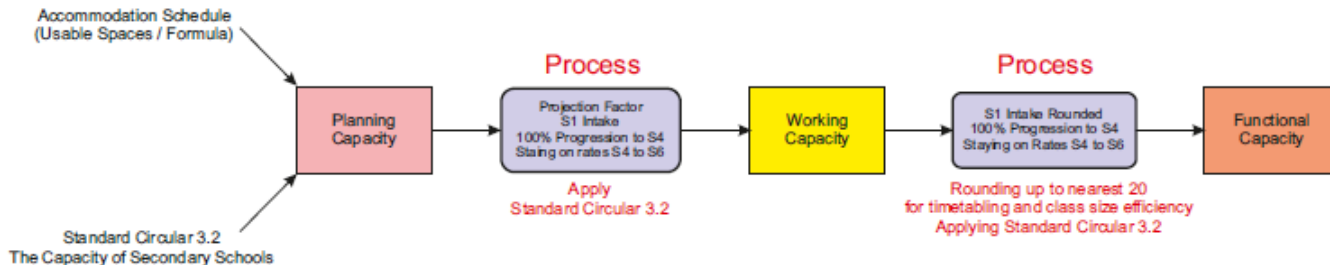
8.0 CONCLUSIONS

- 8.1 Through the revision of school capacities and the definition of maximum intakes for S1 in secondary schools, the Authority will have a more explicit rationale for the granting and refusal of placing requests.

9.0 BACKGROUND PAPERS

- 9.1 Report on Review of Notre Dame capping figures May 2016
Report on surplus capacity in secondary schools 19 January 2010

Inverclyde Council - Secondary School Capacity



Inverclyde Council - Secondary Schools

Working Capacities

	Planning Capacity	SoR S4/5	SoR S5/6	Projection Factor	S1 Intake	S1	S2	S3	S4	S5	S6	Working Capacity
Clydeview Academy	990	95	80	5.75	172	172	172	172	172	164	131	983
Inverclyde Academy	1119	90	80	5.7	196	196	196	196	196	177	141	1103
Notre Dame High School	914	95	80	5.75	159	159	159	159	159	151	121	908
St Columba's High School	640	90	80	5.7	112	112	112	112	112	101	81	631
Port Glasgow High School	549	90	70	5.6	98	98	98	98	98	88	62	542
St Stephen's High School	580	95	80	5.75	101	101	101	101	101	96	77	576

From accommodation schedules and standard circular calculations

From school actual figures

Standard Circular calculation

From S1 intake with 100% migration

Using SoR applied to S4 / S5 intake rolls

Functional Capacities

	Working Capacity	S1 Intake	S1 Intake Rounded	S1	S2	S3	S4	S5	S6	Functional Capacity
Clydeview Academy	983	172	180	180	180	180	180	171	137	1028
Inverclyde Academy	1103	196	200	200	200	200	200	180	144	1124
Notre Dame High School	908	159	160	160	160	160	160	152	122	914
St Columba's High School	631	112	120	120	120	120	120	108	86	674
Port Glasgow High School	542	98	100	100	100	100	100	90	63	553
St Stephen's High School	576	101	120	120	120	120	120	114	91	685