

## Equality Impact Assessment (EIA) Report (Appendix F)

This form should be completed for each Equality Impact Assessment on a new or existing function, a reduction or closure of service, any policy, procedure, strategy, plan or project which has been screened and found relevant to Equality and Diversity.

**Please refer to the 'Equality Impact Assessment Guidance' while completing this form. If you would like further guidance please contact the Access to Services Team (see Guidance for details).**

<b>Where do you work?</b>
Service Area: School & Governor Unit (SGU)
Directorate: Education

**(a) This EIA is being completed for a...**

Service/ Function  <input type="checkbox"/>	Policy/ Procedure  <b>X</b>	Project  <input type="checkbox"/>	Strategy  <input type="checkbox"/>	Plan  <input type="checkbox"/>	Proposal  <input type="checkbox"/>
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**(b) Please name and describe below...**

Admission Arrangements 2018/2019.

Every Local Authority (LA) has a statutory duty to manage admissions to its schools. The Admission Arrangements are set out in accordance with the Welsh Government (WG) School Admission Code (July 2013) and ensures that the admissions to schools are managed in a fair and equitable manner for all pupils.

**(c) It was initially screened for relevance to Equality and Diversity on 03/01/2014.**

**(d) It was found to be relevant to...**

Age ..... X	Sex..... <input type="checkbox"/>
Disability ..... X	Sexual orientation ..... <input type="checkbox"/>
Gender reassignment ..... <input type="checkbox"/>	Welsh language ..... X
Marriage & civil partnership ..... <input type="checkbox"/>	Poverty/social exclusion..... X
Pregnancy and maternity ..... <input type="checkbox"/>	Carers ..... X
Race ..... <input type="checkbox"/>	Community cohesion ..... <input type="checkbox"/>
Religion or (non-)belief ..... <input type="checkbox"/>	

**(e) Lead Officer**

**Name:** Melissa Taylor / Claire Abraham

**Job title:** Admissions Officers

**Date:** 09/01/2017

**(f) Approved by Head of Service**

**Name:** Nick Williams

**Date:** 2017

**Reviewed for Admission Arrangements 2018/2019** - There have been no changes from previous submission.

**Date:** 09/01/17

## Section 1 – Aims (See guidance):

Briefly describe the aims of the function, service, policy, procedure, strategy, plan, proposal or project:

### What are the aims?

The aim of the policy is to ensure pupils are able to access school places in a manner which is fair and equitable to all.

### Who has responsibility?

The LA has a statutory responsibility to manage the admissions process for all of its community schools.

### Who are the stakeholders?

The stakeholders are pupils, parents, schools, Headteacher, governing bodies, neighbouring LA's. and other admission authorities within the 'relevant area' i.e. City & County of Swansea.

## Section 2 - Information about Service Users (See guidance):

Please tick what information you know about your service users and provide details/ evidence of how this information is collected.

Age .....	X	Race.....	<input type="checkbox"/>
Disability .....	X	Religion or (non-)belief.....	<input type="checkbox"/>
Gender reassignment .....	<input type="checkbox"/>	Sex.....	X
Marriage & civil partnership .....	<input type="checkbox"/>	Sexual orientation .....	<input type="checkbox"/>
Pregnancy and maternity.....	<input type="checkbox"/>	Welsh language .....	X
Carers .....	<input type="checkbox"/>		

### What information do you know about your service users and how is this information collected?

The School Admissions Code sets out the limited information which can be requested from service users. This is to ensure that there is an equality of process and procedure for all applicants and to ensure no one applicant or group of applicants is disadvantaged.

### Any Actions Required?

- No.

## Section 3 - Impact on Protected Characteristics (See guidance):

Please consider the possible impact on the different protected characteristics. This could be based on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

	Positive	Negative	Neutral	Needs further investigation
Age	➔ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Disability	➔ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Gender reassignment	➔ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Marriage & civil partnership	➔ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Pregnancy and maternity	➔ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Race	➔ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Religion or (non-)belief	➔ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Sex	→ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Sexual orientation	→ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Welsh language	→ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Carers	→ <input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

**Thinking about your answers above, please explain in detail why this is the case?**

The School Admissions Code is a legally binding document, the purpose of which is to ensure that LA's are working to non discriminatory processes and procedures.

**What consultation and engagement has been undertaken (e.g. with the public and/or members of protected groups) to support your view? Please provide details below.**

A compulsory consultation takes place annually with stakeholders written to (e.g. schools, headteachers, governing bodies, neighbouring LA's and other admission authorities). The LA's Admissions Forum which is a statutory body also considers all responses to the consultation and makes its own recommendations which are also included in the admission arrangements report, which in turn goes to Corporate Briefing, Cabinet and Council for approval in line with the statutory timescales.

**Any actions required (to mitigate adverse impact or to address identified gaps in knowledge).**

- No

## Section 4 - Other Impacts:

Please consider how the initiative might address the following issues.

You could base this on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

<b>Foster good relations between different groups</b>	<b>Advance equality of opportunity between different groups</b>
<b>Elimination of discrimination, harassment and victimisation</b>	<b>Reduction of social exclusion and poverty</b>

(Please see guidance for definitions on the above)

**Please explain any possible impact on each of the above.**

- The format of the application form complies with the School Admissions Code which aims to make certain there is equality for all users.
- The arrangements are set out to ensure that no pupil or groups of pupils are disadvantaged by the admission application process.
- The process ensures that all pupils have a school place.

**What work have you already done to improve any of the above?**

The LA complies with its statutory responsibility to ensure this process is in place year on year.

**Is the initiative likely to impact on Community Cohesion (see the guidance for more information)?**

No.

**How will the initiative treat the Welsh language in the same way as the English**

**language?**

The process is the same for both English and Welsh medium schools. The application process is bilingual.

**Actions (to mitigate adverse impact or to address identified gaps in knowledge).**

- No

**Section 5 - Monitoring arrangements:**

Please explain the arrangements in place (or those which will be put in place) to monitor this function, service, policy, procedure, strategy, plan or project:

**Monitoring arrangements:**

- Consultation on admission arrangements takes place annually.
- The LA's Admissions Forum has a statutory role to play in ensuring a fair admissions system and it meets at least twice a year in accordance with the School Admissions Code.
- WG code is updated periodically and these updates are included in any consultation and/or review of our policy.

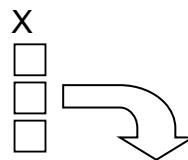
**Actions:**

Revisited through the statutory consultation process annually with the EIA being reviewed and updated as required.

**Section 6 – Outcomes:**

Having completed sections 1-5, please indicate which of the outcomes listed below applies to your initiative (refer to guidance for further information on this section).

- Outcome 1: Continue the initiative...  
 Outcome 2: Adjust the initiative...  
 Outcome 3: Justify the initiative...  
 Outcome 4: Stop and remove the initiative...



For outcome 3, detail the justification for proceeding here:

**Section 7 - Publication arrangements:**

On completion, please follow this 3-step procedure:

1. Forward this EIA report and action plan to the Access to Services Team for feedback and approval – [accesstoservices@swansea.gov.uk](mailto:accesstoservices@swansea.gov.uk)
2. Make any necessary amendments/additions.
3. Provide the final version of this report to the team for publication, including email approval of the EIA from your Head of Service. The EIA will be published on the Council's website - this is a legal requirement.

## Action Plan:

Objective - What are we going to do and why?	Who will be responsible for seeing it is done?	When will it be done by?	Outcome - How will we know we have achieved our objective?	Progress
Revisited through the statutory consultation process annually with the EIA being reviewed and updated as required.	Claire Abraham – Admissions Officer	Annually to comply with statutory timescales.	The LA has complied with its statutory responsibilities.	Ensure LA continues to meet its statutory responsibilities.
<b>11/12/14 – Reviewed</b> No changes to process. Will continue to monitor annually to meet statutory responsibilities.	Claire Abraham – Admissions Officer	Annually to comply with statutory timescales.	The LA has complied with its statutory responsibilities.	Ensure LA continues to meet its statutory responsibilities.
<b>11/01/16 – Reviewed</b> No changes to process. Will continue to monitor annually to meet statutory responsibilities.	Melissa Taylor / Claire Abraham – Admissions Officers	Annually to comply with statutory timescales.	The LA has complied with its statutory responsibilities.	Ensure LA continues to meet its statutory responsibilities.
<b>11/01/16 – Reviewed</b> No changes to process. Will continue to monitor annually to meet statutory responsibilities.	Melissa Taylor / Claire Abraham – Admissions Officers	Annually to comply with statutory timescales.	The LA has complied with its statutory responsibilities.	Ensure LA continues to meet its statutory responsibilities.

\* Please remember to be 'SMART' when completing your action plan (Specific, Measurable, Attainable, Relevant, Timely).