

## WORCESTERSHIRE COUNTY COUNCIL EQUALITY IMPACT ASSESSMENT DESKTOP SCREENING

**This exercise is not an Equality Impact Assessment (EIA). It is a desktop screening exercise designed to establish if you need to carry out an EIA. When completing the screening please use plain English avoiding the use of acronyms or jargon. Any documents referred to should be attached to this screening form.**

Remember, throughout this exercise the term 'policy' (or 'policies') is used as shorthand for 'policies, practices, activities, strategies, plans, projects, procedures, functions and protocols'. It therefore needs to be interpreted broadly to embrace the full range of functions, activities, plans and decisions for which the County Council is responsible.

For help completing this desktop screening, please refer to the County Council's [EIA Guidance document](#) available on SID.

**Part One:** basic information needed to identify the policy and prepare for screening

1.1	Directorate and Section/Unit:	Children's Services. Pupil Admissions & Transfers
1.2	Title or brief description of the policy being screened:	Community and Controlled School First/Primary School Admissions Policy for 2012/13
1.3	Screening by:	Clive Evans
1.4	Date of screening:	28.10.10
1.5	Related policies/functions:	Community and Controlled Schools Middle/High Schools Admissions Policy for 2012/13 First/Primary Schools Admission Policy for 2012/13
1.6	To which section of the Directorate or Corporate "business/service plan" does this relate?	Children's Services Directorate Corporate Plan: Raising Achievement.

1.7	Is this a new or existing policy?	Existing policy being modified as a result of a judgement by the Office of The Schools Adjudicator.
1.8	Does the policy affect service users, employees, the wider community, or a combination of these?	The policy is for parents of children in the age range specified by the policy.
1.9	What is the policy seeking to achieve?	Equality of opportunity for parents when applications for school places are assessed. Ensuring the criteria is clear and objective that is clear and is within the remit of the School Admissions Code. The School Admissions Code demands that the policy should not be discriminatory.
1.10	What are the planned outcomes for this policy?	A clear admission system and oversubscription criteria which is transparent to those parents applying for a school place.
1.11	Who is formally responsible for the <b>delivery</b> of this policy? If different, who is responsible for <b>leading</b> on the delivery?	The Pupil Admissions and Transfers Section of Worcestershire County Council.  There is no difference in responsibility between delivery and leading.
1.12	What (if any) previous consultation has been carried out for this policy? Who was consulted and when?	This is a change to an existing policy which is consulted on annually. The policy goes to public consultation for six weeks and to the Worcestershire Admission Forum.
1.13	Is equality monitoring in place for this policy?	Data is annually produced and presented to the Local Admission Form on the outcomes of the policy. The current policy was evaluated by the Office of The School Adjudicator in 2009.

**Part Two:** The purpose of the following exercise is to assess the potential relevance of the policy in the lives of staff and/or residents who are of differing age, gender (including gender reassignment), race/ethnicity, religion or belief, sexual orientation and/or who have a disability.

The questions in this section ask you to consider factors you will need to take into account in making your decision. The answers you provide will help you determine whether you will need to carry out an Equality Impact Assessment.

		Yes	No	Details and comments
2.1	Could this policy have a significant impact on service delivery or other aspects of daily life for people who belong to the groups listed above?		No	
2.2	Does the policy involve a significant commitment, or reduction, of resources?		No	
2.3	Does the policy relate to an area where inequalities are known to exist?		No	

2.4 Is there any evidence of potential or actual unplanned variations in the participation levels or use of the policy between different groups?

Characteristic	Yes	No	Details, including what information you have based your answer on
Age		No	The policy applies equally to all statutory of the school aged children covered in the policy.
Disability		NO	All pupils have to be admitted regardless of disability.
Gender (including gender reassignment)		NO	All schools covered by the policy admit pupils of both gender.
Race		NO	All pupils regardless of race can be admitted to all schools covered by the policy.
Religion or belief		NO	Community and Controlled schools have no religious criteria.

Sexual orientation		NO	All schools included in the policy have to admit pupils regardless of sexual orientation.

If the answer to question 2.3 is "yes" or "could be yes" then you **must complete an EIA**.

For existing policies, if the answer to question 2.4 is "yes" or "could be yes" then you **must complete an EIA**.

If the answer to questions 2.1 or 2.2 is "yes" or "could be yes" then you may need to complete an EIA. Please refer to Section 3 of the [EIA Guidance](#) for further clarification on when an EIA should be completed.

2.5 Based on the factors above, is an Equality Impact Assessment required for this policy?

<b>Yes</b>	
<b>No</b>	NO

An EIA is not always needed. Where you have decided that an assessment is not required please clearly summarise the reasons for your decision, including any factors you have taken into account, in the box below. Please then ensure this screening form is signed-off by your line manager and sent to the Corporate Equality and Diversity Team for publication.

<b>EIA not required: reasons and additional comments</b>
<p>The Admission policy has to be written in accord with the School Admission Code. Which specifies compliance with the:</p> <ul style="list-style-type: none"> <li>Sex Discrimination Act 1975</li> <li>Race Relations Acts 1976 and 2000</li> <li>Human Rights Act 1998</li> <li>Disability Discrimination Acts 1995 and 2005</li> <li>Equality Act 2006</li> </ul>

Signed (completing Officer/Manager): .....

Date: .....

Signed (Line Manager): .....

Date: .....