

**Item 4: Proposed De-Delegated Service Budgets 2022/23**

**1. Introduction**

- 1.1 This report proposes the de-delegated services to be provided by the local authority to maintained schools in 2022/23.

**2. Background**

- 2.1 De-delegated services relate to maintained schools only. Funding for de-delegated services is incorporated within the National Funding Formula (NFF) by ESFA but is passed back or "de-delegated" to the local authority with Schools' Forum approval.
- 2.2 Funding of de-delegated services provided to special schools and PRUs is included in any top-up payments.
- 2.3 Where de-delegation is agreed for maintained schools, the local authority will offer the service on a buy-back basis to academies.
- 2.4 The remaining maintained secondary school has notified the local authority that it no longer wishes to approve services for de-delegation and will procure equivalent services via a buyback arrangement instead from 2022/23 onwards. Therefore, the decisions relating to de-delegated services funding for 2022/23 contained in this report relate to maintained primary schools only.
- 2.5 Approval of de-delegated services must be sought on an individual service basis.
- 2.5 Any underspend against agreed de-delegated funding will be reported to Schools' Forum at the year-end.

**3. Proposed Services for De-delegation 2022/23**

**3.1 Education Psychology**

The service provides consultation and advice, non-statutory psychological assessments, interventions, delivery of professional development, training, research and evaluation. This is such a limited amount of service per school that all maintained primary schools choose to top up this element of time with an additional Service Level Agreement. **Appendix 1** provides further detail.

### 3.2 School Attendance

In addition to the statutory attendance duties performed by the local authority, the Attendance Team provide an enhanced attendance service to schools.

**Appendix 2** shows the detail.

### 3.4 English as an Additional Language (EAL)

This service contributes to improving the performance of pupils from ethnic minority groups, and meeting the specific needs of bilingual learners. **Appendix 3** shows the detail.

### 3.5 Trade Union Facility Time

The benefits of de-delegation of trade union facility time and utilising representatives across all schools in Hartlepool has been established and accepted by the Schools' Forum. Schools' Forum receives termly updates on activity delivered under the de-delegation. Activity includes the cost of non-teaching trade union representation, along with teaching staff representation.

### 3.6 Free School Meal Eligibility

This service contributes to expenditure incurred in determining the eligibility of a pupil for free school meals, providing regular updates to schools and availability of benefits staff to resolve school queries. **Appendix 4** shows the detail.

3.7 The table below shows how schools are provided with funding through the NFF to cover the proposed de-delegated services listed above to the local authority, with Schools' Forum approval.

3.8 The total cost per service is funded through both de-delegation (for maintained schools) and academy buybacks. The total costs are predicated on the basis of total pupil numbers across all maintained schools and academies (currently as per the October 2020 census). Costs to individual schools will be updated based on the October 2021 census values.

De-Delegated Service	Formula	AWPU Primary £	AWPU Secondary £	Deprivation Primary £	Deprivation Secondary £	EAL £
Education Psychology <b>Total £53k</b>	50% £/pupil & 50% £/FSM6 pupil	3.39	n/a	8.34	n/a	n/a
School Attendance <b>Total £240k</b>	50% £/pupil & 50% £/FSM6 pupil	7.84	10.27	19.30	25.81	n/a
Trade Union facility time <b>Total £17k</b>	£/pupil	1.25	1.25	n/a	n/a	n/a
Ethnic Minority Pupils <b>Total £46k</b>	£/EAL pupil	n/a	n/a	n/a	n/a	184.31
Assessing Free School Meals Eligibility <b>Total £23k</b>	£/FSM6 pupil	n/a	n/a	4.11	4.11	n/a

#### 4. Recommendations

- 4.1 Agree services to be de-delegated in 2022/23 as detailed in paragraphs 3.1 to 3.6 of this report.

***Please note:***

***Voting is restricted to Maintained Primary Schools' Forum members only.***

***An individual vote for each de-delegated service is required.***

**Education Psychology**

	<b>Statutory duties</b>	<b>De-Delegated Funding</b>	<b>Additional – SLA schools</b>
<b>Explanation</b>	<p>The Local Authority has a statutory duty to provide Psychological Advice as part of the EHCP process. Statutory local authority time starts at the point that SEND panel agrees to initiate a statutory assessment. The subsequent meetings, assessments, report writing etc as part of the EHCP process are funded by the local Authority. Schools often ask 'How much Local Authority time do I get?' It is never possible to answer this question in advance as it depends on how many statutory assessments SEND panel agree for that school and how complicated each case is.</p> <p>Once a child has an EHC Plan that does not mean that any subsequent piece of work for that child will necessarily be statutory. If a child's needs are not well met and a re-assessment is necessary then that would be statutory but other work might be additionality for the school (eg training for a TA to support a child with an EHC Plan for ASD) and would therefore be funded by the school's de-del or SLA time.</p>	<p>The amount of de-delegated funding each maintained school receives for the Educational Psychology Team is calculated on a formulaic approach. The formula used includes factors such as the size of school, and the level of deprivation etc. Each school's funding is then divided by the daily rate for the Educational Psychology team to determine an amount of EP time that is funded by de-delegated DSG. The amounts of funding / time vary widely from less than a day (very small primary schools) to 6 days (large primary schools) to 12 days+ (large secondary schools).</p> <p>No maintained school considers the EP time funded through de-delegated DSG to be enough and therefore all maintained schools buy in additional time through an SLA according to their level of need.</p> <p>The de-delegated DSG time is added to the SLA time to provide a block of EP time to use as necessary. EP time is recorded on an ongoing basis to ensure each school receives its full allocation. At the end of year review the EP feeds back how the time has been used and the impact of the work.</p>	<p>Many schools decide on a frequency they want the EP to visit eg 1 day per fortnight or weekly. It is then a simple calculation to determine how much additional time needs to be bought through an SLA eg a school that wants a weekly visit that received 5 days of EP time funded through de-delegated funding needs to purchase an additional 34 days.</p>
<b>Activity</b>	<p>EHCP Meetings Assessment Child / parent views Multi-agency liaison</p>	<p>The Hartlepool Psychology Team applies psychology to improve outcomes for children and young people, particularly those with special or additional educational needs.</p>	

	Statutory duties	De-Delegated Funding	Additional – SLA schools
Activity	Provision of Psychological advice	<p>The exact use of service time is discussed at termly planning meetings between the EP and relevant school staff.</p> <p>This time can be used for:</p> <ul style="list-style-type: none"> <li>• <b>Consultation</b> with the EP about any pupil or groups of pupils with emerging special or additional educational needs.</li> <li>• <b>Assessment</b> and advice for pupils delivered through the Psychology Team’s usual ‘plan-do-review’ model of service delivery and can include: <ul style="list-style-type: none"> <li>○ Detailed observation and analysis of learning and behaviour</li> <li>○ Specialist assessment in all areas of development and learning</li> <li>○ Written reports providing analysis of findings and recommended ways forward to promote progress</li> <li>○ Liaison with other professionals</li> <li>○ Attendance at school review meetings or Team Around the Child/Family meetings</li> <li>○ Home Visits</li> </ul> </li> <li>• Support to develop and implement <b>interventions</b> for individual children, groups of children and work with parents. These activities will be tailored to suit individual needs but examples could include: <ul style="list-style-type: none"> <li>○ Social skills and circle time programmes to promote positive social skills</li> <li>○ Circle of friends approaches for those children who have difficulty sustaining positive relationships</li> <li>○ Group work to address emotional literacy and resilience. Often based on solution oriented approaches, cognitive behavioural therapy approaches and/or narrative approaches such group work can help to manage strong emotions such as anger or anxiety.</li> <li>○ Preparing pupils for transition to secondary school</li> </ul> </li> <li>• Whole school development and staff <b>training</b> with regard to a wide range of psychological topics including: <ul style="list-style-type: none"> <li>○ Running solution oriented meetings</li> <li>○ Responding to crisis, bereavement and loss</li> <li>○ Working memory</li> <li>○ Managing strong emotions</li> <li>○ Communicating with teenagers</li> <li>○ Autism</li> <li>○ Specific learning difficulties</li> <li>○ Attachment</li> <li>○ Vulnerable brains</li> <li>○ Precision teaching</li> <li>○ Growth Mindset</li> </ul> </li> </ul>	

**School Attendance**

Statutory duties	De-Delegated Funding	Additional – SLA schools
<p>Referrals will be accepted if attendance is 70% or below in the 39 weeks prior to referral, all absences must be unauthorised. School must demonstrate that they tried to address the poor attendance prior to referral, necessitating a review of the case By the Attendance Team. Referrals once accepted will be allocated and actioned within ten working days.</p>	<p>Provide a named officer attached to each school.</p>	<p>All the services listed in de-delegated are offered to SLA schools plus the services listed below:-</p>
<p>Investigate unauthorised absence for a period of four or more continuous weeks where school have been unable to gain a response. Referrals will be allocated and actioned within ten working days.</p>	<p>Carry out at least one register check per half term. Provide school with regular written updates on the status of referrals.</p>	<p>Undertake group work with small numbers of identified pupils where attendance or punctuality concerns are highlighted.</p>
<p>Track &amp; Locate Children Missing from Education. Referrals will be allocated and actioned within ten working days.</p>	<p>Identify attendance patterns at 90% or below and in conjunction with school agree action.</p>	<p>Support vulnerable pupils with bespoke packages enabling them to access school or provision provided.</p>
<p>Produce a Code of Conduct for issuing Penalty Notices and implement that Code of Conduct.</p>	<p>Action and investigate referrals at 90% or below. Including both authorised and unauthorised absence.</p>	<p>Facilitate best practice meetings in relation to cluster groups for home school liaison officers or school based staff.</p>
<p>Undertake one full register check per academic year. (<i>Maintained Schools Only</i>)</p>	<p>All referrals will be actioned within five days of receipt.</p>	<p>Facilitate Parent Groups.</p>
	<p>Action referrals and investigate punctuality concerns where children are marked as an L</p>	<p>Review whole school attendance termly and provide certificates and rewards for pupils with 100% attendance.</p>
	<p>Undertake Late Gates in primary schools and follow up with home visits or letters as required.</p> <p>Facilitate Attendance Case Conferences and multi agency meetings in school to improve attendance.</p> <p>Undertake Fast Track attendance procedures</p> <p>Challenge parents for medical verification in relation to medical</p>	

Statutory duties	De-Delegated Funding	Additional – SLA schools
	<p>absences and refer for a school medical.</p> <p>Support school to address unauthorised holidays in term time.</p> <p>Daily cover for children left in school Mon to Thursday 3:30 pm to 5:00 pm Friday 3:30 to 4:30 pm</p> <p>Telephone advice available daily Monday to Thursday 3:30 pm to 5 pm and 3:30 pm to 4:30 pm Friday should a school is unable to contact their allocated officer.</p> <p>Respond where possible the same day to telephone concerns raised by schools.</p> <p>Investigate Non Statutory School Age Absences with in reception and nursery and undertake home visits etc</p> <p>Attend parent meeting for new starters in reception to raise awareness of the service and the importance of school attendance.</p> <p>Undertake school escorts.</p> <p>Take the lead on early help assessment completion or support school based staff with the completion of an early help assessment.</p> <p>Take the lead on early help assessment completion or support school based staff with the completion of an early help assessment.</p> <p>Undertake joint home visits with school staff as required.</p> <p>Support school staff with data collection, evidence and preparation for Governors, OFSTED etc.</p> <p>Support requests for data and advice on SIMMS and running reports.</p>	

Statutory duties	De-Delegated Funding	Additional – SLA schools
	<p>Facilitate meetings and support parents to re-engage with school when perceived issues are preventing them from returning their children to school.</p> <p>Attend school led meetings such as attendance panels when attendance is above 90% and all absences maybe authorised.</p> <p>Attend assemblies and provide certificates and rewards termly.</p> <p>Attend school led meetings such as attendance panels when attendance is above 90% and all absences maybe authorised.</p> <p>Annual data analysis which includes data details a full academic year.</p> <p>Review attendance policies and ensure school is compliant with the latest legislation in relation to school attendance and safeguarding pupils on alternative provision.</p> <p>Provide 100% certificates and rewards annually.</p>	



**English as an Additional Language (EAL) Support**

<b>Statutory duties</b> <i>for all schools (regardless of school status)</i>	<b>De-Delegated Funding</b> <i>For schools which de-delegate EAL funding</i>
<p>Ensure education is available to all children of compulsory school age that is appropriate to their age, ability and aptitude any special educational needs they may have, irrespective of a child's immigration status, country of origin or rights of residence.</p> <ul style="list-style-type: none"> <li>• Liaison with Home Office and other local authorities</li> <li>• Liaison with admissions team to ensure a school place is available that meets the child's individual needs</li> </ul>	<p><b><i>Used to fund 2 teaching assistants (EAL specialists) which are deployed into Hartlepool Schools.</i></b></p>
	<p>Provide direct support to EAL children and young people</p> <ul style="list-style-type: none"> <li>• Provide in class support to individuals and groups of children</li> <li>• Provide language interventions as directed by schools to individuals and groups of children</li> <li>• Provide after school language support to individuals and groups of children</li> </ul>
	<p>Track and monitor the attendance, engagement and achievement of children with EAL</p>
	<p>Provide advice and guidance to schools in relation to supporting EAL children</p> <ul style="list-style-type: none"> <li>• Attend meetings in relation to children with EAL</li> <li>• Provide advice and guidance in relation to individual children, language and immigration status</li> </ul>
	<p>Provide advice and guidance to parents and professionals in relation education of EAL children</p> <ul style="list-style-type: none"> <li>• Attend meetings in relation to children with EAL</li> <li>• Provide advice and guidance in relation to individual children, language and status e.g. refugees and asylum seekers</li> </ul>
<p>Provide translation services for initial meetings between schools and parents</p>	

**Free School Meal Eligibility**

<b>Statutory duties</b> <i>for all schools (regardless of school status)</i>	<b>De-Delegated Funding</b>
<ul style="list-style-type: none"> <li>• To accept FSM applications from parents via form or telephone.</li> <li>• Benefits staff to carry out appropriate qualification checks to allow assessment of claim.</li> <li>• Notification letters regarding decisions are produced and issued to <u>parents only</u> on daily basis.</li> <li>• Availability of Benefits staff to answer any FSM queries via telephone / email / letter from <u>parents only</u>.</li> <li>• Changes made, where appropriate, regarding change of schools between educational years where details are known.</li> </ul>	<ul style="list-style-type: none"> <li>• Benefits staff will notify the relevant school via telephone call after successful decision or revised decision if a change of circumstance is received.</li> <li>• Weekly lists are provided to any school that has had a change in their FSM caseload in that week which details the change that has occurred (additions / deletions) along with a revised full caseload. During census weeks (3 per year), ALL schools will be issued with current caseload data to enable the school to provide the appropriate return.</li> <li>• Availability of Benefits staff to answer any FSM queries via telephone / email / letter from either parents or school.</li> <li>• During the summer break, changes to all Schools caseloads are administered to reflect pupils who have left at the end of the previous year and new pupils who are starting in the new educational year. Letters will be issued to all parents, where appropriate, and details of the revised caseload will be issued to all schools prior to the start of the new term.</li> </ul>