

# PLEASE NOTE VENUE

## CHILDREN'S SERVICES PORTFOLIO DECISION SCHEDULE



Tuesday 4<sup>th</sup> September 2007

at 10.00 am

in Training Room 1, Belle Vue Community, Sports and Youth Centre,  
Kendal Road, Hartlepool

Councillor Hill, Cabinet Member responsible for Children's Services will consider the following items.

1. **KEY DECISIONS**

No items

2. **OTHER ITEMS REQUIRING DECISION**

- 2.1 Engagement of an ICT Adviser and an Education Adviser for the Building Schools for the Future (BSF) Programme – *Director of Children's Services*
- 2.2 Development of an Integrated Commissioning Strategy for the Children and Young People's Strategic Partnership – Proposed Project – *Director of Children's Services*
- 2.3 Revised Costings for Children's Centres, Extended Schools and Nursery Education Capital Works 2006-08 – *Director of Children's Services*
- 2.4 Admissions to Schools 2009/10 and Coordinated Admissions to Primary and Secondary Schools 2009/10 – *Director of Children's Services*

3. **ITEMS FOR DISCUSSION / INFORMATION**

- 3.1 Children's Services Departmental Plan Quarter 1 Progress Report – *Director of Children's Services*

4. **REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**

No items

# PLEASE NOTE VENUE

## EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985

### 5. ITEMS FOR DISCUSSION / INFORMATION

- 5.1 Children's Homes Regulation 33/34 Reports – *Director of Children's Services*  
(para 1)

## **CHILDREN'S SERVICES PORTFOLIO**

Report to Portfolio Holder  
4<sup>th</sup> September 2007



**Report of:** Director of Children's Services

**Subject:** ENGAGEMENT OF AN ICT ADVISER AND AN  
EDUCATION ADVISER FOR THE BUILDING  
SCHOOLS FOR THE FUTURE (BSF)  
PROGRAMME

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

To seek approval to engage an ICT Adviser and an Education Adviser for the Building School for the Future (BSF) Programme.

#### **2. SUMMARY OF CONTENTS**

This report outlines the need to appoint a specialist ICT Adviser and a specialist Education Adviser to support the Authority in its preparation of the BSF Strategy for Change (SfC) and Outline Business Case (OBC). The report describes the tendering process to be followed and seeks the agreement of the Portfolio Holder to the formal engagement of an ICT Adviser and an Education Adviser from nationally approved frameworks.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

It is appropriate for the Portfolio Holder to make this decision, in line with the Council's procurement procedures.

#### **4. TYPE OF DECISION**

Non-key.

#### **5. DECISION(S) REQUIRED**

To approve the engagement of an ICT Adviser and an Education Adviser for the Building School for the Future (BSF) Programme.

**Report of:** Director of Children's Services

**Subject:** ENGAGEMENT OF AN ICT ADVISER AND AN  
EDUCATION ADVISER FOR THE BUILDING  
SCHOOLS FOR THE FUTURE (BSF)  
PROGRAMME

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## 1. PURPOSE OF REPORT

To seek approval to engage an ICT Adviser and an Education Adviser for the Building School for the Future (BSF) Programme.

## 2. BACKGROUND

Hartlepool Borough Council will join the national BSF programme as a "Wave 5" authority in autumn 2007. As part of this process the Council must produce a "Strategy for Change" which will set out how the BSF funding will be used to transform learning in Hartlepool. The Strategy for Change (SfC) must include detailed information relating to the ICT strategic vision for Hartlepool working in partnership with secondary school colleagues. An ICT Strategic Director for E-learning has been appointed and will take up post in September, however, additional support is required to facilitate the work with schools in completing the required ICT output specifications. In order to ensure the successful completion of the strategy and the output specification it is necessary to engage an ICT Adviser to assist in this role.

The engagement of an Education Adviser is required on an ad hoc basis to support the Technical Advisers in their work with schools in the autumn term. A number of workshops will be organised for secondary school colleagues with regard to examining and drafting design patterns and accommodation requirements in line with curriculum needs.

As a "Wave 5" authority, the Council has to submit its "Strategy for Change – Part One" at the end of December 2007, and "Strategy for Change – Part Two" at the end of April 2008. In addition, the Council must submit its Outline Business Case (OBC) by the end of October 2008. The OBC will set out in detail the scope, cost, affordability, risks, procurement route and timetable of the project. It is envisaged that the appointment of an ICT Adviser will cover the SfC and OBC timeframe. The appointment of an Education Adviser will be on an ad hoc basis until OBC.

Following discussions with colleagues in Children's Services, it has been agreed that the additional support required for the successful implementation of BSF is not available within the Council owing to current staff commitments and responsibilities.

### **3. THE APPOINTMENT PROCESS**

Following advice from Partnerships for Schools (PfS) and Becta the Children's Services Department plans to begin tendering processes in autumn.

If the Portfolio Holder approves the engagement of an ICT Adviser and an Education Adviser, all the companies on the government's national framework list will be invited to submit a tender to provide specific BSF education advice to the Council and all companies on the Becta Consultancy Framework will be invited to submit a tender to provide ICT advice.

### **4. RISK IMPLICATIONS**

It is anticipated by government that all BSF authorities will access expert ICT Advisers and Education Advisers to provide the guidance and expertise necessary to further the Building Schools for the Future programme. If an ICT Adviser and an Education Adviser are not engaged and the SfC is not approved by the Minister, Hartlepool will not receive BSF investment.

### **5. FINANCIAL CONSIDERATIONS**

The funding for the engagement of the above mentioned Advisers is available through the BSF budget reserve.

The process as described in Section 3 complies with the Council's procurement procedures.

### **6. LEGAL CONSIDERATIONS**

The engagement of an ICT Adviser and an Education Adviser will be procured under formal contracts which will be drawn up with the support of the Chief Solicitor.

### **7. RECOMMENDATIONS**

To approve the engagement of an ICT Adviser and an Education Adviser for the Building School for the Future (BSF) Programme.

**8. REASONS FOR RECOMMENDATIONS**

To ensure that the Strategy for Change and Outline Business Case meet government requirements in order that BSF investment can take place.

**9. CONTACT OFFICER**

Rachel Smith, Principal Project Officer (Strategy and Procurement),  
telephone 523761, email [rachel.smith@hartlepool.gov.uk](mailto:rachel.smith@hartlepool.gov.uk)

## **CHILDREN'S SERVICES PORTFOLIO**

Report to Portfolio Holder

4<sup>th</sup> September 2006



**Report of:** Director of Children's Services

**Subject:** DEVELOPMENT OF AN INTEGRATED COMMISSIONING STRATEGY FOR THE CHILDREN AND YOUNG PEOPLE'S STRATEGIC PARTNERSHIP – PROPOSED PROJECT

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### **SUMMARY**

#### **1.0 PURPOSE OF REPORT**

- 1.1 To seek approval for a short term project to assist in the development of an integrated commissioning strategy for the Children and Young People's Strategic Partnership.
- 1.2 To request a direction for an exception to the Council's Contract Procedure Rules in respect of the project.

#### **2.0 SUMMARY OF CONTENTS**

- 2.1 Integrated Commissioning is an important part of the Government's Change for Children agenda, through which the lives of children, families and young people can be improved.
- 2.2 The Children and Young People's Strategic Partnership (CYSP) will need to develop a clear workable approach to integrated commissioning. To take this important and critical work forward, it is proposed that Office for Public Management (OPM) is engaged to work with Partnership members and other senior managers to establish a model for integrated commissioning for children, young people and families in Hartlepool.

#### **3.0 RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio Holder has responsibility for Children's Services issues.

**4.0 TYPE OF DECISION**

Non-key

**5.0 DECISION MAKING ROUTE**

Children's Services Portfolio Holder meeting 4<sup>th</sup> September 2007.

**6.0 DECISION(S) REQUIRED**

- 6.1 To approve the development of a project to assist in the development of an integrated commissioning strategy for the Children and Young People's Strategic Partnership.
- 6.2 To direct an exception to the Council's Contract Procedure Rules in respect of the proposed consultancy.



**Report of:** Director of Children's Services

**Subject:** DEVELOPMENT OF AN INTEGRATED  
COMMISSIONING STRATEGY FOR THE  
CHILDREN AND YOUNG PEOPLE'S  
STRATEGIC PARTNERSHIP – PROPOSED  
PROJECT

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**1. PURPOSE OF REPORT**

- 1.2 To seek approval for the development of project to assist in the development of an integrated commissioning strategy for the Children and Young People's Strategic Partnership.
- 1.2 To request a direction for an exception to the Council's Contract Procedure Rules in respect of the proposed project.

**2. BACKGROUND**

- 2.1 Integrated Commissioning is an important part of the Government's Change for Children agenda, through which the lives of children, families and young people can be improved.
- 2.2 In February 2007 the Director of Children's Services submitted a report to Cabinet setting out arrangements for the development of a Children's Trust (Children and Young People's Strategic Partnership) in Hartlepool. The report set out the primary roles and responsibilities of the Partnership which included:
  - "To develop integrated and joint commissioning arrangements within Hartlepool in line with statutory guidance. This will include identifying the new services to be commissioned, prioritising those services for review, identifying appropriate resources and establishing the basis for collaborative, integrated and joint commissioning, including recommendations for the introduction of pooled budgets where appropriate;
  - To establish an appropriate range of multi-agency planning and commissioning sub-groups who will report regularly to the Partnership in terms of needs analysis, performance against outcomes and potential new developments".
- 2.3 Joint Planning and Commissioning is a tool for Children's Trusts – to build services around the needs of children and young people – and to deliver their outcomes most efficiently and effectively.

### 3. DEVELOPING AN INTEGRATED COMMISSIONING STRATEGY

- 3.1 The transition to joint planning and commissioning is a step change that requires clear leadership. Effective joint planning and commissioning necessitates new partnerships, redistribution of power towards the user, strategic understanding of how all outcomes in the local area are met and a more commercially minded approach to procurement – all focussed on the child and young person (DfES 2006).
- 3.2 In order to improve the co-ordination and effectiveness of services it is important that joint approaches between commissioning agencies are established in the following areas:
- A consensus around the implications of national and local strategies and drivers;
  - A single approach to the collection and analysis of data relating to local needs and services across a number of client groups and levels of intervention;
  - Common approaches to managing and shaping the market;
  - Common approaches to specifying and collecting data about service quality and effectiveness from providers;
  - Agreement about the use of pooled budgets in commissioning services where there are common interests;
  - The development of integrated commissioning resources, pooling skills and resources and reducing overlapping commissioning activities.
- 3.3 The Children and Young People's Strategic Partnership (CYPS P) will need to develop a clear, workable approach to integrated commissioning. To take this important and critical work forward, it is proposed that the Office for Public Management (OPM) is engaged to work with Partnership members and other senior managers to establish a model for integrated commissioning for children, young people and families in Hartlepool.
- 3.4 OPM is an employee – owned, public interest company. OPM have a great deal of experience in this field and have been employed by the former DfES and IDEA to deliver and report on, a series of developmental seminars on integrated commissioning.
- 3.5 Their leading member for their Change for Children team and has recently published a book on integrated commissioning for children's services.
- 3.6 The cost for this project, which will take approximately six days (four days on site and two for preparation and writing the final terms of reference for the CYPS P as a commissioning partnership), will be in the region of £10,000 including expenses and VAT.

#### **4. EXCEPTION TO THE CONTRACT PROCEDURE RULES**

- 4.1 The Council's Contract Procedure Rules for contracts between £5,000 and £20,000 require that three Quotations should be obtained wherever possible. However, Part A1(ii) Application of Contract Procedure Rules state that...' these rules do not apply to contracts with professional persons or contractors for the execution of works or the provision of services in which the professional knowledge and skill of these persons or contractors is of the primary importance...' The proposed exception has been discussed with the Council's Principal Procurement and Finance Officer who agrees that an exception is appropriate in the circumstances.
- 4.2 Paragraph A(iii) states that: 'No exception from any of the rules shall be made otherwise than by direction of the Executive or the Council...'. The Portfolio Holder for Children's Services is requested therefore to direct an exception to the Contract Procedure Rules in respect of the proposed consultancy.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 The cost of the proposed project will be met in full by grant funding from the Department for Children, Schools and Families, to support the development of Children's Trusts.

#### **7. RECOMMENDATIONS**

- 7.1 To approve the proposed project to assist in the development of an integrated commissioning strategy for the Children and Young People's Strategic Partnership.
- 7.2 To direct an exception to the Council's Contract Procedure Rules in respect of the proposed project.

#### **8. CONTACT OFFICER**

- 8.1 Ian Merritt, Head of Commissioning and Children's Partnership, telephone 523774.

## **CHILDREN'S SERVICES PORTFOLIO**

Report to Portfolio Holder  
4<sup>th</sup> September 2007



**Report of:** Director of Children's Services

**Subject:** REVISED COSTINGS FOR CHILDREN'S CENTRES, EXTENDED SCHOOLS AND NURSERY EDUCATION CAPITAL WORKS 2006-08

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

To seek approval for the revised costings for Children's Centres, Extended Schools and Nursery Education Capital Works 06/08.

To seek approval for a number of new projects within the Children's Centres, Extended Schools and Nursery Education capital works programme 2006 – 2008.

#### **2. SUMMARY OF CONTENTS**

The report provides a background summary of Children's Centres, Extended Schools and Nursery Education development and details the revised costs for capital works for 2006-08.

The report also sets out a number of new projects to ensure the Sure Start capital grant will be spent within the grant period.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio Holder has responsibility for Children's Services issues.

#### **4. TYPE OF DECISION**

Non key decision.

**5. DECISION MAKING ROUTE**

Children's Services Portfolio Holder meeting 4<sup>th</sup> September 2007.

**6. DECISION(S) REQUIRED**

To approve the revised costings for Children's Centres, Extended Schools and Nursery Education Capital works 06-08.

To approve the new projects within the Children's Centres, Extended Schools and Nursery Education capital works programme 2006-2008.

**Report of:** Director of Children's Services

**Subject:** REVISED COSTINGS FOR CHILDREN'S CENTRES, EXTENDED SCHOOLS AND NURSERY EDUCATION CAPITAL WORKS 2006-08

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**1. PURPOSE OF REPORT**

To seek approval for the revised costings for Children's Centres, Extended Schools and Nursery Education Capital Works 06/08.

To seek approval for a number of new projects within the Children's Centres, Extended Schools and Nursery Education capital works programme 2006 – 2008.

**2. BACKGROUND**

On 6<sup>th</sup> October 2006 the Portfolio Holder for Children's Services approved a programme of capital works for Children's Centres and Extended Schools 2006-2008. On 27<sup>th</sup> April 2007 the Portfolio Holder for Children's Services approved a programme of capital works for Nursery Education 2006-2008.

The approved reports provided details of funding available and a proposed list of projects to be achieved in line with Sure Start guidance.

**3. UPDATE ON PROGRESS**

All projects are listed in **Appendix 1**. The majority of projects have been fully costed and a number are now complete. A number of schemes have come in within the original estimate whilst others have been quoted at a rate above the original estimate.

There are a number of reasons for the increase in actual cost on a number of projects as follows:

- Project appraisals carried out by building consultancy have been under estimated on every project. This has been discussed with building consultancy and one of the reasons for the under estimation is the sudden changes in prices of supplies e.g. steel.
- Contractors charge a premium for work carried out in school holidays. This is reflected in the tender price but not in the original project appraisal.

- Small changes have been made to a number of projects once contractors are on site e.g. dry rot or asbestos has been found

A number of projects have been completed (see **Appendix 1** for project timescales). All projects will be complete by March 2008 to ensure compliance with Sure Start grant requirements.

#### 4. NEW PROJECTS

There are a number of new projects that are included in **Appendix 1** (these are indicated in bold). These new projects have been developed in line with Sure Start guidance ensuring the LA can fulfil Department for Children, Schools and Families targets.

The major new projects include:

Miers Avenue Sure Start Children's Centre - £14,543

These capital works include new toilets and server relocation. This is to enable the relocation of OSCARS out of school service from Boys Welfare building to Miers Avenue Sure Start Children's Centre.

Improvement Project (Lowthian Road and Chatham House) - £50,641  
Lowthian Road and Chatham House were previously part of Sure Start Central. The IT and telephony system were set up as an independent system. In order to ensure the staff based at these buildings can access appropriate IT systems and are included in the Council telephone system Northgate must carry out this work.

Improvement Project (all Children's Centres and Extended Services buildings owned by the Council) - £50,000.

This project includes a number of minor works to Children's Centres and Extended Services buildings to ensure the buildings are appropriate for service users and staff and comply with health and safety legislation e.g. painting and decorating and lift maintenance.

#### 5. RISK IMPLICATIONS

There are a number of new projects highlighted in this report (indicated in bold in **Appendix 1**). These projects will be addressing health and safety issues in current Children's Centres. If these works are not carried out this would carry a significant risk in terms of the health and safety for staff and service users.

#### 6. FINANCIAL CONSIDERATIONS

Funding to support these capital works programmes is provided entirely through the central government grant for children's centres,

extended schools and nursery education capital (£718,190 over 2 years).

The revised costs are equal to the grant allocation.

**7. EQUALITY AND DIVERSITY CONSIDERATIONS**

All capital works must be undertaken in line with the Disability Discrimination Act requirements to ensure that all children's centres are fully accessible with special needs and disabilities.

A number of the new projects (see **Appendix 1**) are being completed to ensure full compliance with DDA.

**8. SECTION 17**

The development of children's centres supports early intervention to those families who are disadvantaged and in need in order to support them in parenting and supporting successful outcomes for their children.

**9. RECOMMENDATIONS**

The portfolio holder is asked to approve

- the revised costings for capital works for children's centres, extended schools and nursery education 2006-08.
- the new projects within the children's centres, extended schools and nursery education 2006-08

**10. CONTACT OFFICER**

Danielle Swainston (Sure Start, Extended Services and Early Years Manager) 523671



Children's Centre Capital Budget								
Project Name	Summary of works	Original approval Cost	Revised Cost (inc Fees)	Contractor Name	Current Position	Start Date	Completion Date	
Chatham House, SureStart Children's Centre	Refurb of daycare unit and air conditioning	£18,000	£32,928	Gus Robinson	Complete	Apr-07	May-07	
Kiddikins Neighbourhood Nursery	Picture boards for nursery		£1,474	Taylor-made Signs	Quote received	Aug-07	Aug-07	
Kingsley Primary School and Children's Centre	Multi purpose extension to provide children's centre	£290,000	£301,050	TBC	Tenders being prepared	Oct-08	Jan-08	
Main Centre, Hindpool Close, SureStart Children's Centre	Fencing to improve security of building	£8,204	£8,204	Brian Noble Fencing Contractors Ltd	Complete	Jul-07	Jul-07	
Rift House Primary School and Children's Centre	Relocation of school nursery to create foundation stage unit, refurb of former nursery into children's centre	£30,000	£43,267	Gus Robinson	Tenders being prepared	25-Jun-07	Oct-07	
St Bega's Primary School and Children's Centre	Minor maintenance to daycare setting	£1,125	£1,125	Gus Robinson	Complete	May-06	May-06	
St Helen's Primary School and Children's Centre	Soft surface to foundation stage unit and children's centre	£20,000	£19,607		Complete	Oct-06	Oct-06	
Owton Manor Primary School	Modifications to SPACE centre	£20,000	£2,305	TBC	Tenders being prepared	Oct-07	Oct-07	
Stranton Primary School and Children's Centre	Outside play area for foundation stage unit	£67,023	£67,023	Dawsons Landscapes	Complete	Dec-06	Dec-06	
Stranton Primary School and Children's Centre	Outside play area for children's centre	£80,000	£11,372	Dawsons Landscapes	Complete	Feb-07	Feb-07	
Stranton Primary School and Children's Centre	Modifications to CLC and car parking	within approval above	£79,060	RI Construction	On site	23-Apr-07	Jun-07	
Throston Primary School (and site for children's centre services)	Creation of parents and training room	£13,902	£13,902	Various	Complete	Nov-06	Nov-06	
West View Primary School and Children's Centre	Refurb of classrooms, glazed corridor, community facilities	£98,000	£110,951	Gus Robinson	On site	09-May-07	Aug-07	
Misc projects - Playmates Neighbourhood Nursery	UVA canopy x 2, partition doors	£7,470	£7,832	Roche	Complete	Apr-07	Apr-07	
Misc projects - Stranton CLC	White goods for kitchen		£1,579	Comet	Received	Jun-07	Jun-07	
Misc projects - Chatham House	Fixtures and Fittings		£3,764	Community Playthings	Complete	Jun-07	Jun-07	
Misc projects - St Teresa's	Outside shed		£310	Horns	Complete	May-07	May-07	
Misc projects - Hart Primary School	Repair of outside store		£2,737	Dawsons Landscapes	Contract awarded	Sep-07	Sep-07	
Misc projects			£1,090					
Capital retention fees 06-07	St Begas, Rossmere		£8,610					
Total estimated cost to date			£718,190					
Total estimated grant funding remaining			£0					

## **CHILDREN'S SERVICES PORTFOLIO**

Report to Portfolio Holder

4<sup>th</sup> September 2007



**Report of:** Director of Children's Services

**Subject:** ADMISSIONS TO SCHOOLS 2009/10 AND  
COORDINATED ADMISSIONS TO PRIMARY &  
SECONDARY SCHOOLS 2009/10

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### **SUMMARY**

#### **1.0 PURPOSE OF REPORT**

To seek approval of the Portfolio Holder to the draft Admission arrangements for 2009/10 as the basis for consultation during the Autumn term 2007.

#### **2.0 SUMMARY OF CONTENTS**

Report attached detailing current admissions policy, previous consultation exercises and coordinated admissions.

#### **3.0 RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio Holder has responsibility for Children's Services issues.

#### **4.0 TYPE OF DECISION**

Non-key.

#### **5.0 DECISION MAKING ROUTE**

Children's Services Portfolio Holder.

#### **6.0 DECISION(S) REQUIRED**

The Portfolio Holder is requested to approve the draft Admission arrangements for 2009/10 as the basis for consultation during the Autumn term 2007.

**Report of:** Director of Children's Services

**Subject:** ADMISSIONS TO SCHOOLS 2009/10 AND  
COORDINATED ADMISSIONS TO PRIMARY &  
SECONDARY SCHOOLS 2009/10

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**1. PURPOSE OF REPORT**

To seek approval of the Portfolio Holder to the draft Admission arrangements for 2009/10 as the basis for consultation during the Autumn term 2007.

**2. BACKGROUND**

It is a requirement of the local authority as an admission authority to consult on its admission arrangements on an annual basis. Further information on the requirement to consult is given in the attached appendix, along with the suggested arrangements for 2009/10.

**3. DECISION(S) REQUIRED**

The Portfolio Holder is requested to approve the draft Admission arrangements for 2009/10 as the basis for consultation during the Autumn term 2007.

**Contact Officer:**

**Anne Smith, Head of Information, Planning and Support Services**

**DRAFT ADMISSION ARRANGEMENTS FOR ADMISSIONS TO  
SCHOOLS 2009/10 AND CO-ORDINATED ADMISSIONS SCHEMES**

**1. BACKGROUND**

**General**

1.1.1 Section 89 of the School Standards and Framework Act 1998 lays down the way in which an Admissions Authority must determine admission arrangements and requires them to consult with governing bodies and other admission authorities. A new statutory code of practice, the School Admissions Code (the Code), came into force on 28<sup>th</sup> February 2007 and applies to all maintained schools and Academies. Admission Authorities must ensure that their determined admission arrangements comply with the mandatory provisions of the code. This code is made under Section 84 of the Schools Standards and Framework Act 1998 as amended by Section 40 of the Education and Inspections Act 2006.

1.1.2 In drawing up admission arrangements, admission authorities should aim to ensure that:

- the arrangements enable parents to express a preference as to the school at which he/she wishes education to be provided for his/her child and to give reasons for their preferences;
- admissions criteria are clear, fair and objective, for the benefit of all children, including those with special educational needs, disabilities or in public care;
- local admission arrangements contribute to improving standards for all pupils;
- local admission authorities consult each other and co-ordinate their arrangements, including the rapid re-integration wherever possible of children who have been excluded from other schools;
- parents have easy access to helpful admissions information;
- local admission arrangements achieve full compliance with all relevant legislation and guidance – including on infant class sizes and on equal opportunities – and take full account of the guidance in the Code of Practice.

1.1.3 The Local Authority (LA) is the admissions authority in respect of community and voluntary controlled schools, while the governing body is the admissions authority in respect of voluntary aided and foundation schools. Authorities must publish admission arrangements including:

- the number of pupils to be admitted in each year group;
- the criteria to be used in the event of over-subscription;
- the application process including forms, timetables, co-ordinated arrangements and waiting lists;

- admission arrangements for pupils with disabilities, special educational needs or challenging behaviour.
- 1.1.4 LAs are required to consult on the admission arrangements for their schools each year. The consultation should give full details of admission arrangements that will operate in the area in the year in question.
- 1.1.5 Admission authorities should consult with other admission authorities and the governing bodies of community and voluntary controlled schools in the relevant area.
- 1.1.6 Admission authorities which determine an admission number for any school which is lower than that indicated by the DfES net capacity formula must, additionally, publish a notice to explain this in a local newspaper.

### 1.2 Admissions Forum

- 1.2.1 Section 85A of the School Standards and Framework Act 1998 requires all local authorities to establish an Admission Forum. Admission Forums provide a vehicle for admission authorities and other key interested parties to discuss the effectiveness of local admission arrangements, consider how to deal with difficult admission issues and advise admission authorities on ways in which their arrangements can be improved. Admission authorities of all maintained schools and Academies, when exercising their functions, must have regard to any advice offered by the Forum.
- 1.2.2 Admission Forums have a statutory role in ensuring a fair admissions system that promotes social equity and must, under Section 84 of the Schools Standards and Framework Act 1998, act in accordance with this Code. Admissions Forums must:
- consider how well existing and proposed admission arrangements serve the interests of children and parents within the area of the authority;
  - promote agreement on admission issues;
  - consider the comprehensiveness and accessibility of the admissions literature and information produced for parents by each admission authority within the area of the forum;
  - consider the effectiveness of the authority's proposed co-ordinated admission arrangements;
  - consider the means by which admissions processes might be improved and how actual admissions relate to the admission numbers published;
  - monitor the admission of children who arrive in the authority's area outside a normal admission round with a view to promoting arrangements for the fair distribution of such children among local schools, taking account of any preference expressed in

accordance with arrangements made under Section 86(1) of the School Standards and Framework Act 1998 and in accordance with this Code;

- promote the arrangements for children with special educational needs, children in care and children who have been excluded from school;
- consider any other admissions issues that arise.

### 1.3 Co-ordinated Admissions

1.3.1 LAs must draw up a co-ordinated scheme for every maintained school (excluding special schools) in its area. The purpose of co-ordinated admission schemes is to ensure that, as far as is reasonably practicable, every parent of a child living in the LA area who has applied for a school place in the normal admission round receives an offer of one, and only one, school place on the same day.

1.3.2 For secondary schools, places must be offered on 1<sup>st</sup> March in the year during which a child will be admitted to a school. For primary schools, places must be offered on the date designated by the LA.

1.3.3 For all schools, parents must be invited to express at least three preferences on a common application form. This form may be paper based or an e-form via the on-line admissions website. The common application form can be supplemented (but not replaced) by additional forms where particular schools might need extra information, for example to assess denominational commitment. The form must enable parents to:

- express their preferences;
- give the reasons for applying for their preferred schools;
- rank those preferences.

1.3.4 The LA must inform other admission authorities of any application made for their schools and pass on any relevant supporting information. The parent's order of ranking needs only to be shared with other LAs or admission authorities whose own over-subscription criteria mention rank order.

1.3.5 Each preference must be considered by the admission authority of the school concerned. The school should then provide the LA with a list of all children who have applied for a place, ranked in order of priority under the schools admission arrangements. Neighbouring LAs must also inform each other if places are to be offered to children from another LA.

1.3.6 The LA then compares the lists for all schools in its area. When a child qualifies for a place at more than one school, the LA provisionally allocates a place at the school indicated by the terms of its co-ordinated scheme. It also adjusts the list for any other school for which

a preference was expressed by that parent, moving another child who was previously not eligible up the list to the provisional place which has been vacated.

- 1.3.7 For secondary schools, LAs must notify each other by an agreed date in February, of any places which those LAs or schools in their area can offer in response to any preferences expressed. Unless there is an agreement between two LAs that only one place should be offered, both can offer a place. For primary schools, admission authorities within Hartlepool must notify each other by an agreed date in March of any places which those admission authorities can offer in response to any preferences expressed.
- 1.3.8 LAs must also operate a co-ordinated scheme within their own area for all schools. However, parents who are resident in one LA but who wish to apply for a place at a school maintained by another LA will apply through the maintaining LA's common application form.

### **1.4 Children and Young People in Public Care**

- 1.4.1 The Department for Children, Schools and Families (DCSF) and the Department of Health (DoH) have issued guidance to Local Authorities in their role as corporate parents to safeguard and promote the education of children and young people in public care. The School Admissions Code of Practice recommends that admissions authorities give children in public care top priority in their over-subscription criteria.

### **1.5 Children with Statements of Special Educational Needs**

- 1.5.1 Children with a statement of special educational needs that names a school in the statement are required to be admitted to the school that is named. The governing body (even where it is the admission authority) does not have the right to refuse admission. The School Admissions Code of practice also recommends that these children be given priority in their over-subscription criteria.

### **1.6 Excluded Pupils and Pupils with Challenging Behaviour**

- 1.6.1 Where a child has been permanently excluded from two or more schools and at least one of the exclusions took place after 1<sup>st</sup> September 1997, parents can still express a preference for a school place, but the requirement to comply is removed for a period of two years following the second exclusion.
- 1.6.2 It is, however, normally unacceptable for a school to refuse to admit a child on the basis of their behaviour elsewhere. It is also unacceptable for a school to refuse to admit a child thought to be potentially disruptive, or who has exhibited challenging behaviour, on the grounds that that child ought first to be assessed for special educational needs. If a pupil, once admitted, is found to be seriously and persistently

disruptive, then the school may consider disciplinary action, including temporary and, ultimately, permanent exclusion procedures.

1.6.3 Some under-subscribed schools may find that they are required to admit an undue proportion of pupils with a recent history of challenging behaviour, which may have led to a permanent exclusion from another school. Other schools may find they are unable to take a share of such pupils if they are oversubscribed.

1.6.4 In January 2006, a Hard to Place Pupils protocol was developed to assist in the administration of places for vulnerable groups. The policy was agreed by the Admission Forum and was subject to consultation with all schools. The policy was implemented in May 2006 and is designed to ensure that all schools take their share of vulnerable pupils. The protocol is currently being monitored and will be reviewed by the Admission Forum.

### 1.7 Race Equality

1.7.1 It is unlawful for admission authorities to discriminate against applicants on the basis of race, colour, nationality or ethnic origin. LEAs and Schools have Race Equality Plans to encompass all areas of activity including school admissions.

### 1.8 Building Schools for the Future (BSF)

During the Stage Two consultation process the concept of moving from a system of geographical admission zones for secondary schools to a system based on partner primary schools appeared to be generally well received, although few individual respondents made explicit reference to partner primary schools in their responses.

We are therefore now proposing a change to a partner primary school system from September 2009.

1.8.2 In the current admission arrangements, primary school admission zones sit within secondary school admission zones as follows:

<b>Brierton</b>	<b>Dyke House</b>
Kingsley	Brougham
Owton Manor	Golden Flatts (part)
Rift House	Holy Trinity
Rossmere	Jesmond Road (part)
St Aidan's	Lynnfield
Stranton	Ward Jackson
<b>Manor</b>	<b>St Hild's</b>
Fens	Bamard Grove
Golden Flatts (part)	Clavering
Grange	St Helen's
Greatham	Throston (part)



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	West View
<b>High Tunstall</b>	<b>English Martyrs</b>
Eldon Grove	All Catholic primary schools
Elwick	
Hart	
Jesmond Road (part)	
Throston (part)	
West Park	

If Brierton School closes, it was proposed as part of the Stage 3 consultation process that the partner primary schools would be as follows:

<b>Dyke House</b>	<b>High Tunstall</b>
Brougham	Eldon Grove
Holy Trinity	Elwick
Jesmond Road	Hart
St Aidan's	Lynnfield
Stranton	Rift House
Ward Jackson	Throston
	West Park
<b>Manor</b>	<b>St Hild's</b>
Fens	Barnard Grove
Golden Flatts	Clavering
Grange	St Helen's
Greatham	West View
Kingsley	
Owton Manor	
Rossmere	
<b>English Martyrs</b>	
All Catholic primary schools	

Cabinet will discuss the outcomes of Stage 3 consultation at its meeting on 3<sup>rd</sup> September 2007, when Cabinet will be asked to consider modifications to the partner primary proposals recommended to the Building Schools for the Future Project Board and the Department of Children's Services. A verbal update will be given at the Portfolio Holder meeting. It is important to emphasise that parents will still be able and required to express their preferences for any school, and that attendance at a particular primary school does not provide an automatic entitlement to a particular secondary school.

If it is decided to move to a partner primary model, a new oversubscription policy will be required. The proposed arrangements are contained in Section 3.10 of this document.

### 2. ADMISSIONS POLICY FOR 2008/09

2.1 The admissions policy for entry to community and voluntary controlled primary and secondary schools in 2008/09 is as follows:

- Parents are invited to express preferences for up to three secondary schools or three primary schools in priority order and to give reasons for their preferences.
- If the number of applications to a particular school exceeds the published admission number, the Authority will allocate places in accordance with the following **priority criteria**:
  - i) those children who are in the care of the local authority;
  - ii) those children who have a statement of special educational need where a school is named in the statement;
  - iii) those children who live in the school's admission zone;
  - iv) those children who have older brothers or sisters who will be attending the school in September 2008;
  - v) those children who are distinguished from the great majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school;
  - vi) those children who live closest to the school as determined by the shortest suitable walking distance.
- No places can be allocated at an oversubscribed school to parents who have not stated their preference in writing for that school.
- In considering requests for admission to a particular school, all preferences will be considered on an equal basis.
- Should it prove necessary to distinguish between children within category 3 (i.e. living in the admission zone) priority will be given to those with older siblings attending the school (category 4) followed by those children within category 5, followed by those within category 6.
- If an application is unsuccessful, a child's name may be placed on a waiting list. The position on the waiting list is determined in accordance with the above priority criteria. If a place subsequently becomes available, the place will be offered to the next child on the waiting list.
- In the primary sector, the authority has moved away from a two stage entry for reception to single entry. This means that children born between 1st September 2003 and 31st August 2004 can join the school on a full-time basis in September 2008. Parents can, however, still defer the date of entry to reception

## 2.4 APPENDIX 1

until the beginning of the term after their child's 5<sup>th</sup> birthday. Allocations for places at primary school will be based on a September intake and admission authorities and schools must keep a place available for that child.

- In the secondary sector, children born between 1st September 1996 and 31st August 1997 will normally transfer to secondary school in September 2008.
- Parents have the right to appeal if their application for a place for their child is turned down. Details of the independent appeals process will be sent to parents whose applications prove unsuccessful and an alternative placement cannot be agreed.

2.2 The timetables for secondary and primary admissions for 2008/09 are as follows:

<b>Secondary Admissions</b>	
September 2007	Secondary Admissions Booklet published
Week commencing 10 <sup>th</sup> September 2007	Visits to Year 6 children. Letters, parental preference forms and admission booklet to pupils.
Week commencing 17 <sup>th</sup> September 2007	Advertisement in the local press, including details of Secondary School Open Evenings. On-line admission website available.
9 <sup>th</sup> November 2007	Closing date for return of parental preference forms.
11 <sup>th</sup> February 2008	Other LAs notified of school allocations made to children from their borough.
1 <sup>st</sup> March 2008	Allocations completed by Hartlepool LA and LA informed of allocations made by Voluntary Aided school.
1 <sup>st</sup> March 2008	All allocation letters sent to parents, via Royal Mail. Lists sent to secondary schools.
March 2008	Appeal papers issued.
28 <sup>th</sup> March 2008	Closing date for return of appeal papers.
April 2008	Appeal hearings arranged.

<b>Primary Admissions</b>	
December 2007	Primary Admissions Booklet published.
Week commencing 3 <sup>rd</sup> December 2007	Letter, parental preference form and admissions booklet sent to parents, through primary schools.
December 2007 & January 2008	Advertisement in the local press inviting parents to apply for admission to primary schools in the area for September 2007 and January 2008.
25 <sup>th</sup> January 2008	Closing date for return of parental preference forms.
15 <sup>th</sup> April 2008	Allocation letters sent to parents via Royal Mail. Lists sent to primary schools.

April 2008	Appeal papers issued.
9 <sup>th</sup> May 2008	Closing date for return of appeal papers.
June 2008	Appeal hearings arranged

- 2.3 The LA will accept applications which are received late only where there is evidence of a good reason for the lateness AND only if the application is received before offers of places are made. Where the late application is accepted and offers of places have not been made the application will be treated in the same way as all other applications. In the event of a late application not being accepted or receipt is after the offer of places has been made, then places will be offered at the nearest school to the child's home, that is not already over-subscribed.

### 3. CONSIDERATION OF THE ADMISSION POLICY FOR 2009/10

- 3.1 The basic framework for admissions, based on residence in the admission zone followed by the sibling link as second priority, is well established.
- 3.2 However, the Code of Practice on School Admission now states that Admission Authorities must give highest priority to children who are in the care of the local authority and must admit children with special educational needs where a school is named in the statement. The admissions policy for 2009/10 takes account of these changes. The introduction of these criteria have not had a significant impact. It is important to stress, however, that there can be no absolute guarantee, especially in the case of mid-year transfers and in the context of the statutory limitation on infant class size.
- 3.3 Criterion 5 allows the Authority to give priority to children on exceptional grounds. The decision as to whether a child would be within this category is made by a panel of professionals consisting of: Principal Education Psychologist, Special Educational Needs (SEN) Manager, Children & Families Services Manager, Head of Information, Planning & Support Services and Admissions Manager.
- 3.4 Most admission policies include a criterion relating to distance from school as the final criterion or 'tie breaker'. Under the existing policy, distance from the school is measured by the shortest suitable walking route. No change is proposed for this criterion, following consultation which rejected the alternative 'as the crow flies' for 2001/02.
- 3.5 Consultation took place for 2002/03 admission arrangements on adding an additional criterion – attendance at a designated partner primary school. This has also been the subject of consultation in each subsequent year and to date has been rejected. However, as stated, part of the proposals for Building Schools for the Future (BSF) proposes to replace criterion 3 'living in an admission zone' with

attendance at a designated partner primary school. This will only affect the oversubscription criteria for secondary schools.

- 3.6 Consultation for 2004/05 focused on a number of developments which **may** in the future have implications for the admissions policy. These were:

- Key Stage 2 to Key Stage 3 Transition;
- Specialist status for secondary schools;
- Surplus places and asset management planning;
- Early Years Review ;
- Government proposals on education for 14-19 year olds.

- 3.7 The above developments have progressed since the previous consultation rounds and do have implications for admission arrangements. In relation to Key Stage 2 to Key Stage 3 transition and surplus places and asset management planning, linked to BSF, the most significant impact will be the inclusion of attendance at a designated primary school to replace living in an admission zone. In terms of the Early Years Review, there has been a significant shift towards a single entry to reception and in fact, single entry to reception has now been included in these arrangements for 2008.

- 3.8 For 2007/08 admission arrangements, consultation focused on the inclusion of children who have a statement of educational need where a school is named in the statement and children who are in the care of the local authority as the first two admissions criteria. These were subsequently adopted, despite concerns raised by a small number of schools.

- 3.9 In the event of adopting the partner primary model the proposed **priority criteria** for allocating places where a school is over subscribed in 2009/10 would be as follows:

For secondary schools

- 1) those children who are in the care of the local authority;
- 2) those children who have a statement of special educational need where a school is named in the statement;
- 3) children who attend a partner primary school linked to the secondary school for which the application is being made. Places will be allocated in the following order of priority:
  - i. those children who live within the partner primary admission zone;
  - ii. those children who live outside the partner primary school admission zone.
- 4) those children who have older brothers and/or sisters who will be attending the school in September 2009;
- 5) those children who are distinguished from the great majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school;

- 6) those children who live closest to the school as determined by the shortest suitable walking distance.

For primary schools

- 1) those children who are in the care of the local authority;
  - 2) those children who have a statement of special educational need where a school is named in the statement;
  - 3) those children who live in the school's admission zone;
  - 4) those children who have older brothers and/or sisters who will be attending the school in September 2009;
  - 5) those children who are distinguished from the great majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school;
  - 6) those children who live closest to the school as determined by the shortest suitable walking distance.
- 3.10 If the partner primary model is not adopted, the proposed **priority criteria** for both primary and secondary schools where a school is oversubscribed in 2009/10 would be as follows:
1. Those children who are in the care of the local authority.
  2. Those children who have a Statement of Special Educational Need where a school is named in the statement.
  3. Children who live in the school admission zone.
  4. Children who have an older brother and/or sister who will be attending the school at the time of admission.
  5. Those children who are distinguished from the great majority of other applicants wither on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school.
  6. Those children who live closest to the school as determined by the shortest suitable walking distance.

## 4. TIMETABLE FOR CONSULTATION

- 4.1 The Schools Standards and Framework Act sets out a timetable for consultation on the admissions policy for 2009/10 as follows:
- consultation with all admission authorities in the area and with neighbouring LAs before 1st March 2008;
  - determination of the policy for 2009/10 before 15th April 2008;
  - notification of admission arrangements within fourteen days of determination.
- 4.2 To meet the statutory timetable for consultation on arrangements for the 2009/10 school year, and to enable the Admissions Forum to

consider the proposals and any response to consultation, it is proposed that consultation take place as follows:

4 <sup>th</sup> September 2007	Basis for consultation determined by Portfolio Holder
October 2007 – December 2007	Consultation
February 2008	Consideration by Admissions Forum
Date in March 2008	Admissions Policy for 2009/10 determined by Portfolio Holder
30 <sup>th</sup> March 2008	Admissions Policy notified to consultees

### 5. ADMISSION LIMITS

- 5.1 The national net capacity formula for schools provides an indicative admission limit for each school. Actual admission limits can be set at or above the indicative admission limit at the discretion of the admission authority. Where an actual limit is proposed below that of the indicative limit, the relevant admission authority for that school must publish a notice in a local newspaper to enable parents to object.
- 5.2 Proposed admission limits for September 2009 for all community and voluntary/controlled schools will be set in the majority of cases at or above indicative limits. However, in a small number of cases, admission limits may be set below the indicative limit. The proposed admission limits will be the subject of consultation with the schools concerned. A copy of the proposed admission limits is attached at **Appendix A**.

### 6. CO-ORDINATED ADMISSION SCHEME FOR 2009/10

- 6.1 On 18<sup>th</sup> December 2003 a co-ordinated admissions scheme for secondary schools was approved by the Portfolio Holder for Lifelong Learning and Skills. The scheme has been lodged with the Secretary of State in line with statutory requirements and no comments have been received. A copy of the 2009/10 scheme is attached at **Appendix B**.
- 6.2 A similar scheme for primary schools was presented to the Portfolio holder in April 2004 prior to consultation with the other admissions authorities in Hartlepool. This scheme was also adopted and implemented in 2005. A copy of the 2009/10 scheme is attached at **Appendix C**.

**7. RECOMMENDATIONS**

7.1 It is recommended that consultation on 2009/10 admission arrangements (with an end date of December 2007) take place on the basis of seeking views on:

- Moving to a designated partner primary model if a decision is made not to close Brierton School;
- If a designated partner primary model is to be agreed, adopting the priority criteria in Section 5.10;
- If a designated partner primary model is not agreed, adopting the priority criteria in Section 5.11;
- The proposed admission limits.
- The primary and secondary co-ordinated admissions scheme.



## Appendix A

### ADMISSION LIMITS 2008/09 AND 2009/10

	Indicated	Current 2008	Proposed 2009	Statutory Notice required	Increase/ Decrease/ no change to current limits
Barnard Grove Primary School	50	50	50	No	No change
Brougham Primary School	47	55	55	No	No change
Clavering Primary School	49	50	50	No	Increase
Eldon Grove Primary School	61	60	60	Yes	No change
Elwick C of E Primary School	13	13	13	No	No change
Fens Primary School	59	60	60	No	No change
Golden Flatts Primary School	24	30	30	No	No change
Grange Primary School	55	50	50	Yes	No change
Greatham C of E Primary School	15	16	16	No	No change
Hart Primary School	12	12	12	No	No change
Holy Trinity CE Primary School	32	32	32	No	No change
Jesmond Road Primary School	77	60	60	Yes	To be agreed
Kingsley Primary School	61	60	60	Yes	No change
Lynnfield Primary School	47	55	55	No	No change
Owton Manor Primary School	41	30	30	Yes	No change
Rift House Primary School	37	37	37	No	No change
Rossmere Primary School	55	60	60	No	No change
Sacred Heart RC Primary School	63	60	60	Yes	No change
St Aidan's CE Memorial Primary School	57	60	60	No	No change
St Bega's RC Primary School	20	20	20	No	No change
St Cuthbert's RC Primary School	44	44	44	No	No change
St Helen's Primary School	40	40	40	No	No change
St John Vianney RC Primary School	35	30	30	Yes	No change
St Joseph's RC Primary School	24	24	24	No	No change
St Teresa's RC Primary School	45	45	45	No	No change
Stranton Primary School	50	50	50	No	No change
Throston Primary School	55	55	55	No	No change
Ward Jackson Primary School	21	25	25	No	No change
West Park Primary School	45	45	45	No	No change
West View Primary School	54	50	50	Yes	No change
St Hild's	180	180	180	No	No change
Brierton School	218	218	218	No	No change
Dyke House School	210	206	210	No	Increase
High Tunstall School	241	241	241	No	No change
Manor College of Technology	225	210	225	No	Increase
English Martyrs School & Sixth Form College	267	240	240	Yes	No change

## Appendix A

In the event of the closure of Brierton School, the proposed admission limits for the remaining secondary schools for 2009/10 are as follows:

St Hild's	190
Dyke House School	220
High Tunstall School	251
Manor College of Technology	235
English Martyrs School & Sixth Form College	250

# CHILDREN'S SERVICES in Hartlepool



HARTLEPOOL  
LOCAL AUTHORITY

CO-ORDINATED ADMISSION  
SCHEME  
- SECONDARY SCHOOLS  
2009-2010

Contact Officer: Anne Smith  
Head of Information Planning & Support Services  
Telephone: 523724

# HARTLEPOOL LOCAL AUTHORITY

## CO-ORDINATED ADMISSION SCHEME SECONDARY SCHOOLS 2009/2010

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This scheme is made by Hartlepool Borough Council LA under the 1998 School Standards and Framework Act as amended by the 2002 Education Act.

The proposed scheme for Hartlepool LA is set out below. The proposed dates relating to the admissions process for the school year 2009/2010 are attached at Appendix 1.

A separate scheme exists in relation to primary schools.

### **Interpretation**

In this scheme -

"The LA" means Hartlepool Borough Council acting in its capacity as local education authority.

"The LA area" means the area in respect of which the LA are the local authority.

"The school" means all community, voluntary controlled and voluntary aided secondary schools which are maintained by the LA.

"Admission Authority" means the LA in respect of any of the schools which is a community or voluntary controlled school, and the Governing Body of the school in respect of a Voluntary Aided School.

"Parent" means the parent or guardian with whom the child normally lives.

"Suitable school" means the nearest available school which offers an efficient full-time programme of education appropriate to the individual child's needs in the view of the Authority.

The Co-ordinated Admission Scheme will apply for the admission arrangements for the school year commencing September 2009.

The LA will include in its admission arrangements for the 2009/2010 school year the provisions set out in this scheme.

The Governing Body of each Voluntary Aided School will include in its admission arrangements for the 2009/2010 school year the provisions set out in this scheme, so far as relevant to that school.

The scheme shall apply to every secondary school in the LA area (except special school) and shall take effect from September, 2004.

### **1 Introduction**

- 1.1 In line with the requirements of the 1998 School Standards and Framework Act as amended by the 2002 Education Act, this scheme has been drawn up by Hartlepool LA to co-ordinate admissions to its secondary schools. It applies to all maintained secondary schools in Hartlepool, except special schools, regardless of whether the LA or the governing body is the admissions authority.

- 1.2 The scheme's purpose is to ensure that as far as is reasonably practicable, every parent living in Hartlepool whose child is due to transfer to secondary school and who has applied for a place in the normal admission round, receives an offer of one, and only one, school place on the national offer day of 1<sup>st</sup> March 2009. It also sets out the arrangements for handling late applications for Year 7 and requests for in year admissions to other year groups.
- 1.3 The scheme will be implemented in accordance with the timetable set out in **Appendix 1**.
- 1.4 **Appendix 2** lists the secondary schools to which the scheme applies.

## **2. Common Application Forms**

- 2.1 There will be two forms known as the Common Application Forms. They will bear the references CAF/1 and CAF/2. CAF/1 will be used for Year 7 applications within the normal admissions round and CAF/2 will be used for all applications outside the normal admission round.

## **3. Applications for Year 7 on form CAF/1**

- 3.1 CAF/1 will be used for the purpose of admitting pupils into the first year intake group, i.e. Year 7, of secondary education in September 2009. It must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the Hartlepool LA area who wish to express a preference for their child:
- to be admitted to a secondary school within Hartlepool (including voluntary aided schools);
  - to be admitted to a secondary school located in another LA's area (including voluntary aided schools).
- 3.2 The CAF/1 will:
- invite parents to express three preferences in rank order of preference including any schools outside the LA's area;
  - allow parents to explain the reasons for their preferences;
  - specify the closing date and where it must be returned;
  - allow parents to provide supplementary information in support of their application. The supplementary information form will be part of CAF/1.
- 3.3 The LA will make appropriate arrangements to ensure that forms CAF/1 are sent to all parents with year 6 children who will be transferring to secondary schools in September 2009, in line with the timetable attached at **Appendix 1**. An information booklet will accompany the form sent to parents. Replacement forms will be available from the LA.
- 3.4 The admissions authority of a voluntary aided school can require parents who wish to express a preference for their school, to complete the supplementary information form attached to CAF/1. This information is necessary for the admissions authority to apply its over subscription criteria.
- 3.5 Where CAF/1 forms and any other supplementary information is sent directly to voluntary aided schools by mistake they must be passed to the LA immediately.

## **4 Closing Date for Return of CAF/1 and On-line Applications**

- 4.1 Completed CAF/1 forms must be returned by parents direct to the LA, or submitted on-line, by 4 pm on 24<sup>th</sup> October 2008. Where a preference has been received for a voluntary aided

school, the relevant supplementary information should be provided by the parent at the same time.

- 4.2 In relation to over-subscribed schools, preferences which are received or changed after the closing date but before the allocation date will only be considered in exceptional circumstances, e.g. where a family has recently moved into the area and was therefore unable to submit the form by the closing date. Parents will be asked to provide information in support of their late application and the relevant admissions authorities reserves the right to seek verification of any information provided.
- 4.3 In the event that an application is received after the allocation process, the admission authorities will be unable to accept the application irrespective of exceptional circumstances. Such an application will be considered after all allocations of places where a parent has expressed a preference.

## **5 Determining Offers in Response to the CAF/1**

- 5.1 Places will be allocated using the Equal Ranking Scheme, by all admission authorities within Hartlepool.
- 5.2 The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAF/1. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF/1 where:
- it is acting in its separate capacity as an admission authority, or
  - an applicant is eligible for a place at more than one school, or
  - an applicant is not eligible for a place at any school for which they have expressed a preference.
- 5.3 Information on the ranking of applicants to voluntary aided schools must be returned by the relevant admissions authority to the LA in line with the dates specified in Appendix 1, either electronically or by post.

## **6 Processing Parental Preferences**

- 6.1 **By 14<sup>th</sup> November 2008** the LA will notify the admission authority for each of the schools of every preference which has been expressed for that school, including all relevant details and any supplementary information which schools require to apply their over-subscription criteria. Where parents have requested a place at a school outside of the LA area, the information will be forwarded to the relevant LA.
- 6.2 **By 9<sup>th</sup> January 2009** – VA schools and other LAs, inform LA of allocation of places for all preferences received in the priority order of their admission policy. All applications made need to be listed in order of priority.
- The LA compares lists and considers all preferences from the parent and whether these schools can be offered. Liaison will take place between VA's and other LA's until the allocation of places is resolved for each application, as required. The lists will be sent back to the VA schools for their approval before finalising allocations.
- 6.3 Where a child is not eligible for a place at any of the nominated schools, the LA will allocate a place at the nearest school which has places.
- 6.4 **By 13<sup>th</sup> February 2009** the LA will match ranked lists for all schools and
- Where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;

- Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
- Where a child is not eligible for a place at any of the nominated schools, they will be offered a place at the nearest appropriate school with a vacancy.

- 6.5 **On 1<sup>st</sup> March 2009** the LA will post letters (first class) to all parents to let them know which school has been allocated to their child. The letter will also tell parents of their statutory right of appeal if they have been refused a place at their preferred school. (Letters will be posted out on the 27<sup>th</sup> February 2009, due to 1<sup>st</sup> March 2009 being a non working day.)

Parents will be asked to return their appeal forms to the appropriate admissions authority eg community schools to the LA, and VA schools to the individual schools.

Parents will also receive details on what to do if they wish their child to be considered for any places that might become available in schools they ranked higher than the school they are offered, in the reallocation process set out below.

- 6.6 **By 26<sup>th</sup> March 2009** parents should inform the LA if the offer of a place is not accepted.

Where a parent does not confirm acceptance of a place by 26<sup>th</sup> March 2009, the LA will write to warn the parent that if they do not accept the place within 14 days, the offer of a place will be withdrawn.

If the parent fails to reply to the letter from the LA within the 14 days deadline, the parent will be issued with another letter 7 days later. This letter will confirm that the place has been withdrawn and will offer a place at the nearest school to the pupil's home that still has a place available.

## **7 Re-allocation of Places Not Taken Up**

- 7.1 **By 10<sup>th</sup> April 2009** the admission authority will re-allocate any places that may have become vacant since the 1<sup>st</sup> March offer date. Consideration will be given to all applicants including:

- those who have not been offered any school place, for example as a result of late applications;
- those who have been offered a place but not at any of the schools they expressed a preference for and a place has become available at one of their preferred schools; and
- those who have been offered a place at a school which was given as a lower priority on the CAF/1 than the school at which a place has become available.

- 7.2 Places will be re-allocated by applying the admission authority over-subscription criteria. During week commencing 30<sup>th</sup> March 2009 the LA will liaise with the governing body for voluntary aided schools regarding outstanding applicants so that they can be ranked using the admission authority's over-subscription criteria.

## **8 Re-allocation Lists**

- 8.1 After 10<sup>th</sup> April 2009 the LA will not co-ordinate the re-allocation of places at voluntary aided schools. If parents wish to be considered for any places that become available at voluntary aided schools after 10<sup>th</sup> April 2009 they will need to contact the school direct and ask to be placed on their re-allocation list.
- 8.2 A re-allocation list will be kept by the LA for the community schools and voluntary controlled schools within its jurisdiction. The LA will continue to operate a waiting list after the commencement of the academic year in September 2009. All parents will have the choice of including their child's name on this waiting list for any of the community or voluntary controlled

schools irrespective of whether that school was included on the form CAF/1.

- 8.3 The waiting list will be compiled in accordance with the LA's admission criteria and places will be offered accordingly.

**9 Late Applications Received After 4 pm on 24<sup>th</sup> October 2008**

- 9.1 The closing date for applications is 4 pm on 24<sup>th</sup> October 2008. As far as is reasonably practicable applications for places in the normal admission round that are received late and the LA is satisfied that the reasons for the lateness are exceptional, will be accepted provided that they are received before 9<sup>th</sup> January 2009 (the date the allocation process begins).
- 9.2 Except in exceptional circumstances, late applications will be considered after all allocation decisions have been made. As far as possible late applications received prior to 1<sup>st</sup> March will be offered a school place on 1<sup>st</sup> March 2009, but the closer to the 1<sup>st</sup> March deadline that an application is received, the less likely it will be that an offer will be made on that date.
- 9.3 Where it is not possible to offer a place on 1<sup>st</sup> March 2009, a place will be offered as soon as practicable thereafter.

**10 No CAF/1 Received by 1<sup>st</sup> March 2009**

- 10.1 Where no CAF/1 is submitted, the child will, on 1<sup>st</sup> March 2009, be offered a place at the nearest school to the child's home which has a place following the allocation process outlined above.

**11 Applications Received After 10<sup>th</sup> April 2009**

- 11.1 Applications received after 10<sup>th</sup> April 2009 for the year 7 intake in September 2009 and at any time for entry other than to the normal year of entry to secondary school will be treated as casual admissions. These applications should be made on form CAF/2.
- 11.2 Once any places have been re-allocated, voluntary aided schools will be able to deal with any requests for places without involving the LA, although the LA must be informed where admission is refused.
- 11.3 For community and voluntary controlled schools which have been oversubscribed the LA will continue to re-allocate Year 7 places into mid September in line with its published admission criteria. Community and voluntary controlled schools irrespective of whether they are oversubscribed or close to being oversubscribed should refer all parents who contact them regarding a place for their child, to the LA.
- 11.4 If a place is not available at the preferred school, the LA will offer a place at an alternative school, usually the nearest school where vacancies exist. If a parent is refused a place at the school of their choice the LA will notify the parent of their right of appeal. Alternative preferences would also be pursued and if necessary, in relation to voluntary aided schools, the application would be referred to the relevant admissions authority for determination.
- 11.5 If any parent approaches a voluntary aided school directly about a casual admission, the school should ensure that the parent completes a CAF/2. The school admissions authority should notify the parent of the refusal decision and the right of appeal. A copy of the refusal letter and a copy of form CAF/2 must be sent to the LA so that the LA can pursue alternative preferences.
- 11.6 Where the LA receives a CAF/2 direct from a parent giving a voluntary aided school as the first preference or in pursuing alternative preferences where higher preferences have been refused, it will be referred to the relevant admissions authority to make a determination



regarding the application. The admissions authority should notify the parent of its decision with a copy to the LA.

- 11.7 Parents who are refused admission must be offered a right of appeal. Information about the appeals process must be provided by the relevant admission authority in the refusal letter.
- 11.8 The LA will keep track of any pupils who apply for casual admission and intervene as appropriate to ensure that they are placed in a school without undue delay.

## **12 Managed Moves**

- 12.1 The managed moves scheme which is in operation in Hartlepool will continue. Any applications for casual admission will be dealt with in accordance with the above co-ordinated admission scheme unless it is deemed to fall under the criteria for a managed move.

## TIMETABLE FOR CO-ORDINATED ADMISSIONS SCHEME

w/c 8 <sup>th</sup> September 2008	CAF/1 forms and other information to parents
4 pm on 24 <sup>th</sup> October 2008	Closing date for return of CAF/1 and online applications.
By 14 <sup>th</sup> November 2008	LA to notify other LAs of any preferences which have been expressed for schools in their area.
14 <sup>th</sup> November 2008	LA to send CAF/1 forms to voluntary aided schools of every preference which has been received for their school, including all relevant details and any supplementary information which schools require to apply their over-subscription criteria.
By 9 <sup>th</sup> January 2009	<p>The admissions authority at each voluntary aided school/other LA's to equally apply the school's over-subscription criteria (if appropriate) and provide the LA with a list of those applicants which should be offered a place.</p> <p>Liaison will take place between VA's and other LA's until the allocation of places is resolved for each application, as required.</p>
By 13 <sup>th</sup> February 2009	Finalise allocations and further liaison as necessary.
1 <sup>st</sup> March 2009	Letters posted (first class) to all parents resident in home LA area, to let them know which school has been allocated to their child.
10 <sup>th</sup> April 2009	Admissions authorities to re-allocate any places that may have become vacant since the 1 <sup>st</sup> March offer date.
End April 2009	Appeal hearings arranged.

This scheme relates to the following schools in Hartlepool:

Brierton Community School  
Dyke House School  
The English Martyrs RC School & Sixth Form College  
High Tunstall College of Science  
Manor College of Technology  
St. Hilda's Church of England VA School



## HARTLEPOOL LOCAL AUTHORITY

### CO-ORDINATED ADMISSION SCHEME - PRIMARY SCHOOLS 2009-2010

Contact Officer: Anne Smith  
Head of Information Planning & Support Services  
Telephone: 523724

# HARTLEPOOL LOCAL AUTHORITY

## CO-ORDINATED ADMISSION SCHEME

### PRIMARY SCHOOLS

### 2009/2010

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This scheme is made by Hartlepool Borough Council LA under the 1998 School Standards and Framework Act as amended by the 2002 Education Act.

The proposed scheme for Hartlepool LA is set out below. The proposed dates relating to the admissions process for the school year 2009/2010 are attached at Appendix 1.

A separate scheme exists in relation to secondary schools.

#### **Interpretation**

In this scheme -

"The LA" means Hartlepool Borough Council acting in its capacity as local authority.

"The LA area" means the area in respect of which the LA are the local authority.

"The school" means all community, voluntary controlled and voluntary aided primary schools which are maintained by the LA.

"Admission Authority" means the LA in respect of any of the schools which is a community or voluntary controlled school, and the Governing Body of the school in respect of a Voluntary Aided School.

"Parent" means the parent or guardian with whom the child normally lives.

"Suitable school" means the nearest available school which offers an efficient full-time programme of education appropriate to the individual child's needs in the view of the Authority.

The Co-ordinated Admission Scheme will apply for the admission arrangements for the school year commencing September 2009.

The LA will include in its admission arrangements for the 2009/2010 school year the provisions set out in this scheme.

The Governing Body of each Voluntary Aided School will include in its admission arrangements for the 2009/2010 school year the provisions set out in this scheme, so far as relevant to that school.

The scheme shall apply to every primary school in the LA area (except special school) and shall take effect from September, 2007.

#### **1 Introduction**

- 1.1 In line with the requirements of the 1998 School Standards and Framework Act as amended by the 2002 Education Act, this scheme has been drawn up by Hartlepool LA to co-ordinate admissions to its primary schools. It applies to all maintained primary schools in Hartlepool, except special schools, regardless of whether the LA or the governing body is the admissions authority.

- 1.2 The scheme's purpose is to ensure that as far as is reasonably practicable, every parent living in Hartlepool whose child is due to start primary school and who has applied for a place in the normal admission round, receives an offer of one, and only one, school place on the offer day of 15<sup>th</sup> April 2009. It also sets out the arrangements for handling late applications and requests for in year admissions to other year groups.
- 1.3 The scheme will be implemented in accordance with the timetable set out in **Appendix 1**.
- 1.4 **Appendix 2** lists the primary schools to which the scheme applies.

## **2. Common Application Forms**

- 2.1 There will be two forms known as the Common Application Forms. They will bear the references CAF/1 and CAF/2. CAF/1 will be used for Reception Year applications within the normal admissions round and CAF/2 will be used for all applications outside the normal admission round.

## **3. Applications for Reception on form CAF/1**

- 3.1 CAF/1 will be used for the purpose of admitting pupils into the first year intake group, i.e. Reception, of primary education in September 2009. It must be used as a means of expressing one or more preferences for the purpose of section 86 of the School Standards and Framework Act 1998, by all parents wishing to express a preference for their child:
- to be admitted to a primary school within Hartlepool (including voluntary aided schools);
- 3.2 The CAF/1 will:
- invite parents to express up to three preferences in rank order of preference;
  - allow parents to explain the reasons for their preferences;
  - specify the closing date for return of the form and where it must be returned;
  - allow parents to provide supplementary information in support of their application. The supplementary information form will be part of CAF/1.
- 3.3 The LA will make appropriate arrangements to ensure that forms CAF/1 are sent direct to all parents with reception age children who will be attending primary schools in September 2009, in line with the timetable attached at **Appendix 1**. An information booklet will accompany the form sent to parents. Replacement forms will be available from the LA.
- 3.4 The admissions authority of a voluntary aided school can require parents who wish to express a preference for their school, to complete the supplementary information form attached to CAF/1. This information is necessary for the admissions authority to apply its over subscription criteria.
- 3.5 Where CAF/1 forms and any other supplementary information is sent directly to voluntary aided schools by mistake they must be passed to the LA immediately.

## **4 Closing Date for Return of CAF/1 and On-line Applications**

- 4.1 Completed CAF/1 forms must be returned by parents direct to the LA, or submitted on-line, by 4 pm on 23<sup>rd</sup> January 2009. Where a preference has been received for a voluntary aided school, the relevant supplementary information should be provided at the same time.
- 4.2 In relation to over-subscribed schools, preferences which are received or changed after the closing date but before the allocation date will only be considered in exceptional

circumstances, e.g. where a family has recently moved into the area and was therefore unable to submit the form by the closing date. Parents will be asked to provide information in support of their late application and the relevant admissions authorities reserves the right to seek verification of any information provided.

- 4.3 In the event that an application is received after the allocation process, the admission authorities will be unable to accept the application irrespective of exceptional circumstances. Such an application will be considered after all allocations of places where a parent has expressed a preference.

## **5 Determining Offers in Response to the CAF/1**

- 5.1 Places will be allocated using the Equal Ranking Scheme, by all admission authorities within Hartlepool.
- 5.2 The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAF/1. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF/1 where:
- it is acting in its separate capacity as an admission authority, or
  - an applicant is eligible for a place at more than one school, or
  - an applicant is not eligible for a place at any school for which they have expressed a preference.
- 5.3 Information on the ranking of applicants to voluntary aided schools must be returned by the relevant admissions authority to the LA in line with the dates specified in Appendix 1, either electronically or by post.

## **6 Processing Parental Preferences**

- 6.1 **By 6<sup>th</sup> February 2009** the LA will notify the admission authority for each of the schools of every application that has been made for that school, including all relevant details and any supplementary information which schools require to apply their over-subscription criteria. Where parents have requested a place at a school outside the LA area, the information will be forwarded to the relevant LA.
- 6.2 **By 13<sup>th</sup> March 2009** – VA schools and other LA's, inform LA of allocation of places for all preferences received in the priority order of their admission policy. All applications made need to be listed in order of priority.

The LA compares lists and considers all preferences from the parent and whether these schools can be offered. Liaison will take place between VA's and other LA's until the allocation of places is resolved for each application, as required. The lists will be sent back to the VA schools for their approval before finalising allocations.

- 6.3 Where a child is not eligible for a place at any of the nominated schools, the LA will allocate a place at the nearest school which has places.
- 6.4 **By 27<sup>th</sup> March 2009** the LA will match ranked lists for all schools and:
- Where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
  - Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
  - Where a child is not eligible for a place at any of the nominated schools, they will be offered a place at the nearest appropriate school with a vacancy.

- 6.5 **On 15<sup>th</sup> April 2009** the LA will post letters (first class) to all parents to let them know which school has been allocated to their child. The letter will also tell parents of their statutory right of appeal if they have been refused a place at their preferred school.

Parents will be asked to return their appeal forms to the appropriate admissions authority eg community schools to the LA, and VA schools to the individual schools.

Parents will also receive details on what to do if they wish their child to be considered for any places that might become available in schools they ranked higher than the school they are offered, in the reallocation process set out below.

- 6.6 **By 8<sup>th</sup> May 2009** parents should inform the LA if the offer of a place is not accepted.

Where a parent does not confirm acceptance of a place by 8<sup>th</sup> May 2009, the LA will write to warn the parent that if they do not accept the place within 14 days, the offer of a place will be withdrawn.

If the parent fails to reply to the letter from the LA within the 14 days deadline, the parent will be issued with another letter 7 days later. This letter will confirm that the place has been withdrawn and will offer a place at the nearest school to the pupil's home that still has a place available.

## **7 Re-allocation of Places Not Taken Up**

- 7.1 **By 15<sup>th</sup> May 2009** the admission authority will re-allocate any places that may have become vacant since the 15<sup>th</sup> April offer date. Consideration will be given to all applicants including:

- those who have not been offered any school place, for example as a result of late applications;
- those who have been offered a place but not at any of the schools they expressed a preference for and a place has become available at one of their preferred schools; and
- those who have been offered a place at a school which was given as a lower priority on the CAF/1 than the school at which a place has become available.

- 7.2 Places will be re-allocated by applying the admission authority over-subscription criteria. During week commencing 11<sup>th</sup> May 2009 the LA will liaise with the governing body for voluntary aided schools regarding outstanding applicants so that they can be ranked using the admission authority's over-subscription criteria.

## **8 Re-allocation Lists**

- 8.1 After 15<sup>th</sup> May 2009 the LA will not co-ordinate the re-allocation of places at voluntary aided schools. If parents wish to be considered for any places that become available at voluntary aided schools after 15<sup>th</sup> May 2009 they will need to contact the school direct and ask to be placed on their re-allocation list.
- 8.2 A re-allocation list will be kept by the LA for the community schools and voluntary controlled schools within its jurisdiction. The LA will continue to operate a waiting list after the commencement of the academic year in September 2009. All parents will have the choice of including their child's name on this waiting list for any of the community or voluntary controlled schools irrespective of whether that school was included on the form CAF/1.
- 8.3 The waiting list will be compiled in accordance with the LA's admission criteria and places will be offered accordingly.



**9 Late Applications Received After 4 pm on 23<sup>rd</sup> January 2009**

- 9.1 The closing date for applications is 4 pm on 23<sup>rd</sup> January 2009. As far as is reasonably practicable applications for places in the normal admission round that are received late and the LA is satisfied that the reasons for the lateness are exceptional, will be accepted provided that they are received before 6<sup>th</sup> March 2009 (the date the allocation process begins).
- 9.2 Except in exceptional circumstances, late applications will be considered after all allocation decisions have been made. As far as possible late applications received prior to 15<sup>th</sup> April 2009 will be offered a school place on 15<sup>th</sup> April 2009, but the closer to the 15<sup>th</sup> April deadline that an application is received, the less likely it will be that an offer will be made on that date.
- 9.3 Where it is not possible to offer a place on 15<sup>th</sup> April 2009, a place will be offered as soon as practicable thereafter.

**10 No CAF/1 Received by 15<sup>th</sup> April 2009**

- 10.1 Where no CAF/1 is submitted, the child will, on 15<sup>th</sup> April 2009, be offered a place at the nearest school to the child's home which has a place following the allocation process outlined above.

**11 Applications Received After 15<sup>th</sup> May 2009**

- 11.1 Applications received after 15<sup>th</sup> May 2009 for the reception year intake in September 2009 and at any time for entry other than to the normal year of entry to secondary school will be treated as casual admissions. These applications should be made on form CAF/2.
- 11.2 Once any places have been re-allocated, voluntary aided schools will be able to deal with any requests for places without involving the LA, although the LA must be informed where admission is refused.
- 11.3 For community and voluntary controlled schools which have been oversubscribed the LA will continue to re-allocate reception places into mid September in line with its published admission criteria. Community and voluntary controlled schools irrespective of whether they are oversubscribed or close to being oversubscribed should refer all parents who contact them regarding a place for their child, to the LA.
- 11.4 If a place is not available at the preferred school, the LA will offer a place at an alternative school, usually the nearest school where vacancies exist. If a parent is refused a place at the school of their choice the LA will notify the parent of their right of appeal. Alternative preferences would also be pursued and if necessary, in relation to voluntary aided schools, the application would be referred to the relevant admissions authority for determination.
- 11.5 If any parent approaches a voluntary aided school directly about a casual admission, the school should ensure that the parent completes a CAF/2. The school admissions authority should notify the parent of the refusal decision and the right of appeal. A copy of the refusal letter and a copy of form CAF/2 must be sent to the LA so that the LA can pursue alternative preferences.
- 11.6 Where the LA receives a CAF/2 direct from a parent giving a voluntary aided school as the first preference or in pursuing alternative preferences where higher preferences have been refused, it will be referred to the relevant admissions authority to make a determination regarding the application. The admissions authority should notify the parent of its decision with a copy to the LA.
- 11.7 Parents who are refused admission must be offered a right of appeal. Information about the appeals process must be provided by the relevant admission authority in the refusal letter.

- 11.8 The LA will keep track of any pupils who apply for casual admission and intervene as appropriate to ensure that they are placed in a school without undue delay.

## TIMETABLE FOR CO-ORDINATED ADMISSIONS SCHEME

w/c 1 <sup>st</sup> December 2008	CAF/1 forms and other information to parents.
4 pm on 23 <sup>rd</sup> January 2009	Closing date for return of CAF/1 and online applications.
By 6 <sup>th</sup> February 2009	LA to notify the admission authority for each of the schools of every application that has been made for that school. Where parents have requested a place at a school outside of the LA area, the information will be forwarded to the relevant authority.
9 <sup>th</sup> February 2009	All VA schools set up admission committees to consider applications.
13 <sup>th</sup> March 2009	<p>The admissions authority at each voluntary aided school/other LA's to equally apply the school's over-subscription criteria (if appropriate) and provide the LA with a list of those applicants which should be offered a place. All applications need to be ranked.</p> <p>Liaison will take place between VA's and other LA's until the allocation of places is resolved for each application, as required.</p>
27 <sup>th</sup> March 2009	Finalise allocations and further liaison as necessary.
15 <sup>th</sup> April 2009	Letters posted (first class) to all parents resident in home LA area, to let them know which school has been allocated to their child.
By 15 <sup>th</sup> May 2009	Admissions authorities to re-allocate any places that may have become vacant since the 15 <sup>th</sup> April 2009 offer date.
End May/Beginning June 2009	Appeal hearings arranged.

This scheme relates to the following primary schools in Hartlepool:

Barnard Grove  
Brougham  
Clavering  
Eldon Grove  
Elwick Hall C of E  
Fens  
Golden Flatts  
Grange  
Great ham C of E  
Hart  
Holy Trinity  
Jesmond Road  
Kingsley  
Lynnfield  
Owton Manor  
Rift House  
Rossmere  
Sacred Heart RC  
St Aidans CE Memorial  
St Bega's RC  
St Cuthbert's RC  
St Helen's  
St John Vianney RC  
St Joseph's RC  
St Teresa's RC  
Stranton  
Throston  
Ward Jackson  
West Park  
West View

## **CHILDREN'S SERVICES PORTFOLIO**

Report to Portfolio Holder  
4<sup>th</sup> September 2007



**Report of:** Director of Children's Services

**Subject:** CHILDREN'S SERVICES DEPARTMENTAL  
PLAN QUARTER 1 PROGRESS REPORT

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

To inform the Portfolio Holder of the progress made towards achieving Departmental Plan actions and PIs for the period to 30<sup>th</sup> June 2007.

#### **2. SUMMARY OF CONTENTS**

The report summarises progress over the first quarter of 2007/08 on the actions and Performance Indicators within the Children's Services Departmental Plan 2007/08 - 2009/10.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

The report provides the Children's Services Portfolio Holder with information about progress in meeting the work targets set for the Children's Services Department in 2007/08.

#### **4. TYPE OF DECISION**

Non key.

#### **5. DECISION MAKING ROUTE**

Children's Services Portfolio Holder's meeting 4<sup>th</sup> September 2007.

#### **6. DECISION(S) REQUIRED**

To note the progress made towards completing actions and achieving performance indicator targets during the first quarter of 2007/08.

**Report of:** Director of Children's Services

**Subject:** CHILDREN'S SERVICES DEPARTMENTAL  
PLAN QUARTER 1 PROGRESS REPORT

---

## 1. PURPOSE OF REPORT

To inform the Children's Services Portfolio Holder of the progress made towards achieving Departmental Plan actions and Performance Indicators (PIs) for the period to 30<sup>th</sup> June 2007.

## 2. BACKGROUND

The Children's Services Departmental Plan 2007/08 – 2009/10 was formally approved by the Portfolio holder on 27<sup>th</sup> April 2007.

The plan was produced in line with the Corporate Planning process. It sets out the vision for Children's Services. Underneath the broad strategic aims there are a range of detailed actions and related performance indicators.

This report provides a summary on progress towards meeting the milestones associated with these actions and PIs.

## 3. SUMMARY PERFORMANCE AND PROGRESS ON ACTIONS AND PIs

The departmental plan 2007/08 identified actions and PIs for 2007/08. The table below summarises the progress made towards achieving the actions.

*Table 1 – Progress on Actions*

Portfolio/division/section	Actions by Traffic Light					
	Red		Amber		Green	
	No.	%	No.	%	No.	%
Children's Services	1	5.3	18	94.7	0	0
<b>Total 19</b>						

**Note: definition of traffic lights:**

- **Red:** Do not expect to achieve target by milestone date;
- **Amber:** Expecting to complete action by milestone date;
- **Green:** Action/target has now been completed.

The Performance Indicators (i.e. measurable data) associated with many of the actions are reported annually e.g. those which relate to performance outcomes for schools at the end of Key Stages. However, the responsible officers have been able to indicate where activities are broadly on target (amber) because they relate to actions which are underway to support the achievement of the measurable targets (PIs). Currently, one action is identified as red (not expected to achieve target). This activity relates to reducing teenage pregnancy:

- Work with partner agencies, young people, schools and families to reduce the under 18 conception rate by 55%.

The target date for achieving this reduction is January 2010. The national data against which progress is measured dates from 2 years ago. The recent traffic light rating for teenage pregnancy performance (2005) has identified Hartlepool as red and as a result of this the national support team for teenage pregnancy will be visiting Hartlepool during 2008. Significant work has been undertaken to tackle teenage pregnancy rates. The report of the Joint Area Review undertaken in 2006 noted, 'good programmes of drug, alcohol and sex education are delivered in imaginative ways in school and community settings, such as a mobile youth support bus which is well used and highly rated by users. Contraceptive services, including emergency hormonal contraception, are widely available and well publicised. There is a good forward looking action plan aimed at tackling the high teenage pregnancy rate.' Further work will be undertaken to see if it is possible to identify particularly vulnerable groups of young women and young men towards whom further targeted work should be directed.

The majority of Performance Indicators within the Children's Services Departmental Plan are reported annually.

#### *Progress on Key Performance Indicators*

Portfolio/division/section	PIs by Traffic Light					
	Red		Amber		Green	
	No.	%	No.	%	No.	%
Children's Services	1	3.1	3	9.4	0	0
Reported annually 28 (87.5%)						
<b>Total 31</b>						

For those where quarterly data is available, 3 are reported as on target and one as unlikely to achieve the target. The indicator is related to the involvement of 3 and 4 year olds in early years and childcare:

- Early years – increase the percentage of 3 and 4 year olds who attend an early years and childcare place (Neighbourhood Renewal Area, narrowing the gap).

The target is to reduce the difference between the number of 3 and 4 year olds in the most deprived areas who access early years and childcare compared to the overall level within the town, which stands at 96%. The target is 3% and the current figure indicates a 7% gap. However, the Early Years team have considerable concerns about the validity of the data. Data quality issues have arisen because the only population figures available to them are from the 2001 census, which is clearly out of date in relation to this age group. The team is investigating the possibility of obtaining figures from Tees Valley JSU which may be more accurate.

#### **4. OTHER AREAS OF ACTIVITY**

During the first quarter of 2007/08 a review of the Children and Young People's Plan (CYPP) was completed. This indicated that good progress is being made against all 5 Every Child Matters outcomes, but specific areas of concern were identified. These did not require any new priorities to be drawn up and included in the plan but indicated where a sharper focus and clearer targeting of resources must be made by the Children's Services Department and its partners in relation to existing priorities. The following areas were highlighted:

- The number of young people not in education, employment or training (NEET);
- Teenage pregnancy rate;
- Rate of improvement in performance at Key Stage 3.

Actions to address these issues are reflected in the Children's Services Departmental Plan. Officers will be taking a report to the Children's Services Scrutiny Forum in the autumn about the review of the CYPP.

An action plan based on recommendations from the Joint Area Review 2006 was prepared during the first quarter of 2007/08. This has now been submitted to Ofsted and will form part of the Annual Performance Assessment of Children's Services which will take place in the autumn.

#### **5. PERFORMANCE UPDATE FOR THE PERIOD ENDING JUNE 2007**

Within the Children's Services Department there are 19 actions identified within the Corporate structure for monitoring progress. At the end of the first quarter, 94.7% of these actions are identified as being on target, with the expectation that they will be achieved within the designated time span. Caution must be exercised, however, in interpreting the data, as a significant percentage of the underlying performance indicators (87.5%) are subject to annual reporting.

Currently one action and one PI are assessed as being below target. Work is ongoing to address the associated issues.



## **6. VERIFICATION OF 2006/07 DATA**

A report for the final quarter of 2006/07 was presented to the Portfolio Holder in May 2007. At that time national verification was still awaited in relation to a small number of social care indicators. These can now be reported as follows:

- Employment, education and training for care leavers at age 19 by comparison with their age peers in Hartlepool – the target set was exceeded. The target is expressed as a ratio, comparing care leavers with the general population (target 0.8, outturn 0.92). It should be remembered that this looks at a very small cohort of young people and is a highly volatile indicator.
- Reviews of child protection cases – target of 100% was met.
- Education and qualifications of looked after children - the target of 77% of care leavers achieving at least one GCSE A\*-G or equivalent was not met. The outturn figure was 33.3%. This represented 4 out of 12 young people. This figure relates to care leavers, whatever age they are on leaving care, not the cohort of 16 year old looked after children who have taken exams in the same year.
- The percentage of child protection registrations that are re-registrations – the target was 15% but was not achieved as the outturn figure was 17.6% showing an increase in the rate of re-registrations. This has been linked to two particular families who were previously registered in 2001 and 2004 respectively.

The qualifications of looked after children and their progression into education, employment and training remain a focus of significant activity within the department as they are recognised as being a vulnerable group. It is anticipated that support for these young people will be further strengthened by the integration of the Connexions service into the Local Authority's Children's Services Department.

## **7. RECOMMENDATIONS**

The Portfolio Holder is requested to note the progress made towards completing actions and performance indicator targets during the first quarter of 2007/08. Further reports on annual progress will be given quarterly in line with corporate requirements.

## **8. CONTACT OFFICER – Sue Johnson, Assistant Director Planning & Service Integration**