

PLEASE NOTE VENUE

CHILDREN'S SERVICES PORTFOLIO DECISION SCHEDULE



Monday 7 April 2008

at 10.00 am

in Committee Room B, Civic Centre, Hartlepool

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

1. KEY DECISIONS

- 1.1 Admissions To Schools 2009/10 & Co-ordinated Admissions Procedures To Primary And Secondary Schools For 2009/10 – *Director of Children's Services*
- 1.2 2008/09 Schools Capital Works Programme - *Director of Children's Services*

2. OTHER ITEMS REQUIRING DECISION

- 2.1 To Approve And Make An Instrument Of Government – *Director of Children's Services*
- 2.2 Lynnfield Primary School: Play And Recreational Area – *Director of Children's Services*

3. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

None

4. ITEMS FOR DISCUSSION/INFORMATION

- 4.1 Children's Services Departmental Plan Quarter 3 Progress Report – *Director of Children's Services*
- 4.2 Dyke House School: Foundation Status – *Director of Children's Services*

5. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006

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) (Variation) Order 2006

6. ITEMS FOR DISCUSSION/INFORMATION

- 6.1 Children's Homes: Regulation 33/34 Reports – *Director of Children's Services*

CHILDREN'S SERVICES PORTFOLIO

Report To Portfolio Holder

7th April 2008



Report of: Director of Children's Services

Subject: ADMISSIONS TO SCHOOLS 2009/10 & CO-ORDINATED ADMISSIONS PROCEDURES TO PRIMARY AND SECONDARY SCHOOLS FOR 2009/10

SUMMARY

1.0 PURPOSE OF REPORT

To determine the admission policy for community and voluntary controlled primary and secondary schools in Hartlepool for the school year 2009/10 and the co-ordinated admissions procedures to primary and secondary schools for 2009/10 following consultation with governing bodies and other admissions authorities.

2.0 SUMMARY OF CONTENTS

A report attached summarising responses to a consultation process on the 2009/10 Admissions Policy, recommending a policy for 2009/10.

3.0 RELEVANCE TO PORTFOLIO MEMBER

Portfolio Holder is responsible for Children's Services issues.

4.0 TYPE OF DECISION

Key decision (ii).

5.0 DECISION MAKING ROUTE

Children's Services Portfolio holder.

6.0 DECISION(S) REQUIRED

To determine school admissions policy for 2009/10.

Report of: Director of Children's Services

Subject: ADMISSIONS TO SCHOOLS 2009/10 & CO-ORDINATED ADMISSIONS PROCEDURES TO PRIMARY AND SECONDARY SCHOOLS FOR 2009/10

1. PURPOSE OF REPORT

- 1.1 To determine the admissions policy for community and voluntary controlled primary and secondary schools in Hartlepool for the school year 2009/10.
- 1.2 To determine a co-ordinated admissions scheme for community and voluntary controlled primary and secondary schools for 2009/10.

2. BACKGROUND

- 2.1 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 it to consult with governing bodies and with other admission authorities.
- 2.2 A new statutory code of practice the School Admissions Code (the code) came into force on 28th 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 Inspections Act 2006. The Code states that in drawing up admission arrangements, admission authorities should aim to ensure that:
 - the arrangements enable parents' preferences for the schools of their choice to be met to the maximum extent possible;
 - admissions criteria are clear, fair and objective, for the benefit of all children, including those with special educational needs, disabilities or 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 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.
- 2.3 The Children's Services Authority (CSA) as admissions authority for community and voluntary controlled schools is required to consult on admission arrangements for these schools each year. In September 2007 the Portfolio Holder approved consultation on arrangements for 2009/10 on the basis of:
- continuing the 2008/09 admission arrangements for 2009/10 with the exception of revising the priority order for children who are in the care of the local authority;
 - seeking views on moving to a partner primary model rather than admission zones as part of the oversubscription criteria for secondary schools (**see appendix 1**).
 - seeking views on proposed admission limits.
 - seeking views on proposals for co-ordination of admissions from September 2009, for primary and secondary schools.
- 2.4 A revised Code of Practice was laid before Parliament in February, 2007. As a consequence of this, admission authorities were required to re-consult on admission arrangements to ensure arrangements had regard to changes.
- 2.5 The main significant changes which affect Hartlepool Admission Authority are in relation to the abolition of first preference first, changes to home to school transport, and the removal of children with special educational needs where the school is named in the statement as an oversubscription criteria.

3. RESPONSES TO CONSULTATION

- 3.1 Attached at **Appendix 2** is a summary of the consultation responses received. This indicated that 77% noted/supported or accepted the proposals set out in the consultation. Nine responses were received which indicated some concerns to the admission arrangements for 2008/09. Four schools chose not to respond.
- 3.2 The views expressed were considered by the Admissions Forum on 5th February, 2008. The Forum noted the comments.
- 3.3 Revised admission limits (attached at **Appendix 3**) have been discussed with schools on the basis of revised net capacity figures. Five responses were received which queried admission limits at specific schools. The Admissions Forum agreed the proposed limits. The Local Authority will notify those five schools concerned.

- 3.4 One comment was received in relation to the proposals for co-ordinated admission scheme.
- 3.5 Five responses were received that failed to support the partner primary model as part of the oversubscription criteria. The Admission Forum considered these responses but agreed that the partner primary model as stated should remain unchanged.
- 3.6 No further comments were received in relation to the revised consultation documentation.
- 3.7 The Admissions Forum were asked to note the revision to the co-ordinated schemes for both primary and secondary, relating to the change from first preference first, to equal preference. The Admission Forum noted the changes to the schemes which are attached at **Appendix 4.**
- 3.8 In view of the change from first preference first to equal preference, the Admission Forum was asked to agree to a change to the number of preferences to be expressed by parents for secondary admissions, from six to three. The Admission Forum agreed this change.

4. PROPOSED ADMISSION POLICY FOR 2009/10

- 4.1 On the basis of the consultation exercise, it is proposed that the admissions policy for entry to community and voluntary controlled primary and secondary schools in 2009/10 is as follows:
 - Parents are invited to express preferences for up to three schools in priority order and to give reasons for their preferences.
 - Places will be awarded to those pupils with a statement of special educational needs where the school is named in the statement.
 - If the number of applications to a particular school exceeds the published admission number, the Authority will allocate the remaining places in accordance with the following priority criteria:

For secondary schools:

- those children who are in the care of the local authority;
- 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:
 - a) those children who attend a partner primary school **and** live within the admission zone of that primary school;
 - b) those children who attend a partner primary school **but live outside** the admission zone of that primary school;

- c) those children who **do not** attend a partner primary **but live within** the admission zone of a partner primary school.
- those children who have older brothers and/or sisters who will be attending the school in September 2009;
- 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;
- those children who live closest to the school as determined by the shortest suitable walking distance.

For primary schools:

- Those children who are in the care of the local authority.
 - Those children who live in the school's admission zone.
 - Those children who have older brothers and/or sisters who will be attending the school in September, 2009.
 - 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.
 - 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 equally. In the event that a parent could potentially be offered a place at all schools where a preference has been expressed, the admission authority will offer a place at the school which the parent has ranked highest.
 - Should it prove necessary to distinguish between children within category 2 priority will be given to those with siblings attending the school, followed by those who live nearest to the school. Should it prove necessary to distinguish between children in any other category (or between children with older siblings in the above situation) then priority will be given to those who live nearest the school.
 - 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 oversubscription criteria. If a place subsequently becomes available the place will be offered to the next child on the waiting list.
 - It was agreed that from September 2008 the Local Authority would move from a two stage entry at reception to one stage entry. This means that children born between 1st September 2004 and 31st August 2005 can join the school on a full time basis. However,

parents are not legally obliged to send their children to school until statutory school age i.e. the term after the child's fifth birthday. Schools cannot insist on a child attending primary school until the child is of statutory school age, nor can a place be refused if a parent exercises their right to defer.

- In the secondary sector, children born between 1st September 1997 and 31st August 1998 will normally transfer to secondary school in September 2009.
- 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.

5. RECOMMENDATIONS

- 5.1 That the admissions policy for 2009/10 set out in paragraph 4.1 above be approved.
- 5.2 That the current partner primary model be adopted as part of the oversubscription criteria for secondary schools, pending the outcome of the Primary Capital Programme planning process.
- 5.3 That the previous oversubscription criteria relating to children with special educational needs be removed from both primary and secondary criteria.
- 5.4 That the revised admission limits be agreed.
- 5.5 That the revised co-ordinated admission schemes be approved.

Contact Officer:

Anne Smith, Head of Information, Planning & Support Services
Telephone 523724.

APPENDIX 1

PARTNER PRIMARY MODEL

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

Note :

- Lynnfield will be partnered with both Dyke House and High Tunstall.
- Throston will be partnered with both St Hild's and High Tunstall.
- Jesmond Road will be partnered with Dyke House and in part, High Tunstall. See below for full details.

Below is a list of the streets within the Jesmond Road admission zone that will also be linked to High Tunstall:

Address		
Birchill Gardens		
Brafferton Street		
Briarhill Gardens		
Bright Street		
Broomhill Gardens		
Byron Street		
Cobden Street		
Cundall Road		
Duke Street	Even No's Only	2-44
Elm Grove		
Elmw ood Place		
Elmw ood Road		
Grange Road	Even No's	104-164
Granville Avenue		
Granville Place		
Harcourt Street		
Hart Avenue		
Hart Lane	Odd No's	117-225a
	Even No's	78-136
	Low Throston House	
Mulgrave Road	Even No's Only	4-38
Netherby Gate		
North Drive		
Oval Grange		
Roseberry Mew s		
Roseberry Road		
Ryehill Gardens		
Serpentine Road	Odd No's Only	1-35
South Drive		
Stephen Street		
Suggitt Street		
The Crescent		
Thornhill Gardens	Odd No's Only	1-83
Thornhill Place		
Topcliffe Street		
Tunstall Avenue		
Tunstall Grove		
Welldeck Gardens		
Welldeck Road		
Wilson Street		
Wooler Road	Odd No's	1-27
	Oval Grange Cottages	
Zetland Road		

APPENDIX 2

HARTLEPOOL LA ADMISSIONS POLICY

Summary of Consultation Responses

1. Thirty four responses were received and of these, twenty five (77%) noted/supported the admission policy set out in the consultation, namely:
 - adopting the admission arrangements for 2008/09;
 - adopting the arrangements outlined in the co-ordinated schemes;
 - agreeing the proposed admission limits.
2. Views were also sought on the proposed move to a partner primary school model. Five schools raised concerns relating to these proposals.
3. Five schools requested a revision to their proposed admission limits. Discussions are underway with the relevant schools.
4. Four schools did not respond to the consultation papers.
5. The two special schools noted the suggested recommendations but felt it inappropriate to state any preferences.
6. Governors at Holy Trinity School have applied for a reduction in their admission limit from 32 to 30.

APPENDIX 3

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	30	Yes	Reduction
Jesmond Road Primary School	77	60	60	Yes	Reduction
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	30	No	Reduction
Rossmere Primary School	55	60	60	No	No change
Sacred Heart R.C. Primary School	63	60	60	Yes	No change
St. Aidan's C.E. Memorial Primary School	57	60	60	No	No change
St. Bega's R.C. Primary School	20	20	20	No	No change
St. Outhbert's R.C. Primary School	44	44	44	No	No change
St. Helen's Primary School	40	40	40	No	No change
St. John Vianney R.C. Primary School	30	30	30	No	No change
St. Joseph's R.C. Primary School	24	24	24	No	No change
St. Teresa's R.C. 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 CE VA Secondary School	180	180	200	No	Increase
Dyke House Secondary School	210	206	230	No	Increase
High Tunstall College of Science	241	241	260	No	Increase
Manor College of Technology	225	210	230	No	Increase
English Martyrs R.C. School & Sixth Form College	267	240	260	Yes	Increase

APPENDIX 4

CO-ORDINATED ADMISSION SCHEMES

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

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 1st 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 24th 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 14th 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 9th 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 13th 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 1st 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 27th February 2009, due to 1st 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 26th 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 26th 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 10th April 2009** the admission authority will re-allocate any places that may have become vacant since the 1st 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 30th 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 10th 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 10th 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 24th October 2008

- 9.1 The closing date for applications is 4 pm on 24th 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 9th 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 1st March will be offered a school place on 1st March 2009, but the closer to the 1st 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 1st March 2009, a place will be offered as soon as practicable thereafter.

10. No CAF/1 Received by 1st March 2009

- 10.1 Where no CAF/1 is submitted, the child will, on 1st 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 10th April 2009

- 11.1 Applications received after 10th 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.

ANNEX 1

TIMETABLE FOR CO-ORDINATED ADMISSIONS SCHEME

w/c 8 th September 2008	CAF/1 forms and other information to parents
4 pm on 24 th October 2008	Closing date for return of CAF/1 and online applications.
By 14 th November 2008	LA to notify other LAs of any preferences which have been expressed for schools in their area.
14 th 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 th January 2009	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. Liaison will take place between VA's and other LA's until the allocation of places is resolved for each application, as required.
By 13 th February 2009	Finalise allocations and further liaison as necessary.
1 st 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 th April 2009	Admissions authorities to re-allocate any places that may have become vacant since the 1 st 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. Hild's Church of England VA School

CO-ORDINATED ADMISSION SCHEME PRIMARY SCHOOLS 2009/2010

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 15th 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 23rd 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 6th 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 13th 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 27th 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 15th 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 8th 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 8th 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 15th May 2009** the admission authority will re-allocate any places that may have become vacant since the 15th 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 11th 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 15th 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 15th 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 23rd January 2009

- 9.1 The closing date for applications is 4 pm on 23rd 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 6th 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 15th April 2009 will be offered a school place on 15th April 2009, but the closer to the 15th 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 15th April 2009, a place will be offered as soon as practicable thereafter.

10. No CAF/1 Received by 15th April 2009

- 10.1 Where no CAF/1 is submitted, the child will, on 15th 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 15th May 2009

- 11.1 Applications received after 15th 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.

ANNEX 1

TIMETABLE FOR CO-ORDINATED ADMISSIONS SCHEME

w/c 1 st December 2008	CAF/1 forms and other information to parents.
4 pm on 23 rd January 2009	Closing date for return of CAF/1 and online applications.
By 6 th 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 th February 2009	All VA schools set up admission committees to considered applications.
13 th March 2009	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 needs to be ranked. Liaison will take place between VA's and other LA's until the allocation of places is resolved for each application, as required.
27 th March 2009	Finalise allocations and further liaison as necessary.
15 th 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 th May 2009	Admissions authorities to re-allocate any places that may have become vacant since the 15 th 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
Claveing
Eldon Grove
Elwick Hall C of E
Fens
Golden Flatts
Grange
Greatham 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
7th April 2008



Report of: Director of Children's Services

Subject: 2008/09 SCHOOLS CAPITAL WORKS
PROGRAMME

SUMMARY

1. PURPOSE OF REPORT

To seek approval to the 2008/09 Capital Works Programme for Schools.

2. SUMMARY OF CONTENTS

- Report requiring decision.
- Information relating to the funding available.
- The proposed programme of works for 2008/09.

3. RELEVANCE TO PORTFOLIO MEMBER

Responsible for all matters relating to Children's Services.

4. TYPE OF DECISION

Key decision, tests 1 and 2 apply.

5. DECISION MAKING ROUTE

Children's Services Portfolio.

6. DECISION(S) REQUIRED

The Capital Works Programme for 2008/09 be approved.

Report of: Director of Children's Services

Subject: 2008/09 SCHOOLS CAPITAL WORKS
PROGRAMME

1. PURPOSE OF REPORT

- 1.1 To seek approval to the Capital Works Programme for schools in 2008/09.

2. BACKGROUND

- 2.1 On an annual basis, the Authority receives Government funding to support, maintain and develop school buildings. Although day to day operation of schools is delegated to headteachers and their governing bodies, ownership of community school premises remains with the Authority. Individual schools have their own maintenance budgets which generally focus on day to day repairs, the Authority tends to support major replacement or refurbishment – to replace when repair is not a viable option.
- 2.2 As always, the prime motivation behind the Works Programme is to deliver improvements in education and raise standards of attainment. The Asset Management Plan has in previous years, outlined the Department's approach and philosophy in relation to capital works summarised by the following statements:
- all projects must have raising educational standards as their ultimate objective;
 - all projects must be demonstrably cost effective;
 - greater priority will be afforded to projects which address:
 - health and safety issues;
 - fulfilling statutory duties;
 - ensuring the requirements of the national curriculum are met.
- 2.3 This year's programme is further set against a background of major capital investment in the Authority's school buildings via Building Schools for the Future and the Primary Capital Programme:
- Having been confirmed as a Wave 5 Authority in the BSF programme, the Authority is well on track to complete its Strategy for Change for secondary education by May 2008. Acceptance of this document will lead on to the Outline Business Case which will

set out in detail, proposals for individual schools and an overall timetable.

At this stage, the Authority is well on course to deliver in full its BSF programme, worth in excess of £90m, by 2011/12.

- In recent months Government offices have confirmed that Hartlepool will receive its first allocation of Primary Capital Programme funding in 2009/10. The £3m allocated in that year will be followed by a further £5.4m in 2010/11.

2.4 The Government's programme for PCP is spread over a fourteen year period and during that time the Authority can expect to receive a further £27m. In return, the Authority is expected to seriously revitalise at least half of its primary stock.

2.5 Whilst future investment of this magnitude must be borne in mind, its influence on any works programme for today must be kept in proportion to the immediate needs of schools and the working environments currently encountered by today's pupils and staff.

3. FUNDING

3.1 The DCSF have confirmed the following Schools Capital Allocations for 2008/09:

		£
i)	Devolved Formula Capital (DFC)	1,950,018
ii)	Modernisation Programme	969,443
iii)	Basic Needs	274,862
iv)	Access Initiatives	158,682
v)	Extended Schools	176,005
vi)	ICT	614,261
vii)	Locally Co-ordinated Voluntary Aided Programme (LCVAP)	726,994
	TOTAL	4,870,264

3.2 From these separate allocations, the Modernisation, Basic Needs and Access funds are brought together to form the basis of the Capital Works Programme for the Authority's community schools. This combined sum of £1,402,987 is further supplemented by:

- departmental funds allocated from the Dedicated Schools Grant for RCCO (Revenue Contribution towards Capital Outlay) estimated at £556,071;

- uncommitted funds carried forward from 2007/08 estimated at £135,000

Making an overall total of approximately **£2,094,058.**

3.3 Referring back to the list of allocations identified in para 3.1:

- the Devolved Formula Capital allocation goes directly to individual schools on a given formula based on pupil numbers. Schools have a deal of discretion and autonomy in determining how they spend that funding which includes the opportunity to supplement and support projects identified in the Works Programme;
- the LCVAP funding applies to church schools and forms the basis of a capital works programme essentially determined by the Church of England and the Roman Catholic Dioceses.

4. PROGRAMME OF WORKS

- 4.1 The programme of works shown in **Appendix A** focuses on the most critical condition, suitability and access issues across the Authority. It has been compiled following a thorough process of examination incorporating:

Condition Data

Colleagues from the Authority's Property and Procurement Division carry out condition surveys for each of our schools on an annual basis. They assess the relative condition of each building in terms of structure, mechanical and electrical works. Their evaluation of the building and their assessment of what work needs to be carried out in order to, at the very least, maintain the building in an acceptable manner, goes onto a 'priority matrix':

- | | |
|-----------|--|
| Urgent | - requiring immediate action; |
| Essential | - for early consideration and rectification; |
| Necessary | - part of medium term strategy; |
| Desired | - for longer term consideration. |

The latest set of condition surveys show that there are currently no 'urgent' issues to be dealt with. However, with a backlog of maintenance work in excess of £6.1m for 'essential' work alone, it is clear that such work must figure strongly in any capital works programme.

Suitability Surveys

In December 2005, a full set of suitability surveys was carried out across all our schools assessing, from an educational perspective, the suitability of each school on a room by room basis asking the question “is this room fit for purpose?”

A follow up exercise was undertaken in December 2007 focusing on the primary schools only. The findings from these surveys have been viewed alongside the condition data in order to assess the relative merits of individual premises and to identify issues with a common thread and perhaps a single solution.

It is pleasing to note that between the two surveys, all schools had made improvements to their buildings in terms of suitability, some by a considerable margin.

Access

As you will have noted from paragraph 3.1 a specific amount of funding (£158,682) is to be directed towards ‘access’ initiatives. As an Authority we are constantly trying to improve levels of access in all our schools either through a rolling programme of works e.g. disabled toilets/shower facilities or in response to the specific needs of individual children as they move school.

Those principles are again reflected in the 2008/09 Programme.

School Issues

Throughout the year and particularly in recent months, the views of Headteachers and other senior members of staff have been sought in relation to their school building and what may be of particular concern to them. Very often those concerns mirror the issues already identified in condition/suitability surveys. A particular effort has been made to ensure that school priorities are reflected in the proposed programme.

A further item has been included in this year's programme which is of particular relevance to the forthcoming BSF programme. It is proposed to develop at St Hild's School a pilot initiative examining ‘classrooms of the future’.

- 4.2 At this stage, the costs shown against individual projects (**Appendix A**) are estimates. Over the coming weeks, these schemes will be provisionally allocated to one or other of the Authority's three partnering contractors. Jobs will be further assessed by the contractor who will then submit a price to the Authority for client (Children's Services) approval.
- 4.3 It is particularly important that the Department is in a position to respond to any emergency situation in respect of health, safety or security or in a

situation where a school may be faced with temporary closure unless prompt action is taken. In such circumstances, the Department would look for special dispensation from the Portfolio Holder to carry out such works as deemed appropriate in advance of formal Member approval. In order to finance such works a contingency sum of £100,000 has been incorporated into the programme.

- 4.4 Based on current estimates the proposed programme is approximately 10% above the funding available. This difference will be met from either:-

- i) savings on individual schemes;
- ii) contributions from other sources e.g. School Devolved Capital (£150,000 has already been secured by this means); or alternatively
- iii) some schemes will be modified to match the budget.

- 4.5 In the final analysis the programme of works will operate and deliver within its allocated budget. Individual schemes will only be given formal approval to go ahead once there is a general level of confidence that the overall programme is within its overall budget.

- 4.6 The Schools Forum, at its meeting on 27th February 2008, approved the creation of a Capital Sub-group. This Group will meet termly to review progress on the Capital Works Programme and to help shape priorities for the future. As a matter of course, Cabinet will be kept up to date during the year on progress and developments to the Capital Programme via quarterly reports produced by the Authority's Central Finance Division. In addition, there will be direct reports to the Portfolio Holder for Children's Services from the Department.

- 4.7 Other than in response to an emergency situation, or for minor price adjustments (within the Authority's financial procedures), there will be no variation to the programme of work as detailed in **Appendix A**, without prior approval from the Portfolio Holder.

5. RISK MANAGEMENT

- 5.1 This report is concerned with the maintenance, protection and development of Council assets i.e. school buildings.

- 5.2 The proposed programme of works has been compiled on the basis of those areas/sections of our buildings which are showing clear signs of failure and are therefore presenting a greater level of risk.

6. RECOMMENDATIONS

6.1 It is recommended:

- That the programme of capital works for 2008/09 as identified in **Appendix A** be approved.
- That the Children's Services Department be allowed dispensation and discretion to authorise building works, not included in the initial programme of works, but where a significant health, safety and/or security issue is exposed, in advance of formal approval by the Portfolio Holder for Children's Services.

7. BACKGROUND PAPERS

7.1 Children's Services Asset Management Plan 2006/07 (Statement of Priorities).

8. CONTACT OFFICER

8.1 Alan Kell, Asset Manager, Children's Services Department, telephone 523051.

APPENDIX A

2008/09 CAPITAL WORKS PROGRAMME – DRAFT PROPOSALS

Secondary Schools		E	N	D	Outline Costs £'000
Brierton	Roofwork – dance studio, corridors, changing rooms	92			92
High Tunstall	Roofwork – admin. block	95			95
Manor	- External décor - Ext. doors security	32 20			32 20
St Hilda's	- Classrooms of the future (BSF pilot project)			100	100
Catcote	- Window replacement - Roofwork - kitchen	66 14			66 14
BSF	Additional accommodation	200			200
Sub Total		519		100	619

Primary Schools		E	N	D	Outline Costs £'000
Barnard Grove	- Window replacement - Roofwork (KS1) - Caretaker's Floor	46 92 10			46 92 10
Brougham	Window replacement			20	20
Clavering	Roofwork Hall	40			40
Eldon Grove	Fence	15			15
Fens	- Heating distribution - Window replacement	62	70		62 70
Greatham	Window replacement	15			15
Golden Flatts	- Heating distribution - Window replacement	60 32			60 32
Grange	Window replacement	41			41

Essential
Necessary
Desirable

Primary Schools		E	N	D	Outline Costs £'000
Jesmond	- New kitchen - Reception heating	100		14	100 14
Kingsley	- Roofwork - Hall - Window replacement - Resource area	39 54 60			39 54 60
Lynnfield	Toilets	35			35
Owton Manor	Window replacement		99		99
Rift House	- Toilets - Car Park	35		85	85 35
Rossmere	Windows	82			82
Springwell	- Hydrotherapy Pool - Mobile Unit	30 50			30 50
St. Helen's	Roofwork - KS2	75			75
Stranton	Window replacement	44			44
Throston	- Lift - Rewire	30 85			30 85
Ward Jackson	- Roofwork - Window replacement - Office (w'force reform)	60 35		12	60 35 12
West Park	Fencing			45	45
West View	Window Replacement	50			50
Various	- Kitchen interlocks - Caretaker's cavity insulation			30 10	30 10
Sub-Total		1177	169	216	1662
Contingency	Emergency response	100			100
TOTAL		1896	169	316	2381
Available budget					2094
OVER COMMITMENT BEFORE SCHOOL CONTRIBUTIONS					287

Essential
Necessary
Desirable

CHILDREN'S SERVICES PORTFOLIO

Report to Portfolio Holder
7th April 2008



Report of: Director of Children's Services

Subject: TO APPROVE AND MAKE AN INSTRUMENT
OF GOVERNMENT

SUMMARY

1. PURPOSE OF REPORT

To request the Portfolio Holder for Children's Services to approve and make an Instrument of Government for a foundation secondary school in order to establish a new constitutional model for the governing body.

2. SUMMARY OF CONTENTS

The report sets out the background to making new Instruments of Government.

3. RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Holder is responsible for all education and child care matters.

4. TYPE OF DECISION

Non-key decision.

5. DECISION MAKING ROUTE

Children's Services Portfolio Holder's meeting 7th April 2008.

6. DECISION(S) REQUIRED

The Portfolio Holder is requested to approve and make an Instrument of Government.

Report of: Director of Children's Services

Subject: TO APPROVE AND MAKE AN INSTRUMENT
OF GOVERNMENT

1. PURPOSE OF REPORT

To seek approval of an Instrument of Government as attached at **Appendix 1**.

2. BACKGROUND

- 2.1 Governing bodies are required to draw up a new Instrument of Government when changing the category of a school and have regard to the School Governance Constitution (England) Regulations 2007, which revoked the School Governance Constitution (England) Regulations 2003.
- 2.2 The Instrument of Government records the name of the school, status and sets out the size of the Governing Body and its constitution in accordance with the regulations.
- 2.3 The Governing Body as set out in **Appendix 1** have agreed an Instrument of Government and constitution to reflect the change of status of the schools from a Community school to a Foundation school which was agreed at a meeting of the Governing Body held on 7th February 2008 and effective from 15th April 2008.
- 2.5 The proportion of places on the Governing Body which must be reserved for different categories of governors for Foundation Schools as set out in the School Governance Constitution (England) Regulations 2007 Foundation School are as follows:
- Parent Governors – one third or more parent governors
 - Local Authority Governors – at least one but no more than one fifth of places
 - Staff Governors - at least two but no more than one third including the headteacher
 - Community Governors – one tenth or more
 - Partnership Governors – at least two but no more than one quarter of places
 - In addition the Governing Body may appoint up to four sponsor Governors

In accordance with the School Governance Constitution (England) Regulations 2007 the Local Authority is recommended to approve and make the Instrument of Government.

3. RECOMMENDATION

That the Portfolio Holder approve and make the Instrument of Government as attached at **Appendix 1**.

4. CONTACT OFFICER Ann Turner, Governor Support Officer.

INSTRUMENT OF GOVERNMENT



1. The name of the school is: Dyke House School
2. The school is a foundation school
3. The name of the governing body is "The Governing Body of Dyke House School"
4. The governing body shall consist of:
 - a. 7 Parent governors;
 - b. 1 LA governor;
 - c. 4 Staff governors;
 - d. 6 Community governors
 - e. 2 Partnership governors
5. Total number of governors 20
6. This instrument of government comes into effect on 15th April, 2008.
7. This instrument was made by order of Hartlepool Authority on 7th April 2008.
8. A copy of the instrument must be supplied to every member of the governing body (and the headteacher if not a governor).

CHILDREN'S SERVICES PORTFOLIO

Report to Portfolio Holder
7th April 2008



Report of: Director of Children's Services

Subject: LYNNFIELD PRIMARY SCHOOL:
PLAY AND RECREATIONAL AREA

SUMMARY

1. PURPOSE OF REPORT

To gain Portfolio Holder approval to the creation of a Play and Recreational Area on the school grounds at Lynnfield Primary School.

2. SUMMARY OF CONTENTS

- Report requiring decision.
- Information/background relating to the formation of this initiative and the role played by its principal sponsor, New Deal for Communities (NDC).

3. RELEVANCE TO PORTFOLIO MEMBER

Responsible for all matters relating to Children's Services.

4. TYPE OF DECISION

Non-key.

5. DECISION MAKING ROUTE

Children's Services Portfolio.

6. DECISION(S) REQUIRED

Approval be given to the creation of a Play and Recreational Area on the school grounds at Lynnfield Primary School.

Report of: Director of Children's Services

Subject: LYNNFIELD PRIMARY SCHOOL:
PLAY AND RECREATIONAL AREA

1. PURPOSE OF REPORT

- 1.1 To gain Portfolio Holder approval to the creation of a Play and Recreational Area on the school grounds at Lynnfield Primary School.

2. PROJECT DESCRIPTION / BACKGROUND

- 2.1 The project is to develop a Play and Recreational Area on the Lynnfield Primary School playing field which will be available for pupils during school hours and local children, young people and residents outside those hours. The newly developed area will include:

- a landscaped Play and Recreational Area on a strip of the school field adjacent to Sheriff Street;
- new entrances to this area from Sheriff Street;
- CCTV cameras to oversee the area;
- development of the school's existing Multi Use Games Area (MUGA) adding fencing, goals and floodlighting; and
- newly planted trees and benches around the school field.

- 2.2 The initiative has been developed by New Deal for Communities (NDC) following extensive consultation with local residents who identified lack of play facilities and accessible green space as an area of concern. This perceived need was highlighted in the NDC strategic review (December 2006) and the subsequent action plan for 2007.

- 2.3 A further feature of the scheme is the engagement of Play Rangers who will:

- supervise play activity on the school fields both at Lynnfield and Stranton Primary Schools;
- carry out site checks to ensure children are playing in a hazard free, safe environment;
- oversee the use of play equipment – loaning out bats, balls, cones etc to children if required;
- direct children to the on-site toilet and water facilities.

- 2.4 The new facilities will complement and combine with existing facilities at Lynnfield School and the Lynnfield Centre – an existing community facility attached to the school. The Centre will in fact play a key role in managing the Play Rangers and overseeing the use of the MUGA.

3. FUNDING

3.1 In terms of NDC involvement, the project is deemed to last three years. This is reflected in the funding arrangements agreed by NDC at their Steering Group meeting held on 11th October 2007. The overall cost of the scheme is £343,942, the bulk of which is capital expenditure of £290,320.

3.2 NDC is the principal funder supported by a variety of public sector contributions:

Capital:	£
NDC Project allocation	210,570
NDC Neighbourhood Panel Grant	10,000
HBC Community Safety "Section 17"	20,000
HBC Highways	20,000
HBC Children's Services Play Strategy	2,250
HBC Central Consultative Forum	10,000
Durham Football Association	17,500
Sub-Total	290,320
Revenue:	£
NDC	23,051
HBC Children's Services Play Strategy	25,371
HBC Lynnfield School	5,200
Sub-Total	53,622
TOTAL	343,942

4. MILESTONES

4.1 In progressing this scheme a number of key milestones have been achieved:

- the appointment of AWP Associates, landscape architects, to design and manage the scheme;
- NDC Project Appraisal Panel (September 2007) – confirm project detail;
- NDC Steering Group (October 2007) – vote 17 for; 0 against; 1 interest/abstention in favour of supporting the scheme. NB – the Steering Group includes Council Member representatives;
- John Hellens Limited appointed as principal contractor following a tendering process in line with Council Standing Orders;
- Digital Structures appointed in the role of CDM Co-ordinator (Construction Design Management) overseeing site safety and security.

- 4.2 Up until February 2008, NDC had performed the role of 'client' in respect of this scheme. At that point the client role was taken over by Children's Services, reflecting the longer term nature and commitment to the scheme.

5. OUTSTANDING ISSUE

- 5.1 The Council operates as an 'accountable body' in respect of regeneration partnerships such as NDC. This role was clarified and expanded upon in a report accepted by Cabinet in July 2002. That report emphasised the point that regeneration partnerships are very much resident led and that the Council role was more to ensure probity and compliance with regulations, rather than to take over the decision-making process regarding funding programmes and individual projects. This is further reflected in the make-up of the NDC Steering Group where there is a Council presence with three Member representatives but a majority of resident members.
- 5.2 Notwithstanding the above and with regard to this particular project, Council does need to approve the scheme given that the proposed development is on Council owned land, ie Lynnfield Primary School. In addition, there are ongoing management issues and revenue implications which the Portfolio Holder needs to consider.

6. RISK MANAGEMENT

- 6.1 The NDC appraisal process for individual schemes considers in detail the risk elements of any scheme and presents a profile of issues for the Steering Group to be aware of before confirming their decision. In this particular case the view was held that the risk elements were low and manageable and the Steering Group was in no doubt that the benefits of the scheme to the school and local residents far outweighed any risk factor.
- 6.2 As indicated in paragraph 3.1, whilst the scheme is predominantly a capital project, there are ongoing revenue implications in particular the continuing employment of the Play Rangers and routine site maintenance. NDC support is guaranteed until 2010/11, thereafter it is understood that:
- the school will accept responsibility for site maintenance; whilst
 - the longer term responsibility for the Play Rangers will rest with the Community Learning Centre governing bodies which will be constituted to apply for funds or fundraise as a 'community association'.

7. RECOMMENDATIONS

- 7.1 That approval be given to the NDC sponsored project to create a Play and Recreational Area on the school grounds at Lynnfield Primary School.
- 7.2 That the Portfolio Holder notes that the procedures adopted by NDC, as outlined in this report, have been in line with Council practice and standing orders.
- 7.3 That the longer term responsibility for the management and running of the facilities rests with the school, the Community Learning Centre and their respective governing bodies.

8. BACKGROUND PAPERS

- 8.1 The following documents are available in support of this report and the above recommendations:
- 29th July 2002 Cabinet report – The role of the Council as accountable body to regeneration partnerships;
 - October 2007, NDC Project Appraisal Form;
 - 11th October 2007, NDC Steering Group minutes confirming approval to the scheme.

9. CONTACT OFFICER

Alan Kell, Asset Manager
Children's Services Department
Hartlepool Borough Council

01429-523051
alan.kell@hartlepool.gov.uk

CHILDREN'S SERVICES PORTFOLIO

Report to Portfolio Holder
7th April 2008



Report of: Director of Children's Services

Subject: CHILDREN'S SERVICES DEPARTMENTAL
PLAN QUARTER 3 PROGRESS REPORT

SUMMARY

1. PURPOSE OF REPORT

To inform the Portfolio Holder of the progress made towards achieving Children's Services Departmental Plan actions and performance indicators (PIs) for the period to 31st December 2007.

2. SUMMARY OF CONTENTS

The report summarises progress over the third 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 7th April 2008.

6. DECISION(S) REQUIRED

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

Report of: Director of Children's Services

Subject: CHILDREN'S SERVICES DEPARTMENTAL
PLAN QUARTER 3 PROGRESS REPORT

1. PURPOSE OF REPORT

To inform the Portfolio Holder of the progress made towards achieving Children's Services Departmental Plan actions and performance indicators (PIs) for the period to 31st December 2007.

2. BACKGROUND

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

The plan sets out the vision for Children's Services and was produced in line with the Corporate Planning process. Underneath the broad strategic aims there is 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 IN THE DEPARTMENTAL PLAN

The Departmental Plan 2007/08 identified actions and PIs for 2007/08. The progress is recorded by traffic lights as follows:

- **Red:** do not expect to achieve action/target by milestone date;
- **Amber:** expecting to complete action/target by milestone date;
- **Green:** action/target has now been completed or met.

Departmental Plan Actions

Table 1 summarises the progress made towards achieving the 19 key actions within the Departmental Plan.

Table 1 – Progress on Actions

Portfolio/division/section	Actions by Traffic Light					
	Red		Amber		Green	
	No.	%	No.	%	No.	%
Children's Services	1	5.3	16	84.2	2	10.5
Total 19						

One action is identified as red:

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

This target was reported as red at the end of the previous 2 quarters. The target date for achieving this reduction is January 2010. As previously reported, arrangements are in hand for the National Support Team for Teenage Pregnancy to visit Hartlepool during spring 2008. Despite positive comments from the Joint Area Review in 2006 and the 2007 Annual Performance Assessment on the Teenage Pregnancy Strategy, the desired impact is not being seen. As previously reported, data analysis suggests that better progress has been made in reducing the level of conceptions for under 16 years olds. There are however significant issues to address in relation to 16 and 17 year olds and further work is being done to ensure that work is targeted at the most vulnerable young people.

Performance Indicators

A number of performance indicators within the Children's Services Departmental Plan are reported annually, although not all at the same time during the yearly planning cycle. School attainment figures relate to the previous school year i.e. 2006/07 and are confirmed later in the year (December 2007). Figures are now available for 20 of the 32 key performance indicators.

Table 2 - Progress on Key Performance Indicators

Portfolio/division/section	PIs by Traffic Light					
	Red		Amber		Green	
	No.	%	No.	%	No.	%
Children's Services	15	46.9	2	6.3	3	9.4
Reported annually 12 (37.5%)						
Total 32						

There has been an increase of 9 in the number of PIs recorded as red since the last quarter. These relate to school attainment figures which have now been confirmed and published in the 2007 DCSF performance tables. The additional red PIs are as follows:

- Percentage of pupils achieving 5 or more A*-G GCSEs - target 91%, outturn 90%. Although the target was not achieved, Hartlepool's attainments are in line with the national average and the outturn figure represents strong performance compared to similar local authorities.
- Percentage of pupils achieving level 4 or above in Key Stage 2 English tests - target 83%, outturn 82%. This performance is the best ever for Hartlepool and is in line with the national average. Hartlepool is the best performing local authority against statistical neighbours.
- Key Stage 2, reduce the gap between children from NRS area and Hartlepool to under 5% by 2012 by those achieving level 4 or above in maths - target 4%, outturn 5.9%. Although the trend over time remains positive and is considered still to be on target for 2012, the gap has widened from last year's figure for this indicator.
- Key Stage 4, reduce the gap between young people from the NRS area in Hartlepool to under 5% by 2012 for those achieving 5+ A*-C - target 8%, outturn 10.6%. The target for 2012 is still expected to be achieved although there is a slight deterioration in performance from 2006.
- Key Stage 4, reduce the gap between young people from the NRS area and Hartlepool to under 5% by 2012 for those achieving 5+ A*-G (including English and maths) - target 2% outturn 6.9%. The current year target was not achieved.
- Key Stage 2, reduce the gap between children in NRS area and Hartlepool to under 5% by 2012 for those achieving level 4 or above in English - target 4%, outturn 5.9%. The trend over time remains positive and is still on target for 2012 but the gap has widened from last year.
- Key Stage 3, reduce the gap between children from the NRS area and Hartlepool to under 5% by 2012 for those achieving level 5 or above in English - target 8%, outturn 9.8%. Although the target was not achieved, this figure represents a slight improvement on the previous year.
- Key Stage 3, reduce the gap between children from the NRS area and Hartlepool to under 5% by 2012 for those achieving level 5 or above in mathematics - target 6%, outturn 7.6%. No improvement from last year but still on target for 2012.
- Key Stage 3, reduce the gap from the NRS area and Hartlepool to under 5% by 2012 for those achieving level 5 or above in science - target 7%, outturn 10%. The target has not been achieved this year and the gap has widened.

Hartlepool has recorded its best ever levels of attainment in GCSEs and SATs (Key Stage 2 and Key Stage 3) but ambitious targets set in a number of areas have not been met despite good performance. Statutory targets are agreed with DCSF who set them at very challenging levels.

A particular challenge has been set in relation to closing the gap between Hartlepool overall and the most disadvantaged areas. In previous years, good progress had been made in this area but as overall levels of attainment have improved so dramatically, this year the gap has either remained the same or widened slightly in some cases. Children in the most disadvantaged areas continue to improve their performance but still lag behind their peers across the town. The long term trend is positive. On another positive note the gap

between young people from the NRS area and Hartlepool for those achieving 5+ A*-C GCSEs has reduced and a target of 10% has been exceeded with an outturn of 5.7% achieved this year, showing a big improvement on previous performance and representing the best ever performance in this area.

4. OTHER AREAS OF ACTIVITY

The government has published a new set of national indicators and work is ongoing corporately and within the department to identify those indicators which will be used in future years to monitor progress towards corporate and departmental objectives. A number of existing best value performance indicators will cease to be collected.

Formal approval of new objectives and performance indicators will be sought through the democratic processes in the normal way, in line with corporate planning processes.

5. PERFORMANCE UPDATE FOR THE PERIOD ENDING DECEMBER 2007

Within the Children's Services Department there are 19 actions identified within the Corporate structure for monitoring progress. At the end of the third quarter, 94.7% of these actions were identified as being on target, which shows no change from the end of the previous 2 quarters.

Annually reported information has now become available for an additional number of key performance indicators and 15 of these (46.9%) have been recorded as red. Fourteen of the 15 relate to school attainment where ambitious targets were set in line with DCSF requirements. Improvements have been made in many areas and indicators are in line with or above national averages, although the actual targets have not been met.

6. RECOMMENDATIONS

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

7. CONTACT OFFICER – Sue Johnson, Assistant Director Planning & Service Integration, telephone 523773

CHILDREN'S SERVICES PORTFOLIO

Report to Portfolio Holder

7th April 2008



Report of: Director of Children's Services

Subject: DYKE HOUSE SCHOOL: FOUNDATION STATUS

SUMMARY

1. PURPOSE OF REPORT

To inform the Portfolio Holder of the outcome of the Statutory Notice proposal in relation to Dyke House Governors' consideration of a change to Foundation Status.

2. SUMMARY OF CONTENTS

The report sets out the background to Dyke House Governors' consideration of Foundation Status and provides as an annex the letter from the Chair of Governors indicating that the governors have decided to change the status of the school to Foundation Status. The next stage of the process is outlined.

3. RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Member has previously submitted responses to the consultation process in respect of Foundation Status.

4. TYPE OF DECISION

Non-key.

5. DECISION MAKING ROUTE

Portfolio Holder meeting on 7th April 2008.

6. DECISION(S) REQUIRED

To note the decision of the governors of Dyke House School to change the status of the school to Foundation Status.

To note the work which officers will be undertaking with the school to ensure the process for a change in status is appropriately undertaken.

Report of: Director of Children's Services

Subject: DYKE HOUSE SCHOOL: FOUNDATION
STATUS

1. PURPOSE OF REPORT

To inform the Portfolio Holder of the outcome of the Statutory Notice proposal in relation to Dyke House Governors' consideration of a change to Foundation Status.

2. BACKGROUND

The Portfolio Holder has previously considered two reports in relation to Dyke House School: Foundation Status:

- A report on 27th October 2006 to agree a process and timescale for a response to the governors' proposals to change to Foundation Status;
- A report on 18th December 2007 in which a response was prepared to the governors' initial consultation process in respect of a possible change in status;

3. GOVERNORS' DECISION

A letter was received from Mr Bert Armstrong, Chair of Governors of Dyke House School on 11th February 2008 setting out the governors' decision to proceed to change the status of the school to Foundation Status. A copy of the letter from the Chair of Governors is attached as **Appendix 1** to this report.

4. NEXT STAGE OF THE PROCESS

Dyke House School have already begun to make contact with local authority officers to undertake the work relating to change of status. The full extent of this work has not yet been identified, but will include:

- the establishment of a new Instrument and Articles of Government for the school;
- the transfer of staff from the local authority to the school governors under TUPE regulations;

- minor adjustments to the school budget to recognise the governors' role as an admissions authority and an employer on the same basis as voluntary aided schools;
- identification of any potential changes to service legal agreements.

5. RECOMMENDATIONS

To note the decision of the governors of Dyke House School to change the status of the school to Foundation Status.

To note the work which officers will be undertaking with the school to ensure the process for a change in status is appropriately undertaken.

6. CONTACT OFFICER

Adrienne Simcock, Director of Children's Services.



Dyke House School
Mapleton Road
Hartlepool
TS24 8NQ

Phone 01429 266377
Fax 01429 866404
Email admin@dykehouse.hartlepool.sch.uk



*Awarded
for excellence*

8th February 2008

John Collings
Assistant Director (Performance & Achievement)
Children's Services Dept
Hartlepool Borough Council
Civic Centre
Victoria Road
Hartlepool

11 FEB 2008

Dear John

Re: Change of status from Community School to Foundation School

Following a meeting of Dyke House School Governing Body on the 7th February 2008 a decision was made to change the schools status from Community to Foundation with effect from 1st April 2008.

Dyke House School Governors believe the change of status will enable the school to further develop standards of teaching and the learning and continue to raise levels of attainment for it students. Governors believe that this change will enable them to continue to build on the success of the School.

On behalf of the Governing Body of Dyke House School,

Yours sincerely,

Mr W E Jordon CBE
Headteacher

Mr A Armstrong
Chairman of Governing Body