

CHILDREN'S SERVICES PORTFOLIO DECISION SCHEDULE



Thursday, 11 September 2008

at 9.00 am

in Committee Room A

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

1. **KEY DECISIONS**
None
2. **OTHER ITEMS REQUIRING DECISION**
 - 2.1 Admissions to Schools 2010/11 and Coordinated Admissions to Primary & Secondary Schools 2010/11 – *Director of Children's Services*
 - 2.2 Children's Services Departmental Plan Quarter 1 Progress Report – *Director of Children's Services*
 - 2.3 Oscars Out Of School Childcare Service – Change In Charges – *Director of Children's Services*
 - 2.4 Revision To Standing Advisory Council On Religious Education (SACRE) Constitution – *Director of Children's Services*
3. **REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**
None
4. **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

5. **KEY DECISION**

None

6. **OTHER ITEMS REQUIRING DECISION**

- 6.1 Procurement Of A Parenting Expert Role From Barnardos North East
(Para 3) – *Director of Children's Services*
- 6.2 Placement Strategy For Looked After Children (Para 3)– *Director of Children's Services*
- 6.3 Children's Homes: Regulation 33/34 Reports (Para 1) – *Director of Children's Services*

CHILDREN'S SERVICES PORTFOLIO

Report to Portfolio Holder

11th September 2008



Report of: Director of Children's Services

Subject: ADMISSIONS TO SCHOOLS 2010/11 AND
COORDINATED ADMISSIONS TO PRIMARY &
SECONDARY SCHOOLS 2010/11

SUMMARY

1.0 PURPOSE OF REPORT

To seek approval of the Portfolio Holder to the draft Admission arrangements for 2010/11 as the basis for consultation during the Autumn term 2008.

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 2010/11 as the basis for consultation during the Autumn term 2008.

Report of: Director of Children's Services

Subject: ADMISSIONS TO SCHOOLS 2010/11 AND
COORDINATED ADMISSIONS TO PRIMARY &
SECONDARY SCHOOLS 2010/11

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 2008.

2. BACKGROUND

General

2.1.1 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 28th February 2007 and applies to all maintained schools, foundation 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. Failure to comply with these requirements would mean that Hartlepool Local Authority will be at risk of failing to meet their statutory duty.

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

- the arrangements enable parents/carers 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 and in the Code.

3. MANDATORY REQUIREMENTS

3.1.1 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. All Admission 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.
- admission arrangements for children in the care of the local authority (LAC).

3.1.2 LAs are required to consult on the admission arrangements for their schools each year. The consultation must give full details of admission arrangements that will operate in the area in the year in question.

3.1.3 Admission authorities must consult with other admission authorities and the governing bodies of community and voluntary controlled schools in the relevant area.

3.1.4 Admission authorities which determine an admission number for any school which is lower than that indicated by the DCSF net capacity formula must, additionally, publish a notice to explain this in a local newspaper.

3.2 Admissions Forum

3.2.1 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, foundation schools and Academies, when exercising their functions, must have regard to any advice offered by the Forum.

3.2.2 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/carers 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/carers 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.

3.3 Co-ordinated Admissions

3.3.1 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.

3.3.2 For secondary schools, places must be offered on 1st 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.

3.3.3 For all schools, parents/carers 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/carers to:

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

- 3.3.4 The LA must inform other admission authorities of any application made for their schools and pass on any relevant supporting information. The parent/carer's order of ranking needs only to be shared with other LAs or admission authorities whose own over-subscription criteria mention rank order.
- 3.3.5 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.
- 3.3.6 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.
- 3.3.7 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.
- 3.3.8 LAs must also operate a co-ordinated scheme within their own area for all schools. However, parents/carers 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.

3.4 Children and Young People in Public Care

- 3.4.1 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 recommends that admissions authorities give children in public care top priority in their over-subscription criteria.

3.5 Children with Statements of Special Educational Needs

- 3.5.1 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 states that this should not be part of the oversubscription criteria.

3.6 Excluded Pupils and Pupils with Challenging Behaviour

- 3.6.1 Where a child has been permanently excluded from two or more schools, parents/carers can still express a preference for a school place, but the requirement to comply is removed for a period of two years from the date on which the last exclusion took place.
- 3.6.2 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.
- 3.6.3 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.
- 3.6.4 In January 2006, a Hard to Place Pupils protocol was developed to assist in the administration of places for vulnerable groups. This policy has since been reviewed and is now known as the Fair Access Protocol. The protocol has been agreed by the Admission Forum and is reviewed at each Admission Forum meeting.

3.7 Race Equality

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

3.8 Building Schools for the Future (BSF)

- 3.8.1 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.

The partner primary model was adopted for September 2009 and it is proposed to continue this model for September 2010 based on the same model.

- 3.8.2 In August 2009, Brierton Community School will close. Thus there will only be five secondary schools from which parents/carers can express their preferences.

As a result of the decision to close Brierton Community School, the criterion 'admission zones' was abolished in relation to secondary school admissions, and the partner primary model adopted.

The partner primary model which was agreed for Admission to Schools 2009 is as follows:

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

It is important to emphasise that parents/carers 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.

4. **ADMISSIONS POLICY FOR 2009/10**

- 4.1 It should be noted that from September 2009 there will not be any community or voluntary controlled secondary schools. There will be a voluntary aided Catholic school, a voluntary aided Church of England school and 3 foundation schools. However as Dyke House School and High Tunstall School did not obtain Foundation Status prior to the admission arrangements for 2009 being published, the said 2 schools

will allocate places in accordance with the published admission arrangements as stated below:

- Parents/carers are invited to express preferences for up to three secondary schools in priority order and to give reasons for their preferences.
- In the first instance, places will be awarded to those pupils with a statement of special educational needs where the school is named in the statement.
- The remaining places will be awarded in the following priority order:
 - 1) Those children who are in the care of the local authority;
 - 2a) 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;
 - 3) Those children who have older brothers and/or sisters who will be attending the school in September 2009;
 - 4) Those children who are distinguished from the majority of other applicants on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school;
 - 5) Those children who live closest to the school as determined by the shortest suitable walking distance.

Should it prove necessary to distinguish between children in criteria 2, priority will be given to those with siblings attending the school, followed by those who live nearest the school.

Should it prove necessary to distinguish between children in any other criteria, priority will be given to those who live nearest the school.

- No places can be allocated at an oversubscribed school to parents/carers 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.

4.2 The admission policy for entry to community and voluntary controlled primary schools in 2009/10 is as follows:

- Parents/carers are invited to express preferences for up to 3 primary schools in priority order and give reasons for their preferences

- In the first instance, places will be awarded to those pupils with a statement of special educational needs where the school is named in the statement.
 - The remaining places will be awarded in the following priority order:
 - 1) those children who are in the care of the local authority;
 - 2) those children who live in the school's admission zone;
 - 3) those children who have older brothers or sisters who will be attending the school in September 2009;
 - 4) 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;
 - 5) 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/carers 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.
- 4.3 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 published priority criteria. If a place subsequently becomes available, the place will be offered to the next child on the waiting list.
- 4.4 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 2004 and 31st August 2005 can join the school on a full-time basis in September 2009. Parents/carers can, however, still defer the date of entry to reception until the beginning of the term after their child's 5th 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 1997 and 31st August 1998 will normally transfer to secondary school in September 2009.
- 4.5 Parents/carers 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/carers whose applications prove unsuccessful and an alternative placement cannot be agreed.
- 4.6 The timetables for secondary and primary admissions for 2009/10 are as follows:

Secondary Admissions	
September 2008	Secondary Admissions Booklet published
Week commencing 8 th September 2008	Visits to Year 6 children. Letters, parental preference forms and admission booklet to pupils.
Week commencing 17 th September 2007	Advertisement in the local press, including details of Secondary School Open Evenings. On-line admission website available.
24 th October 2008	Closing date for return of parental preference forms.
11 th February 2009	Other LAs notified of school allocations made to children from their borough.
1 st March 2009	Allocations completed by Hartlepool LA and LA informed of allocations made by Voluntary Aided school.
1 st March 2009	Emails will be sent to online applicants provided they have requested it.
2 nd March 2009	All allocation letters sent to parents/carers, via Royal Mail. Lists sent to secondary schools.
March 2009	Appeal papers issued.
31 st March 2009	Closing date for return of appeal papers.
April 2009	Appeal hearings arranged.

Primary Admissions	
December 2008	Primary Admissions Booklet published.
Week commencing 3 rd December 2008	Letter, parental preference form and admissions booklet sent to parents/carers, through primary schools.
December 2008 & January 2009	Advertisement in the local press inviting parents/carers to apply for admission to primary schools in the area for September 2008 and January 2009.
23 rd January 2009	Closing date for return of parental preference forms.
15 th April 2009	Allocation letters sent to parents/carers via Royal Mail. Lists sent to primary schools.
April 2009	Appeal papers issued.
8 th May 2009	Closing date for return of appeal papers.
June 2009	Appeal hearings arranged

- 4.7 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.

5. TIMETABLE FOR CONSULTATION

5.1 The Schools Standards and Framework Act sets out a timetable for consultation on the admissions policy for 2010/11 as follows:

- consultation with all admission authorities in the area and with neighbouring LAs before 1st March 2009;
- determination of the policy for 2010/11 before 15th April 2009;
- notification of admission arrangements within fourteen days of determination.

5.2 To meet the statutory timetable for consultation on arrangements for the 2010/11 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:

11 th September 2008	Basis for consultation determined by Portfolio Holder
October 2008 – December 2008	Consultation
February 2009	Consideration by Admissions Forum
Date in March 2009	Admissions Policy for 2010/11 determined by Portfolio Holder
31 st March 2009	Admissions Policy notified to consultees
Prior to 15 th April 2009	Admissions arrangements to Secretary of State

6. CONSIDERATION OF THE ADMISSION POLICY FOR 2010/11

6.1 The basic framework for admissions, based on residence in the admission zone has been well established.

6.2 However the School Admissions Code now states that Admission Authorities must give highest priority to those children who are in the care of the local authority (LAC), and that children with special educational needs where the school is named in the statement **must not** be part of the oversubscription criteria. The admission policy for 2010/11 takes account of these changes.

6.3 Criterion 4 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

the Principal Education Psychologist, the Special Educational Needs (SEN) Manager, the Children & Families Services Manager, the Head of Information, the Planning & Support Services and the Admissions Manager.

Most admission policies include a criterion relating to distance from school as the final criterion or 'tie breaker'. Distance will be measured by the shortest safest walking route from the front door of the child's home address to the main entrance to the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

- 6.4 Consultation took place in 2007 relating to Early Years provision and the possibility of moving from a two stage entry at reception to single stage entry. Following this consultation, it was agreed to move to single stage entry from 2008. It is proposed to continue these arrangements for 2010.

7. ADMISSION LIMITS

- 7.1 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 admission 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/carers to object.
- 7.2 Proposed admission limits for September 2010 for all community, foundation, voluntary aided and voluntary controlled schools will be set in the majority of cases at or above indicative limits. However in a 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 1**.

8. CO-ORDINATED ADMISSION SCHEME FOR 2010/11

- 8.1 On 18th 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 2010/11 scheme is attached at **Appendix 2**.
- 8.2 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 2010/11 scheme is attached at **Appendix 3**.

- 8.3 At the Admission Forum meeting in June 2008 the Forum agreed that all future casual transfers should also be co-ordinated through the Local Authority in the same way that normal entry to school applies. These changes are reflected in Section 11 of both primary and secondary co-ordinated schemes.

9. RECOMMENDATIONS

- 9.1 It is recommended that consultation on 2010/11 admission arrangements (with an end date of December 2008) take place on the basis of seeking views on:
- The proposed oversubscription criteria for community and voluntary controlled primary schools.
 - Continuing with single stage entry at reception.
 - Continuing with the partner primary model as stated.
 - The proposed admission limits.
 - The primary and secondary co-ordinated admissions scheme.

Contact Officer:

**Anne Smith, Head of Information, Planning and Support Services,
telephone 523724**

2.1 Appendix 1

ADMISSION LIMITS 2009/10 AND 2010/11

	Indicated	Current 2009	Proposed 2010	Statutory Notice required	Increase/ Decrease/ no change to current limits
Barnard Grove Primary School	50	50	50	No	No change
Brougham Primary School	45	55	45	No	Decrease
Clavering Primary School	50	50	50	No	No change
Eldon Grove Primary School	58	60	60	No	No change
Elwick C of E Primary School	15	13	15	No	Increase
Fens Primary School	59	60	60	No	No change
Golden Flatts Primary School	24	30	30	No	No change
Grange Primary School	52	50	50	Yes	No change
Greatham C of E Primary School	15	16	15	No	Decrease
Hart Primary School	12	12	12	No	No change
Holy Trinity CE Primary School	30	32	30	No	Decrease
Jesmond Road Primary School	68	60	60	Yes	No change
Kingsley Primary School	60	60	60	No	No change
Lynnfield Primary School	54	55	55	No	No change
Owton Manor Primary School	40	30	30	Yes	No change
Rift House Primary School	30	37	30	No	Decrease
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	53	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	30	30	30	No	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	25	25	25	No	No change
West Park Primary School	45	45	45	No	No change
West View Primary School	50	50	50	No	No change
St Hild's	182	200	200	No	Increase
*Brierton School	218			No	
Dyke House School	206	230	230	No	Increase
High Tunstall School	241	260	260	No	Increase
Manor College of Technology	225	230	230	No	Increase
English Martyrs School & Sixth Form College	260	260	260	Yes	Increase

*No further intake from 2009 as school closed.

CHILDREN'S SERVICES in Hartlepool



HARTLEPOOL LOCAL AUTHORITY

CO-ORDINATED ADMISSION SCHEME - SECONDARY SCHOOLS 2010-2011

Contact Officer: Anne Smith
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HARTLEPOOL LOCAL AUTHORITY
CO-ORDINATED ADMISSION SCHEME
SECONDARY SCHOOLS
2010/2011

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 2010/2011 are attached at Annex 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, voluntary aided and foundation 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 foundation or 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 2010.

The LA will include in its admission arrangements for the 2010/2011 school year the provisions set out in this scheme.

The Governing Body of each Foundation and Voluntary Aided School will include in its admission arrangements for the 2010/2011 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 2010. 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 **Annex 1**.
- 1.4 **Annex 1** 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 2010. 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/carers 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 foundation and voluntary aided schools);
 - to be admitted to a secondary school located in another LA's area (including foundation and voluntary aided schools).
- 3.2 The CAF/1 will:
 - invite parents/carers to express three preferences in rank order of preference including any schools outside the LA's area;
 - allow parents/carers to explain the reasons for their preferences;
 - specify the closing date and where it must be returned;
 - allow parents/carers 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/carers with year 6 children who will be transferring to secondary schools in September 2010, in line with the timetable attached at **Annex 1**. An information booklet will accompany the form sent to parents/carers. Replacement forms will be available from the LA.
- 3.4 The admissions authority of a foundation or voluntary aided school can require parents/carers 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 foundation or 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/carers direct to the LA, or submitted on-line, by 4 pm on 23rd October 2009. Where a preference has been received for a foundation or 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/carers 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 allocations are finalised, 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 foundation and voluntary aided schools must be returned by the relevant admissions authority to the LA in line with the dates specified in Annex 1, either electronically or by post.

6 Processing Parental Preferences

- 6.1 **By 13th November 2009** 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/carers have requested a place at a school outside of the LA area, the information will be forwarded to the relevant LA.
- 6.2 **By 8th January 2010** – 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 Foundation and VA schools, and other LA's until the allocation of places is resolved for each application, as required. The lists will be sent back to the Foundation and 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 12th February 2010** 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 2010** the LA will post letters (first class) to all parents/carers to let them know which school has been allocated to their child. The letter will also tell parents/carers of their statutory right of appeal if they have been refused a place at their preferred school.

Parents/carers will be asked to return their appeal forms to the appropriate admissions authority eg foundation schools to the LA for administrative purposes, and VA schools to the individual schools.

Parents/carers 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 2010** parents/carers 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 2010, 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 9th April 2010** 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 29th March 2010 the LA will liaise with the governing body for foundation and 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 9th April 2010 the LA will not co-ordinate the re-allocation of places at voluntary aided schools. If parents/carers wish to be considered for any places that become available at voluntary aided schools after 9th April 2010 they will need to contact the school direct and ask to be placed on their re-allocation list.
- 8.2 The waiting lists will be compiled in accordance with the Admission Authority's criteria and places will be offered accordingly.

9 Late Applications Received After 4 pm on 23rd October 2009

- 9.1 The closing date for applications is 4 pm on 23rd October 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 12th February 2010 (the date the allocations are finalised).
- 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 2010, 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 2010, a place will be offered as soon as practicable thereafter.

10 No CAF/1 Received by 1st March 2010

- 10.1 Where no CAF/1 is submitted, the child will, on 1st March 2010, 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 9th April 2010

- 11.1 Applications received after 9th April 2010 for the year 7 intake in September 2010 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 and will be coordinated by the Local Authority.
- 11.2 If any parent approaches a foundation or voluntary aided school directly about a casual admission, the school should ensure that the parent is referred to the LA to complete a CAF/2.
- 11.3 When the LA receives a CAF/2 giving a foundation or 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.

- 11.4 The admissions authority should notify the parent of the refusal decision and the right of appeal. A copy of the refusal letter must be sent to the LA so that the LA can pursue alternative preferences.
- 11.5 If a parent is refused a place at the school of their choice the Admissions Authority will notify the parent of their right of appeal. Alternative preferences would also be pursued and if necessary, in relation to foundation or voluntary aided schools, the application would be referred to the relevant admissions authority for determination. If a place is not available at a preferred school, the LA will approach at alternative school, usually the nearest school where vacancies exist.
- 11.6 Parents/carers 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.
- 11.7 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 7 th September 2009	CAF/1 forms and other information to parents/carers
4 pm on 23 rd October 2009	Closing date for return of CAF/1 and online applications.
By 13 th November 2009	LA to notify other LAs of any preferences which have been expressed for schools in their area.
13 th November 2009	LA to send CAF/1 forms to foundation and 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 8 th January 2010	<p>The admissions authority at each foundation and 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 Foundation and VA schools, and other LA's until the allocation of places is resolved for each application, as required.</p>
By 12 th February 2010	Finalise allocations and further liaison as necessary.
1 st March 2010	<p>On-line applicants will be sent an e-mail to let them know which school has been allocated (if applicant agreed to this option when making their on-line application).</p> <p>Letters posted (first class) to all parents/carers resident in home LA area, to let them know which school has been allocated to their child.</p>
9 th April 2010	Admissions authorities to re-allocate any places that may have become vacant since the 1 st March offer date.
End April/May 2010	Appeal hearings arranged.

This scheme relates to the following schools in Hartlepool:

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

CHILDREN'S SERVICES in Hartlepool



HARTLEPOOL LOCAL AUTHORITY

CO-ORDINATED ADMISSION SCHEME - PRIMARY SCHOOLS 2010-2011

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

HARTLEPOOL LOCAL AUTHORITY
CO-ORDINATED ADMISSION SCHEME
PRIMARY SCHOOLS
2010/2011

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 2010/2011 are attached at Annex 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 2010.

The LA will include in its admission arrangements for the 2010/2011 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 2010/2011 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 2010. 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 **Annex 1**.
- 1.4 **Annex 1** 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 2010. 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/carers 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/carers to express up to three preferences in rank order of preference;
 - allow parents/carers to explain the reasons for their preferences;
 - specify the closing date for return of the form and where it must be returned;
 - allow parents/carers 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/carers with reception age children who will be attending primary schools in September 2010, in line with the timetable attached at **Annex 1**. An information booklet will accompany the form sent to parents/carers. Replacement forms will be available from the LA.
- 3.4 The admissions authority of a voluntary aided school can require parents/carers 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/carers direct to the LA, or submitted on-line, by 4 pm on 22nd January 2010. 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/carers 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 Annex 1, either electronically or by post.

6 Processing Parental Preferences

- 6.1 **By 5th February 2010** 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/carers have requested a place at a school outside the LA area, the information will be forwarded to the relevant LA.
- 6.2 **By 12th March 2010** – 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 26th March 2010** 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 2010** the LA will post letters (first class) to all parents/carers to let them know which school has been allocated to their child. The letter will also tell parents/carers of their statutory right of appeal if they have been refused a place at their preferred school.

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

Parents/carers 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 10th May 2010** parents/carers should inform the LA if the offer of a place is not accepted.

Where a parent does not confirm acceptance of a place by 10th May 2010, 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 17th May 2010** 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 17th May 2010 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 17th May 2010 the LA will not co-ordinate the re-allocation of places at voluntary aided schools. If parents/carers wish to be considered for any places that become available at voluntary aided schools after 17th May 2010 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 2010. All parents/carers 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 22nd January 2010

- 9.1 The closing date for applications is 4 pm on 22nd January 2010. 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 26th March 2010 (the date the allocations are finalised).
- 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 2010 will be offered a school place on 15th April 2010, 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 2010, a place will be offered as soon as practicable thereafter.

10 No CAF/1 Received by 15th April 2010

- 10.1 Where no CAF/1 is submitted, the child will, on 15th April 2010, 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 17th May 2010

- 11.1 Applications received after 17th May 2010 for the reception year intake in September 2010 and at any time for entry other than to the normal year of entry to primary school will be treated as casual admissions. These applications should be made on form CAF/2 and will be coordinated by the Local Authority.
- 11.2 If any parent approaches a community, voluntary controlled or voluntary aided school directly about a casual admission, the school should ensure that the parent is referred to the LA to complete a CAF/2.
- 11.3 Where the LA receives a CAF/2 for a community or voluntary controlled school as the first preference or in pursuing alternative preferences where higher preferences have been refused, the LA will make a determination regarding the application. The LA will notify the parent of its decision.

- 11.4 Where the LA receives a CAF/2 for 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.
- 11.5 The admissions authority should notify the parent of the refusal decision and the right of appeal. A copy of the refusal letter must be sent to the LA so that the LA can pursue alternative preferences.
- 11.6 If a parent is refused a place at the school of their choice the Admissions Authority 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 will be referred to the relevant admissions authority for determination. If a place is not available at a preferred school, the LA will approach at alternative school, usually the nearest school where vacancies exist.
- 11.7 Parents/carers 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 30 th November 2009	CAF/1 forms and other information to parents/carers.
4 pm on 22 nd January 2010	Closing date for return of CAF/1 and online applications.
By 5 th February 2010	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.
After 8 th February 2010	All VA schools set up admission committees to considered applications.
12 th March 2010	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. Liaison will take place between VA's and other LA's until the allocation of places is resolved for each application, as required.
26 th March 2010	Finalise allocations and further liaison as necessary.
15 th April 2009	On-line applicants will be sent an e-mail to let them know which school has been allocated (if applicant agreed to this option when making their on-line application). Letters posted (first class) to let them know which school has been allocated to their child.
By 17 th May 2010	Admissions authorities to re-allocate any places that may have become vacant since the 15 th April 2010 offer date.
End May/Beginning June 2010	Appeal hearings arranged.

This scheme relates to the following primary schools in Hartlepool:

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

CHILDREN'S SERVICES PORTFOLIO

Report to Portfolio Holder
11th September 2008



Report of: Director of Children's Services

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

SUMMARY

1. PURPOSE OF REPORT

To inform the Portfolio Holder of the progress made towards achieving Departmental Plan actions and Performance Indicators (PIs) for the period to 30th June 2008.

2. SUMMARY OF CONTENTS

The report summarises progress over the first quarter of 2008/09 on the actions and Performance Indicators within the Children's Services Departmental Plan 2008/09 - 2010/11.

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 2008/09.

4. TYPE OF DECISION

Non key.

5. DECISION MAKING ROUTE

Children's Services Portfolio Holder's meeting 11th September 2008.

6. DECISION(S) REQUIRED

To note the progress made towards completing actions and achieving performance indicator targets during the first quarter of 2008/09.

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 30th June 2008.

2. BACKGROUND

The Children's Services Departmental Plan 2008/09 – 2010/11 was formally approved by the Portfolio holder on 20th May 2008.

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. For this year a number of the performance indicators have changed from previous years, reflecting the new national indicator set recently introduced by Government.

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 2008/09 identified actions and PIs for 2008/09. 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	0	0	25	96	1	4
Total 26						

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). One action has already been completed:

- Work with partner agencies to ensure an appropriate substance misuse treatment plan is in place.

Hartlepool Young People's Needs Assessment and Substance Misuse Plan has been endorsed by the Children's Trust and submitted to the National Treatment Agency. The progress of its implementation is being monitored by a group of officers who will report periodically to the Trust.

The majority of performance indicators within the Children's Services Departmental Plan are reported annually. A significant proportion of these relate to school achievement figures e.g. GCSE results. This year a number of new performance indicators, the national indicators from the Government's new data set for local authorities, have been included in the plan. There continues to be an emphasis on areas of key importance for Hartlepool such as:

- The number of young people not in education, employment or training (NEET);
- Under 18 conception rate (Teenage pregnancy);
- Continuing to improve achievement levels in school.

Table 2 - Progress on Key Performance Indicators

Portfolio/division/section	PIs by Traffic Light					
	Red		Amber		Green	
	No.	%	No.	%	No.	%
Children's Services	1	2.9	3	8.5	1	2.9
Reported annually 30 (85.7%)						
Total 35						

For PIs where quarterly data is available, 1 is reported as red. This indicator is related to looked after children:

- Stability of placements of looked after children: number of moves.

The target set for 2008/09 is challenging and aspirational, it has been set at 10%. The outturn against this indicator in 2007/08 was 12.9% and any outturn less than 16% is considered as good performance. Inspectors consider the 'failure level' to be 20%. The majority of children who have had 3 or more moves are children and young people who become looked after in an emergency, where it has been difficult to achieve the right placement match immediately. Monitoring activity is in place around this indicator and cases where a child experiences 2 placement moves are reviewed by the Head of Business Unit and additional resources allocated.

The performance indicator which has been recorded as green relates to the under 18 conception rate. This is because the latest figures available are for 2006 and show a substantial percentage reduction on the previous year. However it will still be very challenging to reach the longer term target of a reduction in the under 18 conception rate of 55% by 2010. The local authority has recently been visited by the National Teenage Pregnancy Strategy Unit and a detailed action plan has been developed in response to their recommendations.

4. OTHER AREAS OF ACTIVITY

A detailed review of the Children and Young People's Plan (CYPP) has been initiated. Consultation is underway and a working draft of a new plan has been prepared to take forward further consultation, in preparation for the completion of a new plan which will be ready for publication on 1st April 2009. The new plan will reflect new guidance from Government about the content and structure of Children and Young People's Plans.

A detailed self assessment of Children's Services was undertaken as part of the Annual Performance Assessment. The self assessment was submitted to Ofsted on the required date of 26th June 2008. Information from this self assessment has been used to feed into the review of the CYPP. The local authority's self assessment submission has been acknowledged but as yet there has been no final confirmation of any further visits or monitoring by Ofsted before the self assessment grades can be confirmed.

5. PERFORMANCE UPDATE FOR THE PERIOD ENDING 30th JUNE 2008

Within the Children's Services Departmental Plan there are 26 actions identified within the Corporate structure for monitoring progress. At the end of the first quarter, 96% of these were identified as being on target, with the expectation that they will be achieved within the designated time span. One action has been completed. Caution must be exercised, however, in interpreting the data as a significant percentage of the underlying performance indicators (85.7%) are subject to annual reporting. Of the data available for 5 performance indicators, one is recorded as green, 3 as being on target

(amber) and one has been identified as being below target. Measures are in place to ensure that this area of work is scrutinised rigorously and appropriate action taken.

6. RECOMMENDATIONS

The Portfolio Holder is requested to note the progress made towards completing actions and performance indicator targets during the first quarter of 2008/09. 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 523738

CHILDREN'S SERVICES PORTFOLIO

Report to Portfolio Holder

11th September 2008



Report of: Director of Children's Services

Subject: OSCARS OUT OF SCHOOL CHILDCARE
SERVICE – CHANGE IN CHARGES

SUMMARY

1. PURPOSE OF REPORT

To seek approval for a change in charges for OSCARS out of school service.

2. SUMMARY OF CONTENTS

OSCARS is an all year round childcare service operated by Hartlepool Borough Council. It offers both after school club provision and holiday club provision. The service is townwide and open to children from 4 – 16 years of age. It operates from 3 key locations within the town.

Unfortunately the service is not sustainable with the current fee structure. The following report sets out how OSCARS developed, the current fee structure and two proposed fee structures to increase income therefore enabling the service to become sustainable.

3. RELEVANCE TO PORTFOLIO MEMBER

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

4. TYPE OF DECISION

Non- key.

5. DECISION MAKING ROUTE

Children's Services Portfolio Holder meeting 11th September 2008.

6. DECISION(S) REQUIRED

The Portfolio Holder is asked to approve a change in charges for OSCARS out of school childcare service.

Report of: Director of Children's Services

Subject: OSCARS OUT OF SCHOOL CHILDCARE
SERVICE – CHANGES TO CHARGES

1. PURPOSE OF REPORT

- 1.1 To seek approval for a change in charges for OSCARS out of school service.

2. BACKGROUND

- 2.1 OSCARS is an all year round childcare service operated by Hartlepool Borough Council. It offers both after school club provision and holiday club provision. The service is townwide and open to children from 4 – 16 years of age. It operates from 3 key locations within the town.
- 2.2 The after school club service operates from 3.15 - 6pm for 39 weeks a year. The holiday club service operates from 8.30 - 5.45pm for 11 weeks of the year. The service is closed for 2 weeks over the Christmas period.
- 2.3 Across the 3 sites the service can take a maximum of 133 children in both the after school and holiday clubs.

3. HISTORY

- 3.1 OSCARS After School Club service was established in 1993 operating from The Avondale Centre. It was set up through Hartlepool City Challenge funding (5 year funding) and the Teesside TEC Childcare Fund (single payment). In 1997 a second club opened at Owton Manor Community Centre, Wynyard Road with funding via Single Regeneration Budget (5 year funding). In 1998 the service opened its third club in Miers Avenue via SRB funding (4 year funding).
- 3.2 Initially each club was set up to support various government initiatives to assist parents into employment, education and training via affordable childcare. As funding tapered and eventually ceased it was expected that the service would be sustainable, this would be done through a rise in fees and an increase in service users.

4. LOCATIONS

- 4.1 OSCARS operates from 3 sites in the town. OSCAR 1 is based at West View Community Centre, Miers Avenue. OSCAR 2 is based at Owton Manor Community Centre, Wynyard Road. OSCAR 3 is based at Jesmond Road Primary School.
- 4.2 When required Oscar 1 + 2 has access to additional buildings nearby to carry out 'physical' activities. Both the after school clubs and holiday clubs operate from these sites.
- 4.3 Since the initial set up in 1993 the service has operated from a number of sites. Various factors have contributed to this including refurbishment of premises, expiration of rental agreements and preferential terms on premises.
- 4.4 The 3 'sites' are reflective of a geographic 'split' of the town and serve specific schools in designated areas. OSCARS currently picks up from 32 of the 38 schools across the town in respect of its after school club service. No other provider in the town offers this service. Depending on the social circumstances of the family the service can also take children home.

5. FEE STRUCTURE

- 5.1 OSCARS operates a flexible fee policy at both the after school and holiday clubs. Fees are determined by the number of siblings accessing the service, the employment circumstances of the family and, in the case of holiday care a combination of both.

Fees for 07-08 were as follows:

	After School Club	Holiday Club	Description
A	£5.40	£9.70	1 child waged
B	£4.25	£5.10	2+ children waged
C	£3.00	£6.50	1 child unwaged
D	£3.00	£3.55	2+ children unwaged

Fees have increased by an average of 3% each year annually.

6. CURRENT FINANCIAL POSITION

- 6.1 OSCARS out of school service financial position for 2007/2008 financial year is:

Cost to operate service per annum	£209,266.22
Income expected per annum	£184,171.20
Operating <u>deficit</u> per annum	£25,095.02

6.2 The deficit financial position in 2007/2008 can be addressed in a number of ways as follows:

- Reduce expenditure – this is difficult as 80% of expenditure is salaries and the number of staff employed is based on ratios needed through OFSTED regulations
- Increase the numbers of children accessing the service – this may cause difficulties in some of the buildings as they are already at full capacity
- Increase income through increased fees.

7. PROPOSED FEE STRUCTURE

7.1 All the above will be reviewed to increase the sustainability of the service. In addition a proposed fee structure for the service is set out below:

Option 1 (to include unwaged subsidy)

After school club

	After school	Description	% increase from 07/08
A	£6.00	1 child waged	11%
B	£5.00	2+ children waged	17%
C	£4.00	1 child unwaged	33%
D	£4.00	2+ children unwaged	33%

Holiday Club

	Holiday club	Description	% increase from 07/08
A	£11.00	1 child waged	13%
B	£7.50	2+ children waged	47%
C	£7.00	1 child unwaged	7%
D	£5.00	2+ children unwaged	40%

7.2 Option 2 (to remove unwaged subsidy)

OSCARS childcare service currently offers a reduced rate for families that are unwaged. This rate is lower than the fees for a waged family. The subsidy that these families receive means that on the current fee structure the service will never be fully sustainable. No other childcare service in Hartlepool offers this subsidy.

After school club

	After school	Description	% increase from 07/08
A	£6.00	1 child waged	11%
B	£5.00	2+ children waged	17%

Holiday Club

	Holiday club	Description	% increase from 07/08
A	£11.00	1 child waged	13%
B	£7.50	2+ children waged	47%

- 7.3 The current number of sessions taken up by children from unwaged families is 875 out of a total of 14230, which equates to 6%. The subsidy for unwaged families was put in place to support parents in finding employment and training. This has not been monitored and therefore there is no evidence to prove that the childcare is being used for this.

8. RISK IMPLICATIONS

- 8.1 There is a risk of an overspend on the OSCARs budget if more income is not generated. This can come from an increase in fees as set out above.
- 8.2 There is also a risk that if fees are increased that parents will choose to remove their children from the childcare due to affordability. This will initially reduce income.
- 8.3 There is a potential risk that if the subsidy for unwaged parents is removed these children will not access the service. This could affect the further generation of funding although it may offer further places to waged parents at the higher rate therefore creating more income.

9. EQUALITY AND DIVERSITY CONSIDERATIONS

- 9.1 OSCARS offers childcare to all children and also offers a number of dedicated places to disabled children. OSCARS also employs skilled playworkers to specifically work with these children.

10. SECTION 17

- 10.1 OSCARS childcare service offers children a space and time to play with their peers. This provides a play opportunity which could contribute to prevention of anti social behaviour.

11. RECOMMENDATIONS

- 11.1 The Portfolio Holder is asked to approve either OPTION 1 or OPTION 2 change in charges for OSCARS out of school childcare service as set out in paragraph 7.

12. REASONS FOR RECOMMENDATIONS

- 12.1 To ensure that the current budget allocation for OSCARS out of school childcare service is not overspent.

CONTACT OFFICER

Danielle Swainston
Sure Start, Extended Services and Early Years Manager
01429 523671

CHILDREN'S SERVICES PORTFOLIO

Report to Portfolio Holder

11th September 2008



Report of: Director of Children's Services

Subject: REVISION TO STANDING ADVISORY
COUNCIL ON RELIGIOUS EDUCATION
(SACRE) CONSTITUTION

SUMMARY

1. PURPOSE OF REPORT

To request the Portfolio Holder to consider and approve the suggested revisions to the Standing Advisory Council on Religious Education (SACRE) Constitution.

2. SUMMARY OF CONTENTS

The report summarises the proposed revisions to the Constitution and reasons for these revisions.

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

Portfolio Holder's meeting on 11th September 2008.

6. DECISION(S) REQUIRED

To approve the proposed revisions to Hartlepool SACRE's Constitution.

Report of: Director of Children's Services

Subject: REVISION TO STANDING ADVISORY
COUNCIL ON RELIGIOUS EDUCATION
(SACRE) CONSTITUTION

1. PURPOSE OF REPORT

The purpose of this report is to consider proposed revisions to the Standing Advisory Council for Religious Education (SACRE) Constitution.

2. BACKGROUND

SACRE – the Standing Advisory Council on Religious Education – is the statutory body, convened by the LA to advise them on matters relating to the quality, standards, and progress of Religious Education and Collective Worship in schools. It seeks to include representation from members of faith organisations, denominations, teachers, elected councillors and LA representatives.

The current Constitution for SACRE was approved by Hartlepool Education Committee in 1996. Having been in place since 1996, the current Constitution needs updating in terms of layout and wording. At a meeting of SACRE in June 2008, a revised constitution was considered and this is now submitted for approval by the Portfolio Holder (**Appendix 1**).

3. PROPOSALS

The proposed new Constitution contains two significant additions to the earlier constitution:

- The definition of a quorum;
- Provisions regarding attendance.

In relation to quorum, a selection of SACRE Constitutions from other Local Authorities was obtained and analysed. All those examined included a definition of a quorum within their Constitution and, stipulated both the number of groups that required representation for a meeting to be considered quorate, as well as the minimum number of Members that should be in attendance. Hartlepool's SACRE has suggested that it should be considered quorate when, "at least 3

groups are represented and at least one third of the total membership of the Council is in attendance”.

In relation to attendance, SACRE has recommended that any Member who fails to attend a SACRE meeting for a period of 12 months beginning with the date of a meeting, shall, on expiry of that period be disqualified from continuing to hold office as a Member of SACRE. This would allow the SACRE to replace those Members who do not attend on a regular basis, rather than wait for their four-year term of office to expire.

In order to ensure that each Member has a fair opportunity to attend the following provisions have been included in the Constitution.

- The Clerk to SACRE will contact Members giving at least 7 days notice of any meeting.
- The SACRE will hold its meeting at a time of day and at an appropriate location to allow full participation by Members.

Revising the content of the Constitution also allows the opportunity to improve the presentation, make it more user-friendly and update out-of-date references. In particular, reference to Grant Maintained Schools has been removed and ‘Local Education Authority’ has been replaced by ‘Local Authority’.

4. RECOMMENDATIONS

At its meeting on Wednesday 11th June 2008, Hartlepool SACRE formally accepted the proposed Constitution attached as **Appendix 1**, and agreed to submit it to the Children's Services Portfolio Holder for formal approval.

It is recommended that the proposed revisions to the SACRE Constitution be approved.

5. REASONS FOR RECOMMENDATIONS

The proposed amendments strengthen Hartlepool's SACRE Constitution in terms of clarity, in relation to the issue of being quorate and also introduce a mechanism to allow SACRE to terminate the membership of those Members who do not attend on a regular basis.

6. BACKGROUND PAPERS

- Original Constitution October 1996
- Draft Constitution
- Minutes from the SACRE meeting on Wednesday 11th June 2008

7. CONTACT OFFICER

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CHILDREN'S SERVICES DEPARTMENT
STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION
DRAFT CONSTITUTION September 2008

1. Aims

- 1.1 The aim of the SACRE is to provide advice to the Local Authority upon such matters connected with collective worship in schools, and the religious education to be taught in accordance with an agreed syllabus.

2. Objectives

- 2.1 The SACRE shall either at the request of the Local Authority or on its own initiative advise the Local Authority upon general matters connected with the religious education to be given in accordance with the Agreed Syllabus including advice upon:-
- the choice of teaching materials for religious education;
 - aspects of teacher training in religious education;
 - teaching methods for religious education;
 - general matters connected with religious worship in Controlled, Community and Foundation Schools.
- 2.2 The representative groups on the SACRE, other than the group representing the Local Authority, may at any time require a review of the Agreed Syllabus. Each of the three representative groups concerned shall have a single vote on the question of whether to require such a review.
- 2.3 Upon receipt of an application by a community or controlled school the SACRE shall determine whether the requirement for Christian collective worship should apply to that school or any class or description of pupils at that school. Application shall be determined and decisions shall be reviewed in accordance with Section 394 of the Education Act 1996.
- 2.4 The SACRE shall publish an annual report with respect to the exercise of its duties including matters on which it has advised the Authority, any determinations made on application concerning collective worship requirements and any action taken by the representative groups in terms of a review of the Agreed Syllabus. The report shall be published by 31st December each year in respect of the preceding year.

3. Chair and Vice Chair

- 3.1 The Chair and Vice Chair will be appointed annually by SACRE at the first meeting of the Academic Year. Such appointments shall be for the Academic Year or until the person appointed ceases to be a member of the SACRE, whichever is sooner.

- 3.2 Persons continuing to be members of the SACRE are eligible for re-appointment to the position of Chair or Vice Chair.

4. Voting and Decision Making

- 4.1 On any question to be decided by a SACRE, the representative groups each have a single vote. Decisions within a group about how that vote is to be cast do not require unanimity. Each group is to regulate its own proceedings, including provision for resolving deadlock.
- 4.2 This applies equally to an agreed syllabus conference, or to any sub-committee it may appoint; although all committees of a conference must unanimously agree to recommend an agreed syllabus to the Local Authority.

5. Quorum

- 5.1 A full meeting of SACRE will be quorate when at least 3 groups are represented and at least one third of the total membership of the Council appointed at that time is present.

6. Timings of Meetings

- 6.1 In pursuit of its aims the SACRE will:-
- operate to a timetable that mirrors the Academic Year of the Local Authority;
 - hold meetings (including extraordinary meetings) at a time of day and at an appropriate location to allow full participation by members;
 - hold its meetings at least once per term.

7. Constitution

A. <u>Christian and other Religious Denominations</u>	5
B. <u>Church of England (Durham Diocesan Board of Education)</u>	2
C. <u>Teachers' Associations</u>	4
Four teachers representing associations recognised by the Local Authority for the purposes of consultation and negotiation.	
D. <u>Local Authority</u>	2

Total 13

Co-opted Representatives

SACRE will have the powers to co-opt representatives as and when necessary.

Officer Representatives

The Director shall appoint an officer to attend SACRE meetings as an observer or in an advisory capacity only, but not to vote or take part in any decision making of SACRE.

8. Term of Office

- 8.1 A member shall hold office for a period of four years. Should a vacancy occur within that period, the replacement member will serve for the remainder of the four year term of office.

9. Co-options

- 9.1 The SACRE may co-opt additional persons, including such teachers as may be necessary to ensure adequate representation of teachers who are actively concerned with religious education in primary and secondary schools.
- 9.2 Members of the SACRE, with the exception of the co-opted members, shall be appointed for a period of four years.

10. Absences

- 10.1 Any member who, without the consent of the Council, has failed to attend the meetings of the Council for a continuous period of 12 months beginning with the date of a meeting, shall, on expiry of that period, be disqualified from continuing to hold office as a member of the Council, without prejudice, however to his/her re-appointment.

11. Codes of Practice

- 11.1 Issues of non-compliance will, in the first instance, be referred to the Chair of the SACRE who will investigate and attempt to reach satisfactory resolution through discussion with the representative of the agency concerned. In the event of satisfactory resolution not being reached, the matter will be referred to the next SACRE meeting.

12. Annual report

- 12.1 A core objective of the SACRE is to publish an annual report which:
- specifies any matter on which the SACRE has advised the Local Authority;
 - broadly describes the nature of that advice; and
 - sets out its reasons for offering advice on any matters which were not initially referred to the SACRE by the Local Authority.
- 12.2 In addition to making the report available for public inspection, a copy shall be sent to the Qualifications and Curriculum Authority (QCA) and to such other organisations, including Controlled, Community and Foundation Schools and local teacher training institutions as the SACRE considers appropriate.

13. Administration Arrangements

- 13.1 The Local Authority shall provide a person to act as Clerk to the SACRE.
- 13.2 The Clerk to SACRE will contact members giving at least 7 days notice of any meetings. The minutes of the previous meeting, agenda and any other relevant papers will be provided.
- 13.3 Meetings will be open to the public except that pursuant to Section 100A) of the Local Government Act, 1972, the public be excluded from the meeting for the business specified, on the grounds that there would be a disclosure of exempt information falling within paragraph (1) of Schedule 12A of the same Act.

14. Review of the Agreed Syllabus

- 14.1 The statutory duty of the SACRE is to review its Agreed Syllabus every five years and to convene an Agreed Syllabus Conference.

15. Funding

- 15.1 The Local Authority's duty to convene a conference or to constitute a SACRE implies a duty to fund each of these bodies satisfactorily. That means each Local Authority should provide funds for it to perform its function. The Local Authority should satisfy itself that such arrangements are adequate for the performance of each body's functions. It is for the Local Authority to determine what advice and support to provide for its SACRE and conference.