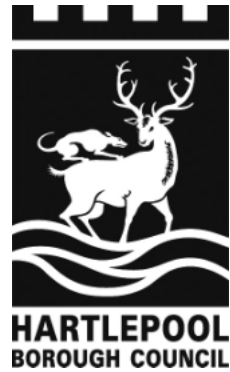


# **CHILDREN'S SERVICES PORTFOLIO**

## **DECISION SCHEDULE**



**Tuesday 22<sup>nd</sup> March 2011**

**at 10.00 am**

**in Committee Room C,  
Civic Centre, Hartlepool**

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

### **1. KEY DECISIONS**

- 1.1 Admissions to Schools 2012/13 and Co-ordinated Admissions Procedures to Primary and Secondary Schools for 2012/13 – *Director of Child and Adult Services*

### **2. OTHER ITEMS REQUIRING DECISION**

- 2.1 Hartlepool Young People's Substance Misuse Needs Assessment – *Director of Child and Adult Services*

### **3. ITEMS FOR INFORMATION**

- 3.1 Children's Homes: Regulation 33/34 Reports – *Director of Child and Adult Services*

## **CHILDREN'S SERVICES PORTFOLIO**

Report To Portfolio Holder

22 March 2011



**Report of:** Director of Child and Adult Services

**Subject:** ADMISSIONS TO SCHOOLS 2012/13 & CO-ORDINATED ADMISSIONS PROCEDURES TO PRIMARY AND SECONDARY SCHOOLS FOR 2012/13

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### **SUMMARY**

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

To determine the admission policy for community and voluntary controlled primary schools in Hartlepool for the school year 2012/13 and the co-ordinated admissions procedures to primary and secondary schools for 2012/13 following consultation with governing bodies, other admissions authorities and the general public.

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

A report attached summarising responses to a consultation process on the Admissions Policy, recommending a policy for 2012/13.

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

Portfolio Holder is responsible for Children's Services issues.

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

Key decision (ii).

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

Children's Services Portfolio holder – 22 March 2011.

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

To determine school admissions policy for 2012/13.

**Report of:** Director of Child and Adult Services

**Subject:** ADMISSIONS TO SCHOOLS 2012/13 & CO-ORDINATED ADMISSIONS PROCEDURES TO PRIMARY AND SECONDARY SCHOOLS FOR 2012/13

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## **1. PURPOSE OF REPORT**

- 1.1 To determine the admissions policy for community and voluntary controlled primary schools in Hartlepool for the school year 2012/13.
- 1.2 To determine the co-ordinated admissions scheme for primary and secondary schools for 2012/13.

## **2. BACKGROUND**

- 2.1 Section 89 of the School Standards and Framework Act 1998 lays down the way in which an admissions authority must determine admission arrangements and requires it to consult with governing bodies and with other admission authorities.
- 2.2 The latest statutory School Admissions Code came into force in February 2010 and applies to all maintained schools and academies, including Foundation schools. Admission Authorities must ensure that their determined admission arrangements comply with the mandatory provisions of the code. This code is made under Section 84 of the Schools Standards and Framework Act 1998 as amended by Section 40 of the Education Inspections Act 2006. The Code states that in drawing up admission arrangements, admission authorities should aim to ensure that:
  - the arrangements enable parents' preferences for the schools of their choice to be met to the maximum extent possible;
  - admissions criteria are clear, fair and objective, for the benefit of all children, including those with special educational needs, disabilities or public care;
  - local admission arrangements contribute to improving standards for all pupils;
  - local admission authorities consult each other, other neighbouring authorities and the wider community and co-ordinate their arrangements, including the rapid re-integration of children who have been excluded from other schools;

- parents have easy access to helpful admissions information;
  - local admission arrangements achieve full compliance with all relevant legislation and guidance – including on infant class sizes and on equal opportunities – and take full account of the information held within the Code.
- 2.3 The Children's Services Authority (CSA) as admissions authority for community and voluntary controlled schools is required to consult on admission arrangements for these schools each year. In September 2010 the Portfolio Holder approved consultation on arrangements for 2012/13 on the basis of:
- The proposed oversubscription criteria for community and voluntary controlled primary schools
  - The proposed admission limits
  - The primary and secondary co-ordinated admissions scheme.

### 3. RESPONSES TO CONSULTATION

- 3.1 Attached at **Appendix 1** is a summary of the consultation responses received.
- 3.2 The views expressed were considered by the Admissions Forum on 1<sup>st</sup> February 2011.
- 3.3 Revised admission limits have been discussed with schools on the basis of revised net capacity figures, and these are attached at **Appendix 2**.
- 3.7 The co-ordinated schemes for primary and secondary admissions agreed by the Admission Forum are attached at **Appendix 3**. In the case of secondary admissions, the schools have advanced sibling links above partner primary in their priorities. However the oversubscription criteria retains partner primary above sibling link.

### 4. PROPOSED ADMISSION POLICY FOR 2012/13

- 4.1 On the basis of the consultation exercise, it is proposed that the admissions policy for entry to community and voluntary controlled primary schools in 2012/13 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 2012;
    - 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 walking distance definition. Where there are places available for some but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured in a straight line by the shortest walking route from the ordnance survey point of the child's home address (including flats) to the ordnance survey point of the school (using the Local Authority's computerised measuring system) with those living closer to the school receiving the higher priority (definition agreed by Admissions Forum 1 February 2011).
  - 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.
  - Should it prove necessary to distinguish between children within category 2 priority will be given to those with siblings attending the school in September 2012, followed by those who live nearest to the school. Should it prove necessary to distinguish between children in any other category (or between children with older siblings in the above situation) then priority will be given to those who live nearest the school.
- 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 operates a single entry at reception. This means that children born between 1 September 2007 and 31 August 2008 can join the school on a full-time basis in September 2012. Parents / carers can, however, still defer the date of entry to reception until the beginning of the term after their child's 5<sup>th</sup> birthday. Allocations for places at primary school will be based on a September intake and admission authorities and schools must keep a place available for that child.
- 4.5 In the secondary sector, children born between 1 September 2000 and 31 August 2001 will normally transfer to secondary school in September 2012.
- 4.6 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.
- 4.7 All applicants living in Hartlepool will be made an offer of a school place.
- 4.8 Arrangements for handling requests for in year admissions are set out in a separate scheme, attached at **Appendix 4**.

## **5. RECOMMENDATIONS**

- 5.1 That the admissions policy for 2012/13 set out in paragraph 4.1 above be approved.
- 5.2 That the revised admission limits attached be agreed.
- 5.3 That the attached co-ordinated admission schemes be approved.

CONTACT OFFICER: Alan Dobby, Assistant Director (Resources and Support Services)

## **Hartlepool Local Authority Admissions Policy**

### **Summary of Consultation Responses**

1. Thirty two responses were received and all generally noted/supported the admissions policy set out in the consultation documentation namely:
  - adopting the proposed oversubscription criteria for community and voluntary controlled primary schools
  - agreeing the proposed admissions limits
  - adopting the arrangements outlined in the co-ordinated schemes for primary and secondary schools.
2. Two schools commented on the need to add a criteria for nursery pupils wishing to go to school with some schools having such a big nursery groups they find they are always turning children away.

One school asked for it to be noted that Bishop Cuthbert Estate is rapidly expanding and that boundaries may need to be reviewed in the future.

St. Joseph's proposed admissions limit was 20, reducing from 24. The school and its governors felt strongly that their admission number should stay at 24. The Admissions Forum discussed this and agreed the number can remain at 24.

St. Aidan's proposed admission limit was 45 reducing from 60. The school and its Governors felt strongly that their admission number should reduce, but requested it reduce to 50. The Admissions Forum discussed this and agreed the number should be set at 50.

Lynnfield Governors queried the data used to determine the need to decrease limits. Whilst advantages to class sizes, AWPU would be lost. Discussed what would happen if the area was destabilised or a population explosion was to occur.

Two schools requested that consideration be given to additional resourced pupils when setting admission limits for the school.

The proposal to change the distance criteria to change from 'shortest, safest walking route' to the distance being measured from the (ordnance survey) address point of the child's home address point of the school.

One school felt the proposed change made the criteria ambiguous.

Two schools felt that the change would not be safer for children.

One school commented it could disadvantage pupils. Another school felt the proposed criteria would be impractical.

3. A full discussion took place at the Admissions Forum on 1 February 2011, a vote was taken and it was agreed to leave the definition of the distance criteria as shortest, safest walking route.
4. Springwell school commented that they had not been specifically mentioned in the report.

The Local Authority note the comment on Springwell School but as special schools are not subject to the same statutory admissions procedures the admissions policy does not impact on special school provision.



**PROPOSED ADMISSION LIMITS 2012/13**

	<b>2012/13</b>
Barnard Grove Primary School	50
Brougham Primary School	45
Clavering Primary School	50
Eldon Grove Primary School	60
Fens Primary School	60
Golden Flatts Primary School	30
Grange Primary School	50
Greatham C of E Primary School	15
Hart Primary School	12
Holy Trinity CE Primary School	30
Jesmond Road Primary School	45
Kingsley Primary School	60
Lynnfield Primary School	50
Owton Manor Primary School	30
Rift House Primary School	30
Rossmere Primary School	45
Sacred Heart R.C. Primary School	60
St. Aidan's C.E. Memorial Primary School	50
St. Bega's R.C. Primary School	20
St. Cuthbert's R.C. Primary School	30
St. Helen's Primary School	45
St. John Vianney R.C. Primary School	30
St. Joseph's R.C. Primary School	24
St Peter's Elwick C of E Primary School	15
St. Teresa's R.C. Primary School	45
Stranton Primary School	50
Throston Primary School	60
Ward Jackson Primary School	25
West Park Primary School	45
West View Primary School	55
St. Hild's CE VA Secondary School	180
Dyke House Sports Technology College	210
High Tunstall College of Science	241
Manor College of Technology	250
English Martyrs R.C. School & Sixth Form College	260

**CO-ORDINATED ADMISSION SCHEME  
PRIMARY SCHOOLS  
2012/2013**

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

The proposed scheme for Hartlepool LA is set out below. The proposed dates relating to the admissions process for the school year 2012/13 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 2012.

The LA will include in its admission arrangements for the 2012/2013 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 2012/13 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, 2012.

## 1. **Introduction**

- 1.1 In line with the requirements of the 1998 School Standards and Framework Act as amended by the 2002 Education Act, this scheme has been drawn up by Hartlepool LA to co-ordinate admissions to its primary schools. It applies to all maintained primary schools in Hartlepool, except special schools, regardless of whether the LA or the governing body is the admissions authority.
- 1.2 The scheme's purpose is to ensure that as far as is reasonably practicable, every parent living in Hartlepool whose child is due to start primary school and who has applied for a place in the normal admission round, receives an offer of one, and only one, school place on the offer day of 15<sup>th</sup> April 2012. It also sets out the arrangements for handling late applications.
- 1.3 The scheme will be implemented in accordance with the timetable set out in **Annex 1**.
- 1.4 **Annex 2** lists the primary schools to which the scheme applies.

## 2. **Common Application Forms**

- 2.1 There will be two forms known as the Common Application Forms (these are either on-line or paper). 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 2012. 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 parents resident in the Hartlepool LA area who wish to express a preference for their child:
- to be admitted to a primary school within Hartlepool (including voluntary aided schools);
  - to be admitted to a primary school located in another LA's area (including voluntary aided, academies and foundation schools).
- 3.2 The CAF/1 will:
- invite parents to express up to three preferences in rank order of preference including any schools outside the LA's area;
  - allow parents to explain the reasons for their preferences;
  - specify the closing date and where it must be returned;

- allow parents to provide supplementary information in support of their application. The supplementary information form will be part of CAF/1.
- 3.3 The LA will make appropriate arrangements to ensure that CAF/1 forms are available to all parents with reception age children who will be attending primary schools in September 2012, in line with the timetable attached at **Annex 1**. An information booklet will be sent to parents advising of the benefits of making an on-line application. If a parent/carer would prefer to complete a CAF1 form, these will be available from the LA.
- 3.4 The admissions authority of a voluntary aided school can require parents who wish to express a preference for their school, to complete the supplementary information form attached to CAF/1. This information is necessary for the admissions authority to apply its over subscription criteria.
- 3.5 Where CAF/1 forms and any other supplementary information is sent directly to voluntary aided schools by mistake they must be passed to the LA immediately.

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

- 4.1 Completed CAF/1 forms must be returned by parents direct to the LA, or submitted on-line, by 23:59 on 15<sup>th</sup> January 2012. Where a preference has been received for a voluntary aided school, the relevant supplementary information should be provided at the same time.
- 4.2 In relation to over-subscribed schools, preferences which are received or changed after the closing date but before the allocation date will only be considered in exceptional circumstances, e.g. where a family has recently moved into the area and was therefore unable to submit the form by the closing date. Parents will be asked to provide information in support of their late application and the relevant admissions authorities reserves the right to seek verification of any information provided.
- 4.3 In the event that an application is received after the allocation process, the admission authorities will be unable to accept the application irrespective of exceptional circumstances. Such an application will be considered after all allocations of places where a parent has expressed a preference.

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

- 5.1 Places will be allocated using the Equal Ranking Scheme, by all admission authorities within Hartlepool.
- 5.2 The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAF/1. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF/1 where:

- 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 6<sup>th</sup> February 2012 the LA will notify the admission authority for each of the schools of every application that has been made for that school, including all relevant details and any supplementary information which schools require to apply their over-subscription criteria. Where parents have requested a place at a school outside the LA area, the information will be forwarded to the relevant LA.

6.2 By 12<sup>th</sup> March 2012 – 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 26<sup>th</sup> March 2012 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 As the 15<sup>th</sup> April 2012 falls on a Sunday, the LA will post letters on 16<sup>th</sup> April 2012 (second class) to all parents to let them know which school has been allocated to their child (if parents applied on-line, e-mails will be sent on 15<sup>th</sup> April 2012). The letter will also tell parents of their statutory right of appeal if they have been refused a place at their preferred school.

Parents will be asked to return their appeal forms to the appropriate admissions authority or the local authority as appropriate.

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

- 6.6 By 7<sup>th</sup> May 2012, parents should inform the LA if the offer of a place is not accepted.

Where a parent does not confirm acceptance of a place by 7<sup>th</sup> May 2012, 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 14<sup>th</sup> May 2012 the admission authority will re-allocate any places that may have become vacant since the 15<sup>th</sup> April 2012 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 7<sup>th</sup> May 2012 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. **Waiting Lists**

- 8.1 After 14<sup>th</sup> May 2012 the LA will not co-ordinate the waiting lists for places at voluntary aided schools. If parents wish for their child's name to be placed on the waiting list they should contact the school direct. If a parent subsequently wishes to make an application for a school, the parent should contact the LA for an application form. The LA will continue to co-ordinate the allocation of places.

8.2 A waiting 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 2012. All parents will have the choice of including their child's name on this waiting list for any of the community or voluntary controlled schools irrespective of whether that school was included on the form CAF/1.

8.3 All waiting lists must be compiled in accordance with the relevant admission authorities admission criteria and places offered accordingly.

9. **Late Applications Received After 23:59 pm on 15<sup>th</sup> January 2012**

9.1 The closing date for applications is 23:59 pm on 15<sup>th</sup> January 2012. 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 31<sup>st</sup> March 2012 (the date the allocation process begins).

9.2 Except in exceptional circumstances, late applications will be considered after all allocation decisions have been made. As far as possible late applications received prior to 15<sup>th</sup> April 2012 will be offered a school place on 15<sup>th</sup> April 2012, but the closer to the 15<sup>th</sup> April deadline that an application is received, the less likely it will be that an offer will be made on that date.

9.3 Where it is not possible to offer a place on 15<sup>th</sup> April 2012, a place will be offered as soon as practicable thereafter.

10. **No CAF/1 Received by 15<sup>th</sup> April 2012**

10.1 Where no CAF/1 is submitted, the child will, on 15<sup>th</sup> April 2012, be offered a place at the nearest school to the child's home which has a place following the allocation process outlined above.

ANNEX 1 (of Appendix 3)

**TIMETABLE FOR CO-ORDINATED PRIMARY ADMISSIONS SCHEME**

w/c 28 <sup>th</sup> November 2011	CAF/1 forms and other information to parents.
23:59 pm on 15 <sup>th</sup> January 2012	Closing date for return of CAF/1 and online applications.
By 31 <sup>st</sup> January 2012	LA to notify other LAs of any preferences which have been expressed for schools in their area.
6 <sup>th</sup> February 2012	LA to send CAF/1 forms to voluntary aided schools of every preference which has been received for their school, including all relevant details and any supplementary information which schools require to apply their over-subscription criteria.
6 <sup>th</sup> February 2012	All VA schools set up admission committees to considered applications.
By 12 <sup>th</sup> March 2012	<p>The admissions authority at each voluntary aided school/other LA's to equally apply the school's over-subscription criteria (if appropriate) and provide the LA with a list of those applicants which should be offered a place. All applications needs to be ranked.</p> <p>Liaison will take place between VA's and other LA's until the allocation of places is resolved for each application, as required.</p>
26 <sup>th</sup> March 2012	Finalise allocations and further liaison as necessary.
16 <sup>th</sup> April 2012	Letters posted (second class) to all parents resident in home LA area, to let them know which school has been allocated to their child.
By 14 <sup>th</sup> May 2012	Admissions authorities to re-allocate any places that may have become vacant since the 15 <sup>th</sup> April 2012 offer date.
End May/Beginning June 2012	Appeal hearings arranged.



**ANNEX 2 (of Appendix 3)**

This scheme relates to the following primary schools in Hartlepool:

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

**CO-ORDINATED ADMISSION SCHEME  
SECONDARY SCHOOLS  
2012/13**

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

The proposed scheme for Hartlepool LA is set out below. The proposed dates relating to the admissions process for the school year 2012/13 are attached at Annex 3.

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 Voluntary Aided or Foundation 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 2012.

The LA will include in its admission arrangements for the 2012/13 school year the provisions set out in this scheme.

The Governing Body of each Voluntary Aided and Foundation School will include in its admission arrangements for the 2012/13 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 Catcote special school) and shall take effect from September 2012.

1. **Introduction**

- 1.1 In line with the requirements of the 1998 School Standards and Framework Act as amended by the 2002 Education Act, this scheme has been drawn up by Hartlepool LA to co-ordinate admissions to its secondary schools. It applies to all maintained secondary schools in Hartlepool, except special schools, regardless of whether the LA or the governing body is the admissions authority.
- 1.2 The scheme's purpose is to ensure that as far as is reasonably practicable, every parent living in Hartlepool whose child is due to transfer to secondary school and who has applied for a place in the normal admission round, receives an offer of one, and only one, school place on the national offer day of 1<sup>st</sup> March 2012. It also sets out the arrangements for handling late applications.
- 1.3 The scheme will be implemented in accordance with the timetable set out in **Annex 3**.
- 1.4 **Annex 4** 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, (these are either on line or paper). 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 2012. It must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the Hartlepool LA area who wish to express a preference for their child:
- to be admitted to a secondary school within Hartlepool (including voluntary aided and foundation schools);
  - to be admitted to a secondary school located in another LA's area (including voluntary aided, academies and foundation schools).
- 3.2 The CAF/1 will:
- invite parents to express three preferences in rank order of preference including any schools outside the LA's area;
  - allow parents to explain the reasons for their preferences;
  - specify the closing date and where it must be returned;
  - allow parents to provide supplementary information in support of their application. The supplementary information form will be part of CAF/1.

- 3.3 The LA will make appropriate arrangements to ensure that CAF/1 forms are available to all parents with year 6 children who will be transferring to secondary schools in September 2012, in line with the timetable attached at **Annex 3**. An information booklet will be sent to parents advising of the benefits of making an on-line application. If a parent/carer would prefer to complete a CAF/1 form, these will be available from the Primary School Office or the LA.
- 3.4 The admissions authority of a Voluntary Aided/Foundation school can require parents who wish to express a preference for their school, to complete the supplementary information form attached to CAF/1. This information is necessary for the admissions authority to apply its over subscription criteria.
- 3.5 Where CAF/1 forms and any other supplementary information is sent directly to Voluntary Aided/Foundation schools by mistake they must be passed to the LA immediately.

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

- 4.1 Completed CAF/1 forms must be returned by parents direct to the LA, or submitted on-line, by 23:59 on 31<sup>st</sup> October 2011. Where a preference has been received for a Voluntary Aided/Foundation school, the relevant supplementary information should be provided by the parent at the same time.
- 4.2 In relation to over-subscribed schools, preferences which are received or changed after the closing date but before the allocation date will only be considered in exceptional circumstances, e.g; where a family has recently moved into the area and was therefore unable to submit the form by the closing date. Parents will be asked to provide information in support of their late application and the relevant admissions authorities reserves the right to seek verification of any information provided.
- 4.3 In the event that an application is received after the allocation process, the admission authorities will be unable to accept the application irrespective of exceptional circumstances. Such an application will be considered after all allocations of places where a parent has expressed a preference.

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

- 5.1 Places will be allocated using the Equal Ranking Scheme, by all admission authorities within Hartlepool.
- 5.2 The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAF/1. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF/1 where:

- 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/Foundation schools must be returned by the relevant admissions authority to the LA in line with the dates specified in Annex 3, either electronically or by post.

## **6. Processing Parental Preferences**

6.1 By 11<sup>th</sup> November 2011, the LA will notify the admission authority for each of the schools of every preference which has been expressed for that school, including all relevant details and any supplementary information which schools require to apply their over-subscription criteria. Where parents have requested a place at a school outside of the LA area, the information will be forwarded to the relevant LA.

6.2 By 13<sup>th</sup> January 2012 – VA/Foundation schools and other LAs, inform LA of allocation of places for all preferences received in the priority order of their admission policy. All applications made need to be listed in order of priority.

The LA compares lists and considers all preferences from the parent and whether these schools can be offered. Liaison will take place between VA/Foundation 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 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 10<sup>th</sup> February 2012 the LA will match ranked lists for all schools and:

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

6.5 On 1<sup>st</sup> March 2012, the LA will post letters (second class) to all parents (if parents applied on-line, e-mails will also be sent on 1<sup>st</sup> March 2012) to let them know which school has been allocated to their child. The letter will also tell parents of their statutory right of appeal if they have been refused a place at their preferred school.

Parents will be asked to return their appeal forms to the appropriate admissions authority or the local authority as appropriate.

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

- 6.6 By 26<sup>th</sup> March 2012, parents should inform the LA if the offer of a place is not accepted.

Where a parent does not confirm acceptance of a place by 26<sup>th</sup> March 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 6<sup>th</sup> April 2012, the admission authority will re-allocate any places that may have become vacant since the 1<sup>st</sup> March 2012 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 2<sup>nd</sup> April 2012 the LA will liaise with the governing body for Voluntary Aided/Foundation schools regarding outstanding applicants so that they can be ranked using the admission authority's over-subscription criteria.

## **8. Waiting Lists**

- 8.1 After the admission round is concluded the LA will not co-ordinate the waiting lists for places at voluntary aided schools or foundation schools. If parents wish for their child's name to be placed on the waiting list they should contact the school direct. If a parent subsequently wishes to make an application for a school, the parent should contact the LA for an application form. The LA will continue to co-ordinate the allocation of places. Waiting lists must be compiled in accordance with the schools admission criteria and places offered accordingly.

9. **Late Applications Received After 23:59 on 31<sup>st</sup> October 2011**

- 9.1 The closing date for applications is 23:59 on 31<sup>st</sup> October 2011. 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 10<sup>th</sup> February 2012 (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 1<sup>st</sup> March 2012 will be offered a school place on 1<sup>st</sup> March 2012, but the closer to the 1<sup>st</sup> March 2012 deadline that an application is received, the less likely it will be that an offer will be made on that date.
- 9.3 Where it is not possible to offer a place on 1<sup>st</sup> March 2012, a place will be offered as soon as practicable thereafter.

10. **No CAF/1 Received by 1<sup>st</sup> March 2012**

- 10.1 Where no CAF/1 is submitted, the child will, on 1<sup>st</sup> March 2012, be offered a place at the nearest school to the child's home which has a place following the allocation process outlined above.

**ANNEX 3 (of Appendix 3)**

**TIMETABLE FOR CO-ORDINATED ADMISSIONS SCHEME**

w/c 5 <sup>th</sup> September 2011	CAF/1 forms and other information to parents
23:59 pm on 31st October 2011	Closing date for return of CAF/1 online applications or paper.
By 11 <sup>th</sup> November 2011	LA to notify other LAs of any preferences which have been expressed for schools in their area.
14 <sup>th</sup> November 2011	LA to send CAF/1 forms to voluntary aided/foundation 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.
14 <sup>th</sup> November 2011	All VA/Foundation schools set up admission committees to considered applications.
By 13 <sup>th</sup> January 2012	The admissions authority at each voluntary aided/foundation school/other LA's to equally apply the school's over-subscription criteria (if appropriate) and provide the LA with a list of those applicants which should be offered a place.  Liaison will take place between VA's, foundation schools and other LA's until the allocation of places is resolved for each application, as required.
By 10 <sup>th</sup> February 2012	Finalise allocations and further liaison as necessary.
1 <sup>st</sup> March 2012	Letters posted (second class) and e-mails send (if applied on-line) to all parents resident in home LA area, to let them know which school has been allocated to their child.
6 <sup>th</sup> April 2012	Admissions authorities to re-allocate any places that may have become vacant since the 1 <sup>st</sup> March offer date.
End April/May 2012	Appeal hearings arranged.



**ANNEX 4 (of Appendix 3)**

This scheme relates to the following schools in Hartlepool:

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

**CO-ORDINATED ADMISSION SCHEME  
ADMISSIONS OUTSIDE OF NORMAL TRANSFER ROUND (In-Year Admissions)  
2012/2013**

## **Background**

From September 2010, the School Admissions Code requires local authorities to co-ordinate all applications for school places for **all** schools for children resident within their area. Pupils **must** be admitted to the preferred school, if there is a vacancy, within 20 school days of the application being received by the Local Authority (LA). There may be exceptional cases that need to be considered as part of the local authority's agreed 'in-year fair access' or 'managed moves'.

## **Applying for a school place outside of the normal transfer times**

Parents with children of statutory school age who move into or within Hartlepool and require a school place outside of the normal transfer times must apply for a school place by completing an in-year application form (CAF2) available from the Local Authority (LA) Admissions Team.

If any parent approaches a school directly, the school must advise parents that they need to apply for a school place through the LA and for safeguarding purposes take details of the pupil(s) forwarding this to the LA. All applications (including children attending out of authority schools, private schools, etc.) will be dealt with by the School Admissions Team.

Applications for school places can only be considered up to 6 weeks prior to the date the place will be required (eg an application for a place at the beginning of May will be considered from mid-March at the earliest). Children **must** be resident within the country before an application can be considered. Service and Crown Personnel are exempt from the above.

## **Application**

Parents **must** apply to their 'home' local authority regardless of where the school they are applying for is located. The application form allows parents to apply for any school (excluding independent schools) and to give reasons for their preferences. If schools receive direct applications for parents, the school **must** forward it to the 'home' local authority for co-ordination.

The application form will ask the parents for the following information:

- Details of the child for whom the application is being made (address, date of birth);
- Details about the person completing the application (name, address, relationship to child, contact details);
- Name of the child's current school;
- Express up to three preferences in rank order,
- Reasons for their preferences;
- Indicate if the child has a statement of special educational needs; and
- Indicate if the child is 'looked after' by a local authority.

Parents are required to return the completed paper application form to the School Admissions Team.

### **Applications for Community or Voluntary Controlled Schools**

The Local Authority will ensure that all parents' preferences are logged on the CAPITA ONE admissions database within 5 school days of receipt of application.

If there are more applications than places available, the local authority will apply the oversubscription criteria.

If the LA is unable to meet any of the preferences requested by the parents, a place will be allocated at the school nearest to the child's home address that has a place available unless the child already has a school place within close proximity to their home address. In this case, no alternative offer will be made unless requested by the parent.

The LA **must** inform parents in writing of the outcome of their application. Please note that a child **must** be admitted to the school within 20 school days of receipt of the application by the relevant local authority.

### **Applications for Voluntary Aided and Foundation Schools**

The Local Authority will ensure that all parents' preferences are logged on the CAPITA ONE admissions database within 5 school days of receipt of application.

The LA will send details of all applications received, including any supplementary information, to the relevant voluntary aided and foundation schools within 5 school days of receipt if the school is shown as first preference, or when we are unable to offer a higher preference.

Voluntary aided and foundation school's admissions authorities **must** consider all applications without unnecessary delay. The school's admissions authority **must** admit the child if there is a space available (unless exempt under 3.32 of the School Admissions Code). If there are more applications than places available the school's admissions authority are required to apply their oversubscription.

The admission authority should notify the parent of it's decision with a copy to the LA.

Parents who are refused admission must be offered a right of appeal. Information about the appeals process must be provided by the relevant admission authority in the refusal letter and a copy must be sent to the LA. The LA will then allocate a place at the school nearest to the child's home address that has a place available unless the child already has a school place within close proximity to their home address. In this case, no alternative offer will be made unless requested by the parent.

### **Applications for schools in other local authorities (LAs)**

Parents resident in Hartlepool who wish to apply for a place at a school in a different LA **must** apply to Hartlepool, who will liaise with the LA that maintains the school to progress the application. Timescales in this situation may be extended from those above, however, the Admissions Team will endeavour to keep in contact with the family to communicate progress.

Hartlepool LA, following confirmation from the maintaining LA that a place is available for the child **must** make the offer of a school place.

Applications made by Hartlepool residents direct to a different LA for a place at a school within their area **must** be forwarded to Hartlepool for processing. They **must** also state whether a place is available at the preferred school and, if so, Hartlepool must issue the offer of a school place letter to the parent.

For families moving from Hartlepool into a different LA, the LA into which they are moving becomes their home LA for the purpose of an application for a school place.

The LA will monitor the progress of applications for in-year admission and try to ensure a school place is awarded without delay.

### **Children with Statements of Special Education Needs**

Children with a current Statement of Special Education Needs must be referred to their local Special Educational Needs (SEN) team. The SEN Team will work with the parents of the child to secure a place at a school where the specific needs of the child can be met. Where a child has a Statement of SEN naming a school, a place will be offered even if the year group is already full.

### **Looked After Children**

A child that is “looked after” by a local authority must be offered a place, even if the year group is full. Schools that are their own admission authorities will also be required to admit “looked after” children, even if they year group is full. In respect of admissions for KS1 classes, “looked after” children would be admitted as “excepted pupils”.

### **Applications for Children from Multiple Births**

In the case of a single place remaining and the next child to be offered is a twin or other multiple birth, then the Authority will use its discretion in deciding whether to offer over the Published Admission Number (PAN).

### **Managed Moves**

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.

## **CHILDREN'S SERVICES PORTFOLIO**

Report to Portfolio Holder

22 March 2011



**Report of:** Director of Child and Adult Services

**Subject:** HARTLEPOOL YOUNG PEOPLE'S  
SUBSTANCE MISUSE NEEDS ASSESSMENT

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### **SUMMARY**

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

For the Portfolio Holder to agree to the submission of the Young People's Substance Misuse Needs Assessment to the National Treatment Agency.

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

The report presents the Young People's Substance Misuse Plan 2011/12.

#### **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 22nd March 2011.

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

For the Portfolio Holder to agree that the needs assessment can be submitted to the National Treatment Agency.

**Report of:** Director of Child and Adult Services

**Subject:** HARTLEPOOL YOUNG PEOPLE'S SUBSTANCE MISUSE NEEDS ASSESSMENT

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**1. PURPOSE OF REPORT**

- 1.1 For the Portfolio Holder to agree to the submission of the Young People's Substance Misuse Needs Assessment to the National Treatment Agency.

**2. BACKGROUND**

- 2.1 The Hartlepool Children's Trust Board took responsibility for young people's substance misuse in 2009 with Children's Services taking the lead. The lead officer for substance misuse is the Parent Commissioner in Hartlepool who also has responsibility for family intervention, prevention and some integrated services. This role was taken on the basis that services for young people's substance misuse needs to be part of an integrated offer. A commissioning group was put in place to drive this work forward and includes partners from the PCT, Police, Adult Substance Misuse, 11 – 19 Partnership, Integrated Youth Service, CAMHs, Commissioning Services, Youth Offending Service and Service Providers. In addition, the Commissioner links in to regional groups co-ordinated by the NTA. The Safer Hartlepool Partnership has continued to be involved with the service and has supported the commissioning group with both advice and some funding. The commissioning group have access to the Child and Adult Services data team who have allocated a worker to support the process of needs assessment and on going data collection. In addition, the quarterly reports from NTA are used to manage the service and identify actions that need to be taken to ensure the service is meeting its targets. The Need Assessment Plan 2010/11 was the first published by the trust. The assessment attached as **Appendix 1** and **Appendix 2** is the proposed plan for 2011/12 and sets the blueprint for the next three years.

**3. ASSESSMENT 2011/12**

- 3.1 The focus of the 2010/11 assessment was;
- The emphasis that Hartlepool is placing on prevention across services.
  - The comparatively low numbers accessing the Tier 3 service.

- The need to consolidate pathways to and from treatment.
- The need to strengthen the responses of universal services to risky behaviour in general and substance misuse in particular.
- The need to ensure value for money services at Tier 2 and Tier 3.

The data shows that Hartlepool has made real progress across each of the targets and in particular has managed to increase the range of referring agencies to include schools, social care as well as the youth offending service who were, up until recently, the main referrers.

- 3.2 The needs assessment 2011/12 has been developed by the young people's substance misuse commissioning group and is based on information provided by local partners supported by data collected and analysed by the National Treatment Agency.
- 3.3 The service provider in Hartlepool is the HYPED service. In 2009/10 and 2010/11 HYPED has been supported to become part of the integrated process being developed in the town.
- 3.4 The needs assessment 2011 is clearly indicating that the service needs to focus on the following key issues
- Explore opportunities to further Integrate Specialist Service into local processes.
  - Ensure that issues of young people's substance misuse are clearly on the agenda of local GP Commissioners.
  - Develop a Risky Behaviour strategy that encompasses substance misuse, youth crime and teenage pregnancy.
  - Review specialist service in relation to the current operational and financial context.
  - Analyse and explore the issues around gender and race specific referrals.

#### **4. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 4.1 The service is designed to meet the needs of young people and their families regardless of their culture, gender, ability, race or sexual orientation.

#### **5. RECOMMENDATIONS**

- 5.1 That the Portfolio Holder agrees that the Needs Assessment and Plan be submitted to the National Treatment Agency and form the basis of the young persons substance misuse programme in Hartlepool.

**6. BACKGROUND PAPERS**

The Hartlepool Young People's Substance Misuse Needs Assessment  
Part 1 2010/11 (Appendix 1)

The Hartlepool Young People's Substance Misuse Needs Assessment  
Part 2 2010/11 (Appendix 2)

**CONTACT OFFICER**

John Robinson  
Parent Commissioner  
01429 523348





## Partnership **Hartlepool**

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# Young People's Specialist Substance Misuse Treatment Plan 2010/11

## Part 1

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This strategic summary incorporating the planning grids and funding/expenditure profile have been approved by the Partnership and represent our collective action plan.

<b>Director of Child and Adult Services</b>	<i>Signature</i>
<b>Partnership Chair</b>	<i>Signature</i>
<b>Chair, Young People's Substance Misuse Commissioning Group</b>	<i>Signature</i>

**1. Overall direction and purpose of the strategy for meeting young people's substance related needs and specifically their needs for specialist treatment interventions.**

The Hartlepool Children's Trust Board took responsibility for young people's substance misuse in 2009 with Children's Services taking the lead. The lead officer for substance misuse is the Parent Commissioner in Hartlepool who also has responsibility for family intervention, prevention and some integrated services. This was taken on the basis that services for young people's substance misuse needs to be part of an integrated offer. A commissioning group was put in place to drive this work forward and includes partners from the PCT, Police, Adult Substance Misuse, 11 – 19 Partnership, Integrated Youth Service, CAMHs, Commissioning Services, Youth Offending Service and Service Providers. In addition, the Commissioner links in to regional groups co-ordinated by the NTA. The Safer Hartlepool Partnership has continued to be involved with the service and has supported the commissioning group with both advice and some funding. The commissioning group have access to the Child and Adult Services data team who have allocated a worker to support the process of needs assessment and on going data collection. In addition, the quarterly reports from NTA are used to manage the service and identify actions that need to be taken to ensure the service is meeting its targets. The Need Assessment Plan 2010/11 was the first published by the trust.

The development of services around schools started in 2009/10 and has continued at a pace and all schools in the town are now part of a team around the school process. This 'team around the school' service allows us to continue the focus of our Tier 1 and Tier 2 work at the young people who need it most, while identifying those who require a more intensive process. Partners, including schools, have renewed the commitment to the team around the school process as key to service provision.

The specialist service in Hartlepool, HYPED, has made many operational changes in the past year in the move to a more integrated process that provides value for money and a more streamlined approach. The service no longer operates from its own premises having moved to a smaller office and transferred the interventions bases into the community. This has created a number of valuable partnerships in the voluntary and community sector that enhance those with schools and statutory services. HYPED have a member of staff in each of the secondary schools and are an integral part of the Team Around the Secondary School (TASS). Having the service integrated in this way has had a marked impact on prevention and intervention. In particular, the range of referrers has widened considerably and is evidence that this aspect of the Hartlepool strategy is being effective. The TASS is a new and innovative way of working in Hartlepool and invites all organisations to an open forum to discuss specific cases and provide a true integrated working approach amongst agencies to meet the young person and their family needs. The HYPED service is now well established on each of the five TASS groups headed by each of the secondary schools in Hartlepool. Each outreach worker within the team has been allocated a school and undertakes the responsibility of providing their specialist input around substance misuse issues to the panel and feeding back progress and interventions undertaken by the HYPED team on referrals made

to the service. Relations with schools in Hartlepool have improved greatly over the past year, mainly through HYPED's involvement with TASS. This has shown an increase in referrals from schools and in the three quarters upto the time of writing the service has already received 16 referrals, 20% of overall referrals. This shows a marked difference from previous years where the service received six in 2007/08, 11 in 2008/09 and 7 in 2009/10. Also schools have been more receptive in allowing HYPED staff in to their educational settings to see and work with their young people who were identified with drug and/ or alcohol issues.

Last year the Young People Treatment Plan was overseen by the Children's Trust in partnership with the Safer Hartlepool Partnership. In 2011/12 the future of the Children's Trust is not yet clear and consequently Hartlepool will make decisions on the governance of services as and when political and service decisions are made. The programme will be managed by the Parent Commissioner as part of an integrated process. The performance management of the service will be supported by the Child and Adult Services data team who will continue to build on our learning gained thus far using a range of information available to us.

The services are central to work being carried out as part of the Think Family agenda in Hartlepool. The inclusion of family work is an essential element in reducing young people's substance misuse. Parents are offered interventions including boundary setting and awareness sessions around substances so they are equipped with the knowledge of what harm substances will have on their children, both in the short and long term. HYPED also liaise closely and work in conjunction with family services in Hartlepool to provide additional support for parents encountering difficulties with their children. The service is also delivering drug and alcohol awareness sessions to foster carers to better equip them in dealing with young people who come into their care.

**2. Likely demand for specialist substance misuse treatment interventions for young people. Please identify and consider the differential impact on diverse groups and ensure that the overall plan contains actions to address negative impact.**

**Tier 1** The involvement of HYPED with schools has had a marked effect on the knowledge available to schools. This will be particularly important as the partnerships in Hartlepool respond to a new financial structure and new challenges.

**Tier 2** Activity at Tier 2 has continued to develop as a consequence of our Needs Assessment 2010/11 when this was a key area of development. Hartlepool continues to deliver a range of multi disciplinary training that aims to produce an integrated process over the next three years as the move towards an integrated response to Risky Behaviour is realised. The need for a screening tool has not yet been realised in Hartlepool and this remains a priority for the coming year. Work is currently being done with partners to secure a system that fits the operational needs of services in the town. The work that has been done to integrate services across universal, prevention and targeted services responses has been through each of our secondary schools. Interestingly this has had a clear knock on effect on the identification of those young people most at risk. Our integrated youth workers have concentrated on developing the knowledge that we have on current trends of substance misuse and young people. It is contextually important to note that Hartlepool staff see very few young people who are misusing substances with

the majority of young people avoiding such pitfalls and responding positively to the opportunities that they have. Those young people who are coming to the notice of youth workers because they are misusing substances are using a limited variety. Alcohol and cannabis (with evidence that skunk is popular) are a worrying rise in the use of solvents. In addition, workers have identified the drinking of large amounts of high energy drinks (up to four litres daily) which we intend to investigate.

**Tier 3** HYPED The current specialist service for substance misuse has continued to provide an excellent service despite a year of change and development. The team at HYPED have had to respond to the 2010/11 assessment that focussed on the development of an integrated service. The service has indeed taken the lead and now has a wide reach and is having a major impact on interventions for young people in Hartlepool. The service is now accessible in schools and community based projects across the town. This response from HYPED and Hartlepool partners has resulted in a number of new pathways. The evidence of this is seen in the spread of referrals in the past year. As a consequence the numbers of young people receiving treatment has increased. In fact, the service has improved its performance across the range of indicators. In 2011/12 the intention is to continue developing the service at Tier 3 to ensure that all young people who need support to tackle their substance issues have swift targeted access to the service that results in a successful intervention. Again, in 2010/11 there has only been one young person requiring a pharmacological intervention.

**Tier 4** As last year residential and inpatient services for substance misuse have not been used. Hartlepool does have arrangements and resources available to spot purchase in accordance with individual need rather than block booking a facility. Hartlepool fortunately does not see large numbers of young people who need to access this level of service and consequently would expect to continue current practice and access funds through the external commissioning process chaired by the Assistant Director for prevention and specialist services.

- 2.2 Alcohol misuse continues to be a major concern in Hartlepool. Despite HYPED and other providers developing services for young people using alcohol, concerns continue to rise. In 2010/11 we have widened access into service for young people who have issues with alcohol. Young people are also a focus of the new alcohol strategy that has been developed by the Hartlepool Partnership.
- 2.3 In addition, the following are also in place; family support through a HYPED family worker; comprehensive healthcare from a dedicated nurse within HYPED who links with school nurses; health promotion initiatives; GUM and teenage pregnancy project. The service has linked with the needle exchange via Addaction which is primarily an adult service. HYPED is now able to deliver needle exchange on an outreach basis as provisions have been sought and training has been rolled out to all staff, transition agreements to Addaction will be discussed and put in place.
- 2.4 HYPED continue to submit data through NDTMS and have been assessed on a quarterly and annual basis by NTA against the Every Child Matters substance misuse framework. HYPED are rated green and are delivering well against all of their key performance indicators.
- 2.5 The Children and Young People's Substance Misuse Service continues to provide a town wide service. Due to pressures on resources and other priorities in the past

year services have not moved as quickly as expected into a Risky Behaviour model. This will remain a priority for the coming year. The service has developed intelligence led processes by using a combination of Neighbourhood Policing, Safer Hartlepool and Team Around the School information. This has been a major success resulting in much clearer interventions and integrated packages of support being developed. Importantly the HYPED service is now involved in offering support to all family members involved in complex cases. The Common Assessment Framework (CAF) is central to the HYPED service pathways.

- 2.6 The TASS has been a success in early identification of needs for young people and generated referrals for the HYPED service. The rolling out of TASS has proven that a co-ordinated approach between the services can address and minimise issues young people face before the problem exacerbates. For HYPED this has proven that with a multi agency approach it has gained increased positive outcomes for young people and their families, where previously the service worked more in isolation to address multiple issues without a structured approach from other specialist services.
- 2.7 HYPED Service users receive sexual health advice with all key workers fully trained to provide advice on :
  - C card
  - Pregnancy testing
  - Delay message
  - Information regarding STI's and referral to GUM clinic
- 2.8 At present only one young person working with HYPED is accessing specialist prescribing. Specialist provision from the key worker, prescribing nurse and doctor has also been provided for this young person.
- 2.9 The HYPED service has developed good links with services/agencies in the community. Services including Social Care, Barnardos, Headland Futures, Fire Service, Connexions, Wharton Trust and Youth Offending Service have agreed for the HYPED service to utilise their premises to see young people. This brings the services into the communities where young people live. A good example of this joint working is that HYPED staff attend Friday evening youth sessions on a rota basis at the Wharton Trust. This came about as a result of youth workers at the project suspecting a cohort of young people who attend the project misusing substances. Staff attend these sessions and as part of a preventative measure provide information to these young people on the risks associated with different substances so their use does not escalate in the future.
- 2.10 Anecdotal evidence is that large numbers of young women are involved in using alcohol. This anecdotal evidence is not substantiated by referrals into service and the data shows that boys receive far more referrals into service. In 2011/12 this needs to be explored to ensure that services are not missing opportunities to engage with young women.
- 2.11 The current information provided on admissions to service clearly shows that the reach of the service is still limited to young people from a White British heritage. Although there is no evidence that substance misuse is a major issue for our small Pakistani and Bangladeshi community HYPED staff now have positive links in this community and are confident that they will be contacted if issues arise. In addition

Hartlepool continues to attract people from a wider range of ethnic and cultural backgrounds and although numbers are still comparatively small the service will have to take this into account .

3. **Key findings of current needs assessment and a brief summary of the prevalence of problematic substance misuse by young people in the local area, changing trends, treatment mapping, characteristics of met and unmet need, attrition rates and treatment outcomes.**

3.1 In setting out our priorities for 2010/11 Hartlepool expected that a more integrated process would result in a greater service reach. In effect this has proven the case and we have seen the new patterns of referral emerging throughout 2010/11.

3.2 There is an overall gender difference of 64 males to 24 females for all clients. Of these 49 males and 17 females have not presented for treatment before. The remainder, 15 males and seven females, have previously been in the treatment system and have started a new treatment journey in 2009/10. Further analysis needs to take place to identify links and trends related to young people being referred into the service, to identify and understand their complex needs to minimise their risk taking behaviour.

3.3 The majority of young people entering the treatment system are from a white ethnic origin.

3.4 Alcohol and cannabis represented the main drug of choice of young people entering into treatment in Hartlepool.

3.5 The largest proportion of referrals came from the Youth Offending Team. There was also a number of self referrals (17 for all clients, of which 14 were for new clients and three were for previous clients that have started a new treatment in 2009/10).

3.6 The time in contact shows the length of time in treatment for an individual at any given agency. See graph on page 17, the majority of people are in treatment for 0-3 months.

3.7 The most prevalent age for young people in treatment is between 14 and 17.

3.8 In Hartlepool, Psychosocial interventions is the methodology used most often.

3.9 The work that was intended to explore the issue of referrals for 16 to 18 year olds has not been developed as extensively as hoped but the funding has been secured to research this. In essence colleagues in the adult service are in contact with 18 year olds who indicate they have a history of Class A use that has not been picked up by the young people's service. Funding is in place for this work to continue in 2011/12.

4. **Capacity and demand**

4.1 The numbers referred into the specialist treatment service appear to have been consistent over the past few years between 2008-10 with a clear trend towards early alcohol use with cannabis as a second preference. At present there is no evidence of major issues with Class A drugs.

- 4.2 The Coalition Government have decided that they will not continue with the Tell Us Survey and consequently this will not be available to Hartlepool in the future. The town does, however have robust participation processes and the Integrated Youth Service are in a strong position to support young people's voices in the development of services.
- 4.3 In regard to other substances the reduction in the use of volatile substances that has been seen in previous years has stalled and some complex cases where volatile substances are central to the issue are coming to fore.
5. **Improvements to be made in relation to the impact of treatment in terms of its outcomes which will deliver improvements in individual young people's health and social functioning.**
- 5.1 As expected the 'Team Around the School' process has given services real linkage, and this has resulted in a much more comprehensive service before, during and after the specialist service has intervened. This has resulted in a real increase in the range of referrers and just as importantly has had a dramatic impact on ensuring that young people move on to an appropriate service after specialist intervention.
- 5.2 At the beginning of 2010/11 the commissioning group had a number of areas to focus on. These were:
- The emphasis that Hartlepool is placing on prevention across services.
  - The comparatively low numbers currently accessing the Tier 3 service.
  - The need to consolidate our pathways to and from treatment.
  - The need to strengthen the responses of universal services to risky behaviour in general and substance misuse in particular.
  - The need to ensure value for money services at Tier 2 and 3.
- 5.3 The progress the service has made in 2010/11 is such that the commissioning group is confident that pathways into and out-of service are becoming imbedded in local practice and our focus on these issues have been rewarded.
- 5.4 As a consequence of the 'Team Around' process Hartlepool now has the ability to understand the movement of young people through services.
- 5.5 Hartlepool still has some more development work to do before Multi Agency training and professional development programmes are required to increase the knowledge, skills and ability of colleagues across the service to deliver preventative measures as well as identify, screen and offer brief interventions.
- 5.6 As a key priority we need to focus on improvement outcomes for those that leave specialist treatment. HYPED aims to offer a rapid short specialist intervention appropriate to the individual need but to return the individual back into mainstream services as quickly as possible. We will develop practice that ensures all young people entering the service have a Lead Practitioner and a Team Around the Child process in place. Furthermore we will apply THINK FAMILY principles to all cases entering treatment.

**Key priorities for developing young people's specialist substance misuse treatment interventions to meet local needs during the next financial year**

- Explore opportunities to further Integrate Specialist Service into local processes.
- Ensure that issues of young people's substance misuse are clearly on the agenda of local GP Commissioners.
- Develop a Risky Behaviour strategy that encompasses substance misuse, youth crime and teenage pregnancy.
- Review specialist service in relation to the current operational and financial context.
- Analyse and explore the issues around gender and race specific referrals.



**2009/10 HARTLEPOOL**  
**YOUNG PEOPLES SUBSTANCE MISUSE TREATMENT MAPS AND NEEDS ASSESSMENT**

**Introduction**

The purpose of the needs assessment data is to identify the numbers and case mix of clients that are entering into and exiting services. The data can be used to help identify if there is a local need that is currently not being met or where there is an under/over utilisation of the services already provided.

**Statistics and Mapping**

The statistical evidence and treatment maps provided have been generated from NDTMS needs assessment data.

The needs assessment data is divided into the three stages of a client's journey through the treatment system. The data is sourced from the NDTMS 2009/10 frozen dataset and is for Tier 3/4 activity across a partnership area.

Clients are classed as 'young people' and included in this data if they were under 18 at their first point of contact with the treatment system in 2009/10. If they started treatment prior to 2009/10 and carried over into the year then they would be counted if they were under 18 at the start of 2009/10.

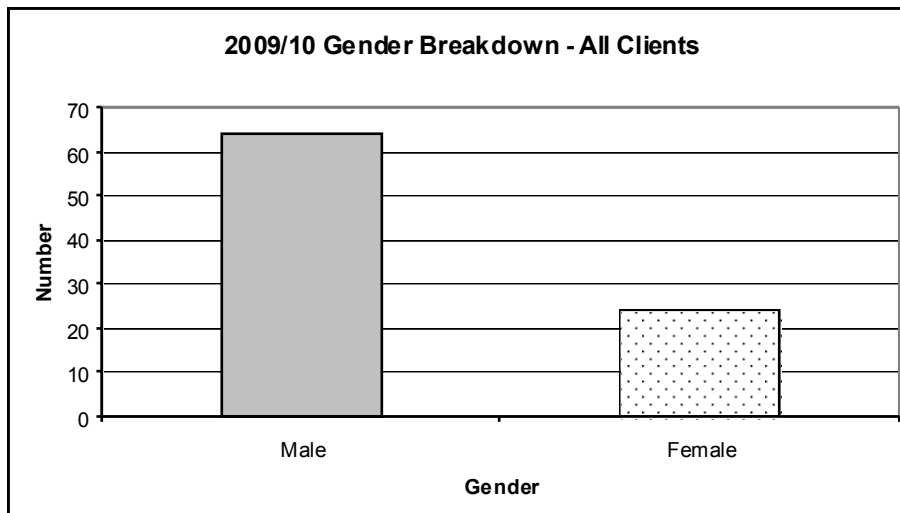
**Entering Treatment Profile**

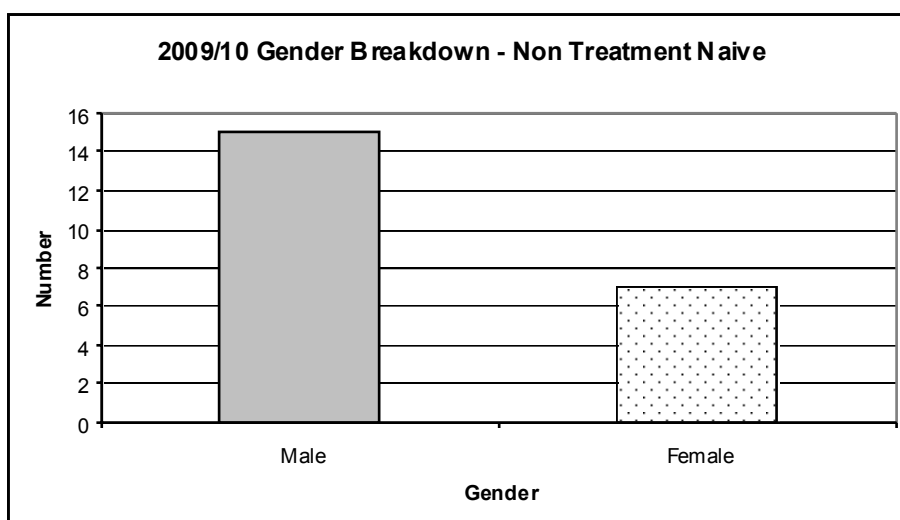
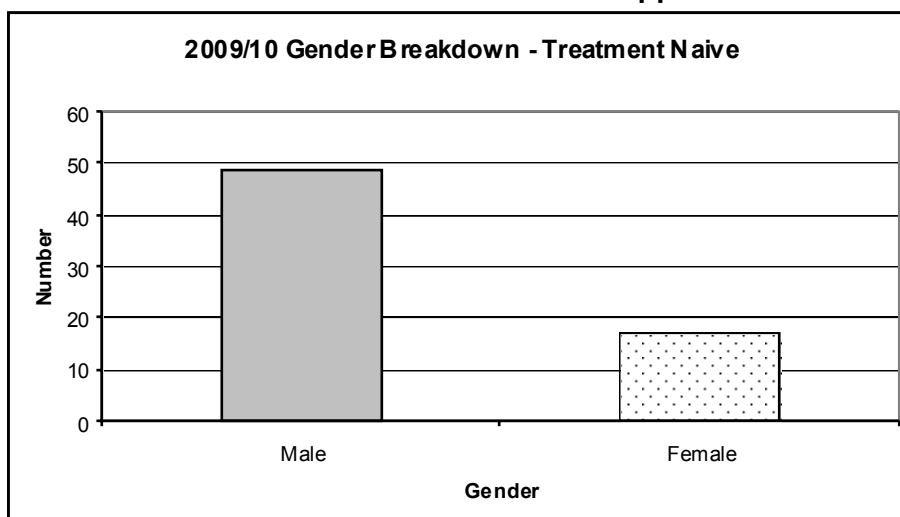
This stage in treatment reports on all clients who started treatment in 2009/10 and shows which referral source was recorded at their first triage in the year.

Individuals are assigned to the agency where the first triage took place and if a client is triaged at two different agencies on the same date they are included in both.

This area is also broken down to show All Clients, Treatment Naïve Clients (clients who have not presented to treatment before) and Non-Treatment Naïve Clients (clients who have previously been in the treatment system and have started a new treatment journey in 2009-10).

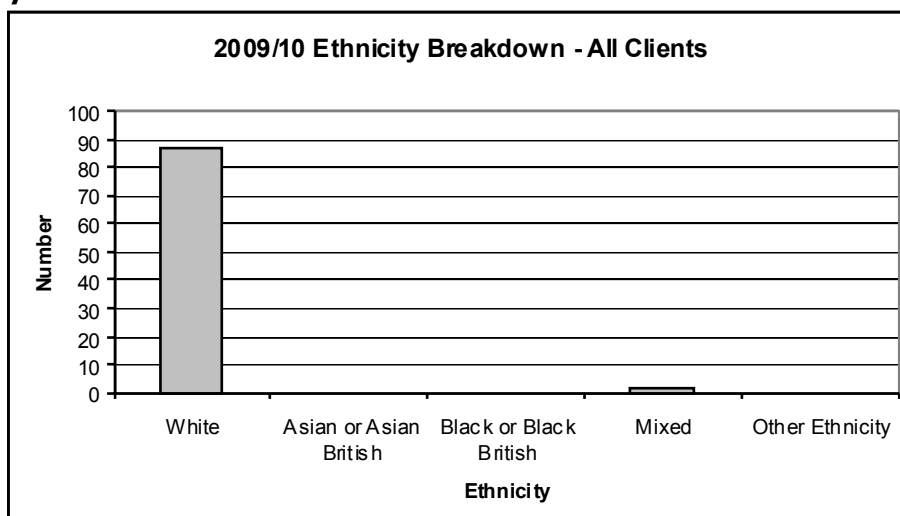
**Gender**

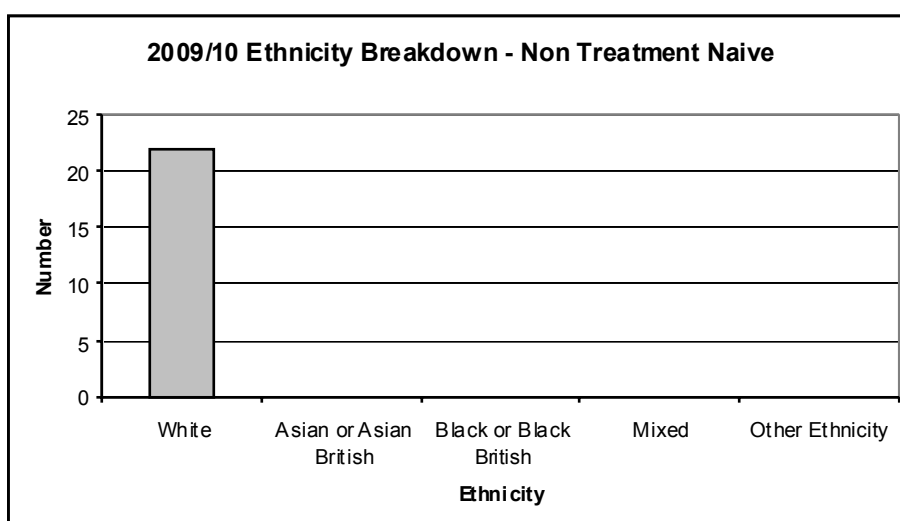
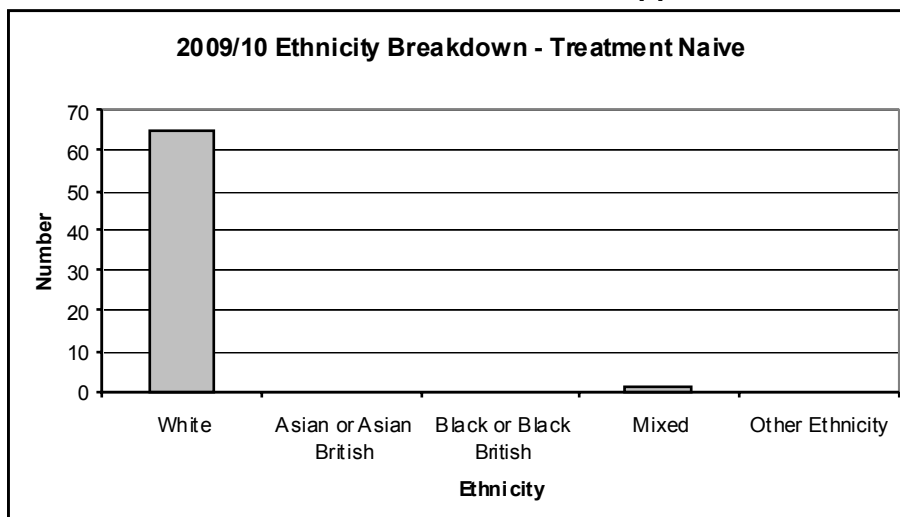




There is an overall gender difference of 64 males to 24 females for all clients. Of these 49 males and 17 females have not presented for treatment before. The remainder, 15 males and 7 females, have previously been in the treatment system and have started a new treatment journey in 2009/10.

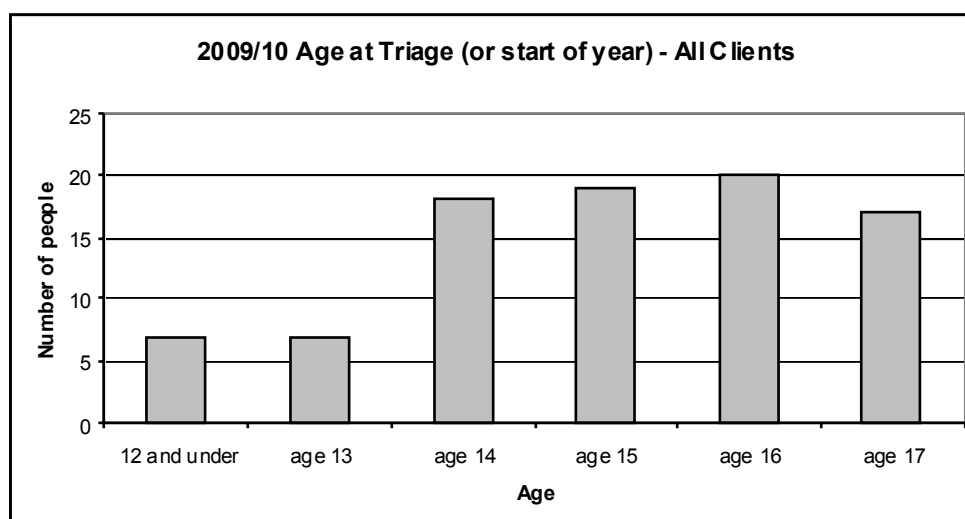
### Ethnicity

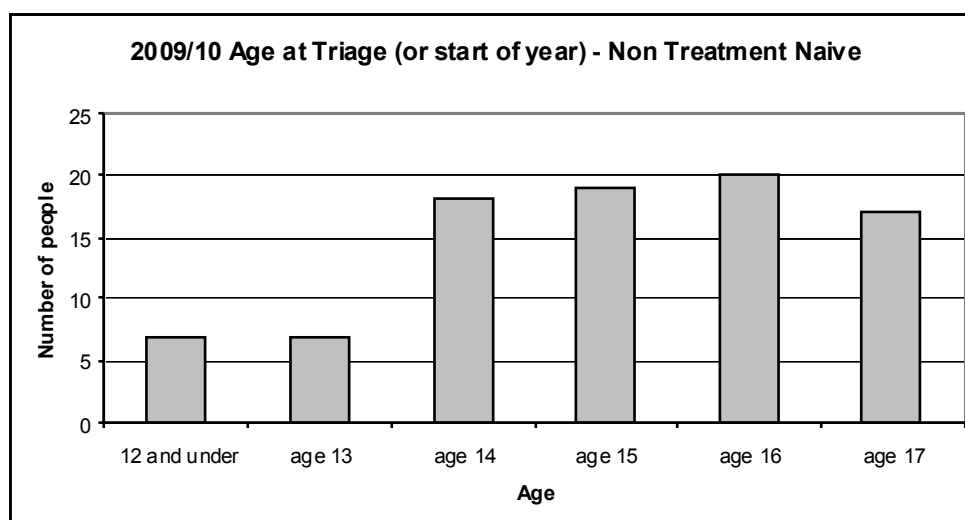
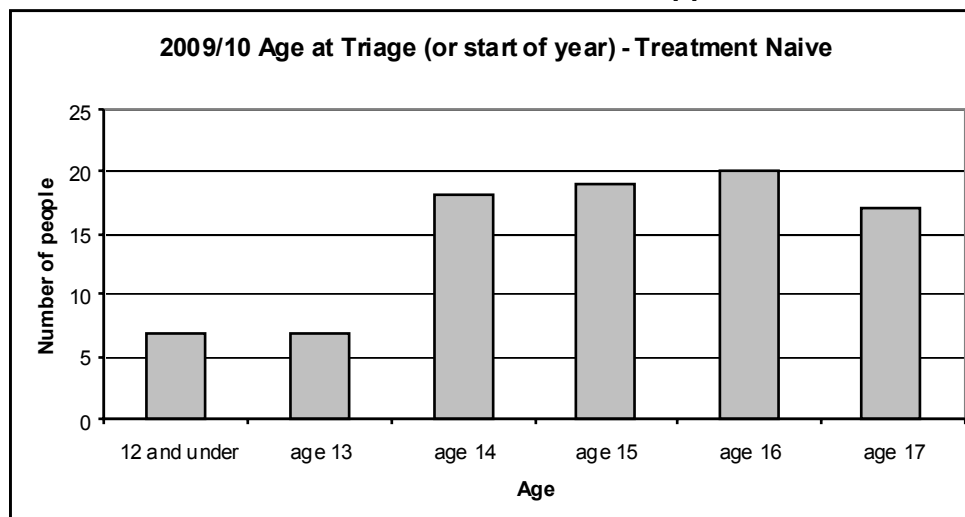




The majority of young people entering the treatment system are from a white ethnic origin.

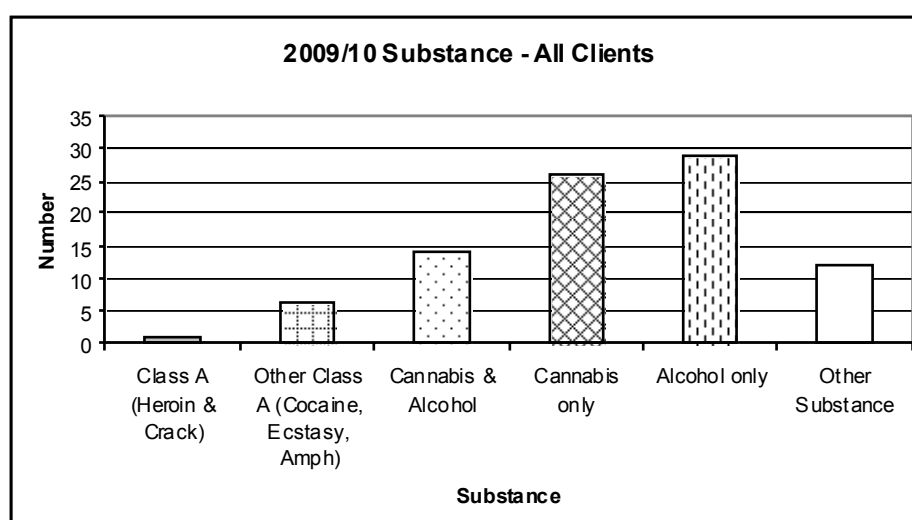
### Age at Triage

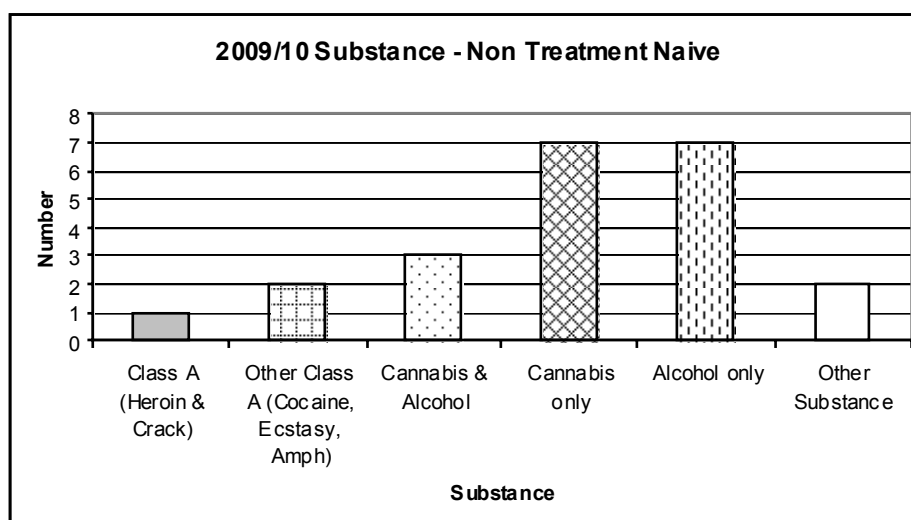
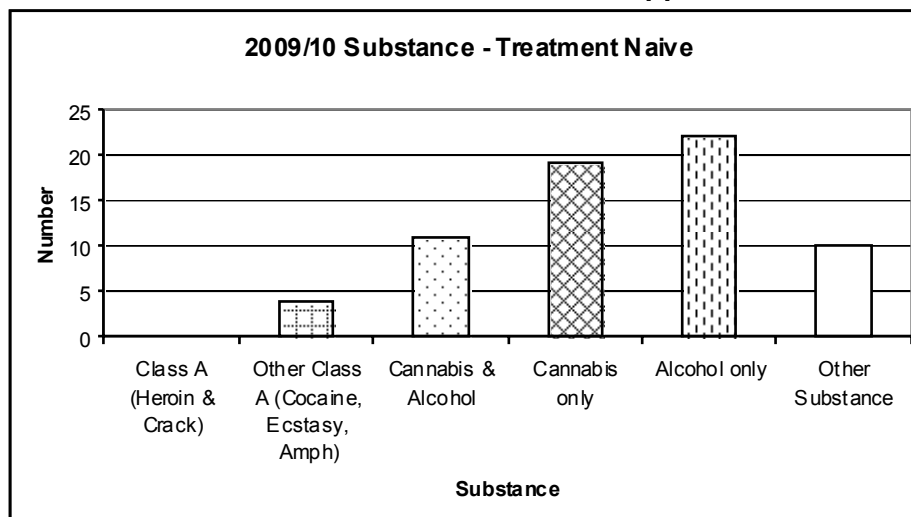




The most prevalent age for young people entering into treatment is between 14 and 17.

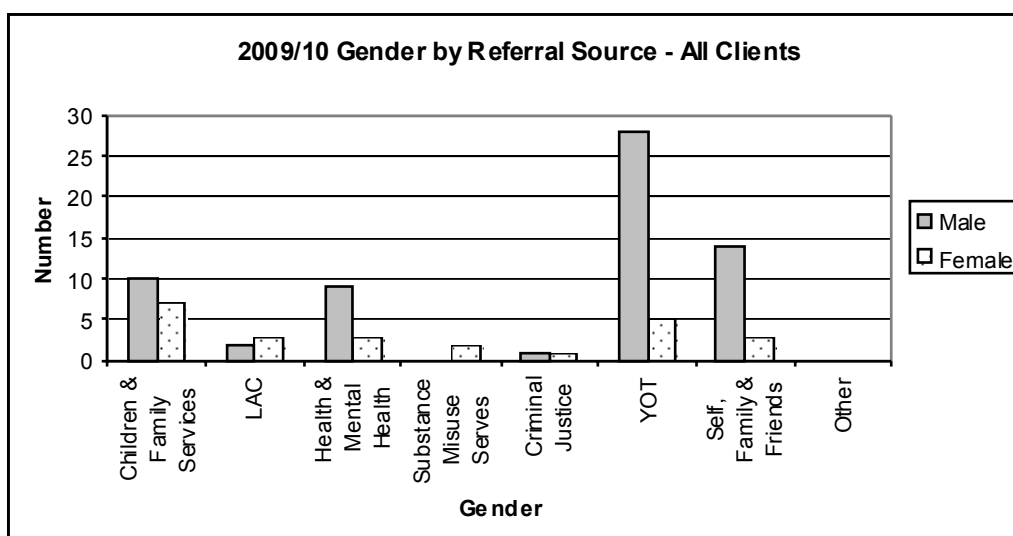
### Substance

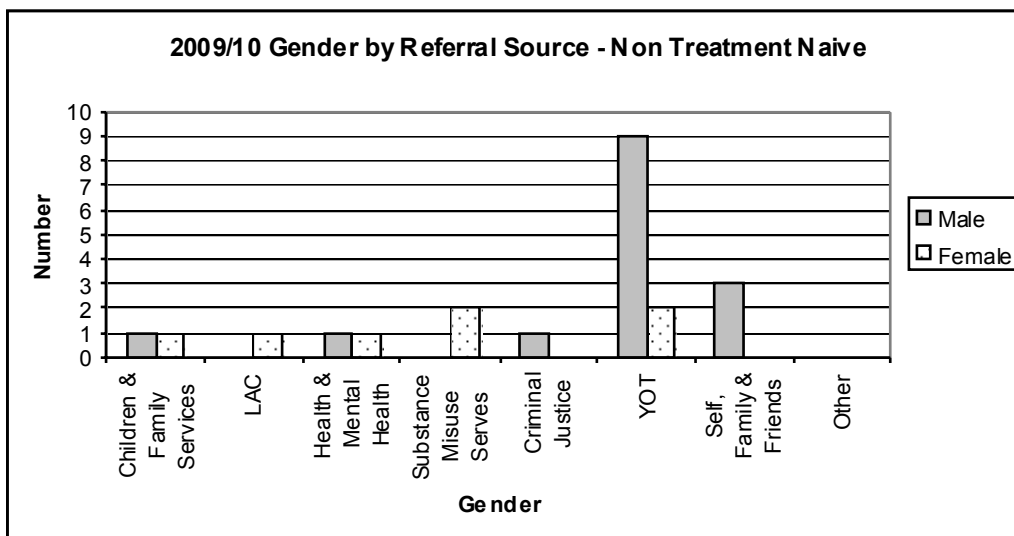
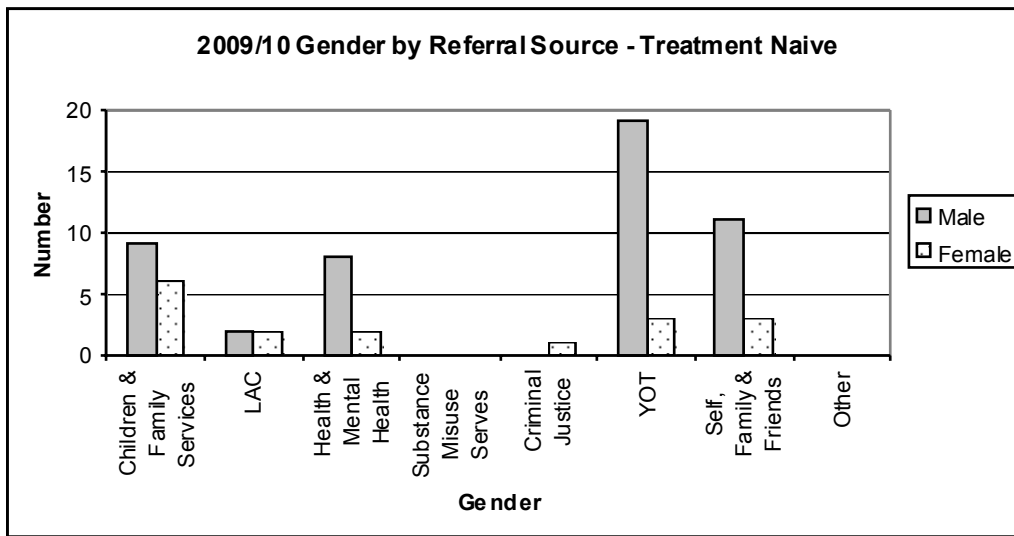




Alcohol and Cannabis represented the main drug of choice of young people entering into treatment in Hartlepool.

### Referrals by Source



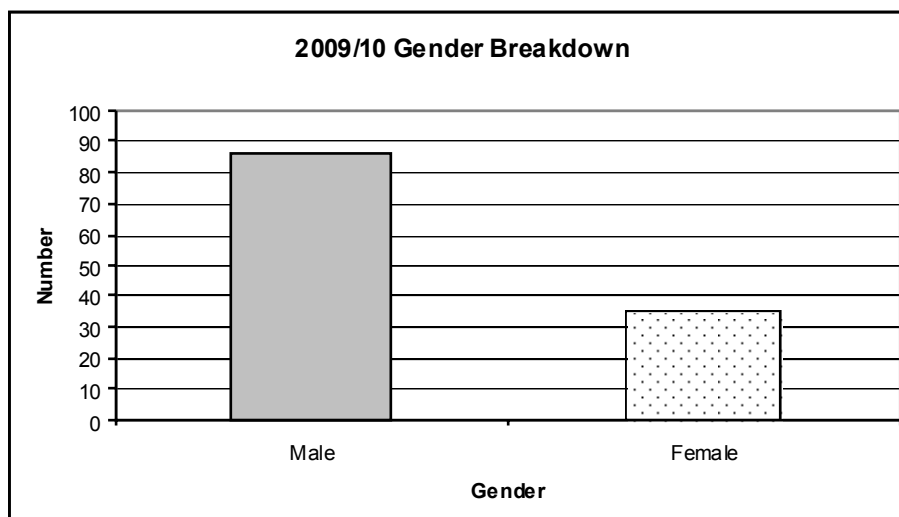


The largest proportion of referrals came from the Youth Offending Team. There was also a number of self referrals (17 for all clients, of which 14 were for new clients and 3 were for previous clients that have started a new treatment in 2009/10).

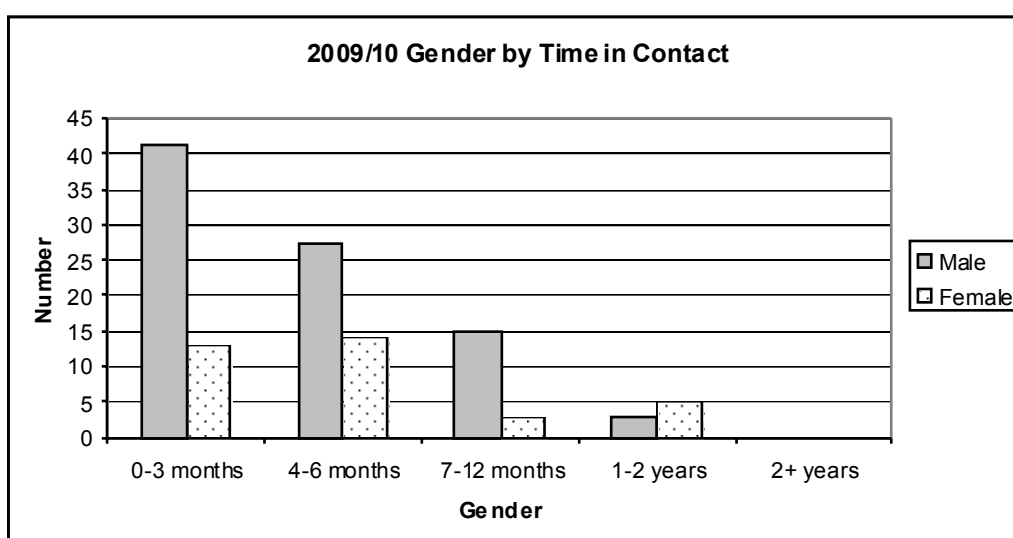
### **In Treatment Profile**

This profile reports on the clients that were in treatment during 2009/10. The figures are higher than those in the entering treatment profile as it includes those starting treatment within the year but also anyone who started treatment prior to 1 April 2009 but were still accessing treatment at the start of the year.

## Gender

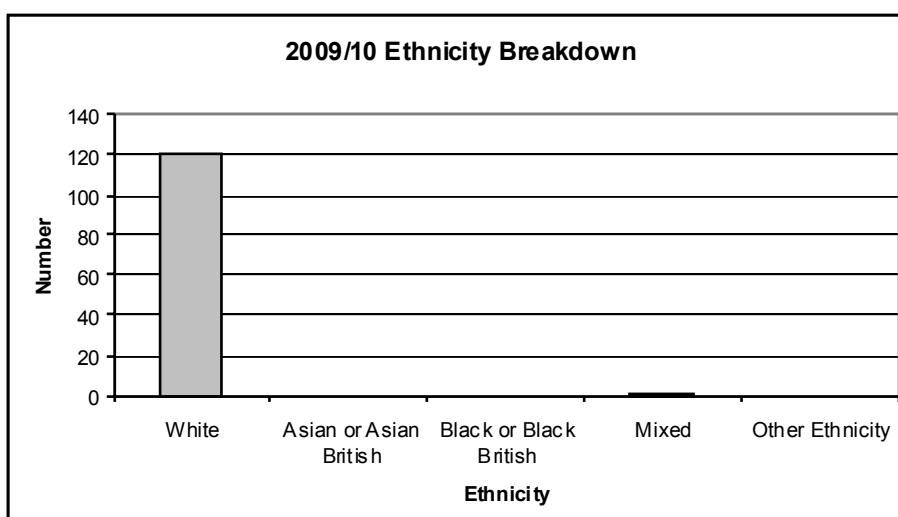


There is an overall gender difference of 86 males to 35 females.



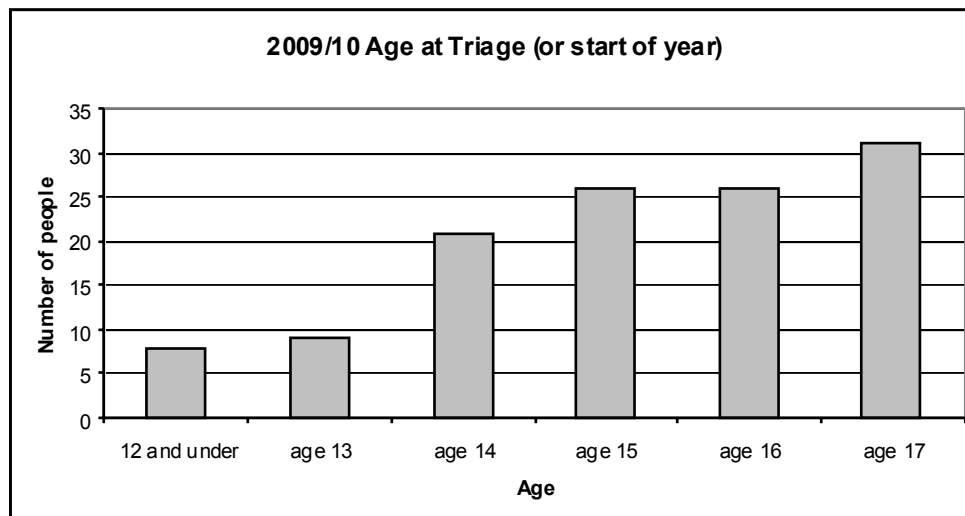
The time in contact shows the length of time in treatment for an individual at any given agency. From the graph above, the majority of people are in treatment for 0-3 months.

## Ethnicity



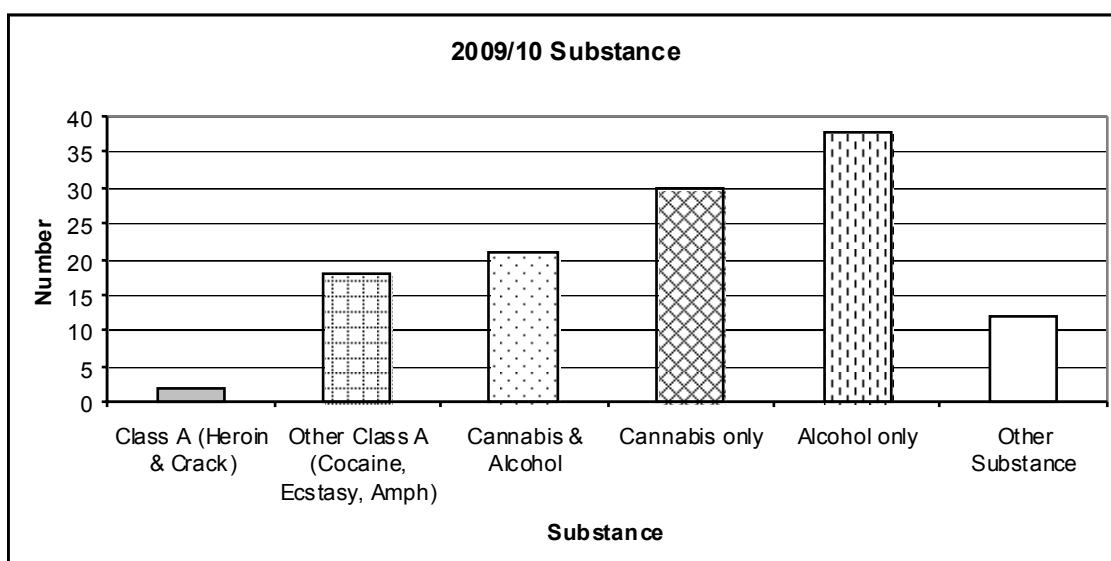
The majority of the young people in treatment are from a white ethnic background.

### Age at Triage (or start of the year)



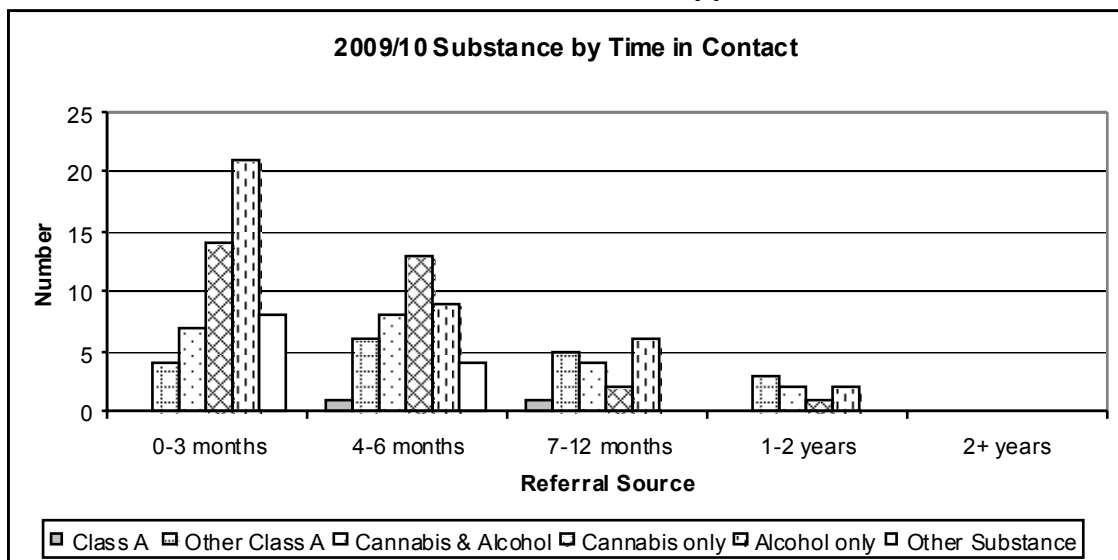
The most prevalent age for young people in treatment is between 14 and 17.

### Substance



Alcohol and Cannabis represented the main drug of choice of young people in treatment within Hartlepool.





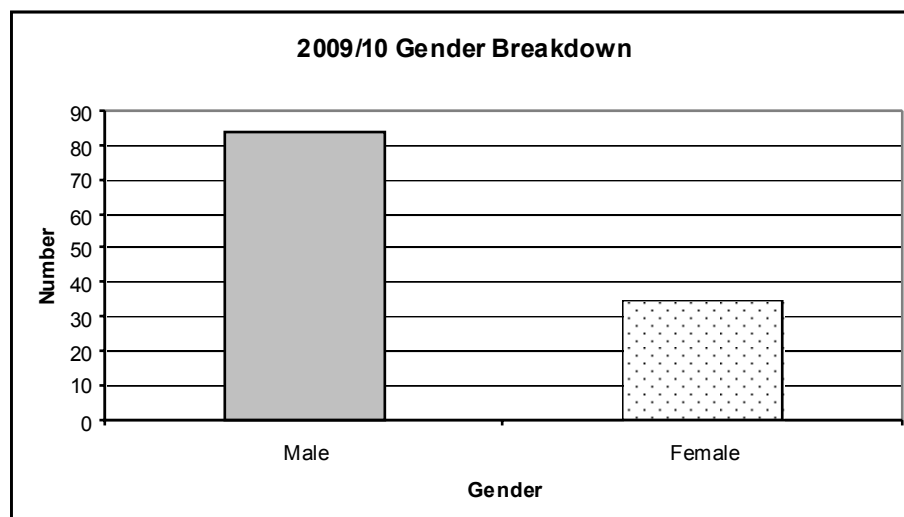
Within Hartlepool, for the majority of substances, young people spend 0-3 months in contact at any given agency.

### **Exiting Treatment Profile**

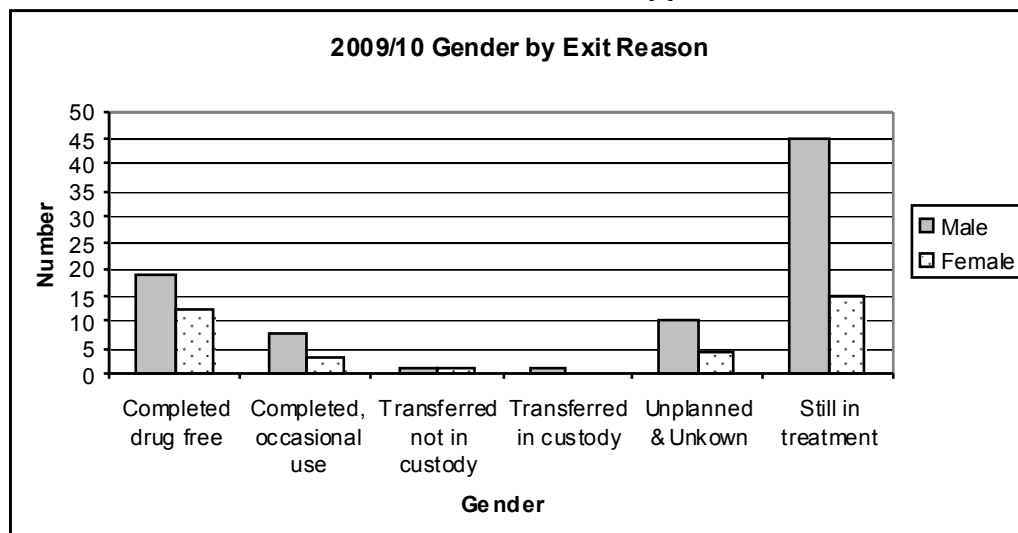
The following profile shows the exit reasons for all individuals who left the treatment system before 1 April 2010. It also shows the number of young people who were still in treatment at 1 April 2010.

Individuals are assigned to the agency where the latest discharge took place. If a client is discharged from more than one agency on the same date, they will appear in both agencies' data.

### **Gender**

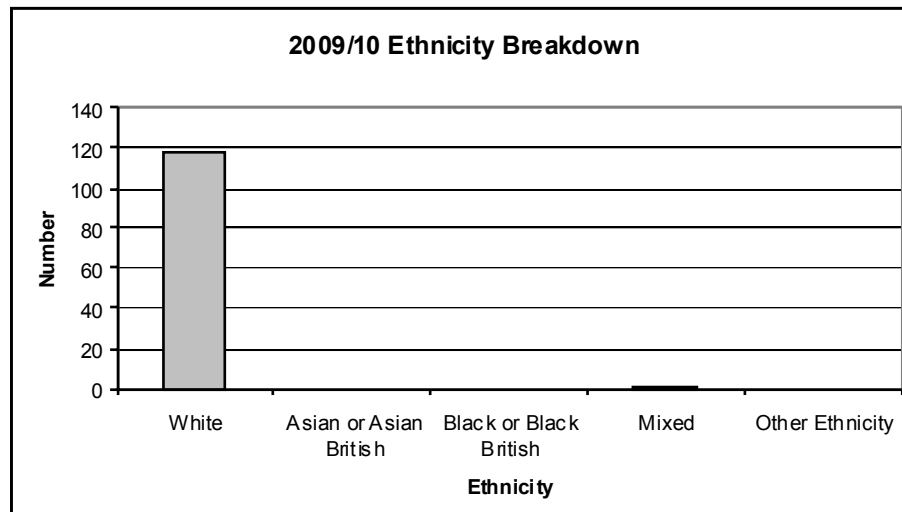


There is a gender difference of 84 males to 35 females.



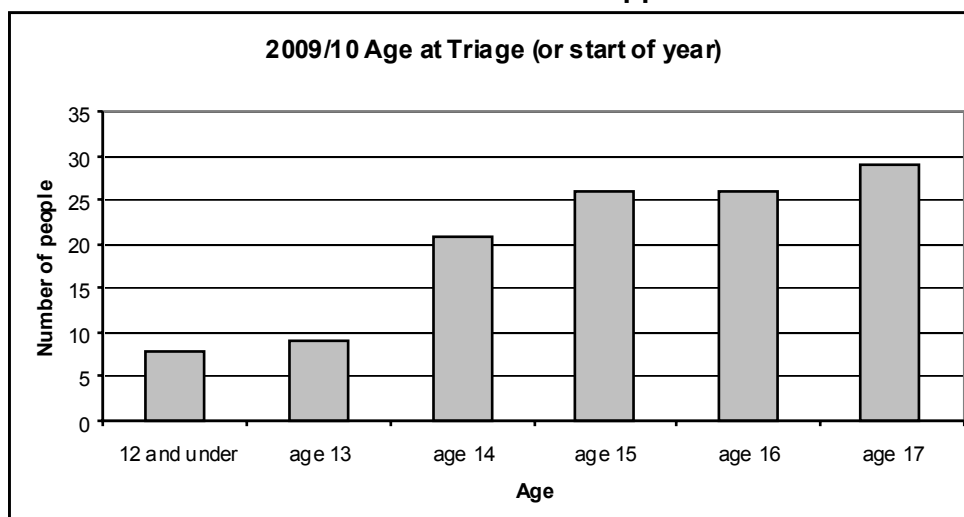
The majority of clients are still in treatment. 19 males and 12 females completed treatment and are drug free.

### Ethnicity



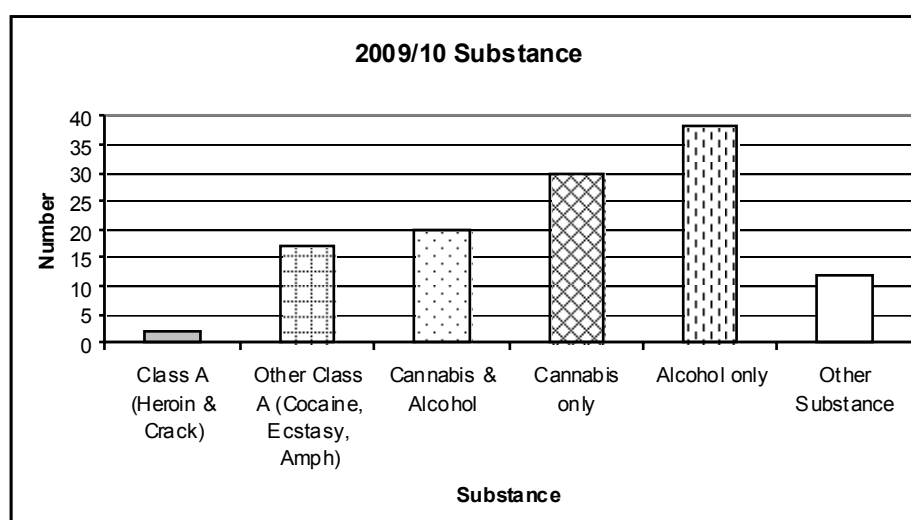
The majority of clients are from a white ethnic origin.

### Age at Triage (or start of year)

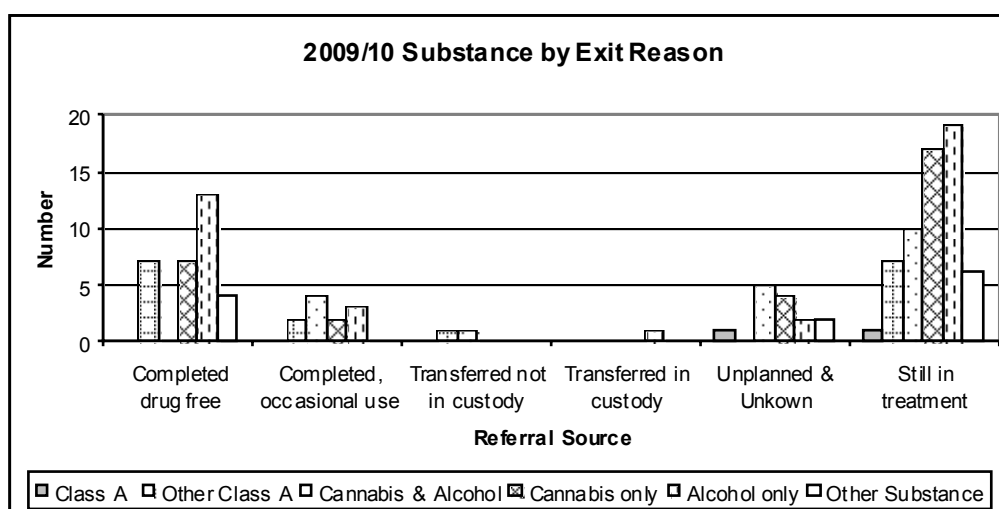


The most prevalent age for young people exiting treatment is between 14 and 17.

### Substance



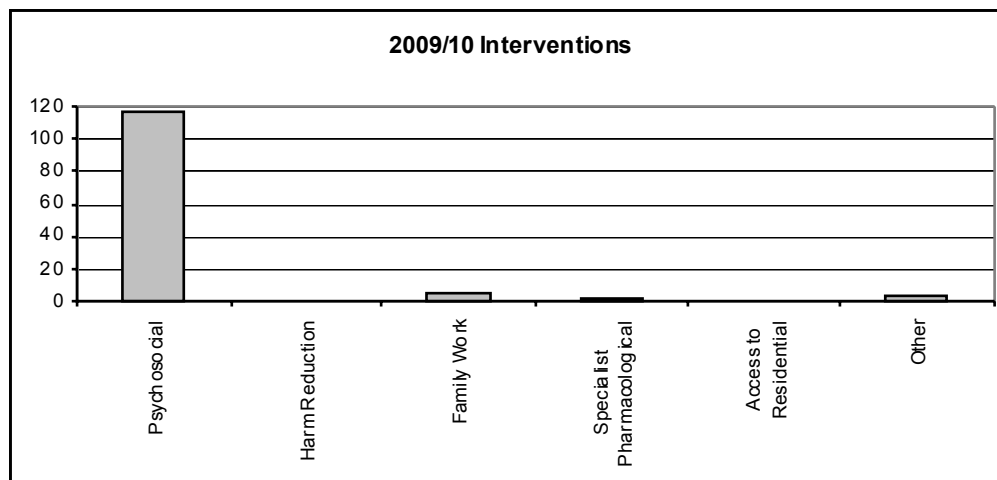
Alcohol and Cannabis represented the main drug of choice of young people exiting treatment within Hartlepool.



## Appendix 1 2.1

The majority of young people in Hartlepool are still in treatment for all substances. A number of young people have completed treatment and are drug free (other class A, cannabis, alcohol and other substances).

### Interventions



The interventions breakdown above shows all interventions that a client received during their latest treatment journey in the year up to 31 March 2010. In Hartlepool, Psychosocial is the highest intervention.

### The Treatment Map

The treatment map has three main sections summarising each of the stages of the treatment journey and is designed to help map Young People through the treatment system.

#### **Stage One – Entering Treatment**

This stage is shown depicting the referral source of the client by different methods of classification.

It reports on all clients who started treatment in 2009-10 and shows which referral source was recorded at their first triage in the year.

Clients are assigned to the agency where the first triage took place. If a client is triaged at two different agencies on the same date the client will appear in both agencies data and so will be double-counted on the partnership total.

#### **Stage Two – In Treatment**

This stage reports on all clients who were in treatment in 2009-10. These figures will be higher than those in stage 1 as it includes not only those starting treatment within the year but also anyone who started treatment prior to 1 April 2009 but were still accessing structured treatment at the start of the year.

The first section details the length of time a client has been in treatment with a single by drug use.

The second section details the interventions received by young people while in treatment. The intervention totals may add up to more than the number of individuals as a client receiving multiple types of interventions will be counted more than once, once in each intervention they receive.

#### **Stage Three – Exiting Treatment**

The final stage shows the exit reasons for all the individuals who left the treatment system before 1 April 2010. It also lists the number of young people who were still in treatment at 1 April 2010.

Individuals are assigned to the agency where the latest discharge took place if a client is discharged at two different agencies on the same date the client will appear in both agencies data. Similarly, if a client is still in treatment at two different agencies they will appear in both agencies data. Therefore the partnership figures will count these individuals twice they are a tally of the agency level figures.

Partnership name: **Hartlepool**

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Young people's specialist substance misuse treatment planning  
2011/12

Planning Framework

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## Planning Section 1: Commissioning and System Management

Please see checklist planning Section 1 of the 2011/12 treatment plan guidance for possible areas to include within this planning grid

### Identification of key priorities following needs assessment relating to commissioning system:

Hartlepool has in place a full commissioning process for young people's substance misuse. This is led by the Parent Commissioner who in Hartlepool has some responsibility for integrated services, prevention and resource services. The Commissioner is supported by a group of colleagues from a number of key services including Police, PCT, Children's Commissioning, Adult Commissioning, Schools, Specialist Service, Integrated Youth Service, Youth Offending Service, Children's Social Care, 11- 19 Strategy Group, CAMHs and Anti Social Behaviour Unit. This group has reported to the Children's Trust but this is currently under review and will likely to transfer to any new board that develops.

Since taking responsibility for the service the commissioning group has sought to integrate the specialist team into the range of services focussed on schools. This strategy continues to have many benefits as described in the needs assessment. This strategy has enabled Tier 2 and Tier 3 services to be far more accessible to young people.

Hartlepool continues to use the external commissioning panel to access Tier 4 services if not locally available and this process will ensure that funding is accessible when required. Partners are currently adapting to new financial constraints and will continue to strive for more cost effective services. Funding is available to run services in the coming financial year though the commissioning group are aware that more work is required in 2011/12. Work is currently underway with the local GP consortium to ensure that young people's substance misuse is high on their agenda.

Hartlepool has maintained good access to data and the team are now confident in both collecting and analysing the data required to develop services.

The Parent Commissioner and the HYPED service continue to work closely with parents and young people to ensure that services are developed with their input. This can be seen in the development of a more intensive family approach to services being developed.

### Expected outcomes 2011-12:

- Agree and complete contract for young people drugs and alcohol service.
- Formalise pathway in relation to substance misuse for Team Around the Primary School (TAPS) and Team Around the Secondary School (TASS) – Team Around the Family, including 16-18 year olds and ensuring links with hidden harm.
- Formalise pathway for options for Tier 4 including assessment criteria.
- Identify and formalise reporting criteria from specialist and targeted services to collate data for needs assessment and delivery to young people.
- HYPERD to enhance their family approach and take forward a team around the family at various levels either at low level in house or through TAPS or TASS.
- Establish needs for drug and alcohol education within schools and colleges and identify funding streams to support this.
- Identify a model around risk taking behaviours.
- Ensure that issues of young people's substance misuse are clearly on the agenda of local GP Commissioners

### Expected outcomes 2012-13 and 2013-14:

- Established and formalised commissioning process.
- Identified funding streams to sustain and build on present delivery across Tier 1, 2, 3 early identification, prevention and specialist delivery.
- Model for drug and alcohol education to be delivered within schools and colleges as part of a wider model covering risk taking behaviours.
- Training program for all universal and targeted services to skill up workforce to take responsibility for early identification and early intervention and referral into specialist services as an outcome requirement of their delivery.
- Roll out risk taking behaviours model across the Borough.

**Delivery Plan :**

Key milestones	By when	By whom
Formal Governance process is established in light of coalition policy	April 2012	Ian Merritt
Toolkit agreed and in place with partner agencies	April 2012	John Robinson
New system of drug education in place	September 2011	Commissioning Group

**Other Comments/Updates :**

- Potential risks.
- Further changes in local authority and partners funding streams.



## Planning Section 2: Specialist Substance Misuse Treatment System

Please see checklist planning Section 2 of the 2011/12 treatment plan guidance for possible areas to include within this planning grid

### Identification of key priorities following needs assessment relating to access to the young people's specialist substance misuse treatment system:

Since moving into Children's Services there have been marked improvements in the accessibility of services for young people through the 'Team Around' approach. The pathways that have been brought about by the integrated approach have seen a clear rise in numbers taking up the service.

The mapping exercise does show the commissioning group that young women are under represented by the service compared to anecdotal evidence that suggest young women are very much involved in alcohol misuse and likely to be involved in abusing other substances.

Due to a range of issues Hartlepool has not moved the risky behaviour agenda as far as expected and this remains a priority as does the implementation of a screening tool that can be used by all services.

CAF is becoming imbedded in Hartlepool but does have some barriers that although not unique to the town do need to be overcome. The Hartlepool Safeguarding Board have initiated a high level task and finish group that will look into these issues and young people's substance misuse service will be involved in this work.

Substance misuse services can be accessed at times required by the service users and plans include optimum times as agreed by worker and client.

### Expected outcomes 2011-12:

- All young people services to be aware of young women's needs in relation to their alcohol consumption by the use of a screening tool ensuring they are referred into the appropriate services.
- The specialist service to provide specific young women's group including service user involvement to develop this.
- When specialist services receive a referral checks are made to identify if a young person has a CAF in place, if so to link into lead

professional. Identify if a young person on referral has a social worker, if so to link in with social worker. Identify if young person is open to Youth Offending Service (YOS), if so link in with YOS case manager. If young person has none of the above and is under the age of 16 a CAF is completed and goes through TAPS or TASS team.

- Identify pathway for young people aged 16-18 if no services are involved and refuse to go through CAF process.
- Specialist service office open times are set, however service delivery is needs led with client. This can include weekend work and bank holidays.

### Expected outcomes 2012-13 and 2013-14:

- Universal, targeted and specialist services to work in an integrated delivery model, under a universal young person information sharing protocol to ensure all services are able to provide open communication in line with the young person and their family to ensure safeguarding is at the heart of service delivery.

### Delivery Plan:

Actions and milestones	By when	By whom
GAP analysis completed regarding 16-18 year olds	September 2011	Commissioning Group
Process in place for 16-18 year olds.	April 2012	Commissioning Group
Arrangements for a Hartlepool information sharing protocol to be finalised.	April 2012	Children's Trust (or other responsible body)

### Other Comments/Updates:

Risk - Partners can't agree therefore all partners have not signed up.

## Planning Section 3: Treatment System Delivery

Please see checklist Section 3 of the 2011/12 treatment plan guidance for possible areas to include within this planning grid

### Identification of key priorities following needs assessment relating to delivery of the young people's specialist substance misuse treatment system:

The HY PED service is now a fully integrated service and has developed its links across all services for young people and families. Members of the team are involved in highly complex cases including those within the child protection and looked after system.

The HY PED service provide the full range of interventions to young people in Hartlepool and have during 2010/11 made significant strides in developing work with families who have multiple problems. This work is centred on team around the child processes and can include a number of other agencies.

The service use appropriate and agreed systems of recording and make the results of this monitoring available to the commissioning group.

### Expected outcomes 2011-12:

- To initiate a universal information sharing protocol across all young people's services in Hartlepool to ensure communication is embedded to safeguard young people.
- To provide specific case studies of joined up work on outcomes of high level problematic cases involving whole families approach.
- Service provider to provide analyses for re-admittance to service on trends of referrers or needs of young people and/or their families.
- Provide appropriate reports on a quarterly basis to meet the outcomes of SLA and national requirements.
- Need an agreement for prescribing service with PCT.
- Review specialist service in relation to the current operational and financial context

**Expected outcomes 2012-13 and 2013-14:**

- All services will provide brief interventions and report back through data services to facilitate knowledge sharing in order that the commissioning group develop a clear understanding of local trends and issues.

**Delivery Plan:**

Actions and milestones	By when	By whom
Protocol in place	April 2012	Children's Trust (or other responsible body)
Cusp of care involvement from HYPED service	April 2011	John Robinson
New reporting process to commissioning regarding brief interventions	April 2012	HYPED

**Other Comments/Updates:**

## Planning Section 4: Leaving Specialist Treatment

Please see checklist Section 4 of the 2011/12 treatment plan guidance for possible areas to include within this planning grid

### Identification of key priorities following needs assessment relating to outcomes, discharge and exit from the drug treatment system:

The past year has seen vast improvements in this aspect of the work that has resulted in more effective exit strategies that include multi agency planning.

It is important that this aspect of the work is maintained and further improved in order that young people are not lost to the system. In particular, staff have to ensure that all services continue to track those young people who leave the service but are still assessed as likely to continue using substances.

### Expected outcomes 2011-12:

- The specialist service to exit every young person under the age of 16 to an appropriate service and to continue to provide appropriate support to sustain positive outcomes.
- To identify processes for 16-18 year olds refusing to engage with other services where concerns and needs have been identified.
- Specialist report to include executive summary on discharge and exits from service, report to include distance travelled by young person from entering and exiting service.
- Establish a reporting mechanism for targeted services to capture early interventions delivered.

### Expected outcomes 2012-13 and 2013-14:

- To have established exit routes for all young people discharged from specialist service.
- To have a structured reporting mechanism sharing outcomes of all young people accessing specialist service.
- Targeted services reporting to Commissioner on early interventions delivered to young people across Hartlepool.

**Delivery Plan:**

Actions and milestones	By when	By whom
Clear pathway to services post treatment in places for all young people in HYPED services	September 2011	Commissioning Group
New formal protocol with Youth Offending Service	September 2011	YOS Lead

**Other Comments/Updates:**

## **CHILDREN'S SERVICES PORTFOLIO**

Report to Portfolio Holder

22 March 2011



**Report of:** Director of Child & Adult Services

**Subject:** CHILDREN'S HOMES: REGULATION 33/34  
REPORTS

---

### SUMMARY

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

To present the Regulation 33/34 (formerly Regulation 22) report of visit to Children's Home for Exmoor Grove.

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

Report covers the month of August, September and October 2010 for Exmoor Grove.

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

Regulations governing the conduct of Children's Homes require that members receive regular reports on the conduct of Children's Homes.

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

Non-key decision

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

Children's Services Portfolio – 22 March 2011

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

Portfolio Member to receive and note the report

**Report of:** Director of Child & Adult Services

**Subject:** CHILDREN'S HOMES: REGULATION 33/34  
REPORTS

---

## **1. PURPOSE OF REPORT**

- 1.1 To present the Regulation 33/34 report of visit to Children's Home for Exmoor Grove covering the months of August, September and October 2010, which is attached as **Appendix 1**; *This item contains exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely, information relating to any individual (para 1) and Information which is likely to reveal the identity of an individual (para 2) .*

## **2. OBJECTIVES**

### **2.1 National Objectives:**

C/A 9.0 To ensure through regulatory powers and duties that children/adults in regulated services are protected from harm and poor care standards

### **2.2 Corporate Objectives:**

Health and Care:

Ensure access to the highest quality health, social care and support services, and improve the health, life expectancy and well-being of the community.

## **3. BACKGROUND**

- 3.1 Reporting on the conduct of Children's Homes is a statutory function and comes under the Children's Homes Regulations 2001, which took effect on 1 April 2002.
- 3.2 Previously the reporting function fell under the Children's Homes Regulations 1991, which have now been superseded.
- 3.3 These regulations provide minimum standards for the oversight of the function and running of Children's Homes by the Registered Provider, and a schedule of issues to be monitored regularly.



3.4 The present format was set up under the original regulation but is basically the same under the new regulations. A review of the standards and reporting format is taking place to ensure that the requirements of the new regulations are complied with.

3.5 Reports will continue to be provided on a monthly basis.

#### **4. FINANCIAL IMPLICATIONS**

4.1 There are no financial implications.

#### **5. RECOMMENDATIONS**

5.1 Portfolio member to receive and note the report.

CONTACT OFFICER: Sally Robinson, Assistant Director (Prevention, Safeguarding and Specialist Services)

#### References:

Children's Homes, National Minimum Standards - Children's Homes Regulations 2001 (Department of Health)