

CHILDREN'S SERVICES SCRUTINY FORUM AGENDA



Tuesday 1 November 2011

at 4.30 pm

in the Council Chamber, Civic Centre, Hartlepool

MEMBERS: CHILDREN'S SERVICES SCRUTINY FORUM:

Councillors C Akers-Belcher, Fleet, Griffin, Ingham, Lauderdale, Maness, P Thompson, Wells and Wilcox.

Co-opted Members: Eira Ballingall, Sacha Paul Bedding and David Relton.

Resident Representatives: Joan Steel, and 2 vacancies.

Young People's Representatives: Hanna Bew, Ashleigh Bostock, Bianca Gascoigne and Kim Henry

School Council Representatives: Two vacancies

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

3.1 To confirm the minutes of the meeting held on 18 October 2011 (*to follow*).

4. RESPONSES FROM THE COUNCIL, THE EXECUTIVE OR COMMITTEES OF THE COUNCIL TO FINAL REPORTS OF THIS FORUM

No items

5. CONSIDERATION OF REQUEST FOR SCRUTINY REVIEWS REFERRED VIA SCRUTINY CO-ORDINATING COMMITTEE

No items

6. **CONSIDERATION OF PROGRESS REPORTS / BUDGET AND POLICY FRAMEWORK DOCUMENTS**

- 6.1 Children's Services: Medium Term Financial Strategy (MTF) 2012/13 to 2014/15 - Initial Consultation Proposals – *Scrutiny Support Officer*

7. **ITEMS FOR DISCUSSION**

INVESTIGATION INTO YOUNG PEOPLE'S ACCESS TO TRANSPORT

- 7.1 Verbal update on the progress of the investigation into 'Young People's Access to Transport' – *Young People's Representatives*

PREVENTION, SAFEGUARDING AND SPECIALIST SERVICES BUDGET CONSULTATION

- 7.2 Prevention, Safeguarding and Specialist Services Budget Consultation:-

- (a) Covering Report – *Scrutiny Support Officer*
- (b) Presentation – *Assistant Director - Prevention, Safeguarding and Specialist Services*

8. **ISSUES IDENTIFIED FROM FORWARD PLAN**

- 8.1 Executive's Forward Plan – *Scrutiny Support Officer*
- 8.2 Draft Admissions Arrangements for Admissions to Schools 2013/14 - *Admissions, School Place Planning and Support Services Manager*

9. **ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**

ITEMS FOR INFORMATION

Date of Next Meetings:

(i) **Joint meeting of Children's Services Scrutiny Forum and Health Scrutiny Forum on 3 November 2011, commencing at 10.00am in the Council Chamber.**

(ii) **Children's Services Scrutiny Forum on Wednesday 23 November 2011, commencing at 3.30pm in the Council Chamber.**

CHILDREN'S SERVICES SCRUTINY FORUM

1 November 2011



Report of: Scrutiny Support Officer

Subject: CHILDREN'S SERVICES: MEDIUM TERM FINANCIAL STRATEGY (MTF) 2012/13 TO 2014/15 - INITIAL CONSULTATION PROPOSALS

1. PURPOSE OF REPORT

1.1 To provide the opportunity, as part of the consultation process in relation to the development of the Council's Medium Term Financial Strategy (MTF) for 2012/13 to 2014/15, for the Children's Services Scrutiny Forum to consider initial proposals in relation to those service areas of the Child and Adult Services Department's budget that fall within its remit.

2. BACKGROUND INFORMATION

2.1 At the meeting of the Scrutiny Co-ordinating Committee held on 23 September 2011 it was agreed that, as in previous years, consideration of the budget proposals would be split to enable each standing Scrutiny Forum to look in detail at the service areas that fall within their remit. Any comments / observations to then be fed back to the Scrutiny Co-ordinating Committee on the 2 December 2011, to enable a formal response to be presented to Cabinet on 19 December 2011.

2.2 As a starting point for the 2012/13 budget process, Cabinet on the 10 October 2011 considered a detailed report in relation to the development of the Council's Medium Term Financial Strategy (MTF) for 2012/13 to 2014/15 and approved details of the consultation process and timetable for consideration of the Executives proposals. In addition to this, it was also brought to the Cabinet's attention that, over and above dealing with core budget issues, the Local Authority will also have to deal with:

- A number of one-off strategic financial issues, around redundancy/early retirement costs, housing market renewal, land remediation costs and capital investment requirements; and
- The impact of Government Proposals for changing Business Rates and Council Tax funding arrangements; and

- Changes to Grant regimes.
- 2.3 Details of Cabinet's initial views on the pressures identified were expressed at the Cabinet meeting of 10 October 2011 and are attached as **Appendix A**.
- 2.4 Overview and Scrutiny involvement in the consultation process commenced at the Scrutiny Co-ordinating Committee meeting on the 14 October 2011, at which consideration was given to the report received by Cabinet on the 10 October 2011. The Committee looked in detail at the report and discussed at length the one-off strategic financial issues facing the Council and the impact of potential changes to Business Rate and Council Tax funding arrangements. The Committee also approved the submission of the initial proposals contained within the report to the relevant Standing Scrutiny Forums for further detailed consideration.
- 2.5 In accordance with the wishes of the Scrutiny Co-ordinating Committee, the Children's Services Scrutiny Forum is today being asked to look in detail at the initial proposals in relation to those service areas within the Child and Adult Services Department that fall within its remit. Details of these initial proposals are contained within the following appendices:-
- Appendix B** - Business Transformation (BT) Programme Targets;
Appendix C - Budget Pressures;
Appendix D - Budget Pressures which it is not recommended to fund;
Appendix E - Reserves; and
Appendix F - Grants.
- 2.6 To assist Members of this Scrutiny Forum in the consideration of the initial proposals, arrangements have been made for the Assistant Director of Performance and Achievement and the Assistant Director of Prevention, Safeguarding and Specialist Services to be in attendance and an invitation to this meeting has also been extended to the relevant Portfolio Holder(s) (attendance subject to availability).

3. RECOMMENDATIONS

- 3.1 It is recommended that the Children's Services Scrutiny Forum: -
- a) as part of the Budget and Policy Framework initial consultation proposals for 2012/2013, consider the (BT) Programme Targets, pressures, reserves and grants relating to the children's services areas of service provision within the Child and Adult Service Department; and
 - b) formulates any comments and observations in relation to each to be presented by the Chair of this Scrutiny Forum to the meeting of the Scrutiny Co-ordinating Committee to be held on 2 December 2011 to enable a formal response to be presented to the Cabinet on 19 December 2011.

Contact Officer:- Laura Stones – Scrutiny Support Officer
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
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BACKGROUND PAPERS

- (i) Report of the Corporate Management Team entitled 'Medium Term Financial Strategy (MTFS) 2012/2013 To 2014/2015' presented to Cabinet on 10 October 2011
- (ii) Minutes from Cabinet 10 October 2011
- (iii) Report of the Corporate Management Team entitled 'Medium Term Financial Strategy (MTFS) 2012/2013 To 2014/2015 – Initial Consultation Proposals' presented to Scrutiny Co-ordinating Committee on 14 October 2011

111. **Medium Term Financial Strategy (MTFS) 2012/13 to 2014/15** (*Corporate Management Team*)

Type of decision

Budget and Policy Framework

Purpose of report

The purpose of the report is to update the MTFS and to enable Cabinet to commence the budget process for 2012/13.

Issue(s) for consideration by Cabinet

The Chief Financial Officer indicated that previous budget reports had advised Cabinet that the Government had provided detailed Local Government Grant allocations for only two years (2011/12 and 2012/13). For the second half of the spending review period (2013/14 and 2014/15) the Government had only provided details of the headline national cuts in Local Government funding. The consultation document published in July 2011 outlining the Government's proposals to re-localise Business Rates confirmed the headline cuts in Local Government funding for 2013/14 and 2014/15. Details of the cuts in individual councils funding for these years would not be known until after the Government had completed a review of the current funding system for councils.

For planning purpose the MTFS assumed that in 2013/14 and 2014/15 Hartlepool's grant would decrease in line with the National Grant cuts. As indicated previously this was likely to be an optimistic assumption and actual grant cuts were anticipated to be higher than the national cuts, for two reasons. Firstly, experience of the grant cuts in 2011/12 and 2012/13 indicated that local funding cuts were likely to be higher than the national average. Secondly, an assumption that the Government's review of the current funding system would have an adverse impact on areas with greater dependency on Government Grants and a lower proportion of expenditure funded from Council Tax, such as Hartlepool.

At this stage insufficient information was available to assess the potential impact of these changes. The position would need to be reviewed when more information was provided by the Government. In the meantime the known grant cut for 2012/13 and existing planning assumptions for 2013/14 and 2014/15 meant the Council would need to make further budget cuts before the start of 2014/15 (i.e. by March 2014) and in February 2011 these were estimated to total £14.7m.

The Chief Financial Officer stated that the forecast budget deficits also reflected the following planning assumptions:

- Council Tax is increased by 2.5% per year for 2012/13 to 2014/15.
- The national public sector pay freeze applies to Local Government employees in 2011/12 and from 2012/13 cost of living pay awards do not exceed the provision included in the MTFS.
- Demographic and unavoidable cost pressures do not exceed the

headroom provision of £1m per year included in the MTFS.

- Non-pay inflation pressures over the period of the MTFS do not exceed 2.5% per year.

The review of the MTFS needed to address the key financial issues and risks affecting the Council and the linkages between the following areas;

- The core revenue budget
- Funding of redundancy/early retirement costs and other decommissioning costs of reducing the core revenue budget
- Housing Market Renewal Exit strategy
- Capital receipts and potential capital investment
- Review of Reserves and financial risks

These issues needed to be considered as an overall strategic framework for developing a coherent financial strategy and short and medium term plans to address these.

The Chief Financial Officer reminded Cabinet that the existing planning assumptions indicated that the Council needed to make further budget cuts of £14.7m before the start of 2014/15 (this is on top of the £10m cuts implemented for the current year). As a result of the Government's decision to front load grant cuts the Council needed to make £6.6m of these additional cuts before the start of 2012/13 and this would be very challenging. If these cuts are not made in 2012/13 this would mean that cuts of £9.5m needed to be made in 2013/14. This situation needs to be avoided as the higher level of cuts in 2013/14 would be extremely challenging to manage and would significantly increase the financial risk the Council needs to manage. The remainder of the report therefore assumed that the Council would address the annual budget deficits by implementing permanent reductions in the budget over the next three years. This position is summarised below:

	2012/13 £'M	2013/14 £'M	2014/15 £'M
Gross Cumulative Deficit	7.8	11.7	18.2
Indicative Annual Council Tax increases of 2.5%	(1.2)	(2.2)	(3.5)
Gross Cumulative Deficit net indicative Council Tax increases	6.6	9.5	14.7
Ongoing cuts implemented in previous years	0	(6.6)	(9.5)
Annual deficit	6.6	2.9	5.2

The Chief Financial Officer outlined the revised budget pressures that the council faced from 2012/12 to 2014/15. For 2012/13 pressures total £1.711m, as detailed in Appendix B to the report. This was more than the £1m headroom included in the 2012/13 budget forecasts for potential pressures and therefore increased the budget gap as it was recommended these were funded. A number of other potential pressures had been identified, as detailed in Appendix C to the report and it was currently recommended that these items should not be funded.

For 2012/13 the revised planning assumptions provide a net benefit of £0.544m, which partly offsets the additional pressures identified above.

When account was taken of the increased pressures and the benefits of the revised planning assumptions the revised deficit for 2012/13 is £6.767m, compared to the original forecast of £6.6m. Assuming the planned departmental budget cuts of £5.387m were achieved the Council still needed to bridge a gap for 2012/13 of £1.38m.

The revised deficits for 2013/14 and 2014/15 assume that each year's budget would be balanced on an annual basis by making permanent cuts in expenditure. The 2012/13 pressures and revised planning assumptions marginally increase the overall deficit which needed to be addressed before the start of 2014/15 from £14.7m to £15.083m. The impact on annual deficits is summarised below:

	Original Deficits £'m	Revised Deficits £'m
2012/13	6.600	6.767
2013/14	2.900	3.118
2014/15	5.200	5.198
Total	14.700	15.083

The Chief Financial Officer moved on to outlining the strategy that would be required to manage the budget position of the council. The MTFs assumed that the 2012/13 budget was balanced on a sustainable basis through a combination of departmental cuts and project savings. The Council would then still face significant deficits in 2013/14 and 2014/15. There would not be a single approach to addressing these deficits and a range of measures would be required. Some proposals would have much longer lead in times running over more than one financial year. Some decisions would need to be taken by Cabinet and Council outside the traditional budget cycle to ensure financial benefits could be achieved within the required timescales.

Addressing future deficits would require the Council to adopt a range of measures including reassessing priorities and new ways of working. Details of these issues would be the subject of separate reports as more detailed proposals and issues for consideration were worked up to enable Cabinet to determine their agreed way forward.

In addition to managing cuts in the General Fund revenue budget the Council would also need to manage the following strategic financial issues:

- Redundancy and early retirement costs;
- Housing Market Renewal costs;
- Land Remediation costs;
- Capital investment requirements;

Given the scale of the budget deficits over the next three years of £15.083m reductions in the size of staffing establishments and staff would be unavoidable. The Council would continue to seek to minimise compulsory redundancies wherever possible.

The Government had now recognised that the complete withdrawal of HMR funding has left a number of councils with a difficult position to manage. In response the Government have decided to provide some transitional funding to assist councils to manage the position. The Government have stated that this funding was only designed to achieve a 'managed exit' not to complete schemes. Transitional funding is subject to a regional bidding process and Hartlepool's bid has been included in the Tees Valley submission. Nationally the Government are providing £30m and it is understood that bids significantly exceed this amount. If the bid was not successful the Council's funding shortfall will increase by £2m.

Officers from the Council and the Environment Agency have recently completed investigation of land contamination at the former Leathers chemical site. This investigation indicates some remediation works are needed to make this site safe, although there is no risk to public health. It is estimated these works will cost £1m. These costs are not eligible for Government funding and will need to be funded from the Council's own resources.

In previous years the Council has used Prudential Borrowing to provide an annual budget for a 'Council Capital Projects'. The repayment costs of using Prudential Borrowing had then been included as a budget pressure. Given the size of the budget deficits over the next few years this approach is less appropriate and an alternative strategy was needed to avoid an ongoing budget pressure. It was therefore suggested that a one-off 'Council Capital Projects' budget of £1m is established on a contingency basis from one-off resources.

The one-off Strategic Financial issues were in addition to the General Fund budget deficit and had a total value of £14m, which consisted of one-off revenue and capital items as summarised below:

	Revenue Costs £'m	Capital Costs £'m	Total Costs £'m
Redundancy/ Early Retirements costs	7.5	0.0	7.5
Housing Market Renewal	0.0	4.5	4.5
Land Remediation costs	0.0	1.0	1.0
Capital Investment Requirements	0.0	1.0	1.0
Total	7.5	6.5	14.0

As detailed in the following table the estimated one-off costs exceed available resources by £4.47m. The forecasts in the table assumed that costs would be phased over the next three years. For financial planning purposes redundancy and early retirement costs were expected to follow the annual budget deficits, although in practice there will be some variation between years.

Summary one-off commitments and proposed funding

	2012/13 £'000	2013/14 £'000	2014/15 £'000	Total £'000
<u>Expenditure Commitments</u>				
<u>Revenue</u>				
Redundancy and Early Retirement costs	3,300	1,500	2,700	7,500
<u>Capital</u>				
Housing Market Renewal	1,400	2,700	400	4,500
Land Remediation costs	1,000	0	0	1,000
Council Capital Fund	1,000	0	0	1,000
Total forecast expenditure commitments	6,700	4,200	3,100	14,000
<u>Less Available Funding</u>				
<u>Revenue</u>				
Review of reserves	(2,250)	(1,100)	(2,700)	(6,050)
2011/12 Forecast Outturn	(1,650)	(330)	0	(1,980)
	(3,900)	(1,430)	(2,700)	(8,030)
<u>Capital</u>				
Capital Receipts already achieved	(1,500)	0	0	(1,500)
Total available funding	(5,400)	(1,430)	(2,700)	(9,530)
Unfunded forecast expenditure commitments	1,300	2,770	400	4,470

At this stage bridging the estimated residual gap would be wholly reliant on achieving capital receipts over the next three years. Achieving the required capital receipts would be based on the asset sales identified in Appendix E to the report. These proposals should begin to generate capital receipts in the current year and phasing in future years should ensure further capital receipts are achieved to fund the annual commitments

The Chief Financial Officer indicated that a review of the reserves and risks had been undertaken as an integral part of the process. At the 31st March 2011 the Council had total reserves of £39.023m. This included reserves held in trust for schools which could not be spent by the Council and capital reserves earmarked to fund capital expenditure commitments re-phased into 2011/12. When account is taken of these amounts and an amount that needed to be included back into the reserves to reflect the Transitional Grant that was used to meet redundancy costs, the net reserves available for review was £25.379m. Appendix F to the report provided an explanation of the risk individual reserves.

The review of reserves was based on a detailed re-assessment of the risks individual reserves were originally earmarked for. This re-assessment of risk identified which reserves need to be maintained, those that could be scaled back and those that were no longer needed. In total the re-assessment of risks had identified £6.044m of reserves which could be released to partly fund the forecast one-off strategic costs.

The Council needed to retain reserves with a total value of £19.335m at 31st March 2011 to manage specific risks and to fund existing commitments. This included reserves allocated to manage Equal Pay/Equal Value claims, demand led risks relating to Looked After Children and older people, the Insurance Fund and the uncommitted General Fund Balance – which needed to be maintained to address emergency situations and would need to be repaid if used on a temporary basis.

The Chief Financial Officer reported that work is ongoing to estimate the first forecast outturns for the current year and details would be reported to a future Cabinet meeting. These initial outturns will be based on the financial position for the first six months of the financial year. At this stage a number of issues were beginning to emerge and initial outturns have been prepared. It is anticipated that these issues could provide a one-off net benefit in the current year of £1.980m, as detailed in Appendix G to the report.

The Chief Financial Officer highlighted the potential impact of Government proposals for changing Business Rates and Council Tax benefit funding arrangements. The existing MTFs forecasts take no account of these proposed changes as details had only recently been issued by the Government. These changes would have a fundamental impact on the system for funding local authorities and the financial positions of individual councils. Reports later on the agenda set out the significant implications of these two arrangements.

The Government introduced changes to a number of grant regimes from April 2011 covering the transfer of specific grants into the main Formula Grant and the introduction of the Early Intervention Grant, funded from existing grants. These arrangements were accompanied by reductions in the level of grants received by the Council. A separate report would be submitted to Cabinet detailing the draft Early Intervention Strategy and priority commissioning intentions. A second report would be submitted in November covering the outcome of consultation and restructures within services.

The Chief Financial Officer indicated that the report identified the key financial risks which would affect the Council. Internally these cover a range of issues and the report outlines proposals for managing and funding these risks, which cover:

- Implementing significant sustainable budget reductions in each of the next three years;
- Managing significant one-off costs, including redundancy/early retirement costs and HMR commitments;
- Continuing demand lead and demographic pressures.

External financial risks also arose from the Government's proposals to re-localise Business Rates and to transfer responsibility for Council Tax Benefits to councils. These proposals were fundamental changes in the

system for funding local authorities and would have a significant impact for 2013/14 and future years. The exact impact would not be known until the Government issue final proposals.

There were also potential external financial risks from other organisations seeking to maximise income, as part of their strategy for managing cuts in expenditure, which could pass costs on to councils. Non-financial risks were equally significant and would also need to be managed. These included the capacity of the organisation to manage the budget position over the next few years and the unavoidable budget reductions. This also includes capacity to set up new ways of working, such as trust and partnership working with other councils. Also, the capacity of the organisation to manage legislative changes, such as implementing a local Council Tax Benefit system and responding to other Government initiatives.

In concluding, the Chief Financial Officer stated that the financial challenges facing the public sector and councils were greater now than anything which had existed in the past 50 years. In recommending the initial questions to be put forward for consultation, the Chief Financial Officer also highlighted that government had announced in the past few days that there would be a Council Tax freeze for 2012/13. The grant for this was, however, only for one year, unlike the grant the government had given councils for the council tax freeze in 2010/11 which would be paid over the four years of the government. In light of this the question arose as to whether the authority took the grant for the council tax freeze or raised council tax by the 2.5% initially as projected in the MTFs. If the grant was taken, the Chief Financial Officer stressed that savings would need to be made in 2013/14 to replace the income not being generated from the forecast council tax rise.

Cabinet questioned what level of deficit gap would there be if the council tax increase was not approved and the grant taken. The Chief Financial Officer stated that the deficit gap would increase by a further £1m in 2013/14.

Cabinet commented that the capital receipts strategy would need to be developed and managed in the next few years to bring the additional income the authority needed. There were, however, risks to this, particularly in buying strategic land/property for future disposal. It may, however, be one way to bring additional income into the council.

The additional pressure on concessionary fares was also highlighted by Cabinet as a concern. The Director of Regeneration and Neighbourhoods commented that government had set the increase in this grant above inflation to cover the increasing fuel costs but the grant simply wasn't high enough to cover the costs which were increasing mainly due to out of town travel.

Cabinet was aware of the issues surrounding Equality Impact Assessments that had also been included in the report and questioned if these were all completed. The Chief Customer and Workforce Services Officer all the assessments had been completed.

There was concern at some of the properties that were/would incur costs for the authority in the next financial year. The rent increase for the offices in Park Towers was seen as unsustainable when the council had property of its own that could be utilised instead. The Director commented that a contribution towards the rent at Park Towers had been achieved from Housing Hartlepool.

The Brierton Sports Centre was a major concern and it was suggested that a partner organisation could be brought on board as soon as possible. Officers stated that this and other options were already being explored.

Concern was also voiced at the pressure on the Healthy Eating Grant which was considered to be short sighted in light of the national campaigns against child and adult obesity. The Director commented that the duty and allocations on this were being passed back to the schools though it was up to them how they spent the money. The wider issue of service buy-back from the schools was a major issue that could have significant implications should certain services reach a 'tipping point' through schools not buying them back from the authority. Most schools did understand the value they received from council services and at times came back to the authority after testing private sector provision.

The Mayor indicated that the report contained proposals that were appropriate at this point in time. Further work would continue on developing the MTFs and any ideas that could come forward for saving money would be welcomed. Through the consultation, while timescales were tight, as many people and groups should be consulted as possible. The Council was at the point where it was going to cut significant sections of service to the public and make lots of staff redundant. The public doesn't always accept the excuse that these cuts are due to the governments decisions and we need to explain to them why we were cutting some services while protecting others; not everyone understands the things the Council did in their community and what it had to spend on them.

There was a view in Cabinet that whatever consultation was undertaken, the backlash would be against the Council. Some groups had no intention of doing anything other than criticising the council so it had to be questioned as to what value there actually was in the consultation.

In promoting the consultation it was suggested that utilising case studies may assist in giving more understandable information to the public in particular.

Decision

1. That the report be noted.
2. That the issues/questions set out below, be approved for consultation –
 - Do you support the proposals to fund the pressures detailed in Appendix B?

- Do you support the proposal not to fund the issues detailed in Appendix C?
 - Do you support the proposed strategy to partly fund one-off strategic costs of £14m detailed in paragraph 4.31 by earmarking funding of £9.6m from a combination of:
 - (i) Review of Reserves £6.050m;
 - (ii) Forecast 2011/12 Outturn £1.980m as detailed in Appendix G;
 - (iii) Capital Receipts already received £1.500m
 - Do you support the proposal to fund the residual one-off strategic costs of £4.47m from planned capital receipts to be achieved over the next three years as detailed in Appendix E?
 - Are there any proposals you wish Cabinet to include in the final budget report to Council in February 2012 on the use of the saving from the establishment of a temporary post of 'Acting Chief Executive' and associated backfilling arrangements (minimum net savings of £70,400 as detailed in paragraph 5.24)? For example should this funding be allocated towards the one-off costs referred to above?
 - Do you have any comments on the Government's proposal to re-localise Business Rates (paragraph 6.5)?
 - Do you have any comments on the Government's proposal to transfer responsibility for Council Tax Benefits to councils (paragraph 6.12)? Note detailed consultation on this issue and the design of a local Council Tax Benefit scheme will be undertaken if the Government implement this change and provide further details of how this will operate.
 - Should the Council look to increasing Council Tax by 2.5% as originally anticipated under the MTFS or take the government's one-year grant to maintain a council tax freeze accepting the consequent savings that would be required in 2013/14.
3. That the Corporate Management Team and Chief Customer and Workforce Services Officer be authorised to proceed with formal redundancy consultations on the basis of the proposals set out in this report. The outcome of consultations to be incorporated into further reports presented to Cabinet;
 4. Cabinet notes that a without prejudice voluntary redundancy sweep will be undertaken to determine the level of employee interest and whether there is scope for this to help manage the position for 2012/13;
 5. That the development of a capital receipts disposal strategy be approved, including the purchase of land for resale within the next three years where there is a robust business case and this does not increase financial risk to the authority, based on the proposed land sales detailed in Appendix E to the report and officers be authorised to progress these sales, subject to the Finance and Procurement Portfolio Holder approving individual land sales.

Appendix B

Schedule of proposed Business Transformation 2 savings

Dept	Project name (Title)	Target savings (£K)	Project scope (Description)	Final decision point * (Cabinet)
C&A	Children's social care commissioning	£348,000	Review of existing placements to negotiate pricing for long term placement and develop local packages of care that will reduce reliance on, and the number of residential placements. Review and re-negotiation of all social care contracts with decommissioning of some services or move to spot purchasing	Cabinet
C&A	Review Allowance	As part of above savings	Review of allowances paid for other legal orders by the council.	Cabinet
C&A	Reduce Number of Looked After Children	As part of above savings	Implement foster care support model. Develop a robust intervention/prevention model. Implement changes to resources panel for children becoming looked after. Address cultural and practice issues leading to higher numbers of looked after children.	Cabinet
C&A	Home to School Transport	£160,000	More independent travel for SEN pupils. Stop subsidy for home to college transport. Review denominational transport	Cabinet
C&A	CAMHS	£15,000	Review of current funding and service provision for Child & Adolescent Mental Health Services (CAMHS)	Cabinet
C&A	Reduction in Youth Support Commissioning Budget	£35,000	Review and consideration of options available for the future provision of activities for young people	Cabinet
C&A	Play Opportunities Pool	£18,000	Consideration of options available for the future	Cabinet
C&A	Review of Education Related Services	£30,000	Consideration of options for the future delivery of services, including staffing resources	Cabinet
C&A	Review of Youth Offending Service admin and support services	£15,000	Phase 2 review of structure which will review grant funded and admin arrangements.	Cabinet
C&A	Education Psychology	£35,000	Review of the Service	Cabinet
C&A	Review of division management structure	£20,000	Review management structure and resources	Cabinet
C&A	Social Inclusion	£10,000	Review options around future provision of services.	Cabinet
C&A	Training	£10,000	Develop joint arrangements with other local authorities to deliver training and development	Cabinet
C&A	Schools Transformation	£25,000	Review arrangements in relation to school surveys.	Cabinet
C&A	Admin Review	£50,000	Further phase of departmental Admin Review, taking in remote posts, supervision, and the secretarial function.	Cabinet
C&A	Performance Management	£40,000	Manage work on data requests and statutory returns (scope depends on govt proposals). Reduce hardware and software in use.	Cabinet
		£463,000		

SCHEDULE OF 2012/13 BUDGET PRESSURES - Child and Adult Services

Budget Area	Value of Pressure £'000	Description of Pressure	Comment
School Catering	140	The 2011/12 base budget anticipated a £0.14m subsidy for this service from the Dedicated Schools Grant (DSG). This level of subsidy will not be possible in 2011/12 and a £0.07m pressures has been recognised in the 2011/12 outturn strategy. From 2012/13 there will be no DSG subsidy for this service. Alternative measures for funding this pressure for 2012/13 are being investigated and will be reported to a future Cabinet. At this stage it is prudent to make provision for this potential pressure.	
	140		

SCHEDULE OF 2012/13 BUDGET PRESSURES WHICH IT IS RECOMMENDED ARE NOT FUNDED - Regeneration and Neighbourhoods Department

Budget Area	Value of Capital Pressure £'000	Value of Revenue Pressure £'000	Description of Pressure	Comment
School Catering	0	146	Potential loss of healthy eating grant transferred to individual schools.	Without other sources of funding / income this service is in danger of not being provided by the Local Authority.
	0	146		

HARTLEPOOL BOROUGH COUNCIL - RESERVE BALANCES AS AT 31 MARCH 2011

RESERVES TO BE REVIEWED (NOT COMMITTED NOR HELD IN TRUST)

Created 2010/11 as per Outturn Strategy £'000	Department	Reserve	Actual Balance 31/03/2011 £'000	Reason for/purpose of the Reserve	Total Value of Reserve to be released for Redundancy Costs £'000	Value of Reserve to be retained £'000	Reason for retention of reserve
267	Children's	Looked After Children	1,066	Contribution to the Safeguarding and Specialist Services for the development of Looked After Children in this volatile area.	0	1,066	Volatile area and risky to release reserve with increasing numbers of Looked after Children.
	Children's	Brierton/Dyke House BSF Costs	300	Reserve created to fund BSF costs.	0	300	Funding of costs including specialist advisors and BSF costs.
0	Children's	Think Family	299	2010/11 balance of grant funding to be carried forward into 2011/12 to assist with continuation of service following reductions in 2011/12 grant allocations as part of the Early Intervention Grant..	50	249	This is used as part of invest to save work, piloting children on edge of care, including support and training for foster carers. Residual £50k not required.
0	Children's	BSF Implementation Costs	242	This is the revenue reserve to fund the revenue costs of the School Transformation Team.	0	242	Profiled to fund Transformation Team staffing and BSF costs.
0	Children's	Ring-Fenced Grants	227	A number of ring-fenced grants were underspent at the end of 2009/10 and 2010/11 therefore this Reserve was created in order to carry the funding forward into future years.	41	186	Breastfeeding - £58k to support PCT initiative. NDC - Learning Initiatives Ready for Baby - £5k. Children's Fund - £68k funding agreed by Members as part of 2011/12 budget setting. Education Business Partnerships - £5k to work with vulnerable young people.
0	Children's	Youth Offending Reserve	206	Ring-Fenced as YOS is a Partnership Budget. Created from planned underspends in previous years to fund YOS initiatives.	40	166	Funding to manage Service, payment of rent for premises and cost of redundancy appeals (4 staff supernumerary) £40k can be released.

Created 2010/11 as per Outturn Strategy £'000	Department	Reserve	Actual Balance 31/03/2011 £'000	Reason for/purpose of the Reserve	Total Value of Reserve to be released for Redundancy Costs £'000	Value of Reserve to be retained £'000	Reason for retention of reserve
0	Children's	Community Facilities in Schools - Children's Services Funding	154	There was a revenue budget created in 2009/10 for Community Facility subsidies to assist with funding those facilities which were operating a deficit. There was no call on this Reserve during 2009/10. In 2010/11 there was also base budget provision of £100k which an element contributed towards the deficit at the St John Vianney Children's Centre. The balance of this budget has been transferred to this Reserve. The base budget has been deleted as part of the savings exercise so this is now a 'Contingency' budget..	54	100	To hold balance as a contingency, 11/12 to be a transitional year. Reserve maybe required to support schools.
0	Children's	School Rates	116	This was created to manage the volatility of business rate charges within school budgets. Following the implementation of the Dedicated School Grant which now finances any schools rates volatility, and the 2010 review of rateable valuations, this reserve is no longer required.	116	0	N/A
85	Children's	Raising Educational Achievement	85	Incorporates funding to ensure the most vulnerable young people are tracked and supported to remain in education.	0	85	Required to meet needs of vulnerable young people supported in education, especially those who are at risk of entering the Youth Justice System.
2	Children's	Positive Activities for Young People	77	2010/11 balance of grant funding to be carried forward into 2011/12 to assist with continuation of service following reductions in 2011/12 grant allocations as part of the Early Intervention Grant..	0	77	Funding required to meet the needs of vulnerable young people and ensure engaged in purposeful activities, especially those at risk of entering the Youth Justice system.
0	Children's	Early Years Development Childcare Plan	57	This reserve has been created to develop the provision of services for 3 and 4 year olds. Not required for funding services.	57	0	N/A

Created 2010/11 as per Outturn Strategy £'000	Department	Reserve	Actual Balance 31/03/2011 £'000	Reason for/purpose of the Reserve	Total Value of Reserve to be released for Redundancy Costs £'000	Value of Reserve to be retained £'000	Reason for retention of reserve
0	Children's	Community Facilities in Schools - Corporate Funding	50	Corporate Funding set aside in 2006/07 specifically to cover any deficits in school Community Facilities in order to ensure that the facilities can continue to provide services. Reserve not required. Contingency already in place if required.	50	0	N/A
0	Children's	Carlton Outdoor Centre	66	This Ring-Fenced Reserve was created from underspends on the Carlton Centre budget during refurbishment, initially to cover the LA contribution towards any second phase of capital development at Carlton Outdoor Centre. However, following the withdrawal of both Redcar and Stockton from the partnership this Reserve has been used as an 'Income' contingency reserve to ensure that the Carlton budget does not overspend and fall as a cost to Hartlepool tax payers.	0	66	Required to support Carlton Centre following withdrawal of funding by other LAs.
33	Children's	Sustainable Travel/Post 16 Travel	33	Funding towards Post-16 travel previously funded by government grants.	0	33	Pathfinder grant for Post 16 students stopped in 11/12. Currently piloting scheme where colleges pay cost of travel, required as contingency.
	Children's	Raising Educational Achievement	32	Incorporates funding to enhance the Educational achievement and experience through Playing for Success.	0	32	To fund salaries to continue initiative with Hartlepool FC until Aug 11.
32	Children's	City Learning Centre	32	This is Contingency funding to enable the continuation of the service based at the Space to Learn Centre. Not required as planned.	32	0	N/A
15	Children's	Educational Psychologists	30	Created to support initiative at Springwell School during 2011/12.	0	30	Supporting the bursars of 2 student psychologists, including one at Springwell School.

Created 2010/11 as per Outturn Strategy £'000	Department	Reserve	Actual Balance 31/03/2011 £'000	Reason for/purpose of the Reserve	Total Value of Reserve to be released for Redundancy Costs £'000	Value of Reserve to be retained £'000	Reason for retention of reserve
0	Children's	Local Safeguarding Children's Board (Partnership Funding)	29	Ring-Fenced Reserve - This is Partnership Funding with other bodies so not all HBC funding. Relates to underspends carried forward.	0	29	Partnership funding held by LA, ringfenced to support Serious Case Reviews.
0	Children's	Workforce Development	25	2010/11 balance of grant funding to be carried forward into 2011/12.	0	25	CWDC specific grant funding to support Agency Social Workers and to cover social work training costs for the academic year.
0	Children's	Child Poverty Local Duties	21	Late Notification of ABG allocation to be carried forward to fund targeted family work in 2011/12.	0	21	One off funding required to pilot targeted intervention work with identified poverty issues.
0	Children's	Parenting Support	20	This was created from additional income over and above the grant generated from the Parenting Support Programme in 2007/08. Over achievement of income, not required for core service.	20	0	N/A
0	Children's	Teenage Pregnancy	20	Reserve was created from income generated by the Teenage Pregnancy initiative which has been set aside to enhance the TP Programme. Funding not required as planned.	20	0	N/A
0	Children's	Swimming Pool Maintenance	20	It was decided not to install a moveable floor at Brinkburn Pool which was the original purpose of this Reserve. The Children's Services, Performance Management and Regeneration, Liveability and Housing Portfolio Holders have requested that this be earmarked for the general upkeep of Swimming Pools within the town. Not required as previously planned for pool floor.	20	0	N/A

Created 2010/11 as per Outturn Strategy £'000	Department	Reserve	Actual Balance 31/03/2011 £'000	Reason for/purpose of the Reserve	Total Value of Reserve to be released for Redundancy Costs £'000	Value of Reserve to be retained £'000	Reason for retention of reserve
0	Children's	Youth Service - General	10	Youth Advisory Group Balances and youth centre catering surpluses have been carried forward from previous years to fund service developments.	10	0	N/A
3	Children's	Raising Educational Achievement	9	Incorporates funding to enhance the Educational achievement and experience through <i>Playing for Success</i> .	0	9	Specific grant funding to fund salaries to continue initiative with Hartlepool FC until Aug 11.
0	Children's	Care Matters	4	Contribution to the Safeguarding and Specialist Services for the development of Looked After Children in this volatile area.	0	4	Required to fund educational visits during Summer 2011 for LAC.
2	Children's	Youth Opportunity Grants	2	Specific Grant Awards given to the Young People for activities during 2011/12.	0	2	Activities booked with young people in 11/12.
439			3,233		510	2,723	

Schedule of Grants which transferred into Formula Grant

	Specific grant or ABG	ABG and Specific Grants transferred into Formula Grant £'000
Formula Grant		
Child Death Review Processes	ABG	18
Child & Adolescent Mental Health	ABG	234
Learning & Disability Development Fund	ABG	106
Adjusted Formula Grant		358

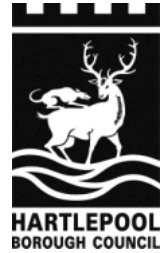
APPENDIX F

2011/12 Approved allocation £'000	Reduction in Funding £'000
16	2
202	32
92	14
309	49

2012/13 Proposed allocation approved by Council 10.02.11 £'000	Reduction in Funding £'000
15	1
189	13
86	6
289	20

CHILDREN'S SERVICES SCRUTINY FORUM

1 November 2011



Report of: Scrutiny Support Officer

Subject: BUDGET CONSULTATION – PREVENTION, SAFEGUARDING AND SPECIALIST SERVICES – COVERING REPORT

1. PURPOSE OF REPORT

1.1 To inform Members that the Assistant Director of Prevention, Safeguarding and Specialist Services has been invited to this meeting to provide information in relation to the Prevention, Safeguarding and Specialist Services budget consultation item.

2. BACKGROUND INFORMATION

2.1 Members will recall that at the meeting of Scrutiny Co-ordinating Committee on Friday 24 June 2011, it was agreed that the Children's Services Scrutiny Forum would consider the following budget item at its meeting of 1 November 2011:-

- Prevention, Safeguarding and Specialist Services (this incorporates Children's Social Care Commissioning, Reduce the Number of Looked After Children, Review Allowance, Review of Youth Offending Services Admin and Support Services, Child and Adolescent Mental Health Service (CAMHS) and two additional items, workforce development and review of divisional management structure. (CAMHS was considered by the Children's Services Scrutiny Forum on 6 September 2011))

2.2 Consequently the Assistant Director of Prevention, Safeguarding and Specialist Services has agreed to attend this meeting to deliver a presentation in relation to the budget area outlined above.

3. RECOMMENDATION

- 3.1 It is recommended that the Members of the Children's Services Scrutiny Forum consider the information provided and seek clarification on any relevant issues where required.

Contact Officer:- Laura Stones – Scrutiny Support Officer
Chief Executive's Department – Corporate Strategy
Hartlepool Borough Council
Tel:- 01429 523087
E-mail:- laura.stones@hartlepool.gov.uk

BACKGROUND PAPERS

The following background papers were used in the preparation of this report:-

- (i) Report of the Scrutiny Support Officer entitled 'Children's Services Scrutiny Forum Consideration of 2012/13 Budget Items – Prevention, Safeguarding and Specialist Services - Scoping Report' delivered to the Children's Services Scrutiny Forum on 18 October 2011.
- (ii) Report of the Assistant Chief Executive entitled 'Overview and Scrutiny Work Programme 2011/12 – Selection and Timetabling of Project / Service Areas to feed into the 2012/13 Budget Process' delivered to Scrutiny Co-ordinating Committee on 24 June 2011.

CHILDREN'S SERVICES SCRUTINY FORUM

1 November 2011



Report of: Scrutiny Support Officer

Subject: THE EXECUTIVE'S FORWARD PLAN

1. PURPOSE OF REPORT

- 1.1 To provide the opportunity for the Children's Services Scrutiny Forum to consider whether any item within the Executive's Forward Plan should be considered by this Forum.

2. BACKGROUND INFORMATION

- 2.1 One of the main duties of Scrutiny is to hold the Executive to account by considering the forthcoming decisions of the Executive (as outlined in the Executive's Forward Plan) and to decide whether value can be added to the decision by the Scrutiny process in advance of the decision being made.
- 2.2 This would not negate Non-Executive Members ability to call-in a decision after it has been made.
- 2.3 As you are aware, the Scrutiny Co-ordinating Committee has delegated powers to manage the work of Scrutiny, as it thinks fit, and if appropriate can exercise or delegate to individual Scrutiny Forums. Consequently, Scrutiny Co-ordinating Committee monitors the Executive's Forward Plan and delegates decisions to individual Forums where it feels appropriate.
- 2.4 In addition to this, the key decisions contained within the Executive's Forward Plan (November 2011 – February 2012) relating to the Children's Services Scrutiny Forum are shown below for Members consideration:-

DECISION REFERENCE: CAS101/11 REVIEW OF CHILDREN'S SOCIAL CARE COMMISSIONING AND 2012/13 SAVINGS PROPOSAL

Nature of the decision

To approve the report on the savings to be achieved in the Prevention, Safeguarding and Specialist Services division of Child and Adult Services. These savings are made up of a review of children's social care. The scope of the review considers the following areas:

- Services currently commissioned by children's social care;
- Placements of looked after children within the independent sector;
- Development of invest to save schemes aimed at reducing the number of children looked after by Hartlepool Council;
- Arrangements for the provision of financial support provided for non looked after children placed with family or friends under Residence or Special Guardianship Orders.
- Review of divisional management arrangements
- Phase 2 restructure of the Youth Offending Service
- Redesign of Child and Adolescent Mental Health Services for looked after children
- Review of workforce development within children's social care

Who will make the decision?

This decision will be made by Cabinet.

Timing of the decision

This decision will be made by Cabinet in December 2011.

Ward(s) affected

All - services delivered through prevention, safeguarding and specialist services are provided to children and their families across the town.

Who will be consulted and how?

A review team has been established comprising of the Assistant Director, Head of Business Unit, Commissioning and Team Manager representatives, Finance Officers and a critical friend and customer champion. Consultation with stakeholders has been built into the review process. The decision will be considered by Corporate Management Team and Children's Services Scrutiny Forum in October and November 2011 respectively.

Information to be considered by the decision-makers

The savings to be realised from the Prevention, Safeguarding and Specialist Services Division of Child and Adult Services was £485,500 to be delivered over the three years. In 2010/11 following a service delivery review of prevention and social care services, a saving of £137,469 was realised. The remainder of the divisional

target was to be identified from children's social care commissioning. In addition in 2011/12, a further £60,000 savings target was identified to be achieved by the division for 2012/13.

How to make representations

Representations should be made to Sally Robinson, Assistant Director, Child and Adult Services, Level 4, Civic Centre. Tel: 01429 523732 e-mail sally.robinson@hartlepool.gov.uk

Further information

Further information on this matter can be sought from Sally Robinson, Assistant Director, Child and Adult Services, Level 4, Civic Centre. Tel: 01429 523732 email sally.robinson@hartlepool.gov.uk

DECISION REFERENCE: CAS102/11 EARLY INTERVENTION STRATEGY: SERVICE RESTRUCTURE

Nature of the decision

To consider and approve the proposed restructure of Local Authority services funded through the Early Intervention Grant in line with the development of multi-disciplinary teams to improve how we support children, young people and families at risk of disadvantage.

Who will make the decision?

Cabinet

Timing of the decision

November 2011

Ward(s) affected

All

Who will be consulted and how?

Local Authority Staff (Child and Adult Services) affected by Early Intervention Strategy via Staff Briefings on 2, 3 and 4 November 2011.

Partner Organisations via Early Intervention Seminars 7th and 14th October.

Partner Organisations via presentations to established groups and boards including:

- Safer Hartlepool Partnership (to be arranged)
- 11 - 19 Partnership (20-10-2011)
- Hartlepool Safeguarding Children's Board (13-09-2011)
- Children's Partnership (28-09-2011)
- Directors meeting with Primary Heads (08-11-2011)

- Directors meeting with Secondary Heads (08-11-2011)
- Health and Wellbeing Partnership (to be arranged)
- Teenage Pregnancy Partnership Board (14-09-2011)
- North Forum (19-10-2011)
- Central Forum (20-10-2011)
- South Forum (21-10-2011)
- Substance Misuse Commissioning Group (10-10-2011)
- Parenting Forum (to be arranged)
- Secondary Behaviour and Attendance Partnership (19-10-2011)

Parents will be invited to attend the North, South and Central Seminars.

General Service Users via consultation exercises led by individual services (who are currently funded via the Early Intervention Grant) with their respective user groups.

Information to be considered by the decision-makers

The Early Intervention Strategy builds upon the recommendations made by Children's Services Scrutiny investigation of 'Think Family Services' in 2010/2011 and proposes a local framework for Early Intervention that will support Hartlepool to realise the strategic priorities highlighted within the Hartlepool Children's Plan (2009 – 2020) and the Hartlepool Borough Council Child Poverty Strategy (2011-2014) by ensuring that children, young people and families who are at risk of disadvantage have support at the earliest possible stage to prevent families reaching crisis.

The strategy document outlines the current arrangements in place for supporting local families and their children, lays out the proposed vision for what the Strategy is aspiring to achieve and identifies what work needs to be undertaken to realise the vision through the development of a series of key emerging strategic principles and priorities that will support the development and commissioning of a town wide Early Intervention Framework. This Framework seeks to embed systems to identify the needs of children, young people and their families as early as possible and respond to their needs promptly whilst retaining the capacity to provide a coordinated response to those families whose needs cannot be met solely within universal settings.

How to make representations

Mark Smith, Head of Integrated Youth Support Services, Child and Adult Services Department, Hartlepool Borough Council, Civic Centre, Hartlepool, TS24 8AY. Tel 01429 523405. E-mail mark.smith@hartlepool.gov.uk

Further information

Mark Smith, Head of Integrated Youth Support Services, Child and Adult Services Department, Hartlepool Borough Council, Civic Centre, Hartlepool, TS24 8AY. Tel 01429 523405. E-mail mark.smith@hartlepool.gov.uk.

DECISION REFERENCE: CAS103/11 SPECIAL EDUCATIONAL NEEDS (SEN) PATHFINDER

Nature of the decision

This is a key decision as it will attract an income of up to £150,000 annually (pro rata) for 18 months starting part way through 2011-12, with a possibility of extending for a further two years (2013-14 and 2014-15). The funding will be shared between Hartlepool and Darlington as this was a joint bid.

Who will make the decision?

Cabinet will make the decision.

Timing of the decision

The decision will be made in November 2011.

Ward(s) affected

All wards will be affected as it will impact on some children with a Statement of Special Education Needs regardless of where they live.

Who will be consulted and how?

A response to the governments SEN Green Paper was submitted in June 2011 following consultation with Headteachers, school governors, SENCOs, parent groups and health colleagues. The application for Pathfinder status was submitted on 15th August 2011. The bid was supported by the Chief Executive of both Hartlepool and Darlington as well as the Director of Child and Adult services for each Local Authority and the Chief Executive of NHS Hartlepool and NHS Durham and Darlington. We were notified by the Department for Education on 9th September that the joint bid had been successful.

Information to be considered by the decision-makers

The Government's Green Paper, Support and Aspiration: A new approach to special educational needs, makes wide ranging proposals to respond to the frustrations of children and young people, their families and professionals who work with them. It therefore aims to:

- Better support life outcomes for children and young people;
- Give parents confidence by giving them more control;
- Transfer power to professionals on the front line and to local communities.

As a part of the Pathfinder Hartlepool and Darlington will have the opportunity to:

- Develop and test a new assessment process and a joined-up single plan;
- Improve outcomes for disabled children and young people and those with

SEN (including successful transition to post-16 education, health, independent living, higher education and employment) and their parents;

- Participate in a national evaluated pathfinder which will contribute to changes in the SEN framework;
- To test the use of personal budgets in children's services;
- To test the impact of NHS changes on commissioning for children's services.

How to make representations

Representations should be made to Zoe Westley, Head of Social and Education Inclusion, EDC, 01429 287349, zoe.westley@hartlepool.gov.uk.

Further information

Further information on this matter can be sought from Jocelyn.Shaw@education.gsi.gov.uk telephone 0207 7838799.

DECISION REFERENCE CAS105/11 : HARTLEPOOL SCHOOL ADMISSION ARRANGEMENTS FOR 2013/14

Nature of the decision

To approve Admission Arrangements for Hartlepool Schools 2013/14.

Who will make the decision?

The decision will be made by the Portfolio Holder for Children's Services.

Timing of the decision

The decision will be made in February 2012.

The decision is required by March 2012 to allow the arrangements to be finalised and set before the Secretary of State by 15 April 2012.

Ward(s) affected

All Wards

Who will be consulted and how?

All HBC schools will have been consulted via their governing body meetings, neighbouring local authorities, the Diocese of Hexham and Newcastle will receive copies of the proposed arrangements via e-mail and the public consultation documents will be on HBC website. Responses from consultation will be considered by the School Admissions Forum in February 2012 prior to seeking Portfolio Holder approval.

Information to be considered by the decision-makers

Statutory requirement to consult on and publish Admission Arrangements.

How to make representations

Representations should be made to Sue Beevers, Admissions, School Place Planning and Support Services Manager, Child and Adult Services, Level 4, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone (01429) 523672, e-mail sue.beevers@hartlepool.gov.uk.

Further information

Further information on this matter can be sought from Sue Beevers as above or the Admissions Team on 01429 523765

DECISION REFERENCE: CAS106/11 – PRIORITY SCHOOLS BUILDING PROGRAMME

Nature of the decision

The Council has an opportunity to make an application for funding from the Government's recently announced Priority Schools Building Programme initiative. Whilst an expression of interest has been registered the Council will need to decide, in conjunction with key stakeholders and particularly school governing bodies, whether to progress an application if invited to.

Who will make the decision?

The decision will be made by Cabinet.

Ward(s) affected

Potential for several depending upon the schools involved should any submission be progressed.

Timing of the decision

The decision is expected to be made in November/December.

Who will be consulted and how?

Schools Governing Bodies and Dioceses (as appropriate).
Elected Members

Information to be considered by the decision makers

On 19 July 2011, Michael Gove (Secretary of State for Education) set out how the Government proposes to ensure that education funding is better targeted in the future. One key announcement was that a new school rebuilding programme will be launched, targeted at those schools in the worst condition. This will be a privately financed programme intended to address those schools in the worst condition. It is anticipated that the programme will cover the equivalent of building or rebuilding approximately 100 secondary schools. Whilst the full scale of the programme is still to be finalised, it is likely to include a mix of primary schools, secondary schools,

special schools, sixth form colleges and alternative provision, and therefore could cover between 100-300 schools in total. It is expected that 20% of the total programme will be delivered each year, with the first schools scheduled to open in the academic year of 2014-15. Those schools included in the initial group for procurement are expected to commence procurement during the second quarter of 2012. In order to be considered for the programme an expression of interest has been registered with Partnerships for Schools in line with the required procedure.

Application to be considered as part of the programme needs to be submitted by 14 October 2011.

The decision on whether to progress an application, and for which schools, will be made by Cabinet in November or December 2011.

How to make representation

Representations should be made to Peter McIntosh, Head of Planning and Development, Child and Adult Services, Civic Centre, Victoria Road, Hartlepool. Telephone: 01429 284103. E-Mail: peter.mcintosh@hartlepool.gov.uk and Graham Frankland, Assistant Director (Resources), Regeneration and Neighbourhoods Department, Civic Centre, Victoria Road, Hartlepool. Telephone: 01429 523211. E-Mail: Graham.Frankland@hartlepool.gov.uk

Further information

Further information can be obtained from Peter McIntosh, Head of Planning and Development, Child and Adult Services, Civic Centre, Victoria Road, Hartlepool. Telephone: 01429 284103. E-Mail: peter.mcintosh@hartlepool.gov.uk and Graham Frankland, Assistant Director (Resources), Regeneration and Neighbourhoods Department, Civic Centre, Victoria Road, Hartlepool. Telephone: 01429 523211. E-Mail: Graham.Frankland@hartlepool.gov.uk

DECISION REFERENCE: CAS109/11 SUPPORT SERVICES SAVINGS

Nature of the decision

To consider the outcomes of savings reviews carried out across a range of support service areas in Child and Adult Services.

Who will make the decision?

Cabinet

Timing of the decision

December

Ward(s) affected

N/A

Who will be consulted and how?

Portfolio Holder and Cabinet

Information to be considered by the decision-makers

Proposals for savings and options considered together with an assessment on any impact reductions may have on service delivery.

How to make representations

Representations should be made to: Peter McIntosh, Head of Planning and Development, Child and Adult Services, Civic Centre, Hartlepool, telephone number 01429 284103, e-mail peter.mcintosh@hartlepool.gov.uk

Further information

Further information on this matter can be sought from Peter McIntosh who can be contacted as above

DECISION REFERENCE: CAS110/11 HOME TO SCHOOL TRANSPORT SAVINGS

Nature of the decision

To consider the outcomes of consultations on savings proposals in respect of denominational and Post – 16 transport arrangements

Who will make the decision?

Cabinet

Timing of the decision

December

Ward(s) affected

N/A

Who will be consulted and how?

Portfolio Holder and Cabinet

Information to be considered by the decision-makers

Views arising from consultations on options put forward for savings including assessments on any impact the reductions may have on service delivery.

How to make representations

Representations should be made to: Peter McIntosh, Head of Planning & Development, Child & Adult Services Dept, Civic Centre, Hartlepool, telephone number 01429 284103, e-mail peter.mcintosh@hartlepool.gov.uk

Further information

Further information on this matter can be sought from Peter McIntosh who can be contacted at the above address

DECISION REFERENCE: CAS111/11 EDUCATION SERVICES AND OUT OF SCHOOL ACTIVITIES SAVINGS

Nature of the decision

Final decision on budget savings relating to education services and out of school activities in Children's Services.

Who will make the decision?

Cabinet

Timing of the decision

The decision will be made in December 2011.

Ward(s) affected

Not applicable

Who will be consulted and how?

The following groups will be consulted through presentations, briefings, question and answer sessions and formal meetings:

- Children's Services Scrutiny Committee
- Trade union representatives
- Corporate Management Team

Information to be considered by the decision-makers

Proposals for savings and options considered together with an assessment on any impact reductions may have on service delivery.

How to make representations

Representations should be made to Caroline O'Neill, Assistant Director of Child and Adult Services (Performance and Achievement), Level 4, Civic Centre.

Telephone 523914, e-mail caroline.o'neil@hartlepool.gov.

Further information

Further information on this matter can be sought from:

Mark Smith, Head of Integrated Youth Support Services, Level 4, Civic Centre,

Hartlepool. Telephone 523405, e-mail mark.smith@hartlepool.gov.uk

Jacqui Braithwaite, Principal Educational Psychologist, Education Development Centre, Seaton Lane, Hartlepool. Telephone 284209, e-mail

jacqui.braithwaite@hartlepool.gov.uk .

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

Level 4, Civic Centre, Hartlepool. Telephone 523671, e-mail

danielle.swainston@hartlepool.gov.uk.

- 2.5 A summary of all key decisions is attached as **APPENDIX A** to this report.
- 2.6 Copies of the Executive's Forward Plan will be available at the meeting and are also available on request from the Scrutiny Team prior to the meeting.
- 2.7 At the previous meeting of the Children's Services Scrutiny Forum held on 18 October 2011, Members requested to look at the School Admission Arrangements. Information in relation to this item is attached as **APPENDIX B** to this report.

3. RECOMMENDATIONS

- 3.1 It is recommended that the Children's Services Scrutiny Forum:-
 - (a) considers the Executive's Forward Plan; and
 - (b) decides whether there are any items where value can be added to the decision by the Children's Services Scrutiny Forum in advance of the decision being made.

CONTACT OFFICER:- Laura Stones – Scrutiny Support Officer
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523087
Email: laura.stones@hartlepool.gov.uk

BACKGROUND PAPERS

The following background paper was used in preparation of this report:

- (a) The Forward Plan – (November 2011 – February 2012)

TIMETABLE OF KEY DECISIONS

Decisions are shown on the timetable at the earliest date at which they may be expected to be made.

1. DECISIONS EXPECTED TO BE MADE IN NOVEMBER 2011

CE 44/11 (page 6) Workforce Arrangements Cabinet
CE45/11 (page 7) Strategy for Bridging the Budget Deficit 2012/13 – ICT, Revenues and Benefits Service Cabinet
CE 48/11 (page 13) Corporate Strategy Service Review Cabinet
CAS 95/11 (page 16) Hartlepool Community Pool Grants review Cabinet
CAS 102/11 (page 20) Early Intervention Strategy: Service Restructure Cabinet
CAS 103/11 (page 22) Special Educational Needs (SEN) Pathfinder Cabinet
CAS 104/11 (page 24) Moving Forward Together: The Vision for Adult Social Care in Hartlepool Portfolio Holder/Cabinet
CAS 106/11 (page 27) Priority Schools Building Programme Cabinet
CAS 108/11 (page 30) Cost of Care for Older People's Care Homes Cabinet
RN 13/09 (page 41) Disposal of Surplus Assets Cabinet / Portfolio Holder
RN 53/11 (page 44) Sustainable Construction Strategy Portfolio Holders
RN 57/11 (page 46) Dog Control Orders Portfolio Holder
RN 58/11 (page 48) Allotments Portfolio Holder
RN 60/11 (page 51) Hartlepool Housing Strategy 2011-2015 Cabinet
RN 61/11 (page 53) Selection of Preferred Developer for sites in Seaton Carew Cabinet
RN 62/11 (page 55) Seaton Carew Coastal Strategy Northern Management Unit Phase 2 Cabinet / Council
RN 74/11 (page 63) Former Leathers Chemical Site Cabinet
RN 77/11 (page 65) Wynyard Master Plan Cabinet
RN 78/11 (page 67) Sustainability Policy Portfolio Holders
RN 88/11 (page 70) Implementation of Changes to the Common Allocations Policy Governing the Tees Valley Choice Based Lettings Scheme Cabinet
RN 89/11 (page 72) Former Brierton School Site Cabinet / Council
RN 91/11 (page 76) Property Services Proposed Budget Savings Cabinet
RN 95/11 (page 82) Proposed Migration from the Tees Valley Food Hygiene Award Scheme to the National Food Hygiene Rating Scheme Portfolio Holder
RN 97/11 (page 86) Transportation and Engineering Services Proposed Budget Savings Cabinet
RN 98/11 (page 87) Acquisition of Assets Cabinet / Portfolio Holder / Council

2. DECISIONS EXPECTED TO BE MADE IN DECEMBER 2011

CE 47/11 (page 12) Customer and Support Services – Service Review Cabinet
CE 49/11 (page 14) Financial and Transactional Shared Services – Business Transformation 2 Programme Savings Cabinet
CAS 97/11 (page 17) Community Services Service reviews Cabinet
CAS 101/11 (page 18) Review of Children's Social Care Commissioning and 2012/13 Savings Proposal Cabinet

CAS 107/11 (page 29) Adult Social Care 2012/13 Savings Cabinet
CAS 109/11 (page 32) Support Services Savings Cabinet
CAS 110/11 (page 33) Home to School Transport Savings Cabinet
CAS 111/11 (page 34) Education Services and Out of School Activities Savings Cabinet
RN 29/10 (page 43) Hartlepool Domestic Violence Strategy Cabinet
RN 68/11 (page 57) Community Cohesion Framework Portfolio Holder
RN 69/11 (page 59) Flexible Support Fund Cabinet
RN 70/11 (page 60) Innovation Fund Cabinet
RN 71/11 (page 61) Families with Multiple Problems Cabinet
RN 87/11 (page 68) Consultation on Denominational Home to School Transport and Post 16 College Transport Cabinet
RN 92/11 (page 77) Asset Management Proposed Budget Savings Cabinet
RN 93/11 (page 79) Additional Highway Maintenance Works 2011-12 Portfolio Holder

3. DECISIONS EXPECTED TO BE MADE IN JANUARY 2012

RN 90/11 (page 74) Mill House Site Development and Victoria Park Cabinet / Executive Committee
RN 96/11 (page 84) Hartlepool Voluntary and Community Sector Strategy and Compact Cabinet

4. DECISIONS EXPECTED TO BE MADE IN FEBRUARY 2012

CE 46/11 (page 9) Review of Community Involvement and Engagement (including LSP Review): Update on decisions taken 'in principle' Cabinet / Council
CAS 105/11 (page 26) Hartlepool School Admission Arrangements fir 2013/14 Portfolio Holder
RN 94/11 (page 80) Review of Concessionary Fare Payments to Bus Operators for 2012-2013



DRAFT ADMISSIONS ARRANGEMENTS FOR ADMISSIONS TO SCHOOLS 2013/14 AND COORDINATED ADMISSIONS TO PRIMARY & SECONDARY SCHOOLS AND IN YEAR TRANSFERS 2013/14

1. PURPOSE OF REPORT

The purpose of the report is to draw attention to the draft admission arrangements for admissions to schools in 2013/2014 for community and voluntary controlled schools in Hartlepool, to the co-ordinated admissions schemes and to seek views in respect of these.

2. BACKGROUND

General

2.1.1 Section 89 of the School Standards and Framework Act 1998 lays down the way in which an Admissions Authority must determine admission arrangements and requires them to consult with governing bodies and other admission authorities. The statutory code of practice, the School Admissions Code (the Code), came into force in February 2010 and applies to all maintained schools including foundation schools and academies. The Government are currently consulting on a new code which will come into force in February 2012 for admission round 2013/14 and therefore these proposed arrangements may require amending accordingly and further consultation maybe necessary.

Admission Authorities must ensure that their determined admission arrangements comply with the mandatory provisions of the code. This code is made under Section 84 of the Schools Standards and Framework Act 1998 as amended by Section 40 of the Education and Inspections Act 2006. Failure to comply with these requirements would mean that Hartlepool Local Authority will be at risk of failing to meet their statutory duty.

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

- the arrangements enable parents/carers to express a preference as to the school at which he/she wishes education to be provided for his/her child and to give reasons for their preferences;

- admissions criteria are clear, fair and objective, for the benefit of all children, including those with special educational needs, disabilities or in public care;
- local admission arrangements contribute to improving standards for all pupils;
- local admission authorities consult each other and co-ordinate their arrangements, including the rapid re-integration wherever possible of children who have been excluded from other schools;
- parents have easy access to helpful admissions information;
- local admission arrangements achieve full compliance with all relevant legislation and guidance – including on infant class sizes and on equal opportunities – and take full account of the guidance in the Code.

3. MANDATORY REQUIREMENTS

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

- the number of pupils to be admitted in each year group;
- the criteria to be used in the event of over-subscription;
- the application process including forms, timetables, co-ordinated arrangements and waiting lists;
- admission arrangements for pupils with disabilities, special educational needs or challenging behaviour;
- admission arrangements for children in the care of the local authority (LAC).

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

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

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

3.2 Co-ordinated Admissions

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

- 3.2.2 For secondary schools, places must be offered on the national offer date of 1st March in the year during which a child will be admitted to a school. For primary schools, places are offered on the 15th April in the year during which the child will be admitted to a school. Whilst the 15th April is not a national offer date it is the date which has been agreed between the other neighbouring admission authorities.
- 3.2.3 For all schools, parents/carers must be invited to express at least three preferences on a common application form. This form may be paper based or an e-form via the on-line admissions website. The common application form can be supplemented (but not replaced) by additional forms where particular schools might need extra information, for example to assess denominational commitment. The form must enable parents/carers to:
- express their preferences;
 - give the reasons for applying for their preferred schools;
 - rank those preferences.
- 3.2.4 The LA must inform other admission authorities of any application made for their schools and pass on any relevant supporting information. The parent/carer's order of ranking needs only to be shared with other LAs or admission authorities whose own over-subscription criteria mention rank order.
- 3.2.5 Each preference must be considered by the admission authority of the school concerned. The school should then provide the LA with a list of all children who have applied for a place, ranked in order of priority under the schools admission arrangements. Neighbouring LAs must also inform each other if places are to be offered to children from another LA.
- 3.2.6 The LA then compares the lists for all schools in its area. When a child qualifies for a place at more than one school, the LA provisionally allocates a place at the school indicated by the terms of its co-ordinated scheme. It also adjusts the list for any other school for which a preference was expressed by that parent, moving another child who was previously not eligible up the list to the provisional place which has been vacated.
- 3.2.7 For secondary schools, LAs must notify each other by an agreed date in February, of any places which those LAs or schools in their area can offer in response to any preferences expressed. For primary schools, LA's must notify each other by an agreed date in March of any places which those LAs or schools in their area can offer in response to any preferences expressed.
- 3.2.8 LAs must also operate a co-ordinated scheme within their own area for all schools. However, parents/carers who are resident in one LA but who wish to apply for a place at a school maintained by another LA will apply through the maintaining LA's common application form.

3.2.9 From September 2010, all applications for school places, whether during the normal admission round or in year applications MUST be co-ordinated by the Local Authority. Hartlepool LA has developed an in year co-ordinated admission scheme which has been in operation since 1st September 2010. This may change subject to a new code coming into force early 2012.

4. **ADMISSIONS POLICY FOR 2013/14**

4.1 There is a voluntary aided Roman Catholic secondary school, a voluntary aided Church of England secondary school and 3 foundation secondary schools. All secondary schools in Hartlepool, with the exception of Catcote Special School MUST develop their own over subscription criteria and MUST consult on their arrangements with all Hartlepool Admission Authorities, neighbouring Admission Authorities and the wider community.

4.2.1 There are 6 voluntary aided Roman Catholic primary schools, 4 voluntary aided Church of England primary schools, 1 voluntary controlled primary school and 19 community primary schools (1 of which has applied for Academy status, effective from November 2011). All primary schools and academies in Hartlepool, with the exception of Springwell Special School MUST develop their own over subscription criteria and MUST consult on their arrangements with all Hartlepool Admission Authorities, neighbouring Admission Authorities and the wider community.

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

The criterion below is the agreed oversubscription criteria for admission to community or voluntary controlled primary schools in September 2012.

- 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 suitable walking distance (*measured by the shortest suitable walking route from the front door of the child's home address to the main entrance of the school, using the Local Authority's computerised measuring system*).

The Local Authority is proposing to change the oversubscription criteria for admission to a community or voluntary controlled primary schools in September 2013 as follows:

- 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 have older brothers or sisters who will be attending the school in September 2013;
 - 3) those children who live in the school's admission zone;
 - 4) those children who are distinguished from the great majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school;
 - 5) those children who live closest to the school as determined by the shortest suitable walking distance (*measured by the shortest suitable walking route from the front door of the child's home address to the main entrance of the school, using the Local Authority's computerised measuring system*).

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.

We are proposing that the sibling criterion is moved above admission zone. This is a key change and your views are requested.

- 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 Children born between 1st September 2008 and 31st August 2009 can join the school on a full-time basis in September 2013. Parents/carers can, however, still defer the date of entry to Reception until the beginning of the term after their child's 5th birthday. Allocations for places at primary school will be based on a September intake and admission authorities and schools must keep a place available for that child.

In the secondary sector, children born between 1st September 2001 and 31st August 2002 will normally transfer to secondary school in September 2013.

- 4.5 Parents/carers have the right to appeal if their application for a place for their child is turned down. Details of the independent appeals process will be sent to parents/carers whose applications prove unsuccessful and an alternative placement cannot be agreed.
- 4.6 The timetables for secondary and primary admissions for 2013/14 are attached.
- 4.7 The LA will accept applications which are received late only where there is evidence of a good reason for the lateness AND only if the application is received before offers of places are made. Where the late application is accepted and offers of places have not been made the application will be treated in the same way as all other applications. In the event of a late application not being accepted or receipt is after the offer of places has been made, then places will be offered at the nearest school to the child's home, that is not already over-subscribed.

5. TIMETABLE FOR CONSULTATION

5.1 The Schools Standards and Framework Act sets out a timetable for consultation on the admissions policy for 2013/14 as follows:

- consultation with all admission authorities in the area and with neighbouring LAs before 1st March 2012;
- determination of the policy for 2013/14 before 15th April 2012;
- notification of admission arrangements within fourteen days of determination.

5.2 To meet the statutory timetable for consultation on arrangements for the 2013/14 school year, and to enable the Admissions Forum to consider the proposals and any response to consultation, it is proposed that consultation take place as follows:

6 th September 2011	Basis for consultation determined by Portfolio Holder
October 2011 – December 2011	Consultation
February 2012	Consideration by Admissions Forum
March 2012	Admissions Policy for 2013/14 determined by Portfolio Holder
March 2012	Admissions Policy notified to consultees
No later than 15 th April 2012	Admissions arrangements to Secretary of State

6. CONSIDERATION OF THE ADMISSION POLICY FOR 2013/14

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

6.2 However the School Admissions Code now states that Admission Authorities must give highest priority to those children who are in the care of the local authority (LAC), and that children with special educational needs where the school is named in the statement **must not** be part of the oversubscription criteria. The admission policy for 2013/14 takes account of these changes.

Criterion 4 allows the Authority to give priority to children on exceptional grounds. The decision as to whether a child would be within this category is made by a panel of professionals consisting of the Principal Education Psychologist, the Special Educational Needs (SEN) Manager, the Children & Families Services Manager, the Admissions, School Place Planning and Support Services Manager, the Head of Planning and Development.

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

During last year's consultation the Local Authority suggested changing the way we measure our tie breaker by using a straight line from the (ordnance survey) address point of the child's home address to (ordnance survey) address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority. Following the consultation it was decided not to change to this method. However, we would welcome your views.

7. ADMISSION LIMITS

7.1 The national net capacity formula for schools provides an indicative admission limit for each school. Actual admission limits can be set at or above the indicative admission limit at the discretion of the admission authority. Where an actual admission limit is proposed below that of the indicative limit, the relevant admission authority for that school must publish a notice in a local newspaper to enable parents/carers to object.

7.2 Proposed admission limits for September 2013 for all community, foundation, voluntary aided and voluntary controlled schools will be set in the majority of cases at or above indicative limits. However in a number of cases, admission limits may be set below the indicative limit. The proposed admission limits will be the subject of consultation with the schools concerned. A copy of the proposed admission limits is attached at **Appendix 1**.

8. CO-ORDINATED ADMISSION SCHEME FOR 2013/14

- 8.1 A co-ordinated admissions scheme for secondary schools for 2013/14 is attached at **Appendix 2**.
- 8.2 A similar scheme for primary schools for 2013/14 is attached at **Appendix 3**.
- 8.3 At the Admission Forum meeting in June 2008 the Forum agreed that all future in year applications should also be co-ordinated through the Local Authority in the same way that normal entry to school applies. From September 2010 this is a statutory requirement and an in year co-ordination scheme is attached at **Appendix 4**.

9. RECOMMENDATIONS

- 9.1 We are seeking views on:
- The proposed oversubscription criteria for community and voluntary controlled primary schools which proposes to promote the sibling criteria above school admission zone criteria.
 - The proposed admission limits.
 - The Primary and Secondary and In Year Transfers co-ordinated admissions scheme.
 - The method that distances are calculated within the distance criteria or as a tiebreaker.

Contact Officer:
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Tel: 01429 523914

Appendix 1

PROPOSED ADMISSION LIMITS 2013/14

	2013/14
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 Gardens 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 Church of England VA 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	240

Appendix 2

CO-ORDINATED ADMISSION SCHEME SECONDARY SCHOOLS 2013/14

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 2013/14 are attached at Annex 1 of Appendix 2.

A separate scheme exists in relation to primary schools and in year admissions.

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 2013.

The LA will include in its admission arrangements for the 2013/14 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 2013/14 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 2013.

1. **Introduction**

- 1.1 In line with the requirements of the 1998 School Standards and Framework Act as amended by the 2002 Education Act, this scheme has been drawn up by Hartlepool LA to co-ordinate admissions to its secondary schools. It applies to all maintained secondary schools in Hartlepool, except special schools, regardless of whether the LA or the governing body is the admissions authority.
- 1.2 The scheme's purpose is to ensure that as far as is reasonably practicable, every parent living in Hartlepool whose child is due to transfer to secondary school and who has applied for a place in the normal admission round, receives an offer of one, and only one, school place on the national offer day of 1st March 2013. 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 1** lists the secondary schools to which the scheme applies.

2. **Common Application Forms**

- 2.1 There will be two forms known as the Common Application Forms, (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 2013. 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 2013, 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 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 31st October 2012. 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 1, either electronically or by post.

6. Processing Parental Preferences

- 6.1 By 12th November 2012, 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 14th January 2013 – 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 8th February 2013 the LA will match ranked lists for all schools and:

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

- 6.5 On 1st March 2013, the LA will post letters (second class) to all parents (if parents applied on-line, e-mails will also be sent on 1st March 2013) 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 12th April 2013, 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 12th April 2013, 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 From 26th April 2013, the admission authority will re-allocate any places that may have become vacant since the 1st March 2013 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 23rd April 2013 the LA will liaise with the governing body for Voluntary Aided/Foundation schools regarding further 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 31st October 2012

9.1 The closing date for applications is 23:59 on 31st October 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 8th February 2013 (the date the allocations are finalised).

9.2 Except in exceptional circumstances, late applications will be considered after all allocation decisions have been made. As far as possible late applications received prior to 1st March 2013 will be offered a school place

on 1st March 2013, but the closer to the 1st March 2013 deadline that an application is received, the less likely it will be that an offer will be made on that date.

9.3 Where it is not possible to offer a place on 1st March 2013, a place will be offered as soon as practicable thereafter.

10. **No CAF/1 Received by 1st March 2013**

10.1 Where no CAF/1 is submitted, the child will, on 1st March 2013, be offered a place at the nearest school to the child's home which has a place following the allocation process outlined above.

TIMETABLE FOR SECONDARY CO-ORDINATED ADMISSIONS SCHEME

from 3 rd September 2012	CAF/1 forms and other information to parents
23:59 pm on 31st October 2012	Closing date for return of CAF/1 online applications or paper.
By 9 th November 2012	LA to notify other LAs of any preferences which have been expressed for schools in their area.
12 th November 2012	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 th November 2012	All VA/Foundation schools set up admission committees to considered applications.
By 14 th January 2013	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 8 th February 2013	Finalise allocations and further liaison as necessary.
1 st March 2013	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.
26 th April 2013	Admissions authorities to re-allocate any places that may have become vacant since the 1 st March offer date.
End May/June 2013	Appeal hearings arranged.

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

Appendix 3

CO-ORDINATED ADMISSION SCHEME PRIMARY SCHOOLS 2013/2014

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 2013/14 are attached at Annex 2.

A separate scheme exists in relation to secondary schools and in year admissions.

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 or an Academy.

"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 2013.

The LA will include in its admission arrangements for the 2013/2014 school year the provisions set out in this scheme.

The Governing Body of each Voluntary Aided School and Academy School will include in its admission arrangements for the 2013/14 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 primary special school) and shall take effect from September, 2013.

1. **Introduction**

- 1.1 In line with the requirements of the 1998 School Standards and Framework Act as amended by the 2002 Education Act, this scheme has been drawn up by Hartlepool LA to co-ordinate admissions to its primary schools. It applies to all maintained primary schools in Hartlepool, except special schools, regardless of whether the LA or the governing body is the admissions authority.
- 1.2 The scheme's purpose is to ensure that as far as is reasonably practicable, every parent living in Hartlepool whose child is due to start primary school and who has applied for a place in the normal admission round, receives an offer of one, and only one, school place on the offer day of 15th April 2013. 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 2**.
- 1.4 **Annex 3** 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 2013. 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 and academies);
 - 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 2013, in line with the timetable attached at **Annex 2**. 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 or an academy 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 15th January 2013. 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 2, either electronically or by post.

6. **Processing Parental Preferences**

6.1 By 4th February 2013 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 8th March 2013 – VA schools, academies 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, academies 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 and academies 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 29th March 2013 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 the 19th April 2013 the LA will post letters (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 19th April 2013). 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 17th May 2013, 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 17th May 2013, 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 From 22nd May 2013 the admission authority will re-allocate any places that may have become vacant since the 19th April 2013 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 20th May 2013 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 22nd May 2013 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 2013. 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 15th January 2013

9.1 The closing date for applications is 23:59 pm on 15th January 2013. 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 29th March 2013 (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 19th April 2013 will be offered a school place on 19th April 2013, but the closer to the 19th 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 19th April 2013, a place will be offered as soon as practicable thereafter.

10. **No CAF/1 Received by 19th April 2013**

- 10.1 Where no CAF/1 is submitted, the child will, on 19th April 2013, be offered a place at the nearest school to the child's home which has a place following the allocation process outlined above.

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

w/c 26 th November 2012	CAF/1 forms and other information to parents.
23:59 pm on 15 th January 2013	Closing date for return of CAF/1 and online applications.
By 4 th February 2013	LA to notify other LAs of any preferences which have been expressed for schools in their area.
4 th February 2013	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.
February/Beginning March 2013	All VA schools and academies set up admission committees to considered applications.
By 8 th March 2013	<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, academies and other LA's until the allocation of places is resolved for each application, as required.</p>
29 th March 2012	Finalise allocations and further liaison as necessary.
19 th April 2013	Letters posted (second class) to all parents resident in home LA area to let them know which school has been allocated to their child.
From 22nd May 2013	Admissions authorities to re-allocate any places that may have become vacant since the 19th April 2013 offer date.
June/Beginning July 2013	Appeal hearings arranged.

ANNEX 3 (of Appendix 2)

This scheme relates to the following primary schools in Hartlepool:

Barnard Grove
Brougham
Clavering
Eldon Grove
Fens
Golden Flatts
Grange
Greatham C of E
Hart
Holy Trinity
Jesmond Gardens
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 C of E
West Park
West View

Appendix 4

CO-ORDINATED ADMISSION SCHEME ADMISSIONS OUTSIDE OF NORMAL TRANSFER ROUND (In-Year Admissions) 2013/2014

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 and Academies

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 criteria.

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

Parent's 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.

This scheme relates to all Hartlepool Primary and Secondary Schools.

The In Year Co-ordinated Admission Scheme may need changing for 2013/14 subject to a new code coming into force early 2012.