

CHILDREN'S SERVICES PORTFOLIO DECISION SCHEDULE



Friday 22nd September 2006

at 3.00pm

in Committee Room "C"

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

1. **KEY DECISIONS**

No items

2. **ITEMS REQUIRING DECISION**

- 2.1 Admissions to Schools 2008/09 and Coordinated Admissions to Primary and Secondary Schools 2007/08 – *Director of Children's Services*
- 2.2 Building Schools for the Future: Project Board and Stakeholder Board – *Director of Children's Services*

3. **ITEMS FOR DISCUSSION/INFORMATION**

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

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

No items

EXEMPT ITEMS

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

6. **KEY DECISION**

No items

7. **OTHER ITEMS REQUIRING DECISION**

- 7.1. Children's Homes Regulation 33/34 Reports – *Director of Children's Services*

CHILDREN'S SERVICES PORTFOLIO

Report to Portfolio Holder

22nd September 2006



Report of: Director of Children's Services

Subject: ADMISSIONS TO SCHOOLS 2008/09 AND
COORDINATED ADMISSIONS TO PRIMARY &
SECONDARY SCHOOLS 2007/08

SUMMARY

1.0 PURPOSE OF REPORT

To determine the basis for consultation with governing bodies and any other interested parties on the admission policy for community and voluntary controlled primary and secondary schools in Hartlepool for the school year 2008/09.

To adopt a coordinated admissions scheme for primary and secondary schools for 2007/08

2.0 SUMMARY OF CONTENTS

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

3.0 RELEVANCE TO PORTFOLIO MEMBER

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

4.0 TYPE OF DECISION

Non-key.

5.0 DECISION MAKING ROUTE

Children's Services Portfolio Holder.

6.0 DECISION(S) REQUIRED

The basis for consultation on the 2008/09 admissions policy and the period of consultation and the adoption of a coordinated scheme for primary and secondary schools for 2007/08.

Report of: Director of Children's Services

Subject: ADMISSIONS TO SCHOOLS 2008/09 AND
COORDINATED ADMISSIONS TO PRIMARY &
SECONDARY SCHOOLS 2007/08

1. PURPOSE OF REPORT

- 1.1 To determine the basis for consultation with governing bodies and any other interested parties on the admission policy for community and voluntary controlled primary and secondary schools in Hartlepool for the schools year 2008/09.
- 1.2 To adopt a coordinated admissions scheme for primary and secondary schools for 2007/08.

2. BACKGROUND

2.1 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 with other admission authorities. The Secretary of State published a revised Code of Practice on School Admissions in February 2003.
- 2.1.2 In drawing up admission arrangements, admission authorities should aim to ensure that:
 - the arrangements enable parents' preferences for the schools of their choice to be met to the maximum extent possible;
 - admissions criteria are clear, fair and objective, for the benefit of all children, including those with special educational needs, disabilities or in public care;
 - local admission arrangements contribute to improving standards for all pupils;
 - local admission authorities consult each other and co-ordinate their arrangements, including the rapid re-integration wherever possible of children who have been excluded from other schools;
 - parents have easy access to helpful admissions information;

- local admission arrangements achieve full compliance with all relevant legislation and guidance – including on infant class sizes and on equal opportunities – and take full account of the guidance in the Code of Practice.

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

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

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

2.1.5 Admission authorities should consult with other admission authorities and the governing bodies of community and voluntary controlled schools in the relevant area. The relevant area should be determined by parental preferences and travel to school patterns.

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

2.2 Admissions Forum

2.2.1 Hartlepool Admissions Forum is a vehicle for consultation and discussion of issues arising from admission arrangements. The Forum includes elected members, representatives from community / voluntary controlled schools and voluntary aided schools as well as parent and community representatives. The role of the Forum is to:

- consider existing and proposed admission arrangements and assess how well these serve the interests of local parents and children collectively;
- try to promote agreement on admission issues;
- consider how admission processes might be improved, including reviewing the comprehensiveness and accessibility of guidance for parents;
- monitor how admissions relate to published admission numbers.

2.3 Co-ordinated Admissions

- 2.3.1 LAs must draw up a co-ordinated scheme for every maintained school (excluding special schools) in its area. The purpose of co-ordinated admission schemes is to ensure that, as far as is reasonably practicable, every parent of a child living in the LA area who has applied for a school place in the normal admission round receives an offer of one, and only one, school place on the same day.
- 2.3.2 For secondary schools, places must be offered on 1st March in the year during which a child will be admitted to a school. For primary schools, places must be offered on the date designated by the LA.
- 2.3.3 For all schools, parents must be invited to express at least three preferences on a common application form. This form may be paper based or an e-form via the on-line admissions website. The common application form can be supplemented (but not replaced) by additional forms where particular schools might need extra information, for example to assess denominational commitment. The form must enable parents to:
- express their preferences;
 - give the reasons for applying for their preferred schools;
 - rank those preferences.
- 2.3.4 The LA must inform other admission authorities of any application made for their schools and pass on any relevant supporting information. The parent's order of ranking needs only to be shared with other LAs or admission authorities whose own over-subscription criteria mention rank order.
- 2.3.5 Each preference must be considered by the admission authority of the school concerned. The school should then provide the LA with a list of all children who have applied for a place, ranked in order of priority under the schools admission arrangements. Neighbouring LAs must also inform each other if places are to be offered to children from another LA.
- 2.3.6 The LA then compares the lists for all schools in its area. When a child qualifies for a place at more than one school, the LA provisionally allocates a place at the school indicated by the terms of its co-ordinated scheme. It also adjusts the list for any other school for which a preference was expressed by that parent, moving another child who was previously not eligible up the list to the provisional place which has been vacated.

2.3.7 For secondary schools, LAs must notify each other by an agreed date in February, of any places which those LAs or schools in their area can offer in response to any preferences expressed. Unless there is an agreement between two LAs that only one place should be offered, both can offer a place. For primary schools, admission authorities within Hartlepool must notify each other by an agreed date in March of any places which those admission authorities can offer in response to any preferences expressed.

2.3.8 LAs must also operate a co-ordinated scheme within their own area for all schools. However, parents who are resident in one LA but who wish to apply for a place at a school maintained by another LA will apply through the maintaining LA's common application form.

2.4 Children and Young People in Public Care

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

2.5 Children with Statements of Special Educational Needs

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

2.6 Excluded Pupils and Pupils with Challenging Behaviour

2.6.1 Where a child has been permanently excluded from two or more schools and at least one of the exclusions took place after 1st September 1997, parents can still express a preference for a school place, but the requirement to comply is removed for a period of two years following the second exclusion.

2.6.2 It is, however, normally unacceptable for a school to refuse to admit a child on the basis of their behaviour elsewhere. It is also unacceptable for a school to refuse to admit a child thought to be potentially disruptive, or who has exhibited challenging behaviour, on the grounds that that child ought first to be assessed for special educational needs. If a pupil, once admitted, is found to be seriously and persistently disruptive, then the school may consider disciplinary action, including temporary and, ultimately, permanent exclusion procedures.

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

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

2.7 Race Equality

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

3. ADMISSIONS POLICY FOR 2007/08

3.1 The admissions policy for entry to community and voluntary controlled schools in 2007/08 is as follows:

- Parents are invited to express preferences for up to six secondary schools or three primary schools in priority order and to give reasons for their preferences.
- If the number of applications to a particular school exceeds the published admission number, the Authority will allocate places in accordance with the following **priority criteria**:
 - i) those children who are in the care of the local authority;
 - ii) those children who have a statement of special educational need where a school is named in the statement;
 - iii) those children who live in the school's admission zone;
 - iv) those children who have older brothers or sisters who will be attending the school in September 2007;
 - v) those children who are distinguished from the great majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school;
 - vi) those children who live closest to the school as determined by the shortest suitable walking distance.

- No places can be allocated at an oversubscribed school to parents who have not stated their preference in writing for that school.
- In considering requests for admission to a particular school, only first preferences are dealt with initially. A second preference will be considered only if there are spare places after all the first preferences have been considered.
- Should it prove necessary to distinguish between children within category 3 (i.e. living in the admission zone) priority will be given to those with older siblings attending the school (category 4) followed by those children within category 5, followed by those within category 6.
- If an application is unsuccessful, a child's name may be placed on a waiting list. The position on the waiting list is determined in accordance with the above priority criteria. If a place subsequently becomes available, the place will be offered to the next child on the waiting list.
- In the primary sector, children born between 1st September 2002 and 28th February 2003 can join the school on a full-time basis in September 2007. Children born between 1st March 2003 and 31st August 2003 can join the school on a full-time basis in January 2008.
- In the secondary sector, children born between 1st September 1995 and 31st August 1996 will normally transfer to secondary school in September 2007.
- Parents have the right to appeal if their application for a place for their child is turned down. Details of the independent appeals process will be sent to parents whose applications prove unsuccessful and an alternative placement cannot be agreed.

3.2 The timetables for secondary and primary admissions for 2007/08 are as follows:

Secondary Admissions

September 2006	Secondary Admissions Booklet published
Week commencing 11 th September 2006	Visits to Year 6 children. Letters, parental preference forms and admission booklet to pupils.
Week commencing 18 th September 2006	Advertisement in the local press, including details of Secondary School Open Evenings. On-line admission website available.
27 th October 2006	Closing date for return of parental preference forms.

21 st February 2007	Other LAs notified of school allocations made to children from their borough.
1 st March 2007	Allocations completed by Hartlepool LA and LA informed of allocations made by Voluntary Aided school.
1 st March 2007	All allocation letters sent to parents, via Royal Mail. Lists sent to secondary schools.
March 2007	Appeal papers issued.
23 rd March 2007	Closing date for return of appeal papers.
April 2007	Appeal hearings arranged.

Primary Admissions

January 2007	Primary Admissions Booklet published.
22 nd January 2007	Letter, parental preference form and admissions booklet sent to parents, through primary schools.
January 2007	Advertisement in the local press inviting parents to apply for admission to primary schools in the area for September 2007 and January 2008.
2 nd March 2007	Closing date for return of parental preference forms.
13 th April 2007	Allocation letters sent to parents via Royal Mail. Lists sent to primary schools.
April 2007	Appeal papers issued.
4 th May 2007	Closing date for return of appeal papers.
June 2007	Appeal hearings arranged

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

4. TIMETABLE FOR CONSULTATION

- 4.1 The Schools Standards and Framework Act sets out a timetable for consultation on the admissions policy for 2008/09 as follows:
- consultation with all admission authorities in the area and with neighbouring LAs before 1st March 2007;
 - determination of the policy for 2008/09 before 15th April 2007;
 - notification of admission arrangements within fourteen days of determination.

- 4.2 To meet the statutory timetable for consultation on arrangements for the 2008/09 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:

22 nd September 2006	Basis for consultation determined by Portfolio Holder
October 2006 – December 2006	Consultation
February 2007	Consideration by Admissions Forum
Date in March 2007	Admissions Policy for 2008/09 determined by Portfolio Holder
30 th March 2007	Admissions Policy notified to consultees

5. CONSIDERATION OF THE ADMISSION POLICY FOR 2008/09

- 5.1 The basic framework for admissions, based on residence in the admission zone followed by the sibling link as second priority, is well established.
- 5.2 However, the Code of Practice on School Admission now recommends that Admission Authorities give priority to Children with Special Educational Needs where a school is named in the statement and children who are in the care of the local authority. The admissions policy for 2008/09 takes account of these recommendations. The introduction of these criteria have not had a significant impact. It is important to stress, however, that there can be no absolute guarantee, especially in the case of mid-year transfers and in the context of the statutory limitation on infant class size.
- 5.3 Criterion 5 allows the Authority to give priority to children on exceptional grounds. The decision as to whether a child would be within this category is made by a panel of professionals consisting of: Principal Education Psychologist, Special Educational Needs (SEN) Manager, Children & Families Services Manager, Head of Information, Planning & Support Services and Admissions Manager.
- 5.4 Most admission policies include a criterion relating to distance from school as the final criterion or 'tie breaker'. Under the existing policy, distance from the school is measured by the shortest suitable walking route. No change is proposed for this criterion, following consultation which rejected the alternative 'as the crow flies' for 2001/02.

- 5.5 Consultation took place for 2002/03 admission arrangements on adding an additional criterion – attendance at a designated partner primary school. This criterion was not adopted.
- 5.6 Consultation for 2004/05 focused on a number of developments which **may** in the future have implications for the admissions policy. These were:
- Key Stage 2 to Key Stage 3 Transition;
 - Specialist status for secondary schools;
 - Surplus places and asset management planning;
 - Early Years Review ;
 - Government proposals on education for 14-19 year olds.
- 5.7 Whilst the above developments have progressed since the previous consultation round, no implications for admission arrangements have emerged. The majority of those consulted supported the continuation of the 2006/07 arrangements in 2007/08. Two schools raised objections to the proposed continuation of the previous policy and one school proposed that attendance at a partner primary school should be considered again. The Admission Forum unanimously supported the continuation of the 2006/07 arrangements and rejected the proposal to add an additional criteria relating to attendance at a partner primary school.
- 5.8 For 2007/08 admission arrangements, consultation focused on the inclusion of children who have a statement of educational need where a school is named in the statement and children who are in the care of the local authority as the first two admissions criteria. These were subsequently adopted, despite concerns raised by a small number of schools. Other comments received related to the lack of reference to partner/feeder primary schools in the admissions criteria and an alternative measure to shortest walking distance. Both of these issues have been the subject of consultation in earlier years and had not received universal support.
- 5.9 The LA is currently undertaking a review of Early Years Education with a particular focus on surplus places in school nurseries. The impact of the foundation curriculum on nursery and reception classes is also being considered. As part of this process the Working Group carrying out the review will consider the implications for schools admissions and whether Hartlepool might move from a two stage entry to single entry for Hartlepool schools. The Review is considering the educational implications of such a change and the practical implications in terms of staffing and school organisation. The Working Group is seeking initial views prior to more extensive consultation as part of the Review.
- 5.10 It is therefore proposed that consultation take place on continuing the 2007/08 admission arrangements for 2008/09, whilst seeking views on

whether a move from a two stage to a single stage entry should be considered for primary schools at some point in the future.

5.11 The proposed **priority criteria** for allocating places where a school is over subscribed in 2008/09 would therefore be as follows:

- those children who are in the care of the local authority;
- those children who have a statement of special educational need where a school is named in the statement;
- those children who live in the school's admission zone;
- those children who have older brothers and/or sisters who will be attending the school in September 2008;
- those children who are distinguished from the great majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school;
- those children who live closest to the school as determined by the shortest suitable walking distance.

6. ADMISSION LIMITS

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

6.2 Proposed admission limits for September 2008 for all community and voluntary/controlled schools will be set in the majority of cases at or above indicative limits. However, in a small number of cases, admission limits will 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**.

7. CO-ORDINATED ADMISSION SCHEME FOR 2007/08

7.1 On 18th December 2003 a co-ordinated admissions scheme for secondary schools was approved by the Portfolio Holder for Lifelong Learning and Skills. The scheme has been lodged with the Secretary of State in line with statutory requirements and no comments have been received. A copy of the 2007/08 scheme is attached at **Appendix 2**.

7.2 A similar scheme for primary schools was presented to the Portfolio holder in April 2004 prior to consultation with the other admissions authorities in Hartlepool. This scheme was also adopted and

implemented in 2005. A copy of the 2007/08 scheme is attached at **Appendix 3.**

8. RECOMMENDATIONS

8.1 It is recommended that consultation on 2008/09 admission arrangements (with an end date of December 2006) take place on the basis of:

- adopting the priority criteria set out in 5.11 above;
- seeking views on whether a move from a 2 stage to a single stage entry should be considered for primary schools at some point in the future;
- seeking views on proposed admission limits.

Contact Officer: Anne Smith, Head of Planning, Information and Support Services.

Proposed Limits for 2007/2008			
	Indicated	Current 2006	Proposed 2007
Barnard Grove Primary School	50	50	50
Brougham Primary School	54	55	55
Clavering Primary School	49	45	50
Eldon Grove Primary School	63	66	60
Elwick C of E Primary School	13	13	13
Fens Primary School	59	60	60
Golden Flatts Primary School	19	30	20
Grange Primary School	52	50	50
Greatham C of E Primary School	16	16	16
Hart Primary School	12	12	12
Holy Trinity CE Primary School	32	32	32
Jesmond Road Primary School	72	85	
Kingsley Primary School	61	60	60
Lynnfield Primary School	57	55	55
Owton Manor Primary School	36	50	30
Rift House Primary School	37	37	37
Rossmere Primary School	59	60	60
Sacred Heart RC Primary School	63	60	60
St Aidan's CE Memorial Primary School	58	60	60
St Bega's RC Primary School	20	20	20
St Cuthbert's RC Primary School	44	44	44
St Helen's Primary School	40	40	40
St John Vianney RC Primary School	30	30	30
St Joseph's RC Primary School	24	24	24
St Teresa's RC Primary School	45	45	45
Stranton Primary School	54	50	50
Throston Primary School	55	55	55
Ward Jackson Primary School	21	25	25
West Park Primary School	45	45	45
West View Primary School	50	55	50
St Hilds	180	180	180
Brierton School	223	218	218
Dyke House School	206	210	206
High Tunstall School	241	241	241
Manor College of Technology	210	208	210
English Martyrs School & Sixth Form College	240	240	240

Increase/ Decrease/ No Change to current limits
No Change
No Change
Increase
Decrease
No Change
No Change
Decrease
No Change
No Change
No Change
No Change
To be agreed
No Change
No Change
Decrease
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Decrease
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Decrease
No Change
Increase
No Change



HARTLEPOOL LOCAL AUTHORITY

CO-ORDINATED ADMISSION SCHEME - SECONDARY SCHOOLS

Contact Officer: Anne Smith
Senior Education Officer
(Information Management
and Support Services)
Telephone: 523724

HARTLEPOOL LOCAL AUTHORITY
CO-ORDINATED ADMISSION SCHEME
SECONDARY SCHOOLS
2007/2008

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 2007/2008 are attached at Appendix 1.

A separate scheme exists in relation to primary schools.

Interpretation

In this scheme -

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

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

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

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

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

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

The Co-ordinated Admission Scheme will apply for the admission arrangements for the school year commencing September 2007.

The LA will include in its admission arrangements for the 2007/2008 school year the provisions set out in this scheme.

The Governing Body of each Voluntary Aided School will include in its admission arrangements for the 2007/2008 school year the provisions set out in this scheme, so far as relevant to that school.

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

1 Introduction

- 1.1 In line with the requirements of the 1998 School Standards and Framework Act as amended by the 2002 Education Act, this scheme has been drawn up by Hartlepool LA to co-ordinate admissions to its secondary schools. It applies to all maintained secondary schools in Hartlepool, except special schools, regardless of whether the LA or the governing body is the admissions authority.
- 1.2 The scheme's purpose is to ensure that as far as is reasonably practicable, every parent living in Hartlepool whose child is due to transfer to secondary school and who has applied for a place in the normal admission round, receives an offer of one, and only one, school place on the national offer day of 1st March 2007. It also sets out the arrangements for handling late applications for Year 7 and requests for in year admissions to other year groups.
- 1.3 The scheme will be implemented in accordance with the timetable set out in **Appendix 1**.
- 1.4 **Appendix 2** lists the secondary schools to which the scheme applies.

2. Common Application Forms

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

3. Applications for Year 7 on form CAF/1

- 3.1 CAF/1 will be used for the purpose of admitting pupils into the first year intake group, i.e. Year 7, of secondary education in September 2007. It must be used by all parents resident in the Hartlepool LA area wishing to express a preference for their child:
- to be admitted to a secondary school within Hartlepool (including voluntary aided schools);
 - to be admitted to a secondary school located in another LA's area.
- 3.2 The CAF/1 will:
- invite parents to express up to six 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 for return of the form and to whom it must be returned;
 - allow parents to provide supplementary information in support of their application. The supplementary information form will be part of CAF/1.

- 3.3 The LA will make appropriate arrangements to ensure that forms CAF/1 are sent direct to all parents with year 6 children who will be transferring to secondary schools in September 2007, in line with the timetable attached at **Appendix 1**. An information booklet will accompany the form sent to parents. Replacement forms will be available from the LA.
- 3.4 The admissions authority of a voluntary aided school can require parents who wish to express a preference for their school, to complete the supplementary information form attached to CAF/1. This information is necessary for the admissions authority to apply its over subscription criteria.
- 3.5 Where CAF/1 forms and any other supplementary information is sent directly to voluntary aided schools by mistake they must be passed to the LA immediately.

4 Closing Date for Return of CAF/1

- 4.1 Completed CAF/1 forms must be returned by parents direct to the LA by 4 pm on 27th October 2006. 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 The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAF/1. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF/1 where:
- it is acting in its separate capacity as an admission authority, or
 - an applicant is eligible for a place at more than one school, or
 - an applicant is not eligible for a place at any school for which they have expressed a preference.
- 5.2 Information on the ranking of applicants to voluntary aided schools must be returned by the relevant admissions authority to the LA in line with the dates specified in Appendix 1, either electronically or by post.

6 Processing Parental Preferences

- 6.1 **By 10th November 2006** the LA will notify other LA's of any preferences which have been expressed for schools in their area. The LA will have liaised with neighbouring LAs to obtain details of preferences which have been expressed for Hartlepool schools.
- 6.2 **By 10th November 2006** the LA will send the CAF/1 forms to voluntary aided schools for every first 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. Second, third and further preferences would only be notified at this point if a school requires this information to apply its admissions policy. This will apply where the relevant admission authority is operating first preference first. Where an admission authority is operating equal preferences, the LA will send all CAF/1 forms where the school is named as a preference.
- 6.3 **By 14th December 2006** the admissions authority for each school will consider either all first preferences for their school or all preferences 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. Where the number of applicants exceeds the number of places available, details must be provided of which applicants were considered under which category, together with the ranking of the applicants in the category in which the cut off point applies.
- 6.4 **By 15th December 2006** the LA will send to voluntary aided schools with places remaining forms CAF/1 in respect of pupils who have not been allocated a place on the basis of first preference and where appropriate where that school has been named as second preference.
- 6.5 **By 18th January 2007** the admissions authority of each voluntary aided school follows the procedures outlined in 6.4 above and passes the relevant information to the LA regarding those applicants offered places.
- 6.6 **By 19th January 2007** the LA will send to voluntary aided schools with places remaining forms CAF/1 in respect of pupils who have not been allocated a place on the basis of first or second preference and where appropriate where that school has been named as third or subsequent preference.
- 6.7 **By 2nd February 2007** the admissions authority will follow the procedure outlined in 6.4 above and pass the relevant information to the LA regarding those applicants to be offered places.
- 6.8 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.
- 6.9 **By 21st February 2007** other LAs will be notified of places in Hartlepool schools to be offered to their residents. The LA will also inform schools within their LA of the pupils to be offered a place at their school. This information must be treated in confidence and must not be passed to parents.

6.10 **On 1st March 2007** the LA will write to all parents informing them of the outcome of their application. This letter will give the following information:

- the name of the school at which a place has been offered;
- for voluntary aided schools, indicate that this offer is on behalf of the admissions authority of that school;
- the reasons why the child has not been offered a place at any other school which was given as a higher preference;
- information about the statutory right of appeal against the decision to refuse a place at any other school given as a higher preference;
- an invitation to parents to contact the LA or the Governing Body of voluntary aided schools if they want 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;
- contact details for the appropriate school or LA where they were not offered a place so that they can lodge an appeal.

6.11 **By 23rd March 2007** 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 the due date it will be assumed that the place has been accepted.

7 Re-allocation of Places Not Taken Up

7.1 **By 9th April 2007** the admission authority will re-allocate any places that may have become vacant since the 1st March offer date. Consideration will be given to all applicants including:

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

7.2 Places will be re-allocated by applying the admission authority over-subscription criteria. During week commencing 2nd April 2007 the LA will liaise with the governing body for voluntary aided schools regarding outstanding applicants so that they can be ranked using the admission authority's over-subscription criteria.

8 Re-allocation Lists

8.1 After 9th April 2007 the LA will not co-ordinate the re-allocation of places at voluntary aided schools. If parents wish to be considered for any places that become available at voluntary aided schools after 9th April 2007 they will need to contact the school direct and ask to be placed on their re-allocation list.

- 8.2 A re-allocation list will be kept by the LA for the community schools and voluntary controlled schools within its jurisdiction. The LA will continue to operate a waiting list after the commencement of the academic year in September 2007. All parents will have the choice of including their child's name on this waiting list for any of the community or voluntary controlled schools irrespective of whether that school was included on the form CAF/1.
- 8.3 The waiting list will be compiled in accordance with the LA's admission criteria and places will be offered accordingly.

9 Late Applications Received After 4 pm on 27th October 2006

- 9.1 The closing date for applications is 4 pm on 27th October 2006. As far as is reasonably practicable applications for places in the normal admission round that are received late and the LA is satisfied that the reasons for the lateness are exceptional, will be accepted provided that they are received before 12th January 2007 (the date the allocation process begins).
- 9.2 Except in exceptional circumstances, late applications will be considered after all allocation decisions have been made. As far as possible late applications received prior to 1st March will be offered a school place on 1st March 2007, but the closer to the 1st March deadline that an application is received, the less likely it will be that an offer will be made on that date.
- 9.3 Where it is not possible to offer a place on 1st March 2007, a place will be offered as soon as practicable thereafter.

10 No CAF/1 Received by 1st March 2007

- 10.1 Where no CAF/1 is submitted, the child will, on 1st March 2007, be offered a place at the nearest school to the child's home which has a place following the allocation process outlined above.

11 Applications Received After 9th April 2007

- 11.1 Applications received after 9th April 2007 for the year 7 intake in September 2007 and at any time for entry other than to the normal year of entry to secondary school will be treated as casual admissions. These applications should be made on form CAF/2.
- 11.2 Once any places have been re-allocated, voluntary aided schools will be able to deal with any requests for places without involving the LA, although the LA must be informed where admission is refused.
- 11.3 For community and voluntary controlled schools which have been oversubscribed the LA will continue to re-allocate Year 7 places into mid September in line with its published admission criteria. Community and voluntary controlled schools

irrespective of whether they are oversubscribed or close to being oversubscribed should refer all parents who contact them regarding a place for their child, to the LA.

- 11.4 If a place is not available at the preferred school, the LA will offer a place at an alternative school, usually the nearest school where vacancies exist. If a parent is refused a place at the school of their choice the LA will notify the parent of their right of appeal. Alternative preferences would also be pursued and if necessary, in relation to voluntary aided schools, the application would be referred to the relevant admissions authority for determination.
- 11.5 If any parent approaches a voluntary aided school directly about a casual admission, the school should ensure that the parent completes a CAF/2. The school admissions authority should notify the parent of the refusal decision and the right of appeal. A copy of the refusal letter and a copy of form CAF/2 must be sent to the LA so that the LA can pursue alternative preferences.
- 11.6 Where the LA receives a CAF/2 direct from a parent giving a voluntary aided school as the first preference or in pursuing alternative preferences where higher preferences have been refused, it will be referred to the relevant admissions authority to make a determination regarding the application. The admissions authority should notify the parent of its decision with a copy to the LA.
- 11.7 Parents who are refused admission must be offered a right of appeal. Information about the appeals process must be provided by the relevant admission authority in the refusal letter.
- 11.8 The LA will keep track of any pupils who apply for casual admission and intervene as appropriate to ensure that they are placed in a school without undue delay.

12 Managed Moves

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

TIMETABLE FOR CO-ORDINATED ADMISSIONS SCHEME

4 pm on 27 th October 2006	Parents to return form CAF1 to LA.
10 th November 2006	LA to notify other LAs of any preferences which have been expressed for schools in their area.
10 th November 2006	LA to send CAF/1 forms to voluntary aided schools of every first 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. In the case of an admission authority operating equal preferences the LA will send all CAF/1 forms where a particular school is named as a preference.
14 th December 2006	The admissions authority at each voluntary aided school to consider all first preferences for their school, if appropriate, or all preferences 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.
15 th December 2006	LA to send forms CAF/1 to voluntary aided schools with places remaining of every second preference where appropriate which has been received in respect of pupils who have not been allocated a place on the basis of first preference.
18 th January 2007	The admissions authority of each voluntary aided school to pass the relevant information to the LA regarding those applicants offered places.
19 th January 2007	LA to notify voluntary aided schools with places remaining of every third preference where appropriate which has been received in respect of pupils who have not been allocated a place on the basis of first or second preference.
2 nd February 2007	The admissions authority of each voluntary aided school to pass the relevant information to the LA regarding those applicants to be offered places.
21 st February 2007	Other LAs to be notified of places in Hartlepool schools to be offered to their residents.
26 th February 2007	LA to inform schools of the pupils to be offered a place at their schools. This information must be treated in confidence and must not be passed to parents.
1 st March 2007	LA to write to all parents informing them of the outcome of their application.

23 rd March 2007	Parents to accept the place offered.
9 th April 2007	Admissions authorities to re-allocate any places that may have become vacant since the 1 st March offer date.

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This scheme relates to the following schools in Hartlepool:

Brierton Community School
English Martyrs RC School
Dyke House School
St. Hild's Church of England VA School
High Tunstall School
Manor College of Technology



HARTLEPOOL LOCAL
AUTHORITY

CO-ORDINATED ADMISSION
SCHEME - PRIMARY SCHOOLS

DRAFT

HARTLEPOOL LOCAL AUTHORITY
CO-ORDINATED ADMISSION SCHEME
PRIMARY SCHOOLS
2007/2008

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 2007/2008 are attached at Appendix 1.

A separate scheme exists in relation to secondary schools.

Interpretation

In this scheme -

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

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

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

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

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

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

The Co-ordinated Admission Scheme will apply for the admission arrangements for the school year commencing September 2007.

The LA will include in its admission arrangements for the 2007/2008 school year the provisions set out in this scheme.

The Governing Body of each Voluntary Aided School will include in its admission arrangements for the 2007/2008 school year the provisions set out in this scheme, so far as relevant to that school.

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

1 Introduction

- 1.1 In line with the requirements of the 1998 School Standards and Framework Act as amended by the 2002 Education Act, this scheme has been drawn up by Hartlepool LA to co-ordinate admissions to its primary schools. It applies to all maintained primary schools in Hartlepool, except special schools, regardless of whether the LA or the governing body is the admissions authority.
- 1.2 The scheme's purpose is to ensure that as far as is reasonably practicable, every parent living in Hartlepool whose child is due to start primary school and who has applied for a place in the normal admission round, receives an offer of one, and only one, school place on the offer day of 13th April 2007. It also sets out the arrangements for handling late applications and requests for in year admissions to other year groups.
- 1.3 The scheme will be implemented in accordance with the timetable set out in **Appendix 1**.
- 1.4 **Appendix 2** lists the primary schools to which the scheme applies.

2. Common Application Forms

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

3. Applications for Reception on form CAF/1

- 3.1 CAF/1 will be used for the purpose of admitting pupils into the first year intake group, i.e. Reception, of primary education in September 2007. It must be used by all parents resident in the Hartlepool LA area wishing to express a preference for their child:
 - to be admitted to a primary school within Hartlepool (including voluntary aided schools);
- 3.2 The CAF/1 will:
 - invite parents to express up to three preferences in rank order of preference;
 - allow parents to explain the reasons for their preferences;
 - specify the closing date for return of the form and to whom it must be returned;
 - allow parents to provide supplementary information in support of their application. The supplementary information form will be part of CAF/1.
- 3.3 The LA will make appropriate arrangements to ensure that forms CAF/1 are sent direct to all parents with reception age children who will be attending primary schools in September 2007, in line with the timetable attached at **Appendix 1**. An information

booklet will accompany the form sent to parents. Replacement forms will be available from the LA.

- 3.4 The admissions authority of a voluntary aided school can require parents who wish to express a preference for their school, to complete the supplementary information form attached to CAF/1. This information is necessary for the admissions authority to apply its over subscription criteria.
- 3.5 Where CAF/1 forms and any other supplementary information is sent directly to voluntary aided schools by mistake they must be passed to the LA immediately.

4 Closing Date for Return of CAF/1

- 4.1 Completed CAF/1 forms must be returned by parents direct to the LA by 2nd March 2007. 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 The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAF/1. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF/1 where:
- it is acting in its separate capacity as an admission authority, or
 - an applicant is eligible for a place at more than one school, or
 - an applicant is not eligible for a place at any school for which they have expressed a preference.
- 5.2 Information on the ranking of applicants to voluntary aided schools must be returned by the relevant admissions authority to the LA in line with the dates specified in Appendix 1, either electronically or by post.

6 Processing Parental Preferences

- 6.1 **By 2nd March 2007** the LA will notify other LA's of any preferences which have been expressed for schools in their area. The LA will have liaised with neighbouring LAs to obtain details of preferences which have been expressed for Hartlepool schools.
- 6.2 **By 12th March 2007** the LA will send the CAF/1 forms to voluntary aided schools for every first 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. Second, third and further preferences would only be notified at this point if a school requires this information to apply its admissions policy. This will apply where the relevant admission authority is operating first preference first. Where an admission authority is operating equal preferences, the LA will send all CAF/1 forms where the school is named as a preference.
- 6.3 **By 16th March 2007** the admissions authority for each school will consider all first preferences for their school, 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. Where the number of applicants exceeds the number of places available, details must be provided of which applicants were considered under which category, together with the ranking of the applicants in the category in which the cut off point applies.
- 6.4 **By 19th March 2007** the LA will send to voluntary aided schools with places remaining forms CAF/1 in respect of pupils who have not been allocated a place on the basis of first preference and where that school has been named as second preference.
- 6.5 **By 23rd March 2007** the admissions authority of each voluntary aided school follows the procedures outlined in 6.4 above and passes the relevant information to the LA regarding those applicants offered places.
- 6.6 **By 26th March 2007** the LA will send to voluntary aided schools with places remaining forms CAF/1 in respect of pupils who have not been allocated a place on the basis of first or second preference and where that school has been named as third or subsequent preference.
- 6.7 **By 30th March 2007** the admissions authority will follow the procedure outlined in 6.4 above and pass the relevant information to the LA regarding those applicants to be offered places.
- 6.8 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.
- 6.9 **By 5th April 2007** other LAs will be notified of places in Hartlepool schools to be offered to their residents. The LA will also inform schools within their LA of the pupils to be offered a place at their school. This information must be treated in confidence and must not be passed to parents.

6.10 **On 13th April 2007** the LA will write to all parents informing them of the outcome of their application. This letter will give the following information:

- the name of the school at which a place has been offered;
- for voluntary aided schools, indicate that this offer is on behalf of the admissions authority of that school;
- the reasons why the child has not been offered a place at any other school which was given as a higher preference;
- information about the statutory right of appeal against the decision to refuse a place at any other school given as a higher preference;
- an invitation to parents to contact the LA or the Governing Body of voluntary aided schools if they want 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;
- contact details for the appropriate school or LA where they were not offered a place so that they can lodge an appeal.

6.11 **By 4th May 2007** 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 the due date it will be assumed that the place has been accepted.

7 Re-allocation of Places Not Taken Up

7.1 **By 14th May 2007** the admission authority will re-allocate any places that may have become vacant since the 13th April offer date. Consideration will be given to all applicants including:

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

7.2 Places will be re-allocated by applying the admission authority over-subscription criteria. During week commencing 14th May 2007 the LA will liaise with the governing body for voluntary aided schools regarding outstanding applicants so that they can be ranked using the admission authority's over-subscription criteria.

8 Re-allocation Lists

8.1 After 14th May 2007 the LA will not co-ordinate the re-allocation of places at voluntary aided schools. If parents wish to be considered for any places that become available at voluntary aided schools after 14th May 2007 they will need to contact the school direct and ask to be placed on their re-allocation list.

- 8.2 A re-allocation list will be kept by the LA for the community schools and voluntary controlled schools within its jurisdiction. The LA will continue to operate a waiting list after the commencement of the academic year in September 2007. All parents will have the choice of including their child's name on this waiting list for any of the community or voluntary controlled schools irrespective of whether that school was included on the form CAF/1.
- 8.3 The waiting list will be compiled in accordance with the LA's admission criteria and places will be offered accordingly.

9 Late Applications Received After 2nd March 2007

- 9.1 The closing date for applications is 2nd March 2007. As far as is reasonably practicable applications for places in the normal admission round that are received late and the LA is satisfied that the reasons for the lateness are exceptional, will be accepted provided that they are received before 12th March 2007 (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 13th April 2007 will be offered a school place on 13th April 2007, but the closer to the 13th 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 13th April 2007, a place will be offered as soon as practicable thereafter.

10 No CAF/1 Received by 13th April 2007

- 10.1 Where no CAF/1 is submitted, the child will, on 13th April 2007, be offered a place at the nearest school to the child's home which has a place following the allocation process outlined above.

11 Applications Received After 14th May 2007

- 11.1 Applications received after 14th May 2007 for the reception year intake in September 2007 and at any time for entry other than to the normal year of entry to secondary school will be treated as casual admissions. These applications should be made on form CAF/2.
- 11.2 Once any places have been re-allocated, voluntary aided schools will be able to deal with any requests for places without involving the LA, although the LA must be informed where admission is refused.
- 11.3 For community and voluntary controlled schools which have been oversubscribed the LA will continue to re-allocate reception places into mid September in line with its published admission criteria. Community and voluntary controlled schools

irrespective of whether they are oversubscribed or close to being oversubscribed should refer all parents who contact them regarding a place for their child, to the LA.

- 11.4 If a place is not available at the preferred school, the LA will offer a place at an alternative school, usually the nearest school where vacancies exist. If a parent is refused a place at the school of their choice the LA will notify the parent of their right of appeal. Alternative preferences would also be pursued and if necessary, in relation to voluntary aided schools, the application would be referred to the relevant admissions authority for determination.
- 11.5 If any parent approaches a voluntary aided school directly about a casual admission, the school should ensure that the parent completes a CAF/2. The school admissions authority should notify the parent of the refusal decision and the right of appeal. A copy of the refusal letter and a copy of form CAF/2 must be sent to the LA so that the LA can pursue alternative preferences.
- 11.6 Where the LA receives a CAF/2 direct from a parent giving a voluntary aided school as the first preference or in pursuing alternative preferences where higher preferences have been refused, it will be referred to the relevant admissions authority to make a determination regarding the application. The admissions authority should notify the parent of its decision with a copy to the LA.
- 11.7 Parents who are refused admission must be offered a right of appeal. Information about the appeals process must be provided by the relevant admission authority in the refusal letter.
- 11.8 The LA will keep track of any pupils who apply for casual admission and intervene as appropriate to ensure that they are placed in a school without undue delay.

- Week commencing 22nd January 2007: Letter, CAF1 and booklet to parents.

TIMETABLE FOR CO-ORDINATED ADMISSIONS SCHEME

2 nd March 2007	Parents to return form CAF1 to LA.
22 nd January 2007 – 2 nd March 2007	LA to notify other LAs of any preferences which have been expressed for schools in their area.
12 th March 2007	LA to send CAF/1 forms to voluntary aided schools of every first 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. In the case of an admission authority operating equal preferences the LA will send all CAF/1 forms where a particular school is named as a preference.
16 th March 2007	The admissions authority at each voluntary aided school to consider all first preferences for their school, 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.
19 th March 2007	LA to send forms CAF/1 to voluntary aided schools with places remaining of every second preference which has been received in respect of pupils who have not been allocated a place on the basis of first preference.
23 rd March 2007	The admissions authority of each voluntary aided school to pass the relevant information to the LA regarding those applicants offered places.
26 th March 2007	LA to notify voluntary aided schools with places remaining of every third preference which has been received in respect of pupils who have not been allocated a place on the basis of first or second preference.
30 th March 2007	The admissions authority of each voluntary aided school to pass the relevant information to the LA regarding those applicants to be offered places.
5 th April 2007	Other LAs to be notified of places in Hartlepool schools to be offered to their residents.
13 th April 2007	LA to inform schools of the pupils to be offered a place at their schools. This information must be treated in confidence and must not be passed to parents.
13 th April 2007	LA to write to all parents informing them of the outcome of their application.

4 th May 2007	Parents to accept the place offered.
Waiting List Ongoing	Admissions authorities to re-allocate any places that may have become vacant since the 13 th April offer date.

This scheme relates to the following primary schools in Hartlepool:

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

CHILDREN'S SERVICES PORTFOLIO

Report to Portfolio Holder
22nd September 2006



Report of: Director of Children's Services

Subject: BUILDING SCHOOLS FOR THE FUTURE:
PROJECT BOARD & STAKEHOLDER BOARD

SUMMARY

1. PURPOSE OF REPORT

To seek approval of the Children's Services Portfolio Holder to the membership and terms of reference of the Project Board and the Stakeholder Board that will be established to assist in the implementation of the Building Schools for the Future programme.

2. SUMMARY OF CONTENTS

The report seeks to address the concerns raised by Cabinet members on 14th August 2006 about potential membership of the Project Board and Stakeholder Board and proposes membership and terms of reference for both boards.

3. RELEVANCE TO PORTFOLIO MEMBER

On 14th August 2006 Cabinet referred this issue to the Portfolio Holder.

4. TYPE OF DECISION

Non Key.

5. DECISION MAKING ROUTE

Children's Services Portfolio Holder's meeting 22nd September 2006.

6. DECISION(S) REQUIRED

To approve the membership and terms of reference of the Building Schools for the Future Project Board and Stakeholder Board.

Report of: Director of Children's Services

Subject: BUILDING SCHOOLS FOR THE FUTURE:
PROJECT BOARD & STAKEHOLDER BOARD

1. PURPOSE OF REPORT

To seek approval of the Children's Services Portfolio Holder to the membership and terms of reference of the Project Board and the Stakeholder Board that will be established to assist in the implementation of the Building Schools for the Future programme.

2. BACKGROUND

Cabinet met on 14th August and approved the establishment of a Project Board and Stakeholder Board whose general remit will be to assist in the implementation of the Building Schools for the Future programme.

Whereas Cabinet members were in agreement with the general principles that were put before them at the meeting of 14th August, Cabinet requested that further consideration be given to the balance of membership and terms of reference of both boards. Cabinet referred this issue to the Children's Services Portfolio Holder for decision.

3. PROPOSALS

The proposed membership and terms of reference for the Project Board are attached as **Appendix 1**.

The proposed membership and terms of reference for the Stakeholder Board are attached as **Appendix 2**.

4. RECOMMENDATIONS

The Portfolio Holder is recommended to approve the membership and terms of reference of the Project Board and Stakeholder Board.

8. CONTACT OFFICER

Paul Briggs, Interim Assistant Director, Resources and Support Services.

School Provision for Hartlepool: Major Capital Development

Building Schools for the Future (BSF)

Project Board

Membership and Terms of Reference

Membership

Membership of the Project Board will be as follows:

Group A – Elected Members

Portfolio Holder for Children's Services

Portfolio Holder for Finance

Portfolio Holder for Culture, Leisure and Transportation

Chair of Scrutiny Coordinating Committee

Chair of Children's Services Scrutiny Forum

Group B - Officers

Chief Executive

Director of Children's Services

Chief Finance Officer

Director of Neighbourhood Services

Group C – Key Partners

Director of Education, Diocese of Durham

Director of Education Services, Diocese of Hexham and Newcastle

Chief Executive, Tees Valley Learning and Skills Council

Secondary Headteacher, nominee of all secondary headteachers

Primary Headteacher, nominee of all primary headteachers

College Principal, nominee of all college principals

Terms of Reference

Membership

Membership of the Project Board will be determined by Cabinet, on the recommendation of the Portfolio Holder for Children's Services. Membership of the Board will be reviewed at least annually.

Alternates

Any member of the Project Board who is unable to attend a particular meeting may nominate an alternate for that meeting. An alternative must be nominated on the basis that he/she fully represents the substantive member and can fully participate in the work of the Board.

Chair

The Chair of the Project Board shall be the Portfolio Holder for Children's Services.

Quorum

In order for a meeting of the Project Board to be quorate, at least two members (or their alternates) from each of groups A, B & C shall attend.

Frequency and conduct of meetings

The Project Board shall meet at least monthly. There shall be an agenda for each meeting and this will be circulated to members at least three working days before the meeting takes place. The Project Administrative Support Officer shall attend each meeting, to record decisions and produce draft Minutes. The Project Director and Project Manager shall attend each meeting in an advisory capacity.

Powers and responsibilities

Key decisions about Building Schools for the Future shall be made by Cabinet, at key stages of the Project.

The Project Board will be responsible for a number of issues including:

- Issues relating to consultation processes, including preparation of draft recommendations on options to be considered and the design of the consultation activities
- Preparation/approval of the Strategy for Change
- Preparation/approval of Outline Business Case
- Preparation/approval of appropriate procurement documentation
- Short-listing and selection of preferred bidders
- Preparation/approval of the Final Business Case
- Monitoring of key risks to the Project

The Project Board shall also consider any other such matters as Cabinet will from time to time determine.

The Project Board shall report all decisions to Cabinet on a monthly basis.

Decision Making Process

In order that any decision can be made at Project Board level, it will be necessary for a consensus to be achieved. Consensus will be achieved if a majority of the members present from each of the groups A, B & C agree on the issue to be decided. Where no such consensus exists, the matter will be referred to Cabinet for further consideration. Where there is a consensus, the Chair of the Board, in the capacity of Portfolio Holder, will formally make the decision in accordance with the Council's constitution.

School Provision for Hartlepool: Major Capital Development

Building Schools for the Future (BSF)

Stakeholder Board

Membership and Terms of Reference

Membership

Membership of the Stakeholder Board will be as follows:

Group A – Elected Members

Portfolio Holder for Children's Services
Portfolio Holder for Finance
Portfolio Holder for Culture, Leisure and Transportation
Chair of Scrutiny Coordinating Committee
Chair of Children's Services Scrutiny Forum
Ward Member – North
Ward Member – Central
Ward Member – South

Group B – Officers

Chief Executive
Director of Children's Services
Chief Finance Officer
Director of Neighbourhood Services
Director of Regeneration and Planning
Director of Adult and Community Services

Group C – Secondary Schools

Brierton Community School - Headteacher
Brierton Community School – Chair of Governors
Dyke House School - Headteacher
Dyke House School – Chair of Governors
English Martyrs School and Sixth Form College – Headteacher
English Martyrs School and Sixth Form College – Chair of Governors
High Tunstall College of Science - Headteacher
High Tunstall College of Science - Chair of Governors
Manor College - Headteacher
Manor College – Chair of Governors
St Hild's Church of England School - Headteacher
St Hild's Church of England School – Chair of Governors
Catcote Secondary Special School - Headteacher
Catcote Secondary Special School – Chair of Governors
A2L - Headteacher

Group D – Primary Schools

Primary School Headteacher – nominated by all primary Headteachers
Primary School Chair of Governors – nominated by Governors' Association
Springwell Primary Special School – Headteacher
Springwell Primary Special School – Chair of Governors

Group E – Colleges

Hartlepool 6th Form College - Principal
Hartlepool 6th Form College – Chair of Governors
Hartlepool College of Further Education – Principal
Hartlepool College of Further Education – Chair of Governors
Cleveland College of Art and Design – Principal
Cleveland College of Art and Design – Chair of Governors

Group F – Children, Young People, Families and Carers

UKYP – elected member
Hartlepool Partnership Youth Representative
Foster Carer Representative, nominated by Foster Carers' Forum
Elected Parent Governor Representative,
Families First, Manager
PATCH – Family Support Officer

Group G – Key Partners, stakeholders and partner organisations

Director of Education, Diocese of Durham
Director of Education Services, Diocese of Hexham and Newcastle
Chief Executive, Tees Valley Learning and Skills Council
Community Network – Officer
Community Network – Board Member
Hartlepool Partnership – representative
Lifelong Learning Partnership – representative
Chief Constable, Cleveland Police
Chief Executive, Hartlepool Primary Care Trust

Group H – Unions and Associations

Teaching Unions and Associations – one representative
Support Staff unions – one representative

Terms of Reference

Membership

Membership of the Stakeholder Board will be determined by Cabinet, on the recommendation of the Portfolio Holder for Children's Services. Membership of the Board will be reviewed at least annually.

Alternates

Any member of the Stakeholder Board who is unable to attend a particular meeting may nominate an alternate for that meeting. An alternative must be nominated on the basis that he/she fully represents the substantive member.

Chair

The Chair of the Stakeholder Board shall be the Portfolio Holder for Children's Services.

Quorum

The Project Administrative Support Officer shall make every effort to ensure that all groups on the Board are represented at all meetings. A formal quorum shall not apply.

Frequency and conduct of meetings

The Stakeholder Board shall meet at regular intervals to coincide with important milestones in the Project Plan. It is expected that the Stakeholder Board will need to meet three or four times each year. There shall be an agenda for each meeting and this will be circulated to members at least five working days before the meeting takes place.

Scope of responsibility of the Stakeholder Board

The main purpose of the Stakeholder Board is to provide a forum for wide ranging discussion on all aspects of the Building Schools for the Future Programme. Views expressed at Stakeholder Board meetings will inform project planning and the drafting of key documents.

Decision Making Process

The Stakeholder Board is not a formal decision making body. However, if there is clear consensus on recommendations for consideration by the Project Board, these will be brought to the attention of the Project Board by the Chair.

CHILDREN'S SERVICES PORTFOLIO

Report to Portfolio Holder
22nd September 2006



Report of: Director of Children's Services

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

SUMMARY

1. PURPOSE OF REPORT

To inform the Children's Services management team and the Portfolio holder of the progress made towards achieving Departmental Plan actions and PIs for the period to 30th June 2006.

2. SUMMARY OF CONTENTS

The report summarises progress over the first quarter of 2006/07 on the actions and Performance Indicators within the Children's Services Departmental Plan 2006/07 - 2008/09.

3. RELEVANCE TO PORTFOLIO MEMBER

The report provides the Children's Services Portfolio Holder with information about progress in meeting the work targets set for the Children's Services Department in 2006/07.

4. TYPE OF DECISION

Non key.

5. DECISION MAKING ROUTE

Children's Services Portfolio holder's meeting 22nd September 2006.

6. DECISION(S) REQUIRED

To note the progress made towards completing actions and achieving performance indicator targets during the first quarter of 2006/07.

Report of: Director of Children's Services

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

1. PURPOSE OF REPORT

To inform the Children's Services management team and the Portfolio holder of the progress made towards achieving Departmental Plan actions and PIs for the period to 30th June 2006.

2. BACKGROUND

The Children's Services Departmental Plan 2006/07 – 2008/09 was formally approved by the Portfolio holder on 24th April 2006.

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

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

3. SUMMARY PERFORMANCE AND PROGRESS ON ACTIONS AND PIs

The departmental plan 2006/07 identified actions and PIs for 2006/07. The table below summarises the progress made towards achieving the actions.

Table 1 – Progress on Actions

Portfolio/division/section	Actions by Traffic Light					
	Red		Amber		Green	
	No.	%	No.	%	No.	%
Children's Services			12	42.9	6	21.4
Reported annually 10 (35.7%)						
Total 28						

Note: definition of traffic lights:

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

As indicated in the progress on actions a significant number of these are reported annually e.g. those which relate to performance outcomes for schools at the end of Key Stages.

The majority of the PIs within the Children's Services Departmental plan are reported annually. Five indicators relating to Child Protection are reported quarterly.

Progress on Key Performance Indicators

Portfolio/division/section	PIs by Traffic Light					
	Red		Amber		Green	
	No.	%	No.	%	No.	%
Children's Services			5	21.7		
Reported annually 18 (78.3%)						
Total 23						

Key areas of progress during the first quarter include:

- Completion and launch of the Children and Young People's Plan;
- Review and rationalisation of existing service strategies and plans;
- An information sharing and assessment project plan in place with clear milestones for development;
- The development of an ICT Strategy.

4. PERFORMANCE UPDATE FOR THE PERIOD ENDING JUNE 2006

Within the Children's Services department there are a total of 28 actions identified within the corporate structure for monitoring progress. Over the first quarter performance has been generally good with just over 21% of actions completed. Nearly 43% are currently identified as on target with the expectation that they will be achieved within the designated time span.

Caution must be exercised however in overall interpretation as a significant percentage, over 35%, of the actions and 78% of the PIs are subject to annual reporting.

Currently there are no actions or PIs assessed as being below target.

5. RECOMMENDATIONS

The Portfolio holder is requested to note the progress made towards completing actions and achieving performance indicator targets during the first quarter of 2006/07. Further reports on annual progress will be given quarterly in line with corporate requirements.

6. CONTACT OFFICER – Sue Johnson, Assistant Director Planning & Service Integration