

## **Children and Young People's Committee**

**Monday, 12 February 2018 at 10:30**

**County Hall, West Bridgford, Nottingham, NG2 7QP**

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### **AGENDA**

- |    |  |         |
|----|--|---------|
| 1  | Regional Schools Commissioner - John Edwards   |         |
| 2  | Minutes of the last meeting held on 15 January 2018  | 3 - 6   |
| 3  | Apologies for Absence  |         |
| 4  | Declarations of Interests by Members and Officers:- (see note below)<br>(a) Disclosable Pecuniary Interests<br>(b) Private Interests (pecuniary and non-pecuniary) |         |
| 5  | Outcomes of Ofsted inspections of schools - termly update  | 7 - 18  |
| 6  | First admissions applications to Nottinghamshire Schools and academies - 2017-18 academic year   | 19 - 24 |
| 7  | Nottinghamshire School Admission arrangements 2019-20  | 25 - 68 |
| 8  | Early years funding for children with Special Educational Needs or Disability  | 69 - 84 |
| 9  | Annual refresh of the Local Transformation Plan for Children and young peoples emotional and mental health   | 85 - 90 |
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| 11 | Establishment of new posts at Clayfields House Secure Unit   | 95 - 98 |

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## **Notes**

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.
- (2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 0300 500 80 80

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.  
  
Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact David Ebbage (Tel. 0115 977 3141) or a colleague in Democratic Services prior to the meeting.
- (4) Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.
- (5) This agenda and its associated reports are available to view online via an online calendar - <http://www.nottinghamshire.gov.uk/dms/Meetings.aspx>

Meeting CHILDREN & YOUNG PEOPLE'S COMMITTEE

Date 15 January 2018 (commencing at 10.30am)

**Membership**

Persons absent are marked with an 'A'

**COUNCILLORS**

Philip Owen (Chairman)  
Boyd Elliott (Vice-Chairman)  
Tracey Taylor (Vice-Chairman)

David Martin  
Paul Henshaw  
Errol Jenry JP  
Vaughan Hopewell

John Peck JP  
Liz Plant  
Phil Rostance  
Sue Saddington

**CO-OPTED MEMBERS (NON-VOTING)**

Vacancy  
Vacancy

**OFFICERS IN ATTENDANCE**

Marion Clay	Children, Families and Cultural Services
David Ebbage	Resources
Steve Edwards	Children, Families and Cultural Services
Pip Milbourne	Children, Families and Cultural Services
Colin Pettigrew	Children, Families and Cultural Services
Beth Richmond	Resources

**MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 18 December 2017 having been circulated to all Members, were taken as read and were signed by the Chair.

**APOLOGIES FOR ABSENCE**

No apologies

Councillor Martin replaced Councillor Deakin for this meeting only.

**DECLARATIONS OF INTEREST**

None

## **INSPECTIONS OF LOCAL AUTHORITY CHILDREN'S SERVICES FROM 2018**

The Chairman introduced the report and updated the Committee on Ofsted's new framework and guidance for inspections of local authority services for 'children in need of help and protection, children in care and care leavers'.

### **RESOLVED 2018/001**

That whether any actions or information Members require in relation to the content of the report be considered.

## **PARTNERSHIP STRATEGY FOR LOOKED AFTER CHILDREN AND CARE LEAVERS IN NOTTINGHAMSHIRE 2018-2021**

The Chairman introduced the report and responded to questions and comments from Members.

### **RESOLVED 2018/002**

That :

- 1) the proposed Partnership Strategy for Looked After Children and Care Leavers in Nottinghamshire 2018-2021 to Policy Committee for approval be recommended.
- 2) the regularity of progress reporting in relation to the Partnership Strategy for Looked After Children and Care Leavers in Nottinghamshire 2018-2021 be determined.

## **RECRUITMENT OF ADOPTERS AND FOSTER CARERS FOR 2018/19**

The Chairman introduced the report and responded to questions and comments from Members.

### **RESOLVED 2018/003**

That the adoption and fostering recruitment campaigns for 2018/19 be approved

## **SPECIAL PROVISION CAPITAL GRANT – CONSULTATION OUTCOME**

The Chairman updated the Committee on the outcome of the consultation regarding the allocation of the new 'Specialist Provision Capital Grant' being made available to local authorities by Central Government from April 2018.

### **RESOLVED 2018/004**

That:

- 1) the Special Educational Needs & Disability Capital Grant to be spent on creating additional capacity within existing state funded schools in Nottinghamshire, in areas of highest need, in accordance with the findings of the consultation with stakeholders be approved

- 2) the findings are published on the Local Offer website, along with the other requirements (the 'Short Plan') stipulated by the Department for Education, as part of the Specialist Provision Capital Grant process, by Wednesday 14 March 2018 be requested.

### **VIRTUAL SCHOOL PEER CHALLENGE PILOT REVIEW**

The Chairman introduced the report and responded to questions and comments from Members.

#### **RESOLVED 2018/005**

That:

- 1) the areas of consideration as identified in the Peer Challenge outcome letter, to be used to refine further the development priorities of the Virtual School be endorsed.
- 2) the proposal to aspire to incorporate a Post 16 Looked After Children (LAC) Adviser, with a teaching qualification, within a refreshed Looked After Children and Care Leavers Services be agreed.

### **NOTTINGHAMSHIRE OUTSTANDING ACHIEVEMENT 4YTH AWARD 2017**

The Chairman introduced the report and described the recent activity of the Youth Service in facilitating the delivery of Nottinghamshire County Council's seventh annual Outstanding Achievement 4Uth Award and sought approval to receive an update report on activity following the Nottinghamshire Outstanding Achievement 4Uth Awards and celebration event for 2018.

#### **RESOLVED 2018/006**

That to receive an update report on activity following the Nottinghamshire Outstanding Achievement 4Uth Awards and celebration event for 2018 be agreed.

### **WORK PROGRAMME**

To consider the Committee's work programme for 2017-18.

#### **RESOLVED 2018/007**

That the committee's work programme be noted and consideration be given to any changes which the committee wishes to make.

The meeting closed at 11.00 am.

CHAIRMAN



**12 February 2018****Agenda Item: 5****REPORT OF THE SERVICE DIRECTOR, EDUCATION, LEARNING AND  
SKILLS****OUTCOMES OF OFSTED INSPECTIONS OF SCHOOLS – TERMLY UPDATE****Purpose of the Report**

1. To inform the Committee of the outcomes of inspections of state funded schools over the autumn term and any actions being taken by the Council to support those schools identified as Requiring Improvement (RI).
2. For the schools identified in the report judged by Ofsted to Require Improvement, the report seeks approval for the Chairman of the Children and Young People's Committee and the Corporate Director of Children and Families Services to write to the head teacher and chair of governors of Local Authority maintained schools to inform them that the Committee will track closely their progress towards becoming a Good school.
3. For schools identified in the report judged by Ofsted to remain or become Good, the report also seeks approval for the Chairman of the Children and Young People's Committee and the Corporate Director of Children and Families Services to write to the head teacher and chair of governors of Local Authority maintained schools to congratulate them on their achievement.

**Information**

4. There is a time lag between inspection outcomes as known within the Council and the published summary data. This report will focus on published Ofsted reports for the autumn term, 2017-18 academic year.
5. This report draws on two main sources of data:
  - Ofsted's website [www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted) which publishes individual school inspection reports, usually within two weeks of inspection. However, this can take considerably longer for a school that is judged as inadequate as Ofsted carries out increased quality assurance exercises. This can take up to two months to complete.
  - Ofsted's monthly management information <https://www.gov.uk/government/statistical-data-sets/monthly-management-information-ofsteds-school-inspections-outcomes>. This is up to date as at 31 December 2017 and provides data on the proportion of

Good schools at Local Authority level but not the proportion of learners attending good schools. This provides an overall comparison of the performance of Nottinghamshire schools with those nationally.

6. There are two types of inspection under the common inspection framework that are used to judge the performance of schools in England:

- the Section 5 inspection is a two day inspection of a school that Requires Improvement or is Inadequate or being inspected for the first time (typically a new academy). This inspection will provide judgements against the four key inspection areas (Effectiveness of leadership and management; Quality of teaching, learning and assessment; Personal development, behaviour and welfare; Outcomes for pupils) and the overall judgement for the school. If the school has an Early Years Foundation Stage or a 6<sup>th</sup> Form, these will receive additional judgements.
- the inspection changed in November 2017 so that a Good school may also receive a Section 5 inspection if, prior to a scheduled inspection, Ofsted's desktop analysis indicates a strong likelihood a Section 8 inspection would convert to a Section 5 inspection during the inspection process. In the autumn term there were two Good schools that were informed at the initial phone call from Ofsted that they would be inspected under Section 5 rather than Section 8.
- the Section 8 inspection is a one day inspection of schools previously judged as Good by Ofsted (and for outstanding special schools and Pupil Referral Units). This inspection evaluates whether the school remains at the same grade as at the previous inspection. If the inspector believes the previous school grade needs changing the inspection will convert into a two day Section 5 inspection (typically where a Good school is reduced to Requiring Improvement or Inadequate, but also where a Good school could be judged as Outstanding). The inspection framework will be further modified in the spring term so that four separate judgements may be made as a result of a Section 8 inspection. The next report will include detailed information on these changes.
- schools that are judged as Requiring Improvement or Inadequate will also receive periodic Section 8 monitoring inspections to judge whether the school is making reasonable progress (to becoming Good) or making inadequate progress.
- all inspections will judge whether the school's safeguarding arrangements meet the required standards.

7. **Appendix 1** shows Local Authority inspections over the autumn term 2017. Compared with previous inspections:

- 15 of the inspections in the autumn term were of Good schools. 12 of these schools retained their previous Good judgement.
- In addition, Mattersey Primary and Kimberley Academy improved from Requiring Improvement to Good.
- Trowell CofE Primary, Sir Edmund Hillary Primary and Berry Hill Primary all moved from Good to Requiring Improvement.



- Arnold Hill Academy, The Bramble Academy and Beardall Fields Primary were inspected in December 2017 but, as the reports are not yet published on the Ofsted website, these schools cannot be included in this report. Once the outcomes of these inspections are in the public domain they will be included in the Spring Term 2018 report.
  - Hetts Lane Infants, Arnbrook Primary, Woodland View Primary, Holgate Primary, Leen Mills Primary and Hillocks Primary all received Section 8 monitoring inspections which judged the schools were taking effective action to become Good at the next inspection.
8. **Appendix 2** shows the reasons the schools were placed in Requiring Improvement and the actions taken by the Local Authority to support these schools.
9. Ofsted's monthly management information release (summary table below) shows that, as a result of the inspections over the last term, Nottinghamshire has improved further and continues to remain above the national average for all schools, primary and secondary in terms of the proportion of Good or better schools and well above other East Midlands' local authorities in all three areas.

Management Information for Schools 31 December 2017				
Number of Good or better schools		National	Notts	E Midlands
All Schools		89%	92%	88%
Primary		90%	92%	89%
Secondary		80%	88%	76%

#### Other Options Considered:

10. No other options have been considered.

#### Reason/s for Recommendation/s

11. To ensure Members of the Committee are aware of the steps being taken to ensure that all children in Nottinghamshire have the opportunity to attend a Good school.

#### Statutory and Policy Implications

12. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial Implications**

13. It is part of the Local Authority's statutory duty to support schools who have been risk assessed as requiring improvement. Three schools fell into this category and are identified at **paragraph 7**. Due to the Education Improvement Service annual risk assessment process all three schools had been identified as requiring additional support and costed into the Support to Schools' Education Improvement Service, 'Targeted Support' budget. There are no funding changes as a result of these schools being judged as Requiring Improvement.

## **RECOMMENDATION/S**

That:

- 1) for the schools identified in the report judged by Ofsted to Require Improvement, the Chairman of the Children and Young People's Committee and the Corporate Director of Children and Families Services write to the head teacher and chair of governors of Local Authority maintained schools to inform them that the Committee will track closely their progress to become a Good school.
- 2) for schools identified in the report judged by Ofsted to remain or become Good, the Chairman of the Children and Young People's Committee and the Corporate Director of Children and Families Services write to the head teacher and chair of governors of Local Authority maintained schools to congratulate them on their achievement.

**Marion Clay**

**Service Director, Education, Learning and Skills**

**For any enquiries about this report please contact:**

Linda Foster  
Group Manager, Support to Schools Service  
T: 0115 9772032  
E: linda.foster@nottsc.gov.uk

## **Constitutional Comments (SLB 17/01/18)**

14. Children and Young People's Committee is the appropriate body to consider the content of this report.

## **Financial Comments (SAS 24/01/18)**

15. The financial implications of the report are contained within paragraph 13 above.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Outcomes of Ofsted Inspections of schools – termly update – report to Children and Young People's Committee on 20 November 2017

**Electoral Division(s) and Member(s) Affected**

All.

C1082



# Appendix 1

District	School type	School	Previous overall effectiveness	Current overall effectiveness	Date	Change from last inspection	Effectiveness of Leadership & Management	Quality of Teaching, Learning & Assessment	Personal Development, Behaviour & Welfare	Outcomes of Pupils	Early Years/Post 16
Ashfield	Community	Hillocks Primary and Nursery	4	4	12.12.17	→	First Monitoring Inspection - taking effective action				
Ashfield	Community	Holgate Primary & Nursery	3	3	27.11.17	→	First Monitoring Inspection - taking effective action				
Ashfield	Academy	Holy Cross Catholic Primary Academy	2	2	1.11.17	→	-	-	-	-	-
Ashfield	Community	Leen Mills Primary	3	3	30.11.17	→	First Monitoring Inspection - taking effective action				
Ashfield	VC school	St Andrew's CofE Primary and Nursery	2	2	9.11.17	→	-	-	-	-	-
Ashfield	Community	Woodland View Primary	3	3	21.11.17	→	First Monitoring Inspection - taking effective action				
Bassetlaw	Academy	Harworth CofE Primary	2	2	1.11.17	→	-	-	-	-	-
Bassetlaw	Community	Mattersey Primary	3	2	1.11.17	↑	2	2	2	2	2
Bassetlaw	Community	Sir Edmund Hillary Primary and Nursery	2	3	1.11.17	↓	2	3	2	3	2
Bassetlaw	Academy	Sparken Hill Academy (Ryton Park)	2	2	3.10.17	→	-	-	-	-	-
Bassetlaw	VA school	St Luke's CofE Primary	2	2	9.11.17	→	-	-	-	-	-
Broxtowe	VC school	Trowell CofE Primary	2	3	11.10.17	↓	3	3	3	2	2
Gedling	Academy	Arbrook Primary Academy	4	4	7.11.17	→	First Monitoring Inspection - taking effective action				
Mansfield	Community	Berry Hill Primary and Nursery	2	3	28.11.17	↓	3	3	2	3	2
Mansfield	Community	Farmilo Primary and Nursery	2	2	19.9.17	→	-	-	-	-	-
Mansfield	Community	Heatherley Primary	2	2	11.10.17	→	-	-	-	-	-
Mansfield	Community	Hetts Lane Infant and Nursery	3	3	18.10.17	→	Monitoring Inspection - taking effective action				
Mansfield	Academy	St Philip Neri with St Bede Catholic V Academy	2	2	19.9.17	→	-	-	-	-	-
Newark	VC school	Halam CofE Primary	2	2	31.10.17	→	-	-	-	-	-
Newark	Community	John Blow Primary	2	2	11.10.17	→	-	-	-	-	-
Broxtowe	Academy Converter	Kimberley Academy	3	2	26.9.17	↑	2	2	2	2	2
Mansfield	Academy sponsor led	Meden School A Torch Academy	2	2	4.10.17	→	-	-	-	-	-
Broxtowe	Academy Converter SEN	Foxwood	2	2	10.10.17	→	-	-	-	-	-



School	Ofsted Judgement	School strengths	Areas for improvement	Actions by LA
Trowell CofE Primary	3	<ul style="list-style-type: none"> <li>• <b>Good teaching in the early years means that children settle in quickly and get off to a positive start.</b></li> <li>• <b>Pupils' attainment at the end of Year 6 is above average. Pupils are well prepared for secondary school.</b></li> <li>• <b>New subject leaders understand what the school's priorities are, and are improving the quality of teaching in their areas.</b></li> <li>• <b>Classrooms are interactive and stimulating learning environments.</b></li> <li>• <b>Pupils are well behaved. They are polite and keen to learn, and feel safe in school.</b></li> <li>• <b>Leaders spend the primary physical education and sport premium well. As a result, there has been an increase in the number of pupils participating in sport.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Teaching throughout the school is not consistently good. Senior leaders are not sufficiently rigorous in improving the quality of teaching in year groups where pupils do not make sufficient progress.</li> <li>• Not all teachers make accurate judgements about what their children know or can do.</li> <li>• Not all teachers give pupils sufficient opportunity to write at length, or in subjects other than English.</li> <li>• Work set for the most able pupils does not challenge them sufficiently. These pupils often find the work too easy and they do not make the rapid progress of which they are capable.</li> <li>• Younger pupils do not know how to keep safe on the internet.</li> <li>• Leaders have not been rigorous enough in their assessment of the school's strengths and weaknesses. Their evaluation lacks precision and the school development plan is not effective enough to address the weaknesses that exist.</li> <li>• Teachers do not check sufficiently often that pupils have a knowledge and understanding of other faiths and cultures.</li> <li>• The school's system for appraisal does not hold teachers sufficiently to account for the progress their pupils make.</li> <li>• Pupils who may have special educational needs and/or disabilities are not always identified rapidly enough.</li> <li>• Pupils' overall progress in science is not good because some teachers allot too little time to this subject.</li> </ul>	<ul style="list-style-type: none"> <li>• EIA continues to support the school.</li> <li>• School is in a collaboration which provides a strong, support for leadership and school to school support.</li> </ul>
Sir Edmund Hillary Primary and Nursery	3	<ul style="list-style-type: none"> <li>• <b>The headteacher, very well supported by the deputy headteacher, provides strong and effective leadership. Together, they have introduced several changes which are improving provision and outcomes for pupils.</b></li> <li>• <b>Leaders have introduced a clear system to track pupils' progress and ensure that they receive the help they need.</b></li> <li>• <b>Pupils' spiritual, moral, social and cultural development is well</b></li> </ul>	<ul style="list-style-type: none"> <li>• Too often, teachers do not have high enough expectations of pupils. They do not provide sufficiently high levels of challenge for some pupils to achieve the standards of which they may be capable.</li> <li>• Teachers do not reliably make effective use of resources to help pupils understand the new ideas that are being taught. For some pupils, this limits their understanding.</li> <li>• Teachers do not use assessment information well enough to provide the most able pupils with opportunities to excel across a range of subjects.</li> <li>• Outcomes for pupils are variable across the school. Pupils do not make consistently strong progress across a range of subjects or year groups.</li> </ul>	<ul style="list-style-type: none"> <li>• EIA continues to support the school.</li> <li>• Partnership has been brokered with a strong local school</li> <li>• Tailored support has been brokered</li> <li>• School engages effectively in Together for Workstop</li> </ul>

		<p><b>promoted. This reflects the school's values and has a positive impact on pupils' personal development.</b></p> <ul style="list-style-type: none"> <li>• <b>Pupils are well mannered towards staff and each other. They behave well in lessons and around school.</b></li> <li>• <b>Children get off to a flying start in the early years provision. Teachers provide high-quality learning opportunities so that children make strong progress from their different starting points.</b></li> <li>• <b>Phonics is well taught. More pupils achieve the expected standard by the end of Year 1 than is seen nationally.</b></li> <li>• <b>The arrangements for safeguarding are effective.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Pupils' rates of attendance have been below the national average for three years. For some groups of pupils, this is showing little sign of improvement. Leaders have not made effective use of the pupil premium funding to address this.</li> <li>• A recent strategy to improve pupils' reading skills is not yet embedded so the impact has not been fully realised.</li> </ul>	
Berry Hill Primary and Nursery	3	<ul style="list-style-type: none"> <li>• <b>Children get off to a flying start in the early years. They are well taught and well cared for.</b></li> <li>• <b>Pupils behave well in school. They are polite and respectful.</b></li> <li>• <b>Teaching assistants provide high-quality support for pupils, including those who have special educational needs (SEN) and/or disabilities.</b></li> <li>• <b>Leaders promote pupils' spiritual, moral, social and cultural development well.</b></li> <li>• <b>Recent efforts to improve standards in phonics and writing have been successful.</b></li> <li>• <b>Over the past two years, leaders have accelerated and refined their actions to bring about change. These have resulted in some improvements to teaching and outcomes.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Leaders have not sustained the high levels of achievement seen throughout key stage 2 at the time of the last inspection, particularly in reading.</li> <li>• Leaders have not ensured that the quality of teaching in key stage 2 is consistently good.</li> <li>• Leaders have not kept a close enough check on the impact of the pupil premium funding. Too many pupils supported through this funding have not made the progress that they could.</li> <li>• Teachers do not make effective use of assessments to provide pupils, particularly the most able, with learning that challenges them.</li> <li>• Teachers do not insist that pupils use the skills they have learned in spelling, punctuation and grammar when they write at length.</li> <li>• Teachers do not provide pupils with sufficient opportunities to develop their problem-solving and reasoning skills in mathematics.</li> <li>• Most subject leaders are new to their posts. Their skills, and the impact they have in their subjects, are limited.</li> <li>• Several parents expressed the view that the school does not communicate with them well, particularly in relation to the progress their child makes.</li> <li>• In recent years, boys have not achieved as well as girls in</li> </ul>	<ul style="list-style-type: none"> <li>• EIA continues to support the school</li> <li>• LA has provided specific training</li> <li>• LA has brokered a maths consultant</li> <li>• The LA English provision team is supporting the school</li> <li>• Advisers have supported middle leadership development</li> </ul>



		<p>reading and writing throughout key stage 2.</p> <ul style="list-style-type: none"> <li>• Too often in key stage 2, teachers do not engage and enthuse pupils in their learning.</li> </ul>	
Arnbrook Primary Academy	3	<p><b>Autumn term Section 8 monitoring inspection update</b></p> <ul style="list-style-type: none"> <li>• The first monitoring inspection since the school was judged to have Serious Weaknesses.</li> <li>• Leaders and managers are taking effective action towards the removal of the serious weaknesses designation</li> </ul>	<ul style="list-style-type: none"> <li>• LA continues to monitor performance through published data and Ofsted inspection reports</li> </ul>
Hillocks Primary and Nursery	3	<p><b>Autumn term Section 8 monitoring inspection update</b></p> <ul style="list-style-type: none"> <li>• The first monitoring inspection since the school was judged to require Special Measures.</li> <li>• Leaders and managers are taking effective action towards the removal of special measures.</li> <li>• The local authority have written detailed reports for the governing body on the school's improving provision and pupils' outcomes. This information has allowed the governing body to see what progress is being made against the key areas for improvement, as well as the priorities for immediate action. The local authority has also brokered support from the previous executive headteacher. They have worked with the multi-academy trust to secure a continuation of leadership with the appointment of a new executive headteacher.</li> </ul>	<ul style="list-style-type: none"> <li>• EIA continues to support</li> <li>• Team Manager supporting leadership issues</li> <li>• Executive HT brokered</li> <li>• Engaging with sponsoring academy trust to ensure continuity of support</li> </ul>
Hetts Lane Infant and Nursery	3	<p><b>Autumn term Section 8 monitoring inspection update</b></p> <ul style="list-style-type: none"> <li>• The first monitoring inspection since the school was judged to require improvement</li> <li>• Senior leaders and governors are taking effective action to tackle the areas requiring improvement identified at the recent section 5 inspection in order to become a good school.</li> <li>• The local authority has provided effective support since the last inspection. The school improvement adviser visits regularly to undertake focused work to support improvements and provides appropriate support and challenge. The LA has commissioned a specialist leader of education to support developments in teaching and learning.</li> </ul>	<ul style="list-style-type: none"> <li>• EIA continues to support the school</li> <li>• School to school support partnership with a strong experienced partner school has been brokered</li> </ul>
Woodland View Primary	3	<p><b>Autumn term Section 8 monitoring inspection update</b></p> <ul style="list-style-type: none"> <li>• The First monitoring inspection since the school was judged to require improvement.</li> <li>• Senior leaders and governors are taking effective action to tackle the areas requiring improvement identified at the recent section 5 inspection in order to become a good school.</li> <li>• The local authority has provided useful support to the school. The adviser supports the headteacher well and has brokered support from a neighbouring school. The local authority supported the school well by seconding a deputy headteacher and has also provided support to the governing body, through training and the appointment of new governors.</li> </ul>	<ul style="list-style-type: none"> <li>• EIA continues to support the school</li> <li>• School to school support partnership is providing effective support</li> <li>• Deputy Headteacher brokered to sustain leadership capacity</li> <li>• Governor body services is providing extensive support to the school</li> </ul>
Holgate Primary & Nursery	3	<p><b>Autumn term Section 8 monitoring inspection update</b></p> <ul style="list-style-type: none"> <li>• The First monitoring inspection since the school was judged to require improvement.</li> <li>• Senior leaders and governors are taking effective action to tackle the areas requiring improvement identified at the recent section 5 inspection in order to become a good school.</li> <li>• The local authority is providing leaders with appropriate support and has helped new governors to become familiar with their strategic role. The adviser has provided support to the governing body to summarise the strengths and weaknesses of the school and has also recommended effective external programmes which</li> </ul>	<ul style="list-style-type: none"> <li>• EIA continues to support the school</li> <li>• Extremely strong collaboration has been established to provide support</li> <li>• experienced executive</li> </ul>

		have improved the effectiveness of your staff to improve the independence of pupils.	headteacher in place
Leen Mills Primary	3	<b>Autumn term Section 8 monitoring inspection update</b> <ul style="list-style-type: none"> <li>• The First monitoring inspection since the school was judged to require improvement.</li> <li>• Senior leaders and governors are taking effective action to tackle the areas requiring improvement identified at the recent section 5 inspection in order to become a good school.</li> <li>• The school has received good support from the local authority. The adviser has supported the school to identify the key areas for improvement and quality assured leaders' judgements about the quality of teaching. The local authority brokered support for the school which has enabled the school to improve the quality of leadership and teaching at the school.</li> </ul>	<ul style="list-style-type: none"> <li>• EIA continues to support the school</li> <li>• Strong school to school partnership has been brokered</li> <li>• School is supported by a Teaching School Alliance</li> <li>• Pupil Premium review has been completed</li> </ul>

**12 February 2018****Agenda Item: 6****REPORT OF THE SERVICE DIRECTOR, EDUCATION, LEARNING & SKILLS****FIRST ADMISSIONS APPLICATIONS TO NOTTINGHAMSHIRE SCHOOLS  
AND ACADEMIES - 2017/18 ACADEMIC YEAR****Purpose of the Report**

1. The purpose of this report is to provide the Committee with information on first admission applications to Nottinghamshire primary schools and academies for the 2017/18 academic year.

**Information**

2. First admission applications to primary schools are made for children aged 5 years old in the academic year they are applying for. This report covers those who applied for a school place and are aged 5 between September 2017 and August 2018.
3. Parents made their applications between November 2016 and January 2017 and were informed of their allocated school in April 2017. There are two sets of figures included in this report – data which is based on offers made to Nottinghamshire residents on National Offer Day (18 April 2017) and data based on offers made to Nottinghamshire residents as at 24 November 2017. The later data will include a more up to date picture of applications and offers made which will include late applications and any changes made to offers.

**As at national offer day**

4. There were 8,881 applications received from Nottinghamshire residents for the year 2017/18. This is down slightly on the number of applications received the previous year (394 fewer applications than for 2016/17).
5. Just over a third of applications (3,145; 35.4%) made only one preference on their application.
6. 92.2% (8,191) of applications were offered their first preference school which represents a slight increase from 91.5% the previous year. When taking into account offers at any stated preferences this increases to 98.2% (8,717) which again is a slight increase on last year (97.8%). Of the 164 applicants that were not offered a place at any of their stated preferences, most had only made one preference (116; 71%). All were then made alternative offers.

7. A total of 831 applications were received from residents outside of Nottinghamshire. The highest proportion of these applications were received from Nottingham City (600; 72.2%) followed by Derbyshire (157; 18.9%), Leicestershire (26; 3.1%) and Lincolnshire (24; 2.9%).
8. **Appendix 1** presents information as at offer day in graphical form.

### **As at late November**

9. The analysis below is based on offers made to Nottinghamshire families (which includes 'accepted by parent', 'allocated', 'provisionally allocated' and 'offer'). Where an application is missing one of these codes the higher application preference school / academy recorded under the 'rejected by parent' code is used. This is where an offer was made but has since been rejected by the parent.
10. There will be instances where an offer of a school place was made at a lower preference with the pupil placed on a waiting list for a higher preference. The higher preference was later offered but rejected by the parent. In 2017/18 there were 61 applications (0.7%) where this was the case. For the purpose of this analysis these applications are based on the initial offer.
11. Figures will include pupils who have moved residence into the County since offer day. This will mean incomplete preferences for these families as they will have applied to the admission authority where they initially lived. Nottinghamshire would only be informed where one of its schools / academies was listed as a preference. Whilst it would be possible to remove pupils who are missing a first preference (therefore identifying an incomplete application) it would not be possible to remove pupils who later moved into the County where a county school / academy was listed as first preference. For this reason incomplete applications remain.
12. The data below excludes withdrawn applications and those where no offer was made due to a deferred application:
  - there were 9,297 applications received from Nottinghamshire residents for the year 2017/18
  - just over a third of applicants (3,264; 34.9%) made only one preference on their application
  - 92.0% (8,557) of applicants were offered their first preference school
  - 4,016 applications indicated a sibling at a preference school (43.2% of all applications). Of these 3,821 (95.1% of applications with siblings) were offered the same school.

### **Other Options Considered**

13. The process for presenting performance information set out in this report is in line with corporate guidance, which has itself been established following an appropriate analysis of alternative options.

### **Reason/s for Recommendation/s**

14. The reporting of schools admissions information to Committee is in line with the established processes of reporting and publishing performance information across all of the services within the Children and Families department.

### **Statutory and Policy Implications**

15. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Financial Implications**

16. There are no financial implications arising from this report.

### **RECOMMENDATION/S**

- 1) That Committee considers whether there are any actions it requires in relation to the information contained within the report on the outcomes of the Council's admissions services for Nottinghamshire applications to primary schools for the 2017/18 academic year.

**Marion Clay**  
**Service Director, Education, Learning and Skills**

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### **Constitutional Comments (SLB 19/12/17)**

17. Children and Young People's Committee is the appropriate body to consider the content of this report. If Committee resolves that any actions are required it must be satisfied that such actions are within the Committee's terms of reference.

### **Financial Comments (SAS 20/12/17)**

18. There are no financial implications arising directly from this report.

**Background Papers and Published Documents**

None.

**Electoral Division(s) and Member(s) Affected**

All.

C1066

# Nottinghamshire Admissions Dashboard - September 2017

## First Admissions

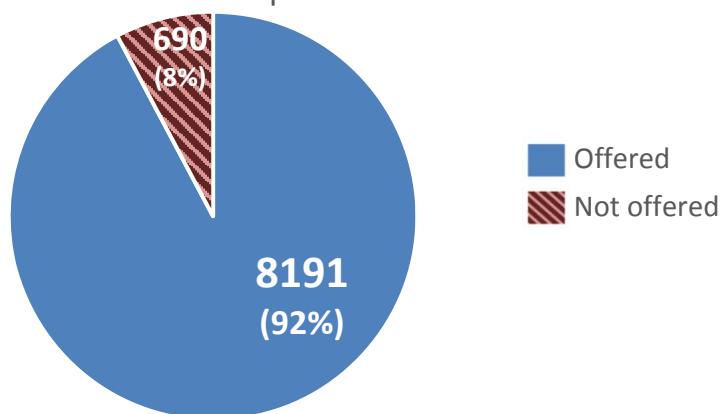
**8881**

applications received from Nottinghamshire residents  
(including those to schools outside of Nottinghamshire)

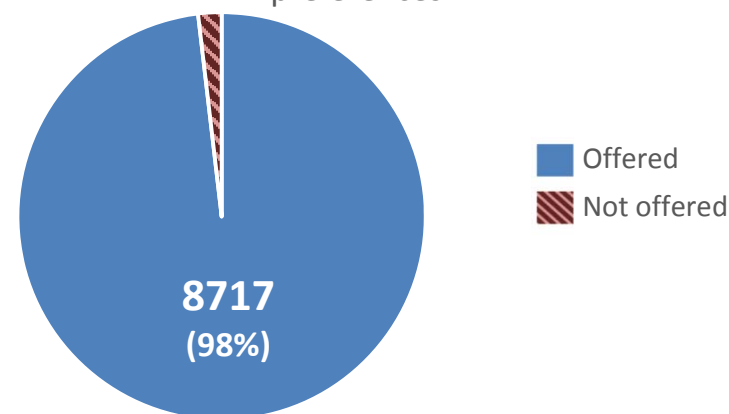
**831**

applications received from residents outside of Nottinghamshire

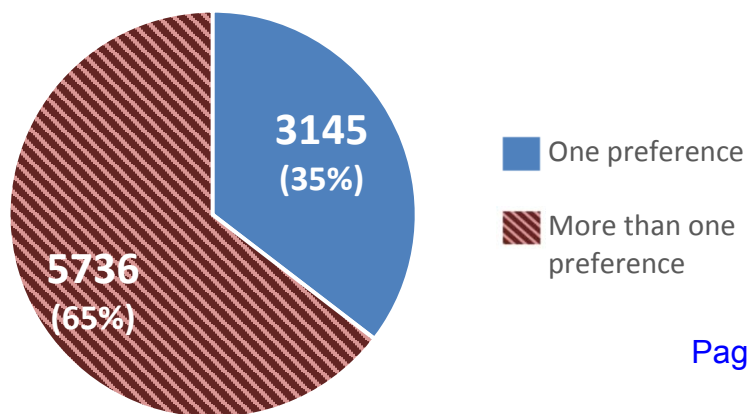
Nottinghamshire residents offered their first preference



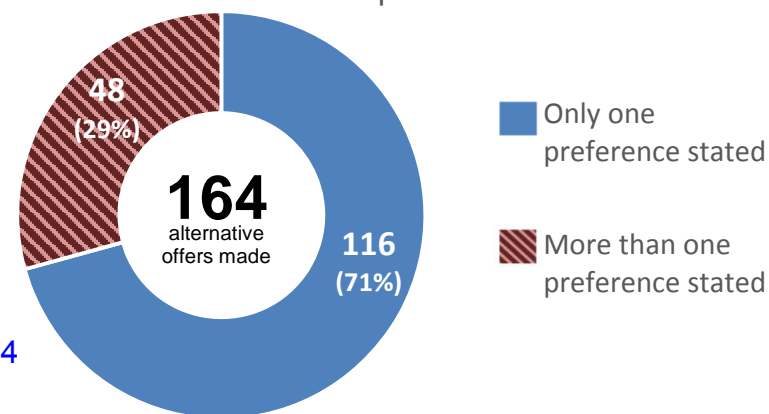
Nottinghamshire residents offered one of their preferences



Parents who made only one preference



Applicants that are not offered a place at any of their stated preferences







12 February 2018

Agenda Item: 7

## **REPORT OF THE SERVICE DIRECTOR, EDUCATION, LEARNING AND SKILLS**

### **NOTTINGHAMSHIRE SCHOOL ADMISSION ARRANGEMENTS 2019-2020**

#### **Purpose of the Report**

1. This report makes recommendation, following statutory consultation, to enable Committee to determine the following as detailed in **Appendix 1**:
  - arrangements for the admission of children to Nottinghamshire community and voluntary controlled schools for 2019-2020
  - Nottinghamshire County Council's qualifying scheme (admissions to a relevant age group)
  - Nottinghamshire County Council's in-year coordinated scheme for applications to Nottinghamshire schools outside the normal admissions round (in-year admissions).

#### **Information**

2. All admission authorities must determine their school admission arrangements by 28 February every year, even if there have been no changes from previous years and consultation has not been required.
3. The County Council is also responsible for coordinating admission arrangements for all publicly funded schools in its area for children:
  - starting school for the first time (reception intake)
  - transferring from infant school to junior/primary education (year 3 intake)
  - transferring from primary school to secondary education (year 7 intake)
  - applying to transfer to a 14-19 academy, school or college (year 10 intake).
4. These requirements are described in the School Standards and Framework Act (SSFA) 1998 and the School Admissions Code (SAC) 2014 which are available from the Department for Education website [www.education.gov.uk](http://www.education.gov.uk)
5. Local authorities are not required to coordinate admissions outside the normal admission round (in-year admissions). However, the County Council continues to operate an in-year coordinated scheme for community and voluntary controlled schools with an option for own admission authority schools to participate.

#### **Statutory consultation**

6. Where changes to admission arrangements are proposed, the admission authority must consult for a minimum of six weeks between 1 October and 31 January in the determination year on the admission arrangements for those schools for which they are responsible (School Admissions Code 2014, paragraphs 1.42-1.50).
7. Nottinghamshire County Council consulted on the proposed admission arrangements for 2019-2020 between 2 October and 26 November 2017.
8. The consultation was available for the full period on the Council's website and information about where to access the consultation was sent to:
  - all community and voluntary controlled schools in Nottinghamshire
  - all own admission authority schools in Nottinghamshire
  - chairs of governing bodies of Nottinghamshire schools
  - all neighbouring local authorities
  - diocesan representatives
  - registered early years providers within Nottinghamshire.
9. The consultation was promoted widely via the Council's social media accounts and by posters distributed to libraries, schools and children's centres throughout Nottinghamshire. Consultees were invited to respond online, by emailing or by writing to the County Council. All responses received by 26 November 2017 were considered.

### **Outline of Nottinghamshire County Council's consultation**

10. The consultation asked four questions about proposed changes to the following aspects of the admission arrangements: admission oversubscription criteria, admission numbers, timelines for the coordinated schemes and the in-year application process.

### **Responses to the consultation**

11. Responses to the consultation were as follows:
  - 48 online responses
  - 1 letter from a neighbouring local authority.
12. A summary of the consultation is presented in **Appendix 2**, with an analysis of responses. A redacted version of all the comments made by respondents is available as a background paper.

### **Other Options Considered**

13. As the local authority, Nottinghamshire County Council is the admission authority for community and voluntary controlled schools in Nottinghamshire and is therefore responsible for determining the admission arrangements for those schools.

### **Reason/s for Recommendation/s**

14. To enable the County Council to meet its statutory responsibility to determine Nottinghamshire County Council's school admission arrangements for 2019-2020 by 28 February 2018.

## **Statutory and Policy Implications**

15. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial Implications**

16. There are no financial implications arising directly from this report.

## **Implications for Service Users**

17. Over 25,000 families express a school preference each year. In drawing up these school admission arrangements, Nottinghamshire County Council ensures that the practices and the criteria used to decide the allocation of school places are fair, clear and objective.

## **RECOMMENDATION/S**

- 1) That the proposed school admission arrangements for 2019-2020 as detailed in **Appendix 1** are determined, including:
- overall procedures and practices including oversubscription criteria for community and voluntary controlled schools, as detailed in Section 1
  - published admission numbers, as listed in Section 2
  - qualifying schemes in Section 3
  - in-year scheme in Section 4.

**Marion Clay**  
**Service Director, Education, Learning and Skills**

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**Constitutional Comments (LM 17/01/18)**

18. The Children and Young People's Committee is the appropriate body to consider the contents of the report.

### **Financial Comments (SAS 22/01/18)**

19. There are no financial implications arising directly from this report.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Equalities Impact Assessment – available at <http://www.nottinghamshire.gov.uk/jobs-and-working/equality/completed-equality-impact-assessments-eqias>

Consultation documents available on the consultation database at [https://consult.nottinghamshire.gov.uk/schools/admission-arrangements-2019-2020/start\\_preview?token=865ad06ea5bfe6361dd5ff2f9906c7e420ef3f77](https://consult.nottinghamshire.gov.uk/schools/admission-arrangements-2019-2020/start_preview?token=865ad06ea5bfe6361dd5ff2f9906c7e420ef3f77)

Redacted version of comments made by respondents to the online consultation

School Standards and Framework Act (SSFA) 1998, available at [www.education.gov.uk](http://www.education.gov.uk)

School Admissions Code (SAC) 2014, available at [www.education.gov.uk](http://www.education.gov.uk)

### **Electoral Division(s) and Member(s) Affected**

All.

C1079

# **ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS: 2019-2020**

## **Contents**

### **Overview**

#### **Section 1 – overall procedures and practices (including oversubscription criteria)**

- 1.1 Key terms
- 1.2 Starting school
- 1.3 Relevant legislation
- 1.4 Oversubscription criteria for Nottinghamshire community and voluntary controlled schools

#### **Section 2 – published admission numbers (PAN)**

- 2.1 Ashfield area
- 2.2 Bassetlaw area
- 2.3 Broxtowe area
- 2.4 Gedling area
- 2.5 Mansfield area
- 2.6 Newark area
- 2.7 Rushcliffe area

#### **Section 3 – qualifying scheme: how we coordinate the arrangements for the admission of pupils to primary and secondary schools in Nottinghamshire**

- 3.1 Introduction
- 3.2 Applying for a school place
- 3.3 How applications are processed
- 3.4 Provisional offers
- 3.5 Final offer process
- 3.6 Informing parents
- 3.7 Waiting lists
- 3.8 Late applications – normal admission rounds only
- 3.9 Primary coordinated scheme 2019-2020 timetable
- 3.10 Secondary coordinated scheme 2019-2020 timetable

#### **Section 4 – how in-year applications are processed**

- 4.1 Introduction
- 4.2 Nottinghamshire's arrangements for in-year applications to Nottinghamshire schools
- 4.3 Applying for a place in a Nottinghamshire school
- 4.4 Timeline for in-year applications
- 4.5 Admission to school (taking up the allocated in-year place)
- 4.6 Waiting lists

### **Section 1 – overall admission procedures and practices (including oversubscription criteria)**

There are no changes to the oversubscription criteria for 2019-2020 and these remain the same as those for 2018-2019 which were determined on 20 February 2017.

### **Section 2 – published admission numbers (PAN)**

All schools are required to have a published admission number. This is the number of places that must be offered in each relevant age group. For Nottinghamshire community and voluntary controlled schools, the published admission numbers are detailed by area (Ashfield, Bassetlaw, Broxtowe, Gedling, Mansfield, Newark and Rushcliffe). The PAN determined for 2018-2019 is shown in brackets. Own admission authority schools are not included.

### **Section 3 – qualifying scheme: how we coordinate the arrangements for the admission of pupils to primary and secondary schools in Nottinghamshire.**

Coordination means that local authorities exchange information and work together to ensure that, as far as possible, every parent of a child living in a local authority area who has applied for a publicly funded school or academy is sent one, and only one, offer of a school place.

### **Section 4 – how in-year applications are processed**

Nottinghamshire County Council has an in-year coordinated scheme for all community and voluntary controlled schools. Some own admission authorities have also joined this scheme.

## Section 1 - overall procedures and practices (including oversubscription criteria)

The admission arrangements for a school must include information about how applications are considered when there are more applications than places available. In the normal admissions round, if a school is undersubscribed, any parent who applies must be offered a place.

### 1.1 Key terms

#### **Oversubscription criteria**

Where there are more applications than places available, the oversubscription criteria are used to decide the priority of applications for school places. The first criterion represents the group of children most likely to get a place at the school. The last criterion represents the group of children least likely to get a place. There are no changes proposed to the oversubscription criteria.

Some community and voluntary controlled schools in Nottinghamshire have a variation to the standard oversubscription criteria.

The criteria for each Nottinghamshire school are shown in the tables in paragraph 1.4.

#### **Education, health and care plan (EHCP) and statement of special educational need (SEN)**

All children with an education, health and care plan or statement of special educational need that names the school will be admitted. These documents state the education provision required for an individual child.

#### **Looked after and previously looked after children**

The School Admissions Code 2014 states that all admission authorities must give highest priority to this group of children and provides the following definition:

*A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.*

*Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

### **Special consideration**

Nottinghamshire County Council will consider applications for community and voluntary controlled schools where the application can be supported by written evidence from a doctor, social worker or other relevant professional stating why a particular school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

- For information provided before the closing date for intake applications, the appropriate designated officers will consider each case and decide the allocation of any such place on the basis of written evidence. Where it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority following the allocation of looked after and previously looked after children.
- For information provided after the closing date and for all in-year applications, the appropriate designated officers will consider each case. If it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority after looked after and previously looked after children. If the school is oversubscribed the application will have priority on the waiting list after the initial allocation of places.

### **Home address**

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought and this should prove that a child lived at the address at the time of the application.

Informal arrangements between parents will not be taken into consideration.

For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, Nottinghamshire County Council will accept a Unit postal address or quartering area address for a service child.

### **Catchment areas**

Nottinghamshire community and voluntary controlled schools have a defined catchment area, details of which are available on the public website

[www.nottinghamshire.gov.uk/findmynearest](http://www.nottinghamshire.gov.uk/findmynearest)

Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school.

### **Sibling (brother or sister)**

- brothers and/or sisters who share the same parent(s)
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.



### **Multiple births (twins, triplets etc)**

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

### **Linked school**

In some instances, attending a particular school or having a sibling attending that school, gives an application some priority within the oversubscription criteria for another named school. This is known as a 'linked school' and information about linked schools is available in *Admissions to schools: School information*, available on the County Council's website.

### **Parent**

- the mother of the child
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- an adoptive parent
- any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.

The person making the application must hold parental responsibility. If those with parental responsibility are unable to agree on the preferences received by Nottinghamshire County Council, it may be necessary for parents to obtain further legal advice. Nottinghamshire County Council will continue to process an application unless legal documentation is provided that states an application cannot be processed. In cases where multiple applications are received for the same child, NCC will establish where the child lives for the majority of the time.

### **Distance measurement**

Within each of the criteria, priority will be given to children who live nearest to the school as the crow flies (by straight line). Distances are measured from the main administrative point at the school campus to a point at the entrance to the child's home using the local authority's computerised distance measuring software.

### **Chuter Ede Primary School only**

This school is set on two sites – Balderton and Fernwood villages on the southern edge of Newark. Applications can only be made to Chuter Ede Primary School and not to individual school sites. Applications are considered according to the oversubscription criteria for the school but distances are measured as the crow flies (by straight line) to a central point between the two sites.

### **Tie breaker**

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. In the event of two distances being equal, Nottinghamshire County Council measures to the next decimal point. If the measurements remain equal, lots will be drawn and the process will be independently verified.

### **Waiting lists**

For Nottinghamshire community and voluntary controlled schools, children's names will be added to a school's waiting list if they are refused a place. The position on a waiting list is decided by the oversubscription criteria. No reference is made to the date an application has been received or whether a parent has appealed against the decision. If any applications are received that have higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will eventually become available.

If a place becomes available, the place will be allocated to the child who is top of the waiting list at that time. This will include all applications that have been received requesting a place at that school where a higher preference has not been met.

For community and voluntary controlled schools, waiting lists are held for admission to year groups reception to year 5 and are held until the end of the summer term. Waiting lists will close at the end of the summer term and parents would need to make a new application for the next academic year.

### **Alternative offers**

Nottinghamshire County Council will identify an alternative offer for Nottinghamshire residents if it is not possible to meet any of their preferences. This ensures that no child is left without a school place. Firstly, the Council will check whether a place is available at the school serving the catchment area where the child lives. If there are no places available at the catchment school, Nottinghamshire County Council will allocate a place at the next nearest school with places available.

The next nearest school is identified by walking distance measured using the County Council's computerised distance measuring software.

**For in-year applications**, Nottinghamshire County Council will identify Nottinghamshire residents without a school place and an alternative offer will be made in the following circumstances:

- relocation to Nottinghamshire within the last 6 weeks
- moving house within Nottinghamshire within the last 6 weeks and the child's current/previous school is more than 2 miles from the home address for children aged under 8 years of age and 3 miles from the home address for children aged 8 years and over.

Families moving into Nottinghamshire may be required to provide confirmation that they are resident in the County.

### **Withdrawing an offer of a place**

An offer of a place may only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

### **Fraudulent or misleading information**

Where an offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application, and this effectively denied a place to a child with higher priority for the place at the school, the offer of a place may be withdrawn.

Where the allocation has been withdrawn, the application will be reconsidered and the usual statutory right of appeal will be made available if a place is subsequently refused.

The County Council will check the home address on any applications where there are doubts about the information provided.

### **Infant class sizes**

The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. Section 1 of the SSFA 1998 limits the size of an infant class (that is, a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher. The School Admissions Code 2014 (2.15) states that additional children **may** be admitted under limited exceptional circumstances.

These children will remain as 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

For late applications for reception processed after 16 April 2019 (offer day) and before 31 August 2019 and for all in-year applications for reception to year 2, Nottinghamshire County Council will also consider whether the limited exceptional circumstances could apply. A child who falls into any of these categories will not automatically be admitted as an excepted child.

### **Appeals**

When an application for a school is refused, the parent has a right to appeal to an independent appeal panel. Parents are informed of this when they receive their outcome.

Repeat applications will not be considered for the same school in the same school year unless there has been a significant and material change in the circumstances of the application or those of the school.

A significant and material change in circumstances is something that alters the decision already made. A house move may not necessarily be considered a substantial change and will not give a further right of appeal.

### **National offer day**

This is the day each year on which local authorities are required to send the offer of a school place to all parents in their area.

- For secondary pupils, offers are sent out by the home local authority on 1 March.
- For primary pupils, offers are sent out by the home local authority on 16 April.

These dates are relevant to all on-time applications in the primary and secondary coordinated admissions rounds. If offer day falls on a non-working day, information will be sent on the next working day.

## **1.2 Starting school**

### **Admission of children below compulsory school age and deferred entry to school**

Compulsory school age is the term following a child's fifth birthday.

All children can start school full time in reception in the September following their fourth birthday. However, parents can request that the date their child is admitted to school is deferred until later in the school year 2019-2020, or until the term in which the child reaches compulsory school age within this year. The school year is also referred to as the 'academic year'.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age within the 2019-2020 school year. For children born before 1 April, parents must ensure that they apply for a school place before the closing date of 15 January 2019 if they want their child to start in the reception class.

The parents of a **summer born child** (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that the child is admitted out of the normal age group – to reception rather than year 1.

### **Admission of children outside the normal age group**

Parents may seek a place for their child outside the normal age group, for example if the child is gifted and talented, has experienced ill health or is a summer born child wishing to start school in reception instead of year 1.

Nottinghamshire County Council considers all requests. Designated officers will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were for not being born prematurely.

When parents are told the decision about the year group to which the child should be admitted, they will also be given reasons for the decision. Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to an intake age group (for example, reception), the County Council will process the application as part of the main admissions round.

### 1.3 Relevant legislation

Nottinghamshire County Council complies with the regulations and legislation set out in the School Admissions Code 2014 and the School Admission Appeals Code, including:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998

### 1.4 Oversubscription criteria for Nottinghamshire community and voluntary controlled schools

If there are more applications than places available, the oversubscription criteria will be used to determine how places are allocated. The first criterion represents the group of children most likely to get a place at the school; the last criterion represents the group of children least likely to get a place.

The oversubscription criteria for community and voluntary controlled schools in Nottinghamshire are presented in 10 tables. Each table shows the schools for which those criteria are used.

<b>A</b>	Standard reception criteria for infant and primary schools
<b>B</b>	Variation to standard criteria for infant and primary schools with a faith criterion
<b>C</b>	All Hallows CE Primary School - variation to include faith
<b>D</b>	St Wilfrid's CE Primary School - variation to include faith
<b>E</b>	Trowell CE Primary School - variation to include faith
<b>F</b>	Standard junior/primary criteria – intake at year 3
<b>G</b>	Variation to standard criteria for junior/primary schools with an intake at year 3
<b>H</b>	Lowe's Wong Junior School – variation to include faith

A	<b>STANDARD RECEPTION CRITERIA: INFANT AND PRIMARY SCHOOLS 2019-2020</b>
1 2 3 4 5	<p>Children looked after by a local authority and previously looked after children</p> <p>Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school</p> <p>Other children who live in the catchment area at the closing date for applications</p> <p>Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school</p> <p>Children who live outside the catchment area</p>
Area	School name
Gedling	Abbey Gates Primary, Ravenshead
Ashfield	Abbey Hill Primary, Kirkby in Ashfield
Mansfield	Abbey Primary, Forest Town
Rushcliffe	Abbey Road Primary, West Bridgford
Broxtowe	Albany Infant, Stapleford
Broxtowe	Alderman Pounder Infant, Chilwell, Beeston
Ashfield	Annesley Primary, Kirkby in Ashfield
Gedling	Arnold Mill Primary, Arnold
Gedling	Arnold View Primary, Arnold
Mansfield	Asquith Primary, Mansfield
Broxtowe	Awsorth Primary, Awsorth
Ashfield	Bagthorpe Primary, Selston
Broxtowe	Banks Road Infant, Toton, Beeston
Ashfield	Beardall Fields Primary, Hucknall
Bassetlaw	Beckingham Primary, Beckingham
Mansfield	Berry Hill Primary, Mansfield
Newark	Bleasby CE Primary, Bleasby
Newark	Blidworth Oaks Primary, Blidworth
Broxtowe	Bramcote Hills Primary, Bramcote
Ashfield	Brierley Forest Primary, Sutton in Ashfield
Broxtowe	Brinsley Primary, Brinsley
Broxtowe	Brookhill Leys Primary, Eastwood
Rushcliffe	Brookside Primary, East Leake
Rushcliffe	Bunny CE Primary, Bunny
Ashfield	Butler's Hill Infant, Hucknall
Rushcliffe	Carnarvon Primary, Bingham
Bassetlaw	Carr Hill Primary, Retford
Mansfield	Church Vale Primary, Church Warsop
Newark	Chuter Ede Primary, Balderton

Bassetlaw	Clarborough Primary, Retford
Newark	Coddington CE Primary, Coddington
Gedling	Coppice Farm Primary, Arnold
Rushcliffe	Costock CE Primary, Costock
Mansfield	Crescent Primary, Mansfield
Ashfield	Croft Primary, Sutton in Ashfield
Ashfield	Dalestorth Primary, Sutton in Ashfield
Bassetlaw	Dunham CE Primary, Dunham on Trent
Bassetlaw	East Markham Primary, East Markham
Ashfield	Edgewood Primary, Hucknall
Bassetlaw	Elkesley Primary, Elkesley, Retford
Gedling	Ernehale Infant, Arnold
Bassetlaw	Everton Primary, Everton
Mansfield	Farmilo Primary, Pleasley
Rushcliffe	Flintham Primary, Flintham
Ashfield	Forest Glade Primary, Sutton in Ashfield
Mansfield	Forest Town Primary, Forest Town
Bassetlaw	Gateford Park Primary, Worksop
Broxtowe	Gilthill Primary, Kimberley
Rushcliffe	Gotham Primary, Gotham
Broxtowe	Greasley Beauvale Primary, Newthorpe
Bassetlaw	Haggonfields Primary, Rhodesia, Worksop
Newark	Halam CE Primary, Halam
Bassetlaw	Hallcroft Infant, Retford
Gedling	Hawthorne Primary, Bestwood Village
Ashfield	Healdswood Infant, Skegby, Sutton in Ashfield
Mansfield	Heatherley Primary, Forest Town
Mansfield	Heathlands Primary, Rainworth
Mansfield	Hetts Lane Infant, Warsop
Mansfield	High Oakham Primary, Mansfield
Ashfield	Hillocks Primary, Sutton in Ashfield
Ashfield	Holgate Primary, Hucknall
Ashfield	Holly Hill Primary, Selston
Mansfield	Holly Primary, Forest Town
Broxtowe	Hollywell Primary, Kimberley
Mansfield	Intake Farm Primary, Mansfield
Ashfield	Jacksdale Primary, Jacksdale
Rushcliffe	James Peacock Infant, Ruddington
Rushcliffe	Jesse Gray Primary, West Bridgford

Newark	John Blow Primary, Collingham
Broxtowe	John Clifford Primary, Beeston
Newark	John Hunt Primary, New Balderton
Mansfield	John T Rice Infant, Forest Town
Broxtowe	Kimberley Primary, Kimberley
Mansfield	King Edward Primary, Mansfield
Newark	King Edwin Primary, Edwinstowe
Ashfield	Kingsway Primary, Kirkby in Ashfield
Rushcliffe	Kinoulton Primary, Kinoulton
Newark	Kirklington Primary, Kirklington
Rushcliffe	Lady Bay Primary, West Bridgford
Newark	Lake View Primary, Rainworth
Gedling	Lambley Primary, Lambley
Rushcliffe	Langar CE Primary, Langar
Bassetlaw	Langold Dyscarr Primary, Worksop
Rushcliffe	Lantern Lane Primary, East Leake
Broxtowe	Larkfields Infant, Nuthall
Ashfield	Leen Mills Primary, Hucknall
Newark	Lovers Lane Primary, Newark
Newark	Lowe's Wong Infant, Southwell
Broxtowe	Lynncroft Primary, Lynncroft, Eastwood
Newark	Manners Sutton Primary, Averham
Gedling	Manor Park Infant, Calverton
Gedling	Mapperley Plains Primary, Mapperley
Bassetlaw	Mattersey Primary, Mattersey
Newark	Maun Infant, New Ollerton
Bassetlaw	Misson Primary, Misson
Bassetlaw	Misterton Primary, Misterton
Broxtowe	Mornington Primary, Nuthall
Ashfield	Morven Park Primary, Kirkby in Ashfield
Newark	Mount CE Primary, Newark
Newark	Muskham Primary, North Muskham
Mansfield	Netherfield Infant, Meden Vale
Gedling	Netherfield Primary, Netherfield
Mansfield	Nettleworth Infant, Mansfield Woodhouse
Gedling	Newstead Primary, Newstead Village
Rushcliffe	Normanton on Soar Primary, Normanton on Soar
Newark	North Clifton Primary, North Clifton
Mansfield	Northfield Primary, Mansfield Woodhouse



Newark	Norwell CE Primary, Norwell
Mansfield	Oak Tree Primary, Mansfield
Ashfield	Orchard Primary, Kirkby in Ashfield
Bassetlaw	Ordsall Primary, Retford
Rushcliffe	Orston Primary, Orston
Gedling	Parkdale Primary, Carlton
Gedling	Phoenix Infant, Gedling
Gedling	Pinewood Infant, Arnold
Ashfield	Priestsc Primary, Sutton in Ashfield
Bassetlaw	Prospect Hill Infant, Worksop
Newark	Python Hill Primary, Rainworth
Newark	Queen Eleanor Primary, Harby
Rushcliffe	Radcliffe on Trent Infant, Radcliffe on Trent
Bassetlaw	Rampton Primary, Rampton
Bassetlaw	Ramsden Primary, Carlton in Lindrick
Newark	Ravenshead CE Primary, Ravenshead
Bassetlaw	Redlands Primary, Worksop
Gedling	Richard Bonington Primary, Arnold
Gedling	Robert Mellors Primary, Arnold
Broxtowe	Round Hill Primary, Beeston
Ashfield	Selston CE Infant, Selston
Bassetlaw	Sir Edmund Hillary Primary, Worksop
Broxtowe	Springbank Primary, Eastwood
Bassetlaw	St Augustine's Primary, Worksop
Mansfield	St Edmund's CE Primary, Mansfield Woodhouse
Gedling	Standhill Infant, Carlton
Gedling	Stanhope Primary, Gedling
Rushcliffe	Sutton Bonington Primary, Sutton Bonington
Newark	Sutton on Trent Primary, Sutton on Trent
Mansfield	Sutton Road Primary, Mansfield
Broxtowe	The Lanes Primary, Beeston
Broxtowe	Trent Vale Infant, Beeston
Ashfield	Underwood CE Primary, Underwood
Broxtowe	Wadsworth Fields Primary, Stapleford
Newark	Walesby CE Primary, Walesby
Bassetlaw	Walkeringham Primary, Walkeringham
Rushcliffe	West Bridgford Infant, West Bridgford
Gedling	Westdale Infant, Mapperley
Ashfield	Westwood Infant, Westwood



Broxtowe	William Lilley Infant, Stapleford
Rushcliffe	Willoughby Primary, Willoughby on the Wolds
Rushcliffe	Willowbrook Primary, Keyworth
Newark	Winthorpe Primary, Winthorpe
Ashfield	Woodland View Primary, Huthwaite
Gedling	Woodthorpe Infant, Woodthorpe
Mansfield	Wynndale Primary, Mansfield

B	VARIATION TO STANDARD RECEPTION CRITERIA: INFANT AND PRIMARY SCHOOLS WITH FAITH CRITERION 2019-2020	
1 2 3 4 5 6	<p>Children looked after by a local authority and previously looked after children</p> <p>Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school</p> <p>Other children who live in the catchment area at the closing date for applications</p> <p>Children who live outside the catchment and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school</p> <p>Children who live outside the catchment area and whose parent attends the relevant church/churches*</p> <p>Children who live outside the catchment area</p> <p>*Relevant churches are detailed below. Supporting evidence from the appropriate minister must be provided to confirm attendance. Regular involvement means attendance at church services at least twice a month for a minimum period of one year.</p> <p>**If a church is not named, supporting information must be provided to confirm regular attendance at church services at least twice a month for a minimum period of one year at a Christian church that is a member of Churches Together in England or the Evangelical Alliance (<a href="http://www.cte.org.uk">www.cte.org.uk</a> or <a href="http://www.eauk.org">www.eauk.org</a>).</p>	
Area	School name	Relevant church/churches
Bassetlaw	Cuckney CE Primary School, Cuckney	St Mary's Church, Cuckney or St Winifred's, Holbeck
Newark	Dean Hole CE Primary School, Caunton	St Andrew's Church, Caunton
Newark	Holy Trinity CE Infant School, Southwell	**
Newark	Kneesall CE Primary School, Kneesall	**
Bassetlaw	North Wheatley CE Primary School, North Wheatley	**
Bassetlaw	Ranby CE Primary School, Ranby	All Saints Church, Babworth or St Martin's Church, Ranby
Broxtowe	St John's CE Primary School, Stapleford	**
Ashfield	St Andrew's CE Primary, Skegby	**
Bassetlaw	St Matthew's CE Primary, Normanton on Trent	**

C	<b>VARIATION TO STANDARD RECEPTION CRITERIA: FAITH CRITERIA 2019-2020</b>
1 2 3 4 5 6 7 8	<p>Children looked after by a local authority and previously looked after children</p> <p>Children who live in the catchment area at the closing date for applications and who have a brother or sister attending the school at the time of admission and whose parent has regular involvement with All Hallows, Gedling or St Paul's, Carlton</p> <p>Children who live in the catchment area at the closing date for applications and who have a brother or sister attending the school at the time of admission</p> <p>Children who live in the catchment area at the closing date for applications and whose parent has regular involvement with All Hallows, Gedling or St Paul's, Carlton</p> <p>Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school and whose parent has regular involvement with All Hallows, Gedling or St Paul's, Carlton</p> <p>Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school</p> <p>Children who live outside the catchment area and whose parent has regular involvement with All Hallows, Gedling or St Paul's, Carlton</p> <p>Other children</p> <p>*Supporting evidence from the appropriate minister will be required in order to confirm attendance/involvement. Regular involvement means attendance at church services at least twice a month for a minimum period of one year.</p>
Area	School name
Gedling	All Hallows CE Primary, Gedling

D	<b>VARIATION TO STANDARD RECEPTION CRITERIA: FAITH CRITERIA 2019-2020</b>
1 2 3 4 5 6 7	<p>Children looked after by a local authority and previously looked after children</p> <p>Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school</p> <p>Children who live in the catchment area and have a parent who has attended a church service* on average twice a month during the previous year, or where the child has attended a church service* with an adult member of their immediate family on average twice a month during the previous year.</p> <p>Other children who live in the catchment area</p> <p>Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school</p> <p>Children who live outside the catchment area and have a parent who has attended a church service* on average twice a month during the previous year, or where the child has attended a church service* with an adult member of their immediate family on average twice a month during the previous year.</p> <p>Other children who live outside the catchment area</p> <p>* Church service includes attendance at a) the Church of England or b) a church which is a member of the Churches Together in England. Information from the appropriate minister confirming attendance must be provided with the application.</p>
Area	School name
Gedling	St Wilfrid's CE Primary, Calverton

E	VARIATION TO STANDARD RECEPTION CRITERIA: FAITH CRITERIA 2019-2020
	<ol style="list-style-type: none"> <li>1 Children looked after by a local authority and previously looked after children</li> <li>2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school</li> <li>3 Other children who live in the catchment area at the closing date for applications</li> <li>4 Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school</li> <li>5 Children who live outside the catchment area where a parent is involved with St Helen's Church*</li> <li>6 Children who live outside the catchment area where a parent is involved with other named Anglican churches or those churches affiliated with Churches Together in England or the Evangelical Alliance*</li> <li>7 Other children who live outside the catchment area</li> </ol> <p>*Supporting information from a minister will be required to confirm involvement with the relevant church. Regular involvement means attendance at church services at least twice a month for a minimum period of one year.</p>
Area	School name
Broxtowe	Trowell CE Primary, Trowell

F	STANDARD JUNIOR/PRIMARY CRITERIA: YEAR 3 ADMISSIONS FROM A LINKED INFANT SCHOOL 2019-2020
1 2 3 4 5 6 7	<p>Children looked after by a local authority and previously looked after children</p> <p>Children who attend the linked infant school at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked infant school</p> <p>Other children who attend the linked infant school at the closing date for applications</p> <p>Children who live in the catchment area at the closing date for applications, who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school</p> <p>Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school</p> <p>Children who live outside the catchment area and who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school</p> <p>Children who live outside the catchment area</p>
Area	School name
Broxtowe	Albany Junior, Stapleford
Gedling	Arno Vale Junior, Woodthorpe
Ashfield	Broomhill Junior, Hucknall
Bassetlaw	Carr Hill Primary, Retford
Mansfield	Eastlands Junior, Meden Vale
Broxtowe	Eskdale Junior, Chilwell, Beeston
Ashfield	Jacksdale Primary, Jacksdale
Broxtowe	Larkfields Junior, Nuthall
Mansfield	Leas Park Junior, Mansfield Woodhouse
Mansfield	Newlands Junior, Forest Town
Gedling	Priory Junior, Gedling
Bassetlaw	Prospect Hill Junior, Worksop
Rushcliffe	Radcliffe on Trent Junior, Radcliffe on Trent
Broxtowe	Rylands Junior, Beeston
Mansfield	Sherwood Junior, Warsop
Rushcliffe	West Bridgford Junior, West Bridgford
Ashfield	Woodland View Primary, Huthwaite

<b>G VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA: YEAR 3 INTAKE 2019-2020</b>	
1	Children looked after by a local authority and previously looked after children
2	Children who live in the catchment area at the closing date for applications <b>and</b> attend the linked infant school and who, at the time of admission, will have a brother or sister attending the school <b>or</b> the linked infant school
3	Other children who live in the catchment area at the closing date for applications <b>and</b> attend the linked infant school
4	Children who live in the catchment area at the closing date for applications who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
5	Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school
6	Children who live outside the catchment area but attend the linked infant school and who, at the time of admission, will have a brother or sister attending the school or the linked infant school
7	Children who live outside the catchment area but attend the linked infant school
8	Children who live outside the catchment area and who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
9	Other children
Area	School name
Ashfield	Bagthorpe Primary, Selston
Broxtowe	Bispham Drive Junior, Toton
Rushcliffe	St Peter's CE Junior, Ruddington

<b>H VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA: FAITH CRITERION 2019-2020</b>	
1.	Children looked after by a local authority and previously looked after children.
2.	Children who attend the linked infant school at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked infant school.
3.	Other children who attend the linked infant school at the closing date for applications.
4.	Children who live in the catchment area at the closing date for applications, who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school.
5.	Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school.
6.	Children who live outside the catchment area and who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
7.	Children who live outside the catchment area but whose parent attends the relevant church/churches**.
8.	Children who live outside the catchment area.
<p>**Supporting information must be provided to confirm regular attendance at church services at least twice a month for a minimum period of one year at a Christian church that is a member of Churches Together in England or the Evangelical Alliance (<a href="http://www.cte.org.uk">www.cte.org.uk</a> or <a href="http://www.eauk.org">www.eauk.org</a>).</p>	
Area	School name
Newark	Lowe's Wong Junior, Southwell

## Section 2 – published admission numbers (PAN)

All schools are required to have a published admission number. This is the number of pupils each school can admit. For Nottinghamshire community and voluntary controlled schools, the published admission numbers are listed by area in the following section. Own admission authority schools are not included.

### 2.1 – Ashfield area

Published admission numbers 2019-2020

Primary community and voluntary controlled schools

(Note: own admission authority schools are not included – refer to individual school website for information)

	RECEPTION INTAKE	Y3 INTAKE
<i>Abbey Hill Primary</i>	<b>45 (30)</b>	
Annesley Primary	30	
Bagthorpe Primary	15	15
Beardall Fields Primary	60	
Brierley Forest Primary	60	
Broomhill Junior		75
Butler's Hill Infant	75	
Croft Primary	60	
Dalestorth Primary	45	
Edgewood Primary	45	
Forest Glade Primary	30	
Healdswood Infant	60	
Hillocks Primary	45	
Holgate Primary	60	
Holly Hill Primary	50	
Jacksdale Primary	25	20
Kingsway Primary	60	
Leen Mills Primary	60	
Morven Park Primary	60	
Orchard Primary	45	
Priestsic Primary	60	
St Andrew's CE Primary	45	
Selston CE Infant	25	
Underwood CE Primary	25	
Westwood Infant	20	
Woodland View Primary School	30	35

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2018-2019 is in brackets.

## 2.2 – Bassetlaw area

Published admission numbers 2019-2020

Primary community and voluntary controlled schools

(Note: own admission authority schools are not included – refer to individual school website for information)

	RECEPTION INTAKE	Y3 INTAKE
Beckingham Primary	15	
<i>Carr Hill Primary</i>	<i>45 (40)</i>	<i>45 (50)</i>
Clarborough Primary	20	
Cuckney CE Primary	20	
Dunham CE Primary	15	
<i>East Markham Primary</i>	<i>20 (15)</i>	
Elkesley Primary	15	
Everton Primary	15	
Gateford Park Primary	30	
Haggonfields Primary	25	
Hallcroft Infant	45	
Langold Dyscarr Primary	40	
Mattersey Primary	10	
<i>Misson Primary</i>	<i>20 (16)</i>	
Misterton Primary	30	
<i>North Wheatley CE Primary</i>	<i>20 (12)</i>	
<i>Ordsall Primary</i>	<i>90 (60)</i>	
Prospect Hill Infant	60	
Prospect Hill Junior		60
Rampton Primary	15	
Ramsden Primary	30	
Ranby CE Primary	15	
Redlands Primary	60	
Sir Edmund Hillary Primary	60	
St Augustine's Primary	75	
St Matthew's CE Primary	10	
Walkeringham Primary	8	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2018-2019 is in brackets.



## 2.3 – Broxtowe area

### Published admission numbers 2019-2020

#### Primary community and voluntary controlled schools

(Note: own admission authority schools are not included – refer to individual school website for information)

	RECEPTION INTAKE	Y3 INTAKE
Albany Infant	60	
Albany Junior		60
Alderman Pounder Infant	70	
Awsworth Primary	50	
Banks Road Infant	60	
Bispham Drive Junior		60
Bramcote Hills Primary	60	
Brinsley Primary	30	
Brookhill Leys Primary	60	
Eskdale Junior		70
Gilthill Primary	30	
Greasley Beauvale Primary	55	
Hollywell Primary	30	
John Clifford Primary	60	
Kimberley Primary	30	
Larkfields Infant	60	
Larkfields Junior		60
Lynncroft Primary	30	
Mornington Primary	40	
Round Hill Primary	75	
Rylands Junior		50
Springbank Primary	30	
St John's CE Primary	15	
The Lanes Primary	90	
Trent Vale Infant	50	
Trowell CE Primary	30	
Wadsworth Fields Primary	50	
William Lilley Infant	60	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2018-2019 is in brackets.

## 2.4 – Gedling area

### Published admission numbers 2019-2020

#### Primary community and voluntary controlled schools

(Note: own admission authority schools are not included – refer to individual school website for information)

	RECEPTION INTAKE	Y3 INTAKE
Abbey Gates Primary	30	
All Hallows CE Primary	30	
Arno Vale Junior		60
Arnold Mill Primary	45	
Arnold View Primary	45	
Coppice Farm Primary	30	
Ernehale Infant	70	
Hawthorne Primary	30	
<i>Lambley Primary</i>	<i>25 (22)</i>	
Manor Park Infant	60	
Mapperley Plains Primary	45	
Netherfield Primary	60	
Newstead Primary	20	
Parkdale Primary	60	
Phoenix Infant	60	
Pinewood Infant	60	
Priory Junior		60
Richard Bonington Primary	60	
Robert Mellors Primary	45	
St Wilfrid's CE Primary	30	
Standhill Infant	45	
Stanhope Primary	60	
Westdale Infant	60	
Woodthorpe Infant	60	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2018-2019 is in brackets.

## 2.5 – Mansfield area

### Published admission numbers 2019-2020

#### Primary community and voluntary controlled schools

(Note: own admission authority schools are not included – refer to individual school website for information)

	RECEPTION INTAKE	Y3 INTAKE
Abbey Primary	60	
Asquith Primary	45	
Berry Hill Primary	60	
Church Vale Primary	30	
Crescent Primary	60	
Eastlands Junior		40
Farmilo Primary	45	
Forest Town Primary	60	
Heatherley Primary	45	
Heathlands Primary	25	
Hetts Lane Infant	60	
High Oakham Primary	60	
Holly Primary	40	
Intake Farm Primary	30	
<i>John T Rice Infant</i>	<i>50 (45)</i>	
King Edward Primary	90	
Leas Park Junior		70
Netherfield Infant	40	
Nettleworth Infant	70	
<i>Newlands Junior</i>		<i>50 (45)</i>
Northfield Primary	60	
Oak Tree Primary	40	
Sherwood Junior		60
St Edmund's CE Primary	30	
Sutton Road Primary	90	
Wynndale Primary	30	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2018-2019 is in brackets.

## 2.6 – Newark area

### Published admission numbers 2019-2020

#### Primary community and voluntary controlled schools

(Note: own admission authority schools are not included – refer to individual school website for information)

	RECEPTION INTAKE	Y3 INTAKE
Bleasby CE Primary	20	
Blidworth Oaks Primary	45	
Chuter Ede Primary	90	
Coddington CE Primary	60	
Dean Hole CE Primary	10	
Halam CE Primary	15	
Holy Trinity CE Infant	25	
John Blow Primary	30	
John Hunt Primary	60	
King Edwin Primary	60	
<i>Kirklington Primary</i>	<i>15 (8)</i>	
Kneesall CE Primary	15	
Lake View Primary	30	
Lovers Lane Primary	30	
Lowe's Wong Infant	70	
Lowe's Wong Anglican Methodist Junior		100
Manners Sutton Primary	8	
Maun Infant	60	
Mount CE Primary	30	
Muskham Primary	30	
North Clifton Primary	8	
Norwell CE Primary	10	
Python Hill Primary	50	
Queen Eleanor Primary	10	
Ravenshead CE Primary	60	
Sutton on Trent Primary	20	
Walesby CE Primary	20	
Winthorpe Primary	15	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2018-2019 is in brackets.

## 2.7 – Rushcliffe area

### Published admission numbers 2019-2020

#### Primary community and voluntary controlled schools

(Note: own admission authority schools are not included – refer to individual school website for information)

	RECEPTION INTAKE	Y3 INTAKE
Abbey Road Primary	60	
<i>Brookside Primary</i>	<b>45 (30)</b>	
<i>Bunny CE Primary</i>	<b>15 (14)</b>	
Carnarvon Primary	70	
Costock CE Primary	15	
Flintham Primary	15	
Gotham Primary	30	
James Peacock Infant	90	
Jesse Gray Primary	60	
Kinoulton Primary	20	
Lady Bay Primary	60	
Langar CE Primary	15	
<i>Lantern Lane Primary</i>	<b>60 (44)</b>	
<i>Normanton on Soar Primary</i>	<b>15 (12)</b>	
Orston Primary	25	
<i>Radcliffe on Trent Infant</i>	<b>90 (75)</b>	
Radcliffe on Trent Junior		70
St Peter's Ruddington CE Junior		90
Sutton Bonington Primary	30	
West Bridgford Infant	81	
West Bridgford Junior		85
Willoughby Primary	7	
Willowbrook Primary	30	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2018-2019 is in brackets.

## **Section 3 - qualifying scheme: how we coordinate the arrangements for the admission of pupils to primary and secondary schools in Nottinghamshire**

**The scheme is for admission at the normal time, for example starting primary school, moving to junior school, moving to secondary school or transferring to year 10 in a studio school.**

### **3.1 Introduction**

- a. This section outlines how Nottinghamshire County Council coordinates arrangements for admissions to all maintained schools and academies. Coordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Coordination helps to ensure that, as far as is reasonably practicable, every parent of a child living in a local authority area who has applied to a maintained school or academy school is sent one, and only one, offer of a school place by the local authority where they live (the home authority).
- b. Children do not automatically transfer to reception from early years provision or nursery and parents must apply for a school place. Similarly children attending an infant school do not automatically transfer to the junior/primary phase of education and parents must make an application.
- c. Parents who live in Nottinghamshire can state up to four preferences for any maintained school or academy school, either in Nottinghamshire (home authority) or any other school in another local authority area.
- d. Nottinghamshire County Council's coordinated scheme is relevant for:
  - children starting school for the first time (reception intake)
  - children transferring from infant school to junior education (Y3 intake)
  - children transferring from primary phase to secondary education (Y7 intake)
  - children applying to transfer to studio schools or university technology colleges (UTCs) (Y10 intake).

These are known as 'normal admissions rounds'.

- e. In all other cases, applications for admission are known as 'in-year admissions' and these are described in section 4.
- f. Nottinghamshire County Council will work with other local authorities and all other own admission authority schools. Our neighbouring local authorities are: Nottingham City, Derbyshire, Lincolnshire, North Lincolnshire, Leicestershire, Rotherham and Doncaster.
- g. Nottinghamshire residents will receive a decision about a place only from Nottinghamshire County Council.
- h. All offers of a place by the County Council during the normal admissions round will be made as shown in the timetables outlined in this scheme.

### **3.2 Applying for a school place**

- a. Parents of children who live in Nottinghamshire and make an application for admission to any school must apply to Nottinghamshire County Council. Parents can apply online, by telephone or by completing a paper application form.
- b. All other applicants must apply to their home local authority (the area where they live).
- c. Parents will be invited to state up to **four** preferences in the order they most prefer and give reasons for those preferences. Preference order will not be revealed to other admission authorities. Parents should include any additional information the admission authority may need in order to consider the application fully.
- d. Some academy, foundation, free, studio, trust, voluntary aided or voluntary controlled schools require additional information (see relevant admissions criteria) in order to apply their oversubscription criteria. This may include completion of a supplementary form or other written evidence, for example, from a minister to demonstrate commitment to religion.
- e. The supplementary form is not a legal application for admission to a school and parents must complete the home local authority application.
- f. Supplementary forms and additional supporting information should be returned to the relevant admission authority before the closing date.

### **3.3 How applications are processed**

- a. Nottinghamshire County Council will collate all applications and exchange information with other admission authorities.
- b. Nottinghamshire County Council will first exchange information about preferences for schools outside of Nottinghamshire with relevant local authorities.
- c. Following receipt of information from other local authorities, Nottinghamshire County Council will then send details of the preferences to other own admission authority schools within Nottinghamshire.
- d. Each admission authority will then apply the published admission oversubscription criteria to all preferences to rank in priority order.
- e. Own admission authority schools within Nottinghamshire will return all preferences in rank order of priority.
- f. Nottinghamshire County Council will identify whether or not a place can be offered at a Nottinghamshire school based on the preference and the oversubscription criteria (rank order). Nottinghamshire County Council will inform other local authorities about decisions for their residents and will receive notification from other local authorities whether or not any places can be offered to Nottinghamshire residents.

### **3.4 Provisional offers**

- a. Following exchange of offer information with other local authorities, Nottinghamshire County Council will identify all those preferences which can be met.
- b. Where more than one place can be offered for a particular child, Nottinghamshire County Council will provisionally allocate the highest preference and any lower preferences will be withdrawn. This may create vacancies at other schools. The process of information exchange with other local authorities is repeated to ensure the highest preference possible can be allocated for each child.
- c. Nottinghamshire County Council will inform other local authorities about final decisions for their residents and will receive notification from other local authorities about final decisions for Nottinghamshire residents.

### **3.5 Final offer process**

Nottinghamshire County Council will identify an alternative offer for Nottinghamshire residents if it is not possible to meet any of their preferences.

### **3.6 Informing parents**

- a. Nottinghamshire County Council will inform all Nottinghamshire residents on offer day of the outcome of their application. Parents who applied online can access their outcome on offer day and an email will be sent. For parents who applied by telephone or by completing a paper application, letters will be posted second class on offer day and no outcomes can be given over the telephone. Any parent whose child is refused a school place has the right of appeal to an independent panel for any higher preferences than the allocated place.
- b. Allocated places may be withdrawn where parents do not accept the offer within fourteen days. Parents are advised not to decline any offer of a school place until an alternative allocation has been made. For Nottinghamshire residents, Nottinghamshire County Council will not process rejections of school places unless a school place has been secured at an alternative school.

### **3.7 Waiting lists**

- a. **During a normal admissions round** where an application has been refused and the number of applications received is greater than the number of places available, waiting lists will be maintained from offer day.
- b. Children's names are only placed on a waiting list for any school that the parent has ranked higher than the school that has been allocated.
- c. Priority on the waiting list will be decided by reference to the admission oversubscription criteria and not by the date an application was received.
- d. All admission authorities must maintain a waiting list until at least 31 December, as required by the School Admissions Code. For all community and voluntary controlled schools within Nottinghamshire, waiting lists are maintained until the end of the academic year in partnership with own admission authority schools. Being on a waiting list does not mean that a place will eventually become available.



### 3.8 Late applications – normal admissions rounds only

- a. Applications received from parents after the closing date may be considered by Nottinghamshire County Council as on time, with the agreement of the relevant admission authority and only in the following circumstances:
- relocation into the area of Nottinghamshire County Council from another local authority area
  - relocation within Nottinghamshire
  - exceptional reasons for missing the closing date, for example, family bereavement, hospitalisation or family trauma.

Information outlining why the application was late, together with evidence of relocation, must be provided by:

- **30 November 2018** for children transferring from primary phase to secondary education and to year 10 in studio schools
- **11 February 2019** for children starting school for the first time and for children transferring from infant school to junior education.

- b. Late applications received after the dates outlined above but before **31 August 2019** will be considered after national offer day. This will be after all on time applications have been processed and decisions have been sent to parents.

Any applications received after **1 September 2019** will be processed as in-year applications (see section 4).

### 3.9 PRIMARY COORDINATED SCHEME 2019-2020

This scheme is relevant for children who will be starting primary school for the first time (reception) or transferring from infant (year 2) to junior/primary school (year 3).

Timetable for coordinated admission arrangements		
Stage	Dates	Action
1	From Monday 5 November 2018	Information about applying for a school place available to parents
2	Tuesday 15 January 2019	<b>Closing date</b> for applications and any supplementary or supporting information, including any special circumstances
3	By Friday 1 February 2019	<b>Exchange of application information</b> between Nottinghamshire County Council and other local authorities for schools in their area
4	By Monday 11 February 2019	Nottinghamshire County Council <b>sends application information</b> to own admission authority schools within Nottinghamshire
5	Monday 11 February 2019	<b>Last date for exceptional late applications and changes to preference to be received by Nottinghamshire County Council in order for a decision to be made whether the application can be considered as on time.</b> Proof of address to be received where relevant.
6	By Friday 8 March 2019	Own admission authority schools return all preferences in rank order of priority to Nottinghamshire County Council
7	Between Friday 15 March 2019 and Tuesday 2 April 2019	Nottinghamshire County Council <b>makes provisional decisions</b> taking into account the ranking of preferences and informs other local authorities of these provisional decisions
8	By Tuesday 2 April 2019	Nottinghamshire County Council <b>informs other local authorities of final allocations</b>
9	By Tuesday 2 April 2019	Nottinghamshire County Council identifies any Nottinghamshire resident requiring an alternative offer (applicants who applied on time where none of their preferences could be met)
10	By Monday 15 April 2019	Nottinghamshire County Council <b>informs all Nottinghamshire schools of final allocations</b>
11	Tuesday 16 April 2019	<b>Offers communicated to Nottinghamshire parents</b> including offers on behalf of own admission authority schools and schools within other local authorities. Emails sent to Nottinghamshire parents who applied online. Letters are posted second class.
12	Appeals	<b>Primary appeals</b> will begin from May 2019 onwards

### 3.10 SECONDARY COORDINATED SCHEME 2019-2020

This scheme is relevant for children transferring from primary school (year 6) to secondary school (year 7) and children transferring to a 14-19 academy, college or school in year 10.

Timetable for coordinated admission arrangements		
Stage	Dates	Action
1	From Monday 6 August 2018	Information about applying for a school place available to parents
2	Wednesday 31 October 2018	<b>Closing date</b> for applications and any supplementary or supporting information, including any special circumstances
3	By Monday 12 November 2018	<b>Exchange of application information</b> between Nottinghamshire County Council and other local authorities for schools in their area
4	By Friday 30 November 2018	Nottinghamshire County Council <b>sends application information</b> to own admission authority schools within Nottinghamshire
5	Friday 30 November 2018	<b>Last date for exceptional late applications and changes to preference to be received by Nottinghamshire County Council in order for a decision to be made whether the application can be considered as on time.</b> Proof of address to be received where relevant.
6	By Friday 11 January 2019	Own admission authority schools return all preferences in rank order of priority to Nottinghamshire County Council
7	Between Friday 18 January 2019 and Wednesday 20 February 2019	Nottinghamshire County Council <b>makes provisional decisions</b> taking into account the ranking of preferences and informs other local authorities of these provisional decisions
8	By Wednesday 20 February 2019	Nottinghamshire County Council <b>informs other local authorities of final allocations</b>
9	By Friday 22 February 2019	Nottinghamshire County Council identifies any Nottinghamshire resident requiring an alternative offer (applicants who applied on time where none of their preferences could be met)
10	By Thursday 28 February 2019	Nottinghamshire County Council <b>informs all Nottinghamshire schools of final allocations</b>
11	Friday 1 March 2019	<b>Offers communicated to Nottinghamshire parents</b> including offers on behalf of own admission authority schools and schools within other local authorities. Emails sent to Nottinghamshire parents who applied online. Letters are posted second class.
12	<b>Appeals</b>	<a href="#">Page 59 of 114</a> <b>Secondary appeals</b> will begin from April 2019 onwards

## Section 4 – how in-year applications are processed

**Nottinghamshire County Council has an in-year coordinated scheme for all community and voluntary controlled schools. Some own admission authorities have also joined this scheme.**

Applications for in-year admissions will be considered in relation to the PAN which applied when the year group was first admitted to the school, also considering infant class size restrictions where relevant. Generally, and unless a variation is agreed with the County Council, if places are available within the year group, the child will normally be admitted to the school.

### 4.1 Introduction

#### a. What is an in-year application?

An in-year application is for children requiring a school place during the school year, rather than at the usual transfer time to school (for example, starting primary school, moving to junior school, moving to secondary school or transferring to year 10 in a studio school).

The majority of in-year applications for school places in Nottinghamshire will be dealt with through normal in-year arrangements. However, some children in vulnerable groups may find it difficult to secure a school place. In these cases, applications may be referred to the Lead Officer for Fair Access under the Fair Access Protocol, available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk).

#### b. Fair Access Protocol

Nottinghamshire County Council's Fair Access Protocol (FAP) works in partnership with schools, parents and carers to ensure that children in vulnerable circumstances, including those at risk of exclusion, or those excluded from school, are allocated a school place as quickly as possible. Referral to fair access is made when a parent of an eligible child has not secured a school place under in-year admission procedures.

### 4.2 Nottinghamshire's arrangements for in-year applications to Nottinghamshire schools

- a. Nottinghamshire County Council has a well-established in-year scheme for applications for admission to Nottinghamshire community and voluntary controlled schools, and some own admission authority schools have chosen to join this scheme. Details of the schools that have joined this scheme are available on the public website [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)
- b. Applications for Nottinghamshire community and voluntary controlled schools, and schools that have joined the scheme, must be made to Nottinghamshire County Council.
- c. Own admission authorities (OAAs) are able to manage their own applications directly without parents having to apply through a local authority. The School Admissions Code 2014 requires that OAAs must, on receipt of an in-year application, notify the local authority of both the application and its outcome, so that figures on the availability of places in the area can be kept up to date. The admission authority must also inform parents of their right to appeal against the refusal of a place.
- d. For schools outside of Nottinghamshire, parents should contact the relevant local authority. Contact details for neighbouring local authorities can be found in the *Admissions to schools: Guide for parents* available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

- e. Nottinghamshire County Council ensures that the processes for admitting children who have been allocated under in-year arrangements or through the Fair Access Protocol do not lead to unreasonable delay, particularly where a child is otherwise without a place.
- f. The governing body of a community or voluntary controlled school has no power to refuse to admit a child whose admission has been agreed by the local authority.
- g. Admission authorities cannot refuse to admit a child with challenging behaviour where places are available. Governing bodies can refer applications to the local authority for consideration under the provisions of the Fair Access Protocol. Schools should not request information about a child's history of behaviour unless an application meets fair access protocol requirements.
- h. Nottinghamshire County Council may also share information with neighbouring authorities about applicants who live in that local authority area and who apply for a place in one of the schools participating in the scheme. Our neighbouring authorities are Derbyshire, Doncaster, Leicestershire, Lincolnshire, North Lincolnshire, Nottingham City and Rotherham.

#### **4.3 Applying for a place in a Nottinghamshire school**

- a. Parents can make applications up to six weeks before the date when they would like their child to start at the preferred school. School places cannot be reserved and we therefore process and allocate places where possible close to the date the school place is required.
- b. Parents can state up to four preferences on an application for any of the schools participating in the scheme. We recommend that parents use all four preferences, listing them in order starting with the one they would most like their child to attend. The County Council will not reveal the order of preferences to schools. Applications can be made by telephone or by completing an application form.
- c. Parents applying for academy, foundation, studio, trust, voluntary aided or voluntary controlled schools should check whether any additional supporting information is required. This may be written evidence from a minister to demonstrate commitment to religion. This information enables the admission authority to apply admission oversubscription criteria correctly.
- d. Details of oversubscription criteria for Nottinghamshire schools are available on our website [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)
- e. Applying for a place in year 10 or year 11  
Performance and level of achievement/attainment are adversely affected each time a child experiences a transfer to a new school. Avoidable and unnecessary changes should be carefully considered and parents need to be aware of the consequence of moving schools in key groups such as year 10 and year 11.

It may be difficult to find schools that can offer the same courses as the previous school. However, schools are not able to refuse to admit children because they followed a different curriculum at their previous school.

#### 4.4 Timeline for in-year applications

- a. Applications for school places are considered without delay to ensure that every child of school age is allocated a school place.

Timeline	Nottinghamshire County Council's in-year scheme
Day 0 – 5	There are weekly admission rounds with a cut-off point of 5pm on Wednesdays. Any application received after 5pm will be included in the following week's admission round. Details of applications will be sent to OAA schools participating in the scheme.
Day 5 - 15	OAA's are requested to notify the County Council of their decision
Day 15 – 20	Notification of the outcome of the application will be sent to parents by second class post
Day 20	If a place cannot be identified or there is a delay in getting a response, the application will be referred to fair access

- b. Admissions will normally be agreed up to the published admission number which applied for the normal year of intake. If there are more applications than places available, the oversubscription criteria will be used to determine which places will be offered. If an application is refused at any school which is listed higher than the one offered, parents are given the right to appeal.
- c. Nottinghamshire County Council will then identify all those preferences that can be met. When a place can be offered at more than one of the schools listed on an application, the County Council will write to offer a place at the highest preferred school where a place is available.
- d. Nottinghamshire County Council will write to parents with the outcome of the application. Letters are posted second class.
- e. Allocated places may be withdrawn where parents do not accept the offer within fourteen days. Parents are advised not to decline any offer of a school place until an alternative allocation has been made.

#### 4.5 Admission to school (taking up the allocated in-year place)

- a. Parents should contact schools directly to arrange a start date and the place must be taken up as quickly as possible.
- b. In all cases, places allocated must be taken up by the start of the next half term.
- c. For places allocated in the summer term the child must be on roll at the allocated school before the end of the summer term.
- d. If places are not taken up within these timelines, the offer of a place may be withdrawn.

#### **4.6 Waiting lists**

- a. Nottinghamshire County Council, as the admission authority for community and voluntary controlled schools, holds waiting lists for year groups reception to year 5. These are held until the end of the academic year.
- b. If a place becomes available, the place will be allocated to the child who is top of the waiting list at that time. This will include all applications that have been received requesting a place at that school.
- c. If a place is allocated from the waiting list in the summer term, the child must be admitted to the school before the end of the summer term.





## Appendix 2

### Summary of the consultation on Nottinghamshire County Council's (NCC) school admission arrangements 2019-2020, with analysis of responses and comments

#### Background questions in the online consultation

The first 3 questions asked for background information about respondents, and not all respondents answered all these questions.

- Q1: What is your name? (41 responses)  
Q2: What is your email address? (37 responses)  
Q3: What is your organisation? (26 responses: school or educational setting (7); parent/family (6); other (7); n/a (6))

No further analysis of background information was undertaken.

#### Main consultation questions

The 4 main questions sought the views of respondents about specific aspects of the admission arrangements, as follows:

- Q4: Do you agree with the proposed admission oversubscription criteria? (16 comments)  
Q5: Do you agree with the proposed admission numbers? (12 comments)  
Q6: Do you agree with the proposed timelines? (6 comments)  
Q7: Do you agree with the in-year application process? (7 comments)

#### Responses received

48 responses were submitted online. In addition, 1 letter of response was received from a neighbouring local authority. This did not refer to the 4 consultation questions but included a comment about the link to school catchments provided on the County Council's website.

An analysis of responses to questions 4-7 is presented below. A redacted version of the comments made by respondents is available as a background paper.

#### Q4: Do you agree with the proposed admission oversubscription criteria?

##### On-line responses and comments

Option	Number	%
Yes	33	68.75
No	12	25.00
Don't know	1	2.08
Not answered	2	4.17
Total	48	

16 online respondents made comments. Some responses included comments on more than one issue, so the number of comments will not match the total number of responses.

A	Comments in favour of priority for out of catchment siblings or other siblings	4
B	Comments against priority for out of catchment siblings/unfair to others	7
C	Feasibility of siblings in different schools/stress/continuity	5
D	Other	3

#### **Q5: Do you agree with the proposed admission numbers?**

##### **On-line responses and comments**

<b>Option</b>	<b>Number</b>	<b>%</b>
Yes	29	60.42
No	9	18.75
Don't know	8	16.67
Not answered	2	4.17
Total	48	

12 online respondents made comments. Some responses included comments on more than one issue, so the number of comments will not match the total number of responses.

A	Concerns about going over PAN/physical space	6
B	Class sizes/curriculum/funding	4
C	Other	5

#### **Q6: Do you agree with the proposed timelines?**

##### **On-line responses and comments**

<b>Option</b>	<b>Number</b>	<b>%</b>
Yes	37	77.08
No	2	4.17
Don't know	7	14.58
Not answered	2	4.17
Total	48	

6 online respondents made comments

A	Neutral	4
B	Disagreement with an aspect of timelines	1
C	Other	1

**Q7: Do you agree with the in-year application process?**

**On-line responses and comments**

<b>Option</b>	<b>Total</b>	<b>%</b>
Yes	37	77.08
No	4	8.33
Don't know	5	10.42
Not answered	2	4.17
Total	48	

7 online respondents made comments.

A	Negative/disagreement with aspect of in-year process	3
B	Positive/agreement with in-year process	1
C	Neutral with respect to in-year process	2
D	Other	1

**Conclusion**

For each question, the majority of respondents agreed with the Council's proposal for the relevant aspect of the admission arrangements.



**12 February 2018****Agenda Item: 8****REPORT OF THE INTERIM SERVICE DIRECTOR, COMMISSIONING AND  
RESOURCES****EARLY YEARS FUNDING FOR CHILDREN WITH SPECIAL EDUCATIONAL  
NEEDS AND DISABILITY****Purpose of the Report**

1. To seek agreement for the proposed creation and administration of a statutory early years inclusion fund for children with Special Educational Needs and Disabilities.
2. To seek agreement of the proposed funding allocation for the provision of specialist equipment for children with complex physical disabilities in early years settings.

**Information****Background**

3. Nottinghamshire has a population of approximately 46,000 children under the age of 5 years which is forecast to increase by 3.3% by 2035. The estimated percentage of those with a special educational need or disability is approximately 3% (1,380) and there are increasing numbers of children presenting with very complex needs as a result of improved survival of children and babies with multifaceted needs. Currently, 50 children under the age of 5 years have an Education Health Care Plan in Nottinghamshire which brings together a multi-agency package of support for a child; and 149 children under the age of 5 years in school early years provision receive SEND support (with additional unknown numbers in other early years settings and those not accessing any childcare).
4. Early identification of Special Educational Needs and Disabilities (SEND) and the timely provision of appropriate inclusive support can help ensure that the vast majority of children who have SEND can achieve well and make a successful transition into school and adulthood. Early years providers are able to identify signs of developmental delay and can help secure the most appropriate early support for children.
5. All early years providers also have duties under the Equality Act 2010, Children and Families Act 2014 and the SEND Code of Practice. Where a child is covered by SEN and disability legislation, reasonable adjustments and access arrangements must be considered. Early years providers must not discriminate against disabled children, and have a duty to promote equality of opportunity.

6. Since April 2017, all local authorities have been required statutorily to establish an Early Years SEND Inclusion Fund to support 3 and 4 year olds who are eligible for free childcare. This report provides proposals for the creation and administration of this fund, following recent consultation with the early years sector and Schools Forum.

### **Local Authority support for Early Years Providers working with children with SEND**

7. There are 720 Private, Voluntary and Independent (PVI) settings and 271 schools working across Nottinghamshire that are registered to provide funded places for children eligible for free childcare, all of which are responsible for inclusive practice. Nottinghamshire has developed a 'Graduated Approach' to support children under the age of 5 years with SEND; this approach ensures that children get the right support by the most appropriate service. It details the pathway for young children from universal, targeted and specialist services; requiring universal early years provision to adhere to policy and good practice. The SEND Early Years Graduated Approach and list of key Local Authority services are included in **Appendix 1**.
8. There are some differences in the support and interventions that children access in schools compared to PVI settings. Schools which offer childcare for under 5's are provided with specialist training, access to specialist equipment, and assessments as well as High Needs Funding. PVI providers are not eligible to access these services without a cost, so there is a risk that children are disadvantaged when accessing childcare in PVI settings. The Early Childhood Service therefore prioritises support for the PVI sector within resources available.

### **Current Early Years Funding Arrangements**

9. Many 2, 3 and 4 year olds are eligible for funded childcare, which is paid for through the Early Years block of the Dedicated Schools Grant (DSG), administered by the Local Authority. Local authorities can decide on the hourly rates provided for eligible children in consultation with early years providers and the Schools Forum. The Early Years block of the DSG provides funding for children eligible for funded childcare as well as central administrative costs. Current funding arrangements are generous in Nottinghamshire compared with regional neighbours by offering a higher hourly rate than other local authorities in the region. This is partly due to the small proportion of DSG funding which is retained centrally. The higher hourly rate in Nottinghamshire aims to support early years providers to deliver inclusive practices for all children. Current funding arrangements are shown in **Table 1** overleaf.
10. As numbers of children with SEND are increasing alongside the expansion of childcare entitlements, there is additional pressure on resources for the Local Authority, PVI providers and parents. With statutory duties in mind, early years providers commonly require additional resources to enable them to provide care for children with complex needs e.g. a child requiring one to one care may create the need for additional staff. As funding is given to provide basic childcare, this is not usually enough to cover the specific needs of children with complex SEND needs. In some cases parents pay for these additional costs themselves.
11. Since April 2017, central government has introduced a new **Disability Access Fund (DAF)** for 3 and 4 year olds eligible for funded childcare. This is allocated to each local

authority based on the number of 3 and 4 year olds who are claiming Disability Living Allowance. An annual payment, currently £615, is made by the Local Authority directly to the early years provider nominated by a parent. Payment is only made once to one provider regardless of the number of settings a child may access throughout the year. There are currently 299 eligible children.

12. Historically, Nottinghamshire County Council has been supporting children aged 0-25 years with complex SEND needs to access childcare through the **DCATCH** top up fund. DCATCH was first introduced across local authorities through 'Aiming Higher for Disabled Children' in 2007 and Nottinghamshire is one of very few local authorities who have maintained this discretionary fund using their own revenue funding when central funding ended. Applications are considered each term by a panel of professionals. This fund is administered by Early Childhood Services and has had to be prioritised for 3 and 4 year olds eligible for funded childcare since new statutory duties came into effect on 1<sup>st</sup> April 2017.

### **Proposed Changes to Early Years SEND funding**

13. Since April 2017, all local authorities have been required statutorily to establish an **Early Years SEND Inclusion Fund** to support 3 and 4 year olds eligible for free childcare. Local authorities may determine the size of the fund, which can be pooled from either or both the Early Years and High Needs blocks of the Dedicated Schools Grant (DSG) as no additional resources have been provided centrally. Since April 2017, DCATCH childcare funding was designated as the Early Years Inclusion Fund on an interim basis until consultation was completed with schools and early years providers in autumn 2017. As increasing numbers of 3 and 4 year olds are entitled to free childcare for an increasing number of hours, demands on the limited DCATCH childcare budget have been considerable.
14. In December 2017, consultation with early years providers and the Schools Forum supported the proposal that current Local Authority funding for DCATCH is supplemented with additional funding from the early years DSG allocation to create the Inclusion Fund from 1<sup>st</sup> April 2018. The additional funding of £126,000 from the DSG has been possible by reducing the hourly rate given to all early years providers by one pence. The early years DCATCH budget is £250,000 per annum and has been created using local authority revenue funding. Combining these funding streams results in a total potential budget of £376,000 for the Inclusion Fund in 2018/19. By using a proportion of the local authority funding allocation, it is possible for Nottinghamshire to have some flexibility in the use of the new Inclusion Fund. It is therefore proposed to also include disadvantaged 2 year olds who are eligible for 15 hours per week of funded early education. This has been supported by the early years sector and the Schools Forum. Current and proposed funding arrangements are shown in **Table 1**.

**Table 1:** Existing and proposed Early Years Funding Arrangements

<b>Early Years Universal Base Rate:</b>	<b>Current 2017/18</b>	<b>Proposed 2018/19</b>
Eligible 2 year olds in PVI settings	£5.23 per hour	£5.22 per hour
Eligible 2 year olds in school settings	£5.10 per hour	£5.09 per hour
Eligible 3 and 4 year olds in PVI settings	£4.17 per hour	£4.16 per hour
Eligible 3 and 4 year olds in school	£4.07 per hour	£4.06 per hour

settings		
<b>Funding supplements:</b>		
Early Years Pupil Premium for 3 and 4 year olds eligible for Free School Meals	£0.53 per hour	£0.53 per hour
Looked After Children Early Years Pupil Premium (0-4 year olds)	£0.53 per hour	£0.53 per hour
Deprivation Supplement	£0.05 per hour	£406 per annum for early years settings working with children in need and those on child protection plans
Disability Access Fund	£615 (lump sum to a lead PVI provider)	£615 (annual cost to a lead PVI provider)
Disabled Children's Access to Childcare fund (DCATCH) for PVI settings for 0-25 year olds. Council allocation of £250,000 per annum.	Top up fund allocated based on individual assessments	To be replaced with SEND Inclusion Fund
Early Years Inclusion Fund for eligible 2, 3 and 4 year olds (£126,000 DSG per annum, <i>plus</i> £250,000 from Council DCATCH budget)		Top up fund allocated on a case by case basis

15. Children who are allocated early years inclusion funding may also be entitled to additional top up funding if they are in local authority care, if they are eligible for free school meals, are identified as children in need, are on child protection plans or are claiming Disability Living Allowance.

### Specialist Equipment and Training

16. In 2017/18, a local Special School received £20,000 using a short term allocation from the Local Authority's Early Childhood Services budget. This fund is being used for the provision of specialist equipment, assessments and moving and handling training for PVI settings working with children with complex disabilities. This budget will be overspent in March 2018. It is proposed that £25,000 of the £376,000 is allocated to be used for PVI settings to apply for equipment, training and assessments in 2018-19 for children in their care pending a full review of this provision; this will result in an annual budget of £25,000 for this service.

### Impact of proposed changes

17. The proposed eligibility criteria for the new Early Years Inclusion Fund is included in **Appendix 2**. New criteria is in line with national guidance and existing allocation processes for Additional Family Needs (AFN) funding and High Level Needs funding, ensuring consistency across PVI settings and schools.
18. The majority of children have been accessing DCATCH across financial years with approximately 110 new referrals made each year. Currently 83 (33%) children accessing DCATCH will be negatively affected by this proposed change due to their age as **Table 2** indicates. From 1<sup>st</sup> April 2018, if the Local Authority stops funding children who are no longer eligible because of their age, there will be a saving of £20,000. At present, 14



children who live outside of Nottinghamshire claim DCATCH funding and they will no longer be eligible in 2018/19; if funding ceases for these children, there will be a saving of £7,000. A risk register in relation to the changes along with suggested mitigation is provided at **Appendix 3**.

**Table 2:** Numbers of children aged 0-25 years in receipt of Early Years DCATCH funding

	Total number of children in receipt of DCATCH funding		
	2015/16	2016/17	2017/18*
Age 1	0	2	3
Age 2	29	23	15
Age 3	83	85	60
Age 4	69	101	93
Age 5	34	45	55
Age 5 +	23	23	25
Total	<b>238</b>	<b>279</b>	<b>251</b>

*\*Note: numbers for 2017/18 will not be the final number of children for this financial year, as there are a further two panels where additional children may be allocated funding.*

19. Currently, the Integrated Children's Disability Service provides support to working parents of some disabled children aged 0-25 years through home based childcare packages. Arrangements will be made to better align these funds and the decision making support to parents.

### Other Options Considered

20. A range of options have been considered as an alternative to this proposal, all of which however run the risk of substantial overspend on budgets. These include:
  - a) maintain existing arrangements for DCATCH for 0-25 year olds and have a limited SEND Inclusion Fund for 3 and 4 year olds
  - b) continue to fund all children under the age of 5, ceasing funding for all children of school age
  - c) secure High Needs Funding to supplement the Early Years DSG funding allocated for the SEND Inclusion Fund. It is important to note that the High Needs Block is substantially overspent
  - d) cease to commission assessments, training and subsequent access to specialist equipment for children in PVI settings. This would create overreliance on the DAF fund which is only £615 per year to one provider (even though the child may be accessing two or more settings); £615 is rarely enough to purchase equipment e.g. specialist chairs.

### Reason for Recommendations

21. Local authorities have a new statutory duty to provide Inclusion funding for 3 and 4 year olds that are eligible for funded childcare, many of which are entitled to 30 hours of funded childcare per week. No additional funding has been provided by central government to create this new funding stream so the Local Authority has been required to look at existing

funding streams that could be used to create this fund. All 3 and 4 year olds eligible for the new Inclusion Fund would have previously received DCATCH funding. However, to ensure new statutory duties are met, a change of criteria for funding allocations has been recommended.

## **Statutory and Policy Implications**

22. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial Implications**

23. DCATCH funding is provided by the Local Authority at £250,000 per annum. This funding will continue to be used to support inclusion and will be renamed the SEND Inclusion Fund.
24. An additional funding amount of £126,000 has been allocated from the Early Years block of the Dedicated Schools Grant to support the creation of the new SEND Inclusion Fund for eligible 2, 3 and 4 year olds in 2018-19. This allocation has been made possible by reducing the hourly rate given to early years providers by one pence. This proposal has been agreed by the Early Years sector and the Schools Forum.
25. As demand increases for more childcare for increased hours, there is a risk of overspend on the new Early Years Inclusion fund as more children with complex needs are entitled to funded childcare. The 2018/19 budget allocation will be closely monitored to help forecast future budget requirements.

## **Human Rights Implications**

26. The UK has obligations under international human rights law to provide inclusive education for all children. The proposals in this paper address these obligations and fulfill statutory duties for 2, 3 and 4 year olds eligible for funded childcare. Early years providers will still be required to provide inclusive practice for all children in their care, including those not eligible for the Inclusion Fund.

## **Public Sector Equality Duty Implications**

27. Improving outcomes for children and young people with a disability is everyone's business and not just the responsibility of those who work in specialist services. It is therefore paramount that all universal early years services provide inclusive practice and do not discriminate against disabled children, and must make reasonable adjustments to ensure that they have the same play and learning opportunities as other children.
28. All publicly funded pre-schools, nurseries, state schools and local authorities must try to identify and help assess children with special educational needs and disabilities (SEND).

## **Implications for Service Users**

29. Children eligible for funded childcare will experience improved inclusive practice and support whilst accessing their childcare place. This will support children to be ready for school and ensure that SEND needs are identified early.
30. By removing funding for children not eligible for funded childcare, parents could face additional barriers to accessing and maintaining employment and training; however they will be signposted to other childcare funding sources as detailed in **Appendix 1**.
31. Children eligible for funded childcare with physical disabilities will have their needs better supported by a funding arrangement to continue to provide specialist equipment and accompanying assessments and training.
32. Children under the age of 5 years with complex SEND needs that do not meet the new proposed criteria for the Inclusion Fund may receive less support if they access a PVI setting; these children will therefore be signposted to school led early years provision if appropriate.

## **RECOMMENDATIONS**

That the Committee:

- 1) approves the proposed creation of a new Early Years Inclusion Fund and the new criteria for funding allocations as detailed in **Appendix 2**.
- 2) approves the use of an element of the new Inclusion Fund to purchase specialist equipment and associated training and assessments.

**Laurence Jones**

**Interim Service Director, Commissioning and Resources**

**For any enquiries about this report please contact:**

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## **Constitutional Comments (SLB 17/01/18)**

33. Children and Young People's Committee is the appropriate body to consider the content of this report.

## **Financial Comments (SAS 23/01/18)**

34. The financial implications of the report are contained within paragraphs 23 - 25 above.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

'Early years: guide to the 0 to 25 SEND code of practice - Advice for early years providers that are funded by the local authority' DfE September 2014

Early Years SEN Inclusion Fund Equality Impact Assessment 2018.

### **Electoral Divisions and Members Affected**

All.

C1081

## Local Support for under 5's with SEND and early years settings

There is a wide range of support available for children and families with low to complex levels of need. The priority for Nottinghamshire is to equip universal and targeted services with the skills and resources to adequately support children and families and ensure they meet statutory duties as described in the SEND Code of Practice (2014), the Children and Families Act (2014), The Childcare Act (2016) and the Equality Act 2010.

Within Nottinghamshire County Council, there are key services working with children under the age of 5 with SEND.

- **Early Childhood Service** is the lead service for early years provision in Nottinghamshire. They administer early years funding allocations and payments, and provide data analysis, strategic policy support, marketing and engagement with the early years sector.
- **District Specialist Early Years Teachers within the Early Childhood Service** offer a range of support for early years settings by fulfilling the following roles:
  - Act as the Area SENCO for PVI providers across each district (schools have their own SENCO roles).
  - Provide training and support packages
  - Develop and cascade guidance
  - Support for all early years providers including Schools and PVI.
- **Schools and Families Specialist Services (SFSS)** provide Early Years Specialist Teachers who deliver advice, support and teaching primarily for the child in the home from birth to the end of KS1 with severe and complex needs. Additionally this team share this practice with the child's setting and support with any transitions.
- **Integrated Children's Disability Service** provides a range of services to support children with complex disabilities. Services include short breaks and DCATCH home care packages.

## The Graduated Approach to SEND Support 0 - 4 year olds

### Universal Services

*Improving outcomes for children and young people with a disability is everyone's business and not just the responsibility of those who work in specialist services.*

- All children and families have access to the SEND Local Offer which brings together information for children and young people with special educational needs and disabilities (SEND), from birth to 25 years, and their families. The offer helps families identify appropriate support, information and services.
- Each early years setting has their own SENCO role who provides advice and support to colleagues and ensures that they understand their responsibilities. The SENCO ensures that parents are closely involved throughout, as well as close liaison with external professionals and specialists.
- Early Childhood Services provide an 'Area SENCO' role through Early Years

Specialist Teachers. Area SENCOs provide advice and guidance to early years providers on the development of inclusive early learning environments. The Area SENCO helps make the links between education, health and social care to facilitate appropriate early provision for children with SEN and their transition to compulsory schooling. They provide district SENCO networks to offering further support to early years settings. These networks also link with Family of School SENCO Networks to aid transition support.

- Each early years setting has a Language Lead who can identify and support developmental delay. The Council facilitates locality Language Lead networks.
- There are a number of additional Council led support networks for PVI settings including early years locality groups.
- Early Childhood Services Specialist Teachers provide responsive support to early years settings through telephone and email.
- Early Childhood Services provide a range of training and support packages for all early years settings to support their work with SEND. This includes buddying and development of local guidance documents.
- Children's Centres provide a range of universal services and activities for families and children under the age of 5.
- Healthy Families Teams provide health checks at key stages of the child's life in the early years. They provide advice and guidance to all families with children under the age of 5.
- National and Local Voluntary and Community Sector organisations such as IRIS (information service for children of children with SEND in Nottinghamshire); The Deaf Society, etc.

### **Targeted Services**

All of the above, plus:

- Early Help Unit and Early Help Assessment forms help to identify the right support package for a child or family with concerns.
- The Integrated Children's Disability Service provides advice and support to professionals.
- Health Services e.g. Occupational Therapist, Speech and Language Therapist
- Support for referrals to specialist teams, e.g. Schools and Families Specialist Services
- Concerning Behaviours Pathway
- Children's Centres provide Family Support Workers for families with children with emerging SEND needs.
- Children's Centres provide the Home Talk home visiting service, which is a targeted speech and language service for children aged between 2 and 2½ years with expressive language delay.
- Children's Centres provide a range of evidence based parenting programmes to support families with a range of issues, many of which aim to improve outcomes for children with SEND, as well as support for parents.
- Health Services e.g. Occupational Therapist, Acute Services, Speech and Language Therapist, Community Nursing Teams, Physiotherapy etc.

### **Specialist Services**

All of the above plus:

- Multi-agency support through EHC plans
- Early Years SEN Inclusion Fund

- Early Years Disability Access Fund
- Integrated Children's Disability Service DCATCH homecare packages to provide childcare for children in their own home
- Integrated Children's Disability Service Short Breaks Service
- Integrated Children's Disability Service provide support and assessment of Education, Health and Care Plans
- Integrated Children's Disability Service provide Occupational Therapy Assessments.
- Schools and Families Specialist Services including Sensory Services.
- Specialist Health Services (Child and Adolescent Mental Health Service, Speech and Language Therapy etc.)





## **Proposed Eligibility Criteria – Early Years SEN Inclusion Fund**

### **Information for Early Years Providers in Nottinghamshire**

**April 2018 - March 2019**

The new Early Years SEN Inclusion Fund is available to support the inclusion of funded 2, 3 and 4 year olds attending Nottinghamshire private, voluntary and independent childcare settings not including schools.

Whilst it is the expectation of the Local Authority that early years providers will work positively to offer inclusive services to meet the needs of all the children in your care, it is recognised that additional support may, on occasion, be required to meet the needs of an individual child, this could include additional staffing. If additional costs are incurred when providing childcare for children with SEND you may apply to Early Childhood Services for a contribution towards these costs.

Applications are considered and funding decisions are made by a multi-agency inclusion panel who meet on a 4-6 weekly basis.

The SEN Inclusion Fund assessment process is aligned to High Level Need criteria for schools and the panel apply these criteria in their allocation.

#### **Early years providers caring for SEN children may be eligible for funding if:**

- The provision is registered with Ofsted
- The child is 2 years old and eligible for 15 hours of funded early education a week
- The child is 3 or 4 years old and accessing their universal entitlement of 15 hours of funded childcare per week
- The child is 3 or 4 years old and accessing their additional 15 hours of funded childcare per week if their parents are in employment
- The child is resident in Nottinghamshire
- The provider has sought advice from specialist agencies relevant to the child being referred (examples include: Schools and Families Specialist Services (SFSS), Speech and Language Therapy, Integrated Children's Disability service, etc.).

NB: eligibility criteria for funded childcare for 2, 3 and 4 year olds is available at <http://www.nottinghamshire.gov.uk/care/early-years-and-childcare/free-childcare>



## Risk Register

Risk	Response
<p>PVI settings may feel unable to provide places for children with complex SEND</p>	<p>Training and support will continue to be provided by Early Childhood Services and the Specialist Family School Service.</p> <p>Early Childhood Services will continue to provide a SENCO role for PVI settings and will continue to facilitate local SENCO networks to support inclusive practice.</p> <p>Access to specialist equipment, assessments and training (manual handling in the main), will continue to be provided if Committee approves these proposals.</p> <p>PVI settings are encouraged to apply for the Disability Access Fund for 3 and 4 year olds claiming Disability Living Allowance. Across Nottinghamshire there are 297 children who are eligible to claim the Disability Access Fund, however only 65 children have claimed since it was launched in April 2017. This additional funding is to enable PVI providers to offer appropriate support, additional staffing, costs towards training etc.</p> <p>Where a child has an Education Health Care (EHC) Plan some of the provision specified may be procured by the child's parent or the young person using a Personal Budget, including by a direct payment. Where a direct payment is to be used to deliver provision on the premises of the early years provider, the Local Authority must seek the agreement of the provider for this arrangement through a formal written notice.</p> <p>A child's parent has the right to request a particular maintained nursery school to be named in their EHC Plan. The Local Authority has a duty to consult the early years setting about admitting the child and to name it in the EHC Plan unless it would be unsuitable for the age, ability, aptitude or SEN of the child, or attendance of the child there would be incompatible with the efficient education of others or the efficient use of resources.</p>
<p>Parents may face reduced choice of childcare provision limiting their access to school led provision only, as children in school settings are able to claim High Needs Funding which is not available for children in PVI settings.</p>	<p>It is anticipated that the current High Level Needs funding review will help to provide a consistent approach to supporting children with complex SEND requirements whether they access a school or PVI setting.</p> <p>The Nottinghamshire Families Information Service will continue to be promoted to parents as the key information source to help find childcare. Early Years settings that are equipped to take children with complex SEND needs are often highlighted in the Families Information Service list of childcare providers.</p>

<p>Parents could face barriers to employment and training.</p> <p>Parents of children with SEND may be required to pay for additional costs if their children are not eligible.</p>	<p>Parents are encouraged and supported to access a range of support to enable them to access additional support with childcare costs:</p> <ul style="list-style-type: none"> <li>• Low income parents can access Tax Free Childcare.</li> <li>• Children aged 3 or 4 years claiming Disability Living Allowance are entitled to an annual payment from the Disability Access Fund.</li> <li>• Working parents accessing Working Tax Credit are supported with 70% of childcare costs up to a maximum of £175 per week for 1 child or £300 per week for 2 or more children. Families receiving housing or council tax benefit get extra help, amounting to about 96% of costs in England.</li> <li>• Working parents claiming Universal Credit are supported with 85% of their childcare costs with the same maximum levels as Working Tax Credit (although no extra help is available for those in receipt of housing benefit).</li> <li>• The Childcare Grant is available for parents in full time higher education who are entitled to student finance – they are eligible for £155 per week for 1 child and £266 per week for 2 or more children.</li> <li>• Parents under the age of 20 are eligible to access Care to Learn funding if they are in education or training (£160 per week).</li> </ul>
<p>Demand for home based packages of support (as described above) will increase, putting added pressure on this budget.</p>	<p>DCATCH Home Care packages could be prioritised to children who will no longer be eligible for the new Early Years SEND Inclusion Fund e.g. under 2's and school aged children.</p>
<p>Reputational damage as the local authority may receive complaints from parents and some early years providers.</p>	<p>A communications plan will be implemented once decisions have been made about the Early Years SEND Inclusion Fund. This will include proactive information with the PVI sector, those providing wrap around childcare for school aged children, as well as parents affected by these changes using routes such as Parent Partnership.</p>
<p>Children living out of county may not be able to access a similar fund from their local authority placing additional risks for PVI settings.</p>	<p>Work with neighbouring authorities through early years regional networks will enable all local authorities to signpost PVI settings to the most appropriate local authority to claim Inclusion Funding.</p>

**12 February 2018****Agenda Item: 9****REPORT OF CONSULTANT IN PUBLIC HEALTH****ANNUAL REFRESH OF LOCAL TRANSFORMATION PLAN FOR CHILDREN  
AND YOUNG PEOPLE'S EMOTIONAL AND MENTAL HEALTH****Purpose of the Report**

1. To advise the Committee on the refreshed local transformation plan for children and young people's emotional and mental health.

**Information**

2. Local areas, led by clinical commissioning groups (CCGs), have been required to have a system-wide local transformation plan (LTP) for children and young people's emotional and mental health since 2015. The full LTP can be found at the link below. This plan, which covers from 2015 to 2021, is the third iteration, covering Nottingham and Nottinghamshire, in line with the Sustainability and Transformation Plan. Progress in implementing the plan was last reported to the Children and Young People's Committee in February 2017. The plan was approved by Clinical Commissioning Group governing bodies in line with NHS England requirements, at the end of 2017. The plan is system-wide and as such covers services commissioned and provided by the two local authorities (public health and children's services functions), local clinical commissioning groups and NHS England. Progress in implementing the plan is reported to Children and Young People's Committee in the context of the local authority's role in relation to safeguarding children and young people.

<http://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/mental-health>

3. Achievements made over the last year in implementing the plan to improve children and young people's emotional and mental health include:
  - mobilising new services such as Kooth online counselling. In the first two quarters of 2017/18, 608 young people registered with the website, and 88% of these young people returned after their initial log in
  - mobilising Safe Time therapeutic support for children who have been sexually abused or exploited (jointly commissioned by the local authority and CCGs). The contract was awarded in July 2016, however the service did not go live until November 2016. Between November 2016 and November 2017 48 young people commenced a support package. There have been significant workforce issues for this service, however the provider is now in a position where the service is fully staffed with additional counselling resource available. Referral numbers have also reduced over

the past six months; in order to address this the service is actively marketing Safe Time to stakeholders and partners to remind them of the service offer and referral pathway.

- establishing a primary mental health service within Child and Adolescent Mental Health Services (CAMHS) to support schools, GPs and Healthy Family teams with case consultation and training
- establishing a crisis resolution and home treatment team within CAMHS in order to provide assessment and intensive support to young people in mental health crisis in the community. There has been some impact on outcomes, with fewer City and County young people admitted to in-patient mental health beds between 2015/16 and 2016/17 (95 to 74)
- piloting youth work sessions at King's Mill Hospital, providing support for young people on the paediatric wards with emotional health needs, and promoting engagement in community activities post-discharge.

4. Challenges remain in ensuring that all children and young people in need of support have timely access to an appropriate level of emotional or mental health services. As of 12 December 2017 (latest available data) average waiting time (weeks) from referral to assessment is 3.9 (CAMHS South), 3 (CAMHS North) and 3.2 (CAMHS West). Average waiting time (weeks) from referral to treatment is 10.1 (CAMHS South), 9.9 (CAMHS North) and 8.1 (CAMHS West). Maintaining and where possible improving waiting times will continue to be a key focus over the next year.
5. There are a number of pilot projects underway which will come to fruition in 2018:
  - improving links between schools and CAMHS through the engagement of approximately 60 schools across Nottinghamshire in the CASCADE project led by the Anna Freud National Centre for Children and Families
  - piloting speech and language therapy within the CAMHS team supporting young offenders, with the aim of better supporting those with speech, language and communication needs
  - rolling out CAMHS liaison in the emergency department at Queen's Medical Centre and mainstreaming the existing pilot at King's Mill Hospital so that young people who attend hospital emergency departments in psychological or psychiatric distress can receive a timely assessment within an hour of arrival
  - piloting a dynamic modelling tool for place based commissioning to inform decision making in relation to what capacity is needed where in the children's workforce in order to meet children's emotional health needs as early as possible
  - engaging young people in the development of our priorities around young people's mental health through involvement in the national MH:2K project, through which we are training local young people as citizen researchers to engage their peers around mental health.
6. Further areas for development in 2018 include further developing the emotional health support provided to looked after children and young people and working to improve the emotional health support to care leavers. This work will be undertaken as part of the refreshed looked after children and care leavers partnership strategy.
7. A green paper on children's mental health was published in December 2017 and proposes a much greater focus on the role of schools in supporting children's mental

health and wellbeing. Proposals include the establishment of a designated lead for mental health in schools, mental health support teams wrapping around schools and colleges, and a proposed referral to treatment maximum waiting time of four weeks for children in need of specialist mental health support. The consultation closes on 2 March 2018, however the proposed changes included within the green paper support the direction of travel already outlined with the local transformation plan.

### **Other Options Considered**

8. No other options have been considered. This plan is line with NHS England planning requirements.

### **Reason/s for Recommendation/s**

9. Children and young people's emotional and mental health is an issue for all services working with children and young people across local government, health, schools, police and voluntary, community and independent sectors. This is reflected in the content of the local transformation plan. It also falls within the Council's statutory duties in relation to safeguarding children and young people.

### **Statutory and Policy Implications**

10. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Financial Implications**

11. The services outlined in the plan are funded by individual partner and service budgets. There are no additional financial implications arising directly from this report.
12. It is a requirement of the Local Transformation Plan to publish each partners' spend. These figures can be found in the 'Accountability and Transparency' section on page 19 of the LTP.

### **Implications in relation to the NHS Constitution**

13. Implementation of this plan is in line with NHS Constitutional Standards.

### **Public Sector Equality Duty implications**

14. Implementation of this plan will contribute to reducing health inequalities for vulnerable children and young people.

## **Safeguarding of Children and Adults at Risk Implications**

15. Implementation of this will plan will contribute to reducing the risk of harm to children and young people with emotional or mental health needs.

## **Implications for Service Users**

16. Implementation of this plan will improve the response of services to children and young people with mental health needs and thus improve outcomes.

## **RECOMMENDATION/S**

That:

- 1) Members consider whether there are any actions they require in relation to the issues contained within the local transformation plan.
- 2) Members agree to receive an update report on progress with implementing the plan in six months' time and that this be included in the work programme.

**Dr Kate Allen**  
**Consultant in Public Health**

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## **Constitutional Comments (SLB 11/01/18)**

17. Children and Young People's Committee is the appropriate body to consider the content of this report. If Committee resolves that any actions are required it must be satisfied that such actions are within the Committee's terms of reference.

## **Financial Comments (SAS 01/02/18)**

18. There are no financial implications arising directly from this report.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Nottinghamshire CAMHS Pathway Review update – report to Children and Young People's Committee on 12 January 2015



Children and Young People's Mental Health and Wellbeing Transformation Plan – report to Children and Young People's Committee on 20 February 2017.

Future in Mind. Department of Health. March 2015.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/414024/Childrens\\_Mental\\_Health.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414024/Childrens_Mental_Health.pdf)

Five Year Forward View for Mental Health.

**Electoral Division(s) and Member(s) Affected**

All.

C1055



**12 February 2018****Agenda Item: 10****REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND SOCIAL  
WORK****ROTA VISITS TO CHILDREN'S HOMES: AUTUMN 2017****Purpose of the Report**

1. To inform the Committee of the outcome of six-monthly rota visits to Nottinghamshire County Council's children's homes that took place in Autumn 2017. Recommendations are made by Councillors when they visit and officers act on any recommendations that are made.

**Information**

2. The Children's Act 1989 and 2004 places a statutory duty on local authorities to ensure that their children's homes are regularly inspected by personnel not directly involved with the line management of the home. Rota visits form an important part of Nottinghamshire County Council's governance role in relation to the Council's residential services. Members have a duty to ensure that each home is meeting the key principles of the Children's Homes (England) Regulations 2015 and section 22(1A) of the Care Standards Act 2000, and ensuring that children and young people are safe and protected. There is also a requirement that each home is inspected monthly and these visits are called Regulation 44 visits which are undertaken by a person who is independent to the home. The homes are also inspected twice a year by Ofsted.
3. Rota visits are carried out twice a year by Members and reports on the findings of the visits are taken to the Children & Young People's Committee and the Nottinghamshire Safeguarding Children Board.

**Rota visits - Autumn 2017**

4. **West View** was visited on 27<sup>th</sup> November 2017 by Councillors Vaughan Hopewell and Samantha Deakin. They noted that the carers and young people take pride in the home which is well maintained and has a warm and welcoming feel. There were no recommendations
5. **Lyndene** was visited on 30<sup>th</sup> November by Councillors John Peck and Paul Henshaw. Their visit evidenced that the home is very well maintained, and the new learning block/office is a well used resource. The young people's care plans evidence school attendance, health appointments, as well as the promotion of services for drug and alcohol misuse. They noted that staff are very proactive in encouraging school attendance

and leisure activities, and that the young people are treated with respect and have clear boundaries and expectations of behaviours. There was one recommendation:

- The holiday budget is very limited and would benefit from being increased. The Council might approach nearby Centre Parcs to see if an arrangement could be made for the young people to use their facilities.

*The holiday budget has now been increased for 2018 – 2019 and the manager of the home is approaching Centre Parcs.*

6. **The Big House** was visited on 13<sup>th</sup> December by Councillors Phil Rostance and Errol Henry. They commented that the home is very impressive, with a really warm and safe environment. Young people have extensive, detailed care plans and there is evidence of good liaison with staff, parents and other agencies to ensure carers are meeting the health needs of the young people, and that very challenging behaviours are managed safely and efficiently. There was one recommendation:

- To add padded walls to the sensory room.

*This has now been completed.*

7. **Minster View** was visited on 2<sup>nd</sup> November by Councillors Tracey Taylor and Boyd Elliott. They saw that carers have a clear understanding of the young people's needs, and care plans evidence independence targets for each young person to aspire to. The home has designated spaces for different levels of stimulation or quiet time. Participation and achievements of the young people are evident throughout the home. There was one recommendation:

- During the visit, a window cleaning company arrived, coming to the site from Birmingham. Whilst acknowledging tender processes and approved contractors, we would ask why we do not appear to be supporting local business in procuring services for Council facilities.

*In response to this it was suggested that Members may wish to raise this with the appropriate Council officers who deal with tendering/procurement processes.*

8. **Caudwell House** was visited on 2<sup>nd</sup> November by Councillors Tracey Taylor and Boyd Elliott and their visit noted that each resident has different social and health requirements that are all addressed within care plans. The layout and equipment in rooms shows consideration for the young people's individual needs, with clear safeguarding and child protection procedures in place. Young people are supported to achieve different levels of independence assessed according to their needs and abilities. There were three recommendations:

- The new monitoring system is not fit for purpose, this is being looked into, but should be dealt with sooner or later as it is causing a real problem at night time.

*Work is taking place with support for ICT and contract departments at the highest level to rectify this. Members may wish to receive an update on this issue in due course.*

- Outdoor play equipment is not safe. Can this be replaced with something more suitable.

*Money will be identified from 2018- 2019 budgets to replace the wooden structure.*

- Caudwell House is in desperate need of a resident health professional (nurse). We would ask the question “who” funded this position historically and the basis on who made the decision to withdraw this service.

*Historically the nursing support was provided by the Children’s Disability Centre, and they were employed by health. Since then there have been many changes within Public Health, and we are now working closely with the Children’s Integrated Commissioning Hub and Public Health Nottinghamshire to see how we can work in partnership to provide the information and support to meet the needs of the service. However, this does not mean we can have the same arrangements we had before.*

9. **Clayfields House** was visited by Councillors Errol Henry and Liz Plant on 20 November and a report is awaited.
10. **Oakhurst** was visited by Councillor Vaughan Hopewell on 16 January. He noted that the home was well maintained and has good links and relationships with the local community. Young people’s care plans address individual people’s needs. There was one recommendation:
  - Would it be possible to look at providing some outdoor gym equipment?

*This has previously been discussed with the young people and they said they did not want any gym equipment. We also consider the outdoor space too small for any equipment to be used safely.*

## **Other Options Considered**

11. No other options have been considered.

## **Reason/s for Recommendation/s**

12. The report provides an opportunity for the Committee to consider any further actions arising from the issues contained within the report.

## **Statutory and Policy Implications**

13. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial Implications**

14. The increase of £500 to the holiday budget at Lyndene will be achieved by reconfiguring other internal budgets specific to the home. The money required for the replacement of the outdoor equipment for Caudwell House is being addressed via fundraising activities from a local charity.

## **RECOMMENDATION/S**

- 1) That Members consider whether there are any actions or information they require in relation to the content the report.

**Steve Edwards**

**Service Director, Youth, Families and Social Work**

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## **Constitutional Comments (LM 23/01/18)**

15. The Children and Young People's Committee is the appropriate body to consider the contents of the report. Members will need to consider whether there are any actions they require in relation to the issues contained within the report.

## **Financial Comments (SAS 26/01/18)**

16. The financial implications of the report are contained within paragraph 14 above.

## **Background Papers and Published Documents**

None.

## **Electoral Division(s) and Member(s) Affected**

All

C1086

**12<sup>th</sup> February 2018****Agenda Item: 11****REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND SOCIAL  
WORK****ESTABLISHMENT OF NEW POSTS AT CLAYFIELDS HOUSE SECURE UNIT****Purpose of the Report**

1. This report proposes that additional posts be established within children's social care at Clayfields House Secure Unit in line with the expansion programme of the secure centre from 18 to 20 beds.

**Information**

2. The additional posts which will need to be established in order to manage the increase of young people from 18 to 20 are as follows:
  - 2.0 FTE (full-time equivalent) Residential Social Care Worker (NJE Grade 5)
  - 1.34 FTE Residential Care Worker (NJE Grade 4)
  - 1.0 FTE Teacher (Main scale 2 UPS3)
  - 1.0 FTE Teaching Assistant (NJE Grade 4)
  - 0.5 FTE Intervention Worker (Hay Band A)
  - 1.0 FTE Assistant Technical Officer (NJE Grade 3)
  - 0.43 FTE Domestic Assistant (NJE Grade 1)
  - 1.89 FTE Night Care Worker (NJE Grade 3).
3. Clayfields House Secure Unit is used as a national resource with beds being commissioned by the Ministry of Justice (MOJ). The MOJ currently purchases 14 beds through their national contractual arrangements with the County Council. The remaining beds are purchased by local authorities across England and Wales for securing young people on a welfare basis.
4. Clayfields House is a self-financing business unit, operating as a £4.2 million trading organisation, generating an increasing income and employing 130 people. There are educational/ vocational facilities for young people who are serving a sentence, remanded or secured for welfare reasons.
5. Clayfields House has been awarded 'Outstanding' by Ofsted for the past two years as a centre and has a high positive reputation nationally. It has always maintained being financially viable and not a financial burden on the Council. In 2016 the Department for

Education (DfE) awarded a capital grant of £7,867,005 to rebuild and redesign the 'Scarlet Unit' with an expansion of two beds.

6. Scarlet Unit was not initially constructed in the 1960s for the complex young people that now reside in the establishment. The high level of mental health needs and violent behaviour exhibited by the young people have increased significantly over the past decade. This has impacted on the building in terms of design needs and the increased robustness of build required. The current Scarlet Unit is also subsiding hence the DfE grant referred to in **paragraph 5**.
7. The new Scarlet Unit rebuild will be robust enough to withstand high levels of damage and will also have further facilities to assist in observations of young people e.g. those on suicide watch. In the design it will also have the facility to become a two bedded "Step Down" unit for those transitioning back into the community. This will serve as an extra service that will be attractive to Nottinghamshire and of course nationally for local authorities looking for creative options for their young people.
8. Due to the expansion of the operational business services, the original staffing levels would not meet the requirements needed in relation to the high level of complex needs of the young people cared for.

#### **Other Options Considered**

9. No other options have been considered.

#### **Reason/s for Recommendation/s**

10. The establishment of these additional posts will effectively manage the level of risk relating to young people who are either at Clayfields serving a sentence, remanded by the courts or secured by the court under section 25 of the Children's Act, which is where a young person is secured due to the risk they present to the community or where the community presents a risk to the young person e.g. Child Sexual Exploitation (CSE) or where the young person frequently absconds and is placing themselves at risk.
11. Due to the increase of young people from 18 to 20 there also needs to be an increase in the education groups. In order to meet the core obligation to teach English and mathematics additional teaching in English and mathematics will be required to meet the minimum requirements.

#### **Statutory and Policy Implications**

12. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.



## **Data Protection and Information Governance**

13. As part of their induction, staff within Clayfields undertake numerous induction activities around data protection and information governance, and as part of this all new staff will complete the 'Responsible for Information – General Use' E-Learning training.

## **Financial Implications**

14. The establishment of the additional 9.16 FTE posts will be funded by the additional revenue from the two additional beds therefore this will be at a zero cost to the County Council. The posts will need to be established from 1<sup>st</sup> April 2018 which is when the additional revenue will be generated. The increase in revenue is estimated at £599,878, which is based on 95% occupancy.
15. The total costs of the additional posts will be £308,628, which excludes future pay increases.

## **Human Resources Implications**

16. The staffing implications are contained within the body of the report. The posts will be recruited to in accordance with the agreed Vacancy Control Process

## **Safeguarding of Children and Adults at Risk Implications**

17. All employees at Clayfields are subject to Enhanced Disclosure and Barring Service checks. In addition, all staff as part of their induction complete safeguarding training as part of the centre's comprehensive induction process.

## **Implications for Service Users**

18. The centre would increase its occupancy from 18 to 20 beds, which would reflect the number of young people residing. This reports reflects the need to ensure young people are appropriately managed and supported.

## **RECOMMENDATION/S**

- 1) That the following posts be established at Clayfields House Secure Unit from 1<sup>st</sup> April 2018:
  - 2.0 FTE Residential Social Care Worker (NJE Grade 5)
  - 1.34 FTE Residential care worker (NJE Grade 4)
  - 1.0 FTE Teachers (Main scale 2 UPS3)
  - 1.0 FTE Teaching Assistant (NJE Grade 4)
  - 0.5 FTE Intervention Worker (Hay Band A)
  - 1.0 FTE Assistant Technical Officer (NJE Grade 3)
  - 0.43 FTE Domestic Assistant (NJE Grade 1)
  - 1.89 FTE Night Care Worker (NJE Grade 3).

**Steve Edwards**  
**Service Director, Youth, Families and Social Work**

**For any enquiries about this report please contact:**

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**Constitutional Comments (LM 17/01/18)**

19. The Children and Young People's Committee is the appropriate body to consider the contents of the report.

**Financial Comments (SAS 25/01/18)**

20. The financial implications of the report are contained within paragraphs 14 and 15 above.

**HR Comments (JA 12/01/18)**

21. The staffing implications are contained within the body of the report. The posts will be recruited to in accordance with the agreed Vacancy Control Process.

**Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Clayfields House Re-build – report to Corporate Parenting Sub-Committee on 12 September 2016

**Electoral Division(s) and Member(s) Affected**

All.

C1080

**12 February 2018****Agenda Item: 12****REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND SOCIAL  
WORK****EXTENSION OF THE SOCIAL WORK SUPPORT OFFICER PROGRAMME****Purpose of the report**

1. The purpose of this report is to seek Committee approval for the extension of the temporary Social Work Support Officer posts in Children's Social Care until 31 March 2019.

**Information**

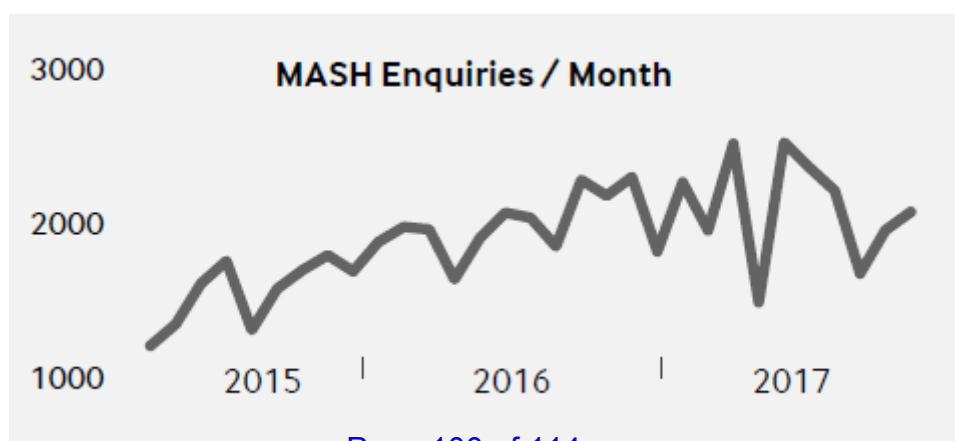
2. Social Work Support Officer (SWSO) posts were initially introduced to Children's Social Care as part of a pilot in 2015. The SWSO programme is based on the 'Reclaiming Social Work' model of child protection, which was successfully pioneered in Hackney and praised in the Munro Report<sup>1</sup>. The role does not require a social work qualification and aims to free up social work capacity, based on the following success criteria:
  - a) social workers are able to spend more time with the children and families they are supporting
  - b) outcomes for vulnerable children and young people are improved
  - c) improved morale of social workers, resulting in improved retention rates and a more stable workforce
  - d) improved throughput of social work cases
  - e) reduced reliance on agency social workers.
3. The SWSO programme forms part of a wider package of recruitment and retention initiatives to reduce agency spend in Children's Social Care and support workforce stability<sup>2</sup>. Other Council recruitment and retention initiatives include: a Market Factor Supplement for social work staff in frontline child protection teams; close collaboration with local higher education institutions to support the recruitment of newly-qualified social workers; a rolling recruitment programme; ICT and technological investment to support staff mobilisation; and ongoing training and development opportunities.
4. In the last five years, the County Council has spent £27.4m on agency staff in Children's Social Care, with the majority of this spend in the frontline child protection teams. Although this spend has reduced from £5.2m in 2016-17 to a forecast £4.2m in

<sup>1</sup> The Munro Review of Child Protection: Final Report, A Child-Centred System, May 2011.

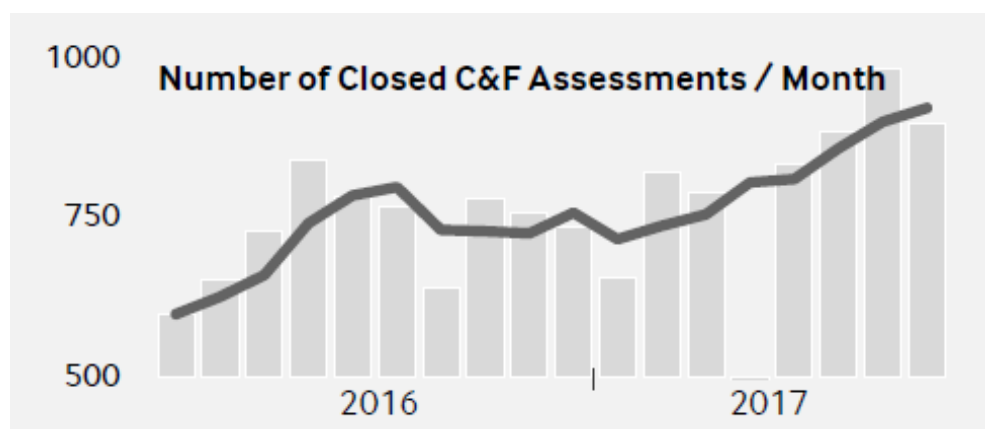
<sup>2</sup> The challenge of recruiting and retaining qualified social work staff is not unique to Nottinghamshire, with councils nationally having spent in excess of £500m on agency social workers in the last three years.

2017-18, agency spend continues to present a significant budgetary pressure on the service.

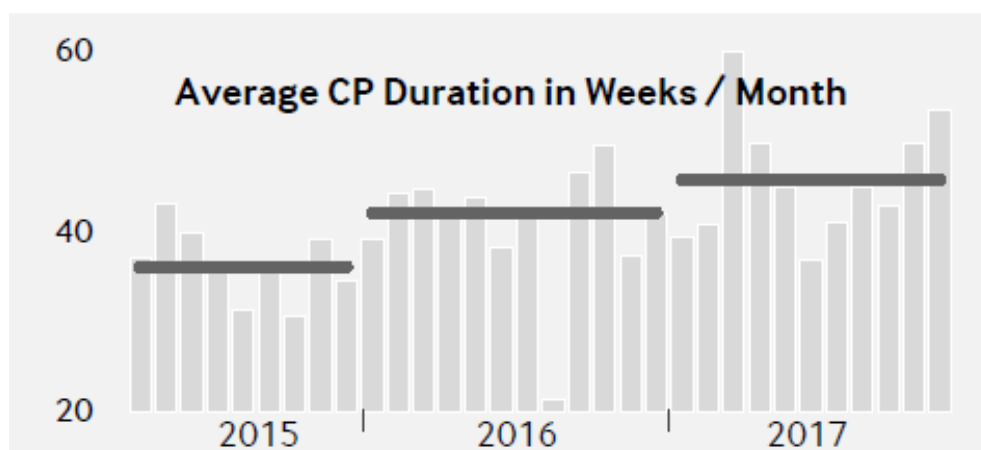
5. The SWSO programme has been running for approximately three years and is operational in the following teams: Bassetlaw District Child Protection Team (DCPT), Mansfield DCPT, Ashfield DCPT, Broxtowe & Rushcliffe DCPTs, the Looked After Children (LAC) team and the Children's Disability Service (CDS). There are currently 20.5 FTE (full-time equivalent) SWSOs and 2 FTE Senior SWSOs deployed across these social work teams.
6. The SWSO posts have proved highly beneficial in terms of social worker and service user feedback, and have also supported a reduction in staff absence, improved staff morale and reduced turnover rates as part of the children's social care recruitment and retention package.
7. A SWSO survey undertaken in autumn 2017 found that 90% of staff who work with SWSOs report a significant or very significant improvement in team morale due to SWSOs. 70% report a significant positive impact upon their own work-life balance. A number of staff also reported that SWSOs have resulted in them taking less time off work sick; between 2014/15 and 2016/17, the total number of days lost due to sickness per FTE in frontline child protection teams fell from 16.3 days per year to 11.2 days per year.
8. Feedback from staff found that SWSOs are effective and very helpful in undertaking key tasks on behalf of social workers that do not require a social work qualification, thus allowing social workers to focus their time on direct work with vulnerable children and families. This includes tasks such as gathering information from agencies, arranging contact sessions, being the first point of contact for families and agencies to answer queries, and managing diaries. 48% of survey respondents said that the availability of SWSOs in a team would be a 'significant or highly significant factor' in their decision to work in that team.
9. Whilst the reduction in agency spend and increased social worker capacity would be sufficient to fund the continuation of the SWSO posts, demands on the wider social care service have increased significantly, which has impacted on the workforce and its capacity to meet the demand:
  - a. The Multi Agency Safeguarding Hub (MASH) has seen a 70% increase in demand since 2015, which shows no evidence of subsiding:



- b. There has been a 95% increase in caseloads in the Assessment Service since the last Ofsted inspection in 2015:



- c. The duration of child protection (CP) cases has increased by 27% since 2015:



10. Following a recent external review, work is planned on caseload progression to ensure that the increased and growing demands on the service are managed as effectively and efficiently as possible. The SWSO posts are expected to be a key role in this work.
11. In addition, the current workforce is relatively inexperienced, with many newly qualified social workers now filling social work posts that were previously being fulfilled by experienced agency workers. At present, 47% of the current social work workforce have been qualified for less than 18 months, which has significant implications on their caseload size and caseload complexity (particularly for social workers completing their Assessed and Supported Year in Employment, who must have protected caseloads). As a result, further agency support has been required to support newly-qualified social workers, to ensure that the service remains safe.
12. As a result of the growing demands on the service and the relatively inexperienced workforce, it is therefore proposed that the SWSO posts are extended until 31 March 2019 to continue to support the front-line child protection teams. This would be subject to further review, following the focus on caseload progression over the next year.

## **Other Options Considered**

13. The SWSO programme could cease on 31 March 2018, although staff would be subject to the relevant notice periods. However, the SWSO role is seen as a valuable post within the service, which if removed would create instability and risk disruption to the quality of the service provided. The posts help mitigate against the increased pressures on the service and will be a key part of the planned caseload progression work.

## **Reason/s for Recommendation/s**

14. The SWSO posts are now an established part of the social work teams, which have shown many benefits and will be used as part of the work to mitigate the growth in demand on the service and ensure that caseloads are contained at a safe level.

## **Statutory and Policy Implications**

15. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial Implications**

16. The cost of these posts is £0.6m and the continued funding of them will be contained within the Children & Families department overall budget for 2018-19.

## **Human Resources Implications (GME 12/01/18)**

17. A further extension to the temporary SWSO posts would mean that the staff currently in the roles will be offered an extension to their current contract in line with the Council's existing agreed employment procedures. The decision would not create any new employment liabilities for the Council.

## **Implications for Service Users**

18. The SWSO role provides increased support for Social Workers and positively impacts on the service provided to children and their families.

## **RECOMMENDATIONS**

- 1) That the Committee approves the extension of the temporary Social Work Support Officer posts in Children's Social Care until 31 March 2019.

## **Service Director, Youth, Families and Social Work**

### **For any enquiries about this report please contact:**

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### **Constitutional Comments (LM 17/01/18)**

19. The Children and Young People's Committee is the appropriate body to consider the contents of the report.

### **Financial Comments (SAS 22/01/18)**

20. The containment of this spend within the overall Children & Families budget will be a significant challenge for the department as the social work staffing budget is forecast to overspend by £0.5m and the department as a whole by £0.4m in the current financial year.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Children's Social Care Transformation Programme – Social Work Support Officer Pilot - report to Children and Young People's Committee on 8 December 2014.

Children's Social Care Transformation Programme – Social Work Support Officer Pilot update – report to Children and Young People's Committee on 16 November 2015.

Social Work Support Officers – Pilot Extension - report to Children and Young People's Committee on 21 March 2016.

Extension of the Social Work Support Officer programme - report to Children and Young People's Committee on 20 February 2017.

### **Electoral Division(s) and Member(s) Affected**

All.

C1084





12 February 2018

Agenda Item: 13

## **REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND SOCIAL WORK**

### **RECRUITMENT OF ADOPTERS: THE BIG ADOPTION DAY - 21 MARCH 2018**

#### **Purpose of the Report**

1. This report seeks approval to run an adoption recruitment campaign and event for the Big Adoption Day on 21 March 2018.

#### **Information**

2. The Council has a constant need to recruit adopters and always has some level of ongoing activity to publicise this fact. The Big Adoption Day is a high profile annual event throughout the UK and details are available at the link below:  
<http://www.first4adoption.org.uk/bigadoptionday/>
3. It is proposed to hold an open event in Newark on 21 March 2018 to celebrate the Big Adoption Day. The event would be publicised via social media and would be a drop-in open to all enquirers both within Nottinghamshire and the D2N2 region which encompasses Derby, Derbyshire and Nottingham City. Within D2N2 resources are shared to reach as wide an audience as possible, to ensure choice for children and to avoid duplication. Newark is good geographically as it is accessible for enquirers not only from D2N2 but also Lincolnshire and Leicestershire.
4. The campaign will consist of:
  - Facebook adverts
  - Internal website adverts
  - Press releases
  - Case studies
  - Tweets from Council accounts
  - Linked-In posts
  - Intranet adverts
  - Drop-in event for interested enquirers.
5. The aim is to generate 15 enquiries and recruit three new adoptive families for sibling groups and harder to place children.

6. Without this recruitment activity the Council will not reach a high level of interest from the community and it is important that Nottinghamshire's profile is maintained alongside other local authorities and voluntary agencies in the East Midlands.

### **Other Options Considered**

7. No other options have been considered.

### **Reason/s for Recommendation/s**

8. There is a need to ensure choice for children in need of permanence via adoption, in particular for harder to place large sibling groups and older children. This is a low cost campaign for a one day event to recruit adopters.

### **Statutory and Policy Implications**

9. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Financial Implications**

10. This is a low cost campaign which will be funded from the allocated corporate communications budget of £20,000 for fostering and adoption campaign activity in this financial year. The methods used in the campaign are cost effective, as are placements with Nottinghamshire County Council approved adopters.

### **RECOMMENDATION/S**

- 1) That the adoption recruitment campaign and event for the Big Adoption Day on 21 March 2018 are approved.

**Steve Edwards**

**Service Director, Youth, Families and Social Work**

**For any enquiries about this report please contact:**

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### **Constitutional Comments (SLB 30/01/18)**

11. Children and Young People's Committee is the appropriate body to consider the content of this report.

**Financial Comments (SAS 01/02/18)**

12. The financial implications of the report are contained within paragraph 10 above.

**Background Papers and Published Documents**

None.

**Electoral Division(s) and Member(s) Affected**

All.

C1088



**12 February 2018****Agenda Item: 14**

## **REPORT OF CORPORATE DIRECTOR, RESOURCES**

### **WORK PROGRAMME**

#### **Purpose of the Report**

1. To consider the Committee's work programme for 2017-18.

#### **Information and Advice**

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. As part of the transparency introduced by the new committee arrangements, committees are expected to review day to day operational decisions made by officers using their delegated powers. It is anticipated that the committee will wish to commission periodic reports on such decisions. The committee is therefore requested to identify activities on which it would like to receive reports for inclusion in the work programme. It may be that the presentations about activities in the committee's remit will help to inform this.

#### **Other Options Considered**

4. None.

#### **Reason for Recommendation**

5. To assist the committee in preparing its work programme.

## **Statutory and Policy Implications**

6. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION**

That the committee's work programme be noted and consideration be given to any changes which the committee wishes to make.

**Jayne Francis-Ward**  
**Corporate Director, Resources**

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## **Constitutional Comments (HD)**

7. The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

## **Financial Comments (NS)**

8. There are no direct financial implications arising from the contents of this report. Any future reports to Committee on operational activities and officer working groups, will contain relevant financial information and comments.

## **Background Papers**

None

## **Electoral Division(s) and Member(s) Affected**

All.

## **CHILDREN & YOUNG PEOPLE'S COMMITTEE - WORK PROGRAMME 2017-18**

REPORT TITLE	BRIEF SUMMARY OF AGENDA ITEM	LEAD OFFICER	REPORT AUTHOR
<b>19 March 2018</b>			
Performance reporting (Quarter 3 2017/18) – Services for Children and Young People	Quarterly performance report	Celia Morris	Dave Gilbert
Ofsted focused visit – Nottinghamshire's Leaving Care Service		Steve Edwards	Natasha Wrzesinski
Road safety around schools	For decision	Marion Clay	Marion Clay
Elective Home Education		Marion Clay	Linda Foster/ Jonathan Smith
School Capital Programme progress report	Six month update report		Amanda J Burrows/ Dave Lees
Special Educational Needs and Disability Reforms 'New Burdens' Grants 2016/17 and 2017/18 – progress	Report back on spend & activities	Laurence Jones	Jill Norman
Outcome of the Short Breaks Review		Laurence Jones	Jill Norman/ Amy Gittins
Remodelling Sure Start Children's Centre Services		Laurence Jones	Irene Kakoullis
Child Sexual Exploitation and Children Missing from Home and Care: update	Six-monthly update	Steve Edwards	Joe Foley
Young People's Service – alternative service delivery model	For decision	Steve Edwards	Pom Bhogal
Schools Forum and Education Trust Board officer group report	Annual officer group report	Marion Clay	Linda Foster
Local Authority governor appointments/ reappointments to school governing bodies	Quarterly report on appointments made	Marion Clay	Jane Mansell
<b>Corporate Parenting items:</b>			
Contact Service annual report		Steve Edwards	Denise Martin
Advocacy Service annual report		Steve Edwards	Ty Yousaf
Children in Care Council report		Steve Edwards	Pom Bhogal

REPORT TITLE	BRIEF SUMMARY OF AGENDA ITEM	LEAD OFFICER	REPORT AUTHOR
National Minimum Fostering Allowances and Fees to Foster Carers	Annual determination	Steve Edwards	Naomi Sills/ Tara Pasque
Foster carers' items			
<b>23 April 2018</b>			
Update on regulatory inspections of children's services		Colin Pettigrew	Natasha Wrzesinski
Children, Young People and Families Plan 2016-18 – annual update	Annual update report	Laurence Jones	Sean Kelly
Children and Young People's Commissioning Plan 2018-19		Laurence Jones	Jon Hawketts
Integration of transfer of Looked After Children with disabilities from children's to adult services		Steve Edwards	Jill Norman/Amanda Collinson
Early Years training and workforce development sold offer		Laurence Jones	Irene Kakoullis
Improving Life Chances and Tackling Child Poverty Action Plan		Laurence Jones	Irene Kakoullis
ICDS Co-production Charter and review of co-production approach		Laurence Jones	Amy Gittins
<b>21 May 2018</b>			
Children's Workforce Health Check Survey 2016-17		Laurence Jones	Liz Maslen
Progress report on Adoption Services restructure, staffing restructure of the Safeguarding, Assurance and Improvement Group and Increase in establishment of Personal Advisor posts/ pilot		Colin Pettigrew	Tara Pasque/ Jon Hawketts/ Natasha Wrzesinski/ Holly Smitheman
<b>18 June 2018</b>			
Performance reporting (Quarter 4 2017/18) – Services for Children and Young People	Quarterly performance report	Celia Morris	Dave Gilbert
Troubled Families Programme in Nottinghamshire – six-month update	Six monthly update report	Steve Edwards	Laurence Jones
Principal Child and Family Social Worker - annual report 2017	For information	Steve Edwards	Diana Bentley



REPORT TITLE	BRIEF SUMMARY OF AGENDA ITEM	LEAD OFFICER	REPORT AUTHOR
Co-producing Charter – co-producing services with families		Laurence Jones	Chris Jones
Local Authority governor appointments/ reappointments to school governing bodies	Quarterly report on appointments made	Marion Clay	Jane Mansell
<b>Corporate Parenting items:</b>			
Independent Reviewing Officer Service annual report		Steve Edwards	Izzy Martin
CAMHS Looked After and Adoption team annual report		Steve Edwards	Vonny Senogles
Fostering Service annual report		Steve Edwards	Shelagh Mitchell
Virtual School annual report		Steve Edwards	Janeen Parker
Foster carers' items			
<b>16 July 2018</b>			
Nottinghamshire Childcare Sufficiency Assessment 2018		Laurence Jones	Irene Kakoullis
Children's Workforce Health Check Survey 2017-18		Laurence Jones	Liz Maslen
<b>To be placed</b>			
Review of the Schools Swimming Service offer		Steve Edwards	Laurence Jones
Progress with Special Educational Needs & Disability Strategy and Action Plan		Laurence Jones	Jill Norman
Multi-Agency Safeguarding Hub - review		Steve Edwards	Holly Smitheman
Outcome of Ofsted inspections of schools – termly update	Spring term report	Marion Clay	Linda Foster
Teacher recruitment communication strategy		Marion Clay	Linda Foster
Teacher recruitment campaign strategy – progress reports		Marion Clay	Linda Foster

