

Children and Young People's Committee

Monday, 11 February 2019 at 10:30

County Hall, West Bridgford, Nottingham, NG2 7QP

AGENDA

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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 Martin Gately (Tel. 0115 977 2826) 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 14 January 2019 (commencing at 10.30am)

Membership

Persons absent are marked with an 'A'

COUNCILLORS

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

John Handley
Errol Henry JP
Roger Jackson
Rachel Madden

John Peck JP
Liz Plant
Sue Saddington
Yvonne Woodhead

CO-OPTED MEMBERS (NON-VOTING)

4 Vacancies

OFFICERS IN ATTENDANCE

Pav Ayoub	Senior Practitioner, Youth Service, Children and Families Services
Pom Bhogal	Youth Service Manager, Children and Families Services
Marion Clay	Service Director, Children and Families Services
Helena Cripps	Public Health & Commissioning Manager
Steve Edwards	Service Director Young Families & Social Work
Laurence Jones	Service Director, Children and Families Services
Hannah Johnson	Service Manager, Safeguarding Children
Irene Kakoullis	Group Manager, Children and Families Services
Philippa Milbourne	Business Support, Children and Families Services
Colin Pettigrew	Corporate Director, Children and Families Services
Tasha Wrzesinski	Senior Practitioner, Children and Families Services

Laurelle Flowers	Apprentice
Lewis Rogers	Apprentice
Keeley Terry	IPC Apprentice

Martin Gately	Democratic Services Officer
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1. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 17 December 2018 having been circulated to all Members, were taken as read and were signed by the Chairman.

2. APOLOGIES FOR ABSENCE

Councillor Rachel Madden replaced Councillor Samantha Deakin for his meeting only.
Councillor Yvonne Woodhead replaced Councillor Paul Henshaw this meeting only.

3. DECLARATIONS OF INTEREST

None.

4. CHILDREN MISSING EDUCATION

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

RESOLVED 2019/001

That:

- 1) the Children Missing Education guidance, attached as Appendix 1 be circulated to schools to clarify the process that Nottinghamshire County Council staff, school and education professionals should follow if they have concerns that a child is missing from education;
- 2) the existing Nottinghamshire Children Missing Education Strategy be updated to reflect the conclusions from the ISOS Partnership Report 'The Alternative Provision Market Analysis Research Report,' October 2018, (as detailed in paragraph 13), on the effective use of Alternative Provision, and that the revised strategy be taken to Policy Committee for approval;
- 3) approval be given for a Children Missing Education (CME) Dashboard report to be presented to the Committee on a six monthly basis, with a particular focus upon part-time provision, permanent and fixed term exclusion and alternative provision.

5. CHILDREN MISSING FROM HOME AND CARE UPDATE

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

RESOLVED 2019/002

That

- 1) quarterly performance data be included in the quarterly performance reports to the Committee;
- 2) six-monthly reports be received to provide an overview of the work to address Children Missing from Home and Care in Nottinghamshire.

6. NOTTINGHAMSHIRE OUTSTANDING ACHIEVEMENTS 4UTH AWARD 2018

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

RESOLVED 2019/003

That an update report on activity following the Nottinghamshire Outstanding Achievement 4UTH Award and celebration event for 2019 be received.

7. SUPPORTING IMPROVEMENTS IN THE ASSESSMENT SERVICE

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

RESOLVED 2019/004

That:

- 1) the reduction of the permanent establishment of current Social Work Support Officer (Grade 4) posts from 41 to 37 full-time equivalent;
- 2) the permanent establishment of 4 fte Business Support Administrator (Grade 3) posts within the Business Support Service to be assigned to Assessment Teams North and South.

8. TEMPORARY CHANGES TO THE STAFFING ESTABLISHMENT IN THE VIRTUAL SCHOOL TEAM

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

RESOLVED 2019/005

That the establishment of an additional 1 fte Achievement Officer (Hay Band A) post in the Virtual School team, on a two-year fixed term basis from 1st February 2019, be approved, in order to provide sufficient resources to successfully deliver the extended statutory requirements related to Children Previously in Care.

9. CHANGES TO THE STAFFING STRUCTURE IN EARLY CHILDHOOD SERVICES

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

RESOLVED 2019/006

That the disestablishment of a 0.7 fte Early Years Specialist Teacher (Teaching Terms and Conditions) post and 1 fte Early Years Business Sustainability Officer (Band A) post from the Early Childhood Services staffing structure with effect from 31st March 2019 be approved.

10. WORK PROGRAMME

The Chairman introduced the report.

Members agreed that a report on fines issued to parents taking children on holiday during school time be added to the future work programme. In addition, the Chair confirmed that a report on tackling emerging threats to children's services will be scheduled on the work programme for an appropriate time.

RESOLVED 2019/007

That the Committee's work programme be agreed.

The meeting closed at 11:17 am.

CHAIRMAN

11 February 2019**Agenda Item: 4**

REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES

SCHOOLS BUILDING IMPROVEMENT PROGRAMME

Purpose of the Report

1. The purpose of this report is to provide an update to Committee on projects included in the Schools Building Improvement Programme and to seek approval for the projects to be included in the Schools Building Improvement Programme from the 2019/20 funding allocation and an additional project for the 2018/19 allocation.

Information

Schools Building Improvement Programme (SBIP)

2. The SBIP forms part of the Schools Capital Programme which is funding that can be used to improve school buildings.
3. In 2016 the Council devised a programme consisting of six workstreams to deliver the SBIP funding focusing on health & safety and maintenance issues which are mostly likely to result in a school closure. A series of feasibility projects have been commissioned to Arc Partnership which have provided estimated costs and determined the programmes priorities as follows:

Biomass Boilers

Remedial works to the Biomass boiler installations: this relatively recent sustainable technology has developed rapidly from the time of the Council's first installations. Following independent site surveys of all the 53 sites this programme brings all the installations up to current standards or replaces them with either gas or oil fired systems.

Kitchen Ventilation

Kitchen ventilation improvements: current Building Regulations require increased levels of ventilation. This programme will provide new mechanical ventilation installations.

Boiler & Heating Pipework Replacement

Replacement of boiler and or associated heating pipework: pipework replacement predominantly affecting Victorian and turn of the 20th century sites where the ageing heating pipework would not withstand the pressure of modern boiler installations.

Heating Cabinet Replacements

Heating cabinets predominantly in Clasp buildings: many of the heating cabinets are original dating back to the early 1960s, and though it is believed that most have had the asbestos removed some are still being found with asbestos which is unacceptable; the majority still have the original electrics within the cabinets which could be a major fire risk to the property.

Drainage

Drainage works to address issues causing flooding or blockage to the foul drains.

Roofing

Replacing roofs where a roof is beyond economic repair the state of repair can become a risk through the possibility of falling slates.

Funding Allocations

Year	Department for Education allocation
2016/17	£6.1M
2017/18	£5.5M
2018/19	£5.2M
2019/20	£5.0M (estimated)

4. The County Council has received an annual Schools Building Improvement Programme allocation from the Department for Education (DfE) for 2018/19 of £5.2m.
5. The 2019/20 School Capital Grant has yet to be announced with confirmation expected March 2019. For the purposes of project planning the programme is working to the reasonable estimate of £5.0M
6. Many of the projects from previous years projects have now completed or are nearing completion. A number of the projects have completed under budget, releasing funds back to the programme. A £2.0M underspend has been identified.
7. Should the allocation be significantly different to the expected, a revised programme report will be brought to Committee.

The 2018/19 additions to the SPIB programme:

8. The projects to be include in the programme for the 2018/19 allocation were approved at Committee in November 2018. The list remains unchanged other than the addition of a drainage project at Lake View Primary. Drainage works were identified as necessary during a recent basic needs project to replace a temporary mobile with a permanent classroom.

The 2019/20 additions to the SPIB programme:

9. Projects with a total Value of £7M (£5M allocation & £2M underspend) have been identified for the 2019/20 additions to the SPIB Programme as listed below. As well as available funding, decisions on the projects to be included have been made based on the urgency of the works required and assessment of the risk. Consideration has also been given to

sites where other major works are planned, thereby maximising investment whilst saving on project costs and minimising disruption, particularly for the Basic Need projects at Sutton Bonington, Lambley and East Markham Primary Schools.

Biomass Boilers:

- Linby Cum Papplewick C of E Primary

Kitchen Ventilation:

- Abbey Hill Primary
- Hillocks Primary
- Kingsway Primary
- Lambley Primary
- Maun Infant
- Northfield Primary
- Stanhope Primary
- Woodthorpe Infant

Boilers and Heating Pipework:

- Albany Junior
- All Hallows C of E Primary
- Annesley Primary
- Banks Road Infant
- Chilwell School
- East Markham Primary
- Ernehale Infant
- Healdswood Infant
- Kinoulton Primary
- Lady Bay Primary
- Lambley Primary

Heating Cabinets:

- Beckingham Primary
- Berry Hill Primary
- Bramcote Hills Primary
- Church Vale Primary
- Coppice Farm Primary
- Derrymount Special School
- Elkesley Primary
- Farmilo Primary
- Jacksdale Primary
- Lake View Primary
- Leen Mills Primary
- Nettleworth Infant
- Ordsall Primary
- Phoenix Infant
- Radcliffe-on-Trent Junior
- Redlands Primary
- Sir Edmund Hillary Primary
- Sutton Bonington Primary
- William Lilley Infant
- Winthorpe Primary
- Woodthorpe Infant

Drainage:

- Bispham Drive Junior
- Forest Town Primary
- Sutton Bonington Primary

Roofing:

- Farmilo Primary
- Normanton-on-Soar Primary
- Wadsworth Fields Primary

10. A Latest Estimated Cost report will be taken to Finance and Major Contracts Management Committee seeking approval for the forecast costs.

Schools Access Initiative

11. The Schools Access Initiative provides for adaptations to schools so that the schools and the Council can meet their legal duties under the Equality Act to provide access to the school and curriculum to meet the needs of specific young people with disabilities, who are either at the school or seeking a place at that school. The initiative has been in operation for some time and thus an increasing number of schools already have had adaptations but there is nationally a rise in numbers of children identified with significant disabilities and sensory disabilities, so the demand is constant. Equally in many cases the scope of the adaption works are of a scale that does not constitute a formal capital project. Nevertheless, experience shows that there are usually 5-6 more substantial capital projects required per annum. This funding can only be applied to council maintained schools. Academies are responsible for making their own adaptations.
12. In 2018/19, as with previous years, budget for the Schools Access Initiative has been top sliced from the SBIP allocation. However no topslice from the 2019/20 allocation will be taken as there is sufficient budget to meet the need, available from unallocated or underspend sums from previous years' budgets.

Other Options Considered

13. The County Council has an obligation to provide sufficient, adequate spaces for pupils requiring education within the County. There are therefore no other options available to the County Council at this time.

Reasons for Recommendation/s

14. The Council is committed to providing good schools with sufficient places for all Nottinghamshire children. The Schools Capital Programme is a key element of delivering this commitment.

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. Financial provision for the elements that comprise the Schools Capital Programme are reconciled annually as part of the Council's overall budget setting process. The reconciliation takes account of the most recent government grant and other forms of income that contribute to the overall funding of the Programme, against the anticipated

actual spend across the range of projects. Realistic assumptions about future sources of external income/grants have been built into the overall financial planning for the Programme, and robust arrangements are in place to monitor these over the course of the Programme.

Human Rights Implications

17. The provision of school places in well maintained schools will facilitate parental preference via the schools admissions process.

Implications for Service Users

18. The Schools Capital Programme seeks to ensure that there will be sufficient school places in school buildings which do not suffer from the need of essential maintenance to their fabric.

RECOMMENDATIONS

That Committee approves:

- 1) the addition of one extra project to the Schools Building Improvement Programme for the 2018/19 allocation, as detailed in paragraph 8.
- 2) the addition of projects to the Schools Building Improvement Programme for the 2019/20 allocation, as detailed in paragraph 9.

Derek Higton
Service Director, Place & Communities

For any enquiries about this report please contact:

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Constitutional Comments (SLB 11/01/19)

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

Financial Comments (GB 16/01/19)

20. The financial implications are set out in the 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.

Schools Capital Programme progress report – report to Children and Young People’s Committee on 19 November 2018.

Electoral Division(s) and Member(s) Affected

All.

C1205

11 February 2019**Agenda Item: 5****REPORT OF SERVICE DIRECTOR, EDUCATION, LEARNING AND SKILLS****BASIC NEED PROGRAMME OF SCHOOL EXPANSION 2019/20****Purpose of the Report**

1. This report seeks approval to take the list of schools identified in **Appendix 1** forward to feasibility with the Council's Departmental Services.

Information

2. Nottinghamshire County Council has a statutory duty to ensure a sufficiency of school places for children resident in the County.
3. On an annual basis the Council makes a statutory return to the Department for Education (DfE) outlining the net capacity and levels of occupation in its schools. This School Capacity return (SCAP) informs the Education Skills and Funding Agency (ESFA) allocation of the level of 'Basic Need' grant for new school places in the County due to population growth.
4. The assessment of Basic Need for the period 2019/20, as determined by the ESFA through the agency of the SCAP return, was £8,600,000. This, together with a small underspend from previous years, takes the total amount available to allocate to projects this year to £8,978,000.
5. Basic Need funding is not ring fenced and comes with no recommendations as to which schools or planning areas should be allocated capital funding. It must be deployed to address capital issues and cannot be used to address revenue issues.
6. Officers in Pupil Place Planning work in close conjunction with partner services in School Admissions, Place and Information and Systems to further interrogate all available data in respect of projected demand for places to identify where the most pressing and appropriate sites for expansion sit.
7. In the past the Council has been required to organise mobile classrooms to meet urgent teaching requirements with temporary planning permissions. On a predictable basis these come to the end of their permission or to the end of their viable life. The Basic Need allocation has been used over the years to replace these with permanent classrooms where data indicates that places are still required.

8. In the period 2013-16 the Council noted a significant growth in pupil numbers in the primary school phase, resulting in the allocation to the Council of approximately £70 million of Basic Need funding. This spending led to the creation of over 5,500 additional permanent primary places.
9. Projections data indicates that the primary 'bulge', first noted in 2013, is beginning to be felt in terms of higher numbers of applications for secondary school places in 2017 and 2018, with this set to increase over the coming years.
10. Rushcliffe was the first district of Nottinghamshire to experience an increased demand for secondary school places, which cannot be met from within the existing school estate; the secondary bulge in 2018 is now visible in Gedling secondary schools.
11. Project feasibility studies will establish the risks associated with all the proposals identified in **Appendix 1**. The outcomes of feasibility will inform Elected Members as to where proposed projects are undeliverable, poor value for money or appropriate and meet service needs.

Other Options Considered

12. Projects could proceed to planning without feasibility, but this would not then allow risks to be identified and is therefore not considered to be a viable option.

Reason/s for Recommendation/s

13. Feasibility costs represent good value for money when compared with the costs associated with abortive planning and design costs which would be incurred without prior feasibility establishing the suitability of proposals.

Statutory and Policy Implications

14. 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

15. Where the feasibility works result in a capital project, the costs of the feasibility will be funded from the approved Basic Need school places capital programme. Where a capital project does not ensue, the cost of the feasibility works are not able to be funded from capital resources. As such, these costs will need to be met from within the Children and Families Services revenue budget.

RECOMMENDATION/S

- 1) That Committee gives approval for the list of schools identified in **Appendix 1** to be taken forward to feasibility with the Council's Departmental Services.

Marion Clay
Service Director, Education, Learning and Skills

For any enquiries about this report please contact:

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Team Manager, Pupil Place Planning
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Constitutional Comments (KK 02/01/19)

16. The proposal in this report is within the remit of the Children and Young People's Committee.

Financial Comments (SAS 02/01/19)

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

None.

Electoral Division(s) and Member(s) Affected

All.

C1200

Basic Need 2019 Priorities with Rationale

1. Mobile Permanent Replacement Programme

Currently there are approximately 900 pupils taught in mobile (temporary) classrooms across primary and special schools. The Council has a plan to remove or replace temporary classrooms with permanent buildings where temporary planning permissions are expiring, where they are beyond economically reasonable repair and where there is a continuing teaching need.

The Council must continue to replace these temporary classrooms over time where planning is least likely to be extended. The two suggested sites represent the most pressing cases for the next twelve months are:

King Edwin Primary – Edwinstowe Primary Planning Area – Newark District
Lady Bay Primary – West Bridgford Primary Planning Area – Rushcliffe District

King Edwin Primary - Double Mobile Replacement						
DFE No:	School	Planning Area	Net Capacity	Average 5 Year Projection	Housing	Surplus or Insufficient Places
2737	King Edwin Primary School, Edwinstowe	Edwinstowe	420	328	33	59
2030	Samuel Barlow Primary and Nursery School	Edwinstowe	230	237	112	-119
3534	St Marys CofE Primary School Edwinstowe	Edwinstowe	105	106		-1
		Total:	755	671	145	-61

The temporary double mobile classroom at this school has been in situ since 1999 and has been the subject of several planning application renewals. The condition of the building is poor and is highly unlikely to be granted a further temporary planning consent. The classrooms are regularly and routinely used for teaching purposes. Population projections indicate that the numbers of children likely to attend the school will remain high therefore there will be a continuing need for the accommodation. If the school and the planning area were to lose access to the capacity it would be unable to meet the demand for school places coming through and would be unable to accommodate the early arrivers from housing developments proposed in the area.

West Bridgford Planning Area											
		5 Year Primary Projections					10 Year Primary Estimates				
West Bridgford Planning Area	Places Available	Sept 2019	Sept 2020	Sept 2021	Sept 2022	Sept 2023	Sept 2024	Sept 2025	Sept 2026	Sept 2027	Sept 2028
Projected Number on Roll	3503	3496	3498	3504	3511	3513	3513	3513	3513	3513	3513
Housing Estimates		53	101	166	201	212	248	294	325	356	377
Additional Places Required		-46	-96	-167	-209	-222	-258	-304	-335	-366	-387

The planning permission for the single mobile unit was granted in 2003 at Lady Bay Primary School. This school is one of 9 schools in the West Bridgford primary planning area. West Bridgford has a number of very successful primary schools and they feed into high performing secondary schools. School places are always in demand. This, in addition to the number of new school places being generated by housing developments, has resulted in the need for the Council to secure up to 50 additional school places in this planning area for September 2019. Losing 30 school places from the removal of the mobile classroom from Lady Bay Primary would make this task more complex.

2. Increases in Population

Using population and housing data the current place planning 5-year projections indicate that the planning areas with the greatest need for additional primary school places sit within the Huthwaite primary planning area in Ashfield District.

All Saints CE Infants Huthwaite Primary Planning Area – Ashfield District

Huthwaite Planning Area 2018 Projections							
		5 year RAG	Housing or Population	Housing to Population % Comparison	10 year RAG	Housing or Population	Housing to Population % Comparison
Ashfield	Huthwaite Planning Area	-87	H&P	87:13	-182	H&P	48:52

The project turns All Saints Infant school into a primary school using a nearby building (All Saints Centre). Current analysis shows that there is an increase in demand for school places in the area. This proposal creates 120 permanent places. In 10 years if housing developments come forward as proposed further places will be required, these will be funded by housing developer contributions.

3. Secondary Growth Programme

Place planning projections indicate that the planning areas with the greatest need for additional secondary school places sit within the Gedling District.

Carlton Academy Gedling District:

Summary of Carlton Academy Projections 2018														
											Net Capacity		1001	
Summary of Year 7 (11+) Projections 2018											PAN		170	
				Census Jan 2018	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
				11+	11+	11+	11+	11+	11+	11+	11+	11+	11+	11+
2018 Linked Primaries/Projection				191	226	187	190	190	189	190	189	190	190	190
Adjustment late arrivers primary						3	3	3	3	3	3	3	3	3
Known Housing						3	6	9	12	15	18	21	24	27
Projected Total					226	193	199	202	204	208	210	214	217	220
Summary of All Age Projections 2018														
				Census Jan 2018	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
				Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
2018 Linked Primaries/Projection				840	928	929	947	984	982	946	948	948	948	949
Adjustment late arrivers primary						3	6	9	12	15	18	21	24	27
Known Housing						20	40	60	80	100	120	140	160	180
Projected Total				840	928	952	993	1053	1074	1061	1086	1109	1132	1156
6th Form NOR				60	84	80	82	91	98	102	103	102	106	108
Sufficiency 1.8%				18	18	18	18	18	18	18	18	18	18	18
Proiected Total				918	1030	1050	1093	1162	1190	1181	1207	1229	1256	1282

The increase in children attending the school over the last two years is as a result of population growth and increased popularity due to improved performance. Additionally, the primary bulge is working through into the secondary sector. This is compounded by a large number of housing developments in the area. The Redhill Trust, of which this school is a part, has produced plans for a 10 classroom extension. This will go a long way to reducing the pressure on secondary places in the Gedling area. This will be forward funding Community Infrastructure Levy (CIL) contributions from Gedling Borough Council. This proposal will allow the school to grow by two forms of entry, raising the published admission number from 180 to 240. The Redhill Trust will manage the project. The Council will monitor in terms of funding and delivery milestones.

11 February 2019**Agenda Item: 6****REPORT OF THE SERVICE DIRECTOR, EDUCATION, LEARNING & SKILLS****FIRST ADMISSIONS APPLICATIONS TO NOTTINGHAMSHIRE SCHOOLS
AND ACADEMIES - 2018/19 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 2018/19 academic year. The report also gives information on the number of preferences expressed by parents on their application and seeks approval for further advice to be sought about the possibility of making it essential for parents to have preferred more than one school before the application can be processed.

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 2018 and August 2019.
3. Parents made their applications between November 2017 and January 2018 and were informed of their allocated school in April 2018. There are two sets of figures included in this report – data which is based on offers made to Nottinghamshire residents on National Offer Day (16 April 2018) and data based on offers made to Nottinghamshire residents as at 21 December 2018. 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.
4. The School Admissions Code 2014 states that parents are able to express a preference for at least three schools. Nottinghamshire enables parents to submit four preferences on their application. The Council encourages parents to make four preferences but not all parents do so; in the last four years in excess of 35% of applications only listed a single preference.

As at national offer day

5. There were 8,789 on time applications received from Nottinghamshire residents for the year 2018/19. This is down slightly on the number of applications received the previous year (92 fewer applications than for 2017/18).

6. Just over a third of applications (3,154; 35.9%) made only one preference on their application.
7. 93.2% (8,194) of applications were offered their first preference school which represents a slight increase from 92.2% the previous year. When taking into account offers at any stated preferences this increases to 98.7% (8,679) which again is a slight increase on last year (98.2%). Of the 110 applicants that were not offered a place at any of their stated preferences, most had only made one preference (74; 67.3%). All were then made alternative offers.
8. A total of 764 applications were received from residents outside of Nottinghamshire. The highest proportion of these applications were received from Nottingham City (549; 71.8%) followed by Derbyshire (131; 17.1%), Lincolnshire (30; 0.04%). Leicestershire (25; 0.03%).
9. A total of 155 applications were received from Nottinghamshire residents for schools outside of Nottinghamshire. The highest proportion of these applications were received for Nottingham City schools (85, 54.8%); followed by Derbyshire (35, 22.6%); Lincolnshire (17, 11%); and Rotherham (10, 6.5%).

As at late December

10. 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.
11. There will be instances where an offer of a school place was made at a lower preference but a higher preference was later offered and rejected by the parent. In 2018/19 there were 86 applications where this was the case. For the purpose of this analysis these applications are based on the initial offer.
12. 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.
13. The data below excludes withdrawn applications and those where no offer was made due to a deferred application:
 - there were 9,224 applications received from Nottinghamshire residents for the year 2018/19 in total (including on time and late)
 - just over a third of these applicants (3,145; 34.1%) made only one preference on their application

- 91.0% (8,374) of applicants were offered their first preference school
- 4,198 applications indicated a sibling at a preference school (45.5% of all applications). Of these 3,913 (93.2% of applications with siblings) were offered the school where parents had indicated a sibling.

Other Options Considered

14. 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

15. 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.
16. Parents are advised to use all four preferences but increasingly parents submit applications with fewer preferences.

Statutory and Policy Implications

17. 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

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

RECOMMENDATION/S

That:

- 1) 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 2018/19 academic year.
- 2) further advice is sought about the possibility of making it essential for parents to have preferred more than one school before the application can be processed.

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Constitutional Comments (SLB 02/01/19)

19. 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 02/01/19)

20. 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.

None.

Electoral Division(s) and Member(s) Affected

All.

C1201

11 February 2019**Agenda Item: 7****REPORT OF THE SERVICE DIRECTOR, EDUCATION, LEARNING AND
SKILLS****NOTTINGHAMSHIRE SCHOOL ADMISSION ARRANGEMENTS 2020-2021****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 2020-2021
 - 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 admission 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 University Technical College (UTC) in year 9 and children transferring to a 14-19 academy, school or college in 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

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 2020-2021 between 21 November 2018 and 15 January 2019.
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 15 January 2019 were considered.

Outline of Nottinghamshire County Council's consultation

10. The consultation asked seven 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:
 - 21 online responses
 - 6 emails
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. The County Council sought views on another option which was to give additional priority for children who have a displaced sibling attending **only** the West Bridgford planning area community 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 2020-2021 by 28 February 2019.
15. It is uncommon for the majority of schools in Nottinghamshire to be oversubscribed from its catchment area. Over the last three years there have been a few schools across the County that did not have capacity to admit all reception aged children living in the catchment area who applied for a school place.
16. It is not possible to predict oversubscription within a catchment area in future years due to parental preference and demand for school places; this can vary significantly from year to year.
17. The majority of respondents agreed with Option B – to give additional priority to children who have a displaced sibling attending the school for **all** community and voluntary controlled schools, in line with the Office of the Schools Adjudicator judgement for Abbey Road Primary School (ADA3399, ADA3433 and ADA3434).

Statutory and Policy Implications

18. 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.

Implications for Service Users

19. 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.
20. Own admission authority schools are responsible for determining their own admission arrangements and these may differ from those determined by Nottinghamshire County Council for community and voluntary controlled schools.

RECOMMENDATION/S

- 1) That the proposed school admission arrangements for 2020-2021 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.

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Constitutional Comments (LW 29/01/19)

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

Financial Comments (SAS 29/01/19)

22. 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-egias>

Redacted version of comments made by respondents to the online consultation

School Standards and Framework Act (SSFA) 1998, available at www.education.gov.uk

School Admissions Code (SAC) 2014, available at www.education.gov.uk

Electoral Division(s) and Member(s) Affected

All.

C1194

ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS: 2020-2021

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

The County Council considered a change to the oversubscription criteria for community and voluntary controlled schools from those determined for 2019-2020. The majority of responses to the consultation supported the inclusion of priority for children who have a displaced sibling attending the school. Full details of the oversubscription criteria for 2020-2021 are included in section 1.4.

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 2019-2020 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.

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).*
- *Children who were previously in state care outside of England (looked after by a public authority, religious organisation or another provider of care whose sole purpose is to benefit society, such as orphanages or other settings).*

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.

Where a request for special consideration is not approved:

- For information provided before the closing date for intake applications, a decision will not be communicated and the application will be considered in line with the published admission oversubscription criteria.
- For information provided after the closing date and for all in-year applications, a decision based on the evidence provided will be communicated to the applicant.

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

<http://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas>

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.

Displaced sibling

A child is considered to have been displaced if they applied on time for a reception place for their Nottinghamshire community or voluntary controlled catchment area school and they were not allocated as the school was oversubscribed with catchment area children at national offer day. If the older sibling was subsequently offered a place at the community or voluntary controlled catchment area school from the waiting list and this offer was declined, the child will not be considered as displaced and any younger siblings would not be given any additional priority in the oversubscription criteria.

Multiple births (twins, triplets etc)

Where one child of a multiple birth can be admitted through the normal admissions process, 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 an address point (using eastings and northings as defined by Ordnance Survey) 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 31 May. Waiting lists will close on 31 May 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
- moved 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 that have moved into, or within, 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 2020 (offer day) and before 31 August 2020 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 2 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 2020-2021, 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 2020-2021 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 2020 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. Typically, this means their child will start school in year 1, forfeiting reception. If a parent wishes to delay their child's admission to school until compulsory school age, and wants their child to be admitted to reception, the parent must 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. This is not limited to applications for those starting school for the first time but includes children moving from infant to junior/primary schools and from primary to secondary schools.

Nottinghamshire County Council's designated officers will consider requests for admission outside the normal age group and 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 8 tables. Each table shows the schools for which those criteria are used.

1.4A	Standard reception criteria for infant and primary schools
1.4B	Variation to standard criteria for infant and primary schools with a faith criterion
1.4C	All Hallows CE Primary School - variation to include faith
1.4D	St Wilfrid's CE Primary School - variation to include faith
1.4E	Trowell CE Primary School - variation to include faith
1.4F	Standard junior/primary criteria – intake at year 3
1.4G	Variation to standard criteria for junior/primary schools with an intake at year 3
1.4H	Lowe's Wong Junior School – variation to include faith

1.4A	STANDARD RECEPTION CRITERIA: INFANT AND PRIMARY SCHOOLS 2020-2021
	<ol style="list-style-type: none"> 1. Looked after children and previously looked after children 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 or the linked junior/primary school and children who do not live in the catchment area at the closing date for application and who, at the time of admission will have a brother or sister attending the school or the linked junior/primary school who was displaced as their Nottinghamshire community catchment area school was oversubscribed at the national offer day for first admission to school 3. Other children who live in the catchment area at the closing date for applications 4. Children who live outside the catchment area who will have a brother or sister attending the school or the linked junior/primary school 5. Children who live outside the catchment area
	School names
	Abbey Gates Primary School
	Abbey Hill Primary and Nursery School
	Abbey Primary School
	Albany Infant and Nursery School
	Annesley Primary and Nursery School
	Arnold Mill Primary and Nursery School
	Arnold View Primary School
	Arnold Woodthorpe Infant School
	Asquith Primary School
	Awsorth Primary, Awsorth
	Bagthorpe Primary School
	Beardall Fields Primary and Nursery School
	Beckingham Primary School
	Berry Hill Primary School
	Bleasby CofE Primary School
	Blidworth Oaks Primary School
	Bramcote Hills Primary School
	Brierley Forest Primary and Nursery School
	Brinsley Primary and Nursery School
	Brookhill Leys Primary and Nursery School
	Brookside Primary School
	Bunny CofE Primary School
	Butler's Hill Infant and Nursery School
	Carlton Central Infant, Carlton
	Carnarvon Primary School
	Carr Hill Primary and Nursery School
	Church Vale Primary School and Foundation Unit <div data-bbox="683 2049 909 2094">Page 39 of 198</div>

Chuter Ede Primary School
Clarborough Primary School
Coddington CofE Primary and Nursery School
Coppice Farm Primary School
Costock CofE Primary School
Crescent Primary School
Croft Primary School
Dalestorth Primary and Nursery School
Dunham-on-Trent CofE Primary School
East Markham Primary School
Edgewood Primary and Nursery School
Elkesley Primary and Nursery School
Everton Primary School
Farmilo Primary School and Nursery
Forest Glade Primary School
Forest Town Primary School
Gateford Park Primary School
Gotham Primary School
Greasley Beauvale Primary School
Haggonfields Primary and Nursery School
Halam CofE Primary School
Hallcroft Infant and Nursery School
Hawthorne Primary and Nursery School
Healdswood Infants and Nursery School
Heatherley Primary School
Heathlands Primary School
Hetts Lane Infant and Nursery School
High Oakham Primary School
Hillocks Primary and Nursery School
Holgate Primary and Nursery School
Holly Hill Primary and Nursery School
Holly Primary School
Intake Farm Primary School
Jacksdale Primary and Nursery School
James Peacock Infant and Nursery School
Jesse Gray Primary School
John Blow Primary School
John Clifford Primary School
John Hunt Primary School

John T Rice Infant and Nursery School
Kimberley Primary, Kimberley
King Edward Primary and Nursery School
King Edwin Primary and Nursery School
Kingsway Primary School
Kinoulton Primary School
Kirklington Primary School
Lady Bay Primary School
Lake View Primary and Nursery School
Lambley Primary School
Langar CofE Primary School
Langold Dyscarr Community School
Lantern Lane Primary and Nursery School
Lawrence View Primary and Nursery School
Leen Mills Primary School
Lovers Lane Primary and Nursery School
Lowe's Wong Infant School
Manners Sutton Primary School
Manor Park Infant and Nursery School
Mapperley Plains Primary and Nursery School
Mattersey Primary School
Maun Infant and Nursery School
Misson Primary School
Misterton Primary and Nursery School
Mornington Primary, Nuthall
Morven Park Primary and Nursery School
Mount CofE Primary and Nursery School
Muskham Primary School
Netherfield Infant School
Netherfield Primary, Netherfield
Nettleworth Infant and Nursery School
Newstead Primary and Nursery School
Normanton-on-Soar Primary School
North Clifton Primary School
Northfield Primary and Nursery School
Norwell CofE Primary School
Orchard Primary School and Nursery
Ordsall Primary School
Orston Primary School

Phoenix Infant and Nursery School
Pinewood Infant and Nursery School
Priestsic Primary and Nursery School
Prospect Hill Infant and Nursery School
Queen Eleanor Primary School
Radcliffe-on-Trent Infant and Nursery School
Rampton Primary School
Ramsden Primary School
Ravenshead CofE Primary School
Redlands Primary and Nursery School
Richard Bonington Primary and Nursery School
Robert Miles Infant, Bingham
Round Hill Primary School
Selston CofE Infant and Nursery School
Sir Edmund Hillary Primary and Nursery School
Springbank Primary School
St Augustine's School
St Edmund's CofE Primary School
Standhill Infants' School
Stanhope Primary and Nursery School
Sutton Bonington Primary School
Sutton-on-Trent Primary and Nursery School
Sutton Road Primary School
The Lanes Primary School
Toton Banks Road Infant and Nursery School
Trent Vale Infant School
Underwood Church of England Primary School
Wadsworth Fields Primary School
Walesby CofE Primary School
Walkeringham Primary School
West Bridgford Infant School
Westdale Infant School, Mapperley
Westwood Infant and Nursery School
William Lilley Infant and Nursery School
Willoughby Primary School
Willow Brook Primary School
Winthorpe Primary School
Woodland View Primary School
Wynndale Primary School

1.4B	VARIATION TO STANDARD RECEPTION CRITERIA: INFANT AND PRIMARY SCHOOLS – FAITH CRITERIA
	<ol style="list-style-type: none"> 1. Looked after children and previously looked after children 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 or the linked junior/primary school and children who do not live in the catchment area at the closing date for application and who, at the time of admission, will have a brother or sister attending the school or the linked/junior primary school who was displaced as their Nottinghamshire community catchment area school was oversubscribed at the national offer day for first admission to school 3. Other children who live in the catchment area at the closing date for applications 4. 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 5. Children who live outside the catchment area and whose parent attends the relevant church/churches* 6. Children who live outside the catchment area
	<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 (www.cte.org.uk or www.eauk.org)</p>
School name	Relevant church/churches
Caunton Dean Hole CofE Primary School	St Andrew's Church, Caunton
Cuckney CofE Primary School	St Mary's Church, Cuckney or St Winifred's, Holbeck
Holy Trinity CofE Infant School	**
Kneesall CofE Primary School	**
North Wheatley Church of England Primary School	**
Ranby CofE Primary School	All Saints Church, Babworth or St Martin's Church, Ranby
St John's CofE Primary School	**
St Andrew's CofE Primary and Nursery School	**
St Matthew's CofE Primary	**

1.4C	ALL HALLOWS CofE PRIMARY SCHOOL (GEDLING) - FAITH CRITERIA VARIATION TO STANDARD RECEPTION CRITERIA
	<ol style="list-style-type: none"> 1. Looked after children and previously looked after children 2. 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 3. 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 children who do not live in the catchment area at the closing date for application and who, at the time of admission, will have a brother or sister attending the school who was displaced as their Nottinghamshire community catchment school was oversubscribed at the national offer day for first admission to school 4. 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 5. 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 6. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school 7. Children who live outside the catchment area and whose parent has regular involvement with All Hallows, Gedling or St Paul's, Carlton 8. Other children
	<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>
1.4D	ST WILFRID'S COFE PRIMARY SCHOOL (GEDLING) - FAITH CRITERIA VARIATION TO STANDARD RECEPTION CRITERIA
	<ol style="list-style-type: none"> 1. Looked after children and previously looked after children 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 and children who do not live in the catchment area at the closing date for application and who, at the time of admission, will have a brother or sister attending the school who was displaced as their Nottinghamshire community catchment school was oversubscribed at the national offer day for first admission to school 3. 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. 4. Other children who live in the catchment area 5. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school 6. 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. 7. Other children who live outside the catchment area
	<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>

1.4E	TROWELL COFE PRIMARY SCHOOL (BROXTOWE) - FAITH CRITERIA VARIATION TO STANDARD RECEPTION CRITERIA
	<ol style="list-style-type: none"> 1. Looked after children and previously looked after children 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 and <i>children who do not live in the catchment area at the closing date for application and who, at the time of admission, will have a brother or sister attending the school who was displaced as their Nottinghamshire community catchment school was oversubscribed at the national offer day for first admission to school</i> 3. Other children who live in the catchment area at the closing date for applications 4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school 5. Children who live outside the catchment area where a parent is involved with St Helen's Church* 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* 7. Other children who live outside the catchment area
	<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>

1.4F	STANDARD JUNIOR/PRIMARY CRITERIA: YEAR 3 ADMISSIONS FROM A LINKED INFANT SCHOOL 2020-2021
<ol style="list-style-type: none"> 1. Looked after children 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 	
Area	School name
Broxtowe	Albany Junior School
Gedling	Arno Vale Junior School
Broxtowe	Beeston Rylands Junior School
Ashfield	Broomhill Junior School
Bassetlaw	Carr Hill Primary and Nursery School
Mansfield	Eastlands Junior School (Welbeck Federation of Schools)
Broxtowe	Eskdale Junior School
Ashfield	Jacksdale Primary and Nursery School
Mansfield	Leas Park Junior School
Mansfield	Newlands Junior School
Gedling	Priory Junior School
Bassetlaw	Prospect Hill Junior School
Rushcliffe	Radcliffe-on-Trent Junior School
Mansfield	Sherwood Junior School
Rushcliffe	West Bridford Junior School
Ashfield	Woodland View Primary School

1.4G	VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA: YEAR 3 INTAKE 2020-2021
	<ol style="list-style-type: none"> 1. Looked after children and previously looked after children 2. Children who live in the catchment area at the closing date for applications and 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 3. Other children who live in the catchment area at the closing date for applications and 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 School
Rushcliffe	St Peter's CofE Junior School
Broxtowe	Toton Bispham Drive Junior School

1.4H	LOWE'S WONG ANGLICAN METHODIST JUNIOR SCHOOL (NEWARK) - FAITH CRITERION 2020-2021 VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA
	<ol style="list-style-type: none"> 1. Looked after children 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 (www.cte.org.uk or www.eauk.org) .</p>	

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 2020-2021 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 Hill Primary and Nursery School	45	
Annesley Primary and Nursery School	30	
Bagthorpe Primary School	15	15
Beardall Fields Primary and Nursery School	60	
Brierley Forest Primary and Nursery School	60	
Broomhill Junior School		75
Butler's Hill Infant and Nursery School	75	
Croft Primary School	60	
Dalestorth Primary and Nursery School	45	
Edgewood Primary and Nursery School	45	
Forest Glade Primary School	30	
Healdswood Infants' and Nursery School	60	
Hillocks Primary and Nursery School	45	
Holgate Primary and Nursery School	60	
Holly Hill Primary and Nursery School	50	
Jacksdale Primary and Nursery School	25	20
Kingsway Primary School	60	
Leen Mills Primary School	60	
Morven Park Primary and Nursery School	60	
Orchard Primary School and Nursery	45	
Priestsic Primary and Nursery School	60	
Selston CofE Infant and Nursery School	25	
St Andrew's CofE Primary and Nursery School	45	
Underwood Church of England Primary School	25	
Westwood Infant and Nursery School	20	
Woodland View Primary School	30	35

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2019-2020 is in brackets.

2.2 – Bassetlaw area

Published admission numbers 2020-2021 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 School	15	
Carr Hill Primary and Nursery School	45	45
Clarborough Primary School	20	
Cuckney CofE Primary School	20	
Dunham-on-Trent CofE Primary School	15	
<i>East Markham Primary School</i>	<i>30 (20)</i>	
Elkesley Primary and Nursery School	15	
Everton Primary School	15	
Gateford Park Primary School	30	
Haggonfields Primary and Nursery School	25	
Hallcroft Infant and Nursery School	45	
Langold Dyscarr Primary Community School	40	
Mattersey Primary School	10	
Misson Primary School	20	
Misterton Primary and Nursery School	30	
North Wheatley Church of England Primary School	20	
Ordsall Primary School	90	
Prospect Hill Infant and Nursery School	60	
Prospect Hill Junior School		60
Rampton Primary School	15	
Ramsden Primary School	30	
Ranby CofE Primary School	15	
Redlands Primary and Nursery School	60	
Sir Edmund Hillary Primary and Nursery School	60	
St Augustine's School	75	
St Matthew's CofE Primary	10	
Walkeringham Primary School	8	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2019-2020 is in brackets.

2.3 – Broxtowe area

Published admission numbers 2020-2021 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 and Nursery School	60	
Albany Junior School		60
Beeston Rylands Junior School		50
Bramcote Hills Primary School	60	
Brinsley Primary and Nursery School	30	
Brookhill Leys Primary and Nursery School	60	
Eskdale Junior School		70
Greasley Beauvale Primary School	55	
John Clifford Primary School	60	
Lawrence View Primary and Nursery School	30	
Round Hill Primary School	75	
Springbank Primary School	30	
St John's CofE Primary School	15	
The Lanes Primary School	90	
Toton Banks Road Infant and Nursery School	60	
Toton Bispham Drive Junior School		60
Trent Vale Infant School	50	
Trowell CofE Primary School	30	
Wadsworth Fields Primary School	50	
William Lilley Infant and Nursery School	60	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2019-2020 is in brackets.

2.4 – Gedling area

Published admission numbers 2020-2021

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 School	30	
All Hallows CofE Primary School	30	
Arno Vale Junior School		60
Arnold Mill Primary and Nursery School	45	
Arnold View Primary School	45	
Arnold Woodthorpe Infant School	60	
Coppice Farm Primary School	30	
Hawthorne Primary and Nursery School	30	
<i>Lambley Primary School</i>	<i>30 (25)</i>	
Manor Park Infant and Nursery School	60	
Mapperley Plains Primary and Nursery School	45	
Newstead Primary and Nursery School	20	
Phoenix Infant and Nursery School	60	
Pinewood Infant and Nursery School	60	
Priory Junior School		60
Richard Bonington Primary and Nursery School	60	
St Wilfrid's CofE Primary School	30	
Standhill Infants' School	45	
Stanhope Primary and Nursery School	60	
Westdale Infant School	60	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2019-2020 is in brackets.

2.5 – Mansfield area

Published admission numbers 2020-2021 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 School	60	
Asquith Primary School	45	
Berry Hill Primary School	60	
Church Vale Primary School and Foundation Unit	30	
Crescent Primary School	60	
Eastlands Junior School (Welbeck Federation of Schools)		40
Farmilo Primary School and Nursery	45	
Forest Town Primary School	60	
Heatherley Primary School	45	
Heathlands Primary School	25	
Hetts Lane Infant and Nursery School	60	
High Oakham Primary School	60	
Holly Primary School	40	
Intake Farm Primary School	30	
John T Rice Infant and Nursery School	50	
King Edward Primary and Nursery School	90	
Leas Park Junior School		70
Netherfield Infant School	40	
Nettleworth Infant and Nursery School	70	
<i>Newlands Junior School</i>		60 (50)
Northfield Primary and Nursery School	60	
Sherwood Junior School		60
St Edmund's CofE Primary School	30	
Sutton Road Primary School	90	
Wynndale Primary School	30	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2019-2020 is in brackets.

2.6 – Newark area

Published admission numbers 2020-2021 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 CofE Primary School	20	
Blidworth Oaks Primary School	45	
Caunton Dean Hole CofE Primary School	10	
Chuter Ede Primary School	90	
Coddington CofE Primary and Nursery School	60	
Halam CofE Primary School	15	
Holy Trinity CofE Infant School	25	
John Blow Primary School	30	
John Hunt Primary School	60	
King Edwin Primary and Nursery School	60	
Kirklington Primary School	15	
Kneesall CofE Primary School	15	
Lake View Primary and Nursery School	30	
Lovers Lane Primary and Nursery School	30	
Lowe's Wong Infant School	70	
Lowe's Wong Anglican Methodist Junior		100
Manners Sutton Primary School	8	
Maun Infant and Nursery School	60	
Mount CofE Primary and Nursery School	30	
Muskham Primary School	30	
North Clifton Primary School	8	
Norwell CofE Primary School	10	
Queen Eleanor Primary	10	
Ravenshead CofE Primary School	60	
Sutton-on-Trent Primary and Nursery School	20	
Walesby CofE Primary School	20	
Winthorpe Primary School	15	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2019-2020 is in brackets.

2.7 – Rushcliffe area

Published admission numbers 2020-2021 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 School	60	
Brookside Primary School	45	
Bunny CofE Primary School	15	
Carnarvon Primary School	70	
Costock CofE Primary School	15	
Gotham Primary School	30	
James Peacock Infant and Nursery School	90	
Jesse Gray Primary School	60	
Kinoulton Primary School	20	
Lady Bay Primary School	60	
Langar CofE Primary School	15	
Lantern Lane Primary and Nursery School	60	
Normanton-on-Soar Primary School	12	
Orston Primary School	25	
Radcliffe-on-Trent Infant and Nursery School	90	
Radcliffe-on-Trent Junior School		70
St Peter's CofE Junior School		90
Sutton Bonington Primary School	30	
West Bridgford Infant School	81	
West Bridgford Junior School		85
Willoughby Primary School	7	
Willow Brook Primary School	30	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2019-2020 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, transferring to a University Technical College (UTC) in year 9 and children transferring to a 14-19 academy, college or studio school in year 10.

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 children attending a junior/primary school do not automatically transfer to secondary phase of education. In all cases 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 a University Technical College in year 9 or a 14-19 academy, college or studio school in year 10.

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 31 May 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:

- **29 November 2019** for children transferring from primary phase to secondary education and to year 9/10 in studio schools
- **10 February 2020** for children starting school for the first time and for children transferring from infant school to junior education.

- b. Late applications and changes to preference order received after the dates outlined above but before **31 August 2020** 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. A maximum of 4 preferences can be processed as late on an application at any one time and parents must wait for the outcome for these preferences before making further changes.

Any applications received after **1 September 2020** will be processed as in-year applications (see section 4).

3.9 PRIMARY COORDINATED SCHEME 2020-2021

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 4 November 2019	Information about applying for a school place available to parents
2	Wednesday 15 January 2020	Closing date for applications and any supplementary or supporting information, including any special circumstances
3	By Friday 31 January 2020	Exchange of application information between Nottinghamshire County Council and other local authorities for schools in their area
4	By Monday 10 February 2020	Nottinghamshire County Council sends application information to own admission authority schools within Nottinghamshire
5	Monday 10 February 2020	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. Proof of address to be received where relevant.
6	By Monday 9 March 2020	Own admission authority schools return all preferences in rank order of priority to Nottinghamshire County Council
7	Between Friday 13 March 2020 and Friday 3 April 2020	Nottinghamshire County Council makes provisional decisions taking into account the ranking of preferences and informs other local authorities of these provisional decisions
8	By Monday 6 April 2020	Nottinghamshire County Council informs other local authorities of final allocations
9	By Tuesday 7 April 2020	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 Tuesday 14 April 2020	Nottinghamshire County Council informs all Nottinghamshire schools of final allocations
11	Thursday 16 April 2020	Offers communicated to Nottinghamshire parents 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	Primary appeals will begin from May 2020 onwards

3.10 SECONDARY COORDINATED SCHEME 2020-2021

This scheme is relevant for children transferring from primary school (year 6) to secondary school (year 7) and children transferring to a University Technical College (UTC) in year 9 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 5 August 2019	Information about applying for a school place available to parents
2	Thursday 31 October 2019	Closing date for applications and any supplementary or supporting information, including any special circumstances
3	By Monday 11 November 2019	Exchange of application information between Nottinghamshire County Council and other local authorities for schools in their area
4	By Friday 29 November 2019	Nottinghamshire County Council sends application information to own admission authority schools within Nottinghamshire
5	Friday 29 November 2019	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. Proof of address to be received where relevant.
6	By Monday 13 January 2020	Own admission authority schools return all preferences in rank order of priority to Nottinghamshire County Council
7	Between Monday 13 January 2020 and Friday 21 February 2020	Nottinghamshire County Council makes provisional decisions taking into account the ranking of preferences and informs other local authorities of these provisional decisions
8	By Friday 21 February 2020	Nottinghamshire County Council informs other local authorities of final allocations
9	By Friday 21 February 2020	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 Friday 28 February 2020	Nottinghamshire County Council informs all Nottinghamshire schools of final allocations
11	Monday 2 March 2020	Offers communicated to Nottinghamshire parents 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	Secondary appeals will begin from April 2020 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 9 in a University Technical College or year 10 in a 14-19 academy, college or 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.

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 (OAAs) 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
- b. Applications for Nottinghamshire community and voluntary controlled schools, and schools that have joined the scheme, must be made to Nottinghamshire County Council.
- c. 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

- 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 places are allocated in line with this scheme.
- 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 online, 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
- 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	For parents who have applied online notification of the outcome of their preferences will be made available on line. For all other applications notification of the outcome of the application will be sent second class post.
Day 20	If a place cannot be identified or there is a delay in getting a response from the preferred school(s), 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 communicate the decision:
- for parents who have applied online notification of the outcome of their preferences will be made available online;
 - for all other applications notification of the outcome of the application will be sent second class post.
- 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. If the place is not taken up (i.e. child on roll) by the end of the summer term parents would need to make a new application for the following academic year.
- 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 31 May.
- 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. If the place is not taken up (i.e. child on roll) by the end of the summer term parents would need to make a new application for the following academic year.
- d. If places are not taken up within these timelines, the offer of a place may be withdrawn.

Appendix 2

Summary of the consultation on Nottinghamshire County Council's (NCC) school admission arrangements 2020-2021, with analysis of responses and comments

The consultation was open from 21 November 2018 to 15 January 2019. The visits to the webpage including information about the consultation and the online response form are detailed below:

External visits to webpages	
Information page	1,544
Online consultation form introduction	125
Section 1 questions	109
Section 2 questions	39
Section 3 questions	31
Section 4 questions	28

The online questions sought the views of respondents about specific aspects:

- 21 responses were submitted online
- 6 email responses were received.

An analysis of responses to questions 1-7 is presented below. A redacted version of the comments made by respondents is available as a background paper.

Section 1 – the overall procedures and practices that are used to decide how places are allocated.

Q1: Do you agree with Proposal A – to extend the criterion 2 (giving additional priority to displaced siblings) to the other 3 community schools within the West Bridgford planning area only.

Responses and comments

Option	Number	%
Yes	9	33.3
No	9	33.3
Don't know	9	33.3
Not answered	0	0
Total	27	

9 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 proposal A	
B	Comments against proposal A	5
C	Don't know	4
D	Other	

Q2: Do you agree with Proposal B – to extend the criterion 3 for All Hallows CofE Primary School and criterion 2 for all other community and voluntary controlled schools giving priority to displaced siblings?

Responses and comments

Option	Number	%
Yes	14	51.9
No	5	18.5
Don't know	8	29.6
Not answered	0	
Total	27	

2 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 proposal B	
B	Comments against proposal B	1
C	Don't know	1
D	Other	

Q3: Do you agree with the proposed changes to key terms?

Responses and comments

Option	Number	%
Yes	13	48.1
No	4	14.8
Don't know	10	37.1
Not answered	0	
Total	27	

2 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 agreeing to key terms	1
B	Comments against key terms	1
C	Don't know	
D	Other	

Section 2 – proposed admission number (PAN) the number of places that can be allocated in the year group.

Q4: Do you agree with the proposed admission numbers?

Responses and comments

Option	Number	%
Yes	12	44.44
No	3	11.12
Don't know	12	44.44
Not answered	0	0
Total	27	

3 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	
B	Class sizes/curriculum/funding	1
C	Other	2

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

Q5: Do you agree with the proposed timelines?

Responses and comments

Option	Number	%
Yes	19	70.4
No	0	
Don't know	8	29.6
Not answered	0	
Total	27	

3 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	Neutral	1
B	Disagreement with an aspect of timelines	1
C	Other	1

Section 4 – how in-year applications are processed.

Q6: Do you agree with the in-year application process?

Responses and comments

Option	Number	%
Yes	17	63.0
No	1	3.7
Don't know	9	33.3
Not answered	0	
Total	27	

2 respondents made comments.

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

Q7: Do you agree with the proposed change to the date waiting lists will be held until (31 May)?

Responses and comments

Option	Number	%
Yes	15	55.6
No	2	7.4
Don't know	10	37
Not answered	0	
Total	27	

1 respondents made comments.

A	Negative/disagreement with waiting list close date	
B	Positive/agreement with closure of waiting list	1
C	Neutral with respect to waiting lists	
D	Other	

Conclusion

For question 1, there was a neutral response.

For questions 2 - 7, the majority of respondents agreed with the Council's proposal for the relevant aspect of the admission arrangements.

11 February 2019**Agenda Item: 8****REPORT OF THE SERVICE DIRECTOR, EDUCATION, LEARNING AND
SKILLS****REVISED NOTTINGHAMSHIRE FAIR ACCESS PROTOCOL****Purpose of the Report**

1. This report seeks approval, following public consultation, of a revised Nottinghamshire Fair Access Protocol, attached as **Appendix 1**.

Information

2. The County Council is required to have in place a fair access protocol, developed in partnership with schools. This requirement is described in Fair Access Protocols: Principles and Process Departmental Advice 2012 which is available from the Department for Education website www.education.gov.uk
3. Fair access protocols support timely access to education for the most vulnerable children.
4. The County Council's Fair Access Protocol has been revised to reflect changes in the operation of locality panels across Nottinghamshire and the publication of the updated School Admissions Code (SAC) 2014 which is available from the Department for Education website www.education.gov.uk
5. Nottinghamshire County Council consulted on a revised fair access protocol between 21st November 2018 and 15th January 2019.
6. 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
 - county and borough councillors
 - parish councils
 - registered early years providers within Nottinghamshire.

7. The consultation was promoted via the Council's social media accounts and by posters distributed to schools and early years providers throughout Nottinghamshire. Consultees were invited to respond online, by emailing or by writing to the County Council. All responses received by 15 January 2019 were considered.
8. The consultation asked six questions about proposed additions to the Nottinghamshire Fair Access Protocol and sought responses from consultees regarding their level of agreement with the proposed protocol.
9. The proposed additions to the protocol are summarised as follows:
 - a) there are now 9 locality based partnerships referenced and not 8
 - b) the protocol now refers to the School Admissions Code 2014
 - c) information about the operation of primary panels has been included alongside the existing secondary panel information. A process for primary school under PAN (Published Admission Number) refusals has been added into the protocol
 - d) three new categories of Nottinghamshire fair access qualifying children have been proposed
 - children where it has not been possible to allocate a school that is at a reasonable distance due to there being no place available within a reasonable distance
 - children where elective home education (EHE) is deemed unsuitable by the Local Authority
 - exceptional reasons referred by the Fair Access team
 - e) the responsibility on schools to send to locality panel meetings a person empowered to make decisions on behalf of the school is included
 - f) a section has been added about children returning from EHE stating that where possible a placement for a return to school will be sought at the most recently attended school.
10. The number of responses to the consultation were as follows:
 - 29 online
 - 2 email
11. 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

12. The existing Fair Access Protocol remains in place. This contains outdated information regarding the structure and operation of the Fair Access Protocol across locality panels.

Reason/s for Recommendation/s

13. To enable the County Council to meet its statutory responsibility with regard to having a Fair Access Protocol. The recommendation is based upon legislative requirements and responses to the consultation that was carried out (**Appendix 2**).

Statutory and Policy Implications

14. 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

15. There are no financial implications arising from the report.

Implications for Service Users

16. Nottinghamshire County Council's Fair Access arrangements are agreed following public consultation and ensure fairness and equity for all service users.

RECOMMENDATION/S

- 1) That a revised Nottinghamshire Fair Access Protocol, attached as **Appendix 1**, be approved.

Marion Clay
Service Director, Education, Learning and Skills

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Constitutional Comments (SLB 31/01/19)

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

Financial Comments (SAS 29/01/19)

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.

Consultation documents available on the consultation database at

<https://consult.nottinghamshire.gov.uk/children-and-families-services/fairaccessconsultation/>

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

Fair Access Protocols: Principles and Process Departmental Advice 2012 which is available from the Department for Education website www.education.gov.uk

School Admissions Code (SAC) 2014 which is available from the Department for Education website www.education.gov.uk

Revised Fair Access Protocol – report to Children and Young People’s Committee on 17 September 2018

Redacted version of comments made by respondents to the online consultation

Electoral Division(s) and Member(s) Affected

All.

C1199

FAIR ACCESS PROTOCOL (Proposed)

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Section 1 - introduction

The purpose of the fair access protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum. This is why every local authority is required to have in place a fair access protocol, developed in partnership with schools (DfE Guidance, November 2012 – Fair Access Protocols: Principles and Process).

Fair access protocols encourage local authorities, schools and academies to work together in partnership to ensure that the best interests of vulnerable children are considered whilst ensuring that no school, including those with available places, is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The School Admissions Code 2014 gives local authorities and schools, including academies, the freedom to develop and agree protocols to best serve the needs of children in their area. It is for participating schools to ensure that the local protocol works for them and is reviewed as required with the local authority.

The statutory responsibility for local authorities to coordinate admissions outside the normal round (in-year admissions) was removed for admissions from September 2013. Parents now face a wide range of different practices and procedures in respect of applying for a school place for their child. As schools increasingly take responsibility for their own admissions, the risk that children will ‘fall between the cracks’ and be unable to secure a place quickly at a local school increases. In addition, the process can be complex for parents to understand because the way in-year admissions are managed varies from one local authority to another.

The operation of the fair access protocol is outside the arrangements of coordination and is triggered when a parent of an eligible child has not secured a school place under in-year admissions procedures or a governing body has made a referral. Some children in vulnerable groups may find it difficult to secure a school place; it is expected that all parties will act with a sense of urgency to identify a school place for any child who has had difficulty securing a one or who falls under the fair access protocol (DfE Guidance, November 2012 – Fair Access Protocols: Principles and Process).

Section 2 – overall procedures and context

2.1 – Legislative background

The School Admissions Code 2014 (3.11), states that all admission authorities must participate in the fair access protocol in order to ensure that unplaced children are allocated a school place quickly.

The School Admissions Code 2014 applies to admissions to all maintained schools in England and should be read alongside the School Admission Appeals Code 2012 and other guidance and law that affect admissions and admission appeals in England. Academies (including free schools), university technical colleges and studio schools are required by their funding agreements to comply with the School Admissions Code 2014 and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is demonstrable need.

2.2 – The Nottinghamshire context

Nottinghamshire County Council has established an in-year coordinated scheme for Nottinghamshire community and voluntary controlled schools with an option for own admission authority schools to participate. If a place cannot be offered through the normal admissions process, the application will be considered in line with the County Council's Fair Access Protocol. For those schools not participating in the in-year scheme, the fair access protocol is key in identifying those vulnerable groups to ensure that vulnerable children without school places are not overlooked.

Nottinghamshire County Council has well-established collaborative fair access procedures at secondary and primary level, supported by staff from the Fair Access Team and Primary Social Emotional Development (PSED) team. Although all partnerships are required to operate within the same legislative framework it is for individual panels to agree how the fair access protocol can operate to best meet the needs of children and schools within their area. All Nottinghamshire localities are required to have an operational fair access panel. Regardless of their operational arrangements all partnerships seek to minimise the number of days that a child or young person remains without a school place.

Admissions correspondence and agreed admissions processes are designed to enhance continuity between the in-year scheme and the fair access protocol. This is to ensure that when a child has not secured a school place through the normal admissions process, the fair access protocol is triggered.

2.3 – Locality-based partnerships

The fair access process at secondary level is facilitated by nine locality-based school partnerships which meet regularly to make recommendations for the placement of children living in their area, including those who have been permanently excluded. Occasionally, the nearest accessible school place for a particular child may fall within a neighbouring locality. In these circumstances, cross-locality collaboration will be necessary to establish the most appropriate placement for the child.

The nine locality-based school partnerships have developed different models of operation to meet the needs in their local area. However, the fair access process requires all the locality partnerships to make appropriate provision for young people who require education either in a mainstream school or in alternative provision. Local procedures must comply with the requirements of the agreed Nottinghamshire fair access protocol and unplaced pupils who meet the criteria must be offered a place.

Whilst the need for primary places to be allocated through the fair access process is rare it is still a requirement for each primary locality to have an agreed process in place. Where appropriate, cases are currently raised through Primary School Behaviour and Attendance Partnership Meetings. Advice and guidance is available to school leaders from the Primary Social Emotional Development Team and the Fair Access team. If primary locality panels are unable to meet or identify school placements then the case will be referred to the Local Authority's Children Out of School Panel (COOS) for a decision.

2.4 – Scope of the fair access protocol

The majority of applications for school places will be dealt with through normal admission procedures. However some children in vulnerable groups may find it difficult to secure a school place.

The School Admissions Code 2014 (3.15) states that a fair access protocol, as a minimum, must include:

- children from the criminal justice system or pupil referral units who need to be reintegrated into mainstream school
- children who have been out of education for two months or more
- children of Gypsies, Roma, Travellers, refugees and asylum seekers
- children who are homeless
- children with unsupportive family backgrounds for whom a place has not been sought
- children who are carers
- children with special educational needs, disabilities, medical conditions (but without an Education, Health and Care Plan).

In addition, Nottinghamshire's fair access protocol also supports:

- children with exceptional social, emotional or behavioural needs, particularly those who pose a significant safeguarding risk (without an Education, Health and Care Plan)
- children who have been without a school place for more than 20 school days
- children who are subject to a child protection plan or categorised as children in need
- children who are fleeing domestic violence.
- children where it has not been possible to allocate a school that is at a reasonable distance due to there being no place available within a reasonable distance
- children where elective home education (EHE) is deemed unsuitable by the LA
- exceptional reasons referred by the Fair Access team

Looked after children, previously looked after children or children with an Education, Health and Care Plan naming the school, fall outside the fair access protocol and other arrangements are in place to ensure that these children are admitted.

2.5 – Procedures and responsibilities

For applications that are processed through Nottinghamshire's in-year scheme, fair access will automatically be triggered in accordance with timelines laid out in the scheme. Own admission authority schools that are not participating in Nottinghamshire County Council's in-year scheme are required, on receipt of an in-year application, to notify the County Council of the application and its outcome. This enables the local authority to track and safeguard children in the area and make a referral under the fair access protocol as necessary.

It is the responsibility of each school to send a representative to the meeting; this person must be empowered to make decisions on behalf of the school at that meeting.

The fair access protocol should not be used as a means to circumvent the normal in-year admissions process.

Section 3 - requests by schools for referral to fair access panel

3.1- Legislative context

The School Admissions Code 2014 (3.12) states that where places are available but a governing body does not wish to admit a child with challenging behaviour outside the normal admission round, the case must be referred to the local authority for action under the fair access protocol. This is normally only appropriate where a school can evidence a particularly high proportion of children with challenging behaviour or previously excluded children. The use of this provision must not be used to give time to gather further evidence or unnecessarily delay the admission of children to school. This provision will not apply to a looked after child, a previously looked after child or a child with an Education, Health and Care Plan naming the school in question, as these children **must** be admitted.

There are limited grounds on which an application for admission can be refused. The School Admissions Code 2014 (3.8) states that where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion.

The School Admissions Code 2014 (2.9) states that admission authorities **must not** refuse to admit a child solely because:

- they have applied later than other applicants
- they are not of the faith of the school in the case of a faith school
- they followed a different curriculum at their previous school
- information has not been received from the previous school
- they have missed entrance tests for selective places

3.2- Secondary School Under PAN refusals

Where a Nottinghamshire governing body does not wish to admit a child even though there are places available, the school will need to provide the following to their locality panel, or to the Nottinghamshire County Council Children Out Of School (COOS) panel if they are unable to raise the case at a locality panel meeting:

a) a copy of the governing body decision to refer the case to the local authority for action under the fair access protocol

b) evidence that the child has a history of significantly challenging behaviour corroborated by expert diagnosis, school exclusion history, the youth justice system or other appropriate sources. Guidance regarding appropriate evidence is provided by Nottinghamshire County Council to each locality panel or school.

and

c) that the relevant cohort already contains a particularly high proportion of children with challenging behaviour or previously excluded children than those that currently exist in similar cohorts within the locality partnership. Guidance regarding appropriate evidence is provided by Nottinghamshire County Council to each locality panel or school.

3.3- Primary School Under PAN refusals

Where a Nottinghamshire governing body does not wish to admit a child even though there are places available, the school will need to provide the following to the Nottinghamshire County Council COOS panel:

- a) a copy of the governing body decision to refer the case to the local authority for action under the fair access protocol
 - b) evidence that the child has a history of significantly challenging behaviour corroborated by expert diagnosis, school exclusion history, the youth justice system or other appropriate sources. Guidance regarding appropriate evidence is provided by Nottinghamshire County Council to schools who indicate an intent to refer.
- and
- c) that the relevant cohort already contains a particularly high proportion of children with challenging behaviour or previously excluded children than those that currently exist in similar cohorts within the locality partnership.

Section 4 – locality panels

4.1- Consideration of referrals

Locality panels should meet at least monthly to ensure that a school place is identified quickly for unplaced children.

The locality panel will be expected to consider the parental application and the governing body's referral. The panel should identify an appropriate school place for the child. Non-attendance by a school representative at a panel meeting does not preclude a decision to place a child at that school and these decisions are still binding.

The allocation of a place in accordance with the fair access protocol does not override a parent's right to appeal against refusal of a place at any school for which they have applied. Children allocated a place at a school in accordance with the fair access protocol must take precedence over those on a waiting list. If an application is referred despite places being available in the relevant year group, the governing body must present to the locality panel their case for refusal. This should demonstrate how admission of the child would prejudice the provision of efficient education or efficient use of resources.

4.2-Assessing the suitability of a placement

As part of assessing the suitability of a placement for a child, the panel must take account of any relevant information provided by parents/carers, school, LA, other admission authorities or professional agencies. This could include a previous serious breakdown in the relationship between the school and the family, or strong views about the religious ethos of a school.

Locality panels are required to give due consideration to the specific needs of any vulnerable pupils that they are seeking to place. They should identify an educational pathway that offers the child the best opportunity to achieve a positive academic outcome. There is no duty for local authorities or

admission authorities to comply with parental preference when allocating places through the fair access protocol.

Locality panels are also responsible for ensuring that appropriate educational provision will be sought for children who have a right to educational provision and whose applications are being considered under the fair access protocol but who are not ready for mainstream schooling. In the majority of circumstances, this will involve placing the child onto the roll of their catchment school to enable the co-ordination of an appropriate alternative curriculum package.

Wherever possible, children with a religious affiliation should be matched to a suitable school.

4.3- Recommendations

Locality panels make recommendations for the placement of all children who have been identified as meeting the requirements of the fair access protocol, including those who have been permanently excluded. All schools are expected to admit children who have been allocated to them through this process.

Every effort should be made to identify a school place quickly. If in a particular case there are valid reasons why a school roll cannot be identified at the locality meeting, the protocol requires that locality panels are responsible for establishing the educational provision a child will receive and monitoring its effectiveness.

4.4- Alternative provision

In rare circumstances alternative provision may be recommended. This means that a school will be identified to take responsibility for the learning and wellbeing of the child but the education will take place somewhere other than the main school site.

4.5- Managed move

If the child currently has a school place, the panel may suggest that the parent consider withdrawing the formal application to allow a 'managed move' transfer. The child will then access learning at a new school for an agreed period of time to ensure that all parties are certain that a permanent transfer will be in the child's best interests. The child retains the right to return to their current school during this process.

The process of managed moves falls outside the scope of fair access legislation and will therefore only apply if individual locality panels have specifically agreed to develop secure procedures to facilitate such transfers in their area and the parent agrees to participate in that process.

4.6- Applications for children to return to school from EHE

Where possible for children who have been EHE and a request has been made for them to return to mainstream school, a placement will be sought at the child's most recently attended school.

4.7. Local authority support and monitoring role

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If a locality panel meeting is deferred or cancelled, the cases on that month's agenda will be referred to the COOS panel who will make decisions regarding placements.

Whilst this fair access protocol covers all maintained schools and academies within Nottinghamshire, every effort will be made to contact a neighbouring authority to help secure a school place in that area if that is deemed appropriate.

In particularly complex cases, there may be rare occasions where a child cannot be offered a school place by the locality panel or where the school identified by the panel fails to admit the child. In these exceptional cases, the local authority may direct a school to admit the child or may make a referral to a regulatory body. If this is required, the local authority will follow procedures detailed in the School Admissions Code 2014 (3.16 – 3.22).

Section 5- Additional funding

5.1 Higher level special educational needs (HLN)

Children already in receipt of funding through Education Health and Care Plans (EHCPs), including out of county EHCPs, and those in receipt of Higher Level Special Educational Needs Funding (HLN), will have that funding transferred to the receiving school for an agreed period of time.

The Fair Access team will offer advice and support to schools who choose to make new HLN bids if they are asked to admit children with significant special educational needs, serious mental health needs, those who raise serious safeguarding concerns that require mitigation, or children who need to be placed on a school roll for safeguarding purposes but who are known to currently require an alternative educational provision arrangement.

Funding to support pupils with social emotional and mental health (SEMH) needs is devolved to localities through their School Behaviour and Attendance Partnerships. Schools participating in such partnerships will be able to access this funding. Schools which have not agreed a partnership funding agreement with the Local Authority (LA) will be expected to meet the needs of pupils with SEMH needs from their own resources. In localities where the fair access panel and the school behaviour and attendance partnership operate separately they are strongly advised to have agreed communication procedures.

5.2 Permanently excluded children

A permanently excluded child who is admitted to a new school will have, from the date on roll, the remaining portion of the Age Weighted Pupil Unit (AWPU) formula in that financial year transferred to the new school.

5.3 Transport

Key Stage 4 pupils who are applying for a school place as a consequence of a change of residence, but who live within 8 miles of their original school place, can access transport funding to facilitate the completion of the examination courses that they have already started.

If a locality panel, in accordance with the fair access protocol, identifies a place at a school which is not the nearest school or the catchment school, the Fair Access team will confirm that the place has been appropriately designated. Transport funding may be made available if the distance criterion is met.

Section 6- Monitoring and review

6.1 Monitoring effectiveness of the fair access protocol

The local authority monitors the placement of children identified through the fair access protocol in a number of ways:

- Admissions of Vulnerable Children Group (AVC) termly
- Support to schools service – weekly meeting
- Report to relevant internal groups including Place, Planning and Admissions Board and the Children Missing Education Board.

In addition, the School Admissions Code 2014 (3.23) requires local authorities to produce an annual report on admissions for all schools in their area. This must be sent to the Office of the Schools Adjudicator (OSA) by 30 June and must cover an assessment of the effectiveness of fair access protocols and coordination in their area, including how many children were admitted to each school.

Nottinghamshire County Council has a duty to monitor the quality of alternative provision and does so through the NCC approved provider process.

6.2 Review

The fair access protocol is reviewed regularly with relevant partners and agreed by the Place, Planning and Admissions Board.

In the event that the majority of schools within Nottinghamshire no longer support the principles and approach of the protocol, all the school heads should initiate a review with the local authority. The existing fair access protocol however remains binding on all schools until the point at which a new one is adopted (DfE Guidance, November 2012 – Fair Access Protocols: Principles and Process).

APPENDIX 2: CONSULTATION SUMMARY AND ANALYSIS OF RESPONSES

Qu 1 A total of 31 responses were received to the public consultation

5 school governors
4 parents
6 school staff
12 school head teachers
1 councillor
1 parish councillor
1 ex teacher and resident
1 internal team

Qu 2 How strongly do you agree or disagree that school leaders should be involved in identifying the most appropriate local school place for vulnerable children who are unplaced within a locality area having been unable to secure a school place through the normal admissions process?

94% of respondents were in agreement, with 2 respondents neither agreeing nor disagreeing. It was commented that leaders were best placed to know their school and the local context, and this was a recurring theme of comments made in response to this question.

The proposed Nottinghamshire FAP protocol describes how school leaders in a locality should be involved in identifying the most appropriate school place for vulnerable children unplaced within locality having been unable to secure a school place through the normal admissions process.

Qu 3 How strongly do you agree or disagree that monthly meetings of school leaders and Local Authority officers are sufficient to ensure that vulnerable children are placed as quickly as possible into education?

71% of respondents were in agreement. Of the respondents who did not agree that monthly meetings are sufficient there was a range of views expressed. Some respondents felt that monthly was not often enough, whilst others felt that meetings were not needed at all.

The proposed Nottinghamshire FAP protocol continues to specify that panels should meet at least monthly in order that vulnerable children without access to education can be placed in a timely manner.

Qu 4 How strongly do you agree or disagree that it is reasonable, in cases where elective home education has been deemed unsuitable and pupils have not secured a school place, that fair access locality panels should identify an appropriate mainstream school place as opposed to applications for admission to school going through the usual admission process?

61% of respondents were in agreement and 32% disagreement. The remainder of respondents neither agreed nor disagreed. A number of comments were received regarding placements having to be right for the child and school, and with the correct support in place. The intention of locality panels identifying appropriate mainstream school places when a place has not been secured is to ensure that these discussions take place in an open manner with all school in an

area, in order to identify a solution that is appropriate for the child, family and schools in the area.

The proposed Nottinghamshire FAP protocol supports this model of working by classifying children where Elective Home Education has been deemed unsuitable as FAP in order that their needs can be discussed in this way and appropriate placements agreed by locality panels where needed.

Qu 5 How strongly do you agree or disagree that the proposed process described in section 3.3 of the draft Nottinghamshire FAP adequately describes the steps a primary school/academy would need to take to refer a proposed refusal as described in School Admissions Code 2014 (3.12) for consideration?

5 strongly agree
16 agree
5 neither agree nor disagree
2 disagree
2 strongly disagree

13% of respondents did not agree, with the remainder being in agreement or neither agreeing nor disagreeing. There is currently no specific primary process contained within the Nottinghamshire FAP and, as such, there can be a level of confusion from primary settings about when this refusal is appropriate and the correct process to follow.

The proposed Nottinghamshire FAP protocol includes this process in order to try and provide clarity to all schools and academies regarding the process for under PAN refusals.

Qu 6 How strongly do you agree or disagree with the proposed operation of Nottinghamshire FAP and that its operation is compliant with the legislative context required by the School Admissions Code 2014 and the Department for Education Guidance, November 2012 – Fair Access Protocols: Principles and Process?

81% of respondents agreed with the proposed operation of Nottinghamshire FAP and that its operation is compliant with the legislative context required by the School Admissions Code 2014 and the Department for Education Guidance, November 2012 – Fair Access Protocols: Principles and Process, with 13% in disagreement.

Of these responses those received from schools, academies and school governors (23) were compared to the total number of schools consulted with, as indicated in the initial communication sent out to all Nottinghamshire schools and academies. This stated that 'Based on the consultation feedback the new Fair Access protocol will be adopted if the proportion of schools expressing a disagreement is in the minority in comparison to the total number of schools consulted.'

The number of school expressing a disagreement in comparison to the total number of schools consulted was 0.85%. It is therefore proposed that the Fair Access protocol consulted upon, as attached at Appendix A, is adopted.

Qu 7 Are there any other vulnerable groups of students that you feel should be supported by Nottinghamshire's FAP in addition to the groups of students detailed in section 2.4?

Responses to this question were split, with 19% of respondents stating that there were additional vulnerable groups they felt should be included, 38% stating that there shouldn't be additional groups added and the remainder either not answering or not expressing a view in agreement or disagreement.

The respondents who commented on additional groups they felt needed adding highlighted children moving from abroad and children at transition points and where the application is received just outside the end of co-ordination. Numbers of young people falling into these groups can continue to be monitored by the Council and future additions proposed if needed.

11 February 2019**Agenda Item: 9****REPORT OF THE SERVICE DIRECTOR, EDUCATION, LEARNING AND
SKILLS****STRATEGY FOR IMPROVING EDUCATIONAL OPPORTUNITIES FOR ALL
(2019-2021)****Purpose of the Report**

1. To seek approval to develop and consult on a Strategy for Improving Educational Opportunities for All and bring back the consultation outcomes and a proposed Strategy to a future meeting of the Committee.

Information

2. The Closing the Educational Gaps Strategy (2012) was approved by Members at Full Council on 29th March 2012 and the Strategy was refreshed in Autumn 2014. The Closing the Gap Strategy has successfully brought together Nottinghamshire County Council services and key partners to work coherently with schools and other educational settings to maximise the impact of available resources in further raising the attainment and increasing the progress of the most vulnerable group of learners.
3. In Nottinghamshire, since the introduction of the Strategy in 2012, outcomes for children and young people entitled to free school meals at any point in the last 6 years (FSM6) have improved. The Strategy has also led to improvements for Non-FSM6 children and young people across all key stages. Actions taken by educational settings to secure these improvements are now embedded in day to day provision with a particular focus on literacy and narrowing educational attainment gaps. Improvement in attainment and progress for White British FSM6 children and young people remains a priority.
4. The Closing the Educational Gaps Strategy now needs refreshing to reflect new national priorities, which recognise the central role that education plays in breaking down the barriers to social mobility that face too many young people. Disadvantaged children and young people are less likely to achieve their academic potential, secure employment and gain a sense of future financial security.
5. The "*State of the Nation*" report from the Social Mobility Commission (November 2017) ranked all English local authorities into hotspots and coldspots for every life stage from the early years through to working lives. The East Midlands was the worst performing area in

terms of social mobility in the country. In terms of Nottinghamshire, 6 of the 7 districts were ranked as coldspots (worst social mobility outcomes), where Ashfield, Newark and Sherwood and Mansfield were ranked in the lowest 10 of the 324 local authority areas assessed.

6. The Department for Education's '*Unlocking Talent, Fulfilling Potential*' (December 2017) sets out the government's national plan to improve social mobility through education. The report sets out four key life-stage ambitions:

- close the word gap in the early years
- close the attainment gap in school while continuing to raise standards for all
- provide high-quality post 16 choices for all young people
- ensure everyone achieves their full potential in rewarding careers.

7. It is intended that the new Strategy will deliver key ambitions in the Nottinghamshire County Council Plan 2017-2021, 'Your Nottinghamshire, Your Future', as follows:

"A great place to bring up your family" acknowledges the importance of giving children the best possible start in life and the opportunity to attend good schools. It is proposed that the new strategy will have an enhanced focus on the "readiness to learn" agenda, striving to ensure the development of emotional health and wellbeing, independence, self-esteem and the desire to learn.

"A great place to fulfil your ambition" aims to increase the number of young people who leave education with better qualifications and skills, thus able to find higher paid, more skilled jobs. The new Strategy will have a particular focus on maximising partnership working across the secondary and Post 16 sectors to improve pathways into adulthood and employment.

"A great place to start and grow your business" acknowledges the need for a skilled workforce. It identifies the importance that the skills taught in our schools and colleges match the needs of local businesses and so support the ambitions of our young people. The Strategy will develop active partnership links with Council services and key partners, especially learning providers and employers.

8. Your Nottinghamshire, Your Future recognises that everyone deserves a chance to go as far as their hard work and talent can take them. It is proposed that the new 'Strategy for Improving Educational Opportunities for All' will act as a driver for this plan and its vision where 'all children have the same opportunities and life chances.'
9. The new Strategy will continue to focus on all vulnerable groups, particularly those children and young people who have special educational needs and disabilities (SEND) as well as those eligible for free school meals (FSM), looked after children (LAC) and those ethnic minority groups whose attainment and progress is below expectation.

Other Options Considered

10. A policy is required and the options are being considered through the period of consultation. Groups to be consulted include learning providers (early years settings, primary, secondary, special schools, further education colleges and universities), employers and local authority

teams and partners. There would be no cost to this consultation as work relies on core funding streams from across partners. The period of consultation will be from January to May 2019.

Reason/s for Recommendation/s

11. Post 16 outcomes remain below national for all young people on academic and vocational pathways. Too many young people with SEND are not in education, employment or training (NEET) and the new Strategy will seek to work with partners to improve pathway planning and so address this underperformance. The aim is to ensure that all children and young people access high quality educational provision and so achieve their academic potential, secure employment and gain a sense of future financial security.

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. There would be no cost to the consultation as electronic communication and existing meetings with partners will be used.

RECOMMENDATION/S

- 1) That the Committee approves the development and consultation on a Strategy for Improving Educational Opportunities for All and that a report on the consultation outcomes and a proposed Strategy be brought to a future meeting of the Committee.

Marion Clay
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Constitutional Comments (SLB 18/01/19)

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

Financial Comments (SAS 23/01/19)

15. 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.

State of the Nation - Social Mobility Commission report (November 2017)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/662744/State_of_the_Nation_2017_-_Social_Mobility_in_Great_Britain.pdf

Unlocking Talent Fulfilling Potential - Department for Education (December 2017)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/667690/Social_Mobility_Action_Plan_-_for_printing.pdf

Closing the Educational Gaps Strategy 2012

<http://home.nottscc.gov.uk/working/policies-performance/policy/policy-library/closing-the-educational-gaps>

Closing the Educational Gaps Strategy 2014 (refreshed)

Your Nottinghamshire, Your Future

<http://www.nottinghamshire.gov.uk/council-and-democracy/plans-policies-and-assessments/council-plans-and-policies/strategic-plan-2017-2021>

Electoral Division(s) and Member(s) Affected

All.

C1193

11 February 2019**Agenda Item: 10****REPORT OF THE SERVICE DIRECTOR, COMMISSIONING & RESOURCES****CHANGES TO DISCRETIONARY FUNDING FOR DISABLED CHILDREN'S
ACCESS TO CHILDCARE (DCATCH) DELIVERED AT HOME****Purpose of the Report**

1. This report seeks approval of a phased withdrawal of the Disabled Children's Access to Childcare Home Based Packages (DCATCH (HBP)) service.

Information**Background**

2. The Council was one of 10 local authorities selected to deliver DCATCH as a pilot project in 2008. This was a specific element of the Aiming High for Disabled Children (AHDC) initiative dedicated to improving childcare provision for this group of children and young people, and their families.
3. The pilot ran until March 2011, and involved funding those selected local authorities to improve the range and quality of childcare for families of disabled children and young people, with the objective of enabling greater numbers of disabled children and young people to access childcare.
4. DCATCH (HBP) in Nottinghamshire was designed to enable working parents of disabled children and young people of school age to access formal childcare to wrap around their child's education.
5. Nottinghamshire County Council has chosen to continue provision of DCATCH (HBP) primarily within the family home, with parents/carers contributing £3.50 per hour, equivalent to the cost of mainstream child care, with the Council covering any excess costs. However, it should be noted that this price point was set upon the commencement of the pilot nearly 10 years ago and has not changed since. Similar services are not available in most other local authority areas.
6. Local authorities are not statutorily obliged to provide DCATCH services, and since March 2011, the Council has been funding DCATCH (HBP) at its own discretion. There are currently 46 families in receipt of a service. The allocated budget attributed to DCATCH (HBP) for the financial year 2018/19 was £176,000.

7. It should also be noted that there are a number of central government benefits which the parents/carers of disabled children can access to assist with the cost of childcare such as:
 - Disability Living Allowance (DLA)/Personal Independence Payment (PIP).
 - Free Early Education & Childcare (3-4 year olds) (Min 15 Hours, Max 30 Hours).
 - Working Tax Credit – Childcare for disabled children & young people element.
8. An impact evaluation of the DCATCH pilot published in 2011 by the Department for Children, Schools and Families (DCSF), now known as the Department for Education (DFE), found that DCATCH did not have an overall impact on the take-up of formal childcare amongst parents of disabled children, and following this evaluation it was decided that the pilot programme would not be rolled out to local authorities across the country.
9. However, the evaluation report did find that it was important for local authorities to identify families likely to benefit from improvements to their current childcare arrangements, and help to facilitate dialogue between parents and potential childcare providers. It was also recommended that it would be beneficial for local authorities to encourage and support providers to take a flexible approach to childcare arrangements offered to parents of disabled children. More recently the government has introduced the need for local authorities to establish an Inclusion Fund in addition to a Disability Access Fund to support early years settings providing for children with additional needs. There are good examples of highly inclusive early years providers across Nottinghamshire who have the support of specialist teachers from the Local Authority.
10. A consultation has been undertaken with current service users and a wider group of parents of disabled children; the proposals to either withdraw or scale down this service are generally opposed by parents/carers especially from those directly affected. It was acknowledged within the comments from parents/carers that the option of phased service cessation would give more time for parents/carers to make alternative arrangements; full consultation feedback is provided within **Appendices A & B**. Maintaining the service at current levels, while a potential option, was not included within the consultation as it would not realise any of the anticipated savings, furthermore the service would continue to attract new applicants such that costs would continue to rise.
11. Committee is asked to approve a controlled phasing out of DCATCH (HBP) which would save £176,000 by 2020/21. Implementing this option would see the service remain closed to new applicants and withdrawn in its entirety by the end of March 2021, with parents/carers in receipt of DCATCH (HBP) via a direct payment having the service withdrawn from the end of March 2020, while parents/carers in receipt of DCATCH (HBP) from a commissioned provider service would see their contribution rise from £3.50 to £7.50 per hour from 1 April 2020 until the withdrawal of the service at the end of March 2021 (**Appendix C**).

Other Options Considered

12. Immediate withdrawal of DCATCH (HBP); this would see final payments for this service being made by the end of March 2019 with no continuation of the service afterwards. This model of withdrawals is the least favoured by the affected cohort and would not give families adequate time to make alternative arrangements.

13. Immediate increase in DCATCH (HBP) from £3.50 to £7.50 per hour; this would see parents/carers paying an additional £4 per hour for child care with this increase taking effect from 1 April 2019. This option would only realise a portion of the anticipated savings and would see the service opened to new applications causing costs to increase further over time.
14. Maintaining the service at current levels, while a potential option, would not realise any of the anticipated savings, furthermore the service would need to be reopened to new applicants which would mean that costs would continue to rise.

Reason/s for Recommendation/s

15. DCATCH (HBP) originated as part of a pilot programme 'Aiming High for Young People' designed by the Department for Children, Schools and Families (DCSF) now known as the Department for Education (DFE), which ran from 2008 to 2011 in partnership with 10 local authorities, where the Council was selected as one of these local authorities.
16. DCATCH (HBP) was designed as a way of supporting working parents/carers of disabled children and young people to be able to access the workplace by removing the additional cost barriers to formal childcare experienced by disabled children and young people. This service was not designed as an early support service for disabled children/young people and their families to prevent/delay escalation into more formalised services and has not been operated as such.
17. The central government funding for the pilot programme ended in March 2011 without the pilot being rolled out to local authorities across the country, as such this is not a service which has traditionally been offered by local government and since DCATCH (HBP) is a childcare service offered to parents and is not part of an assessed need, there is no specific statutory duty to provide DCATCH (HBP).
18. Additionally, as outlined above, there are alternative sources of funding available to parents/carers to support the cost of child care, with additional benefits for the parents/carers of disabled children/young people to contribute towards the higher cost of living experienced by parents/carers of disabled children/young people.
19. This option would enable the entire 2018/19 budget for this non-statutory service of £176,000 to be saved within the period of the Medium Term Financial Strategy (MTFS).

Statutory and Policy Implications

20. 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

21. The withdrawal of the DCATCH (HBP) service will not require the collection of any further personal information, or the processing of personal data and as such there are no additional data protection and information governance implications.

Financial Implications

22. The phased withdrawal of the DCATCH (HBP) service is anticipated to save £50,000 in 2019/20, £50,000 in 2020/21 and £76,000 in 2021/22. The savings proposed for 2019/20 will be included in the 2019-20 budget setting process and the remainder in the construction of the Medium Term Financial Strategy (MTFS) for future years.

Public Sector Equality Duty Implications

23. In order for the Council to meet the public sector duties as set out within the Equality Act 2010, an Equality Impact Assessment has been undertaken in relation to the proposal contained within this paper and is available as a background paper.

Safeguarding of Children and Adults at Risk Implications

24. There are no safeguarding implications arising from this proposal, it should be noted that the Council acknowledges the continuing statutory duties towards the affected cohort under the Children Act 1989 and that the withdrawal of DCATCH (HBP) will not impact upon meeting those statutory duties.

Implications for Service Users

25. Some of those 46 families currently accessing the DCATCH Home Based Packages who, if they choose to continue to access such services after the cessation, would need to fund this themselves.

RECOMMENDATION/S

- 1) That the Committee approves a phased withdrawal of the Disabled Children's Access to Childcare Home Based Packages service, as detailed in paragraph 11.

Laurence Jones

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Constitutional Comments (SLB 31/01/19)

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

Financial Comments (SAS 25/01/19)

27. The financial implications of the report are contained within paragraph 22 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.

DCATCH Withdrawal Equality Impact Assessment

Electoral Division(s) and Member(s) Affected

All.

C1203

Appendix A – Phased DCATCH (HBP) Withdrawal Consultation Survey Feedback

- The consultation feedback data presented within this appendix was generated using an online survey which ran from 7 November to 5 December 2018, where responses were invited from the parents/carers currently accessing DCATCH (HBP) and also from the wider network of parents/carers of disabled children through engagement of the Nottinghamshire Parent Carer Forum (NPCF).
- Three proposals were presented within the consultation survey for parents/carers to assess and provide an opinion, these are summarised as follows:
 - Proposal 1 – Immediate Service Withdrawal
 - Proposal 2 – Immediate Increase in Parental Contribution, Service Remains Open
 - Proposal 3 – Phased Service Withdrawal (Recommended Option)
- The responses to the proposals presented within the consultation survey are given within tables 1 -3.

Data for those currently in receipt of DCATCH							
	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know	Not Answered
Proposal 1	0	0	0	1	20	0	0
Proposal 2	4	4	0	7	5	0	1
Proposal 3	1	1	6	1	10	1	1
Total with DCATCH		21					

Table 1. Consultation responses from parents/carers currently in receipt of DCATCH (HBP).

Data for those who do not currently receive DCATCH							
	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know	Not Answered
Proposal 1	3	2	6	11	17	7	0
Proposal 2	4	13	8	6	12	3	0
Proposal 3	2	9	8	7	15	5	0
Total not receiving DCATCH		46					

Table 2. Consultation responses from parents/carers who do not currently receive DCATCH but form part of the wider network of parents/carers of disabled children/young people.

Total responses related to DCATCH proposals							
	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know	Not Answered
Proposal 1	3	2	6	12	37	7	0
Proposal 2	8	17	8	13	17	3	1
Proposal 3	3	10	14	8	25	6	1
Total Responses		67					

Table 3. The combined consultation responses from both cohorts of parents/carers consulted through the online survey.

- The results presented within tables 1-3 have been broken down by proposed option within figures 1-3, so that the response from each cohort and from the cohorts combined can be seen for each proposed option.

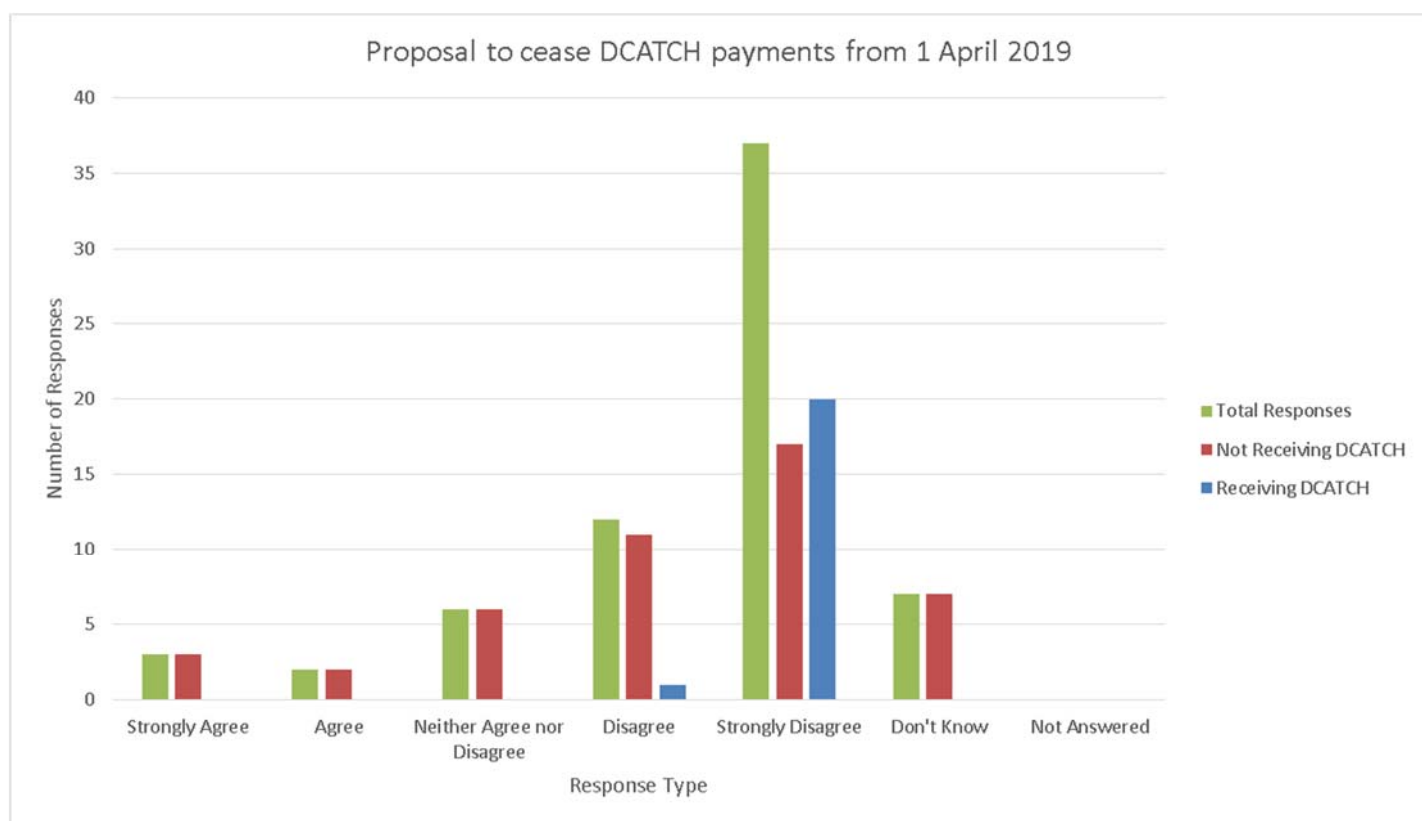


Figure 1. The consultation results showing the response from each cohort to the proposal to withdraw DCATCH immediately, from April 2019.

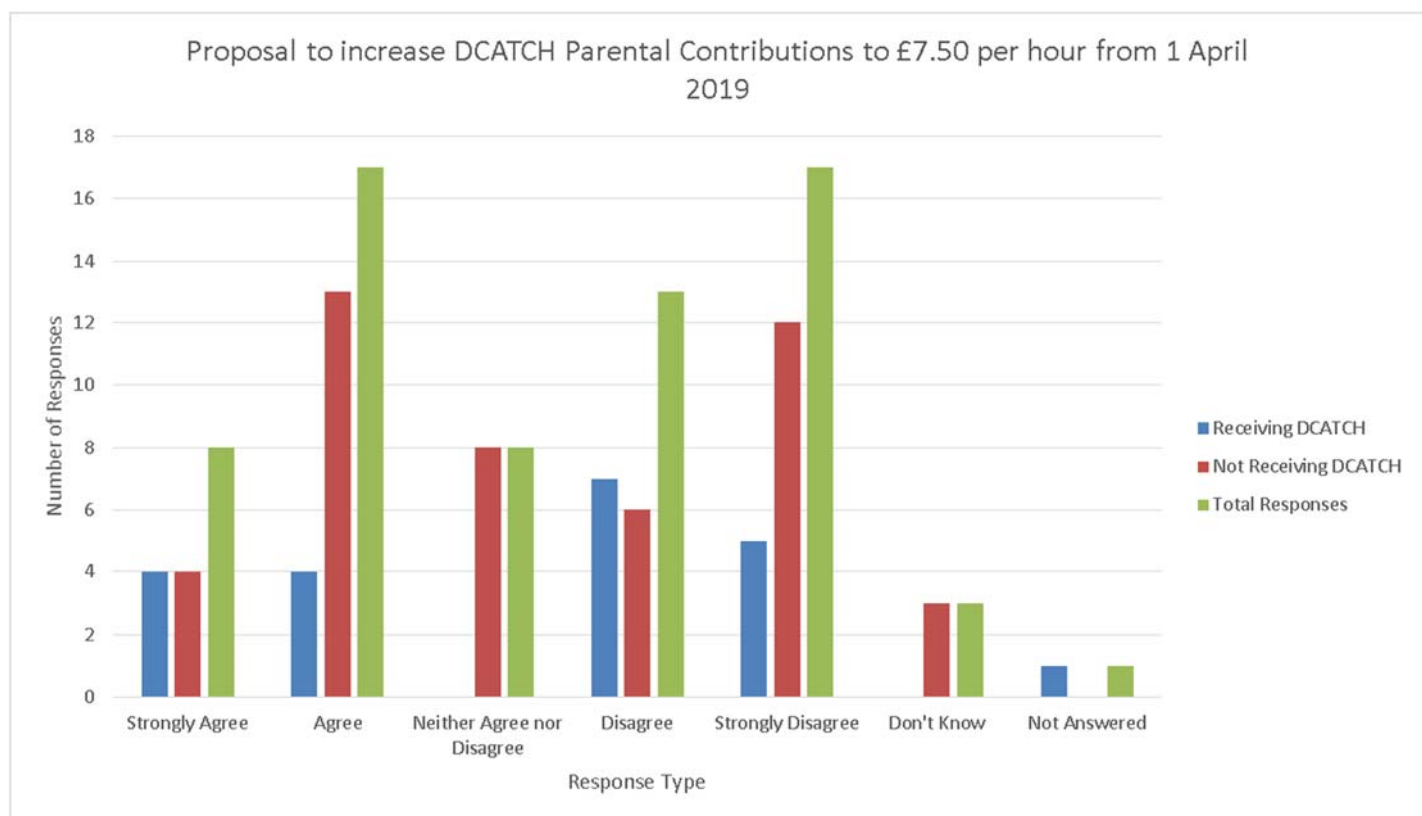


Figure 2. The consultation results showing the response from each cohort to the proposal to increase parental contributions immediately from £3.50 to £7.50 per hour for each child, with the service to remain active.

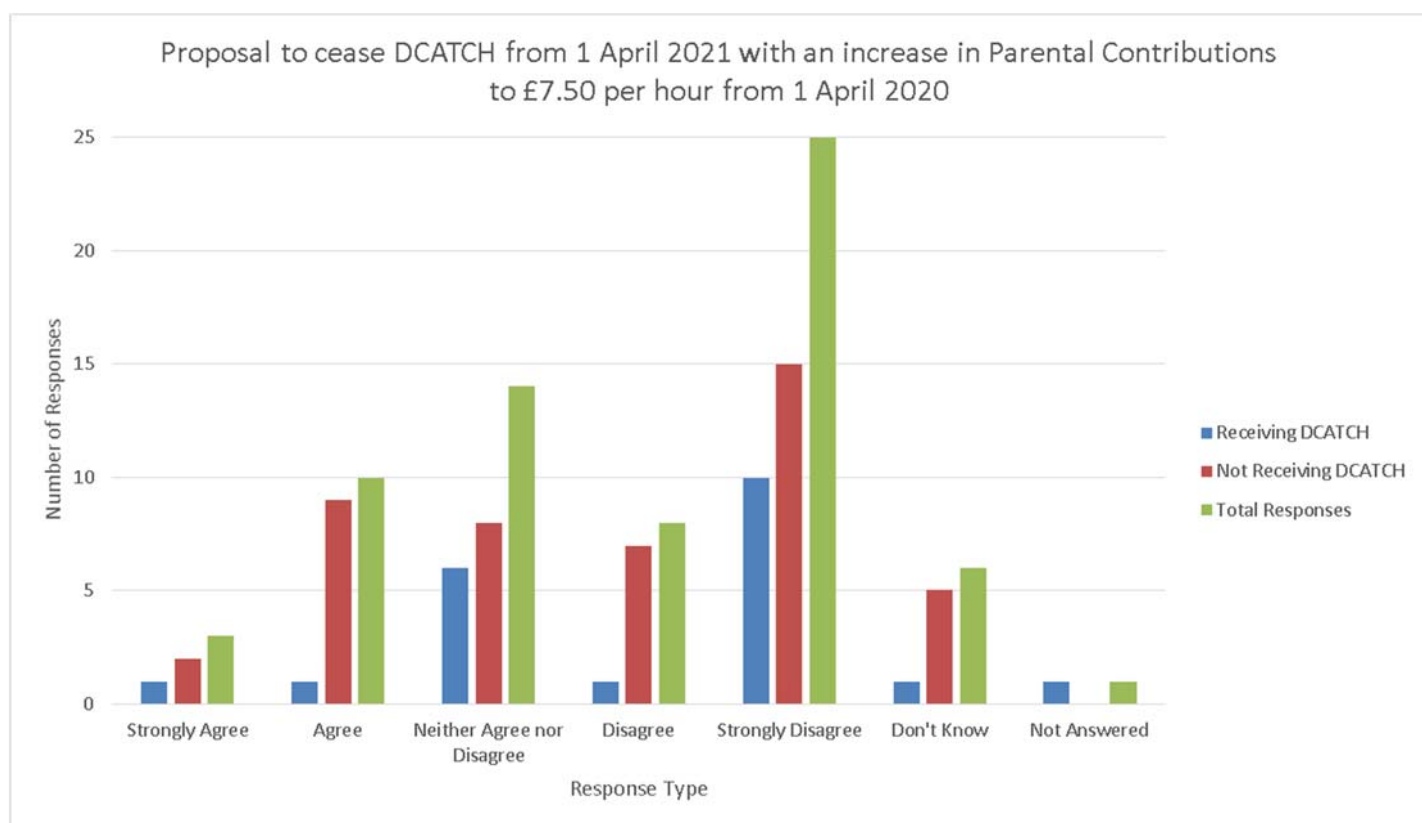


Figure 3. The consultation results showing the response from each cohort to the proposal for a phased withdrawal of the service, with the direct payment element being withdrawn from April 2020, and the provider service element seeing an increased parental contribution from £3.50 to £7.50 per hour from this time, with the provider service element being withdrawn from April 2021.

- In addition to enabling parents/carers to indicate levels of preference for the proposed options for the future of the DCATCH (HBP) service the consultation also enabled parents/carers to provide comments on each option, these are broadly negative and are summarised in the following table.

Summary of Comments Received & NCC Contextual Information

Phased Withdrawal of DCATCH (HBP) Service	
Parent/Carer Comment	NCC Comment
<p>Summary of Parents/Carer comments:</p> <ul style="list-style-type: none"> Parents/carers feel that they cannot rely on providers to be able to cover shifts at short notice. Parents/carers feel that if they are unable to access the workplace they will not get a break from caring. Parents/carers feel that family's needs are not taken into consideration by the options presented. Some parents/carers feel that service withdrawal could lead to family breakup. Parents/carers have commented that while this option would have an impact it is the best option of those presented due to the time given to parents/carers to make adjustments. Some parents/carers have commented that life with disabled children is difficult and withdrawal of the DCATCH (HBP) service would make things worse. 	<ul style="list-style-type: none"> DCATCH (HBP) is not provided on the basis of a needs assessment, it is a service designed to help parents/carers access the workplace and is not a Short Break designed to help parents/carers to continue in their caring role. We understand the difficulties which would be faced by parents/carers in making alternative arrangements, and as such have put forward this option in order to provide as much notice as possible to parents/carers to assist them in making alternative arrangements. While NCC acknowledges that withdrawing services has the potential to cause difficulties for families, DCATCH (HBP) is not a social care service and has not been provided on the basis of preventing escalation into social care, as such the withdrawal of this service should have no impact upon the numbers of children/young people accessing social care services. We understand that caring for a disabled child/young person comes with many additional costs that parents/carers of non-disabled children/young people do not face, and as such will ensure that the Local Offer is updated with information regarding central government benefits which can assist parents/carers of disabled children/young people with the cost of living.
Immediate Withdrawal of DCATCH (HBP) Service	
<p>Summary of Parents/Carer comments:</p> <ul style="list-style-type: none"> Removal of the service would mean no longer being able to access the workplace. Parents are concerned that if they cannot work they will experience financial hardship with the consequence that they may be unable to pay their mortgages. 	<ul style="list-style-type: none"> NCC recognises that withdrawing this service has the potential to place an additional financial burden upon parents/carers of disabled children which may affect their ability to work. This is why the preferred option aims to give as much notice as possible to parents/carers to make alternative arrangements with employers. Additionally, NCC officers will ensure that the Local Offer is updated with information regarding central government benefits which can assist parents/carers of disabled children/young people with the cost of living. We understand that caring for a disabled child/young person comes with many additional costs that parents/carers of non-disabled children/young people do not face, and as such will ensure that the Local Offer is updated with information regarding central government benefits which can assist parents/carers of disabled children/young people with the cost of living.

Immediate Increase in DCATCH (HBP) Parental Contributions from £3.50 to £7.50 per hour	
<p>Summary of Parent/Carer comments:</p> <ul style="list-style-type: none"> ▪ The cost is so much higher for the specialist care required compared to child care for children without disabilities and that parents/carers would be unable to meet those costs. ▪ Parents/carers feel penalised for their children requiring specialist services. ▪ Parents/carers report that most 'out of school' clubs do not take children above the age of 12, so without this service the provision does not exist. ▪ Parents/carers say that if they cannot meet the cost of childcare they will be unable to access the workplace. ▪ Parents/carers feel their children are unable to access mainstream childcare and have no alternatives. 	<ul style="list-style-type: none"> ▪ We understand that caring for a disabled child/young person comes with many additional costs that parents/carers of non-disabled children/young people do not face, and as such will ensure that the Local Offer is updated with information regarding central government benefits which can assist parents/carers of disabled children/young people with the cost of living. ▪ DCATCH (HBP) is a service provided to individual children/young people within their own home, the cost associated with this type of care cannot be directly compared with the cost of care provided within a group based setting, such as school holiday clubs. ▪ DCATCH (HBP) has been provided on the basis of supporting working parents/carers with the cost of childcare and is not provided as a Short Break. Parents/carers can apply for a Short Break online through the Local Offer.

Table 4. Representative summary of the feedback received from parents/carers in regard to the options presented within the consultation which ran from 7 November to 5 December 2018, contrasted with NCC comments to provide context to the parent/carers comments.

Appendix B – DCATCH (HBP) Consultation Survey Method

1. A consultation was conducted with parents/carers currently accessing DCATCH (HBP) and also parents/carers forming part of the Nottinghamshire Parent Carer Forum (NPCF) network via the NCC online consultation hub from 5 November to 7 December 2018 regarding the following three options currently under consideration:
 - Immediate Service Withdrawal
 - Immediate Increase to Parental Contributions
 - Phased Service Withdrawal
2. The consultation provided a detailed overview of the proposals being consulted upon and an accompanying rationale as to why these options are being considered, the text seen by respondents is given below:

Nottinghamshire County Council is considering a set of proposals relating to the 'Disabled Children's Access to Child Care' (DCATCH) Home Based Packages (HBP) service these are:

- *Immediate closure of the service, financial support from the Council for DCATCH (HBP) being withdrawn from 1st April 2019.*
- *Increased parent/carer contributions to be more reflective of the national living wage, from 1st April 2019.*
- *Closure of the service from 1st April 2021, with an increase to parent/carer contributions to be more reflective of the national living wage from 1st April 2020.*

Prior to April 2018 the national living wage was set at £7.50 per hour, since DCATCH (HBP) is an individual service rather than a group based service, proposals for increasing parent/carer contributions would see the contribution rise from £3.50 per hour, to £7.50 per hour.

Where, upon increasing the parent/carer contribution, those receiving Direct Payments would see financial support cease, as the overheads associated with providing this support would exceed the amount of support provided.

We would like to know what you think about the proposed options, surrounding issues, and your priorities for the funding of our local services, so that Councillors can make an informed decision about funding DCATCH (HBP).

The survey should take no longer than ten minutes, all responses are anonymous and all survey submissions will be treated as confidential.

The results will be used to guide the decision making process and will be published on our consultation hub, if you provide a contact email when filling out the survey, this will be used to feedback the results of the survey and how these were used.

Background

Like most other local authorities, Nottinghamshire County Council is facing unprecedented financial pressures. Whilst it has made significant savings over several years there is still a budget gap of £54 million. In order to address the budget gap and continue to provide essential services to the greatest number of families, children and young people possible, it is necessary to review non-statutory services such as DCATCH (HBP).

DCATCH (HBP) was originally part of a pilot programme resulting from a central government initiative, which saw ten local authorities receive additional funding to reduce the barriers for participation in mainstream childcare for working parents of disabled children and young people. This pilot was not extended to authorities across the country and the Department for Education ended it in March 2011. However, Nottinghamshire County Council continued to fund the DCATCH

(HBP) service out of the discretionary budget. Additionally, some of the issues around participation that DCATCH sought to address are enforced through Equalities Act (2010), which places greater emphasis upon providers to make their services more accessible to people with protected characteristics, with disability being one of those characteristics.

It should also be noted that there are alternative sources of financial support with child care for working parents such as the Disability Living Allowance (DLA) for children and young people aged under 16, Personal Independence Payments (PIP) for young people aged 16-18, the disability element to child tax credit and help with child care costs for recipients of working tax credit.

The proposals being consulted upon differ in the amount of savings which could be achieved, but there is a potential to realise up to £265,000 savings to reduce the current funding gap and ease pressure on services reaching greater numbers of families, children and young people.

3. The questions asked as part of the consultation on the future of the DCATCH (HBP) service alongside the background information provided, to ensure that respondents had all the information available to them in order to make an informed response are given within table 1 as follows:

No	Background	Question	Answer
1		Do you currently live in Nottinghamshire?	Yes, No
2		Do you currently receive a DCATCH (HBP) package?	Yes, No
3	<p>DCATCH (HBP) is a discretionary service offered by NCC to working parents/carers of disabled children to reduce barriers to childcare affecting their ability to work, which resulted out of a Central Government pilot programme. This service while having a budget which has been consistently exceeded in recent years, serves fewer than 50 families across Nottinghamshire.</p> <p>The pilot programme was never rolled out across the country and central government funding for the pilot did not continue after March 2011.</p>	The first proposal is to consider stopping DCATCH payments from 1 April 2019 to focus resources on statutory services. To what extent do you agree or disagree with this proposal?	Strongly Agree, Agree, Neither agree nor disagree, Disagree, Strongly Disagree, Don't Know
		Any additional comments	Free Text
4	<p>The amount parents/carers had to pay was set at £3.50 per hour in 2008. Since DCATCH (HBP) is a service delivered to individual children within their own home the parent/carer contribution should be more reflective of the national living wage, which prior to April 2018 was set at £7.50 per hour.</p> <p>As such, provider services for disabled children which cost more than £7.50 per hour, will have the £7.50 covered by parents/carers with the excess cost covered by the Local Authority.</p>	The second proposal is to consider increasing contributions for DCATCH (HBP) from parents/carers to be more reflective of the national living wage (£7.50 per hour) from 1 April 2019 to reduce the cost of providing this service. To what extent do you agree or disagree with this proposal?	Strongly Agree, Agree, Neither agree nor disagree, Disagree, Strongly Disagree, Don't Know
		Any additional comments	Free Text
5	<p>Since DCATCH (HBP) is a service aimed at supporting working parents of disabled children so that they have fewer barriers to accessing the workplace, the third proposal recognises that parents/carers may not be able to make immediate changes with employers and will need more notice.</p> <p>This option provides a notice period of at least a year for all parents/carers, while taking action to address the budget as soon as possible.</p>	The third proposal is to consider closing the service from 1 April 2021 with an increase of parent/carer contributions to be more reflective of the national living wage from 1 April 2020. To what extent do you agree or disagree with this proposal	Strongly Agree, Agree, Neither agree nor disagree, Disagree, Strongly Disagree, Don't Know
		Any additional comments	Free Text
6		If the council changes the policy to either increase contributions from parents/carers or to cease DCATCH payments, how would that change things for you?	Free Text

7	DCATCH (HBP) was established as a service which would support working parents of disabled children to be able to participate in the working environment on equal terms with parents of children without disabilities by providing a top-up to the cost of care.	What support would you need if the council made changes to this policy?	Free Text
8		Is there anything else you would like to say about this policy or the options outlined?	Free Text

Table 1. Questions asked of respondents to the DCATCH (HBP) Consultation alongside background information required to make an informed response.

4. The consultation was hosted on the Nottinghamshire County Council consultation hub, links to the consultation were sent out to parents/carers who currently access DCATCH (HBP) on behalf of their child via email or letter at the start of the consultation period.
5. Furthermore, officers consulted with the Nottinghamshire Parent Carer Forum (NPCF) at one of their regular termly meetings on 9 November 2018, it was agreed that NPCF would cascade details of the consultation to their network in order to ensure wider participation in the consultation.
6. The consultation attracted 67 responses, where 21 responses were from parents/carers currently in receipt of DCATCH (HBP) and 46 responses were from the wider network of parents/carers of disabled children.
7. The response rate for the cohort in receipt of DCATCH (HBP) was 45.7%, where the NCC Marketing and Communications Team state that a response rate in excess of 10% represents what could be considered a decent response rate for a consultation exercise.
8. Full consultation response details can be seen within Appendix A.

Appendix C – Options Appraisal & Potential Impact Assessment

DCATCH (HBP) Future Service Options Consulted Upon

1. Phased withdrawal of DCATCH (HBP) service, implementation of this option would see the service remain closed to new applicants and withdrawn in its entirety by the end of March 2021, with parents/carers in receipt of DCATCH (HBP) via a direct payment having the service withdrawn from the end of March 2020, while parents/carers in receipt of DCATCH (HBP) via an NCC commissioned provider service would see their contribution rise from £3.50 to £7.50 per hour from 1 April 2020 until the withdrawal of the service at the end of March 2021.
2. Immediate withdrawal of DCATCH (HBP) service, implementation of this option would see the service withdrawn in its entirety by the end of March 2019, where all packages would end and the service would not be open to new applicants during this time.
3. Immediate increase in parental contributions towards the DCATCH (HBP) service, implementation of this option would see the service withdrawn from parents/carers in receipt of DCATCH (HBP) via a direct payment from the end of March 2019, while parents/carers in receipt of DCATCH (HBP) via an NCC commissioned provider service would see their contributions rise from £3.50 to £7.50 per hour from 1 April 2019 with the service being maintained and opened to new applicants.

DCATCH (HBP) Future Service Option Analysis and Potential Impact

4. Table 1 provides an assessment of the benefits and potential impact associated with each option consulted upon alongside a quantitative view of the responses received regarding each option.

Benefits	Potential Impact	Consultation Feedback
Phased withdrawal of DCATCH (HBP) Service		
<ul style="list-style-type: none"> ▪ This option would give parents/carers notice to make alternative arrangements. ▪ This option would enable the realisation of savings proposed to address NCC's £54 million shortfall to 2020/21. 	<ul style="list-style-type: none"> ▪ Average increase in annual child care costs to parents/carers for Direct Payments of approx. £4,300 per child. (Assuming current package level and provider are not changed.) ▪ Average increase in annual child care costs to parents/carers for Provider Service of approx. £2,380 per child from Apr 2020 and £4,590 per child from Apr 2021. (Assuming current package level and provider are not changed.) ▪ Parents/carers unable to afford childcare or change working hours may be unable to continue accessing the workplace. ▪ Changes may disproportionately impact upon lone parents/carers and families on low incomes. 	<ul style="list-style-type: none"> ▪ 21 responses were from parents/carers in receipt of DCATCH (HBP). ▪ 9.6% Agreed or strongly agreed. ▪ 28.6% Neither agreed nor disagreed. ▪ 52.4% Disagreed or strongly disagreed. ▪ 46 responses were from parents/carers not currently accessing DCATCH (HBP). ▪ 23.9% Agreed or strongly agreed. ▪ 17.4% Neither agreed nor disagreed. ▪ 47.8% Disagreed or strongly disagreed.

Immediate DCATCH (HBP) Service Withdrawal		
<ul style="list-style-type: none"> This option would enable the realisation of savings proposed to address NCC's £54 million shortfall to 2020/21. 	<ul style="list-style-type: none"> Average increase in annual child care costs to parents/carers of approx. £6,000 per child. (Assuming current package level and provider are not changed.) Parents/carers unable to afford childcare or change working hours may be unable to continue accessing the workplace. Changes may disproportionately impact upon lone parents/carers and families on low incomes. The lack of notice related to potential changes could cause greater numbers of parents/carers to leave the workplace due to a lack of time to implement alternative arrangements. 	<ul style="list-style-type: none"> 21 responses were from parents/carers in receipt of DCATCH (HBP). 0% Agreed or strongly agreed. 0% Neither agreed nor disagreed. 100% Disagreed or strongly disagreed. 46 responses were from parents/carers not currently accessing DCATCH (HBP). 10.8% Agreed or strongly agreed. 13.0% Neither agreed nor disagreed. 60.9% Disagreed or strongly disagreed.
Immediate Increase in Parental Contributions towards DCATCH (HBP) service		
<ul style="list-style-type: none"> This option would realise a proportion of the savings proposed to address NCC's £54 million shortfall to 2020/21. This option would maintain the service for parents/carers accessing DCATCH (HBP) through an NCC provider service. 	<ul style="list-style-type: none"> Average increase in annual child care costs for Direct Payments to parents/carers of approx. £4,300 per child. (Assuming current package level and provider are not changed.) Average increase in annual child care costs for Provider Service to parents/carers of approx. £6,975 per child. (Assuming current package level and provider are not changed.) This option would not enable the entire amount of savings proposed to address NCC's £54 million shortfall to 2020/21. The service would not be withdrawn, and parents/carers could continue to apply for an NCC provider service, so costs would continue to increase over time. Parents/carers unable to afford childcare or change working hours may be unable to continue accessing the workplace. Changes may disproportionately impact upon lone parents/carers and families on low incomes. The lack of notice related to potential changes could cause greater numbers of parents/carers to leave the workplace due to a lack of time to implement alternative arrangements. 	<ul style="list-style-type: none"> 21 responses were from parents/carers in receipt of DCATCH (HBP). 38.0% Agreed or strongly agreed. 0% Neither agreed nor disagreed. 57.1% Disagreed or strongly disagreed. 46 responses were from parents/carers not currently accessing DCATCH (HBP). 37.0% Agreed or strongly agreed. 17.4% Neither agreed nor disagreed. 39.1% Disagreed or strongly disagreed.

Table 1. Representation of the anticipated benefits of each option, potential impacts and the feedback received as part of the consultation.

5. In making an assessment of the potential options for the future of DCATCH (HBP), it should be noted that the potential financial impacts stated within table 1, assume that parents/carers continue with the same provider and same package allocation as is currently the case but pay the cost difference from their own resources, it may be the case that parents/carers are able to make alternative arrangements to lessen the impact and also make use of central government benefits which are available to support with the cost of living.

11 February 2018**Agenda Item: 11**

REPORT OF SERVICE DIRECTOR, YOUTH, FAMILIES AND SOCIAL WORK

TROUBLED FAMILIES PROGRAMME IN NOTTINGHAMSHIRE UPDATE

Purpose of the Report

1. To provide the Committee with an update on the progress of the Troubled Families Programme in Nottinghamshire and seek approval to bring a further report in six months.
2. To inform Committee of the work of the Early Help Review Board which is focussed on succession planning for the end of the programme.

Information

3. Phase Two of the Extended Troubled Families Programme runs from April 2015 to March 2020. Nottinghamshire has been set a target of engaging 5,170 families through the programme by March 2020, and has met incremental attachment milestones set by the Ministry of Housing, Communities and Local Government (MHCLG) with 4,902 families attached to date. The mechanism for securing funding from the programme continues to be a system of Payment by Results, based on outcomes per family. Payment is divided into two parts, with an attachment fee of £1,000 being paid for every eligible family that services engage with, and a further £800 where a claim for successful outcomes can be made.
4. In this financial year Nottinghamshire has increased the rate at which claims are being made and to date there have been 1,521 successful claims for successfully 'turning around' attached families, which is 29% of the end of programme target. Where there has not been a claim in many cases it does not indicate a failure to make any progress but can mean that the sustainability of progress made is being monitored before a claim can be made – of the 4,902 attached families, there are 2,465 actively being worked with or whom are closed and where progress is being monitored. It does however continue to be the case that the bar for evidencing success is high with a requirement to show progress across all identified triggers. In some cases a family can have made progress on the programme without being eligible for a full claim.
5. In July it was reported to the Committee that Nottinghamshire had been amongst a group of local authorities which received challenge from the MHCLG about the rate of successful claims made by their programme. In response to the challenge, the Corporate Director for Children and Families Services took over the chairing of the Troubled Families Board to

oversee a Recovery Plan which included a series of milestones which would indicate progress. Early indicators of success were met and MHCLG acknowledged this by releasing attachments fees which had been held back. However whilst the current claim rate is higher than in previous quarters, Nottinghamshire continues to have a lower claim rate than some statistical neighbours.

6. Table 1 compares Nottinghamshire to its statistical neighbours, from figures reported in the recently published Local Authority Performance Table for Quarter 2 2018/19.

Local authority	Maximum funded families up to 2020	Number of families on the programme up to September 2018	Total claims for results up to September 2018	Number of families achieved significant and sustained progress up to September 2018	Number of families achieved continuous employment up to September 2018	% of final target achieved
Staffordshire	4,680	4,680	1,159	1,024	135	25%
Nottinghamshire	5,170	4,752	1,297	1,141	156	25%
Essex	7,570	6,850	2,082	2,048	34	28%
Derby	2,230	2,287	621	550	71	28%
Lancashire	8,620	12,498	2,740	2,416	324	32%
Derbyshire	4,510	7,392	1,498	1,120	378	33%
Lincolnshire	4,760	7,199	1,699	1,249	450	36%
Cumbria	3,380	3,136	1,511	1,399	112	45%
Kent	9,200	9,200	5,081	4,855	226	55%

Table 1: Statistical Neighbour Comparison at September 2018

7. In Nottinghamshire the majority of families attached are at tier three or four of the Pathway to Provision, meaning they have significant entrenched difficulties at the point at which they start to receive support through the programme. The “distance travelled” for a Nottinghamshire family where a claim is made therefore represents a significant achievement. By comparison, some authorities will target a different cohort of families where fewer triggers are met and where the change needed before a claim can be made is small. In the final year of the programme Nottinghamshire will explore ways in which progress for families at tier two of the Pathway to Provision can be captured where partners have undertaken whole family work with eligible households. This will include work undertaken by the Department for Work and Pensions and district councils and will ensure Nottinghamshire draws down as much as possible of the available funds.

Troubled Families funding - implications for the Family Service

8. The Family Service was developed in 2015 to bring together related elements of early help with services which support the delivery of statutory children’s social care functions. Over a number of years significant savings have been made from this range of services with an

increasing reliance on the grant and payment by results income from the government's Troubled Families Programme to support these services. The Troubled Families income totals approximately £2.1m per annum and is paid by central government, having been sourced from government departments who are felt to be beneficiaries of the programme outcomes. Whilst there are no official government spending plans past March 2020, the consistent narrative is that the Troubled Families Programme will end at that point which is a significant resource implication.

Other Options Considered

9. No other options have been considered.

Reason/s for Recommendation/s

10. To keep Committee informed of the current performance of the Troubled Families Programme.
11. To inform Committee of the risk of a reduction or deletion of grant funding for early help services post 2020.

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. The risk of the grant funding ceasing in 2020-21 has been recognised as part of the 2019-20 budget setting process for a projected amount of £1.2m. This will be reviewed and included in the construction of the Medium Term Financial Strategy (MTFS) in future years. The service is considering options for change although the scope to introduce any changes is limited by the need to have a sufficient workforce to generate the "attachment fees" (paid for each family successfully engaged according to the provided criteria) and "payment by results" to gain Troubled Families income.

RECOMMENDATION/S

- 1) That the Committee agrees to receive a follow up report in the next six months and that this be included in the work programme.

Steve Edwards
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Constitutional Comments (SLB 14/01/19)

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

Financial Comments (SAS 25/01/19)

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.

Nottinghamshire County Council Family Outcomes Plan

Troubled Families Programme in Nottinghamshire update and establishment of posts in the Troubled Families Team: report to Children and Young People's Committee on 16 July 2018

Electoral Division(s) and Member(s) Affected

All.

C1198

11 February 2019**Agenda Item: 12****REPORT OF THE SERVICE DIRECTOR, COMMISSIONING AND RESOURCES****EARLY CHILDHOOD SERVICES COMMUNICATIONS PLAN 2019-2020****Purpose of the Report**

1. This report seeks approval of the Early Childhood Services Communications Plan (January 2019 - March 2020), attached as **Appendix 1**.

Information

2. The Council has a statutory duty to ensure that there are sufficient childcare places so that families take up their free childcare entitlements and are supported to access high quality early years provision; this includes sharing information regarding how and where to access early years provision and what funding is available for families.

Communications Plan

3. Early Childhood Services have produced a communications plan that sits alongside the service's delivery plan. A summary of the plan is included in **Appendix 1** of this report. The plan aims to prioritise key activities throughout the year and requires Committee approval.

Local Priorities

4. 2 year olds from low income families are entitled to 15 hours of funded early education per week. Take up rates for eligible 2 year olds remain stagnant at 70-75%, making this a local priority. Increasing take up rates for this group contributes towards reducing the attainment gap and enabling children to achieve developmental milestones.
5. Funded early years places are available to all 3 and 4 year olds (15 hours per week), and those from working households are eligible for extended childcare (30 hours per week). Extended childcare entitlements were launched in September 2017 and, despite early successes, there is a continued need to inform parents before their child turns 3. Parents are also required to re-register each term in order to secure their place, so reminders are required to encourage parents to regularly reapply.
6. Working parents with children under the age of 12 (or under 17 for disabled children) are able to open an online account to pay for registered childcare through the 'Tax Free Childcare' scheme. Central government will top-up the money paid into the account. For

every £8 parents pay in, the government will add an extra £2. Parents can receive up to £2,000 per child per year or £4,000 per child per year for disabled children. Take up of Tax Free Childcare is low across the country including Nottinghamshire, additional promotion is therefore required.

7. The availability of childcare is promoted to parents through the statutory Families Information Service (FIS) which is hosted by Inspire. This service facilitates the Notts Help Yourself website and the FIS Facebook page. A review of the Notts Help Yourself website is currently underway with plans to increase the resources available including sharing tools to encourage home learning.
8. Children at risk of poor development are prioritised in relation to supplementary funding which enables early years providers to better address their needs. The service intends to increase the take up of supplementary funding through promotion with early years settings and parents. Funding is available for children with Special Educational Needs and Disability (SEND), children known to social care including Looked After Children and children from low income groups.
9. Parents under the age of 20 who are in school or further education are entitled to have their childcare and travel costs paid for through the national Care to Learn childcare grant worth £160 per week. Take up of this grant is poor in comparison with statistical neighbours and further work is required to promote this fund to pregnant teenagers, young parents and the services working with them.
10. Consultation with parents and the early years sector is required when assessing childcare sufficiency levels and reviewing services and interventions. Consultation is a key element of the annual Childcare Sufficiency Assessment and Children's Centre Service contract management.
11. Early Childhood Services intend to strengthen promotion of their traded 'Training and Development Opportunities' (TADO) service to increase participation by local practitioners to increase skills and confidence.
12. The service will increasingly use social media as a tool to engage parents and families and will aim to keep up to date with opportunities to share information, signpost to services, support and advice. Opportunities to communicate with parents and carers by working with other partners will be progressed and improved e.g. using the FIS and Children's Centre Facebook pages.

Other Options Considered

13. No other options have been considered.

Reason for Recommendation

14. Communicating with parents, families, early years providers, Children's Centre Services and internal and external stakeholders is central to the successful delivery of Early Childhood Services. Effective communication and promotion improves participation levels and increases take up of funded childcare entitlements.

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.

Data Protection and Information Governance

16. Information is shared on a consent basis with stakeholders opting in to receive emails, and early years providers signing the local Early Years Provider Agreement. Sensitive information is only shared using data encryption tools.
17. Parents give their consent to join FIS and Children's Centre Facebook pages and opt in to follow the Council using Twitter and 'Email Me' bulletins.

Financial Implications

18. Communication activities such as posters and banners will be funded by the Early Years Block of the Dedicated Schools Grant (DSG). The Early Years Block of the DSG is also used to fund the Families Information Service at a value of £93,000 per annum with an additional cost to the Council's budget of approximately £6,000 for the Notts Help Yourself data base.
19. Communication and consultation activities for early years settings, stakeholders and parents are led by Early Childhood Services at no extra cost to the Council.

Implications for Service Users

20. Service users will be made aware of childcare entitlements, where and how to access childcare and funding, how to access services and examples of home learning activities. In turn, this should increase the numbers of parents in work, enable children to achieve developmental milestones, close the attainment gap and provide early help services for families with specific needs.

RECOMMENDATION

- 1) That Committee approves the proposed Early Childhood Services Communications Plan 2019 - 2020, attached as **Appendix 1**.

Laurence Jones
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Constitutional Comments (EP 03/01/19)

21. The recommendation falls within the remit of the Children and Young People's Committee by virtue of its terms of reference.

Financial Comments (SAS 22/01/19)

22. The financial implications of the report are contained within paragraphs 18 and 19 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.

None.

Electoral Divisions and Members Affected

All.

C1202

Early Childhood Services Communications Plan (January 2019 - March 2020)

Purpose: The purpose of the communications plan is to outline how internal and external audiences will be informed of services, childcare provision, funding entitlements, campaigns and strategic plans specific to the work of Early Childhood Services.

Communication Priorities for 2019-20

- Targeted proactive promotion of free early education entitlements for 2 year olds from low income families to increase take up rates.
- Timely promotion of funded extended childcare entitlements for eligible 3 and 4 year olds, in particular encouraging parents to apply and register within national deadlines.
- Increased promotion of Tax Free Childcare entitlements for working parents.
- Increase promotion and take up of the Deprivation Fund for children known to Social Care through active promotion of entitlements.
- Improve the outcomes of children with special educational needs and/or disability by promoting and providing additional funding to early years settings.
- Increase promotion and take up of the 'Care to Learn' childcare grant for parents under the age of 20 in education or training.
- Work with Inspire to Increase the promotion and use of the Notts Help Yourself website to enable parents to find childcare and early years services including Children's Centre Services.
- Make better use of the Notts Help Yourself website, the Families Information Service and Children's Centre Facebook pages to engage parents in home learning.
- Increase targeted consultation activities with parents to understand their needs in relation to family support and childcare.
- Promotion and marketing of the Training and Development Opportunities (TADO) sold offer to increase participation levels in training, support packages and conferences.
- Regularly update and refresh the information available on the Nottinghamshire County Council website for early years providers, parents and key stakeholders, making better use of Twitter and other forms of appropriate social media.

Communication Tools:

- Nottinghamshire County Council website and Consultation Hub.
- Notts Help Yourself website.
- Families Information Service Facebook page.
- Children's Centre Service Facebook pages.
- Posters and leaflets for parents.
- Nottinghamshire County Council Customer Services.
- Frontline professionals working with children and families.
- Emails, newsletters, training and events for Early Years services.
- Digital Screens and banners in County Council, Inspire and local NHS offices.

Target audiences

- Parents, carers and families
- Early Years Providers including Schools
- External and Internal stakeholders
- The general public

For further information:

- earlychildhoodservices@nottscc.gov.uk
- www.nottshelpyourself.org.uk
- www.nottinghamshire.gov.uk/care/early-years-and-childcare
- Nottinghamshire County Council Customer Services: 0300 500 80 80

11 February 2019**Agenda Item: 13****REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES & SOCIAL WORK
REVIEW OF THE PROVISION OF SUPPORT STAFF TO CHILDREN'S HOMES****Purpose of the Report**

1. To seek approval for a request from contingency to be made to the Finance and Major Contracts Management Committee to fund an external review of the provision of support staff in Nottinghamshire County Council children's residential homes.

Information

2. In September 2018 a review was carried out of the business support and facilities provision to children's residential homes. This work was carried out at the request of the Service Director, Commissioning & Resources, on behalf of Members.
3. The review was carried out by colleagues from Business Support and Facilities, and assessed the duties performed and the staffing provided to carry out the duties. The duties reviewed were cleaning, catering, laundry, gardening, maintenance and business support.
4. Following this review, Members have requested that an external analysis is carried out of the support provision.
5. It is intended that an external consultant will provide an independent and objective assessment of the support staffing requirements of the Council's children's residential homes.
6. The external consultant will be expected to produce a report to assess the current support staffing requirement, and to also make any recommendations for efficiency savings over and above those already identified, while maintaining the quality of service experienced by the children and young people accessing the facilities and their families.
7. Following some initial market testing the estimated cost of this work is £25,000.
8. The Children's and Families budget is already forecast to be overspent, and so Committee is asked to make a request to the Finance and Major Contracts Management Committee to approve an allocation from contingency to fund the external review.

Other Options Considered

9. No other options have been considered.

Reason/s for Recommendation/s

10. The reason that the external review is to be conducted is to ascertain whether supporting provision can be deployed more efficiently, and therefore reduce costs.

Statutory and Policy Implications

11. 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

12. A summary data protection impact assessment has been carried out. This project relates to a general review of staffing resources in selected children's homes using the services of an external consultant. Although the external contractor may come into contact with personal data the service should ensure they are bound by a confidentiality agreement and that procurement and legal are satisfied.

Financial Implications

13. The financial impact is approximately £25,000 to fund an external review of the support staff provided to children's residential homes as described in **paragraphs 5 and 6**.
14. This cost cannot be contained within the Children & Families departmental budget and will be met by the request from contingency.

Human Resources Implications

15. Until the review is completed the human resource implications are unknown. Should there be staffing recommendations as a result of the review a report will be brought back to the Committee to detail the recommendations and the potential implications.

Public Sector Equality Duty implications

16. An Equality Impact Assessment has been carried out and is available as a background paper.

Implications for Service Users

17. The review will have no impact on service users. Should there be recommendations as a result of the review a report will be brought back to the Committee with recommendations and detailing the potential impact on service users.

RECOMMENDATION/S

- 1) That Committee gives approval for a request to be made to the Finance and Major Contracts Management Committee for an allocation from contingency for £25,000 to fund the cost of external review of the provision of support staff in Nottinghamshire County Council children's residential homes.

Steve Edwards

Service Director, Youth, Families & Social Work

For any enquiries about this report please contact:

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Constitutional Comments (KK 18/01/19)

18. The proposal in this report is within the remit of the Children and Young People's Committee.

Financial Comments (SAS 23/01/19)

19. The financial implications of the report are contained within paragraphs 13 and 14 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.

- Summary Data Protection Impact Assessment
- Equality Impact Assessment

Electoral Division(s) and Member(s) Affected

All.

C1195

11 February 2019**Agenda Item: 14****REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND SOCIAL
WORK****APPROVAL OF NOTTINGHAMSHIRE'S LOCAL OFFER FOR CARE LEAVERS****Purpose of the Report**

1. This report seeks Member approval of the proposed Nottinghamshire Local Offer for Care Leavers, attached as **Appendix 1**.

Information

2. Section 2 of the Children and Social Care Act 2017 requires each local authority (including seven districts/boroughs) to publish a Local Offer for its care leavers (18 – 25 years). It should provide information about all the services and support, statutory and discretionary, that is available to them from each local authority. It should be noted that this Act describes district councils as 'local authorities'. The Local Offer should include details of local authority services and support that could help care leavers' transition to adulthood and independent living in relation to health and well-being, positive relationships, education and training, employment, accommodation and participation in society.
3. Through Nottinghamshire Local Authorities Chief Executives' Group, the eight authorities agreed to create one joint single Care Leaver Offer for Nottinghamshire. They also agreed that Nottinghamshire County Council would co-ordinate the development, writing and publication of the Offer.
4. Partners in Nottinghamshire with responsibility for developing the Local Offer for Care Leavers have benefitted from the tireless work of Terry Galloway. Terry is a care leaver himself and a champion of care leaver rights. Terry is campaigning both locally and nationally to improve services for care leavers and Nottinghamshire's Local Offer has been enhanced significantly as a consequence of his support and commitment.
5. The Act does not specify when the Local Offer should be published. However the Government's expectation is that it should be available within six to nine months of commencement of the duty (April 2018), to allow for the consultation with stakeholders, including care leavers, in the development and publication process.
6. Representatives from the County Council, district/borough councils, other public sector services, voluntary organisations and key stakeholders including ex and current care

leavers, have all been involved in developing the Local Offer. These have included relevant representatives from: housing, leisure, safeguarding, health improvement, community engagement, economic development and regeneration, transport and planning operations, partnerships, foster care services, leaving care services, care leaver apprentices, Children in Care Council, youth services, looked after children services, Mansfield Community & Voluntary Services, Prince's Trust, Children's Society, SOVA (providers of the Independent Visitor Service for Nottinghamshire's Looked After Children), Probation Service, We R Here, Child & Adolescent Mental Health Service, health care providers, health care commissioners, Achieve and Inspire Foundation, Futures, FE colleges, Nottingham Trent University, University of Nottingham, Youth Offending Team, D2N2, Chamber of Commerce, Department of Work and Pensions and Groundwork.

7. It is proposed that Nottinghamshire's Looked After Children (LAC) and Care Leavers (CL) Strategic Partnership Board be the body accountable for the performance management and continuous improvement of the Offer. This Board is currently attended by the Vice Chairman of the Children and Young People's Committee and is chaired by the Service Director for Education, Learning and Skills.
8. The Offer will be a dynamic one that will be presented and published in different formats, including on IT platforms, to make it accessible to a wide range of care leavers.

How the Local Offer has been created

9. Since April 2018, representatives from departments across the local authorities have worked alongside NCC officers, partners including health, as well as current and ex care leavers to ensure the offer has the potential to make a real difference for individual care leavers. Work streams were agreed and have been led by appropriate senior officers from across the collaborative partnership as follows:
 - employment, skills and apprenticeships – led by the Chief Executive of Newark & Sherwood District Council
 - education and work experience – led by the Service Director, Education, Learning and Skills, Nottinghamshire County Council
 - housing – district council-led working group led by the Gedling Borough Council and a Care Leaver Ambassador
 - physical and mental health – led by the Consultant in Public Health, Nottinghamshire County Council
 - wellbeing, relationships and community engagement – led by the Service Director, Youth, Families and Social Work, Nottinghamshire County Council.

The content of Nottinghamshire's Local Offer for Care Leavers

10. The resulting Local Offer document contains the current services and support available for care leavers in Nottinghamshire (**Appendix 1**). This offer builds on support and advice already available to Nottinghamshire's care leavers. However, by working collaboratively with the other local authorities and partners, this offer has been significantly strengthened. Specifically the proposed Offer builds on existing relevant NCC Social Care Policies and Procedures as detailed in Nottinghamshire Children's Social Care Service Procedures Manual (updated January 2019). These are:

- a. 11.8.1 Leaving Care and Transition
 - b. 11.8.2 Financial Arrangements for Care Leavers
 - c. 12.4 Staying Put Policy.
11. The Council has, however, committed to providing real opportunities that go beyond any statutory minimum requirements of the 2017 Act. Over the last six months, the Council has developed new offers for care leavers as follows:
 - a. dedicated care leaver apprenticeships: five are currently employed within the Youth Service, one of whom is working on the Local Offer project
 - b. a coaching programme for all care leaver apprentices to enable them to successfully complete their training and assessment
 - c. a top-up of care leaver apprentices' salaries to the age-related National Living Wage
 - d. a free annual residential or day trip to one of NCC's outdoor and environmental centres for care leavers who would like to go.
 12. The top up of care leaver apprentice salaries to the age related National Living Wage reflects the high level of commitment of the Council to improving the life chances of our care leavers.
 13. By working in partnership with district/borough councils, a significant housing offer has been secured. Care leavers will be exempted from council tax up to their 25th birthday, will have immediate prioritisation to band 2 for housing and will have access to self-contained accommodation where required. This has been possible through discussion, alignment and adaptation of policies between the district/borough councils and the County Council and other organisations.
 14. In response to identified need from care leavers, district/borough councils' chief executives have also agreed to support, in principle, a new single offer of free access to council-owned leisure facilities for all care leavers across Nottinghamshire, subject to the details being considered and ratified by their appropriate decision-making bodies.
 15. District/borough councils' chief executives have also agreed to join NCC in providing a single offer of care leaver apprenticeships with coaching support within their organisations. This will be further developed over the coming months before it is formally added to the published Offer.
 16. The Local Offer will be outcomes-focused, monitored and evaluated by the LAC and Care Leavers Strategic Partnership Board.

Other partnership activities

17. A Business Breakfast will take place on Thursday 7th March 2019, hosted by the Lord Lieutenant of Nottinghamshire. He will outline the Local Offer to business leaders from across Nottinghamshire and invite them to pledge their support to increase employment opportunities for care leavers.
18. The service directors of children's social care from across D2N2 are discussing the development of a joint offer across the regions. This has been driven by the Care Leaver

Ambassador who is also advocating for a stronger national offer for care leavers to be developed centrally by government.

Communicating the Local Offer

19. Subject to approval, the Local Offer (**Appendix 1**) will be available in printed form to all care leavers through their social worker or personal adviser, in a format that is appealing and accessible to young people. It will also be available on a dedicated area of 'Notts Help Yourself' (www.nottshelpyourself.org.uk) and on a mobile App. The use of IT platforms means that the current Offer will be updated as soon as new services and support become available from partners (for example, the districts' leisure offer). The design of all media (printed and online) will be informed by the feedback gained from consultation with care leavers on the Local Offer that was undertaken between 10th and 21st December 2018.
20. Members have already approved a detailed communications plan for the dissemination of the Offer at the meeting of Children and Young People's Committee on 19th November 2018. The communications plan advised Members that a conference would be delivered in February 2019 but this been postponed to the summer term 2019.

Other Options Considered

21. That each local authority in Nottinghamshire develop and produce its own Local Offer for Care Leavers.

Reason/s for Recommendation/s

22. To fulfil Nottinghamshire County Council's statutory duty as Corporate Parent.
23. To improve lifetime outcomes for Nottinghamshire's care leavers.
24. To reduce lifetime local and national spend on care leavers.

Statutory and Policy Implications

25. 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

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

Implications for Service Users

27. The proposed Local Offer for Care Leavers has significant and positive benefits for services users, namely the County's care leavers, who are some of the most vulnerable residents in

the County. This new Offer provides a comprehensive guide to all the services and support care leavers are already entitled to, as well as new entitlements that, together, will have a substantial impact on their lives.

RECOMMENDATION/S

- 1) To approve the proposed Nottinghamshire Local Offer for Care Leavers, attached as **Appendix 1**.

Steve Edwards
Service Director, Youth, Families and Social Work

For any enquiries about this report please contact:

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Constitutional Comments (KK 18/01/19)

28. The proposal in this report is within the remit of the Children and Young People's Committee.

Financial Comments (SAS 29/01/19)

29. 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.

Children and Social Care Act 2017 -
<http://www.legislation.gov.uk/ukpga/2017/16/contents/enacted>

Local offer guidance: Guidance for local authorities (February 2018) –
www.gov.uk/government/publications/local-offer-guidance

Communications strategy for Nottinghamshire's Local Offer for Care Leavers – report to Children and Young People's Committee on 19 November 2018.

Leaving Care Policy
http://nottinghamshirechildcare.proceduresonline.com/chapters/p_leaving_care.html

Financial arrangements for Care Leavers
http://nottinghamshirechildcare.proceduresonline.com/chapters/p_fin_arrang_leavers.html

Staying Put Policy

http://nottinghamshirechildcare.proceduresonline.com/chapters/p_staying_put.html

Electoral Division(s) and Member(s) Affected

All.

C1207

NOTTINGHAMSHIRE'S LOCAL OFFER FOR CARE LEAVERS

Leaving care is a big thing in your life, and without the right support it can be difficult and stressful. Even though you are leaving care, or have left care, as your corporate parents, we still care about you and want to support you to have the chances and successes in life that other young adults have.

The Local Offer for Care Leavers tells you about the “offer” of services and support that is available to you as a care leaver in Nottinghamshire. We know that it is a big step when you move out of care and start living on your own or with others. We want to make sure that you feel safe and supported and know where and who to go to for advice and help.

Local care leavers have helped us to create this offer. We will continue to listen to your views to make sure the services and support we offer are what you need and improved on an ongoing basis.

[QUICK READ GUIDE](#)

The guide has been split into the following main sections:

[What does the local offer mean for me?](#) *pages 3 to 5* - including checking your eligibility for this offer, the role of a personal adviser, your pathway plan and your rights overview – I will add page numbers to this and the following

- 1) [Setting up your own home and helping you stay there:](#) *pages 6 to 8* - preparation for getting your own place and support to do this.
- 2) [Looking after your money:](#) *pages 9 to 11* - how to obtain financial support and manage your money effectively
- 3) [Keeping healthy and happy:](#) *Pages 12 to 13* - advice on how to seek emotional, physical and mental health services
- 4) [Education, training, skills and work:](#) *pages 14 to 18* - guidance and information about job options improving your skills and knowledge plus financial support to do this,
- 5) [Family and relationships:](#) *pages 19 to 20* – support on how to achieve and maintain healthy relationships with family and friends
- 6) [Finding things to do and feeling part of where you live:](#) *pages 21 to 22* – ways to spend your free time, including volunteering, how to help improve services for care leavers, and to get important documents together

[What's happening next?](#) *page 23* - plans to improve the offer and how you can get involved, how to keep up to date with new support and services, and the Care Leaver Covenant

[Additional information:](#) *pages 24 to 36*

- 1) [Extra information for your health and well-being:](#) *pages 24 to 28* – description of physical and mental health and well-being services, including contact information
- 2) [Extra information on helping you into work, training and education:](#) *pages 29 to 31* – additional organisations and opportunities that may be of interest
- 3) [What's on offer in your local area:](#) *page 32* – including discounted leisure facilities, community involvement and volunteering
- 4) [More information about your Pathway Plan:](#) *page 33*
- 5) [Corporate Parenting Principles:](#) *page 33*
- 6) [Useful contacts, resources & further support:](#) *pages 34 to 36*

WHAT DOES THE LOCAL OFFER MEAN FOR ME?

To be able to get the support and services available in this Offer, you must have been in care for a period of at least 13 weeks (or periods amounting to 13 weeks) which began after age 14 and included some time after your 16th birthday. If you were looked after on or after your 16th birthday but for less than 13 weeks you may still qualify for some support.

If you're not sure whether the Offer applies to you, ask your social worker or personal adviser whether it does.

If you don't have a social worker or personal adviser, get in touch with the Leaving Care Team and they will be able to let you know whether it applies to you.

If you've had a personal adviser in the past and would like some support from the Leaving Care Team again, please get back in touch.

You can contact Nottinghamshire's Leaving Care Team by telephone or email:
Bassetlaw, Newark Mansfield: 01158041236 or LeavingCareDuty@nottscc.gov.uk
Ashfield, Broxtowe, Gedling, Rushcliffe: 01158546318 or LeavingCare.South@nottscc.gov.uk

Support from personal advisers is centred on your individual needs and aspirations and can continue until you are 25 years old, but you may decide you no longer need support before then.

Everything that is available to care leavers in this Offer is available online at www.nottshelpyourself.org.uk. You can email quality.improvementgroup@nottscc.gov.uk to request more copies.

If you have one, your social worker or personal adviser will talk with you about the information in the Offer.

If there is anything in this guide that you don't understand or you want to learn more about, speak to your social worker or personal adviser, or get in touch with the Leaving Care Team by email or telephone via the contact detail provided above or on page 34.

If you identify as a former unaccompanied asylum seeking child or are awaiting leave status from the Home Office, there may be some elements of this Offer that you are not entitled to. Please discuss this with your personal adviser.

Your rights checklist

By law you are entitled to the following

- ✓ Involvement in decisions for your life.
- ✓ Access to personal adviser support and advice until your 25th birthday
- ✓ A Pathway Plan detailing the journey to your future.
- ✓ To request access to any information we may hold about you.
- ✓ Be listened to and supported in where you decide to live.
- ✓ To obtain your consent if we wish to share your information with other parties.

Our vision and ambition for you as your corporate parents

We are Nottinghamshire's Looked after Children (LAC) and Care Leavers Strategic Partnership (the partnership). Nottinghamshire County Council, and now the 7 district councils of Ashfield, Bassetlaw, Broxtowe, Gedling, Mansfield, Newark and Sherwood and Rushcliffe, are your statutory corporate parents.

This means we must provide you with certain support and services by law. However, we provide these things and more because we know it is the right thing to do to help you get on in life. Our other partners who provide services and support for you include housing providers, schools, colleges, universities, businesses, voluntary and community organisations and the police who also take on this role because they know it is the right thing to do.

We all want you to have every opportunity and the support you need to be the best you can possibly be.

We will give you strong roots of stability, love, encouragement, positive relationships and healing from past harm. We will give you wings of resilience, ambition, aspirational goals and practical and emotional support into successful adulthood.

Our ambitions for you as corporate parents mean that you will:

- be safe and feel safe
- experience good physical, emotional and mental health & wellbeing
- fulfil your potential
- make a positive contribution to your community
- successfully move to adulthood
- achieve employment and economic independence

Nottinghamshire County Council supports the national Care Leavers' Charter which means we promise to:

- respect and honour your identity
- believe in you
- listen to you
- inform you
- support you
- find you a home
- be a lifelong champion.

The full charter can be found online [here](#):

Personal advisers

It is your right by law to have a personal adviser (PA) and Nottinghamshire County Council will provide you with one from the age of 18 until you are aged 21. You also have the right to support and advice from a personal adviser up to your 25th birthday if you need it.

The role of a personal adviser is to help you prepare for independent living and to support you as you prepare to leave care and after you leave care, depending on your circumstances. Personal advisers are also here to support you to overcome any difficulties that you may be experiencing. Personal advisers are responsible for helping you to create your own Pathway Plan, keeping it relevant to your circumstances and most importantly supporting you to achieve the goals you set out for yourself in it

The amount of support that you receive from your personal adviser will depend on what you want and your circumstances.

The Leaving Care Team will consider with you what extra support you may need. You might, for example, need extra support because:

- you are homeless
- you have special educational needs or a disability
- you are not in employment, education or training
- you are a former unaccompanied Asylum Seeking Child (UASC) and your immigration status is unclear
- you are in or leaving custody or you have had contact with the criminal justice system;
- you are a young parent or
- you are going through a difficult time in your personal life.

How to get a personal adviser

If you've had a personal adviser in the past and not been in touch for a while, don't worry. If you're under 25, we can still help. Get in touch on 0115 804 1236 for Bassetlaw, Newark & Mansfield or 0115 854 6318 Ashfield, Broxtowe, Gedling and Rushcliffe.

We will try to make contact with you by letter once a year, so if you do hear from us in this way and would like some help, please do get in touch.

Your Pathway Plan

You will create your own Pathway Plan, with support from your social worker, when you are about 16. It sets out what you want to achieve when you leave care. Your social worker will work with you to set out your needs, views and future goals, and identify exactly what support you will receive from us. It will also set out who will help you in this journey.

You will look at your Pathway Plan again every six months, with the help of your social worker until you are 18. This is to make sure that it still reflects your needs. When you leave care at 18, you and your PA will have another good look at your Pathway Plan to check it still makes sense for what you want to achieve once you have left care. You will be able to review your Plan every 6 months.

You can find out more about Pathway Plans on [page 33](#)

Your right to be heard

An Independent Advocate can inform you about your rights and help you to be heard in meetings. They are separate from Children's Services and in Nottinghamshire are provided by a charity called the Children's Society. If you would like an Independent Advocate call Freephone 0808 901 9488 or email advocacy@childrenssociety.org.uk or ask your personal adviser to help you get one.

If you have a disability or special educational needs

If you have special educational needs and/or disabilities there is a specific 'Local Offer' that describes the help you can expect in your local area. Further information is available on the Notts Help Yourself website – click on the SEND Local Offer tile – www.Nottshelpyourself.com

If you are an unaccompanied asylum seeker

We will make sure that you have the support you need and that this is recorded in your Pathway Plan.

If you are under a period of probation supervision

Your probation worker will make contact with your PA and we will work together to make sure you get the support you need to help you complete your court order.

SETTING UP YOUR OWN HOME AND HELPING YOU STAY THERE

We know that finding accommodation is really difficult. Our aim is to support you to live independently in accommodation that meets your needs, is stable and affordable, and makes you feel safe. Where you live when you leave care will depend on your individual circumstances and needs. There are many living options available to you and your personal adviser will support you to decide which option suits you best.

We will encourage you to stay in care until you are 18. If you decide to leave care before turning 18 years old, we must make sure that you have somewhere suitable to live.

You and your personal adviser will make sure that the support that you require when you leave care and the accommodation that you choose is included your Pathway Plan.

If you do not have a personal adviser and would like their help with your current accommodation circumstances please contact the Leaving Care Team 0115 804 1236 for Bassetlaw, Newark & Mansfield or 0115 854 6318 Ashfield, Broxtowe, Gedling and Rushcliffe.

We will help you find a home that's right for you

Our commitment to you to help you find the right place, one that you can call home. Some care leavers live in individual flats or houses, totally independently and don't need much support from their personal adviser. Others may require more support to live independently. The Leaving Care Service offers different levels of support depending on your individual needs.

Your personal adviser or social worker will help you find out about all types of housing that provide support services and will show you the options that are available to you.

We can help you stay with your foster family if that's what you want

If you would like to carry on living with your current foster carer(s) after your 18th birthday we will help you to do this under what is called a "Saying Put" arrangement. You can do this until you are 21.

If you are still at college, 6th form or on certain training courses such as an apprenticeship when you turn 18 you can "stay put" at your foster placement until the end of the summer term after your 18th birthday. This is to help make sure your course is not disrupted by you leaving care.

Talk to your social worker, foster carer(s) and/or personal adviser if you would like to do either of these. You can find out more about our "Staying Put Policy" here:

http://nottinghamshirechildcare.proceduresonline.com/chapters/p_staying_put.html

We'll help you find a place to live

Supported Housing

When you move on from foster or residential care you are likely to move into Supported Accommodation. There are supported accommodation services throughout Nottinghamshire for young people aged 16-21. Some settings have staff on site 24 hours a day to help you if needed, and others have support staff that visit you in a self-contained property or a house that you would share with one other or possibly two other people.

Support staff will help you learn how to budget your money so you can pay your bills, help you understand what managing a tenancy is like, and will support you to access opportunities such as volunteering, training or education. They will also support you to grow more confident and resilient,

and as your independence grows the support you receive will reduce. If you have your own child we can also provide supported accommodation for you and your child.

We will also help you to find housing in an emergency or crisis, and we will work together to make a plan for your longer term housing.

Independent living

If you are ready to move into your own flat and live independently, there are a number of options for you, including “private rented” accommodation, housing associations and “social housing” managed by your local district council (that’s us!). Most council houses have been transferred to housing associations and is now called social housing. For example, Gedling Borough Council housing is now managed by Jigsaw Homes.

Private rented accommodation means renting your home from someone who owns a property. They could be an individual who owns one place or a company who owns lots of properties, for example. We will help you with this by providing you with advice and guidance so you understand exactly what a tenancy is and your rights and responsibilities when renting a house in the private sector, so you get the best possible start in your new home.

We work with housing providers to help you prepare for getting your own place. This includes offering you short courses on how to manage a tenancy. You can learn about the different types of housing available, including how to buy your own home, household bills, how to pay them and how they affect your credit score. Some of these are accredited and will help you when you apply for housing. Talk to your personal adviser to find out more.

You don’t have to pay council tax until you are 25

To help you with your bills, we have introduced a Council Tax Reduction Scheme, which means that once you have applied for your Council Tax Discount you will not have to pay any Council Tax until your 25th birthday. If you need any help to apply for this, please talk to your personal adviser.

We will give you priority on Nottinghamshire local authority housing waiting lists

We (Nottinghamshire’s 7 district councils – see below) have agreed that care leavers are a priority on our waiting lists for social housing. When you apply for local authority housing in a planned way we will make you a high priority applicant so that you are offered a property quickly, ideally within 8 weeks. If you come to us for re-housing in an emergency we would only take a homeless application from you as a last resort.

As a Nottinghamshire care leaver you will be able to move anywhere within the county – this covers Ashfield, Bassetlaw, Broxtowe, Gedling, Mansfield, Newark & Sherwood and Rushcliffe. So give some thought to where you would like your first independent home to be. For example, would it make sense to be close to college, work and/or friends?

We’ll support you when applying to the district council for social housing

When you apply for a home with us (through one of the 7 district councils) you can choose whether you would like live on your own or to live in a shared house. If you want to live on your own, we will support you through the process of bidding for properties and provide the additional funding required to make this happen. This is called Discretionary Housing Benefit.

In certain circumstances we will pay your deposit and act as guarantor

Many landlords require the payment of a deposit when you take up a tenancy. They also often ask for someone to act as a guarantor. When you reach 18, if appropriate and as part of your Pathway Plan, if your landlord requires a guarantor or deposit then we can support you with this.

We will help you move into and furnish your home so you can make it your own

To help you live independently in accommodation that is stable and affordable, we will offer practical and financial support which you can find out more about in the Looking After Your Money section of this guide on [page 9](#). Some social and supported housing providers offer their tenants support to help with the practical side of things, so talk to your personal adviser if this is something you are interested in.

We will help you keep on top of your bills and rent

We understand that looking after your own home and knowing what you have to do as part of your tenancy contract can be hard. We want you to succeed and stay in your home. We will offer advice and support to help you do this by helping you to settle into your new home. We can give you advice about holding down a tenancy, paying your rent and bills, making sure you are applying for all the benefits you are entitled to and helping you learn to budget/manage your money. We can arrange for your housing benefit and/or rent to be paid directly to your landlord, if this would help managing your money.

We understand that paying bills can take some time to get used to and things go wrong sometimes. If this happens to you, please get in touch with our housing officers or your personal adviser as soon as possible so we can work together to put things right.

LOOKING AFTER YOUR MONEY

As you leave care, and move into adulthood, we will support you to become a financially independent adult. We offer a range of practical support and advice, as well as direct financial support to help you make a successful shift from care to independence.

Help to keep to a budget

It's really important that you know how much money you have and to plan for the essential things you have to pay for. Organisations like Citizen's Advice can help you with this. Your personal adviser can also help you with this, including support for budget planning, prioritising payments and opening a bank account.

Help to claim benefits

We will support you to make contact with the Department for Work & Pensions (DWP) to make sure you are accessing the benefits available to you if you are on a low income. Personal advisers are your personal link to the DWP, if you want or need one. They can help you to set up your benefits and act on your behalf if you're having problems with your benefit claims. Your PA can support you to do this 4 weeks before your 18th birthday to ensure there are minimal delays in you receiving your benefits. They can also help you to get hold of your National Insurance number if you don't have one or don't remember it. Don't forget to give your consent for your PA to act on your behalf with the DWP at your Leaving Care Interview.

You can also check out whether there is any financial support available to you using this [website](#)

We'll be there to help in an emergency

We understand that managing money when you first leave care isn't easy and that sometimes things go wrong. If this happens to you, please get in touch with your personal adviser as soon as you can and we will help you to sort things out. This can include providing additional financial support if you need it. For example, if your first benefit payment is delayed or if you have a gap between your last benefit payment and your first payday.

Supporting you to set up your first home

If you choose to live independently, with your own tenancy, we will support you financially in a number of ways. We will give you a Home Establishment Grant. This can help to pay for things such as your first year's contents insurance, furniture and a TV.

We'll also help to pay for your actual move, so things like a removal van, furniture storage and boxes. Sometimes we can help to top up your electricity or gas meters when you first move in and perhaps pay for your first month's rent and deposit (if private renting is right for you). Your personal adviser will help you with all of this, as well as looking into any grants, discounts or other sources of funding that may be available to you in your particular circumstances. For example, on household bills such as water - you could be entitled to up to 90% reduction on your water bill with Severn Trent. This scheme will also help you clear any debts you have with Severn Trent. Talk to your personal adviser about this, go to www.ccwater.org.uk/households/help-with-my-bills/severn-trent-water-big-difference/ or call 0800 917 6901 to find out more.

If you are aged 16 or 17 and living in a supported or semi-independent home, we will provide you with a regular allowance to meet your needs.

Your Child Trust Fund and Junior ISA

You will have a Child Trust Fund or Junior ISA bank account from when you were in care. It is made up of money paid in by the government and sometimes Nottinghamshire County Council and/or your carers over the course of your time in care. You can access it when you turn 18. You can choose to leave it where it is, take it out or transfer it to another bank account. Your social worker or PA will be able to tell you more about your account, including where the savings have come from, and help you to fill in the form when it arrives (this may be before or after you leave care).

Supporting you at university.

We will support you financially whilst you are at university or in higher education. We will contribute £3465 per year towards your fees (you will be expected to use the student loan and maintenance loan to cover the rest). We will pay for your accommodation all year round and provide you with a grant of £2000. We will also help you to apply to any care leaver grants or bursaries that may be available to you at your university.

Supporting you at college or other education programmes

We will support you to access the financial support you are entitled to if you are at school or college. This may depend on your age, type of course and other circumstances.

We will provide you with the following financial support for your course until you are 21, or over 21, or until the end of your programme of education or training as long as it is in your Pathway Plan

- Registration and Examination fees
- Textbooks and software specified as essential
- Activities essential to meet course requirements
- Public transport between home and place of learning
- Transport to open days and interviews
- Specific clothing, including clothes for interview and essential equipment relating to the course

If you are 20 or over, they can also help you to access other sources of funding to support you into education and training.

If you are 18/19 and in full-time education you may be entitled to the 16 to 19 bursary fund. This can be up to £1200 per year. Care leavers are a priority group for this funding.

<https://www.gov.uk/1619-bursary-fund>.

Extra help for young parents.

If you are under 20 at the start of your college course, you may be entitled to help with childcare costs while you study under the Care to Learn scheme. You can get up to £160 a week.

www.gov.uk/care-to-learn

If you have children under 5 you may get help with the cost of childcare. See [page 17](#) for more information

Help towards health costs

If you are on a low income, you shouldn't have to pay for healthcare costs such as prescriptions, dental care or glasses. If you do need help to pay for healthcare costs, please talk to your personal adviser as we may be able to help.

Other financial support

We will always look at other ways of supporting you financially in ways that fit your individual circumstances, such as providing you with a phone card to call relatives that live outside of the UK. We'll also help you access other sources of funding. Please speak to your personal adviser if you need help with something important to you that you are struggling to pay for.

KEEPING HEALTHY AND HAPPY

Looking after yourself is really important and we want to give you all the support you need to be as physically, mentally and emotionally healthy as possible. We recognise that everyone is different and will have a wide range of health and well-being needs. Therefore, we will support you to access the health and well-being services and activities that are right for you. When you leave care:

We'll support you to look after your health and wellbeing.

Your personal adviser can support you with anything to do with your health and well-being. They'll also have information about the health professionals who already support you. On leaving care you will now receive the same health services as any other adult, this includes a GP.

If you have an additional health condition and regularly see a health specialist, that worker will support you to make sure you have your needs met by adult health services when you turn 18.

If you're having support from CAMHS (child and adolescent mental health services), your worker will support you to access adult mental health services, if you need them.

We'll give you information about your health needs, and health history.

When you leave care, if Nottinghamshire is the council that had responsibility for you when you were in care, we'll give you a summary of your health needs and your medical history in a document called your "Important Health Information". If a different authority had responsibility for you when you were in care, they will give you this information.

The information from your last annual health assessment and your Leaving Care Review will feed into your Pathway Plan. This will include what you need to look after your physical, mental and emotional health after you've left care. This is to make sure you get the support you need.

We'll give you information about local health services and support

There is a range of health services and support available to help you. Go to [pages 24](#) and you will find a description all the types of physical and mental health and well-being services available, as well as the information on how to contact them if you need to. Your personal adviser can help you to do this if you need them to.

Help to pay for healthcare charges

If you are under 19 and in full-time education, on a low income, receiving benefits, a lone parent, sick and/or disabled it is likely that you won't have to pay many NHS charges such as for medication or dental treatment. You may have to apply for discounts or exemptions from charges through the NHS Low Income Scheme www.nhsbsa.nhs.uk/nhs-low-income-scheme. In some cases we may be able to help you by paying for additional charges that aren't covered by exemptions. Ask your personal adviser for more information on this or look at [page 24](#)

Support for your emotional and mental health:

It is normal to experience changes in your mood and behaviour, particularly at times of stress and emotional upset. If these changes continue to affect you there is a range of services that can help. Look on [page 26](#) for a full list. If you're not sure what service you need or would like some help to access them, ask your personal adviser for advice.

Other support available

If you'd like them to, your personal adviser can also support you to

- register with a local doctor (GP), dentist and other health services (such as an optician) when you move home
- attend hospital, GP or other health appointments
- access drug and alcohol support
- register for a C-Card (for access to free contraception)

If you have a disability

If you have a disability your social worker will start to work with you, usually from around the age of 16, (it can be later) to look at what might be the best housing options for you when you leave care. They may get in touch with the Transition Team within our adult social care service and, if needed, the relevant health services, to make sure you have all the support you need to keep you healthy, happy and safe after you turn 18. If appropriate, you will be introduced to a new worker, from the Transitions Team, who will support you from 18 and will work out if you can get on-going support from Adult Social Care. If you do need on-going support from Adult Social Care you will have a financial assessment and you may have to pay towards this support. You are also entitled to the Offer detailed in this document, including support to claim for benefits, which you can find more information on in Looking After Your Money on page 9.

If you do not need support from Adult Social Care at this time but may need it at a later point in your life, you can telephone Nottinghamshire County Council Customer Services Centre on 0300 500 80 80 for advice and guidance. They will guide you and signpost you to the most appropriate service. You can also look at [Notts Help Yourself](#) which contains lots of information about different types of support you can access as an adult.

EDUCATION, TRAINING, SKILLS AND WORK

As your corporate parents, we believe in you and will support you to fulfil your potential. We aim to give you the support that any parent would give their own children to get an apprenticeship, go to college or university and/or to get the job they want. We will help you to gain the skills and qualifications you need and help you to be ready for work when the right job comes along.

Together, we will work with you to offer work place opportunities, including work taster sessions, work experience, apprenticeships and job opportunities. These will be flexible and tailored to your needs so you can understand what it is you want to do in your working life.

We understand that you may not be ready to pursue your ambitions when you leave care (you might be a parent, have additional learning needs, be a young offender or just have a lot of other things to think about) so we will provide support until you are 25 so you can choose when the time is right for you.

We will provide support to make sure you receive any additional help you require if you have special educational needs and/or disabilities. This includes taking into account the support you require which has been identified in your Education, Health and Care Plan if you have one until age 25.

Extra support for care leavers

When you do decide to explore your ideas in this area, as a care leaver entering education and/or training between 18 and 25, there is a range of education, training and job options available, with additional support available to you. If you let your college, university or training provider know you are a care leaver they will give you extra help. We understand doing this may not be easy for you, so do ask your personal adviser if you would like some help with this. Otherwise you could ask for a private conversation with your tutor. Some places give you the option to tell them on the application form. Remember they are all there to help and support you.

Specialists available to help you every step of the way

As well as having a personal adviser, the Leaving Care Team will put you in touch with your own achievement adviser. They will help you to work out what your education, training and/or employment goals are and build your confidence and skills towards getting the job you want. They will get to know what you would like to achieve, help you identify what skills you need to get ready for work (these are called employability skills), and also what skills, training or qualifications you need for the job.

If you need extra specialist support, your achievement adviser will find this for you. For example you may need one- to-one employability mentoring support. This will all be done in a way that suits your situation and needs, and your adviser will help you move into work when you are ready. You will agree this together as part of your Pathway Plan.

Your Achievement Adviser can help you from the age of 18 to 21, or until you've finished your college or university course if you are still studying after you are 21.

Jobs advice and guidance

We will help you to get careers information and advice – this can be either through your achievement adviser, college, university, higher education setting or a specialised Information and guidance provider, for example Futures - www.the-futures-group.com/futures-for-you.html .

Getting ready for work and/or study

We will support you to learn new skills and gain the experience and knowledge required to get the job you'd like. Your achievement adviser will talk to you about the best way for you to do this and help you find ways to achieve your goals.

Some of the skills you need can be as simple as gaining confidence, learning to make good decisions, working as part of a team, knowing how to solve problems or learning to use a computer. You might do this through a short course, a workshop, work experience, a work placement, longer term college or university course.

Supported housing providers also help you build up your skills ready for work through volunteering and short courses. For example, these might include confidence workshops, taking part in staff interviews, accredited training such as City and Guilds and apprenticeships. If you are interested in any of these, speak to your key worker where you live.

There are many organisations that offer programmes and courses to get people ready for work. Some of these are particularly helpful for care leavers. These include Futures, the Princes Trust and the Inspire and Achieve Foundation. Find out more on page...

Help with Job Centre and DWP requirements and appointments

We understand that applying for help at or attending Job Centre appointments and going to things like training, work experience or interviews can be scary— so your achievement adviser can come with you if you wish.

To make things as easy as possible for you we have made arrangements with the Job Centre and DWP. They have a special point of contact for care leavers at every Job Centre. If they know you are a care leaver they will be more understanding and give you extra help if you need it. They will also allow your achievement adviser to act on your behalf and your PA can also help you make the most of the support the DWP offer. For example, finding the right courses and activities to help you get into work, preparing for appointments and sorting this out when things get stressful.

Your achievement adviser can also:

- make sure you are getting all the benefits you're entitled to and always make sure you're better off in work, otherwise we will provide a top-up payment
- help you develop your employability skills such as job seeking skills, completing job applications, writing CVs, interview skills (this might be with another organisation)
- help you identify any emotional well-being courses available at the Job Centre to help you get ready for training and/or work
- make sure our support does not disrupt any health related out of work benefits you receive
- look in to discounts on travel to work that may be available from the Job Centre
- provide financial support to if you need it between the end of your benefits and your first pay day or between jobs
- help you update your claims if you are working part-time.

Work experience

We will provide you with work experiences to help you decide what job you're interested in. It's a great way to decide on the career you want and whether you are ready for work. It can also help

- you to decide if you like a job before you apply for it or a college course
- you to stand out from the crowd on a job application or in an interview and
- provide you with a reference once you get your job offer.

We can provide “tasters” of just an hour, half a day or two, or a longer placement of a couple of weeks. Your achievement adviser and work coach have a huge list of companies and organisations with a range of opportunities so let them know if this is something you would like to try. Your achievement adviser will help you prepare for the experience and the practicalities like traveling to and from the workplace.

Apprenticeships

We will encourage and help you to secure an Apprenticeship if this is what you want. An apprenticeship is a job combined with a skills development and training programme relevant to the job role. Apprenticeships are available from GCSE Level 2 (GCSE or Equivalent) up to Level 7 (Postgraduate Level). There are a wide range of apprenticeships available in most professions and these are advertised on the National Apprenticeship Service (see link below).

As a care leaver you are entitled to a £1000 bursary from your training provider that will be paid to you within the first 3 months of you starting your apprenticeship.

If you are interested in becoming an apprentice your achievement adviser can help you. You can find out more [here](#)

Care Leaver apprenticeships in Nottinghamshire

We are committed to increasing the number of care leaver apprenticeships available to you within the partnership and in businesses across Nottinghamshire. We hire apprentices and we offer some dedicated care leaver apprenticeships (at Nottinghamshire County Council and at Newark and Sherwood District Council). Nottinghamshire County Council (NCC) will guarantee all care leavers an interview if you apply for an apprenticeship vacancy and meet all the essential requirements.

We also offer a coaching programme to our apprentices and full support to enable you to successfully complete the apprenticeship training and assessment. NCC are also committed to topping up care leaver apprentice salaries to the National Living Wage to make it affordable for you to work as an apprentice with us. You can search for apprenticeship opportunities across the partnership on [page 29](#).

Thinking of going to college?

We will encourage and help you to go to college if this is what you want. We will give you extra help and individual guidance via your achievement adviser to make sure you are supported to choose the right course and to do well in college. Many local colleges provide extra support to care leavers as they also want you to succeed and achieve your potential.

Your achievement adviser knows the key people at all the local colleges so they can help you with everything you need, from choosing the right course, to helping with your application, preparing for an interview, helping to apply for any benefits you may be entitled to whilst you’re in education or training, and helping you to attend college once you start.

We understand that sometimes it is hard to go on your own to enrol so Nottingham College is offering you the chance to enrol at a different time if you want to. Nottingham College will also provide you with the following:

- Access to an Achievement Coach, wellbeing support and health advice
- Support through the college and your achievement adviser to support your attendance
- A named person to support you to get an appropriate work placement or work experience
- Support to visit their various college sites if you just want to find out more.

City College, Nottingham provides dedicated support to students are care leavers, including those on apprenticeships.

Newark College has a service for care leavers whereby they will inform you via your Progress Tutorials of Apprenticeships, work experience and training opportunities available following a discussion about your career aspirations. If you are interested, you will be offered additional support with the application and interview preparation from the Designated Teacher and Progress Coaches.

Look at [page 30](#) for information on other colleges that are easily accessible for Care Leavers in Nottinghamshire.

Thinking of going to university?

We will encourage and help you to go to university if this is right for you. This includes support towards tuition fees and maintenance loans, travel costs at the start and end of term and making sure you have somewhere to live during the holidays – this may be with your foster carer, in your own accommodation or in supported accommodation. If you are at a residential college or university away from Nottinghamshire, we will help you to get yourself and your belongings to and from college/university at the beginning and end of terms if needed. You will work with you PA so that your Pathway Plan includes your accommodation arrangements, including financial arrangements during term time, short vacations and the long summer vacation.

Some of you may have secured your entry qualifications to attend university, but even if you have not, all universities are happy to talk to you about the options available. Your achievement adviser will support you every step of the way, from considering which course and universities might be right for you, to making your application, to helping you move in and then supporting you along the way once you have started your course, and over holiday time too.

Many universities provide additional support to care leavers, so it's always worth searching the websites or contacting the student support service of the ones you're interested in to find out what they offer. If you feel comfortable you can let them know you were in care once you start so you can get the extra help you may need. Your achievement adviser can help you with all of this.

A number of organisations provide care leavers with information to support you going to university, including finance, support and settling in. These include UCAS and Propel.

www.ucas.com/undergraduate/applying-university/individual-needs/ucas-undergraduate-support-care-leavers

www.propel.org.uk

Locally, Nottingham Trent University (NTU) and the University of Nottingham (UoN) will give you lots of information about how they can help you before you apply to them as part of the Growing Lives Programme.

Both universities offer lots of other support to help you settle in and succeed at university. For an overview visit

NTU - www4.ntu.ac.uk/student_services/individual_support/care_leavers/been_in_care/index.html

UoN - www.nottingham.ac.uk/studentservices/services/care-leavers.aspx

And you can find more details on [page 30](#)

Help with the cost of childcare

If you have children under the age of 5, you may be eligible for free childcare. Using childcare can help you get some time out, help you access training or get a job, and it will also help your child to grow and develop and be ready for school.

Families often struggle with the cost of childcare because they are not aware that there is support out there to help them, or they believe that they will not be eligible to receive any assistance. But there are lots of ways to get help with costs. We can also help you find the right childcare for you and your child.

To find out more about childcare and what funding is available, please go to the Childcare tile on the Notts Help Yourself homepage www.nottshelpyourself.org.uk

If you would like further information and advice and would like to speak to one of our advisers please telephone our advice line on 0300 500 80 80

Extra help for Young Parents – if you are under the age of 20 and in school or college you can receive £160 per week to help with your childcare costs and travel to and from the childcare provision. You can find out more here www.gov.uk/care-to-learn and under the Childcare tile on Notts Help Yourself www.nottshelpyourself.com

FAMILY AND RELATIONSHIPS

We realise how important positive and supportive relationships with family, friends and others can be to living a happy, safe and successful life. So we will support you to have a strong and safe support network around you.

Creating a strong and safe support network

If you want to, your personal adviser can advise and support you to get in touch with people who are special to you or who cared for you in the past. They can also support you to re-connect with family in cases where it will be a positive step for you. They can help you to develop healthy relationships with friends and family and help you keep safe. Go to page 4 to find out how to get a PA if you haven't already got one.

Understanding your life history

If and when you want to we will help you to understand your time in care and your life history, including your case files. This can include support to trace your family if needed and support to access extra emotional support if you need it as we understand this can be a challenging time. Speak to your personal adviser if you would like to look at this.

Independent Advocates – supporting your rights as a care leaver

You have the right to have support from an Independent Advocate who can help you to be involved in all the decisions about when you leave care and your plans for leaving care. They inform you of your rights and help you to be heard in meetings. They can help you if you're not happy with the decisions your PA make about the support given to you by the Leaving Care Team. Independent Advocates don't work for social services or the Council, they are completely separate from them, and work for a different organisation. If you would like an Independent Advocate call Freephone 0808 901 9488, email advocacy@childrenssociety.org.uk or ask your personal adviser to help you get one.

Personal relationship support

If you find yourself in relationships that you feel are difficult, that are making you unhappy and/or aren't good for you, your personal adviser can offer support. For example, they can help with domestic abuse and sexual exploitation issues to make sure you feel safe and stay safe.

Your personal adviser will always respect your own gender and sexual identity. They can help you access services that offer support with your sexual and gender identity needs.

Your personal adviser will give you advice and help you to challenge any discrimination you face as a care leaver.

If you are a parent

Your personal adviser can help you find support if you are pregnant or have a young child. Children's Centres are great places to find things like parenting groups and other support for young families with children under 5. For more information please see:

<https://www.nottinghamshirehealthcare.nhs.uk/ccs>

If your child is over 5, then the Family Service may be able to help you with parenting support. To ask for help from the Family Service you, or a professional working with you, should get in touch with the Early Help Unit on 0115 8041248 or early.help@nottscg.gov.uk

The Parent/Carer Zone on Notts Help Yourself www.nottshelpyourself.org.uk provides useful information to parents and parents-to-be.

If you are a first-time teenage mum-to-be, you may also be able to access support through the Family Nurse Partnership (FNP), which is a home visiting service providing on-going support to first-time teenage mothers and their babies (plus fathers and other family members, with mum's permission). For more information go to www.nottinghamshirehealthcare.nhs.uk/family-nurse-partnership . Please ask your Personal Adviser how to do this because it will be different if you want some extra support.

The Healthy Families Teams are also there to support you with your child's development and health needs. For more information please see: <https://www.nottinghamshirehealthcare.nhs.uk/healthy-family-teams>

FINDING THINGS TO DO AND FEELING PART OF WHERE YOU LIVE

We want you to feel part of the community you live in and wider society. We'll support you to have the opportunities that other young people do, to feel part of your community, wherever and whatever that is, and help you to make a positive contribution in the way you'd like to.

We will also celebrate important life events and faith and cultural events with you. For example, we will help you celebrate your birthday and get in touch at Christmas to make sure you are spending it in the way you want to. We will also help you to maintain and/or explore your faith and ethnicity networks.

Having a say

If you'd like to get involved in improving and designing the services and support for children in care and those leaving care, you can join Nottinghamshire's care leavers group - "No Labels". We want to hear your views on how to make things better for children in care and care leavers like you.

Some care leavers have had life-changing experiences after getting involved in No Labels. They have found that their self-esteem, confidence and skills have grown a lot. This has helped them to make new friends, travel, to make a positive difference for children in care and to find a good job. This could be you! Talk to your personal adviser if you'd like to get involved, or contact Emma Betteridge on 01623 626972 or emma.betteridge@nottscc.gov.uk

If you want to get your voice heard on a national level, then you might want to vote in national elections and to do that you need to enrol on the Electoral Register. This also makes it easier to do other things such as applying for housing, your passport or a bank account.

Getting all your important documents together

To live a fully independent life you need to make sure you have all your essential citizenship identity documents. We will help you to do this and pay for any fees. These include your birth certificate, passport, national insurance number, young person's citizen cards and deed poll to change your name, if you choose to. This also includes making sure you have a bank account. Let your personal adviser know when you'd like to do this.

Having fun, trying new things and meeting new people

Like other people, you might want to find time to relax and enjoy yourself and meet new people from time to time and we'll help you with this if this is what you want to do.

If you fancy an adventure, **we will take you on a free annual residential or day trip** to one of our outdoor and environmental centres in the Peak District and around Nottinghamshire. If you want to organise your own trips, they offer unique and affordable opportunities, covering a wide range of outdoor adventures and environmental activities. You can find out more here <http://www.nottinghamshire.gov.uk/education/outdoor-and-environmental-education/outdoor-education/about>

If you live in supported housing, there will be a range of leisure activities available for you to get involved in such as sports, fitness and adventure activities, day trips, art and craft, nature and gardening clubs and user forums. There will also be opportunities for you to get into volunteering. Talk to your housing support or key worker or personal adviser if you'd like to get involved.

Nottinghamshire Youth Service offers high quality positive social educational activities across the county to care leavers until your 22nd birthday. They can support you to develop your confidence,

knowledge, skills and experience in a safe and enjoyable way! To find out more call their Participation Team on 01623 626972.

Through Notts Help Yourself, www.nottshelpyourself.org.uk you can find out about all the groups and activities taking place in your area. Your personal adviser can help you with this and provide information on other groups and clubs you may wish to join. They may be able to help you with the cost of these and other leisure activities. Until you are 19 your Platinum Card will get you into Nottinghamshire County Council youth clubs and activities for free.

Volunteering

Volunteering is a great way to get out of the house, to try new things, build your confidence and skills, not only for your self-esteem, but to help you get into work. New skills gained like communication, team work and decision making can really make you stand out from the crowd when applying for a college or university course and a job. Volunteering can also make you feel pretty good and of course you will make a positive difference to your local or wider community.

One way of getting into volunteering is through the Duke of Edinburgh Award, as it's one of the 4 sections in this adventurous scheme where you get to experience a range of new activities and challenges, as well as learn new skills and sometimes travel to new places with other young people.

In Nottinghamshire it's completely free for care leavers. Find out more and register here <https://www.dofe.org/> or contact the Nottinghamshire County Duke of Edinburgh Award Office on 01623 556 110 or DukeofEdinburgh@nottsgov.uk. As your personal adviser to help you with this if you need it. They can also tell you about other awards, schemes and competitions you can enter.

If you are interested in other volunteering opportunities contact your local CVS (Community and Voluntary Service). Look in the district council information section at the end of the document) or take a look at these websites – www.Do-it.org, www.vinspired.org.uk and www.volunteerics.org.

If you are a parent

You can find out about different activities for children and families across Nottinghamshire, such as toddler groups and children's library sessions by looking on Notts Help Yourself – under the Things to do in the Community tile at www.nottshelpyourself.org.uk

WHAT'S HAPPENING NEXT?

We will be increasing and improving on the services and support we have told you about in this offer to make sure we are doing all we can to help be the best you can be.

We will continue to work with care leavers across the county to make this offer even better, so you have the best opportunities to achieve your potential.

To keep up to date with what the new offers are, keep an eye out on the Care Leaver Local Offer tile on Notts Help Yourself (www.nottshelpyourself.org.uk) as we will post them all on there as they become available. We will launch a Local Offer app so you will find the entire offer on there as well as update - wherever you are, even when you are without a signal or out of data.

We are thinking big with our offer – working with councils across Nottingham, Derby, Derbyshire, the East Midlands and the rest of the country to make sure you and other care leavers can expect the same services and support wherever you live, work or visit.

If you would like to get involved in helping to make this offer bigger and better for all care leavers, we'd love to have you on board. Let your personal adviser know or get in touch with Emma Betteridge on 01623 626972 or emma.betteridge@nottsgov.uk

The Care Leaver Covenant

Every council area must create an offer of what's its providing to help care leavers. Alongside this, there is the national Care Leaver Covenant where businesses, charities and other government organisations can pledge their services, support and opportunities to help you move on from care and towards a successful and independent life of your own. These include apprenticeships, work experience and free or discounted goods and services. You can find out more here www.gov.uk/government/collections/care-leaver-covenant--2 and here <https://mycovenant.org.uk/>

REFERENCE SECTION

Additional information to help you keep physically healthy

Doctors

You may have met or will meet different kinds of doctors during your life. For example, your local doctor, also known as GPs, who look after the health of people living in their local area, and deal with a whole range of health problems; consultants, who are specialists in certain areas of illness such as allergies, eyesight, mental health; and doctors who work in Accident and Emergency.

To find a doctor (GP) near to where you live, go to NHS Choices www.nhs.uk and click “Find a GP”. Once you have found a doctors surgery near to where you live, visit them and ask to register. You’ll need your NHS number (which can be found on your important health information), some ID, and the name and address of your last doctor/GP (this can also be found on your Important Health Information document). **They may not know that you are a care leaver, so it would be useful to tell them.** Your personal adviser can help you register with a GP.

If you need medicines you’re given a prescription from the doctor to take to a pharmacy. You may not have to pay for prescriptions if you are a student, or on benefits. You would need to complete an “exemption form”, and your doctor’s (GP) surgery or pharmacy will be able to help you with this. Your personal adviser can also help you with this. Otherwise, you will have to pay to collect the medicine you’ve been prescribed.

Pharmacy:

Pharmacies are trained to help with many common health problems and minor injuries, including coughs and colds, aches and pains and skin rashes. They can give advice and ‘over the counter’ medicines or treatments, which you pay for. If you are given a prescription for medication by the doctor, you can take this to any pharmacy and they will dispense (supply) your medication. You can find a pharmacy near to where you live, by going to www.nhs.uk

NHS 111

NHS 111 is a 24/7 confidential telephone helpline that can help you with concerns about your health. You can find out more here: <https://www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/nhs-111/>.

If you need health care outside of normal working hours (which are Monday to Friday daytimes) you should dial 111 to contact your local NHS Out of Hours health service. The staff at 111 will help you get the care you need. If you need help now, but it’s not an emergency, call 111. If it’s an emergency, always call 999.

Dentist:

To find a dentist near to where you live, go onto NHS Choices www.nhs.uk and click “Find a dentist”. Phone or visit the dentist you have chosen and ask to register as an NHS patient. Under the NHS, you might have to pay for some check-ups and treatments. If you’re not sure, your personal adviser will be able to help you.

Opticians:

You can go to a local, high street optician and have an NHS eye test. They are free up to the age of 19 if you are in full time education. After that, you may have to pay for sight tests and glasses, if you need them. Ask your personal adviser, as they will be able to help you with this and looking into whether you are entitled to any help with dentist and opticians charges. You may have to apply for discounts

or exemptions from charges through the NHS Low Income Scheme. www.nhsbsa.nhs.uk/nhs-low-income-scheme

Additional information to help with your emotional and mental health:

Psychological therapy services:

Psychological therapy services offer assessment and treatment for emotional health and wellbeing, and are often known as talking therapies. You can refer yourself directly to a psychological therapy service for concerns like stress, anxiety, depression, OCD, trauma and phobias.

In Nottinghamshire there are three different services, and you can access any one of them:

- **Let's Talk Wellbeing**
Call **0115 956 0888** or visit <https://www.nottinghamshirehealthcare.nhs.uk/nottingham-city-and-county->
- **Trent PTS**
Call 0115 896 3160 or visit <https://www.trentpts.co.uk/>
- **Insight Healthcare**
Call 0300 555 5582 or visit <https://www.insighthealthcare.org/our-services/talking-therapies/find-a-service/nottinghamshire/>

Kooth counselling:

Kooth.com is an online counselling service for young people aged up to 25. It is a safe, confidential and non-stigmatised way for you receive free counselling, advice and support on-line from fully trained and qualified counsellors. Go to www.kooth.com to find out more.

GP:

Your GP will offer advice and support around your mental health. They can also help identify if you need help from specialist adult mental health services, and support you to access these.

You Know Your Mind:

'You Know Your Mind' is a project that seeks to give you more choice and control over how you can improve your mental health - in recognition that only *you* will know what works for you. Your Personal Adviser can discuss this option with you and can refer you into the project on your behalf.

Voluntary and Community Sector-run mental and emotional health services and support

We R Here:

Offer free counselling and support for anyone who has experienced a traumatic life experience. They also run self-esteem courses and practical support in times of crisis. You can call them on 0115 920 6241 or 07891 306 972 or visit their website. Or you could ask your personal adviser or other worker to contact them for you www.werehere.org.uk

Information to help you have a healthy lifestyle

Contraception and sexual health:

Using the right contraception helps you avoid unplanned pregnancies. You should talk to a health worker about contraception, you can get advice and contraception from your Doctors (GP), your local sexual health service, and some pharmacies (visit www.nhs.uk to check). Contraception is free on the NHS.

C-Card:

The C Card scheme is a free condom and sexual health advice service for young people aged up to 25. It allows young people to gain access to condoms, lubricants and advice on sex, STI's and relationships. You can access the service via www.ccardnottinghamshire.co.uk.

Sexual health services:

Looking after your sexual health is important. Nottinghamshire sexual health services are open access, free, and confidential. In Nottinghamshire, your local sexual health service depends on where you live, you can find out more about each service and how to access it via their website or by calling the service.

- **If you live in north Nottinghamshire (Bassetlaw)**
Tri Health Bassetlaw <http://bassetlawtrihealth.dbh.nhs.uk>
Tel: 01909 506418
- **If you live in Mid Nottinghamshire (Mansfield, Ashfield, Newark and Sherwood)**
My Sexual Health <http://www.sfh-tr.nhs.uk/index.php/my-sexual-health>
Tel: 01623672260
- **If you live in south Nottinghamshire (Broxtowe, Gedling, Rushcliffe) and Nottingham City**
NUH Sexual Health www.nuh.nhs.uk
Tel: 0115 9627627

Smoking:

Stopping smoking gives you better health for life. For support to stop smoking contact Smoke free life by texting QUIT to 66777 or by phoning 0800 2465343 or 0115 772 2515.

Healthy eating and healthy weight:

Part of staying healthy is eating a healthy diet, getting enough exercise and being a healthy weight. If you have concerns about your weight you can get support from Change Point Nottinghamshire by calling 0333 005 0092 or visiting <http://www.everyonehealth.co.uk/nottinghamshire-county-council/>.

Drugs:

Taking drugs can have serious consequences, and their effects vary from person to person. If you are worried about drug use, get support from New Directions Nottinghamshire. You can call them on 0115 896 0798 or email them on notts@cgl.org.uk. Find out more here <https://www.changegrowlive.org/content/cgl-new-directions-nottinghamshire-newark-mansfield-workshop-hucknall-broxtowe-rushcliffe>. You can also find out more information from Frank www.talktofrank.com

Alcohol:

If you are worried about drinking, get support from New Directions Nottinghamshire. You can call them 0115 896 0798 or email them on notts@cgl.org.uk. Find out more here <https://www.changegrowlive.org/content/cgl-new-directions-nottinghamshire-newark-mansfield-workshop-hucknall-broxtowe-rushcliffe>. You can also find out more information about drinking alcohol, including how to drink responsibly, here: <https://www.drinkaware.co.uk/>.

NHS Choices

NHS Choices is a website aimed at everyone. By searching NHS choices you can find information on everything from the common cold and sickness to symptoms of sexually transmitted infections, information about contraception, and help to identify the symptoms of depression.

Health for Teens

A health for teens website in Nottinghamshire provides information on health and wellbeing for teenagers including sexual health, sexuality, relationships, drugs & alcohol, feelings & lifestyle. You may find some of the information useful www.healthforteens.co.uk.

Education, training, skills and employment organisations, opportunities and information

Search for apprenticeships and other job opportunities across the partnership

Ashfield District Council <https://www.ashfield.gov.uk/your-council/jobs-and-careers/jobs-and-careers/>

Bassetlaw District Council - <http://www.bassetlawjobs.co.uk/latestjobs/>

Broxtowe Borough Council - <https://www.broxtowe.gov.uk/for-you/jobs/>

Futures - <https://www.futuresforbusiness.com/vacancies/>

Gedling Borough Council - <https://www.gedling.gov.uk/council/jobs/>

Mansfield District Council - <http://www.mansfield.gov.uk/article/5700/Jobs-and-careers>

Newark and Sherwood District Council - <https://www.newark-sherwooddc.gov.uk/jobsandcareers/>

Nottinghamshire County Council - www.nottinghamshire.gov.uk/jobs-and-working/working-for-us/apprenticeships-at-the-council

Rushcliffe District Council - <https://www.rushcliffe.gov.uk/jobs/>

Futures offers a range of advice, support and guidance to help you get into work. These include careers guidance, skills training, employability, work experience and apprenticeships

www.the-futures-group.com/futures-for-you.html

Building Better Opportunities Programme

The Towards Work Programme gives you personalised support to help you get ready for work, education or training and help you stay there by working with you to deal with some of the things that might be stopping you doing that at the moment. They will help you feel more confident and ready to look for the right opportunities for you. They'll also provide you with a personal budget to help you on your way into work. This can help with things like childcare, work equipment, training and bus passes.

For more information go to www.towardswork.org.uk or refer yourself at <https://www.towardswork.org.uk/make-a-referral/> (put Nottinghamshire County Council Leaving Care as the organisation).

Money Sorted will help if you are not in work and would like support to help you feel more in control of your finances. You will learn skills and knowledge to better manage your money and to give you confidence with money issues. The aim is help you to cope better with budgeting and avoid getting into debt in the future. You will have the chance to take short courses on money issues. You can do this programme if you are not in paid employment. This includes if you've not been in work for or claiming work-related benefits, for example, you might be looking after a child or caring for someone else. Email info@moneysortedind2n2.org to find out and get started.

Please note that you can only do one of the two above Building Better Opportunities Programmes. If you are unsure what this means for you, talk to your personal adviser for advice.

Further Education Colleges within easy access to Nottinghamshire care leavers

- Vision West Notts College, Mansfield – www.wnc.ac.uk -0808 100 3626

- Nottingham College - www.nottinghamcollege.ac.uk - 0115 910 0100
- Derby College – www.derby-college.ac.uk - 0800 028 0289
- North Notts College, Worksop www.nnc.ac.uk - 01909 504504
- Portland College, Mansfield – www.portland.ac.uk
-
- Newark College- www.lincolncollege.ac.uk/our-colleges/newark-college - 01636 680680
- City College, Nottingham - citycollegenottingham.com - 0115 910 1455

Extra support for care leavers from Nottingham Trent University and the University of Nottingham

NTU offers

- campus visits for you before you arrive and/or additional welcome activities if you want to go to them
- if you've had an offer, NTU will contact you over the summer before you start and again after clearing to let you know the support available to you as a care leaver and encourage you to apply for ...
- a bursary for financial support of £500
- a dedicated support officer to help you settle in during the first term and then on an ongoing basis while you are at University
- money advisers to help you apply for all you are entitled to and work out a budget to suit your needs and interests.
- a guaranteed offer of University-allocated accommodation if you have accepted a place at Nottingham Trent University as your first choice - accommodation in halls is available throughout the summer vacation too
- a personal health and wellbeing welcome pack
- help accessing all support services
- As part of the NTU Navigate Programme, NTU provides opportunities for unaccompanied asylum seeking young people to find out more about the UK higher education system, as well as English-language support at evening classes and an annual summer school.

Your achievement adviser has a direct link with a key contact at the university to make sure you get all the support you need in applying and to succeed when you get there.

If you'd like to speak to someone at NTU about going the university you can contact lucy.judd@ntu.ac.uk (before you apply and about NTU Navigate Programme) and kathryn.frith@ntu.ac.uk after you've applied, including any point during your time at NTU.

The University of Nottingham offers care leavers the following:

- Special consideration in the admissions process. This means that you are more likely to get an offer and if you do we may ask for slightly lower grades from you
- Additional financial support. The Nottingham Potential Bursary is available to most students who have been living in the care of a local authority for over 3 months. We can also ensure you receive all the other grants and bursaries you may be entitled to
- Access to 365-day university accommodation and support in finding the best accommodation for you
- An informal pre-entry meeting with a member of the University's Financial Support Team to explain the financial support available to you. At the meeting we can also give you information about accommodation and anything else that you need help with to set things up for the start of your studies. You can bring someone along with you.
- Additional welcome activities when you arrive in September
- Ongoing support throughout your course from our Care Leavers' Mentor

Interested in a job to help adults with health and social care needs?

If you are interested in working in adult social care, Nottinghamshire County Council offers anybody over the age of 16 the opportunity to take part in an accreditation scheme to become a personal assistant. Personal assistants (PAs) are employed to help people who need social care and health or health care support, either because of their age or disability, to enable them to live as independently as possible in their home. "Support with Confidence" is a council-run scheme for people who want to work, or are currently working as a personal assistant. By joining the scheme you will be accredited, on our register and listed on the Nottinghamshire Help Yourself website as available to work as a PA. You can find out more about the role and the Support with Confidence scheme here www.nottinghamshire.gov.uk/care/adult-social-care/working/personal-assistants/support-with-confidence If you would like to go ahead, talk to your personal adviser who can support you in this.

The Job Centre and Department of Work & Pensions

This organisation offers a range of support and activities to help you get ready for and find work. These include job search, CV writing, completing job applications, preparing for interviews, telling you about job fairs, finding you work experience and getting you on courses at all levels including apprenticeships, such as life skills, IT skills, business administration, childcare, warehousing and construction.

<https://www.gov.uk/government/organisations/department-for-work-pensions>

The Princes Trust

If you live in **Nottingham or Nottinghamshire** join Team, The Princes Trust's free 12-week personal development programme, which is offered in Beeston, Basford, Mansfield, Sutton in Ashfield or Worksop, for the chance to gain new skills, take a qualification and meet new people. Three out of four people on Team go on to work or college courses within three months.

They also run a week-long programme called **Get Started** which is focused on one theme such as sport, robots, web design, nail art, racing cars. There's another called **Get Into** that is 4-6 weeks long based with an employer where you get work experience and training and can lead to paid employment. Examples are the NHS, logistics, retail, catering and hospitality and customer service. The Prince's Trust can help with food and cover travel expenses.

If you're interested in setting up your own business the Prince's Trust run a programme called **Enterprise** for 18 to 30 year olds who want to go self-employed. It includes mentoring, one to one support and is also available as an online programme.

To find out more and/or apply for any of these programmes go to www.princes-trust.org.uk/help-for-young-people or phone their Nottingham Office 0115 8456495. The Prince's Trust publish all opportunities on Nottingham Jobs (www.nottinghamjobs.com) and also at the Job Centre (see link above). You can also follow them on Facebook and Twitter.

Inspire & Achieve Foundation

If you live in Mansfield, your personal adviser can put you in touch with this organisation for extra specialist one to one support to help you get ready for training and/or work. Your mentor will help you with things like your CV, application forms, finding an apprenticeship and helping you prepare for an interview

Notts Help Yourself - Work & Volunteering Zone – click this tile for information on organisations that can help support you back into work, or to volunteer. www.nottshelpyourself.org.uk

WHAT'S ON OFFER IN YOUR LOCAL AREA

Let's Live Well in Rushcliffe

If you live in Rushcliffe, this programme will help you to connect to local groups, activities and places to help you improve your wellbeing. You will also be supported by a Health Coach who will discuss an action plan that focuses on what matters to you. Contact 07909 890 699, email LLWiR@nottshc.nhs.uk or you can ask your GP or personal adviser to refer you.

Volunteering opportunities and community projects

Ashfield Voluntary Action - Ashfield Voluntary Action, Portland St, Kirkby in Ashfield NG17 7AE - 01623 555551 - www.ashfieldvoluntaryaction.org.uk

Bassetlaw CVS - The Old Abbey School Priorswell Road, Worksop S80 2BU - 01909 476118 – www.bcv.org.uk

Voluntary Action Broxtowe - Oban House, 8 Chilwell Rd, Beeston, Nottingham NG9 1EJ - 0115 917 8080 – www.vabroxtowe.org.uk

Mansfield CVS - Community House, 36 Wood St, Mansfield NG18 1QA - 01623 392444 – www.mansfieldcvs.org

Newark & Sherwood CVS - Castle House, Great North Road, Newark, Nottinghamshire, NG24 1BY - 01636 679539 – nandscvs.org

Rushcliffe CVS - The Pump House, Abbey Rd, West Bridgford, Nottingham NG2 5NE- 0115 969 9060- rushcliffecvs.org.uk

Practical help with your home

Mansfield- If you live in housing provided by Mansfield District Council, they will provide you with tenancy support. You can register for this when you first take on your tenancy or ask for it at any time. You can ask your personal adviser to help you do this

How to sign up for free use of council-owned leisure centres

Mansfield District Council-run leisure facilities offer discounts if you are on some types of benefits. Visit [https://www.mansfieldleisure.com/oak tree/MEM Centre](https://www.mansfieldleisure.com/oak_tree/MEM_Centre) to find out more

Rushcliffe Borough Council – For care leavers looking to become physically active and socialise with friends, Lex Leisure are offering free swimming in all four of their leisure centres; Rushcliffe Arena in West Bridgford, Bingham Leisure Centre, Keyworth Leisure Centre and Cotgrave Leisure Centre. To access this please email: Alex Julian – Health Development Officer ajulian@rushcliffe.gov.uk

More information about your Pathway Plan

Your Pathway Plan covers things like your:

- Goals and aspirations around education, training and/or getting a job
- Where you want to live and in what type of accommodation
- Financial support you need to cover your accommodation and bills – this includes support to help you manage your money
- Any physical, mental and emotional health and well-being needs you have and how you will be helped with them
- any contact you may have with your foster carers, parents, wider family and friends, and how they and other people you know might be able to help you to live more independently

You and your PA will review your Pathway Plan every 6 months and this will happen until at least you are 21, sometime until you are 25 depending on your circumstances.

Your expenses (travel and refreshments) in attending your review will be paid for by Nottinghamshire County Council. There will be some circumstances where you will always need to update your Pathway Plan before the regular 6 months. For example, moving into some types of accommodation.

Corporate Parenting Principles

All departments within a local authority are required to recognise their role as corporate parents which covers the following principles:-

- to act in the best interests, and promote the physical and mental health and well-being, of those children and young people;
- to encourage those children and young people to express their views, wishes and feelings;
- to take into account the views, wishes and feelings of those children and young people to help those children and young people gain access to, and make the best use of, services provided by the local authority and relevant partners;
- to promote high aspirations, and seek to secure the best outcomes, for those children and young people;
- for those children and young people to be safe

and is summarised in the following quotation

“It asks local and central government to up their game as corporate parents, using the level of support that we expect a reasonable parent to provide for their child as a benchmark for how they should approach their role”.

Ministerial Foreword

Keep On Caring

Supporting Young People from Care to Independence

July 2016

Useful Contacts, Resources & Further Support – www.nottshelpyourself.org.uk provides up-to-date information on many of the organisations below

Organisation/Service/Resource	Description	Contact info.
Leaving Care Service/Personal advisers	Contact the Leaving Care Service directly	Telephone: 01158041236 or LeavingCareDuty@nottsc.gov.uk (Bassetlaw, Newark, Mansfield); 01158546318 or LeavingCare.South@nottsc.gov.uk (Ashfield, Broxtowe, Gedling, Rushcliffe)
Complaints	We want to hear your views about our services, good or bad. What you tell us helps us improve services and plan for the future.	Telephone: 0300 500 80 80 Website: http://www.nottinghamshire.gov.uk/contact-and-complaints/complaints/make-a-complaint-comment-or-compliment
Samaritans	We offer a safe place for you to talk any time you like, in your own way – about whatever’s getting to you. You don’t have to be suicidal. A free and confidential service, 24 hours a day, 365 days a year	Free phone: 116 123 Website: Samaritans.org
Change, Grow, Live & “New Directions”	Change, Grow, Live run New Directions, a free and confidential drug and alcohol service open to anyone over the age of 18 living in Nottinghamshire. They also provide other services including health and wellbeing, mental health, domestic abuse and homelessness	Telephone: 0115 896 0798 www.changegrowlive.org Website: https://www.changegrowlive.org/content/cgl-new-directions-nottinghamshire-newark-mansfield-worksop-hucknall-broxtowe-rushcliffe
Citizens Advice Bureau	The Citizens Advice Bureau helps people to resolve their legal, money and other problems by providing free, independent and confidential advice and influencing policy makers. Some branches can provide legal advice on immigration and asylum cases.	Telephone: 0300 330 5457 Website: https://www.citizensadvice.org.uk/
Catch22	Catch 22 works with young people who are in or leaving custody, involved in or on the fringes of crime, out of work, struggling at school, homeless or facing young parenthood without the safety net of a supportive family. Catch 22 offer practical support services which are flexible, highly personalised and often intensive.	Website: www.catch-22.org.uk
Young Minds	Young Minds is committed to improving the emotional wellbeing and mental health of children and young people and empowering their parents and carers.	Website: https://youngminds.org.uk/

Missing People	Missing People is a free phone confidential service for anyone who has run away from home or care, or been forced to leave home.	Telephone: 11600 Website: https://www.missingpeople.org.uk/
The Howard League	Free, independent and confidential advice, assistance and representation on a wide range of issues to young people under 21 years old in custody.	Telephone: 0808 801 0308 Website: https://howardleague.org/
Community Legal Advice	Community Legal Advice (CLA) is a free and confidential advice service in England and Wales paid for by legal aid. If you are living on a low income or benefits, you may be eligible for free specialist advice from legal advisers on issues including: <ul style="list-style-type: none"> • Debt, if your home is at risk • Housing, if you're homeless or at risk of being evicted • Domestic abuse • Separating from an abusive partner, when you're making arrangements for children or sorting out money and property • Special education needs • Discrimination 	Telephone: 0345 345 4 345 Website: https://www.gov.uk/civil-legal-advice
The Care Leavers' Association	The Care Leavers' Association provides advice and information about leaving care and your rights and entitlements	Telephone: 0161 236 5665 Website: http://www.careleavers.com/what-we-do/young-peoples-project/leavingcare/
ChildLine	ChildLine is a free national 24 hour telephone help line for any child in trouble or danger. It is a confidential counselling service which offers information and help to children and young people	Telephone: 0800 1111 Website: www.childline.org.uk
National Youth Advocacy Service	The National Youth Advocacy Service is a UK charity providing children's rights and socio-legal services. NYAS offer information, advocacy, legal representation and advice to children and young people up to the age of 25 through a network of advocates	Telephone: 0808 808 1001 Website: https://www.nyas.net/
Refugee Council	The Refugee Council is one of the leading charities in the UK working directly with refugees, and supporting them to rebuild their lives.	Website: https://www.refugeecouncil.org.uk

Become	Become's mission is to provide help, support and advice to children in care and young care leavers so that they can take control of their lives and unleash their potential	Telephone: 0800 023 2033 Website: http://www.becomecharity.org.uk/
Buttle UK	Buttle UK's mission is the maintenance, education and advancement in life of children and young people who through poverty and family circumstances are in need of, and will benefit significantly from, Buttle UK's support.	Website: https://www.buttleuk.org/
Nottinghamshire County Council LAC & Care Leavers Partnership & Strategy	This partnership is responsible for ensuring the best possible outcomes for all looked after children and care leavers in Nottinghamshire. Their strategy sets out how their shared vision and plan on how they will do this. They are responsible for creating and improving the Local Offer for Care Leavers	http://www.nottinghamshire.gov.uk/media/130637/lookedafterchildrenleaversstrategy.pdf
Department for Work & Pensions	Information on finding jobs and accessing benefits.	Website: https://www.gov.uk/government/organisations/department-for-work-pensions
Ofsted	The national regulator that ensures local authorities are delivering the best possible outcomes for children in care and care leavers. You can view reports of how Nottinghamshire County Council performs when delivering services for looked after children and care leavers	Nottinghamshire reports: https://reports.ofsted.gov.uk/local-authorities/nottinghamshire
Department for Education	Information from the Department of Education about your rights as a care leaver	Website: https://www.gov.uk/leaving-foster-or-local-authority-care
The Rees Foundation	Supports care leavers and care experienced individuals across the UK. They champion services, projects and interventions with and for care experienced people. They empower and inspire others to effect social change and to improve support, policy, practice and interventions	Website: www.reesfoundation.org
The Rees Care Leavers' Foundation	Offer small grants to care leavers aged 18 to 29	Website: www.thecareleaversfoundation.org
British Red Cross International Family Tracing Service	Helping you trace your family abroad	Donna Boulton DBoulton@redcross.org.uk 01158 505942

11 February 2019**Agenda Item: 15**

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES & SOCIAL WORK

DEVELOPMENT OF THE FOSTERING SERVICE

Purpose of the Report

1. This report seeks approval of the proposal to develop and grow the Nottinghamshire County Council fostering provision in order to:
 - a) create more high-quality placements for Nottinghamshire children and young people
 - b) develop a positive culture within the service which will attract new carers as well as encourage existing carers to remain with the Council
 - c) reduce the pressure on the placements budget by avoiding the significant cost of external placements, and
 - d) secure the best possible value from the placements budget.
2. The report seeks approval to:
 - a) review payments to foster carers to support increased recruitment and retention
 - b) establish 3 FTE Supervising Social Worker (Band B) posts to manage the recruitment, assessment and supervision of the new carers
 - c) establish 3 FTE Fostering Family Worker (Grade 4) posts to provide support to foster placements and reduce placement disruption
 - d) bring a further report to the Committee with final proposals for a revised payment structure for foster carers.
3. The report also seeks approval to establish a 0.5 FTE temporary Project Manager (Band D) post and a 0.5 FTE temporary Programme Officer (Band B) post in the Programmes & Projects Team for 12 months to support the development and implementation of the proposal.

Information

4. There is a clear sense that some children and young people are not having the best placement to suit their needs, particularly if they are only being placed in a residential setting because not enough family settings are available. This could have lasting effects on their future potential.
5. There is some urgency to progressing with this work given the growing financial pressure on the children in care placements budget. This budget, which totals approximately £38m,

provides for the cost of accommodating Looked After Children (LAC) – be it in foster care (which may be Council or externally procured carers) or in residential settings (including semi-independent / supported accommodation for young people leaving care).

6. Exercising direct control over this budget is challenging as it is demand-led and discharges a clear and unavoidable statutory obligation placed upon the Council as a Corporate Parent. It was overspent by c£581,000 in 2017/18 and is projected to overspend again in the current year. This is a consequence of both an overall increase in the number of children coming in to care, together with a lack of in-house foster care capacity that is resulting in children being placed in more expensive settings that in some cases might also not align with their care plan.
7. There has been a steady increase in the overall number of children taken into care over the course of the past 6-12 months which goes beyond the usual month-on-month fluctuation. The number of LAC as at 27 November 2018 totals 886; this has increased by 43 since 26 June 2018. During the previous two financial years, the number of LAC has remained relatively static at around 800, with relatively modest monthly fluctuation above and below this figure. This increase in LAC is in line with the national picture and is not unique to Nottinghamshire. However, even with the increase the County Council still has comparatively lower LAC numbers than statistical neighbours and the England average.
8. It is not only the overall numbers of children and young people in care that brings financial pressure on placements budget; it is the mix of different types of placement in which the cohort of LAC are placed at any one time. In broad terms a placement with one of the Council's in-house foster carers costs c£420 per week. An externally procured foster carer costs on average £840 per week (taking into account the different levels of complexity that might attach to different young people). Placements in a residential care home cost an average of around £3,500 per week (albeit the most expensive placements for a young person with complex needs could be twice this amount).
9. Analysis shows that the last time the LAC population was at 840+ was February / March 2016. However the mix of placements attaching to the respective cohorts of young people then and now are markedly different. For example, there were 50 fewer of the more expensive externally procured foster care placements back in March 2016. The vast majority of difference is that there were correspondingly more young people placed with in-house Council foster carers in 2016. It is this in-house foster care capacity that has diminished over the past 3-5 years. This also helps explain how the growth in overall LAC numbers during the past 6-12 months has been matched by a corresponding increase in the number of externally procured foster placements. There was significant increase in independent foster care placements at the start of 2018, which did not have a big impact on the 2017/18 budget as the increase occurred at the very end of the financial year. However, it has had a marked effect on the current year's budget and, in addition, further increases in similarly expensive foster care placements also occurred in April and June.
10. At the same time, the actual placements budget has been reduced to fund invest-to-save initiatives aimed at reducing the number of expensive external placements. However, any amount of cashable savings that are directly attributable to these projects have been surpassed by the overall increase in the children coming in to care and the lack of capacity to place these young people cost-effectively, i.e. with less expensive in-house foster carers.

11. National reports tend to suggest that independent foster agencies (IFAs) are engaged for children and young people who are too difficult to place with internal foster carers – in other words, in-house carers are not as capable of looking after more challenging children and young people. This does not appear to be the case at Nottinghamshire County Council. Of the 240 children and young people currently placed with IFA carers, 204 of them are either Core or Category 2.1 placements, which align with internal payment levels 1 and 2; these are relatively 'mainstream' foster placements. This suggests that the Council is not deriving the best possible value for money from the budget available, as IFAs are being used to provide foster placements which could be provided by the Council at less cost.
12. The average amount paid by the Council to IFAs per week per placement is £840. The average internal cost is £420 per week per placement. The internal cost is the full cost of the carer, including management and other costs as well as the fees paid to the carer.
13. The current weekly payment structure for Council carers is as follows:

	Age range of looked after child (yrs)			
	£ per week			
Level of experience	0-4	5-10	11-15	16+
Level 1	140	153	174	201
Level 2	162	175	196	223
Level 3	184	197	218	245
Level 4	228	261	282	309

14. Leicestershire County Council has recently increased their payment levels as follows. Note that they have already recruited 11 foster carers in the first four months since the pay increases were introduced.

	Age range of looked after child (yrs)			
	£ per week			
Level of experience	0-4	5-10	11-15	16+
Level 1	£163	£179	£205	£239
Level 2	£195	£215	£246	£287
Level 3	£228	£250	£287	£330
Level 4	£312	£343	£394	£458

Proposal

15. The key aim of this proposal is to achieve a net increase of 50 foster carers over the next three years (2019-2021) with whom children and young people can be placed who would otherwise be placed in a high-cost external placement. This will ensure that these CYP benefit from a local family environment, and will decrease the number of placements provided through IFAs and in external residential homes, thus reducing the pressure on the placements budget.
16. It is clear that the current recruitment approach and offer does not attract enough new carers. From July 2017 to March 2018 only 20 new carers were recruited, but 9 of these

were family and friends carers and were assessed to look after a specific child. This means only 11 carers were attracted via the Council's existing recruitment approach and offer during this period. Overall in 2017/18 32 new foster carers were approved from 134 initial enquiries – a conversion rate of 24%. However, 31 foster carers were de-registered during the year, resulting in a net increase of 1 carer. 10 of the carers went on to register with IFAs.

17. In order to recruit and retain more foster carers there is a need to ensure the Council has a compelling offer which prospective foster carers perceive as competitive and attractive when compared with an IFA, so that the number of enquiries received by the Council is increased. This approach will also strengthen retention of existing carers. This will be done by:
 - a) reviewing the way that the Council pays and supports its foster carers, so that payments are fair and reflect the experience and skills required to effectively care for and nurture the children and young people;
 - b) developing strong support provision focussed on the needs of the CYP via a mix of therapeutic intervention, peer support networks, and support from specialist staff, so that both children and young people and their carers will be well-supported;
 - c) strengthening the Council's approach to the recruitment of foster carers, with reference to the increasing importance of electronic media¹, changes to the types of foster carers to be recruited (for example, part-time foster carers and shared care, short breaks for birth families etc), and the timeliness and positivity of the approach to potential carers². We recognise that IFAs have a focussed, strategic approach to recruitment which is highly effective and we will learn from this when developing our own recruitment strategy;
 - d) identifying children and young people who could be placed in an internal foster placement if carers with the right mix of skills and support were available, and recruiting carers to meet their particular needs.
18. The proposed weekly payment structure is under consideration and proposals will be brought to Committee for approval in July 2019.
19. In order to make the entry level attractive to new carers, and to reflect the fact that there are very few carers on level 1 and most of the Council's existing carers are on level 4, it is proposed to remove the existing Council level 1, and that the Council will have three levels instead of four.
20. The intention is to propose a fair increase at established levels, and offer a significant entry-level increase which is in line with similar increases made by geographical neighbours recently, and bridges some of the gap to IFA entry-level payments.
21. Although the gap to IFA entry-level payments is likely to remain significant, feedback from Nottinghamshire foster carers has placed high value on the support that the Council

¹ Reference Narey Owers 'Foster Care in England' February 2018, p47

² Reference Narey Owers 'Foster Care in England' February 2018, p49

provides, coupled with the fact that placements are always available. An improved payment and support package will attract new carers without the need to meet IFA payment levels.

22. It is also likely that if the Council was to increase payments to near IFA levels, IFAs would simply introduce other financial incentives such as 'golden hellos' to maintain a payment advantage, and that these would be incorporated into higher mark-up fees for the Council.
23. In conclusion, by growing the fostering service and putting it at the core of LAC placement provision:
 - a) more looked after children in Nottinghamshire will have an opportunity to be placed in a loving family environment
 - b) the Council will develop a reputation as an exemplar of fostering provision, offering an attractive package of fees and support which will compete favourably with the support offered by IFAs and reduce the risk of the Council's carers leaving³
 - c) demand will be reduced for more costly placement types, and this will ease pressure on declining budgets.

Other Options Considered

24. The following options have also been considered:
 - a) do nothing: this is not the preferred option as it is unlikely to deliver necessary internal placement capacity required to meet demand, given the competition for foster carers from IFAs and neighbouring councils
 - b) increased investment: consideration has been given to increasing the amount of money invested in the service. However, this increases the financial risk of an as-yet unproven concept, and also reduces the amount of cost avoided thus increasing pressure on the placements budget. This is an option which may be developed in a further proposal, dependent upon the success of the preferred approach.

Reason/s for Recommendation/s

25. Looked after children numbers are increasing, as is the complexity of need.
26. External provision is increasingly expensive as increased demand drives up prices. This places pressure on the Council's placements budget.
27. Although a mixed economy of placements is good for placement choice, it is preferable to place children in placements which are controlled by the Council, as these are generally in-county and, it is felt that they provide better outcomes for looked after children.

³ <https://www.theguardian.com/society/2018/jan/30/support-children-foster-carers-agency-councils>

28. In order to provide for this increase in demand it is essential that more foster carers are recruited and existing carers are retained, so that the Nottinghamshire County Council fostering service can operate as the strong and sustainable core of placement provision in the County.

Statutory and Policy Implications

29. 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

30. A summary Data Protection Impact Assessment (DPIA) has been completed and a full DPIA is not required.

Financial Implications

31. The costs and savings of this proposal are detailed in the table below and the recruitment forecast attached as **Appendix A**

	2019/20	2020/21	2021/22	Total
	£000	£000	£000	£000
Gross saving	253	969	814	2,036
Reprovision costs	422	686	457	1,565
Net saving:	-169	283	357	471

32. The net investment of £0.169m will be included in the proposed 2019/20 budget to be considered by Full Council on 28 February 2019. The savings in following years will be included in the construction of the Medium Term Financial Strategy (MTFS).

33. Reprovision costs:

	2019/20	2020/21	2021/22	Total
	£000	£000	£000	£000
Cost of recruitment (a) + (b)	94	94	44	232
Cost of payments for new carers (c)	128	492	413	1,033
Cost of improved payment offer for existing carers (d)	200	100	0	300
Total reprovision costs	422	686	457	1,565

- a) Supervising Social Workers (SSWs) work with a caseload of 15-17 carers. The Council would therefore need to recruit 3 FTE SSWs to assess and manage the new carers, at a cost of £0.13m.

The recruitment would be staggered across the three years, and the table above reflects the recruitment of one SSW each year. The recruitment of SSWs would be in line with the number of carers recruited, so if more or fewer carers are recruited than forecast the SSW recruitment would need to adjust accordingly.

- b) cost of improved support offer (3 FTE Fostering Family Workers) - £0.1m.
- c) cost of 50 new foster carers (on an improved payment offer) £1m over three years.
- d) cost of improved payment offer for existing carers £0.3m.

- 34. In order to support the development of this proposal a temporary 0.5 FTE Project Manager (Band D) post and a temporary 0.5 FTE Programme Officer (Band B) post will be established in the Programmes & Projects Team. The cost of these posts will be approximately £50,000 for 12 months, and will be funded by the use of capital receipts flexibility.

Human Resources Implications

- 35. The human resources implications are set out in **paragraph 33** (a) and (b), and **paragraph 34**.

Public Sector Equality Duty implications

- 36. An Equality Impact Assessment has been carried out and is available as a background paper.

Implications for Service Users

- 37. The proposed changes will result in a Fostering Service which is flexible, outcome-focused and puts the child at the centre of all decision-making.
- 38. There will be a positive impact on children who are currently or would otherwise have been placed with IFAs or in residential care when their needs could be met in internal fostering.
- 39. Foster carers and the children and young people they look after will be better supported, and fewer foster placements will break down.

RECOMMENDATION/S

That Committee approves:

- 1) the proposal to develop and grow the Nottinghamshire County Council fostering service, as detailed in paragraphs **15 - 23**.

- 2) the proposed review of payments to foster carers within the parameters of the costs detailed in paragraph **33**.
- 3) the establishment of 3 FTE Supervising Social Workers (Band B) posts
- 4) the establishment of 3 FTE Fostering Family Workers (Grade 4) posts
- 5) the establishment of a temporary 0.5 FTE Project Manager (Band D) post and a temporary 0.5 FTE Programme Officer (Band B) post in the Programmes & Projects Team for 12 months to support the development and implementation of the proposal.
- 6) for a further report to be brought to Committee with final proposals for a revised payment structure for foster carers.

Steve Edwards
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For any enquiries about this report please contact:

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Constitutional Comments (SLB 28/01/19)

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

Financial Comments (SAS 29/01/19)

41. The financial implications of the report are contained within paragraphs 31 to 34 above.

HR Comments (BC 14/01/19)

42. The staffing implications are contained within the body of the report. The posts will be recruited to in line with the agreed vacancy control and recruitment procedures.

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.

Summary Data Protection Impact Assessment
Equality Impact Assessment

Electoral Division(s) and Member(s) Affected

All.

C1196

Forecast foster carer recruitment schedule

	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20
New Placements made	0	0	0	0	2	4	6	8	10	12	14	16
IFA Cost Avoidance	£0.00	£0.00	£0.00	£0.00	£7,028.67	£14,057.33	£21,086.00	£28,114.67	£35,143.33	£42,172.00	£49,200.67	£56,229.33
Internal NCC FC Cost	£0.00	£0.00	£0.00	£0.00	£3,562.00	£7,124.00	£10,686.00	£14,248.00	£17,810.00	£21,372.00	£24,934.00	£28,496.00
Saving on Placement	£0.00	£0.00	£0.00	£0.00	£3,466.67	£6,933.33	£10,400.00	£13,866.67	£17,333.33	£20,800.00	£24,266.67	£27,733.33
	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
New Placements made	18	20	22	24	26	28	30	32	34	36	38	40
IFA Cost Avoidance	£63,258.00	£70,286.67	£77,315.33	£84,344.00	£84,344.00	£84,344.00	£84,344.00	£84,344.00	£84,344.00	£84,344.00	£84,344.00	£84,344.00
Internal NCC FC Cost	£32,058.00	£35,620.00	£39,182.00	£42,744.00	£42,744.00	£42,744.00	£42,744.00	£42,744.00	£42,744.00	£42,744.00	£42,744.00	£42,744.00
Saving on Placement	£31,200.00	£34,666.67	£38,133.33	£41,600.00	£41,600.00	£41,600.00	£41,600.00	£41,600.00	£41,600.00	£41,600.00	£41,600.00	£41,600.00
	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
New Placements made	42	44	46	48	50	50	50	50	50	50	50	50
IFA Cost Avoidance	£84,344.00	£84,344.00	£84,344.00	£84,344.00	£84,344.00	£77,315.33	£70,286.67	£63,258.00	£56,229.33	£49,200.67	£42,172.00	£35,143.33
Internal NCC FC Cost	£42,744.00	£42,744.00	£42,744.00	£42,744.00	£42,744.00	£39,182.00	£35,620.00	£32,058.00	£28,496.00	£24,934.00	£21,372.00	£17,810.00
Saving on Placement	£41,600.00	£41,600.00	£41,600.00	£41,600.00	£41,600.00	£38,133.33	£34,666.67	£31,200.00	£27,733.33	£24,266.67	£20,800.00	£17,333.33
	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
New Placements made	50	50	50	50	50	50	50	50	50	50	50	50
IFA Cost Avoidance	£28,114.67	£21,086.00	£14,057.33	£7,028.67	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Internal NCC FC Cost	£14,248.00	£10,686.00	£7,124.00	£3,562.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Saving on Placement	£13,866.67	£10,400.00	£6,933.33	£3,466.67	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

11 February 2019**Agenda Item: 16****REPORT OF THE SERVICE DIRECTOR, COMMISSIONING AND RESOURCES****UPDATE ON THE DEPARTMENTAL CHANGE PROGRAMME****Purpose of the Report**

1. To update the Committee on the progress of the departmental change programme and to seek approval for changes to the staffing establishment and the contracting and provision of placements for children in order to meet the challenges of the local authority's medium term budget position.

Information

2. The local authority continues to face considerable budget challenges in coming years and the Children and Families department is actively seeking to manage spend and to identify efficiencies. The department has delivered savings of £24.1m in the four years from 2014/15 and a further £2.35m in planned savings for the years 2018/19 until 2020/21. Within the department there is an ongoing programme of review and change activity to help meet the financial challenge, in particular the rising costs of social care for children and adults.
3. The department has undertaken a review of the middle management structure in the Youth, Families and Social Work division and has identified a series of changes designed to better align and coordinate the management of children looked after by the local authority, including the ongoing contact with birth families and services as they become adults and leave care. Committee is therefore asked to approve:
 - the disestablishment of a 0.5 FTE Children's Services Manager (Leaving Care) (Hay Band E) post from 1 April 2019
 - the disestablishment of a 0.5 FTE Children's Services Manager (Contact Service) (Hay Band E) post from 1 April 2019.
4. This will save net £42,000 per annum and the function of these posts will transfer to the Children's Services Manager for Looked After Children. Further proposals will be put before Committee following agreement of the 2019-20 budget by Full Council.
5. Efficiencies have also been identified in the Safeguarding, Assurance and Improvement Group. These will be achieved through joint working with other departments within the

Council and with partners to deliver support functions around workforce development and partnership meetings in different ways. Committee is therefore asked to approve:

- the disestablishment of 1 FTE Partnership and Planning Officer (Hay Band C) post from 1 October 2019
- the disestablishment of 1 FTE Effective Practice Development Officer (Hay Band C) post from 1 October 2019.

This would achieve a saving of £50,000 per annum by 2020/21.

6. The revised Short Breaks offer for disabled children was implemented in September 2018 with the aim of bringing a consistently overspending budget back under control. Since this time an average of 17 applications per week were received via the online application portal. Prior to the review of the Short Break offer the minimum number of hours awarded as part of a funded package was 80 hours per annum. Increasing demand for funded Short Break packages threatened the long term sustainability of the service. Therefore, the new Short Break offer saw the minimum package for those eligible set at 24 hours per annum, although many will receive significantly more after the needs assessment is completed. The smaller minimum level packages have resulted in 2,232 fewer hours being awarded for new applications. With regards to the time taken to receive notification of the allocation award, 57% of respondents indicated that they were either satisfied or very satisfied with the response rate which data shows has been significantly exceeding the targets set. Only 21% of respondents indicated that they were either dissatisfied or very dissatisfied with the response rate. There has been wider dissatisfaction with the levels of hours awarded and this was not unexpected. As reported to Committee previously these criteria were co-produced with parents themselves and based on their priorities. An appeals system has been implemented although the numbers of appeals are very low.
7. There continues to be significant pressure on the placements budget for looked after children as the overall numbers in care have risen by approximately 10% over the last year. The department is proposing to undertake a range of complementary initiatives to mitigate the escalating cost providing suitable placements for the Council's looked after children (LAC) whilst continuing to deliver effective outcomes at the best value price. These initiatives would include:
 - working with Derbyshire, Derby City and Nottingham City to gain economies of scale through the commissioning of residential and independent foster placements for children
 - increasing the levels of block contracting with residential and fostering providers to reduce unit costs
 - developing the market so that there is an increased supply of private residential provision within the County
 - developing smaller, highly supportive accommodation settings for young people leaving residential settings.

It is anticipated that this will avoid costs of £260,000 per annum by 2021/22.

8. In addition it is proposed that the internal provision of both fostering and residential provision should be increased. It is proposed to open a further four bedded residential children's home during 2020/21 which will avoid costs of £140,000 per annum by 2021/22. On completion of a feasibility study and agreement of capital, proposals will be made to Policy Committee

followed by establishment of staffing through this Committee. A separate report on plans to increase fostering provision is also on the agenda of this Committee meeting.

9. Resource is required from the Programmes and Projects Team to support the delivery of the projects referred to in **paragraphs 7 and 8**. Committee is therefore asked to approve the establishment of the following fixed-term posts for 12 months:

Post	Grade	Number Required	Existing Available	Additional Requirement	Additional Cost per annum
Project Manager	D	2	0	2	£107,330
Programme Officer	B	2	0	2	£87,956
Cost per annum					£195,286

10. The Council operates three Children's Disability Residential Homes - Minster View, Caudwell House and The Big House. As the pattern of need for overnight short breaks has changed in Nottinghamshire with more community provision available there is spare capacity in these homes. This can be made available for use by other local authorities or for private purchase, for example where children have received significant compensation due to medical negligence. If the workable capacity is made available this could result in an income of £393,000 per annum for the local authority whilst providing much needed high quality care for children and young people with complex disabilities.
11. The renegotiation of the contract between the Ministry of Justice and Clayfields House for secure beds for children and young people subject to remand or sentenced to detention has been completed. This has led to an increased price per bed per night that will reduce the risk of the local authority needing to subsidise the provision. The price which local authorities pay for a Welfare Secure bed at the unit has also been increased to fund service developments and to mitigate financial risk. This will reduce the local authority's subsidy for Clayfields House from £400,000 to zero.

Other Options Considered

12. The Children and Families department continues to scrutinise all areas of expenditure and will present to Committee identified options in line with the Council Plan and Departmental Strategy.

Reason/s for Recommendation/s

13. Nottinghamshire County Council continues to predict a budget shortfall in future years. These recommendations create savings and cost reductions for the Council whilst protecting essential frontline services.

Statutory and Policy Implications

14. 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

15. The savings identified in the report are summarised in the table below. Those proposed for 2019-20 will be included in the 2019-20 budget setting process and the remainder in the construction of the Medium Term Financial Strategy (MTFS) for future years.

	2019-20 £000	2020-21 £000	2021-22 £000	Total £000
Social Care Middle Management Review	42			42
Partnership Working Efficiencies	25	25		50
Market Management & Cost Control	40	130	90	260
Increasing in-house Residential Provision	0	0	140	140
Managing Capacity in Children's Disability Residential Homes	393			393
Clayfields House	400			400
Total	900	155	230	1,285

16. The cost of the Programmes and Projects Team posts referred to in **paragraph 9** is £195,286 and this will be funded by the use of capital receipts flexibility.

Human Resources Implications

17. Where staff are displaced by changes to establishment the agreed Redeployment procedure will be put in place in an attempt to secure alternative employment and mitigate against any compulsory redundancy.

Implications for Service Users

18. Proposals should mean an increased number of looked after children have stable, high quality placements closer to the home area.

RECOMMENDATION/S

That Committee:

- 1) approves the disestablishment of the identified posts in Youth, Families and Social Work and Safeguard, Assurance and Improvement, as detailed in **paragraphs 3 and 5**.
- 2) approves initiatives to increase availability and to decrease the costs of placements for looked after children through joint work with other local authorities, increased block contracting and development of the market to provide avoidance of £260,000 in costs per annum by 2021/22
- 3) endorses the continued work on the feasibility of a new four bedded residential unit with a report initially to Policy Committee in relation to the required capital and property

- 4) approves the establishment of posts to support the delivery of the projects as detailed in **paragraph 9**
- 5) approves the sale of additional capacity in residential disability homes to maximise use, create income and to provide high quality care places for children who require them
- 6) considers any other actions required by the department to develop and deliver on plans to meet the anticipated financial challenges.

Laurence Jones
Service Director, Commissioning and Resources

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Constitutional Comments (SLB 10/01/19)

19. Children and Young People's Committee is the appropriate body to consider the content of the 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 24/01/19)

20. The financial implications of the report are contained within paragraphs 15 and 16 above.

HR Comments (BC 15/01/19)

21. The staffing implications are contained within the body of this report. Staff have been consulted on the proposed changes. Any staff displacement arising from the proposal will be dealt with in accordance with the Authority's agreed redeployment procedure.

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.

Refreshed Short Breaks Offer for children and young people with disabilities – report to Children and Young People's Committee on 19 March 2018.

Electoral Division(s) and Member(s) Affected

All.

C1197

11 February 2019**Agenda Item: 17****REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND SOCIAL
WORK****ROTA VISITS TO CHILDREN'S HOMES: AUTUMN 2018****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 2018. Recommendations are made by Councillors when they visit and officers act on any recommendations that are made.

Information

2. 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. These visits are in addition to statutory Regulation 44 visits, which the Council must commission to take place monthly by an independent person with no involvement in the children's home and regular inspections by Ofsted.

Rota visits - Autumn 2018

3. **West View** was visited on 6th December 2018 by Councillor Boyd Elliott. On the day the visit took place several staff and young people had contracted a sickness bug. This resulted in Councillor Elliott not having contact with any of the young people during this visit as safety and illness reduction measures were in place. It was noted that the team were supporting one young person with challenging behaviour.

There was one recommendation:

- More support on alternative provision for young person presenting challenging behaviour if possible.

Action: Multi-agency support is being provided to the young person; this support is continually being reviewed to ensure that his needs are being met.

4. **Lyndene** was visited on 5th September 2018 by Councillor John Peck. Councillor Peck described the overall appearance of Lyndene as homely and well cared for with any damage repaired, sometimes with the assistance of the young people. He commented that the staff are working extremely hard to give young people lots of encouragement, building their self-

esteem and giving them every opportunity to succeed. A lot of work goes into developing their understanding of staying safe.

Councillor Peck noted in his summary that he was very impressed by the dedication and hard work of the management team and their staff. Two recent staff appointments had been made and a new handyperson had been appointed since his last visit and he noted the limited use of agency staff. Councillor Peck referenced Lyndene's last Ofsted report (July 2018) which is good overall with the effectiveness of leaders and managers rated as Outstanding. Councillor Peck noted that this was a well-deserved recognition of all the hard work and dedication which the team at Lyndene bring to their work with the children in their care.

There were no recommendations and actions from the previous visit had been addressed.

5. **The Big House** was visited on 15th August 2018 by Councillor Errol Henry. There was one young person in the home during this visit however due to the young person requiring individual support from care workers it was not possible for her to be spoken with. The other young people were on a trip to the seaside. Councillor Henry commented that the standards of the home are a credit to management. He noted that the home had a welcoming atmosphere. Since the last visit improvements had been made to the garden including the development of the sensory garden and calm cabin; it was observed that there are more opportunities for safe play. During the visit the resources were being accessed by a child with a disability who lived in Nottinghamshire. This is encouraged by The Big House. A variety of activities were described as taking place at The Big House with young people, and their parents and carers being involved in plans. Changes have been made to care plans with individualised 'All about Me' records being completed for each young person. There was evidence of appropriate training being available to the care team. Risk assessments were in place and reviewed following incidents. Councillor Henry spoke to two staff members during the visit and noted that it was clear that they knew the young people well and were good at identifying any potential triggers to behaviours. Accidents and injuries are well recorded with managers' oversight and analysis included.

There was one recommendation:

- The care team should refrain from using 'Tippex' in record books.

6. **Minster View** was visited on 22nd October 2018 by Councillors Tracey Taylor and Boyd Elliott. They were aware and noted that issues identified earlier this year led to Ofsted revisiting the home with the outcome being that Minster View 'Required Improvement'. A whistleblowing incident led to a review of practice.

The Councillors noted that the interim manager had met with all staff to understand their issues and reassure/ stabilise the working atmosphere. She has conducted a comprehensive review of practice and process, including training, and has introduced some new routines, including a focus on safeguarding (training and process), and to reinforce processes for working and for reporting concerns.

One young person was present during this visit, attended by her care worker. She spoke to the Councillors briefly and further conversation with the care worker appeared to show a

positive relationship; support was given in relation to the young person wanting to make a hot drink for the visitors.

They recognised that young people are introduced to new activities according to expressions of interest or what is perceived to meet likes/ needs as well as to develop skills and broaden life experiences. Records of events and experiences were evidenced in scrapbooks, photo displays etc.

The Councillors commented that some staff were observed seated talking in the residents' lounge with no obvious tasks/ responsibilities. This was raised with the manager to address. They also raised concerns regarding some staff attitudes to be addressed and an over 'familiarity' with elected Members visiting the home.

There were two recommendations:

- Support recruitment of a safeguarding worker.
- Address issues of 'familiarity' and casualness of some staff with visiting elected members.

Action: The new interim registered manager at Minster View is working with the staff group regarding standards. The Corporate Director for Children and Families Services, the Service Director, Youth, Families and Social Work, and the Group Manager, Looked After Children, Leaving Care & Regulated Services, are meeting with staff and with parents to share learning following the whistleblowing incident. A report will be presented to Children and Young People's Committee in due course to inform Members of the learning following the whistleblowing incident.

7. **Caudwell House** was visited on 22nd October 2018 by Councillors Tracey Taylor and Boyd Elliott. There were no children/young people present during this visit. The Councillors noted that extremely robust procedures are in place to accommodate all the individual requirements of the young people at Caudwell House.

As a result of the last visit and the recommendation for an Occupational Therapist, the Councillors were pleased to note that Caudwell House now has an on-site Occupational Therapist. It was also noted that since the previous rota visit the care team were making more use of the local GP and three assistant carers have been trained to administer peg feeders for resident children (not children receiving respite/short breaks).

It was noted that the care team work with young people and encourage them to enjoy and achieve using a wide range of sensory equipment within the home. Although there is a landscaped garden further work is required to replace outdoor play equipment. Four new members of staff had been recruited.

There were no recommendations.

8. **Clayfields House** was visited by Councillors Errol Henry and Liz Plant on 5th September 2018. The new Scarlet Unit has been completed and was visited by Councillors. The new vocational unit is now under construction, which is phase three of the final DfE and NCC Capital Building Programme. Councillors observed that the living areas are safe and secure

but could be more 'homely'. A roll-out programme of refurbishment is underway and decorators are due in week commencing 14th January 2019. It was noted that young people are encouraged to use the well-equipped gym and participate in individual and team sports. The multi-disciplinary approach to working with individual young people was described, with support received from educational, mental health nurses, speech and language therapist and substance misuse support workers. Young people have weekly visits from advocates and welcome this opportunity to express how they feel. The Councillors noted that there are vigilant anti-bullying procedures in place with house meetings taking place to discuss relevant issues daily. The young people have a well-established incentive scheme; they achieved excellent GCSE results this year and Councillors noted pride in their achievements and observed some of their work. There is now a full-time teacher in place in the vocational workshops and within Design Technology and this will improve the training opportunities in useful skills for life. There will be more vocational opportunities for young people when the new vocational unit is completed, as part of phase three when the hair and beauty comes on line, provisionally planned for January 2020.

It was noted that recruitment processes are in place for staff vacancies. There is a policy for development of a 'relief bank' which will achieve continuity of staff and reduce costs.

There were two recommendations:

- The Fire Drill log needs to be consistently recorded
- The time of fire practices needs to be consistently noted on the appropriate forms

Action: The Centre Manager has ensured all actions have been undertaken. The specific concern around consistency in recording and the need to ensure times of evacuations and tests are carried out have been addressed and these are being reviewed monthly.

9. **Oakhurst** was visited by Councillor Boyd Elliott on 6th December 2018. The home was described as being generally in good condition, decoration of one of the downstairs living rooms had been completed, the other was in the process of being decorated by a young person. Sofas in one room were described as not being adequate and will not last, but it was noted that this is down to limited choice from the short list of suppliers.

It was noted that the young people enjoy a multitude of activities and this has had a truly positive effect on the house and morale in general.

Councillor Elliott expressed safeguarding concerns in respect of young people being supervised during the night and this was discussed with the Registered Care Manager.

There was one recommendation:

- Councillor Elliott recommended a door alarm which can be activated through the evening making night staff aware of any young person attempting to leave the home.

Actions: Practice at Oakhurst is being review as is the built environment at Oakhurst. Actions have been taken to ensure that children are being safeguarded.

Other Options Considered

10. No other options have been considered.

Reason/s for Recommendation/s

11. 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

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. There are no financial implications arising from this report.

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 (SLB 28/01/19)

14. Children and Young People's Committee is the appropriate body to consider the content of the 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 29/01/19)

15. 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.

None.

Electoral Division(s) and Member(s) Affected

All.

C1209

11 February 2019**Agenda Item: 18****REPORT OF THE SERVICE DIRECTOR, CUSTOMERS, GOVERNANCE AND
EMPLOYEES****WORK PROGRAMME****Purpose of the Report**

1. To consider the Committee's work programme for 2018-19.

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

- 1) That the Committee considers whether any amendments are required to the Work Programme.

Margery Toward
Service Director, Customers, Governance & Employees

For any enquiries about this report please contact:

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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 2018-19

REPORT TITLE	BRIEF SUMMARY OF AGENDA ITEM	LEAD OFFICER	REPORT AUTHOR
18 March 2019			
Children and young people core data set - performance for Quarter 3 2018/19	Quarterly performance report	Celia Morris	Dave Gilbert
Outcomes of Ofsted inspections of schools – termly update	Autumn term report	Marion Clay	Linda Foster
Road safety around schools		Marion Clay	Marion Clay/ Gary Wood
Schools causing concern guidance		Marion Clay	Linda Foster
Young People's Service – remodelling proposal		Steve Edwards	Pom Bhogal
Permanent changes to the staffing establishment in the Integrated Children's Disability Service		Laurence Jones	Jill Norman
Child Sexual Exploitation update	Six-monthly update	Laurence Jones	Joe Foley
Remodelling Practice Programme – update on framework for practice project		Steve Edwards	Holly Smitheman
Maximising the value of the Children's Centre Service		Laurence Jones	Irene Kakoullis
Temporary changes to the Early Years Service staffing establishment		Laurence Jones	Irene Kakoullis
Child Employment Awareness Fortnight		Steve Edwards	Rachel Miller
Appointment of Local Authority governors			Linda Walker
Local Authority governor appointments to school governing bodies	For information	Marion Clay	Jane Mansell
Corporate Parenting items:			
National Minimum Fostering Allowances and Fees to Foster Carers	Annual determination	Steve Edwards	Dawn Clark-Cain
Contact Service annual report		Steve Edwards	Denise Martin
Council's commitment to the participation of children and young people		Steve Edwards	Pom Bhogal

REPORT TITLE	BRIEF SUMMARY OF AGENDA ITEM	LEAD OFFICER	REPORT AUTHOR
Foster carers items			
29 April 2019			
School Capital Programme progress report	Six-monthly update	Derek Higton	Mick Allen
Early Years Improvement Plan		Laurence Jones	Irene Kakoullis
Reorganisation of staffing within the Commissioning and placements Group		Laurence Jones	Jon Hawketts
Looked After Children – Placements Budget		Laurence Jones	Jon Hawketts
Children in Care Council report		Steve Edwards	Pom Bhogal
Schools Forum and Education Trust Board officer group report	Annual officer group report	Marion Clay	Linda Foster
20 May 2019			
Outcome of Ofsted inspections of schools – termly update	Spring term report	Marion Clay	Linda Foster
Elective Home Education update	Six-monthly update	Marion Clay	Linda Foster/ Karen Hughman
Strategy for Improving Educational Opportunities for All 2019-2021 – outcome of consultation		Marion Clay	Koni Rakhit
Consultation on change of age range of schools: relocation of Christ Church Infant, Newark, and extension of All Saints CE Infant, Ashfield		Marion Clay	Jonathan Smith
Tackling Emerging Threats to Children		Marion Clay	Charles Savage/ Sarah Lee
Update on Education Penalty Notices for Unauthorised Absences from School		Steve Edwards	
Children's Centre Service proposals		Laurence Jones	Irene Kakoullis
Local Transformation Plan for children and young people's emotional and mental health	Six-monthly report	Kate Allen	Kate Allen/ Nic Reed
17 June 2019			
Children and young people core data set - performance for Quarter 4 2018/19	Quarterly performance report	Celia Morris	Dave Gilbert

REPORT TITLE	BRIEF SUMMARY OF AGENDA ITEM	LEAD OFFICER	REPORT AUTHOR
Principal Child and Family Social Worker - annual report 2018/19		Steve Edwards	Diana Bentley
Work of the Children's Trust – annual report		Laurence Jones	
Children's Workforce Health Check Survey 2018-19		Laurence Jones	Liz Maslen
Virtual School annual report		Marion Clay	Sue Denholm
Leaving Care Service update		Steve Edwards	Claire Sampson/ Holly Smitheman
Local Authority governor appointments to school governing bodies	For information	Marion Clay	Jane Mansell
Corporate Parenting items:			
Independent Reviewing Officer Service annual report		Steve Edwards	Izzy Martin
Fostering Service annual report		Steve Edwards	Dawn Clark-Cain
Adoption Service annual report		Steve Edwards	Tracey Coull
CAMHS Looked After and Adoption team annual report		Steve Edwards	Lucy Peel
Foster carers items			
15 July 2019			
Children Missing Education dashboard	Six-monthly update	Marion Clay	Karen Hughman
Troubled Families Programme in Nottinghamshire update	Six-monthly update	Steve Edwards	Rachel Miller
Rota visits to children's homes	Six-monthly update	Steve Edwards	Vonny Senogles

