

Children and Young People's Committee

Monday, 20 February 2017 at 10:30

County Hall, 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 Alison Fawley (Tel. 0115 993 2534) 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 16 January 2017 (commencing at 10.30am)

Membership

Persons absent are marked with an 'A'

COUNCILLORS

John Peck JP (Chairman)
Kate Foale (Vice-Chairman)
Liz Plant (Vice-Chairman)

John Allin
Maureen Dobson
Boyd Elliott
Alice Grice

Keith Longdon
Philip Owen
Sue Saddington
Andy Sissons

A

A Ex-officio (non-voting)
Alan Rhodes

CO-OPTED MEMBERS (NON-VOTING)

A Vacancy
Mr David Richards JP

OFFICERS IN ATTENDANCE

Marion Clay	Children, Families and Cultural Services
Steve Edwards	Children, Families and Cultural Services
Derek Higton	Children, Families and Cultural Services
Pip Milbourne	Children, Families and Cultural Services
Alison Fawley	Resources
Geoff Russell	Resources

MINUTES OF THE LAST MEETING

The minutes of the meeting held on 19 December 2016, having been circulated to all Members, were taken as read and were signed by the Chair.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Andy Sissons and David Richards.

DECLARATIONS OF INTEREST

None.

PRESENTATION

John Tomasevic, CEO of the Torch Academy Gateway Trust, gave a presentation on rejuvenating secondary education in Newark in partnership with all stake holders through the Torch Academy Gateway Trust and responded to questions and comments from Members.

The Chair thanked Mr Tomasevic for his informative presentation.

RESPONSE TO PETITION – FAIRNESS4SIBLINGS

The Chair introduced the report and lead officers responded to questions and comments from Members.

RESOLVED 2017/001

That:

- 1) The petition from the Fairness4Siblings campaign group which was presented to full council on 24 November 2016 be noted.
- 2) The petition had also been included as part of the response to the statutory consultation on admission arrangements for 2018-2019 be noted.
- 3) The lead petitioner be informed accordingly.

NOTTINGHAMSHIRE'S SMALL SCHOOLS WORKING GROUP

The Chair introduced the report and lead officers responded to questions and comments from Members.

RESOLVED 2017/002

That:

- 1) The progress of Nottinghamshire's small schools working group be noted.
- 2) The achievement of and challenges faced by small schools in Nottinghamshire be noted.
- 3) A further report be received when the impact of the new schools funding formula is known.

DELETION OF TWO POSTS FROM THE EDUCATION STANDARDS AND INCLUSION DIVISION TO SECURE DEPARTMENTAL SAVINGS

The Chair introduced the report and lead officers responded to questions and comments from Members.

RESOLVED 2017/003

That the following posts, which are currently vacant, be deleted from the Education Standards and Inclusion division to secure financial savings of £132,999 with effect from 1 April 2017:

- 1 full time equivalent (fte) Adviser (Soulbury 17-20 plus 3 structured professional assessment points)
- 1 fte Consultant (Soulbury 9-12 plus 3 structured professional assessment points).

ROTA VISITS TO CHILDREN'S HOMES – AUTUMN 2016

The Chair introduced the report and lead officers responded to questions and comments from Members.

RESOLVED 2017/004

That the outcome of the six monthly rota visits to Nottinghamshire County Council's children's home that took place in autumn 2016 be noted.

NATIONAL CHILDREN AND ADULT SERVICES CONFERENCE 2016 – 2-4 NOVEMBER 2016

RESOLVED 2017/005

That the report on Member and officer attendance at the National Children and Adult Services conference, which took place in Manchester between 2nd and 4th November 2016, be noted.

WORK PROGRAMME

RESOLVED 2017/006

That the Committee's work programme be noted and updated as agreed.

The meeting closed at 11.40 am.

CHAIRMAN

20 February 2017

Agenda Item: 4

REPORT OF THE ACTING SERVICE DIRECTOR, EDUCATION STANDARDS AND INCLUSION

NOTTINGHAMSHIRE SCHOOL ADMISSION ARRANGEMENTS

Purpose of the Report

1. To agree, taking into account the judgement of the Schools Adjudicator received on 31st January 2017, the following:
 - arrangements for the admission of pupils to Nottinghamshire community and voluntary controlled schools for 2018-2019
 - actions in relation to the agreed admissions arrangements for 2017-2018.
 - actions in relation to the 2016-2017 agreed admissions arrangements.

Information and Advice

The 2018-19 Admissions Arrangements

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.
3. As the local authority, the Council is the admission authority for community and voluntary controlled schools in Nottinghamshire and is therefore responsible for determining the admission arrangements for these schools.
4. The Council is also responsible for coordinating admission arrangements for all publicly funded schools in its area when parents are applying for a first admission or when applying for their first year in secondary school. For in-year applications outside of these two admission rounds, there is no requirement for the Council to administer applications on behalf of own admission authorities although many academies do voluntarily take part in the scheme run by the Council to coordinate their applications. (**Appendix 1 section 4**).
5. There are limited circumstances in which in-year changes can be made to the school admission arrangements once they have been agreed. These include a decision by the Schools Adjudicator or a change in the law.
6. **While parents may express a preference for any state funded school – regardless of whether it is the local authority area in which they live – admission authorities cannot by law give any guarantees that a preference will be met.**

Statutory consultation

7. Where changes to admission arrangements are proposed, a six week period of consultation must be undertaken. For the admission arrangements for 2018-2019, this was undertaken between 3 October and 27 November 2016.
8. The consultation was available on the Council's website and information about where to access the consultation was sent in advance to:
 - all community and voluntary controlled schools in Nottinghamshire
 - all own admission authority schools in Nottinghamshire
 - majority of chairs of governing bodies of Nottinghamshire schools
 - all neighbouring local authorities
 - diocesan representatives
 - all registered early years providers within Nottinghamshire.
9. The consultation was promoted widely on the Council's social media accounts and by posters distributed to libraries, schools and children's centres county wide. Consultees were invited to respond by emailing or writing to the County Council. All responses received by 27 November 2016 were considered.

Outline of Nottinghamshire County Council's consultation

10. The consultation asked four questions about overall policies and procedures, proposed admission numbers, the coordinating arrangements for admissions and about the in-year scheme.

Responses to the consultation

11. Responses to the consultation were as follows:
 - i) 832 online responses
 - ii) 10 email responses
 - iii) 1 petition from the 'Fairness4Siblings' campaign group handed in (circa 4,580 signatures) with a request that this be included in consultation responses.
12. The responses for each of the three groups are summarised alongside a detailed analysis which is included in **Appendix 2**. A redacted version of the full consultation responses is available as a background paper.
13. As well as considering the responses received from this consultation, account has also been taken of the findings of the Schools Adjudicator in his decision dated 31st January 2017. Details of the judgement are set out in **paragraph 16** below.
14. It is recommended that the admission criteria set out in **Appendix 1** to this report are adopted and approved for the admission year 2018-2019. The most notable change is the reinstatement of the priority for out of catchment siblings in the oversubscription arrangements.

The Admission Criteria for 2017-2018

The findings of the Schools Adjudicator re 2017-2018 arrangements

15. Prior to 2016, Nottinghamshire County Council's admission arrangements for community and voluntary controlled (VC) schools included some priority for out of catchment siblings within the oversubscription criteria. This was changed with effect from September 2016 when priority for out of catchment siblings was removed. These arrangements continued for 2017-2018. An objection was made to the Office of the Schools Adjudicator (OSA) in May 2016, with specific reference to High Oakham Primary School on a number of grounds including that the removal of the priority for out of catchment siblings was unfair. The Adjudicator's decision was published on 31 January 2017.
16. The Adjudicator ruled that the change in the criteria was unfair on the grounds that more people were disadvantaged by the change than if no change had taken place and that as there was no clear or evidenced based reason for the change, it must be unfair. On other grounds of objection the Adjudicator did not uphold the objections raised.
17. There was a decision that a statement was missing from the agreed arrangements for 2017-2018 concerning the deferred entry of children below compulsory school age and this was rectified in October 2016 and the Schools Adjudicator notified.
18. The Adjudicator clearly stated in his judgement that it would be unfair to implement the change to admission criteria for the 2017-2018 normal admission round. Paragraph 50 states: *"I have set a deadline of 28 February for the arrangements of the school to be changed. This is the deadline for the determination of arrangements for admission to the school for September 2018. Parents will already have applied for places at the school for 2017 based on its existing arrangements and it would not be fair for different arrangements now to apply to the consideration for those applications."* The ruling does, however, state that revised criteria, including priority for out of catchment siblings, should be applied to waiting lists for 2017: *"new arrangements determined in the light of this determination will apply to the waiting list which the local authority is required to maintain by virtue of paragraph 2.14 of the Code"*.
19. Therefore, applications for the academic year 2017-2018 in the normal admissions round, will be processed according to the oversubscription criteria, previously agreed for the academic year 2017-2018. This means that for parents who are applying for a school place in the academic year 2017-2018, their school place will be allocated on offer day, 18th April 2017, in accordance with the previously agreed arrangements which do not give priority to out of catchment siblings. Following offer day and from 4th May, late applications and any changes to preferences will be processed in accordance with the revised arrangements which reinstate priority for out of catchment siblings, where school places are available. See **Appendix 3**.
20. The adjudication does not direct the admission authority to take any action in relation to the 2016-2017 agreed admission arrangements: *"I have decided that it is not appropriate for me to determine any issues in relation to the arrangements for September 2016"*.
21. However, the code of practice on admissions clearly states that where there are 'exceptional circumstances', parents should be offered a second application. It is clear

that there are exceptional circumstances here in relation to those parents who can evidence a sibling connection at their preferred school. The criteria for admissions is only applied when a school is oversubscribed so offering another application in effect means offering a second appeal to parents against the decision to refuse their child admission to their preferred school. For clarity this second right of appeal relates only to those parents refused their preference during the 2016-2017 admission round and who can evidence a sibling connection. **It is equally important to note that there is no guarantee of a place for any child as a result of a second appeal.** The appeal process will be undertaken in accordance with the code of practice on appeals by an independent panel of members.

22. It is proposed that the affected parents who are known to the authority because they had previously applied citing a sibling connection and who had previously appealed, will receive a personal letter offering a second appeal. Information on this second appeal process will be published on the website and via schools to ensure affected parents are aware of the right to a second appeal in the above circumstances. Attached as **Appendix 4** is a set of Frequently Asked Questions to assist parents.

Other Options Considered

23. The Authority is required to implement the judgement of the Schools Adjudicator but actions could have been limited to High Oakham Primary School and to the admission criteria for 2018-2019 and the waiting lists for 2017. In addition, consideration could have been given to phasing the process by preserving priority for existing siblings only.

Reason/s for Recommendation/s

24. To enable the County Council to meet its statutory responsibility to determine Nottinghamshire County Council's admission arrangements by 28 February 2017 and to comply with the decision of the Schools Adjudicator.

Statutory and Policy Implications

25. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Public Sector Equality Duty Implications

26. A copy of the Equalities Impact Assessment is available as a Background Paper on the County Council's public website.

Implications for service users

27. Over 25,000 families express a school preference each year. In drawing up these 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.

RECOMMENDATIONS

That:

- 1) proposed admission arrangements for 2018-2019 as detailed in **Appendix 1 are determined**, including:
 - admission oversubscription criteria for community and voluntary controlled schools, as detailed in Section 1
 - published admission numbers, as listed in Section 2
 - the coordinated schemes in Section 3 and Section 4.
- 2) the agreed admissions arrangements for 2017-2018 remain unchanged but revised oversubscription criteria as set out in **Appendix 3** is applied to places allocated from the waiting list for 2017 admissions and for late applications.
- 3) a second right of appeal is offered to these parents whose first preference was refused in 2016 and who can evidence a sibling connection.
- 4) an update report is brought back to Committee to update Members about the impact of the revised arrangements.

Marion Clay
Acting Service Director, Education Standards and Inclusion

For any enquiries about this report please contact:

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Access and admissions strategy team manager
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Constitutional Comments (KK 08/02/17)

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

Financial Comments (TMR 31/01/17)

29. Any additional costs in offering a second right of appeal will be met from within the Children's services existing budget provision. Independent appeals that admit a child

into a Reception class which exceeds infant class regulation by 10% will access interim funding from the Pupil growth Fund, thus impacting school budgets.

Background Papers and Published Documents:

Equalities Impact Assessment available at www.nottinghamshire.gov.uk

Consultation documents available on the consultation database at <http://site.nottinghamshire.gov.uk/thecouncil/democracy/have-your-say/consultations/?entryid141=604490&q=0~admission~12580993~Completed~>

Office of the Schools Adjudicator report at <https://www.gov.uk/government/publications/high-oakham-primary-school>

Comments received - online consultation and petition

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

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

School Admission Appeals Code (SAC) 2012, available at www.education.gov.uk

Office of the Schools Adjudicator (OSA) Determination ADA3202, ADA3245, ADA3246, ADA3248 (31 January 2017) available at www.gov.uk

Local Government Ombudsman, "Infant class size appeals", available at www.lgo.org

Electoral Division(s) and Member(s) Affected

All.

C0951

APPENDIX 1 - ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS: 2018-2019

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- 2.1 Ashfield area
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- 3.3 How applications are processed
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- 4.4 Timeline for in-year applications
- 4.5 Admission to school (taking up the allocated in-year place)
- 4.6 Waiting lists

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

The County Council continues to give priority to those children living in the catchment area. Those children with a sibling attending the school at the time of admission will have a higher priority than those children without a sibling. For those children living outside the catchment area, those children with a sibling attending the school at the time of admission will have a higher priority than those children without a sibling. This reinstates the priority for out of catchment children that existed prior to September 2016.

Section 2 – published admission number (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 2017-2018 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 10 tables (A-J) in section 1.4 below.

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 education need that names the school will be admitted. These documents state the education provision required for an individual child.

Looked after and previously looked after children

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

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

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

Special consideration

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

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.

Home address

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

Informal arrangements between parents will not be taken into consideration.

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

Catchment areas

Nottinghamshire community and voluntary controlled schools have a defined catchment area, details of which are available on the public website www.nottinghamshire.gov.uk. Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school.

Sibling (a brother or sister)

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

Multiple births (twins, triplets etc)

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

Linked school

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

Parent

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

The person making the application must hold parental responsibility.

Distance measurement

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

Chuter Ede Primary School only

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

Tie breaker

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

Waiting lists

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

If a place becomes available, the place will be allocated to the child who is top of the waiting list at that time. This will include all applications that have been received requesting a place at that school.

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

Alternative offers

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

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

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

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

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

Withdrawing an offer or 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 2018 (offer day) and before 31 August 2018 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.

National offer day

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

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

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

1.2 Starting school

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

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

All children can start school full time in reception in the September following their fourth birthday. However, parents can request that the date their child is admitted to school is deferred until later in the school year 2018-2019, 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 2018-2019 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 2018 if they want their child to start in the reception class.

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

Admission of children outside the normal age group

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

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

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

1.3 Relevant legislation

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

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

1.4 Oversubscription criteria for Nottinghamshire community and voluntary controlled schools

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

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

A	Standard reception criteria for infant and primary schools
B	Variation to standard criteria for infant and primary schools with a faith criterion
C	All Hallow's CE Primary School - variation to include faith
D	St Wilfrid's CE Primary School - variation to include faith
E	Trowell CE Primary School - variation to include faith
F	Standard junior/primary criteria – intake at year 3
G	Variation to standard criteria for junior/primary schools with an intake at year 3
H	Lowe's Wong Junior School – variation to include faith
I	Standard secondary criteria – intake at year 7
J	Standard secondary criteria – intake at year 12

A	STANDARD RECEPTION CRITERIA: INFANT AND PRIMARY SCHOOLS 2018-2019
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1. Children looked after by a local authority and previously looked after children
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or linked junior/primary school
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

Area	School name
Gedling	Abbey Gates Primary, Ravenshead
Ashfield	Abbey Hill Primary, Kirkby in Ashfield
Mansfield	Abbey Primary, Forest Town
Rushcliffe	Abbey Road Primary, West Bridgford
Broxtowe	Albany Infant, Stapleford
Broxtowe	Alderman Pounder Infant, Chilwell, Beeston
Ashfield	Annesley Primary, Kirkby in Ashfield
Gedling	Arnold Mill Primary, Arnold
Gedling	Arnold View Primary, Arnold
Mansfield	Asquith Primary, Mansfield
Broxtowe	Awsorth Primary, Awsorth
Ashfield	Bagthorpe Primary, Selston
Broxtowe	Banks Road Infant, Toton, Beeston
Ashfield	Beardall Fields Primary, Hucknall
Bassetlaw	Beckingham Primary, Beckingham
Mansfield	Berry Hill Primary, Mansfield
Newark	Bleasby CE Primary, Bleasby
Newark	Blidworth Oaks Primary, Blidworth
Bassetlaw	Bracken Lane Primary, Retford
Broxtowe	Bramcote Hills Primary, Bramcote
Ashfield	Brierley Forest Primary, Sutton in Ashfield
Broxtowe	Brinsley Primary, Brinsley
Broxtowe	Brookhill Leys Primary, Eastwood
Rushcliffe	Brookside Primary, East Leake
Rushcliffe	Bunny CE Primary, Bunny
Ashfield	Butler's Hill Infant, Hucknall
Gedling	Carlton Central Infant, Carlton
Rushcliffe	Carnarvon Primary, Bingham
Bassetlaw	Carr Hill Primary, Retford
Mansfield	Church Vale Primary, Church Warsop

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

Ashfield	Jacksdale Primary, Jacksdale
Rushcliffe	James Peacock Infant, Ruddington
Ashfield	Jeffries Primary, Kirkby in Ashfield
Rushcliffe	Jesse Gray Primary, West Bridgford
Newark	John Blow Primary, Collingham
Broxtowe	John Clifford Primary, Beeston
Newark	John Hunt Primary, New Balderton
Mansfield	John T Rice Infant, Forest Town
Broxtowe	Kimberley Primary, Kimberley
Mansfield	King Edward Primary, Mansfield
Newark	King Edwin Primary, Edwinstowe
Ashfield	Kingsway Primary, Kirkby in Ashfield
Rushcliffe	Kinoulton Primary, Kinoulton
Ashfield	Kirkby Woodhouse Primary, Kirkby in Ashfield
Newark	Kirklington Primary, Kirklington
Rushcliffe	Lady Bay Primary, West Bridgford
Newark	Lake View Primary, Rainworth
Gedling	Lambley Primary, Lambley
Rushcliffe	Langar CE Primary, Langar
Bassetlaw	Langold Dyscarr Primary, Worksop
Rushcliffe	Lantern Lane Primary, East Leake
Broxtowe	Larkfields Infant, Nuthall
Ashfield	Leen Mills Primary, Hucknall
Newark	Lovers Lane Primary, Newark
Newark	Lowe's Wong Infant, Southwell
Broxtowe	Lynncroft Primary, Lynncroft, Eastwood
Newark	Manners Sutton Primary, Averham
Gedling	Manor Park Infant, Calverton
Gedling	Mapperley Plains Primary, Mapperley
Ashfield	Mapplewells Primary, Sutton in Ashfield
Bassetlaw	Mattersey Primary, Mattersey
Newark	Maun Infant, New Ollerton
Broxtowe	Meadow Lane Infant, Chilwell, Beeston
Bassetlaw	Misson Primary, Misson
Bassetlaw	Misterton Primary, Misterton
Broxtowe	Mornington Primary, Nuthall
Ashfield	Morven Park Primary, Kirkby in Ashfield
Newark	Mount CE Primary, Newark
Newark	Muskham Primary, North Muskham

Mansfield	Netherfield Infant, Meden Vale
Gedling	Netherfield Primary, Netherfield
Mansfield	Nettleworth Infant, Mansfield Woodhouse
Gedling	Newstead Primary, Newstead Village
Rushcliffe	Normanton on Soar Primary, Normanton on Soar
Newark	North Clifton Primary, North Clifton
Mansfield	Northfield Primary, Mansfield Woodhouse
Newark	Norwell CE Primary, Norwell
Mansfield	Oak Tree Primary, Mansfield
Ashfield	Orchard Primary, Kirkby in Ashfield
Bassetlaw	Ordsall Primary, Retford
Rushcliffe	Orston Primary, Orston
Gedling	Parkdale Primary, Carlton
Gedling	Phoenix Infant, Gedling
Gedling	Pinewood Infant, Arnold
Ashfield	Priestsic Primary, Sutton in Ashfield
Bassetlaw	Prospect Hill Infant, Worksop
Newark	Python Hill Primary, Rainworth
Newark	Queen Eleanor Primary, Harby
Rushcliffe	Radcliffe on Trent Infant, Radcliffe on Trent
Bassetlaw	Rampton Primary, Rampton
Bassetlaw	Ramsden Primary, Carlton in Lindrick
Bassetlaw	Ranskill Primary, Retford
Newark	Ravenshead CE Primary, Ravenshead
Bassetlaw	Redlands Primary, Worksop
Gedling	Richard Bonington Primary, Arnold
Gedling	Robert Mellors Primary, Arnold
Rushcliffe	Robert Miles Infant, Bingham
Broxtowe	Round Hill Primary, Beeston
Newark	Samuel Barlow Primary, Clipstone
Ashfield	Selston CE Infant, Selston
Bassetlaw	Sir Edmund Hillary Primary, Worksop
Broxtowe	Springbank Primary, Eastwood
Bassetlaw	St Augustine's Primary, Worksop
Mansfield	St Edmund's CE Primary, Mansfield Woodhouse
Gedling	Standhill Infant, Carlton
Gedling	Stanhope Primary, Gedling
Rushcliffe	Sutton Bonington Primary, Sutton Bonington
Newark	Sutton on Trent Primary, Sutton on Trent

Mansfield	Sutton Road Primary, Mansfield
Bassetlaw	Thrumpton Primary, Retford
Broxtowe	Trent Vale Infant, Beeston
Ashfield	Underwood CE Primary, Underwood
Broxtowe	Wadsworth Fields Primary, Stapleford
Newark	Walesby CE Primary, Walesby
Bassetlaw	Walkeringham Primary, Walkeringham
Rushcliffe	West Bridgford Infant, West Bridgford
Gedling	Westdale Infant, Mapperley
Ashfield	Westwood Infant, Westwood
Newark	William Gladstone CE Primary, Newark
Broxtowe	William Lilley Infant, Stapleford
Rushcliffe	Willoughby Primary, Willoughby on the Wolds
Gedling	Willow Farm Primary, Gedling
Rushcliffe	Willowbrook Primary, Keyworth
Newark	Winthorpe Primary, Winthorpe
Ashfield	Woodland View Primary, Huthwaite
Gedling	Woodthorpe Infant, Woodthorpe
Mansfield	Wynndale Primary, Mansfield

B	VARIATION TO STANDARD RECEPTION CRITERIA: INFANT AND PRIMARY SCHOOLS WITH FAITH CRITERION 2018-2019
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- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
- 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 and whose parent attends the relevant church/churches*
- 6 Children who live outside the catchment area

*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.

**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) .

Area	School name	Relevant church/churches
Bassetlaw	Cuckney CE Primary School, Cuckney	St Mary's Church, Cuckney or St Winifred's, Holbeck
Newark	Dean Hole CE Primary School, Caunton	St Andrew's Church, Caunton
Newark	Holy Trinity CE Infant School, Southwell	**
Newark	Kneesall CE Primary School, Kneesall	**
Bassetlaw	North Wheatley CE Primary School, North Wheatley	**
Bassetlaw	Ranby CE Primary School, Ranby	All Saints Church, Babworth or St Martin's Church, Ranby
Broxtowe	St John's CE Primary School, Stapleford	**
Ashfield	St Andrew's CE Primary, Skegby	**
Bassetlaw	St Matthew's CE Primary, Normanton on Trent	**

C VARIATION TO STANDARD RECEPTION CRITERIA: FAITH CRITERIA 2018-2019	
1	Children looked after by a local authority and previously looked after children
2	Children who live in the catchment area at the closing date for applications and who have a brother or sister attending the school at the time of admission and whose parent has regular involvement with All Hallow's, 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
4	Children who live in the catchment area at the closing date for applications and whose parent has regular involvement with All Hallow's, 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 Hallow's, 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 Hallow's, 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>	
Area	School name
Gedling	All Hallow's CE Primary, Gedling

D VARIATION TO STANDARD RECEPTION CRITERIA: FAITH CRITERIA 2018-2019	
1	Children looked after by a local authority and previously looked after children
2	Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the 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>	
Area	School name
Gedling	St Wilfrid's CE Primary, Calverton

E	VARIATION TO STANDARD RECEPTION CRITERIA: FAITH CRITERIA 2018-2019
	<ol style="list-style-type: none"> 1 Children looked after by a local authority and previously looked after children 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school 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>
Area	School name
Broxtowe	Trowell CE Primary, Trowell

F STANDARD JUNIOR/PRIMARY CRITERIA: YEAR 3 ADMISSIONS FROM A LINKED INFANT SCHOOL 2018-2019	
1	Children looked after by a local authority and previously looked after children
2	Children who attend the linked infant school at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked infant school
3	Other children who attend the linked infant school at the closing date for applications
4	Children who live in the catchment area at the closing date for applications, who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
5	Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school
6	Children who live outside the catchment area and who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
7	Children who live outside the catchment area
Area	School name
Broxtowe	Albany Junior, Stapleford
Gedling	Arno Vale Junior, Woodthorpe
Ashfield	Broomhill Junior, Hucknall
Gedling	Carlton Central Junior, Carlton
Bassetlaw	Carr Hill Primary, Retford
Broxtowe	College House Primary, Chilwell, Beeston
Mansfield	Eastlands Junior, Meden Vale
Broxtowe	Eskdale Junior, Chilwell, Beeston
Newark	Forest View Junior, New Ollerton
Ashfield	Jacksdale Primary, Jacksdale
Broxtowe	Larkfields Junior, Nuthall
Mansfield	Leas Park Junior, Mansfield Woodhouse
Mansfield	Newlands Junior, Forest Town
Gedling	Porchester Junior, Carlton
Gedling	Priory Junior, Gedling
Bassetlaw	Prospect Hill Junior, Worksop
Rushcliffe	Radcliffe on Trent Junior, Radcliffe on Trent
Broxtowe	Rylands Junior, Beeston
Mansfield	Sherwood Junior, Warsop
Gedling	Sir John Sherbrooke Junior, Calverton
Rushcliffe	West Bridgford Junior, West Bridgford
Gedling	Westdale Junior, Mapperley
Newark	William Gladstone CE Primary, Newark
Ashfield	Woodland View Primary, Huthwaite

G VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA: YEAR 3 INTAKE 2018-19	
1	Children looked after by a local authority and previously looked after children
2	Children who live in the catchment area at the closing date for applications 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, Selston
Broxtowe	Bispham Drive Junior, Toton
Rushcliffe	St Peter's CE Junior, Ruddington

H VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA: FAITH CRITERION 2018-2019	
1.	Children looked after by a local authority and previously looked after children.
2.	Children who attend the linked infant school at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked infant school.
3.	Other children who attend the linked infant school at the closing date for applications.
4.	Children who live in the catchment area at the closing date for applications, who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school.
5.	Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school.
6.	Children who live outside the catchment area and who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
7.	Children who live outside the catchment area and 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>	
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Area	School name

Newark	Lowe's Wong Junior, Southwell
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I		STANDARD SECONDARY CRITERIA: YEAR 7 ADMISSIONS 2018-2019
1	Children looked after by a local authority and previously looked after children	
2	Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school	
3	Other children who live in the catchment area at the closing date for applications	
4	Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications and who, at the time of admission, will have a brother or sister attending the preferred secondary school	
5	Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the preferred secondary school	
6	Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications	
7	Other children	
Area		School name
Gedling		Colonel Frank Seely Comprehensive, Calverton
Mansfield		Garibaldi College, Forest Town

J		STANDARD SECONDARY CRITERIA: YEAR 12 ADMISSIONS 2018-19
1	Children looked after by a local authority and previously looked after children	
2	Children who live in the catchment area and who at the time of admission will have a brother or sister attending the school	
3	Other children who live in the catchment area	
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	
Exact entry requirements may vary from course to course. Details are available in the sixth form prospectus for individual schools.		
Area		School name
Gedling		Colonel Frank Seely Comprehensive, Calverton
Mansfield		Garibaldi College, Forest Town

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 proposed numbers are listed by area in the following section. Own admission authority schools are not included.

2.1 – Ashfield area

Published admission numbers 2018-2019

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

Changes are **highlighted**. The published admission number (PAN) determined for 2017-2018 is in brackets.

2.2 – Bassetlaw area

Published admission numbers 2018-2019

Primary community and voluntary controlled schools

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

	RECEPTION INTAKE	Y3 INTAKE
Beckingham Primary	15	
Bracken Lane Primary	30	
Carr Hill Primary	50 (40)	50
Clarborough Primary	20	
Cuckney CE Primary	20	
Dunham CE Primary	15	
East Markham Primary	15	
Elkesley Primary	15	
Everton Primary	15	
Gateford Park Primary	30	
Haggonfields Primary	25 (18)	
Hallcroft Infant	45 (40)	
Langold Dyscarr Primary	40	
Mattersey Primary	10	
Misson Primary	16	
Misterton Primary	30	
North Wheatley CE Primary	12	
Ordsall Primary	60	
Prospect Hill Infant	60	
Prospect Hill Junior		60
Rampton Primary	15 (10)	
Ramsden Primary	30	
Ranby CE Primary	15	
Ranskill Primary	20	
Redlands Primary	60	
Sir Edmund Hillary Primary	60	
St Augustine's Primary	75 (60)	
St Matthew's CE Primary	10	
Thrumpton Primary	30	
Walkeringham Primary	8	

Changes are **highlighted**. The published admission number (PAN) determined for 2017-2018 is in brackets.

2.3 – Broxtowe area

Published admission numbers 2018-2019

Primary community and voluntary controlled schools

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

	RECEPTION INTAKE	Y3 INTAKE
Albany Infant	60	
Albany Junior		60
Alderman Pounder Infant	70	
Awsorth Primary	50	
Banks Road Infant	60	
Bispham Drive Junior		60
Bramcote Hills Primary	60	
Brinsley Primary	30	
Brookhill Leys Primary	60	
College House Primary School	30	80
Eskdale Junior		70
Gilthill Primary	30	
Greasley Beauvale Primary	55	
Hollywell Primary	30	
John Clifford Primary	60	
<i>Kimberley Primary</i>	<i>30 (20)</i>	
Larkfields Infant	60	
Larkfields Junior		60
Lynncroft Primary	30	
Meadow Lane Infant	70	
Mornington Primary	40	
Round Hill Primary	75	
Rylands Junior		50
Springbank Primary	30	
St John's CE Primary	15	
Trent Vale Infant	50	
Trowell CE Primary	30	
Wadsworth Fields Primary	50	
William Lilley Infant	60	

Changes are **highlighted**. The published admission number (PAN) determined for 2017-2018 is in brackets.

2.4 – Gedling area

Published admission numbers 2018-2019

Primary and secondary community and voluntary controlled schools

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

	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE	Y12 INTAKE (external applicants)
Abbey Gates Primary	30			
All Hallows CE Primary	30			
Arno Vale Junior		60		
Arnold Mill Primary	45			
Arnold View Primary	45			
Carlton Central Infant	60			
<i>Carlton Central Junior</i>		60 (50)		
Colonel Frank Seely Comprehensive			180	10
Coppice Farm Primary	30			
Ernehale Infant	70			
Haddon Primary	30			
Hawthorne Primary	30			
Lambley Primary	22			
Manor Park Infant	60			
Mapperley Plains Primary	45			
Netherfield Primary	60			
Newstead Primary	20			
Parkdale Primary	60			
Phoenix Infant	60			
Pinewood Infant	60			
Porchester Junior		45		
Priory Junior		60		
Richard Bonington Primary	60			
Robert Mellors Primary	45			
Sir John Sherbrooke Junior (pending academy 01.03.17)		50		
St Wilfrid's CE Primary	30			
Standhill Infant	45			
Stanhope Primary	60			
Westdale Infant	60			
Westdale Junior		60		
Willow Farm Primary	30			
Woodthorpe Infant	60			

Changes are **highlighted**. The published admission number (PAN) determined for 2017-2018 is in brackets.

2.5 – Mansfield area

Published admission numbers 2018-2019

Primary and secondary community and voluntary controlled schools

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

	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE	Y12 INTAKE (external applicants)
Abbey Primary	60			
Asquith Primary	45			
Berry Hill Primary	60			
Church Vale Primary	30			
<i>Crescent Primary</i>	60 (45)			
Eastlands Junior		40		
Farmilo Primary	45			
Forest Town Primary	60			
Garibaldi College			165	20
Heatherley Primary	45			
Heathlands Primary	25			
Hetts Lane Infant	60			
High Oakham Primary	60			
Holly Primary	40			
Intake Farm Primary	30			
John T Rice Infant	45			
<i>King Edward Primary</i>	90 (60)			
Leas Park Junior		70		
Netherfield Infant	40			
Nettleworth Infant	70			
Newlands Junior		45		
Northfield Primary	60			
Oak Tree Primary	40			
Sherwood Junior		60		
St Edmund's CE Primary	30			
<i>Sutton Road Primary</i>	90 (60)			
Wynndale Primary	30			

Changes are **highlighted**. The published admission number (PAN) determined for 2017-2018 is in brackets.

2.6 – Newark area

Published admission numbers 2018-2019

Primary community and voluntary controlled schools

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

	RECEPTION INTAKE	Y3 INTAKE
Bleasby CE Primary	20	
Blidworth Oaks Primary	45	
Chuter Ede Primary	90	
Coddington CE Primary	60	
<i>Dean Hole CE Primary</i>	<i>10 (8)</i>	
Forest View Junior		60
Halam CE Primary	15	
Holy Trinity CE Infant	25	
John Blow Primary	30	
John Hunt Primary	60	
King Edwin Primary	60	
Kirklington Primary	8	
Kneesall CE Primary	15	
Lake View Primary	30	
Lovers Lane Primary	30	
Lowe's Wong Infant	70	
Lowe's Wong Anglican Methodist Junior		100
Manners Sutton Primary	8	
Maun Infant	60	
Mount CE Primary	30	
Muskham Primary	30	
North Clifton Primary	8	
Norwell CE Primary	10	
Python Hill Primary	50	
Queen Eleanor Primary	10	
Ravenshead CE Primary	60	
Samuel Barlow Primary	40	
Sutton on Trent Primary	20	
Walesby CE Primary	20	
William Gladstone CE Primary	45	30
Winthorpe Primary	15	

Changes are **highlighted**. The published admission number (PAN) determined for 2017-2018 is in brackets.

2.7 – Rushcliffe area

Proposed admission numbers 2018-2019

Primary community and voluntary controlled schools

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

	RECEPTION INTAKE	Y3 INTAKE
Abbey Road Primary	60	
Brookside Primary	30	
Bunny CE Primary	14	
Carnarvon Primary	70	
Costock CE Primary	15	
Flintham Primary	15	
Gotham Primary	30	
James Peacock Infant	90	
Jesse Gray Primary	60	
Kinoulton Primary	20	
Lady Bay Primary	60	
Langar CE Primary	15	
Lantern Lane Primary	44	
Normanton on Soar Primary	12	
Orston Primary	25	
Radcliffe on Trent Infant	75	
Radcliffe on Trent Junior		70
Robert Miles Infant	60	
St Peter's Ruddington CE Junior		90
Sutton Bonington Primary	30	
West Bridgford Infant	81	
West Bridgford Junior		85 (80)
Willoughby Primary	7	
Willowbrook Primary	30	

Changes are **highlighted**. The published admission number (PAN) determined for 2017-2018 is in brackets.

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

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

3.1 Introduction

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

These are known as 'normal admissions rounds'.

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

3.2 Applying for a school place

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

3.3 How applications are processed

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

3.4 Provisional offers

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

3.5 Final offer process

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

3.6 Informing parents

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

3.7 Waiting lists

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

3.8 Late applications – normal admissions rounds only

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

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

- **1 December 2017** for children transferring from primary phase to secondary education and to year 10 in studio schools
- **12 February 2018** for children starting school for the first time and for children transferring from infant school to junior education.

- b. Late applications received after the dates outlined above but before **31 August 2018** will be considered after national offer day. This will be after all on time applications have been processed and decisions have been sent to parents.

Any applications received after **1 September 2018** will be processed as in-year applications (see section 4).

3.9 PRIMARY COORDINATED SCHEME 2018-2019

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 6 November 2017	Information about applying for a school place available to parents
2	Monday 15 January 2018	Closing date for applications and any supplementary or supporting information, including any special circumstances
3	By Friday 2 February 2018	Exchange of application information between Nottinghamshire County Council and other local authorities for schools in their area
4	By Monday 12 February 2018	Nottinghamshire County Council sends application information to own admission authority schools within Nottinghamshire
5	Monday 12 February 2018	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 Friday 9 March 2018	Own admission authority schools return all preferences in rank order of priority to Nottinghamshire County Council
7	Between Friday 16 March 2018 and Tuesday 3 April 2018	Nottinghamshire County Council makes provisional decisions taking into account the ranking of preferences and informs other local authorities of these provisional decisions
8	By Tuesday 3 April 2018	Nottinghamshire County Council informs other local authorities of final allocations
9	By Tuesday 3 April 2018	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 13 April 2018	Nottinghamshire County Council informs all Nottinghamshire schools of final allocations
11	Monday 16 April 2018	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 2018 onwards

Primary coordinated scheme 2018-2019

Key dates

	August 2017						September 2017						October 2017					
M		7	14	21	28			4	11	18	25			2	9	16	23	30
T	1	8	15	22	29			5	12	19	26			3	10	17	24	31
W	2	9	16	23	30			6	13	20	27			4	11	18	25	
Th	3	10	17	24	31			7	14	21	28			5	12	19	26	
F	4	11	18	25			1	8	15	22	29			6	13	20	27	
Sa	5	12	19	26			2	9	16	23	30			7	14	21	28	
S	6	13	20	27			3	10	17	24			1	8	15	22	29	

	November 2017						December 2017						January 2018					
M		6	13	20	27			4	11	18	25		1	8	15	22	29	
T		7	14	21	28			5	12	19	26		2	9	16	23	30	
W	1	8	15	22	29			6	13	20	27		3	10	17	24	31	
Th	2	9	16	23	30			7	14	21	28		4	11	18	25		
F	3	10	17	24			1	8	15	22	29		5	12	19	26		
Sa	4	11	18	25			2	9	16	23	30		6	13	20	27		
S	5	12	19	26			3	10	17	24	31		7	14	21	28		

	February 2018						March 2018						April 2018					
M		5	12	19	26			5	12	19	26			2	9	16	23	30
T		6	13	20	27			6	13	20	27			3	10	17	24	
W		7	14	21	28			7	14	21	28			4	11	18	25	
Th	1	8	15	22			1	8	15	22	29			5	12	19	26	
F	2	9	16	23			2	9	16	23	30			6	13	20	27	
Sa	3	10	17	24			3	10	17	24	31			7	14	21	28	
S	4	11	18	25			4	11	18	25			1	8	15	22	29	

	May 2018						June 2018						July 2018					
M		7	14	21	28			4	11	18	25			2	9	16	23	30
T	1	8	15	22	29			5	12	19	26			3	10	17	24	31
W	2	9	16	23	30			6	13	20	27			4	11	18	25	
Th	3	10	17	24	31			7	14	21	28			5	12	19	26	
F	4	11	18	25			1	8	15	22	29			6	13	20	27	
Sa	5	12	19	26			2	9	16	23	30			7	14	21	28	
S	6	13	20	27			3	10	17	24			1	8	15	22	29	

	Key dates for Coordinated admissions		School holiday		Bank holiday		Administration day
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3.10 SECONDARY COORDINATED SCHEME 2018-19

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

Timetable for coordinated admission arrangements		
Stage	Dates	Action
1	From Monday 7 August 2017	Information about applying for a school place available to parents
2	Tuesday 31 October 2017	Closing date for applications and any supplementary or supporting information, including any special circumstances
3	By Monday 13 November 2017	Exchange of application information between Nottinghamshire County Council and other local authorities for schools in their area
4	By Friday 1 December 2017	Nottinghamshire County Council sends application information to own admission authority schools within Nottinghamshire
5	Friday 1 December 2017	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 Friday 12 January 2018	Own admission authority schools return all preferences in rank order of priority to Nottinghamshire County Council
7	Between Friday 19 January 2018 and Wednesday 21 February 2018	Nottinghamshire County Council makes provisional decisions taking into account the ranking of preferences and informs other local authorities of these provisional decisions
8	By Wednesday 21 February 2018	Nottinghamshire County Council informs other local authorities of final allocations
9	By Friday 23 February 2018	Nottinghamshire County Council identifies any Nottinghamshire resident requiring an alternative offer (applicants who applied on time where none of their preferences could be met)
10	By Monday 26 February 2018	Nottinghamshire County Council informs all Nottinghamshire schools of final allocations
11	Thursday 1 March 2018	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 2018 onwards

Secondary coordinated scheme 2018-2019

Key dates

	August 2017						September 2017						October 2017					
M		7	14	21	28			4	11	18	25			2	9	16	23	30
T	1	8	15	22	29			5	12	19	26			3	10	17	24	31
W	2	9	16	23	30			6	13	20	27			4	11	18	25	
Th	3	10	17	24	31			7	14	21	28			5	12	19	26	
F	4	11	18	25			1	8	15	22	29			6	13	20	27	
Sa	5	12	19	26			2	9	16	23	30			7	14	21	28	
S	6	13	20	27			3	10	17	24			1	8	15	22	29	

	November 2017						December 2017						January 2018					
M		6	13	20	27			4	11	18	25			1	8	15	22	29
T		7	14	21	28			5	12	19	26			2	9	16	23	30
W	1	8	15	22	29			6	13	20	27			3	10	17	24	31
Th	2	9	16	23	30			7	14	21	28			4	11	18	25	
F	3	10	17	24			1	8	15	22	29			5	12	19	26	
Sa	4	11	18	25			2	9	16	23	30			6	13	20	27	
S	5	12	19	26			3	10	17	24	31			7	14	21	28	

	February 2018						March 2018						April 2018					
M		5	12	19	26			5	12	19	26			2	9	16	23	30
T		6	13	20	27			6	13	20	27			3	10	17	24	
W		7	14	21	28			7	14	21	28			4	11	18	25	
Th	1	8	15	22			1	8	15	22	29			5	12	19	26	
F	2	9	16	23			2	9	16	23	30			6	13	20	27	
Sa	3	10	17	24			3	10	17	24	31			7	14	21	28	
S	4	11	18	25			4	11	18	25			1	8	15	22	29	

	May 2018						June 2018						July 2018					
M		7	14	21	28			4	11	18	25			3	10	17	24	31
T	1	8	15	22	29			5	12	19	26			4	11	18	25	
W	2	9	16	23	30			6	13	20	27			5	12	19	26	
Th	3	10	17	24	31			7	14	21	28			6	13	20	27	
F	4	11	18	25			1	8	15	22	29			7	14	21	28	
Sa	5	12	19	26			2	9	16	23	30		1	8	15	22	29	
S	6	13	20	27			3	10	17	24			2	9	16	23	30	

	Key dates for Coordinated admissions		School holiday		Bank holiday		Administration day
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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. Generally, and unless a variation is agreed with the County Council, if places are available within the year group, the child will normally be admitted to the school.

4.1 Introduction

a. What is an in-year application?

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

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

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 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. Own admission authorities (OAAs) are able to manage their own applications directly without parents having to apply through a local authority. The School Admissions Code 2014 requires that OAAs must, on receipt of an in-year application, notify the local authority of both the application and its outcome, so that figures on the availability of places in the area can be kept up to date. The admission authority must also inform parents of their right to appeal against the refusal of a place.
- d. For schools outside of Nottinghamshire, parents should contact the relevant local authority. Contact details for neighbouring local authorities can be found in the Admissions to schools: Guide for parents available at www.nottinghamshire.gov.uk.

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

4.3 Applying for a place in a Nottinghamshire school

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

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

4.4 Timeline for in-year applications

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

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

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

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

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

4.6 Waiting lists

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

Appendix 2: Summary and analysis of responses to Nottinghamshire County Council's (NCC) statutory consultation on admission arrangements 2018 - 2019

This appendix details a summary and analysis of the responses and comments received as part of NCC's statutory consultation on admission arrangements 2018 - 2019. It also includes an analysis of the comments submitted in a petition from the 'Fairness4Siblings' campaign group.

A Summary of responses

QUESTION 1: overall procedures and practices including oversubscription criteria

"Do you think a change to the oversubscription criteria would improve the overall fairness of the admission arrangements for the majority of families?"

i) Online responses and comments

There were 831 responses to this question, as follows: Yes 630; No 156; Don't know 45.
One person skipped this question.

Some responses included several issues, so the number of comments will not match the total number of responses. The comments are categorised in **Table 1** and the issues most frequently mentioned related to: feasibility/practicality/manageability of having siblings at different schools (186); concerns about the impact on sibling wellbeing and quality of family life (106); statements that siblings should stay together, but with no other issues being identified (110).

ii) Email responses

There were 10 email responses to this question. Of these, 3 did not state a preference for or against a change; 6 were in favour and 1 was against. The comments are categorised in **Table 2**, and most refer to issues about siblings being together or separated. One comment expressed satisfaction with the current criteria.

QUESTION 2: admission numbers

“Do you agree with the proposed admission numbers?”

There were 753 responses to this question as follows: Yes 249; No 103; Don’t know 401. 79 people skipped this question. The comments are categorised in **Table 3** and the issues most frequently mentioned related to: inability to see the proposed admission numbers (12); schools having power to admit over PAN where necessary (7).

QUESTION 3: timelines

“Do you agree with the proposed timelines?”

There were 713 responses to this question as follows: Yes 265; No 82; Don’t know 366. 119 people skipped this question. The comments are categorised in **Table 4** and the key areas identified were: timing of offer date; appeals timelines leading to children missing settling in dates; moving house in the middle of the process causes difficulties. The majority of comments (14) indicated that respondents did not understand how to access the proposed timelines.

QUESTION 4: in-year application process

“Do you agree with the in-year application process?”

There were 701 responses to this question as follows: Yes 306; No 55; Don’t know 340. 131 people skipped this question. The comments are categorised in **Table 5** and the majority of comments (14) indicated that respondents did not understand how to access the information about the in-year application process.

iii) Petition responses

The covering letter accompanying the ‘Fairness4 Siblings’ campaign group’s petition included the following statement: “Based upon legal advice we have received please find enclosed a list of individuals who believe that NCC should reverse its recent change to its school admission criteria and reinstate priority for siblings living out of catchment”. A copy of any questions posed to individuals who signed the petition was not included.

The petition was accompanied by a request that the signatures be formally incorporated into the official statistics of individuals who responded to the consultation and answered 'yes' to question 1 of the online consultation form. The petition was divided into three parts: information from Change.org; written signatures; online signatories. It was not possible to check whether any people had signed more than once by responding to different sections of the petition.

Some responses included several issues, so the number of comments will not match the total number of signatures. The comments are categorised in **Table 6** and the issues most frequently mentioned related to: feasibility/practicality/manageability of having siblings at different schools (158); statements that siblings should stay together, but with no other issues being identified (344); further comments/opinions (141).

B Analysis of responses

The analysis covered:

- responses to the consultation and petition
- location by area for the online consultation and postcodes in the petition
- major and recurring issues included in the comments (categorised in tables as A-N)
- a range of additional comments (highlighted by only a small number of responses)
- further comments/opinions about elected members, the local authority, its employees and the consultation process including some comments which might be considered to be offensive and/or inappropriate.

Methodology:

This analysis was completed between 28 November 2016 and 16 December 2016. Further moderation was completed on 4 January 2017. The analysis was carried out by designated officers. Other officers were also involved in overseeing the process and moderating the analysis. The process involved:

- an initial reading of all the available information
- identification of key and recurring themes
- agreeing categorisation of comments
- annotating available information according to agreed categories
- totalling of comments in each category and creating tables to present the findings
- analysis of the postcodes using online checker
- analysis of addresses where possible
- creation of draft reports
- moderating the analysis
- production of final report.

Analysis of the responses to NCC's statutory consultation on admission arrangements 2018 -2019 by Question

The consultation on the school admission arrangements for 2018-2019 took place between 3 October and 27 November 2016. Participants were invited to respond online, by email or in writing.

Q1: Do you think a change to the oversubscription criteria would improve the overall fairness of the admission arrangements for the majority of families?

i) Online responses and comments

Answer choices	Responses
Yes	75.81% - 630 responses
No	18.77% - 156 responses
Don't know	5.42% - 45 responses
Total	831 responses to this question (1 person skipped this question)

The main issues identified in the comments are categorised in Table 1 below and reflect the range of responses and opinions. A number of responses included **several** of the following issues, therefore the number of comments will not match the total numbers of responses.

Table 1

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Comments expressing satisfaction with current criteria	Feasibility/ Practicality/ manageability of siblings at different schools	Concerns re having to move older sibling	Lateness/ absence	Transport/ effect on environment/ traffic	Concerns re impact on sibling wellbeing and quality of family life	Concerns re impact on family finances including child-care costs	'siblings should stay together' response – no other issues identified	Concern re impact of family involvement with school/s	When first sibling was allocated an alternative OOC school, concern re fairness for subsequent siblings in future	Change should have been phased in	Concerns re consultation	Further comments/ opinions	Unfair
24	186	26	38	22	106	34	110	32	15	6	14	20	5

(NB many but not all comments discussed personal circumstances of the respondent and did not necessarily address Q1 in its entirety)

The range of additional comments included:

- Make more places at popular schools – 2 comments
- Confusing consultation question 1 – 4 comments
- Equality – remove sibling link for all or re-instate previous criteria – 3 comments
- Concern about impact on small, rural schools relying on OOC to exist and the effect of moving children to join siblings – 2 comments
- Concerns re disadvantaging working parents - 3 comments
- Discriminatory for BME (large families), disabled and low-income families – 2 comments
- Use a lottery system – 1 comment
- Nursery link as a priority – 1 comment
- Remove catchment areas – 5 comments
- A specific link the catchment maps would be a good idea

The further comments/opinions category (M) contained opinions about elected members, the local authority, its employees and the consultation - including some comments which might be considered to be offensive and/or inappropriate.

ii) Email responses:

There were 10 email responses received, categorised in Table 2 below.

- 3 did not state whether they agreed with a change or not to the current arrangements
- 6 were in favour of a change (Yes to Q1)
1 supported the current criteria and was against a change to current admission arrangements (No to Q1). This response also included concerns about lobbying which took place locally and included private emails being given to an OOC parent's campaign.

Table 2

A	B	C	D	E	F	G	H	I	J
Comments expressing satisfaction with current criteria	Feasibility/practicality /manageability of siblings at different schools	Concerns re having to move older sibling	Lateness/ absence	Transport/effect on environment/ traffic	Concerns re impact on sibling wellbeing and quality of family life	Concerns re impact on family finances including child-care costs	'siblings should stay together' response – no other issues identified	Concern re impact of family involvement with school/s	When first sibling was allocated an alternative OOC school, concern re fairness for subsequent siblings in future
1	2	1					3		1

Q2: Do you agree with the proposed admission numbers?

Answer choices	Responses
Yes	33.07% - 249 responses
No	13.68% - 103 responses
Don't know	53.25% - 401 responses
Total	753 responses to this question (79 skipped this question)

The main issues identified in the comments are categorised in Table 3 below.

Table 3

A	B	C	D	E	F	G	H	M
Unable to see the proposed admission numbers	Need to consider new housing development	PANs creating split year groups	Need to increase school places	Schools need to take all catchment children regardless of PAN	Schools having power to take over PAN numbers where necessary	PAN should be guidance only	Siblings must be kept together	Further comments/opinions
12	3	2	4	2	7	2	4	1

The majority of comments indicated that some respondents did not understand how to access the proposed admission numbers information.

The range of additional comments included:

- PAN is fairly arbitrary – what is the rationale? – 5 comments
- children should be able to travel to nearest school
- there should be exceptions
- schools should not be expected to take over PAN where this makes classes unmanageable
- expand popular schools.

Q3: Do you agree with the proposed timelines?

Answer choices	Responses
Yes	37.17% - 265 responses
No	11.50% - 82 responses
Don't know	51.33% - 366 responses
Total	713 responses to this question (119 skipped this question)

The main issues identified in the comments are categorised in Table 4 below.

Table 4

A	B	C	D	E	F
Unable to understand where to find the information on the proposed timelines	Offer date earlier	Appeals timeline can cause difficulties	Moving house	Concerns re consultation	Siblings should be together
14	3	1	2	2	2

The range of additional comments included:

- timing of offer date
- appeals timelines can lead to children missing their settling in dates
- moving house in the middle of the process causes difficulties.
- the appeals process can be a lengthy and difficult time for parents and children
- open evenings for secondary transition need to be early enough
- out of county and academies not included in the data
- admissions deemed to be too complex a process.

Q4: Do you agree with the in-year application process?

Answer choices	Responses
Yes	43.65% - 306 responses
No	7.85% - 55 responses
Don't know	48.5% - 340 responses
Total	701 responses to this question (131 skipped this question)

The main issues identified in the comments are categorised in Table 5 below.

Table 5

A	B	C	D	E	F	G
Unable to understand where to find the information on in-year application process	Schools should have more say in in-year admissions	Waiting list administration	Needs of specific vulnerable groups in the admission arrangements	Concerns re disadvantage when moving house	Siblings should stay together	Consultation concerns
14	3	7	1	5	3	2

Additional comments included:

- schools should be able to refuse admissions from pupils with challenging behaviour and unfunded care requirements - 3 responses
- timeline around applications for the following academic year
- concern about possible fraudulent applications.

Location by area of respondents to NCC's online consultation

Ashfield	23.85% - 160 responses
Bassetlaw	7.30% - 49 responses
Broxtowe	8.79% - 59 responses
Gedling	10.43% - 70 responses
Mansfield	15.65% - 105 responses
Newark and Sherwood	17.59% - 118 responses
Rushcliffe	6.86% - 46 responses
Out of Nottinghamshire	9.54% - 64 responses
Total	671

161 people did not indicate their area of residence.

Analysis of the responses to the petition submitted from the 'Fairness4Siblings' campaign group

A copy of any questions posed to individuals who signed the petition was not included. The covering letter accompanying the 'Fairness4Siblings' campaign group's petition included the following statement: "Based upon legal advice we have received please find enclosed a list of individuals who believe that NCC should reverse its recent change to its school admission criteria and reinstate priority for siblings living out of catchment". The submission's covering letter indicated there were 3706 signatures from people who had signed the petition. Signatures were gathered in a period up to 24 November 2016 when the petition was submitted to NCC. A check by NCC counted around 4580 signatures so that is the number used for this report.

The campaign group specifically asked that the signatures should be formally incorporated into the official statistics of the number of individuals who responded to the consultation and answered 'Yes' to Q1 on the on-line consultation form. It should be noted that a copy of any questions posed to individuals who signed the petition was not included, and therefore the questions may not be the same as those in NCC's online consultation. There was a final total of around 4580 signatures on the petition. The group collected and presented online signatures, paper signatures and signatures via Change.org which included comments. It was not possible to check whether any people had signed more than once by responding to different sections of the petition and also NCC's online consultation.

iii) Petition Responses and comments

The main issues identified in the comments are categorised below and reflect the range of responses and opinions. A number of responses included **several** of the following issues, therefore the number of comments will not match the total numbers of signatures.

Table 6

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Comments expressing satisfaction with current criteria	Feasibility/ practicality /manageability of siblings at different schools	Concerns re having to move older sibling	Lateness/ absence	Transport/ effect on environment/ traffic	Concerns re impact on sibling wellbeing and quality of family life	Concerns re impact on family finances including child-care costs	'siblings should stay together' response – no other issues identified	Concern re impact of family involvement with school/s	When first sibling was allocated an alternative OOC school, concern re fairness for subsequent siblings in future	Change should have been phased in	Concerns re consultation	Further comments/ opinions	Unfair
0	158	8	48	13	83	18	344	11	15	10	36	141	83

The further comments/opinions (M) contained opinions about elected members, the local authority, its employees and the consultation - including some comments which might be considered to be offensive and/or inappropriate.

Analysis of postcodes and addresses from the petition

The petition was divided into 3 parts as follows:

1. Change.org (no postcodes – only place names)
2. Written signatures (only postcodes – no place names)
3. Online signatories (postcodes and place names)

1. There were 881 signatures. Of these, 148 (16.8%) can be identified as addresses in other local authorities (not Nottinghamshire). Some more places may be outside Nottinghamshire e.g. City of Nottingham
2. There were 990 signatures. Of these, there were 19 incomplete postcodes (1.92%) and 59 (5.96%) which can be identified as postcodes in other local authorities (not Nottinghamshire).
3. There were 2698 signatures. Of these:
 - there were 49 incomplete postcodes (1.82%) and some responses from overseas
 - there were 407 postcodes (15.09%) which can be identified as from other local authorities (not Nottinghamshire)
 - there were 172 additional postcodes (6.38%) which can be identified as from the City of Nottingham.

This gave a total of 628 postcodes (23.28%) which could not be confidently identified as being Nottinghamshire addresses.

It was not possible to determine whether each name appears only once as some people may have signed or added their name to more than one element of the petition and also responded to NCC's online consultation.

Appendix 3

ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS: 2017-2018

CONTENTS

Overview

Section 1 – Published admission numbers

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- 1.5 - Mansfield area
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Section 2 - Admission oversubscription criteria for Nottinghamshire community and voluntary controlled schools

- 2.1 - definitions of key terms
- 2.2 - standard reception criteria and variations
- 2.3 - standard junior/primary criteria and variations
- 2.4 - standard secondary criteria – year 7 and year 12

Section 3 - Nottinghamshire County Council's coordinated schemes 2017-2018

- 3.1 - admissions in the normal round
- 3.2 - admissions outside the normal round (in-year admissions)

Overview

Coordinated admission arrangements

Nottinghamshire County Council as the local authority is responsible for coordinating admission arrangements for all maintained schools and academies in its area. Coordination establishes a mechanism to ensure that, as far as is possible, every parent of a child living in a local authority area (the home authority) who has applied to a maintained school or academy is sent one, and only one, offer of a school place by their local authority. Nottinghamshire has also established seven relevant areas which are coterminous with the seven district council areas.

In addition, all community and voluntary controlled schools have a designated catchment area, details of which are available on the public website www.nottinghamshire.gov.uk.

Published admission numbers

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 these are detailed by area in Section 1. Own admission authority schools are not included.

Admission oversubscription criteria

The definitions of key terms are set out in Section 2.1 before the standard admission oversubscription criteria. Some schools have a variation to the standard criteria and these are also set out in Section 2. Where there are more applications than places available, the admission oversubscription criteria are used to determine the priority of applications for school places. These are applied after those pupils with a statement of special educational needs or educational health and care plan have first been offered a place.

Nottinghamshire County Council's coordinated schemes and timetables are available in Section 3.

Admissions in the normal round

Parents can state four preferences for any category of maintained school, either in Nottinghamshire (the home local authority) or any other school in another local authority area. Nottinghamshire residents will receive a decision about a place from Nottinghamshire County Council only, irrespective of the school for which they are applying. All offers of school places, including those made on behalf of other admission authorities (academy, foundation, free, studio, trust and voluntary aided schools) within and outside of Nottinghamshire will be made by Nottinghamshire County Council, as the local authority, in its role as coordinator of the admission schemes. If a school is oversubscribed, all preferences will be considered against the admission oversubscription criteria for each named school by the appropriate admission authority on an 'equal preference' basis. If more than one offer can be made, the parent's highest ranked preference, decided in accordance with the admission oversubscription criteria for the individual school, will be offered to the parent.

Admissions outside the normal round (in-year admissions)

For applications outside the normal admissions round, applications for admission to other year groups will be considered in relation to the way that the school has been organised following the time the year group was first admitted to the school, subject to infant class size restrictions. Generally, and unless a variation is agreed with the County Council, the PAN which applied when the year group was first admitted to the school will apply. If places are available within the year group, the child will normally be admitted to the 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 2017-2018, 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 2017-2018 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 2017 if they want their child to start in the reception class. The parents of a **summer born child** (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that the child is admitted out of the normal age group – to reception rather than year 1.

Admission of children outside the normal age group

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible stating whether they wish their child to be admitted into the reception year or year 1 the following academic year. Designated officers will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking into account information such as: the parent's views; the child's academic, social and emotional development; the child's medical history and the views of a medical professional, where relevant; whether the child has previously been educated out of their normal age group; whether the child may naturally have fallen into a lower age group if it were not for being born prematurely; the views of the head teacher of the school concerned. When informing a parent of the decision on the year group to which the child should be admitted, the County Council will also include 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 a relevant age group (that is, the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied.

This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Transfer to junior and secondary school

Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer to junior secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group in which the child has been educated up to that point.

SECTION 1: Published admission numbers

1.1 – Ashfield area

Published admission numbers 2017-2018

Primary and secondary community and voluntary controlled schools

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

	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Abbey Hill Primary	30		
Annesley Primary	30		
Bagthorpe Primary	15	15	
<i>Beardall Fields Primary</i>	<i>60 (45)</i>		
Brierley Forest Primary	60		
<i>Broomhill Junior</i>		<i>75 (60)</i>	
<i>Butler's Hill Infant</i>	<i>75 (60)</i>		
Croft Primary	60		
Dalestorth Primary	45		
Edgewood Primary	45		
Forest Glade Primary	30		
Greenwood Primary	60		
Healdswood Infant	60		
Hillocks Primary	45		
Holgate Primary	60		
Holly Hill Primary	50		
Jacksdale Primary	25	20	
<i>Jeffries Primary</i>	<i>45 (40)</i>		
John Davies Primary	30	35	
Kingsway Primary	45		
Kirkby Woodhouse Primary	60		
Leen Mills Primary	60		
Mapplewells Primary	30		
Morven Park Primary	60		
Orchard Primary	45		
Priestsic Primary	60		
St Andrew's CE Primary	45		
Selston High			180
Selston CE Infant	25		
Underwood CE Primary	25		
Westwood Infant	20		

Changes are *highlighted*. The published admission number (PAN) determined for 2016-2017 is detailed in brackets for information only.

1.2 – Bassetlaw area

Published admission numbers 2017-2018

Primary community and voluntary controlled schools

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

	RECEPTION INTAKE	Y3 INTAKE
Beckingham Primary	15	
Bracken Lane Primary	30	
Carr Hill Primary	40	50
Clarborough Primary	20	
Cuckney CE Primary	20	
Dunham CE Primary	15	
East Markham Primary	15	
Elkesley Primary	15	
Everton Primary	15	
Gateford Park Primary	30	
Haggonfields Primary	18	
Hallcroft Infant	40	
Langold Dyscarr Primary	40	
Mattersey Primary	10	
Misson Primary	16	
Misterton Primary	30	
North Wheatley CE Primary	12	
Ordsall Primary	60	
Prospect Hill Infant	60	
Prospect Hill Junior		60
Rampton Primary	10	
Ramsden Primary	30	
Ranby CE Primary	15	
Ranskill Primary	20	
Redlands Primary	60	
Sir Edmund Hillary Primary	60	
St Augustine's Primary	60	
St Matthew's CE Primary	10	
Thrumpton Primary	30	
Walkeringham Primary	8	

Changes are **highlighted**. The published admission number (PAN) determined for 2016-2017 is detailed in brackets for information only.

1.3 – Broxtowe area

Published admission numbers 2017-2018

Primary community and voluntary controlled schools

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

	RECEPTION INTAKE	Y3 INTAKE
Albany Infant	60	
Albany Junior		60
Alderman Pounder Infant	70	
Awsorth Primary	50	
Banks Road Infant	60	
Bispham Drive Junior		60
Bramcote Hills Primary	60	
Brinsley Primary	30	
Brookhill Leys Primary	60	
College House Junior**	30	80
Eskdale Junior		70
Gilthill Primary	30	
Greasley Beauvale Primary	55	
Hollywell Primary	30	
Horsendale Primary	30	
John Clifford Primary	60	
Kimberley Primary	20	
Larkfields Infant	60	
Larkfields Junior		60
Lynncroft Primary (pending academy status)	30	
Meadow Lane Infant	70	
Mornington Primary	40	
Round Hill Primary	75	
Rylands Junior		50
Springbank Primary	30	
St John's CE Primary	15	
Trent Vale Infant	50	
Trowell CE Primary	30	
Wadsworth Fields Primary	50	
William Lilley Infant	60	

Changes are **highlighted**. The published admission number (PAN) determined for 2016-2017 is detailed in brackets for information only.

****College House Junior school – the change to the age range of the school (5-11) has been agreed.**

1.4 – Gedling area

Published admission numbers 2017-2018

Primary and secondary community and voluntary controlled schools

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

	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE	Y12 INTAKE (external applicants)
Abbey Gates Primary	30			
All Hallows CE Primary	30			
Arno Vale Junior		60		
Arnold Mill Primary	45			
Arnold View Primary	45			
Burton Joyce Primary	45			
Carlton Central Infant	60 (45)			
Carlton Central Junior		50		
Colonel Frank Seely Comprehensive			180	10
Coppice Farm Primary	30			
Ernehale Infant	70			
Haddon Primary (pending academy status)	30			
Hawthorne Primary	30			
Killisick Junior		50		
Lambley Primary	22			
Manor Park Infant	60 (40)			
Mapperley Plains Primary	45			
Netherfield Primary	60			
Newstead Primary	20			
Parkdale Primary	60			
Phoenix Infant	60			
Pinewood Infant	60 (50)			
Porchester Junior		45		
Priory Junior		60		
Richard Bonington Primary	60			
Robert Mellors Primary	45 (30)			
Sir John Sherbrooke Junior		50		
St Wilfrid's CE Primary	30			
Standhill Infant	45			
Stanhope Primary	60 (35)			
Westdale Infant	60			
Westdale Junior		60		
Willow Farm Primary	30			
Woodthorpe Infant	60			

Changes are **highlighted**. The published admission number (PAN) determined for 2016-2017 is detailed in brackets for information only.

1.5 – Mansfield area

Published admission numbers 2017-2018

Primary and secondary community and voluntary controlled schools

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

	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE	Y12 INTAKE (external applicants)
Abbey Primary	60			
Asquith Primary	45			
Berry Hill Primary	60			
Church Vale Primary	30			
Crescent Primary	45			
Eastlands Junior		40		
<i>Farmilo Primary</i>	<i>45 (30)</i>			
Forest Town Primary	60			
Garibaldi College			165	20
<i>Heatherley Primary</i>	<i>45 (30)</i>			
Heathlands Primary	25			
Hetts Lane Infant	60			
High Oakham Primary	60			
Holly Primary	40			
Intake Farm Primary	30			
John T Rice Infant	45			
King Edward Primary	60			
Leas Park Junior		70		
Netherfield Infant	40			
Nettleworth Infant	70			
Newlands Junior		45		
<i>Northfield Primary</i>	<i>60 (30)</i>			
Oak Tree Primary	40			
Sherwood Junior		60		
St Edmund's CE Primary	30			
Sutton Road Primary	60			
Wynndale Primary	30			

Changes are **highlighted**. The published admission number (PAN) determined for 2016-2017 is detailed in brackets for information only.

1.6 – Newark area

Published admission numbers 2017-2018

Primary community and voluntary controlled schools

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

	RECEPTION INTAKE	Y3 INTAKE
Bleasby CE Primary	20	
Blidworth Oaks Primary	45	
Chuter Ede Primary	90	
Coddington CE Primary	60	
Dean Hole CE Primary	8	
Forest View Junior		60
Halam CE Primary	15	
Holy Trinity CE Infant	25	
John Blow Primary	30	
John Hunt Primary	60	
King Edwin Primary	60	
Kirklington Primary	8	
Kneesall CE Primary	15	
Lake View Primary	30	
Lovers Lane Primary	30	
Lowe's Wong Infant	70	
Lowe's Wong Anglican Methodist Junior		100
Manners Sutton Primary	8	
Maun Infant	60	
Mount CE Primary	30	
Muskham Primary	30	
North Clifton Primary	8	
Norwell CE Primary	10	
Ollerton Primary	50	
Python Hill Primary	50	
Queen Eleanor Primary	10	
Ravenshead CE Primary	60	
Samuel Barlow Primary	40	
St Peter's CE Primary	30	
Sutton on Trent Primary	20	
Walesby CE Primary	20	
William Gladstone CE Primary	45	30
Winthorpe Primary	15	

Changes are **highlighted**. The published admission number (PAN) determined for 2016-2017 is detailed in brackets for information only.

1.7 – Rushcliffe area

Published admission numbers 2017-2018

Primary community and voluntary controlled schools

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

	RECEPTION INTAKE	Y3 INTAKE
Abbey Road Primary	60	
Brookside Primary	30	
Bunny CE Primary	14	
Carnarvon Primary	70	
<i>Costock CE Primary</i>	<i>15 (10)</i>	
Cropwell Bishop Primary	30	
Crossdale Drive Primary	30	
Flintham Primary	15	
Gotham Primary	30	
Heymann Primary	90	
<i>James Peacock Infant</i>	<i>90 (85)</i>	
Jesse Gray Primary	60	
Keyworth Primary	30	
Kinoulton Primary	20	
Lady Bay Primary	60	
Langar CE Primary	15	
Lantern Lane Primary	44	
Normanton on Soar Primary	12	
<i>Orston Primary</i>	<i>25 (20)</i>	
Radcliffe on Trent Infant	75	
Radcliffe on Trent Junior		70
Robert Miles Infant	60	
Robert Miles Junior		60
<i>St Peter's Ruddington CE Junior</i>		<i>90 (85)</i>
Sutton Bonington Primary	30	
Tollerton Primary	30	
West Bridgford Infant	81	
West Bridgford Junior		80
Willoughby Primary	7	
Willowbrook Primary	30	

Changes are **highlighted**. The published admission number (PAN) determined for 2016-2017 is detailed in brackets for information only.

SECTION 2:

Admission oversubscription criteria for Nottinghamshire community and voluntary controlled schools

2.1 - definitions of key terms

2.2 - standard reception criteria and variations

2.3 - standard junior/primary criteria and variations

2.4 - standard secondary criteria – year 7 and year 12

2.1 Definitions of key terms

The following definitions are used for all community and voluntary controlled schools.

2.1.1 Looked after and previously looked after

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).

2.1.2 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. The evidence 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.

2.1.3 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.

2.1.4 Sibling (a brother or sister)

- a brother or sister who shares the same parents
- 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.

2.1.5 Multiple births

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

2.1.6 Special consideration

There may be very rare circumstances in which evidence can be provided from a doctor, social worker or other relevant professional to demonstrate that there is only one school that can meet a child's needs. 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 relevant professional demonstrating 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.**

The appropriate designated officers will consider each case on its merits and determine 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.

2.1.7 Distance measurement and tie-breaker

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the main administrative point at the school campus to a point at the entrance to the child's home using the local authority's computerised distance measuring software. For Chuter Ede Primary School in Newark where the school is set on two sites, Balderton and Fernwood, the County Council measures to a central point equidistant between the two sites.

In the event of two distances being equal, the local authority will measure to the next decimal point. If the measurements remain equal, lots will be drawn and the process will be independently verified.

SECTION 2.2: standard reception criteria and variations

A STANDARD RECEPTION CRITERIA: INFANT AND PRIMARY SCHOOLS 2017-2018

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
- 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

B VARIATION TO STANDARD RECEPTION CRITERIA: DENOMINATIONAL CRITERION INFANT AND PRIMARY SCHOOLS 2017-2018

Most Nottinghamshire community and voluntary controlled infant and primary schools use the standard admission oversubscription criteria. However, the following have an additional denominational criterion that requires applicants to provide additional information demonstrating their commitment to the relevant faith.

The additional criterion comes after criterion 4.

- Children who live outside the catchment area and whose parent attends the relevant church/churches. Supporting evidence from the appropriate minister will be required in order to confirm attendance. Regular involvement means attendance at church services at least twice a month for a minimum period of one year.
 - Cuckney CE Primary School, Cuckney
 - Dean Hole CE Primary School, Cauntton
 - Holy Trinity CE Infant School, Southwell
 - Kneesall CE Primary School, Kneesall
 - North Wheatley CE Primary School, North Wheatley
 - Ranby CE Primary School, Ranby
 - St John's CE Primary School, Stapleford
 - St Andrew's CE Primary School, Skegby, Sutton in Ashfield
 - St Matthew's CE Primary, Normanton on Trent

Please refer to Section 2.1 for definitions of key terms.

C VARIATION TO STANDARD RECEPTION CRITERIA 2017-2018

All Hallows CE Primary School

In the event of oversubscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school.

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications and who have a brother or sister attending the school at the time of admission and whose parent has regular involvement with the church*
- 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
- 4 Children who live in the catchment area at the closing date for applications and whose parent has regular involvement with the church*
- 5 Children who live outside 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 the church*
- 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 the church*
- 8 Other children who live outside the catchment area

*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.

D VARIATION TO STANDARD RECEPTION CRITERIA 2017-2018

St Wilfrid's CE Primary School

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the 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

* Church service includes 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.

E VARIATION TO STANDARD RECEPTION CRITERIA 2017-2018

Trowell CE Primary School

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school
- 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

*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. This must be provided by the closing date for applications.

Please refer to Section 2.1 for definitions of key terms.

SECTION 2.3: standard junior/primary criteria and variations

A STANDARD JUNIOR/PRIMARY CRITERIA: YEAR 3 ADMISSIONS FROM A LINKED INFANT SCHOOL 2017-2018

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who attend the linked infant school at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked infant school
- 3 Other children who attend the linked infant school at the closing date for applications
- 4 Children who live in the catchment area at the closing date for applications, who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
- 5 Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school
- 6 Children who live outside the catchment area and who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
- 7 Children who live outside the catchment area

B VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA: DENOMINATIONAL CRITERION YEAR 3 INTAKE 2017-18 Lowe's Wong Junior School, Southwell

Most Nottinghamshire community and voluntary controlled junior and primary schools with an intake at year 3 use the standard admission oversubscription criteria. However, Lowe's Wong Junior School has an additional denominational criterion that requires applicants to provide additional information demonstrating their commitment to the relevant faith.

The additional criterion comes before criterion 7

- Children who live outside the catchment area and whose parent attends the relevant church/churches. Supporting evidence from the appropriate minister will be required in order to confirm attendance. Regular involvement means attendance at church services at least twice a month for a minimum period of one year.

*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. This must be provided by the closing date for applications.

Please refer to Section 2.1 for definitions of key terms.

C VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA: YEAR 3 INTAKE 2017-18

The schools named below have a variation to the standard junior/primary criteria:

- Bagthorpe Primary School, Bagthorpe
- Bispham Drive Junior School, Toton
- St Peter's CE Junior School, Ruddington

For intake at year 3 in 2017-2018 the oversubscription criteria are as follows:

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications **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

Please refer to Section 2.1 for definitions of key terms.

SECTION 2.4: standard secondary criteria

A STANDARD SECONDARY CRITERIA: YEAR 7 ADMISSIONS 2017-2018

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school
- 3 Other children who live in the catchment area at the closing date for applications
- 4 Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications and who, at the time of admission, will have a brother or sister attending the preferred secondary school
- 5 Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the preferred secondary school
- 6 Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications
- 7 Other children

B STANDARD SECONDARY CRITERIA: YEAR 12 ADMISSIONS 2017-18

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area and who at the time of admission will have a brother or sister attending the school
- 3 Other children who live in the catchment area
- 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

Exact entry requirements may vary from course to course. Details are available in the sixth form prospectus for individual schools.

Please refer to Section 2.1 for definitions of key terms.

SECTION 3

NOTTINGHAMSHIRE COUNTY COUNCIL'S COORDINATED SCHEMES 2017-2018

3.1 – admissions in the normal round

3.2 – admissions outside the normal round (in-year admissions)

SECTION 3.1: admissions in the normal round

3.1.1 Introduction

- a. This scheme 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 establishes a mechanism 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 their local authority (the home authority).
- b. 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.
- c. Governing bodies of academy, foundation, free, studio, trust and voluntary aided schools are responsible for determining their own admission and appeals arrangements.
- d. Nottinghamshire County Council's coordinated scheme applies to:
 - children starting school for the first time (reception intake)
 - children transferring from infant school to junior education (Y3 intake)
 - children transferring from primary phase to secondary education (Y7 intake)
 - children applying to transfer to studio schools or university technology colleges (UTCs) (Y10 intake)

These are known as 'normal admissions rounds'.

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

3.1.2 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. Applications can be made online, by telephone or by completing a paper application form.
- b. Applications from parents of children not resident in Nottinghamshire must be made on the appropriate application form available from their own home authority, even if these include a preference for a school in Nottinghamshire.
- c. Parents will be invited to state up to **four** preferences in rank order 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. Applications from parents for a place at an academy, foundation, free, studio, trust, voluntary aided or voluntary controlled school may also require additional information (see relevant admissions criteria). This may include completion of a supplementary form or other written evidence, for example, from a minister to demonstrate commitment to religion. Supplementary information is used by the respective admission authority in considering applications against its own admission oversubscription criteria. The supplementary form is not a legal application for admission to a school and it is important that additional or supplementary information is provided at the point of completing the common application form.
- e. Parents of children who live in Nottinghamshire must return completed applications to Nottinghamshire County Council.
- f. Supplementary forms and additional supporting information should be returned to the relevant admission authority.

3.1.3 Processing applications

- 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 their published admission oversubscription criteria to all preferences to determine whether a place can/cannot be offered.
- e. Own admission authority schools within Nottinghamshire will notify Nottinghamshire County Council of places that can/cannot be offered.
- f. For residents of other local authorities, Nottinghamshire County Council will inform the home local authority whether or not a place can be offered at a Nottinghamshire school. Similarly Nottinghamshire County Council will receive notification from other local authorities whether or not any places can be offered to Nottinghamshire residents.

3.1.4 Provisional offers

- a. Following exchange of information, Nottinghamshire County Council will identify all those preferences which can be met. Where more than one place can be offered Nottinghamshire County Council will provisionally allocate the highest preference.
- b. Where more than one preference can be met, the highest preference will be allocated and any lower preferences will be withdrawn. This may create vacancies at other schools. The process of information exchange is repeated to ensure the highest preference possible can be allocated.

3.1.5 Alternative offers (previously referred to as mandatory offers)

- a. Where it is not possible to offer a Nottinghamshire resident any of their preferences, Nottinghamshire County Council will allocate a place at a voluntary controlled or community school serving that catchment area, if a place is available. Places will be allocated according to the admission oversubscription criteria.
- b. If there are no places available at the voluntary controlled or community catchment area school, Nottinghamshire County Council will allocate a place at the next nearest community or voluntary controlled school with places available. Places will be allocated according to the admission oversubscription criteria.
- c. For alternative offers, the next nearest school is identified by walking distance measured using the County Council's computerised distance measuring software.

3.1.6 Informing parents

- a. Nottinghamshire County Council will inform all Nottinghamshire residents on offer day of the outcome of their application. For those who applied online, an email will be sent on offer day; for those who applied by telephone or by completing a paper application, letters will be posted second class on offer day. 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. Parents are asked to confirm their acceptance of the allocated place. Allocated places may be withdrawn where a parent does 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.
- c. **During a normal admissions round** where an application has been refused and the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day:
 - applications are only placed on the waiting list for a school where they have been refused a place and where that school is ranked above a preference that has been allocated
 - priority on the waiting list will be determined by reference to the admission oversubscription criteria and not by the date an application was received.

Waiting lists are maintained until the end of the academic year for all voluntary controlled and community schools within Nottinghamshire and in partnership with own admission authority schools. Inclusion on a waiting list does not mean that a place will eventually become available. The order of places on a waiting list is decided by the admission oversubscription criteria for the school.

3.1.7 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, 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 received late, together with evidence of relocation, must be provided by:

- **2 December 2016** for children transferring from primary phase to secondary education and to year 10 in studio schools
 - **17 February 2017** for children starting school for the first time and for children transferring from infant school to junior education.
- b. Late applications received after the dates above but before **31 August 2017** will be considered after offer day in line with the coordinated arrangements irrespective of the individual circumstances.

Any applications received after **1 September 2017** will be processed as in-year applications.

3.1.8 Fraudulent or misleading information

- a. Where, under the scheme, the offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.
- b. Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.

3.1.9 PRIMARY COORDINATED SCHEME 2017-2018 (including children starting school for the first time and infant to junior transfers)

Timetable for coordinated admission arrangements

Stage	Dates	Action
1	From Monday 7 November 2016	Information distributed to parents
2	Sunday 15 January 2017	Closing date for receipt of applications
3	By Friday 3 February 2017	Exchange of information between Nottinghamshire County Council and other local authorities for schools in their area
4	By Friday 17 February 2017	Nottinghamshire County Council sends details of applications to own admission authority schools within Nottinghamshire
5	Friday 17 February 2017	Last date for exceptional late applications to be considered by relevant admission authority. Proof of residence to be received.
6	By Friday 3 March 2017	Nottinghamshire County Council receives lists from own admission authority schools detailing, in admission oversubscription criteria order, who can be offered a place
7	By Friday 10 March 2017	Nottinghamshire County Council informs other local authorities of provisional offers
8	Between Friday 10 March 2017 and 31 March 2017	Nottinghamshire County Council determines provisional offers taking into account the ranking of preferences and informs other local authorities of these provisional offers
9	By Friday 31 March 2017	Nottinghamshire County Council informs other local authorities of final allocations
10	By Wednesday 12 April 2017	Nottinghamshire County Council informs all Nottinghamshire schools of final allocations
11	Tuesday 18 April 2017	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 2017 onwards

Primary coordinated scheme 2017-2018



Key dates

	August 2016						September 2016						October 2016					
M	1	8	15	22	29			5	12	19	26			3	10	17	24	31
T	2	9	16	23	30			6	13	20	27			4	11	18	25	
W	3	10	17	24	31			7	14	21	28			5	12	19	26	
Th	4	11	18	25			1	8	15	22	29			6	13	20	27	
F	5	12	19	26			2	9	16	23	30			7	14	21	28	
Sa	6	13	20	27			3	10	17	24			1	8	15	22	29	
S	7	14	21	28			4	11	18	25			2	9	16	23	30	

	November 2016						December 2016						January 2017					
M		7	14	21	28			5	12	19	26			2	9	16	23	30
T	1	8	15	22	29			6	13	20	27			3	10	17	24	31
W	2	9	16	23	30			7	14	21	28			4	11	18	25	
Th	3	10	17	24			1	8	15	22	29			5	12	19	26	
F	4	11	18	25			2	9	16	23	30			6	13	20	27	
Sa	5	12	19	26			3	10	17	24	31			7	14	21	28	
S	6	13	20	27			4	11	18	25			1	8	15	22	29	

	February 2017						March 2017						April 2017					
M		6	13	20	27			6	13	20	27			3	10	17	24	
T		7	14	21	28			7	14	21	28			4	11	18	25	
W	1	8	15	22			1	8	15	22	29			5	12	19	26	
Th	2	9	16	23			2	9	16	23	30			6	13	20	27	
F	3	10	17	24			3	10	17	24	31			7	14	21	28	
Sa	4	11	18	25			4	11	18	25			1	8	15	22	29	
S	5	12	19	26			5	12	19	26			2	9	16	23	30	

	May 2017						June 2017						July 2017					
M	1	8	15	22	29			5	12	19	26			3	10	17	24	31
T	2	9	16	23	30			6	13	20	27			4	11	18	25	
W	3	10	17	24	31			7	14	21	28			5	12	19	26	
Th	4	11	18	25			1	8	15	22	29			6	13	20	27	
F	5	12	19	26			2	9	16	23	30			7	14	21	28	
Sa	6	13	20	27			3	10	17	24			1	8	15	22	29	
S	7	14	21	28			4	11	18	25			2	9	16	23	30	

	Key dates for Coordinated admissions		School holiday		Bank holiday		Administration day
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3.1.10 SECONDARY COORDINATED SCHEME 2017-18 (including primary to secondary transfer and transfer to year 10 at a studio school)

Timetable for coordinated admission arrangements

Stage	Dates	Action
1	From Monday 8 August 2016	Information distributed to parents
2	Monday 31 October 2016	Closing date for receipt of applications
3	By Friday 11 November 2016	Exchange of information between Nottinghamshire County Council and other local authorities for schools in their area
4	By Friday 2 December 2016	Nottinghamshire County Council sends details of applications to own admission authority schools within Nottinghamshire
5	Friday 2 December 2016	Last date for exceptional late applications to be considered by relevant admission authority. Proof of residence to be received.
6	By Friday 6 January 2017	Nottinghamshire County Council receives lists from own admission authority schools detailing, in admission oversubscription criteria order, who can be offered a place
7	By Friday 20 January 2017	Nottinghamshire County Council determines provisional offers taking into account the ranking of preferences and will inform other local authorities of these provisional offers
8	By Wednesday 22 February 2017	Nottinghamshire County Council informs schools and other local authorities of final allocations
9	By Monday 27 February 2017	Nottinghamshire County Council informs schools all Nottinghamshire schools of final allocations
10	Wednesday 1 March 2017	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.
11	Appeals	Secondary appeals will begin from April 2017 onwards

Secondary coordinated scheme 2017-2018

Key dates

	August 2016						September 2016						October 2016					
M	1	8	15	22	29			5	12	19	26			3	10	17	24	31
T	2	9	16	23	30			6	13	20	27			4	11	18	25	
W	3	10	17	24	31			7	14	21	28			5	12	19	26	
Th	4	11	18	25			1	8	15	22	29			6	13	20	27	
F	5	12	19	26			2	9	16	23	30			7	14	21	28	
Sa	6	13	20	27			3	10	17	24			1	8	15	22	29	
S	7	14	21	28			4	11	18	25			2	9	16	23	30	

	November 2016						December 2016						January 2017					
M		7	14	21	28			5	12	19	26			2	9	16	23	30
T	1	8	15	22	29			6	13	20	27			3	10	17	24	31
W	2	9	16	23	30			7	14	21	28			4	11	18	25	
Th	3	10	17	24			1	8	15	22	29			5	12	19	26	
F	4	11	18	25			2	9	16	23	30			6	13	20	27	
Sa	5	12	19	26			3	10	17	24	31			7	14	21	28	
S	6	13	20	27			4	11	18	25			1	8	15	22	29	

	February 2017						March 2017						April 2017					
M		6	13	20	27			6	13	20	27			3	10	17	24	
T		7	14	21	28			7	14	21	28			4	11	18	25	
W	1	8	15	22			1	8	15	22	29			5	12	19	26	
Th	2	9	16	23			2	9	16	23	30			6	13	20	27	
F	3	10	17	24			3	10	17	24	31			7	14	21	28	
Sa	4	11	18	25			4	11	18	25			1	8	15	22	29	
S	5	12	19	26			5	12	19	26			2	9	16	23	30	

	May 2017						June 2017						July 2017					
M	1	8	15	22	29			5	12	19	26			3	10	17	24	31
T	2	9	16	23	30			6	13	20	27			4	11	18	25	
W	3	10	17	24	31			7	14	21	28			5	12	19	26	
Th	4	11	18	25			1	8	15	22	29			6	13	20	27	
F	5	12	19	26			2	9	16	23	30			7	14	21	28	
Sa	6	13	20	27			3	10	17	24			1	8	15	22	29	
S	7	14	21	28			4	11	18	25			2	9	16	23	30	

	Key dates for Coordinated admissions		School holiday		Bank holiday		Administration day
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SECTION 3.2

NOTTINGHAMSHIRE COUNTY COUNCIL'S COORDINATED SCHEME FOR IN-YEAR ADMISSIONS TO NOTTINGHAMSHIRE COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

**(also open to own admission authority schools to participate
on a voluntary basis)**

3.2.1 Introduction

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

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

The majority of in-year applications for school places in Nottinghamshire will be dealt with through normal in-year arrangements. However, some children in vulnerable groups may find it difficult to secure a school place. In these cases, applications may be referred to the lead officer for fair access under the Fair Access Protocol, available at www.nottinghamshire.gov.uk.

b. **Fair Access Protocol**

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

3.2.2 Nottinghamshire's arrangements for in-year applications to Nottinghamshire schools

- a. Own admission authority schools and academies (OAAs) are able to manage applications directly to the school 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.
- b. Nottinghamshire County Council has a well-established in-year scheme for applications for admission to Nottinghamshire community and voluntary controlled schools. Nottinghamshire County Council also invites OAAs within Nottinghamshire to join the in-year scheme. Applications for other Nottinghamshire schools should be made directly to the school. 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.
- c. Admission authorities are responsible for setting and applying a school's admission arrangements:
- for foundation or voluntary aided schools, including trust schools, the governing body is the admission authority
 - for academies, the academy trust is the admission authority
 - for all other schools in Nottinghamshire, the County Council is the admission authority.
- d. All admission authorities must comply with the requirements of the School Admissions Code and admissions legislation.
- e. Admission authorities should ensure that their 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 admission to 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.
- i. Our neighbouring authorities are Derbyshire, Doncaster, Leicestershire, Lincolnshire, North Lincolnshire, Nottingham City and Rotherham.

3.2.3 Applying for a place in a Nottinghamshire school

- a. Parents can make applications up to six weeks before the date when they would like their child to start at the preferred school. School places cannot be reserved and we therefore process and allocate places where possible close to the date the school place is required.
- b. Parents can state up to four preferences on an application for any of the schools participating in the scheme. We recommend that parents use all four preferences, listing them in order starting with the one they would most like their child to attend. The County Council will not reveal the order of preferences to schools.
- 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.

3.2.4 Applying for a place in year 10 or year 11

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

3.2.5 How applications are considered

- a. Applications for school places are considered without delay to ensure that every child of school age accesses an appropriate school place.

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

- b. Admissions will normally be agreed up to the published admission number which applied for the normal year of intake. If there are more applications than places available, the oversubscription criteria will be used to determine which places will be offered. If an application is refused at any school which is listed higher than the one offered, parents are given the right to appeal.
- c. Nottinghamshire County Council will then identify all those preferences that can be met. When a place can be offered at more than one of the schools listed on an application, the County Council will write to offer a place at the highest preferred school where a place is available.
- d. Nottinghamshire County Council will write to parents detailing the outcome of the application. Letters are posted second class. Parents should confirm their acceptance of the offer of a school place within 14 days of the decision letter otherwise the place may be withdrawn.

3.2.6 Alternative offers (previously referred to as mandatory offers)

- a. If a school is oversubscribed and an application is refused, parents are given the right of appeal.
- b. In addition, for Nottinghamshire residents, if it is not possible to allocate any preferences the County Council will determine whether an alternative offer of a school place should be made.
- c. Alternative offers will be made in the following circumstances:
- relocation to Nottinghamshire (following receipt of confirmation that parents are resident in Nottinghamshire)
 - moving home within Nottinghamshire and the child's current/previous school is in excess of 2 miles for children aged under 8 years of age and 3 miles for children aged 8 years and over.
- d. An alternative offer may be a place at the next nearest school with places available. Places are not automatically offered at catchment area schools and distance is calculated by walking route measured using the County Council's computerised distance measuring software.

3.2.7 Waiting lists

- a. Waiting lists may be held by schools where the number of applications received is greater than the number of places available in the year group. The order of waiting lists is decided by the admission oversubscription criteria for the school irrespective of the date the application was received and whether parents choose to appeal.
- b. Nottinghamshire County Council, as the admission authority for voluntary controlled and community schools, holds waiting lists for year groups reception to year 5. These are held until the end of the academic year.

3.2.8 Appeals

- a. Parents have the right to appeal to an independent appeal panel if they are not happy with the outcome of their application.
- b. Full details of how to appeal will be provided with the outcome of the application.

3.2.9 Fraudulent or misleading information

- a. Where an offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.
- b. Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.

Frequently Asked Questions arising from the Schools Adjudicator's decision (31 January 2017)

	Question	Answer
1	What did the Schools Adjudicator decide?	The decision related to the Council's change to the oversubscription criteria of community and voluntary schools to remove the priority given to pupils living out of catchment who had a sibling connection. In broad terms, the Adjudicator ruled that the change in the criteria was unfair on the grounds that more people were disadvantaged by the change than if no change had taken place and that there was no clear or evidenced based reason for the change.
2	Who does the Adjudicator's decision affect?	The Adjudicator's decision affects the Council's school admission arrangements for community and voluntary controlled schools from the 2018/19 academic year onwards. The decision also has an impact on those parents applying for places in 2017/18 as it will affect the waiting lists for oversubscribed schools. It is also proposed to offer affected parents (see Q7 below) who have already appealed for school places for 2016/17 a second appeal for the relevant schools where a sibling link exists.
2018/19 Academic Year		
3	I will be applying for a school place for the 2018/19 academic year. How does the Adjudicator's decision affect that?	The admission arrangements for 2018/19 are due to be decided by the Children and Young People's Committee on 20 February 2017. The proposed arrangements will reinstate the previous priority given to pupils living out of catchment who have a sibling connection.
2017/18 Academic Year		
4	I have already applied for a school place in 2017/18. How does the Adjudicator's decision affect that?	In the decision, the Adjudicator clearly stated that, due to the timing of the applications process, it would be unfair to implement any change to admission criteria for the 2017-2018 normal admission round. This is because places have already been applied for based on the existing oversubscription criteria which do not include a criterion for pupils living out of catchment who had a sibling connection
5	If I am unsuccessful in obtaining a place at my preferred schools, how will the Adjudicator's decision affect that?	The waiting lists for oversubscribed schools, effective from 4 th May 2017 onwards, will operate in accordance with the revised oversubscription criteria which will give priority for pupils living out of catchment who have a sibling connection. The waiting list applies to all on-time unsuccessful applications, late applications and changes to preferences.
6	Does the Adjudicator's decision affect my right to an appeal?	No – every parent is entitled to an appeal for a school for which they have unsuccessfully applied. The appeals are heard by independent appeals panels. The panels will consider the implications of the Adjudicator's decision as part of its decision-making.

2016/17 Academic Year		
7	My application for 2016/17 has already been decided. How does the Adjudicator's decision affect that?	The Adjudicator's decision does not direct the Council to take any action for the 2016/17 admission arrangements. Normally there is no second right of appeal for the same school in the same academic year. However, due to these exceptional circumstances, it is proposed (subject to approval by the Children's and Young People's Committee) that a second appeal is offered to those parents who can evidence a sibling connection at the relevant school. This avoids the need for affected parents to make a second application, which will help to speed up the overall process.
8	How do I request a second appeal?	If the proposal for a second appeal is agreed, the Education Appeals team will write out to all those affected parents. If you have not been contacted by 28 th February 2017 and you feel that your appeal does fall into this category please contact us on education.appeals@nottscs.gov.uk or tel: 0300 5008080.
9	If I want a second appeal, how will the process work?	In your second appeal the Panel will look at any updated information presented by both parties, including the issues raised by the Adjudicator's decision. The overall format of the hearings will be largely the same as for your first appeal, with an initial joint multiple hearing stage held, with all appellants invited, for those schools where more than two appellants are involved.
10	If the Panel decides that the admission arrangements do not meet the requirements of the Admissions Code will all the appeals for that school be allowed?	<p>There is no guarantee that a second appeal will be successful. There are various stages to the Panels' decision-making with regard to the admission arrangements in such circumstances. In broad terms, the Panel has to decide:</p> <ul style="list-style-type: none"> a) Were the admission arrangements lawful and compliant with the Admissions Code? b) If not, did any of the appellants miss out on a place for their child at the school as a result? c) Can the school cope with the number of children who have been affected? If yes, then all of the affected appeals would be allowed. If not, the Panel needs to decide which, if any, of the appeals to allow. <p>Further details about the specific decision-making processes, including the issue of prejudice can be found on pages 15-16 of the School Admission Appeals Code (pages 20 and 21 for infant class size prejudice cases). https://www.gov.uk/government/publications/school-admissions-appeals-code</p>
11	I did not originally appeal for the 2016/17 academic year but would like to now in light of the Adjudicator's decision. Is it too late to appeal now?	<p>No it is not too late - any parents who believe they were affected by the oversubscription criteria change who did not appeal initially will retain their existing right to appeal within the 2016/17 academic year, as per normal circumstances.</p> <p>http://www.nottinghamshire.gov.uk/schoolappeals</p>
General Questions		
12	How many applicants get a place at their first preference school?	Approximately 92% of people received a place at their first preference school in 2016/17.

20 February 2017**Agenda Item:****REPORT OF THE CORPORATE DIRECTOR, RESOURCES****PERFORMANCE REPORTING (QUARTER 3 2016/17) - SERVICES FOR
CHILDREN AND YOUNG PEOPLE****Purpose of the Report**

1. The purpose of this report is to provide the Committee with a summary of the performance of the Council's services for children and young people between 1 October and 31 December 2016.

Information and Advice**Performance Reporting for 2016/17**

2. This report forms the third quarterly report of 2016/17, reporting on quarterly performance for the 2016/17 financial year.
3. At its meeting in July 2012, the Committee agreed to receive a report each quarter, reviewing performance across the full range of services provided to children and young people. Quarterly reports would be in addition to other reports that might be presented to the Committee from time to time, providing detailed performance-related information about specific initiatives, projects or services. As agreed at this meeting, quantitative performance reporting to the Committee is measured via key performance indicators (KPIs), which cover the full range of services to children and young people.
4. Performance data is set out in the appendices. **Appendix 1** shows those measures which have received updates since the previous quarter. **Appendix 2** shows those measures which have not changed.
5. For each KPI, current performance is compared to the national average for England, and that of the Council's children's services statistical neighbours, where this data is available. Since October 2014, Nottinghamshire's statistical neighbours have been:
 1. Derbyshire
 2. Staffordshire
 3. Lancashire
 4. Worcestershire
 5. Cumbria
 6. Northamptonshire
 7. Essex
 8. Kent

- 9. Cheshire West and Chester
- 10. Warwickshire

6. In addition, for each KPI, the table indicates whether performance has improved (+), declined (-), or remained the same (=) over the current reporting period.

Protecting the most vulnerable and ensuring that children in our care experience high quality and stable support (provisional figures)

- 7. This is the third quarter of reporting on the single child and family assessments completed within timescales (45 days). The change in reporting this financial year reflects the shift from initial and core assessment to the new child and family assessment. Performance in quarter 3 remains stable with 90.7% of assessments completed in timescale. This is well above the 2015/16 national and statistical neighbour averages of 83.4% and 85.9%.
- 8. The level of assessments leading onto ongoing children's social care involvement has increased slightly to 31.4%. This indicator will be reviewed during the Service Planning for 2017-18, following the single child and family assessment replacing both initial and core assessments. Structural changes are also being made which will impact on the usefulness of the data and there are no accurate national comparators.
- 9. The re-referral rate has fallen slightly since quarter 2. However, it is anticipated that the final figure for re-referral into social care will reduce significantly and fall within statistical neighbour and England averages once the data has been reviewed at the end of the year as has happened every year for the last seven years. Again, this indicator will be reviewed during the Service Planning process.
- 10. At the end of December 2016, 817 children were subject to a child protection plan. This number has been steadily increasing over the past year and it remains an area of focus. There is evidence that plans are progressing; indeed the number of plans ended this quarter was significantly higher than in the previous two quarters. The decision to progress cases to an initial conference remains with the operational service managers as opposed to the team managers to provide an increased level of scrutiny.
- 11. The rate of children subject to a child protection plan per 10,000 for quarter 3 is 50.2 and remains higher than both the England average and the Council's statistical neighbours which are currently 42.9 and 38.3 respectively.
- 12. During quarter 3, 243 children had their child protection plans ended; only 4 (1.6%) of these had been subject to a plan for more than two years. This figure has consistently remained within our target, and is lower than both the England average and the Council's statistical neighbours as at the end of 2015/16. Child protection coordinators (CPCs) continually review plans to ensure they are meeting the needs of the child at regular intervals. Additionally, CPCs will alert operational service managers at the 15 month stage if it is felt that there has been a lack of progress of the plan.
- 13. During quarter 3, 269 children became the subject of a new child protection plan and of these, 69 (25.7%) became subject to a plan for a second or subsequent time. This clearly remains an area of concern and is continuing to receive management attention as it remains outside the target for England and the Council's statistical neighbours. Of the total 69 repeat

plans this quarter, 32 (14 sibling groups) started within two years of the previous plan ending (11.9%). Of these repeat plans which commenced within two years of the previous plan ending, all were made for the same reason as the previous plan and domestic violence continues to feature significantly within this. Operational service manager oversight is key in these cases so consideration can be given in a timely way to whether legal advice should be sought. In some of the cases care proceedings have subsequently been initiated.

14. Performance on child protection cases reviewed within timescales is good and stable. During quarter 3, 595 children had their plans reviewed at a child protection conference with a total of 298 conferences being held. The percentage of cases reviewed in timescale in the rolling year is 97.5% which is marginally below target, although the figure remains significantly above the England average and the Council's statistical neighbours.
15. For those adopted children, the average number of days between their admission and placement has increased but most of the children who have moved in with their new family this quarter had been in care for over 600 days so it is positive that they have finally been placed. The Council continues to home find for harder to place children and as a result of this ambitious approach, it often takes longer.
16. The average days between a local authority court authority to place and a decision to match has also increased this quarter as some children are taking considerably longer to place. The Council is tenacious in its approach to seek permanence via adoption, hence the longer timescales for some children.
17. The percentage of children waiting less than 14 months between entering care and moving in with their adoptive family has fallen 51% at the end of December 2016. Where placements are straightforward the Council works speedily with partners to ensure children are with permanent families as soon as possible. Children placed in Fostering for Adoption placements contribute to this figure as does the fact that children are tracked and matched as early as possible with adopters in stage 2 of the assessment process.
18. At the end of December, a total of 798 children were looked after by Nottinghamshire which equates to a rate of 49.1 per 10,000 children. This has consistently remained below the Council's national and statistical neighbour comparators, which were 60 and 59.8 respectively. The number of children being admitted into care has remained relatively stable from the previous quarter. However, there has been a slight decrease in the number of discharges from care. Whilst there is no target to increase the LAC numbers in Nottinghamshire to bring it in line with our statistical neighbours, it is crucial to ensure that children in the need of protection continue to be accommodated in a timely way.
19. The Council continues to work hard to improve the stability of placements. Performance in quarter 3 is similar to the previous quarter at 8.8% of looked after children (LAC) having three or more placements in a year. Some children have had planned changes to support preparations towards semi-independence and where older teenagers' placements have been disrupted.
20. The good performance of the percentage of looked after children in Nottinghamshire who have remained in the same placement for at least two years has been maintained in quarter 3, increasing to 78%. This is well above the available benchmark figures for national average and statistical neighbours.

21. The percentage of care leavers in suitable accommodation has increased slightly from 81% to 83.2% in quarter 3. However, it remains above both the statistical neighbours' average of 79.3% and on a par with the national average of 83%.

Educational standards and closing the attainment gap

22. 2016 represents the first year of new testing arrangements at Key Stage 2 (typically for 11 year olds). The assessments are the first which assess the new, more challenging national curriculum (introduced in 2014). Results are no longer reported as levels, and each pupil will now receive their test results (in reading; grammar, punctuation and spelling; and mathematics) as a scaled score and teacher assessments (in writing and other subjects) based on the standards in the interim framework. Because of these changes, figures for 2016 are not comparable to those for earlier years.
23. Pupils at the end of Key Stage 2 are expected to achieve in test subjects a scaled score of 100 (which represents the expected standard), to achieve a teacher assessment judgement of 'working at the expected standard' or 'working at greater depth in the expected standard' (in writing) and to have made progress between their prior attainment at Key Stage 1 (typically aged 7 years) and Key Stage 2 outcomes.
24. Final published results show Nottinghamshire is in-line with the national average for the percentage of pupils achieving the expected standard in reading, writing and mathematics combined at the end of primary education. 53.8% of pupils achieved this measure compared with 54.0% nationally and 53.3% amongst statistical neighbours. The largest gap between Nottinghamshire and national outcomes was in reading tests where 65.1% achieved this measure compared with 66.0% nationally.
25. Final data shows the Key Stage 2 attainment gap for pupils eligible for free school meals at any point in the past six years (FSM6) attaining the expected standard in each of reading, writing and mathematics stands at 24.2 percentage points. 36.1% of Nottinghamshire FSM6 pupils achieved this standard compared with 60.3% of non-FSM6 pupils. Comparisons to provisional national data show the equivalent figures to be 38.7% and 59.5% respectively giving a national gap of 20.8 percentage points, 3.4 percentage points lower than Nottinghamshire. Due to the change in reporting at Key Stage 2 this year it is not possible to make comparisons to previous years on whether the gap has narrowed.
26. The difference in the gap is due to attainment of FSM6 pupils in Nottinghamshire being 2.6 percentage points lower than the equivalent group nationally (38.7% provisional). The non-FSM6 group performs slightly higher in Nottinghamshire with 60.3% achieving the expected standard compared with 59.5% (provisional) nationally.
27. Outcomes by district show the FSM6 gap to be widest in Rushcliffe at 28.3 percentage points. However overall outcomes for these two pupil groups are the highest of all districts at 42.1% for FSM6 pupils and 70.4% non-FSM6 reaching the expected standard in reading, writing and mathematics. This level of attainment for FSM6 pupils is almost 10 percentage points higher than those witnessed in the lowest performing districts (33.4% in Mansfield and 34.2% in Ashfield). Similarly the non-FSM6 group in Rushcliffe is almost 15 percentage points higher than these areas (56.3% and 55.7% respectively).

28. Key Stage 2 outcomes for those achieving the expected standard in reading, writing and mathematics by free school meal at any point in the past six years (FSM6) eligibility and the associated gap:

District	FSM6 eligible	2016		
		Pupils	% Exp. Standard (R,W & M)	GAP
Ashfield	Yes	489	34.2	21.5
	No	845	55.7	
Bassetlaw	Yes	348	36.5	20.7
	No	827	57.2	
Broxtowe	Yes	253	41.5	20.0
	No	820	61.5	
Gedling	Yes	328	35.4	22.7
	No	936	58.1	
Mansfield	Yes	371	33.4	22.9
	No	768	56.3	
Newark	Yes	294	35.0	24.7
	No	861	59.7	
Rushcliffe	Yes	178	42.1	28.3
	No	1,092	70.4	
LA	Yes	2,261	36.1	24.2
	No	6,149	60.3	
National (Provisional)	Yes	--	38.7	20.8
	No	--	59.5	

29. At Key Stage 4 (typically for 16 year olds) the measure of five or more A*-C grades including GCSE English and mathematics is no longer the main measure used for accountability purposes. A measure for English and mathematics remains (A*-C grades in both English and mathematics, known as the basics), as well as the English Baccalaureate (A*-C grades in English, mathematics, two sciences, a language, and a humanities of either history or geography). Attainment 8, a measure which schools could opt-in early last year, will now be reported for all schools. Attainment 8 is the average attainment across eight subjects (English, mathematics, any three English Baccalaureate subjects and any three other approved qualifications which can include non-GCSEs). A new measure of progress will also be used based on Attainment 8. Progress 8 compares the difference between a student's Attainment 8 score and the average Attainment 8 score nationally for pupils with the same level of attainment at the end of primary school (Key Stage 2). The new floor standard / coasting schools measure will be based on the average Progress 8 score across the school.

30. Final results for 2016 show 65.9% of pupils achieved A*-C grades in both GCSE English and mathematics. This represents an increase of 6.2 percentage points from 2015. Nationally over the same period 63.3% of state funded schools achieved this measure, an increase of 4.1 percentage points. Nottinghamshire is placed 41st out of 151 local authorities for this measure (an improvement from 72nd in 2015). Comparisons to statistical neighbours shows

the average for this measure to be 63.3%. All districts witnessed an increase in the percentage of pupils achieving this measure but Newark district schools witnessed the greatest increase from 50.2% in 2015 to 62.3% in 2016, a 12.1 percentage point increase.

31. There has been a widening of the A*-C grades in both English and mathematics attainment gap for pupils who are eligible for free school meals at any point in the past six years (FSM6; deprivation element of the pupil premium funding) against those who are not eligible. Final 2016 data shows that 42.8% of FSM6 pupils achieved A*-C grades in both GCSE English and mathematics compared with 73.0% who were not FSM6. The FSM6 gap for the County is 30.2 percentage points which represents a widening of the gap compared to 29.4 percentage points reported in 2015. Nationally the attainment gap in this measure stands at 26.9 percentage points (43.4% of FSM6 pupils achieving this measure compared with 70.3% of non-FSM6) for state funded schools. Although figures for Nottinghamshire show a widening of the gap, the performance of FSM6 pupils has increased at a faster rate than witnessed nationally in 2016. For FSM6 pupils the cohort increased 5.7 percentage points from 2015 compared with a national increase for this cohort of 3.8 percentage points. For FSM6 pupils Nottinghamshire is now 0.6 percentage points below the national average for this group compared with 2.5 the year before.

32. Key Stage 4 outcomes for those achieving A*-C grades in both English and mathematics by free school meal at any point in the past six years (FSM6) eligibility and the associated gap are as follows:

District	FSM6 eligible	2015			2016			Increase from 2015	GAP change
		Pupils	% A*-C E&M	GAP	Pupils	% A*-C E&M	GAP		
Ashfield	Yes	409	35.0	27.2	378	33.9	30.5	-1.1	3.3
	No	958	62.2		887	64.4		2.2	
Bassetlaw	Yes	266	46.2	28.0	261	59.0	16.0	12.8	-12.0
	No	903	74.2		865	75.0		0.8	
Broxtowe	Yes	204	37.7	26.5	178	44.4	28.6	6.7	2.1
	No	746	64.2		740	73.0		8.8	
Gedling	Yes	262	45.0	21.9	239	44.8	27.9	-0.2	6.0
	No	985	66.9		925	72.7		5.8	
Mansfield	Yes	369	32.5	27.7	390	34.6	33.7	2.1	6.0
	No	835	60.2		814	68.3		8.1	
Newark	Yes	229	24.0	34.2	223	38.1	32.0	14.1	-2.2
	No	746	58.2		692	70.1		11.9	
Rushcliffe	Yes	154	42.9	32.5	169	58.6	24.8	15.7	-7.7
	No	1,127	75.4		1,130	83.4		8.0	
LA	Yes	1,893	37.1	29.4	1,838	42.8	30.2	5.7	0.8
	No	6,300	66.5		6,053	73.0		6.5	
National	Yes	--	39.6	26.8	--	43.4	26.9	3.8	0.1
	No	--	66.4		--	70.3		3.9	

33. The Early Years Foundation Stage attainment gap for pupils eligible for free school meals (FSM) attaining a good level of development (GLD) and those not eligible has narrowed.

The Nottinghamshire gap now stands at 22.6 percentage points which is a 5 percentage point fall from the 27.6 reported in 2015. This remains above the 18 percentage point gap reported nationally. Most districts witnessed a fall in the gap, some quite sharp falls. Rushcliffe and Broxtowe for example have seen sharp increases in their FSM attainment levels (21.4 and 19.8 percentage points respectively) having a dramatic impact on the gap in these areas. The gap for Rushcliffe and Broxtowe now stand at 19.1 and 14.9 percentage points respectively which are now two of the lowest gap areas (including Mansfield where the gap now stands at 18.6).

34. Gedling district was the only area to witness an increase in the gap. Attainment for FSM pupils fell 12.7 percentage points between 2015 and 2016 in this district resulting in a widening of the gap. This has had the effect on Gedling district having the lowest gap of all districts in 2015 to now having the highest gap in 2016. The gap stands at 31.2 percentage points.

35. Good Level of Development (GLD) outcomes by free school meal (FSM) eligibility and the associated gap are as follows:

District	FSM eligible	2015			2016			Increase from 2015	GAP change
		Pupils	% GLD	GAP	Pupils	% GLD	GAP		
Ashfield	Yes	277	40.1	25.1	260	42.7	22.5	2.6	-2.6
	No	1,194	65.2		1,286	65.2		0.0	
Bassetlaw	Yes	182	38.5	27.0	147	48.3	20.9	9.8	-6.1
	No	1,103	65.5		1,147	69.2		3.7	
Broxtowe	Yes	125	34.4	33.8	168	54.2	14.9	19.8	-18.9
	No	1,168	68.2		1,170	69.1		0.9	
Gedling	Yes	134	53.0	19.1	124	40.3	31.2	-12.7	12.1
	No	1,171	72.1		1,217	71.5		-0.6	
Mansfield	Yes	193	42.5	22.4	203	50.2	18.6	7.8	-3.8
	No	1,159	64.9		1,184	68.8		3.9	
Newark	Yes	151	40.4	28.5	150	43.3	24.5	2.9	-4.0
	No	1,185	68.9		1,197	67.8		-1.2	
Rushcliffe	Yes	56	35.7	38.7	56	57.1	19.1	21.4	-19.6
	No	1,308	74.4		1,324	76.2		1.8	
LA	Yes	1,118	41.0	27.6	1,108	47.1	22.6	6.1	-5.0
	No	8,288	68.6		8,525	69.7		1.2	
National	Yes	--	51.0	18.0	--	54.0	18.0	3.0	0.0
	No	--	69.0		--	72.0		3.0	

36. The number of primary schools in an Ofsted category shows an increase since the previous quarter. Two Nottinghamshire primary schools were judged inadequate (an increase from one last quarter) as at the end of December 2016. William Gladstone CofE Primary (Newark district, a recent sponsored academy conversion January 2017 under the leadership of the Diocese of Southwell and Nottingham) was inadequate the previous quarter after a May 2016 inspection. This school is now however considered a new school due to its recent sponsored academy conversion and therefore at the time of writing this report is no longer

inadequate. Netherfield Primary (Gedling district, LA maintained school) became inadequate in September 2016 after being previously outstanding.

37. The number of secondary academies in an Ofsted category has remained static since the previous quarter at three schools. Queen Elizabeth (Mansfield district; a sponsored academy which converted January 2012 under the leadership of School Partnership Trust) remains inadequate from the previous quarter. Manor (Mansfield district; a converter academy which converted August 2011) remains inadequate as does Newark Academy (Newark district, a sponsored academy who transferred leadership from Lincoln College to the Torch Academy Gateway Trust in September 2016). There are currently no Local Authority maintained secondary schools judged to be either inadequate or requiring improvement.
38. The number of two year olds accessing their free entitlement has witnessed an increase in the autumn 2016 term. 75.1% of eligible two year olds are attending providers, an increase of 2.3 percentage points (from 72.8%) from the same term last year. Analysis by district shows all eligible Rushcliffe district children are accessing their entitlement whereas the equivalent figure for Newark and Sherwood district is 65.9%. This represents a fall of 5 percentage points from 70.9% reported this term last year and was the only district to witness a fall.
39. The percentage of young people aged 16-17 years who are in Education, Employment or Training (EET) has increased in quarter 3 from quarter 1. 96.6% of young people are now in EET, an increase of 3.5 percentage points. Improvements have also been seen in the proportion of young people whose activity is unknown. Quarter 3 data shows this has fallen to 1.9% (from 2.8% in quarter 1). Those Not in Education, Employment or Training (NEET) has witnessed a slight increase to 1.7% (from 1.6%).

Youth Offending & Early Help Support

40. First time entrants to the youth justice system is reported a quarter in arrears. Figures for the most recent quarter (quarter 2) show there were 53 actual first time entrants (FTEs) to the Youth Justice System. This quarter, which covers summer when there is normally a rise in offending levels, is significantly lower than the same period last year. Of note in terms of these figures is that Mansfield has a significantly higher percentage of FTEs as a proportion of its general population and Broxtowe has a significantly lower rate. This is not an unusual situation for Mansfield but marks a significant change in terms of Broxtowe. The reasons behind this low total number are not yet clear. Boys are over represented, just 23% of first time entrants were female; 6% were from a Black or Minority Ethnic group which is in line with the general population.
41. Children's Centre registrations performance remains high with 100% of all children under 5 who live in low income areas registered with a Children's Centre at the end of quarter 2. The number of these who had been seen at a Children's Centre remains comparable to the same quarter last year. At the end of quarter 2, 52.2% of children living in low income areas were seen in Children's Centres.

Education, Health and Care (EHC) Plans

42. Since 1st April 2014, children with statements of special educational needs and young people with Learning Difficulty Assessments have been transitioning to Education, Health and Care (EHC) plans. Completing this transition is a duty on the Local Authority and all children must be transitioned by 1 April 2018. In quarter 3 2016-17 there was a total of 47 EHC Plans finalised, slightly down from 69 plans in quarter 2.

Other Options Considered

43. 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

44. The recommendation for quarterly reporting to Committee, and the KPIs that will form the basis of the report, is in line with the established processes of reporting and publishing performance information across all of the services within the Children, Families and Cultural Services department.

Statutory and Policy Implications

45. This report has been compiled after consideration of implications in respect of crime and disorder, 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, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) That the Committee notes the performance of the Council's services for children and young people during the period 1 October – 31 December 2016.

Jayne Francis-Ward
Corporate Director for Resources Department

For any enquiries about this report please contact:

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Constitutional Comments

46. As this report is for noting only, no Constitutional Comments are required.

Financial Comments (TMR 30/01/17)

47. There are no financial implications arising 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.

Performance reporting (Quarter 2 2016/17) – services for children and young people – report to Children and Young People’s Committee on 19 September 2016.

Electoral Division(s) and Member(s) Affected

All

C0939

Appendix 1 - Indicators updated from previous report

Children and Young People’s Committee: Quarter 3 Performance for 2016/17

For Nottinghamshire, the performance data available at the end of quarter 2 2016/17 is reported. The most recent data for national average and children’s services statistical neighbours is reported, where available. Please note, comparisons may be indicative only, as the reporting periods are not necessarily aligned. Where Nottinghamshire performance meets or exceeds the latest national performance information, this is highlighted by the emboldened boxes. Key: (p) = provisional data; (+) = better than previous value; (-) = worse than previous value; (=) = same as previous value; (n/a) = not comparable to previous value

Update	Key Performance Indicator	Nottinghamshire						Comparator Data		
		Current Value		Best to be	Current Reporting Period		Previous Value	Previous Annual Performance	National Average	Statistical Neighbours
Indicators updated from previous report	Child and Family assessments for Children’s Social Care carried out within statutory timescales	90.7%	(-)	High	2016/17 Q3		91.4%	N/A	83.4% (2015/16)	85.9% (2015/16)
	Percentage of assessments leading to an on-going children’s social care involvement	31.4%	(+)	High	2016/17 Q3		27.7%	54.8% (2015/16)	-	-
	Percentage of child protection cases reviewed within timescale	97.5%	(-)	High	2016/17 Q3		97.7%	96.6% (2015/16)	93.7% (2015/16)	94.7% (2015/16)
	Re-referrals to Children’s Social Care	28.0%	(+)	Low	2016/17 Q3		32.2%	25.6% (2015/16)	22.3% (2015/16)	22.5% (2015/16)
	Children subject to a Child Protection Plan – Rate per 10,000	50.2	N/A	N/A	2016/17 Q3		48.6	43.2 (2015/16)	43.1 (2015/16)	43.6 (2015/16)
	Children who are subject to a child protection plan for 2 years or more	1.6%	(+)	Low	2016/17 Q3		2.7%	3.6% (2015/16)	3.8% (2015/16)	3.6% (2015/16)
	Children becoming the subject of a child protection plan on more than one occasion	25.7%	(-)	Low	2016/17 Q3		18.4%	13.5% (2015/16)	17.9% (2015/16)	18.2% (2015/16)
	Average time between a child entering care and moving in with its adoptive family, for those adopted children (days)	573	(-)	Low	2016/17 Q3		363	585 days (2013-16)	593 days (2012-15)	594 days (2012-15)
	Average time between a LA receiving court authority to place a child and deciding on a match to an adoptive family (days)	275	(-)	Low	2016/17 Q3		135	296 days (2013-16)	223 days (2012-15)	231 days (2012-15)
	Looked after children with 3 or more placements in any one year	8.8%	(-)	Low	2016/17 Q3		8.6%	10.4% (2015/16)	10.0% (2014/15)	10.2% (2014/15)
	Percentage of looked after children remaining in long-term placements	78.1%	(+)	High	2016/17 Q3		76.8%	73.8% (2015/16)	68% (2014/15)	68% (2014/15)
	Percentage of care leavers in suitable accommodation	83.2%	(+)	High	2016/17 Q3		81.0%	79.5% (2015/16)	80.7% (2014/15)	75.3% (2014/15)
	Pupils achieving at least the expected standard in reading, writing & mathematics at age 11	53.8%	n/a	High	2015/16 academic		n/a	n/a	54% (2015/16)	53.3% (2015/16)
	Achievement of A*-C grades in GCSE English & maths	65.9%	(+)	High	2015/16 academic		59.7%	59.7%	63.3% (2015/16)	63.4% (2015/16)
	Number of primary schools in an Ofsted category (Inadequate)	2	(-)	Low	2016/17 Q3		1	n/a	–	–
	Number of secondary schools in an Ofsted category (Inadequate)	3	(=)	Low	2016/17 Q3		3	n/a	–	–
	Attainment gap for a good level of development in EYFSP between pupils taking free school meals and the rest	22.6%	(+)	Low	2015/16 academic		27.6%	27.6%	18.00%	–
	Attainment gap at age 11 between pupils taking free school meals and the rest (FSM during past six years)	24.2%	(+)	Low	2015/16 academic		n/a	n/a	20.8% (2015/16 p)	–
	Attainment gap at age 16 between pupils taking free school meals and the rest (FSM during past six years)	30.2%	(-)	Low	2015/16 academic		29.4%	29.4%	26.9% (2015/16)	–
	Participation in education, employment and training (EET) aged 16-17	96.6%	(+)	High	2016/17 Q3		93.1%	96.0% (2016/17 Q1)	–	–
	Percentage not in education, employment or training (NEET) aged 16-17	1.7%	(-)	Low	2016/17 Q3		1.6%	1.7% (2016/17 Q1)	–	–
	Percentage whose destination is not known aged 16-17	1.9%	(+)	Low	2016/17 Q3		2.8%	4.3% (2016-17 Q1)	–	–
	Percentage of children aged 0-4 living in low income areas registered with children's centres (snapshot)	100.0%	(=)	High	2016/17 Q2		100.0%	100% (2015/16 Q4)	–	–
	Percentage of children aged 0-4 living in low income areas seen at children’s centres (cumulative)	52.2%	(=)	High	2016/17 Q2		52.2%	76.6% (2014/15 Q4)	–	–
	Percentage of two year olds taking up their free entitlement	75.1%	(+)	High	Autumn Term 2016		72.8%	66.0% (Spring 2016)	–	–

Appendix 1 - Indicators updated from previous report

Children and Young People’s Committee: Quarter 3 Performance for 2016/17									
For Nottinghamshire, the performance data available at the end of quarter 2 2016/17 is reported. The most recent data for national average and children’s services statistical neighbours is reported, where available. Please note, comparisons may be indicative only, as the reporting periods are not necessarily aligned. Where Nottinghamshire performance meets or exceeds the latest national performance information, this is highlighted by the emboldened boxes. Key: (p) = provisional data; (+) = better than previous value; (-) = worse than previous value; (=) = same as previous value; (n/a) = not comparable to previous value									

Update	Key Performance Indicator	Nottinghamshire						Comparator Data		
		Current Value		Best to be	Current Reporting Period		Previous Value	Previous Annual Performance	National Average	Statistical Neighbours
Indicators updated from previous report	Numbers of individual children and young people engaged in positive activities delivered by the Young People's Service (cumulative)	18,559	(+)	High	2016/17 Q3		6103	24406	–	
	Numbers of children and young people accessing Outdoor and Environmental Education (cumulative)	24,513	(+)	High	2016/17 Q3		8703	33871	–	
	First time entrants to the Youth Justice System aged 10-17 (per 100,000) (cumulative)	147	(-)	Low	2016/17 Q2		70	269	295 (2013/14)	269 (2014/15)
	Numbers exiting substance misuse treatment in a planned manner	95%	(-)	High	2016/17 Q2		96%	96.00%	79% (2015/16)	–
	Breastfeeding prevalence at 6-8 weeks, incl. mixed feeding methods (Nottinghamshire NHS)	41.0%	(+)	High	2016/17 Q1		37.7%	37.7%	43.8% (2015/16)	43.2% (2015/16)
	The number of new Education, Health and Care Plans finalised (a statutory requirement from 1 September 2014)	47	N/A	N/A	2016/17 Q3		69	70	–	

Appendix 2 - Indicators that remain unchanged from previous report

	Children and Young People’s Committee: Quarter 3 Performance for 2016/17									
	For Nottinghamshire, the performance data available at the end of quarter 2 2016/17 is reported. The most recent data for national average and children’s services statistical neighbours is reported, where available. Please note, comparisons may be indicative only, as the reporting periods are not necessarily aligned. Where Nottinghamshire performance meets or exceeds the latest national performance information, this is highlighted by the emboldened boxes. Key: (p) = provisional data; (+) = better than previous value; (-) = worse than previous value; (=) = same as previous value; (n/a) = not comparable to previous value									
Update	Key Performance Indicator	Nottinghamshire						Comparator Data		
		Current Value		Best to be	Current Reporting Period		Previous Value	Previous Annual Performance	National Average	Statistical Neighbours
Indicators that remain unchanged from the previous report	Early years foundation stage attainment (Reaching a 'Good Level of Development' - at least expected in all early learning goals in all prime areas and in the specific areas of literacy and mathematics)	67.1%	(+)	High	2015/16 academic		65.3%	65.3%	69.3% (2015/16)	67.6% (2015/16)
	Percentage of young people qualified to Level 3 (2 passes at A-Level or equivalent) by age 19	50.4%	(-)	High	2014/15 academic		51.0%	51.0% (2013/14)	57.4% (2014/15)	56.8% (2014/15)
	Percentage of A level entries at A*-E grades (p)	99.7%	(+)	High	2015/16 academic		98.4%	98.4%	98.8% (2015/16)	–
	Percentage of A level entries at A*-B grades (p)	48.9%	(+)	High	2015/16 academic		46.5%	46.5%	53.5% (2015/16)	–
	Primary schools judged by Ofsted as having good or outstanding standards of behaviour	93.4%	(+)	High	As at Sept 2015		92.7%	n/a	94.3% (Sept 2015)	94.1% (Sept 2015)
	Secondary schools judged by Ofsted as having good/outstanding standards of behaviour	79.1%	(-)	High	As at Sept 2015		83.3%	n/a	85.1% (Sept 2015)	84.2% (Sept 2015)
	Rate of permanent exclusions from school	0.03%	(+)	Low	2014/15 academic		0.04%	0.04% (2013/14)	0.07% (2014/15)	0.08% (2014/15)
	Percentage of young people who have not attained a Level 2 qualification in English & maths at age 16 who go on to attain Level 2 or higher in both by the end of the academic year in which they turn 19	17.0%	(+)	High	2014/15 academic		16.3%	16.3% (2013/14)	22.3% (2014/15)	21.5% (2014/15)
	Percentage of overall absence in primary, secondary and special schools	4.5%	(=)	Low	2014/15 academic		4.5%	4.5%	4.6% (2014/15)	4.5% (2014/15)
	Breastfeeding prevalence at 6-8 weeks, incl. mixed feeding methods (Bassetlaw NHS)	33.0%	(=)	High	2015/16 Q4		33.0%	33.0%	43.8% (2015/16)	43.2% (2015/16)

20 February 2017**Agenda Item: 06**

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE

YOUTH SERVICE UPDATE

Purpose of the Report

1. The purpose of the report is to update the Committee on the new structure and activity of the Council's Youth Service.

Information and Advice

2. From 1st April 2017 the Youth Service will have a more efficient management structure to ensure that the quality of youth work young people receive is of a high quality whilst delivering the approved budget savings. **Appendix 1** shows the staffing structure from 1 April 2017 for the Young People's Service which includes: the Youth Service, Outdoor & Environmental Education Service and the Schools Swimming Service.
3. The Youth Service delivers Nottinghamshire County Council's Youth Offer of high quality, safe and enjoyable positive social education activities outside of the school day. This is achieved through 149 weekly sessions of open access Youth Work and an additional 32 Early Help Group Work Sessions at a county wide network of 50 delivery points:
 - 29 Young People's Centres, including 12 Link Club sessions for those young people with disabilities
 - 4 Youth Clubs
 - 4 Mobile Youth Facilities.
4. The Service's open access youth work provision operates to an efficient 38 week opening pattern which maximises the attendance of young people through being available when the majority of them wish to attend the provision. Details of the provision are attached as **Appendix 2**.
5. The Service's open access youth work provision is complemented by the following two specialist teams:
 - i) Countywide Youth Work Team delivering:
 - a) Children and Young People's Participation (CYPP) – the team is responsible for the development and maintenance of the participation structures available to children and young people in Nottinghamshire. These structures include the Young People's Board, District Youth Forums and The Pioneers which is a

forum for disabled young people. The team facilitates, alongside both young people and Elected Members, the Annual 4Uth awards to raise the positive profile of young people in their local communities and the wider media.

b) The Young People Looked After (YPLA)- the team is responsible for the Children in Care Council (CiCC) and ensuring that young people looked after are represented at all levels in the Nottinghamshire system of Youth Participation. Work is underway to give unaccompanied young asylum seekers the opportunity to have a forum. The team also actively encourages and enables young people who are looked after, adopted or living in residential care, to engage in positive activities provided by the YPLA team and to independently access mainstream provision through the Platinum Card system of free entry to Young People's Centres. The team supports the young people of the CiCC to deliver the annual Awards for All Looked After Young People, to raise a positive profile in the media and increase individual young people's self-esteem and confidence.

c) Voluntary Sector Development - the team offers support to local communities to set up or further develop youth work provision. This can take the form of training or short term secondments to complete particular tasks for a voluntary group e.g. recruitment or policy development. The team also plays an active role in assessing Play and Youth grant aid applications, subsequently supporting and monitoring the development of organisations in receipt of funding.

ii) Commissioned Youth Work Team delivering the following three projects which are fully funded by Health partners:

a) the C-Card scheme which offers advice on appropriate relationships and sexual health. Following a comprehensive discussion and assessment by a trained C-Card worker, young people aged 13-25 years can be registered onto the C-Card scheme to access condoms and continuous sexual health advice and support.

b) ASSIST which is an evidence based smoking prevention programme, aimed at reducing smoking prevalence in Nottinghamshire amongst young people. ASSIST is a peer led intervention targeted at Year 8 students that aims to tackle inequalities in health through promoting and supporting the benefits of being smoke free.

c) a pilot scheme will commence in March 2017 to deliver Youth Work in Hospitals to support the transition of vulnerable young people, including those with mental health needs, to return to their communities, peer groups and other local agencies for appropriate ongoing support.

6. The Youth Service targets are set out in the revised Delivery Standards (**Appendix 3**) which detail the requirements for the effective delivery of positive activities using youth work methods and approaches at each unit of the Youth Service. Overall, performance is measured in two ways:

- Quality: operational visits by managers and anonymised case studies of a cross section of Youth Work with young people, to establish their individual progress within a group setting, through the added value that Youth Work interventions bring to their lives.
- Quantity: annual target of 16,000 individual young people making 160,000 attendances to Youth Work sessions. This year at Quarter 3 18,559 young people have attended 103,196 times. As Quarter 4 is normally the Youth Service's busy period, those annual targets not already exceeded are on track to be met.

Other Options Considered

7. The report is for noting only.

Reason/s for Recommendation/s

8. The report is for noting only.

Statutory and Policy Implications

9. This report has been compiled after consideration of implications in respect of crime and disorder, 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, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) That the update on the new structure and activity of the Council's Youth Service is noted.

Derek Higton
Service Director, Youth, Families and Culture

For any enquiries about this report please contact:

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Constitutional Comments

10. As this report is for noting only, no Constitutional Comments are required.

Financial Comments (TMR 31/01/17)

11. There are no direct financial implications arising from this report.

Background Papers and Published Documents

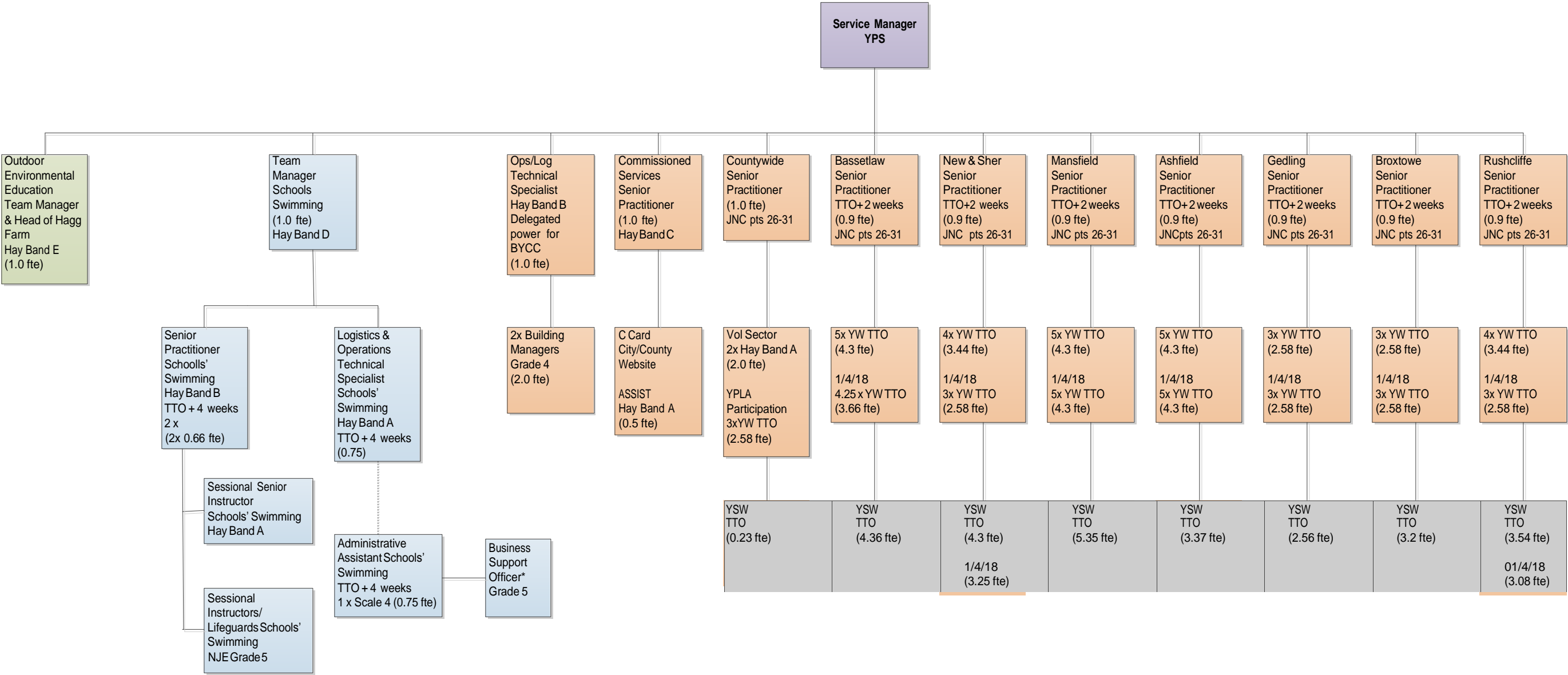
Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Changes to the staffing establishment in Early Help and Youth Justice Services – report to Children and Young People’s Committee on 19 September 2016

Electoral Division(s) and Member(s) Affected

All.

C0931



* This post sits in Business Support structure

Youth Service Open Access Provision delivery locations 2017 (the number of evening/week end sessions per week during the annual opening pattern)

Ashfield:

- Quarrydale YPC (4)
- Sutton Centre YPC (4)
- The Acre YPC (Kirkby in Ashfield) (4)
- Base 16 YPC, Selston (3)
- Interchange YPC, Hucknall (4)
- Jacksdale YC (Non NCC Building) (1)
- Mobile Youth (4) NB this facility closes 31/3/18

Mansfield:

- MyPlace at Westfield Folkhouse YPC (Mansfield) (12)
- Garibaldi YPC, Forest Town (4)
- Manor YPC, Mansfield Woodhouse (3) (Non NCC Building)
- Mobile Youth Facility (5)

Bassetlaw:

- Bircotes YPC (4)
- Retford YPC (5)
- Valley YPC, Worksop (5)
- Misterton YPC (4)
- Rhodesia YC (1) (Non NCC Building)
- Carlton in Lindrick YPC, Costhorpe (4) (Non NCC Building)
- Zone out YPC (Worksop) (3) (Non NCC Building) NB this facility closes 31/3/18
- Mobile Youth Facility (4)

Newark & Sherwood:

- Dukeries YPC ,Boughton, Ollerton (5)
- Bilsthorpe YPC (4)
- Hawtonville YPC (Newark) (5)
- Balderton YC (1) (Non NCC Building)
- York Drive YC (1) (Non NCC Building)

Broxtowe:

- Eastwood YPC (4)
- Kimberley YPC (4)
- Stapleford YPC (5)
- Beeston YPC (5) (NCC are the Trustees of this non NCC building)

Gedling:

- Calverton YPC (4)
- Redhill YPC (5)
- Newstead YPC (4) (Non NCC Building)
- LOCO YPC, Netherfield (4) (Non NCC Building)
- Mobile Youth Facility (4) closes 31/3/18

Rushcliffe:

- West Bridgford YPC (5)
- Cotgrave YPC (4)
- Ruddington YPC (3) Youth Activities provided as part of a lease agreement by a third party
- Keyworth YPC (4)

Youth Service Delivery Standards – 2017**A. Introduction**

The Youth Service in Nottinghamshire is committed to delivering the best possible service for young people with the resources it has available. To enable staff, young people and others not directly involved in the Youth Service to understand what we do, our delivery will conform to a set of standards which we will meet. This document explains what the standards are, who will be responsible for the various elements within the standards and what resources are available to ensure delivery is of a high standard.

Standards have been developed taking into consideration a number of areas including young people's wishes, youth workers knowledge and experience, health and safety requirements, and various local policies and national legislation (including those relating to child protection, radicalisation and Health & Safety requirements).

B. Policy Drivers

- The Education and Inspections Act 2006
- The local context within which the Youth Service operates in Nottinghamshire as part of the Early Help Offer to young people
- Guidance for the following; Pathway to Provision, Prevent, MASH and Early Help Unit
- Statutory Guidance for Local Authorities on Services and Activities to Improve Young People's Well being, including targeted work with Looked after or disabled children and young people 2011

C. Positive Activities

Primarily the Youth Service will deliver a range of educational positive activities in which young people can participate. This will take place in buildings (Young People's Centres or voluntary sector premises) or on mobile provision. These include activities which:

- Are planned and managed collaboratively and take into consideration the local knowledge of staff and young people
- Are published and promoted so young people know what is available
- Reflect the needs and interests of young people
- Are available when young people need them
- Help young people achieve their potential
- Promote equality of opportunity, celebrate diversity and challenge stereotypes
- Are provided by appropriately qualified and skilled staff
- Involve young people in the planning, design, development and evaluation of the session
- Are regularly monitored, reviewed, and evaluated with actions taken in response to recommendations
- Are safe and secure.

D. Priority areas

In order to provide a high standard of delivery through the provision of educational positive activities, the Youth Service is committed to focussing on 6 priority areas:

1. Performance Targets and Monitoring
2. A balanced programme
3. Appropriate opening pattern
4. Publicising provision and the positive promotion of young people
5. An effective response to unforeseen incidents and circumstances
6. Early Help Youth Work Intervention

To deliver on these priority areas youth service staff will be enabled and supported to meet a variety of aims and objectives:

1. Performance Targets and Monitoring

The service will work with at least 16,000 individual young people across all its provision over the year.

There will be at least 160,000 attendances by young people across all provision over the year.

To achieve these targets each Young People's Centre is expected to achieve a minimum average attendance of 30 young people at (removed each) open youth work sessions over the year.

At youth clubs or mobile units the expectation is that each unit will achieve a minimum average attendance of 15 young people at each open session over the year. This includes the 12 Link Club youth work sessions per week, which are delivered across the county for young people with disabilities.

The exception to this (remove expectation) is the MyPlace Young People's Centre in Mansfield where the expectation is that the unit will achieve a minimum average attendance of 50 young people at (removed each) youth work open sessions over the year.

At least 95% of young people who are in contact with a unit will express satisfaction with the provision.

The service has a countywide team, which coordinates the following projects:

Young People Looked After Youth Work team

This team is responsible for the Children in Care Council (CICC) and ensuring that young people looked after are represented at all levels in the Nottinghamshire system of Youth Participation. The team actively encourages and enables young people who are looked after, adopted or living in residential care, to engage in positive activities provided by the YPLA team and to independently access mainstream provision through the Platinum Card system of free entry to Young People's Centres.

Children and Young People's Participation Team

This team is responsible for the development and maintenance of the participation structures available to children and young people in Nottinghamshire. These structures include The Young People's Board, District Youth Forums, and The Pioneers, which is a forum for disabled young people. Facilitating, alongside both young people and Elected Members, the Annual 4Uth awards to raise the positive profile of young people in their local communities and the wider media.

Voluntary Sector Development team

This team offers support to local communities to set up or further develop play and youth work provision. This can take the form of training or short-term secondments to complete particular tasks for a voluntary group e.g. recruitment or policy development. The team also plays an active role in assessing Play and Youth grant aid applications, subsequently supporting and monitoring the development of organisations in receipt of funding.

The Service has a Commissioned Youth Work Team

- That delivers youth work commissioned by external agencies which have their own individual contracted delivery standards.

2. The service will use a variety of means to ensure that standards are being achieved. These include:

- Implementing the service's internal Quality Assurance processes to assess the work being undertaken (including support from the Senior Practitioner).
- Collecting data through the QES system.
- Implementing annual planning procedures.
- The production of a community profile and regularly updated planned programmes.

3. A balanced programme

Each unit will offer a range of positive activities based on local need, which is fun, varied, educational and challenging, and which reflects of the service's commitment to equality and diversity.

The service engages with young people from (school) Year 6 to age 19, the Looked After cohort until the age of 21 and disabled young people up to the age of 25.

In addition to the health, relationships and wellbeing early help session, all units will proactively promote and deliver the C-Card scheme.

All units will have a representative, formal structure (committee) aimed at ensuring that young people are able to have their say about issues which

affect or concern them, including the operation and evaluation of work in the unit

The service's quality assurance procedures will be used comprehensively to ensure programmes are planned, recorded, and evaluated. Planning and evaluation techniques at each unit will include the production of:

- An annual community profile
- A 6 month programme plan of the key themes to be concentrated upon within the local area
- A monthly case study by each unit

Units will ensure that equipment and resources are appropriate and sufficient to deliver the programme. This will include staff who will be appropriately skilled and trained.

Units will be safe and welcoming. This includes ensuring staff all wear photo identity badges, and that they have all received a focussed induction which complies with Youth Service policy.

4. Opening pattern

The service's provision will be available for 37 weeks a year with an additional week being used for 4Uth events.

At most units, as part of the normal opening pattern, following discussion with the appropriate Senior Practitioner, there will be sessions on either Friday evenings or Saturdays (daytime or evening). In units where Senior Practitioners are based they will lead these sessions.

Youth Work sessions in open access provision will be for a minimum of 2.5 hours and they will normally not begin before 6.00 p.m., unless on Saturdays. However if local needs determine that an earlier start is appropriate this can be formally agreed with the Senior Practitioner, and will be periodically reviewed through termly plans and the units community profile.

Each Young People's Centre will provide a weekly junior session targeted at young people in (school) Year 6 through to age 13.

When there are unusually severe weather conditions it may be necessary to make decisions about whether it is safe to open a session. Decisions should be taken after a risk assessment has been carried out and only with the agreement of the Senior Practitioner or the youth service Duty Officer (via. The 24 hour duty phone).

5. Publicising provision and positive promotion of Young People

Each unit will have a number of documents on display. These include:

- The Youth Service Statement of Purpose
- The current programme for the unit.

- Names and photographs of staff members.
- Posters, which are, up to date and reflect issues, which are important to young people.
- Information about projects showcasing the activities of young people.

All units should make effective use of local media (for example newsletters, local press, local radio), and social media with the support of NCC's communications team to positively promote the achievements of Young People. This includes but not limited to supporting and nominating young people in opportunities such as the 4Uth Awards and in becoming a Members of Youth Parliament.

6. Effectively responding to unforeseen incidents and circumstances

Not all situations will be covered through the unit's programme or through session plans. Such circumstances might include issues relating to child protection or individual concerns which young people bring to the unit, which require an immediate response.

As well as ensuring that staff are skilled, trained and qualified for their role. The Youth Service requires that all staff will have been subject to an enhanced DBS clearance before commencing work with young people.

There will be at least one member of staff whose post is graded as Youth Worker or Assistant Youth Worker to lead the session.

Each unit will be able to demonstrate through supervision and Employee Personal Development Review (EPDR) that staff development has taken place.

7. Early Help Youth Work Intervention

Within the Youth Service each Youth Worker will deliver a number of early help sessions in addition to their 4 evening Youth Work sessions. This will take place within their area in response to local need as identified in the unit's community profile.

This youth work intervention will be delivered to small groups of young people, and ideally delivered in partnership with schools or other local services working with young people. All early help youth work intervention should be structured with the intended impact and planned outcomes established from the outset.

All Youth Workers will deliver per week (during the fixed operating pattern) a minimum of:

- An early help session as identified through the community profile
- A health, relationships and wellbeing session (a minimum of 1 hour per week)
- A participation session, an opportunity to involve young people in the design and delivery of the service (a minimum of 1 hour per week).

E. Roles and responsibilities

The Youth Service's Leadership Team (YSLT) is responsible for ensuring the following:

- That our delivery standards are fully and consistently achieved across the service.
- That our delivery standards are monitored effectively, and appropriate corrective action is taken if they are not achieved.
- That all staff are aware of their individual responsibilities for ensuring the Service meets its delivery standards.
- That the Service's offer of Early Help is followed up by referral to the Early Help Unit when appropriate. These are then monitored via the Lead officer at the YSLT meetings.
- That the safeguarding of young people and that appropriate referrals are made via the MASH or EHU is made a priority for all staff. These are then monitored via the Lead officer at the YSLT meetings
- That all face to face work across the service reflects our delivery standards, and contributes towards their achievement.

Youth Workers are responsible for ensuring:

- The delivery standards are correctly achieved and monitored in their unit.
- That all staff at their unit are aware of their individual delivery standard responsibilities, and are supported and are encouraged to attend appropriate training opportunities.
- That the service's offer of Early Help or supported referral to the Early Help Unit, for appropriate young people, is made a priority by all staff.
- The safeguarding, including CSE and the Radicalisation of young people are appropriately referred to the Police, MASH, EDT or EHU.
- Opportunities for the appropriate training and development of staff are identified through EPDR and recorded on the individual Employee Learning and Development Plans.
- The face to face work within their unit reflects the delivery standards, and contributes towards their achievement.

Youth Support Workers are responsible for ensuring the following:

- That their work reflects, on a day to day basis, our delivery standards and contributes towards their achievement.

20th February 2017**Agenda Item: 07**

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE

CHANGES TO THE LICENSING ARRANGEMENTS OF THE DUKE OF EDINBURGH AWARD FOR NOTTINGHAMSHIRE SCHOOLS

Purpose of the Report

1. To inform the Committee of changes introduced by the Duke of Edinburgh Award's (DofE) National Office to the licensing and governance arrangements for the delivery of the DofE Award in all Nottinghamshire schools, except special schools, from 1 April 2017.

Information and Advice

2. Nottinghamshire County Council has over 60 years of history and success of operating the DofE Scheme. Recent successes include:
 - a) increasing the number of open access Award Centres from 3 to 5, enabling more young people to access the Award independently
 - b) increased participation by young people, with over 2,294 young people taking part in the Award in 2015/16
 - c) record numbers of young people's Award completions in 2015/16 – at 56% (1,228 completions), this is 7% higher than the regional average
 - d) a 11% increase in the number of new DofE centres within Nottinghamshire, from 43 to 48, in 2015/16.
3. Currently the licence to deliver the DofE Award in Nottinghamshire is held by Nottinghamshire County Council, with all DofE activity in schools falling under the governance of the Council's licence.
4. Changes are being introduced by the DofE's National Office, from 1 April 2017, which will require all participating schools to hold their own individual licences direct with the Award, rather than operating under the remit of the Council.
5. The Council's Outdoor and Environmental Education Service's DofE Team is working closely with the DofE Regional Office and all schools to ensure a smooth change of the DofE licensing and governance arrangements from 1 April 2017.

6. The Council's DofE Team has agreed with the DofE Regional Office to offer 'migration' support to schools from 1 April to 30 October 2017 to ensure that pupils currently engaged with the Award do not have their experience and enjoyment diminished in any way.
7. From 1 April 2017 the Council will receive a Targeted Licence from DofE which will allow the Council to increase its current offer of the Award in Nottinghamshire to vulnerable groups, including:
 - Special schools
 - Disabled young people in mainstream education
 - Looked After Children
 - Young people who cannot access the benefits of the Award at school due to non-attendance, behaviour, illness, exclusion or attending alternative education provision etc.
 - Young people involved with, or on the edge of, the Youth Justice system
 - Non-uniformed voluntary youth organisations who have no access to the award
 - For those individual young people who cannot access the Award through a school setting, the Council will operate four Access Centres across the County including an online/digital centre.
8. The Council's DofE Team will continue to offer to all schools:
 - a) Free access to the Council's full Operations Manual for **all** NCC DofE Award Centres operating with young people from the County; this is non-binding guidance on best practice that exceeds the Council's duty of care to non-managed centres and the young people of Nottinghamshire.
 - b) Schools or academies who contract with the Council's Evolve visits and trips approval system will also receive redacted expedition guidance included in the Educational Visits Guidance; this will be based on the Council's current Operations Manual which would need to be met for approval via Evolve submissions and will address items such as:
 - Competency and currency to lead – National Governing Body (NGB) Awards/ Modular Expectations
 - Remit limitations
 - Ratios direct/remote supervision
 - Recognition of in-house Certificated Local Awards (CLA)
 - At cost Expedition support, as an Approved Activity Provider (AAP), for Council groups by The Mill Adventure Base
 - Access to National Governing Body courses and the volunteer training bursary.
 - c) In addition to this, those schools which have contracted with the Evolve Visits and Activity Approvals system from the Council will receive: Expedition guidance which will be provided/included in the Educational Visits Guidance; this will be based on the Council's current Operations Manual which would need to be met for approval via Evolve submissions.

Other Options Considered

9. As this change in licensing and governance arrangements is being made at a national level, the Council has not been able to consider other options.
10. Due to the success and expertise of the Council's current DofE provision, future income generation through offering support to other local authorities to manage their DofE offer may be considered.

Reason/s for Recommendation/s

11. That the changes be noted.

Statutory and Policy Implications

12. This report has been compiled after consideration of implications in respect of crime and disorder, 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, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Crime and Disorder Implications

13. Young people who may become involved with the criminal justice system will have greater access to the benefits of the DofE Award Scheme in Nottinghamshire.

Implications for Service Users

14. The DofE Team has agreed to offer 'migration' support to schools from 1 April to 30 October 2017 to ensure that pupils currently engaged with the Award do not have their experience and enjoyment diminished in any way.

RECOMMENDATION/S

- 1) That the changes introduced by the Duke of Edinburgh Award's (DofE) National Office to the licensing and governance arrangements for the delivery of the DofE Award in all Nottinghamshire schools, except special schools, from 1 April 2017, be noted.

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Constitutional Comments

15. As this report is for noting only, no Constitutional Comments are required.

Financial Comments (TMR 06/01/17)

16. The costs of operating the DofE scheme are contained within existing budgets.

Background Papers and Published Documents

None.

Electoral Division(s) and Member(s) Affected

All.

C0928

20 February 2017

Agenda Item: 08

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE

**SPECIAL EDUCATIONAL NEEDS AND DISABILITY REFORMS 'NEW
BURDENS' GRANTS 2016/17 AND 2017/18**

Purpose of the Report

1. The purpose of the report is to:
 - a. report on current expenditure against the 2016/17 Special Educational Needs and Disability (SEND) Reforms 'New Burdens' Grant
 - b. seek approval for spend against the 2017/18 Grant
 - c. seek approval for the establishment of five temporary posts within the Integrated Children's Disability Service (ICDS).

Information and Advice

2. The Children and Families Act 2014 introduced new duties on local authorities to improve outcomes for children and young people with SEN or who are disabled.
3. In the financial year 2016-2017 Nottinghamshire received a grant totaling £489,821 to support implementation of the reforms and fund the cost of new burdens arising from the legislation. A carry forward of £114,274 from the 2015/16 reform grant was added to this allocation, giving a total amount of £604,093 available in 2016/17.
4. The 2016/17 'New Burdens' grant was allocated against three implementation priorities (described below). Proposed expenditure against the grant was agreed by Children and Young People's Committee in May 2016.

2016 - 2017 Priorities and expenditure

Priority 1: SEND Reform Implementation

Expenditure	Outcome
IT and Multimedia Advocacy	The Wiki project was reviewed in partnership with the University of East London and the application process for a Wiki extended to the Centres of Excellence. The Council is continuing to progress the roll out of Wikis across Nottinghamshire.

Transfer of Statements of SEN and Learning Disability Assessments (LDAs) to Education, Health and Care Plans (EHCP)	Phase 1 and 2 complete within statutory timeframe. Phase 3 to be completed 2017/18.
Participation of parents, carers and young people through the parent/carers forum NPH (Notts Participation Hub)	Grant has supported NPH to become increasingly independent of Local Authority funding.
SEND Local Offer	Website and administrative support maintained. Communication improved through the production of leaflets.
Complete the establishment of an impartial advice and support service	Achieved without grant support.
In Control	A successful regional 'In Control' event was hosted by Nottinghamshire in November at Center Parcs for children and young people with a disability. This has resulted in attracting external funding for future events.
Additional staffing	These posts supported specific areas of reform implementation including, preparation for adulthood and the resulting Transitions Pathway Protocol

5. The total amount spent in 2016/17 against Priority 1 was £170,000.

Priority 2: Integration of Children's Disability Service and Special Educational Needs and Disability

6. In March 2016 Committee approved the integration of the Children's Disability Service (CDS) and Special Educational Needs & Disabilities (SEND) staffing structures. The integration of these services formed part of the Improving Outcomes for Children and Young People with Disabilities Project and aimed to improve the experience for children, young people and their families.

Expenditure	Outcome
Workforce development	Delivery of an induction and training programme to the new team. Areas covered included assessing and planning for positive and measurable outcomes, principles and practice of co-production, legal responsibilities, SEND code of practice and Nottinghamshire's graduated response.
Commissioning of EHCP Plan writing	To support the induction process within the ICDS Assessment Team.

Launch Events	Internal and external events held to launch the new ICDS service. In addition to this, two Family Information events were held in October 2016 at North Notts Arena and Harvey Hadden Stadium, which were well attended by children, young people and their families.
Communication and publicity	To promote understanding of the new service.

7. The total amount spent in 2016/17 against Priority 2 was £184,000.

Priority 3: Quality Assurance and Preparation for Inspection

Expenditure	Outcome
Data Business Partner	Not required, therefore no expenditure against this priority
Temporary Project Manager	It was proposed to use the grant to support the local area's preparation for inspection, including the coordination and completion of a self-evaluation report, by establishing one temporary fte Project Manager. However, the Local Area Inspection occurred before a post holder was appointed. The inspection took place in June 2016. A Project Manager has now been appointed to support the post inspection action plan and the development of an ongoing quality assurance framework, including the establishment of a SEND Accountability Board

8. The total amount spent in 2016/17 on Priority 3 was £20,000. This leaves an anticipated underspend of £230,093.

9. Further details of 2016-2017 expenditure are included in **Appendix 1**.

2016/17 Reform Grant predicted underspend

10. The New Burdens Grant is intended to support programmes of change and development in the area of SEND. However, local authorities may choose how to spend the money to best meet local need. The £230,093 underspend on the 2016/17 grant will therefore be used to help mitigate current budget pressures in short breaks provision which total in excess of £300,000, pending a review of Nottinghamshire's short break offer to children and young people with disabilities.

2017 - 2018 Priorities and proposed expenditure

11. In December 2016, the Department for Education (DfE) announced a further grant would be made available to local authorities to enable them to continue to meet the cost of implementing the reforms. Nottinghamshire's allocation for 2017-2018 is £544,158. It is proposed to focus the grant priorities in the following three areas:

Priority 1: SEND Reform Implementation

12. To further develop areas of SEND Reform priorities, including extending the roll out of Multimedia Advocacy through the creation of a one year temporary 1 fte Wiki Coordinator post (Band 4) to progress roll out of Wiki's in Nottinghamshire and embed the Wiki in the EHCP process.
13. The total amount allocated for Priority 1 in 2017/18 is £115,500.

Priority 2: Improving outcomes for children and young people with an EHCP, including those that are EOTAS (Educated other than at School) and NEET (Not in education, employment or training)

14. To further support the work of the newly established ICDS Assessment Team through the creation of the following temporary posts:
- 1 fte (full-time equivalent) qualified Educational Psychologist – EP pay scale Scale A (EP1-EP11) range £46,200 - £68,965 (maxima)
 - 1 fte additional Assessment Senior Practitioner – Hay Band C - £44,630 (maxima)
 - 1 fte Team Leader, Grade 4, £24, 621 (maxima)
 - 1 fte Assessment Officer, Grade 5, £29,848 (maxima)
15. Brief rationale for the above posts:
- **Educational Psychologist post:** since the establishment of the ICDS there has been a very significant increase in the number of requests for Education, Health and Care Plan Assessments. This is having a major impact on the workload of Nottinghamshire County Council's Educational Psychology Service, which is required to submit a record of involvement when a new request is made and, more significantly, to provide a full assessment and report whenever an agreement to assess decision is taken. The appointment of a dedicated Educational Psychologist within ICDS on a one-year fixed term contract would provide capacity to undertake much of the initial assessment work for those children and young adults not already open to the core Educational Psychology Service, thereby relieving much of the pressure reported by the Principal Educational Psychologist and enabling his team to dedicate more time to their vital work with families and schools. It is also anticipated that the appointment of a dedicated Educational Psychologist embedded within the team would provide an expert advisory resource for complex casework resolution and would also provide specialist input on mediation and tribunal cases. It is anticipated that line management responsibility will sit within ICDS but it is hoped that peer guidance and support will be offered from the Council's Educational Psychology Service.

- **Assessment Senior Practitioner post:** the ICDS also works very closely with the Schools and Families Specialist Service (SFSS) which, like the Educational Psychology Service, is located within the Education Standards and Inclusion division. Both operationally and strategically it is believed that the work of the SFSS and ICDS Assessment function would be enhanced by the establishment of a one year fixed term secondment at Senior Practitioner level, ring-fenced for a member of the SFSS team, to work within the ICDS Assessment team. As well as increasing capacity, the post will specifically bring extensive working knowledge of the school and education sector and will help to promote a shared understanding of thresholds and inclusion across the two teams.
- **Team Leader and Assessment Officer posts:** these posts will be used to support the development of an EOTAS/ Preparing for Adulthood Pilot. One of the key priorities for the Council is to develop more coherent and transparent transition pathways for young people with learning difficulties and/or disabilities as they move into adult life. A cohort of young people has been identified for whom this transitional journey is particularly challenging and important – young people whose legal designation is Educated Other Than At School because their needs are deemed to be too complex to be met within a structured school setting (either mainstream or special) and who likewise struggle to access a college placement post-16. In Nottinghamshire currently there are 43 young people with an EHCP who are designated EOTAS and who access dedicated, and high cost, alternative provision. The purpose of this one year pilot, which is co-sponsored by the Early Support and Assessment functions within ICDS, is to undertake person-centred, holistic reviews of all EHCP EOTAS placements, including those for an additional 21 young people in Year 12, to see if pathways can be identified into school or college settings. The cost of some of the alternative provision models currently being commissioned is such that if even one or two of these can be replaced by placement in a structured setting the Pilot will be cost neutral and provide a best practice model moving forward.

16. In addition to the above, it is proposed to fund three Reviewing Officer posts from the grant. These posts are already established and have historically been funded through the Reform Grant and Futures. The Council is awaiting confirmation of Futures funding for the financial year 2017/18. As such, three posts have been accounted for in the grant but this spend will be adjusted if funding is confirmed from Futures. The permanent funding of these posts will need to be balanced against any efficiency savings identified within the service.
17. The total amount allocated for Priority 2 in 2017/18 is £374,039.

Priority 3: Quality Assurance and post Local Area Inspection improvement plan

18. A SEND Accountability Board has been established to provide strategic oversight and accountability of SEND development and delivery across Nottinghamshire. An action plan has been developed to address the recommendations of the SEND Local Area CQC/Ofsted inspection, the local area SEND Review and the Improving Outcomes for Children & Young People with Disabilities Project. One fte Project Manager post has been appointed to for one year to oversee this work, as well as the development of a robust Quality Assurance Framework.

19. The total amount allocated for Priority 3 in 2017/18 is £45,750.
20. Further details of 2017-18 expenditure are included in **Appendix 2**.

Other Options Considered

21. Consideration has been given to increasing the current number of EHCP assessment workers within the team to address the capacity and development issues described in **paragraph 15**. This was discounted however as, whilst it would offer a short term solution in terms of capacity, it would not help to address the service development issues described.

Reason/s for Recommendation/s

22. To support continuous development of Nottinghamshire's response to the SEND Reforms and ensure good outcomes for children and young people with disabilities.

Statutory and Policy Implications

23. This report has been compiled after consideration of implications in respect of crime and disorder, 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, sustainability and the environment and ways of working 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

24. The Reform Grant should be viewed as one-off temporary funding, which has been confirmed for the 2017/18 financial year.
25. Financial information is contained in **Appendices 1 and 2**.

Human Resources Implications

26. All temporary posts will be recruited to in line with the Council's recruitment policy and requirements.

Implications for Service Users

27. Children, young people and families will receive support and services that meet the requirements of the SEND Reforms and that are joined up, holistic and achieve good outcomes.

RECOMMENDATION/S

That Committee:

- 1) notes the summary of expenditure against the 2016/17 Special Educational Needs and Disability Reforms 'New Burdens' Grant

- 2) approves the proposed spend against the 2017/18 Reform Grant, as detailed in paragraphs 11 – 20 of the report and Appendix 2
- 3) approves the establishment of the following five temporary posts within the Integrated Children's Disability Service:
 - 1 fte (full-time equivalent) qualified Educational Psychologist – EP pay scale Scale A (EP1-EP11) range £46,200 - £68,965 (maxima)
 - 1 fte additional Assessment Senior Practitioner – Hay Band C - £44,630 (maxima)
 - 1 fte Team Leader, Grade 4, £24,621 (maxima)
 - 1 fte Assessment Officer, Grade 5, £29,848 (maxima)
 - 1 fte Wiki Coordinator, Grade 4, £24,621 (maxima) - subject to NJE

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Constitutional Comments (SMG 03/02/17)

28. The proposals outlined in this report fall within the remit of this Committee.
29. The Employment Procedure Rules provide that the report to Committee include the required advice and HR comments and that the recognised trade unions be consulted on all proposed changes to staffing structures (and any views given should be fully considered prior to a decision being made).

Financial Comments (TMR 08/02/17)

30. The financial implications are set out in the report and appendices.

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.

Integration of Children's Disability Service (CDS) and Special Educational Needs and Disabilities (SEND) staffing structures – report to Children and Young People's Committee on 21 March 2016

Special Educational Needs and Disability Reform Grant 2016/17 - report to Children and Young People's Committee on 23 May 2016

Electoral Division(s) and Member(s) Affected

All.

C0935

	Supplier	Allocation	£ Paid to date	Remaining	End date	Comments
SEND Reform Implementation priorities						
SEND Local Offer Support	Inspire	£12,000	£12,000	£0	31/03/2017	Ongoing support from Inspire for the Local Offer. Inspire provide day to day support for the Local Offer including contacting providers about registration, Quality Assuring the content, addressing information not presenting properly on the website, site reviews & regional peer reviews and ensuring schools fulfill their statutory Local Offer duty
SEND Local Offer costs including publicity & communication	ICDS Market Development Officer	£7,000	£6,960	£40	31/03/2017	Local Offer bulletin & publicity leaflets
Notts help Yourself contribution	Open Objects	£4,500	£4,467	£33	31/03/2017	Publicity costs - linked to The Local Offer
Complete the establishment of an Impartial Advice & Support Service (IASS)	Ask Us, Nottinghamshire	£0	£0	£0	31/03/2017	To complete transition from Parent Partnership Service to a new Impartial Advice & Support Service. This is a requirement of the SEND Reforms and is delivered in partnership with Nottingham City Council Achieved without grant support
Participation of parents/carers & young people (NPH)	NPH	£11,000	£7,683	£3,317	31/03/2017	To support the Nottinghamshire Participation Hub to become independent of LA funding £7,683 paid to NPH for Sept-Nov 16 support from APTCOO
IT & Multimedia advocacy (Wiki project) additional costs	Rix & University of East London (UEL)	£51,575	£51,575	£0	31/08/2017	Wiki project reviewed in partnership with the University of East London. Application process for a Wiki extended to the Centres of Excellence.
Communication & Publicity	Schools & Family Support Services (SFSS)	£1,000	£1,000	£0	31/03/2017	SEN Support in School leaflets
Project Lead post extension	ME	£5,735	£5,735	£0	10/05/2016	Post holder left the LA 10th May 2016
0.4fte Preparing for Adulthood Post	SM	£8,633	£8,633	£0	31/07/2016	To progress Preparation for Adulthood plan. Post holder left July 2016
SEN Review support	Support to Schools (MR)	£350	£310	£40	31/12/2016	SEN review completed August 2016
Transfer Reviews (Statements of SEN and LDA assessments)	Independent (now Enhance)	£53,333	£49,991	£3,342	31/03/2017	Discharge the LA's duty in respect of Transfer Review timelines. £70k over 3 years. Outstanding reviews to be completed in phase 3
EHCP Transfer Reviews	Special Schools	£1,320	£1,320	£0	30/04/2016	One off payment to Special Schools to complete transfer reviews
In Control membership	In Control	£5,500	£5,500	£0	annual	In Control are a for non profit organisation who provide support & advice to Local Authorities & Health regarding the personalisation of services. Membership to be cancelled & focus on SEND Regional board
Integration of Children's Disability service (ICDS) and Special Educational Needs and Disability						
Workforce Development	ICDS Leadership Team	£40,000	£16,130	£23,870	31/03/2017	To ensure the ICDS workforce have the skills and knowledge to deliver the new service To support workforce development in health, social care and voluntary sector - in line with inspection recommendations
1fte Commissioning Support Officer post	ICDS Commissioning Team	£55,000	£55,000	£0	31/03/2017	Temp additional Commissioning Officer post to support staff absence, transition & induction period
1fte Reviewing Officer post	ICDS Assessment Team	£41,000	£41,000	£0	31/03/2017	Two permanent posts were established within the new ICDS structure. New model based on 5 Reviewing Officers (2 paid for by Futures & 1 from Reform Grant) however no permanent funding was identified for additional 3 posts
EHC Plan writing	SEN Support	£10,000	£10,000	£0	31/08/2016	Outsourcing of plan writing until 30th September 2016 to support transition/induction period New tender for continued short term service Dec 2016
In Control Regional Event	ICDS Leadership Team	£2,350	£2,350	£0	30/11/2016	In Control Regional event for the engagement of children & young people - Sept 2016 hosted by Nottinghamshire. Contributions from other regional LAs rec'd
Launch & Family Information events	ICDS Teams	£3,000	£2,629	£371	31/03/2017	Annual information sharing and consultation events with children, young people & their families Engagement & Consultation events with schools and other education providers
Communication & Publicity	ICDS Leadership Team	£3,000	£1,144	£1,856	31/03/2017	Information about Personal Budgets The Local Offer & Notts Help Yourself New ICDS Service
Resources	ICDS Leadership Team	£16,000	£15,417	£583	31/03/2017	Additional resources to support new ICDS teams (Screens, Thinkpads, Mobile phones, accommodation alterations, desks & computers)
Quality Assurance & Preparation for Inspection						
0.5fte Data Business Partner	Post holder left the LA	£17,580	£0	£17,580	31/08/2016	To develop data requirements for the new service and develop strategic and operational performance reporting

Temporary post of Project Manager to support Local Area Inspection	Post holder appointed Jan 2017	£15,250	£15,250	£0	31/12/2017	£61k full year effect - 9th January 2017 - 31st December 2017 To drive and support preparation for the local area inspection including Self Evaluation and the development of a robust Quality Assurance Framework for the ICDS
		£365,126	£314,093			

2015/16 carry Forward	£114,272
2016/17 Reform Grant allocation	£489,821
Total	£604,093
Spent to date	£314,093
Short Breaks overspend	£290,000
Remaining	£0

SEND Reform Grant budget plan 2017/18

	Responsible Officer/Supplier	Allocation	End date	Comments
SEND Reform Implementation priorities				
SEND Local Offer Support	Inspire	£12,000	31/03/2018	Ongoing support from Inspire for the Local Offer. Inspire provide day to day support for the Local Offer including contacting providers about registration, Quality Assuring the content, addressing information not presenting properly on the website, site reviews & regional peer reviews and ensuring schools fulfill their statutory Local Offer duty
SEND Local Offer costs including publicity & communication	ICDS Market Development Officer	£7,000	31/03/2018	further development of the Local Offer, identified as a priority area requiring improvement in the local area inspection
Notts help Yourself contribution Systems maintenance & joint service maintenance days	Open Objects	£4,500	31/03/2018	Tri-partate funding with Adults & Health for maintenance of the Notts Help Yourself website - linked to The Local Offer
Complete the tender to outsource the Statutory Impartial Advice & Support Service (IASS)	Ask Us, Nottinghamshire	£5,000	31/03/2018	To complete the tender process to outsource IASS (Impartial Advice & Support Service in partnership with Nottingham City Council
Participation of parents/carers & young people (NPH)	NPH	£25,000	31/03/2018	To continue support the Nottinghamshire Participation Hub to become independent of LA funding
IT & Multimedia advocacy (Wiki project)	NCC Wiki Coordinator	£25,000	31/08/2018	To appoint a fte Wiki Coordinator to progress roll out of Wikis in Nottinghamshire and embed the Wiki in the EHCP process
Communication & Publicity	Schools & Family Support Services (SFSS)	£1,000	31/08/2018	SEN Support in School leaflets and funds required by Support to Schools for SEND Reforms
SEND Strategic board	Project Manager (Chris Jones)	£1,000	31/03/2018	Room booking & Hospitality costs associated with SEND Strategic board
Transfer Reviews (Statements of SEN and LDA assessments)	Enhance formerly Independent	£30,000	31/03/2018	Discharge the LA's duty in respect of Transfer Review timelines. £30k c/f from 2016-17. 400 reviews outstanding in phase 3
SEND Regional membership to be continued	SEND Regional Board Chris Jones, Project Manager	£5,000	annual	Events costs & travel
Integration of Children's Disability service (ICDS) and Special Educational Needs and Disability				
Workforce Development	ICDS Leadership Team	£30,000	31/03/2018	To ensure the ICDS workforce have the skills and knowledge to deliver the new service To support workforce development in health, social care and voluntary sector - in line with inspection recommendations
Proposals for additional posts to support the work of the Assessment Team detailed in Committee paper	Snr leadership team proposal	£168,064	31/03/2018	See Committee report
3fte Reviewing Officer post	2 x Futures Posts 1 funded by Reform Grant	£116,475	31/03/2018	Two permanent posts were established within the new ICDS structure new model based on 5 Reviewing Officers (2 paid for by Futures & 1 from Reform Grant) however no permanent funding was identified for additional 3 posts
Short Breaks Review	Amy Gittins, Projects team	£5,000	31/03/2018	To support the short breaks review, which is a strand of the Remodelling Children's Care project
EHCP Plan writing	ICDS Personalisation Team	£30,000	31/03/2018	Outsourcing of plan writing due to unprecedented number of applications for EHC plans Additional funding within Assessment Team structure due to 1fte plan writer vacancy

In Control Regional Event	ICDS Leadership Team	£1,500	31/03/2018	In Control Regional event for the engagement of children & young people - 2017 host tbc. Contribution to be made by Notts.
Family Information events	ICDS Commissioning Team	£10,000	31/03/2018	Annual information sharing and consultation events with children, young people & their families. Engagement & Consultation events with schools and other education providers
Communication & Publicity	ICDS Leadership Team	£3,000	31/03/2018	Information relating to services offered by ICDS (EHCP, Short Breaks, Local Offer) The Local Offer & Notts Help Yourself & New ICDS Service
Resources	ICDS Leadership Team	£10,000	31/03/2018	Additional resources to support ICDS teams
Quality Assurance and post Local Area Inspection improvement plan				
Temporary post of Project Manager to support Ofsted readiness	Chris Jones	£45,750	31/12/2017	£61k full year effect - 9th January 2017 - 31st December 2017 To drive and support Post Ofsted local area inspection action plan and the development of a robust Quality Assurance Framework for the ICDS

Allocated Total **£535,289**
2017/18 Grant **£544,158**
Remainder **£8,869**

20 February 2017**Agenda Item: 09****REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE****PROPOSED EFFICIENCY SAVINGS WITHIN THE INTEGRATED
CHILDREN'S DISABILITY SERVICE****Purpose of the Report**

1. To seek Committee approval to implement the residual service changes proposed as part of Phase 2 of the Improving Outcomes for Disabled Children project (IO4DC) and changes identified in respect of the ongoing review of the Integrated Children's Disability Service (ICDS). Specifically, approval is sought to:
 - Disestablish the remaining 1 fte (full-time equivalent) Breaks in Partnership (Grade 4) post within the Play for Disabled Children's (P4DC) Service with effect from 31 March 2017.
 - Disestablish 1 fte Occupational Therapy (OT) Manager (Band D) post within the Countywide Children's OT Service with effect from 31 March 2017
 - Establish 1 fte OT Senior Practitioner (Band C, subject to job evaluation) post within the Countywide Children's OT Service with effect from 1 April 2017
 - Establish an additional 0.7 fte OT Assistant (Grade 5) post within the Countywide Children's OT Service with effect from 1 April 2017
 - Introduce a career progression pathway for qualified Occupational Therapists
 - Consolidate commissioning functions within ICDS by realigning the 0.5 fte Technical Specialist (Grade 4) post in the P4DC Service with the ICDS Commissioning Assistant post (Grade 3) and transferring it to the Commissioning Team.

Information and Advice

2. The Integrated Children's Disability Service was created under Phase 1 of the IO4DC project. This project aimed to reduce duplication between the work of the Children's Disability Service and the Special Educational Needs and Disability Service and deliver a more integrated and comprehensive service to children, young people and families.
3. As part of this work, efficiency savings were identified through the integration of the two services and the reconfiguration of a number of posts. The new ICDS service structure

was approved by the Children and Young People's Committee in March 2016, and implemented in April of that same year.

4. The Breaks in Partnership team was part of the Play for Disabled Children's Service which now sits within ICDS. The P4DC Service provides Saturday and holiday club provision for children with significant learning and/or physical disabilities in Nottinghamshire. The Breaks in Partnership team's purpose was to develop the capacity of voluntary and community micro providers to delivered play services for this service user group.
5. As part of the IO4DC project, it was recognised that the Breaks in Partnership function of P4DC could be fulfilled without the need of a discrete team, by being integrated into the work of the ICDS Commissioning team. To mitigate the risk of disruption to providers and service users however, it was agreed that 1 fte Breaks in Partnership (Grade 4) post would continue to operate throughout 2016/17 to support transition arrangements
6. This period has now come to an end and approval is therefore sought to disestablish this remaining post from March 2017, by which time transition arrangements will be established and embedded and the risk to service users minimised.
7. The disestablishment of the Breaks in Partnership post would generate a permanent saving of £27,054.
8. The Countywide Children's Occupational Therapy Team was established in 2008 following a government drive to integrate children's services. The team historically sat in the Children's Disability Service under the wider remit of Children's Social Care.
9. In April 2016, the Countywide Children's OT team was moved into the newly created ICDS as part of phase 1 of the Improving Outcomes project (described above) with a view to the OT Team structure and service being fully reviewed during phase 2 of the Improving Outcomes project.
10. Whilst phase 2 of the Improving Outcomes project has not been implemented (with most of the residual work being subsumed into other projects) the review of the OT Team structure has taken place as part of the ongoing review of the ICDS, as it had the potential to generate efficiency savings and create a career progression pathway for qualified Occupational Therapists.
11. The OT Team provides a specialist service generally concerned with the promotion of independence and safe care in the home environment for disabled children and young people resident in Nottinghamshire, up to the age of 18 years, who have a disability which has a substantial and adverse effect on their ability to carry out normal day to day activities. The core duties of the Council's OT Team is to undertake specialist assessment of children and young people, which may lead to the provision of minor and/or complex equipment and/or adaptations.
12. Approval is sought to disestablish 1 fte OT Manager (Band D) post and re-design the team staff structure as described below. This proposal will generate a permanent saving of £38,646 as well as establishing an opportunity for OT career progression.
Current OT Team structure and associated costs for financial year 2016/17

Position	Grade	Cost	No. of posts	Total cost
OT Manager	Band D	£54,475	2	£108,950
Qualified OT	Band B	£44,634	9	£401,706
OT Assistant	Grade 5	£31,951	3	£95,853
Service Organiser	Grade 4	£27,054	1	£27,054
Agency costs				£12,683
Total annual OT Staff costs for financial year 2016/17				£646,246

Proposed OT Team structure and associated costs for financial year 2017/18 and onwards

Position	Grade	Cost	No. of posts	Total cost	Proposed change
OT Manager	Band D	£54,475	1	£54,475	Reduced by 1 fte post
Senior Practitioner	Band C*	£50,780	1	£50,780	Newly created post
Qualified OT	Band B	£44,634	8	£357,072	none
OT Assistant	Grade 5	£31,951	3.7	£118,219	0.7 fte additional post
Service Organiser	Grade 4	£27,054	1	£27,054	none
Total annual OT staff costs for financial year 2017/18 (proposed structure)				£607,600	
Total anticipated 2017/18 budget saving with new proposed OT team structure				£38,646	

*This grade will be subject to job evaluation

13. Whilst making a budget saving of £38,646 by disestablishing an OT Manager post, the proposed new structure establishes an OT Senior Practitioner post within the team, supporting a pathway for career progression which currently does not exist. Furthermore the introduction of a Senior Practitioner role will offer the opportunity for professional surgeries offering specialist clinical advice and guidance, and provide cover for the OT Manager in his/her absence. The proposed re-structure further supports an increase in the number of OT Assistant posts by 0.7 fte. The post of OT Assistant, which was introduced in 2011, has proven to be cost effective in terms of supporting the qualified OT role and duties and in helping to expedite the throughput of case work.
14. In addition to the above, the report seeks approval to establish an OT Progression Pathway by introducing a recruitment process that commences newly qualified OTs direct from university onto the Hay Band A pay scale. Currently all OTs are recruited and employed at Hay Band B irrespective of experience. Introducing a policy to enable recruitment of newly qualified OTs on Hay Band A will further support both career progression and the development of a clear professional competency framework. There are no additional costs associated with this proposal.

15. The ICDS Commissioning Team was developed as part of phase 1 of the Improving Outcomes project. As part of the ongoing review of ICDS, it is proposed to re-align the post of Technical Specialist (Grade 4) with the post of Commissioning Assistant (Grade 3) and transfer it from the P4DC team to the Commissioning Team, thereby consolidating all commissioning functions across the service and generating a small saving of £2,118.

Other Options Considered

16. A full options appraisal was carried out as part of the Improving Outcomes review.

Reason/s for Recommendation/s

17. The proposed recommendations will result in savings for the Council required as part of the on-going budgetary reduction programme. Phasing the disestablishment of the Breaks in Partnership service has enabled the transition to the new arrangements to be carefully planned and it is anticipated that the impact on micro providers and their service users will be minimal, although this will be subject to careful monitoring and review.
18. The proposal to disestablish an OT Manager post will result in an OT team staff structure that is consistent with other ICDS teams. Additionally, the post proposed for disestablishment is currently vacant due to the previous post holder retiring in December 2016. Recruitment to this vacant post has not yet been progressed and therefore it is felt this is an appropriate time to implement the proposed changes.
19. The proposals for the ICDS commissioning team will offer a small budget saving of £2,118 and is in line with the move towards more joined up commissioning arrangements within children's services.

Statutory and Policy Implications

20. This report has been compiled after consideration of implications in respect of crime and disorder, 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, sustainability and the environment and ways of working 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

21. The proposals made will contribute to permanent savings as follows:
 - a budget saving of £38,646 as a result of changes to the OT structure
 - a budget saving of £27,054 as a result of the disestablishment of the remaining Breaks in Partnership post.
 - a budget saving of £2,118 associated with the realignment of commissioning posts within ICDS.

22. The total permanent budget saving of £67,818 will contribute to the department's overall 2017/18 budget reduction target.

Human Resources Implications

23. The Breaks in Partnership post and OT Manager post are both currently vacant. As such, there is no risk of redundancy as a result of this proposal.
24. The proposal will establish an additional 0.7 fte OT Assistant post.
25. Trade Unions have been consulted on these proposals.

Safeguarding of Children and Adults at Risk Implications

26. It is not anticipated that the proposals will have safeguarding implications but this will be closely monitored over the coming year.

Implications for Service Users

27. Transition arrangements for the disestablishment of the Breaks in Partnership post have been carefully planned with no anticipated impact on service users. This will, however, be subject to on-going review.
28. Careful consideration has been given to the risks associated with disestablishing an OT Manager post and the proposed new team structure as detailed above. Scrutiny has been given to the operational demands and duties of the OT service and it is believed that the proposed new structure, alongside ongoing operational lean analysis of processes, will support the smarter and more efficient progress of case work and will not have a negative impact on service user experience and/or wait times for assessment.

RECOMMENDATION/S

That the following be approved:

- 1) disestablishment of the remaining 1 fte Breaks in Partnership (Grade 4) post from the Play for Disabled Children's Service structure with effect from 31 March 2017
- 2) disestablishment of 1 fte Occupational Therapy Manager (Band D) post from the Countywide Children's Occupational Therapy Service structure with effect from 31 March 2017
- 3) establishment of 1 fte Occupational Therapy Senior Practitioner (Band C, subject to job evaluation) post within the Countywide Children's Occupational Therapy Service with effect from 1 April 2017
- 4) establishment of a 0.7 fte Occupational Therapy Assistant (Grade 5) post within the Countywide Children's Occupational Therapy Service with effect from 1 April 2017
- 5) the introduction of a career progression pathway for qualified Occupational Therapists

- 6) the consolidation of commissioning functions within the Integrated Children's Disability Service (ICDS) by realigning a 0.5 fte Technical Specialist (Grade 4) post in the Play for Disabled Children Service with the post of Commissioning Assistant (Grade 3) within the ICDS Commissioning Team.

Derek Higton
Service Director, Youth, Families and Culture

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Constitutional Comments (SMG 25/01/17)

29. The Committee is responsible for approval of departmental staffing structures as required. The proposals outlined in this report fall within the remit of this Committee.
30. The Employment Procedure Rules provide that the report to Committee include the required advice and HR comments and that the recognised trade unions be consulted on all proposed changes to staffing structures (and any views given should be fully considered prior to a decision being made).

Financial Comments (CDS 20/01/17)

31. The financial implications are set out in paragraphs 21-22 of 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.

Integration of Children's Disability Service (CDS) and Special Educational Needs and Disabilities (SEND) staffing structures – report to Children and Young People's Committee on 21 March 2016

Electoral Division(s) and Member(s) Affected

All.

C0932

20 February 2017

Agenda Item: 10

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE

CHILDREN, YOUNG PEOPLE AND FAMILIES PLAN: CONTINUOUS IMPROVEMENT PLAN 2016-2017 MID-YEAR REVIEW

Purpose of the Report

1. To provide a review of the progress with the priorities and key actions in the Children, Young People and Families (CYPF) Plan during the first six months of 2016 – 2017.

Information and Advice

2. The Children, Young People and Families Plan (CYPF Plan) 2016-2018 is the joint strategic plan of Nottinghamshire Children's Trust. It describes how Nottinghamshire County Council will fulfill its statutory responsibility, as the lead partner in the Children's Trust, to make arrangements to promote co-operation to improve children's well-being as outlined in Section 10, of the Children Act 2004.
3. The CYPF Plan identifies the key areas where by working together the partnership can make the greatest difference to the lives of children, young people and families in Nottinghamshire.
4. The CYPF Plan was approved by Nottinghamshire Children's Trust in March 2016, and by Nottinghamshire County Council's Policy Committee in May 2016.
5. The CYPF Plan identified four priorities for the period 2016-2018, as listed below:
 - Children and young people are safe
 - Children and young people are happy and healthy
 - Children and young people achieve their potential
 - Children, young people and families receive support when needed.
6. The Children's Trust has developed an annual continuous improvement plan which provides more detailed information about the work proposed in the CYPF Plan. **Appendix 1** provides a review of the annual delivery plan for 2016-2017, including the key performance indicators.

Children and young people are safe in Nottinghamshire

7. All children and young people need to be safe and feel safe so that they can achieve their full potential. Most children and young people are supported and cared for by their parents or carers but some parents or carers are unable to do this for a number

of reasons. In these situations, the involvement of all the relevant partners who could keep children and young people safe is vitally important.

8. In June 2015, Ofsted inspected the services for children in need of help and protection, children looked after and care leavers in Nottinghamshire, together with a review of the effectiveness of the Nottinghamshire Local Safeguarding Children Board (NSCB). Ofsted judged both children's services in Nottinghamshire and the NSCB to be good.
9. To further develop the effectiveness of the joint working arrangements between Children's Social Care and Early Help services, the County Council is considering the integration of case holding services for children and young people from 1 April 2017. This proposal will bring together Children's Social Care and the Family Service under a single management framework. This builds on the work to integrate the services in previous years, including a common electronic client recording system and the co-location of the Multi-Agency Safeguarding Hub (MASH) and the Early Help Unit in August 2016.
10. Nationally and locally the identification and protection of children and young people at risk of threats, including child sexual exploitation (CSE) is a significant priority. The joint Tackling Emerging Threats to Children/School Health Team has been established. A Tackling Emerging Threats to Children section of the school's portal has been developed and will go live during the third quarter.
11. The training of taxi drivers by district councils in their role and responsibilities to recognise and respond to CSE is well underway and approximately 4,000 drivers had been trained by January 2017.
12. The contract for a specialist service to support child victims of sexual exploitation has been awarded to the Children's Society.
13. Since the introduction of market factor supplements in the recruitment of social workers in April 2016, the overall number of vacancies has been reduced by at least 50%, whilst staff turnover rates have reduced from 17% to 10.4%.
14. Nottinghamshire was inspected under the framework for Special Educational Needs and Disability (SEND) local area inspections in June 2016; the narrative letter produced by Ofsted and the Care Quality Commission highlighted a number of strengths, as well as areas for development which will be included in the SEND Action Plan.

Children and young people are happy and healthy in Nottinghamshire

15. Investing in children's health is an investment in the future. Children and young people who are healthy are able to enjoy life and achieve their full potential. They are more likely to go on to become healthy adults and parents who in turn promote better health in future generations.
16. A key priority is the further development of the mental health offer to children and young people. The Future in Mind Transformation Plan 2015-2020 outlines the areas for improvement over the next four years including a particular focus on the development of effective early help services. The Plan includes an additional annual investment of £1½ million to improve the effectiveness of services.

17. Progress to date includes the integration of CAMHS (Child & Adolescent mental Health Services) Tier 2 and 3, with more practitioners now working in the service. Primary Mental Health Workers have been introduced to provide advice, consultation and guidance to schools and GPs about children's mental health issues. The *Take 5* resilience programme is being rolled out across schools in mid and north Nottinghamshire, and the tender process is underway for south Nottinghamshire. The business case is being developed for the recurrent funding of the crisis team, which was introduced earlier this year. Finally in early 2017 an on-line counselling service will be available for children and young people in Nottinghamshire.
18. The contract for the Integrated Healthy Child Programme and Public Health Nursing Service was awarded to Nottinghamshire Healthcare NHS Foundation Trust. The new service will be available from 1 April 2017.
19. As part of the Young People's Health Strategy, the Health and Wellbeing Board has launched the first Young People's Health and Wellbeing website for Nottinghamshire in January 2017.

Children and young people achieve their potential in Nottinghamshire

20. Educational success provides pupils with a greater range of opportunities for employment, further or higher education. It enables them to participate more fully in society, maximising their life chances and securing their future economic wellbeing.
21. Provisional data for 2016 indicated that the percentage of pupils achieving the expected standard in reading, writing and mathematics combined at the end of primary education in Nottinghamshire was 53.3%, compared with 53% nationally.
22. Provisional data for 2016 indicates Nottinghamshire had a 5.9% increase over the previous year in the percentage of pupils achieving A*-C in both English and mathematics at Key Stage 4. The percentage for Nottinghamshire is now 65.6%, compared to the national figure of 62.6%.
23. The analysis of educational attainment gaps based upon provisional data for 2016 provides the following key findings as outlined in Table 1 below:

Table 1 Educational Attainment Gaps in Nottinghamshire

Key Stage	Measure	Attainment Gap 2015	Attainment Gap 2016
Key Stage 2	FSM6* Attainment gap at age 11 for pupils achieving the expected standard in reading, writing and mathematics	New Measure	24% (national figure not available)
Key Stage 4	FSM6* Gap for pupils achieving A*-C in English and mathematics at GCSE (KS4)	29.4%	30.4% (national figure not available)

*Eligible for Free School Meals in last 6 years

24. The Support to Schools Service (StSS) has now been restructured to incorporate an extended group of teams focusing on advocacy for all children, young people and their families, with many teams championing the most vulnerable and disadvantaged groups. As a result, the collaborative work of these teams is now more closely aligned to closing Nottinghamshire's attainment gaps.

Children, young people and families receive support when needed in Nottinghamshire

25. Providing access to support when children, young people and families need it is key to improving outcomes for children and young people. Earlier intervention also reduces the likelihood that families will need more costly specialist or statutory services, such as support from Children's Social Care.
26. Outcomes for the impact of Early Help services have been reviewed and reported to the CFCS Performance and Improvement Board every quarter. A draft workflow model which brings together Children's Social Care and early help services including the Family Service is being developed so that the journeys of children and young people are better understood, leading to service improvements.
27. The Youth Homelessness Prevention Plan (2016-2020) was approved by the Children & Young People's Committee on 19 December 2016.
28. The Integrated Children's Disability Service was launched in September 2016. This long-term ambition of the Children's Trust aims to improve the experiences of children, young people and their families, reduce duplication, share resources and identify efficiencies across Social Care, Education and Community Health Services.
29. Children and Young People's Committee approved the review of arrangements for Special Educational Needs and Disability at its meeting of 21 November 2016. The SEND Accountability Board will now be established in early 2017 to lead and co-ordinate the continuous improvement of Nottinghamshire's implementation of the Children and Families Act 2014 and the SEND Code of Practice. The Board will develop and monitor the delivery of a multi-agency local area SEND Strategic Action Plan. This Action Plan will include:
 - the recommendations required to progress the 'areas for development' as identified by Ofsted and Care Quality Commission Local area SEND Inspection in June 2016.
 - the recommendations of the 2015/16 Nottinghamshire SEND Review
 - the recommendations of Improving Outcomes for Children and Young People with Disabilities Programme.
30. The Nottinghamshire Transitions Protocol and Pathway for young people with disabilities has been approved by all key partners, and by Policy Committee on 21 September 2016. A work-stream under the SEND Accountability Board will be tasked with the effective implementation of the protocol.

Other Options Considered

31. Not providing a six-monthly review would carry a risk that key actions in the plan were not being monitored for delivery on the expected timescales.

Reason/s for Recommendation/s

32. To make the Committee aware of progress with the priorities and key actions in the Children, Young People and Families Plan.

Statutory and Policy Implications

33. This report has been compiled after consideration of implications in respect of crime and disorder, 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, sustainability and the environment and ways of working 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) The Committee notes the progress with the priorities and key actions in the Children, Young People and Families Plan during the first six months of 2016-17.

Derek Higton
Service Director, Youth, Families and Culture

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Constitutional Comments

34. As this report is for noting only, no Constitutional Comments are required.

Financial Comments (TMR 31/01/17)

35. There are no direct financial implications arising 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, Young People and Families Plan 2016-2018](#)

Nottinghamshire Transitions Protocol and Pathway – report to Policy Committee on 21 September 2016

Nottinghamshire review of arrangements for Special Educational Needs and Disability final report – report to Children and Young People's Committee on 21 November 2016

Youth Homelessness Prevention Plan 2016-2020 – report to Children and Young People's Committee on 19 December 2016

Electoral Division(s) and Member(s) Affected

All.
C0938




Appendix A







Children, Young People and Families Plan 2016-2018





Continuous Improvement Plan 2016-2017 Mid-Year Review








Priority One - Children and young people are safe in Nottinghamshire

Key Activities	Plan	Key Actions	Lead	Progress to Date	RAG Rating
1.1 To further develop the effectiveness of Children's Social Care & early help services working together	Working Together 2015	We will continue to refine the information sharing and joint planning arrangements for children who move between services as their level of need changes	Steve Edwards	Proposal to integrate case holding services including Early Help and Children's Social Care starting from 1 April 2017.	
1.2 The monitoring of the implementation of the Looked After Children (LAC) and Care Leavers Strategy	Looked After Children and Care Leavers Strategy Action Plan (2016-2017)	To have implemented the LAC and Care Leavers Strategy Annual Action Plan for 2016-2017	Amanda Collinson	The Action Plan has recently been revised and updated. Priority areas continue to include: <ul style="list-style-type: none"> Improving support with mental health needs Ensuring health assessments are completed on entry into care LAC are safe from sexual exploitation and do not go missing from care LAC make good progress in school each year they are in care Develop independent living skills LAC are involved in making plans about their future. 	
1.3.1 To strengthen preventative and early identification strategies so that children and young people at risk of 'emerging threats', including child sexual exploitation are protected and supported 1.3.2 To ensure	Child Sexual Exploitation Action Plan TETC Plan	1. Promote effective communication channels between LSCB and partners to share information, including development of a multi-agency media strategy	Terri Johnson / Sarah Lee	1. TETC/School Health Team established in principle and recruitment to vacancies begun. Information disseminated at CT Roadshows and variety of stakeholder events. TETC section of school's portal developed and about to go live in mid-November. Discussion with Communications re ongoing engagement of young people to facilitate co-production, branding and access for NCC staff and partners to TETC resources and information. Team vision and priorities agreed and detailed plans written. Relationships with key partners beginning to be established.	

Key Activities	Plan	Key Actions	Lead	Progress to Date	RAG Rating
Children's Services including schools are able to meet the requirements of the 'Prevent Duty'		2. To develop and analyse a local CSE problem profile		2. A multi-agency problem profile is still in development.	
		3. Ensure evidence for audits inform CSE strategy and work-plan		3. The learning from the NSCB multi-agency audit was shared with the NSCB and partners in mid-2016.	
		4. Training by District Councils of all Taxi Drivers in their role and responsibilities to recognise and respond to CSE		4. Training of taxi drivers is now well underway and approximately 4000 drivers will have been trained by January 2017 although work has not begun to extend this to other businesses.	
		5. Specialist Child Sexual Exploitation (CSE) Service is implemented		5. The specialist service is now in place although a manager has yet to be appointed to. There are regular mobilisation meetings and agreements about reporting being finalised.	
1.4 Implement the Children's Social Care Recruitment and Retention Plan (2016-2018)	Social Work Workforce Recruitment & Retention Plan (2016-2018)	1. To measure the impact of the market factor supplements on the recruitment and retention of social workers	Liz Maslen	1. Since the introduction of the MFS initiative in April 2016 overall vacancies have reduced by at least 50%, whilst staff turnover rates have reduced from 17% down to 10.4%. Within the MFS qualifying teams, 91% of social workers have remained in post, in the hard to recruit to teams, since its introduction. The first MFS payment has been paid out to eligible colleagues in October.	
		2. To measure the impact of SWSOs on the recruitment and retention of social workers		2. Information about SWSOs has proved popular amongst potential recruits at recruitment events, contributing to the reduction in actual vacancy numbers as described above. Initial feedback (gathered within the 2015-16 Children's Workforce Health Check) suggested that SWSOs had impacted very positively on	









Key Activities	Plan	Key Actions	Lead	Progress to Date	RAG Rating
				<p>team morale, enabled social workers to spend more quality time with families/children, contributed to improved quality of case recording, and the overall effective working of the teams.</p> <p>A full survey of the social work teams with SWSO's has just completed, which confirms this positive impact as well as identifying additional support tasks to which SWSOs could add significant value.</p> <p>Finally, data also show that sickness levels are reduced across teams with SWSOs.</p>	
1.5 The development of the Multi Agency Safeguarding Hub (MASH)	MASH Action Plan (2016-2017)	1. Co-location of the MASH and Early Help Unit (EHU)	Devon Allen	1. Completed – The MASH, EHU, SCIMT and Adult Access Service all co-located in August 2016.	
		2. The consistent and appropriate application of thresholds		2. On schedule - P2P has been reviewed and updated. Deep dive audit undertaken on the application of threshold for strategy discussions and S47. Quarterly audits in place on the application of threshold and quality of work leading to a more consistent application of threshold, Group supervisions held to focus on thresholds.	
		3. Information sharing practice develops further		3. On schedule – Information Commissioner's Office audit was positive about MASH, MASH information agreements are awaiting signatures, staff training has been completed, monthly case learning workshops consider information sharing practice.	
		4. The reduction in the number of inappropriate referrals		4. Completed – working group reviewed training materials, targeted support provided to professionals, visits to MASH held for professionals.	





Key Activities	Plan	Key Actions	Lead	Progress to Date	RAG Rating
		5. The recording within the MASH is consistent and demonstrates best practice		5. Completed – legal advice received and new recording guidance developed and provided for relevant MASH staff.	
		6. To improve the quality of information about the MASH process for families and carers		6. In progress but behind schedule – web page and some materials updated but other literature still to be updated.	
		7. To ensure all staff from all agencies working in the MASH/EHU have up-to-date knowledge & skills		7. Completed – additional multi-agency briefings provided to complement each agencies own staff training and development.	
1.6 Coordinate a local response to new inspection frameworks for SEND local area inspections & Joint Targeted Area Inspection (JTAI)	Self-assessments for the partnership based upon published frameworks	1. To complete self-assessments for both frameworks to ensure inspection readiness	Chris Jones	1 a. Self-assessment for SEND local area inspection framework was completed for the June inspection. Judged by the inspection team to be a good reflection of services in Nottinghamshire. 1 b. JTAI self-assessment in process of being completed for January 2017. Presentations to the Children's Trust Board and Nottinghamshire Safeguarding Children Board to raise the awareness of partners.	
		2. Identify and implement improvements required as identified by the self-assessments		2. Areas for development identified by the SEND local area inspection to be included in the SEND Action Plan to be monitored by the SEND Accountability Board.	

Priority One: How will we measure progress made with these key activities?

Indicator	National	Statistical Neighbours	Target	Latest	Previous	Good is
Average time between a child entering care and moving in with its adoptive family, for those adopted children (days) (Q2) (Annual performance (2013-16) = 585)	593 (2013-15)	594 (2013-15)	Better than 2013-2015 national average	363	421 (Q1 2016-17)	Low
Percentage of those children remaining in long-term placements (Q2) (Annual performance (2015-16) = 73.8%)	68.0%% (2014-15)	68.0% (2014-15)	Higher than national	76.8%	76.4% (Q1 2016-17)	High
Completion of initial health assessments within timescale (Annual performance (2014-15) = 80.7%)	89.7% (2014-15)	86.1% (2014-15)	Better than 2014-15 (Nottinghamshire)	82.3% (provisional 2015-16)	80.7% (2014-15)	High
Average Strengths and Difficulties Questionnaire (SDQ) score per Looked After Child (Annual performance (2014-15) = 15.4)	13.9 (2014-15)	14.0 (2014-15)	Better than 2014-15 national average	14.2 (provisional 2015-16)	15.4 (2014-15)	High
Percentage of assessments leading to an intervention by Children's Social Care (Annual Performance (2015-16) = 54.8%)	N/A	N/A	Better than 2015-16 (Nottinghamshire)	27.7%	26.0% (Q1 2016-17)	High



Priority Two - Children and young people are happy and healthy in Nottinghamshire

Key Activities	Plan	Key Actions	Lead	Progress to Date	RAG Rating
2.1 The improvement of mental health services for children and young people	Future in Mind Transformation Plan (2015-2020)	1. Implement integrated Community CAMHS model	Lucy Peel	1. Integrated Community CAMHS operational and capacity increased to improve timeliness of provision.	
		2. Online counselling service live		2. Tender process complete; service will mobilise early 2017.	
		3. Academic resilience projects live		3. Take 5 is being rolled out across schools in mid and north Notts. Tender process underway for South Nottinghamshire.	
		4. Crisis Team reviewed and evaluated		4. Evaluation of the crisis team complete and business case being developed for recurrent funding.	
2.2 The commissioning of an integrated Healthy Child Programme and Public Health Nursing Service for 0-19 year olds	Healthy Child Programme 0-19 (Public Health England 2016) Health Wellbeing Strategy (2014-2017) Young People's Health Strategy (2015-18)	1. Tender process for new service	Kerrie Adams	1. Tender process has been completed.	
		2. Contract award for new service		2. Contract has been awarded to Nottinghamshire Healthcare NHS Foundation Trust.	
		3. Mobilisation of integrated service		3. Period of mobilisation from October 2016 to March 2017 has begun and collaborative partnership meetings are being held between NCC and the Provider. The new service will be operational from 1 st April 2017.	
2.3 The Implementation of the Young People's Health Strategy	Young People's Health Strategy (2015-2018)	1. Strategy Steering Group to develop an implementation action plan	Kerrie Adams	1. Action plan developed and monitored by a multi-agency steering group that meets regularly.	



Key Activities	Plan	Key Actions	Lead	Progress to Date	RAG Rating
		2. Young People's website developed by January 2017		2. Website identified and work to localise content underway in conjunction with young people and key partner organisations. The website will be launched at a Health and Wellbeing Board event in January 2017.	
2.4 The integration transformation of the specialist community health services for children and young people (ICCYPH)	Service Improvement and Development Plan ICCYPH (April 2016)	1. Alignment of pathways, assessment, care planning and review processes	Nicole Chavaudra	1. The new integrated service commenced in April 2016, and the programme of transformation including alignment of pathways and planning is underway.	
		2. Alignment of transition processes		2. A transitions protocol has been agreed.	
		3. Transformation of training provision		3. Training for special schools is being embedded, and other elements of the training offer such as for short break facilities is being developed.	

Priority Two: How will we measure progress made with these key activities?					
Indicator	National	Target	Latest	Previous	Good is
CAMHS - Referral to assessment waiting times	N/A	Decrease	3.79 weeks	N/A	Lower
CAMHS - Referral to treatment waiting times	N/A	Decrease	6.63 weeks	N/A	Lower

Priority Three - Children and young people achieve their potential in Nottinghamshire

Key Activities	Plan	Key Actions	Lead	Progress to Date	RAG Rating
3.1 Develop an effective working relationship, and shared understandings between the Local Authority, all schools and the Regional Schools Commissioner to raise standards of attainment and improve pupils' progress in all Nottinghamshire schools	County Council's Strategic Plan (2014-2018)	1. All leadership and governance models secure improved attainment outcomes for all children in all settings	Linda Foster	<p>Provisional data for 2016 indicates that:</p> <ul style="list-style-type: none"> Percentage of pupils achieving the expected standard in reading, writing and maths combined at the end of primary education in Nottinghamshire is 53.3%, compared with 53% nationally and 52.2% for statistical neighbours. The percentage of pupils achieving A*-C in both English and maths in Nottinghamshire secondary schools at the end of year 11 (KS4) is 65.6%. This is a 5.9% increase in comparison with 2015. Nationally, over the same period, 62.6% of state funded schools achieved this measure. <p>The latest Ofsted data (July 2016) indicates that:</p> <ul style="list-style-type: none"> 89.7% of all Nottinghamshire primary schools (maintained and academies combined) are now good overall. This is an improving trend. 74.4% of all Nottinghamshire secondary schools (maintained and academies combined) are good or better. <p>The Nottinghamshire School Improvement Strategy for Schools Causing Concern has been updated to take account of new legislation and statutory guidance to LAs and Regional Schools Commissioners. Nottinghamshire's strategy is fully compliant with national requirements.</p> <p>The Education Improvement Service continues to work in partnership with Teaching School Alliances to commission and broker support from partner schools for schools at risk of being less than good at their next inspection.</p>	
3.2 Work in collaboration with TSAs, EYFS settings, schools and FE colleges and a wide range of LA services and partners in	Closing the Educational Gaps Strategy and Implementation Plan	<p>1. The gaps in attainment narrow at each key stage for:</p> <ul style="list-style-type: none"> FSM6 White British LAC EAL 	Janeen Parker	<p>Key actions identified in the Closing the Gap (CtG) Strategy, are reviewed and monitored termly by the CtG Performance Board.</p> <p><u>2016 gap analysis based upon provisional data for 2016</u></p> <p><u>Early Years</u> (% achieving Good Level of Development) – FSM/Non FSM gap narrowed. LA gap is 22.6%, a 5% fall since 2015. LA gap now closer to 2015 national gap which was 18%).</p>	

Key Activities	Plan	Key Actions	Lead	Progress to Date	RAG Rating
localities, to develop an agreed vision, strategy and cohesive offer to secure readiness for learning for those vulnerable groups identified by the East Midlands Challenge		<ul style="list-style-type: none"> SEND 		<p><u>Key Stage 2</u> (% achieving the expected standard or above in Reading, Writing & maths combined) - FSM6/Non FSM6 gap of 24pp. 35.7 % of FSM6 gained this measure compared to 59.7% of Non FSM6.</p> <p><u>Notts KS2 outcomes for White British (WB) FSM Boys and WB Non FSM boys</u> - gap of 29%. 24.3% of WB FSM boys gained this measure compared to 53.9% of WB Non FSM boys.</p> <p><u>Key Stage 4</u> - 42.2% of FSM6 achieved A*-C grades in both GCSE English & maths (5.1% improvement on 2015) whilst 72.6% of Non FSM6 achieved this measure (6.1pp improvement on 2015). The LA's FSM6 gap therefore widened by 1% in 2016.</p> <p><u>KS4 outcomes</u> - 26.8% of WB FSM boys achieved A*-C in both GCSE English and mathematics (2.1% improvement on 2015), compared to 64.2% of WB Non FSM boys (6.9% improvement on 2015). The LA FSM6 gap therefore widened to 4.8% in 2016.</p> <p>The Support to Schools Service (StSS) has been restructured to incorporate an extended group of teams focusing on advocacy for all CYP and their families, especially these key pupil groups:</p> <ul style="list-style-type: none"> • Young children with special educational needs; • CYP who are displaced and/or experiencing trauma and attachment issues; • Pupils with communication and/or social, emotional, mental health needs; • Pupils with language and/or literacy needs. <p>Locality collaboration projects include: (1) The Together for Newark (TfN); (2) The Together for Worksop (TfW); (3) Sherwood Forest Education Partnership.</p> <p>A resilience-building programme (Take Five) has been commissioned and delivered in a number of 'Together for Worksop' schools.</p>	





Key Activities	Plan	Key Actions	Lead	Progress to Date	RAG Rating
3.3 Continue to use on-going analysis of place planning and early years' data, to secure funding (basic need and section 106) and thereby ensure there are sufficient school and early year places across the county	County Council's Strategic Plan (2014-2018) Early Years Improvement Plan 2015-2017	1. To ensure sufficiency of childcare provision needs in Nottinghamshire	Mike Sharpe	1. Secured £676,625 Basic Need funding from EFA. for 2017/18. Additional funding secured from contingencies from within previous Basic Need programme taking allocation up to £5 million. This will create approximately 70 new permanent places with the remainder of the funding right sizing PANs. 6 X £1 million project bids to Education Funding Agency to secure additional funding for 2 year olds to access 30 hour funding provision.	
		2. To increase take up rates of childcare places, especially for eligible 2 year olds		2. Implementation of the 'Early Innovator' for 30 hours childcare delivery plan: <ul style="list-style-type: none"> Improved Childcare Sufficiency Assessment activity, informed by Staffs model to help manage the market. Achieved 97% return of PVI Provider Surveys re Sufficiency. Achieved 1750 survey returns from Parents regarding needs– highest in the region. Engaged face to face with 300+ providers through initial workshops to share data and develop local plans. Submitted 6 capital bids to DfE to create 330 new places in areas of greatest need. 	






Priority Three: How will we measure progress made with these key activities?

Indicator	National	Statistical Neighbours	Target	Latest	Previous	Good is
Percentage of pupils achieving the expected standard in reading, writing and maths (KS2) *	53.0% (2016)	52.2% (2016)	Higher than national average	53.3% (2016)	New Measure	High
Percentage of pupils achieving A*-C in English and Maths at GCSE (KS4) *	62.6% (2016)	63.1% (2016)		65.6% (2016)	59.7% (2015)	High
Attainment 8 average score (KS4) *	49.8 (2016)	49.8 (2016)		50.6 (2016)	New Measure	High
The average point score per entry - KS5 (annual 2016 results inc. colleges) * NB 10 points equals one grade	32.23 (2016)	30.94 (2016)	Narrow the gap with National Average	30.23 (2016)	New Measure	High
FSM6 Attainment gap at age 11 for pupils achieving the expected standard in reading, writing and maths (KS2) *	Not available	-	Gap narrowed compared to 2014/15	24%	New Measure	Low
FSM6 Gap for pupils achieving A*-C in English and maths at GCSE (KS4) *	26.9%	-		30.4%	29.4%	Low
First time entrants to the Youth Justice System aged 10-17 per 100k (NB cumulative) NB Year to date = 147 (171 for same period last year)	295 (2013-14)	269 (2014-15)	Lower than 2015-16	76 (Q2 2016-17)	71 (Q1 2016-17)	Low
Uptake of early education places for eligible 2 year olds	-	-	Higher than statistical neighbour average	70.7% (Summer term)	63.8% (Spring term)	High

* Provisional 2016 data






Priority 4 - Children and young people and families receive support when needed in Nottinghamshire

Key Activities	Plan	Key Actions	Lead	Progress to Date	RAG Rating
4.1 The identification of the impact of Early Help Services on outcomes for children, young people and families	Children, Young People and Families (CYPF) Plan 2016-2018	1. For outcomes measures for Early Help Services to be reviewed to best represent impact of services	Laurence Jones	1. Outcomes have been reviewed and the report is being scrutinised by Performance Board each quarter.	
		2. To develop further the work-flow model bringing together Early Help and CSC so that the journeys of children are better understood		2. A pilot workflow will be available in January 2017.	
4.2 The improvement of transitions for young people with disabilities between Children's Services and Adult Services	Health Wellbeing Strategy (2014-2017) NCC Transitions Protocol	1. New Transitions Protocol developed, endorsed and signed off	Jill Norman	1. The Transitions Protocol was formally endorsed by Policy Committee in early October 2016. Endorsement followed extensive consultation with key partners and stakeholders over the summer period. The protocol and pathway were shared with staff and stakeholders as part of the ICDS launch events.	
		2. Transitions Protocol and pathway embedded within services		2. This work will form part of the remit of the newly established SEND Accountability Board. A work stream will be formed to lead on the implementation of the protocol and pathway. Work is already in train to develop an interactive version of the pathway.	

Key Activities	Plan	Key Actions	Lead	Progress to Date	RAG Rating
4.3 The development of a revised 16+ accommodation strategy including the engagement with providers, district and borough councils to drive improvements	Children, Young People and Families (CYPF) Plan 2016-2018	1. Produce practice guidance on support for care leavers with Housing Leads in District Councils through the Youth Homelessness Forum	Laurence Jones	1. Care leavers issues are being dealt with in the Panel meeting each week with LAC and Leaving Care teams in attendance.	
		2. Produce a revised three year Youth Homelessness Strategy, incorporating the new outcomes framework and plans to support care leavers with accommodation		2. The Youth Homelessness Plan is complete and is being agreed through formal channels.	
4.4 The further integration of services for children and young people with special educational needs and disabilities	Nottinghamshire CYP (aged 0-25)SEND Integrated Commissioning Strategy (2015-2017)	1. Integrate teams supporting CYP with disabilities from across CSC & SEND into the Integrated Children's Disability Service (ICDS)	Jill Norman	1. The new structure is now in place and formally went live from September 2016.	
		2. Go live of common case recording and reporting system for all colleagues within ICDS		2. Phase one of Mosaic will go live December 2016, with further work planned for the early part of 2017.	
		3. Explore opportunities for further integration with community health services via the ICCYPH		3. This remains under consideration but is not an immediate operational priority as the new ICDS service needs to be firmly embedded and its effectiveness reviewed before considering further integration opportunities. We continue however to work very closely with health partners through the multi-agency hub and continuing health care panel.	

Priority Four: How will we measure progress made with these key activities?					
Indicator	National	Target	Latest	Previous	Good is
First time entrants to the Youth Justice System aged 10-17 per 100k	393 (annual)	Below national average	147 (Q2)	71 (Q1)	Low
Local Area Action Plan to be developed and monitored by the new Local Area SEND Monitoring and Accountability Board	N/A	Board to be established in December 2016 and to meet three times a year.	Draft Terms of Reference agreed, action plan being developed, Chair identified and membership agreed.	N/A	Board established, meeting as per schedule and action plan reviewed. The Board will have oversight of agreed SEND improvement performance indicators and future reports will therefore be able to provide quantifiable performance data.

Key to RAG Rating Status

	Completed – work has been successfully completed to deadline
	On schedule – work has started and is meeting milestones
	Happening but behind schedule – work has started, activity is not meeting milestones, but is expected to by the deadline if adjustments are made
	Behind or not happening – work has not started when scheduled or has started but activity is not meeting or unlikely to meet its milestones
	No information received

20 February 2017**Agenda Item: 11****REPORT OF THE CONSULTANT IN PUBLIC HEALTH****CHILDREN AND YOUNG PEOPLE'S MENTAL HEALTH AND WELLBEING
TRANSFORMATION PLAN****Purpose of the Report**

1. The purpose of this report is to update the Children and Young People's Committee on the implementation of the Nottinghamshire Children and Young People's Mental Health and Wellbeing Transformation Plan.

Information and Advice**Progress to date**

2. In June 2016, the Children and Young People's Committee received an update on the implementation of a five year transformation plan for children and young people's mental health. The plan was developed as required by NHS England in order to deliver the recommendations from a national taskforce report into children and young people's mental health, *Future in Mind* (March 2015, Department of Health), and to deliver the findings of the Nottinghamshire child and adolescent mental health services (CAMHS) pathway review that was undertaken in 2013/14. To support delivery of the plan, an additional £1.5m of national monies was made available to the six Nottinghamshire clinical commissioning groups (CCGs) in order to fund a community eating disorder service for children and young people, and to build capacity and capability in the workforce for supporting children and young people's emotional and mental health and wellbeing. CCGs hold the commissioning responsibility for community CAMHS, with NHS England responsible for commissioning inpatient CAMHS.
3. In October 2016, the plan was refreshed and combined with the equivalent plan for Nottingham City, in order to align with the Sustainability and Transformation Plan footprint. The broad priorities remain the same, but with some specific additional actions being added to the plan.
4. The priority actions to be delivered are grouped under the *Future in Mind* themes:
 - a. Promoting resilience, prevention and early intervention: acting early to prevent harm, investing in early years and building resilience through to adulthood.
 - b. Improving access to effective support – a system without tiers: changing the way services are delivered to be built around the needs of children, young people and families.

- c. Care for the most vulnerable: developing a flexible, integrated system without barriers.
 - d. Accountability and transparency: developing clear commissioning arrangements across partners with identified leads.
 - e. Developing the workforce: ensuring everyone who works with children, young people and their families is excellent in their practice and delivering evidence based care.
5. A summary of the plan can be found as **Appendix 1**. Implementation of the plan is overseen locally by the multi-agency Children and Young People's Mental Health Executive, which reports through the Children's Trust Board into the Health and Wellbeing Board, as per national requirements. Quarterly monitoring reports are also submitted to NHS England as part of the CCG's Improvement and Assessment Framework.
6. Key achievements in delivering the plan to date include the following:
- Academic resilience programmes are being delivered in schools in the north of the County and the contract awarded to provide programmes in Mansfield and Ashfield. The contract for the south of the County is due to be awarded in early February. An evaluation of the impact of the different approaches to developing academic resilience programmes on outcomes for children and young people will be undertaken by the Educational Psychology Service.
 - The Healthforteens website went live in Nottinghamshire in January 2017, providing information, advice and guidance for young people about a range of health issues including emotional and mental health. Young people can also see what services are available and how to access them. The website will be kept up to date by the schools health hub, which is now fully recruited to. This team will also support schools in advice and guidance around policies, evidence based interventions and training, including around emotional health. They will work closely with the primary mental health service within CAMHS, whose remit it is to act as a link between CAMHS and schools, through providing case consultation, advice and training. They also provide this role for GPs and school nurses.
 - In January 2017, Kooth.com became available to Nottinghamshire children and young people. The service provides online counselling to young people up to the age of 25 years.
 - The expansion of CAMHS and integration of tiers 2 and 3 into one community service has positively impacted on waiting times for children waiting for assessment or treatment. Whilst there is some variation across teams, the average wait from referral to treatment in the County is now 6.61 weeks (snapshot of those waiting on 10 January 2017).
 - The pilot Crisis and Intensive Home Treatment Service for young people in mental health crisis established in January 2016 has now been recurrently funded, and is providing timely access for children and young people who require a community assessment due to their acute mental illness. The service also provides in-reach mental health assessments to young people attending acute hospitals, and intensive home treatment to try to support young people to be able to remain in the community.

- The new therapeutic service for children and young people who have experienced sexual abuse and/or exploitation provided by the Children's Society is now fully mobilised.

Priorities for 2017/18

7. The transformation plan spans the five years to 2020, and is in its second year of implementation. Key priorities for the next year are as follows:
 - Involving children and young people in the on-going development of the transformation plan, including vulnerable groups.
 - Increasing the number of children and young people with diagnosable mental health needs who have timely access to evidence based interventions. This will be achieved through the development of a joint agency workforce plan, which will consider both the capacity within the CAMHS workforce, but also the skill mix in the CAMHS and wider children's workforce.
 - Ensuring that children and young people who have an eating disorder are able to access timely evidence based assessment and treatment in the community, in line with national standards.
 - Further develop the support to young people in mental health crisis, including those who may also have social care needs, and those who attend accident and emergency.
 - Ensure that looked after children have equitable access to emotional and mental health support, whatever placement they are in, including unaccompanied asylum seeking children and young people.
 - Assessing whether the emotional and health needs of care leavers are being effectively met.
 - Develop a collaborative commissioning plan with NHS England Specialised Commissioning, to ensure that young people requiring inpatient admission receive treatment in the most appropriate setting, close to home.
 - Embedding data collection and reporting across all services supporting children and young people's emotional and mental health, including the use of routine outcome measures, so that there is transparency over access to services and impact of interventions.
8. Whilst significant progress has been made in the first year of the transformation plan, there remains a significant amount to do across the Children's Trust to achieve these priorities, and thus improve children and young people's outcomes in relation to emotional and mental health.

Other Options Considered

9. This report is for noting only.

Reason/s for Recommendation/s

10. This report is for noting only.

Statutory and Policy Implications

11. This report has been compiled after consideration of implications in respect of crime and disorder, 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, sustainability and the environment and ways of working 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

12. The transformation plan will improve outcomes for children and young people experiencing mental health difficulties.

RECOMMENDATION/S

- 1) That the Committee notes the progress in implementing the Nottinghamshire Children and Young People's Mental Health and Wellbeing Transformation Plan.

Dr Kate Allen
Consultant in Public Health

For any enquiries about this report please contact:

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Constitutional Comments

13. As this report is for noting only, no Constitutional Comments are required.

Financial Comments (TMR 23/01/17)

14. There are no direct financial implications arising from this report.

Background Papers and Published Documents

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

Nottinghamshire Children and Young People's Mental Health Strategy 2015-2020

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

Future in Mind - Department of Health (March 2015)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414024/Childrens_Mental_Health.pdf

Five Year Forward View for Mental Health.

Electoral Division(s) and Member(s) Affected

All.

C0936



What we want to achieve:

- more young people to have good mental health, including those in vulnerable groups such as children looked after, children subject to child protection plans, children with disabilities and young offenders
- more children and young people with mental health problems to recover
- more children and young people to have a positive experience of care and support
- fewer children and young people to suffer avoidable harm
- fewer children and people to experience stigma and discrimination

Our commitment to children, young people and families:

- We will support children and young people to be actively involved in the design, delivery and evaluation of children and young people's mental health services
- We will provide clear information about the range of services available, so that children, young people and families know who does what and how to access help
- We will commission and provide services in a joined up way, so that money is spent well, on evidence based interventions
- We will monitor the effectiveness of services as we strive for continuous improvement
- We will support and encourage the education, training and development of the local workforce
- We will value mental health equally with physical health

Update January 2017

- Kooth.com is now live, providing online counselling to 11-25's in Notts.
- Healthforteens.co.uk is also live, providing advice and guidance about health issues including emotional health and signposting to local services.
- Academic resilience programmes will be in schools across the county from April, building on those already in place in the north of the county
- CAMHS Crisis team now mainstreamed.
- Work started to improve the interface between the Early Help Unit and CAMHS single point of access, to improve access to the right service, quickly.

Our priorities for 2015-2017:

- Promoting Resilience, Prevention and Early Intervention
 - Provide better information for children and families about how to help themselves and when to seek support
 - Develop online or telephone support for young people who need emotional support
 - Increase the numbers of children and young people able to take part in programmes to build resilience in schools
- Improving Access to Effective Support
 - Have one community child and adolescent mental health service (CAMHS) rather than two separate services, with more practitioners working in it, so children do not have to wait so long to get the support they need
 - Introduce Primary Mental Health Workers to provide advice, consultation and guidance to schools and GPs about children's mental health issues
 - Set up a crisis team to respond quickly to young people who have a mental health crisis
 - Improve the access arrangements for CAMHS so that children in need of support get prompt access to the right service
- Care for the most vulnerable
 - Develop specialist support for children who have been sexually abused and/or exploited
 - Review services for children and young people with learning disabilities and neurodevelopmental disorders
- Accountability and transparency
 - Make sure that we get the most out of the money that is spent on children's mental health and wellbeing, and that services are making a difference to children and young people's lives
- Developing the workforce
 - Improve and make more training available to professionals working with children, young people and families where there are emotional or mental health difficulties.

20 February 2017**Agenda Item: 12****REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE
AND THE ACTING SERVICE DIRECTOR, EDUCATION STANDARDS AND
INCLUSION****CHANGES TO STAFFING STRUCTURES IN EARLY CHILDHOOD SERVICES
AND SCHOOLS AND FAMILIES SPECIALIST SERVICES****Purpose of the Report**

1. This report seeks approval to establish a 1 fte (full-time equivalent) Early Years Project Officer (Band C) post on a temporary one year contract from 1st April 2017 to 31st March 2018 in Early Childhood Services.
2. The report also seeks approval to disestablish 2.6 fte specialist Teaching Assistant posts, which are currently vacant, in the Sensory Team on the Schools and Families Specialist Services (SFSS) staffing structure and replace these with the establishment of 1 fte specialist Teacher of the Visually Impaired post.

Information and Advice**Early Childhood Services**

3. From September 2017 all 3 and 4 year olds from working households will be entitled to 30 hours free childcare per week. This requires the Local Authority to create additional childcare places to fulfil this new duty, and therefore further capacity is required to sustain and create more childcare provision.
4. All local authorities will also continue to work towards the increased take up of free childcare for eligible 2 year olds from disadvantaged backgrounds.
5. There are currently 2 fte Early Years Project Officers in place and their role is to fulfil the Council's statutory duty to ensure there are sufficient high quality childcare places. This includes mapping service provision, marketing to increase take up of childcare places; and increasing childcare provision through capital projects and targeted work with schools and early years providers. The posts provide a lead delivery role in terms of national and local initiatives and projects to increase childcare provision, private, voluntary and independent childcare sector to ensure quality; and adherence to policy, practice guidance, Ofsted and financial and business planning.

Proposal

6. In recognition of the additional childcare responsibilities placed on the Local Authority, this report seeks approval to recruit to an additional Early Years Project Officer post to enable the successful delivery of the new free extended childcare programme for 3 and 4 year olds from September 2017, as well as ensuring that all 2 year olds from disadvantaged families can access their free entitlement to early education for 15 hours a week.
7. The Early Years Project Officer post would work alongside two existing post holders to increase capacity required to fulfil new duties. A third Early Years Project Officer post would enable a clearer allocation of work across three localities of Nottinghamshire (North – Bassetlaw and Newark and Sherwood; West – Mansfield and Ashfield, and South – Broxtowe, Gedling and Rushcliffe). The three localities are in line with current structures across Children, Families and Cultural Services. A copy of the structure chart is attached as **Appendix 1**.

Funding

8. A decision was made by the Schools Forum in December 2016 to allocate funding from the 2017/18 Early Years Block to pay for a number of existing early years posts that have previously been funded by the Council's revenue funding. This included funding for 2 fte Early Years Project Officers. A funding request was not made for any new early years posts; however there is potential to seek additional funding from the Schools Forum for 2018/19 if there is a continued requirement for 3 fte Early Years Project Officers rather than 2 fte posts.
9. By using funding from the Early Years Block of the Devolved Schools Grant, there has been a release of the Council's revenue funding, most of which will be used as a budget saving.
10. In addition, Nottinghamshire was approved as an 'Early Innovator' for the new free extended childcare initiative and were awarded short term funding to fulfil this role.
11. This report therefore proposes that the 1 fte Early Years Project Officer (Band C) post is funded by the short term funding allocated to Nottinghamshire for new extended childcare duties. A total of £50,000 is required for this post which includes all on-costs.

Sensory Team

12. The Sensory Team is one of the four teams that form the Schools and Families Specialist Services. The historic team descriptor which accompanies the current staffing structure states that 'the Sensory Team offers support to children and schools in Key Stages 2 to 5. In fact the Sensory Team offers support and advice to schools and to families. They have contact with babies, young children and school students from the ages of 0-19 years, who have a visual or hearing impairment.
13. Many of the young people on the Team's caseload are referred at birth and the principal referral route is via medical teams, although referrals are also received and accepted from parents, schools and other settings.
14. The current staffing is as follows:

- 7.7 fte teachers of the hearing impaired (including 1 fte Educational Audiologist)
 - 3.6 fte teachers of the visually impaired
 - 5 fte specialist teaching assistants (supporting both hearing impaired and visually impaired children and young people)
 - 1 fte rehabilitation officer
 - 1 fte resource technician.
15. The current vacancies within the Team are as follows:
- 0.4 fte teachers of the hearing impaired
 - 0.4 fte teachers of the visually impaired
 - 2.6 fte specialist teaching assistants.
16. Despite attempts to recruit to the 2.6 fte specialist Teaching Assistant posts, it has not been possible to fill them as the candidates did not have the right qualifications and/or experience.
17. The disparity between the number of teachers of the visually impaired and the teachers of the hearing impaired is historic and in part a consequence of the fact that Nottinghamshire previously had five individual needs centres (INCs) located on five mainstream school sites. Each INC had a teacher of the hearing impaired who was centrally employed. The INCs closed because the numbers of profoundly deaf children requiring British Sign Language (BSL) as a mode of access was negligible in terms of numbers. (20 years ago there were 36 places in the INCs available across the County for deaf children). Profoundly deaf children will now receive bilateral cochlear implants. There are a few deaf children who require BSL who are in mainstream education.
18. The rationale for requesting this change to the staffing structure has been prompted by three key factors:
- the historical disparity between the numbers of teachers of the visually impaired and teachers of the hearing impaired (**see paragraph 17**)
 - the high numbers of visually impaired children and young people currently on the team's caseload (which are unlikely to reduce in number)
 - the increased complexity of the Sensory Team's caseload. This is a consequence of the numbers of children born prematurely with complex needs, who are surviving due to the advances in medical interventions.
19. There are currently 638 babies/children/pupils on the Sensory Team caseload of which 465 are active cases and have the most complex sensory needs. The Team keeps children and pupils 'on-request' where the need is not great, but where advice may be required at key times, for example for transition between settings or phases of education.
20. Of the active cases, 226 are children with a visual impairment and 230 are children with a hearing impairment. Caseload size is roughly similar across both visual and hearing impairment.
21. Approximately 50% of the children and young people on the caseload of the Visual Impairment Team have additional needs and nearly 70% of the children and young people on the caseload of the Hearing Impairment Team have additional needs. A significant

proportion of these children are born prematurely and have a range of very complex needs. The number of children who are accepted onto caseload born at 25 – 28 weeks gestation increases each year. During the autumn 2016, three extremely premature babies have been referred to the team. The number is small but the impact on services and their capacity to meet the needs of these children and their families is significant and shows no sign of reducing.

22. Extremely pre-term births are only one aspect of the increase in survivability of children with complex needs and conditions. This has been reflected in the growth in numbers of children who will require Braille to access the curriculum. Seven years ago the Local Authority had three children who required this mode of access and there are now 11 children. Braille users require specialist equipment and specialist input throughout their school career and as such are given priority for resourcing.
23. The Local Authority has also seen an increase in the numbers of children who are born profoundly deaf, but Cochlear Implantation has meant that many of these children will be able to access speech. They will not therefore require the additional resourcing associated with being dependent on British Sign Language. The table below shows the distribution of premature births by their primary sensory need and their current phase of education:

DESCRIPTOR	Hearing Impaired	Visually Impaired
Premature birth 0 - 5 years	12	9
Premature birth - primary	13	9
Premature birth - secondary	27	2 +2 with dual impairment
Braille use		11 – all in mainstream education
BSL only	9 (1 in mainstream education)	

24. Although the primary focus of Sensory Team support is in Nottinghamshire mainstream schools, there is the additional demand of responding to requests for specialist assessment and advice to nearly all of the County's special schools. The requests for sensory support to these schools do not show any sign of reducing.

Other Options Considered

25. There is no additional capacity within Early Childhood Services despite new duties for the service. Maintaining the status quo of 2 posts rather than 3 is an option, however there are risks in relation to the delivery of new duties and demands placed on the service to increase the number of childcare places available for 3 and 4 year olds.

Reason for Recommendation/s

26. Working parents will be entitled to extended free childcare for their 3 and 4 year olds from September 2017. Consequently there is some urgency to increase capacity to enable the

Local Authority to be ready for the increased demand leading up to the national launch of the free extended childcare offer.

Statutory and Policy Implications

27. This report has been compiled after consideration of implications in respect of crime and disorder, 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, sustainability and the environment and ways of working 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

28. The cost of 1 fte Early Years Project Officer (Band C) post including on-costs is £50,000. This is to be funded by the short term funding allocated to Nottinghamshire for new extended childcare duties.
29. The cost of 1 fte specialist Teaching Assistant post at the salary maxima of scale 4 is £27,054, including on-costs. The salaries of 2.6 fte specialist Teaching Assistants on scale 4 would be £70,341.
30. In comparison the salary of 1 fte specialist Teacher of the Visually Impaired at the top of the upper pay spine (UPS 3), with a special educational needs allowance and a leadership responsibility at TLR 2(a), would be £54,868, including on-costs.
31. Appointing 1 fte specialist Teacher of the Visually Impaired would represent a saving of £15,473, including on-costs, compared with recruiting to the 2.6 fte specialist Teaching Assistant posts which are currently vacant. This would be a saving to the schools' budget.

Human Resources Implications

32. The Early Years Project officer post will be recruited to on a full time basis for 12 months, ending in March 2018. This would allow for a secondment opportunity from within the Local Authority.
33. If the proposal is approved it will result in 2.6 fte vacant specialist Teaching Assistant posts being deleted from the Sensory Team staffing complement within the SFSS structure and a new 1 fte specialist Teacher of the Visually Impaired post being created. As the 2.6 fte specialist Teaching Assistant posts are vacant there are no redundancy or TUPE transfer implications arising from the proposed structural change.

Implications for Service Users

Early Childhood Services

34. It is expected that parents will have their childcare needs met by the promotion of free childcare, and the creation of additional childcare provision.

35. Children accessing their free childcare entitlement will have their needs addressed earlier, achieve a good level of development, be ready for school; and children from disadvantaged backgrounds will be provided with opportunities for early education which in turn should help close the attainment gap between children eligible for free school meals and their peers.

Sensory Team

36. The proposed change will better enable the Sensory Team to respond to the needs of children and young people with a visual impairment in Nottinghamshire, their families, settings and schools. This is because it will increase capacity within the team by one specialist teacher. Historically it has not proved possible to recruit to the 2.6 fte specialist Teaching Assistant posts which have been vacant for some time. The proposal is intended to help address the increasing need and complexity of visually impaired referrals in Nottinghamshire.

RECOMMENDATION

That:

- 1) the establishment of an additional temporary 1 fte Early Years Project Officer (Band C) post to support early years statutory duties within the Early Childhood Service be approved.
- 2) approval be given to disestablish 2.6 fte specialist Teaching Assistant posts from the Sensory Team on the Schools and Families Specialist Services staffing structure and to replace these with the establishment of 1 fte specialist Teacher of the Visually Impaired post.

Derek Highton
Service Director
Youth, Families and Culture

Marion Clay
Acting Service Director
Education Standards and Inclusion

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Constitutional Comments (SMG 12/01/17)

37. The proposals outlined in this report fall within the remit of this Committee.

38. The Employment Procedure Rules provide that the report to Committee include the required advice and HR comments and that the recognised trade unions be consulted on all proposed changes to staffing structures (and any views given should be fully considered prior to a decision being made).

Financial Comments (TMR 2/02/17)

39. The financial implications of the report are set out in paragraphs 28 to 31 of the report.

Background Papers and Published Documents

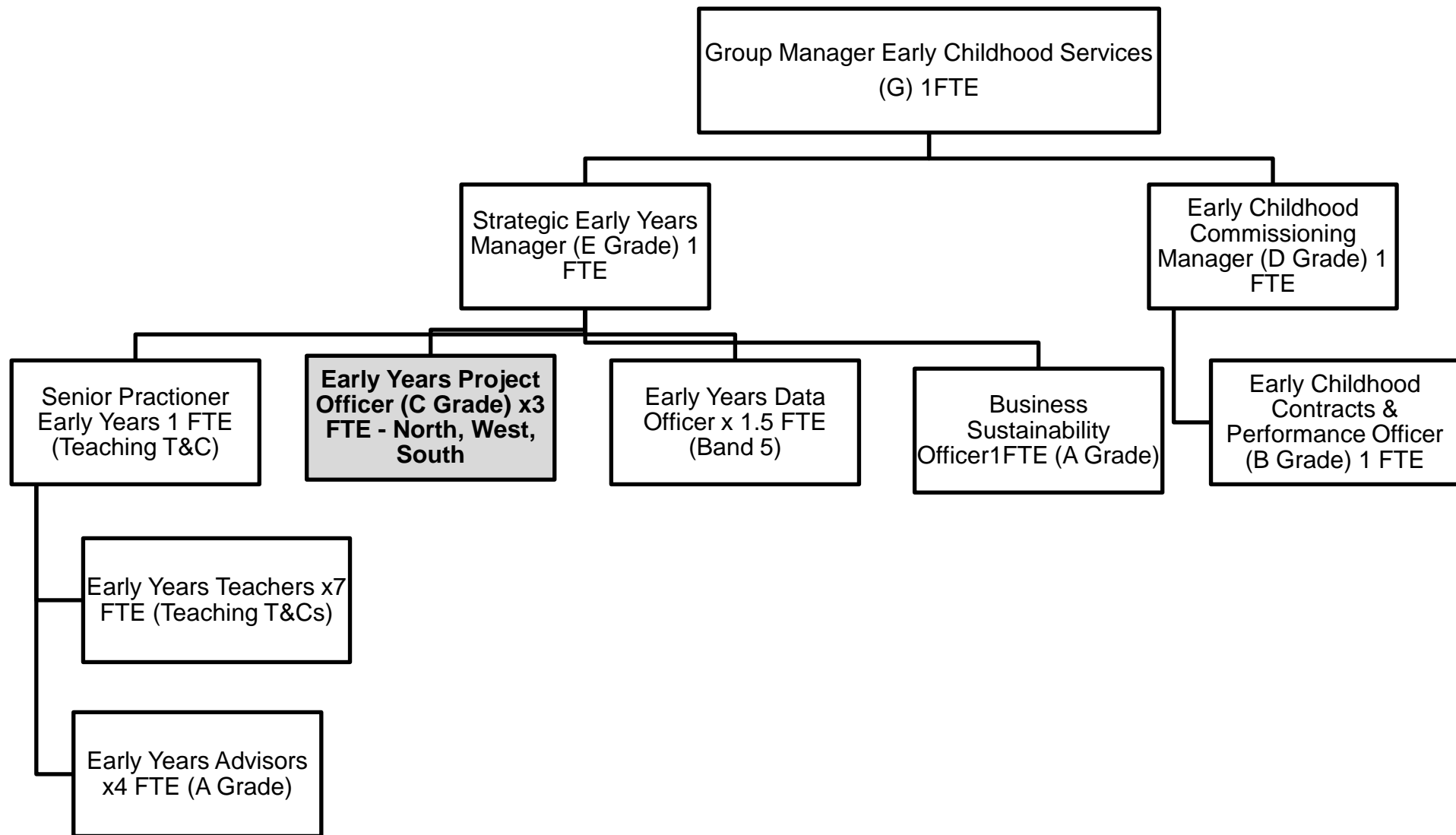
Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Job description

Electoral Division(s) and Member(s) Affected

All.

C0937



20 February 2017**Agenda Item: 13****REPORT OF THE SERVICE DIRECTOR, CHILDREN'S SOCIAL CARE****EXTENSION OF THE SOCIAL WORK SUPPORT OFFICER PROGRAMME****Purpose of the report**

1. The purpose of this report is to seek Committee approval for the extension of the Social Work Support Officer programme in Children's Social Care until 31 March 2018, subject to approval of funding as part of the proposed 2017/18 budget at Full Council on 23 February 2017.

Information and advice

2. The recruitment and retention of qualified Child Protection Social Workers and Team Managers is a national issue, resulting in Councils across the UK spending millions on high cost agency staff. The challenge of recruiting and retaining qualified social work staff is not unique to Nottinghamshire, with councils nationally having spent in excess of £500m on agency social workers in the last three years.
3. In the last five years, the County Council has spent £27m on agency staff in Children's Social Care, with the majority of this spend in the frontline child protection teams. While agency numbers in Nottinghamshire are broadly in line with, or lower than, regional and statistical neighbours, spend on agency staff continues to present a significant budgetary pressure on the service.
4. The Social Work Support Officer (SWSO) programme, which was introduced in spring 2015, forms part of a wider package of recruitment and retention initiatives to reduce agency spend in Children's Social Care. Additional recruitment and retention initiatives that are underway include: the introduction of a Market Factor Supplement for social work staff in frontline child protection teams; close collaboration with local higher education institutions to support the recruitment of newly-qualified social workers; a rolling recruitment programme; ICT and technological investment to support staff mobilisation; and ongoing training and development opportunities.
5. The SWSO programme is based on the 'Reclaiming Social Work' model of child protection, which was successfully pioneered in Hackney and praised in the Munro Report¹. The role aims to free up social work capacity and is based on the following success criteria:
 - a) social workers are able to spend more time with the children and families they are supporting

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

- b) outcomes for vulnerable children and young people are improved
 - c) improved morale of social workers, resulting in improved retention rates and a more stable workforce
 - d) improved throughput of social work cases
 - e) reduced reliance on agency social workers.
6. The model has been running for approximately two years and is now operational in the following teams: Bassetlaw District Child Protection Team (DCPT), Mansfield DCPT, Ashfield DCPT, Broxtowe & Rushcliffe DCPTs, the Looked After Children (LAC) team and the Children's Disability Service (CDS). There are currently 20.5 FTE (full-time equivalent) SWSOs and 2 FTE Senior SWSOs deployed across these social work teams.
 7. Nottinghamshire's Social Work Support Officer model has received national recognition, including reference within the Local Government Association's recent publication of *Action Research into Improvement in Local Children's Services*². Colleagues from Northamptonshire County Council and Gloucestershire County Council have also visited Nottinghamshire to discuss the SWSO role, with a view to implementing this model within their own services.
 8. The deployment of SWSOs within social work teams presents the County Council with an opportunity, in the longer-term, to change the skill-mix within Children's Social Care and reduce the number of social worker posts over time, as capacity is freed up and throughput is increased. The Council has already implemented a skills-mix model within the Fostering Service and the Court Team³, which is proving successful in day-to-day operations.
 9. At this stage, the SWSO programme (excluding SWSOs in the Fostering Service and in the Court Service) is only funded up until 31 March 2017, as agreed at Children and Young People's Committee on 21 March 2016.
 10. It is proposed that the SWSO programme is extended until 31 March 2018, as part of the ongoing recruitment and retention activity in Children's Social Care. This would be at a projected cost of £581,398 and this funding will be included in the proposed 2017/18 budget to be considered by County Council on 23 February 2017. It is expected that these costs will contribute to a reduction in agency spend and this will be monitored as part of the wider recruitment and retention work.

Progress to Date

11. In October 2016, a survey was sent to social work staff, to better understand the impact that SWSOs are having. Key findings from the survey included:
 - a. 81% of respondents indicated that they were spending significantly less time on administrative work as a result of the SWSO role; 74% of respondents emphasised that they had more time to progress cases, with 71% indicating that they were building better relationships with children as they had more time to undertake direct work

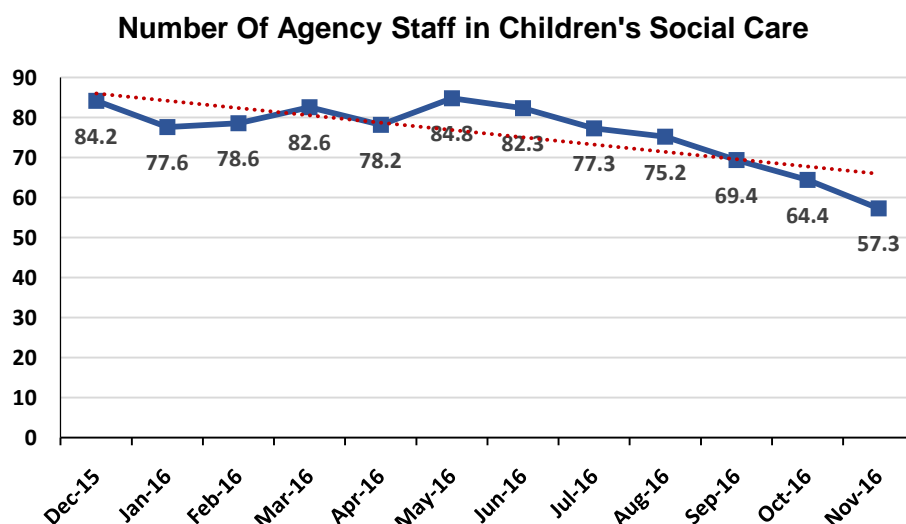
² Page 66, [Action Research into Improvement in Local Children's Services](#), Spring 2016

³ Fostering Service and Court Service SWSOs have been funded from individual service budgets

- b. Respondents also indicated that the deployment of SWSOs in their team had resulted in better team morale and provided a greater motivation to stay with the County Council.

12. The number of agency staff continues to decline. As at November 2016, there were 57.3 FTE agency staff working within the service, compared to 84.2 FTE a year ago (see Figure 1).

Figure 1



Other Options Considered

13. The SWSO programme could cease on 31 March 2017, although some staff would be subject to the relevant notice periods. However, the SWSO role has demonstrated many positive outcomes and is expected to further improve recruitment and retention of social workers in Nottinghamshire. Additionally, if the SWSO role was removed, a period of reduced throughput would be expected as working practices would need to re-adjust and this could destabilise social work teams. Staff morale would also be negatively impacted.

Reason/s for Recommendation/s

14. The SWSO programme has demonstrated many positive outcomes and appears to be contributing to the reduction in agency social work staff, as detailed in **paragraphs 11 & 12**. Therefore, an extension until 31 March 2018 is recommended, as part of the wider recruitment and retention activity in Children's Social Care.

Statutory and Policy Implications

15. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Human Resources Implications

16. If the extension of the SWSO programme was approved, the staff currently in SWSO roles will be offered an extension to their temporary contract in line with the Council's procedure regarding fixed term contracts.

Implications for Service Users

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

RECOMMENDATIONS

- 1) That the Social Work Support Officer programme in Children's Social Care is extended until 31 March 2018, subject to approval of funding as part of the proposed 2017/18 budget at Full Council on 23 February 2017.

Steve Edwards
Service Director, Children's Social Care

For any enquiries about this report please contact:

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Constitutional Comments (SMG 01/02/17)

18. The Committee is responsible for approval of departmental staffing structures as required. The proposals outlined in this report fall within the remit of this Committee.
19. The Employment Procedure Rules provide that the report to Committee include the required advice and HR comments and that the recognised trade unions be consulted on all proposed changes to staffing structures (and any views given should be fully considered prior to a decision being made).

Financial Comments (TMR 31/01/17)

20. The financial implications are set out in paragraph 10.

Background Papers and Published Documents

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

Children's Social Care Transformation Programme – Social Work Support Officer Pilot - report to Children and Young People's Committee on 08 December 2014.

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

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

Electoral Division(s) and Member(s) Affected

All.

C0934

20 February 2017**Agenda Item: 15**

REPORT OF CORPORATE DIRECTOR, RESOURCES

WORK PROGRAMME

Purpose of the Report

1. To consider the Committee's work programme for 2016-17.

Information and Advice

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

Other Options Considered

4. None.

Reason for Recommendation

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

Statutory and Policy Implications

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

RECOMMENDATION

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

Jayne Francis-Ward
Corporate Director, Resources

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Constitutional Comments (HD)

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

Financial Comments (NS)

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

Background Papers

None

Electoral Division(s) and Member(s) Affected

All.

CHILDREN & YOUNG PEOPLE'S COMMITTEE - WORK PROGRAMME 2016-17

REPORT TITLE	BRIEF SUMMARY OF AGENDA ITEM	LEAD OFFICER	REPORT AUTHOR
20 March 2017			
Performance figures for Nottinghamshire schools and academies – academic year 2015/16	For information	Marion Clay	Marion Clay
School Capital Programme progress report	Six month update report	Jas Hundal	Sara Williams
Outdoor and Environmental Education - commercial development unit progress		Derek Higton	Chris Warren
Home to school and Post 16 transport policies 2018-19		Marion Clay	Dave Litchfield
National Minimum Fostering Allowances and Fees for Foster Carers and new carer payment model	Annual determination	Steve Edwards	Naomi Sills/ Tara Pasque
Changes to special school nursing provision – update		Kate Allen	Catherine O'Byrne
Senior Management Restructure within Children, Families and Cultural Services		Colin Pettigrew	Natasha Wrzesinski
D2N2 Teaching Partnership – secondment of Council employee to Teaching Partnership role	For decision	Steve Edwards	Liz Maslen
National Children and Adult Services Conference 2017	For decision	Derek Higton	Philippa Milbourne
Local Authority governor appointments and re-appointments to school governing bodies	For information	Marion Clay	Jane Mansell
Schools Forum and Education Trust Board officer group report	Annual officer group report	Marion Clay	Marion Clay
24 April 2017			
Exceptional payments for school clothing and footwear 2017/18	Annual determination	Marion Clay	Marion Clay/ Linda Foster
Children's Workforce Health Check Survey 2016-17		Derek Higton	Liz Maslen
19 June 2017			
Performance reporting (Quarter 4 2016/17) –	Annual performance report	Celia Morris	Matt Garrard

REPORT TITLE	BRIEF SUMMARY OF AGENDA ITEM	LEAD OFFICER	REPORT AUTHOR
Services for Children and Young People			
Financial support for students in post-16 education	Annual determination	Marion Clay	Linda Foster
A Strategy for Closing the Educational Gaps in Nottinghamshire	Six monthly review report	Marion Clay	Marion Clay/ Janeen Parker
Looked After Children and Care Leavers Strategy 2015-18 – annual progress report	Annual report	Steve Edwards	Amanda Collinson
Principal Child and Family Social Worker - annual report 2016		Steve Edwards	Diana Bentley
Children, Young People and Families Plan 2016-18 – six-month update	Six monthly update report	Derek Highton	Chris Jones
Troubled Families Programme in Nottinghamshire – six-month update	Six monthly update report	Derek Highton	Laurence Jones
Child Sexual Exploitation and Children Missing from Home and Care: update	Six-monthly update	Steve Edwards	Pam Rosseter/ Terri Johnson
Local Authority governor appointments and re-appointments to school governing bodies	For information	Marion Clay	Jane Mansell
17 July 2017			
Rota visits to children's homes – Spring 2017	Six monthly report	Steve Edwards	Vonny Senogles
Nottinghamshire Childcare Sufficiency Assessment 2017		Derek Highton	Laurence Jones
Nottinghamshire Early Years Improvement Plan 2015-17 – annual update		Derek Highton	Irene Kakoullis
School Capital Programme progress report	Six month update report	Jas Hundal	Sara Williams
Members' visit to Outdoor & Environmental Education residential centres	For decision	Derek Highton	Phil Baker
To be placed			
Review of the Schools Swimming Service offer		Derek Highton	Chris Warren
Short Breaks offer – outcome of review		Derek Highton	Jill Norman