

# **Children and Families Scrutiny Committee Agenda**

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**Date:** Tuesday, 13th March, 2012  
**Time:** 1.30 pm  
**Venue:** Oakenclough Children's Centre, Wilmslow

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The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

## **PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT**

1. **Apologies for Absence**

2. **Minutes of Previous Meeting** (Pages 1 - 8)

To approve the minutes of the meeting held on 14 February 2012.

3. **Declaration of Interest/Party Whip**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests and for members to declare the existence of a party whip in relation to any item on the agenda.

4. **Public Speaking Time/Open Session**

A total period of 15 minutes is allocated for members of the public to make a statement(s) on any matter that falls within the remit of the Committee.

Individual members of the public may speak for up to 5 minutes, but the Chairman will decide how the period of time allocated for public speaking will be apportioned, where there are a number of speakers.

Note: In order for officers to undertake any background research, it would be helpful if members of the public notified the Scrutiny officer listed at the foot of the agenda, at least one working day before the meeting with brief details of the matter to be covered.

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For any apologies or requests for further information, or to give notice of a question to be asked by a member of the public

**Contact:** Mark Grimshaw  
**Tel:** 01270 685680  
**E-Mail:** mark.grimshaw@cheshireeast.gov.uk

5. **Summary of actions resulting from the Announced Inspection of Children & Family Services** (Pages 9 - 24)

To consider a report of the Strategic Director of Children, Families and Adults.

6. **Determination of Local Authority Coordinated Scheme and Admission Arrangements** (Pages 25 - 68)

To consider a report of the Strategic Director of Children, Families and Adults.

7. **Work Programme update** (Pages 69 - 80)

To give consideration to the work programme.

8. **Forward Plan - extracts** (Pages 81 - 82)

To note the current Forward Plan, identify any new items and to determine whether any further examination of new issues is appropriate.

**CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Children and Families Scrutiny Committee**  
held on Tuesday, 14th February, 2012 at Committee Suite 1,2 & 3,  
Westfields, Middlewich Road, Sandbach CW11 1HZ

**PRESENT**

Councillor A Kolker (Chairman)  
Councillor K Edwards (Vice-Chairman)

Councillors L Brown, P Hoyland, D Mahon, D Neilson, W Livesley, G Merry,  
G Wait and B Silvester

**Apologies**

Councillors M Sherratt, H Gaddum, John McCann and Jill Kelly

**In Attendance**

Councillors R Bailey and D Flude

**Officers**

Lorraine Butcher – Strategic Director for Children, Families and Adults  
Cath Knowles – Head of Service, Social Care  
Jonathan Potter – Principal Manager, Cheshire East Family Service  
Judy Bell - Group Manager, Fostering  
Rob Hyde - Organisation and Capital Strategy Manager  
Mark Grimshaw – Scrutiny Officer

**138 MINUTES OF PREVIOUS MEETING**

RESOLVED – That subject to the names of John McCann and Jill Kelly being added to those in attendance that the minutes of the meeting held on 17 January be approved as a correct record.

**139 DECLARATION OF INTEREST/PARTY WHIP**

None noted.

**140 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no members of the public who wished to address the Committee.

141 **CABINET RESPONSE TO FOSTERING TASK AND FINISH REVIEW**

Cath Knowles, Head of Service – Social Care, drew attention to the action plan which had been drafted in response to the recommendations in the Fostering Task and Finish Review. Touching on a few of the main issues, she continued to invite comments from the Committee.

A query was made with regards to the relationship that the Council had with the Cheshire Fostering Association (CFA). It was explained that a number of meetings had been held with the Chair of the CFA last year (2011) and that following this officers had reassured Members that a number of issues were being looked into in the hope these could be resolved. Attention was drawn to a letter that had recently been received which described how Cheshire East no longer recognised the CFA and how this had resulted in the charity ceasing operation. It was stated that this was a concern as it was well documented how important independent advice could be to foster carers.

Lorraine Butcher, Strategic Director of Children, Families and Adults explained that attempts had been made to broker an agreeable way forward, to the extent of the Lord Lieutenant becoming involved in negotiations. Moving forward, there was a continued commitment by the Council to look for a service to provide independent advice and that this would formally go out to the market for tender. It was noted that the CFA could make a bid should they wish to do so and that this would be considered in line with the Council tender and procurement procedures. In conclusion, Cath Knowles stated that there was an independent advice service available to foster carers and that support groups had also been established (as a result of a Task Group recommendation) to much success.

With regard to point 3.32 in appendix 1, it was queried what impact the newly enacted welfare reforms and in particular expectations around shared accommodation, would have on care leavers. Cath Knowles confirmed that this was something that a 16 plus working group was looking at and the recommendations from this group would be fed into the Children's service senior management team.

Attention was drawn to point 3.31 in appendix 1. It was queried whether or not the Council was planning to proceed with the replacement of the current electronic recording system. Lorraine Butcher confirmed that the Council was going ahead with the replacement and that this would be funded by a £6 million investment from the Children and Adults Directorates. She continued to explain that as this was a complex process, it was likely that the replacement would only be fully realised in 18 months time.

A number of points were made with relation to issues that had come to light following experience of participating on the fostering panel.

- It was stated that respite foster carers often mention that they find it difficult to access a computer so that the child can use it when in their care. It was suggested that the Council look to provide such a service, perhaps making use of a charity which refurbished computers and laptops. Cath Knowles agreed that she would look into this as a possibility.

- It was asserted that transport reviews for cared for children carried out by social workers should be systematic and pro-active, ensuring that the best option for fostering independence was available. Cath Knowles assured the Committee that the relevant processes were in place but that she would take this comment away and ensure that they were being fully implemented.
- Attention was drawn to the problem that working foster carers had with accessing training. It was queried whether existing training and/or qualifications could be used in order to prevent duplication and to help save time. Judy Bell, Group Manager – Fostering, explained that existing training qualifications were not always appropriate for caring for children. Additionally, she noted that the Council were looking to expand online training to help working foster carers.

It was suggested that the Committee should receive an update report in 12 months and that this in particular should touch upon the impact of the welfare reforms on care leavers.

As a final point, a number of Councillors offered their thanks to Councillor Flude for Chairing the Review and also to the officers who gave up their time to be witnesses.

RESOLVED –

- a) That the report be received.
- b) That an update report be brought to the Committee in 12 months with a particular emphasis on the welfare reforms and their impact on care leavers.
- c) That thanks be noted for both Councillor Flude for Chairing the review and for the officers who gave up their time to provide evidence.

142      **THE FUTURE OF CAREERS ADVICE, TARGETED YOUTH SUPPORT AND UPDATE ON CONNEXIONS.**

Lorraine Butcher attended to present a Connexions update along with information on careers advice developments. Providing the context Lorraine Butcher explained that due to significant budget reductions and legal advice, the Council had made the decision not to extend the contract for Connexions for the further period of 2 years requested by the Company that it had once held in partnership with Warrington and Cheshire West and Chester Local Authorities. This had been ratified in November 2011 and had led to the start of complex discussions in which staff working on the Cheshire East contract would transfer back to the Council under TUPE (Transfer of Undertakings – Protection of Employment) by April 2012. Lorraine Butcher reported that a new model for youth support would offer the Council a number of benefits including the ability to provide a more targeted approach to the needs of young people while also offering better value for money.

In terms of future career advice options, Lorraine Butcher noted that the current policy context was only just becoming clear. There had been the promise of statutory guidance and that this was expected to state that there would be a

statutory duty on schools to become more accountable for the successful progression of pupils to further education, higher education and employment. In summary, whilst there was much debate and discussion ongoing, there would be an expectation on schools to pick up a universal careers offer to all students and that local authorities would continue to have a tracking and targeting approach.

There was agreement among Members that in their experience careers advice was relatively limited. Therefore the chance to reform this was welcome and that the Council should take this opportunity seriously albeit acknowledging that the statutory duties on provision resided with schools.

The point was made that schools might have lost some of their ability to provide careers advice since Connexions had taken over the service. It was queried therefore whether the Council would be providing schools with help and support to take on careers advice responsibilities. Lorraine Butcher confirmed that the Council were engaging with schools and that a service would be offered which schools could choose to buy into.

It was questioned who would be responsible for monitoring the quality and independence of careers advice. Lorraine Butcher reported that it was expected that the Council would retain a responsibility to track and monitor and that NEET and EET profiles would prove a useful tool in doing this.

Attention was drawn to a Member led group which was responsible for youth support following the Council's withdrawal from Connexions. It was suggested that this group report to the Committee in the near future.

RESOLVED –

- a) That the presentation be received.
- b) That the Member group responsible for youth support report to the Committee in the near future.

## 143 **FAMILY SUPPORT**

Jonathan Potter, Principal Manager – Cheshire East Family Service, attended to provide a report to update the Committee on the steps taken to implement the recommendations of the Family Support Services Task and Finish Review which suggested a move towards an early intervention model. He explained that whilst it was still early days regarding the introduction of an early help offer, there were signs that positive progress was being achieved. Indeed, feedback had been received from families who were reporting that their issues were being addressed earlier and that they were seeing a more joined up offer from agencies.

Having said this, Jonathan Potter also drew attention to a number of issues which needed further development. These were outlined as follows:

- 1) Securing Good Ofsted inspection outcomes for Cheshire East's Children Centres
- 2) Developing the CEFS workforce to work at an early intervention level.
- 3) Training the workforce
- 4) Building strong partnerships.

Regarding this latter point, it was commented that it would be a challenge for the service to build strong partnerships and that communication would be key for achieving this. It was suggested that the service build a relationship with a local university so that any background information or research could be collated by a research student. Jonathan Potter acknowledged that this could be beneficial and stated that he would look into it further.

Reference was made to a finding in the Task Group report which stated that family centres were not getting the relevant information quickly enough from the various agencies. It was queried whether this had improved. Cath Knowles confirmed that improved systems were now in place and that data was coming through in a much more timely fashion.

It was queried whether the Council's Children Centres carried out any outreach work. Jonathan Potter confirmed that they did and that relationships with health visitors were particularly a strength in this respect.

It was suggested that the annual Children in Need report be distributed to the Committee for information.

As a final point, it was suggested that Councillors could be informed of the Children Centres in their respective wards and that perhaps they could be invited to visit. Jonathan Potter agreed that this was a good idea and that he would contact Councillors with information on the centres on a ward basis.

RESOLVED –

- a) That the report be received.
- b) That the annual Children in Need report be distributed to the Committee.
- c) That Councillors be provided with information regarding the Children Centres aligned to their respective wards.

144      **SCHOOL ADMISSIONS CODE AND ADMISSIONS APPEAL CODE 2012**

Rob Hyde, Organisation and Capital Strategy Manager, attended to present a briefing note on the changes introduced in the School Admissions Code and Admissions Appeal Code 2012. He continued to highlight the main messages from the changes:

- 1) That the 2012 Code was about simplification
- 2) The changes would alter some aspects of the nature and balance in the relationship between schools and the Local Authority
- 3) Cheshire East was currently consulting on changes to Admission arrangements and this ends 1 March.

It was queried what the Council was planning to do with the Admission Forums now that the statutory requirement for local authorities to set these up had been removed, Rob Hyde confirmed that the Admission Forums had proved a useful body and therefore the Cheshire East Admissions Forum was expected to remain in place.

It was suggested that a progress report be brought to the Committee once the consultation period finishes so that Members could be briefed on how the changes had been received in reality.

RESOLVED –

- a) That the briefing note be received.
- b) That a progress report be brought to the Committee once the consultation period had ended.

145      **WORK PROGRAMME UPDATE**

Members considered the work programme. It was suggested that a report be received on the three new residential children's homes that had been established by the Council. It was also agreed that the Task Group on Care Leavers be reconvened and that the Membership of this be left to the discretion of the Chairman.

It was suggested that it would be useful for the Scrutiny Officer produce a Cabinet Member Decision Briefing as a standing item in subsequent meetings.

As an aside, it was noted that Ash Grove Primary School in Macclesfield which had once been a struggling school had recently been shown to be the second most improved school in the country and the most improved school in Cheshire and the North of England. It was agreed that congratulations be passed to the school from the Committee. Cath Knowles also drew attention to the fact that the residential home in Claremont Avenue had remained at 'Outstanding' following an Unannounced Inspection.

RESOLVED –

- a) That the work programme be noted with the following additions:
  - a. Report on the three new residential homes
  - b. Reconvened Care Leaver Task and Finish Group.
- b) That the Scrutiny Officer produce Cabinet Member Decision Briefings as a standing item in subsequent meetings.
- c) That congratulations be passed to both Ash Grove Primary School and the Residential Home at Claremont Road for their recent achievements.

146      **FORWARD PLAN - EXTRACTS**

The Committee gave consideration to the extracts of the forward plan which fell within the remit of the Committee.

RESOLVED – That the forward plan be noted.

147      **CONSULTATIONS FROM CABINET**

There were no consultations from Cabinet.

The meeting commenced at 1.35 pm and concluded at 4.10 pm

Councillor A Kolker (Chairman)

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**CHESHIRE EAST COUNCIL****REPORT TO: Scrutiny Committee**

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**Date of Meeting:** 13<sup>th</sup> March 2012  
**Report of:** Lorraine Butcher Strategic Director Children, Families and Adults  
**Subject/Title:** **Summary of actions resulting from the Announced Inspection of Children & Family Services**  
**Portfolio Holder :** Cllr Hilda Gaddum

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**1.0 Report Summary**

- 1.1 The purpose of this report is to provide an update on the progress which has taken place across a range of service areas as a result of the Announced Inspection of Children & Family Services in June/July 2012. This inspection specifically evaluated how services ensure young people are properly safeguarded and determine the quality of service provision for Cared for Children. The published report outlined a series of areas for improvement within specified timescales and this paper outlines the progress to date on these action areas.
- 1.2 It was agreed at C&F senior leadership team to generate a specific action plan which would be updated on a regular basis by key managers who are responsible for implementing the required changes to service procedures. Appendix A shows the detailed information included in the action plan and the overall progress up to the end of January 2012.
- 1.3 Prior to the full inspection, there had been a two unannounced inspections which also identified a series of recommendations. The overall action plan as presented in Appendix A also includes these recommendations to ensure that there is evidence of progress on all identified areas within a single plan.
- 1.4 It was agreed at the Children and Families Senior Leadership Meeting on the 8<sup>th</sup> February that a detailed evidence folder would be established which would provide the detailed reports and documentation to substantiate the progress made. This process is currently being undertaken and Appendix 2 shows the template which has been agreed for undertaking this process.
- 1.5 Detailed monitoring of the Announced Inspection Action Plan is undertaken through the Local Safeguarding Children's Board (LSCB) Performance Management sub group as chaired by the Head Service: Strategy Planning and Performance.

**2.0 Decision Requested**

- 2.1 That this report relating to the Announced Inspection Action Plan be received and noted.

### **3.0 Reasons for Recommendations**

- 3.1 The reason for presenting this information is to outline the priority areas identified within the Announced Inspection Report and how they have been have been actioned and the progress made to date.

### **Wards Affected**

- 4.1 All.

### **5.0 Local Ward Members**

- 5.1 All

### **6.0 Policy Implications including - Climate change - Health**

- 6.1 The improvements being undertaken resulting from the Announced Inspection will require policy changes within specified areas of Children & Family services. The most significant of these relates to the possible changes to the electronic system for recording and reporting contacts and referrals into Children's Social Care. The existing PARIS infrastructure continues not to deliver the quality of information which is needed particularly around the complexities of how social care staff record client information in a structured and coherent manner. Ongoing work is taking place to consider alternatives to the PARIS system as well as looking at changes to policies in the shorter term to make the best use of PARIS whilst it remains the Integrated Children's System (ICS ).

### **7.0 Financial Implications (Director of Finance and Business Services)**

- 7.1 Any planned changes to the ICS system will clearly involve significant costs and the options relating to this are currently being considered through the ICT Strategy Group working across Children Services and Adults.

### **8.0 Legal Implications (Authorised by the Borough Solicitor)**

- 8.1 None

### **9.0 Risk Management**

- 9.1 The key risk relates to a failure to implement the required improvements prior to any re-inspection which would then have an impact on the overall grade received. A new inspection framework will come into place as from May 2012 and Appendix C gives a summary of this new framework.
- 9..2 There is a risk to the service if the ICS system, which acts as the electronic warehouse for recording social care activity, is not fit for purpose. The ongoing work to fully evaluate the current PARIS system will clearly undertake a detailed risk assessment in order to make recommendations on any future procurement of an alternative system.

### **10.0 Background and Options**

10.1 The Announced Inspection Action Plan was put together at the beginning of September in response to the priority areas identified in the Inspection report. The vast majority of the identified priorities should have been now completed as the main timescales related to the initial 3 month period. The end of January is therefore seen as crucial to review progress. Key managers have recently provided the most up to date position statements within the plan.

### 10.2 **Key issues which arise from the updated Action Plan :**

- a. Where priorities have been identified as being fully implemented or fully achieved, there is now a real need to test such statements through a series of detailed reviews. It is suggested that the Quality Assurance (QA) manager establishes a series of 'child's journey' to measure if practices have changed and are now embedding into day to day practice.
- b. Policy into practice - Whilst there is recorded evidence that policies and procedures have improved e.g. children seen alone, there remains the issue of ensuring, where possible that recording mechanisms are very clear to ensure actual practices are embedded.
- c. Consistency of practice – some of the summaries provided identify inconsistent practices across teams – i.e. sharing of assessment reports with parents.
- d. There needs now to be an agreement as to how the evidence for each priority is recorded/stored – reference to themed audits, meetings, training etc needs to be available so that there is a quick and easy reference point for future inspections to show progress.
- e. PARIS remains an issue and is a significant barrier to making progress in some areas – i.e. too many templates which do not allow for ease of recording. Serious decisions need to be taken in terms of what refinements are needed in PARIS systems to allow for greater clarity and ability of a PARIS reader to quickly and efficiently find essential information.
- f. There are a series of planned reports due to come to Children & Families Senior Leadership Team over the coming months ( mainly around Cared for Children) which will provide more detailed evidence of progress in specific priority areas.

### 10.3 **Next Steps**

1. To undertake 2 in depth reviews before the end of July 2012 to test the level of confidence that priorities are now being embedded into daily practice.
2. To generate detailed evidence of impact which is then stored, updated and quickly available for any future inspections.
3. To ensure that within new service planning arrangements, the identified priority areas are built into the ongoing service reviews.
4. To return to Children & Families Senior Leadership Team in May to feedback on evidential reviews and agree any next steps.

## 11.0 **Access to Information**

11.1 The background papers relating to this report can be inspected by contacting the report writer:

Name: Mark Bayley  
Designation: Quality Assurance Manager  
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Area for Improvement / Recommendation	TIMESCA	Key Actions : short term interventions	Resp. Officer	Evidence/Progress ( End of September)	RAG	Evidence/Progress ( end of November )	RAG	Level of Achievement & Recommendations How do we know ( evidence of changes ) ? FULLY, PARTIALLY, LIMITED	OVERALL STATUS / EVIDENCE
Safeguarding Children & Young people									
Ensure that the outcomes of referrals to social care are promptly, routinely and consistently notified to referring agencies <i>The effectiveness of the contact and referral service is compromised by delays in processing of initial contacts and a lack of clarity on the requirements to gather information. Improvements to the council's electronic system have been introduced, further upgrades are scheduled. However, there are still weaknesses in the system and it does not provide managers with easily accessible performance management information.</i>	IMMEDIATE	A 'Response to Referral' form has already been put in place which has previously not been standar practice. Laming expectation is that Response to Referrer form is sent out within 48 hours - currently these are sent out daily from C&R. CAF teams receive these weekly and PPU on a monthly basis. <i>Contacts pending action allocated to CRO are for no longer than 24 hours. Reviewed by PC. CRO's to be recruited and have clear induction to processes once in post Minimum standard of recording to be introduced to include; date; time; who present; key concern; risk factors; risk analysis; decision making; reason for decision; outcome. A Guidance Note to staff re the content required in Strategy Discussions to be issued</i>	Nancy Meehan	Initial feedback is that Health Midwives already reporting that these forms are being received.		This is monitored by a monthly spreadsheet that is completed by the GM and discussed in Supervison. The spreadsheet from November will start to be used weekly to ensure a speedier reponse if the reponses are not being undertaken. Recent audit shows an increase in reponse letters to be sent out. Alongside this is the launch of the multi agency referral form that has a back page which is to be completed by Social Care as to actions taken once the contact has been loaded. It is expected that the new First Contact team role should decrease the numbers of contacts to C and R and as such a more timely and proficient response to refer being activated for the C and R team.		Since the start of CAT. Data has been gathered which includes Reponses to referrers. This initially was ad hoc due to pressures of changes of staff and lack of consistent PC in the Unit. There has been introduction of a multi agency referral form which has a identified form to "respond to the refer about the outcome of their contact". This has started to improve responses. However it is mainly when action is not being taken, CAT now need to improve to also send responses when a assessment will be undertaken as this is still a criticism of agencies that they are unaware if an assessment is to take place . there is clear direction from management that no contact can be closed without response to referrer being sent. This needs embedding with the PC's however there is a vast improvement. Bev Harding has been given data to identify the improvement in % in order that feedback can be given to the team and continual improvement can be made over the next quarter. The eventual outcome required is a 100% response to refer. The limitation in PARIS mean that this can not be pulled as a business objective as it is a manual form which is th	<u>Fully implemented</u> however needs embedding an consistency and need to improve responses to include all responses including when we are going to assess as well as when a contact is being redirected elsewhere
Ensure that visits to children are clearly recorded and state whether the child has been seen and seen alone.	IMMEDIATE	Current PARIS form for IA or Core identified that a child has been seen and seen alone. The form cannot be authorised by a manager if incomplete or that the child has not been seen. Some work is necessary to ensure that form is very clear that the child needs to be seen alone.	Nancy Meehan	Changes to the PARIS form are complete and full clarity of use. Practice Consultants to ensure that monthly returns to Group Managers report any child not seen/not seen alone and reasons. Auditing by Group Managers undertaken to address any gaps		Auditing shows that remedial actions have been taken where child has not been seen. Monthly reports show a reduction in the number of cases where child not been seen/seen alone. Also clear use of PARIS recording and ensuring staff are compliant with where information is recorded and this is consistent across the service area.		Visits to children should be recorded on Initial assessments and core assessments and also on the CP plans and reviews. Also now an expectation to discuss in SV and ensure visits have occurred and discussed as a performance measure in PC meetings on a weekly basis. Next steps are to implement a report that shows all stat visits in date order. This would include Cared For, CP and CIN. This would give a full picture, and you could look for gaps. It would be a good monitoring tool. This would deal with problems resulting from any cases where the child's status changed from C4C, to CP to CIN, etc., as most do. It would also allow Sc to track a Childs journey. This requires all PARIS users to clearly follow process of where to record information on the system so this can then be pulled into a report	<u>fully implemented</u> however due to Paris users not clearly following guidance at times still unclear as to where it is recorded on PARIS
Ensure that assessments and case planning consistently consider and record the views, wishes and feelings of children and their families.	IMMEDIATE	Close scrutiny of case files will ensure that greater recognition is given to the views & wishes of children and their families. Quality of assessment records will be reported to GM by PC and trends/evidence provided as part of ongoing supervision. Service wide auditing will also address quality of recording	Nancy Meehan	Group Managers share evidence from ongoing supervision with senior staff to identify common issues/trends. Remedial actions feed back to SW with appropriate CPD undertaken as required.		Themed auditing by senior staff is undertaken with a focus upon the quality and consistency of recording children's views and feelings. PC supporting staff in Supervision to improve quality of recording including service users and Childrens views in the assessments		This area ver there are still issues with quality of recording this information. PC and GM are clear that they do not sign off any assessment that does not identify the wishes and feelings of children and families. Lessons are learnt form any complaints raised in this regard and discussed with individuals and at PC meetings and SV of GM to ensure that there is a continual response to improvement in this area	<u>Still issues</u> re quality and consistency requiring on going improvement Themed audits continue to ensure this is improving across areas

<b>Ensure that assessment reports are routinely shared with families and that they promptly receive copies of their child protection or CIN plan.</b>	<b>IMMEDIATE</b>	This again will be reinforced and monitored robustly through ongoing supervision auditing and feedback to GM. PC authorise all assessments and Unit Coordinators routinely send these to families. Evidence of sending is recorded on PARIS in terms of date.	Nancy Meehan	Auditing shows that there are no assessment reports which are not routinely sent to families and that all dates are routinely recorded through PARIS exemplar. Any areas of poor practice is acted upon by GM through supervision	Direct auditing with children and their families shows that assessments are routinely being received and have copies of CIN Plans. Audit at point of transfer through teams to ensure parents and carers notified and plans have been sent out. From November this will be expected in all closure cases as well. PC to take the lead with oversight by GM/PM through supervision and audit	There are inconsistency across the teams in relation to this. This is partially met, This is due to the difficulties of movement of PC and GM. Need to implement agreed actions identified in November in Auditing all cases at the point of closure to ensure that plans etc have been sent out	<b><u>Still issues</u></b> : the exemplar on PARIS system needs to identify a date this occurs to ensure that there is clear evidence of information being shared as a matter of routine.
<b>Ensure that equality and diversity issues are routinely assessed, recorded and considered in case planning and service delivery and are routinely considered within supervision.</b>	<b>IMMEDIATE</b>	Clear need to integrate Equality and Diversity policies into everyday practices of all staff at all levels. Review of all documentation to ensure that E&D issues are clear and allows for appropriate recording of issues. Through team meetings, CPD activities and ongoing supervision, there is strong and consistent emphasis given to E&D issues.	Nancy Meehan	All relevant documentation allows for appropriate recording of E&D issues. Auditing of supervision by GM shows improved consideration of E&D issues and appropriate actions taken.	PC to audit files before supervision as per policy. Raised awareness through team meetings as this is a standard agenda item to be discussed and to identify as a requirement in development days which are currently being planned. GM to identify cases in supervision with PC to ensure that E and D are a high priority in care planning and assessments.	PARIS already requests that ethnicity is recorded, however there is a tendency to put "not known" rather than ask and recording of religion is poor. This is improving with the use of the multi agency referral form and the consistent C and R workers within the Unit. Still requires embedding at point of contact. however it is met and is discussed in supervision and in all care planning.	<b><u>Still issues</u></b> : the case recording system does not lend itself to clearly identifying the discussion around ethnicity and diversity so it tends to be recorded in body of lots of other information
<b>Ensure that the electronic case system is able to capture chronologies that represent critical events in a child's life and support case planning and decision making</b>	<b>WITHIN 3 MONTHS</b>	Guidance already exists but needs embedding via training and development days. Paris is able to complete a chronology if the right process is followed although this is limited. There is presently in place an expectation that all cases that are closed or transferred from the CAT team have a full chronology on file. This at present is an attached document alongside the PARIS chronology. The continued development of chronologies will be an expectation on all SW teams that the chronology will be continually updated by the SW as part of the case management recording on all cases.	Nancy Meehan	Detailed reviews by PC in supervision as part of an audit process and also prior to closure or transfer to any SW team. It will also be part of a themed audit within CE. SW may require updated training on the use of PARIS as to how to populate the PARIS chronology.	GM to identify cases in supervision with PC to ensure that the E and D are a high priority in care planning and assessments. Further training for staff to be planned to ensure awareness of how to populate PARIS chronology, standard word document is used attached to the chronology in PARIS to ensure the system clearly shows significant events. Audited at point of transfer. LGM meetings expect chronologies to be brought as do GM now chairing care planning meetings it is part of standard documentation to be circulated by the SW	all cases have a word chronology attached at point of transfer form CAT and this is expected to be up dated with significant events. The PARIS system is now updated to include a better chronology but practise needs embedding to complete this in a simplified way as at present it is time consuming	<b><u>Still issues</u></b> on going meetings are in place with PARIS user groups in relation to this

<p><b>Ensure that improvements in safeguarding performance are sustained and that there is improvement in those areas which are below national or statistical neighbour levels</b></p> <p><i>The quality of recording of strategy discussions and child protection enquiries remains variable. The Local Authority has recognised this and has put in place improved auditing and training but this has yet to have an impact.</i></p>	WITHIN 3 MONTHS	Weekly monitoring of IA by PC and GM (and reports sent to line managers' senior managers - process and proforma has already now been set up in CAT). Monthly monitoring of core assessments to be overseen by PC in supervision and feedback to be sent to GM on monthly basis and reports sent to line managers/senior managers - (process set up just needs embedding - this has not occurred due to leave etc) oversight of Cp figures and those children subject to plans, embedding meetings to audit the statistical changes and look at patterns between the social care team and safeguarding GM - (meetings set up but need embedding). CIN plans to be completed - these to be regularly reviewed. This to be part of themed audit and overseen in supervision. Reports to be obtained via business support on	Nancy Meehan	Evidence obtained by supervision, robust oversight by senior managers, business objectives reports. Monthly reporting of children who are cared for and a robust monitoring in place via IRO to ensure no drift in these cases. System of providing regular and accurate data on SN and national comparative established.		Continue to review with safeguarding the increase/decrease in CP plans. Use of the neglect tool - GCP has stated to be piloted. Sexual exploitation is on the agenda for discussion as to how to improve performance taking into account policies, procedures and Bichard expectations. Need to develop PC in understanding Performance Management and indicators and incorporate this within their role in supervision and understanding as to the underlying reasons behind this. Performance indicators and expectations discussed at PC meetings. Minutes are no circulated to NM for oversight and discussion in individual SV with GM		<u><b>This continues to improve</b></u> . Numbers of children who are made subject to a CP plan are consistent after a initial rise in the first part of they year following the restructure and implementation of CAT. All strategy discussions are signed off on PARIS by the immediate line manger to ensure quality and as a safeguarding check. There is a consistent chair for Legal gate keeping meetings to determine court action and there is a panel of staff to over see this process (unless emergency action due to immediate risk of harm - EPO/PPO). The transfer process supports the allocation of cases to the longer term teams. with a agreed hand over point and a joint meeting between the two services (CAT and CIN CP)	
<p><b>Ensure that service users are actively and consistently engaged and are able to contribute to service development</b></p>	WITHIN 3 MONTHS	Feedback forms to be implemented following social care involvement. Use of the complaint system and learning from complaints - using team meetings to ensure staff understand the themes occurring through the complaints system, regular reporting reports outline the patterns of complaint. Oversight of complaints by PM, (system already in place just needs embedding). Ensure regular participation of young people and families in all meetings and better use of the advocacy service for young people re. complaints process.	Nancy Meehan	By themed audits, supervision, use of complaints system, agenda item for team meetings to ensure consistent feedback to teams re. any occurring themes.		Development plans in place to look at training managers on understanding complaints process and how to use the information obtained to impact on service delivery. Service updates completed by GM for supervision that identify responses to complaints and how these can be utilised to improve service and identify patterns and trends. Further development is required in Childrens views being heard in case conferences either via the ISC or the SW - this could be in the form of letter etc. Feedback forms to be developed to encourage views in relation to Social Care impact.		<u><b>Still issues</b></u> : still need to implement some of the improvement actions from November.	
<b>Services for Cared for Children</b>									
<p><b>Ensure that pathways plans are of a good quality and are routinely audited</b></p>	IMMEDIATE	Establishment of expected 'standards' for plans which are agreed by all staff. Undertake training and provide support to embed new practices. Ensure voice of the young person is built into the process. Clear measurement of impact on outcomes of YP. Clear programme of auditing established	Julie Lewis	Standards agreed and disseminated to all staff. Training place in place and commenced. Auditing of initial plans shows YP at centre of process with SMART planning principles being seen		Workload of Chair been reduced to focus on development of new Pilot Pathway Plan. Agency Worker supporting caseload. Training for Chair to support development in Pathway Plans. Audit of Pathway Plans currently in place.		<u><b>Fully achieved</b></u> 16 plus working group minutes and audits will provide evidence. Key Actions - standards identified - staff informed and trained - training being developed for ISC - template being piloted	

<b>Increase awareness of the CiCC amongst cared for children and care leavers</b>	<b>WITHIN 3 MONTHS</b>	CiCC to be promoted to all c who enter care. Twice yearly newsletter to be issued to all C4C.Promote at awards event in October. Practice workshop for staff august - ask them to promote knowledge and access to website for yp. Event for FCs to ensure their awareness	Julie Lewis	newsletter distributed. Practice workshop held.		discussed at FC briefings. Promoted at Awards event.		<b>Fully achieved</b> Practice workshop evaluations and Children in Care Council minutes provide evidence Key Actions - Newsletter distrubuted to Cared for Children - practice workshop delivered to social worker staff - promotion of CiCC at key events	
<b>Ensure that cared for children have access to independent visitors where they wish</b>	<b>WITHIN 3 MONTHS</b>	Scope the need for IV and benchmark against other LA's. Ensure the service is commissioned in line with identified need and appropriate commissioning regulations.	Julie Lewis/Alison Ellison	demand identified and previous cost established.		benchmarking against other LAs analysed.		Continue to monitor. <b>partially achieved only</b> Key actions - previous cost and demand established. Actions now needed - develop service spec - commission new service	
<b>Ensure that cared for children are aware of, and able to access, advocacy services</b>	<b>WITHIN 3 MONTHS</b>	Advocacy to be promoted to all c who enter care. Twice yearly newsletter to be issued to all C4C.Promote at awards event in October. Practice workshop for staff august - ask them to promote knowledge and access to website for yp. Event for FCs to ensure their awareness	Glynis Williams /Alison Ellison	newsletter distributed. Practice workshop held.		discussed at FC briefings. Promoted at awards event		Report to SLT (Glynis Williams) continue to monitor. <b>Partially achieved</b> Key actions - promotion at key events. Actions now needed - monitor take up of advocacy - identify key issues for cared for children -review of contract	
<b>Ensure that foster carers are able to access support groups and to contribute to the development of cared for children services</b>	<b>WITHIN 3 MONTHS</b>	Issue questionnaire to FCs re their wishes in respect of support. Analyse responses. Undertake briefing sessions for Fcs. Identify expressions of interest re support groups and locations. Consider out of hours support. Consider use of FC association (possible joint work with CwaC)	Julie Lewis	analysis of questionnaire		fc briefings undertaken and further info gathered		Support groups established - Fully achieved discontinue monitoring. Key actions - distribution of information re support groups - foster carer survey - first support group held	
<b>Ensure that case planning for cared for children placed at home with their parents is robust and that those children are appropriately monitored and reviewed.</b>	<b>WITHIN 3 MONTHS</b>	Undertake audit of CPWP to include plans etc and potential for revocation of order.ensure case file audits regularly include these cases. Progress plans for revocation where appropriate	Julie Lewis	analysis of cases undertaken. potential revocations identified.		auditing underway and evidencing robust oversight of placed with parents		<b>Partially achieved.</b> numbers of placed with parents reducing. Key actions - cohort identified - cases to be discharged identified. - continue to revisit cohort - identify those appropriate for discharge and progress	
<b>Ensure that care leavers are provided with appropriate support to meet their health needs</b>	<b>WITHIN 6 MONTHS</b>	establish 16 plus working group to identify gaps in current provision. Identify strategies to ensure gaps are addressed. Proposals to SMT re future of the 16 plus service and implications.	Julie Lewis	establishment of working group and terms of reference etc		work plan agreed		16 plus report to SLT. June 2012 identifying gaps and making further recommendations. Key actions - established working group and key membership - identified key themes and stakeholders - actions now needed - progress recommendations in report once completed	

<b>Ensure that there is minimal need for cared for children to move placements thereby reducing the number of placement moves</b>	<b>WITHIN 6 MONTHS</b>	Placement service to go live for the matching of all placements for C4C. placement service to track those C4C who have been subject to 2 placement moves. Early alert system to social workers in order that c4c at risk of disruption for a 3rd time are identified and supported at an early stage.	Julie Lewis	placement service live. analysis of cohort undertaken		early alert system agreed by placement service and issued to others.		continue to monitor placement moves. Process now in place so achieved - minutes of placement panel provide evidence. Key actions - discussed objectives - identified what is needed - process agreed. Actions now needed - review of Placement panel	
<b>Increase the availability of placements for cared for children within the area.</b>	<b>WITHIN 6 MONTHS</b>	improve the depts response to adults wishing to become fcs for CE council. Improve assesssment times. Requirement to commission 3 new borough residential homes - 2 long stay,one assessment - initial propoerty has been identified and procurement underway.	Julie Lewis / Alison Ellison	establishment of alternative way of undertaking fostering assessments. Increased clarity around procedurement of additional resources.				Pilot underway - report to SLT July 2012 to provide feedback. Report to SMT August 2011 sets out proposals - established cost envelope - identified JD & HR challenges - report to SLT - identified key staff - rolled out pilot.	

**Acroynms**

C&R	Contract and Referrals into Social Care	PC	Practice Consultants	LSCB	Local Safeguarding Childrens Board
CAF	Common Assessment framework	PARIS	Electronic system for recording all social care	IDVA	Independent Domestic Violence Advisors
PPU	Pupil Protection Unit	E&D	Equality & Diversity	FC	Foster Carers
IA	Initial assessment - referrals into Social care	CAT	Childrens Assessment team	CiCC	Children in care Council
GM	Group Manager	IV	Independent visitor	CPWP	Children placed with

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APPENDIX B

Indicator	Summary
Area for Improvement	<p>Ensure that the outcomes of referrals to social care are promptly, routinely and consistently notified to referring agencies</p> <p><i>The effectiveness of the contact and referral service is compromised by delays in processing of initial contacts and a lack of clarity on the requirements to gather information. Improvements to the council's electronic system have been introduced, further upgrades are scheduled. However, there are still weaknesses in the system and it does not provide managers with easily accessible performance management information.</i></p>
Timescale identified by Ofsted :	<b>IMMEDIATE</b>
Responsible Officer :	Nancy Meeham
Level of Achievement :	<p>Since the start of CAT., data has been gathered which includes Responses to referrers. This initially was ad hoc due to pressures of changes of staff and lack of consistent PC in the Unit. There has been introduction of a multi agency referral form which has a identified form to "respond to the refer about the outcome of their contact". This has started to improve responses. However it is mainly when action is not being taken, CAT now need to improve to also send responses when a assessment will be undertaken as this is still a criticism of agencies that they are unaware if an assessment is to take place. There is clear direction from management that no contact can be closed without response to referrer being sent. This needs embedding with the PC's however there is a vast improvement. Bev Harding has been given data to identify the improvement in % in order that feedback can be given to the team and continual improvement can be made over the next quarter. The eventual outcome required is a 100% response to refer. The limitation in PARIS means that this can not be pulled as a business objective as it is a manual form which is then attached to the chronology in PARIS. This will be further developed in the performance meetings with GM and links with Strategy and performance</p>
Overall Status :	<p><b>Fully implemented</b></p> <p>However needs embedding and high levels of consistency achieved. Need to improve responses to include all responses including when we are going to assess as well as when a contact is being redirected elsewhere.</p>
Identified sources of Evidence :	<ol style="list-style-type: none"> <li>Example reports from PARIS</li> <li>CAF analysis</li> <li>CAT analysis</li> <li>Multi Agency referral forms</li> </ol>
How will we know things have changed ?	1.

<b>( linked to Child’s journey deep dives )</b>	<b>2.</b>  <b>3.</b>
<b>Ongoing Quality Assurance : Reference to service planning prioritisation</b>	

February 2012

## Ofsted Framework for the Inspection of Local Authority Arrangements for the Protection of Children

### Background

The new [Ofsted framework for the inspection of local authority arrangements for the protection of children](#) will be implemented from May 2012. There will be an overlap with the existing framework until July 2012. A new Joint framework for multi-agency inspection of child protection services is planned from 2013-14. Appendix 1 sets out these frameworks.

### Under the framework from May 2012, all inspections will:

- Focus on the **child's journey** from need to receiving help;
- be **unannounced**;
- be **notified on day one** of the inspection (normally Monday) that the lead inspector will be arriving that day;
- take place within a **two week period**;
- usually be carried out by **five inspectors** (four of whom will have a background in social care and one will have a background in education);
- feature **daily discussions with the Director** of Children's Services; and
- look at the **early identification and help** for children, young people and their families/carers.

### Inspection activity will focus on:

- **case sampling and case tracking** of at least 50 cases (selected at random from current cases and those closed in previous 3 months);
- include **meetings with children, young people and parents/carers** who are the subject of sub-set of cases;

- **shadowing staff** in day to day work; (duty team, social workers, Independent Reviewing Officers);
- observing **multi-agency meetings** (strategy meetings, child protection conferences, resource panels); and
- three cases that **demonstrate good practice**.

### At every stage of the child's journey, the inspection will evaluate the effectiveness of:

- the quality and timeliness of **assessment and risk assessment**;
- the **impact** of the help given
- the **focus on the interests of the child**;
- **inter-agency working**
- meaningful, consistent and **direct contact** with child and their family
- **quality assurance and management oversight** of practice/decision making;
- the **experiences of particularly vulnerable children** (private fostering, those not in education, those in families with domestic violence, substance misuse, mental illness etc.);
- how well the LA takes account of children's **wishes and feelings** and the extent to which this informs their care; and
- whether services are **accessible** to everyone and that there is **equality of opportunity** and outcomes.

### It will focus on those children and young people who:

- have been **identified by other services as at risk of harm**, but who have not yet reached the significant harm threshold;

- have been **referred to the LA** (where urgent action has to be taken to protect them, those subject to further assessment and child protection enquiries;
- become the **subject of a multi-agency child protection plan**;
- are receiving social work services where there are **significant levels of concern about their safety and welfare**; and
- have been assessed as **no longer needing a child protection plan**, but have continuing needs for help and support.

### Timetable

The timetable for inspections is set out at Appendix 2.

### Evaluation Schedule

This outlines the main aspects of the service and outcomes against which inspectors will make their judgements, and the grade descriptors they will use. These cover:

- overall effectiveness, including areas for development;
- the effectiveness of the help and protection provided to children, young people, and their families and carers;
- the quality of practice; and
- leadership and governance.

### Judgements

Judgements will be made using a four-point scale:

- outstanding
- good
- adequate\*
- inadequate

\*Since consulting on the framework, Ofsted has decided to use the term 'adequate' rather than 'satisfactory', in line with the recent announcement by HMCI Sir Michael Wilshaw to end use of 'satisfactory' as a judgement.

### Other issues

Information provided to inspectors is confidential, but evidence gathered during inspection may be subject to disclosure under the Freedom of Information Act 2000, though the identity of named individuals will not be disclosed. The framework also outlines Ofsted's quality assurance arrangements, its code of conduct for Inspectors, expectations of providers and the complaints process.

### Conclusion

The new framework reflects the recommendations of the Munro review of safeguarding. Although likely to be fairly short-lived, it is a further step in making inspection more relevant to improving services for the protection of children. With the introduction of the promised multi-agency framework, and the single, universal programme for inspecting 'children looked after' services it is to be hoped that a set of arrangements will have been established that will remain stable for a while.

## Appendix 1

Inspection Framework	Valid	Comment
Safeguarding and Looked After Children (SLAC)	<b>Up to July 2012</b>	Only valid for the current programme of inspections. CEC was inspected June/July 2011
Framework for the inspection of local authority arrangements for the protection of children	<b>From May 2012</b>	Not all Local Authorities (LA) will be inspected under this framework. It will be targeted at those whose performance has been no better than 'adequate' (CEC could be inspected under this framework)
Joint framework for multi-agency inspection of child protection services	<b>Proposed from 2013-14</b>	Ofsted, the Care Quality Commission (CQC), HM Inspectorate of Constabulary and HM Inspectorate of Probation have agreed in principle to develop this.
Inspections of LA adoption agencies, LA fostering agencies and services and outcomes for looked after children	<p><b>From April 2012</b> New frameworks for the inspection of fostering and adoption services under the current regulations will be published end of February 2012</p> <p><b>From April 2013</b> Single 'children looked after' inspection</p>	A move from separate inspections integrated into a single 'children looked after' inspection. To be part of a universal programme over a fixed cycle.

## TIMETABLE FOR INSPECTION

<b>Pre-Inspection</b>	<p>Inspectors will have access to information already held by Ofsted before the inspection, eg:</p> <ul style="list-style-type: none"> <li>▪ Findings from other relevant Ofsted inspections</li> <li>▪ National data</li> <li>▪ Serious Case Review findings</li> <li>▪ Ofsted's whistleblowing hotline and substantiated complaints made to Ofsted</li> <li>▪ LSCB annual report</li> </ul>
<b>Day 1</b>	<ul style="list-style-type: none"> <li>▪ The <b>lead inspector will arrive</b> at a selected contact, referral and assessment site, notifying the most senior manager available at the site immediately before arrival</li> <li>▪ LA will be <b>asked to prepare the information</b> as listed in Annex A to the framework.</li> <li>▪ If possible, the lead inspector will <b>meet with the Director of Children's Services</b> (or their rep) to plan the remainder of the inspection, including practical arrangements</li> </ul>
<b>Day 2</b>	<ul style="list-style-type: none"> <li>▪ <b>Two further inspectors</b> will arrive (to focus initially on one particular part of the child's journey - the point at which the child is referred to children's social care because they are believed to be at risk of, or actually suffering, harm.</li> <li>▪ Lead Inspector to spend time <b>planning remainder of the inspection</b> with the LA.</li> <li>▪ Information from Annex A to be ready for Inspectors.</li> </ul>
<b>Day 3 onwards</b>	<ul style="list-style-type: none"> <li>▪ <b>Five inspectors on site.</b></li> <li>▪ Remainder of the inspection to focus on other aspects of the child's journey through examining case files, where possible, with social workers or other key workers.</li> </ul>
<b>Day 8</b>	<ul style="list-style-type: none"> <li>▪ Last day of fieldwork. Team will hold final meeting to secure their judgements and agree gradings. The Director of Children's Services will be invited to this.</li> </ul>
<b>Post-inspection</b>  <b>(working days)</b> <b>10 days</b>  <b>15 days</b> <b>20 days</b>  <b>22 days</b>	<p>A single report will follow each inspection, giving grades for overall effectiveness, the effectiveness of the help and protection provided, the quality of practice, and leadership and governance; it will also set out areas for improvement.</p> <ul style="list-style-type: none"> <li>▪ Draft report will normally be sent to the DCS for a factual accuracy check</li> <li>▪ DCS to return report to Ofsted</li> <li>▪ Final report sent to the DCS, copied to the Lead Member and Chief Executive and the Chair of the LSCB</li> <li>▪ Report will be published on the Ofsted website</li> </ul> <p>Ofsted will ask the LA to complete a short evaluation form.</p>

## CHESHIRE EAST COUNCIL

### Children and Families Scrutiny Committee

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<b>Date of Meeting:</b>	13 March 2012
<b>Report of:</b>	Barbara Dale, School Admissions and Organisation Manager
<b>Subject/Title:</b>	Determination of Local Authority Coordinated Scheme and Admission Arrangements.
<b>Portfolio Holder:</b>	Councillor Hilda Gaddum, Cabinet Member for Children and Families

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#### 1.0 Report Summary

- 1.1 The attached Decision Paper reports on the outcome of the statutory consultation undertaken during the Spring Term 2012 on the Local Authority's proposed admissions arrangements and coordinated admission scheme for 2013 and seeks Cabinet approval to determine these arrangements, which must be completed by 15 April 2012, in accordance with legal requirements.

#### 2.0 Recommendation

- 2.1 That Members of the Scrutiny Committee consider the attached report and its appendices and offer any advice to officers regarding the proposed changes and procedures implemented.

#### 3.0 Reasons for Recommendations

- 3.1 The final report will be presented to the Council's Cabinet on 2 April.

#### 4.0 Wards Affected

- 4.1 All wards

#### 5.0 Local Ward Members

- 5.1 All Ward Members

#### 6.0 Policy Implications - Carbon reduction - Health

- 6.1 None

#### 7.0 Financial Implications (Authorised by the Director of Finance and Business Services)

- 7.1 The costs of School Admissions are charged to the Dedicated Schools Grant within the element for central expenditure.

**8.0 Legal Implications (Authorised by the Borough Solicitor)**

8.1 Details are included in the attached Report to Cabinet

**9.0 Risk Management**

9.1 Details are included in the attached Report to Cabinet

**10.0 Background and Options**

10.1 Details are included in the attached Report to Cabinet

**11.0 Access to Information**

The background papers relating to this report can be inspected by contacting the report writer:

Name:	Barbara Dale
Designation:	School Admissions and Organisation Manager
Tel No:	01270 686392
Email:	barbara.dale@cheshireeast.gov.uk

Background information includes:

- School Admissions Code 1 Feb 2012
  - The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012 (reg2)
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**CHESHIRE EAST COUNCIL****REPORT TO: CABINET**


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<b>Date of Meeting:</b>	2 April 2012
<b>Report of:</b>	Barbara Dale, School Admissions and Organisation Manager
<b>Subject/Title:</b>	Determination of Local Authority Coordinated Scheme and Admission Arrangements.
<b>Portfolio Holder:</b>	Councillor Hilda Gaddum, Cabinet Member for Children and Families

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**1.0 Report Summary**

- 1.1 This Decision Paper reports on the outcome of the statutory consultation undertaken during the Spring Term 2012 on the Local Authority's proposed admissions arrangements and coordinated admission scheme for 2013 and seeks Cabinet approval to determine these arrangements, which must be completed by 15 April 2012, in accordance with legal requirements.
- 1.2 The Local Authority's Coordinated Admissions Scheme, once determined, will apply to applications for places in publicly funded schools, including Free Schools and Academies, received for the relevant age group<sup>1</sup> and to all applications received 'in year'<sup>2</sup> for places in publicly funded schools in Cheshire East . This scheme will apply to subsequent years, subject to any review.
- 1.3 The proposed admission arrangements, once determined, will apply to applications for places in Cheshire East community and voluntary controlled schools.
- 1.4 Admission arrangements for all other publicly funded schools are determined by the relevant admission authority, which will be the governing body or Academy Trust.

**2.0 Decision Requested**

- 2.1 Cabinet is recommended to approve:
- The proposed **coordinated admission scheme (Appendix 1)**, which all local authorities are required by section 88M of the School Standards and Framework Act 1998 (SSFA) and the Co-ordination Regulations to have in place;

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<sup>1</sup> Applications for admission at the normal point of entry into the reception class at 4+ and secondary transfer at 11+ for the school year 2013-2014

<sup>2</sup> Applications for admission received after the first day of the school year into the relevant age group or into any other year group.

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- The proposed **admission arrangements (Appendix 2)** for Cheshire East community and voluntary controlled schools, which include the overall procedure, practices, criteria and supplementary information to be used in deciding on the allocation of school places, and;
- Confirmation to the Secretary of State by 15 April that a coordinated scheme has been adopted, in accordance with legal requirements.
- Notification of the determined admission arrangements to all appropriate bodies<sup>3</sup> within 14 days of determination.

### **3.0 Reasons for Recommendations**

- 3.1 Regulations made under provisions of the School Standards and Framework Act 1998 require that following consultation on any proposed changes to admission arrangements and local authority coordinated admissions schemes, arrangements must be determined by 15 April in the year preceding the admission year.
- 3.2 This recommendation will enable the Local Authority to meet its statutory duty to determine by 15 April 2012 a coordinated admissions scheme and admission arrangements for 2013 and subsequent years and to notify all appropriate bodies of the determination, in accordance with legal requirements.

### **4.0 Wards Affected**

- 4.1 All wards
- 4.2 Once determined,
- the coordinated scheme will apply to all Cheshire East mainstream publicly funded schools, including Free Schools and Academies and to applications received from Cheshire East resident parents and carers;
  - the determined admission arrangements will apply to all Cheshire East community and voluntary controlled schools.

### **5.0 Local Ward Members**

- 5.1 All ward members

### **6.0 Policy Implications including - Carbon reduction - Health**

- 6.1 None

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<sup>3</sup> For admission arrangements this includes Cheshire East admission authorities, governing bodies and diocesan authorities.

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## **7.0 Financial Implications (Authorised by the Director of Finance and Business Services)**

- 7.1 The costs of School Admissions are charged to the Dedicated Schools Grant within the element for central expenditure.

## **8.0 Legal Implications (Authorised by the Borough Solicitor)**

- 8.1 The Local Authority has a statutory duty to comply with the mandatory requirements imposed by The School Admissions Code 2012, which has been issued under Section 84 of the School Standards and Framework Act 1998. The Code reflects changes to the law made by the Education Act 2011 and The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- 8.2 Members are advised that that the changes in admission legislation, which came into effect in on 1 February 2012, apply to admission arrangements for 2013 and subsequent years. Of particular relevance are the changes as set out below:
- the removal of the statutory requirement placed on local authorities to coordinate 'in year' applications;
  - The removal of the requirement to consult on changes to published admission numbers (PAN) other than where a reduction is proposed. Where the local authority is the admission authority, it must consult the governing of the relevant school as a minimum. Community and voluntary controlled schools have the right to object to the Schools Adjudicator if the PAN set for them is lower than they would wish.
  - Following determination of the PAN, admission authorities can admit above their PAN during the normal admission round and in response to in year applications.
  - Published admission numbers can now be increased at any time during the year without reference to the Schools Adjudicator.

## **9.0 Risk Management**

- 9.1 The Local Authority would be in breach of its statutory duty if it failed to comply with the Law, which requires that,
- admission arrangements are determined annually by 15 April with full details published on the Council's website by 1 May, and
  - the Secretary of State receives confirmation by 15 April that the Local Authority has secured the adoption of a qualifying scheme.

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- 9.2 Failure to comply will result in unlawful arrangements and could result in complaints and challenge. In the event that the Local Authority is unable to confirm that a qualifying scheme has been adopted, the Secretary of State may impose one.

## 10.0 Background and Options

- 10.1 The changes proposed to the Local Authority's **coordinated scheme (Appendix 1)** are:

- A revision to the procedure for Local Authority coordination of 'in year' applications i.e. those received outside the normal admissions process into any year group during the course of the year, including the removal of inter local authority coordination of applications.
- A revised procedure for processing late applications

- 10.2 Listed below is a summary of the changes proposed by the Local Authority to the **admission arrangements for community and voluntary controlled schools (Appendix 2)** (schools for which the Local Authority is the admission authority):

- A change to the oversubscription criteria to include 'previously cared for children' as a first priority alongside 'Cared for Children'. This proposal will ensure compliance with the revised admissions Code.
- The removal of criterion 2 (Medical and Social Reasons)
- Proposals to vary some schools' current admission numbers for September 2013 admissions, in line with net capacities. **(Appendix 2.1)**
- Proposed re- zoning arrangements. **(Appendix 2.2)**

- 10.3 Consultation on the changes proposed to the **coordinated scheme** involved all Cheshire East schools through the Schools Bulletin, governing bodies through the Director's Spring Term Report and, in accordance with legal requirements, the Admission Forum and other local authorities. Additional measures employed included presentation to the Cheshire East primary headteachers group (ECaph) and secondary headteachers group (CEASH).

- 10.4 During consultation, which concluded by 1 March, no feedback was received on the proposed changes to the Coordinated Scheme.

- 10.5 Comments on the proposed changes to **admission arrangements for community and voluntary controlled schools** were invited from representatives of Cheshire East schools and this was delivered via the

Schools Bulletin and Director's Spring Term Report alongside the consultation on the changes to the coordinated scheme. Additional measures employed included presentation to the Cheshire East primary headteachers group (ECaph) and secondary groups (CEASH). In accordance with the requirements set out in the School Admissions Code 2010<sup>4</sup>, consultation also involved neighbouring local authorities, diocesan authorities and parents, carers and members of the local communities. The latter involved publishing a notice in local newspapers informing interested parties that proposed admission arrangements were available for comment and informing readers that full details were published on the council's website together with information on where comments can be sent and by when. Hard copies could be requested by telephone if preferred.

- 10.6 During consultation, which concluded by the statutory date of 1 March, a total of 11 responses were received (Table 1). This included 8 submitted by representatives of Macclesfield schools, 1 from a staff governor representative of a Sandbach primary school and 2 from parents including 1 parent/governor. As a comparison, last year only 6 responses were received. A summary of the responses received is attached as **Appendix 3**.

**Table 1**

<b>Change proposed</b>	<b>Support</b>	<b>Do Not Support</b>	<b>No View</b>	<b>Total</b>
1) In line with new legal requirement -'previously cared for children' as a first priority alongside 'Cared for Children'.	4	0	7	11
2) Proposed removal of criterion 2 Children for whom there are particular medical or social reasons	3	0	8	11
3) Proposed re-zoning arrangements	1	1	9	11
4) Proposals to vary some schools published admission numbers	1	9	1	11
<b>Total</b>	<b>9</b>	<b>10</b>	<b>25</b>	<b>44</b>

- 10.7 Seven of the comments received during consultation make specific reference to the changes to published admissions numbers for Macclesfield primary schools. One of these respondents expressed the view that the proposed increase for Puss Bank should be approved on the basis that existing accommodation is sufficient to allow for the admission of further pupils and that such an increase would provide for

<sup>4</sup> Replaced on 1 Feb 2012 by the School Admissions Code 2012

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greater parental choice and additional capacity to meet demand for places arising from new or planned housing developments in the area.

- 10.8 Six respondents expressed concern about the requests by governing bodies to increase published admission numbers in the Macclesfield area stating that existing surplus capacity would increase potentially impacting negatively on some schools and their ability to manage budgets and organise classes efficiently and effectively.
- 10.9 In response to this feedback, Members are advised that,
- Pupil forecasts indicate that, based on January 2012 school census data, there are 738 primary school places for the Macclesfield area with a surplus capacity of nearly 14%. (13.91%) This is compared with a Cheshire East surplus of 7.16%.
  - For the Macclesfield schools, there have been 4 requests from governing bodies for PANs to be increased, which if agreed would deliver an additional 33 reception class places from 2013 and an overall increase in capacity of 231 places across the 7 year groups.
  - Pupils resident in recent/new housing developments in the area admitted to maintained mainstream school places have already been taken into account in producing surplus place data. Any additional housing in the future will be reviewed as part of the planning application process and in the event that further capacity is needed to meet increased demand, this will be identified by the Local Authority in consultation with schools in the area.
- 10.10 One respondent expressed concern about the proposed increase in the published admission number from 40 to 45 for Elworth CE, Sandbach expressing concern about the impact on nearby schools.
- 10.11 Members are advised that in addition to an overall shortfall in the number of school places in the area with surplus places forecast at only 1% by 2016, there are three housing developments proposed for this location with full planning permission approved for two and one with outline planning. Once Section 106 agreements have been signed, developers will have three years to commence building works. The combined pupil yield from these developments is calculated at 118 primary aged children.
- 10.12 The proposed reduction in the PAN for Rainow Primary from 25 to 24 has been removed following consultation in response to a request from the school.
- 10.13 Full details about the proposed changes and the feedback received during consultation were presented to the Admissions Forum on 13 March.

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10.14 The Forum resolved to recommend to the Council's Cabinet that the proposed admission arrangements and coordinated scheme, which will apply for 2013 and subsequent years subject to any review, be approved. (draft)

10.15 This paper, together with its appendices and an oral update, was presented to the Children and Families Midpoint Scrutiny Committee on 13 March. The report was accepted. (draft)

## **11.0 Access to Information**

11.1 The background papers relating to this report can be inspected by contacting the report writer:

Name:	Barbara Dale
Designation:	School Admissions and Organisation Manager
Tel No:	01270 686392
Email:	barbara.dale@cheshireeast.gov.uk

Background information includes:

- School Admissions Code 1 Feb 2012
  - The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012 (reg2)
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## DRAFT LOCAL AUTHORITY COORDINATED ADMISSIONS SCHEME

### 1 BACKGROUND

- 1.1 This scheme applies to the school year 2013-2014 and subsequent years, subject to any review.
- 1.2 The scheme meets the requirements for a scheme for co-ordinating admission arrangements under the School Admission (Co-ordination of Admissions Arrangements) (England) Regulations 2008, made under the School Standards and Framework Act 1998, for the area of Cheshire East Council.
- 1.3 Applications for school places received 'in year' (i.e. those received after the first day of the school year into the relevant age group or into any other year group) and for the normal admission round into the relevant age group (i.e. reception at 4+ and secondary transfer at 11+) shall be determined in accordance with the provisions set out in this scheme.
- 1.4 This coordinated scheme applies to all publicly funded schools in Cheshire East and to preferences expressed by Cheshire East parents and carers, including applications for schools in other Local Authorities made during the normal admissions and to preferences expressed by parents and carers making applications for Cheshire East school places during the course of the year as 'in year' admissions. This scheme does not apply to applications for special schools or independent schools.
- 1.5 Parents and carers making applications as part of the normal admission round for schools maintained by other authorities with a different age of transfer (i.e. middle and upper schools) will also be included within these arrangements.

### NORMAL ADMISSION ROUND

### 2 GENERAL INFORMATION

- 2.1 All parents and carers **resident** in the area administered by Cheshire East Council will be asked to make their application on the common application form provided by this authority (as the 'home' authority). Parents and carers making applications on a maintaining authority's application form will be advised to contact their 'home' authority. Parents and carers seeking places at independent (i.e. fee paying) schools must apply direct to the school.
- 2.2 Applications for places sent direct by parents and carers to individual schools cannot be accepted and will be sent to the Local Authority for inclusion within these arrangements.

- 2.3 For community and voluntary controlled schools, in its role as the admission authority, Cheshire East Council will be responsible for determining who can be allocated a place in accordance its agreed published admission arrangements.
- 2.4 For Academies, Free Schools, Voluntary Aided, Foundation and Trust schools, decisions on applications will normally be made by the governing body. The exception to this will be where the governing body has made arrangements for another body to consider the application and to determine by reference to the school's admission criteria if a place can be allocated.
- 2.5 For applications for schools outside Cheshire East, the relevant local authority will be responsible for coordinating decisions on applications through liaison, where relevant, with admission authorities in its area.
- 2.6 The Local Authority will collate and publish all admission arrangements in a single composite prospectus, which will be published on the Council's website in line with the requirements set out in the School Admissions Code. For parents and carers without internet access, a hard copy of the agreed admissions arrangements will be available on request.
- 2.7 All preferences made in accordance with the Council's arrangements will be met except where this would prejudice the provision of efficient education or the efficient use of resources e.g. where the year group in question is full. The duty to comply with parental preference is, however, removed for a period of two years where the child has been permanently excluded from two or more schools from the date on which the latest exclusion took place.
- 2.8 If the pupil is a Cheshire East resident and Cheshire East Council is not able to offer any of the preferences stated on the application form a place will normally be allocated at the nearest Cheshire East school with a vacancy using the Authority's Ordnance Survey address point data system for measuring straight line distances from the address point of the home to the address point of the school in miles. This will include allocating vacancies at Academies, Free schools, Voluntary Aided and Foundation schools in liaison and agreement with the governing bodies of these schools.
- 2.9 Where a preference has been received from a parent or carer resident in another authority and a place cannot be offered, Cheshire East Authority will not allocate a place.
- 2.10 Offers will be made by Cheshire East Council, in its role as the home authority, on behalf of the admissions authority for the school allocated as follows:

<b>Admissions authority</b>	<b>Category of school</b>
Cheshire East Authority	All community and voluntary controlled schools in Cheshire East

- |                              |   |
|------------------------------|---|
| Maintaining Local Authority  | All non-Cheshire East community and voluntary controlled schools.             |
| Governing Body of the school | All Voluntary Aided, Foundation, Trust schools and Academies and Free Schools |
- 2.11 Schools must not notify parents or carers that a place has become available but must inform their maintaining local authority in order that an offer can be made by the home authority.
- 2.12 In accordance with statutory requirements, a governing body, in its role as the admission authority for a school, **must** comply with the following procedures:
- a) Forward to their maintaining authority details of any application made to the school direct, together with any supporting information provided by the parent (regardless of whether the parent who made the application resides in that authority's areas);
  - b) Determine or make arrangements for another body (including the maintaining authority) to determine by reference to the school's admissions criteria the order of priority in which each application for the school is ranked;
  - c) To notify their maintaining authority of their determination, or arrange for the body appointed by them to notify the Authority on their behalf.
- 2.13 Parents and carers will be informed in writing of their legal right of appeal against any decision not to offer them a place at a school stated as a preference on their application form and their right to be supported by a friend or adviser. Further information on the appeals process will be available on the Council's website and by contacting the Local Authority.
- 2.14 Parents and carers can submit an appeal in respect of each school for which admission has been refused. All appeal applications should be sent to the admission authority for the school for which admission has been refused.
- 2.15 Waiting lists, where held, will be in criteria order and not on a 'first come, first served' basis. Placing a child's name on a waiting list does not affect the statutory right of appeal.
- 2.16 Waiting lists will be held **for all schools** until the end of the autumn term in the normal year of admission **as a minimum**. Waiting list arrangements implemented after the end of term will be determined by individual admission authorities. For community and voluntary controlled schools, waiting lists will be closed at this point and parents and carers of children held on the waiting list will receive written confirmation of this.
- 2.17 Repeat applications will not be considered within the same school year, unless the parent's/carer's or the school's circumstances have changed significantly since the

original application was made. Full details of the change of circumstances must be provided for consideration by the Local Authority.

### **3 APPLICATION PROCESS**

- 3.1 Children reach compulsory school age at the beginning of the term following their 5th birthday. Under the Council's policy, children may start school in the reception class in the September following their 4th birthday. For transfer to secondary, children will usually transfer at the beginning of the autumn term following their eleventh birthday.
- 3.2 Parents can request that the date their child is admitted to the primary school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Applications for deferred admissions must be made by the published closing date. Parents will not however, be able to defer admission beyond the academic year for which the original application was accepted or beyond the beginning of the term after the child's fifth birthday.
- 3.3 To help younger children adjust to school, schools may phase full-time admission, admitting these children on a part-time basis. Arrangements are decided at school level.
- 3.4 In exceptional circumstances requests can be made for early or late transfer to secondary school. Parents and carers considering such a request must in the first instance speak to the headteacher of the child's primary school.
- 3.5 The application process will commence on **1 September** in the year preceding the admission year.
- 3.6 The common application form will invite parents and carers to express 3 school preferences ranked in order of priority. Parents and carers will be provided with the opportunity to give reasons for their preferences and can, if appropriate, provide any additional documents in support of their preference/s.
- 3.7 Parents/carers will be asked to submit the completed application form directly to this Council by the statutory closing dates published in part two.
- 3.8 Parents and carers will be asked to provide details, where applicable, of any siblings attending the preferred school at the time of application and who will be attending at the time of admission, details of the current school attended and the length of time resident at the address provided.
- 3.9 If a parent or carer expresses a preference for a school designated as having a religious character (faith school) they will be asked to state the religious denomination of their child on their application form. Parents and carers will be advised to contact the school as they may also be required to complete a supplementary information form. Forms will be available on the Council's website or direct from the school. Supplementary information forms (SIFs) will request

information in addition to that provided on the common application form. Such request must be made in accordance with paragraphs 1.78 and 1.86 of the School Admissions Code (2010). Examples of additional information that can lawfully be requested include membership of, or relationship with the church, or a reference from a priest or other religious minister as proof of religious commitment.

- 3.10 All preferences will be considered on the basis of the **equal preference model** for allocating places, in accordance with legal requirements. This means that in the first instance, all preferences will be considered against the relevant published oversubscription criteria **only**, i.e. without reference to the preference ranking. Thereafter, where a pupil can potentially be allocated more than one school place stated on the application form, the **single offer**, determined by the home authority, will be for the school ranked highest by the parents or carers.
- 3.11 Preference ranking will not be shared with admission authorities in accordance with paragraph 1.76 of the School Admissions Code 2010 as this cannot lawfully be used when applying oversubscription criteria.
- 3.12 Where a school receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Application Form, in accordance with paragraph 3.7 of the School Admissions Code 2010. Supplementary information forms should be returned direct to the school concerned.
- 3.13 When a parent or carer has submitted their application on the common application form but has not also submitted a supplementary information form (where relevant), the admission authority must nevertheless consider the application in accordance with legal requirements (Para 4.3 of Section 86(2) of the School Standards and Framework Act 1998). In circumstances where a SIF has been received the admission authority must be proactive in ensuring that there is an application, in order for the preference to be considered. In circumstances where a SIF has not been completed the application will be assessed on the basis of the information submitted to the governing body on the home local authority's common application form.
- 3.14 For secondary transfer only, the Council will have records for all children resident within its area who attend Cheshire East primary schools. In order to make sure that all resident pupils are included in the co-ordinated admissions process, this Authority will also request data from neighbouring authorities and from independent schools in the area at the end of the summer term in the year preceding admission for details of resident pupils who attend their schools.
- 3.15 The Authority's composite prospectus will be available electronically on the Council's website from the 1 September. Hard Copies will be available in primary schools, or will be obtainable by request from the Local Authority at the start of the autumn term.

- 3.16 The composite prospectus will include information on the application process including key dates, a copy of the common application form, details of Cheshire East schools and allocation data relating to applications for the previous year, in compliance with School Information (England) Regulations 2008.

#### **4 CHANGING PREFERENCES**

- 4.1 After the closing date for applications, the Local Authority will not accept a change of preference unless it is satisfied that there is a genuine reason for doing so, such as a recent house move. Full details must be provided to the Authority for consideration and by the published deadline for receipt of supporting information.
- 4.2 Any parent wishing to change a preference after the closing date for applications without a genuine reason for doing so in the opinion of the Local Authority will be advised that the application will be treated as a late application.
- 4.3 In the case of a recent house move, a letter from the solicitor confirming the completion date or a signed rental agreement\* showing the start of the tenancy will be required. Further confirmation may also be required including evidence of disposal of previous property and recent utility bills to confirm the actual place of residency. \*A signed rental agreement must cover the date published as the deadline for receipt of supporting information.
- 4.4 A panel of officers will consider information presented in support of the late change of preference. The parent or carer will be notified of the decision.

#### **5 PROCESSING APPLICATIONS**

- 5.1 The following actions will be implemented in accordance with the dates published in part two of these arrangements.
- 5.2 Cheshire East Council will exchange applications for schools in other authorities with all relevant local authorities and will provide reports containing details of applications to its voluntary aided and foundation schools for consideration by governing bodies in accordance with the school's own published admission arrangements by,
- 5.3 Cheshire East voluntary aided and foundation schools will inform the Local Authority of the pupils eligible for a place under its admissions criteria and provide lists of pupils in criteria order who cannot be offered places.
- 5.4 Cheshire East Council will inform other local authorities of offers to be made to pupils resident within their boundaries and request details of offers they will be making to Cheshire East residents.
- 5.5 Places will normally only be offered up to the published admission number, which applies to the normal year of entry. A child cannot be refused admission to the normal year of entry on the grounds of prejudice to the provision of efficient

education and efficient use of resources unless the published admission number has been reached. In respect of admission to year groups other than the normal point of entry, it is expected that the admission number will continue to be applied. However, if circumstances have changed since the year of entry, a place may be refused even if the admission number has not been reached.

- 5.6 Admission authorities that intend to admit over the published admission number (PAN) where it is considered that further admission/s would not have a detrimental effect on the school, will need to notify the Local Authority by the dates specified in part two of these arrangements to enable the local authority to deliver its coordination responsibilities effectively.
- 5.6 The Local Authority will finalise allocations on the basis of equal preferences and in line with the agreed dates, as far as possible:

## **6 NOTIFYING PARENTS and CARERS of DECISIONS**

- 6.1 Cheshire East Council will send the parents and carers of pupils who reside in Cheshire East written confirmation (including e-mail) of the decision on the application. This will include offers for places in Cheshire East schools and schools in other local authorities, as appropriate. Where online applications have been received, the parent or carer making the online application can logon to their online account on the published date to view the school place offered and can also request to receive their offer by e-mail. Offers confirmed by letter will be sent out on the published offer day by second class post.

## **7 LATE APPLICATIONS**

- 7.1 Applications received after the closing date will be recorded as 'late' and considered after all on-time applications and in accordance with the dates set out in part two unless the Local Authority confirms that the reasons presented in support of the late submission justify the application being considered alongside on-time applications. Reasons can include exceptional medical reasons preventing an earlier application or late removal into the area. Reasons must be presented at the time of application and supporting documentation **must** be provided, which must be received by the dates specified in part two.
- 7.2 Late applications received after the published deadline for the receipt of supporting information will be processed after all on-time applications and in accordance with the published dates, even if there is a good reason for the late submission.
- 7.3 In the case of a recent house move, the Authority will require supporting evidence to show that the place of residency has changed. This will include a letter from the solicitor confirming the completion date, or if relevant, a signed rental agreement showing the start date of the tenancy. The rental agreement must include residency on the date published as the deadline for receipt of supporting information. Further information may be requested to confirm residency, for example, recent utility bills or evidence of disposal of previous property.

- 7.4 In respect of medical reasons preventing an earlier application, a letter of confirmation from a medical practitioner will be required.

## **8 MOVING HOUSE**

- 8.1 Parents and carers must inform the Authority immediately of a change of address, even if details of a future change of residency were included on the application form. The Authority will require supporting evidence to show that the place of residency has changed. This will include a letter from the solicitor confirming the completion date, or if relevant, a signed rental agreement showing the start date of the tenancy. The rental agreement must include residency on the date published as the deadline for receipt of supporting information. Further information may be requested to confirm residency, for example, recent utility bills or evidence of disposal of previous property.
- 8.2 Proof of residency received after the deadline published for the receipt of supporting information will not be used to assign a higher criterion for admission, but will be used to send the decision on the published offer date.

## **9 ACCEPTING AND DECLINING PLACES**

- 9.1 Parents and carers will be required to **accept or decline** the school place offered by the dates published in part two. The Local Authority reserves the right to withdraw places not accepted by this date.
- 9.2 For late applications parents and carers will be required to accept the place offered within **10 working days** of the date of the offer.

## **10 WAITING LISTS**

- 10.1 Waiting lists for oversubscribed schools will consist of those children whose parents or carers have specifically requested in writing (including e-mail) that they remain on the waiting list, along with late applicants and those for whom an appeal application has been received. Waiting lists will be held in criteria order and not on a first come first served basis.
- 10.2 Vacancies will be re-allocated to children held on the school's waiting list in line with the dates published in part two.
- 10.3 After the start of the school term in September, the LA will hold up-to-date information on waiting lists through liaison with schools until the end of the autumn term only. After this date all waiting list information be closed. Admission authorities that have published that they will continue to hold waiting lists after this date will be responsible for maintaining their waiting lists in accordance with their own published admission arrangements.

## **11 ADMISSIONS APPEALS**

- 11.1 The application decision letter/e-mail will explain the parents' right of appeal and how appeals may be made. Applications for appeal should be received by the dates published in part two.
- 11.2 Parents and carers can submit an appeal in respect of each school for which admission has been refused.
- 11.3 Appeals for late applications will be heard within 40 days of the published deadline where possible, or 30 school days of appeal being lodged.
- 11.4 All appeal applications should be sent to the admission authority for the school for which admission has been refused.

## **'IN YEAR' ADMISSIONS**

## **12 APPLICATION PROCESS**

- 12.1 'In year' applications are those made during the school year into any year group other than the normal point of entry (i.e. normal admission round). This will include applications from parents and carers of children moving into the authority from another authority's area, moving within the authority, or seeking to transfer to an alternative school for other reasons.
- 12.2 Parents/carers seeking Cheshire East school places 'in year' will be required to complete the Cheshire East 'in year' application form. Forms will be published on the Council's website and will be available in hard copy on request.
- 12.3 In all cases, parents will be advised to contact their preferred school to progress their application.
- 12.4 Parents will be invited to submit up to three school preferences ranked in priority order and to provide additional information in support of their application. Application details will be shared with the relevant schools.
- 12.5 Parents and carers will be asked to provide details, where applicable, of any siblings attending the preferred school at the time of application and who will be attending at the time of admission, details of the current school attended and the length of time resident at the address provided.
- 12.6 Permission from the parent or carer to discuss the application with the current school will be requested on the application form to ensure compliance with the Data Protection Act 1998.
- 12.7 If a parent or carer expresses a preference for a school designated as having a religious character (faith school) they will be asked to state the religious denomination of their child on their application form. Parents and carers may be

required by the school to complete a supplementary information form. Forms will be available from the school or on the Council's website. Supplementary information forms (SIFs) will request information in addition to that provided on the common application form. Such request must be made in accordance with paragraphs 2.4 of the School Admissions Code (2012). Examples of additional information that can lawfully be requested include membership of, or relationship with the church, or a reference from a priest or other religious minister as proof of religious commitment.

- 12.8 The Local Authority will publish on its website a list of the vacancies in Cheshire East publicly funded schools for parents and carers seeking places outside the normal admission round.
- 12.9 Parents and carers of children who are seeking a transfer to an alternative school for reasons other than a house move will be strongly advised to discuss the proposed transfer with the current school before submitting an application.
- 12.10 The Local Authority will maintain up-to-date records of applications and their outcomes through liaison with schools.
- 12.11 The process of completing the application for a school place can be facilitated by the school by inviting the parent to complete an online application during a school visit or by the parent prior to contacting or visiting the school. Hard copy application forms are available on request from the Local Authority.
- 12.12 In circumstances where a parent exercises his or her right to submit more than one school preference on the single application form, information about other preferences and preference ranking will not be provided to individual schools as this cannot lawfully be used when applying oversubscription criteria.
- 12.13 Parents and carers making applications for schools in other local authorities' areas will be advised to contact the relevant local authority for advice about their own application process.
- 12.14 Applications will not normally be accepted more than 6 school weeks prior to the intended date of admission.

### **13 PROCESSING APPLICATIONS**

- 13.1 All applications received for Cheshire East schools will be processed within no more than 10 working days from the receipt of application.
- 13.2 Where there are spaces in the relevant year group a place will normally be offered to the parent.
- 13.3 **If the year group in question is full, a decision to refuse admission must be referred to the admission authority.**

- 13.4 In cases where a school is oversubscribed, the admission authority will rank the applications in accordance with their published oversubscription criteria.
- 13.5 **All decisions will be confirmed by the school in writing to the parent and the letter/e-mail will include information about the legal right of appeal and a start date, where relevant.** Optional letter/e-mail templates will be made available online for admission authorities that choose to use them.
- 13.6 Where a preference has been unsuccessful, written correspondence will confirm the decision on the application and will advise the parent to contact the Local Authority for advice about alternative schools with vacancies.
- 13.7 Written correspondence confirming offers will advise the parent to contact the school to accept or decline the school place within no more than 10 school days from the offer date.
- 13.8 In cases where a school feels that further admissions can be agreed on the basis that to do so will not result in a breach of infant class size legislation or will not prejudice the provision of efficient education or efficient use of resources, the application must be referred to the admission authority for a decision.
- 13.9 Decisions on applications will be notified to the Local Authority to enable the LA to keep up-to-date records. The Local Authority will run regular checks on applications to identify any parents offered places at more than one school in order to facilitate liaison with the school or parent to conclude with a single offer, as far as possible.
- 13.10 **Admission will normally take place for primary school admissions within 10 school days from the date of offer and for secondary school admissions within 20 school days from the date of offer.**
- 13.11 Repeat applications will not be considered within the same school year, unless the parent's/carer's or the school's circumstances have changed significantly since the original application was made. Full details of the change of circumstances must be provided on the applications forms for consideration.

#### **14 WAITING LISTS.**

- 14.1 Waiting lists will not be held for community or voluntary controlled schools other than in accordance with legal requirements, which require that they are held up until the end of the autumn term for the normal year of admission (i.e. reception and year 7 admissions). Where waiting lists are held by other admission authorities children will be added to waiting lists in criteria order and not on a first come first served basis.
- 14.2 For 'in year' waiting lists only, children who are subject of a direction by a local authority to admit, are part of a managed transfer from a closing school or who are

allocated to a school in accordance with the Local Authority's Fair Access Protocol will take precedence over those on the waiting list.

## Part Two – Key Dates

Process	Secondary Transfers	Primary Admissions
Application process starts – letters to parents and carers, online application form and composite prospectus available.	1 September 2012	1 September 2012
<b>Closing date for applications</b>	<b>31 October 2012*</b>	<b>15 January 2013*</b>
Preferences forwarded to other LAs	14 November 2012	4 February 2013
Preferences forwarded to Academies, Free, VA and Foundation Schools	19 November 2012	8 February 2013
<b>Deadline for receipt of supporting documentation</b>	<b>7 December 2012</b>	<b>15 February 2013</b>
Academies and Free Schools, VA and Foundation Schools to respond	14 December 2012	8 March 2013
Provisional allocations of places at Cheshire East schools sent to other LAs for their residents	Around 16 January 2013	Around 15 March 2013
Responses to other LAs on potential offers of places in their schools for Cheshire East residents (so far as possible)	16 January 2013	15 March 2013
Representations from schools re admission over PAN	By 31 January 2013	By 22 March 2013
Allocations to be finalised	15 February 2013	31 March 2013
<b>Offers released</b>	<b>1 March 2013</b>	<b>16 April 2013</b>
Deadline for accepting or declining places	18 March 2013	30 April 2013
Waiting lists prepared, <b>late applications processed</b> and vacancies allocated. Waiting lists will be held in criteria order. Parents and carers offered places on this basis will be required to accept or decline the place offered within 10 schools days.	After 18 March 2013	After 30 April 2013
<b>Appeals Application Deadlines</b>	<b>15 April 2013</b>	<b>17 May 2013</b>
Appeal hearings (on time applications)	By 10 June 2013	By 19 July 2013
Appeal Hearings – late Applications	Within 40 days of deadline where possible, or 30 school days of appeal being lodged	Within 40 days of deadline where possible, or 30 school days of appeal being lodged

Appeal Hearings - In Year Applications	Within 30 school days of appeal being lodged	Within 30 school days of appeal being lodged
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## **LOCAL AUTHORITY ADMISSION ARRANGEMENTS 2013 - COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS.**

These admission arrangements apply to applications for all Cheshire East **community and voluntary controlled schools** in the school year 2013-2014 and for subsequent years, subject to any review. In its role as the admission authority for these schools, Cheshire East Council will be responsible for determining who can be allocated a place in accordance with these arrangements.

Applications for school places received for the normal admission round (i.e. into reception at 4+ and secondary transfer at 11+) and 'in year' (i.e. into any year group outside the normal admission round) shall be considered in accordance with the arrangements set out below and in accordance with the provisions set out in the Local Authority's agreed scheme, full details of which are published on the Council's website at [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk).

### **PUBLISHED ADMISSION NUMBERS (PANs)**

The Council has agreed admission numbers (PANs) for its community and voluntary controlled schools, which is the number of children that will normally be admitted into the *relevant age group* (e.g. into the reception year in a primary school and into year 7 as a secondary transfer in September for the first time). The admission number is set based on the number of pupils the school can accommodate and therefore normally, PANs will continue to be applied i.e. to all subsequent year groups in addition to the relevant age group. Admission numbers for schools in Cheshire East are published on the Council's website at the start of the application process on 1 September. Hard copies can be requested.

The Local Authority, in its role as the admission authority for community and voluntary controlled schools, may agree (through consultation with the governing body) admission over PAN where to do so would not result in prejudice to the provision of efficient education or efficient use of resources at the school. The local authority will not normally be able to agree admission over the published admission number where to do so would result in a breach of infant class size legislation, which requires that infant classes (those classes where the majority of children will reach the age of 5, 6, or 7) contain no more than 30 pupils with a single qualified teacher.

The published admission number will continue to be applied as the relevant age group progresses through school, unless the circumstances for the school have changed since the PAN was agreed.

### **CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS**

A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 that specifies the special educational provision

required for that child. Schools must admit a child with a **Statement of Special Education Needs** that names their school.

## OVERSUBSCRIPTION CRITERIA

Where more applications are received than there are places available, after Children with Statements of Special Educational Needs, priority for admission will be based on the Council's published oversubscription criteria as follows:

- i) **'Cared for Children' and Children who were Previously 'Cared for'.**
  - A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989).
  - Children previously 'cared for' are children who were 'cared for' as defined above, but immediately after being 'cared for' became subject to an adoption, residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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).
- (ii) **Siblings** – pupils with elder brothers or sisters, step-brothers or step-sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household, already attending the preferred school (in years *Reception* through to *Year 10*) and expected to continue at the school in the following school year. (i.e. at the time of admission)
- (iii) **Children resident within the designated catchment area of the school.** Children will be classed within this criterion if they and their parents/carers are resident within the area served by the school. (see notes below)
- (iv) **Children not resident within a school's designated catchment area but attending a school nominated as a feeder/partner primary school for admissions purposes.**
- (v) **Pupils living nearest to the school** measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

### Notes:

Where a school cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission. For example, if a school cannot accommodate all *children resident within the catchment area (criterion iii)*, the priority will be in the order of:

- Resident in the catchment area (criterion iii) attending a feeder school (iv) and living nearest to the school (v)

- Resident in the catchment area (criterion iii) not attending a feeder school (iv) and living nearest to the school (v)

All applicants within each criterion will be put into a distance order with priority being given to those that live nearest to the school, as stated in criterion v above. Where it is identified that there are a limited number of places available and the Local Authority cannot differentiate between the applications using the distance criterion (criterion v) a random allocation tie-breaker will be applied. This may be required for example, where applicants reside in the same block of flats or are children of a multiple birth living at the same address.

In the case of previously looked after children (criterion i) admission authorities may request a copy of the adoption order, residence order or special guardianship order and a written correspondence from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

Children will be considered within criterion (iii) if they and their parents/carers are resident on the date published for the receipt of supporting documentation (see part two below). Supporting information may be requested to verify the place of residence. For children of UK service personnel (UK Armed Forces) a Unit postal address or quartering area address will be accepted in advance of removal into the area, subject to official written confirmation of the address and relocation date. Preferences for the catchment area school for the confirmed address will be considered under criterion iii, unless a higher criterion is applicable.

## **CHILDREN OF MULTIPLE BIRTHS**

In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the same school.

## **PARENTS and CARERS with SHARED RESPONSIBILITY for a CHILD**

Where parents or carers have shared responsibility for a child the place of residency will be determined as the address where the child lives for the majority of the week (e.g. where the child wakes up between Monday to Friday). Full details must be submitted in writing to enable the Local Authority to determine which address will be used for the purpose of admission. A panel of officers will consider the information provided. Where the Local Authority is unable to reach a decision based on the information received, e.g. where the child lives equally with both parents, the address provided for claiming Child Benefit and where appropriate, Child Tax Credits will be applied to the admission application. In such circumstances, documentary evidence must be provided.

## **MOVING HOUSE**

Parents and carers must inform the Council immediately of a change of address, even if details of a future change of residency were included on the application form. The Authority will require supporting evidence to show that the place of residency has changed as follows:

- A letter from the solicitor confirming the completion date;
- A signed rental agreement showing the start of the tenancy (in accordance with the arrangements set out in the Local Authority's Coordination Scheme)

In addition the Local Authority may request further information including copies of council tax and utility bills. Other information may be required, such as evidence of disposal of previous property.

In respect of applications made as part of the normal admission round, (e.g. into the reception class in a primary school and into year 7 as a secondary transfer in September for the first time) information and supporting evidence must be received by the dates stated in part two of these arrangements. Satisfactory confirmation of residency at the property (as aforementioned) will result in the application being processed on the basis of the new address. Proof of residency received after the published dates will not be used to process the application, but will be used to send the decision letter/e-mail on the published offer date.

## WAITING LISTS

Waiting lists will only be held for the normal admission round (September admissions into the reception class and year 7) and only until the end of the autumn term. They will be held in criteria order and not on a 'first come, first served' basis. Placing a child's name on a waiting list does not affect the statutory right of appeal. Waiting lists for oversubscribed schools will consist of those children whose parents or carers have specifically requested in writing (including e-mail) that they remain on the waiting list, along with new applicants and those for whom an appeal application has been received.

Vacancies will be re-allocated to children held on the school's waiting list in line with the dates published in part two of these arrangements.

## LATE APPLICATIONS – NORMAL ADMISSION ROUND ONLY

Late applications will be considered after all on-time applications unless the Local Authority considers that there are good reasons for the application being late, which must be stated at the time of application, i.e. exceptional medical reasons preventing an earlier application, late removal into the area. Supporting documentation **must** be provided. Where supporting documentation has been received by the dates specified in part two of these arrangements and the Authority has accepted reasons stated for the late application, the application will be considered as if it had been received on-time. Late applications and supporting documentation received after the dates specified will be considered after all on-time applications and in line with the dates set out in part two of these arrangements. This will apply even where the Authority accepts that there are good reasons for the late application and as such these applications may be disadvantaged.

## ACCEPTING AND DECLINING PLACES

All parents and carers will be required to **accept or decline** the school place offered by the published date as stated in part two of these arrangements. The Local Authority reserves the right to withdraw places not accepted by this date.

**RIGHT OF APPEAL**

Parents and carers who are not offered a place for their child at a school stated as a preference have a right of appeal to an independent appeals panel. Parents can submit an appeal in respect of each school for which admission has been refused. For appeals against decisions on preferences for community and voluntary controlled schools, forms are available on the Council's website. Hard copies can be requested. Completed forms must be returned to the Local Authority.

**REPEAT APPLICATIONS**

Repeat applications will not be considered within the same school year, unless the circumstances for the parent, carer or school have changed significantly since the original application was made. Full details must be provided to the Local Authority for consideration.

**PART TWO - TIMETABLE FOR APPLYING FOR PLACES**

<b>Process</b>	<b>Secondary Transfers</b>	<b>Primary Admissions</b>
Application process starts	1 September 2012	1 September 2012
<b>Closing date for applications</b>	<b>31 October 2012</b>	<b>15 January 2013</b>
<b>Deadline for receipt of supporting documentation</b>	<b>7 December 2012</b>	<b>15 February 2013</b>
Allocations to be finalised	15 February 2013	31 March 2013
<b>Offer Day</b>	<b>1 March 2013</b>	<b>16 April 2013</b>
<b>Deadline for accepting or declining places.</b> The Local Authority reserves the right to withdraw places not accepted. (Late Applications – Places must be accepted or declined within 10 school days of the offer)	18 March 2013	30 April 2013
Waiting Lists prepared, <b>late applications processed</b> and vacancies allocated. Waiting lists will be held in criteria order. Parents and carers offered places on this basis will be required to accept or decline the place offered within <b>10 school days</b> .	After 18 March 2013	After 30 April 2013
<b>Appeals Application Deadline</b>	<b>15 April 2013</b>	<b>17 May 2013</b>
Appeal hearings (on time applications) (as far as possible)	By 10 June 2013	By 19 July 2013
Appeal Hearings – late Applications	Within 40 days of deadline where possible, or 30 school days of appeal being lodged	Within 40 days of deadline where possible, or 30 school days of appeal being lodged
Appeal Hearings - In Year Applications	Within 30 school days of appeal being lodged	Within 30 school days of appeal being lodged

### PART THREE - ADMISSIONS TO YEAR 12 OF SCHOOLS WITH SIXTH FORMS

Applications for admission to the Sixth Form of a Cheshire East school are dealt with by the school in accordance with the published admissions arrangements and not by Cheshire East Council.

Children already in the school are **not** required to apply formally for places in Year 12 but should have reached the minimum entry requirements for admission into the sixth form. Minimum entry requirements are the same for internal and external applicants.

Schools will not interview pupils or their families for entry to year 12, although meetings may be held to provide advice on options and entry requirements for particular courses.

#### SIXTH FORM MINIMUM ENTRY REQUIREMENTS

- The minimum entry requirement for admission to the sixth forms of Cheshire East community and voluntary controlled schools to study primarily at A level is **5 GCSEs grade A\* to C (or equivalent)**. Individual subjects may require a specific level of attainment. Further information will be provided by the school.
- Minimum entry requirements for admission onto specific vocational courses vary and a full list of requirements can be obtained from the school. Parents are advised to contact the school for further information.

#### COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS - OVERSUBSCRIPTION

In the event that the number of eligible applicants exceeds the number of places available, the oversubscription criteria to be applied are:

- i) **‘Cared for Children’ (and Children who were previously ‘cared for’.**
  - A ‘cared for child’ is a child who is in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989).
  - Children previously ‘cared for’ are children who were ‘cared for’ as defined above, but immediately after being ‘cared for’ became subject to an adoption, residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A ‘residence order’ is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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).
- ii) **Children resident within the designated catchment area of the school.** Children will be classed within this criterion if they and their parents/carers are resident within the area served by the school. (Refer to notes above regarding Children of UK Service personnel)

- iii) **Pupils living nearest to the school** measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the school to the address point of the place of residence.

### **PUBLISHED ADMISSION NUMBERS – EXTERNAL CANDIDATES ONLY**

This number relates to the admission of **external candidates only**. The admission numbers included in the table are based on an estimate of the minimum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met.

<b>Sixth Form Admissions Community Secondary Schools</b>	<b>September 2012</b>
Poynton High School And Performing Arts College	<b>50</b>
Wilmslow High School	<b>50</b>

### **SIXTH FORM ADMISSION APPEALS**

Any applicant refused a place in Year 12 is entitled to make an appeal to an independent appeal panel, whether the child is already attending the school or is an external candidate.

Parents or children\* refused admission to a sixth form in a Cheshire East community or voluntary controlled school will be advised to contact the Council for an appeal application form and details on the appeals process.

\*The Education and Skills Act 2008 made changes to the law relating to admissions and appeals placing a new duty on local authorities to make arrangements:

- a) for children to express a preference as to the school at which they wish to receive sixth-form education (i.e. secondary education suitable to the requirements of pupils who are over compulsory school age); and
- b) for children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school, to express a preference as to the school at which they wish to receive education other than school sixth-form education.

Regulations give a corresponding right of appeal to a child who expresses a preference for a school place. This right is in **addition** to the rights of parents to express a preference as to the school at which they wish their child to receive education.



## **PROPOSED CHANGES TO ZONING ARRANGMENTS**

### **MAP 1 – ELWORTH CE PRIMARY SCHOOL & ELWORTH HALL PRIMARY SCHOOL**

Area highlighted shows the area the authority proposes that this area should be rezoned from Elworth CE Primary School to Elworth Hall Primary School

### **MAP 2 – KNUTSFORD HIGH SCHOOL**

Area highlighted orange relates to the part of High Legh Primary's catchment area that is currently zoned to The County High, Leftwich (Cheshire West and Chester). The authority proposes that this area becomes a shared area between The County High, Leftwich and Knutsford High School.

Area highlighted green relates to Pickmere Village that is currently zoned to Rudheath High School (Cheshire West and Chester). The authority proposes that this area becomes a shared area between Rudheath High School and Knutsford High School.

### **MAP 3a and 3b – HASLINGTON PRIMARY SCHOOL / SIR WILLIAM STANIER**

Area highlighted orange relates to the part of Haslington Primary's catchment area that is currently zoned to Sir William Stanier. The authority proposes that this area becomes a shared area between the Sandbach High Schools and Sir William Stanier Community School.

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Respondent	1) Change to the oversubscription criteria to include 'previously cared for children' as a first priority alongside 'Cared for Children'.	2) Proposed removal of criterion 2 Children for whom there are particular medical or social reasons	3) Proposed re-zoning arrangements	4) Proposals to vary some schools published admission numbers for September 2013 admissions, in line with net capacities
Parent Governor	No View	No View	No View	Do Not Support
Governor	Support	Support	Do Not Support	Do Not Support
Parent	Support	Support	No View	No View
Parent/Governor, Macclesfield Primary School	No View	No View	No View	Support LA recommendation that PANs should not be increased in Macclesfield.
Governor/School staff, Macclesfield Primary School	No View	No View	No View	Support LA recommendation that PANs should not be increased in Macclesfield.
School staff, Macclesfield Primary School	Support	No View	No View	Support LA recommendation that PANs should not be increased in Macclesfield.

School staff, Puss Bank Primary School	No View	No View	No View	Does not support the LA recommendation that PANs should not be increased in Macclesfield primary schools
Parent/Governor, Macclesfield Primary School	No View	No View	No View	Support LA recommendation that PANs should not be increased in Macclesfield.

Parent/Governor, Macclesfield Primary School	No View	No View	No View	Support LA recommendation that PANs should not be increased in Macclesfield.
Governor/School Staff, Sandbach	Support	Support	Support	Do Not Support
Chair of Governors Macclesfield Primary School	No View	No View	No View	Support LA recommendation that PANs should not be increased in Macclesfield.

**Consultation on Arrangements for 2013  
Feedback Received.**

**DRAFT**

**Appendix 3**

Comments received
No comments received
No comments received
As an adoptive parent and foster carer this proposal (1) is welcome.
I believe that raising the admission numbers of Macclesfield schools would be to the detriment of all schools in the town as there are still surplus places across Macclesfield. Schools that are not full find it very difficult to provide appropriate resources and educational provision. Increases of this nature could result in all schools returning to a surplus place situation
As school admissions are falling all over the Macclesfield area, there seems to be no rationale to put up some schools PAN. This will create a them and us situation between schools which is helpful to no-one.
I support the LA in declining proposed increases to admission numbers for a number of Macclesfield Primary Schools. I am very concerned that allowing these schools to increase their PAN would bring about a return to the situation in the very recent past where a large number of schools had surplus places. Whilst I appreciate that some schools numbers are difficult to organise into classes, I do not believe that it is in the best interest of pupils in the town to have a large number of schools with surplus places as it makes it difficult for schools to plan for the future with any certainty. Increasing the PAN of any school has a negative impact on other local schools making it difficult for all schools to run in a cost effective way. It also encourages parents to move from school to school during accademic years and Key Stages when they have a concern, which is disruptive to children's education, rather than work with the school to resolve problems.

This letter is further support for our application to increase the school's PAN. When considering our application, there are additional pressures on the school, from parents, which we feel must be taken into account. Parental choice has been a key selling point for recent governments. With so many of our surrounding schools also being full in the younger age groups, we believe that increasing our PAN would offer parents real choices. This is particularly important for parents on Hurdsfield Road and Higher Hurdsfield. Parents from these areas often choose our school because their children don't have to cross a busy road on their journey to school. I know that the Local Authority, like the school, place childrens' safety at the top of their agenda. Parental choice has been a key selling point for recent governments. Secondly, a recent investigation of planning applications and new-builds in our area shows that the number of new houses which have just been completed or will be completed in the near future would strongly support a need for an increase in the number of school places available. A document listing these is included

I am a parent governor at The Marlborough Primary School and I object to the raising admission numbers of selected schools in Macclesfield. There are surplus places across Macclesfield now and to raise the admission levels at selected schools would surely be to the detriment of all. When a class is not full it becomes very difficult to provide appropriate resources and education; changes in admission policy would have this effect on some schools with the result that, in the round, a poorer education provision would be available across Macclesfield. We are very proud of the progress made at Marlborough over the past couple of years and our admission numbers are rising due to increased parental confidence and an improving reputation but we still have some places which we need to fill to ensure the very best balance of education and value for money. I don't believe that selectively changing the admissions numbers across Macclesfield will help Marlborough, or indeed any of the other schools in the town.

I'm a parent governor at Marlborough Primary School and I want to object to current proposal to raise admission numbers of selected schools in Macclesfield. We've worked hard and made good progress at Marlborough Primary School over recent years and our admission numbers are rising. This is due to increased parental confidence and an improving reputation. However, we still have some places which we need to fill to ensure full classes. Without doing so, it will be increasingly difficult to deliver the educational standards our children deserve. Given that there are currently surplus places across Macclesfield, raising the admission levels at selected schools would in my opinion be detrimental to all schools in the town. When a class is not full it becomes very difficult to provide appropriate resources and education. The proposed changes in admission policy would negatively impact some schools, resulting in poorer education provision across Macclesfield. Selectively changing the admissions numbers across Macclesfield will not help Marlborough Primary School or any other school in the town.

Regarding the proposed increase in the PAN for Elworth CE Primary School, the Governors feel that this would adversely affect the other schools in Sandbach. The proposed housing developments will not have any impact in generating additional pupil numbers yet. Until a physical requirement is present in Elworth and/or Sandbach, the Governors of Elworth Hall Primary School feel that the change in the PAN of Elworth CE Primary School could adversely affect their school.

I am Chair of Governors at Marlborough Primary School in Tytherington, and this would have a huge impact on the intake in our school. My view is that currently all the local primary schools are struggling to fill their intake and this would cause an unnecessary imbalance. Our current projected intake is much lower than our PAN and therefore we will potentially have massive budget issues, plus also we may need to release staff, which in the current climate is not ideal.

SCHOOL or LA	Proposed amendments to the coordination scheme in particular the “in year” process
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Proposed introduction of a revised procedure for processing late applications	Submitted Comments
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<b>Change proposed</b>	<b>Support</b>	<b>Do Not Support</b>	<b>No View</b>	<b>Total</b>
1) In line with legal req't - 'previously cared for children' as a first priority alongside 'Cared for Children'.	4	0	7	11
2) Proposed removal of criterion 2 Children for whom there are particular medical or social reasons	3	0	8	11
3) Proposed re-zoning arrangements	1	1	9	11
4) Proposals to vary some schools published admission numbers	1	9	1	11
<b>Total</b>	<b>9</b>	<b>10</b>	<b>25</b>	<b>44</b>

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**As of 05/03/2011**

**Children and Families Scrutiny Committee Workplan: September 2011 – April 2012**

**Portfolio Holder – Hilda Gaddum**

### **Historical Record**

<b>Date of Meeting</b>	<b>Agenda Setting Meeting</b>	<b>Topic</b>	<b>Purpose/Key issues (including origin)</b>	<b>Comments post meeting</b>
20 September 2011		Management Structure Update	Members to receive verbal update	That a breakdown of responsibilities aligned to each senior manager be distributed to the Committee.
		OFSTED inspection	Members to consider report,	That a special meeting be convened pre 18 October 2011 to discuss in further detail.  That congratulations be passed to staff and mgmt at Claremont rd.
		Summary of Schools Performance		Item be added to work programme relating to what CE do to improve underperforming schools.
		Training Requirements		Training sessions on: <ul style="list-style-type: none"><li>- LA's changing interface with schools and education</li><li>- Architecture of partnerships.</li></ul>
18 October 2011		FOSTERING AND ADOPTION VIDEO		That the Fostering and Adoption team be congratulated for their work in producing the film.  That it be suggested to Stephen Kelly that he contacts

				other media outlets such as Cinemac, the BBC, BBC North West and ITV to see if the film could be distributed more widely.
		VIRTUAL HEAD		That the following additional information be provided in future Virtual School reports: <ul style="list-style-type: none"> <li>a) The national 'mainstream' educational attainment figures for comparison</li> <li>b) The Cheshire East 'mainstream' educational attainment figures for comparison</li> <li>c) The number of students in each yearly cohort.</li> </ul>
		WORK PROGRAMME UPDATE		That the item regarding what Cheshire East was doing to improve underperforming schools be added to the agenda for the meeting scheduled 15 November 2011.  That the proposed 2012/13 budget be brought to the Committee for consideration at the next scheduled meeting.  That thanks be extended to Gill Betton for drafting the Children's Directorate glossary.
15 November 2011		'CHILD & ADOLESCENT MENTAL HEALTH SERVICES' (CAMHS) OVERVIEW	Members to consider and comment	That the Committee support the work to integrate the existing autism provision into a single 'multi-agency' pathway to improve the autism assessment and support pathways across the authority.  That the Committee support further progress in preventative approaches and services to meeting the emotional health and wellbeing needs of children, young people and their families/carers.  That more detail on the financial background and

				<p>requirements for increasing investment into preventative approaches be circulated to the Committee for consideration. That this information include:</p> <ul style="list-style-type: none"> <li>a) What current funding was in place proportionately from each organisation for CAMHS as a whole and for the preventative agenda.</li> <li>b) Who managed the current budget in terms of allocation.</li> <li>c) How the investment needs had been worked out.</li> <li>d) Where it was expected the money would be spent and from which organisations proportionately would the extra funds come from.</li> </ul> <p>That a geographical map indicating where services relating to CAMHS were located be circulated to the Committee.</p>
		CHILDREN'S TRUST AND CHILDREN AND YOUNG PEOPLE'S PLAN 2011-2014	Members to be briefed.	<p>That the Committee supports the work of the Trust as the best way of achieving joined up, integrative working for the benefit of children and young people in Cheshire East.</p> <p>That an update report be brought back to the Committee in 12 months outlining the progress against the Trust's proposed outcomes and priorities and that this report include the budget implications of retaining the Trust along with evidence of any possible savings the joint working fostered by the Trust has produced.</p> <p>That the minutes of each respective Trust meeting be circulated to the Committee for their information.</p>
		ADDRESSING SCHOOL UNDERPERFORMANCE :	Members to consider	That when a school receives an OfSTED report and/or when a school has a number of issues identified, the

		LOCAL AUTHORITY INTERVENTIONS INCLUDING THE 'IMPROVING OUTCOMES PROGRAMME' (IOP)		<p>relevant ward Councillor be made aware and adequately briefed.</p> <p>That detailed performance data relating to Cheshire East Schools be circulated to Members when available.</p> <p>That 'appendix c' be brought back to the Committee as part of the regular performance report and that this include the date of publication for respective OfSTED reports.</p>
		DRAFT SPECIAL EDUCATIONAL NEEDS AND DISABILITY POLICY	Members to consider and comment	<p>That the draft SEND policy be brought back to the Committee on 13 December 2011 for further consideration.</p> <p>That site visits to the special schools in Cheshire East be arranged.</p>
		WORK PROGRAMME UPDATE	Members to comment	<p>That the following items be deferred until January 2012:</p> <ul style="list-style-type: none"> <li>a) The impact on council services following the opening of Academies</li> <li>b) Out-of-Borough Care Placements Task and Finish Report from Lancashire County Council</li> <li>c) Disabled Respite Care</li> </ul> <p>That a line by line analysis of the Quarter 2 budget report be brought to the next scheduled meeting.</p>
13 December 2011		DRAFT SPECIAL EDUCATIONAL NEEDS AND DISABILITY POLICY	Members to consider	<p>That thanks be passed to the Headteachers of the special schools which hosted Councillor visits.</p> <p>That the following comments be considered in the formulation of the final SEND Policy document:</p> <ul style="list-style-type: none"> <li>a) That the wording in the penultimate bullet point on page 39, beginning 'Out of Borough</li> </ul>

				<p>Placements' be considered in order to protect the Council from legal challenge. Important to state clearly that the Council would have the final say on whether a child's assessed needs could be met appropriately in a Cheshire East setting or not.</p> <ul style="list-style-type: none"> <li>b) That the wording in the fourth bullet point on page 39, beginning 'Parents/Carers' be changed to the following: "Parents/carers will be listened to and their views treated with respect. Their expertise will be valued and help to inform the provision put in place for children and young people"</li> <li>c) That a clear definition of 'special educational needs' be added to the 'principles' section that all stakeholders would sign up to and agree.</li> <li>d) That 'the pledge' be put at the beginning of the document as this was easy to understand and helped put the rest of the policy in context.</li> </ul> <p>That a training session be arranged which, with the aid of case studies, would explore how 'the pledge' stated in the policy was being practically articulated with service users.</p> <p>That a review of the consultation responses be brought to a subsequent Committee meeting.</p>
		CHILDREN AND FAMILIES BUDGET	Members to be briefed	<p>That the report be noted.</p> <p>That a request be made that more detailed financial information be brought to the next appropriate meeting.</p> <p>That a request be made that information regarding the 2012/13 budget be brought as soon as possible to a subsequent meeting.</p>

		WORK PROGRAMME UPDATE		That the work programme be noted  That the Home to School Transport Task and Finish Review be added to the next agenda for consideration.
17 January 2012		HOME TO SCHOOL TRANSPORT TASK AND FINISH REVIEW	Members to consider	That both the report of the Task and Finish Group and the Minority Report be put forward for consideration by Cabinet.  That the Minority Report be endorsed by the Committee.
		ACADEMIES THE IMPACT ON CHESHIRE EAST COUNCIL	Members to consider	That the Committee support the department in providing services to Academies at competitive market rates.  That the Committee have sight of the packages being offered to Academies prior to them being put on the market and that the Committee be involved in the monitoring of their efficacy.  That it be recommended to the service that they consider Public Relations initiatives with regard to the possible false perception of Cheshire East school performance decreasing as a result of the loss of high performing Academies from the data set.
		DISABLED RESPITE CARE		That the update be noted.  That a report outlining future respite care options and the improved transition between children's and adult's respite care be brought to a subsequent meeting.  That thanks be extended to Cath Knowles and her team

				for all their hard work in achieving a positive outcome in challenging circumstances.
		WORK PROGRAMME UPDATE		<p>That the work programme be noted</p> <p>That a special meeting be arranged to consider the 2012/13 budget proposals prior to the 23 February 2012.</p> <p>That an item regarding the transfer of an element of the early intervention budget from local authority to police control be added to the work programme.</p>
		FORWARD PLAN - EXTRACTS		<p>That the forward plan be noted</p> <p>That the item regarding Admission Arrangements be considered by the Committee prior to the 2 April 2012</p>

**Next Agenda Setting Meeting: 15 March 2012**

## **Ongoing items/reviews/Monitoring Papers**

Item	Reporting:	Committee Meeting							
		20/9	18/10	15/11	13/12	17/01	14/2	13/3	10/4
<b>PERFORMANCE REPORTING</b> (key exceptions – red/amber and explanations/commentary) to include adoption rates, staffing information and profile of children in Cheshire East	Quarterly	X		X					
<b>INDEPENDENT INSPECTIONS OR REVIEWS</b> <ul style="list-style-type: none"> <li>• Annual Unannounced Inspection</li> <li>• Children Services Performance Rating</li> <li>• Schools Inspection</li> </ul>	Quarterly	X							
<b>SAFEGUARDING</b>	When Appropriate								
<b>REGULATION 33</b>	Bi-annual								X
<b>BUDGET PROCESS – summary of budget position update given to Cabinet.</b>	When Appropriate				X				
<b>REVIEW OF WORK PROGRAMME</b>	Regular	X	X	X	X	X	X	X	

## Possible Future Issues / Items (Chronology)

Meeting dates: 10 April 2012

Item	Corporate Priority / Targets	Suggested Action	Notes	Due Date and Status
Youth Offending Service – closer integration with the police.	Support our Children and Young People	Members to consider	Requested on 17 Jan 2012	April 2012 On track
School Organisation Plan	Support our Children and Young People	Members to consider		April 2012 Deferred from March
Regulation 33		Members to be updated		April 2012 On track

### **Possible future items for consideration:**

- Director of Public Health inc. work on Obesity and Diabetes (when appointed)
- Childcare support for working parents
- How safeguarding issues are checked in schools
- Complaints – tba
- Services packages for Academies
- Future respite options and the successful transition between children's and adult's services.
- Allen Report
- Troubled Families
- Fostering
- Member group on Youth Support brief
- School Admission (June/July 2012)

### **Training Requirements/Planned sessions**

- Local Authorities' changing interface with schools and education – **part II tba**
- Training session on the SEN 'Pledge' - **tba**

### **Disregarded / Discontinued Items**

Item	Date	Reason
Post 16 Transfer of Funding to Local authorities	22.09.10	Responsibility no longer with LA
Analysis of School Performance	22.09.10	To be merged with educational attainment item
Early Years Funding Reform	22.09.10	Briefing heard on 27.07.10
Children's Centres	26.10.10	Dealt with as part of the Family Support review.
School Status report	26.10.10	Merged with Academies item
Interventions in Schools	26.10.10	To be dealt with in the schools inspection item.
School Admissions Policy / TLC review	14.12.10	Superseded by White Paper item
Redesign of Children's Services	17.02.11	Incorporated into Safeguarding item
Teenage Pregnancy	17.02.11	Superseded by Director of Public Health Item
NEETS	17.02.11	Superseded by Connexions Item
Macclesfield High School Review	04.05.11	Item no longer needing consideration
Transport for Young People	18.05.11	Superseded by Home to School Transport Review
Aiming Higher Report	13.06.11	Superseded by Disabled Respite Care item.
Member Engagement in Social Services Systems	03.08.11	Superseded by Training session on Contact, Referrals and Assessments

### **Task Groups – potential/current/completed**

<b>Title</b>	<b>Progress Notes</b>	<b>Actions</b>
Managing the Provision of School Places (formerly TLC)	Went to Scrutiny November 2009.	
Residential Provision	Recommendations agreed 07.09.10 – went to Cabinet 20.09.10 for consideration.  Members to review action plan following Officer's response to recommendations.	
Family Support	Reported to Committee 07.12.10. Went to Cabinet 20.12.10	Cabinet Response required ASAP
Education attainment	Set up Task and Finish Group to review the work of the multi agency improvement and achievement group	
Foster services	Recommendations agreed 04.11. Went to Cabinet 06.11	Response received February 2012. Update required February 2013.
Health and Looked After Children	Discuss with Health and Wellbeing Scrutiny Committee.	To set up with conjunction with the Health and Wellbeing Committee.
Cared for Children 16 plus service.	Set up Membership 28/06/2011 – deferred to January 2012	Re-establish
Home to School Transport	Following recommendation from Cabinet meeting.	Reports received by Cabinet – February 2012
Health and Cared for Children	Following Fostering service review – in partnership with H&W Committee	Ongoing.

#### **Dates of Future Cabinet Meetings**

2 April 2012 and 30 April 2012.

#### **Dates of Future Council Meetings**

23 February 2012, 19 April 2012 and 16 May 2012.



## **FORWARD PLAN 1 MARCH 2012 - 30 JUNE 2012**

This Plan sets out the key decisions which the Executive expect to take over the next four months. The Plan is rolled forward every month. It will next be published in mid March and will then contain all key decisions expected to be taken between 1 April and 31 July 2012. Key decisions are defined in the Councils Constitution.

Reports relevant to key decisions, and any listed background documents may be viewed at any of the Councils Offices/Information Centres 6 days before the decision is to be made. Copies of, or extracts from these documents may be obtained on the payment of a reasonable fee from the following address:-

Democratic Services Team  
Cheshire East Council ,  
c/o Westfields, Middlewich Road, Sandbach Cheshire CW11 1HZ  
Telephone: 01270 686463

However, it is not possible to make available for viewing or to supply copies of reports or documents, the publication of which is restricted due to confidentiality of the information contained.

A decision notice for each key decision is published within 6 days of it having been made. This is open for public inspection on the Council's Website, Council Information Centres and Council Offices.

The law and the Council's Constitution provides for urgent key decisions to be made. A decision notice will be published for these in exactly the same way.

Forward Plan 1 March 2012 to 30 June 2012

Key Decision	Decisions to be Taken	Decision Maker	Expected Date of Decision	Proposed Consultation	Relevant Scrutiny Committee	How to make representation to the decision made
CE11/12-28 Admission Arrangements and Local Authority Co-ordinated Scheme 2013	To approve changes in admission arrangements for community and voluntary controlled schools for which the LA is the admission authority.	Cabinet	2 Apr 2012	With admission authorities and neighbouring authorities.	Children and Families 14th December 2011	Lorraine Butcher, Strategic Director (Children, Families and Adults)