

Children and Families Committee

Agenda

Date: Monday, 12th July, 2021
Time: 2.00 pm
Venue: The Ballroom, Sandbach Town Hall, High Street, Sandbach, CW11 1AX

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 in the report.

It should be noted that Part 1 items of Cheshire East Council decision-making meetings are audio recorded and the recordings are uploaded to the Council's website.

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

1. **Apologies for Absence**

To note any apologies for absence from Members.

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.

3. **Public Speaking/Open Session**

In accordance with paragraph 2.24 of the Council's Committee Procedure Rules and Appendix on Public Speaking, set out in the [Constitution](#), a total period of 15 minutes is allocated for members of the public to put questions to the committee on any matter relating to this agenda. Each member of the public will be allowed up to two minutes each to speak, and the Chair will have discretion to vary this where they consider it appropriate.

Members of the public wishing to speak are required to provide notice of this at least three clear working days in advance of the meeting.

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4. **School Organisation: Proposal for the provision of a new primary school, Kingsley Fields, Nantwich** (Pages 5 - 18)

To consider and approve school capital/ organisation plans to meet demand for school places.
5. **School Organisation: Proposed expansion of Springfield Special School onto a satellite site** (Pages 19 - 42)

To consider and approve school capital/ organisation plans to meet demand for school places.
6. **School Organisation: Academisation of Schools** (Pages 43 - 50)

To consider and approve school capital/ organisation plans to meet demand for school places.
7. **Variation to LA Co-ordinated Scheme and Admissions Arrangements** (Pages 51 - 120)

To consider revisions to our admission process in light of the Schools Admissions Code received by Parliament on 1 July 2021
8. **Early Help Together Board Quarterly Report April 2021** (Pages 121 - 130)

To receive the operational strategy and an update on the impact of work over the last 12 months.
9. **SEND Revisit Update**

To receive a presentation with the findings from the Ofsted and CQC SEND Revisit.
10. **Childcare Sufficiency Capital Grants** (Pages 131 - 140)

To approve the policy for the early years and childcare capital grant.
11. **Children and Families Performance Report Quarter 4 2021-22** (Pages 141 - 148)

To consider key performance measures.
12. **Children and Families Budgets 2021-22** (Pages 149 - 166)

To receive a report on the capital and revenue budgets for 2021-22. To note or approve virements and supplementary estimates as required.
13. **Appointments to Sub-Committees, Working Groups, Panels, Boards and Joint Committees** (Pages 167 - 172)

To appoint members of the sub-committees, working groups, panels, boards and joint committees.

14. **Work Programme** (Pages 173 - 176)

To consider the work programme and determine any required amendments.

Membership: Councillors K Flavell (Chair), C Bulman (Vice Chair), M Addison, M Beanland, J Buckley, D Edwardes, S Handley, G Hayes, I MacFarlane, D Marren, J Saunders, L Smetham, L Smith

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Working for a brighter future together

Children and Families Committee

Date of Meeting:	12 July 2021
Report Title:	<u>School Organisation</u> : Proposal for the provision of a new primary school, Kingsley Fields, Nantwich.
Report of:	Ged Rowney, Interim Director Children's Services
Report Reference No:	CF/01/21
Ward(s) Affected:	Nantwich North and West Nantwich South and Stapeley Willaston and Rope

1. Executive Summary

- 1.1** As the Strategic Commissioner of School Places, Cheshire East Council has a statutory duty to ensure a sufficiency of school places for children resident in its area and a commitment to allow local children to attend their local school wherever possible.
- 1.2** Pupil projections, taking into account the phasing of the new development on the site and the Nantwich Town planning area shows a shortfall of places, additional places will need to be offered as from September 2024.
- 1.3** The data analysis indicates the need for additional school places, Reception to Year 6, as a result of the development at Kingsley Fields, Nantwich. These additional places would be provided by the establishment of a new 1 Form of Entry Primary School (with the option for a 30 Place Nursery), opening in September 2024.
- 1.4** In the draft Medium-Term Financial Strategy (MTFS) for the Nantwich Planning Area, £3.5m is allocated to this project within the Children & Families Capital Programme. This was approved by Council on 17 February 2021.

- 1.5 A Section 106 agreement is in place, this includes funding contributions from the housing developers of £2.27m to help fund the build of a new 1 Form of Entry (FE) Primary school in the area. As part of the supporting infrastructure a site has also been secured via the Section 106 agreement which is allocated to provide a 1FE primary school.
- 1.6 This report requests approval to proceed with undertaking the Free school presumption process to identify and obtain agreement for a new school sponsor under section 6A of the Education and Inspections Act 2006. For information regarding the Free school presumption process please see sections 6.6, 7.1 and the Background papers link - DfE Free School Presumption Policy, November 2019.
- 1.7 The establishment of the new primary school will help deliver the council's strategic plans for the provision of school places and ensure there is access to good quality schools within the Nantwich area, particularly to ensure that the demand from new housing can be met.
- 1.8 This proposal incorporates elements of the Corporate Plan 2021- 2025 in that it will support all children to have the best start in life, increase opportunities for all children and young adults with additional needs, ensure all children have a high quality, enjoyable education that enables them to achieve their full potential.
- 1.9 The service has already met with Department for Education (DfE) officials to ensure that compliance with national processes is achieved; these meetings will continue as different stages are reached prior to actual opening of the school.

2. Recommendations

That committee gives approval:

- 2.1. to proceed with the free school presumption process which will include undertaking a consultation with the local community, local schools, local councillors, town council and local MP. This is not the formal statutory consultation which sponsors are required to undertake.
- 2.2. to proceed with the transfer of the proposed school site into the Council ownership, as detailed in the Section 106 agreement, together with any other agreements associated with or ancillary to the transfer.
- 2.3. to progress with the process of attracting potential sponsors to run the new school and to complete any agreements or land transfers associated with appointing a suitable sponsor. Ultimately, the Secretary of State will approve the sponsor following due process.

3. Reasons for Recommendations

- 3.1. This recommendation is made on the basis of the pupil forecasts for Nantwich town planning area for September 2024 and to ensure that Cheshire East Council meets its statutory duty to provide school places for children in their community.
- 3.2. Current forecasts, for years Reception to Year 6 and covering the period 2021 to 2025 indicate an immediate shortage of primary school places in 2021 increasing year on year to indicate a shortfall of 65 places by 2025. These figures do include additional pupils anticipated from new housing in the area, including a proportion of pupils from the Kingsley Fields development. These figures do not include the desired 2% level of operational surplus, which is intended to facilitate admissions mid-year, some degree of parental choice and reasonable journey times to school.
- 3.3. Table 1 below shows the increasing shortfall in places in the Nantwich Town Planning area for this forecasting period: -

Year	Nantwich Town Planning Area – Pupil Forecasts					Nantwich Town Planning Area – Pupil Forecasts Shortfall/ Surplus Without 2% operational surplus				
	2021	2022	2023	2024	2025	2021	2022	2023	2024	2025
	1842	1859	1864	1877	1902	-5	-22	-27	-40	-65

Table 1 - Data source 2021 pupil forecasts

- 3.4. Table 2 below shows the increasing shortfall in places in the Nantwich Town Planning area for this forecasting period with the desired 2% level of operational surplus.

Year	Nantwich Town Planning Area – Pupil Forecasts					Nantwich Town Planning Area – Pupil Forecasts Shortfall/ Surplus - With 2% operational surplus which equates to 37 pupils				
	2021	2022	2023	2024	2025	2021	2022	2023	2024	2025
	1842	1859	1864	1877	1902	-42	-59	-64	-77	-102

Table 2 - Data source 2021 pupil forecasts

- 3.5. To allow the Service/Directorate to ensure there is a reasonable timescale to implement the necessary statutory processes, procurement, and planning to deliver the new school in readiness for September 2024.
- 3.6. To ensure that the local authority has the right number of school places for all children to have a good local school to attend, and all children enjoy the best education which prepares them to thrive in adulthood.

4. Other Options Considered

- 4.1. The Council has undertaken a detailed analysis of the named schools in the planning area and concluded that none of the existing schools within

the vicinity are suitable to accommodate the children (210 primary pupils) expected to arise from the development at Kingsley Fields.

- 4.2. Table 3 below shows the pupil forecast for the primary schools within this planning area:

School	Net Cap	2021	2022	2023	2024	2025	2021	2022	2023	2024	2025
Acton CofE Primary	175	186	208	216	227	242	-11	-33	-41	-52	-67
Highfields Primary	210	213	213	213	212	213	-3	-3	-3	-2	-3
Millfields Primary	210	206	206	206	206	208	4	4	4	4	2
Nantwich Primary Academy	196	164	160	155	153	157	32	36	41	43	39
Pear Tree Primary	210	216	214	212	210	210	-6	-4	-2	0	0
St Anne's Catholic Primary	210	202	200	203	200	203	8	10	7	10	7
Stapeley Broad Lane CofE Primary	206	219	215	215	220	226	-13	-9	-9	-14	-20
Weaver Primary	210	206	205	206	212	211	4	5	4	-2	-1
Willaston Primary Academy	210	229	237	239	236	232	-19	-27	-29	-26	-22
	1,837	1,842	1,859	1,864	1,877	1,902	-5	-22	-27	-40	-65

Table 3 - data Source 2021 Pupil Forecasts

- 4.3. Of the schools on the above table only Millfields, Nantwich Academy and St Anne's Catholic Primary are within 2 miles of the furthest point in the development, also when we undertook the expansion assessment prior to serving notice on the developers, St Anne's was ruled out as unsuitable for expansion due to the location of a nearby level crossing which impacted on available walking routes to the school.
- 4.4. Acton is the catchment school for the new development at Kingsley Fields but is 2.02 miles from the furthest point within the development and due to site restraints was also ruled out as an expansion site.
- 4.5. In table 3, Nantwich Academy is showing surplus places, if we delay the build of the new school, we may get the scenario that parents will attend Nantwich Academy initially but then potentially relocate their child once the new school is built, this is not sustainable and could create long term problems for the school.
- 4.6. In addition to the Nantwich Schools included within the assessment in 2018 we undertook a consultation regarding a possible expansion of Stapeley Broad Lane Primary School. The consultation received significant negative feedback with the biggest concern being traffic and highway safety. A full traffic assessment was commissioned to assess the impact an expansion at the school would have on the local highway network. It was concluded that the increased vehicle trips generated by the extra pupils which would result from the proposed expansion would have a negative impact on the operation of the highway network, and it was recommended that Stapeley Broad Lane Primary School was not expanded as a result of concerns that any expansion would have on the highway network.

5. Background

- 5.1. In 2017, CEC adopted their Local Plan for the period 2010-2030. The site known as “LPS 46 Kingsley Fields” was identified in the strategic development for Nantwich and the immediate surrounding area. This stated the following:

“LPS 46, 3. The provision of a site for a new primary school within the development or financial contribution towards providing educational facilities.”

- 5.2. The Kingsley Fields Development is a strategic site within the Cheshire East Council Local Plan for 1,100 new dwellings with the inclusion of a 1FE primary school.
- 5.3. The development is expected to have a significant impact on education provision in the local area. The Section 106 agreement secured the provision of a new primary school, which included the land and a contribution from the developers for the partial build costs.
- 5.4. Kingsley Fields is jointly owned by 3 housing developers, namely Taylor Wimpey, David Wilson Homes and Redrow. All 3 housing developers have now completed phase 1 which is approximately 180 dwellings and have contacted the service regarding the timescales for the delivery of the new school.
- 5.5. S106 contributions agreed are Primary Contribution of £2.27m and Secondary Contribution of £1.1m. The secondary contribution has been allocated to a scheme at Malbank High School. Primary Payment contributions were agreed within the section 106 on the following basis: -
- *25% on occupation of 100 dwellings – this trigger has been met and £604,922 has been received.*
 - *25% on occupation of 200 dwellings.*
 - *25% on occupation of 350 dwellings.*
 - *25% on occupation of 500 dwellings*
- 5.6. As per the S106 agreement the land allocated to the school will need to be transferred to the Council’s ownership. In the s106 agreement the Council has agreed to construct the school within two years of ownership being transferred to it. Therefore, it is key that we manage the land transfer process (including the undertaking of all necessary due diligence), start of the free school presumption process and the instruction to build the new school in a timely manner.
- 5.7. In line with the S106 agreement the Service served notice on the landowner to confirm there is a need for a new school and this was acknowledged by the developers in October 2018.

- 5.8. The pupil numbers generated from this site have been consistently monitored as dwellings are built and become occupied. Current forecasts indicate places will be needed from September 2024.
- 5.9 This project is included in the Medium-Term Financial as approved by Council on 17 February 2021. In addition to this, details of the scheme have been shared with members of the Assets Board.

6. Consultation and Engagement

- 6.1. In accordance with the free school presumption departmental advice for local authorities and new school proposers issued by the Department for Education (November 2019) in order to open a new school the local authority must follow the free school presumption process.
- 6.2. Before launching the competition to identify the sponsor to run the new school, we will undertake a consultation and engagement sessions.
- 6.3. This is not the formal statutory consultation which sponsors are required to undertake under section 10 of the Academies Act 2010, which takes place during the pre-opening phase i.e. after the sponsor has been selected.
- 6.4. As part of the consultation and engagement process the local authority will undertake the following:
- *A formal briefing with local Councillors*
 - *A presentation through the Primary Schools Association*
 - *A presentation and meeting with local schools*
 - *Information will made available on the Cheshire East website and during the representation period notified to key stakeholders including Ward Members, MP, Diocese, Town Council. Information will also be emailed to all local schools together with a letter for distribution to their staff, governors, and parents.*
 - *It is proposed that a public drop-in session will be held at Nantwich Library with representatives from the local authority in attendance to discuss the proposal and seek views from parents and the local community. Please note that this proposed public drop-in session will be subject to the limitations of COVID restrictions, and dependant on guidance at the time and may be held via an online presentation via CEC's website and an online feedback form.*
- 6.5. Feedback gathered through consultation will be used to help formulate and finalise the local authority's specification for a new school before its publication inviting expressions of interest from sponsors.

- 6.6.** The DfE Free school presumption process for proposing a new school significant has seven stages, as set out below:

Stage 1	Notification	Notification to the DfE to trigger the process – this has been completed
Stage 2	Informal Consultation	Consultation of the proposal with local schools, parents, carers, staff, pupils, school governors and trustees, Diocese representatives, local community, and ward members – Minimum of 4 weeks recommended. Feedback received will help formulate the specification for the school and complete the Equality Impact Assessment (EIA)
Stage 3	Draft Specification	Draft specification and EIA submitted to DfE for approval
Stage 4	Formal Specification for the school published (In-line with DfE requirements)	Following DfE approval, LA and DfE publish the specification and invite potential sponsors to submit their applications. Recommended to allow 6-8 weeks but if time allows 12-14 weeks may be more appropriate
Stage 5	Assessment Phase	The decision-maker (usually the LA) assesses/scores the applications, may invite potential sponsors for interview. This process is supported by the DfE regional leads.
Stage 6	Sponsor Approval	The LA submits preferred sponsor to the Regional Schools Commissioner, which is taken to the Headteacher Board for approval.
Stage 7	Implementation, pre-opening.	LA and approved sponsor work together to ensure the school opens as per the specification.

7. Implications

7.1. Legal

- 7.1.1.** The DfE advice and guidance states that the Free school presumption process is the main route by which local authorities establish new schools in order to meet the need for additional places, both in terms of basic need and the need for diverse provision within their areas. Local authorities are responsible for determining the specification for the new school and will fund and deliver the site and buildings and work with the approved sponsor to establish the school.

7.1.2. All new schools established through the presumption process are classified as free schools. This reflects the fact that ‘free school’ is the department’s term for any new provision academy. ‘Academy’ is the legal term for state-funded schools that are independent of local authority control and receive their funding directly from the government. Schools established through the presumption process are not required to use the term ‘free school’ in their name: this follows practice within the department’s free school programme.

7.1.3. The Education Act 2011 changed the arrangements for establishing new schools and introduced section 6A (the ‘free school presumption’) of the Education and Inspections Act 2006 which requires that, where a local authority identifies the need for a new school in its area, it must seek proposals to establish an academy (free school). Section 6A came into effect on:

- *1 February 2012 for new mainstream and special schools; and*
- *1 September 2012 for new AP/alternative provision free schools.*

7.1.4. The legislation that relates to this guidance includes:

- *The Education Act 2011 (EA 2011).*
- *The Education and Inspections Act 2006 (EIA 2006).*
- *The Academies Act 2010 (AA 2010).*

7.1.5. Under the presumption route the local authority is responsible for providing the site for the new school and for delivering the capital programme for building the new school. It is the department’s expectation that the site be made available free or on a peppercorn basis by the local authority to the trust usually in the form of a long lease to the academy proprietor granted upon completion of the build. The local authority is also responsible for meeting the associated capital and pre/post-opening revenue costs.

7.1.6. The decision on all new free school proposals lies with the Secretary of State. His approval is required as it is the Secretary of State who will enter into a funding agreement with the sponsor chosen to run the new school.

7.1.7. The Secretary of State will consider any recommendation on the choice of a proposer made by the local authority. However, in some cases the Secretary of State may have additional information about the capacity, capability or the academic track record of a proposer which he will take into account when making his decision. In reaching his decision the Secretary of State will also have regard to quality and the diversity of the existing local provision, the ability of the proposed sponsor to redress social disadvantage, as well as to improve educational standards in an area.

7.1.8. The Secretary of State's decision is normally delegated to the Regional Schools Commissioner (RSC) for the area in which the school will be located.

7.2. Finance

7.2.1. Included in the Education and 14-19 Skills Capital Programme is a named scheme 'New School Nantwich', with a total approved budget of £3.5m.

7.2.2. The proposed new school is currently funded via Section 106 contributions and Basic Need Grant. Section 106 education funding contributions are those agreed with new housing developers specifically to fund the additional pupil places needed due to new housing development this is received in stages over many years.

7.2.3. The funding profile is as follows:

- £2.27m Section 106 contributions agreed.
- £1.23m Basic Need

7.2.4. The project will be forwarded funded by Basic need, this will be replenished as the Section 106 contributions are received.

7.2.5. At this stage a provisional budget of £3.5 million inclusive of all professional and statutory fees has been allocated to the project. Design development will be commissioned to identify more accurately the costs of implementation of a standard 1FE primary school in-line with BB103 requirements and the DfE's standardised design principles.

7.2.6. Revenue funding for schools is provided through the schools' block of the dedicated schools grant.

7.2.7. The new and growing school will be funded through the schools funding formula in place at the time and in line with the relevant minimum per pupil funding levels.

7.2.8. Consideration will need to be given as to how a growing school is treated in terms of the number of the pupils the Council's receives funding for and expectations at the school in terms of year group sizes / timing.

7.2.9. If a local growth fund is still in operation, the school may qualify for a payment in recognition of pupil growth but that will have to be judged against the basis for core funding rather than October to October census changes.

7.2.10. The school will be expected to set a balanced budget within the funding provided and taking into account any other funding sources such as pupil premium.

7.3. Policy

7.3.1. The provision of the new school will support the Council in meeting its statutory duty to provide sufficient school places.

7.3.2. The Local Authority will determine the Published Admission Number (PAN) from pupils for year groups Reception to Year 6, in line with the statutory timescales set out in the School Admissions Code (2021) The total capacity of the school will be 210 Primary aged pupils (with the option for a 30 place nursery provision for pupils aged 2 to 4). Standard PAN will be 30 per year group. The new school may open in stages, this will be agreed following appointment of the sponsor. The preferred option would be that the Admissions Arrangements were broadly in line with the Local Authority Admissions Arrangements for Community and Voluntary Controlled Schools. The Local Authority would propose a preferred catchment area taking into account catchment areas for neighbouring schools, impact on admissions to both Primary and Secondary Schools and transport. Any Admissions Arrangements would be implemented under the appropriate process and consultation under the School Admissions Code. If the sponsor had alternative preferred oversubscription criteria (for example to allow consistency with other schools in the same Trust) the local authority would be willing to work with the sponsor but the expectation would be that the criteria would serve to meet the needs of the local families so the Local Authority may object to criteria that conflicted with this purpose.

7.4. Equality

- 7.4.1.** An Equality Impact Assessment will be completed for this proposal.
- 7.4.2.** As part of the planning process for new school local authority must undertake an assessment of the impact of the proposal both with existing educational institutions locally and in terms of impact on groups of pupils from an equalities perspective.
- 7.4.3.** For the Secretary of state to meet his duties under section 9 of the Academies Act 2010 and under section 149 of the Equality Act 2010, local authorities should provide the Secretary of State (SOS) with a copy of their assessment.

7.5. Human Resources

- 7.5.1.** There are no additional human resource implications for the Council.
- 7.5.2.** Any new establishment will open as a free school and HR responsibility will be with the successful sponsor which arise as part of the project.

7.6. Risk Management

- 7.6.1.** The proposed new school has been identified to address a Basic Need requirement for primary school places within Nantwich as a result of a new housing development. Provision of this new school will ensure that the Council meets its statutory duty to provide sufficient school places within 2 miles and within a safe walking route.

- 7.6.2. If additional places are not provided in Nantwich parents of Cheshire East children, who are resident in the Nantwich area, may be unable to secure places at their local school and may be required to travel over 2 miles to alternative Cheshire East schools requiring transport assistance.
- 7.6.3. Should the proposal be approved the building of the new school will be subject to the necessary planning permissions. As the required building would be deemed to be land within the development allocated for education this would not be a change of use that requires consent from the Secretary of State for Education under section 77 of the School Standards and Framework Act and approval from the school.
- 7.6.4. Legal has advised that the Assets team will seek a title report in respect of the land which has been allocated by the developer and that it would be prudent for searches, surveys and investigations to be carried out so as to ascertain the availability of necessary services and access to be required at the site prior to acceptance of the transfer.
- 7.6.5. All the building works will be planned carefully and contractors will work with the Project Team to ensure that works are scheduled to keep disruption to a minimum for residents on the development. If projected costs come in higher/increase, there would be a need to undertake a value engineering exercise and assess increased costs against wider budgetary needs.

7.7. Rural Communities

- 7.7.1. There are no direct implications for rural communities. A new school within a new housing development will assist with reducing traffic around rural areas as the children from this development can attend their local school rather than travelling by car.
- 7.7.2. The new school will provide the required places for the pupils from the development, limiting the impact on smaller rural schools and enabling such schools to retain their rural character and not have to expand

7.8. Children and Young People/Cared for Children

- 7.8.1. Nantwich is an area that has consistently experienced a number of “in year” applications from families moving into Cheshire East.
- 7.8.2. Providing additional places at this new school will help ensure that local children, including cared for children, can be offered a place at their local school.
- 7.8.3. We have had families moving in to the Nantwich area where we have been unable to offer a place at a local preference school and there has been only one school with a vacancy in the relevant year group or it has been difficult to accommodate siblings within the same school. As a result, some families have chosen to send their children to schools outside the immediate Nantwich area. An increase in capacity in the

Nantwich area would provide more places for families moving into the area particularly outside the usual admissions rounds and reduce pressure on families in managing their child’s journey to school and help them settle into their local community.

7.9. Public Health

7.9.1. There are no direct implications for public health

7.10. Climate Change

7.10.1. The new build school would need to comply with the Governments targets of nearly zero carbon as outlined within the Building Regulations and the Councils own currently approved policies of achieving an BREEAM excellent accreditation or equivalent to achieve carbon neutral targets.

7.10.2. Providing additional places at this local school will enable Cheshire East children, resident in the Nantwich area and more so the new housing development, the ability to secure at place at their local school thus reducing the need to travel outside of the area which will reduce energy consumption and enabling pupils to walk to school promoting a healthy lifestyle.

7.10.3. CEC are very aware of their environmental education and stewardship role and are very interested in promoting sustainability in general.

7.10.4. It is noted that the funding is for a capital project and not for the ongoing running costs. Therefore, as part of the detailed design process, the design team are exploring how the building could be designed to minimize future running costs.

7.10.5. Systems that save on energy consumption will be considered, particularly for electricity, with absence detection being the preferred lighting strategy.

7.10.6. The building should be zoned for heating so when individual buildings or sections of buildings are opened for community use for example, the school can heat just that area.

7.10.7. Savings on water consumption will also be considered with WRAS (Water Regulations Advisory Scheme) certified.

Access to Information	
Contact Officer:	Joanne Prophet, School Organisation and Capital Manager Joanne.prophet@cheshireeast.gov.uk Mobile 07890 321801
Appendices:	None

Background Papers:	DfE Free School Presumption Process Policy November 2019 DfE Guidance – Schools Admissions Code DfE Guidance – Disposal or change of use of playing field and school land DfE Guidance BB103
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Working for a brighter future together

Children and Families Committee

Date of Meeting:	12 July 2021
Report Title:	<u>School Organisation:</u> Proposed Expansion of Springfield Special School onto a Satellite Site
Report of:	Ged Rowney, Interim Director Children's Services
Report Reference No:	CF/01/21
Ward(s) Affected:	All

1. Executive Summary

- 1.1. As a Strategic Commissioner of school places, Cheshire East Council has a statutory duty to ensure sufficiency of school places to meet the demand of the residents. Having the right educational placement for all children and young people is key to supporting children and young people to achieve their potential and to develop the range of skills and experiences they need to equip them for adulthood.
- 1.2. The Council has undertaken an update to its SEN Sufficiency Statement for children and young people with Special Educational Needs, this was approved by the SEND Partnership Board on 27 November 2020.
- 1.3. This paper outlines the proposal to make use of an existing Cheshire East Council asset (Dean Row Centre) as a satellite school site for the purpose of an expansion of Springfield School, Crewe. This expansion will provide a specialist setting for children and young people with complex needs including Autism Spectrum Disorder (ASD).
- 1.4. Springfield School is an outstanding school as judged by Ofsted and provide high quality specialist provision to meet the individual needs of learners.
- 1.5. The Head Teacher and Governing Body of the school are fully supportive of the proposed expansion of Springfield School onto a satellite site.

- 1.6. This paper reports on the outcome of the statutory public notice and 5-week representation period which ran for five weeks between 13 May 2021 and 17 June 2021.
- 1.7. The proposal supports the corporate aim to be a Council which empowers and cares about people by supporting all children to have the best start in life, increasing opportunities for children and young adults with additional needs and by ensuring that all children have a high quality, enjoyable education that enables them to achieve their full potential.

2. Recommendations

The Children and Families Committee to:

- 2.1. Approve the proposed expansion of Springfield School (by way of a satellite site) from 170 pupil places to 250 places (an increase of up to 80 places) from September 2022.
- 2.2. Approve the procurement of a contract of works and authorise the Director of Children's Services to award a construction contract to facilitate the provision of additional places at Springfield School (satellite site) together with any other agreements associated with or ancillary to the contract.
- 2.3. Recommend that full Council approves a fully funded Supplementary Capital Estimate of £3m to be included as a named scheme within the Children and Families Capital Programme, which is being funded by capital grants.

3. Reasons for Recommendations

- 3.1. This recommendation is made based on the publication of a public notice and the outcomes of the subsequent statutory representation period.
- 3.2. By delivering this scheme the Council will provide up to an additional 80 placements towards the shortfall of 170 places as identified within the updated sufficiency statement.
- 3.3. The proposal will meet the Council's priority to increase opportunities for children, young adults and adults with additional needs by helping to address concerns raised by inspectors in the Ofsted inspection (2018) through the expansion of local SEND provision allowing more children to attend a school within Cheshire East and their local community.
- 3.4. The proposal will contribute to the Council's priority to ensure that all children have a high quality, enjoyable education that enables them to achieve their full potential.
- 3.5. Children's Services has identified that it can fully fund the project within its existing funding.

4. Other Options Considered

- 4.1.** The former St Barnabas CofE Primary School site, Byrons Street, Macclesfield has also been considered and whilst there is still potential provision for utilising this site for a school, this would require a new build on the old school playing field and the expected costs of such would be well in excess of the anticipated cost for the remodelling and refurbishment of the Dean Row Centre.
- 4.2.** In addition to this proposal there are still pressures for additional places and the service is considering further options for the Crewe area. This will be subject to further consideration once options have been explored.
- 4.3.** There is the option to do nothing and maintain the status quo of utilising expensive out of Borough SEND placements, but this is not financially sustainable or viable for the Council.

5. Background

- 5.1.** The Sufficiency Statement for Children and Young People with Special Educational Needs and Disabilities published in July 2017 indicated that at the time of Local Government Reorganisation, Cheshire East Council did not have the specialist provision that it needed, and that in light of this children were being transported out of Borough.
- 5.2.** In light of the findings, the Council put into place a programme to provide additional specialist school placements which would mean children having a school place within their local area whilst helping the Council manage the overspend on its Dedicated Schools Grant (DSG).
- 5.3.** To date the Council has undertaken several schemes to meet the findings of its Sufficiency Statement including:
 - A new 48 place school “The Axis Academy” has opened in Crewe
 - A new 12 place resource provision has opened at Shavington Primary Academy
 - An expansion of 7 places has been provided to the resource provision at Puss Bank School and Nursery
 - A new block has been provided at Springfield School providing an additional 24 places
 - The expansion of Park Lane school by 40 places is currently on site and under construction
- 5.4.** The updated sufficiency statement (2020) acknowledged the additional places which had been provided since 2017, but also evidenced the increase in the number of pupils with an Education Health Care Plan (EHCP) meaning that the need for additional specialist placements has increased.
- 5.5.** Strategically the Council is currently expecting a significant overspend on its Dedicated Schools Grant (DSG) reserve of around £7.8 million. A

mitigation paper was considered and approved by the Council's Cabinet on 9 March 2021, with a range of mitigation measures to reduce the critical budget pressure; a key aspect of this mitigation was to increase local SEN provision. Overall, the unmitigated total deficit reserve balance could rise to £123 million by 2024-25 however the mitigated position reduced this figure to £81 million.

- 5.6. The 'Place' Directory identified Dean Row Centre, Wilmslow as becoming an 'available asset' following the transition of various adults' service teams to other locations as their service base. As part of the MTFS process, this asset was identified by Place for a revenue saving both in terms of the ongoing running costs of the building and the potential sale of the property. Prior to progressing the option of disposal, the process requires the asset to be considered by other Council services in terms of its potential change of use.
- 5.7. The Education Directorate is currently looking to increase its capacity for Special School provisions and therefore are keen to seek approval to take on this asset. This solution provides many benefits in that the repurposing of this building will strategically provide a range of revenue savings for the council and allows for the fast tracking of critical education provisions to meet growing demand for our more vulnerable learners. This process has been formally progressed through the Asset Board.
- 5.8. The opportunity to make use of the Dean Row Centre for the purpose of a school has been considered by both the Council's Asset and Capital Boards, this proposal was supported by both Boards.
- 5.9. Asset Management have undertaken a number of surveys on behalf of Children's Services which have indicated that the building is structurally sound.
- 5.10. Children's Services has identified Capital funding for the scheme utilising unallocated SEN placement expansion funding, Basic Need Grant and awarded SEN/High Needs Capital Grant. It should be noted that the Basic Need Grant and the SEN/High Needs Capital Grant are not included in the Council's published MTFS as these allocations from the DfE were confirmed after the MTFS was approved by Council on 17 February 2021.

6. Consultation and Engagement

- 6.1. In accordance with the guidance issued by the Department for Education, Making significant Changes ('prescribed alterations') to maintained schools, section 5, the statutory publication notice was published in the Crewe Chronicle on 12 May 2021 and the Manchester Weekly News – Wilmslow Edition on the 13 May 2021 with the representation period running for 5 weeks closing on the 17 June 2021. Committee Members are advised that this statutory process provides the opportunity for any person with an interest to submit representations, these can be objections as well as expressions of support for the proposals. Committee Members

must take any views received into account when deciding whether to approve the proposal.

- 6.2. The representation period was notified to key stakeholders in both the Crewe and Wilmslow areas including Ward Members, MPs, the Diocese and Parish Councils. Information was emailed to all local primary and secondary schools in both areas together with a letter for them to distribute to their parents and carers with information about the consultation and how they may feedback their views. In line with the guidance issued by the Department for Education, Making significant Changes ('prescribed alterations') to maintained schools, section 2.
- 6.3. The consultation document provided the following information regarding a list of factors which need to be considered:

Reasons for Expansion

What is the rational for this approach and this site?

The proposal will meet the Council's priority to increase opportunities for children, young adults and adults with additional needs by helping to address concerns raised by inspectors in the Ofsted inspection (2018) through the expansion of local SEND provision allowing more children to attend a school within Cheshire East and their local community.

The proposal to remodel and refurbish the Dean Row Centre for use by Springfield School to provide specialist ASD school placements form part of the wider Council scheme to deliver more in area SEND provision.

Will there be movement of pupils between the 2 sites?

Due to the nature of the Special School, the intake on both sites will serve a large population across Cheshire East. There is very limited specialist provision within the Local Authority, so pupils are not always necessarily based within their local community. The school currently has pupils that travel a distance to attend the Crewe site, some of these pupils would be closer to their communities by attending the proposed satellite site.

How will facilities and resources be shared across the two sites?

Due to the current site having a swimming pool, large sports barn and Forest School, the school envisages that pupils will share these facilities by utilising their 3 minibuses to have a weekly swimming/ gym/ forest school sessions.

How will whole school activities be managed?

We would envisage weekly assemblies with pupils to be managed through Microsoft Teams. The current site during COVID has had an advanced internet installation this has been future proofed for further growth in technology. The school is currently using online methods for all whole school events and will continue to do so across the two sites.

For events needing face to face contact for example, sports day, the school will use their minibuses to transport pupils or utilise Cheshire East School Transport arrangements.

Will staff be employed on contract to work on both sites?

Due to the school being a maintained school all contracts require all staff to be able to work anywhere within Cheshire East. The school envisage a blended approach of existing staff working on the new site alongside new appointed staff to ensure the level of expertise is maintained. Due to there being limited Leadership opportunities within Special Schools, this is seen as an opening for excellent development opportunities for existing staff. Staff would also be used to cover between sites if required.

What governance, leadership and management arrangements will be put in place to oversee the new site (e.g. will the new site be governed by the same Governing Body and school leadership team)?

The Governance will remain under the same Governing body as the existing site. Springfield School have a very experienced Governing body who are committed to creating more provision for Children with SEN within Cheshire East.

The current Headteacher would maintain overall responsibility for both sites, with a Head of school in each site. Due to the current leadership team being established and experienced, the school feels confident with this model. The school envisages that two existing Leadership members would move to the new site giving again a blended balance of experience over the two sites.

- 6.4. During the statutory 5-week representation period the Council received 13 responses, 11 responders supported the proposal and 2 responders 'don't know/not sure' category.
- 6.5. Please see Appendix A for a summary of the consultation feedback and responses regarding the issues raised during the representation period.

7. Implications

7.1. Legal

- 7.1.1. Local Authorities are under a duty to ensure sufficiency of school places in their area (section 14 of the Education Act 1996). When exercising functions under The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 ('the Prescribed Alterations Regulations') decision makers must have regard to the DfE statutory guidance ('the Guidance') for proposers and decision-makers "Making significant changes ('prescribed alterations') to maintained schools". The purpose of the Guidance is to ensure that good quality school places can be provided quickly when they are

needed; that local authorities and governing bodies do not take decisions that will have a negative impact on other schools in the area; and that changes can be implemented quickly and effectively where there is a strong case for doing so.

7.1.2. Local Authorities can propose an enlargement of the premises of community, foundation, voluntary schools, and special schools. When proposing an alteration to a special school they must follow the statutory process as set out in the Prescribed Alterations Regulations if:

The proposed enlargement of the premises of the school is permanent (longer than three years) and would increase the capacity of the school by:

- 10% or
- 20 pupils (5 for all boarding special schools)

(whichever is the smaller number).

7.1.3. The Prescribed Alterations Regulations in conjunction with the Guidance describe the statutory process that must be followed when making proposals for prescribed alterations to a maintained school.

7.1.4. The statutory process for making prescribed alterations to schools has four stages as set out below:

Stage 1	Publication	Statutory proposal published – 1 day.
Stage 2	Representation (formal consultation)	Must be 4 weeks, as prescribed in regulations.
Stage 3	Decision	The decision-maker (usually the LA) must decide proposals within 2 months of the end of the representation period or decision defaults to Schools Adjudicator (OSA). Any appeal to the adjudicator must be made within 4 weeks of the decision.
Stage 4	Implementation	No prescribed timescale, but must be as specified in the published statutory notice, subject to any modifications agreed by the decision-maker.

7.1.5. If a Local Authority fails to make a decision about a proposal within two months of the end of the representation period, the Local Authority must refer the proposal to the Schools Adjudicator for a decision.

7.1.6. The Guidance provides as follows:

- Decision-makers will need to be satisfied that the appropriate fair and open local consultation and/or representation period has been carried out and that the proposer has given full consideration to all the responses received.
- Decision-makers should not simply take account of the number of people expressing a particular view. Instead they should give the greatest weight to responses from those stakeholders likely to be

most affected by a proposal – especially parents of children at the affected school(s).

7.1.7. When issuing a decision, the decision maker can:

- reject the proposal:
- approve the proposal without modification:
- approve the proposal with modifications, having consulted the LA and/or Governing Body (as appropriate):
- or approve the proposal with modifications, having consulted the LA and/or Governing Body (as appropriate).
- or approve the proposal, with or without modification - subject to certain conditions (such as the granting of planning permission) being met.

7.1.8. Committee Members are advised that they must have regard to the Guidance when making their decision, in accordance with Regulation 7 of the Prescribed Alterations Regulations. The Guidance makes it clear that the Guidance should not be treated as exhaustive because the importance of each factor will vary depending on the proposal and as such all proposals must be considered on their individual merits.

7.2. Finance

7.2.1. The proposed investment into the former Dean Row Centre for use as a satellite Springfield School site and specialising in ASD has been approved by both the Council's Capital and Assets Boards.

7.2.2. Children's Services have identified that the proposal can be fully funded from existing budgets utilising unallocated SEN placement allocation funding, Basic Need Grant, and SEN/High Needs Capital Grant.

7.2.3. Asset Management have undertaken a number of surveys which have indicated that the building is structurally sound.

7.2.4. Asset Management have instigated a detailed feasibility study in advance of working up a scheme for planning purposes.

7.2.5. It is difficult to accurately estimate the savings that the scheme will ultimately achieve through cost avoidance. The information below is based on the cost to the Council per pupil for placing children in a maintained Cheshire East Council SEND school (Springfield School and Park Lane School) and the average placement cost per pupil for buying placements at independent non maintained schools the Seashell Trust, Bluebell, Together Trust and Hopedale.

- The average cost per pupil at a CEC School is £13,800.
- The average cost per pupil at an independent non maintained school is £49,500.

- This equates to a per pupil placement saving of £35,700.
- Based on this proposal to utilise the former Dean Row Centre for a school of up to 80 pupils offers potential placement savings of £2,856,000 per annum.
- Additional savings would be made on school transport for these placements which would obviously vary based on the distance travelled but as a further example transport to the above listed independent non maintained schools costs £13,300 per pupil whilst transport to one of the maintained special schools utilising the “fleet” transport costs £500 per pupil a potential saving of £12,800.
- Again, based on 80 pupils this would offer potential savings of up to £1,024,000 on home to school transport.

- 7.2.6. The proposal to utilise the former Dean Row Centre for the purpose of a school will mean that a Council Asset identified for disposal will now not realise a capital receipt. However, the financial benefits of the proposal as highlighted in 7.2.5 clearly outweigh this loss of receipt.
- 7.2.7. The progression of this scheme does not generate actual savings for the Council but will significantly reduce the projected DSG overspend of SEN placements as per the mitigation measures considered by Cabinet.
- 7.2.8. Example costs for comparison of this scheme are:
- The Council is currently achieving a figure of £45,500 per pupil when claiming S106 contributions for children with SEND.
 - The new Axis School in Crewe which offers 48 placements was constructed at a cost of £4.5 million on the former Lodgefields Primary School site having been procured by the Department for Education through its own framework.
 - The expansion of Park Lane School which is currently on site to deliver 40 places is working towards a target cost of £2,691,253.
- 7.2.9. Based on the above comparable evidence the project has been allocated a budget of £3 million (inclusive of all fees and costs, including temporary accommodation) to fully deliver the scheme.
- 7.2.10. Children’s Services has identified Capital funding for the scheme utilising unallocated SEN placement expansion funding, Basic Need Grant and recently awarded SEN/High Needs Capital Grant. It should be noted that the Basic Need Grant and the SEN/High Needs Capital Grant are not included in the Councils published MTFS as these allocations from the DfE were confirmed after the MTFS was approved by Council on 17 February 2021.

7.2.11. The proposed funding profile is as follows:

- £1.4m Basic need (potential to be changed to Section 106 funding once contributions have been received)
- £800K SEN/High Needs Capital Grant
- £800K SEN Capital Phase 2

= £3 million (Council Meeting Approval required for funding profile).

7.2.12. The costs of placing a pupil at Springfield is £10,000 per place and £12,042 per pupil (full time pupil). Therefore, 80 places would cost £1.8m per annum. This is funded from the Dedicated Schools Grant High Needs Grant. As referenced above this is a key part of the Council's plan to increase local provision. The Council's DSG Management Plan was agreed by Cabinet on 9 March 2021.

7.2.13. Any additional running costs will need to be met from that place and pupil funding. It is normally possible to pay an element of place funding in advance of opening to assist with start-up costs.

7.3. Policy

7.3.1. As referred to in 3.3, the proposal will meet the Council's priority to increase opportunities for children, young adults and adults with additional needs by helping to address concerns raised by inspectors in the Ofsted inspection (2018) through the expansion of local SEND provision allowing more children to attend a school within Cheshire East and their local community.

7.3.2. As referred to in 3.4 the proposal will also help the Council with its priority to ensure that all children have a high quality, enjoyable education that enables them to achieve their full potential.

7.3.3. The proposal will allow more parents in Cheshire East to find a placement at an Ofsted rated "Outstanding" school.

7.3.4. By providing an additional 80 places on the former Dean Row Centre site this will support the Council with its programme to provide more in borough specialist school placements keeping more children in their local area, reducing their travel time and allowing them to build friendships with people who live close to them.

7.3.5. By providing more local school places within Cheshire East the scheme will allow for considerable savings as highlighted in 7.2.5 above thus allowing the Council to make best use of its resources.

7.4. Equality

7.4.1. An Equality Impact Assessment has been completed for this proposal and this concluded that the proposal would have an overall positive impact on several of the areas – specifically parents and carers and

young people and a neutral impact on remaining factors, please see Appendix B.

7.5. Human Resources

- 7.5.1. There are no additional human resource implications for the Council but the school are aware that the increase in numbers on roll and the use of a satellite site will require additional staffing costs which would be funded through their formula funded budget.

7.6. Risk Management

- 7.6.1. There are inherent risks associated with any construction project and attempts to mitigate any risks will be managed through regular project meetings and a risk register as the scheme develops. At this stage the following risks have been identified in relation to the proposed use of the former Dean Row Centre:

- Programme – It is anticipated that the new premises will be available for occupation by Springfield School in time for the September 2022 intake.
- Planning Permission – Planning Permission will be necessary to seek a change of use from E(f) Day Centre to F1(a) provision of education and for any potential new build. An added risk to planning is the current delays in achieving approvals.
- Budget – An initial budget of 3million has been allocated to fully fund the proposal. If projected costs come in higher/increase, there would be a need to undertake a value engineering exercise and assess increased costs against wider budgetary needs.
- Force Majeure – The global Covid pandemic has identified that there can be some risks that on impact cannot be mitigated against and will inevitably cause some delay, disruption, and any additional costs.

7.7. Rural Communities

- 7.7.1. The proposal will create more specialist school placements within the administrative area which in turn will allow more parents from rural areas within the Borough to have access to provision.

7.8. Children and Young People/Cared for Children

- 7.8.1. In accordance with the programme to provide more specialist school places within Cheshire East, this proposal will provide more spaces for children to learn and develop friendships with other local children.
- 7.8.2. The savings made from providing better value school places will allow for more efficient budgeting by the Service which in turn will reduce pressure on the ring-fenced High Needs budget.

7.9. Public Health

7.9.1. There are no direct implications for public health however by providing more places within Cheshire East the in accordance with 7.8.2 above there will be benefit to the children’s mental wellbeing in developing relationships with other local children and by reducing the travel to schools will allow families to spend more time together.

7.10. Climate Change

7.10.1. Where possible systems that save on energy consumption will be considered, particularly for electricity.

7.10.2. The internal works required to update the building to make it fit for purpose will include a comprehensive review of the impact on climate factors.

7.10.3. Significant changes will take place which will require full compliance with the latest building regulations relating to such factors as insulation/heat loss and energy efficiencies. Such factors will be key considerations as the scheme is developed through to full handover.

Access to Information	
Contact Officer:	Joanne Prophet, School Organisation and Capital Manager Joanne.prophet@cheshireeast.gov.uk Mobile 07890 321801
Appendices:	Appendix A – Consultation Feedback Appendix B – Equality Impact Assessment
Background Papers:	SEN Sufficiency Statement Making significant changes ('prescribed alterations') to maintained schools

Responses	Q1. The proposal Do you agree with the proposal to expand Springfield School onto a satellite site at Wilmslow? Please tick one box only	Q2. If you wish to, give your comments about this proposal below: Please write in below	CEC Response to Concerns raised
1	Yes	Keeping provision within CE and building on the excellent provision at Springfield makes sense	
2	Don't know / Not sure	Some concern regarding quality of building - potential that it will be seen as outdated for needs of students	The building will be fully refurbished and remodelled to ensure it is fit for purpose for use as a Special School and will meet the needs of both the pupils and staff
3	Yes	More SEN provision is needed in Cheshire East	
4	Don't know / Not sure	I question if this is the right location for this school, there is no outdoor space/garden. Surely these children should have access to suitable outdoor space. I can't see how this can be achieved at this site. There is a new development at the Handforth garden village, why is this not being considered	CEC are working with the School and a team of consultants to ensure that both the internal and external areas of the building and site provides suitable spaces and is fit for purpose to meet the needs of the pupils.
5	Yes	Having been made aware of several children from within a mile radius of the proposed site having to travel to Macclesfield and Cheadle, I am of the opinion that to be able to educate these children in their own communities would be far more beneficial in terms of building relationships and feeling a sense of belonging in their community rather than having to travel every day and being excluded from extra curricular activities owing to the constraints of provided transport.	

6	Yes	I welcome this proposal. There is a shortage of places for those pupils in need of specialist provision and Springfield School are well placed to make sure that this would be a success. I would welcome the opportunity to work with them to improve our SEND practice	
7	Yes	-	
8	Yes	There is a real need for specialist education in Cheshire East.	
9	Yes	Much needed special provision that meets all the needs of children with send,these children have the right to access an education that is comparable to any other child their age and be able to access that education in their familiar local area without having to travel miles to meet their right to said education	
10	Yes	There is a lack of specist school places in the North of Cheshire East - we are currently having to look at high schools in Stockport. Hopefully this school can be open in time for our son. But this is absolutely the right thing to do to allow children in Handforth and wilmslow to access specialist education within their community.	
11	Yes	This would be excellent for the area. My son has complex needs and has to attend a school in Staffordshire due to there being no places in the local authority	
12	Yes	I fully support this proposal and feel it is absolutely essential in Cheshire East.	

<p>13</p>	<p>Yes</p>	<p>I think the proposal should be supported as it's a positive response to a growing issue, and should provide a better service to service users and their families.</p> <p>I'd like to point out, though, that this appears to provide a greater benefit to service users currently travelling south into Crewe to use Springfields School. What benefit will there be for all of Cheshire East Council's special needs children and their families, particularly those from Crewe and the south Cheshire area, having to travel out of the authority area into Cheadle Hulme to access suitable residential care? When will CEC start to provide a full support service for our kids, rather than contract out their care needs?</p>	<p>Separate response to points raised will be drafted and sent.</p>
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EQUALITY IMPACT ASSESSMENT FORM

Equality impact assessment is a legal requirement for all strategies, plans, functions, policies, procedures, and services under the Equalities Act 2010. We are also legally required to publish assessments.

Section 1: Description

Department	Children and Families Services		Lead officer responsible for assessment		Joanne Prophet	
Service	School Organisation		Other members of team undertaking assessment		Val Simons	
Date	10 May 2021		Version		1	
Type of document (mark as appropriate)	Strategy	Plan ✓	Function	Policy ✓	Procedure	Service ✓
Is this a new/existing/revision of an existing document (mark as appropriate)	New ✓		Existing		Revision	
<p>Title and subject of the impact assessment (include a brief description of the aims, outcomes, operational issues as appropriate and how it fits in with the wider aims of the organisation)</p> <p>Please attach a copy of the strategy/plan/function/policy/procedure/service</p>	<p>Decision on the proposed expansion of Springfield School onto a satellite site formally known as Dean Row Day Centre, Wilmslow</p> <p>The proposal is to expand Springfield School, located at Crewe, onto a satellite site, this will be located at the site previously known as Dean Row Day Centre, Wilmslow. The Dean Row campus would cater for up to 80 pupils aged 4-19 for pupils, with a range of complex needs including Autistic Spectrum Condition (ASC), Severe Learning difficulties (SLD) and Profound Multiple Learning Difficulties (PMLD). This proposal is for implementation September 2022.</p> <p>The associated policies and procedures with this proposal are set out below: -</p> <ul style="list-style-type: none"> The Local Authority must comply with statutory requirements as set out in The Education and Inspections Act 2006 (EIA 2006) and the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 that came into force on 28 January 2014. <p>The statutory process for significant changes to a maintained special school requires the local authority to issue a public notice and commence a minimum of 4 weeks consultation period. The Local authority must then consider the feedback received and make a decision within 2 months of the end of the consultation</p>					

	<p>period and if approved, implement the proposal within the timescale.</p> <p>The outcomes of consultation, which was held from 13 May 2021 to 17 June 2021 will be summarised in a report to Children and Families Committee for a decision on 12 July 2021.</p> <p>It is a requirement both under DfE guidance and case law that the decision maker should consider the views expressed during consultation and take into account the Equality Impact Assessment. It is therefore imperative that full details of all views submitted are made available at the decision meeting.</p> <p>School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 School Admissions Code (2014) DfE Guidance</p>
<p>Who are the main stakeholders? (e.g. public, employees, Councillors, partners, specific audiences)</p>	<ul style="list-style-type: none"> • Children and their parents and carers • Headteachers of schools in Crewe and Wilmslow. • Parents, Staff and Governors of schools in Crewe and Wilmslow. • Dioceses, Parish Councils, Ward Members. MP

Section 2: Initial screening

<p>Who is affected? (This may or may not include the stakeholders listed above)</p>	<ul style="list-style-type: none"> • Children and Young People • Parents / Carers • Schools • Neighbouring Authorities
<p>Who is intended to benefit and how?</p>	<p>Children with with a range of complex needs including Autistic Spectrum Condition (ASC), Severe Learning difficulties (SLD) and Profound Multiple Learning Difficulties (PMLD), and their parents and carers.</p> <p>Due to the nature of the Special School our intake on both sites will serve a large population across Cheshire East. There is very limited specialist provision within the Local Authority, so pupils are not always necessarily based within their local community. A number of pupils with complex needs including Autistic Spectrum Condition (ASC), Severe</p>

EQUALITY IMPACT ASSESSMENT FORM

	Learning difficulties (SLD) and Profound Multiple Learning Difficulties (PMLD), currently travel outside of Cheshire East to attend school and it is hoped that some of these pupils would be closer to their communities by attending this satellite site.										
Could there be a different impact or outcome for some groups?	This proposal will have a positive impact for children with complex needs including Autistic Spectrum Condition (ASC), Severe Learning difficulties (SLD) and Profound Multiple Learning Difficulties (PMLD), as it will provide additional places nearer to their local community.										
Does it include making decisions based on individual characteristics, needs or circumstances?	The school will offer places to children statemented for complex needs including Autistic Spectrum Condition (ASC), Severe Learning difficulties (SLD) and Profound Multiple Learning Difficulties (PMLD), none of the individual characteristics, needs or circumstances will be considered when offering places.										
Are relations between different groups or communities likely to be affected? (e.g. will it favour one group or deny opportunities for others?)	Will have a positive impact on those pupils with S complex needs including Autistic Spectrum Condition (ASC), Severe Learning difficulties (SLD) and Profound Multiple Learning Difficulties (PMLD).										
Is there any specific targeted action to promote equality? Is there a history of unequal outcomes (do you have enough evidence to prove otherwise)?	A public notice was published on 12 May in the Crewe Chronicle and on 13 May in the Manchester Weekly News-Wilmslow Addition. The 5-week representation period ran from 13 May 2021 until 17 June 2021. Key stakeholders, including parents, neighbouring schools – parents, staff and governors, Parish Councils, Diocese, Ward members and were invited to feedback their views on the proposal either in support or to oppose.										
Is there an actual or potential negative impact on these specific characteristics? (Please tick)											
Age	Y	N	Marriage & civil partnership	Y	N	Religion & belief	Y	N	Carers	Y	N
		✓			✓			✓			✓
Disability	Y	N	Pregnancy & maternity	Y	N	Sex	Y	N	Socio-economic status	Y	N
		✓			✓			✓			✓

EQUALITY IMPACT ASSESSMENT FORM

Gender reassignment	Y	N	Race	Y	N	Sexual orientation	Y	N			
		✓			✓			✓			
What evidence do you have to support your findings? (quantitative and qualitative) Please provide additional information that you wish to include as appendices to this document, i.e., graphs, tables, charts										Consultation/involvement carried out	
										Yes	No
Age	The Dean Row campus will offer places for children aged 4-19 and the additional places available will positively impact on the number of school places for young pupils with complex needs and thereby increasing opportunities for parental choice of schools.									✓	
Disability	The proposal will have a positive impact on young pupils with a disability because the provision of additional places will provide more places in the North of the borough and reduce the possible necessity of having to travel out of the County to secure a suitable place closer to pupil's place of residence.									✓	
Gender reassignment	Places at a specialist school are determined by the local Authorities SEN board purely on need. All applications are considered on an equal basis without reference to gender or gender reassignment.									✓	
Marriage & civil partnership	Places at a specialist school are determined by the local Authorities SEN board purely on need. All applications are considered on an equal basis without reference to the marital status of pupil or of the parent/carer.									✓	
Pregnancy & maternity	Places at a specialist school are determined by the local Authorities SEN board purely on need. All applications are considered on an equal basis without reference to the status of pupil or of the parent/carer.									✓	
Race	Places at a specialist school are determined by the local Authorities SEN board purely on need. All applications are considered on an equal basis and this does not allow for any discrimination in this respect.									✓	
Religion & belief	Places at a specialist school are determined by the local Authorities SEN board purely on need. All applications are considered on an equal basis and religion and belief do not form part of the criterion and all applications will be considered on an equal basis irrespective of religious belief.									✓	

EQUALITY IMPACT ASSESSMENT FORM

Sex	The local authority has no reason to believe that the introduction of the satellite site would result in an overall change to the current demographics of the school. Places at the school will be offered on a need basis.	√	
Sexual orientation	Places at a specialist school are determined by the local Authorities SEN board purely on need. All applications are considered on an equal basis and this does not allow for any discrimination in this respect.	√	
Carers	The proposal will have a positive impact on persons with dependents and will offer greater parental choice for those families with wider caring responsibilities.	√	
Socio-economic status	It is considered that the proposal will have a positive impact on those children/young people included in this group as the proposal, if agreed, will provide more places locally for local families.	√	
Proceed to full impact assessment? (Please tick)			
	Yes	No √	Date 10 May 2021

If yes, please proceed to Section 3. If no, please publish the initial screening as part of the suite of documents relating to this issue

Section 3: Identifying impacts and evidence

This section identifies if there are impacts on equality, diversity and cohesion, what evidence there is to support the conclusion and what further action is needed

Protected characteristics	<p>Is the policy (function etc....) likely to have an adverse impact on any of the groups?</p> <p>Please include evidence (qualitative & quantitative) and consultations</p>	<p>Are there any positive impacts of the policy (function etc....) on any of the groups?</p> <p>Please include evidence (qualitative & quantitative) and consultations</p>	<p>Please rate the impact taking into account any measures already in place to reduce the impacts identified</p> <p>High: Significant potential impact; history of complaints; no mitigating measures in place; need for consultation</p> <p>Medium: Some potential impact; some mitigating measures in place, lack of evidence to show effectiveness of measures</p> <p>Low: Little/no identified impacts;</p>	<p>Further action (only an outline needs to be included here. A full action plan can be included at Section 4)</p>
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EQUALITY IMPACT ASSESSMENT FORM

			heavily legislation-led; limited public facing aspect	
Age				
Disability				
Gender reassignment				
Marriage & civil partnership				
Pregnancy and maternity				
Race				
Religion & belief				
Sex				
Sexual orientation				
Carers				
Socio-economics				
<p>Is this project due to be carried out wholly or partly by contractors? If yes, please indicate how you have ensured that the partner organisation complies with equality legislation (e.g. tendering, awards process, contract, monitoring and performance measures)</p>				

EQUALITY IMPACT ASSESSMENT FORM

Section 4: Review and conclusion

Summary: provide a brief overview including impact, changes, improvement, any gaps in evidence and additional data that is needed			
Specific actions to be taken to reduce, justify or remove any adverse impacts	How will this be monitored?	Officer responsible	Target date
When will this assessment be reviewed?	Following the consultation period		
Are there any additional assessments that need to be undertaken in relation to this assessment?			
Lead officer signoff	Joanne Prophet	Date	10 May 2021
Head of service signoff	Mark Bayley	Date	10 May 2021

Please publish this completed EIA form on your website

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Working for a brighter future together

Children and Families Committee

Date of Meeting:	12 July 2021
Report Title:	<u>School Organisation</u> : Academisation of Schools
Report of:	Ged Rowney, Interim Director of Children's Services
Report Reference No:	CF/01/21
Ward(s) Affected:	All

1. Executive Summary

- 1.1 This report captures the processes by which schools across Cheshire East can, if they choose, convert their status from a maintained school to become an Academy School. Over recent years, the conversion rates of schools have reduced due to previous conversions and the national 'expectation' is that converting schools now join an existing multi-academy trust (MAT) rather than convert to a single academy trust (SAT).
- 1.2 This report does not, at this point, respond to the recent national communication relating to the government's vision for every school to be part of 'a family of schools in a strong multi academy trust'. The Local Authority will be meeting with its maintained schools in the near future to discuss this concept as all CE schools, regardless of their status, already have the opportunity to be part of a strong family of schools for the benefit of all CE learners.
- 1.3 An established cross council officer group, chaired by the Education Head of Service, ensures a corporate approach is adopted to support academy school conversions as there are council wide implications. This is particularly, but not exclusively, where the local authority is the landowner and the staff employer and where there are existing trading arrangements with a range of Council services.

1.4 It is proposed that Committee agree the delegation for current and future conversions including academy leases jointly to the Director of Children Services and the Executive Director of Place. If there are matters that are not resolved within the delegations, then a report would be presented to Committee as required. Committee will receive a forward plan at each meeting highlighting conversions due to take place and confirmation of the conversions that have taken place

1.5 This report outlines the legislative framework through which academy conversions take place to give confidence to Committee members that there is a robust process followed to ensure compliance is met.

2. Recommendations

2.1 That the committee delegates the Executive Director of Children's Services in consultation with Chief Finance Officer and Monitoring Officer authority to take all steps necessary to agree and execute the commercial transfer agreement, novation of third party contracts, Shared Use Agreements/Facilities Access Agreements, staffing and information transfer.

2.2 Delegates to the Executive Director of Place in consultation with Chief Finance Officer and Monitoring Officer to take all steps necessary to agree and execute any transactions in relation to land, facilities or shared use agreements.

2.3 Notes that the Chief Finance Officer has authority to take all steps necessary to agree, transfer and adjust relevant budgets and allocate balances in accordance with Department for Education Guidance

2.4 No delegation may be exercised to execute any agreement in 2.1,2.2 or 2.3 where:

- a) the school has a deficit of £100k or there is any significant impact on the Medium Term Financial Strategy
- b) there are substantive third party land interests
- c) any public funds are to be reclaimed under section (land contributions)
- d) any current or proposed legal claim has been identified
- e) where and indemnity is sought against Cheshire East Council on any matter.

2.5 Approve in principle the academy transfer of Bosely Primary School and Audlem Primary Schools

3. Reasons for Recommendation

- 3.1 The Council's consent is not required for the School to convert to an Academy and if the Council does not cooperate with the conversion process and negotiate and enter into lease arrangements and a CTA, the Secretary of State has the power to make transfer schemes under the Academies Act 2010. This is in relation to property, land, rights and liabilities (including rights and liabilities in relation to staff) which would be binding on the Council.
- 3.2 An Academy Proprietor is entitled to expect the lease of all the premises and facilities which the school uses and which premises or facilities are owned by the Council. However, some premises and facilities are shared with other Council services. These areas are a matter for negotiation and if agreement cannot be reached then the Council should make application to the Office of the School's Adjudicator on or before the conversion date seeking resolution of the dispute.
- 3.2 It is therefore preferable for the Council to reach agreement with the Governing Body of the School and the Trust and enter into the lease arrangements and a CTA in respect of these matters, rather than be subject to transfer schemes which may be made by the Secretary of State. This agreement will be overseen and scrutinised by various specialist service teams including legal and property services in order to present the case to the Director of Children Services for final approval.
- 3.3 In summary, the recommendations as outlined will allow for the Committee to be fully confident that appropriate steps are being taken to meet the requirements of the Academies Act and maintain an overview of academy conversions across the borough.

4. Other Options Considered

- 4.1 Refusal to approve the proposed delegation and to bring reports to Committee on an individual basis for each academy conversion. This is not thought to be the best use of resources as individual reports would be very similar in nature.
- 4.2 Failure to cooperate and negotiate and enter into the lease and CTA could result in the Secretary of State making transfer schemes which would be binding on the Council. Therefore, Committee decision making power is limited.
- 4.3 Failure to complete the statutory transfers and title registrations could jeopardize the conversion process.
- 4.4 There remains an option for maintained schools to federate in either a soft or hard structure. This allows for formal collaborative working without the need to achieve academy status. Some maintained schools are considering this option.

5. Background Information

- 5.1 As of May 2021, of the 156 CE schools, 65 (42%) are maintained and 91 (58%) are made up of academies (sponsored and converters) and free schools. The majority of our secondary schools are academies.
- 5.2 There are just over 40 separate academy trusts across CE some of which span across Local Authority borders. As an example, one of our largest trusts is the 'Aspire Trust' with 9 CE primary schools mostly located in the north of the borough.
- 5.3 Since academisation was introduced, Schools must ensure that all necessary legal and structural arrangements are in place should the governing body take the decision to become an academy. Once the Local Authority has been informed of an application to convert, a series of steps are taken by LA service teams which require detailed work to ensure full compliance is in place ahead of an agreed conversion date. In summary, these steps include:
- a. Ensuring land transfer arrangements are in place in terms of the site boundaries and any potential disputes or restrictions.
 - b. Financial management of all accounts is accurate and compliant.
 - c. Traded services through CHES are effectively transferred.
 - d. HR support is provided as appropriate for transfer of staff.
 - e. Legal documentation is prepared, and agreements finalised ahead of proposed conversion date
- 5.4 Currently, there are three schools wanting to convert as from 1st September 2021. The specific details of these three schools are:

Audlem Primary

Lease agreed – issues relating to the onsite nursery and its potential expansion will be addressed post conversion

CTA – not expecting any complications – awaiting final agreement.

TUPE – completed – no issues.

Finance – will be reviewed around final balances ahead of conversion – no issues expected.

Bosley Primary

The Diocese own the school building and there is no current lease for school playing field which has third party ownership.

Upon conversion, the Trust will need to establish a new lease for the playing field and agree own terms.

CTA expecting no issues.

TUPE – completed – no issues.

6. Consultation and Engagement

- 6.1 Section 5 of the Academies Act 2010 requires the school's governing body to consult with “such persons as they think appropriate” about whether the school should convert into an academy. The process is generally flexible, and schools have broad discretion as to how it is carried out.

7. Implications of the Recommendations

7.1 Legal

- 7.1.1. The Council is obliged under the Academies Act 2010 to cease maintaining a school on the date it opens as an academy. The report sets out the implications if the Council fails to cooperate and enter into a lease and CTA.
- 7.1.2. The CTA is negotiated and drafted by Legal Services and the Council's CTA is closely aligned to the DfE standard template. Where there is shared use on the school site, a Shared Use Agreement or a Facilities Access Agreement is drafted using the Council's standard agreements.

7.2 Finance

- 7.2.1 The Academy will be responsible for all outgoings related to the land to include public liability and premises insurances or participation in the DfE Risk Protection Arrangement, and repairs / maintenance.
- 7.2.2 The Council will retain a landlord role, but the leases will contain provisions for recovering costs for approvals required under the terms of the leases e.g. for alterations.
- 7.2.3 When a school is to join an academy trust (AT) of an external sponsor and open as a sponsored academy, the law requires that the surplus will transfer to the AT. Where a school with a deficit is to join the AT of an external sponsor and open as a sponsored academy, the deficit remains with the LA, to be funded from its core budget. The local authority has separate processes to review the carry forward balances and forecast balances for maintained schools.

- 7.2.4 The Trust will receive its funding direct from the DfE. Government funding for CE maintained schools will be reduced proportionately.
- 7.2.5 The CTA includes standardised text that confirms the Council remains liable for any pre conversion costs and the academy is responsible for post conversion costs. It must be noted that any cash balance or local bank account balance remains the property of the Council (excluding any local school funds).
- 7.2.6 The Finance Service has to complete a “final balance” calculation for each conversion to ensure all costs and funding are correctly allocated. This can be complex and it must be agreed with the school within three months of conversion. Given the nature of funding it is better for conversions to take place on 1st April.

7.3 Policy

- 7.3.1 The implementation of academy conversion is undertaken in accordance with national legislation as per the various Education Acts as referred to earlier in this report.

7.4 Equality

- 7.4.1 An Equality Impact Assessment (EqIA) has not been completed because no service, policy or organisational changes are being proposed.

7.5 Human Resources

- 7.5.1 The Council employees in respect of the School will transfer from the Council to the Academy under TUPE regulations. The school's HR provider (often bought back through a CE dedicated HR service for Schools) will deal with the human resource implications with the Council keeping a watching brief to ensure all statutory requirements are met and often responds where Union concerns are raised.

7.6 Risk Management

- 7.6.1 The management of risk is governed by the structured legislative process which is followed; this ensures due diligence is undertaken at all stages.
- 7.6.2 The structured meeting of Local Authority Teams tries to ensure, wherever possible, that sufficient time is given to complete academy transfers in a realistic timescale and through robust legal processes.

7.7 Rural Communities

7.7.1 There are no direct implications for rural communities. However, small schools joining together to create a Multi- Academy Trust does not always provide the economies of scale to generate a more viable option

7.8 Children and Young People/Cared for Children

7.8.1 There is, in most cases, no impact on learners unless the conversion to an academy involves a sponsorship route where this can result in the potential for changes to senior staff, change of school ethos and practicable changes to school name or uniform.

7.9 Public Health

7.9.1 There are no direct implications for public health.

7.10 Climate Change

7.10.1 There are no direct implications for climate change.

Access to Information	
Contact Officer:	Mark Bayley Head of Service – Infrastructure and Outcomes mark.bayley@cheshireeast.gov.uk
Appendices:	None
Background Papers:	https://www.gov.uk/government/collections/convert-to-an-academy-documents-for-schools



Working for a brighter future together

Children and Families Committee

Date of Meeting:	12 July 2021
Report Title:	Variation to LA Co-ordinated Scheme and Admissions Arrangements
Report of:	Ged Rowney, Interim Director of Children's Services
Report Reference No:	CF/33/21
Ward(s) Affected:	All wards

1. Executive Summary

- 1.1. There is a new School Admissions Code due to come into force on 1 September 2021 subject to parliamentary approval.
- 1.2. LA Co-ordinated Scheme and Admissions Arrangements 2021-22 and 2022-23 need to be varied to meet the new requirements and statutory duties around school admissions.

2. Recommendations

- 2.1. Arrangements to be varied as below:
- 2.2. References to School Admissions Code 2014 updated to 2021.
- 2.3. Clarification that reference to Previously Cared for Children includes those previously in State Care outside of England and ceased to be in State Care as adopted (e.g. Appendix 2 -paragraph 20.1).
- 2.4. Confirmation that Admission Authorities may opt out of the Co-ordinated scheme and this will be published on the Cheshire East website.
- 2.5. Changes around addresses that can be used for children of Service Personnel and Crown Servants coming from overseas (e.g. Appendix 2 paragraph 1.7).
- 2.6. Approval of LA Co-ordinated Scheme and Admissions Arrangements at Appendix 1 and 2.

- 2.7. Approval to adapt the above LA Co-ordinated Scheme and Admissions Arrangements should any additional statutory changes be requested as part of the parliamentary approval.

3. Reasons for Recommendations

- 3.1. To comply with the new School Admissions Code due to come into force on 1 September 2021 subject to parliamentary approval.

4. Other Options Considered

- 4.1. No other options if this becomes a statutory requirement.

5. Background

- 5.1. The LA is required to determine Admissions Arrangements by 28 February of the previous year to which the arrangements apply (e.g. the Arrangements for September 2022 where determined by 28 February 2021). As the DfE has published a new Admissions Code outside the usual Admissions timeline variations are required to adhere to this.

6. Consultation and Engagement

- 6.1. The DfE have confirmed that consultation is not a requirement where variation is solely to meet the requirements of a new Code. The New Code has been shared with all Admissions Authorities and Schools.
- 6.2. The Admissions Team is running separate online training sessions in June 2021 for Community and Voluntary Controlled Schools where the LA is the Admissions Authority and for own Admissions Authority Schools (e.g. Academies) to explain the changes and the steps that schools need to take to comply with the new Code.

7. Implications

7.1. Legal

- 7.1.1. The School Admissions Code was first published in December 2014 and is issued under Section 84 of the School Standards and Framework Act 1998 and is statutory guidance which sets out what schools and local authorities must do to comply with the law. The guidance should be followed unless there is good reason to not to.
- 7.1.2. The School Admissions Code has now been updated and the guidance in its revised form will now come into force on 1 September 2021 and will apply with immediate effect.
- 7.1.3. A summary of changes and actions required to comply (largely operational e.g. changes to website and composite prospectus) has been completed by legal.

7.2. Finance

- 7.2.1. No financial implications.

7.3. Policy

7.3.1. Policy changed to comply with the new Admissions Code.

7.4. Equality

7.4.1. There are no implications in relation to equality and diversity.

7.5. Human Resources

7.5.1. There are no HR implications.

7.6. Risk Management

7.6.1. Risk mitigated by changes as required by policy.

7.7. Rural Communities

7.7.1. No changes that impact on rural communities.

7.8. Children and Young People/Cared for Children

7.8.1. Clarification that children previously in State Care outside England are given priority in Admissions Arrangements. It is not known how many Cheshire East children will fall into this category as ethnicity is not disclosed within the school admissions application. It is also believed that many parents may chose not to disclose their child’s previously cared for status. However as there is a high level of parental preference met within school admissions it is unlikely that this would lead to a child not being offered their preferred school place.

7.9. Public Health

7.9.1. There are no Public Health implications.

7.10. Climate Change

7.10.1. There are no implications for Climate Change.

Access to Information	
Contact Officer:	Jo Bowkett Team Manager – Schools Admissions and Transport Jo.bowkett@cheshireeast.gov.uk
Appendices:	Appendix 1: Draft LA Co-ordinated Scheme and Admissions Arrangements 2021-22 Appendix 2: Draft LA Co-ordinated Scheme and Admissions Arrangements 2022-23
Background Papers:	School Admissions Code 2021

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Cheshire East

TOGETHER for Children and Young People

Together we will make Cheshire East a great place to be young

Local Authority Coordinated Scheme and
Local Authority Admissions Arrangements
Community and Voluntary Controlled Schools
for Admissions from September 2021

1 September 2020 (varied July 2021)



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**LOCAL AUTHORITY COORDINATED ADMISSIONS SCHEME 2021-22
(including variations to comply with the School Admissions Code 2021 which
applies from 1 September 2021)**

1 BACKGROUND

- 1.1 This scheme applies for admission for school year starting September 2021.
- 1.2 The scheme meets the requirements for a scheme for coordinating admission arrangements under the School Admission (Admission Arrangements and Co-ordination of Admissions Arrangements) (England) (Amendment) Regulations 2014, made under the School Standards and Framework Act 1998 (SSFA/98), for the area of Cheshire East Council (the Local Authority).
- 1.3 In the normal admissions round (i.e. September to mid-January), parents apply to the local authority in which they live for places at their preferred primary or secondary schools. 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. Admissions Authorities may choose to opt out (School Admissions Code 2021 paragraph 2.23) and this will be published on the Cheshire East website.
- 1.4 This coordinated scheme applies to all publicly funded schools in Cheshire East and to preferences expressed by Cheshire East parents, including applications for schools in other Local Authorities. This scheme does not apply to applications for special schools or independent schools or to University and Technical Colleges or Studio Schools.
- 1.5 Parents making applications as part of the normal admission round for publicly funded schools in other authorities with a different age of transfer (i.e. middle and upper schools) will also be included within these arrangements.
- 1.6 The Local Authority will accept applications from families resident in and outside the United Kingdom. All applications will be processed based on where the child is residing at the time of the application and in accordance with published arrangements.
- 1.7 The only exceptions to this are for families of service personnel with a confirmed position, or crown servants returning from overseas to live in the Cheshire East area. This is in accordance with the School Admissions Code, paragraph 2.21.



2. NORMAL ADMISSION ROUND – GENERAL INFORMATION

- 2.1 Section 86 of the SSFA/98 provides that local authorities must make arrangements for parents to express a preference as to the school they wish their child to be educated at. Parent is defined within s.576 of the Education Act 1996 as being those who are natural parents whether they are married or not; any person who has parental responsibility for a child; and any person who has care of the child.
- 2.2 All parents for pupils **resident** in the area administered by Cheshire East Council will be required to make their application on the common application form available from this Local Authority (as the 'home' authority). Parents making applications on a maintaining authority's application form will be advised to contact their 'home' authority. Parents seeking places at independent (i.e. fee paying) schools must apply direct to the school.
- 2.3 Applications for places sent direct by parents to individual schools cannot be accepted and must be sent by the school to the Local Authority for inclusion within these arrangements.
- 2.4 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 with its published admission arrangements.
- 2.5 For academies, free, voluntary aided, foundation and trust schools, decisions on applications will normally be made by the governing board. The exception to this will be where the governing board 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.
- 2.6 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.
- 2.7 The Local Authority will collate and publish all admission arrangements in its composite prospectus and published on the Local Authority's website. A hard copy of the agreed admissions arrangements will be available on request.
- 2.8 All preferences made in accordance with the Local Authority's arrangements will be met except where this would prejudice the provision of efficient education or the efficient use of resources e.g. normally 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.



- 2.9 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 National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school’s coordinate point to the place of the child’s residence coordinate point. This will include allocating vacancies at academies, free, voluntary aided, foundation and trust schools in liaison and agreement with the governing boards of these schools.
- 2.10 Where a preference has been received from a parent resident in another local authority and a place cannot be offered, Cheshire East Council will not allocate a place.
- 2.11 Written offers will be made by Cheshire East Council to residents in its area, in its role as the home authority, on behalf of the admissions authority for the school allocated as follows:

Admissions authority	Category of school
Cheshire East Council	All community and voluntary controlled schools in Cheshire East
Maintaining Local Authority	All non-Cheshire East community and voluntary controlled schools.
Governing Board of the school	Academies, free, voluntary aided, foundation and trust schools

- 2.12 Schools must not notify parents 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.
- 2.13 In accordance with statutory requirements, a governing board, in its role as the admission authority for a school, **must** comply with the following procedures:
 - a) Forward to their maintaining local 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 local authority’s areas);
 - b) Determine or make arrangements for another body (including the maintaining local 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 local authority of their determination, or arrange for the body appointed by them to notify the Local Authority on their behalf.



- 2.14 Parents 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 Local Authority's website and by contacting the Local Authority or relevant admission authority.
- 2.15 Parents 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.
- 2.16 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.
- 2.17 Waiting lists will be held **for all schools** until the 31 December in the normal year of admission **as a minimum**. Waiting list arrangements implemented after 31 December will be determined by individual admission authorities. For community and voluntary controlled schools, waiting lists will be closed at this point and parents of children held on the waiting list will receive written confirmation of this.
- 2.18 Repeat applications will not usually be considered within the same school year unless the child'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 Local Authority'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 There is no statutory barrier to children being admitted outside their normal year group. Paragraph 2.17 of the School Admissions Code enables a parent to request that their child is admitted outside of their normal age group, providing flexibility for children whose parents do not feel they are ready to begin school before they reach compulsory school age. Admission authorities are responsible for making the decision on which year group a child should be admitted to but are required to make that decision based on the circumstances of the case. If parents will be requesting delayed admission until the following year, an application must be submitted in accordance with the dates published for that application round (e.g. if requesting delayed entry until September 2021, an application must be made in September 2020).

- 3.4 Children born from the beginning of April to end of August are “summer born children” and reach compulsory school age in the September following their fifth birthday. Parents of these children may request admission to the Reception class in the September after their fifth birthday. Parents **must** follow the relevant admission authority’s policy in relation to educating children out of their normal year group.

- 3.5 Requests can be made for early or late transfer to secondary school. Parents considering such a request must in the first instance speak to the headteacher of the child’s primary school and preferred high school(s).

- 3.6 The application process will commence on **1 September** in the year preceding the admission year.

- 3.7 The common application form will invite parents to express 3 school preferences ranked in order of priority. Parents 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.

- 3.8 The child’s place of residence will be the address of the parent with whom the child is permanently resident on the date published for the receipt of supporting documentation. Supporting information may be requested to verify the place of residence. To ensure a fair process, administrative checks may be undertaken, which will include verifying addresses against Council Tax records.

- 3.9 Where care is shared jointly, the primary carer will be taken to be the parent with whom the child lives for the majority of the week (Monday to Friday) and it is this address that will be used for admissions purposes. If it is not possible to determine which parent is the primary carer, the Local Authority will determine residence based on where the child is registered for purposes of child benefit (where no benefit is claimed) or where the child is registered for GP purposes. Full details must be submitted in writing to enable the Local Authority to determine which address will be used. A panel of officers will consider the information provided. The School Admissions Code states at paragraph 2.12 (a)



that local authorities can only make one offer per child. Therefore, where parents are unable to reach an agreement and more than one application is submitted, the Local Authority will process the application of the parent who is the primary carer.

- 3.10 Parents should submit the completed application form to this Local Authority by the statutory closing dates.
- 3.11 Parents are asked to provide details 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.
- 3.12 If a parent 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 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 Local Authority'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 2.4 of the School Admissions Code (2021). 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.
- 3.13 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 local authority, will be for the school ranked highest by the parents.
- 3.14 Preference ranking will not be shared with admission authorities in accordance with paragraph 2.7 of the School Admissions Code 2021 as this cannot lawfully be used when applying oversubscription criteria.
- 3.15 Where a school receives a supplementary information form, this Local Authority will not consider it to be a valid application unless the parent has also listed the school on their home LA's Application Form, Supplementary information forms should be returned direct to the school concerned.
- 3.16 When a parent 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). 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 board on the home local authority's common application form.

- 3.17 For secondary transfer only, the Local Authority will have records for all children resident within its area who attend Cheshire East primary schools. In order to make sure where possible that all resident pupils are included in the coordinated admissions process, this Local Authority will also request data from neighbouring authorities.
- 3.18 The Local Authority's composite prospectus will be available electronically on its website no later than 12 September. Hard copies will be available on request from the Local Authority.
- 3.19 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.

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 Local 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 For a recent house move, evidence such as 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 will be notified of the decision.

5 PROCESSING APPLICATIONS



- 5.1 The following actions will be implemented in accordance with the dates published.
- 5.2 Cheshire East Council will exchange applications for schools in other local authorities' areas with all relevant local authorities and will provide data containing details of applications to its academies, free, voluntary aided, foundation and trust schools for consideration by governing boards in accordance with the school's own published admission arrangements.
- 5.3 Cheshire East academies, free, voluntary aided, foundation and trust schools will inform the Local Authority of the pupils eligible for a place under its admissions criteria and provide details 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. For 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 above the published admission number (PAN) where it is considered that further admission/s would not have a detrimental effect on the school, should notify the Local Authority at an early stage to enable the local authority to deliver its coordination responsibilities effectively.
- 5.7 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 OF DECISIONS

- 6.1 Cheshire East Council will send the parents of pupils who reside in Cheshire East written confirmation of the decision on the application. This will include offers for places in Cheshire East schools and schools in other local authorities. Where online applications have been received, the parent making the online application can log on to their online account on the published date to view the school place offered and will also 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 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 move 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.
- 7.2 For a recent house move, the Local Authority will require evidence that residency has changed. This should include a letter from the solicitor confirming the completion date, or a signed rental agreement showing the start date of the tenancy. Any rental agreement must include residency on the date published as the deadline for receipt of supporting information. Evidence may be requested to confirm residency, for example, recent utility bills or evidence of disposal of previous property.
- 7.3 Where medical reasons prevented an earlier application, a letter of confirmation from a medical practitioner will usually be required.
- 7.4 Late applications received after the published deadline for the receipt of supporting information are likely to be classed as late and processed after all on-time applications unless there is an exceptional reason for the late submission, for example, a child that has recently come into local authority care where a previous application had not been made.
- 7.5 All applications categorised as late will be processed at the time waiting lists are prepared and in accordance with the dates published.

8 MOVING HOUSE

- 8.1 Parents must inform the Local Authority immediately of a change of address, even if details of a future change of residency were included on the application form. The Local Authority will require supporting evidence to show that the place of residency has changed. This should include a letter from the solicitor confirming the completion date or a signed rental agreement showing the start date of the tenancy. Any 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. Proof that the child now resides at the new property may be required.

- 8.2 Proof of residency received after the deadline 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 will be required to **accept or decline** the school place offered by the dates published in part two of these arrangements. The Local Authority reserves the right to withdraw places not accepted by this date. If the Local Authority does not receive a response by the date specified in that first correspondence, a reminder letter or email will be sent with a second opportunity to respond, giving a deadline of a further 5 days. This will include notification that if no response is received to that reminder, the school place will be withdrawn.
- 9.2 For late applications notified after the offer date parents 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 have requested in writing (including e-mail) that they be placed 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 on the school's waiting list in line with the dates published in these arrangements.
- 10.3 After the start of the school term in September, all admission authorities will hold up-to-date information on waiting lists until the 31 December. After this date the Local Authority will no longer hold waiting lists for schools for which it is the admission authority. Other 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 parent's right of appeal and how appeals may be made. Applications for appeal should be received by the dates published.
- 11.2 Parents can submit an appeal in respect of each school for which admission has been refused.
- 11.3 Appeals against decisions notified after the published offer day will be heard within 40 days of the published appeals deadline where possible, or if received too late, within 30 school days of the appeal being lodged.
- 11.4 Appeals for late applications should be received within 20 school days from the date of notification that the application was unsuccessful.
- 11.5 All appeal applications should be sent to the admission authority for the school for which admission has been refused.

12 'IN YEAR' ADMISSIONS - 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 of children moving into Cheshire East from



another local authority's area, moving within Cheshire East, or seeking to transfer to an alternative school for other reasons.

- 12.2 Parents seeking Cheshire East school places 'in year' will be required to complete the Cheshire East Council 'in year' application form. Forms are available on the Council's website and will be available in hard copy on request, applications can also be made over the telephone (tele: 0300 123 5012). Where schools have chosen not to participate in the Local Authority Co-ordinated Scheme this will be published on the Cheshire East website. Parents will be advised to contact their preferred school to progress their application.
- 12.3 Parents will be invited to provide information in support of their application. Application details will be shared with the relevant schools/admission authorities if in the area of Cheshire East Council.
- 12.4 Parents 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.
- 12.5 Personal data including that of sensitive nature (including special category information) provided for the purpose of school admissions will be held in accordance with the General Data Protection Regulations and its principles. Details of which are published on the Council's website under "Data Protection". In order that applications can be processed in accordance with parents' wishes, personal information may be shared within the Local Authority, with other relevant local authorities and with relevant schools. Relevant local authorities include the home local authority (where resident) and local authorities where the schools named on the application form are located; relevant schools include the schools listed as preferences and the current or most recent school. Full details of the way your data is stored and used can be found in the Council's Privacy Notice, which can also be found on our website.
- 12.6 To ensure that a place is offered at a suitable school as quickly as possible, some applications will be processed in accordance with the Local Authority's Fair Access Protocol. The operation of Fair Access Protocols is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures. Parents will receive full information before this procedure is implemented. The Local Authority's Fair Access Protocol; agreed in partnership with the headteachers of both primary and secondary schools, will not affect the parent's right to express preferences for schools of their choice or to challenge unsuccessful applications through the appeals process. Permanently excluded pupils ready to be admitted into a new school will be offered admission under the Fair Access Protocol. Information about the process is published on the Council's website.

- 12.7 If a parent 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 may be required by the school to complete a supplementary information form. Forms will be available from the school or on the Local Authority'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 (2021). 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 information on vacancies in Cheshire East publicly funded schools.
- 12.9 Parents 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 Parents making applications for schools in other local authorities' areas will be advised to contact the relevant local/admission authority for advice about their own application process.
- 12.13 Applications will not normally be accepted more than 6 school weeks prior to the intended date of admission. An exception to this is where an application is made during the summer term, for admission at the beginning of the following September. In this case, applications will be accepted up to 8 school weeks prior to intended date of admission.

13 PROCESSING APPLICATIONS

- 13.1 All applications should be processed within no more than 10 school days from the receipt of application. Different timescales will apply to applications processed in accordance with the Local Authority's Fair Access Protocol.
- 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 will be made by the admission authority.
- 13.4 Where a school is oversubscribed, the admission authority will rank the applications in accordance with their published oversubscription criteria.
- 13.5 Decisions will be confirmed in writing to the parent by the admission authority 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 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 Local Authority to keep up-to-date records.
- 13.10 Successful applicants will normally be expected to take up their offer of a school place within 10 school days from the offer date.
- 13.11 Repeat applications will not be considered within the same school year, unless the parent'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 form 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 31 December 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.

15 'IN YEAR' APPEALS

- 15.1 Applications for appeal should be submitted within 20 school days from the date of notification that the application was unsuccessful.



16 Key Dates

Process	Secondary Transfers	Primary Admissions
Application process starts	1 September 2020	1 September 2020
Closing date for applications	31 October 2020*	15 January 2021*
Preferences forwarded to other LAs	16 November 2020	8 February 2021
Preferences forwarded to Academies, Free, VA and Foundation Schools	27 November 2020	15 February 2021
Deadline for receipt of supporting documentation	7 December 2020	15 February 2021
Academies and Free Schools, VA and Foundation Schools to respond	14 December 2020	8 March 2021
Final personal allocations of places at Cheshire East schools to other LAs for their residents	Around 18 January 2021	Around 15 March 2021
Responses to other LAs on potential offers of places in schools for Cheshire East residents (so far as possible)	25 January 2021	22 March 2021
Allocations to be finalised	8 February 2021	29 March 2021
Offers released	1 March 2021**	16 April 2021**
Deadline for accepting or declining places	15 March 2021	30 April 2021
Waiting lists prepared, late applications processed and places allocated. Waiting lists will be held in criteria order. Parents offered places on this basis will be required to accept or decline the place offered within 10 school days.	After 15 March 2021	After 30 April 2021
Appeals Application Deadlines	29 March 2021	17 May 2021
Appeal Hearings	By 17 June 2021	By 16 July 2021
Appeal Hearings – late Applications	in 40 days of deadline where possible, or 30 school days of appeal being lodged	
Appeal Applications – ‘In Year’ Admissions	in 20 school days from the date of notification that application for admission was unsuccessful.	
Appeal Hearings – ‘In Year’ Applications	in 30 school days of appeal being lodged	in 30 school days of appeal being lodged
Please note: Deadline for Admission Authorities to publish Appeal Timetables on their website	February of relevant year	



- * National closing date for applications
- ** In accordance with the School Admissions Code 2021, offers must be made on National Offer Day (1 March for secondary transfer, and 16 April for primary admissions)



17 LOCAL AUTHORITY ADMISSION ARRANGEMENTS - COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS.

- 17.1 These admission arrangements apply to applications for all Cheshire East **community and voluntary controlled schools** and take account of the Local Authority's commitment to **rural schools** from the school year 2021-22 and for subsequent years, subject to any review. As the admission authority for these schools, Cheshire East Council (the Local Authority) will be responsible for determining who can be allocated a place in accordance with these arrangements.
- 17.2 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 Coordination Scheme, full details of which are published on the Local Authority's website at www.cheshireeast.gov.uk .

18 PUBLISHED ADMISSION NUMBERS (PANs)

- 18.1 The Local Authority 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 Local Authority's website at the start of the application process on 1 September. Hard copies can be requested.
- 18.2 Due to housing development, the LA has robust pupil place planning arrangements which will inform capital proposals for school expansions and future increases in PAN. These are managed carefully so as not to introduce additional capacity too soon and therefore create unfilled places.
- 18.3 These arrangements will consider the impact on other local schools and may not support numbers over PAN where a neighbouring school has vacancies. This is particularly applied to **support small and rural schools**.



- 18.4 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.
- 18.5 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. Admission numbers to be published for 2021 and subsequent years, subject to any review, are set out in **Appendix 1**.

19 EDUCATION, HEALTH and CARE PLANS

- 19.1 All children whose Education, Health and Care (EHC) plan names the school must be admitted.
- 19.2 An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

20 OVERSUBSCRIPTION CRITERIA

- 20.1 Where more applications are received than there are places available, after children with Education, Health and Care (EHC) plans, priority for admission will be based on the Local Authority'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 local 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, child arrangements order (formerly residence order), or special guardianship order. A child arrangements 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 amended by Children and Families Act 2014. 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). This includes children who appear to (in the view of Cheshire East) have been in state care outside of England and ceased to be in state care as a result of being adopted.

- (ii) **Siblings** – pupils with brothers or sisters, step-brothers or step-sisters, foster brother or sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household (for the majority of the school week) 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 are resident within the area served by the school. (see notes below)
- (iv) **Children attending a school nominated as a feeder/partner primary school for admissions purposes.**
- (v) **Pupils living nearest to the school** measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the place of the child's residence coordinate point.

Notes:

The Local Authority will accept applications from families resident in the United Kingdom, and from outside the United Kingdom. All applications will be processed based on where the child is residing at the time of the application and in accordance with published arrangements.

The only exceptions to this are for families of service personnel with a confirmed posting to the Cheshire East area, or crown servants returning from overseas to live in the Cheshire East area. This is in accordance with the School Admissions Code 2021, paragraph 2.21.

- 20.2 Children eligible for priority due to their attendance at a named feeder/partner primary school (criterion IV) will only remain eligible for this priority whilst on roll



at the primary school. If the child leaves the school, including transferring to high school, this priority within the oversubscription criteria will no longer apply.

20.3 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)

20.4 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.

20.5 For previously looked after (also known as cared for) 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.

20.6 Children will be considered within criterion (iii) if they and their parents 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. To ensure a fair process, administrative checks may be undertaken, which will include verifying addresses against Council Tax records.

20.7 For children of UK service personnel (UK Armed Forces) a Unit postal address or quartering area address will be accepted in advance of a move 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.

21 PARENTS WITH SHARED RESPONSIBILITY FOR A CHILD

21.1 Where parents 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 care is shared jointly and it is not possible to determine which parent is the principle carer and no Child Benefit is claimed, the LA will consider the primary residence as the address where the child is registered for GP purposes.

22 CHILDREN OF MULTIPLE BIRTHS

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

23 MOVING HOUSE

23.1 Parents must inform the Local Authority immediately of a change of address, even if details of a future change of residency were included on the application form. The Local Authority will require 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)

23.2 The Local Authority may request further information including copies of utility bills. Other information may be required, such as evidence of disposal of previous property. Information will be verified by officers using Council Tax records. Proof that the child now resides at the new property may be required e.g. Child Benefit evidence.

23.3 For 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 these arrangements. Satisfactory confirmation of residency at the property 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.

24 WAITING LISTS

- 24.1 Waiting lists for the normal admission round (September admissions into the reception class and year 7) and will be held only until the 31 December. 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 have specifically requested in writing (including e-mail) that they be placed 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.

25 LATE APPLICATIONS – NORMAL ADMISSION ROUND ONLY

- 25.1 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, such as exceptional medical reasons preventing an earlier application or a late house move into the area. Supporting documentation **must** be provided. Where supporting documentation has been received by the dates specified these arrangements and the Local 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 are likely to be considered after all on-time applications. Late applications may be disadvantaged.

26 ACCEPTING AND DECLINING PLACES

- 26.1 All parents 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. If the Local Authority does not receive a response by the date specified in that first



correspondence, a reminder letter or email will be sent with a second opportunity to respond, giving a deadline of a further 5 days. This will include notification that if no response is received to that reminder, the school place will be withdrawn.

27 RIGHT OF APPEAL

27.1 Parents 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, by the dates specified these arrangements. For appeals against decisions on preferences for community and voluntary controlled schools, forms are available on the Local Authority's website. Hard copies can be requested. Outside the normal admissions process, completed forms should be returned to the Local Authority within 20 school days from the date of notification that the application for admission was unsuccessful.

28 REPEAT APPLICATIONS

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

29 PART TWO - SIXTH FORM ADMISSION ARRANGEMENTS

29.1 The following admission arrangements apply to entry to the Sixth Form of Wilmslow High School only.

Pupils already on roll in the school's own year 11 are not admitted to a school's Sixth Form because they are already on the school roll. They move up to the 6th form from year 11. They can therefore only be refused progression to the sixth form if they fail to meet the academic criteria for progression/entry. Admissions law requires that the same academic criteria must be applied to all pupils, whether they are internal pupils seeking progression/entry or external applicants seeking admission. Schools have the choice of admitting pupils into year 12 or operating a sixth form primarily for pupils already on roll in the school. Wilmslow High School have opted to admit pupils to their sixth forms from other schools.

29.2 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. The 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.

29.3 If a course cannot be run due to low student take-up, the school may withdraw the course. This will not influence a decision to agree admission to the sixth form and alternative courses will be offered.

30 PUBLISHED ADMISSION NUMBERS – EXTERNAL CANDIDATES ONLY

30.1 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.

School	September 2021
Walsley High School	50

Additional places may also be offered to external candidates if the number of children transferring from the school’s own year 11 is lower than planned.

31 OVERSUBSCRIPTION CRITERIA

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

i) Eligible ‘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 local 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, child arrangements order (formerly residence order), or special guardianship order. A child arrangements order is 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 amended by Children and Families Act 2014. 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). This includes children who appear to (in the view



of Cheshire East) have been in state care outside of England and ceased to be in state care as a result of being adopted.

- ii) **Eligible pupils resident within the designated catchment area of the school.** Pupils will be classed within this criterion if they and their parents are resident within the area served by the school. (Refer to previous exception regarding Children of UK Service personnel and Crown Servants returning from abroad).
- iii) **Eligible pupils living nearest to the school** measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the place of residence's coordinate point.

NOTES

An 'eligible' pupil is a pupil who has met the academic entry requirements.

- 31.2 All children whose Education, Health and Care (EHC) plan names the school must be admitted. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.
- 31.3 The Local Authority will accept applications from families resident in and outside the United Kingdom. All applications will be processed based on where the child is residing at the time of the application and in accordance with published arrangements. The only exception to this is for families of service personnel with a confirmed posting to the Cheshire East area, or crown servants returning from overseas to live in the Cheshire East area. This is in accordance with the School Admissions Code 2021, paragraph 2.21.
- 31.4 Distance criterion will be applied as a tie breaker if the number of pupils applying under criterion (ii) exceeds the number of available places. To differentiate between two equal distance measurements, a random allocation tiebreaker will be applied. This will be administered under independent supervision, in accordance with the requirements of the School Admissions Code 2021 at paragraph 1.35.
- 31.5 In the case of previously looked after children (criterion i) a copy of the adoption order, child arrangement order or special guardianship order may be requested



and a written correspondence from the local authority that last looked after the child confirming that the pupil was looked after immediately prior to that order being made.

- 31.6 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 ii unless a higher criterion is applicable.

32 PARENTS WITH SHARED RESPONSIBILITY FOR A CHILD

- 32.1 Where parents 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 in order that a decision can be taken on which address will be used for the purpose of admission. A panel will consider the information provided. Where care is shared jointly and it is not possible to determine which parent is the principle carer and no Child Benefit is claimed, the primary residence will be taken to be the address where the child is registered for GP purposes.

33 SIXTH FORM ADMISSION APPEALS

- 33.1 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.
- 33.2 Parents or children* refused admission to a sixth form in a Cheshire East community or voluntary controlled school will be advised to contact the Local Authority 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 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.

33.3 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.

34 ACADEMIC ENTRY CRITERIA

34.1 Wilmslow High School

Entry to the Sixth Form requires students to have gained good qualifications in a range of subjects. Please contact the school direct for information.

34.2 A final decision on admission to the Sixth Form cannot take place until the student's Year 11 results are known. Sixth Form offers will be conditional upon gaining the minimum academic entry criteria. This will be set out in the offer. Individual entry requirements can be obtained direct from the school.

34.3 Courses are reviewed annually to take into account any changes in education legislation, availability of courses and required attainment levels and therefore, students and parents are advised to consider the information published by the school.



Primary Schools	School Status	PAN 2020	Capacity Indicative Admission Number	PAN Change for 2021
*Alderley Edge Community Primary School	Community	30	29	
*Ashdene Primary School	Community	60	60	
*Audlem St James' CE Primary School	Voluntary Controlled	30	27	
*Beechwood Primary School and Nursery	Community	45	45	
Bickerton Holy Trinity CE Primary School	Voluntary Controlled	20	20	
Bollington Cross CE Primary School	Voluntary Controlled	25	25	
Bosley St Mary's CE Primary School	Voluntary Controlled	8	8	
Brierley Primary School	Community	30	30	
Buglawton Primary School	Community	30	29	
Chelford CE Primary School	Voluntary Controlled	13	12	
Cledford Primary School	Community	60	60	
Dean Valley Community Primary School	Community	30	30	
*Disley Primary School	Community	40	40	
Edleston Primary School	Community	30	30	
*Elworth CE Primary School	Voluntary Controlled	60	60	
Elworth Hall Primary School	Community	30	30	
Gainsborough Primary & Nursery School	Community	60	60	
Goostrey Community Primary School	Community	30	29	
Haslington Primary School	Community	45	40	
Havannah Primary School	Community	30	30	
High Legh Primary School	Community	30	30	
Hurdsfield Community Primary School	Community	25	25	
*Lindow Community Primary School	Community	30	30	
Little Bollington CE Primary School	Voluntary Controlled	15	15	
Lower Park School	Community	40	40	
Mablins Lane Community Primary School	Community	90	90	
Manor Park School and Nursery	Community	45	45	
Middlewich Primary School	Community	60	60	
Millfields Primary School and Nursery	Community	30	30	
Mobberley CE Primary School	Voluntary Controlled	30	30	
Rainow Primary School	Community	27	27	
Rode Heath Primary School	Community	30	30	
Scholar Green Primary School	Community	30	30	
Sound and District Primary School	Community	19	19	
*St Anne's Fulshaw, CE Primary School	Voluntary Controlled	19	19	
*Styal Primary School	Community	17	17	
The Dingle Primary School	Community	50	50	



Vernon Primary School	Community	50	52	
Vine Tree Primary School	Community	30	30	
Weaver Primary School	Community	30	30	
Wrenbury Primary School	Community	20	20	
Secondary Schools	School Status	PAN 2020	Capacity Indicative Admission Number	PAN Change for 2021
Middlewich High School	Community	140	140	
Ruskin Community High School	Community	140	133	
*Wilmslow High School	Community	300	300	

Sixth Forms	School Status	PAN 2020	Capacity Indicative Admission Number	PAN Change for 2021
Wilmslow High School	Community	50	N/A	

NOTE *In the event that conversion to Academy Status is not completed for Alderley Edge, Ashdene, Audlem St James's, Beechwood, Disley, Elworth CE, Lindow, St Anne's Fulshaw and Styal by 28 February 2020 then arrangements determined by the Local Authority shall continue to apply.





TOGETHER for Children and Young People

Together we will make Cheshire East a great place to be young

Local Authority Coordinated Admissions Scheme
and Local Authority Admissions Arrangements
Community and Voluntary Controlled Schools for
Admissions from September 2022

1 September 2021 (varied July 2021)



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**LOCAL AUTHORITY COORDINATED ADMISSIONS SCHEME 2022-23
(including variations to comply with the School Admissions Code 2021 which
applies from 1 September 2021)**

1 BACKGROUND

- 1.1 This scheme applies for admission for school year starting September 2022.
- 1.2 The scheme meets the requirements for a scheme for co-ordinating admission arrangements under the School Admission (Admission Arrangements and Co-ordination of Admissions Arrangements) (England) (Amendment) Regulations 2014, made under the School Standards and Framework Act 1998 (SSFA/98), for the area of Cheshire East Council (the Local Authority).
- 1.3 In the normal admissions round (i.e. September to mid-January), parents apply to the local authority in which they live for places at their preferred primary or secondary schools. 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. Admissions Authorities may choose to opt out (School Admissions Code 2021 paragraph 2.23) and this will be published on the Cheshire East website.
- 1.4 This coordinated scheme applies to all publicly funded schools in Cheshire East and to preferences expressed by Cheshire East parents, including applications for schools in other Local Authorities. This scheme does not apply to applications for special schools or independent schools or to University and Technical Colleges or Studio Schools.
- 1.5 Parents making applications as part of the normal admission round for publicly funded schools in other authorities with a different age of transfer (i.e. middle and upper schools) are included within these arrangements.
- 1.6 The Local Authority will accept applications from families resident in and outside the United Kingdom. Applications will be based on where the child is residing at the time of the application and in accordance with published arrangements.
- 1.7 The only exceptions to this are for families of service personnel with a confirmed position, or crown servants returning from overseas to live in the Cheshire East area. This is in accordance with the School Admissions Code, paragraph 2.21. In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school.
- 1.8 Parents of overseas nationals entering the UK, who wish to apply for a state-funded school place, should check that they have a right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school.

2. NORMAL ADMISSION ROUND – GENERAL INFORMATION

- 2.1 Section 86 of the SSFA/98 provides that local authorities must make arrangements for parents to express a preference as to the school they wish their child to be educated at. Parent is defined within s.576 of the Education Act 1996 as being those who are natural parents whether they are married or not; any person who has parental responsibility for a child; and any person who has care of the child.
- 2.2 All parents for pupils **resident** in the area administered by Cheshire East Council will be required to make their application on the common application form available from this Local Authority (as the 'home' authority). Parents making applications on a maintaining authority's application form will be advised to contact their 'home' authority. Parents seeking places at independent (i.e. fee paying) schools must apply direct to the school.
- 2.3 Applications for places sent direct by parents to individual schools cannot be accepted and must be sent by the school to the Local Authority for inclusion within these arrangements.
- 2.4 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 with its published admission arrangements.
- 2.5 For academies, free, voluntary aided, foundation and trust schools, decisions on applications will normally be made by the governing board. The exception to this will be where the governing board 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.
- 2.6 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.
- 2.7 The Local Authority will collate and publish all admission arrangements in its composite prospectus and published on the Local Authority's website. A hard copy of the agreed admissions arrangements will be available on request.
- 2.8 All preferences made in accordance with the Local Authority's arrangements will be met except where this would prejudice the provision of efficient education or the efficient use of resources e.g. normally 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.

- 2.9 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 National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the place of the child's residence coordinate point. This will include allocating vacancies at academies, free, voluntary aided, foundation and trust schools in liaison and agreement with the governing boards of these schools.
- 2.10 Where a preference has been received from a parent resident in another local authority and a place cannot be offered, Cheshire East Council will not allocate a place.
- 2.11 Written offers will be made by Cheshire East Council to residents in its area, in its role as the home authority, on behalf of the admissions authority for the school allocated as follows:

Admissions authority	Category of school
Cheshire East Council	All community and voluntary controlled schools in Cheshire East
Maintaining Local Authority	All non-Cheshire East community and voluntary controlled schools.
Governing Board of the school	Academies, free, voluntary aided, foundation and trust schools

- 2.12 Schools must not notify parents 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.
- 2.13 In accordance with statutory requirements, a governing board, in its role as the admission authority for a school, **must** comply with the following procedures:
- a) Forward to their maintaining local 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 local authority's areas);
 - b) Determine or make arrangements for another body (including the maintaining local 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 local authority of their determination, or arrange for the body appointed by them to notify the Local Authority on their behalf.

- 2.14 Parents 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 Local Authority's website and by contacting the Local Authority or relevant admission authority.
- 2.15 Parents can submit an appeal in respect of each school for which admission has been refused. All appeals should be sent to the admission authority for the school for which admission has been refused.
- 2.16 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.
- 2.17 Waiting lists will be held **for all schools** until the 31 December in the normal year of admission **as a minimum**. Waiting list arrangements implemented after 31 December will be determined by individual admission authorities. For community and voluntary controlled schools, waiting lists will be closed at this point and parents of children held on the waiting list will receive written confirmation of this.
- 2.18 Repeat applications will not usually be considered within the same school year, unless the child'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 Local Authority'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 There is no statutory barrier to children being admitted outside their normal year group. Paragraph 2.17 of the School Admissions Code enables a parent to request that their child is admitted outside of their normal age group, providing flexibility for children whose parents do not feel they are ready to begin school before they reach compulsory school age. Admission authorities are responsible for making the decision on which year group a child should be admitted to but are required to make that decision based on the circumstances of the case. If parents will be requesting delayed admission until the following year, an application must be submitted in accordance with the dates published for that application round (e.g. if requesting delayed entry until September 2022, an application must be made in September 2021).
- 3.4 Children born from 1st April to 31st August are “summer born children” and reach compulsory school age in the September following their fifth birthday. Parents of these children may request admission to the Reception class in the September after their fifth birthday. Parents should follow the relevant admission authority’s policy in relation to educating children out of their normal year group. Parents are advised to read the Department for Education Guidance for parents.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921255/Guidance_for_parents_September_2020.pdf
- 3.5 Requests can be made for early or late transfer to secondary school. Parents considering such a request must in the first instance speak to the headteacher of the child’s primary school and preferred high school(s).
- 3.6 The application process will commence on **1 September** in the year preceding the admission year.
- 3.7 The common application form will invite parents to express 3 school preferences ranked in order of priority. Parents may give reasons for their preferences and may provide any additional documents in support of their preference/s.
- 3.8 The child’s place of residence will be the address of the parent with whom the child is permanently resident on the date published for the receipt of supporting documentation. Supporting information may be requested to verify the place of residence. To ensure a fair process, administrative checks may be undertaken, which will include verifying addresses against Council Tax records.
- 3.9 Where care is shared jointly, the primary carer will be taken to be the parent with whom the child lives for the majority of the week (Monday to Friday) and it is this address that will be used for admissions purposes. If it is not possible to determine which parent is the primary carer, the Local Authority will determine residence based on where the child is registered for purposes of child benefit or (where no benefit is claimed) where the child is registered for GP purposes. Full details must be submitted in writing to enable the Local Authority to determine which address will be used. A panel of officers will consider the information provided. The School Admissions Code states at paragraph 2.12 (a) that local authorities can only make one offer per child. Therefore, where parents are unable to reach an agreement and more than one application is submitted, the Local Authority will process the application of the parent who is the primary carer.

- 3.10 Parents should submit the completed application form to this Local Authority by the statutory closing dates.
- 3.11 Parents are asked to provide details 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.
- 3.12 If a parent 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 will be advised to contact the school as they may also be required to complete a supplementary information form. Forms will be available 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 2.4 of the School Admissions Code (2021). 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.
- 3.13 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 local authority, will be for the school ranked highest by the parents.
- 3.14 Preference ranking will not be shared with admission authorities in accordance with paragraph 2.7 of the School Admissions Code 2021 as this cannot lawfully be used when applying oversubscription criteria.
- 3.15 Where a school receives a supplementary information form, this Local Authority will not consider it to be a valid application unless the parent has also listed the school on their home LA's Application Form, Supplementary information forms should be returned direct to the school concerned.
- 3.16 When a parent 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). 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 board on the home local authority's common application form.

- 3.17 For secondary transfer only, the Local Authority will have records for all children resident within its area who attend Cheshire East primary schools. In order to make sure where possible that all resident pupils are included in the co-ordinated admissions process, this Local Authority will also request data from neighbouring authorities.
- 3.18 The Local Authority's composite prospectus will be available on its website no later than 12 September. Hard copies will be available on request from the Local Authority.
- 3.19 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.

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 Local 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 For a recent house move, evidence such as 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 will be notified of the decision.

5 PROCESSING APPLICATIONS

- 5.1 The following actions will be implemented in accordance with the dates published.
- 5.2 Cheshire East Council will exchange applications for schools in other local authorities' areas with all relevant local authorities and will provide data containing details of applications to its academies, free, voluntary aided, foundation and trust schools for consideration by governing boards in accordance with the school's own published admission arrangements.
- 5.3 Cheshire East academies, free, voluntary aided, foundation and trust schools will inform the Local Authority of the pupils eligible for a place under its admissions criteria and provide details 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. For 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 above the published admission number (PAN) where it is considered that further admission/s would not have a detrimental effect on the school, should notify the Local Authority at an early stage to enable the local authority to deliver its coordination responsibilities effectively.
- 5.7 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 OF DECISIONS

- 6.1 Cheshire East Council will send the parents of pupils who reside in Cheshire East written confirmation of the decision on the application. This will include offers for places in Cheshire East schools and schools in other local authorities. Where online applications have been received, the parent making the online application can log on to their online account on the published date to view the school place offered and will also 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 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 move 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.

- 7.2 For a recent house move, the Local Authority will require evidence that residency has changed. This should include a letter from the solicitor confirming the completion date, or a signed rental agreement showing the start date of the tenancy. Any rental agreement must include residency on the date published as the deadline for receipt of supporting information. Evidence may be requested to confirm residency, for example, recent utility bills or evidence of disposal of previous property.
- 7.3 Where medical reasons prevented an earlier application, a letter of confirmation from a medical practitioner will usually be required.
- 7.4 Late applications received after the published deadline for the receipt of supporting information are likely to be classed as late and processed after all on-time applications unless there is an exceptional reason for the late submission, for example, a child that has recently come into local authority care where a previous application had not been made.
- 7.5 All applications categorised as late will be processed at the time waiting lists are prepared and in accordance with the dates published.

8 MOVING HOUSE

- 8.1 Parents must inform the Local Authority immediately of a change of address, even if details of a future change of residency were included on the application form. The Local Authority will require supporting evidence to show that the place of residency has changed. This should include a letter from the solicitor confirming the completion date or a signed rental agreement showing the start date of the tenancy. Any 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. Proof that the child now resides at the new property may be required.
- 8.2 Proof of residency received after the deadline 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 will be required to **accept or decline** the school place offered by the dates published in part two of these arrangements. The Local Authority reserves the right to withdraw places not accepted by this date. If the Local Authority does not receive a response by the date specified in that first correspondence, a reminder letter or email will be sent with a second opportunity to respond, giving a deadline of a further 5 days. This will include notification that if no response is received to that reminder, the school place will be withdrawn.

- 9.2 For late applications notified after the offer date parents 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 have requested in writing (including e-mail) that they be placed 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 on the school's waiting list in line with the dates published in these arrangements.
- 10.3 After the start of the school term in September, all admission authorities will hold up-to-date information on waiting lists until the 31 December. After this date the Local Authority will no longer hold waiting lists for schools for which it is the admission authority. Other 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 parent's right of appeal and how appeals may be made. Applications for appeal should be received by the dates published.
- 11.2 Parents can appeal for each school for which admission has been refused.
- 11.3 Appeals against decisions notified after the published offer day will be heard within 40 days of the published appeals deadline where possible, or if received too late, within 30 school days of the appeal being lodged.
- 11.4 Appeals for late applications should be received within 20 school days from the date of notification that the application was unsuccessful.
- 11.5 All appeal applications should be sent to the admission authority for the school for which admission has been refused.

12 'IN YEAR' ADMISSIONS - 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 of children moving into Cheshire East from another local authority's area, moving within Cheshire East, or seeking to transfer to an alternative school for other reasons. Where schools have chosen not to participate in

the Local Authority Co-ordinated Scheme this will be published on the Cheshire East website,

- 12.2 Parents seeking Cheshire East school places 'in year' will be required to complete the Cheshire East Council 'in year' application form. Forms are available on the Council's website and in hard copy on request, applications can be made over the telephone on 0300 123 5012.
- 12.3 Parents will be advised to contact their preferred school to progress their application.
- 12.4 Parents will be invited to provide information in support of their application. Application details will be shared with the relevant schools/admission authorities if in the area of Cheshire East Council.
- 12.5 Parents 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 Personal data including that of sensitive nature (including special category information) provided for the purpose of school admissions will be held in accordance with the General Data Protection Regulations and its principles. Details of which are published on the Council's website under "[Data Protection](#)". In order that applications can be processed in accordance with parents' wishes, personal information may be shared within the Local Authority, with other relevant local authorities and with relevant schools. Relevant local authorities include the home local authority (where resident) and local authorities where the schools named on the application form are located; relevant schools include the schools listed as preferences and the current or most recent school. Full details of the way your data is stored and used can be found in the Council's Privacy Notice, which can also be found on our [website](#).
- 12.7 To ensure that a place is offered at a suitable school as quickly as possible, some applications will be processed in accordance with the Local Authority's Fair Access Protocol. The operation of Fair Access Protocols is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures. Parents will receive full information before this procedure is implemented. The Local Authority's Fair Access Protocol; agreed in partnership with the headteachers of both primary and secondary schools, will not affect the parent's right to express preferences for schools of their choice or to challenge unsuccessful applications through the appeals process. Permanently excluded pupils ready to be admitted into a new school will be offered admission under the Fair Access Protocol. Information about the process is published on the Council's website.
- 12.8 If a parent 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 may be required by the school to complete a supplementary information form. Forms will be available 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 2.4 of the School Admissions Code (2021). 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.

- 12.9 The Local Authority will publish on its website information on vacancies in Cheshire East publicly funded schools.
- 12.10 Parents 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.
- 12.11 The Local Authority will maintain up-to-date records of applications and their outcomes through liaison with schools.
- 12.12 Parents can apply online, by telephone or by hard copy application form.
- 12.13 Parents making applications for schools in other local authorities' areas will be advised to contact the relevant local/admission 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. An exception to this is where an application is made during the summer term, for admission at the beginning of the following September. In this case, applications will be accepted up to 8 school weeks prior to intended date of admission.

13 PROCESSING APPLICATIONS

- 13.1 All applications should be processed within no more than 10 school days from the receipt of application. Different timescales will apply to applications processed in accordance with the Local Authority's Fair Access Protocol.
- 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 will be made by the admission authority.
- 13.4 Where a school is oversubscribed, the admission authority will rank the applications in accordance with their published oversubscription criteria.
- 13.5 Decisions will be confirmed in writing to the parent by the admission authority and the letter/e-mail will include information about the legal right of appeal and a start date, where relevant.
- 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 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 Local Authority to keep up-to-date records.
- 13.10 Successful applicants will normally be expected to take up their offer of a school place within 10 school days from the offer date.
- 13.11 Repeat applications will not be considered within the same school year, unless the parent'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 form 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 31 December 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.

15 'IN YEAR' APPEALS

- 15.1 Applications for appeal should be submitted within 20 school days from the date of notification that the application was unsuccessful.

16 Key Dates

Process	Secondary Transfers	Primary Admissions
Application process starts	1 September 2021	1 September 2021
Closing date for applications	31 October 2021*	15 January 2022*
Preferences forwarded to other LAs	15 November 2021	7 February 2022
Preferences forwarded to Academies, Free, VA and Foundation Schools	26 November 2021	14 February 2022
Deadline for receipt of supporting documentation	7 December 2021	15 February 2022
Responses from Academies and Free Schools, VA and Foundation Schools to respond	14 December 2021	7 March 2022
Final personal allocations of places at Cheshire East schools to other LAs for their residents	Around 17 January 2022	Around 14 March 2022
Responses to other LAs on potential offers of places in schools for Cheshire East residents (so far as possible)	24 January 2022	21 March 2022
Allocations to be finalised	7 February 2022	28 March 2022
Offers released	1 March 2022**	19 April 2022**
Deadline for accepting or declining places	15 March 2022	3 May 2022
Waiting lists prepared, late applications processed and vacancies allocated. Waiting lists will be held in criteria order. Parents offered places on this basis will be required to accept or decline the place offered within 10 school days.	After 15 March 2022	After 4 May 2022
Appeals Application Deadlines	29 March 2022	18 May 2022
Appeal Hearings	By 15 June 2022	By 20 July 2022
Appeal Hearings – late Applications	Within 40 school days of deadline where possible, or 30 school days of appeal being lodged	
Appeal Applications – ‘In Year’ Admissions	Within 20 school days from the date of notification that application for admission was unsuccessful.	
Appeal Hearings – ‘In Year’ Applications	Within 30 school days of appeal being lodged	Within 30 school days of appeal being lodged
Please note: Deadline for Admission Authorities to publish Appeal Timetables on their website	February of relevant year	

* National closing date for applications

** In accordance with the School Admissions Code 2021, offers must be made on National Offer Day (1 March for secondary transfer, and 16 April for primary admissions)

17 LOCAL AUTHORITY ADMISSION ARRANGEMENTS - COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS.

- 17.1 These admission arrangements apply to applications for all Cheshire East **community and voluntary controlled schools** and take account of the Local Authority's commitment to **rural schools** from the school year 2022-23 and for subsequent years, subject to any review. As the admission authority for these schools, Cheshire East Council (the Local Authority) will be responsible for determining who can be allocated a place in accordance with these arrangements.
- 17.2 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 Coordination Scheme, full details are published on the Local Authority's website at www.cheshireeast.gov.uk .

18 PUBLISHED ADMISSION NUMBERS (PANs)

- 18.1 The Local Authority 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 Local Authority's website at the start of the application process on 1 September. Hard copies can be requested.
- 18.2 Due to housing development, the LA has robust pupil place planning arrangements which will inform capital proposals for school expansions and future increases in PAN. These are managed carefully so as not to introduce additional capacity too soon and therefore create unfilled places.
- 18.3 These arrangements will consider the impact on other local schools and may not support numbers over PAN where a neighbouring school has vacancies. This is particularly applied to **support small and rural schools**.
- 18.4 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.

- 18.5 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. Admission numbers to be published for 2022 and subsequent years, subject to any review, are set out in **Appendix 1**.

19 EDUCATION, HEALTH and CARE PLANS

- 19.1 All children whose Education, Health and Care (EHC) plan names the school must be admitted.

An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

20 OVERSUBSCRIPTION CRITERIA

- 20.1 Where more applications are received than there are places available, after children with Education, Health and Care (EHC) plans, priority for admission will be based on the Local Authority'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 local 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, child arrangements order (formerly residence order), or special guardianship order. A child arrangements 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 amended by Children and Families Act 2014. 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). This includes children who appear to (in the view of Cheshire East) have been in state care outside of England and ceased to be in state care as a result of being adopted.

- ### **(ii) Siblings** – pupils with brothers or sisters, step-brothers or step-sisters, foster brother or sisters, half-brothers or half-sisters, adopted brothers or adopted sisters living together as part of one household (for the majority of the school week) 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 are resident within the area served by the school. (see notes below)
- (iv) **Children attending a school nominated as a feeder/partner primary school for admissions purposes.**
- (v) **Pupils living nearest to the school** measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the place of the child's residence coordinate point.

Notes:

The Local Authority will accept applications from families resident in the United Kingdom, and from outside the United Kingdom. All applications will be processed based on where the child is residing at the time of the application and in accordance with published arrangements.

The only exceptions to this are for families of service personnel with a confirmed position to the Cheshire East area, or crown servants returning from overseas to live in the Cheshire East area. This is in accordance with the School Admissions Code, paragraph 2.21.

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school.

Parents of overseas nationals entering the UK, who wish to apply for a state-funded school place, should check that they have a right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school.

- 20.2 Children eligible for priority due to their attendance at a named feeder/partner primary school (criterion IV) will only remain eligible for this priority whilst on roll at the primary school. If the child leaves the school, including transferring to high school, this priority within the oversubscription criteria will no longer apply.
- 20.3 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)
- 20.4 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.

- 20.5 For previously looked after (also known as Cared for) 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.
- 20.6 Children will be considered within criterion (iii) if they and their parents 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. To ensure a fair process, administrative checks may be undertaken, which will include verifying addresses against Council Tax records.
- 20.7 For children of UK service personnel (UK Armed Forces) a Unit postal address or quartering area address will be accepted in advance of a move 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.

21 PARENTS WITH SHARED RESPONSIBILITY FOR A CHILD

- 21.1 Where parents 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 care is shared jointly and it is not possible to determine which parent is the principle carer and no Child Benefit is claimed, the LA will consider the primary residence as the address where the child is registered for GP purposes.

22 CHILDREN OF MULTIPLE BIRTHS

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

23 MOVING HOUSE

- 23.1 Parents must inform the Local Authority immediately of a change of address, even if details of a future change of residency were included on the application form. The

Local Authority will require 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)

23.2 The Local Authority may request further information including copies of utility bills. Other information may be required, such as evidence of disposal of previous property. Information will be verified by officers using Council Tax records. Proof that the child now resides at the new property may be required e.g. Child Benefit evidence.

23.3 For 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 these arrangements. Satisfactory confirmation of residency at the property 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.

24 WAITING LISTS

24.1 Waiting lists for the normal admission round (September admissions into the reception class and year 7) and will be held only until the 31 December. 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 have specifically requested in writing (including e-mail) that they be placed 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.

25 LATE APPLICATIONS – NORMAL ADMISSION ROUND ONLY

25.1 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, such as exceptional medical reasons preventing an earlier application or a late house move into the area. Supporting documentation **must** be provided. Where supporting documentation has been received by the dates specified in these arrangements and the Local 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 are likely to be considered after all on-time applications. Late applications may be disadvantaged.

26 ACCEPTING AND DECLINING PLACES

- 26.1 All parents 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. If the Local Authority does not receive a response by the date specified in that first correspondence, a reminder letter or email will be sent with a second opportunity to respond, giving a deadline of a further 5 days. This will include notification that if no response is received to that reminder, the school place will be withdrawn.

27 RIGHT OF APPEAL

- 27.1 Parents 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, by the dates specified these arrangements. For appeals against decisions on preferences for community and voluntary controlled schools, forms are available on the Local Authority's website. Hard copies can be requested. Outside the normal admissions process, completed forms should be returned to the Local Authority within 20 school days from the date of notification that the application for admission was unsuccessful.

28 REPEAT APPLICATIONS

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

29 PART TWO - SIXTH FORM ADMISSION ARRANGEMENTS

29.1 The following admission arrangements apply to entry to the Sixth Form of Wilmslow High School only.

Pupils already on roll in the school's own year 11 are not admitted to a school's Sixth Form because they are already on the school roll. They move up to the 6th form from year 11. They can therefore only be refused progression to the sixth form if they fail to meet the academic criteria for progression/entry. Admissions law requires that the same academic criteria must be applied to all pupils, whether they are internal pupils seeking progression/entry or external applicants seeking admission. Schools have the choice of admitting pupils into year 12 or operating a sixth form primarily for pupils already on roll in the school. Wilmslow High School have opted to admit pupils to their sixth forms from other schools.

29.2 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. The 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.

29.3 If a course cannot be run due to low student take-up, the school may withdraw the course. This will not influence a decision to agree admission to the sixth form and alternative courses will be offered.

30 PUBLISHED ADMISSION NUMBERS – EXTERNAL CANDIDATES ONLY

30.1 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.

School	September 2022
Wilmslow High School	50

Additional places may also be offered to external candidates if the number of children transferring from the school's own year 11 is lower than planned.

31 OVERSUBSCRIPTION CRITERIA

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

i) **Eligible '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 local 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, child arrangements order (formerly residence order), or special guardianship order. A child arrangements 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 amended by Children and Families Act 2014. 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) **Eligible pupils resident within the designated catchment area of the school.** Pupils will be classed within this criterion if they and their parents are resident within the area served by the school. (Refer to previous exception regarding Children of UK Service personnel and Crown Servants returning from abroad).
- iii) **Eligible pupils living nearest to the school** measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the place of residence's coordinate point.

NOTES

An 'eligible' pupil is a pupil who has met the academic entry requirements.

- 31.2 All children whose Education, Health and Care (EHC) plan names the school must be admitted. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.
- 31.3 The Local Authority will accept applications from families resident in and outside the United Kingdom. All applications will be processed based on where the child is residing at the time of the application and in accordance with published arrangements. The only exception to this is for families of service personnel with a confirmed posting to the Cheshire East area, or crown servants returning from overseas to live in the Cheshire East area. This is in accordance with the School Admissions Code 2021, paragraph 2.21. In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school. Parents of overseas nationals entering the UK, who wish to apply for a state-funded school place, should check that they have a right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school.
- 31.4 Distance criterion will be applied as a tie breaker if the number of pupils applying under criterion (ii) exceeds the number of available places. To differentiate between two equal distance measurements, a random allocation tie-breaker will be applied. This will be administered under independent supervision, in accordance with the requirements of the School Admissions Code 2021 at paragraph 1.35.

- 31.5 In the case of previously looked after children (criterion i) a copy of the adoption order, child arrangement order or special guardianship order may be requested and a written correspondence from the local authority that last looked after the child confirming that the pupil was looked after immediately prior to that order being made.
- 31.6 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 ii, unless a higher criterion is applicable.

32 PARENTS WITH SHARED RESPONSIBILITY FOR A CHILD

- 32.1 Where parents 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 in order that a decision can be taken on which address will be used for the purpose of admission. A panel will consider the information provided. Where care is shared jointly and it is not possible to determine which parent is the principle carer and no Child Benefit is claimed, the primary residence will be taken to be the address where the child is registered for GP purposes.

33 SIXTH FORM ADMISSION APPEALS

- 33.1 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.
- 33.2 Parents or children* refused admission to a sixth form in a Cheshire East community or voluntary controlled school will be advised to contact the Local Authority 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 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.
- 33.3 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.

34 ACADEMIC ENTRY CRITERIA

34.1 Wilmslow High School

Entry to the Sixth Form requires students to have gained good qualifications in a range of subjects. Please contact the school direct for information.

34.2 A final decision on admission to the Sixth Form cannot take place until the student's Year 11 results are known. Sixth Form offers will be conditional upon gaining the minimum academic entry criteria. This will be set out in the offer. Individual entry requirements can be obtained direct from the school.

34.3 Courses are reviewed annually to take into account any changes in education legislation, availability of courses and required attainment levels and therefore, students and parents are advised to consider the information published by the school.

Appendix 1 – Published Admissions Numbers (PANs) 2020 Community and Voluntary Controlled Schools

Primary Schools	School Status	PAN 2021	Capacity Indicative Admission Number	PAN Change for 2022
Alderley Edge Community Primary School	Community	30	29	
Ashdene Primary School	Community	60	60	
*Audlem St James' CE Primary School	Voluntary Controlled	30	27	
*Beechwood Primary School and Nursery	Community	45	45	
Bickerton Holy Trinity CE Primary School	Voluntary Controlled	20	20	
Bollington Cross CE Primary School	Voluntary Controlled	25	25	
Bosley St Mary's CE Primary School	Voluntary Controlled	8	8	
Brierley Primary School	Community	30	30	
Buglawton Primary School	Community	30	29	
Chelford CE Primary School	Voluntary Controlled	13	12	
Cledford Primary School	Community	60	60	
Dean Valley Community Primary School	Community	30	30	
Edleston Primary School	Community	30	30	
*Elworth CE Primary School	Voluntary Controlled	60	60	
Elworth Hall Primary School	Community	30	30	
Gainsborough Primary & Nursery School	Community	60	60	
Goostrey Community Primary School	Community	30	29	
*Haslington Primary School	Community	45	40	
Havannah Primary School	Community	30	30	
High Legh Primary School	Community	30	30	
Hurdsfield Community Primary School	Community	25	25	
Lindow Community Primary School	Community	30	30	
Lower Park School	Community	40	40	
Mablins Lane Community Primary School	Community	90	90	
Manor Park School and Nursery	Community	45	45	
Middlewich Primary School	Community	60	60	
Millfields Primary School and Nursery	Community	30	30	
Mobberley CE Primary School	Voluntary Controlled	30	30	
Rainow Primary School	Community	27	27	
Rode Heath Primary School	Community	30	30	
Scholar Green Primary School	Community	30	30	
Sound and District Primary School	Community	19	19	
*St Anne's Fulshaw, CE Primary School	Voluntary Controlled	19	19	
Styal Primary School	Community	17	17	
The Dingle Primary School	Community	50	50	
Vernon Primary School	Community	50	52	
Vine Tree Primary School	Community	30	30	
Weaver Primary School	Community	30	30	
Wrenbury Primary School	Community	20	20	

Appendix 1 – Published Admissions Numbers (PANs) 2020 Community and Voluntary Controlled Schools

Secondary Schools	School Status	PAN 2021	Capacity Indicative Admission Number	PAN Change for 2022
Middlewich High School	Community	140	140	
Ruskin Community High School	Community	140	133	
Wilmslow High School	Community	300	300	

Sixth Forms	School Status	PAN 2021	Capacity Indicative Admission Number	PAN Change for 2022
Wilmslow High School	Community	50	N/A	

NOTE *In the event that conversion to Academy Status is not completed for Audlem St James's, Beechwood, Elworth CE and Haslington by 28 February 2021 then arrangements determined by the Local Authority shall continue to apply.



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Working for a brighter future together

Children and Families Committee

Date of Meeting:	12 July 2021
Report Title:	Early Help Together Board Quarterly Report April 2021
Report of:	Ged Rowney, Interim Director of Children's Services
Report Reference No:	CF/07/21
Ward(s) Affected:	All wards

1. Executive Summary

- 1.1.** The Early Help Together Board meets on a quarterly basis and is well represented by a wide range of partner agencies. The members and their substantive teams deliver the actions as described in the Early Help Strategy 2019-2022.
- 1.2.** Lead members of the Board, based on the forward plan priorities, provide reports and verbal updates in accordance with the action plan. The Board members discuss, support, provide challenge and celebrate the work that is being undertaken across the partnership to provide quality and timely support and intervention to children and families at the earliest opportunity.
- 1.3.** This report provides a summary of some of the latest actions completed and progress made against the Early Help Together Board Strategic Action Plan.
- 1.4.** The strategic aims and objectives in the Council's Corporate Plan 2021-25 that the work of the Early Help Together Board contribute to include.

An open and enabling organisation

- Ensure that there is transparency in all aspects of council decision making
- Support a sustainable financial future for the council, through service development, improvement and transformation
- Support and develop our workforce to be confident, motivated, innovative, resilient and empowered

- Promote and develop the services of the council through regular communication and engagement with all residents

A Council which empowers and cares about people

- Work together with residents and partners to support people and communities to be strong and resilient
- Reduce health inequalities across the borough
- Protect and support our communities and safeguard children, adults at risk and families from abuse, neglect, and exploitation
- Be the best Corporate Parents to our children in care
- Support all children to have the best start in life
- Increase opportunities for all children and young adults with additional needs
- Reduce the reliance on long term care by improving services closer to home and providing more extra care facilities.

2. Recommendations

- 2.1.** The Children and Families Committee is asked to consider and note the progress made against the Early Help Together Board Strategic Action Plan.

3. Reasons for Recommendations

- 3.1.** The Children and Families Committee is responsible for ensuring children and young people in Cheshire East achieve good outcomes. Our Early Help Together Partnership and Strategy works to ensure that we provide quality and timely support and intervention to children and families at the earliest opportunity.

4. Other Options Considered

- 4.1.** Not applicable.

5. Background

- 5.1.** The Early Help Strategy was refreshed in 2019 for the period 2019-2022. The purpose of this strategy is to set out how partners who work with children, their families and carers will deliver services in a way which enables children to maximise their potential, ensures they are kept safe and, where appropriate, prevents escalation of need that requires targeted or intensive interventions from statutory agencies.
- 5.2.** The strategy sets out the ambition of all the partners in Cheshire East to 'get it right' for children, their families and carers by providing support and early help that enables children to thrive within their family environment and improves their long term outcome and goals.
- 5.3.** The partnership worked collaboratively to design the Early Help Action Plan against the strategy priorities.

5.4. This plan is our commitment to ensure we deliver the strategy and forms the basis of our quarterly board meeting agendas. There are six priorities covered within the strategy and action plan.

5.5. The priorities are:

Priority 1: The Partnership has the right infrastructure to support the development of the early help services

Priority 2: Children and families get the right service at the right time: all partners understand levels of need and referral pathways

Priority 3: Understand the training need required to ensure that our practitioners are enabled to co-produce high quality assessments and plans

Priority 4: We understand the quality of our services and act on this to improve outcomes for children

Priority 5: We understand the needs of children and families in Cheshire East and we have the right range of services to meet those needs that can be accessed locally

Priority 6: Our workforce is equipped with the knowledge and skills to achieve improved outcomes for children

5.6. We hold a quarterly Early Help Together Board that is chaired by the Director for Early Help and Prevention Services, Ali Stathers-Tracey. This is a multi-agency board that is well-represented across the partnership and well-attended. The following briefing information gives the latest overview of some of the key developments and achievements against the action plan that were presented in the last board meeting in April 2021.

Partner engagement with the case management system (links to priority 2, 3 and 5)

5.7. Karen Shepherd, Partnership and Performance Manager within Early Help and Prevention services, Cheshire East Council, led a review of Liquid Logic, ensuring the case management system effectively supported the recording of good quality work with families and early help practice.

5.8. It has been four years since partners gained access to Liquid Logic, the Local Authority case management system and, following the commissioning of several developments and upgrades, it was an opportunity to review how it was being used and how effective it was.

5.9. Some 300 external users have been trained on how to use the system, but there is audit evidence that a high percentage were not actually using it. This has an impact in terms of a lack of confidence around actual numbers of open Early Help Assessments (EHAs) or Early Help Plans

held by all practitioners at any given time. It has also been difficult to undertake data processing and cleansing on multiple systems, particularly when information should have been initially inputted into the Early Help system.

- 5.10. As a result of the discussion at the board, a number of next steps have been identified including the need to collate how all partners record the early intervention they offer to children and families, even if this isn't recorded on the Liquid Logic case management system. This will ensure we have more accurate data recording and oversight to enable us to look at trends and potential gaps regarding the early help offer across the borough.
- 5.11. The Locality Support Officers continue to be key to supporting the partnership in improving quality and confidence in delivering the earliest intervention to our children and families. Findings from the audit and the subsequent piece of work will also be shared with the Quality Assurance subgroup of the Cheshire East Safeguarding Children's Partnership (CESCP) to ensure strategic oversight and scrutiny.

Neglect Strategy (links to priorities 2 and 5)

- 5.12. Louise Hurst, Head of Service for Child in Need and Child Protection, Cheshire East Council, advised that the Cheshire East Safeguarding Children's Partnership (CESCP) has identified neglect as one of its three main priorities this year and subsequently, a revised Neglect Strategy has been developed in conjunction with partner agencies which will be launched this summer.
- 5.13. Board members were invited to share their thoughts on the paper and the launch of the Strategy and Scorecard. The paper subsequently went to Children's DMT on 26 April and was approved so the launch will now be planned.
- 5.14. Neglect has long been a difficult concept for both practitioners and families as it means different things to different people. Board members were asked to share cases they had identified within their sector. Good work had been noted and tools and interventions utilised to keep families out of more intensive family support and statutory services but we know that some children are falling through the net as neglect is not being identified early enough in all cases and there are issues with capturing data from partners which make it hard to quantify.
- 5.15. Practice guidance has also been developed to support the strategy to assist practitioners understanding of neglect along with a series of

questions to help ensure families receive the right support at the right time.

- 5.16.** Use of the Neglect screening tools has improved significantly and that should be celebrated, moving recently from 15% of contacts with a Neglect tool to 60%

Review of the impact of the Step up and Step-Down Policy (links to priorities 2,4.5 and 6)

- 5.17.** Jan Cooper, Service Manager for Cheshire East Family Service, described how the policy had been reviewed and updated at a pan-Cheshire Safeguarding Directors Conference. It was reviewed in conjunction with partners including leads from SCiES and various Health services.
- 5.18.** There are now fortnightly meetings in place where professionals can submit cases to be discussed for either Step up to Children's Social Care (excluding those cases where there is an immediate risk of harm) or step down to an appropriate Early Help service where threshold for social care intervention is now longer met or required.
- 5.19.** Professional challenge is encouraged and supported as necessary in line with learning from national serious case reviews.
- 5.20.** The meeting ensures it is clear who is going to do what and ensures that children are being well supported in a timely way.
- 5.21.** On occasion in line with need, extraordinary meetings will be requested by senior managers to cope with a spike in cases needing to step down. Analysis of this approach is underway currently so we can reflect on the success of this variant to the normal partnership meeting. One consideration is who is involved in the extraordinary meetings that are called at short notice.
- 5.22.** The step up and down meetings have enabled the partnership to have open and honest safeguarding and threshold discussions as early as possible, establishing where and why partners may disagree with decisions, and working out who manages the risk in each case. The policy has provided a real opportunity to get to the bottom of cases in a thorough way.
- 5.23.** Jen Atkinson, Service Manager for CIN and CP noted that the multi-agency meetings were now well established in both Crewe and Macclesfield and are now led by Team Managers from Childrens Social Care, something that Early Help colleagues are also preparing their Team Managers to take a lead on following an initial lead from senior managers

to ensure the process was robust. She reported that caseloads are more manageable, and the situation is constantly under review, with teams advising who should be involved on a case by case basis. The changes have been well received.

- 5.24.** Ali Stathers-Tracey noted that this had been a good piece of work which involved sharing information and devolving leadership. Virtual working has been very successful as more people can log in and contribute. She particularly noted the positive input from the Locality Support Officers (LSOs) and from Nicola Wycherley, Named Nurse for Safeguarding Children and her team.

Child Health Hubs (links to priorities 1, 2 and 5)

- 5.25.** Mandip Sohan, Programme Manager Central Cheshire Integrated Care Partnership shared an update regarding the new Child Health Hubs. The parent and practitioner survey undertaken at the start of the project showed there was an overwhelming desire to see health services for children delivered from Children's Centres as opposed to hospital settings as they traditionally are. The project has now been running for 12 months and there are now two centres, one at Monks Coppenhall Children's Centre in Crewe and one at Broken Cross Children's Centre in Macclesfield. There has been positive feedback from paediatric nurse practitioners delivering in Crewe who describe the new setting as being in a great location as well as tremendous benefit to parents as the site is self-contained and patients can be signposted for both medical and holistic early years help. Likewise, in Macclesfield, there has been very positive feedback including the benefits of a good location, free parking and a child-focused, friendly atmosphere. Blood tests that used to take a couple of weeks to arrange can now be accommodated in a matter of days. Subsequent funding will focus on maternity - pregnancy and perinatal mental health, Special Educational Needs and Disabilities (SEND), and smoking cessation.
- 5.26.** A survey of new mothers is being undertaken to assess need and this will inform decision making.
- 5.27.** There will also be continued focus on obesity in the under 5s.
- 5.28.** Work on the Autistic Spectrum Disorder (ASD) is being showcased at market stall events and all those involved in a diagnosis are invited to view what help is available. The team are also targeting those with respiratory and lower tract respiratory infections.
- 5.29.** Ali thanked Mandip and the team for developing this project noting its success. The initial Sure Start Centres were to be used for children in

their local community and she was delighted that community working was now being truly valued. Members discussed how they could link into the offer creating an even more positive experience for parents.

Early Help Volunteer Commission (links to priorities 1, 2, 5 and 6)

- 5.30.** Heather Baron updated the board about an exciting commission that is due to go out to tender in June 2021.
- 5.31.** The successful provider will deliver a coordinated Volunteer Family Support Service for families that need additional support through early intervention and prevention.
- 5.32.** This offer will provide local support in each of the three localities across the borough to help families with children who need practical and emotional support, to better manage their families post lockdown to promote safety, stability, and independence.
- 5.33.** This service will also provide, where necessary, a 'step down' service from more formal casework offered by Early Help services across the partnership including where a family has an Early Help Plan in place. Their support may also include signposting families to alternative support services who will best meet their needs. Our vision for our children and families is that they receive the right help, at the right time by the right person and this commission supports that.
- 5.34.** Whilst some families may not appreciate more formal early intervention and some will not want to engage which is their right, it is important that we can strengthen our offer of help at any stage and volunteers can assist in that process. If we can recognise risk at the earliest opportunity, then we could steer families away from more formal intervention and reduce the risk of escalation.

Holiday Activity Fund (links to priorities 2, 4 and 5)

- 5.35.** Douglas Hubbert, Business Development Manager at Cheshire East Council provided an update to members regarding the Department for Education (DfE) Holiday Activity Fund that Cheshire East Council are delivering this year.
- 5.36.** The Holiday Activity Fund programme will run in the Easter, Summer and Christmas holidays 2021. The programme is a government scheme with the aim of providing support to vulnerable children in receipt of benefits-related free school meals. Cheshire East Borough Council received £881,340 funding in total.

5.37. To implement, Cheshire East Council approached primary and secondary schools, Council-led groups and charity organisations in the Cheshire East area, to offer a holiday club service free of charge, to vulnerable/at risk children who receive income related Free School Meals (FSM). In order to qualify for the grant funding offered, the providers have to submit detailed information on how they can offer provision that will give the children the opportunity to eat more healthily over the school holidays, be more active during the school holidays and develop a greater knowledge of health and nutrition. Members were asked to consider how they could get involved in the scheme and to contact Douglas should they be able to offer any activities as part of the programme.

5.38. Easter Holiday Overview:

- 92 providers completed an Expression of Interest (EOI)
- 22 providers applied for HAF funding
- 18 were successful
- 4 were unsuccessful
- 1 dropped out at a later date due to lack of take up by FSM children
- £64,708.89 was awarded to providers
- 463 FSM children attended HAF funded holiday club sessions over Easter

5.39. The summer programme is being planned currently with lots of interest from potential providers and an update of the summer programme will be provided in the next quarter report.

Outcomes and Impact

5.40. The Early Help Board enables partners to really focus on the early intervention and prevention priorities across the partnership and helps to hold services to account where quantitative or qualitative data from services indicates we aren't meeting the needs of the children and families we all serve as fully as we need to. The board has the appropriate representation to unblock issues when they arise and appropriately feeds into or takes actions from a vast range of other boards that members are represented on.

5.41. The board members work collaboratively to share experience and expertise and ensure we are all sighted on the latest information and challenges being faced. An example of this is agreeing collectively what our priorities for multi-agency audit need to be for the coming year and who needs to be involved to make it robust. Another is our shared experience and learning from managing services during the global pandemic and the impact of a service standing down elements of their work on other services. The commissioners being present is hugely

important as they hear challenges and gaps in provision first-hand and has meant that issues can be resolved quickly.

- 5.42. The board members' insight and feedback has helped to progress the new, transformational Child Health Hubs forwards and meant that the design was in line with wider partnerships needs and expectations which is crucial to ensure their sustainability and success. It also enabled vital parent consultation and engagement in the early stages of the project.
- 5.43. Revised policies and procedures are shared at the board before their onward journey. Often these have been revised in collaboration with board members or their services. This ensures that all partnership considerations are taken on board before a new policy is agreed and reduces ineffective silo working.

Next Steps

- 5.44. We will continue to work through our forward plan in conjunction with the action plan and strategy but have the flexibility to add to this as required. For example, in the next quarterly meeting in July we will be hearing about the new initiatives of Parents First and Journey First that are being led by Local Authority service managers. In the following meeting, we will be reflecting on and learning lessons from the recent SEND and Youth Justice Service inspections and agreeing any subsequent actions from these.

6. Implications

6.1. Legal

- 6.1.1. There are no legal implications of this report.

6.2. Finance

- 6.2.1. Working effectively as a partnership to support children, young people and families early aims to prevent need from increasing and therefore requiring a statutory intervention, therefore can reduce cost to the Council.

6.3. Policy

- 6.3.1. The report outlines how the Early Help Together Board and Strategy contributes to achieving the Council's Corporate Plan.

6.4. Equality

- 6.4.1. We work with a diverse range of children, young people and families and support practitioners to be respectful and inclusive in their practice.

6.5. Human Resources

- 6.5.1. Working effectively as a partnership to support children, young people and families early aims to prevent need from increasing and therefore

requiring a statutory intervention, therefore can reduce cost the human resource implications to the Council.

6.6. Risk Management

6.6.1. Through effective early intervention we can support children and young people to achieve better outcomes and reduce the risk of harm or other risks associated with poorer outcomes.

6.7. Rural Communities

6.7.1. The report covers provision across all communities.

6.8. Children and Young People/Cared for Children

6.8.1. The report details the implications for children and young people.

6.9. Public Health

6.9.1. Early help services are being provided in line with government guidance in relation to COVID-19.

6.10. Climate Change

6.10.1. Services are locality based so children and young people can access support in their area which reduces travel.

Access to Information	
Contact Officer:	Heather Baron Heather.baron@cheshireeast.gov.uk
Appendices:	None
Background Papers:	Early Help Strategy and Action Plan 2019-2022 Action Plan for 2020-21



Working for a brighter future together

Children and Families Committee

Date of Meeting:	12 July 2021
Report Title:	Childcare Sufficiency Capital Grants
Report of:	Ged Rowney, Interim Director of Children's Services
Report Reference No:	CF/37/21-22
Ward(s) Affected:	All

1. Executive Summary

- 1.1. The council awards capital grants, funded by a capital allocation from the Department for Education (DfE), to support the creation of childcare in areas of under supply. The new council constitution impacts on the process to approve these grants. A new policy is required to comply with the latest approvals processes set out in the constitution.
- 1.2. The policy supports the strategic aims and objectives in the Council's Corporate Plan as set out in 3.1 of this report.

2. Recommendations

- 2.1. The Children and Families Committee is recommended to approve the policy for the early years and childcare capital grant (25 June 2021).

3. Reasons for Recommendations

- 3.1. Cheshire East Council has a statutory duty to ensure all eligible children aged 2, 3 and 4 years can access their free early education entitlement, and there is sufficient childcare available to support the needs of parents accessing work and training. Capital funding to address childcare sufficiency may be made available by the Council to assist in meeting statutory duties and support the following corporate objectives:

- Support all children to have the best start in life
- Increase the opportunities for children, young adults and adults with additional needs

- Ensure all children to have a high quality, enjoyable education that enables them to achieve their full potential
- Thriving urban and rural economies with opportunities for all.

4. Other Options Considered

4.1. There is no realistic alternative to the course of action proposed. The capital funding allocation from the DfE was specifically for this purpose. The options are award grants in line with the proposed policy or return the funding.

5. Background

5.1. The allocation of capital grants to support the creation of childcare in areas of under supply has been well established by the council since 2014. The new council constitution impacts on the process to approve these grants. The new policy is required to comply with the latest approvals processes set out in the constitution.

6. Implications

6.1. Legal

- 6.1.1.** This grant assists with the Authority's delivery of its duty to secure sufficient childcare under Section 6 of the Childcare Act 2006.
- 6.1.2.** Grants are awards under the terms of a contract between the council and the recipient.

6.2. Finance

6.2.1. The budget available is £66,354. Further funding from the DfE is not anticipated. The policy is consistent with the delegations in the council's constitution.

6.3. Policy

6.3.1. This paper recommends the approval of a policy to meet statutory duties and corporate objectives as outlined above.

6.4. Equality

6.4.1. The opportunity to apply for funding is not limited to particular sections of the community and all children regardless of gender, race, disability, etc, will be eligible to attend.

6.5. Human Resources

6.5.1. None – systems, process and resources are already established.

6.6. Risk Management

- 6.6.1.** To qualify for a grant organisations must meet the criteria listed below:
- Operate within the Cheshire East area;

- Provide value for money;
- Have a set of audited accounts, or as a minimum an organisation bank statement, and are able to provide such information as the Council reasonably requires in order to satisfy the Council as to the organisation's financial position and its need for the assistance requested;
- If a voluntary sector organisation, have a management committee with an up-to-date Governing Document which must be signed by at least two members of the committee who are unrelated to each other;
- Have appropriate safeguarding policies relevant to their organisation, which must include a requirement that staff / volunteers are cleared with the Disclosure and Barring Service where appropriate;
- Have a bank or building society account in the name of the organisation applying with at least two signatories;
- Complete the current application form in full, providing all required information;
- Have not already received a grant from this programme within the current financial year.

6.6.2. All successful applicants will be required to complete a post grant monitoring report.

6.7. Rural Communities

6.7.1. Rural communities may struggle to establish the minimum critical mass of children required to create new childcare provision. Targeted funding via the proposed policy may be vital to these communities.

6.8. Children and Young People/Cared for Children

6.8.1. The policy directly relates to children and young people, including cared for children.

6.9. Public Health

6.9.1. Availability of the early education entitlements protects and improves health and wellbeing and reduces health inequalities.

6.10. Climate Change

6.10.1. The grant will support the provision of childcare close to where families live, reducing the need to travel.

Access to Information	
Contact Officer:	Mark Thornton, Childcare Development Manager mark.thornton@cheshireeast.gov.uk 07917 084956
Appendices:	Policy for the Early Years and Childcare Capital Grant 25 June 2021
Background Papers:	Childcare Act 2006 https://www.legislation.gov.uk/ukpga/2006/21

POLICY FOR THE
EARLY YEARS AND CHILDCARE
CAPITAL GRANT

25 June 2021



Working for a brighter future together

1. BACKGROUND

- 1.1. Cheshire East Council has a statutory duty to ensure all eligible children aged 2, 3 and 4 years can access their free early education entitlement, and there is sufficient childcare available to support the needs of parents accessing work and training.
- 1.2. Increased support from the government for children to access childcare increases the demand for places:
 - funding 15 hours a week of free childcare for all 3 and 4 year olds – an increase from 12.5 hours
 - funding 30 hours a week of free childcare for 3 and 4 year olds in households where both parents work – an increase from 15 hours
 - funding 15 hours a week of free childcare for all disadvantaged 2 year olds – for 40% of all 2 year olds
 - legislating for tax free childcare which will save around 1.9 million working families with children under age 12 up to £2,000 per child per year
 - increasing child tax credit entitlement up to £2,780 per year for families with one child, £480 more a year than 2010.
- 1.3. Over 80% of the free entitlement in Cheshire East is delivered by the private / voluntary / independent sector, and less than 20% in schools. These sectors are responsive to change but their opportunities to expand are often limited by access to capital. The DfE recognises this and has made capital available.
- 1.4. The introduction of the 2 year old entitlement was supported by a capital programme from the DfE where each locally authority area was awarded an allocation.
- 1.5. The DfE capital programme to support introduction of 30 hours free childcare was via a bidding process where local authorities were invited to submit a maximum number of project proposals. Cheshire East was invited to submit 6 proposals and all 6 were successfully funded.
- 1.6. It is not anticipated that the DfE will make further capital available. However, the demand for 30 hours childcare can not be met from 6 projects alone; children eligible to 30 hours will be dispersed across the whole borough.
- 1.7. Capital funding to address childcare sufficiency may be made available by the Council to assist in meeting statutory duties and support the following corporate objectives:
 - Support all children to have the best start in life
 - Increase the opportunities for children, young adults and adults with additional needs
 - Ensure all children to have a high quality, enjoyable education that enables them to achieve their full potential
 - Thriving urban and rural economies with opportunities for all.
- 1.8. Capital may be awarded to childcare providers to extend existing or create new provision. The key criteria for funding being the creation of additional capacity in areas of need. The capital can not be used to improve the quality of existing provision.

2. LEGAL AND BUDGETARY FRAMEWORK

- 2.1. The budget for 2021-22 is £66,354.21.
- 2.2. All grant decisions will be made based on the set of principles, set out in this Policy, and within the agreed budget approved by Council each year. The budget for the grants is managed carefully and flexibly to ensure that the Council has money available throughout the year. As far as possible the Council tries to ensure that no one is disadvantaged due to the time of year they apply.
- 2.3. Given the fixed budget and the Council's aim to benefit as many organisations as possible, the Council cannot guarantee to fund the maximum amount applied for; therefore organisations must ensure that they have procedures in place to cover the balance of funding required. The Council will not pay a grant unless the organisation can demonstrate that the balance of the funding is available.

3. APPLICATION PROCESS

- 3.1. The Early Years and Childcare Capital Grant scheme operates within set criteria, agreed by the Director of Children's Services and relevant Council Officers in line with the Council's Corporate Outcomes.

How to apply

- 3.2. Applications for Early Years and Childcare Capital Grants must be made using the Council's current Early Years and Childcare Capital Grants application form and associated guidance notes that are available on the Council's website and as a paper version on request.
- 3.3. The application form must be completed in full. Incomplete application forms will not be considered and will be returned to you, which could cause a delay or deferral to your application. A copy of the organisation's up-to-date signed Governing Document and Safeguarding Policies must be sent with the application form. If this is not received the application will be deferred to the next round of evaluation and may result in the application being declined. Supporting documentation (listed on the application form) may also be requested prior to the application being fully considered. Failure to supply all required documentation will result in the application being treated as incomplete.
- 3.4. An organisation can only apply for one project per application and one application per financial year can be submitted.
- 3.5. The closing dates for receipt and acceptance of complete applications are published on the Cheshire East council website and the CHEST at the time when applications are invited. Applications are not invited at any other times.
- 3.6. Grants cannot be paid retrospectively therefore any work commenced prior to acceptance of the grant offer will not be eligible for funding.
- 3.7. All successful applicants will be required to complete a post grant monitoring report as per section 5.0 of this Policy.
- 3.8. **What can be funded**
- 3.9. Capital schemes to create additional early years and childcare places in Cheshire East in areas of need identified in the latest Childcare Sufficiency Assessment conducted by the council.

3.10. What cannot be funded

- Work which has already taken place before acceptance of the grant offer;
- Vehicle purchase;
- Loan against loss or debt;
- Running Costs i.e. salaries, rent, utilities, etc.
- Paying someone to write your application or applications to other grant funders;
- Land purchase;
- Items that are purchased on behalf of another organisation.

3.11. Who can apply

3.12. To qualify for a grant organisations must meet the criteria listed below:

- Operate within the Cheshire East area;
- Provide value for money;
- Have a set of audited accounts, or as a minimum an organisation bank statement, and are able to provide such information as the Council reasonably requires in order to satisfy the Council as to the organisation's financial position and its need for the assistance requested;
- If a voluntary sector organisation, have a management committee with an up-to-date Governing Document which must be signed by at least two members of the committee who are unrelated to each other;
- Have appropriate safeguarding policies relevant to their organisation, which must include a requirement that staff / volunteers are cleared with the Disclosure and Barring Service where appropriate;
- Have a bank or building society account in the name of the organisation applying with at least two signatories;
- Complete the current application form in full, providing all required information;
- Have not already received a grant from this programme within the current financial year.

3.13. Criteria for Funding

3.14. Priority will be given to organisations and projects that:

- 3.14.1 Create childcare provision in areas of need identified in the Childcare Sufficiency Assessment or any other supplementary assessments conducted by the council
- 3.14.2 The project is easily reached – close proximity to families requiring childcare attracts a higher score
- 3.14.3 Have attained a high Ofsted grade at last inspection
- 3.14.4 Have a low level of grant funding per childcare place created
- 3.14.5 Request the lowest proportion of the budget available
- 3.14.6 Have a high level of applicant investment
- 3.14.7 Create a high number of new childcare places

3.15. There is a limited amount of funding available. The funding is intended to benefit as many organisations as possible over time, provide one-off funding for projects and to support new initiatives. It is not intended that grants will provide repeat funding or that organisations become reliant on this grant funding as a regular source of income.

3.16. General Conditions

- 3.16.1. All grants will be subject to a contract.
- 3.16.2. Grants are classed as one-off and should not be seen as repeat funding;
- 3.16.3. Annual applications from the same organisation for the same purpose will not be considered;
- 3.16.4. Grants are valid for a period set out in the contract and will be paid in advance of completion of the project. A report and invoices or receipts must be forwarded to the Council on completion of the project in accordance with the contract;
- 3.16.5. If the project involves work on land or a building, including refurbishment, the applicant must own the freehold of the land or building, or hold a lease and landlord approval that cannot be brought to an end by the landlord for at least 5 years;
- 3.16.6. The Council may ask for confirmation that planning permission is not required, or that it is required and has been granted. If planning permission is required, planning permission must be approved before the grant is paid;
- 3.16.7. Organisations must be able to participate in a monitoring process and provide monitoring information to evidence how the grant money has been spent and adherence to the conditions of the grant. This must include receipts or invoices and a written report of the project, plus photographs, on completion;
- 3.16.8. Organisations must acknowledge the support of Cheshire East Council in press releases, publicity and advertising etc.;
- 3.16.9. The organisation will allow Cheshire East Council to use details of the grant award, together with any relevant photographs supplied, in newsletters and on the Council's website;
- 3.16.10. Expenditure must not be incurred on the project prior to the grant decision being given. In these circumstances the Council will withdraw the grant offer/rescind the grant decision;
- 3.16.11. Organisations must notify the Council of any changes in circumstances which affect their financial position throughout the period in which the grant monies are being used;
- 3.16.12. The grant must only be used for the purposes specifically stated in the application form, should it be spent in any other way, without written approval from the Council, the organisation may be asked to return some or all of the monies paid;
- 3.16.13. If the project is cancelled or only partially achieved, or if the organisation is wound up, some or all of the grant may be recovered by the Council;
- 3.16.14. All conditions under which the grant has been awarded, including any Special Conditions, must be met. Failure to do so could result in the organisation being asked to repay the grant monies to the Council.

4. DECISION MAKING PROCESS

- 4.1. The grant applications will initially be assessed by the Early Start Manager and Childcare Development Manager, in consultation with officers from other council departments as appropriate, against a scoring criteria based on the priorities outlined in 3.11.1.
- 4.2. Having assessed all applications a Recommendations Report is prepared for consideration and approval by
 - Amounts up to and including £50,000 (where grant is within approved grant policy and fully funded) – Head of Service, Early Help and Prevention
 - Amounts between £50,000 and £100,000 (where grant is within approved grant policy and fully funded) the Director of Children's Services in consultation with the Chair of the Children and Families Committee and Chair of Finance Sub-Committee.

- 4.3. Organisations will be notified to inform them of whether they have been recommended for approval or not within 12 weeks after the closing date for each round of applications.
- 4.4. Complaints about any aspect of the grant process will be dealt with under the Council's Corporate Complaints Procedure. A copy of the Council's Corporate Complaints, Compliments and Suggestions Policy is available from the Council's website.

5. MONITORING AND RECORD KEEPING

- 5.1. Following a successful application and in order to ensure that monies are used in an appropriate manner, as set out in this Policy and the funding contract, a monitoring report will be required following project completion. This report shall include, but shall not be limited to, how many people benefitted from the project, how the grant money was used and what difference the project made to local people.
- 5.2. Invoices, receipts and photographs must be made available to the Council on request.
- 5.3. Invoices or receipts dated prior to the date of the funding contract will not be accepted or reimbursed.
- 5.4. The Council reserves the right to monitor the use of the grant and ask for evidence to support an application.
- 5.5. The organisation must allow reasonable access to premises/accounts upon request from the Council.
- 5.6. Organisations must retain records relating to the grant for an appropriate period (to be confirmed in the contract).
- 5.7. If organisations do not supply satisfactory monitoring reports and supporting information in full and within the set time scale they may be asked to repay the grant funding to the Council. Failure to comply with the conditions of this grant may be taken into account when considering any further applications for grant funding made by the same organisation in the future.



Working for a brighter future together

Children and Families Committee

Date of Meeting:	12 July 2021
Report Title:	Children and Families Performance Report Quarter 4 2021-22
Report of:	Ged Rowney, Interim Director of Children's Services
Report Reference No:	CF/03/21
Ward(s) Affected:	All wards

1. Executive Summary

- 1.1.** This report sets out the impact of Covid-19 on performance, and the arrangements that have been in place during this time, and gives an overview of performance across the Children and Families service for quarter 4 of 2020-21.

2. Recommendations

- 2.1.** The Children and Families Committee is asked to:
- 2.2.** Note the performance of children's services for quarter 4.
- 2.3.** Provide support and challenge in relation to performance for children and young people.

3. Reasons for Recommendations

- 3.1.** One of the key areas of focus for the Children and Families Committee is to review performance and scrutinise the effectiveness of services for children and young people.

4. Other Options Considered

- 4.1.** Not applicable.

5. Background

- 5.1.** This quarterly report provides the Committee with an overview of performance across Children's Services. This report relates to quarter 4 of 2020-21 (1 January 2021 – 31 March 2021).

5.2. It also sets out the impact of the Covid-19 pandemic on performance and the arrangements that have been in place during this time. As a result of the pandemic, the ability to deliver the standard Children and Families scorecard and indicators has been heavily impacted for a number of reasons including:

- Contacts and referrals to the front door have shown some unusual trends due to school closures which makes quarter on quarter analysis more complex
- Delivery of frontline services, especially in terms of face to face visiting and routine reviews, have been adapted to reflect the various isolation requirements to protect both workers and the families we work with
- School attendance data in the previous reportable format was suspended due to school closures. Data has been provided for quarter 4 now all schools are open.
- Attendance at Children’s Centres and Youth Support work has been severely impacted in the previously reportable format
- Work around Education and Health Care Plans – especially when assessing children in their “school environment” and “routine” has been increasingly complex and difficult.

5.3. However, senior leaders and managers have remained sighted on service performance and impact on children and young people through the following:

- A core data set provided to CEMART which includes key measures for Children’s Services
- A weekly social care and safeguarding data set from the beginning of February 2020 comparing core data sets with the same week in 2019/20. This is continuing for at least the first quarter of 2021/22 whilst we assess the impact of lockdown easing.
- Weekly attendance at early years settings Department for Education (DfE) dashboard
- Northwest regional core social care data set submitted initially on a weekly basis, but was reduced to a monthly return from December 2020 onward, with a dashboard available for summary.
- National local authority data set submitted to the DfE – originally on a fortnightly basis commencing in May 2020, but this reduced to monthly in Spring 2021.
- Daily dashboard data around school attendance with weekly national comparator data and summary.
- Education Health and Care Plan (EHCP) Power BI reporting platform that enables the service to have timely information on assessment timescales and reviews due enabling the service to prioritise case loads and requirements.
- More recently a National SEND local authority data set submitted to the DfE on a monthly basis.

- 5.4.** This report contains the indicator set and summary commentary around any areas of concern together with highlighting any different provision/ support that has been put in place during this time.

Children's Social Care

Measure	Quarter 1 2020/21	Quarter 2 2020/21	Quarter 3 2020/21	Quarter 4 2020/21	Indicative yr end
Number of referrals	539	676	610	467	2292
Percentage of repeat referrals	18%	14%	13%	17%	16%
Percentage of assessments completed within 45 days	77%	67%	73%	74%	72%
Percentage of children with a second or subsequent child protection (CP) plan (rolling yr)	21%	25%	28%	28%	27.5%
Number of children in need	1830	1935	1830	1713	
Number of children with a child protection plan	274	259	271	244	244
% of children on CP plans reviewed within timescales	100%	99%	97%	93%	98.7%
Number of cared for children	544	537	539	517	517
% of cared for children reviewed within timescales	99%	98%	96%	99%	99.5%
% of cared for children in internal foster care (including friends and family placements)	30%	30%	33%	35%	35%
% of children living in external foster homes	28%	27%	26%	28%	28%
% of children living in residential homes	7%	7%	7%	8%	8%
% of cared for children placed over 20 miles from home address (Cheshire East and out of borough)	29%	28%	29%	28%	28%
% of care leavers who are not in education, employment or training (NEET)	48%	45%	45%	51%	
% of care leavers who are in suitable accommodation	97%	96%	96%	97%	
Total number of children with a court endorsed plan of adoption (snapshot figure)	53	54	50	30	
Number of children adopted (YTD)	0	2	6	26	26
Average caseload of social workers	24	25	22	19	

- 5.5.** Compared to quarter 3 (Q3) there has been a significant reduction in referrals to social care, which is also lower than the numbers seen in Q4 of 2019/20 at 562. This is potentially in part due to schools remaining closed for much of Q4. The overall number of referrals in the 12 months compared to last year is 280 less at 2,266 (2,546 in 19/20) however the number received from Police and Health colleagues comparable with last year. Early analysis shows that the rate of contact to referral actually increased in 20/21 suggesting that safeguarding risks were still being identified and referred appropriately.
- 5.6.** Although the re-referral rate increased in Q4, it still remains at much more acceptable levels and lower than the latest published North West position of 22%. Re-referrals are regularly audited for any recurring themes.
- 5.7.** From the dip in Q2 there has been a focused and steady improvement in the timeliness of assessments, ensuring that risks are being quickly identified and plans put in place for individuals in a timely fashion.
- 5.8.** The rate of repeat child protection plans continues to be a focus for audit and reflective learning, considering reasons for the need for repeat

intervention and what interventions may lead to more permanent solutions for the future.

- 5.9.** Quarter 4 has continued to see positive movements within the court arena and care proceedings resulting in 18 individuals being adopted between January and March and resulting in 26 individuals adopted in 2020/21. This is extremely positive for those individuals involved in terms of security and stability for their future. This is the reason for such a reduction in the overall number of individuals with a current court endorsed adoption plan.
- 5.10.** The average case loads for social workers has seen a drop which will support workers in improved workload capacity which has been a concern especially during the pandemic. This is due to increased FTE capacity and successful closure of cases as work has yielded positive outcomes. This is closely monitored alongside local variations in specific team and area workloads.

Education and Skills

Measure	Quarter 1 2020/21	Quarter 2 2020/21	Quarter 3 2020/21	Quarter 4 2020/21	Indicative yr end
Percentage good or outstanding primary schools	Not available	Not available	Not available	Not available	92%
Percentage good or outstanding secondary schools	Not available	Not available	Not available	Not available	80%
Percentage good or outstanding special schools	Not available	Not available	Not available	Not available	80%
Percentage attendance for primary pupils year to date	Not available	Not available	Not available	96%	
Percentage attendance for secondary pupils year to date	Not available	Not available	Not available	93%	
Percentage attendance for special school pupils year to date	Not available	Not available	Not available	83%	
Number of permanent exclusions from Cheshire East Schools (latest half term available)	Not available	Not available	Not available	5	14
Current Number of pupils educated at home	345	351	446	457	457
Current number of children missing from education.	25	98	82	62	62
Percentage of Good/ Outstanding PEPs	76%	Not available	Not available	82%	
Total number with an education, health and care plan (EHCP)	2722	2827	2932	3013	3013
% of requests for Educational Psychologists (EP) advice completed within 6 weeks	27%	42%	94%	87%	59%
Special Educational Needs – Education, Health and Care Plans completion within 20 weeks including exceptions (cumulative yr - NB Q4 represents new year - see comments)	38%	34%	42%	85%	37%
Average number of weeks for EHC Plans to be issued (snap shot at quarter end to which it relates)	23.5	24.4	21.3	19.0	
% EHCP annual review completed in timescales	65%	63%	76%	67%	67%

- 5.11.** At the start of lockdown the DfE announced the cessation of all inspections and as such there is no updated data available. During quarter 4 Ofsted continued with monitoring visits to schools and in the latest published Ofsted data Cheshire East had received 2 visits to state funded primary schools. Letters outlining these visits have been published on the Ofsted website however no judgements are provided for these visits. Current guidance is that full inspections will recommence in September 2021.
- 5.12.** Percentage attendance data sets are now available since return to school in March 2021. Daily information also remain available to the directorate monitoring COVID information and attendance by vulnerable groups.
- 5.13.** Exclusions data is now also available and the year end data represents all notification since September 2020. All exclusions are at the secondary school level. All potential permanent exclusions are discussed with the Education Access Officer. There have been 30 enquiries relating to primary school exclusions have been successfully prevented and a total of 28 relating to secondary school (half of which have been prevented) Support includes discussions around alternative provision, guidance and referral to Cornerstone.
- 5.14.** There are a small number of schools that are unable to report currently to the DfE and the schools team remains in close contact with them to ensure that pupils are attending and any additional support required identified.
- 5.15.** We have experienced an increase in children being educated at home (electively home educated – EHE) however this has been seen across the whole of the North West with some LA's seeing a two fold increase. Reasons are varied with a range of COVID anxieties such as risk of infection and exposure risks for vulnerable family members being a consideration in a number of cases. We implemented a multi-agency pre-deregistration meeting in September 2020, requesting schools to invite child, parents, professionals involved with the child and Local Authority to meet to discuss reasons for de-registration and set our Local Authority expectations, ensuring parents were making an informed choice to EHE. Since September 2020 we have received 303 EHE enquiries to become EHE, and only 154 (50%) children have to date de-registered
- 5.16.** The number of individuals missing from education continues to reduce with ongoing work to resolve the remaining individuals circumstances. Most of these are where, due to delays in schools opening or being partially opened, it has taken longer to establish where pupils have moved to specifically around the reception and year 7 cohort. The team is working closely with the families and schools concerned to establish where individuals have enrolled.
- 5.17.** The PEP data represents the position at the end of the Autumn term and is reported on in January 2021. Spring term will be reported on in Q1 2021.

- 5.18.** Although the overall years performance is 59%, the work to increase the availability of Educational Psychologists (EP) now shows sustainable improvement for two quarters with timely advice vastly improved. This ongoing partnership approach will vastly improve outcomes for individuals with robust education plans in place much quicker.
- 5.19.** The year end timeliness for Education, Health and Care (EHC) Plans of 37% represents the outturn reported in January as part of the SEN2 statutory return to the DfE. Q4 performance of 85% therefore reflects the position from January – March 2021 and is the first quarter in the reporting year for that service. This much improved position also reflects on the average time for completion down to 19 weeks for new plans in Q4.
- 5.20.** Timely reviews of EHC plans remains a priority however the increasing numbers of plans together with new requests means that the service is under constant pressure to meet all requirements.

Prevention and Early Help

Measure	Quarter 1 2020/21	Quarter 2 2020/21	Quarter 3 2020/21	Quarter 4 2020/21	Indicative yr end
Current number of open Early Help Assessments/plans	1070	1142	1210	1237	1237
% of all open Early Help Assessments led by Cheshire East Prevention service staff	61%	64%	63%	61%	61%
% 0-2 yrs engaged at children centres (most vulnerable i.e. CIN/CP/LAC that have attended 3 or more times in the last 12 months)	Not available	24%	23%	21%	
% eligible children taking up 2 year old offer (termly figure only)	Not available	75%	77%	68%	
% children taking up 3 and 4 year old offer (termly figure only)	Not available	95%	94%	94%	
Number of Families meeting the family focus criteria where outcomes have been successfully concluded (quarterly fig)	80	81	83	74	318
Number of young people accessing the youth support service	Not available	1,266	736	872	
Number of young people not in education, employment or training (NEET) individuals [yr. 12-13]	210	90	158	174	174
% of young people not in education, employment or training (NEET) individuals [yr. 12-13]	2.9%	1.2%	2.1%	2.3%	2.3%

- 5.21.** Despite the difficulties services are facing, compared to the same point last year we are supporting more families and young people with an early help assessment. This means that individuals are getting support as soon as possible and we can target help and equip individuals with tools and techniques before issues escalate. Longer term this will hopefully

contribute to reduced numbers of individuals requiring specialist interventions and services

- 5.22.** Importantly, the number of early help assessments that are led by Cheshire East staff are beginning to reduce as partners are increasingly able to undertake the lead where they are the most appropriate agency. This should hopefully continue to improve as schools settle into a more established and consistent routine again.
- 5.23.** The take up of the 2, 3 and 4 year old offer remains consistently high ensuring that children are receiving support at the earliest opportunity and crucially enabling their individual progress despite the COVID-19 restrictions. Enabling social interaction and group learning at a young age is crucial to development and ensuring that this being supported and provided by our teams and partners has remained a priority.
- 5.24.** The Family Focus work has continued following a further 12 month extension to the programme with a 2020/21 target of 318 payment by results. As at Q4 this has been achieved. The programme has been further extended (now known as the Supporting People programme) with a target of a further 332 families being supported.
- 5.25.** Q4 has seen an increase in the number of individuals receiving support from the youth service. This continues to be a blended service of virtual and face to face work. Groups are still operating in smaller numbers observing the appropriate COVID national guidance.
- 5.26.** Despite the difficulties in available employment opportunities, the number of young people not in education, employment or training (NEET) remains low and actually showing an improved position compared to last year.

6. Implications

6.1. Legal

6.1.1. There are no direct legal implications.

6.2. Finance

6.2.1. Although there are no direct financial implications related to this report, performance measures may be used as an indicator of where more or less funding is needed at a service level.

6.3. Policy

6.3.1. There are no direct policy implications.

6.4. Equality

6.4.1. Members may want to use the information from the performance indicators to ensure that services are targeted at more vulnerable children and young people.

6.5. Human Resources

6.5.1. There are no direct human resource implications.

6.6. Risk Management

6.6.1. There are risks associated with some performance measures, e.g. increases in demand and timeliness of services.

6.7. Rural Communities

6.7.1. There are no direct implications for rural communities.

6.8. Children and Young People/Cared for Children

6.8.1. Performance reports enable members to identify areas of good performance and areas for improvement in relation to children and young people, including cared for children.

6.9. Public Health

6.9.1. There are no direct implications for public health.

6.10. Climate Change

6.10.1. This report does not impact on climate change.

Access to Information	
Contact Officer:	Bev Harding, Business Intelligence Manager Bev.Harding@cheshireeast.gov.uk
Appendices:	None
Background Papers:	None



Working for a brighter future together

Children and Families Committee

Date of Meeting:	12 July 2021
Report Title:	Children and Families budgets 2021/22
Report of:	CLT Lead Officer: Alex Thompson, Director of Finance & Customer Services
Report Reference No:	CF/04/21-22
Ward(s) Affected:	All wards and all members will be affected and impacted by the content of the MTFs and Corporate Plan.

1. Executive Summary

- 1.1.** The Corporate Plan and Medium Term Financial Strategy (MTFS) for Cheshire East Council for the four years 2021/22 to 2024/25 was approved by full Council on 17th February 2021.
- 1.2.** Cheshire East Council provides in the region of 500 local services every day. During 2020/21 the Council drafted and consulted on a new Corporate Plan to articulate a vision of how these services will make Cheshire East an Open, Fairer and Greener borough. The MTFs matches forecast resources to the costs associated with achieving the Council's vision.
- 1.3.** The Finance Sub Committee meeting on the 1st July 2021 approved the allocation of the approved capital and revenue budgets, related policy proposals and earmarked reserves to each of the service committees.

2. Recommendations

- 2.1.** To note the decision of the Finance Sub-Committee to allocate the approved capital and revenue budgets, related policy proposals and earmarked reserves to the Children and Families Committee, as set out in Appendix A.
- 2.2.** To note the MTFs timelines, as set out in paragraphs 5.12 – 5.16.
- 2.3.** To note the supplementary estimates and virements as set out in Appendix B.

3. Reasons for Recommendations

- 3.1.** The Children and Families Committee has the responsibility for the oversight, scrutiny, reviewing of outcomes and performance, budget monitoring and risk management of the Directorates of Prevention and Support, Education and 14-19 Skills and Children's Social Care.
- 3.2.** Finance Sub-Committee met on 1st July and set out the budgets in accordance with the above responsibilities.

4. Other Options Considered

- 4.1.** Not applicable.

5. Background

- 5.1.** All councils are legally required to set a balanced budget each year. The Budget Setting Process 2021-2025 was developed and endorsed by the Cabinet and Corporate Leadership Team in May 2020 and the MTFS was approved by full Council in February 2021.
- 5.2.** Page 17 of the MTFS includes a Report from the Chief Finance Officer in line with the Section 25(1) of the Local Government Finance Act 2003. This report confirms that the MTFS is balanced and that the Chief Finance Officer is satisfied with the robustness of the estimates and the adequacy of the financial reserves of the Council. The report also highlights the factors taken in to account in arriving at this judgement including relevant financial issues and risks facing the Council during the medium term.
- 5.3.** Finance Procedure Rules set limits and responsibilities for movement of funds within this balanced position, treating reserves as part of this overall position. Any movement within this balanced position is treated as a virement. To increase the overall size of the MTFS requires a supplementary estimate, which must be backed with appropriate new funding and approved in line with the Procedure Rules.
- 5.4.** On 19th November 2020 the Council resolved to cease operating the existing Leader and Cabinet model of governance and implement a committee system model of governance to take effect from the Annual Council meeting on 4th May 2021.
- 5.5.** To support accountability and financial control the 2021/22 budget is being reported across the Committees based on their associated functions. This report sets out the allocation of the revenue and capital budgets and earmarked reserves to the Children and Families committee in accordance with its functions.
- 5.6.** Each committee Function has been associated with a Director budget. Budget holders are responsible for budget management. Where a team supports multiple Directors (most notable in Corporate Services) the budget remains with the Director and is not split, for example, Governance and

Democratic Services are aligned to the Corporate Policy Committee even though the activity of the team is split across all teams.

- 5.7. The financial alignment of budgets to each Committee is set out in Table 1 with further details on the Children and Families Committee budgets in Appendix A.

Table 1: Revenue and Capital Budgets allocated to service committees as per the approved MTFS

Committee	Expenditure £m	Income £m	Net Budget £m	Total Capital Budget £m	Total Rev + Cap £m
Adults and Health	178.348	-59.304	119.044	1.434	120.478
Highways and Transport	23.090	-11.849	11.241	90.996	102.237
Children and Families	74.100	-5.906	68.194	22.683	90.877
Economy and Growth	32.692	-10.866	21.826	31.459	53.285
Environment and Communities	52.512	-10.613	41.899	11.220	53.119
Corporate Policy	112.635	-76.421	36.214	6.451	42.665
Finance Sub Committee	19.340	-6.662	12.678	7.030	19.708
			-311.096	-171.274	-482.370
Original Budget (MTFS Feb 21)	492.717	-181.621	0.000	0.000	0.000

- 5.8. The 2021-25 MTFS includes a net revenue budget of £311.1m and an approved capital programme of £171.3m for the financial year 2021/22. Further details on the schemes within the capital programme for the Children and Families Committee are provided in Appendix A.
- 5.9. The Children and Families Service also manages the Dedicated Schools Grant (DSG) allocation to the Council. DSG funding is provided in four blocks. The values are set out below.

Cheshire East - DSG Block Allocations	2020/21 Adjusted £m	2021/22 Mar 21 £m	Change £m	Change %
Schools Block	224.9	245.4	20.5	9.1%
Central Schools Services Block	2.7	2.6	-0.1	-3.7%
High Needs block	40	44.0	4.0	10.0%
Early Years block	22.9	23.2	0.3	1.3%
Total	290.5	315.2	24.7	8.5%

- 5.10. There are significant expenditure pressures against the high needs element as a result of increasing numbers of children with Education, Health and Care Plans (EHCPs). This issue has led to the Council producing a DSG Management Plan that was approved by Cabinet on 9th March 2021. The Plan will be updated later this year.

5.11. The Council is holding meetings with the DfE on the contents on the plan and the implications.

MTFS Timelines

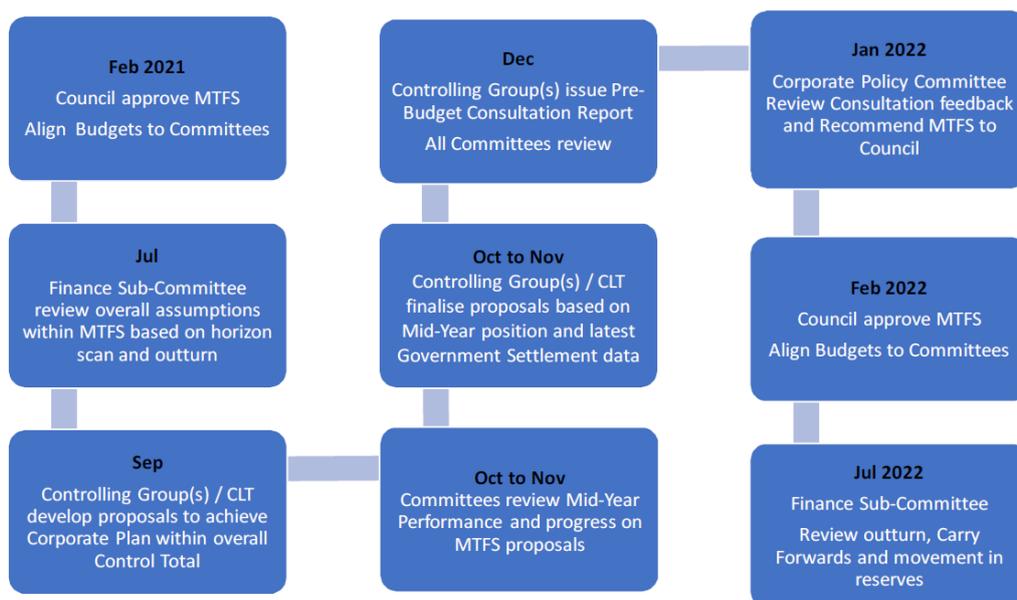
5.12. Council wide budget control rests with the Corporate Policy Committee (and Finance Sub Committee) and Council. Budgets have been aligned with service committees to facilitate expenditure assurance but committees do not hold ‘a budget’. Responsibility for budget management remains with officers but the Committee is responsible for assuring the budget is spent on delivering the objectives set out in the policy framework of the Corporate Plan.

5.13. The new budget process will provide each committee with a review of the mid year position and the opportunity to comment on future proposals relating to their areas, by individual service area, which can be considered with the new budgetary consultation process and will be considered by Corporate Policy Committee for recommendation to Council.

5.14. Sessions will be arranged for all members in advance of the wider consultation on proposals. This will increase opportunities for all members to engage with the process to review the Medium Term Financial Strategy. Members will be invited to attend sessions that will allow them to share ideas to support development of future proposals in an informal setting. This approach was well received when trialled in 2019, but, due to circumstances, could not be re-run in 2020.

5.15. The budget setting process is set out below:

Indicative Budget Setting Process



5.16. At this stage the indications are that the service will be considering changes from the existing MTFS for Children’s Social Care costs and further

investment in the SEND Team in recognition of the continuing increase in EHCPs.

6. Consultation and Engagement

- 6.1.** The annual business planning process involves engagement with local people and organisations. Local authorities have a statutory duty to consult on their Budget with certain stakeholder groups including the Schools Forum and businesses. In addition, the Council chooses to consult with other stakeholder groups. The Council continues to carry out stakeholder analysis to identify the different groups involved in the budget setting process, what information they need from us, the information we currently provide these groups with, and where we can improve our engagement process.
- 6.2.** Cheshire East Council conducted an engagement process on its Medium-Term Financial Plans through a number of stages running from December 2020 to Council in February 2021.
- 6.3.** The budget consultation launched on-line on the 2nd December 2020, included details of the proposals against each (draft) Corporate Plan aim. This consultation was made available to various stakeholder groups and through a number of forums.

7. Implications

7.1. Legal

- 7.1.1.** The legal implications surrounding the process of setting the 2021 to 2025 Medium Term Financial Strategy were dealt with in the reports relating to that process.

7.2. Finance

- 7.2.1.** Contained within the main body of the report.

7.3. Policy

- 7.3.1.** The Corporate Plan sets the policy context for the MTFs and the two documents are aligned. Any policy implications that arise from activities funded by the budgets that this report deals with will be dealt within the individual reports to Members or Officer Decision Records to which they relate.

7.4. Equality

- 7.4.1.** The Council needs to ensure that in taking decisions on the Medium Term Financial Strategy, the Budget and the Corporate Plan, the impacts on those with protected characteristics are considered. The Council undertakes equality impact assessments where necessary and continues to do so as proposals and projects develop across the lifetime of the Corporate Plan. The process assists us to consider what actions

could mitigate any adverse impacts identified. Completed equality impact assessments form part of any detailed Business Cases.

- 7.4.2.** Any equality implications that arise from activities funded by the budgets that this report deals with will be dealt within the individual reports to Members or Officer Decision Records to which they relate.

7.5. Human Resources

- 7.5.1.** Any HR implications that arise from activities funded by the budgets that this report deals with will be dealt within the individual reports to Members or Officer Decision Records to which they relate.

7.6. Risk Management

- 7.6.1.** Financial risks are assessed and reported on a regular basis, and remedial action taken if and when required. Risks associated with the achievement of the 2021/22 budget and the level of general reserves were factored into the 2021/22 financial scenario, budget and reserves strategy.

7.7. Rural Communities

- 7.7.1.** The report provides details of service provision across the borough.

7.8. Children and Young People/Cared for Children

- 7.8.1.** The Council has corporate parenting responsibility for the children in its care and a legal responsibility to safeguard and protect children from harm. Therefore it is necessary to consider the contents of this report in direct correlation to any impact on those two statutory functions.

- 7.8.2.** The MTFS supports delivery of the Children and Families vision. This sets out what the Council wants to achieve for young people in Cheshire East. It includes the following intended outcomes:

- Children and young people we care for are happy and given every opportunity to achieve their full potential.
- Children and young people feel and are safe.
- Children and young people are happy and experience good mental health and wellbeing.
- Children and young people are healthy and make positive choices.
- Children and young people leave school with the best skills and qualifications they can achieve and the life skills they need to thrive into adulthood.
- Children, young people and young adults with additional needs have better chances in life.

7.9. Public Health

- 7.9.1.** Public health implications that arise from activities that this report deals with will be dealt with as separate reports to Members or Officer Decision Records as required.

7.10. Climate Change

- 7.10.1.** Any climate change implications that arise from activities funded by the budgets that this report deals with will be dealt within the individual reports to Members or Officer Decision Records to which they relate.

Access to Information	
Contact Officer:	Alex Thompson Director of Finance and Customer Services (Section 151 Officer) alex.thompson@cheshireeast.gov.uk
Appendices:	A - Allocation of capital and revenue budgets, earmarked reserves and policy proposals to service committees B – Supplementary Estimates
Background Papers:	The following are links to key background documents: Medium Term Financial Strategy 2021-25

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Appendix A – Allocation of capital and revenue budgets, earmarked reserves and policy proposals to service committees.

2021/22 Children & Families Committee MTFS pages 163,167-168	Exp £m	Inc £m	Revenue Budget £m	Capital Budget £m	Total Rev + Cap £m
Children’s Social Care	45.782	-2.860	42.922	-	42.922
Education & 16-19 Skills	18.519	-2.414	16.105	22.683	38.788
Prevention and Support	8.691	-0.412	8.279	-	8.279
Directorate	1.108	-0.220	0.888	-	0.888
Total	74.100	-5.906	68.194	22.683	90.877

Children and Families Committee

CAPITAL PROGRAMME 2021/22 - 2024/25

Scheme Description	Forecast Expenditure					Total Budget £000
	Prior Years £000	Budget 2021/22 £000	Budget 2022/23 £000	Budget 2023/24 £000	Budget 2024/25 £000	
Committed Schemes - In Progress						
Children's Social Care						
Foster Carer Capacity Scheme	0	0	283	0	0	283
Education and 14-19 Skills						
Adelaide Academy	30	317	0	0	0	347
Congleton Planning Area	813	787	2,400	0	0	4,000
Devolved Formula Grant	6,269	537	390	385	370	7,951
Elworth CoE Primary School	1,191	325	0	0	0	1,515
Expansion of Park Lane School	1,372	1,271	0	0	0	2,643
Holmes Chapel Planning Area	50	1,950	0	0	0	2,000
Macclesfield Planning Area - Secondary	500	2,950	0	0	0	3,450
Middlewich Planning Area	0	750	750	0	0	1,500
Monks Coppenhall SEN Expansion	0	100	0	0	0	100
Nantwich Planning Area - Primary	0	800	900	1,800	0	3,500
Nantwich Planning Area - Secondary	200	250	250	0	0	700
Puss Bank SEN Expansion	472	52	0	0	0	524
Sandbach High School - Basic Need	691	432	0	0	0	1,123
Schools Condition Capital Grant	5,532	2,179	1,560	1,560	1,400	12,231
SEN Placement Expn - Phase 2	100	1,835	0	0	0	1,935
Special Provision Fund Capital Grant	193	830	0	0	0	1,023
St Johns CoE Primary School	338	138	0	0	0	476
Wilmslow High School BN	1,007	6,300	4,725	0	0	12,032
Wilmslow Primary Planning Area	0	0	1,400	0	0	1,400
Prevention and Early Help						
Ash Grove Nursery Expansion	196	30	0	0	0	226
Beechwood Nursery Expansion	101	600	0	0	0	701
Early Years Sufficiency Capital Fund	847	0	290	0	0	1,137
Total Committed Schemes - In Progress	19,902	22,433	12,949	3,745	1,770	60,799
New Schemes						
Education and 14-19 Skills						
Shavington Planning Area - Secondary	0	250	1,250	1,000	0	2,500
Total New Schemes	0	250	1,250	1,000	0	2,500
Total Capital Schemes	19,902	22,683	14,199	4,745	1,770	63,299

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Budget Policy Proposal	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000
[40] Increase income from hire of Children's Centres	-10			
[78] Reduction in contribution to Cheshire Youth Justice Service	-45			
[72] Move to Integrated Early Help Locality Service model		-167		
Review of Children and Families Transport Policies and delivery arrangements		-200	-300	-200
Transport Management Fee savings will not be delivered due to Covid-19 placing additional pressure on transport to school	1,000			
[77] Investment in Cared for Children and Care Leavers	1,300	1,300	1,300	
[11] Reduce the numbers of Business Support staff in line with the repurposing of Children and Family Centres		-200		
[50] Prevention and Early Help Service – Locality working and changes to the management structure of the Family Service		-140		

Budget Policy Proposal	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000
[10] Prevention and Early Help Service – Reduction of the cost of Prevention Services			-200	
[19] Reduced travel, supplies and services for Early Help services	-26			
[74] Reduce supplies and services in Children's Centres by 20%.	-32			
[66] Reduced capacity in Family Information Service	-50			
[76] Development and Partnerships Service			-300	
[20] Reduce pensions budget to match latest forecasts	-140			
[53] To review use of School Improvement Grant to provide capacity to support maintained schools	-60			
[71] Increase capacity in SEND service to meet continuing demands on the service	380			
[69] Review the use of the Cheshire East Lifelong Learning Service grant to reduce the requirement of Council funding	-110			

Budget Policy Proposal	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000
[37] Establish an Education Psychologist traded service to enable a proactive early support and intervention offer		-25	-75	
[70] To reduce costs of School Liaison and Governance service with less use of external support	-10			
[62] Fund the Cygnet programme for cared for children from pupil premium	-15			
[38] Establish a traded service for non-statutory elements of Attendance Service		-35	-35	
Children's Social Care Transformation and OFSTED Response	1,500	-1,500		
[75] Reduction in cost of external placements for cared for children		-1,530	-2,171	-707

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Appendix B – Supplementary Estimates

Table A - Supplementary Estimates less than £1,000,000

Committee	Year	Type of Grant	£000	Details
Children & Families	2020/21	Covid-19 Unaccompanied Asylum Seeking Children (UASC) Covid-19 Fund (Specific Purpose)	3	Spend must either have been incurred in order to meet public health requirements relating to unaccompanied asylum seeking children, including the border health measures introduced on 8 June, or to meet increased costs of caring for unaccompanied asylum seeking children and former unaccompanied children who are now care leavers as a result of coronavirus (COVID-19). The latter includes costs incurred for this cohort as a result of wider pressures on services during the pandemic and costs incurred as a result of caring for children received through the National Transfer Scheme (NTS) in response to the urgent situation on the south coast.
Children & Families	2020/21	Alternative Provision Yr11 Transition Fund (Specific Purpose)	6	This funding is in response to the impact of the coronavirus (COVID-19) pandemic and intended to fund additional transition support provided by AP settings for year 11 pupils from now to the end of February 2022
Children & Families	2020/21	National Tutoring Programme (Specific Purpose)	12	The National Tutoring Programme is designed to reach the most disadvantaged pupils in England to support schools and address the impact of Covid-19 on pupils' progress and learning.
Children & Families	2020/21	COVID-19 (Coronavirus) National Testing Programme	167	Schools and colleges will receive funding to support them with costs they have incurred to conduct ATS on-site testing, in line with departmental testing policy.

Committee	Year	Type of Grant	£000	Details
		(Specific Purpose)		
Children & Families	2020/21	COVID-19 (Coronavirus) Free School Meals Additional Costs (Specific Purpose)	25	To recognise the additional cost of provision for pupils who were learning at home between 4 January until 5 March, schools were able to make a claim for additional funding.
Children & Families	2021/22	Extended Personal Adviser Duty Implementation Grant (Specific Purpose)	56	The Children and Social Work Act 2017 introduced a new duty on local authorities, requiring them to offer Personal Adviser support to all care leavers up to age 25. Young people may request such support from the local authority after the age of 21 and up to their 25th birthday.
Children & Families	2021/22	Covid-19 Winter Grant Scheme (Specific Purpose)	307	Funding to provide direct assistance to vulnerable households and families with children particularly affected by the pandemic. This will include some families who normally have access to Free School Meals during term time.
Children & Families	2021/22	Supporting Families (Payments by Results) Upfront Grant (Specific Purpose)	590	Local Councils and partners supporting vulnerable families to thrive. Providing help to those families who need support so they get it at the right point, in the right way, as early as possible.
Total Grants £1m or Below			1,166	

Table B – Urgent Decisions already made for noting

Committee	Year	Type of Grant	£000	Details
Children & Families	2021/22	Domestic Abuse Safe Accommodation Housing Grant (Specific Purpose)	648	June Council. The grant only covers revenue expenditure relating to the functions set out in the new statutory duty (within the Domestic Abuse Bill) on Tier 1 Local Authorities relating to the provision of support to victims of domestic abuse and their children residing within safe accommodation.
Children & Families	2020/21	Covid-19 Additional Dedicated Home to School and College Transport (Specific Purpose)	589	The purpose of the grant is to provide support to local transport authorities in England towards expenditure lawfully incurred or to be incurred by them in respect of the provision of the additional transport capacity for both Home to School and Further Education colleges.
Children & Families	2021/22	Covid-19 Additional Dedicated Home to School and College Transport (Specific Purpose)	26	June Council. The purpose of the grant is to provide support to local transport authorities in England towards expenditure lawfully incurred or to be incurred by them in respect of the provision of the additional transport capacity for both Home to School and Further Education colleges.
Children & Families	2020/21	Covid-19 Workforce Capacity (Specific Purpose)	39	The new £120 million funding will help local authorities to boost staffing levels, a direct ask of the sector. The funding can: <ul style="list-style-type: none"> • provide additional care staff where shortages arise • support administrative tasks so experienced and skilled staff can focus on providing care help existing staff to take on additional hours if they wish with overtime payments or by covering childcare costs.
Decisions Already Made			1,302	

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Working for a brighter future together

Children and Families Committee

Date of Meeting:	12 July 2021
Report Title:	Appointments to Sub-Committees, Working Groups, Panels, Boards and Joint Committees
Report of:	Ged Rowney, Interim Director of Children's Services
Report Reference No:	CF/31/21
Ward(s) Affected:	No specific wards

1. Executive Summary

- 1.1. The Council at its annual meeting on 4 May 2021 approved the political representation on its main committees. The appointment of certain subcommittees, working groups, panels and boards is a matter for the relevant service committees. This report concerns those bodies which fall to be appointed by the Children and Families Committee or by the committee in conjunction with other service committees. Where political proportionality is applicable, the agreed conventions and methods of calculation have been applied.

2. Recommendation

- 2.1. That the committee appoints the bodies referred to in this report; agrees the political representation on such bodies; appoints members to them; and makes other appointments as indicated in this report.

3. Background

A. Bodies which report to the Children and Families Committee

1. Corporate Parenting Committee

The Constitution provides that the lead service committee in respect of the

Corporate Parenting Committee will be the Children and Families Committee. The Corporate Parenting Committee will meet on a bi-monthly basis, report to the Children and Families Committee on at least an annual basis, and review its terms of references annually.

The membership (12 members) of the Corporate Parenting Committee is required to be formally ratified by the Children and Families Committee.

Recommendation: That the Children and Families Committee appoints members to the Corporate Parenting Committee as follows: Con:5; Lab:4; Ind:3; Lib Dem:0; R. Ind:0; NGI:0

2. Local Authority School Governor Appointments Sub-Committee

The agreed Transitional Arrangements provide that the Local Authority School Governor Appointments Panel will be a sub-committee of the Children and Families Committee.

The terms of reference of the Sub-Committee will be to make arrangements for the nomination of school governors (please see Appendix 1 for the terms of reference).

The membership (5 members) of the Sub-Committee is required to be formally ratified by the Children and Families Committee.

Recommendation: That the Children and Families Committee appoints the Local Authority School Governor Appointments Sub-Committee with a membership of 5; the proportionalities being as follows: Con:2; Lab:2; Ind:1; Lib Dem:0; R. Ind:0; NGI:0.

B. Other Bodies to which the Corporate Policy Committee is required to make appointments

Cheshire East Health and Wellbeing Board

Cheshire East Health and Wellbeing Board is a joint board to which this Council appoints three councillors as voting members.

The Transitional Provisions provide that the lead service committee in respect of this board will be the Adults and Health Committee; and the three Council nominees to the board will be formally nominated by the Adults and Health Committee, the Corporate Policy Committee, and the Children and Families Committee. There are no specific criteria which apply to the appointment.

Recommended: That the Children and Families Committee nominates one member to the Cheshire East Health and Wellbeing Board.

4. Implications of the Recommendations

4.1. Legal Implications

- 4.1.1. The Local Government (Committees and Political Groups) Regulations 1990, made pursuant to the Local Government and Housing Act 1989, make provisions in respect of the political group representation on a local authority's committees in relation to the overall political composition of the Council. The legislation applies to the decision making committees and sub-committees of the Council.
- 4.1.2. The legislation requires that, where proportionality applies, and seats are allocated to different political groups, the authority must abide by the following principles, so far as is reasonably practicable:
 - 4.1.2.1. Not all of the seats can be allocated to the same political Group (i.e. there are no single group committees).
 - 4.1.2.2. The majority of the seats on the body are to be allocated to a political Group with a majority membership of the authority.
 - 4.1.2.3. The total number of seats on all ordinary committees and sub committees allocated to each Political Group bears the same proportion to the proportion on the full Council.
 - 4.1.2.4. The number of seats on each ordinary committee allocated to each Political Group bears the same proportion to the proportion on full Council.
- 4.1.3. The proposals contained in this report meet the requirements of the legislation.
- 4.1.4. The 1990 Regulations require Political Group Leaders to notify the Proper Officer of the Groups' nominations to the bodies in question.

4.2. Finance Implications

- 4.2.1. There are no financial implications that require an amendment to the Medium Term Financial Strategy.

4.3. Policy Implications

- 4.3.1. There are no direct implications for policy.

4.4. Equality Implications

- 4.4.1. There are no direct implications for equality.

4.5. Human Resources Implications

- 4.5.1. There are no direct human resource implications.

4.6. Risk Management Implications

4.6.1. Failure to comply with the Act and Regulations when appointing its committee memberships would leave the Council open to legal challenge.

4.7. Rural Communities Implications

4.7.1. There are no direct implications for rural communities.

4.8. Implications for Children & Young People/Cared for Children

4.8.1. There are no direct implications for children and young people/cared for children.

4.9. Public Health Implications

4.9.1. There are no direct implications for public health.

4.10. Climate Change Implications

4.10.1. There are no direct climate change implications.

Access to Information	
Contact Officer:	Brian Reed, Head of Democratic Services and Governance Brian.reed@cheshireeast.gov.uk
Appendices:	Appendix 1: Terms of Reference for the Local Authority School Governor Nominations Panel
Background Papers:	The background papers relating to this report can be inspected by contacting the report writer.

Appendix 1

Terms of Reference

Local Authority School Governor Nominations Panel

Membership: 5 Members

1. To consider and determine the selection of Authority Governors to educational establishments, where governors are nominated by Cheshire East Council, including maintained schools and academies (as determined by their Articles of Association) in order that appointments can be made in accordance with agreed criteria.
2. To monitor vacancy rates of the Authority Governors based on information provided by the Governance and Liaison Service, with a view to ensuring that vacancies are filled within one school term.
3. To note the nomination and appointment of additional governors and any urgent appointment to schools in the Cheshire East Vulnerable Schools Programme
4. To consider, and where appropriate, agree, terminating appointments of Authority Governors where the governor has clearly breached confidentiality or brought the school or the Local Authority into disrepute, or otherwise failed to fulfil the role according to the code of conduct. This is in addition to situations where governors are automatically disqualified under Schedule 4 of the School Governance (Constitution)(England) Regulations 2012.

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Work Programme – Children and Families Committee – 2021/22

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CF/13/21-22	6 Oct 2021	All Age Sensory Strategy	To approve the new all age Sensory Strategy.	Director of Commissioning	TBC	Yes	No	A council which empowers and cares about people	No
CF/11/21-22	6 Oct 2021	Children and Families Scorecard Q1	To consider key performance measures.	Interim Director of Children's Services	N/A	N/A	No	A council which empowers and cares about people	No
CF/14/21-22	6 Oct 2021	Corporate Parenting Annual Report	To receive the annual report from the Corporate Parenting Committee.	Director of Children's Social Care	N/A	N/A	No	A council which empowers and cares about people	No
CF/06/21-22	6 Oct 2021	Crewe Youth Zone	To agree the proposed site for the Youth Zone and arrangements for funding.	Director of Early Help and Prevention	TBC	Yes	No	A council which empowers and cares about people	No
CF/08/21-22	6 Oct 2021	Development Plan in relation to the Ofsted ILACS Recommendations	To receive the operational development plan.	Director of Children's Social Care	N/A	N/A	No	A council which empowers and cares about people	No
CF/18/21-22	6 Oct 2021	High Needs Management Plan	To receive an update and monitor delivery of the high needs management plan.	Director of Education and 14-19 Skills	N/A	N/A	No	A council which empowers and cares about people	No
CF/17/21-22	6 Oct 2021	Home to School Transport	To receive an update on arrangements in relation to home to school transport.	Director of Education and 14-19 Skills	N/A	N/A	No	A council which empowers and cares about people	No

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CF/15/21-22	6 Oct 2021	Mental Health Spotlight Review - 12 Month Review of Progress	To receive an update on progress against the Mental Health Spotlight review completed by Children and Families Overview and Scrutiny Committee.	Director of Early Help and Prevention	N/A	N/A	No	A council which empowers and cares about people	No
CF/10/21-22	6 Oct 2021	School Capital/Organisation - New School/ Expansions	To consider and approve proposals around school capital/organisation.	Director of Education and 14-19 Skills	TBC	TBC	Yes	A council which empowers and cares about people	No
CF/09/21-22	6 Oct 2021	SEND Strategy	To receive the operational strategy.	Director of Education and 14-19 Skills	TBC	N/A	No	A council which empowers and cares about people	No
CF/16/21-22	6 Oct 2021	SEND Written Statement of Action - 6 Month Progress Report	To receive an update on the impact of work over the last 6 months in regards to our SEND Written Statement of Action.	Director of Education and 14-19 Skills	N/A	N/A	No	A council which empowers and cares about people	No
CF/12/21-22	8 Nov 2021	Care at Home Re-commission	To approve the arrangements to re-commission Care at Home services.	Interim Director of Children's Services	TBC	Yes	No	A council which empowers and cares about people	No
CF/34/21-22	8 Nov 2021	Cheshire East Safeguarding Children Partnership Annual Report	To receive the annual report of the Safeguarding Children Partnership.	Director of Children's Social Care	N/A	N/A	No	A council which empowers and cares about people	No
CF/20/21-22	8 Nov 2021	Mid Year Review	To receive an update on the financial position for 2021-22 and to note or approve virements and supplementary estimates as required.	Director of Finance and Customer Services (s151 Officer)	No	No	No	An open and enabling organisation	No
CF/19/21-22	8 Nov 2021	School Capital/Organisation - New School/ Expansions	To consider and approve proposals around school capital/organisation.	Director of Education and 14-19 Skills	TBC	TBC	Yes	A council which empowers and cares about people	No
CF/22/21-22	10 Jan 2022	Children and Families Scorecard Q2	To consider key performance measures.	Interim Director of Children's Services	N/A	N/A	No	A council which empowers and cares about people	No

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CF/35/21-22	10 Jan 2022	Finance Third Quarter Review	To receive an update on the financial position for 2021/22. To note or approve virements and supplementary estimates as required.	Director of Finance and Customer Services (s151 Officer)	N/A	N/A	No	An open and enabling organisation	No
CF/36/21-22	10 Jan 2022	Medium Term Financial Strategy	Respond to budget consultation for Children and Families Services.	Director of Finance and Customer Services (s151 Officer)	Yes	Yes	Yes	An open and enabling organisation	No
CF/21/21-22	10 Jan 2022	School Capital/ Organisation - New School/ Expansions	To consider and approve proposals around school capital/ organisation.	Director of Education and 14-19 Skills	TBC	TBC	Yes	A council which empowers and cares about people	No
CF/23/21-22	10 Jan 2022	Self-Evaluation of Children's Services	To receive the self-evaluation of services which shows the quality and impact of services.	Interim Director of Children's Services	N/A	N/A	No	A council which empowers and cares about people	No
CF/24/21-22	14 Feb 2022	Schools Funding Formula and Early Years Funding Formula	To approve the schools funding formula and early years funding formula.	Director of Education and 14-19 Skills	TBC	TBC	No	A council which empowers and cares about people	No
CF/30/21-22	24 Mar 2022	12 Month Report on Member Frontline Visits to Safeguarding Teams	To receive an update on the findings from member frontline visits carried out over the last 12 months.	Director of Children's Social Care	N/A	N/A	N/A	A council which empowers and cares about people	No
CF/28/21-22	24 Mar 2022	Annual report on SEND Recovery Plan	To receive an update on the impact of work over the last 6 months in regards to SEND.	Director of Education and 14-19 Skills	N/A	N/A	No	A council which empowers and cares about people	No
CF/26/21-22	24 Mar 2022	Children and Families Scorecard Q3	To consider key performance measures.	Interim Director of Children's Services	N/A	N/A	No	A council which empowers and cares about people	No
CF/29/21-22	24 Mar 2022	High Needs Management Plan	To receive an update and monitor delivery of the high needs management plan.	Director of Education and 14-19 Skills	N/A	N/A	No	A council which empowers and cares about people	No

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CF/27/21-22	24 Mar 2022	Home to School Transport Policy	To approve the operational home to school transport policy.	Director of Education and 14-19 Skills	TBC	TBC	No	A council which empowers and cares about people	No
CF/25/21-22	24 Mar 2022	School Capital/Organisation - New School/Expansions	To consider and approve proposals around school capital/ organisation.	Director of Education and 14-19 Skills	TBC	TBC	Yes	A council which empowers and cares about people	No