



AGENDA

CABINET

Monday, 12th March, 2007, at 10.00 am Ask for: **Karen Mannering /
Geoff Mills**
Darent Room, Sessions House, County Hall, Maidstone Telephone **(01622) 694367/
694289**

Tea/Coffee will be available 15 minutes before the meeting.

UNRESTRICTED ITEMS

(During these items the meeting is likely to be open to the public)

1. Minutes of the Meeting held on 8 February 2007 (Pages 1 - 6)
2. Revenue and Capital Budget Monitoring Exception Report (Pages 7 - 14)
3. Development Contribution Function (Pages 15 - 50)
4. Kent Prospects 2006 to 2012 - Final Draft (Pages 51 - 64)
5. Energy Saving - Carbon Reduction Targets for KCC (Pages 65 - 68)
6. Unit Review (including designated and specialist provision and Very Severe and Complex Need Support for children and young people with special educational need at mainstream schools) (Pages 69 - 102)
7. Local Authority Proposed Primary School Admission Arrangements 2008-09 (Pages 103 - 120)
8. Local Authority Proposed Secondary School Admission Arrangements 2008-09 (Pages 121 - 140)
9. Cabinet Scrutiny and Policy Overview (Pages 141 - 146)
10. Other items which the Chairman decides are relevant or urgent

EXEMPT ITEMS

(At the time of preparing the agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public)

Peter Gilroy
Chief Executive
Friday, 2 March 2007

Please note that any background documents referred to in the accompanying papers maybe inspected by arrangement with the officer responsible for preparing the relevant report.

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KENT COUNTY COUNCIL

CABINET

MINUTES of a meeting of the Cabinet held in the Darent Room, Sessions House, County Hall, Maidstone on Thursday, 8 February 2007.

PRESENT: Mr P B Carter (Chairman), Mr N J D Chard, Mr K A Ferrin, MBE, Mr G K Gibbens, Mr R W Gough, Mr P M Hill, OBE, Mr K G Lynes, Mr J D Simmonds and Dr T R Robinson

IN ATTENDANCE: Peter Gilroy (Chief Executive), Ms A Honey (Managing Director Communities), Mr O Mills (Managing Director - Adult Social Services), Ms L McMullan (Director of Finance) and Mr P Raine, Managing Director for Regeneration and Environment, Dr I Craig attended on behalf of the Managing Director for Children, Families and Education.

UNRESTRICTED ITEMS**Recent Bad Weather – Update by Mr Pete Raine, Managing Director for Regeneration and Environment**

Mr Raine reported on the response been made by the County Council to the recent bad weather and particularly the snowfall which had taken place on 7 and 8 February 2007. Mr Raine placed on record his thanks to all members of staff who had been involved in the snow clearing operations and thanked them for the success of their efforts. This was wholly endorsed by Cabinet.

1. Minutes of the Meeting held on 15 January 2007
(Item. 1)

The Minutes of the meeting held on 15 January 2007 were agreed as a true record.

2. Revenue and Capital Budget Monitoring Exception Report

(Item. 2 Report by Mr Nick Chard, Cabinet Member for Finance, and Lynda McMullan, Director of Finance and Managing Directors)

(1) This Exception Report, based upon returns from Directorates, highlighted the main movements since the report to Cabinet in January.

(2) Mr Chard said that since the report to Cabinet at its last meeting there had been further reductions in the overspend and what remained was now almost wholly related to asylum costs. There was a continuing underspend on the Capital Budget and Mr Chard said he would be working with Directorates to look at ways in which the pace of spending on the Capital Programme could be increased. Ms McMullan reassured Cabinet that any pressures shown in the current budget had been built into the Medium Term Plan for 2007-10.

(3) Mr Carter referred to a meeting which he had had with other local authorities

affected by shortfalls in payments on Asylum costs. These authorities had agreed to work collectively and were in the process of preparing a joint response to be submitted to the Treasury, the Home Office and the DfES. This would put forward a robust case regarding the underpayment of asylum costs and asking Government to move quickly to resolve the current unfairness in the system. Mr Carter also said he would be working with Mr Chard to look at ways to accelerate the Capital Programme.

(4) Cabinet noted the latest forecast revenue and budget monitoring position for 2006/07.

3. Medium Term Plan 2007-10 (Incorporating the Budget and Council Tax Setting for 2007-08) - Update (Cabinet report to follow)

(Item. 3 - Report by Mr Paul Carter, Leader of the Council, Mr Nick Chard, Cabinet Member for Finance, Mr Peter Gilroy, Chief Executive and Ms Lynda McMullan, Director of Finance)

(Appendix B to the report was circulated at the meeting. This provided a summary of the comments made on the Draft Medium Term Financial Plan and Budget made at recent meetings of the Policy Overview Committees at the Cabinet Scrutiny Committee meeting held on 7 February 2007)

(Prior to the commencement of discussion on this item, the Chairman declared consideration of the Budget report to be urgent on the grounds that it was not available at the time the Agenda was despatched. This was because the report needed to include the most up to date information and analysis on the final Local Government settlement figures, the final tax bases agreed by the Kent District Councils and the surplus of deficits announced on the District Councils' collection funds)

(1) This report provided an update on the Draft Medium Term Financial Plan 2007-2010 considered at the Cabinet meeting held on 15 January 2007. The report also summarised the comments made on the Draft at recent meetings of the Policy Overview Committees and the Cabinet Scrutiny Committee. Cabinet also received an oral report on the meeting of the Business Consultation Forum held on 6 February 2007 and the Budget consultation meeting with Trade Union and professional body association representatives held on 7 February 2007.

(2) In presenting this report and highlighting key areas, Mr Chard placed on record his thanks to the Chairman of the Cabinet Scrutiny Committee who had agreed to write to the Chancellor of the Exchequer expressing concern over any delay there may be on announcing the outcomes of the Comprehensive Spending Review. CSR07 was expected to be published in June/July but it was understood there was now the possibility that its publication could be delayed until September. Such a delay could have serious consequences for KCC and Mr Chard said that he had already written to Stephen Timms on the matter.

(3) Mr Carter said that when money ring-fenced for the Delegated School Grant was taken out of the equation the result for Kent was that it had -5.3% less money from Government to spend on Council services. As a result, KCC had had to raise Council Tax above inflation. The Report detailed the very good reason as to why that was and he thanked the media for the part it had played in helping to explain to Kent residents the difficult situation that the County Council faced. Mr Carter also

said and it was agreed that for the purposes of the County Council meeting a paper should be prepared showing the County Council's budget situation once the Delegated Schools Grant had been disaggregated.

(4) Cabinet then agreed the recommendations detailed in paragraphs 7.1, 7.2 and 7.3 of the report.

4. Free Travel for 11-16 Year Olds

(Item. 4- Report by Mr Keith Ferrin, Cabinet Member for Environment, Highways and Waste and Mr Pete Raine, Manager Director, Environment and Regeneration)

**KENT COUNTY COUNCIL
RECORD OF CABINET DECISION**



**DECISION
TAKEN ON**

Cabinet
8 February 2007

DECISION NO.
06/00943

Free Travel for 11-16 Year Olds

(Item 4 – Report by Mr Keith Ferrin, Cabinet Member for Environment, Highways and Waste and Mr Pete Raine, Manager Director, Environment and Regeneration)
(Mr David Hall, the County Transportation Manager was present for this item)

(1) Mr Hall said that negotiations were nearly completed with bus service providers across Kent for the establishment of free travel trials in areas covered by Tunbridge Wells Borough Council and Canterbury City Council and Tonbridge Town. Appendix 1 to the report detailed what the pilot scheme would include, Appendix 2 detailed the participating secondary schools and Appendix 3 detailed the costs of introducing a county-wide free scheme. Mr Hall said that during discussions with bus operators, concern had been expressed that a start date in September 2007 would prove difficult due to the very busy nature of that month. It was therefore proposed to commence the pilot schemes after the summer half term as that was the quietest time for school travel and would provide a good test of the use of off peak travel for cultural activities during the summer holidays. Mr Hall said that the operators would be providing additional buses on the routes covered by the pilot scheme to cope with expected increases in demand. However, the scheme would not affect any private arrangements parents may have for getting their children to and from school.

(2) Mr Ferrin said that the negotiations around the provision of this scheme had proved to be complex and challenging. The key aspirations were to bring about a reduction in peak hour congestion; improve social inclusion, through improved mobility for young people outside school hours and encourage long term use of public transport by young people. Mr Ferrin emphasised the pilot scheme would run for two years and there could be no guarantee that after that time it would continue. Therefore parents needed to be aware of that fact and to take decisions around school transport provision for their children accordingly. He also emphasised that the introduction of the pilot scheme did not affect any existing arrangements that there may be for children to have free transport. Mr Ferrin said the feasibility of introducing free travel would be fully tested through the introduction of the pilot schemes and further decisions would be taken in two years time in the light of the information arising out of the pilot schemes.

(3) Mr Carter concluded discussion on this item by firstly thanking the Select Committee on Home to School Transport for the work it had done on this matter. He also welcomed the co-operation between the County Council and the bus operators and said the scheme would not only meet key policy aspirations of the County Council but would also see a significant increase in investment from the Bus Operators.

4. Free Travel for 11-16 Year Olds Cont'd

(4) Cabinet then agreed:-

- (i) to the introduction of pilot free travel schemes for 11-16 year olds as detailed in Appendix 1 of the report for a minimum of two years;

(ii) that the Director of Environment and Regeneration be given delegated authority, in consultation with the Cabinet Member for Environment, Highways and Waste to approve detailed elements of the scheme and to enter into any necessary agreements or contracts as appropriate with the transport operators.

.....2007

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Signed Peter Gilroy (Chief Executive)

FOR COUNCIL SECRETARIAT USE ONLY

Decision Referred to Cabinet Scrutiny			
YES		NO	✓

Cabinet Scrutiny Decision to Refer Back for Reconsideration			
YES		NO	

Reconsideration Record Sheet Issued			
YES		NO	

Reconsideration of Decision Published			

5. Lorry Parking Issues

(Item. 5 - Report by Mr Roger Gough, Cabinet Member for Regeneration and Supporting Independence, Mr Keith Ferrin, Cabinet Member for Environment, Highways and Waste and Mr Pete Raine, Managing Director for Environment and Regeneration)

(1) This report set out a proposed response to the Consultation document published by the Highways Agency on "Policy for Service Areas and Other Roadside Facilities". The report recommended the County Council should respond to the consultation, particularly in relation to lorry parking and Operation Stack.

(2) In presenting the report Mr Ferrin said that he believed that it would be easier to get planning permission to establish a parking area for vehicles affected by Operation Stack than to provide a lorry park which would be in constant use. He therefore believed it would be wise to keep these two issues separate. The County Council was already working with Dover District Council to identify an "Operation Stack" site in that area.

(3) Other Members who spoke said they fully supported the views set out in the Report and said it was essential Government fully recognised that this was a national and international problem and therefore it should provide the necessary resources to provide adequate lorry parking in Kent accordingly. Mr Chard spoke about the possible introduction of a 'Brit Disk' through which foreign registered vehicles would pay a levy at their point of entry into the UK, and the Channel Ports in particular. The revenue raised could then be used to pay for improving the Highway facilities and road network through Kent. It was agreed that this proposal would be included in the response to Government. Mr Lynes said that past promises made by the Government to both Kent and Essex County Councils about them receiving a share of the income generated by the Dartford River Crossing had been broken. Therefore KCC needed to be robust in future negotiations with the Government to ensure Kent received a fair and ongoing proportion of the income generated by such a scheme. This was agreed.

(4) In conclusion, Mr Carter said that he supported the introduction of a fee for foreign vehicles entering through the Channel Ports as a way of raising revenue which took account of the wear and tear on Kent's roads. He also said that the

County Council must continue to work closely with its partners to ensure the Government takes a proactive role in providing solutions caused by the ever increasing lorry traffic passing through Kent.

(5) Cabinet then agreed that a response be made to the Highways Agency based on Sections 3 and 4 of the Cabinet report and also incorporating the key points made during the course of discussion.

6. Cabinet Scrutiny and Policy Overview
(Item. 6 - Report by Mr Peter Gilroy, Chief Executive)

This report summarised the outcomes from the Cabinet Scrutiny Committee held on 13 December 2006 and also detailed the overall work programme for Select Committee Topic Reviews as agreed by the Policy Overview Committee.

To: CABINET – 12 March 2007

By: Nick Chard, Cabinet Member – Finance

Lynda McMullan, Director of Finance

REVENUE & CAPITAL BUDGET MONITORING EXCEPTION REPORT**1. Introduction**

This exception report, based upon returns from directorates, highlights the main movements since last month. There remain significant revenue budget pressures within some directorates that will need to be managed during the remainder of the year if we are to have a balanced revenue position by year end. The position reported below includes a significant amount of management action which is expected to be achieved by year end.

The current forecast by directorate, compared with the position reported last month, is as follows:

REVENUE

	This month £m	Last month £m	Movement £m
Children, Families & Education	-1.100	-0.856	-0.244
Asylum	+2.650	+2.650	-
Adult Services	+0.872	+0.999	-0.127
Environment & Regeneration	-1.515	-0.385	-1.130
Communities	+0.517	+0.517	-
Chief Executives	-0.091	+0.061	-0.152
Financing Items	-1.000	-0.700	-0.300
	+0.333	+2.286	-1.953
Schools	-2.207	-2.207	-
	-1.874	+0.079	-1.953
Dedicated Schools Grant (DSG)	+2.432	+2.432	-
	+0.558	+2.511	-1.953

CAPITAL

	This month £m	Last month £m	Movement £m
Children, Families & Education	-32.908	-31.721	-1.187
Adult Services	-1.956	-1.964	+0.008
Environment & Regeneration	-35.025	-35.460	+0.435
Communities	-6.722	-6.492	-0.230
Chief Executives	-6.723	-5.550	-1.173
	-83.334	-81.187	-2.147
Adult Services PFI Housing	-6.900	-6.900	-
	-90.234	-88.087	-2.147

2. 2006-07 REVENUE MONITORING POSITION BY DIRECTORATE**2.1 Children, Families & Education Directorate:**

The directorate reported an underspend of £0.856m in the last monitoring, excluding schools delegated budgets and the pressure on asylum. This underspend has increased by £0.244m to £1.100m this month as a result of the following movements:

Education & School Improvement portfolio:

- 2.1.1 -£0.582m ICT: The phasing of the expenditure on broadband connectivity has changed and a greater proportion of the work than was first anticipated will be carried out in the last five months of this 17 month project. This will result in an estimated underspend of £1.165m by the end of the financial year, 50% of which is funded from Standards Fund grant and 50% of which is match funded. The unspent grant element will be treated as a receipt in advance, in accordance with the accounting principle agreed with our external auditors, and will therefore have no impact on the outturn. However the remaining 50%, our £0.582m of match funding, will show as an underspend against our base funding but will need to be rolled forward to 2007-08 in order to complete the project.
- 2.1.2 +£0.504m Clusters: It is now clear that the previously reported underspend of £0.504m on the cluster budget relates to services funded from the Dedicated Schools Grant (DSG) and will therefore roll into the new year in accordance with the ring fencing rules that surround DSG, rather than show as an underspend against our base budget. As previously reported, this will be done by transferring any unspent DSG balance at year end into a new earmarked reserve.
- 2.1.3 +£0.232m International Development: Following an audit of the 2005-06 Intereg project conducted by GOSE, it is now thought that some expenditure is unlikely to be recovered in full for the current and previous year, at a potential cost of £0.232m. This is as a result of GOSE tightening the rules surrounding match funding. We consider this to be an unfair interpretation and one that we are in the process of challenging, but until the result of the challenge is known, it seems prudent to report the possible extent of the shortfall.

Children & Family Services portfolio:

- 2.1.4 -£0.398m Children's Social Services: The pressure on the Children's Social Services budgets has continued to reduce in line with the management action plan. This month there has been a reduction in the overall pressure from £0.439m to only £0.041m, an improvement of £0.398m. However, there is still an underlying pressure on the fostering and adoption budgets of about £2m, but this is being addressed in the 2007-10 Medium Term Financial Plan. In the current year this pressure has been offset by other underspends and management action, which has resulted in the vacancy freeze and the consequent underspends on family support and assessment and related staffing.
- 2.1.5 Overall, the £1.100m underspend reported for the directorate (excluding the schools delegated budget and asylum) comprises £0.225m to support the shortfall in DSG and £0.582m of re-phased expenditure on broadband connectivity, leaving a true underspend on the base budget of £0.293m. This compares to an underlying underspend of £0.631m reported last month (£0.856m less £0.225m to support the shortfall in DSG).

2.2 Adult Services Directorate:

This month the directorate is forecasting a £0.127m reduction in the expected year end position from +£0.999m to +£0.872m partly due to additional one-off savings being identified. However, this position assumes further management action of £1.112m will be achieved by year end, which means the current underlying pressure is £1.984m. This compares to a £2.659m underlying pressure reported last month, so there has been a significant reduction of £0.675m in the underlying position this month and the main movements are detailed in paragraphs 2.2.1 to 2.2.7 below. The outstanding management action has reduced from £1.660m to £1.112m this month principally because a significant proportion is now reflected in the reduced forecast, in particular £0.3m received from Health in respect of old East and West Kent Health Authority debt.

- 2.2.1 Older Persons +£0.093m – a reduction in the underspend from £2.817m to £2.724m which can for the most part be explained by the increase in external provision for clients temporarily displaced by the modernisation of the in-house older persons service, including Broadmeadow.
- 2.2.2 Learning Disability -£0.155m – a reduction in the pressure from £5.172m to £5.017m which essentially relates to the receipt of Health monies referred to above.
- 2.2.3 Physical Disability -£0.201m – a reduction in the pressure from £1.861m to £1.660m. The opportunity has been taken to realign forecasts with expenditure trends as we near year end and this demonstrated an element of over-forecasting within the service.

- 2.2.4 Assessment & Related -£0.112m – an increase in the underspend from £1.104m to £1.216m owing to the combination of further reductions in staffing costs and additional income from the Primary Care Trusts.
- 2.2.5 Mental Health -£0.004m – a marginal reduction in the forecast pressure from £0.584m to £0.580m.
- 2.2.6 Specialist Services +£0.119m – an increase in the pressure from £0.371m to £0.490m. There are three main elements to this increase:
- Increase in the forecast energy costs at Westbrook House and West View of £0.060m
 - Pressures within the Occupational Therapy Service both in terms of sessional staff (£0.040m) and the purchase of minor equipment (£0.030m)
 - Pressures arising in respect of property maintenance.
- 2.2.7 Other Services -£0.415m – an increase in the underspend from £1.408m to £1.823m. This reflects a number of movements in the forecasts, but can principally be attributed to a refinement of staffing forecasts and the decision to hold vacancies for the remainder of the financial year; further savings against Training and Development budgets and the impact of some final budget disaggregation adjustments following the restructure of the County Council. Netted off against these reductions is £0.035m pressure in respect of asylum seekers where all rights of appeal have been exhausted and therefore the cost of providing services falls back to the Adult Services budget until they are deported.
- 2.2.8 Management Action – the Directorate is still working towards achieving its management action plan and a forecast outturn position of +£0.872m is achievable assuming £1.112m of management action can be delivered by year end. It should be noted that any one-off savings made in reaching this position (currently amounting to £3.054m), together with the residual overspend at year end, has been built into the 2007-08 budget.

2.3 **Environment & Regeneration Directorate:**

The forecast underspend has increased by £1.130m this month to £1.515m. The main movements are:

Environment, Highways & Waste portfolio:

- 2.3.1 -£1.070m Waste Management: Total tonnage to be managed continues to decline and the throughput at the Allington Waste to Energy plant is less than the budgeted assumption. The fluctuating tonnages going into Allington and the impacts of the overall diversion from the Allington plant to landfill is complex to assess and an over cautious view was reflected last month of the (short-term) benefit. Also, the revised operational plans for February and March have been reviewed and reflected in the current forecast outturn position and this produces a lower cost figure than if the usual Business Plan allocation had been adopted. In addition to this, as a result of re-phasing of pollution control and drainage works within the capital programme, £0.1m of revenue support will also need to re-phase into 2007-08.

2.3.2 +£0.360m Kent Highway Services:

- An initial estimate of £0.250m has been included for the tree clearance emergency work due to the gales on 18th January and selected clearance work from the fall of snow on 24th/25th January. As reported last month, these emergency costs need to be absorbed by the directorate as there is only sufficient funding in the Emergency Reserve to cover the £0.450m previously reported emergency expenditure incurred due to road and drainage collapses. (This represents the estimated costs to KCC and excludes any costs that are the responsibility of third parties).
- The remaining £0.110m of the increase in the forecast is down to the flexibility needed when forecasting for a complex programme of highway works.

Regeneration & Supporting Independence portfolio:

- 2.3.3 -£0.330m within the Strategy Division due to the re-phasing of projects into 2007-08 as detailed below. This funding will be requested to roll forward.
- -£0.270m Shaw Grange: due to a delay in acquiring the site, the Shaw Grange restoration works will not occur until early 2007-08. This funding will therefore need to be rolled forward.
 - -£0.040m for a Planning & Development Household Study.
 - -£0.020m for the Project Management of Technology in the Planning Applications Unit.

2.3.4 The current forecast underspend for the directorate of £1.515m, together with the funding from the Emergency Reserve of £0.450m, provide an underlying underspend of £1.965m, of which £1.185m will be requested to roll forward to 2007-08 for: Waste (£0.640m: £0.250m support to 2007-08 budget as built into the MTFP, £0.1m re-phasing of revenue funded support to the capital programme for drainage works and pollution control, £0.290m District recycling initiatives); Public Transport (£0.070m); deferred activity on Midas system replacement (£0.070m); Channel Tunnel Rail Link impact work (£0.045m); Household Study (£0.040m); Project Management of Technology in Planning Applications Unit (£0.020m); Waste Local Development Framework (£0.030m) and Shaw Grange restoration works (£0.270m). This leaves the directorate with a forecast underspend of £0.780m, however as mentioned above, there is now no funding available in the Emergency Reserve for any further emergency conditions whether it be due to gales, floods or snow including the snow of 8 February, so, as a precaution, this underspend is being held back pending any further emergency costs. If further Emergencies do not occur, the underspend will be used to absorb the £0.450m costs currently being earmarked against the Emergency Reserve, thereby preserving the reserve for future needs.

2.4 Communities Directorate:

There is no change to the overall bottom line position on the Communities budget this month, however there are some compensating movements:

- 2.4.1 +£0.109m Coroner Service – ongoing work has identified a potential overspend of some £0.109m, which is as a result of an increase in demand on the Coroners' service due to rising numbers of toxicology tests.
- 2.4.2 +£0.031m Trading Standards – due to increased expenditure on legal fees in response to increased demand on the enforcement service as new legislation is being rolled-out.
- 2.4.3 -£0.140m Community Safety – underspending caused by delays in recruiting Community Wardens to vacancies as a result of staff turnover rates.

2.5 Chief Executives Directorate:

- 2.5.1 The forecast outturn position has reduced by £0.152m from +£0.061m to -£0.091m this month, which is mainly due to:
- -£0.120m Kent Works (Policy & Performance portfolio) – this follows confirmation that the Children, Families & Education (CFE) directorate will meet some of the higher costs of establishing the on-going operation, which will be transferred to CFE in 2007-08 to form part of their vocational service.
 - -£0.020m Property Group (Finance portfolio) – due to the continuing impact of the vacancy freeze.
- 2.5.2 Due to the re-phasing of projects into 2007-08 reported last month, £0.180m will be required to roll forward to meet re-phased costs (£0.120m relating to the Reward Strategy system & Members training & development, £0.040m for IT audit and £0.020m for Performance Management Software). However, with the current forecast underspend at £0.091m, there is an underlying pressure of £0.089m still to be managed. Property are still in negotiations with service directorates to secure funding for the higher than expected increase in the energy costs of the county office estate. The directorate expects to manage this residual pressure by year end.

2.6 Financing Items:

- 2.6.1 The forecast underspend has increased by £0.3m this month to -£1.0m, as Commercial Services are now expecting to be able to meet their budgeted contribution to the overall KCC budget by year end.

3. 2006-07 CAPITAL MONITORING POSITION BY DIRECTORATE

3.1 Children, Families & Education Directorate:

The forecast for the directorate has moved by -£1.187m this month to -£32.908m, (Education & School Improvement portfolio -£32.260m and Children & Family Services portfolio -£0.648m). The main changes are detailed below:

- 3.1.1 Education & School Improvement portfolio:

This month there has been a forecast reduction in spend of £1.778m in 2006-07, but there are increased costs of £0.574m across all years of the capital programme.

The main changes in 2006-07 are:

- -£0.688m Children's Centres, Extended Schools & Development & Sustainability – Phase 2: Although most of the 52 Children's centre sites have now been identified, the delay in getting to this position means that it is likely that all we will spend this year will be project development fees.
- -£0.552m Modernisation Programme 2006/07/08: The main changes are:
 - -£0.414m Wilmington Hall School - re-phasing due to delays in agreeing the tender documentation because of the need to finalise DDA requirements.
 - -£0.138m Barton Court School – re-phasing due to delays following archaeological investigations.
- -£0.414m Greenfields Primary School Development Opportunity: Re-phasing due to a delay in the start on site which was due to Architect performance issues and increased tender prices. The project is under review.
- -£0.296m Modernisation Programme 2004-05: The main changes are:
 - -£0.134m Wilmington Grammar Girls – re-phasing due to the application of other funding streams rather than funding from the Modernisation Programme in 2006-07.
 - -£0.126m Hythe Bay CEPS – re-phasing due to planning delays.
- -£0.145m Specialist Schools Programme 2005-06: The projects at Fulston Manor and The Harvey Grammar School have slipped due to the unavailability of additional funding and the increased cost of the original project respectively.
- +£0.300m Schools Access Initiative: This overspend may reduce as we await confirmation of expected spend in 2006-07 from Bishops Down CP who are self managing a project within this programme of works. Other additional works, to ensure pupils with mobility issues can attend their school of choice, have been instructed at Maidstone Girls Grammar School and Maidstone Grammar School, totalling £0.130m plus an additional £0.050m of works at Ashford Learning Resource Centre.
- Maintenance Review: Following concerns over the expenditure levels on Emergency Maintenance a thorough review of all maintenance headings within the portfolio is being undertaken. In terms of this monitoring return, the overall effect is a net nil although the outturn forecast on Emergency Maintenance has been increased to £5m from £3.2m with corresponding savings found on other maintenance headings, predominantly the 2006-07 Condition Programme.

The main changes across all years are:

- +£0.300m Schools Access Initiative, as reported above. The overspend in 2006-07 will be contained within the lifetime of the MTFP by reducing the 2007-08 programme.
- +£0.120m Modernisation Programme 2006/07/08: increased costs being funded from a grant from the Sorrell Foundation – part of the 'Joined Up Design for Schools' Programme.
- +£0.128m Modernisation Programme 2004-05: made up of a number of minor increases across the programme of works. This will need to be managed within the totality of the capital programme.

3.1.2 Children & Family Services portfolio:

This month there has been a forecast increase in spend of £0.591m in 2006-07, but there are increased costs of £0.161m across all years of the capital programme.

The main changes in 2006-07 are:

- +£0.483m East Kent Children's Resource Centre: the latest consultancy forecasts indicate that the project is progressing well and is ahead of the MTFP profile.
- +£0.076m The Sunrise Centre: the final costs of this project are in dispute and have yet to be finalised. This overspend will be met from additional grant.

The main changes across all years arePage 11

- Although the total costs of the programme have increased by £0.161m this month, (£0.076m on The Sunrise Centre, £0.075m on the Grovehill Project and £0.010m on East Kent Children's Resource Centre), this increase will be met in full by additional grant funding and revenue contributions.

As reported last month, the Integrated Children's Systems project is experiencing supplier difficulties and is currently under review. The eventual outcome is likely to result in significant re-phasing from 2006-07 to 2007-08. The outcome of this review will be confirmed in next months detailed monitoring report.

3.2 Adult Services Directorate:

3.2.1 There are no significant movements to report this month.

3.3 Environment & Regeneration Directorate:

The forecast for the directorate has moved by +£0.435m this month to -£35.025m (Environment, Highways & Waste portfolio -£19.037m and Regeneration & Supporting Independence portfolio -£15.988m). The main changes are:

3.3.1 Environment, Highways & Waste portfolio:

This month there has been a forecast reduction in spend of £0.740m, comprising:

- -£0.439m re-phasing of Capital Highway Maintenance into 2007-08.
- -£0.261m re-phasing of Street Lighting Column and Lantern replacement into 2007-08.
- -£0.040m re-phasing of Civic Amenity Site Drainage Works into 2007-08.

3.3.2 Regeneration & Supporting Independence portfolio:

This month there has been a forecast increase in spend of £1.175m, comprising:

- +£1.425m increase in Land Valuations for the Fastrack Major Road Scheme. This re-valuation has been notified this month by the professional advisers, as some Land Owners have secured planning certificates giving development potential status. The funding implications of this forecast cost increase are being considered in conjunction with Corporate Finance.
- -£0.150m reduction for Non TSG Land, compensation Claims and Blight.
- -£0.050m further re-phasing on the Sittingbourne Northern Relief Road.
- -£0.050m further re-phasing on the Rushenden Link Road.

3.4 Communities Directorate:

3.4.1 The forecast for the directorate has moved by -£0.230m this month to -£6.722m. The main change is -£0.165m of re-phasing into 2007-08 of grants to Village Halls and Community Centres due to delays in applications coming forward from local communities.

3.4.2 The Heritage Lottery Fund (HLF) has recently awarded a grant of £6.515m towards a £10m scheme to refurbish the Beaney Institute in Canterbury to provide a modern library and gallery facility. The scheme will be managed by Canterbury City Council (CCC) in partnership with KCC. To date KCC has spent £0.550m on working up the proposals as approved in existing budgets. As reported in the first full monitoring report in September, we have had approval to provide an additional £0.2m within the Communities capital programme funded from developer contributions and £0.3m has been agreed from the Adult Services capital programme, taking KCC's contribution to £1.05m. CCC has made provision for £0.6m contribution towards the project together with the land for the extension. This leaves a current £2m shortfall in funding. When the HLF bid was submitted, KCC agreed to underwrite £1.4m of the shortfall with CCC underwriting £0.6m. We anticipate that the £1.4m will be met from external funding and now that the bid has been successful, are working up proposals. Should we not be able to raise funding, we would need to identify capital receipts or reduce expenditure on other schemes to cover the commitment.

3.5 Chief Executives Directorate:

The forecast for the directorate has moved by -£1.173m this month to -£6.723m (Finance portfolio -£7.047m, Corporate Support & Health portfolio +£0.214m and Policy & Performance portfolio +£0.110m). The main changes are:

3.5.1 Finance portfolio:

- -£0.995m as Commercial Services will now be financing their vehicles through operating leases rather than funding from the Renewals Fund.
- -£0.080m reduction in the forecast cost of works to properties for disposal.

3.5.2 Corporate Support & Health portfolio:

- -£0.075m re-phasing into 2007-08 on the Sustaining Kent project following the re-call of some materials by a supplier due to a production fault.

3.6 Overall Capital Position:

Overall, we are currently forecasting a variance of -£83.334m against the 2006-07 capital budget, excluding PFI and schools devolved budgets, most of which relates to the re-phasing of projects rather than a real variance. This re-phasing has largely been reflected in the 2007-10 MTFP. As previously reported, 2006-07 capital cash limits will be adjusted to reflect the re-phasing built into the 2007-10 MTFP and this will be reflected in the next full detailed monitoring report to be presented to Cabinet on 16 April.

4. RECOMMENDATIONS

- 4.1 Cabinet Members are asked to note the latest forecast revenue and capital budget monitoring position for 2006-07.

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BY: Roger Gough, Cabinet Member for Regeneration & Supporting Independence and Pete Raine – Managing Director, Environment & Regeneration

TO: Cabinet 12 March 2007

Subject: Development Contribution Function

Classification: Unrestricted

Summary: To approve the revised Development Contribution Guide (attached) following its recent formal consultation and adopt it as a policy supporting document.

1. Introduction

- 1.1 On 18 September 2006, and pursuant to a previous report of 21 October 2002, a report was presented to Cabinet requesting approval, in principle, to a draft Developers Guide for the purposes of consultation.
- 1.2 The purpose of this report is to provide feedback on the formal consultation process and to seek approval from Cabinet for the Guide to be adopted and promoted as a policy supporting document
- 1.3 As stated in the previous report, the main reasons for revising the Guide are:-
- (a) To continue to secure contributions negotiated on the basis of sound planning policy towards community infrastructure and the services necessary to support sustainable communities where KCC is the Statutory Authority.
 - (b) The introduction of Circular 05/2005 relating to Planning Obligations.
 - (c) To inform the formulation and implementation of planning policies emerging as a result of fundamental changes in the planning system, including the introduction of the:-
 - (i) Regional Spatial Strategy (South East Plan) which will replace the Kent & Medway Structure Plan (KMSP).
 - (ii) Local Development Frameworks which will replace the existing Local Plans.

Each District needs to produce a Community Strategy alongside their LDF and have regard to the Community Strategy of any other authority who provide services within their area. This includes The Kent Partnership Community Strategy - Vision for Kent, which this

new Guide will support (see 'Sustainable Community Strategies' pages 6 &7).

- (d) To incorporate the revised Pupil Product Ratios (PPR's) following the survey carried out by MORI on behalf of KCC. The PPR's are currently mainly utilised by Education, Youth & Community to calculate the level of contributions required.
- (e) To incorporate a methodology designed to assess the need for Adult Social Services.
- (f) (f) To inform developers and landowners of their expected responsibilities so they can assess and have regard to any financial implications at an early stage of the planning and development process.

1.4 Following revision of the Guide the Development Contribution Team will continue to work closely with the Service Directorates as and when required refining and revising their methodologies.

Summary of Consultation

An eight week consultation on Kent County Council's Guide to Development Contributions and the Provision of Community Infrastructure was held between Monday 9th October and Friday 1st December 2006.

Approximately 600 consultees were sent a letter or email inviting them to comment on the Guide. This group included Districts, representatives of the development industry including developers and planning and development consultants, along with Parish and Town Councils.

Full details of the consultation period, a full version of the Guide and a response form were published on the web at

<http://www.kent.gov.uk/publications/community-and-living/guide-to-dev-contributions.htm>.

A hard copy of the Guide was displayed in district council planning reception areas, and at libraries in Kent and Medway. KCC's Press Office released a press statement, and the consultation was covered as a news feature on the County Council's web pages.

Results of Consultation

Comments in writing were received from 36 respondents within the consultation period. These comprised 23 from other authorities, public sector agencies and/or their representatives along with 13 from developers/landowners and/or their representatives. Whilst the approach received some support, the main issues arising include the following:

- The need for recognition that other service providers have their own requirements.
- Concern in respect of development viability in the light of the breadth of competing considerations.
- Recognition that Districts as the Local Planning Authorities have to ultimately balance competing considerations.
- The importance of adherence to prevailing planning policy and/or legislation (particularly Circular 05/2005) and the requirement for robust evidence from service providers to support requests for contributions.
- The timing of development contribution payments both in terms of triggers, mainly relating to payment on commencement of development, along with the standard pay back period of ten years.

These issues are generally acknowledged and have been addressed within the existing text and/or by minor amendment. However, the Guide has not been changed regarding the standard pay back period of ten years as KCC requires flexibility in terms of expenditure, particularly where contributions need to be pooled or the requirement for infrastructure needs to be delivered on a phased basis.

Many respondents, of course, had particular points, which related to their particular standpoint. This is not intended to be an exhaustive list. A detailed schedule of feedback, which includes KCC's responses and indicates where, if appropriate, the Guide has been revised, along with a copy of the consultation letter/email and with a full list of consultees can be found at

<http://www.kent.gov.uk/publications/community-and-living/guide-to-dev-contributions.htm>.

The Guide includes the current contribution levels for 2007.

2. Recommendation

Cabinet is asked:-

- (a) To APPROVE the attached Guide for adoption and promotion as a policy supporting document for the Kent Partnership Community Strategy - 'Vision for Kent'.
- (b) To delegate authority to the Managing Director, Environment and Regeneration in consultation with the Cabinet Member for Regeneration & Supporting Independence to sign off any subsequent periodic reviews/updates on behalf of the County Council.

Background Documents

- Kent Planning Officers Group (KPOG) Good Practice Guide on Development Contributions 1999 and its Addendum 2001
- Cabinet Report 21 October 2002 "The Development Contribution Function"

- Developers Guide
- Cabinet Report 18 September 2006 “Development Contribution Function”
- The Kent Partnership Community Strategy – “Vision for Kent”

Contact: Nigel Smith 01622 221867 Email: Nigel.Smith@kent.gov.uk

KCC Guide to Development Contributions and the Provision of Community Infrastructure

www.kent.gov.uk/community/regeneration/development-investment

**Kent County Council
(KCC)**

March 2007

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Part 2

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Other Considerations in respect of KCC services (which, where appropriate will be considered on a site by site basis) include:

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Key Contacts

Alan Ash **01622 221392**
Kent Highway Services Only

alan.ash@kent.gov.uk

Allan Gilbert **01622 772917**

allan.gilbert@mouchelparkman.com

Mouchel Property Services are contracted on behalf of KCC to act as agent in securing the receipt of contributions.

Paul Campion **01622 221346**
Kent County Council

paul.campion@kent.gov.uk

Or for further information visit,

www.kent.gov.uk/Community/regeneration/development-investment/

If you have any queries regarding the contents of this Guide please contact us.

Introduction

Kent is facing significantly high levels of development over the next twenty or so years, therefore the provision of adequate infrastructure and facilities to support this growth is essential. This is central to the Government's aspirations in respect of sustainable communities and, ultimately, the creation of quality development and places where people want to live. It is the Government's expectation that development will make an appropriate contribution to the required infrastructure to deliver this objective and make the proposal(s) acceptable in planning terms. This Guide outlines KCC's approach to development contributions in this context and, in accordance with the legal and planning policy background, sets out the standard requirements and methodologies employed in the calculation of the contributions.

The **aim** of this Guide is to promote a consistent and transparent approach across the County of Kent towards the requirement for and the calculation of development contributions for KCC provided services, thus aiming to assist expediency in the planning process. The **objective** of this Guide is to help to quantify the likely level of contributions required in respect of KCC services to meet the impact upon existing community facilities resulting from development. This will raise awareness at a very early stage of the potential requirements to enable developers and landowners to take these matters into account when formulating their development proposals and costs.

As part of this process, it should be noted that contributions are also likely to be sought for other non-KCC facilities (including affordable housing, open space, health, police and emergency services etc.). Districts as Local Planning Authorities will normally be the determining authority and therefore establish the totality of all development contributions as part of the overall consideration of the acceptability of a development proposal in planning terms. (see 'Wider Issues').

This Guide supports 'Vision for Kent' (KCC's Communities Strategy) and provides reference for planning applications and emerging planning policy, including Local Development Documents. It also reflects the guidance contained in Circular 05/2005, which is now the cornerstone of Government Guidance in respect of Planning Obligations. The Children Act 2004 has also played a significant role in restructuring the delivery of public services which are now primarily based around Children, Families & Education, Community Services, and Adult Social Services along with Highways & Transportation and others. These changes are similarly reflected.

The details of the methodologies and formulae used are set out in Part 3 of the Guide along with a summary of likely requirements.

Access to information is available via the Key Contacts identified on the previous page and references to specific information are contained throughout this Guide.

Please note references throughout this Guide to "Kent, County of Kent" etc do not include areas for which Medway Council have responsibility as a Unitary Authority.

Part 1

1.1 The County & Development Contributions in Context

The scale of development and growth for the South East as referred to in the introduction is outlined within Regional Planning Guidance (RPG9 and 9a) and the Kent and Medway Structure Plan (2006). The emerging Regional Plan for the South East is now considering the scope to further increase residential numbers over the period to 2026. The publication 'What Price Growth' outlines KCC's response to the Government's growth agenda and quantifies the scale of potential impact on public services for Kent as a whole. It is against this background that KCC produced its original Developers' Guide in 2002 to quantify the requirements for development contributions.

Since then there have been a number of significant changes to the planning system. This, together with new legislation and Government expectations has impacted on the way services are delivered. It is, therefore, necessary to revise the existing Guide in order to explain how KCC as the Strategic Authority and service provider, is dealing with these changes. To support this approach, MORI were commissioned to undertake a study of new residential development in order to provide the most robust, accurate and up to date data for use in identifying requirements.

Below there is an outline of National, Regional and Local policy although all guidance in respect of planning policy and the case for contributions is available upon request from the contacts listed in this Guide.

1.2 Wider Issues

Whilst the emphasis in this Guide is placed on the services within the statutory remit of KCC it is important to recognise that there is a range of services delivered by other providers and that there are many issues that need to be balanced. See definition of the range of Community Services in 'Legal and Planning Policy Context'.

It is also important that these requirements are identified at an early stage so they are clear and can be taken into account by a developer/landowner when evaluating a prospective scheme. As previously stated, Districts as Local Planning Authorities will normally be the determining authority and ultimately make the decision as to whether an individual development proposal is acceptable in planning terms. This Guide is intended to inform and support this process.

Some services and facilities are less definitive, and therefore, less able to be readily quantified against a standard methodology, including those services based on alternative delivery solutions. Depending on the service delivery strategies and user patterns for that particular service, these may be geographically, functionally or revenue based. These are equally important and, in the absence of a standard methodology, will need to be assessed on their merits on a case by case basis.

Alternative methods of procurement and delivery, including the direct provision of facilities are equally important to consider, where appropriate, and KCC welcomes discussions with developers and/or landowners in this respect (See 'Innovative Approaches to Community Infrastructure – Commitment to Quality').

Therefore, whilst this Guide sets out the standard requirements and the methodologies employed in the calculation of the contributions required, each development proposal will be assessed on its own merits. This is particularly pertinent for ‘brownfield’ development where regeneration benefits &/or planning policy considerations may need to be weighed against remediation costs and existing use values. However, there will be due regard to the Environmental Protection Act 1990 and the presumption that the polluter and/or landowner are responsible for the cost of remediation. In these circumstances, the onus should be on the applicant to demonstrate 1) exceptional circumstances and 2) that, in the knowledge of all likely development costs, the particular proposal is unlikely to be financially viable. This needs to be demonstrated and could be achieved by a confidential ‘open book’ valuation approach.

If a development cannot support the required facilities, it will be further necessary for a developer to identify other mechanisms to provide the necessary community infrastructure, such as applications for grant from the appropriate development agency or through central government bidding opportunities. The importance of partnerships is recognised in this respect with local authorities, funders, developers, land owners, housing associations and others working together to deliver effective ways of identifying gap funding requirements.

In this respect Kent & Medway Structure Plan policy QL12 (b) requires that *“development will not be permitted until the basis for funding community services it requires has been identified and agreed”* (see ‘Legal and Planning Policy Context’).

Prevailing Government guidance and/or legislation will need to be taken into account and adhered to as and when it arises. At the current time this includes Department for Communities and Local Government (DCLG) guidance (such as ‘Planning Obligations Practice Guidance’ published July 2006) and the proposals in respect of a Planning Gain Supplement (PGS) which may, in time, necessitate a review of this Guide.

1.3 Consultation

This Guide has been subject to formal consultation including District Authorities, the Kent Planning Officers Group (KPOG) its relevant sub groups, the authorities responsible for the provision of community services and the Development Industry.

Consultees

Kent Planning Officers Group (KPOG)

KPOG Sub Groups

- **Development Control Officers,**
- **Planning Policy Officers,**
- **Housebuilders Liaison Group**

Kent Developers Group

KCC Cabinet 18.9.06.

Formal Consultation – Monday 9th October 2006 to Friday 1st December 2006

KCC Cabinet 12.3.07

1.4 Legal & Planning Policy Context

ODPM Circular 05/2005 – Planning Obligations

Circular 5/05 makes it clear that it is acceptable to secure contributions from new development to enable delivery of the infrastructure and services necessary to ensure that development proposals are acceptable in planning terms.

The Office of the Deputy Prime Minister (ODPM) has now been replaced by The Department for Communities and Local Government (DCLG) which was created on 5 May 2006 with a powerful remit to promote community cohesion and equality, as well as responsibility for housing, urban regeneration, planning and local government. **A copy of Circular 05/2005 can be downloaded from the DCLG web site at www.communities.gov.uk**

Circular 05/2005 identifies five tests as the prerequisite of a planning obligation:

- Relevant to Planning
- Necessary to make the proposed development acceptable in planning terms
- Directly related to the proposed development
- Fair and reasonably related in scale and kind to the proposed development
- Reasonable in all other respects

Kent and Medway Structure Plan

The Kent and Medway Structure Plan 2006 was adopted by Kent County Council (and Medway Council) in July 2006 as part of the statutory development plan for Kent. The Plan gives weight to the timely provision of sufficient community and other infrastructure recognising this as an essential component of sustainable development (Policy SS1 of the Plan). Policy QL12 of the Plan addresses the provision of new or expanded community facilities in response to new or relocated pressures on local services arising from new development. It aims to ensure that development should not proceed unless its impacts are addressed and the means of delivering essential community infrastructure are known. Specifically Policy QL12 (b) requires that *'development will not be permitted until the basis for the funding of the community services it requires has been identified and agreed'*.

The range of community services encompassed by the policy is defined as follows. Those services, which fall within the remit of KCC or where KCC has a shared responsibility are shown in bold italics.

'community services' includes ***schools and other education provision, social services, adult education, libraries, youth and community services***, police and emergency services, health, culture, places of worship, ***recreation and amenity space, sport***, local shopping, public utilities and ***transport***.

The Plan encourages flexibility in the use of existing or new buildings for mixed community uses (Policy QL11)

Through Policy IM1 the Plan provides the strategic policy basis for the approach to planning obligations and S106 agreements and is explicit in recognising that ‘*appropriate and proportionate*’ contributions from development will be required to meet the costs of providing community, transport and other infrastructure necessary to provide for the needs arising from it. Such contributions are to be agreed prior to the grant of planning permission, provided in accordance with agreed phasing and, as appropriate, accompanied by ongoing management and/or maintenance arrangements.

Regional Policy

The timely provision of infrastructure is a fundamental tenet of the emerging Regional Spatial Strategy (RSS) for the South East (the South East Plan).

When finalised the RSS will take over from the Structure Plan in providing the strategic policy framework for infrastructure planning, delivery and funding through contributions from development. Draft Policy CC5 (Infrastructure and Implementation) of the Draft Plan (2006) provides the basis for regional policy on this and takes forward the provisions contained within current Kent and Medway Structure Plan policies (see above). In particular CC5 (iii) stipulates that development shall not proceed until the relevant planning authorities are satisfied that the necessary infrastructure required to serve the development is available or will be provided in time whilst CC5 (iv) confirms that contributions from development will be required to help deliver the necessary infrastructure. Draft Policy S8 supports the mixed use of community facilities and encourages ‘creative thinking and action’ on new mixes of cultural and community facilities.

The Local Government Act 2000

The Act requires all local authorities to prepare a **Community Strategy**. **KCC’s Community Strategy is Vision for Kent, 2006 – which is a partnership document (See below).**

Vision for Kent 2006

Vision for Kent is a partnership document, which has been subject to comprehensive public consultation and puts communities at the centre of its objectives. This Guide supports and informs ‘Sustainable Communities Strategies’ (pages 6&7) and provides reference for planning applications and emerging planning policy, including Local Development Documents.

The Children Act 2004

In line with the Children Act 2004, Kent County Council has a duty to improve children's welfare. The newly established Directorate of Children Families and Education will work with the Health Authority, Police Authority, District Councils, other agencies and sectors to ensure the provision of high quality services to support children and families delivered on a community basis through local collaborative structures. With these partners, the authority will introduce systems and processes for sharing data and assessment to inform effective planning and provision.

The Children and Young Peoples Plan is currently out to consultation and is due to be published in July 2006. This statutory plan will be another element to be considered as part of the LDF process.

Service Provision Strategies

These outline the general strategies for the existing and, where appropriate, future services by KCC. Whilst local considerations will always be an important consideration and some proposals will continue to be assessed on their individual merits, they are important in determining the justification for contributions in planning terms.

It is important to note that a number of Kent local planning authorities have prepared additional advice for further assistance, and a list of contacts is provided under Appendix 2.

Part 2

2.1 Approach to Determining Development Contributions

In determining the need for a contribution and the level of contribution required, KCC will have regard to the impact directly related to the proposed development, based upon the information available and provided by the developers/landowners, Districts and others together with the approach and methodologies contained within this Guide.

Planning Policy

This outlines the parameters for seeking contributions, including their justification and necessity in planning terms. Regard will be had to both national and local policies, and where appropriate emerging policies and guidance. Currently Circular 05/2005 is at the heart of planning policy (See 'Legal and Planning Policy Context') and provides for:

- **Formulae and standard charges**

In an effort to simplify the process, standard charges are recommended as they are transparent although it is accepted that regard will be had to actual impacts (Circular 05/2005 Paras. B33 to B35). In this respect KCC has been moving towards this for some years and as outlined in this Guide, standard charges have been adopted.

- **Maintenance/Initial Support Payments**

Where appropriate KCC will seek contributions towards maintenance and initial support (pump priming) in accordance with the provisions of Circular 05/2005 (Paras B18 to B20).

- **Accountability**

Where KCC is the Statutory Authority, contributions will be held in an identifiable account(s) with an appropriate audit trail.

- **Pooling of contributions**

Where several developments will create the need for a particular piece of infrastructure or service, pooling of the individual contributions will be necessary in accordance with existing and established policy and Circular 05/2005 (Paras. B21 to B24).

- **Standard Clauses (see 'Legal Agreements')**

In order to help speed up the process, standard KCC S106 clauses, unilateral agreements and conditions have been produced and are available on request. On 1st August 2006 the Department for Communities and Local Government (DCLG) published a model legal agreement prepared by the Law Society and KCC will have regard to the recommendations, where appropriate.

2.2 Updating and Review of Guidance

This Guide will be revised annually to provide details of the current standard contribution levels, including build costs, and when necessary to reflect changes in infrastructure and service delivery requirements, especially where they are as a consequence of government planning reforms and any new national guidance and/or legislation.

Individual S106 agreements will need to make provision for indexation of contributions to ensure that the arrangements are inflation proofed.

The most up to date version of this guide will be published on the County Council's web site at:

www.kent.gov.uk/community/regeneration/development-investment

2.3 Innovative Approaches to Community Infrastructure – Commitment to Quality

It is important to promote cost effective solutions, reduced costs, flexibility and visionary concepts to service delivery. There is no hard and fast model and KCC is receptive to innovative deliverable solutions and has, for its own part in association with ODPM (now DCLG), prepared templates illustrating alternative approaches. More information in this respect is available on request. As mentioned earlier, alternative methods of procurement, including the direct provision of facilities, which are acceptable to KCC, are equally important to consider where appropriate. Again, more information in this respect is available on request.

Quality design is important in helping to create a sense of place, sustainability and new communities. KCC will require their facilities to be delivered, subject to their approval, in accordance with planning policy, local or otherwise, and the Kent Design Guide.

Further information on the Kent Design Guide can be obtained from www.kent.gov.uk/kent_design, where you can also download a copy. As other local area policies might also apply you are advised to check with the relevant district authority.

2.4 Supporting Information

- **Timing of Assessment**

A formal assessment for contribution purposes will be made at the time of a planning application based upon the detail provided by the applicant (dwelling numbers, mix, phasing etc.). **However, developers and landowners are strongly encouraged to seek an indication prior to this for their planning purposes** - particularly on larger developments. Please note that assessments are generally valid for three months from the date issued by KCC and should any circumstances change a new assessment will be required. It should also be noted that assessments are, by nature, a snapshot of circumstances at a particular point in time and variable factors may necessitate regular reviews particularly over the longer term.

- **New Site Requirements**

Where substantial developments are involved there may be a necessity for a site, and/or premises and whilst every effort is made to identify those requirements through the forward planning process it may not always be possible. See Appendix 1 for an indication of general site requirements, which is for information and is not exhaustive.

2.5 Legal Agreements

In order to help speed up the process, standard KCC S106 clauses, unilateral agreements and conditions have been produced and are available on request

A broad indication of terms in respect of contributions is as follows:

- Contribution payable upon “Commencement of Development” unless otherwise agreed.
- Contribution Index-linked to the BCIS “All-in Tender Price” Index prepared for the RICS and, in respect of Highways, to the Road Construction Tender Price Index issued by the Department for Transport between the date the planning consent, resolution to grant or contribution is agreed (which ever is earlier) and date of payment.
- The Developer/Landowner to pay all KCC reasonable costs incurred in the negotiation of the contribution and the preparation, agreement completion and monitoring of the Agreement(s). These include legal, professional and administrative costs etc
- KCC undertakes to spend contributions in accordance with the service strategy and, dependent on the type of need within 10 years following occupation of the last residential dwelling/commercial unit.

Part 3 – Methodologies & Calculations

Methodologies and the approach for calculating KCC community infrastructure contributions are set below. The County Council should be contacted for up to date figures in respect of each area of contribution (see points of contact) as they are reviewed on a regular basis.

3.1 Children, Families and Education

The County Council is the Local Education Authority (LEA) for primary and secondary schools in the County including Post 16. The LEA works in conjunction with the Kent Learning & Skills Council as a large percentage of secondary school aged students continue their studies at LEA facilities.

The County Council is also the Children's Services Authority and has a duty to promote and improve the wellbeing of children under the Children Act 2004. The County Council is also required to facilitate nursery education. Where a need is identified contributions will be sought.

Methodology

The following outlines the LEAs general approach to Development Contributions, which is based on the requirement created by a particular development in a particular location.

Primary and Secondary

1. The Methodology takes into account:

- All planning applications will be considered.
- Applicable dwellings – All dwellings excluding 1-bed units of less than 56m² GIA and sheltered accommodation specifically for the elderly will be excluded from calculations.
- School capacities and forecast rolls assessed on
 - Primary schools within 2 mile radius of site
 - Secondary schools within 3 mile radius of site
- Inclusion of other known planning applications in the vicinity.
- Pupil Product Ratios (PPR's)
- Cost Multipliers
- Land acquisition costs are not included in the rate per dwelling.
- On substantial development sites (usually 300+ units) there may also be the requirement for a new school or multi functional site, to be provided at no cost to the LPA, KCC or LEA. Please refer to Appendix 1 for general details of site requirements.

2. The detailed calculation uses the following factors:

- Pupil Product Ratios (PPR's)

The likely pupil product from the subject development is calculated and an assessment made as to whether the local schools will be able to accommodate those pupils in the long term. The figures for new housing are the result of extensive research commissioned by the Strategic Authority and undertaken by MORI in 2005/2006. The Pupil Product Ratios are set out below.

	Flats	Houses
Nursery (3 –4 years old)	0.03	0.09
Primary (5 – 11 years old)	0.07	0.28
Secondary (12 – 18 years old)	0.05	0.20

These figures are calculated on the basis that not all children attend state schools, and that a proportion of pupils in new housing will already be local.

- Cost Multipliers

The following figures represent the average cost per pupil place, based on actual projects carried out by Kent LEA in the recent past. They may be subject to revision as and when necessary but at least annually to reflect changes in build costs.

Current costs per pupil place for 2007

Primary – extension*	£ 7,013.64
Primary - new build*	£ 12,148.49
Secondary - extension	£ 11,786.58
Secondary - new build	£ 22,199.26

Costs are subject to review as and when necessary but at least annually to reflect changes in build costs.

* These figures do not include the provision of nursery and/or multi-agency space

In this respect, alterations bought about by The Children's Act 2004 in relation to preventative care may necessitate additional requirements and build costs in order to provide the appropriate level of infrastructure and service. This will generally occur where new primary schools are required and will include provision of nursery and/or multi-agency space but may also apply where a school is being extended or space altered to provide the required facilities.

Where all applicable dwellings will make a contribution the above figures equate to a per dwelling rate as follows:-

Contribution rate per dwelling for 2007:

This is derived by multiplying the relevant PPR by the relevant cost per pupil place, all as indicated above.

	Flat	House
Primary – extension*	£ 490.96	£ 1,963.82
Primary – new build*	£ 850.39	£ 3,401.58
Secondary – extension	£ 589.33	£ 2,357.33
Secondary - new build	£ 1,109.96	£ 4,439.85

Costs are subject to review as and when necessary but at least annually to reflect changes in build costs.

* These figures do not include the provision of nursery and/or multi-agency space

In this respect, alterations brought about by The Children’s Act 2004 in relation to preventative care may necessitate additional requirements and build costs in order to provide the appropriate level of infrastructure and service. This will generally occur where new primary schools are required and will include provision of nursery and/or multi-agency space but may also apply where a school is being extended or space altered to provide the required facilities.

3. School Capacity Assessments

- All primary schools within a 2-mile radius and secondary schools within a 3-mile radius of the proposed development are assessed for capacity, current roll and forecast rolls over the long term. If there is no school within these distances then the nearest appropriate school(s) will be used.
- On occasions, a secondary school may be included even if further than 3 miles away, if it appears likely that it may be chosen by residents of the new development as the nearest appropriate school.
- These figures are valid for a period of 3 months from the date of issue by KCC and are subject to variation in respect of the timing, details of a specific proposal and costs.
- The radii are based on DfES criteria for appropriate walking to school distances and are also used when LEAs seek borrowing approval from the DfES for capital building projects.

3.2 Community Services

General Statement

The following outlines the general approach to development contributions for Community Services. The contributions will be used flexibly to make provision locally (within or near to new developments), and/or as part of larger town centre facilities, or in accordance with service strategy. The exact nature of new facilities will be subject to service strategy, consultation with local people, user patterns and the prevailing local circumstances. The opportunity to take advantage of multi-use design will be closely examined and followed whenever practicable. KCC welcome early discussions with developers and landowners in this respect.

It should be noted that South East Museum, Library & Archive Council (SEMLAC) have produced The South East Public Library Tariff, January 2007, which can be viewed on their web site www.semlac.org.uk. This was preceded by publications 1) Museum, Library & Archive Provision and new development in the South East, March 2005, and 2) Securing Developer Contributions for Museum, Library and Archive Facilities in the South East – Guidance Note, June 2005. KCC are considering the approach adopted by SEMLAC and will consider the merits of adapting the current methodology to reflect their recommendations.

3.2.1 Libraries

1. The methodology is district based and takes into account:

- All planning applications will be considered.
- Inclusion of other known planning applications in the District.
- Capacity and future requirements across the whole of the District (See general statement above).
- The Kent standard for a new stand-alone library is that it should serve a distinct community of at least 5,000 people.
- Land acquisition costs are not included in the rate per dwelling.
- On substantial development sites a new site/premises may also be required at no cost to KCC or the LPA. Please refer to Appendix 1 for general details of site requirements.
- The Community Services General Statement above.

2. The detailed calculation uses the following factors:

- A service requirement of 23m² net of public library space per 1,000 population, based upon the draft National Library Standard, plus circulation and non-public areas.

Parking space will be required generally in accordance with national and/or recognised standards.

- Building costs are based upon the RICS BCIS Tender Price Index and new build prices.
- Fitting out costs including furniture, fittings, technology etc are based upon current fitting out costs of new provision in Kent.
- New book stock based upon National Library Standard 17 - 216 items of book stock per 1,000 population, with the average price of new books taken from the Holt Jackson review of new book prices paid by Public Libraries.

Contribution rate per dwelling for 2007

Costs are subject to review as and when necessary but at least annually to reflect changes in build costs.

£ 216.00

3.2.2 Adult Education

To provide a wide range of educational opportunities to enable adults, their families and communities to develop and succeed through learning.

1. The methodology is district based and takes into account:

- All planning applications will be considered.
- Inclusion of other known residential planning applications in the District.
- Capacity and future requirements will be assessed across the whole of the District, based on KCC full time adult education facilities.
- Land acquisition costs are not included in the rate per dwelling.
- On substantial development sites a new site/premises may also be required at no cost to KCC or the LPA. Please refer to Appendix 1 for general details of site requirements.
- The Community Services General Statement above.

2. The detailed calculation uses the following factors:

- The number of enrolments in the full time facilities within the District, converted to full time equivalent students.
- A requirement for 70 m² for 30 full time students, based on the DfES standard for a general teaching classroom, plus circulation and non-public areas.
- The adult population participation rate in adult education for Kent.
Parking space will be required on a per staff/student basis in accordance with national standards and/or recognised standards.
- Building costs are based upon the RICS BCIS Tender Price Index and new build prices.
- Fitting out costs including furniture, fittings and technology etc., based upon current fitting out costs of new provision in Kent.

Contribution rate per dwelling for 2007

Costs are subject to review as and when necessary but at least annually to reflect changes in build costs.

£ 165.50

3.2.3 Youth & Community

1. The methodology takes into account:

- All planning applications will be considered.
- Applicable dwellings – all dwellings excluding 1-bed units of less than 56m² GIA and sheltered accommodation specifically for the elderly will be excluded from calculations.
- Inclusion of other known planning applications in the vicinity.
- Capacity and future requirements will be assessed within a 3-mile radius of the proposed development site.
- Land acquisition costs are not included in the rate per dwelling.
- On substantial development sites a new site/premises may also be required at no cost to KCC or the LPA. Please refer to Appendix 1 for general details of site requirements.
- The Community Services General Statement above.

2. The detailed calculation uses the following factors:

- The current average level of attendance per session within the 3 mile radius.
- Minimum 400 m² plus circulation, back office areas and external hard play/sports area. Where static facilities are not considered appropriate alternatives will be considered ie mobile units, outreach facilities etc.
- Young Person Product Ratio (YPPR) of 0.05 applied per flat and 0.20 per house, equal to the Pupil Product Ratio (PPR) for secondary schools. This figure may be reviewed in line with the Education figure.
- Young Person Contact Ratio (YPCR) of 0.25 applied to the YPPR for the 13-19 age group attendees.
Parking space will be required on a per m² basis in accordance with national and/or recognised standards.
- Building costs are based upon the RICS BCIS Tender Price Index and new build prices.
- Fitting out costs including furniture, fittings and technology etc., based upon current fitting out costs of new provision in Kent.

Contribution rate per dwelling for 2007

Costs are subject to review as and when necessary but at least annually to reflect build costs.

£ 798.00 per house
£ 199.50 per flat

3.3 Adult Social Services

Adult Social Services support older people and people with learning/physical disabilities or mental health problems and the relatives or friends who care for them. Given the ageing population and improvements in medical interventions, the proportion of the Kent population needing some support is growing. The way in which services are delivered is going through a process of transformation. In response to Government guidelines and service user choice the presumption has to be for contributions to be used to contribute towards multi-agency, integrated community facilities (eg Health and Social Care centre; Community Centre; extended school), rather than “stand alone” social care services. The need for these links has been driven and reinforced by the Government’s White Paper “Our Health, Our Care, Our Say” which sets out the national vision of more effective health and social care services outside hospitals.

Methodology

The following outlines the County Council’s approach and identifies the capital build contribution needed based on the requirement created by a particular development.

1. The methodology is county based and takes into account:

- All planning applications will be considered
- MORI survey and population/household forecast elements, setting out the relationship (ratios) between new housing and likely resulting population.
- Kent County Council’s own service user population data which enables the identification of the proportion of population who require services (ie the prevalence)
- The above factors are combined to identify the likely number of service users per dwelling, by each client group.
- The formula has been based on new models of residential and day care. Potential service users are then factored in reflecting typical capacity of these models of care. However, the resulting financial contributions may not be used prescriptively to build these models, but to build multi-agency community facilities.
- Land acquisition costs are not included in the rate per dwelling.
- On substantial new developments, new sites may also be required at no cost to KCC or the LPA. Please refer to Appendix 1 for general details of site requirements.

2. The detailed calculation uses the following factors:

- **Population Ratio (Population ('yield') for a given new house build)**

From the MORI survey, the population recorded in **new** households was split into age groups 65+ and 18 to 64, This is expressed as population per household figure is the **Population Ratio** by the two age groups (see below).

The Population Ratio calculated as outlined above can now be used to predict the population 'yield' (or forecast) with any planned housing build input.

KCC Area

The yield for 65+ is 0.17 (a) - lettering here is to assist calculation
The yield for 18-64 is 1.67 (b)

- **Client Ratio (Clients for a given population)**

Current prevalence rates are identified for the three client categories with appropriate sub categories within each are:

Older Persons (65+)	Learning Disability (18-64)	Physical Disability (18-64)
<i>Voluntary Organisations Residential Nursing</i>	<i>Voluntary Organisations Residential</i>	<i>Voluntary Organisations Residential</i>

Prevalence rates are:

Older Persons (65+)	0.0416 (x)	-Residential 0.0130 -Nursing 0.0058 -Daycare 0.0228
Learning Disability (18-64)	0.0029 (y)	-Residential 0.0013 -Daycare 0.0016
Physical Disability (18-64)	0.0011 (z)	-Residential 0.0003 -Daycare 0.0008

The resultant Client ratios 'per new dwelling' are:

Older Persons (65+)	0.0072 (ax)	Clients per Dwelling
Learning Disability (18-64)	0.0048 (by)	Clients per Dwelling
Physical Disability (18-64)	0.0018 (bz)	Clients per Dwelling

Therefore, the overall yield per new dwelling for the full range of Adult Services is:

0.0138 (ax)+(by)+(bz) Clients per Dwelling

- **Cost Multipliers**

Models of care fall into two types of Capital Projects below **1. (65+)** and **2. (18-64 L&PD)**:

Capital Projects	Client Categories
1. Social Care Centre (65+) i)a. 20 Residential Long Term Stay Beds i)b. 15 Short Term Stay Beds (120 people*) i)c. Five Flats, Independent Living (40people*) ii). One Daycare (20 Capacity for 40 people*)	OP Residential + OP Nursing OP Residential + OP Nursing OP Residential + OP Nursing OP Daycare
2. (18-64 L&PD) i) Four Independent Living Centres (8 people*)	LD + PD Residential
ii) Satellite Centre (10 people)	LD + PD Daycare

* Number of people which buildings will support over a year.

If a contribution needs to be sought, each client place is costed per new dwelling as indicated below, based upon the above Capital Project schemes of delivery.

1. For 65+ clients	£ 1,023.57
2. For 18-64 L&PD clients	<u>£ 329.19</u>
Total	£ 1,352.76

Contribution rate per dwelling for 2007:

This evaluates to the rate per dwelling for all services (if required) of:

£ 1,352.76

Costs are subject to review as and when necessary but at least annually.

3.4 Highways

The County Council is the Highway Authority for all adopted roads in the county other than trunk roads, which are the responsibility of the Highways Agency. The County Council is also the Local Transport Authority, responsible for the preparation and implementation of the Local Transport Plan, a Bus Strategy, and a Bus Information Strategy, the co-ordination of integrated transport in the county and the procurement/support of local bus services to meet the needs of the area. Direct provision of facilities and “soft” support are equally important and will be considered where appropriate.

KCC works closely with the District planning authorities and contributions or direct provision are usually secured through S106 (Town and Country Planning Act 1990) and S278 (Highways Act 1980) agreements or through planning obligations and unilateral agreements as appropriate.

A broader approach to more sustainable transport issues is being followed increasingly to provide local solutions such as better walking, cycling and public transport. Contributions may also be required for the “softer” options such as improved bus services, car clubs and other solutions identified in developers travel plans to mitigate the effect of traffic. These may be considered in the context of off-setting any contribution that would otherwise be required to increase highway capacity.

In the past Kent Highways has treated each development on a site by site basis when calculating developer contributions for highway infrastructure improvements. However this has made it very difficult for land owners, developers and the highways team to make an early assessment of typical contribution costs. This has been especially problematic when the issue of commuted sums has arisen; however in line with other county councils Kent Highway Services is developing a more simpler tariff approach for development contributions that will apply to all developments both residential and non-residential. Details of this tariff scheme will be consulted on as soon as possible. Developers who have used these schemes elsewhere in the country are encouraged to use them in negotiations as a step towards assessing the contributions that could be sought.

HIGHWAYS

Please note all planning applications will be considered and indicative costs are outlined below:-

- Based on standard design materials which may not be acceptable in some circumstances such as Conservation Areas or Areas of Outstanding Natural Beauty and, therefore, costs may be greater.

- Subject to change depending on the local conditions and substantial increase where service diversion works/improvements etc are required, as these costs are not in KCC’s control.
- Technical assessment fees. These may be the actual costs incurred or a fixed fee, usually 8% of the estimated cost.
- Additional costs in respect of “softer” options such as improved bus services, car clubs and other solutions identified in developers travel plans.

Crossings

▪ Zebra	£ 10,000
▪ Pelican	£ 30,000 - £ 50,000
▪ Puffin	£ 35,000 - £ 55,000
▪ Toucan	£ 35,000 - £ 65,000
▪ Pegasus	£ 95,000

Junction Improvements

▪ Roundabouts	
▪ (Mini)	£ 5,000 - £ 20,000
▪ (Major)	£ 200,000 - £ 500,000
▪ Traffic Signals	£ 50,000 - £ 70,000

Roads

▪ Typical Estate Road. (5.5 m wide)	£ 600 - £ 1,000/metre run
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Cycleways/footways/footpaths

▪ Typical	£ 100 - £ 200/metre run
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3.5 Summary of Contribution Figures

Contribution Levels as at February 2007

Unless otherwise indicated, costs are per dwelling as at February 2007 and are reviewable as and when necessary, but at least annually to reflect changes in build costs.

CHILDREN, FAMILIES AND EDUCATION (per dwelling):

	Flat	House
Primary – extension*	£ 490.96	£ 1,963.82
Primary – new build *	£ 850.39	£ 3,401.58
Secondary – extension	£ 589.33	£ 2,357.33
Secondary - new build	£ 1,109.96	£ 4,439.85

* These figures do not include the provision of nursery and/or multi-agency space

In this respect, alterations brought about by The Children’s Act 2004 in relation to preventative care may necessitate additional requirements and build costs in order to provide the appropriate level of infrastructure and service. This will generally occur where new primary schools are required and will include provision of nursery and/or multi-agency space but may also apply where a school is being extended or space altered to provide the required facilities.

COMMUNITY SERVICES (per dwelling):

	Flat	House
Libraries and Archives	£ 216.00	£ 216.00
Adult Education	£ 165.50	£ 165.50
Youth and Community	£ 199.50	£ 798.00

ADULT SOCIAL CARE SERVICES (per dwelling):

Care services for adults of all ages including those with learning and/or physical disabilities		£ 1,352.76
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Appendix 1 – General requirements for the transfer of a site

The following is a general list of requirements for information purposes but it is not exhaustive as every site is different. Unless otherwise advised by KCC the site will be close to public transport and form part of the Community Hub.

1. The developer/landowner to provide site investigation report and to transfer free from: contamination (including radiation), ordnance, rubbish, any adverse soil conditions or occupation, and above flood plain.
2. The County Council to be granted a Licence for access onto the site, prior to transfer for the purpose of surveying and carrying out technical investigations.
3. The site to be suitable for purpose.
4. The site to be level, regular-shaped and undivided (ie a single unit with no public footpaths crossing the site).
5. The site to be clearly pegged and fenced to the satisfaction of the County Surveyor and co-ordinates provided prior to completion of the transfer.
6. The site to be conveyed for the nominal consideration of £1 with full title guarantee and vacant possession with no onerous covenants.
7. An adopted highway (or highway capable of being adopted) to be available up to a suitable point on the site boundary, and a suitable alternative vehicular access to be provided on a temporary basis, if needed.
8. Adopted services to be provided up to the site of sufficient capacity and depth to accommodate the maximum potential requirements of the proposed user without mechanical aid upon transfer.
9. No mobile phone masts, overhead cables etc within 100-250m of the site and where possible the developer/landowner to impose a covenant that none will be erected within this distance of any site boundary.
10. Rights to enter so much of the adjoining land within the ownership of the developer/landowner as is reasonably necessary to carry out construction works on the site. The County Council to be responsible for making good any disturbance caused to the reasonable satisfaction of the adjoining owner in the exercise of these rights.
11. The landowner to be responsible for the County Council's legal costs and surveyor's fees together with administrative costs incurred in negotiating and completing the Section 106 Agreement and taking transfer of the land and the granting of any easements/licences.
12. A plan of the site to a scale of 1:1250 to be supplied prior to transfer showing site levels, access, boundaries and details of any adjoining development.

Appendix 2 – County Council and District Council Contact Points**Kent County Council Contacts for General Enquiries**

Kent Highway Services Only	Alan Ash	Tel: 08458 247247 Email: alan.ash@kent.gov.uk
Mouchel Parkman Property Services	Allan Gilbert	Tel: 01622 772917 Email: Allan.gilbert@mouchelparkman.com
Development Contributions Manager	Paul Campion	Tel: 01622 221346 Email: paul.campion@kent.gov.uk

District Council Contacts for General Enquiries

Ashford Borough Council	Planning and Development Department	Richard Alderton (Strategic Planning Manager)	Tel: 01233 330239 Email: richard.alderton@ashford.gov.uk
Canterbury City Council	Development Services Division	Chris Lewis (Development Control Manager)	Tel: 01227 862166 Email: Chris.Lewis@canterbury.gov.uk
Dartford Borough Council	Planning Department	Alec Lauder	Tel: 01322 343239 Email: alec.lauder@dartford.gov.uk
Dover District Council	Planning Department	Tim Fisher	Tel: 01304 872461 Email: Tim.Fisher@dover.gov.uk
Gravesham Borough Council	Planning and regeneration Department	Kevin Burbidge	Tel: 01474 564422 Email: Kevin.burbidge@gravesham.gov.uk
Maidstone Borough Council	Planning and Development Control Department	Rob Jarman (North)/Liz Fisher (South)	Tel: 01622 602736 Email: Developmentcontrol@maidstone.gov.uk
Sevenoaks District Council	Community and Planning Services	Gilian MacInnes	Tel: 01732 227000 (General switchboard) Email: Gilian.MacInnes@sevenoaks.gov.uk

Shepway District Council	Planning Department	Sue Yates (Development Control Manager)	Tel: 01303 853456 Email: Sue.Yates@shepway.gov.uk
Swale Borough Council	Planning and Building Contribution Services	Phil Taylor	Tel: 01795 417306 Email: Phil.Taylor@swale.gov.uk
Thanet District Council	Planning and Building Control	Brian White (Secretary Helen Wing)	Tel: 01843 577010/ 01843 577007 Email: brian.white@thanet.gov.uk
Tonbridge & Malling Borough Council	Planning and Transportation	Lindsay Pearson	Tel: 01732 876256 Email: lindsay.pearson@tmbc.gov.uk
Tunbridge Wells Borough	Planning Services	Simon Rowberry	Tel: 01890 545449 Email: planningcomments@tunbridgewells.gov.uk

A number of Kent local planning authorities have prepared more detailed advice for further assistance which is also available on request.

[If you have any queries regarding the contents of this Guide please contact us.](#)

Appendix 3 – Example Calculation of Required Development Contributions

This appendix presents a worked example for a **hypothetical** development for KCC services and is, therefore, for illustrative purposes only. It does not include the requirements for the Districts or other agencies and excludes fees. Other considerations in respect of KCC services such as waste management, archaeology etc. will, where appropriate, be considered on a site by site basis.

Example Development Proposal

Development site consisting of 150 dwellings, of which 100 are houses, 10 are 1 bed flats, 20 are 2/3 bed flats and 20 are sheltered accommodation specifically for the elderly.

Transport Requirements

Improve pedestrian access to the site (pedestrian islands/refuges)	£11,000.00
Improve cycle access to the site (toucan crossing)	£60,000.00
Improve bus access to the site	
▪ Provision of bus stops	£11,000.00
▪ Enhanced bus service to the town centre and railway station (cost capitalised over three years)	£30,000.00
▪ Works to highway to accommodate increased traffic (mini roundabout + traffic signals)	£80,000.00
Transport Costs – sub total	<u>£192,000.00</u>

Children, Families and Education Requirements

The development will impact on existing nursery education, primary and secondary school capacity. Therefore, the expansion of existing schools will be required, although in this case no new land is required to facilitate the additional pupil places. There are no identified capacity problems for special needs or sixth form provision.

The 10 one bedroom flats and 20 sheltered units included in the scheme are discounted from the calculations as they are unlikely to accommodate children of school age.

Nursery Education

Facilities will generally be provided where new primary schools are required and will include provision of nursery and/or multi-agency space but may also apply where a school is being extended or space altered to provide the required facilities.

Primary School Places

100 x Houses @ £1,963.82 per dwelling	£196,382.00
20 x two/three bedroom flats @ £490.96 per dwelling	£ 9,819.20

Secondary School Places

100 x Houses @ £2,357.33 per dwelling	£235,733.00
20 x two/three bedroom flats @ £589.33 per dwelling	£ 11,786.60

Education Costs – sub total **£453,720.80**

Community Services Requirements**Libraries**

The development will impact upon existing community library provision. Therefore, a contribution towards enhanced facilities will be required although in this case no new land is required to facilitate the additional provision.

Library Provision

150 dwellings @ £216.00 per dwelling	£32,400.00
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Library Costs – sub total **£32,400.00**

Adult Education

The development will impact upon existing community adult education provision. Therefore, a contribution towards enhanced facilities will be required although in this case no new land is required to facilitate the additional provision.

Adult Education Provision

150 dwellings @ £165.50 per dwelling	£24,825.00
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Adult Education Costs – sub total **£24,825.00**

Youth & Community

The development will impact upon existing Youth & Community provision. Therefore, a contribution towards enhanced facilities will be required although in this case no new land is required to facilitate the additional provision.

Youth & Community Provision

100 x Houses @ £798.00 per dwelling	£79,800.00
20 x two/three bedroom flats @ £199.50 per dwelling	£ 3,990.00
Youth & Community Costs – sub total	<u>£83,790.00</u>

Adult Social Services

The development will impact upon existing Adult Social Services provision. Therefore, a contribution towards enhanced facilities will be required although in this case no new land is required to facilitate the additional provision.

Adult Social Services Provision

150 dwellings @ £1,352.76 per dwelling	£202,914.00
Adult Social Services – sub total	<u>£202,914.00</u>

Summary of Overall Requirements

Transport Costs – sub total	£192,000.00
Education Costs – sub total	£453,720.80
Library Costs – sub total	£32,400.00
Adult Education Costs – sub total	£24,825.00
Youth & Community Costs – sub total	£83,790.00
Adult Social Services – sub total	£ 202,914.00
<u>TOTAL</u>	<u>£989,649.80</u>

By: Roger Gough, Cabinet Member for Regeneration and Supporting Independence
Pete Raine, Strategic Director, Environment and Regeneration

To: Cabinet

Date: 12th March 2007

Subject: Kent Prospects 2006 to 2012 – Final Draft

Classification: Unrestricted

Summary: To invite comment on the final draft of Kent Prospects, the Kent Partnership's countywide economic development and regeneration framework.

For Decision

1. Introduction

- 1.1 Kent Prospects was first produced in 1996 as a 10 year countywide framework to guide economic development and regeneration activity, with this updated in 2002 to take it through to 2006. Kent Prospects was reviewed during 2006 to roll it forward to 2012. This has taken place within the context set by the Kent Partnership's Community Strategy – the Vision for Kent. Kent Prospects 2006 to 2012 will be owned by the Partnership, and provide a further level of detail to support delivery of the Vision's, the Kent Agreement's, and KCC's Towards 2010 aspirations for developing Kent's economic prosperity. The Kent Commitment also provides a key mechanism driving the delivery of Kent Prospects.
- 1.2 Cabinet considered and approved a consultation draft of Kent Prospects at its meeting of 6th March 2006, in advance of it being circulated for wider stakeholder consultation from March to July 2006.

2. Review and Consultation Process

- 2.1 The review of Kent Prospects has involved key stakeholders, been led by KCC and overseen by a multi-agency Kent Prospects Advisory Group (KPAG). In addition to the Vision for Kent and Kent Agreement, it has drawn on partner plans and strategies, KCC plans, activity and material, including KCC's Towards 2010 programme, Kent and Medway Structure Plan, Local Transport Plan, and the Supporting Independence Programme.
- 2.2 The March to July 2006 stakeholder consultation involved circulating a consultation draft to a wide range of organisations and individuals. These included - Kent Partnership organisations; Local Authorities; Economic Development Agencies (SEEDA, Locate in Kent, Business Link Kent, Learning and Skills Council); Kent and Medway Economic Board (now reformed as the Kent Economic Board); Area Partnerships; Thames Gateway and Ashford Local Regeneration Partnerships; Business Organisations; KCC Members, Directorates and colleagues; the voluntary, community and social enterprise sectors; Vision for Kent workshop participants; and skills bodies. A range of meetings and workshops were also held in association with – the Federation of Small Business; Kent & Medway Learning Partnerships; Learning and Skills Council, skills and training providers; West Kent Partnership; East Kent Partnership; Channel Corridor Partnership; Thames Gateway Kent Partnership; Swale Economic Forum; and Kent Economic Development Officers Forum.

- 2.3 Over 40 written responses were received through the consultation process along with a range of comments and suggestions received at meetings and workshops, and these have now been taken on board in the final draft of Kent Prospects.
- 2.4 The final draft of Kent Prospects 2006 to 2012 has been circulated. Its foreword and executive summary is attached (annex 1). Comments from Cabinet will be taken into account in the production of the published version of the document. The final draft will also be considered at an appropriate meeting of the Kent Partnership.
- 2.5 Subject to the views of Cabinet and the Kent Partnership, the published version of Kent Prospects 2006 to 2012 will be made available during April 2007.

3. Kent Prospects 2006 to 2012 – Final Draft

- 3.1 A key Kent Prospects aim is to outline a framework to influence, guide and co-ordinate Partners' delivery of economic development and regeneration activities. Its purpose is not to provide a detailed and prescriptive listing of initiatives and projects, with this fine grain of detail to be considered by accompanying action plans and partners' own operational frameworks.
- 3.2 The framework's 4 key objectives and their 26 associated priorities are listed as follows:

Strengthen Kent's accessibility, Infrastructure and connections by investing in:

Infrastructure and integrated transport
 Kent's gateway location
 ICT , broadband and wireless infrastructure
 Environmental infrastructure, utilities and services

Develop growth and regeneration opportunities by focussing on:

The Thames Gateway Kent and Ashford growth areas
 The coastal area and towns
 Major and principal urban centres across Kent including the Maidstone growth point
 Rural areas and communities
 Supporting Independence, community & neighbourhood renewal
 The social economy and social enterprise
 2012 Olympics and Paralympics, sporting and cultural events
 Changing perceptions of Kent

Promote enterprise and competitiveness and market opportunities to develop:

Jobs and skills opportunities
 Cluster, sector and market opportunities
 Tourism opportunities
 Inward investment opportunities
 Enterprise and SMEs
 An innovation culture
 Sites and premises
 A culture of enterprise through education
 Global and European links

Develop pathways to sustainable prosperity to create:

Quality design, construction and pragmatic approaches to sustainability
 Sustainable consumption and resource efficiencies
 Sustainable enterprise and market opportunities
 A carbon neutral economy
 Improved capacity and skills

4. Strategic Overview, Delivery and Monitoring

- 4.1 The Kent Partnership through the Kent Economic Board (KEB) will have strategic overview of Kent Prospects. In this regard, key issues and opportunities will be addressed through KEB's 4 task groups on skills, enterprise, infrastructure and spending priorities.
- 4.2 Kent Prospects delivery will be broken down into three 2-year action plan cycles (2006 to 2008; 2008 to 2010; 2010 to 2012). The first cycle feeds into the Kent Agreement's 2005 to 2008 timescale, with the second and third to contribute to Kent Agreement '2' (from 2008 onwards). KEB through its 4 task groups will have the lead role in co-ordinating the development of action plans.
- 4.3 Progress will be tracked through the Kent Prospects monitoring framework. This will review how Kent's economy is performing in regional and national comparisons, using key performance indicators, targets and benchmarks. Full bi-ennial progress reports will be produced, along with more frequent bulletins as and when data becomes available from national and local sources.

5. Towards 2010

- 5.1 KCC's Towards 2010 programme and action plans will make a major contribution to the delivery of Kent Prospects through its focus on achieving goals related for example to – promoting economic success and increasing prosperity for Kent through business growth and job creation; transforming education; reducing traffic congestion; Improving health and quality of life; promoting environmental excellence and high quality homes.
- 5.2 A draft leaflet on how KCC is making its Kent Prospects contribution is attached (annex 2) for information.

6. The Kent Commitment

- 6.1 Local Government Leaders have drawn up the 2007 Kent Commitment, which includes a statement of intent to provide more clout to enable economic growth and regeneration opportunities in each part of the county, by effectively combining the decisions and resources held by national and regional bodies with those of KCC and the District Councils. Government also has a key role to play by providing the county with a fair share of infrastructure funding to support developments in the Thames Gateway, Ashford growth area and key locations across Kent.
- 6.2 Kent Prospects provides a further level of detail to support actions driven by the Kent Commitment.

7. SEEDA's Regional Economic Strategy (RES) 2006 to 2016

- 7.1 During the Kent Prospects consultation and drafting process, SEEDA updated their Regional Economic Strategy (RES) to take it forward from 2006 to 2016. The Kent Prospects review process has therefore been used as a mechanism to ensure SEEDA are aware of county issues and opportunities. The final version of the RES was endorsed by SEERA during September 2006.

8. 2007 to 2013 European Union (EU) Structural Fund Programmes

8.1 New arrangements for 2007 to 2013 EU Structural Funds commenced on the 1st January 2007, with their focus informed by the EU's Lisbon Agenda on improving Europe's competitiveness through enterprise, jobs and innovation, and a general shift of funding to Eastern Europe. The Kent Prospects review has informed a county response to the UK Government's National Strategic Reference Framework (NSRF) (the NSRF outlines how the Government intends to allocate structural funds across the UK). Kent Prospects has also helped shape thinking on new structural fund opportunities related to competitiveness, skills, innovation and Intra-regional co-operation (Interreg). Kent Prospects can also be used to guide the development of future project and funding proposals.

8. Recommendations

8.1 Cabinet members are asked to note the timetable for producing the published version of Kent Prospects 2006 to 2012

8.2 Cabinet members are invited to provide comments on the final draft of Kent Prospects.

Background Papers

Kent Prospects 2006 to 2012 (Final Draft)

The Vision for Kent

Towards 2010

Contact: Steve Arnett (01622) 221938

Annex 1

Kent Prospects 2006 to 2012 Produced by the Kent Partnership

Foreword

I am pleased to present Kent Prospects 2006 to 2012, which sets a course of action to secure Kent's future economic success, including growth and regeneration opportunities. Partners in this endeavour include our businesses, public sector bodies and communities.

I believe Kent's economy has great scope to flourish and that our gateway location at the heart of the UK's links with mainland Europe offers unique competitive advantage. Strengthening accessibility, keenly priced land and business premises, our skills and capacity for innovation, all re-enforce Kent's position as the UK's premier business location.

Kent needs to attract investment and make better use of our resources if we are going to lift economic performance and encourage success. To this end Kent's Local Government Leaders have drawn up the 2007 Kent Commitment. This includes a statement of intent to provide more clout to enable economic growth and regeneration opportunities in each part of the county, by effectively combining the decisions and resources held by national and regional bodies with those of Kent County Council and the District Councils. Government also has a key role to play by providing the county with a fair share of infrastructure funding to support developments in the Thames Gateway, Ashford growth area and key locations across Kent.

A wide range of organisations and members of the business community helped to shape Kent Prospects priorities during the 2006 review and update process. Partners also provided invaluable contributions to the 2005/06 review of the Kent Partnership's community strategy, the Vision for Kent. Kent Prospects serves as the Vision's detailed economic development and regeneration framework. Our thanks therefore go out to all those involved for their support and continuing dedication to ensure Kent secures economic success and prosperity for all of its communities.

Paul Carter
Kent Partnership Chairman and Leader of Kent County Council

Executive Summary

Kent is a place with prospects. It has a gateway location serving UK and European markets; a distinct economy and diverse range of businesses in established and knowledge based sectors; and outstanding natural environment and quality of life. New infrastructure investment and in particular the start of CTRL domestic services in 2009 will mean a step change in accessibility. Coupled with new opportunities in the Thames Gateway and Ashford, coastal towns, key locations and in rural areas, this offers major scope to lift the county's economic performance.

A Great Location

Kent is the busiest gateway serving Europe's population of over 450 million and the UK, with the Channel Tunnel Rail Link (CTRL) and International ports providing easy connections to the 'London – Paris – Brussels' triangle. The county is by no means just a place to pass through. The Thames Gateway and Ashford growth areas; outstanding natural environment, coastline and rural areas; diverse cultural heritage; high quality of life; and rich variety of cities, towns, ports and villages - make the county a place hard to beat for working, living and leisure.

A Distinct Economy

Kent has an economic fabric and history that sets it apart from the South East. Industry developed through shipyards, coalfields and the role of tourism in the growth of Canterbury and the coastal towns. But it is the county's rural nature, hop fields, horticulture and fruit growing, that created the view of Kent as the Garden of England.

In common with many areas, older industries have declined or evolved as market conditions changed. In response, established businesses and sectors have diversified and grown, new companies have come to Kent, and a new knowledge and service based economy has taken root. This has been supported by considerable infrastructure investment over the past 10 to 15 years, including the CTRL, M20, M2, the second Swale crossing, Kent International Airport, FASTRACK in the Thames Gateway, the Leybourne bypass, and strategic business locations like Kings Hill.

A growing network of global companies, along with small and medium sized enterprises (SMEs), is at the forefront of change in the local economy. When combined with proximity to London, this means a county open to the global influences that increasingly shape business, market and job opportunities, whether through supply chain networks, inward investment, or commuting. The land based sector also remains a vital part of the county's future prosperity.

A Place with Prospects

Future prospects for Kent's economy have never been better. The 2007 opening of the CTRL International station at Ebbsfleet and adjacent Thames Gateway developments will accommodate 20,000 jobs over the next 20 years, whilst Ashford will double in size and provide space for 28,000 jobs by 2030.

The commencement of CTRL domestic services during 2009 will increase access to London, with journey times of 17 minutes from Ebbsfleet, 37 minutes from Ashford, less than an hour from Canterbury, and times reduced by a half from the coastal towns of Margate, Ramsgate, Dover and Folkestone – placing them in easy reach of London.

East Kent and the coastal towns are developing masterplans, attracting investment for regeneration projects, and are exploring opportunities linked to the development of tourism and the visitor economy, creative and cultural industries, and the knowledge base (e.g. universities, research centres, science and technology businesses). Business infrastructure is also improving across Kent, to support the development of local SMEs and attract inward investment.

Kent's land based economy also has an exciting opportunity to respond to emerging markets for local produce, bio-fuels and other non-food crops.

In addition, the 2012 Olympics and Paralympics offers further potential to enhance Kent's gateway location serving the UK, London and Europe.

All of these factors combine to make Kent the 'go to county' and a unique proposition in UK, European and global terms, for the development of enterprise, innovation, jobs and communities.

Economic Performance and Progress

Kent is only part of the way to realising its full potential. This is highlighted by a 10-year trend review (1996 to 2006) of the economy, and national and regional comparisons. A relatively good countywide performance is recorded on job creation, enterprise development and employment rates. Employment grew by 56,700 from 1996 to 2004, and inward investment has on average created 1,800 jobs each year since 1997. Kent's home-grown and small businesses, accounting for 98% of the stock, also continue to thrive. Higher education and research opportunities have also grown.

On other economic indicators, for example skills, the knowledge economy and Gross Value Added (GVA) per head, Kent's performance falls below that of the trend set by the South East and national economies. A wider range of socio-economic indicators also shows that Kent's coastal area and towns contains some of the highest concentrations of multiple deprivation in the South East. Kent's economy therefore displays a mix of success, disparity, disadvantage and opportunity.

The county's good performance on jobs and enterprise growth has to be further cultivated. Trend data also indicates the KCC area is beginning to close the knowledge economy and skills gap in national comparisons, but a persistent gap remains when compared to the South East, particularly on GVA performance. Over time however, more knowledge based jobs and higher skills should have a positive influence on this indicator.

Kent has great scope to grow and flourish and positive economic indicators are demonstrating this, especially when compared to the problems of success encountered by the inner south east and M4 corridor. The county's strengthening accessibility and strategic location supports a growing business community. Its high quality of life and environment, knowledge base and people serve as key assets to underpin future

investment and prosperity. Government, public sector agencies and the private sector need however, to continue to commit to high levels of infrastructure investment, to enable Kent to achieve economic development and regeneration opportunities, particularly in the growth areas.

Challenges and Opportunities

To ensure Kent's economy, communities and people prosper in a fast changing world, strengths and opportunities have to be cultivated, weaknesses and threats addressed.

The local economy is a multifaceted and dynamic entity, open to global influences and changes in the wider economy. So public sector and partnership interventions have to be gauged against how they will improve the county's preparedness to adapt to change and respond to opportunities. In this regard, stakeholders have identified a range of priority challenges and opportunities that need to be addressed during the period to 2012:

Developing Kent's Infrastructure: this means lobbying Government and public sector agencies for timely infrastructure investment; tackling congestion; working in partnership with the private sector on new funding sources; and assessing options for major infrastructure projects.

Development of growth and regeneration opportunities in the Thames Gateway and Ashford, coastal towns and major urban centres across Kent: this means securing infrastructure investment, and creating high quality places for communities, businesses and visitors, and promoting skills, enterprise and job opportunities.

Promotion of cluster and sector opportunities: this means linking growth area, regeneration, market, supply chain, and 2012 opportunities to key sectors. These include - creative, media and cultural industries; construction; tourism and the visitor economy; environmental technologies and eco-enterprise; marine, aviation, transport and port industries; land based industries and biodiversity; life sciences, pharmaceuticals and bio-technology; financial and business services.

Closing the skills gap between Kent, the UK and the South East: this means promoting a learning culture and the development of pre-vocational, vocational, further and higher education opportunities, targeted on employer needs, key market and sector opportunities.

Closing the productivity gap between Kent, the UK and the South East: this means promoting vigorously innovation; the development and attraction of high quality jobs; the development of graduate job opportunities; and promotion of learning and skills opportunities across public, private, voluntary and community sectors.

Responding to globalisation: this means making more of Kent's gateway location, and further investment in Kent's business sites, premises, learning and research facilities, international ports and airports.

Ensuring the local economy can respond to change and opportunities: this means supporting the growth of local SMEs and the development of a culture of enterprise and innovation across the county's public sector organisations.

Strengthening the rural economy: this means supporting new opportunities linked to non food crops; promoting local food production; development of traditional and craft based industries and skills; the development of knowledge intensive activities; and development of tourism opportunities.

Supporting Independence through partnership working with communities: this means increasing Kent's disadvantaged and deprived communities' access to learning, skills and job opportunities, and community facilities.

Responding to environmental and climate change issues: this means promoting economic development and regeneration opportunities that support the growth of new markets and pragmatic approaches to sustainability; enhance environmental quality; create better designed and more energy efficient buildings; address water scarcity; and increase skills levels.

What will Kent Prospects Do?

Kent Prospects 2006 to 2012 provides the Kent Partnership's framework for influencing, guiding and co-ordinating the delivery of stakeholders' economic development and regeneration activities. In doing so it

adds a further level of detail to the Partnership's Community Strategy – the Vision for Kent. It also helps shape actions related to the Kent Commitment and its focus on promoting economic growth and regeneration opportunities in each part of the county; Kent County Council's Towards 2010 commitments; the Kent Agreement 1 (2005 to 2008) and 2 (from 2008); the Kent Economic Board's priorities; and SEEDA's Regional Economic Strategy.

A key aim is to focus attention on actions that unlock constraints and enable the achievement of Kent's considerable array of economic development and regeneration opportunities.

Annex 2

Kent County Council's Contribution to Kent Prospects (Draft Leaflet text: 5th February 2007)

Introduction (by Paul Carter)

The Kent Partnership has produced a welcome and wide ranging economic development and regeneration framework to guide local, regional and national partners' activities from 2006 to 2012.

Kent County Council is determined to lead the way in addressing the challenges and opportunities facing the economy, our businesses and people. Working with our partners to achieve common goals is however vital if we are to succeed in growing Kent's potential as the UK's premier business location. To this end, Local Government leaders have drawn up to the 2007 Kent Commitment. This includes a statement of intent to provide more clout to enable economic growth and regeneration opportunities in each part of the county, by effectively combining the decisions and resources held by national and regional bodies with those of Kent County Council and the District Councils.

I believe Kent's economy has great scope to flourish and that our gateway position at the heart of the UK's links with mainland Europe offers unique competitive advantage. Strengthening accessibility, keenly priced land and business premises, and Investment in the county's skills base, all re-enforce our capacity to attract and develop jobs, business and innovation. Investment is vital if we are to achieve further success. I am therefore actively lobbying Government to provide a fair funding share to enable Kent to meet its growth and regeneration challenges.

In this leaflet I outline how KCC is making its contribution to Kent Prospects. This includes my Towards 2010 commitments and the priorities we are developing through the Kent Partnership's Kent Economic Board.

The Local Economy

Kent is the busiest gateway serving Europe's population of over 450 million and the UK, with the Channel Tunnel Rail Link (CTRL) and International ports providing easy connections to the 'London – Paris – Brussels' triangle. The county is by no means just a place to pass through. The Thames Gateway and Ashford growth areas; outstanding natural environment, coastline and rural areas; diverse cultural heritage; high quality of life; and rich variety of cities, towns, ports and villages - make the county a place hard to beat for working, living and leisure.

Kent has not yet reached its full potential and in terms of south east and national comparisons, the economy displays a mix of success and disparity (table 1). The county has performed well on job creation, enterprise growth and employment opportunities. But our performance on skills, share of the knowledge economy, and productivity all need to be improved so as to initially match national benchmarks, and close the gap with the South East.

Table 1: Key Economic Performance Indicators

Indicator	Kent (KCC area)	South East	England & Wales
Employment change (job creation) (1998 to 2004)	10.1%	6.4%	6.8%
VAT registrations (enterprise creation) (1996 to 2004)	17.7%	16.5%	12.7%
Unemployment rate (2005 annual average)	1.9%	1.5%	2.3%
Employment rate (2005)	77.4%	79%	74.5%
GVA per head (2003) (1)	£13,377	£17,631	£16,485
Knowledge economy jobs (2004) (1)	14.3%	20.4%	17.4%
Skills - % of population with NVQ4+ (2004)	24.4%	29.1%	25.8%
Median full time earnings (£ per week) (2005)	£412	£450	£432.10

Notes

1) GVA per head is workplace based and excludes incomes brought into the county by commuters. Knowledge economy jobs are also workplace based, so also exclude commuter jobs.

Challenges and Opportunities

Kent Prospects outlines a range of challenges, opportunities and priorities that have to be addressed to enable Kent's economy to grow and its communities to prosper. These include:

- Securing **Infrastructure investment** to enable growth and regeneration, tackle congestion in our towns, and address the problems caused by the increasing volume of trucks on Kent's strategic road network, including those caused by Operation Stack.
- **Attracting and retaining investment, businesses and jobs** in the Government's Thames Gateway and Ashford growth areas, and in other key locations across Kent.
- Development of **regeneration** and place making opportunities in towns on the coast and across Kent. Regeneration also needs to provide opportunities for Kent's deprived communities, particularly in the coastal towns which have some of the South East's highest concentrations of deprivation.
- Making the most of the **2012 Olympics and Paralympics** and Kent's exceptional location for visitors and venues.
- Changing market perceptions and promotion of the regeneration benefits of **Channel Tunnel Rail Link domestic services** from 2009, with the quicker links between Kent and London this will bring.
- Development of **key sector strengths and market opportunities** in construction; creative and cultural industries; tourism; life sciences and pharmaceuticals; environmental technologies; land based industries and biodiversity; marine, aviation, transport and logistics; financial and business services.
- **Closing the skills gap** through investment in vocational, further and higher education opportunities, targeted on employer needs, key market and sector opportunities.
- **Closing the productivity gap** by promoting innovation, the attraction of inward investment and high quality jobs.
- Development of **Kent's gateway location** through investment in Kent's business sites, premises, learning and research facilities, international ports and airports.
- Supporting the growth of local **small and medium sized enterprises (SMEs)** and the development of a culture of enterprise and innovation across the county's public sector organisations.
- **Promoting independence** in Kent's deprived urban and rural communities by increasing access to learning, skills and job opportunities.
- **Responding to environmental and climate change issues** through opportunities that support the growth of new markets and pragmatic approaches to sustainability.

How will KCC contribute to Kent Prospects?

KCC supports the delivery of Kent Prospects in a multitude of ways. Our leadership role, strategic plans and services set the scene to ensure the county maintains high quality business, learning, living and leisure environments. In this regard we manage public resources for education and learning, spatial and transportation planning, regeneration, social care and health, the environment, community facilities, waste management and recycling, trading standards and regulatory services.

The Council also spends over £770 million each year on bought in goods and services. Ensuring fair and open competition, value for money for taxpayers, and promoting opportunities for the local economy, all form part of KCC's approach to public sector procurement.

The Council's programme, **Towards 2010**, provides a more detailed view of how we intend to make our contribution to Kent Prospects and the county's economic success. A range of actions are identified. Those which influence the economy and relate directly to Kent Prospects are summarised as follows.

Economic Success – Opportunities for All 'Supporting Business, Creating Jobs'

Successful local businesses matter to us all. KCC must do all it can to help our business community – the wealth they create helps pay for good public services and the jobs they provide are key to a happy and successful life. Towards 2010 therefore promotes Kent as a great place to do business by taking advantage of the county's position as the busiest gateway serving UK, London and European markets.

Supporting jobs growth, new investment and the expansion of local businesses is a key aim. KCC has already ensured a generous supply of employment land through the planning system. A good supply of business premises is also central to this and our work with developers at the award winning Kings Hill provides a model for our future involvement in property developments. This includes the purchase of Manston Business Park to boost the East Kent economy. Provision of smaller start up units linked to growth areas and regeneration programmes, larger business parks and school sites also forms part of our approach.

Kent has a dynamic local business community, the vast majority small and medium sized enterprises. To compete in today's knowledge economy we need to add to the stock by attracting and retaining companies, more graduates and highly qualified staff. We are therefore working in close partnership with the county's inward investment agency, Locate in Kent, to market the county's unique location and competitive advantage. Supporting opportunities for rural businesses and the 110,000 people employed by them, is also on our radar.

The Council allocates substantial resources to developing growth opportunities in the Thames Gateway and Ashford, the regeneration of our coastal towns and town centres across Kent. Place making, high quality design and the identification of new uses for derelict land and vacant properties form a key part of our involvement. Providing skills and jobs opportunities for our deprived communities also forms a key part of KCC's approach to regeneration and our Supporting Independence Programme is leading the way in this area.

Market opportunities are fast evolving for Kent's proven strengths in construction, science and technology, creative and cultural industries, land based industries, tourism, biodiversity, aviation and port based industries. We therefore aim to ensure Kent gains a growing share of these markets through a range of initiatives including – Construction Labour in Kent; Produced in Kent; the Kent Tourism Alliance; The Kent Film Office; the development of eco-enterprise and environmental technologies; and our work with port and airport operators, Locate in Kent, SEEDA, LSC, Universities and Business Link Kent.

Partnership working is essential if we are to achieve greater success for Kent's economy. The Kent Economic Board, which brings together key players from the business world and public sector, is a key mechanism for us to tackle problems and progress actions. KCC is also committed to close working with District and Borough councils on service delivery, growth and regeneration opportunities.

Learning for Everyone and Preparing for Employment

A skilled workforce is an essential ingredient to enable our established businesses to grow and attract inward investment. The Towards 2010 programme therefore aims to support school leavers and the workforce to develop the right skills for their careers and for employers.

Equipping young people with first class career guidance is part of the package that KCC is putting in place to ensure they are fully aware of enterprise opportunities, learning and career pathways. To this end, Kent Works encourages school and business community engagement and the provision of work experience placements.

As well as encouraging young people to gain qualifications through further and higher education, KCC is actively developing new vocational routes. KCC's pioneering '14 to 16' vocational programme is being expanded to cater for 4,000 students. More Skills – Force programmes are on offer, focused on team building and communication skills. And the Kent Apprenticeship scheme aims to offer 1,000 quality vocational opportunities across public and private sectors for the 16 and over age group. These initiatives aim to address the skills needs of key sectors, including growth and regeneration area construction opportunities.

The above activities form part of KCC's commitment to ensuring the council has the best possible education and learning infrastructure across early years, schools, vocational training, adult and community education. This includes the Building Schools for the Future programme that aims to rebuild or renew Kent's secondary schools over a 10-15 year period.

Keeping Kent Moving

Traffic congestion is the bane of everyone's life, whether you travel by car, bus or train. It causes frustration and pollution in equal measures, slows down economic development and hampers efforts to bring inward investment into Kent. KCC actions therefore include the introduction of smart measures to tackle urban congestion. We will also work with bus and train providers and lobby Government to improve public transport services in Kent and to London. The provision of high speed domestic trains on CTRL is a major and unique opportunity.

We need further investment for Kent roads and will continue to press the Government to give Kent its fair share of funding for new roads and improvements. We will also press for the building of a third lower Thames Crossing to relieve congestion on the M25. Finding solutions to reduce the impact on Kent of Operation Stack is also a key aim.

Enjoying Life

'Kent – a great place to live and work'

Leisure opportunities, quality of life and environment are increasingly cited as factors influencing decisions to locate a business or remain in an area. Marketing and investment in attractions can also provide a boost to regeneration and a stimulus for further growth to tourism and the visitor economy.

In addition to KCC managing a range of natural assets including 18 country parks, Towards 2010 highlights a number of actions that will add considerably to Kent's cultural and leisure offer for residents, visitors and investors. These include the promotion of Kent as a centre for the arts, culture and sports, hosting of a 2007 Tour de France stage, the development of the Turner Contemporary Gallery in Margate, and promotion of Kent as a tourism and visitor destination in the run up to the 2012 Olympics and Paralympics.

Further actions relate to modernizing the library service so that it becomes a key 21st century asset to support Kent's knowledge economy. Towards 2010 also aims to help the further development of Kent's voluntary and sports groups. Related actions include encouraging 2012 volunteering and providing support for voluntary sector activities in Kent's deprived communities.

Environmental Excellence and High Quality Homes

'Future generations will judge us by the quality of the environment they inherit'

Towards 2010 outlines a range of actions that respond to environmental issues, promote regeneration and new market opportunities for the economy.

Maximizing the use of previously developed land and securing investment for infrastructure and community facilities are key aims that respond to the housing growth agenda enforced by Government. In our coastal towns and deprived areas we are piloting an innovative empty homes initiative as a means to bring new life to communities.

KCC has a duty of care to ensure its buildings achieve the best possible standards of construction by applying a pragmatic approach to sustainability using energy-efficient, robust and built-to-last materials. We are also trialling the use of bio-fuels and other technologies in our buildings and vehicle fleet, as a means to reduce our carbon footprint.

Kent's Garden of England heritage is being taken into the 21st century through our efforts to establish a global centre that will lead the world in developing crops to provide energy, medicines and other products.

Delivery

A wide range of organisations and our businesses have a role to play in shaping Kent's future economy. We will therefore work closely with the Kent Partnership, Kent Economic Board, the business community and District Councils on the delivery of our Towards 2010 commitments.

Our aims are clear – the promotion and attraction of opportunities that bring further economic success to Kent.

Paul Carter

Leader of Kent County Council and Chairman of the Kent Partnership

Kent Key Facts
Kent's economy generates a GVA of £18.3 billion (2003 figure) per annum, has over 50,000 businesses and 542,300 jobs (2004 figure).
Kent's economy includes a tourism sector which generates direct visitor spend of £1.8 billion per annum, and supports over 49,000 jobs; land based industries which generate over £600 million for the local economy each year; and over 500 locally based eco-enterprises serving a growing global marketplace for environmental goods and services.
From 2009 CTRL domestic services will reduce Kent to London train journey times to 17 minutes from Ebbsfleet, 37 minutes from Ashford and less than an hour from Canterbury. Times will also reduce by a half from the coastal towns of Margate, Ramsgate, Dover and Folkestone.
Locate in Kent estimate that property and labour costs are approximately 60% of comparable London costs. With a greater range of developable employment land than other parts of the South East, Kent offers businesses opportunities to grow.
Kent's 5 universities are home to 32,000 students and produce a flow of 8,000 graduates each year.

Further Information

This leaflet provides a taster of how KCC is making its contribution to addressing the challenges, opportunities and priorities set out by Kent Prospects. Further information is available in our Towards 2010 Action Plans which can be viewed at:

www.kent.gov.uk

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By : Keith Ferrin, Cabinet Member for Environment, Highways and Waste
Pete Raine, Managing Director - Environment and Regeneration

To : Cabinet – 12 March 2007

Subject : Energy Saving – Carbon Reduction Targets for KCC

Summary

It is proposed that KCC adopt targets for reducing Carbon Dioxide emissions caused by energy use in buildings.

The proposed targets are to reduce total KCC Carbon Dioxide (CO₂) emissions from buildings by:

- 10% by 2010
- 20% by 2015

2004 emissions will be used as the baseline year for emissions. Targets for 2015 and beyond should be reviewed in 2010. The 2010 and 2015 targets are the first steps towards a long term vision for KCC of 60% reductions by 2050.

Emissions from KCC transport, streetlighting and traffic signals have not been included at this stage because we do not currently have robust baselines against which to measure reductions, but such emissions will be included in the targets from 2008/9 or as soon as possible after that.

For Decision: to endorse the targets.

Drivers

Energy Costs for KCC buildings have risen by an estimated 75% between 2004/5 and 2007/8 due to price increases. This kind of volatility looks set to continue. Reducing energy use generally reduces costs.

UK Government looks set to introduce **legislation** such as Energy Performance Certification for public buildings, Carbon Trading and new requirements on Councils under CPA. KCC needs to have its own house in order and to be able to demonstrate this.

Although no formal targets currently exist against which to measure success, as our **Towards 2010 objectives** make clear, we are committed to:

- ensuring that new KCC buildings set an example by delivering the best possible standards of construction, by applying a pragmatic approach to sustainability using energy-efficient, robust and built-to-last materials;
- reducing the impact of KCC's buildings and vehicles on the environment, including trialling the use of bio-fuels and other new technologies; and
- working towards introducing free travel on public transport for 11-16 year olds starting in two pilot areas.

A number of other **actions are underway or are programmed** to reduce emissions, including:

- developing Travel Plans (in schools and for KCC staff at County Hall) and introducing a Car Club (car pool/leasing scheme);
- providing a new £1million fund – and leveraging in external funding for - innovative energy saving measures across the KCC estate; and
- approving funding of £100,000 for a new post and activity budget to promote energy and water efficiency within the KCC estate

As recorded in the **Climate Change Select Committee** report, “SE England is likely to suffer more than most parts of the UK and Kent will bear the brunt”. Growing public interest in, and awareness of, climate change makes it imperative for KCC to show **Community Leadership**.

The Climate Change **Select Committee report** recommended carbon reduction targets and the Cabinet response stated that new targets would be placed before the Council by Spring 2007.

Proposed Targets - rationale

10% by 2010 is achievable with actions and finances already allocated – as shown in Annex 1. This target is broadly in line with government’s own estate targets and those of other Local Authorities, examples of which are in Annex 2.

20% by 2015 a continuation of Annex 1 activities from 2010 to 2015 will lead to an estimated CO₂ saving of 15% in 2015 and a total cumulative financial saving of around £7million. This coupled with the positive effect of Building Schools for Future should ensure that the 2015 target is met for buildings. However the 2015 target and actions to meet it should be reviewed in 2010.

60% by 2050 is a long term vision in line with that proposed by the Royal Commission on Environmental Pollution in ‘Energy The Changing Climate’ and widely adopted including by UK Government, with the intention to make it a statutory target in the forthcoming Climate Change Bill.

Emissions from streetlighting, traffic signals and travel will be included once reliable baseline data has been collected. Our intention is to incorporate targets for reductions in emissions from traffic signals, streetlighting and business travel from 2008/09 and to extend this to cover emissions from KCC staff travel to work at the earliest possible opportunity thereafter.

Recommendation

It is recommended that Cabinet endorse the targets

- **10% by 2010** and
- **20% by 2015**

as absolute reductions in CO₂ emissions from energy use in KCC buildings and schools, from a baseline of 2004. It is envisaged that these targets will be met through genuine reductions in energy use, plus the use of on site renewables rather than procuring ‘Green badged’ electricity or ‘offsetting’ by investing in overseas projects.

Contacts : Andy Morgan 01622 605309

Annex 1 – KCC Major Carbon Saving Actions in buildings to 2010

Project	CO ₂ saving for 2010/11 - Tonnes	% carbon saving 2010/11	capital cost to KCC	External funds	financial saving - cumulative to 2010/11	Comment
Expanded Energy Loan Fund	3,143	4%	£650k	£390k	£780k	KCC funding £500k from £1million energy and water investment fund, plus existing loan fund . External funds from Carbon Trust.
Training 40 schools staff	312	0.4%	£20k		£208k	Assuming 2% saving in schools trained.
Energy Monitoring and Reporting - top 100 sites	1,560	2%			£520k	Monitoring system in place
Awareness raising activities	1,924	2.5%			£288k	Green Guardians, W2S environment way, ecoschools, Carbon Gym, Switch IT off campaigns
Biomass Boilers	850	1.1%	£375k	£150k	£230k	KCC funding £375k from £1million energy and water investment fund, £450k from existing boiler replacement budgets. External funds from grants
Totals	7,789	10.1%	£1045k		£2,026k	

Annex 2 – Examples of other Local Authority Targets

Local Authority	Annual emissions 2002/03 tonnes	2010 Reduction Target	Energy Bill £M	Total Capex £k	Annual savings £k	Carbon savings tonnes
Aberdeen	62,100	10%	5.03	603	151	6,250
Birmingham	177,359	30%	14.65	5000	1667	13,500
Bristol	57,168	15%	9.11	2010	84	8,575
Caerphilly	42,700	6%	2.16	666	222	9,540
Kent CC buildings	76964 (2004)	10%	6.7 (2004)	1045	506	7,696
Neath Port Talbot	32,582	6%	3.82	417	139	4,617
Nottinghamshire	77,200	27%	5	1667	556	8,000
Renfrewshire	47,484	10%	6.82	3700	1200	5,400
Southwark	30,218	10%	1.98	258	362	5,165
Warwickshire	52,385	10%	3.9	1000	333	6,000

By: Graham Badman, Managing Director, Children, Families and Education
John Simmonds, Cabinet Member for Education and School Improvement
Tony Robinson, Cabinet Member for Children & Family Services

To: Cabinet – 12 March 2007

Subject: UNIT REVIEW (including designated and specialist provision and Very Severe and Complex Need Support for children and young people with special educational need at mainstream schools)

Classification: Unrestricted

Introduction

1. (1) In 2004 Members confirmed the need to review Units and specialist designations. A paper to Cabinet on 16 October 2006 stated the objectives of the review and the ways in which they would be achieved. That report gave details of the existing provisions and the changed context for the Review in light of Cluster development and the Children's Trust.

(2) National developments including Every Child Matters and the Children Act 2004 require greater emphasis on all responsible agencies to work more closely together to achieve better outcomes for children and young people with learning difficulties and disabilities.

(3) Effective joint Planning and Commissioning is increasingly at the heart of improving outcomes of children and young people. The DfES document 'A 5 Year vision for joint planning and commissioning of children's services' describes joint planning and commissioning as a tool for Children's Trusts to build services' around outcomes for children. In Kent, Clusters form the foundations of collaborative multi-agency working in localities. Through Clusters the Children's Trust will ensure local provision can be commissioned to meet local needs.

(4) Part 4 of the Disability Discrimination Act requires all schools to work towards developing approaches to ensure better outcomes for children and young people with learning difficulties and disabilities. As the resourced provision (currently called Units) becomes more flexible, the achievement of this requirement will be supported.

(5) At a strategic level, through the Education and Inspection Act (2006), Local Authorities have extended powers to propose enlargement of premises, the addition of SEN provision or sixth form provision to any foundation, foundation special or voluntary school. This means that the Local Authority continues to have a key role in the location of SEN provision.

(6) As Members will know, provision for children with Behavioural, Emotional and Social difficulties is not made in Units, but is provided in Special Schools and school-based Learning Support Units, as well as Pupil Referral Units. The recent Ofsted report (Inclusion: Does it matter where pupils are taught? July 2006) found that pupils with BESD were disadvantaged within the statutory assessment process. Many children with these difficulties often have an underlying learning or language difficulty. Where possible, addressing these needs early and effectively in mainstream schools with the help of partners will achieve better outcomes for children with behaviour difficulties. This approach will be facilitated as the Children's Trust develops.

(7) The devolution of provision for children out of school in Kent to Clusters (which takes effect in September 2007) complements the Review strategy and will encourage schools to work collaboratively to address the needs of all children living in their locality.

(8) This report updates the Cabinet on developments to date with the Units Review and proposes several recommendations for agreement including a proposed mechanism to secure Member's agreement of more detailed proposals, starting with Phase One.

Strategic Outcomes

2. The Review strategy is designed to ensure that:
 - (a) Specialist resourced provision complements but does not overlap the provision made in special schools. Through Cluster planning, more children and young people will have access to appropriate provision in their locality. Travelling times will be reduced as will expenditure on transport.
 - (b) By using existing revenue funding more effectively, and with agreement from the Funding Forum for any necessary changes to distribution of funds, it should be possible to create more specialist provision for children with autism, the area of need for which additional provision is required. Potential capital implications are mentioned later in this report.
 - (c) There will be improved educational outcomes for children, measured by residual methodology.
 - (d) Annual surveys of resourced provision will indicate higher levels of satisfaction amongst children and young people and their parents.
 - (e) The new pattern of provision that develops over time will enable Clusters to support children more flexibly through local planning. This will particularly apply to those children who need some specialist support but do not require a Statement of SEN or full time attendance at specialist provision. Similarly it will enable children who have less severe needs to make a supported transition into an appropriate mainstream school.

- (f) As with the Special School Review, a key principle of this review is the avoidance of disruption to the education of children and young people and the retention of highly skilled and qualified teaching and support staff. Since all children and young people in Unit provision in Kent have Statements of SEN, any proposed changes to their placements can be made only following consultation with parents and following processes identified in the SEN Code of Practice. Parental preference is protected by recourse to the SEN and Disability Tribunal. Should any changes to staffing be indicated by the Review there would be full and appropriate consultation.

Key strands of the strategy

Establishing and supporting local commissioning

3. (1) Commissioning for improved outcomes will have a strategic countywide foundation based on need. The Local Authority will determine (on the basis of actual numbers and statistical information on special educational need trends) the number of resident children and young people within each need type who are likely to require resourced specialist provision. Each Cluster will be commissioned to make this amount of provision available and will be monitored and evaluated as part of the commissioning cycle to ensure that local practice is appropriate and effective. Clusters may work together to establish their plans and develop provision.

(2) Need will be identified and analysed through (a) statistical information on children in Early Year's provision (Children's Centres and nurseries); (b) information produced by Health and Social Services from data about children with health related issues and disabilities; (c) information from Statutory Assessments, Annual Reviews and Statements of SEN; and (d) analysis of Common Assessment Framework and other information as it becomes available.

(3) Through a locality Cluster-based commissioning and delivery mechanism Clusters will support the development of Cluster Lead Schools proposals. To enable planning, each Cluster will be informed initially and then annually about the number of children and young people requiring resourced specialist provision. The Cluster Lead School would be responsible for taking a lead in a particular need type or types and developing special expertise to support children and young people within a locality either in their own school or in other schools. A locality would consist of a Cluster, district or area dependent upon the incidence of need. New funding mechanisms are being developed to fit with this new structure of provision.

(4) A commissioning framework and accompanying guidance is being developed for Clusters to support their local planning as it progresses. Provision once commissioned will be monitored against agreed outcomes for children in each need type.

(5) Draft Criteria for provision have been drawn up under the auspices of the Multi-Agency Unit Review Steering Group. The criteria provide a common framework of the expectations of a Cluster Lead School for each need type (see Appendix 1).

(6) There are two parts to these documents; the first covers the criteria, which will be used by schools in taking decisions on children and young people accessing Cluster Lead School provision. Schedule 27 of the Education Act 1996 is detailed in the introduction and is common to all need type. This states that the LA is required to comply with parental preference for a school unless the school is unsuitable to the child's age, ability, aptitude or SEN and/or if the placement would be incompatible with the efficient use of resources. Each set of criteria provides a description of symptoms and diagnoses of the relevant special educational need, to be used when considering whether access to Cluster Lead School provision is appropriate. The existing range of provision available to pupils with this need type is listed.

(7) The second part of this document details the expectations of a Cluster Lead School for each need type, including the curriculum, special curricular features, pastoral support arrangements, multi-agency work, arrangements for working in partnership with parents, the expected contribution of the Cluster Lead School to schools in the community, behavioural management, essential building features, post-16 provision, Staff Continuous Professional Development and access to specialist staff and resources. It is proposed that the Steering group now consults stakeholders on the content of these documents.

(8) Should schools or Clusters not achieve the required outcomes for children and young people in resourced provision, support will be provided in the first instance. Ultimately if remedies tried fail to secure improvement the Local Authority will retain its right to make different provision or in exceptional cases of inappropriate provision or outcomes not being met, suspend delegation of funding.

Development of Cluster Provision

(9) Currently, there are 63 specialist units and designations covering the six need type categories across Kent. There are 690 children with statements accessing this provision. 485 of these children travel outside the Cluster in which they live to access this provision.

(10) Consultation and planning in Clusters began in May 2006. Clusters have worked in groups with the support of the Project Manager, Local Education Officers, specialist CFE staff and local health professionals to develop proposals for Cluster provision for children within each need type. It is very important to note that the emerging pattern of provision suggests that most schools with existing Units are being identified by their Clusters as the Cluster Lead School. Clusters are at two different stages of development.

(a) Phase One Clusters

In these Clusters, proposals have been made by schools, fully discussed with Local Education Officers, agreed in principle and are ready for wider consultation. There are eight Clusters, which fall into this category. These proposals would result in 5 new Cluster Lead Schools in addition to schools with existing units in these localities taking on the Cluster Lead School role. It is estimated that based on current numbers over 60 children would travel shorter distances to their educational provision. Furthermore, children and young people within other mainstream schools in these Clusters would begin to benefit from the outreach services offered by the Cluster Lead Schools in the area as they develop.

(b) Phase Two Clusters

For the remaining Clusters, progress has been made during the second stage of planning on engaging schools and on the development of Cluster Lead School proposals. Further work on securing the agreement of individual schools, establishing effective collaboration between schools (special and mainstream) enabling Cluster Boards to take ownership of their proposals to ensure sustainability long term is required. It is anticipated that these proposals will be ready for wider consultation later in the year.

Revenue funding proposals

(11) Principles for developing revenue funding models are: -

(a) The need to ensure that children with similar need types attract similar levels of funding.

(b) Equity of funding across all Cluster Lead Schools with specialist provision.

(c) Formula funding based on incidence of need of children resident in a Cluster.

(d) Investigation of the potential to support more specialist provision for children with autism through the more effective use of funds as identified in (a) –(c) above.

(12) Illustrative models of the revenue funding proposals detailed in the Cabinet paper of 16 October were presented to the Development Formula Funding Group and the Schools Funding Forum. While Headteachers agreed the principles and policy of the Review a number of issues were raised at formal meetings and in other discussion. These included:

(a) The incomplete engagement of schools during the first stage of planning in Summer 2006.

(b) The necessity to reconsider weightings for individual need types.

(c) The need for stability of funding for Cluster Lead Schools to ensure the retention of highly qualified staff and enable longer term planning.

(d) The capacity of Cluster Boards to administer the responsibilities proposed.

(13) The Multi-Agency Unit Review Steering Group considered the feedback on these points and has responded as follows.

(a) Extensive further consultation took place over the autumn term and continues.

(b) New proposed weightings for funding each need type have been developed by the Steering Group. The new weightings will be used in revised models.

- (c) Financial stability could be improved in a number of different ways:
 - (i) by providing guaranteed funding for each year based on the number of children attending provisions at the start of the year which would not be reduced in year if a child moved out of the provision;
 - (ii) by providing “safety net” funding if a provision changed markedly in character to reduce over several years the impact of change;
 - (iii) by considering the development of a new “lump sum” for the basic administrative functions of provisions;
 - (iv) a retained contingency for children with Very Severe and Complex Needs.

- (d) Changes to the timetable as the Review progresses has meant that Clusters are able to develop proposals more fully and implement them in a measured way (subject to consultation).

(14) New revenue funding models supported by the commissioning framework described at 3.1 above will be presented for agreement to the appropriate fora in the Spring. The framework will reinforce continuity and stability of provision while recognising that change is necessary to make specialist provision in schools of all types more local and equitable across the County.

(15) Any capital resources needed to implement the Review will be detailed in proposals from Clusters that are made to Members. Subject to Member agreement, proposals may include refurbishment of existing premises, new provision (e.g. for autism); and may be linked with BSF/PFI plans for school buildings in each locality.

Proposed Next Stages

4. (1) Planning and consultation in the Clusters will continue in phases throughout the remainder of 2007. A more detailed report of the provision that is proposed in Phase One will be made to Cabinet Members for their approval prior to wider consultation starting. Final Cluster Lead School nominations will be agreed by the end of 2007 in preparation for SEN admissions in September 2008 and associated delegation of funding in April 2008.

(2) Revised models of revenue funding distribution will be presented to the Schools Funding Forum in May 2007 with a view to consultation with schools in the Autumn 2007.

(3) Communication with parents/carers will continue through the website, newsletter and informal meetings. Consultation meetings will be planned in each area as necessary as proposals progress.

(4) A revised timetable is set out at Appendix 2.

Recommendations

5. Cabinet is asked to:-
- (a) Note the progress of the Review.
 - (b) Agree the proposed next stages in paragraph 4.
 - (c) Agree the revised timetable for the Review in Appendix 2..
 - (d) Agree that the Multi-Agency Unit Review Steering Group consults on the draft Criteria for provision.
 - (e) Agree that the Multi-Agency Unit Review Steering Group, in partnership with the appropriate Cluster Boards consults more widely on the provision proposals in relation to Phase One Clusters.

Joanna Wainwright
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Background Documents:

Education & Libraries Policy Overview Committee Paper – 17 November 2005
Cabinet Papers – 10 July 2006 & 16 October 2006.

CRITERIA FOR ACCESS TO PROVISION BY THE CLUSTER LEAD SCHOOL FOR AUTISM

Parents express a preference for a particular school to be named in their child's statement

Schedule 27 of the Education Act 1996 requires the LEA to comply with parental preference unless:

- the school is unsuitable to the child's age, ability, aptitude or special educational needs
- the placement would be incompatible with the efficient education of other the placement would be incompatible with the efficient use of resources



In considering the parental request for placement within a named school consideration must be given to the following criteria for access to provision from the Cluster Lead School:

The pupil may have a formal diagnosis of Autistic Spectrum Disorder (Autism, Asperger Syndrome, Atypical Autism, Oppositional Defiance Disorder, Social Communication Disorder or Semantic Pragmatic Language Disorder) or be presenting with a range of needs which reflect the triad of impairments which are associated with the autistic spectrum (social interaction, social communication and lack of flexibility).

These pupils may have a **secondary** diagnosis of dyspraxia/ADD/ADHD and additional learning needs in the form of dyslexia or dyscalculia.

The child/young person will have difficulties associated with an autism spectrum disorder that seriously impedes the development of social relationships and causes barriers to learning. The pupil will present with many of the following:

- severe difficulties in following instructions, classroom/setting routines and in maintaining attention to task, which make it impossible for child/young persons to participate in most ordinary classroom/setting activities without a high level of support and structure
- highly atypical behaviour, such as obsessive, withdrawn behaviours, an inappropriate use of language, difficulties in motor imitation and control, abnormal responses to sensory experiences and evidence of distress or emotional disturbance without obvious cause
- inappropriate social behaviour leading to rejection by peers and social isolation
- mixed profile of attainment (some below the expected range below)
- impairment in reciprocal social interaction and in communication
- restricted, repetitive and stereotyped patterns of behaviour, interests, movements and activities A specific interest in non-functional elements of objects; and there may be a resistance to changes in routine or in details of the personal environment
- In addition to these specific diagnostic features, the pupil may exhibit a range of other non-specific problems such as fear/phobias, sleeping and eating disturbances and temper tantrums



RANGE OF EXISTING PROVISION AVAILABLE TO PUPILS

CLUSTER	PRIMARY/SECONDARY	CLUSTER	PRIMARY/SECONDARY
AS1		Malling	
Ashford Rural		Sevenoaks South	
Canterbury Coastal	Joy Lane	Rural Shepway	
Canterbury City & Country	Wincheap/Simon Langton Grammar for Boys	Shepway 1	
Cranbrook & Paddock Wood		Swale Rural	Abbey
Dartford East	Langafel/Axton Chase	Swale Urban	
Dartford West		Swanley & District	
Deal & Sandwich		Thanet 1	
Dover		Thanet 2	
Gravesham	Meopham	Tonbridge	Cage Green
Maidstone 1		Tunbridge Wells	
MC2			

EXPECTATIONS OF A CLUSTER LEAD SCHOOL FOR AUTISM

The school will have a disability equalities plan in place, which will reduce disability discrimination and ensure that all activities have been assessed through disability assessment

Curriculum

The content of the curriculum for this group of children will be broadly the same as for all other children. Additionally it will need to include the development of physical, social, linguistic and cognitive skills. Curricular emphasis will be on the development of social communication skills and the social and emotional aspects of learning.

Special curricular features

There will be an emphasis on a whole school approach to meeting the needs of pupils with ASD and there will need to be advice and liaison with the mainstream staff both class and subject teachers. Emphasis will be on modification and structuring of the learning environment together with appropriate differentiation of the oral/social language content of the curriculum. Extensive use will be made of visual support materials as an aid to understanding.

Curriculum will work to the individual child's strengths (e.g. ICT assessment of the child's strengths and needs) and will focus on maximising the child's ability to relate to his/her age appropriate peers supported through an individualised learning plan.

- Individual behaviour plans developed in consultation with parents/cares with effective practices being shared between home and school
- Use of language in social contexts
- Life skills curriculum
- Study skills/homework clubs at KS3 and KS4
- Organisational skills
- Flexible timetabling arrangements
- Assistive technology to support written recording and alternative ways of delivery and access to the curriculum

Pastoral support arrangements

- Teaching/supervision/organisation arrangements during unstructured parts of the day, including arrival/start of school day, break times, lunchtimes, between lessons.
- Children who are capable of doing so are involved in setting and evaluating learning and social targets
- Pupil consultation processes take account of the social communication/interaction needs and preference of individual children
- Pre-entry information, planning, interventions and monitoring of progress is co-ordinated by a key professional with knowledge/expertise in the area of ASD
- Both formal and informal opportunities made for parents/professionals and school to exchange and update information
- The school fosters positive relationships between the child with ASD and their peers through evidence of buddy or mentoring schemes, 'circle of friends' or peer tutoring, lunchtime clubs and group support systems both in classroom settings and at break and lunch times.
- There are facilities for the pupil to withdraw from situations when they are exhibiting undue levels of anxiety or sensory overload.

Multi agency work

Links with key voluntary groups/organisations. There is effective liaison between agencies, which promotes partnership working that includes parents/carers.

Arrangements for working in partnership with parents

Close partnership with parents and carers will be essential. This will include:

- parent training
- home visits
- parents working in school
- regular home/school liaison
- pre-entry information and planning

Behavioural management

Staff need to receive high levels of professional support in terms of analysis of behaviour of consequent behavioural management.

Essential building features

1. Provision needs to be sited within/close to the main body of the school, rather than as a separate building unit
2. Provision needs to be secure in the primary phase.
3. A range of flexible indoor and outdoor areas which allow distraction free work areas for use with individual or small groups of pupils, taking into account need for more personal space for pupils with ASD.
4. Attention to visual and auditory stimuli (lighting/fire alarms etc)
5. Safe haven created in school to which children can go to when they feel anxious
6. Separate play and leisure, indoor and outdoor areas with appropriate equipment
7. Separate office space, meeting space and staff room
8. Consideration given to other specialist areas e.g. multi-sensory room, distraction free room,
9. Separate toilets, changing rooms (for PE etc), showers, kitchen and domestic areas
10. As much of the host school to be made accessible to the need type as possible

Post 16

The provision within secondary school should, ideally, extend to 19 with work placement opportunities and links with local colleges. The aim would be for staff to support colleges in developing their own courses and support mechanisms for this group of pupils. This group of pupils is currently unable to access/sustain placement on college courses.

Staff CPD

There should be an identified pathway/programme of training for staff in ASD and associated areas (dyspraxia, dyslexia) which should take account of the KCC autism policy 3 tier training model for staff. All staff should attend such relevant courses and be encouraged to seek recognised qualifications.

Specialists and resources

- Educational Psychology and Specialist Teacher (C & I) support for ongoing parental/staff training, behavioural management strategies, ongoing pupil assessment, evaluation of intervention strategies, dissemination of current research
- Speech & Language Therapist to work alongside staff
- Occupational Therapist to work alongside staff – access to training may be all that is required
- Appropriate ICT resources – taking into account of visual learning styles of pupils with ASD
- Access to specialist teacher with recognised qualification in dyslexia either in-house or within the cluster of schools
- Access to CAMHS support and advice for staff and parents.

Multi-disciplinary work

The Cluster Lead School will be highly specialist and will assist ongoing multi-disciplinary support to pupils. More able pupils are vulnerable to family breakdown and mental health problems. They are unable to access support from Children's Social Services where they do not meet the definition of a child "in need". They often do not respond to counselling/family therapy approaches and without timely intervention they can demonstrate a rapid deterioration in their behaviour.

Contribution of the Cluster Lead School to schools in the community

The CLS will play an important part in the community and detailed arrangements will be needed for:

- outreach/inreach
- supporting professional development of staff within the 'host' school and disseminating good practice to schools within and across clusters
- links with key voluntary groups/organisations
- effective liaison between agencies which promotes partnership working
- raising pupil awareness of factors surrounding autism and their learning in the CLS and schools in the community
- provide advice and support to local schools, working within and across clusters, alongside special school teachers, specialist teachers etc
- deliver training opportunities for staff within the locality

EXPECTATIONS OF A CLUSTER LEAD SCHOOL FOR HEARING IMPAIRMENT

The school will have a disability equalities plan in place, which will reduce disability discrimination and ensure that all activities have been assessed through disability assessment

Curriculum

The content of the curriculum for this group of children will be broadly the same as for all other children. Curricular emphasis will be on the:

- development of communication skills (oral, total communication, sign, augmentative communication)
- development of language (receptive and expressive)
- development of speech perception and production
- listening skills
- lip-reading skills
- development of subject-specific vocabulary
- development of literacy
- development of social communication

Special Curricular Features

- There will be an emphasis on a whole school approach to meeting the needs of pupil with hearing impairment (including signing where appropriate).
- Emphasis will be on the modification of the learning environment together with appropriate differentiation of the curriculum.
- Extensive use will be made of visual support materials as an aid to understanding
- A pupil will have individual tutorial sessions with a Teacher of the Deaf to work on language and auditory skills
- A pupil will have individual sessions with a Teacher of the Deaf working on a differentiated curriculum
- Additional and specific pre and post lesson support will be provided as appropriate
- Teaching Assistants will be trained in appropriate communication strategies
- There will be access to audiological aids such as radio aids and soundfield systems and auditory training units
- There will be access to an acoustically treated environment which will need to be part of an ongoing programme of improving accessibility within the whole school
- Teachers will be trained to understand classroom strategies appropriate to a hearing impaired pupil.
- Speech and language therapy will be provided in close liaison with teaching staff
- There will be opportunity to develop the use of language in social contexts
- There will be access to a life skills curriculum (KS3 and above)
- There will be training in organisational skills
- There will be opportunity to access the diverse extra curricular and enrichment programmes available (KS3, 4 & 5)
- There will be the opportunity for work experience in KS4 & 5

Pastoral Support Arrangements

- Pupils will have hearing aids, radio aids and any other personal audiological equipment checked at the start of each day. Independence in this task is to be encouraged and taught
- The school fosters positive relationships between the pupil with hearing impairment and peers by teaching deaf awareness and where appropriate sign language to all pupils
- There are facilities for the pupil to withdraw from situations where it becomes apparent during the lesson that they are not able to follow the linguistic flow and would benefit from alternative delivery
- Pre-entry information, planning and interventions and monitoring of progress is co-ordinated by a key professional with expertise in the area of hearing impairment
- Preparation for coping in the 'hearing world'
- Developing an understanding of deaf culture

Multi agency work

Links with key voluntary groups/organisations. There is effective liaison between agencies which promotes partnership working that includes parents/carers.

At secondary level there will be close liaison between specialist careers advisors, further education colleges and the Deaf Services Bureau, particularly in KS4 and 5.

Arrangements for working in partnership with parents

Close partnership with parents and carers will be essential. This will include:

- Training opportunities for parents
- home visits
- regular home/school liaison
- pre-entry information and planning
- written correspondence

Contribution of the Cluster Lead School to schools in the community

The CLS will play an important part in the community and detailed arrangements will be needed for:

- outreach/inreach
- supporting professional development of staff within the 'host' school and disseminating good practice to schools within and across clusters
- links with key voluntary groups/organisations
- effective liaison between agencies which promotes partnership working
- raising pupil awareness of factors surrounding hearing impairment and their learning in the CLS and schools in the community
- provide advice and support to local schools, working within and across clusters, alongside special school teachers, specialist teachers etc
- deliver training opportunities for staff within the locality

Behavioural management

Staff need to receive high levels of professional support in terms of behavioural management.

Supervision in unstructured time

It may be necessary to pay attention to:

- the safety and security of pupils who are vulnerable
- support for pupils who have specific communication difficulties
- support for students with specific medical needs

Essential building features

1. Provision needs to be sited within the main body of the school, rather than as a separate building unit.
2. A range of flexible indoor areas that allow for quiet and distraction free work areas for use with individual or small groups of pupils.
3. Attention to visual and auditory stimuli (lighting/fire alarms etc)
4. Optimum acoustic treatment to all rooms accessed by HI pupils
5. Deaf friendly school entry system

Post 16

The provision within secondary school should extend to 19 with work placement opportunities and links with local colleges to support access/sustain placement on college courses.

Staff CPD

Teaching staff should hold, or undertake training to hold a mandatory qualification for teaching deaf pupils. Teaching assistants should attend specialist training to support pupils with hearing impairment. Teachers and teaching assistants should hold relevant sign language qualifications where appropriate.

Specialists and Resources

- Speech and language therapy
- Hearing aid
- Radio aids
- Auditory trainers
- Hearing aid test box
- Sound level meter
- Other auditory equipment e.g. soundfield systems
- Regular maintenance and calibration of equipment by qualified technicians
- Deaf Services Bureau

EXPECTATIONS OF A CLUSTER LEAD SCHOOL FOR PHYSICAL DISABILITY AND MEDICAL NEEDS

The school will have a disability equalities plan in place, which will reduce disability discrimination and ensure that all activities have been assessed through disability assessment

Curriculum

The timetable provision will enable full access to the Foundation Curriculum and the National Curriculum at Key Stages 1,2,3 and 4 in line with inclusive practice and meeting the criteria set out in the Disability Discrimination Act and the Code of Practice for Schools. Specialised differentiation will be required to take account of physical/medical needs and there will be a focus on pupils achieving appropriate levels of attainment across the curriculum.

Special Curricular Features

There will be an emphasis on:

- A whole school approach to meeting the needs of pupils with physical disabilities and complex medical needs
- Personal independence
- Mobility
- Physical management and health care programmes
- ICT and curriculum access using technology
- Physical and health well being targeted in curriculum and school organisation
- Communication including Augmentative and Alternative Communication (AAC)
- Acquisition of life and social skills
- Knowledge, skills and understanding to enable students to be included in all aspects of school life
- Achievement of participation appropriate to each pupil's needs
- Gross and fine motor skills development
- Specific adaptation/differentiation of PE and practical subjects

The School

The school day will incorporate:

- full curriculum entitlement as well as adequate provision for personal care, therapies and health care programmes
- adequate levels of support for personal care, learning support, communication and curriculum access, lunchtime and feeding support and physical management
- adequate time for play and socialising

Pastoral Support Arrangements

The pupil's needs will be met within the school's pastoral system however additional support may be sought from other agencies including specialised pupil and parental support. Such support may be in relation to disability issues, medical interventions and surgery, deteriorating medical conditions, family relationships and aspects of care, loss and bereavement and resolving conflicts between child and parents particularly in relation to risk taking and/or future living arrangements.

Multi agency work

Staff from different disciplines and agencies work together and with the pupils to plan and deliver programmes of intervention/support. Links with key voluntary groups/organisations. There is effective liaison between agencies which promotes partnership working that includes parents/carers.

Arrangements for working in partnership with parents

Close partnership with parents and carers will be essential. This will include:

- parent training
- home visits
- parents working in school
- regular home/school liaison
- pre-entry information and planning
- written correspondence

Contribution of the Cluster Lead School to schools in the community

The CLS will play an important part in the community and detailed arrangements will be needed for:

- outreach/inreach
- supporting professional development of staff within the 'host' school and disseminating good practice to schools within and across clusters
- links with key voluntary groups/organisations
- effective liaison between agencies which promotes partnership working
- raising pupil awareness of factors surrounding physical disability and medical needs and their learning in the CLS and schools in the community
- provide advice and support to local schools, working within and across clusters, alongside special school teachers, specialist teachers etc
- deliver training opportunities for staff within the locality

Supervision in unstructured time

It may be necessary to pay attention to:

- the safety and security of pupils who are vulnerable through appropriate risk assessments
- support for pupils who have specific communication difficulties
- pupils requiring support/supervision for mobility
- support for students with specific medical needs

Essential building features

1. Provision needs to be sited within the main body of the school, rather than as a separate building unit.
2. Fully accessible care suite
3. Overhead and portable hoists
4. Ideally access to hydro therapy pool and swimming pool with high temperature
5. Access to all buildings and floors and/or all curriculum and social areas which may include the provision of automatic doors
6. Adequate classroom spaces and storage
7. Outdoor play equipment and PE facilities
8. A therapy area with provision of a wide therapy plinth and floor space with mats
9. Fire safe refuges wherever possible on upper floors

Post 16

The provision within secondary school should extend to 19 with work placement opportunities and links with local colleges to support access/sustain placement on college courses.

Staff CPD

There will be specialist training, such as, moving and handling and teaching staff should be encouraged to attend relevant training courses.

Specialists and Resources

Access where appropriate to:

- Therapies
- Specialist counselling services
- Adjustable furniture and accessible curricular and social/leisure facilities
- Specialist ICT resources for communication and curriculum access
- Specialist equipment and facilities for personal care (including medical care) and physical management
- Specialist cluster staff e.g. specialist teachers, educational psychologists

EXPECTATIONS OF A CLUSTER LEAD SCHOOL FOR SPECIFIC LEARNING DIFFICULTIES

The school will have a disability equalities plan in place, which will reduce disability discrimination and ensure that all activities have been assessed through disability assessment

Curriculum

The content of the curriculum for this group of pupils will be broadly the same as for all other pupils. Additionally it will need to include the development of literacy, numeracy, social, linguistic and cognitive skills. Curricular emphasis will be on the development of pupils' social and emotional adjustment as well as their measured attainment.

Special Curricular Features

There will be a whole school approach to meeting the needs of pupils with specific learning difficulties. The school will ensure that the pupil and all who work with them are aware of the pupil's strengths (for example, their oral strengths) as well as the difficulties in order to allow the application of learnt skills within a mainstream class context.

For each pupil there will be an individualised programme delivered/designed and overseen by a specialist teacher which includes:

- Intervention that is evidence based on approaches which have a proven research based track record of success and allows ongoing evaluation
- Structured, cumulative and multi-sensory methods for teaching word level work delivered with frequency, regularity and consistency
- Structured reading and spelling programmes using multi-sensory teaching strategies
- Strategies to improve working memory
- Innovative teaching methods appropriate to pupils' different learning styles, for example, strategies for visual learners such as mind mapping.
- Access to appropriate information technology, for example word processing facilities and spellcheckers, providing training in the use of the technology for the pupil, his or her parents/carers and staff.
- Help with sequencing and study skills
- Planned strategies to make sure the pupil's literacy difficulties do not hold them back in other areas - for example using alternatives to paper and pencil tasks, or having pupils work in pairs on occasion, where both contribute ideas but the better writer acts as the scribe.
- Fine and gross motor skills programmes
- Phonological skills programmes
- Social use of language programmes

Pastoral Support Arrangements

- Teaching/supervision/organisation arrangements during unstructured parts of the day including arrival/leaving
- The school will foster positive relationships between pupils with specific learning difficulties and their peers through such things as lunchtime clubs, circle of friends, talking heads, groups support systems and buddy schemes both in classroom setting and at break and lunch times.
- Access to pastoral, personal and social support so as to provide opportunities to discuss anxieties and frustrations, and improve self-esteem
- Access to facilities for pupils to be withdrawn from situations when they are exhibiting undue levels of anxiety

Multi agency work

There is effective liaison between agencies which promotes partnership working that includes parents/carers and key voluntary groups/organisations.

Arrangements for working in partnership with parents

Close partnership with parents and carers will be essential. This will include:

- Supporting parents/carers to understand their pupil's strengths and difficulties and support their learning
- home visits
- regular home/school liaison
- pre-entry information and planning
- written correspondence

Contribution of the Cluster Lead School to schools in the community

The CLS will play an important part in the community and detailed arrangements will be needed for:

- outreach/inreach
- supporting professional development of staff within the 'host' school and disseminating good practice to schools within and across clusters
- links with key voluntary groups/organisations
- effective liaison between agencies which promotes partnership working
- raising pupil awareness of factors surrounding specific learning difficulties and their learning in the CLS and schools in the community
- providing advice and support to local schools, working within and across clusters, alongside special school teachers, specialist teachers etc
- delivering training opportunities for staff within the locality

Behavioural management

Staff need to receive professional support in terms of behavioural management.

Supervision in unstructured time

It may be necessary to pay attention to:

- opportunities for 'catch up sessions'
- social and 'sanctuary' clubs

Essential building features

1. Provision needs to be sited within the main body of the school, rather than as a separate building unit.
2. A range of flexible indoor areas that allow for quiet and distraction free work areas for use with individual or small groups of pupils.
3. Attention to visual and auditory stimuli (lighting/fire alarms etc)
4. Safe haven created in school to which pupils can go when they feel anxious

Post 16

The provision within secondary school should extend to 19 with work placement opportunities and links with local colleges to support access/sustain placement on college courses.

Staff CPD

All teaching staff (QTS and TAs) will have accessed awareness-level training to develop an understanding of the potential frustration and emotional response that accompany pupils with specific learning difficulties which will enable them to develop appropriate practices to help pupils access the curriculum. At least one teacher will have an accredited diploma in dyslexia leading to a nationally recognised qualification. All staff should be encouraged to attend relevant training courses in dyspraxia and related areas of speech and language.

Specialists

Access to other specialists where appropriate e.g.

- Speech and language therapy
- Educational Psychology
- Occupational Therapy
- Specialist Teaching Service

EXPECTATIONS OF A CLUSTER LEAD SCHOOL FOR SPEECH & LANGUAGE DIFFICULTIES

Curriculum

The content of the curriculum for this group of children will be broadly the same as for all other children. It will include the development of the physical, social, linguistic and cognitive skills which children need if they are to benefit from the rest of the school curriculum.

In some cases pupils may be disapplied from areas of the National Curriculum (eg modern foreign language) and special arrangements will be made for examinations as appropriate.

Curricular emphasis will be placed on the development of speech, language, communication skills and written communication with particular attention to:

- the development of language comprehension
- use of grammar and syntax
- understanding word meaning
- phonological skills
- identification of speech sounds
- social interaction/functional skills
- use of narrative
- memory and attention skills
- literacy skills

Speech & Language Therapy

- A quiet base sited within the cluster lead school will be available for joint assessment, liaison and delivery of therapy.
- There is joint planning (ie target setting) and evaluation of pupils needs
- The speech and language therapist is involved in staff meetings as appropriate
- The speech and language therapist works collaboratively with staff in the differentiation and delivery of curriculum
- Speech, language and communication targets are integrated within the context of the classroom to support learning across the curriculum
- There is an appropriate balance between the support provided within the classroom and withdrawal for direct individual and/or group therapy.
- There are opportunities for joint professional development to promote collaborative practice between staff and the speech and language therapist.

Special Curricular Features

- An emphasis on a whole school approach to meeting the needs of pupils with speech and language difficulties
- An emphasis on the modification of the learning environment together with appropriate differentiation of the oral language content of the curriculum
- The balance between mainstream and specialist teaching is flexible to meet the needs of individual pupils
- The speech and language therapist works collaboratively with staff to differentiate and deliver aspects of the curriculum. Pupils will have access to direct individual and/or group therapy outside the classroom as appropriate
- Extensive use is made of ICT (eg interactive white boards) and visual supported materials in delivering the curriculum to support understanding eg use of signing and symbols
- Curriculum works to the individual pupil's strengths
- Individual behaviour plans are developed in consultation with parents/carers with effective practices being shared between home and school (eg system of rewards)
- There are supported opportunities to promote interaction with pupil's peer group
- Life skills curriculum
- Social skills training
- Study skills/homework clubs for KS3 and KS4
- Organisational supports to promote independence (eg task planners)
- Assistive technology to support written recording

Pastoral support arrangements

1. Teaching/supervision/organisation arrangements during unstructured parts of the day, including arrival/start of school day.
2. Pupils are involved in setting and evaluating learning and social targets
3. Pupil consultation processes are in place and take account of the communication needs and preferences of individual children
4. Pre-entry information, planning, interventions and monitoring of progress is co-ordinated by a key professional with knowledge/expertise in the area of specific language impairment.
5. Both formal and informal opportunities made for parents/professionals and school to exchange and update information
6. The school fosters positive relationships between the pupil with significant speech, language and communication needs and their peers through evidence of buddy or mentoring schemes, 'circle of friends' or peer tutoring, lunchtime clubs and group support systems both in classroom settings and at break and lunch times.
7. There are facilities for the pupil to withdraw from situations when they are exhibiting undue levels of anxiety or sensory overload.
8. There is a clear behaviour policy and professional support available to meet the needs of pupils with challenging behaviour.

Arrangements for working in partnership with parents

Close partnership with parents and carers will be essential. This will include:

- parent training
- home visits
- parents working in school
- regular home/school liaison
- pre-entry information and planning
- written correspondence

Contribution of the Cluster Lead School to schools in the community

The CLS will play an important part in the community and detailed arrangements will be needed for:

- outreach/inreach
- supporting professional development of staff within the 'host' school and disseminating good practice to schools within and across clusters
- links with key voluntary groups/organisations
- effective liaison between agencies which promotes partnership working
- raising pupil awareness of factors surrounding speech and language difficulties and their learning in the CLS and schools in the community
- provide advice and support to local schools, working within and across clusters, alongside special school teachers, specialist teachers etc
- deliver training opportunities for staff within the locality

Essential building features

1. Provision needs to be sited within the main body of the school, rather than as a separate building unit.
2. A range of flexible indoor areas that allow for quiet and distraction free work areas for use with individual or small groups of pupils.
3. Safe haven created in school to which children can go to when they feel anxious
4. Integrated playground with access to secure play area for vulnerable pupils

Post 16

The provision within secondary school should extend to work placement opportunities and links with local colleges to support access/sustain placement on college courses.

Staff CPD

Staff should be encouraged to attend relevant training courses in specific language impairment and associated areas (dyspraxia, dyslexia) and to seek recognised qualifications.

Specialists and Resources

Educational Psychology – there will be flexible access to psychology support to support ongoing parental/staff training, behavioural management strategies, ongoing pupil assessment and support with intervention and dissemination of current research.

Occupational Therapy – there will be access to input and support from Occupational Therapy

Specialist Teachers- there will be access to specialist teachers with recognised qualifications in associated areas of need either in-house or within the cluster of schools.

EXPECTATIONS OF A CLUSTER LEAD SCHOOL FOR VISUAL IMPAIRMENT

Curriculum

The content of the curriculum for this group of children will be broadly the same as for all other children. Work will be modified to meet individual visual needs e.g. Braille

Special Curricular Features

- There will be an emphasis on a whole school approach to meeting the needs of pupil with visual impairment
- Many different strategies, including the use of tactile and concrete aids, training with low vision aids, ICT (eg touch typing) and Braille tuition, will be used when appropriate to enhance access and support understanding
- Modification of the PE curriculum may be appropriate with suitable alternative available
- Additional and specific pre and post lesson support will be provided as appropriate
- There will be access to a life and social skills curriculum
- There will be training in organisational skills
- There will be opportunity to access the diverse extra curricular and enrichment programmes available (KS3, 4 & 5)
- Study skills and homework club
- There will be the opportunity for work experience in KS4 & 5
- Independence and mobility skills
- Individual/pupil risk assessments

Pastoral Support Arrangements

- Teaching/supervision/organisation arrangements during unstructured parts of the day including arrival/leaving, registration, break, lunch and after school.
- Toileting/medication assistance where appropriate
- Respite/time out offered when pupils exhibit sensory overload, fatigue or anxiety
- Support to foster positive relationships between the pupil with visual impairment and their peers through peer support both in and out of lessons and by buddy and circle of friends schemes.
- Support to foster pupils' emotional well being and self-esteem.

Multi agency work

Links with key voluntary groups/organisations. There is effective liaison between agencies which promotes partnership working that includes parents/carers and the Shared Vision Partnership (KCC, KAB, RLSB, Health and PwP).

Arrangements for working in partnership with parents

Close partnership with parents and carers will be essential. This will include:

- parent training
- home visits
- parents working in school
- regular home/school liaison
- pre-entry information and planning
- written correspondence

Contribution of the Cluster Lead School to schools in the community

The CLS will play an important part in the community and detailed arrangements will be needed for:

- outreach/inreach
- supporting professional development of staff within the 'host' school and disseminating good practice to schools within and across clusters
- links with key voluntary groups/organisations
- effective liaison between agencies which promotes partnership working e.g. "Shared Vision"
- raising pupil awareness of factors surrounding visual impairment and their learning in the CLS and schools in the community
- provide advice and support to local schools, working within and across clusters, alongside special school teachers, specialist teachers etc
- deliver training opportunities for staff within the locality

Behavioural management

Staff need to receive high levels of professional support in terms of behavioural management.

Supervision in unstructured time

It may be necessary to pay attention to:

- the safety and security of pupils who are vulnerable
- support for pupils who have specific communication difficulties
- pupils requiring support/supervision for mobility
- support for students with specific medical needs

Essential building features

1. Provision needs to be sited within the main body of the school, rather than as a separate building unit.
2. A range of flexible indoor areas that allow for quiet and distraction free work areas for use with individual or small groups of pupils.
3. Attention to visual and auditory stimuli (lighting/fire alarms etc)
4. Safe haven created in school to which children can go to when they feel anxious
5. Modification to the school site e.g. handrails, tactile markings, blinds. An environment audit of the site from the KAB
6. Regular checks to maintain the safety and accessibility of the site for pupils with a visual impairment

Post 16

The provision within secondary school should extend to 19 with work placement opportunities and links with local colleges to support access/sustain placement on college courses.

Staff CPD

Teaching staff should be encouraged to attend relevant training courses. Teaching assistants should attend specialist training to support pupils with visual impairment. (Supporting children with a visual impairment in the mainstream setting part 1 & 2 plus mobility training and certificate in Grade 2 English Braille).

Specialists

- Qualified Teacher Visually Impaired and trained TAs
- Technician with access to appropriate VI training to support and maintain pupil access to IT software
- Mobility training from KAB to pupils and TAs

Access to other specialists where appropriate e.g.

- Speech and language therapy
- Educational Psychology

Resources – to include where appropriate

- Braille Embosser
- CCTV
- Portable CCTVs
- Hand held magnifiers
- Thermal Fuser and paper and plastic embossing film for raised diagrams
- Perkins Brailler + paper
- Desk tops with large 19" (21") screen and access to the internet
- Modified keyboards
- Laptops
- Screen enlarging software
- Screen reading software
- Text reading software
- Talking tactile technology (T3)
- Soft refreshable Braille
- Scanners with OCR software
- A3 colour printer and A4 laser printer
- Digital notetakers
- Talking calculator/thermometer/kitchen scales/measuring jugs/tape measure/audible light probe etc
- Sloping writing frames
- Tactile maths apparatus – rulers, protractors, peg boards
- Selection of large print books, audio tapes, DVDs
- Modified text books in Braille and large print
- Simulation spectacles
- Access to colour A3 photocopier
- Digital camera

CRITERIA FOR ACCESS TO PROVISION BY THE CLUSTER LEAD SCHOOL FOR PUPILS WITH HEARING IMPAIRMENT

Parents express a preference for a particular cluster lead school to be named in their child's statement

Schedule 27 of the Education Act 1996 requires the LEA to comply with parental preference unless:

- the school is unsuitable to the child's age, ability, aptitude or special educational needs
- the placement would be incompatible with the efficient education of other children with whom the child would be educated
- the placement would be incompatible with the efficient use of resources



In considering the parental request for placement within a cluster lead school for pupils with hearing impairment regard must be given to the following admission criteria.

The pupil has a permanent, significant hearing impairment that causes substantial and extensive barriers to learning and to the development of social relationships. The pupil will present with most of the following:

- an inability to make progress within the curriculum without extensive amplification of hearing and the support of visual means of communication eg lip-reading, signed support
- significant speech and language difficulties restricting communication with peers/teachers/practitioners and inhibiting expressive and receptive language use in accessing the curriculum
- difficulties in making and sustaining peer relationships leading to concerns about social isolation, the risk of bullying and growing frustration
- emotional and/or behavioural difficulties including periods of withdrawal, disaffection and reluctance to attend school
- significant difficulties in maintaining and sustaining concentration in the classroom leading to problems in completing work
- a need for adapted materials and specialist equipment
- a need for a highly differentiated communication delivery in terms of pace and content

RANGE OF EXISTING PROVISION AVAILABLE TO PUPILS

AS1	Christchurch	Malling	
Ashford Rural		Sevenoaks South	
Canterbury Coastal		Rural Shepway	
Canterbury City & Country		Shepway 1	Cheriton/George Spurgen
Cranbrook & Paddock Wood		Swale Rural	
Dartford East		Swale Urban	Sittingbourne Community College
Dartford West	Fleetdown Infant & Junior/Liegh CTC	Swanley & District	
Deal & Sandwich		Thanet 1	
Dover		Thanet 2	
Gravesham		Tonbridge	Slade
Maidstone 1	Maplesden Noakes	Tunbridge Wells	St Gregory's
MC2	Molehill Copse		

CRITERIA FOR ACCESS TO PROVISION BY THE CLUSTER LEAD SCHOOL FOR PUPILS WITH PHYSICAL DISABILITY/COMPLEX MEDICAL NEEDS

Parents express a preference for a particular cluster lead school to be named in their child's statement

Schedule 27 of the Education Act 1996 requires the LEA to comply with parental preference unless:

- the school is unsuitable to the child's age, ability, aptitude or special educational needs
- the placement would be incompatible with the efficient education of other children with whom the child would be educated
- the placement would be incompatible with the efficient use of resources



In considering the parental request for placement within a cluster lead school for pupils with physical disability/complex medical needs regard must be given to the following admission criteria:

The child or young person has a **permanent, severe and/or complex physical disability or serious medical condition** that causes substantial and extensive barriers to learning and to the development of social relationships. The pupil will present with many of the following:

- a level of independent mobility or self-care that restricts/prevents an alternative mainstream placement
- an inability to make progress within the curriculum without the use of specialist materials, aids, equipment, furniture and/or extensive adaptations to the physical environment of the school
- difficulties in making and sustaining peer relationships leading to concerns about social isolation, the risk of bullying and growing frustration
- emotional and/or behavioural difficulties including periods of withdrawal, disaffection and reluctance to attend school
- a requirement that health care inputs and therapies may be intensive and on a daily basis
- given appropriate facilities is nevertheless unable to manage personal and/or health care during the school day and requires regular direct intervention
- has a complex medical need requiring frequent monitoring and medical intervention throughout the school day
- is an Augmentative Alternative Communication (AAC) user
- has a degenerative condition

RANGE OF EXISTING PROVISION AVAILABLE TO PUPILS

AS1	Willesborough Inf & Jun/Christ Church	Malling	
Ashford Rural		Sevenoaks South	
Canterbury Coastal	Hampton	Rural Shepway	
Canterbury City & Country	Pilgrim's Way/St Anselms	Shepway 1	Christ Church/Pent Valley
Cranbrook & Paddock Wood		Swale Rural	
Dartford East		Swale Urban	Westlands
Dartford West		Swanley & District	
Deal & Sandwich	Castle Community	Thanet 1	Garlinge Inf & Jun
Dover	Melbourne	Thanet 2	
Gravesham	Raynehurst Nursery, Inf & Jun/Thamesview	Tonbridge	
Maidstone 1		Tunbridge Wells	Bishop's Down
MC2	Senacre		

CRITERIA FOR ACCESS TO PROVISION BY THE CLUSTER LEAD SCHOOL FOR PUPILS WITH SPEECH & LANGUAGE DIFFICULTIES

Parents express a preference for a particular cluster lead school to be named in their child's statement

Schedule 27 of the Education Act 1996 requires the LEA to comply with parental preference unless:

- the school is unsuitable to the child's age, ability, aptitude or special educational needs
- the placement would be incompatible with the efficient education of other children with whom the child would be educated
- the placement would be incompatible with the efficient use of resources



In considering the parental request for placement within a cluster lead school for pupils with speech and language difficulties regard must be given to the following admission criteria.

A specific language impairment (specific speech and/or language disorder) as opposed to a language delay. Additionally the pupil may have a diagnosis of autistic spectrum disorder, aspergers syndrome, social communication disorder or pragmatic language impairment. The pupil will have long term speech and language difficulties that cause barriers to learning. The pupil will present with many of the following:

- measurable speech and language behaviours which are long term and significantly below those of peers
- speech production that limits participation in classroom activities
- difficulties in meeting the language demands of ordinary learning activities
- difficulties in communicating with peers, leading to social isolation and apparent behaviour difficulties
- a high level of frustration caused by the inability to participate in the classroom or interact with peers

RANGE OF EXISTING PROVISION AVAILABLE TO PUPILS

AS1	Linden Grove	Malling	West Malling/The Malling
Ashford Rural		Sevenoaks South	
Canterbury Coastal		Rural Shepway	Hythe Community
Canterbury City & Country	Wincheap/Canterbury High	Shepway 1	
Cranbrook & Paddock Wood		Swale Rural	
Dartford East		Swale Urban	The Oaks Infant & Minterne Junior
Dartford West	York Road Junior	Swanley & District	Hextable
Deal & Sandwich		Thanet 1	
Dover		Thanet 2	
Gravesham		Tonbridge	
Maidstone 1		Tunbridge Wells	Southborough
MC2			

CRITERIA FOR ACCESS TO PROVISION BY THE CLUSTER LEAD SCHOOL FOR PUPILS WITH SPECIFIC LEARNING DIFFICULTIES

Parents express a preference for a particular cluster lead school to be named in their child's statement

Schedule 27 of the Education Act 1996 requires the LEA to comply with parental preference unless:

- the school is unsuitable to the child's age, ability, aptitude or special educational needs
- the placement would be incompatible with the efficient education of other children with whom the child would be educated
- the placement would be incompatible with the efficient use of resources



In considering the parental request for placement within a cluster lead school for pupils with specific learning difficulties regard must be given to the following admission criteria.

The pupil has a primary diagnosis of specific learning difficulties (dyslexia). The LA's definition of dyslexia may be found within the Council's Dyslexia Policy published in June 2005 (see below for web link).

Pupils will present with complex needs arising from intractable reading and spelling difficulties with attainments at or below the lowest 2% for literacy and/or numeracy. Pupils will demonstrate a cognitive profile that reflects non-verbal ability within the normal range (low average to above average ability range). Pupils will not be able to access and progress within large areas of the curriculum and will have been unable to overcome these weaknesses to any significant degree. There will be evidence of intensive whole school, class, group and individual level interventions. The pupil will present with most of the following difficulties:

- processing the sounds in speech and linking sounds to written letters
- short term or working memory
- assessed speech, language and communication needs
- low self esteem leading to poor social relationships
- lack of confidence in his/her ability to learn
- academic frustration leading to behaviour difficulties
- co-ordination problems (dyspraxia)

(http://www.clusterweb.org.uk/communication/comms_docs/dyslexia-policy-June-2005.doc)

RANGE OF EXISTING PROVISION AVAILABLE TO PUPILS

AS1	The North	Malling	Malling
Ashford Rural		Sevenoaks South	
Canterbury Coastal		Rural Shepway	
Canterbury City & Country	Archbishops	Shepway 1	Pent Valley
Cranbrook & Paddock Wood		Swale Rural	
Dartford East		Swale Urban	Westlands
Dartford West		Swanley & District	
Deal & Sandwich		Thanet 1	
Dover	Walmer	Thanet 2	Hereson
Gravesham		Tonbridge	
Maidstone 1		Tunbridge Wells	
MC2			

CRITERIA FOR ACCESS TO PROVISION BY THE CLUSTER LEAD SCHOOL FOR PUPILS WITH VISUAL IMPAIRMENT

Parents express a preference for a particular cluster lead school to be named in their child's statement

Schedule 27 of the Education Act 1996 requires the LEA to comply with parental preference unless:

- the school is unsuitable to the child's age, ability, aptitude or special educational needs
- the placement would be incompatible with the efficient education of other children with whom the child would be educated
- the placement would be incompatible with the efficient use of resources



In considering the parental request for placement within a cluster lead school for pupils with visual impairment regard must be given to the following admission criteria.

The pupil is blind or has a severe visual impairment that causes substantial and extensive barriers to learning and to the development of social relationships. In addition to the primary need of visual impairment the pupil may have secondary needs relating to learning (including gifted and able), hearing impairment, physical disability, medical, communication, social and emotional and resulting behavioural needs. The pupil will present with some or all of the following:

- an inability to make progress within the curriculum without the use of specialist materials and equipment
- mobility problems impacting significantly on participation in school and classroom activities
- difficulties in making and sustaining peer relationships leading to concerns about social isolation, the risk of bullying and growing frustration
- the visual impairment leads to significant difficulties in maintaining and sustaining concentration in the classroom and completing work
- emotional and/or behavioural difficulties including periods of withdrawal, disaffection and reluctance to attend school

RANGE OF EXISTING PROVISION AVAILABLE TO PUPILS

AS1		Malling	
Ashford Rural		Sevenoaks South	
Canterbury Coastal	Reculver	Rural Shepway	
Canterbury City & Country	Archbishops	Shepway 1	Morehall/Pent Valley
Cranbrook & Paddock Wood		Swale Rural	
Dartford East		Swale Urban	
Dartford West		Swanley & District	
Deal & Sandwich		Thanet 1	
Dover		Thanet 2	Bromstone/Charles Dickens/Dane Court Grammar
Gravesham	Raynehurst Inf & Jun	Tonbridge	
Maidstone 1	Maplesden Noakes/Cornwallis	Tunbridge Wells	
MC2			

REVISED TIMETABLE

Second stage of cluster planning led by LEOs and supported by the steering group	October-December 2006
Initial Consultation with Schools Funding Forum on Funding proposals	
Update on progress and approval on next stages and wider consultation of phase one proposals to KCC Cabinet	March 2007
Presentation on phase one proposals at Cabinet Briefing	2 April 2007
Informal consultation with parents and C&YP	Ongoing
Revised models of Funding proposals presented to Schools Funding Forum for agreement	May 2007
Wider consultation with stakeholders on area proposals (phase one)	May-June 2007
Approval on provision (phase one) and agreement to consult on provision (phase two) from KCC Cabinet	September 2007
Wider consultation with stakeholders on area proposals (phase two)	October/November 2007
Consultation on Funding arrangements	November 2007
Final approval from KCC Cabinet on provision proposals and funding arrangements	January 2008
Implementation on Cluster Lead School provision	September 2008

By: Graham Badman, Director for Children Families and Education & John Simmonds, Cabinet Member for Education and School Improvement

To: Cabinet - 12 March 2007

Subject: LA PROPOSED PRIMARY SCHOOL ADMISSION ARRANGEMENTS 2008-09

Classification: Unrestricted

Summary: To report on the outcome of the consultation on the proposed admission arrangements for transfer to primary schools in 2008-09. Cabinet is asked to determine the admission arrangements for that school year.

Introduction

1. (1) The local authority (LA), as the admissions authority for Community and Voluntary Controlled Schools, is required to consult on its proposed admission arrangements for these schools annually. The LA then has to determine its admission arrangements by 15 April each year.

(2) The Education Act 2002 introduced a duty on LAs, to formulate a scheme to co-ordinate admission arrangements for all maintained schools in its area and to take action to secure the agreement to the scheme by all admission authorities. In 2006 all admission authorities agreed the proposals to co-ordinate admissions to all Kent primary schools in September 2007.

(3) All admission arrangements identified in this document are outside the arrangements for pupils with statements of special education need which take place in accordance with the SEN Code of Practice (2001) Paragraph 5.72.

(4) The LA has consulted the headteachers and chairmen of governors of all Kent primary schools; neighbouring LAs; diocesan bodies; and other interested bodies on its proposed scheme to co-ordinate admissions to all Kent primary schools in 2008-09.

(5) The LA have consulted the Chair and Vice Chair of the Admissions Forum. Both support the arrangements outlined in this paper for determination.

Consultation and Outcome

2. (1) The consultation considered five issues:

(a) A co-ordinated admission scheme for 2008/09

(b) Over-subscription criteria for Community and Voluntary Controlled primary schools

(c) The relevant statutory consultation area

(d) Published admission numbers for Community and Voluntary Controlled Primary schools, and

(e) South Avenue Infants & Juniors be linked for Admissions Purposes

(2) Issues raised through the consultation process are discussed below. 121 Responses were received in total.

The Co-ordinated Scheme

3. (1) All necessary admission authorities agreed the scheme, 4 responses returned by schools did not. The following comments were made:

Date of CAF Returns	12 comments
	Responses from St Augustines-Hythe, St James CE Infants school, Diocesan & Payne Smith CEP, St Mary's Charity, Blean Primary School, Painter Ash Primary, St Peter's Methodist Primary School and St Johns-Maidstone, all indicated the date of the CAF return was too early. <i>The LA has consulted on this in the past. The current date is preferred by the majority of schools that want to have the process complete before Easter.</i> Comments received from Park Farm school, Hartley Primary and Sturry CEP, raised concern that the CAF collection date is the same as PLASC. <i>The scheme for determination has an amended collection date and will not now clash with PLASC collection.</i> Willesborough JNR commented that CAF returns in January limit the time available for parents to visit schools. <i>This year some schools appeared surprised by the dates of the scheme despite them agreeing them last year. Admissions will remind schools of scheme dates early in future rounds to help them plan for earlier open days. A number of schools have felt that open days & visits leading up to the Christmas period has eased pressure on staff enabling them to show parents around.</i>
CAF forms introduced for Year 3	1 comment
	St Mary of Charity commented that Yr 3 pupils be able to use CAF for entry into Primary schools. <i>This is not legally possible as children transferring into Primary schools outside of Reception year must do so through a casual admissions process.</i>
Notification on same day regardless of on-line	1 comment
	Platt Primary school commented on notification date. Where parents apply on-line they are able to access via the KCC website and get their offers on the 1 st March. Those people who apply on a paper CAF get notification by post and this invariable takes at least a day longer. <i>This is one of the incentives for applying on-line, it is part of a national E-gov target and should not be adjusted. The 'Offers' are part of the public domain from the 1st March, it when they are posted both on-line and via the royal mail.</i>
More time needed for Ranking pupils	1 comment
	Whitstable & Seasalter Endowed CEP consider 2 weeks insufficient time to rank pupil data. <i>The LA have a tight window in which to work and given that the schools are provided with all the pupil data 2 weeks should be sufficient time to check the list and rank as appropriate. Other schools have not considered this a major issue.</i>

(2) Attached as Appendix 1 is a copy of the proposed scheme to co-ordinate admissions to all Kent primary schools in 2008-09.

Over-subscription Criteria

4. (1) The over-subscription criteria for all Community and Voluntary Controlled primary schools is outlined in Appendix 2. 102 responses agreed the oversubscription criteria, 10 had no comment and 9 did not agree.

Tick Box should be removed	3 comments
Boughton Under Blean primary school question the value of denominational grounds without evidence, as parents simply tick the box as they think they will then be given priority. St James Junior school – Tunbridge wells considers the tick box unnecessary and confusing. St Johns CEP consider the tick box unnecessary.	
More evidence of Church membership	4 comments
The response from Lady Boswells CEP indicated more evidence of church membership should be included in oversubscription criteria. Each of the schools making comments on the tick box (above) also commented on more evidence of membership. <i>The LA consider these points reasoned arguments and would recommend including them for consultation in later years.</i>	
Do not break sibling link	2 comments
St Peters Methodist Primary school and Sturry CEP School responded that the sibling link should not be broken regardless of whether families move house. <i>The LA introduced this policy to avoid those that can afford it, simply buying a second property near a school to gain entry then moving away again.</i>	
Include children of staff	1 comment
Eastry CEP commented, it would like to see children of staff being 2 nd Criteria to avoid losing staff who wish to work at the same school as their child.	

(2) The sibling criterion has been amended to resolve the problem of where parents having secured a school place moved nearer to a school causing a break in the sibling link criterion even though they moved closer.

(3) Feedback received during the consultation suggests that in light of ongoing new build housing developments and the associated requirement for school places, there may be a need to protect school places during the construction phases. The following paragraph has been included as an addition to the oversubscription criteria in order for the LA to protect future investment programmes.

“Where new build housing development requires a new school or the significant enlargement of an existing school the ‘Nearness’ of schools criterion will allow for a catchment area (defined by map) to be created for the relevant school. This must be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions”

(4) Attached in Appendix 1 is a copy of the oversubscription criteria.

Relevant Statutory Consultation Area

5. The LA is required to define “relevant areas” within which the admissions authorities of all maintained schools must conduct their annual statutory consultation. We proposed for the purposes of statutory consultation the “relevant statutory consultation areas” should continue to be a 3 mile radius of the school. 121 responses were received, 117 agreed and 4 did not agree. However no comments were received.

Published Admission Numbers

6. (1) The proposed Published Admission Numbers (PANs) for Community and Voluntary Controlled schools were attached to the consultation document, 121 responses were received, 116 supported the PANs as published, 4 did not agree, 1 did not comment.

(2) Any requests for changes made by individual schools have been included in the list of published admission numbers following consultation with the Local Area Education Officer attached as Appendix 2.

PAN numbers are incorrect for some schools	4 comments
Harcourt Primary schools noted Morehall Primary school had the wrong PAN number listed in the consultation. There was a discrepancy in the listed PAN for St Joseph's Primary – Aylesham. St Mary's – Swanley should have a PAN of 30. Barton JNR school have the wrong PAN listed.	
Schools admit over PAN	1 comment
Penhurst CEP School, raised concerns that some schools admit over PAN and that this has a detrimental effect on surrounding schools. <i>The LA recognise the issues associated with this, however where independent appeals panels admit over PAN there is nothing the schools or the LA can do about it.</i>	

Admissions Link for South Avenue Junior School

7. (1) All schools within a 3 mile radius of South Avenue Junior School were consulted on the proposed forming of an admissions link between South Avenue Junior School and South Avenue Infant School. 19 Schools fell within the consultation zone 16 of which agreed, 1 did not agree and 2 failed to respond.

Recommendations
<p>8. Cabinet is asked TO AGREE:</p> <p>(a) The scheme to co-ordinate admissions to primary schools in 2008-09 as set out in Appendix 1.</p> <p>(b) The oversubscription criteria for Community and Voluntary Controlled schools as set out in Appendix 1</p> <p>(c) That the relevant statutory consultation area for primary schools be a 3-mile radius of the school. (also set out in Appendix 1)</p> <p>(d) That the published numbers for Community and Voluntary Controlled primary schools be as set out in Appendix 2.</p> <p>(e) That South Avenue Junior School be linked for the purpose of admissions with South Avenue Infant School.</p>

Scott Bagshaw
 Head of Admissions and Transport
 Tel: (01622) 694185

Background Documents:

None

Key Dates

18 January 2008	Closure date for return of Common Application Forms.
By 15 February 2008	Details of all applicants sent to schools and other LAs.
By 7 March 2008	Ranked lists back from all schools.
By 19 March 2008	The LEA will match ranked lists.
By 26 March 2008	Schools informed of allocations.
31 March 2008	Offer day.
25 April 2008	Deadline for parents to accept the place offered.
28 April 2008	Schools re-allocate places that have become available.

In addition the scheme:

- Allows for supplementary forms to be sent direct to primary schools.
- Confirms that after 28 April 2008 schools consider applicants through normal waiting list procedures.

1. Scheme to Co-ordinate Admissions to Primary Schools in September 2008

The LA expects that all schools and Admissions Authorities engaged in the sharing of admissions data will manage personal information in accordance with the Data Protection principles.

1. There will be a standard form known as the Common Application Form (CAF).
2. The CAF will be used for the purpose of admitting pupils into the first year of Primary Education and year 3 of Junior Schools.
3. The CAF will be used as a means of expressing one or more preferences by parents for their child to be admitted to a school within the LA area (including Voluntary Aided (VA) and Foundation Schools).
4. The CAF will:
 - (a) Invite parents to express three preferences in priority order,
 - (b) Invite parents to give their reasons for each preference,
 - (c) Explain that parents will receive the offer of one school place and that:

- (i) a place will be offered at highest ranked preference for which they are eligible,
 - (ii) if a place cannot be offered at a school named on the form, a place will be offered at an alternative school.
 - (d) Specify the closing date and where it must be returned, in accordance with paragraph 9.
5. The LA will make appropriate arrangements to ensure:
 - (a) the CAF is available on request from the LA and from all primary schools in the LA area; and
 - (b) the CAF is accompanied by a written explanation of the co-ordinated scheme.
 6. All preferences expressed on the CAF are valid applications.
 7. The Governing Body of a Foundation or VA School can require parents who name their school on the CAF, to provide additional information on a supplementary form, but only where the additional information is required for the governing body to apply their over-subscription criteria. Where a supplementary form is required it must be returned to the VA or Foundation School that requested its completion.
 8. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed a CAF, and the school is named.
 9. Completed CAFs are to be returned to the LA or any Kent Primary School by 18 January 2008
 10. The LA will act as a clearing house for the allocation of places. The LA will only make any decision about the offer or refusal of a place in response to any preference expressed on the CAF where:
 - (a) it is acting in its separate capacity as an admission authority;
 - (b) an applicant is eligible for a place at more than one school;
 - (c) an applicant is not eligible for a place at any school that the parent has named.

The LA will allocate places in accordance with paragraph 13.

11. By 15 February 2008 - The LA will notify each school of every application that has been made including all the relevant details from the CAF.
12. By 7 March 2008 - The Admission Authority for each school will consider all applications for their school, apply the school over-subscription criteria and provide the LA with a list of all applicants ranked according to the school's over-subscription criteria.
13. By 19 March 2008 - The LA will match this ranked list against the ranked list of the other schools named on the form and:
 - Where the child is eligible for a place at only one of the named schools, that school will be offered.
 - Where the child is eligible for a place at two or more of the named schools, they will be allocated a place at whichever of these is the highest ranked preference.
 - Where the child is not eligible for a place at any of the named schools, the child will be allocated a place at the nearest appropriate school with a vacancy.

14. On 26 March 2008 -The LA informs primary schools of the pupils to be offered places at their schools.
15. On 31 March 2008 - Parents will be sent decision letters. The letter will give the following information:
 - The name and contact details of the school at which a place is offered.
 - The reasons why the child is not being offered a place at any school named on the CAF as a higher preference than the school offered.
 - Information about the right of appeal against the decisions to refuse places at other named schools.
 - An invitation to parents to contact primary schools if they want their child to be considered for any places that might become available.
16. 25 April 2008 - The deadline for parents to accept the place offered.
17. 28 April 2008 - Schools re-allocate any places that have become vacant since 31 March 2008, giving priority to applicants according to individual schools' over-subscription criteria.
18. Parents may ask to be kept on a waiting list should places become available after 28 April 2008. The waiting lists will be held by individual primary schools and parents will be told to lodge their request with the school.

Late Applications

19. The closing date for applications in the normal admission round is 18 January 2008. As far as is reasonably practicable applications for places in the normal admissions round that are received late for a good reason will be accepted, provided they are received before 31 January 2008.
20. Applications received after 31 January 2008 will be considered after places have been offered to pupils on 31 March 2008.
21. Applications received after 31 March 2008 will be forwarded to each primary school named on the CAF to consider along with all other outstanding requests.

2. Over-subscription Criteria

The over-subscription criteria for all Community and Voluntary Controlled primary schools are:

- Children in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- Attendance at a linked school – where admission links have been established between the infant and junior school concerned, children attending the infant school are given priority for admission to the junior school. In the same way, children with a sibling in the junior school are given priority for admission to the infant school.
- Denominational preference (for Voluntary Controlled Church schools only) – if a parent has applied for their child to be admitted to a Church of

England or Methodist controlled school on denominational grounds by ticking the box on the application form, preference will be given to these over those who have not. Evidence of church membership or attendance is not required.

- Current Family Association - a brother or sister in the same school at the time of entry and the family continues to live at the same address as when the sibling was admitted or has moved to a new property nearer to the school as defined by the 'Nearness Criterion' (below). Linked infant and junior schools are considered to be the same school for this criterion. In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.
- Health and Special Access Reasons - children whose health or physical impairment means they have to attend a particular school. Health reasons must be strong and must be supported with evidence in writing by a medical practitioner. The evidence must demonstrate a special connection between the child's needs and the particular school. A physical impairment must be such that it requires the child to attend a particular school because its buildings do not inhibit his/her mobility.
- Nearness of children's homes to school - we use the distance between the child's permanent home address and the school, measured in a straight line using ordnance survey address point data. Distances are measured from a defined point within the child's home to a defined point within the school as specified by Ordnance Survey.
- Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' of schools criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This must be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions".

3. Statutory Consultation Area

The LA is required to define "relevant areas" within which the admissions authorities of all maintained schools must conduct their annual statutory consultation. The "relevant statutory consultation areas" are a 3 mile radius of the school.

Published Admissions Numbers (PAN) for Community and Voluntary controlled Primary schools:
Schools in Ashford One

SCHOOL NAME	2008 PAN
Aldington Primary School	20
Ashford South Community Primary School	To amalgamate with Oak Tree 01-09-08 and new school to have PAN of 60
Beaver Green Infant School	Subject to proposal amalgamation 01-09-07 PAN to be 60
Brabourne CEP School	15
Brook Community Primary School	12
Challock Primary School	20
Chilham, St Mary's CEP School	15
Downs View Infant School	90
East Stour Primary School	60
Hopewell School	To amalgamate 01-09-07 and new school to have PAN of 60
Kennington CEJ School	90
Lady J Thornhill (Endowed) Primary School	60
Linden Grove Primary School	60
Mersham Primary School	28
Oak Tree Primary School	To amalgamate with Ashford South 01-09-08 and new school to have PAN of 60
Phoenix Community Primary School	30
Smeeth Community Primary School	20
Victoria Road Primary School	30
Willesborough Infant School	120

Schools in Ashford Rural

Bethersden Primary School	20
Egerton CEP School	30
Furley Park Primary School	60
Godinton Primary School	60
Great Chart Primary School	60
Hamstreet Primary School	45
High Halden CEP School	15
John Mayne CEP School	20
Kingsnorth Primary School	60
Pluckley CEP School	17
Rolvenden Primary School	14
Smarden Primary School	15
St Michael's CEP School, Tenterden	30
Tenterden Infants School	70
Tenterden Junior School	90
Woodchurch CEP School	20

Schools in Shepway 1

Castle Hill Community Primary School	58
Cheriton Primary School	58
Christ Church CEP School	60
Hawkinge Primary School	45
Morehall Primary School	30
Mundella Primary School	30
Sandgate Primary School	60
Seabrook CEP School	15
Selsted CEP School	15
St Martin's CEP School	30
St Peter's CEP School	15
The Churchill School	60

Schools in Shepway Rural

Bodsham CEP School	7
Brenzett CEP School	20
Brookland CEP School	15
Dymchurch Primary School	45
Hythe Bay CEP School	56
Lydd Primary School	40
Lyminge CEP School	30
Lympne CEP School	30
Palmarsh Primary School	15
Sellindge Primary School	15
St Nicholas CEP School	54
Stelling Minnis CEP School	15
Stowting CEP School	15

Schools in Canterbury Coastal

Briary Primary School	60
Hampton Primary School	85
Herne Bay Infant School	120
Herne CE Infant School	90
Joy Lane Community Primary School	60
Reculver CEP School	75
St Alphege CE Infant School	60
Swalecliffe Community Primary School	90
Westmeads Community Infant School	60
Whitstable Junior School	90

Schools in Canterbury City and Country

Adisham CEP School	20
Barham CEP School	30
Blean Primary School	67
Bridge & Patixbourne CEP School	51
Canterbury, St Peter's Methodist	30
Chartham Primary School	45
Chislet CEP School	10
Hersden Community Primary School	17
Hoath Primary School	8
Kingsmead Primary School	30
Littlebourne CEP School	15
Parkside Community Primary School	30
Petham Primary School	17
Pilgrims Way Primary School	57
St Stephens Infant School	90
St Stephens Junior School	90
Sturry CEP School	60
Wickhambreaux CEP School	15

Schools in Rural Swale

Boughton-under-Blean Methodist	30
Bysing Wood Primary School	15
Davington Primary School	60
Dunkirk Village School	15
Eastling Primary School	14
Ethelbert Road Infant School	37
Graveney Primary School	15
Hernhill CE Primary School	30
Luddenham Primary School	30
Lynsted & Norton Primary School	15
Milstead & Frinstead CE Primary School	10
Ospringe Primary School	30
Rodmersham Priamry School	10
Selling CE Primary School	18
Sheldwich Primary School	30

Schools in Swale Urban

Bobbing Village School	30
Canterbury Road Primary School	30
Danley Middle School	170
Eastchurch CEP School	60
Grove Park Community School	90
Holywell Primary School (Upchurch)	30
Iwade Community Primary School	60
Kemsley Primary School	30
Lansdowne Primary School	30
Lower Halstow School	20

Milton Court Primary School	30
Minster in Sheppey Primary School	90
Minterne Community Junior School	90
Murston Infant School	45
Murston Junior School	45
Newington C E Primary School	30
Queenborough First School	60
Regis Manor Community School	60
Richmond First School	60
Rose Street School	30
South Avenue Infant School	60
South Avenue Junior School	60
Teynham Parochial CEP School	30
The Oaks Community Infant School	90
West Minster Primary School	60
Wood Grove School (formerly Homewood & Barrow)	60

Schools in Cranbrook and Paddock Wood

Benenden CEP School	25
Cranbrook CEP School	30
Frittenden CEP School	13
Goudhurst & Kildown CEP	30
Hawkhurst CEP School	30
Horsmonden Primary School	30
Lamberhurst St Marys CEP	20
Paddock Wood Primary School	90
Sandhurst Primary School	25

Schools in Swanley & District

Crockenhill Primary School	30
Downsview Primary School	20
Hextable Primary School	60
High Firs Primary School	30
St Paul's CEP School, Swanley	15
West Kingsdown CE Primary School	45
White Oak & Birchwood Primary to Merge – new name to be advised.	30

Schools in Sevenoaks South

Amherst School	90
Chiddingstone CEP School	20
Churchill CEP School	40

Crockham Hill CEP School	20
Dunton Green Primary School	30
Edenbridge Primary School	60
Four Elms Primary School	16
Halstead Community Primary School	20
Kemsing Primary School	30
Leigh Primary School	20
Otford Primary School	35
Riverhead Infant School	90
Seal CEP School	25
Sevenoaks Primary School	60
Shoreham Village School	15
St John's CEP School, Sevenoaks	15
St Lawrence CEP School	10
Sundridge & Brasted CEP School	15
The Anthony Roper School	45
Weald Community Primary School.	20

Schools in Tunbridge Wells

Bidborough CEP School	30
Bishops Down Primary School	28
Broadwater Primary School	20
Claremont Primary School	60
Langton Green primary School	30
Pembury School	60
Sherwood Park Community Primary	40
Southborough CEP School	55
St James' CEJ School	68
St John's CEP School	90
St Marks CEP School	30
St Matthew's High Brooms CEP School	45
St Peter's CEP School	20

Schools in Dartford West

Fleetdown Infant School	60
Fleetdown Junior School	60
Joydens Wood Infants School	70
Joydens Wood Junior School	70
Maypole Primary School	30
Oakfield Infant & Nursery School	60
Oakfield Junior School	86
St Alban's infant School	60
Temple Hill Community School	60
The Brent Primary School	60
The Gateway Community Primary	30
Wentworth Primary School	70
West Hill Primary School	70

Westgate Primary School	30
York Road Junior School	90

Schools in Dartford East

Bean Primary School	30
Darenth Community Primary School	30
Fawkham CEP School	15
Hartley Primary School	60
Knockhall Community Primary	60
Langafel CEP School	45
New Ash Green Primary School	60
Sedley's CEP School	11
Stone, St Mary's CEP School	60
Swanscombe Infants School	60
The Craylands School	30
Sweyne Junior School	90

Schools in Gravesham

Cecil Road Primary & Nursery	54
Chantry Primary School	30
Cobham Primary School	30
Culverstone Green Primary School	30
Dover Road Community Primary	60
Higham Primary School	30
Istead Rise Primary School	45
Kings Farm Primary School	45
Lawn primary School	20
Meopham Community Primary	60
Painters Ash Primary School	60
Raynehurst Primary School	45
Riverview Infants School	120
Riverview junior School	120
Rosherville CEP School	18
Shears Green Infant School	120
Shears Green Junior School	120
Shorne CEP School	30
Singelwell Primary School	30
Vigo Village School	30
Westcourt School	30
Whitehill Primary School	60
Wrotham Road Primary School	60

Schools in Deal and Sandwich

Cartwright & Kelsey CE Primary	30
Eastry CE Primary School	30
Goodnestone CEP School	10
Kingsdown & Ringwold CEP School	28

Mongeham Primary School	Due to amalgamate with South Deal Primary School 01/09/07 PAN of new school (name yet to be agreed) will be 45
Nonington Primary School	15
Preston Primary School	19
Sandown School	60
Sandwich Infant School	56
Sandwich Junior School	56
South Deal Primary School	Due to amalgamate with Mongeham School 01/09/07 PAN 45 (see above)
St Margaret's-at-Cliffe Primary	30
The Downs CEP School	60
Warden House Primary School	60
Wingham Primary School	30
Worth Primary School	10

Schools in Dover

Aycliffe Community Primary School	30
Aylesham Community Primary	60
Barton Junior School	60
Capel-le-Ferne Primary School	30
Eythorne Elvington Community Primary	20
Guston CE Primary School	20
Langdon Primary School	10
Lydden Primary School	12
Melbourne Community Primary School	30
Nonington CEP School	12
Powell School (The)	40
Priory Fields School	60
River Primary School	60
Shatterlocks Infant School	60
Sibertswold CE Primary School	30
St Martin's School	37
St Radigund's Community Primary	30
Temple Ewell CEP School	20
Vale View Community School	30
Whitfield School	51

Schools in Maidstone 1

Aylesford Primary School	45
Barming Primary School	60
Boughton Monchelsea Primary School	30
Brunswick House Primary School	60
Coxheath Primary School	30

East Farleigh Primary School	30
Laddingford, St Mary's CEP School	13
Marden Primary School	40
Palace Wood Primary School	60
St Margaret's CofE , Collier Street	17
St Michael's Infant School	40
St Michael's Junior School	45
Staplehurst School	60
Sutton Valence Primary School	30
Ulcombe	16
Wateringbury CEP School	30
West Borough Primary School	60
Yalding, St Peter & St Paul CEP School	20

Schools in MCS

Bell Wood Community School	45
Bredhurst CEP School	15
Detling CEP School	15
East Borough Primary School	60
Greenfields Community Primary School	45
Harrietsham CEP School	20
Headcorn Primary School	30
Hollingbourne Primary School	15
Kingswood Primary School	20
Leeds & Broomfield Primary School	12
Lenham Primary School	30
Loose Infant School	90
Loose Junior School	90
Madginford Park Infant School	90
Madginford Park Junior School	90
Molehill Copse Primary School	40
North Borough Junior School	75
Oak Trees Community School	23
Park Way Primary School	40
Platts Heath Primary School	13
Sandling Primary School	60
Senacre Wood Primary School	30
South Borough Primary School	30
St Paul's Infant School	90
Thurnham CEI School	90

Schools in Malling

Brookfield Infant School	60
Brookfield Junior School	64
Burham CEP School	28

Ightham Primary School	28
Kings Hill School	60
Lunsford Primary School	30
Mereworth Community Primary School	30
Offham Primary School	30
Plaxtol Primary School	16
Ryarsh Primary School	22
St George's CEP School	25
St James the Great Primary & Nursery	30
St Katherine's School	90
St Mark's CEP School, Eccles	20
St Peter's CEP School	18
Stansted CEP School	12
The Discovery School	30
Trottscliffe CEP School	12
Tunbury Primary School	80
Wateringbury CEP School	30
West Malling CEP School	28
Wouldham, All Saints CE School	30

Schools in Tonbridge

Cage Green Primary School	54
Capel Primary School	30
East Peckham Primary School	30
Hadlow School	25
Hildenborough CEP School	30
Long Mead Community Primary School	30
Shipbourne Primary School	8
Slade Primary School	45
St Stephen's (Tonbridge) Primary	30
Stocks Green primary School	30
Sussex Road Community Primary School	60
Woodlands Infants School	90
Woodlands Junior School	96

Schools in Thanet 1

Birchington CEP School	60
Cliftonville Primary School	90
Drapers Mill Primary School	60
Garlinge Community Primary School	60
Holy Trinity & St John's CEP, Margate	60
Minster CEP School	60
Monkton Primary School	15

Northdown Primary School	45
Palm Bay Primary School	45
Salmestone Primary School	60
St Crispins Community Infant Primary	90
St Nicholas-at-Wade CEP School	28
Westgate-on-Sea, St Saviour's CEP Junior	90

Schools in Thanet 2

Bromstone Primary School	60
Challis Grange Nursery & Infant	120
Chilton Primary School	60
Christ Church CEJ School	60
Dame Janet Community Infant School	90
Dame Janet Community Junior School	90
Ellington Infant School	90
Newington Community Primary School	60
Newlands Primary School	80
Priory Infant School	60
St Mildred's Primary Infant School	90
Upton Junior School	128

By: Graham Badman, Director for Children Families & Education
John Simmonds, Cabinet Member for Education and School Improvement

To: Cabinet - 12 March 2007

Subject: LOCAL AUTHORITY PROPOSED SECONDARY SCHOOL
ADMISSION ARRANGEMENTS 2008-09

Classification: Unrestricted

Summary: To report on the outcome of the consultation on the proposed admission arrangements for transfer to secondary schools in September 2008. Cabinet is asked to determine the admission arrangements for that school year.

Introduction

1. (1) The Local Authority (LA), as the admissions authority for Community and Voluntary Controlled schools, is required to consult on its proposed admission arrangements for these schools annually, and to determine its admission arrangements by 15 April each year.

(2) The Education Act 2002 introduced a duty on each LA, to formulate a scheme to co-ordinate admission arrangements for all maintained schools in its area and to take action to secure the agreement to the scheme by all admission authorities. In 2006 all admission authorities agreed the proposals to co-ordinate admissions to all Kent secondary schools in September 2008.

(3) All admission arrangements identified in this document are outside the arrangements for pupils with statements of special education need which take place in accordance with the SEN Code of Practice (2001) Paragraph 5.72.

(4) The LA has consulted the headteachers and chairmen of governors of all Kent primary and secondary schools; neighbouring LEAs; diocesan bodies; independent schools (which have pupils transferring to secondary schools); and other interested bodies on its proposals to co-ordinate admissions to all Kent secondary schools in September 2008.

(5) The LA has consulted the Chair and Vice Chair of the Admissions Forum. Both support the admissions arrangements for determination in this paper

Consultation and Outcome

2. (1) The consultation considered four issues:
- (a) The Co-ordinated Admission Scheme for 2008/09
 - (b) Over-subscription criteria for Community and Voluntary Controlled secondary schools
 - (c) The relevant statutory consultation area, and

- (d) Published admission numbers for Community and Voluntary Controlled secondary schools.

(2) Each of these is looked at separately below. Responses were received from 24 primary schools and 71 secondary schools. No responses were received from neighbouring LAs or Dioceses.

(a) The Co-ordinated Scheme

3. (1) The scheme was agreed by all admission authorities. 96 Responses were received. A summary of comments follows:

Testing Before Preference	2 comments
Responses from Wrotham school and Platt Primary School favour testing before preference. <i>The LA recognise the benefits this can bring and has undertaken to review the PESE process during 2007 in order to consider viable options that will enable effective selection at the secondary transfer stage. Outcomes of this process will form the basis of the formal consultation in November/December 2007.</i>	
Time allocated for Headteacher appeals	2 comments
The response from Dartford Grammar School raised concerns that there would be insufficient time available for Headteacher appeals. <i>The scheme timetable takes account of the HT appeals process.</i> The response from Gravesend Grammar School commented that the HT appeals process was not outlined in the scheme. <i>HT appeal is an established part of the assessment process: it is not deemed necessary to detail it within the admissions scheme.</i>	
First Preference First to be allowed	3 comments
The response from Bradbourne School and Hayesbrook School indicated that FPF should be allowed. <i>This practice is however unlawful from Feb 2007.</i> The response from St Edmund's Catholic Comprehensive school stated that having pupil preference information assisted in planning.	
Offers to be available to parents on same day	1 comment
The response from Platt Primary School stated that all children should be supplied with the notification of a school place on the same day. <i>There is a single offer date (3 March in 2008), when offer letters are sent out, but parents who have applied online may view their offer online on that day, whereas those who have completed a paper CAF must wait for the post. This is national practice, which the LA supports, because it encourages online applications, which save time and resources. Nobody is excluded from online application, and how the offer is received does not affect the outcome.</i>	
Dates of Scheme	2 comments
Responses from The Folkestone Academy and Homewood School raised concerns that the process runs too late for effective planning for staffing. <i>The current dates reflect the restrictions of national legislation and the preferences of the majority following previous consultations.</i>	

(2) The suggestions have been incorporated in the final scheme, which is attached as Appendix 1

(b) Oversubscription Criteria

4. (1) The oversubscription criteria have not changed from 2007/08, other than an alignment of the Dover Grammar school for girls testing arrangements with other Community grammar schools in Kent. Of the 96 responses received 6 did not agree the oversubscription criteria. Comments are summarised below:

*Dover testing arrangements	10 comments (4 against 4 for & 2 Non committal)
<p>Responses from Dover Grammar School for Boys, Dover Grammar School for Girls and St Mary's (Dover) CE Primary School all supported DGSG being able to retain testing arrangements specific to the Dover area. The response from Oakwood Park questioned the practicality of trying to bring the admission arrangements for the Dover grammar schools into line with the rest.</p> <p>Comments from Astor College of Arts, Folkestone School for Girls, Meopham School, St Edmund's Catholic Comprehensive and St Gregory's Catholic School all agreed that there should be a single testing system for admission to all grammar schools in Kent. The comment from Astor College highlighted concerns that "double selection" had an adverse effect on results at the local non-selective schools.</p> <p>The comments from Folkestone School for Girls agreed "that there should be a level playing field and that either all schools should have access to a second test or that none should". The response from Queen Elizabeth's Grammar School recommended that arrangements for both the Dover grammar schools should be the same, if Dover Boys continue with a Dover test then Dover Grammar School for Girls should also. <i>Attached in Appendix 5 is a further paper outlining the school's argument for its retention and why in contrast the LA is seeking to apply a single test arrangement across Kent.</i></p>	
Sibling Criterion	1 comment
<p>The response from Wilmington Grammar School for Girls commented that the sibling criterion should be retained for all schools in the interest of equity. <i>Changes in the Code of Practice mean that a grammar school that ranks by highest test score could not favour siblings. This does not affect the community grammar schools.</i></p>	

(2) Feedback received during the consultation suggests that in light of ongoing new build housing developments and the associated requirement for school places, there may be a need to protect school places during the construction phases. The following paragraph has been included in Appendix 2 to secure school places for a limited period where new build developments are underway.

"Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This must be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions".

(3) Attached, as Appendix 2, is a copy of the over-subscription criteria for Community and Voluntary Controlled schools.

(c) Relevant Statutory Consultation Area

5. (1) The statutory consultation area has not changed from 2007/08 of the 96 responses. 2 did not agree with the arrangements. Comments are summarised below:

Consultation area should reflect cluster	1 comment
The response from Sandwich Technology School asks why Deal is not included in the statutory consultation areas. <i>Deal is included in the 'Dover District' which is listed in the statutory consultation areas.</i> The view was expressed that Sandwich Technology School served a far wider community than the Thanet district. <i>Consideration as to how closely consultation areas should reflect cluster arrangements can be explored during 2007/8.</i>	
Why are some areas omitted/included?	2 comments
The response from Canterbury High school questioned why Faversham was included in the Canterbury Area for consultation. <i>This is because traditionally a significant cohort of children have travelled from Canterbury to Faversham and vice versa to secure preferred school choices.</i>	

(d) Published Admission Numbers

6. The proposed Published Admission Numbers (PANs) for Community and Voluntary Controlled schools were attached to the consultation document. No comments were received. The proposed Published Admission Numbers for community and voluntary controlled secondary schools are attached as Appendix 4.

Some schools are listed as VA & Community when they now have Foundation status	4 comments
<i>This was a clerical error and has been amended. The list for determination has also been updated to take account of some errors in PAN numbers listed in the initial consultation and identified during the consultation process. Changes in PANs from 2007 are highlighted on the list.</i>	

7. Recommendations

Cabinet is asked TO AGREE

- (a) **That the scheme to co-ordinate admissions to secondary schools in September 2008 should be as set out in Appendix 1.**
- (b) **That the over-subscription criteria for community and voluntary controlled schools be as set out in Appendix 2:**
- (c) **That the relevant statutory consultation area for secondary schools be designated parishes and adjoining districts as set out in Appendix 3.**
- (d) **That the Published Admission Numbers for Community and Voluntary Controlled secondary schools be as set out in Appendix 4.**

Scott Bagshaw

Head of Admissions and Transport

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Background Documents:

None.

TRANSFER TO SECONDARY SCHOOL – SEPTEMBER 2008

1. THE CO-ORDINATED SCHEME

Timetable of co-ordinated scheme - 2008

19 October 2007	Common Application forms to be returned to the LA via primary schools
23 November 2007	Final date for receipt of applications from other LAs
5 December 2007	The LA notifies all secondary schools of the number of applicants. Schools requiring them to arrange testing will be sent parent and pupil details. Schools requesting details to match against supplementary forms will be sent parent and pupil details
4 January 2008	Details of pupil applications sent to schools including all relevant details from the CAF to enable schools to apply their over-subscription criteria
8/9 January 2008	PESE tests
12 January 2008	Out of county PESE tests
18 January 2008	All testing procedures to be completed
25 January 2008	Foundation and VA schools provide the LA with ranked lists of applicants
5- 15 February 2008	Inter-LA exchange of data
By 19 February 2008	LA matches ranked lists provided by all schools and Academies, and allocates places
22 February 2008	Secondary schools sent list of allocated pupils. Kent primary schools informed of the destination of their pupils
3 March 2008	Notifications sent to parents by the LA
25 March 2008	Date by which parents must confirm whether or not they have accepted the place, wish to appeal and/or be placed on a school's waiting list
27 March 2008	The LA sends secondary schools details of any late applications received after 14 December 2007 but before 25 March 2008. The co-ordinated scheme ends.
From 27 March until the start of the Autumn Term 2008	Schools hold waiting lists and consider applications in accordance with their over-subscription criteria

THE SCHEME

The LA expects that all schools and Admissions Authorities engaged in the sharing of admissions data will manage personal information in accordance with the Data Protection principles.

Common Application Form

1. There will be a standard form for Kent residents known as the Common Application Form (CAF).
2. The CAF will be used for the purpose of admitting pupils into the first year of secondary education in the specified year, and any successive year in which this scheme is still in force.
3. The CAF must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child:
 - (a) to be admitted to a school within the LA area (including VA and foundation schools and Academies)
 - (b) to be admitted to a school located in another LA's area (including VA, foundation schools and Academies)
4. The CAF will:
 - (a) invite the parent to express three preferences by completing the form, including, where relevant, any schools outside the LA's area, in rank order of preference.
 - (b) invite parents to give their reasons for each preference.
 - (c) explain that the parent will receive no more than one offer of a school place and that:
 - (i) a place will be offered at the highest ranking nominated school for which they are eligible for a place; and
 - (ii) if a place cannot be offered at a nominated school, a place will be offered at an alternative school.
 - (d) specify the closing date and where it must be returned, in accordance with paragraph 7.
5. The LA will make appropriate arrangements to ensure:
 - (a) that the CAF is available on request from the LA and from all maintained primary and secondary schools and Academies in the LA area; and
 - (b) that the CAF is accompanied by a written explanation of the co-ordinated admissions scheme.
6. The LA will take all reasonable steps to ensure that every parent resident in the LA area who has a child in their last year of primary education receives a copy of the CAF (and a written explanation).
7. Completed CAFs are to be returned to the LA by 19 October 2007 via primary schools (if the child is attending a Kent maintained primary school), so that the LA can keep track of parents that do not complete a CAF.

Supplementary Information forms

8. All preferences expressed on a CAF are valid applications. A school can require parents who wish to nominate, or have nominated it on the CAF, to provide additional information on a supplementary form only where the additional information is required for the governing body to apply its over-subscription criteria to the application. Where a supplementary form is required it must be returned to the school. All schools that use supplementary forms must include the proposed form in their consultation with other admission authorities, including the LA.

9. A supplementary form is not a valid application: this can be made only on the Kent CAF or, if resident in another area, the home area's Common Application Form. When supplementary forms are received the school must inform the LA before consideration and ranking of applicants so it can verify whether a CAF or neighbouring area's CAF has been received from the parent and, if not, contact the parent and ask them to complete one. In these circumstances, the school should also send the LA a copy of the supplementary form if so requested. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply its over-subscription criteria.

Testing

10. Where a selection test of any kind is part of the school's admission arrangements, the admission authority for the school must make it clear to the parent that they are required to express a preference on a CAF lodged with the relevant LA before their child is tested.

11. No school shall allow a child to undertake any selection test (whether a test of ability or aptitude) which is required as part of that school's admission arrangements, unless that school is one of the named preferences on a CAF.

12. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on nominations, conform to the timing requirements of the scheme as set out in Schedule 2.

13. Parents may not be notified of the result of any selection test/assessment before the offer date of 3 March 2008, and on 3 March 2008 parents should only be told the assessment decision, not the child's test score.

Late Applications Received After 19 October but Before 14 December 2007

14. The closing date for applications in the normal admissions round is 19 October 2007. As far as is reasonably practicable applications for places in the normal admissions round that are received late for a good reason will be accepted provided they are received before 14 December 2007. Examples of what will be considered as good reason include: when a single parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a Kent property will normally be required in these cases).

Late Applications Received After 14 December but Before 25 March 2008

15. Applications made direct to any school on the CAF must be forwarded to the LA immediately. Where only the supplementary form is received the school must inform the LA immediately so it can verify whether a CAF has been received from the parent and, if not, contact the parent and ask them to complete a CAF. The LA will hold all applications until they are passed to schools on 27 March 2008.

Determining Offers in Response to the CAF

16. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where:

- (a) it is acting in its separate capacity as an admission authority, or
- (b) an applicant is eligible for a place at more than one school, or
- (c) an applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 20 of this Schedule.

17. By 5 December 2007 the LA will notify all schools of the number of applications received for their school. Schools requiring details to arrange testing will be sent parent and pupil details. Schools requesting details to match against supplementary forms will be sent parent and pupil details. Where parents have nominated a school outside the LA area, the LA will also notify the relevant authority/authorities by 5 December 2007.

18. By 4 January 2008 the LA will notify the admission authority for each of the schools of every nomination that has been made for that school, forwarding them all relevant details from the CAF and any supplementary form received by this date which schools require in order to apply their over-subscription criteria.

19. By 25 January 2008 the admission authority for each school will consider all applications for their school, apply the school's over-subscription criteria (if appropriate) and provide the LA with a list of those applicants ranked according to the school's over-subscription criteria.

20. By 19 February 2008 the LA will match this ranked list against the ranked lists of the other schools nominated and:

- Where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child.
- Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.
- Where a Kent child is not eligible for a place at any of the nominated schools, the LA will allocate them a place at the nearest appropriate school with a vacancy.

21. 22 February 2008 – The LA informs its secondary schools, and any Academy, of the pupils to be offered places at their schools, and informs other LAs of places in Kent schools to be offered to their residents. The LA informs all Kent primary schools of the destination of their pupils.

Offers 3 March 2008

22. On 3 March 2008 Kent LA will notify applicants from within Kent by letter that they are being offered a place at the allocated school. This letter will give the following information:

- The name of the school at which a place is offered;
- The reasons why the child is not being offered a place at each of the other schools

nominated on the CAF;

- Information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
- How to apply for a place on the waiting list for any school named on the CAF. Parents cannot ask for their child to go on the waiting list for a grammar school unless the child has been assessed suitable for grammar school.
- Contact details for the school and LA for the admission authorities of Foundation, VA schools and Academies where they were not offered a place, so that they can lodge an appeal with the governing body; and
- Where a child has sat any grammar school test, the assessment decision, which should not have been released before 3 March, by either the LA or any school.

The letter will not inform parents of places still available at other schools.

23. Parents who reside in other boroughs but who have applied for a Kent school or schools, will be notified of whether or not they are being offered a place at a Kent school by their own LA on 3 March 2008.

24. Kent pupils who have not been offered a place at any of the schools nominated on their Common Application Form will be offered a place by Kent LA at the nearest school with a place available, following consultation with individual schools. This place will be offered on, or as close as possible to, 3 March 2008

Acceptance/Refusal 25 March 2008

25. Secondary schools send their welcome letters on Thursday 6 March 2008.

26. 25 March 2008: the deadline for parents to let the school they have been offered know in writing whether or not they are accepting the place. Parents must let the school know if they are not taking up the place offered. By 25 March 2008 each school will make sure they have a response from each pupil who was offered a place on 3 March 2008. If the school is unable to obtain a reply by 25 March 2008, having exhausted all reasonable enquiries, it must remind the parent of the need to respond and point out that the place may be withdrawn if no response is received. Only after this may it be assumed that a place is not required.

27. 27 March 2008: the deadline for schools to let the LA know of any pupils not taking up the place offered in order to maintain the pupil database.

28. 27 March 2008: the LA will send all schools details of any late applications received after 14 December 2007 but before 25 March 2008.

29. 27 March 2008: The co-ordinated scheme ends.

Applications to Schools from 27 March 2008

30. The admission authority for each oversubscribed school will keep a waiting list. This will include details of all applicants who have named the school on the CAF and were not offered a

place on 3 March and have asked to be included on the school's waiting list, any late application sent to the school by the LA on 27 March 2008 and any application made direct to the school after 27 March 2008. Applicants will be listed in order of priority, in accordance with the school's over-subscription criteria. Schools with vacancies against their Published Admission Number will initially offer places on a common date of 28 March 2008, and then as vacancies arise. If a school has reached its Published Admission Number it may not admit applicants other than through the Independent Appeal process. When a place is offered to a pupil on a waiting list, the admission authority will advise the LA. Waiting lists will be maintained until the new Year 7 intake has been admitted in September. Schools should notify Kent LA whether the parent has accepted or declined the offer. Parents who are refused admission must be offered a right of appeal (even if their child's name has been put on the waiting list) and must be given a contact in the LA to ensure all pupils are allocated a place in the nearest appropriate school with a vacancy.

Appeals

31 All parents have the right to appeal against any decision refusing them a school place, regardless of where they ranked it on a CAF.

32. Where a school has places available after 27 March 2008, and parents lodge an appeal against the refusal of a place, they may be offered a place at the school after 27 March without the appeal being heard, provided that, where the school is a grammar school, the child has been assessed as being suitable for a grammar school place and that there are no other applicants at that time on the school's waiting list who rank higher through the application of the school's over-subscription criteria.

Applications for Places in Year Groups Other Than the Normal Year of Entry to Secondary School (Casual Admissions).

33. Application can be made direct to any Kent school or via the LA.

- Kent LA will determine any application for a community or controlled school for which it is the admission authority; and
- If the application is for a Foundation or Voluntary Aided school or Academy, the governing body of the school will make a determination and notify the parent.
- Parents who are refused admission must be offered a right of appeal.

34. The LA should keep track of any pupils who apply for casual admission, and intervene as appropriate to ensure that they are placed in a school without undue delay.

CO-ORDINATED ADMISSIONS SCHEME FOR SECONDARY SCHOOLS IN THE AREA OF KENT LOCAL EDUCATION AUTHORITY - 2008/09

Interpretation

1. In this scheme –

“the LA” means Kent County Council acting in their capacity as local authority;

“the LA area” means the area in respect of which the LA is the local authority;

“primary education” has the same meaning as in section 2(1) of the Education Act 1996;

“secondary education” has the same meaning as in section 2(2) of the Education Act 1996;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means a community, foundation or voluntary school (but not a special school) which is maintained by the LA and Academies

“foundation schools” means such of the schools as are foundation schools;

“VA schools” means such of the schools as are voluntary-aided schools;

"Academies" means such schools as are defined by section 482 of the Education Act 1996 (as amended by section 65 of the Education Act 2002);

“admission authority” in relation to a community or voluntary controlled school means the LA and, in relation to a foundation or VA school and Academy, means the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September 2008, and at the same time in any successive year in which this scheme is still in force;

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“casual admission” means any application for a place in the first year of secondary education that is received after 27 March 2008, including those received during the academic year commencing in September 2008 (and in the September of any successive years in which this scheme is in force), and applications for a place in any other year group received at any time from the commencement of the scheme.

“eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s published admission number.

2. Subject to paragraph 3, the scheme shall apply to every maintained secondary school in the LA area (except special schools), including Academies, and shall take effect immediately.

3 In any years subsequent to 2008, any or all of the dates specified in this scheme (including those set out in Schedule 2) may be changed to take account of any bank holidays and weekends that may fall on the specified dates.

APPENDIX 2

1. OVERSUBSCRIPTION CRITERIA

The oversubscription criteria for Community and Voluntary Controlled Schools will be:

- Children in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- Current Family Association - a brother or sister in the same school at the time of entry and the family continues to live at the same address or has moved to a property nearer to the school, as defined by the 'Nearness Criterion' (below). In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- Health and Special Access Reasons - children whose health or physical impairment means they have to attend a particular school. Health reasons must be strong and must be supported with evidence in writing by a medical practitioner. The evidence must demonstrate a special connection between the child's needs and the particular school. A physical impairment must be such that it requires the child to attend the particular school because its buildings do not inhibit his/her mobility.
- Residence within a particular scheme of education.
- Nearness of children's homes to school. We use the distance between the child's permanent address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a defined point within the child's home to a defined point within the school as specified by Ordnance Survey
- Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This must be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions".

The oversubscription criteria for Hartsdown Technology College will be:

1. Children in Local Authority Care. A child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
2. At least 90% of places will be allocated using the following criteria:
 - (a) Current family association - a brother or sister in the same school at the time of entry. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
 - (b) Health reasons - children whose health or physical impairment means they have to attend a particular school. Health reasons must be strong and must be supported with evidence in writing by a medical practitioner. The evidence must demonstrate a special connection between the child's needs and the particular school. A physical impairment must be such that it requires the child to attend the particular school because its buildings do not inhibit his/her mobility.

(c) Residence within a particular scheme of education.

(d) Nearness of children's homes to school. We use the distance between the child's permanent address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a defined point within the child's home to a defined point within the school as specified by Ordnance Survey.

3. Up to 10% of places will be offered to children (who have not been offered places under criterion 2) who score highest on the College's test of aptitude in Technology and live within the defined area (3 miles radius of the College). If there are insufficient pupils falling into this criterion, the remaining places will be allocated via criterion 2.

The oversubscription criteria for Astor College for the Arts will be:

- Children in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- Current Family Association - a brother or sister in the same school at the time of entry. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- Health and Special Access Reasons - children whose health or physical impairment means they have to attend a particular school. Health reasons must be strong and must be supported with evidence in writing by a medical practitioner. The evidence must demonstrate a special connection between the child's needs and the particular school. A physical impairment must be such that it requires the child to attend the particular school because its buildings do not inhibit his/her mobility.
- Residence within a particular scheme of education.
- Nearness of children's homes to school. We use the distance between the child's permanent address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a defined point within the child's home to a defined point within the school as specified by Ordnance Survey.
- Up to 10% of places will be allocated on ability in the visual Arts.

APPENDIX 3

3. RELEVANT STATUTORY CONSULTATION AREA

The relevant statutory consultation areas are to be designated districts and adjoining parishes as detailed below:

Thanet	Thanet District plus Herne Bay, Chislet, Preston, Ash, Sandwich and Worth parishes.
Dover	Dover District plus Folkestone, Hawkinge, Swingfield, Elham, Barham, Adisham Wickhambreaux, Chislet, Monkton, Minster, Ramsgate.
Canterbury	Canterbury City plus St Nicholas at Wade, Preston, Ash, Wingham, Goodnestone, Aylesham, Nonington, Sheperdswell with Coldred, Lydden, Elham, Stelling Minnis, Stowting, Elmsted, Chilham, Dunkirk, Boughton under Blean, Selling, Sheldwich, Hernhill, Graveney with Goodnestone, Faversham, Ospringe, Luddenham.
Swale	Swale Borough plus St Cosmas and St Damian in the Blean, Whitstable.
Shepway	Shepway District plus Capel-le-Ferne, Lydden, Barham, Bradbourne, Smeeth, Aldington, Orlestone.
Ashford	Ashford Borough plus Brenzett, Lympne, Sellindge, Stowting, Elmsted, Petham, Chartham, Dunkirk, Selling, Sheldwich, Lenham, Headcorn, Frittenden, Cranbrook, Benenden, Sandhurst.
Maidstone	Maidstone Borough plus Hartlip, Newington, Borden, Bredgar, Doddington, Milsted, Kingsdown, Eastling, Charing, Egerton, Smarden, Biddenden, Frittenden, Cranbrook, Goudhurst, Horsmonden, Capel, Wateringbury, Paddock Wood, East Peckham, East Malling, Larkfield, Ditton, Aylesford, Burham, Wouldham, Snodland, Leybourne, Ryarsh, Kings Hill, West Malling, Trottiscliffe, Offham, Mereworth, Platt, Plaxtol, Borough Green, Ightham, Wrotham, Stansted.
Gravesham	Gravesham Borough plus Dartford Borough, Snodland, Ryarsh, Trottiscliffe, Stansted, Ash-cum-Ridley, Hartley, Fawkham, West Kingsdown, Horton Kirby, Farningham, Eynsford, Swanley, Crockenhill.
Dartford	Dartford Borough plus Ash-cum-Ridley, Hartley, West Kingsdown, Fawkham, Eynsford Swanley, Crockenhill.
Sevenoaks	Sevenoaks District plus Dartford Borough, Stansted, Wrotham, Ightham, Southborough, Borough Green, Tunbridge Wells, Plaxtol, Pembury, Shipbourne, Speldhurst.
Tonbridge	Tonbridge and Malling Borough plus Sevenoaks District (excluding Swanley, Farningham, Horton Kirby, Fawkham and Hartley), Tunbridge Wells Borough, Yalding.
Malling	Tonbridge and Malling Borough plus, Boxley, Maidstone, Barming, Meopham, Ash-cum-Ridley, West Kingsdown, Kemsing.
Tunbridge Wells	Tunbridge Wells plus Sevenoaks District (excluding Swanley, Farningham, Horton Kirby, Fawkham and Hartley), Tonbridge, Hildenborough, Hadlow, East Peckham, Shipbourne, Ightham, Plaxtol, Borough Green, Mereworth, Wateringbury, Yalding.
Cranbrook	Tunbridge Wells plus Marden, Staplehurst, Headcorn, Biddenden, Tenterden, Rolvenden.

APPENDIX 4.

PUBLISHED ADMISSION NUMBERS.

Determined published admission numbers for Community and Voluntary Controlled secondary schools for 2008/09 should be as detailed below.

SCHOOLS

2008 PAN

The Abbey School	235
Archers Court School	180
Astor College for the Arts	240
The Astor of Hever Community School	150
Axton Chase School	180
Borden Grammar School	120
Castle Community School	120
Clarendon House Grammar School	115
The Community College , Whitstable	210
Dartford Technology College	145
Dover Grammar School for Girls	120
Ellington School for Girls	120
The Harvey Grammar School	150
Hartsdown Technology College	210
The Hereson School	120
Hextable School	150
Highsted Grammar School	120
Highworth Grammar School for Girls	165
Holmesdale Technology College	180
Invicta Grammar School	175
King Ethelbert School	150
Maidstone Grammar School	175
Maidstone Grammar School for Girls	175
The North School	200
The Norton Knatchbull School	149
Northfleet School for Girls	175
Oakwood Park Grammar School	145
Simon Langton Girls Grammar School	155
The Sittingbourne Community College	210
Swadelands School	180
Swan Valley Community School	150
Swanley Technology School	120
Towers School	243
Tunbridge Wells Grammar School for Boys	180
Tunbridge Wells High School	150
Valley Park Community School	180
Wilmington Hall School	150
Walmer School	143

APPENDIX 5

SUPPORTING INFORMATION FOR ALIGNMENT OF TESTING ARRANGEMENTS FOR DOVER GRAMMAR SCHOOL FOR GIRLS

Background

The LA consulted on a proposal to bring the testing arrangements for admission to the Dover

Grammar School for Girls into line with the testing arrangements for all other Kent Community grammar schools. At present, the school is using the testing arrangements adopted in 1996 by Dover Grammar School for Boys, a Foundation school. These provide for pupils to be admitted to Y7 either through the County's PESE, or the "Dover Test". The exceptional arrangement for DGSG was agreed in 1996 to give girls and boys in the area the same access to a dual admission route to grammar school. At the time, it was not open to the LA to challenge the arrangements for DGSG. DGSG and DGSB are the only grammar schools in Kent that admit through a dual route.

In 2005, the LA determined a single admission route - PESE - for DGSG for 2006, and lodged a challenge with the Schools Adjudicator against the "Dover Test" route into DGSB, so that inequity for boys and girls could be avoided. At the same time, it sought to prevent the recent adoption of the Dover test by Folkestone School for Girls, a Foundation grammar school paired with a Community grammar school for boys, the Harvey Grammar School, which admitted by reference to PESE. The Adjudicator supported the LA in its aspiration to establish a single testing system, and agreed that there should be one route into Folkestone School for Girls – PESE. However, he did not support the challenge against the Dover test, partly because it was a longer established and locally understood system, and partly because of the representations made to him that PESE, by comparison with the Dover test, placed local children at a disadvantage. Extending the Dover arrangements for a further year was intended to allow "constructive engagement with the schools" so that the LA could address the genuine concerns expressed to him about the possible flaws in PESE. He concluded "...if improvements can be made to the overall system, it is to be hoped they [the Dover grammar schools] will accept the discontinuation of their separate arrangements with more equanimity".

Response from the Schools

The response from DGSG to the LA's consultation for 2007/8 has been to oppose the proposed change, on the basis that the school is a successful grammar school in a deprived area, with local support for its admission arrangements. The response states that "The Dover test prevents boys and girls with the ability and potential to succeed in a grammar school from being disadvantaged by PESE."

Dover Grammar School for Boys and St Mary's (Dover) CEP have commented at length in support of the school's case. The comments focus on the success of the grammar schools, the social deprivation of the area they serve, the low number of children from deprived areas who exceed the PESE threshold for grammar school, the longevity of the Dover Test and the Adjudication in 2005 which invited the LA to address local concerns about the countywide arrangements for selection.

Response from the LA

The LA shares the Adjudicator's view that "If it can be established that a system intended to deal fairly with all children according to their needs is systematically loaded against those who are already underprivileged, fairness and equity demands that something should be done". However, it should go without saying that Kent would not use a system which it believed demonstrated this bias.

Following the Adjudication, officers from the LA met with representatives from the grammar schools and agreed to share data about the two processes, so that an analysis could be undertaken. A comparison of Dover Test and PESE data is currently underway, and will inform discussion of the countywide PESE process early this year. The basis of the LA's decision to take the same path as in

2005 is as follows:

There is more than one area of comparable social and economic deprivation in the county, but all the other grammar schools in Kent use PESE alone. It is unfair to have a dual admission route operating in one part of the county, and it would be undesirable to have a plethora of different local arrangements. (The Adjudicator commented "...if selection is to take place, it is incumbent on the authority to seek mechanisms that are not only universal, simple and coherent; but are also equitable in effect and demonstrably achieve what they are intended to achieve.")

There is already scope to look more closely at low-scoring candidates within PESE. Performance in the tests is one stage in an assessment process, which also allows for the consideration by local teacher panels of work, records and special circumstances of pupils who have not reached the threshold scores. Low scores can be set aside at this stage of the process (Head Teacher Appeal), and an assessment revised.

The Dover Grammar Schools may therefore admit pupils who have not achieved the required scores in either PESE or the Dover test, but have then been reassessed after consideration by the PESE HT appeal panel.

(Last year 17 pupils in the Dover cohort were reassessed by the PESE HT appeal panel).

Further to this stage, pupils who have not been admitted to either school on the grounds of ability retain a statutory right to have their appeal considered by an Independent Appeal Panel.

(Last year 10 pupils entered the Dover Grammar Schools through the decisions of IAPs.)

The "Dover test" has three elements in common with PESE: standardised tests in Verbal Reasoning, Non-Verbal Reasoning and Mathematics. Items in the Kent and Dover tests are provided by a common supplier, from a common item bank. They are standardised by the test providers on slightly different populations, but produce similar scores. Pupils generally take the Kent tests shortly before the Dover tests. There must be some question as to whether it is necessary or sensible to ask pupils to undertake two sets of similar tests for the same purpose.

Setting aside the administrative issue of where and when tests are taken, the two ways in which the Dover process varies from PESE are:

1. Standardised test scores are weighted, added together and divided to produce a single, "average" score, rather than each score being considered separately in relation to a threshold. This means that a low score in one test will not disqualify candidates for admission.
2. Included in the weighted and standardised scores is a score for an English comprehension, grammar and composition exercise, devised and marked by the schools and standardised by an educational consultant for both schools. It is this test which the Dover grammar schools value as a particularly helpful tool in identifying able pupils who have problems with literacy.

If it was agreed countywide after consultation that adding the VR, NVR and Maths test scores together and dividing them to produce a single average score would be preferable to the current PESE threshold method, this would be a simple change to make. There would still be some variation in the performance of pupils in different parts of Kent, which would affect where the qualifying score would be set.

It would be very much harder to replicate the second element countywide. Two schools may gladly take on the task of devising and marking a new English test each year, because the comparatively small number of pupils who take it have named one of the two schools on their Common Application Form, and sensitive assessment of their response to the test may allow those schools to

identify and admit candidates who could otherwise be overlooked. It would not, however, be a burden which the LA could reasonably impose on all grammar schools, to help assess the 9,000 candidates who name one or more selective school on their CAF. In particular, grammar schools already oversupplied with high scoring applicants on machine-marked, multiple choice tests would have no incentive to carry out this "gleaning" process. Applying it in some parts of the county and not others would be inequitable. The LA would not want to adopt an initial assessment mechanism which was less transparent, and would complicate the job of Independent Appeal Panels. If a candidate has been accepted by one grammar school on the basis of a local assessment and then appeals for another, which has vacant places, but for which the assessment is not valid, it places the appeal panel in a very difficult situation. *(In 2006, Folkestone School for Girls admitted 45 pupils on appeal including 20 who had been assessed Highschool in the PESE test but Grammar in the Dover Test.*

Finally, while the children admitted to both grammar schools in Dover, by whichever route, are achieving well, this does not necessarily imply a fault or bias in the countywide admission system. There must be a reasonable expectation that pupils whose underlying ability has yet to show at KS2 will progress in secondary school. The LA would not wish to take the position that a capable child whose literacy skills were developing slowly would automatically be disadvantaged by the offer of a place anywhere other than at a grammar school.

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REPORT TO: CABINET 12 March 2007
BY: PETER GILROY CHIEF EXECUTIVE

CABINET SCRUTINY AND POLICY OVERVIEW
Standing Report to March 2007

Summary

1. The report provides a summary (in Table 1) of outcomes and progress on matters arising from the most recent Cabinet Scrutiny Committee (CSC) meeting held on 20 February 2007.
2. The new work programme for Select Committee Topic Reviews was developed and agreed by Policy Overview Co-ordinating Committee on 15 February 2007. The agreed programme and the status of each review are shown in Table 2.

Recommendations

3. To note
 - (i) progress on actions and outcomes of the meeting of Cabinet Scrutiny Committee held on 20 February 2007 as set out in Table 1,
 - (ii) the present programme for Select Committee Topic Reviews.
-

Background Documents: None

Contact Officer: John Wale 01622 694006

Cabinet 12 March 2007

Table 1

ACTIONS FOR CABINET/DIRECTORATES FROM CABINET SCRUTINY COMMITTEE 20 February 2007

Item/Issue	Actions and Outcomes from Cabinet Scrutiny Committee
A2 Minutes of Cabinet Scrutiny Committee 24 January, 2 February and 7 February 2007.	(a) Dr Eddy asked how any change in the cost of Turner Contemporary would be reported to Members. {Minute 53(4)(d)} Action: Ms L McMullan (b) Minutes were agreed.
A3 IMG on “Kent-What price Growth?” 22 January 2007	(a) Noted and recommendations agreed. (b) Regeneration and Economy Team to be asked to advise Kent Police Authority and Kent and Medway Fire and Rescue Authority of KCC’s publication of the Developer’s Guide and to invite them to adopt a similar approach to Developer Contributions. Action: Nigel Smith
A4 IMG on Budgetary Issues 2 February 2007	Noted.
A5 Cabinet Scrutiny Committee: Actions and Outcomes to February 2007	Noted.
C1 Free Travel for 11-16 Year-Olds	Mr KA Ferrin and Mr D Hall attended and were thanked for answering Members’ questions. Cabinet Scrutiny Committee recommended that the Decision can now be implemented, and also concluded as follows: <ul style="list-style-type: none">(i) the Cabinet Member for Environment, Highways, and Waste be recommended to change the title of the scheme to Assisted Travel for 11-16 Year Olds. (Action: Mr Ferrin/Mr Hall)(ii) The Cabinet Member be urged to determine a means of measuring congestion without delay, so that the success or otherwise of the scheme in terms of reducing congestion can be judged; (Action: Mr Ferrin/Mr Hall)(iii) The Managing Director, Children, Families and Education be advised of of the possible impact of the scheme on secondary school admissions; (Action: Mr Ian Craig)

ACTIONS FOR CABINET/DIRECTORATES FROM CABINET SCRUTINY COMMITTEE 20 February 2007

Item/Issue	Actions and Outcomes from Cabinet Scrutiny Committee
C2 Lorry Parking Issues	<p>(iv) The Managing Director, Children Families and Education be recommended to make clear in all information to parents about secondary school admissions for September 2007 that, in making their choice of school, parents should not rely on the assisted travel scheme continuing beyond the two-year pilot period; (Action: Ian Craig)</p> <p>(v) The Cabinet Member's agreement to provide Members of the Committee, in confidence, with detailed costings for the pilot scheme be welcomed; (Action: David Hall)</p> <p>(vi) The Cabinet Member's agreement to provide Members of the Committee with half-yearly reports on costs and take-up of the scheme be welcomed. (Action: David Hall)</p> <p>Mr R Gough, Mr K A Ferrin and Mr P Raine attended for this item and were thanked for answering Members' questions. The Committee agreed that the Decision can now be implemented and concluded as follows:</p> <p>(i) the Cabinet Members be recommended to:</p> <p>(a) obtain information about the actions taken by the French authorities to deal with the effects of disruption to cross-Channel transport services to see whether any lessons can be learned; (Action: Mick Sutch)</p> <p>(b) actively and urgently seek EU funding towards the costs of providing an emergency lorry parking site to replace Operation Stack ;(Action: Mick Sutch)</p> <p>(c) urgently investigate the planning issues relating to provision of an emergency lorry parking site to replace Operation Stack. (Action: Mick Sutch)</p> <p>(ii) the Managing Director (E and R) be asked to provide Members of the Committee with further information about the issue of the Police not always separating out flows of lorries heading for different ports quickly enough, particularly as it</p>

ACTIONS FOR CABINET/DIRECTORATES FROM CABINET SCRUTINY COMMITTEE 20 February 2007

Item/Issue	Actions and Outcomes from Cabinet Scrutiny Committee
<p>E1 The Kent Commitment</p>	<p>seemed that 80% of lorries had transferable bookings, and what action was being taken to try to overcome this problem. (Action: Mick Sutch)</p> <p>Mr P Carter (Leader) and Mr P Gilroy (Chief Executive) attended for this item and were thanked for answering Members' questions.</p> <p>Members of the Committee concluded as follows:</p> <ul style="list-style-type: none"> (i) the agreement of Mr Carter to publish a bi-monthly update on progress with the Kent Commitment to all Members be welcomed <p>Action: Mr P Carter</p> <ul style="list-style-type: none"> (ii) the Chief Executive's agreement to provide the following information be welcomed: <ul style="list-style-type: none"> (a) details of the services which KCC provides to other councils; (b) details of the Kent Commitment work streams being worked on by Kent Chief Executives. <p>Action: Peter Gilroy</p>

CABINET BRIEFING 26 FEBRUARY 2007
ITEM C4 Table 2

Select Committee Topic Reviews:
Programme following Policy Overview Co-ordinating Committee 15 February 2007* (*Subject to confirmation of Minutes by Chairman and Spokespersons)

Policy Overview Committee/ Topic Review/Chair	Current Topic Review status and other topics (in no particular order*) agreed for the period February 2007 to July 2008
<p><i>Children Families and Education :</i></p> <p>PSHE-Children's Health: Chair Ms CJ CRIBBON</p> <p>Developing the Creative Curriculum</p> <p>Primary School Attainment</p> <p>Young People's Spiritual, Moral, Social and Cultural Development</p>	<p>Inaugural meeting of the Select Committee was held on 5 October. Hearings and visits were held during November. It is anticipated that the Select Committee report will be submitted to Cabinet in April 2007. (Research Officer: Gaetano Romagnuolo)</p> <p>Dates to be agreed*</p> <p>POCC agreed this topic review was being dealt with through a cross-party mechanism. It was therefore removed at the request of CFE POC.</p> <p>Dates to be agreed within 2007/08.</p>
<p><i>Communities</i></p> <p>Accessing Democracy</p> <p>Student Voice –Consultation and Participation with Young People</p> <p>Provision of Activities for Young People</p>	<p>Dates to be agreed* Preliminary discussions are being held to assess how this work will compliment the work of the "Going Local" Informal Member Group.</p> <p>Dates to be agreed.*</p> <p>Dates to be agreed.*</p>

<p>Communities/Public Health (to be agreed) Alcohol and Related Issues</p>	<p>To start in Spring 2007.</p>
<p>Adult Services</p> <p>Carers in Kent</p> <p>Transition from Childhood to Adulthood: MR A BOWLES</p>	<p>Dates confirmed as Spring to Autumn 2007.</p> <p>Inaugural meeting of the Select Committee was held on 9 October 2006; hearing sessions commenced on 26 October and are due to end on 20 December 2006. It is anticipated that the Select Committee report will be submitted to Cabinet in May 2007. (Research Officer: Susan Frampton).</p>
<p>Environment and Regeneration</p> <p>Impact of Supermarkets, Out of Town Shopping Malls and Retail Parks on Businesses in Kent</p>	<p>Dates to be agreed.*</p>

jhw/sc 19 February 2007

** Order to be agreed in consultation with POCC Chairman, Vice-Chairman and Liberal Democrat Spokesperson.*