

**CHILDREN'S, YOUNG PEOPLE AND EDUCATION
CABINET COMMITTEE**

Thursday, 18th January, 2018

10.00 am

Darent Room, Sessions House, County Hall, Maidstone





AGENDA

CHILDREN'S, YOUNG PEOPLE AND EDUCATION CABINET COMMITTEE

Thursday, 18 January 2018 at 10.00 am
Darent Room, Sessions House, County Hall,
Maidstone

Ask for: Emma West
Telephone: 03000 412421

Tea/Coffee will be available 15 minutes before the start of the meeting

Membership (18)

Conservative (12): Mr G Cooke (Chairman), Mrs A D Allen, MBE (Vice-Chairman),
Mrs R Binks, Mrs S Chandler, Mrs P T Cole, Mrs L Game,
Mrs S Gent, Mr R C Love, Mr S C Manion, Mr D Murphy,
Mr M J Northey and Mrs S Prendergast

Liberal Democrat (2): Mrs T Dean, MBE and Ida Linfield

Labour (1) Dr L Sullivan

Church Mr D Brunning, Mr J Constanti and Mr Q Roper
Representatives (3)

Webcasting Notice

Please note: this meeting may be filmed for the live or subsequent broadcast via the Council's internet site or by any member of the public or press present. The Chairman will confirm if all or part of the meeting is to be filmed by the Council.

By entering into this room you are consenting to being filmed. If you do not wish to have your image captured please let the Clerk know immediately

UNRESTRICTED ITEMS

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

- 1 Introduction/Webcast announcement
- 2 Apologies and Substitutes
To receive apologies for absence and notification of any substitutes present
- 3 Declarations of Interest by Members in items on the Agenda
To receive any declarations of interest made by Members in relation to any

matter on the agenda. Members are reminded to specify the agenda item number to which it refers and the nature of the interest being declared

- 4 Minutes of the meeting held on 22 November 2017 and 5 December 2017 (Pages 5 - 25)

To consider and approve the minutes as a correct record

- 5 Verbal Update by Cabinet Member and Corporate Director (Page 27)

To receive a verbal update from the Cabinet Member for Children, Young People and Education and the Corporate Director of Children, Young People and Education.

- 6 The Education People - Implementation Update (Pages 29 - 33)

To receive a report which provides Members with an update on progress towards setting up a new Local Authority Trading Company (LATCo) for education services, The Education People.

- 7 17/00117 - Proposed Co-ordinated Schemes For Primary And Secondary Schools In Kent And Determinations of Admission Arrangements For Primary And Secondary Community And Voluntary Controlled Schools 2019/20 (Pages 35 - 146)

To receive a report which informs Members about the outcome of the consultation on the proposed scheme for transfer to Primary and Secondary schools in September 2019, including the proposed process for non-coordinated In-Year Admissions.

- 8 17/00132 - Proposed changes to Meadowfield (Foundation Special) School, Sittingbourne for 1 September 2019 (Pages 147 - 160)

To receive a report which sets out the results of the education consultation on the proposed changes to Meadowfield (Foundation Special) School.

- 9 Alteration of the decision to expand Deal Parochial CE Primary School by 1FE (Pages 161 - 166)

To receive a report which sets out the request to defer the expansion of Deal Parochial CE Primary School until September 2020 and the reasons for the request.

- 10 Future Arrangements for Riverside Commissioned Children's Centre (Pages 167 - 174)

To receive a report which sets out the Future Arrangements for Riverside Commissioned Children's Centre.

- 11 Budget Monitoring (Pages 175 - 176)

To receive a report which provides Members with the latest revenue and capital budget monitoring position for the 2017-18 financial year.

- 12 Draft 2018-19 Budget and 2018-20 Medium Term Financial Plan (Pages 177 - 180)

To receive a report which sets out an update to the Medium Term Financial Plan (MTFP) for 2018-19 and 2019-20 including progress on proposals to close the unidentified budget gap in the original plan.

- 13 Performance Scorecard (Pages 181 - 193)

To receive a report from the Cabinet Member for Education and Health Reform, Specialist Children's Services and Community Services; and the Corporate Director of Children, Young People and Education and Young People's Services that monitors performance on all key measures.

- 14 Work Programme 2018/19 (Pages 195 - 203)

To receive the report from the General Counsel that gives details of the proposed Work Programme for the Children's, Young People and Education Cabinet Committee.

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)

Benjamin Watts
General Counsel
03000 416814

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.

KENT COUNTY COUNCIL

**CHILDREN'S, YOUNG PEOPLE AND EDUCATION CABINET
COMMITTEE**

MINUTES of a meeting of the Children's, Young People and Education Cabinet Committee held at Darent Room, Sessions House, County Hall, Maidstone on Wednesday, 22nd November, 2017.

PRESENT: Mr G Cooke (Chairman), Mrs A D Allen, MBE (Vice-Chairman), Mrs R Binks, Mr R H Bird (Substitute for Mrs T Dean, MBE), Mr D Brunning, Mrs S Chandler, Mrs L Game, Mrs S Gent, Ms S Hamilton (Substitute for Mr R C Love), Ida Linfield, Mr S C Manion, Mr D Murphy, Mr M J Northey, Mrs S Prendergast, Mr K Pugh (Substitute for Mrs P T Cole), Mr Q Roper and Dr L Sullivan

OTHER MEMBERS: Roger Gough

OFFICERS: Keith Abbott (Director of Education Planning and Access), David Adams (Area Education Officer - South Kent), Stuart Collins (Interim Director, Early Help), Helen Cook (Commissioning Manager), Naintara Khosla (Assistant Director, Corporate Parenting), Patrick Leeson (Corporate Director Children, Young People and Education), Jennifer Maiden-Brooks, Karen Mills (Commissioning Manager), Jared Nehra (Area Education Officer - West Kent), Marisa White (Area Education Officer - East Kent) and Emma West (Democratic Services Officer)

UNRESTRICTED ITEMS

42. Apologies and Substitutes
(Item 2)

Apologies for absence were received from Mrs P Cole, Mrs T Dean and Mr R Love.

Mr K Pugh, Mr R Bird and Ms S Hamilton attended as substitutes for Mrs P Cole, Mrs T Dean and Mr R Love respectively.

43. Declarations of Interest by Members in items on the Agenda
(Item 3)

1. Dr Sullivan made a declaration of interest as her husband worked as an Early Help Worker for Kent County Council.

44. Minutes of the meeting held on 13 October 2017
(Item 4)

1. Resolved that the minutes of the meeting of the Children's, Young People and Education Cabinet Committee held on 13 October 2017 are correctly recorded and that they be signed by the Chairman.

45. Minutes of Corporate Parenting Panel held on 18 September 2017
(Item 5)

1. Resolved that the minutes of the Corporate Parenting Panel held on 18 September 2017 be noted.

46. Verbal Update by Cabinet Member and Corporate Directors
(Item 6)

1. The Chairman proposed to adjourn the High Needs Funding Update item, the School Funding Arrangements for 2018-2019 including the introduction of a National Funding Formula item and any other business that proved impossible to cover in the meeting due to the lengthy agenda until the extraordinary meeting of the Children's Young People and Education Cabinet Committee, which would take place on 5 December 2017, this was agreed by the Committee.
2. Mr Gough (Cabinet Member for Children, Young People and Education) registered thanks to Andrew Ireland (Corporate Director of Social Care, Health and Wellbeing) and Patrick Leeson (Corporate Director of Children, Young People and Education) for the hard work that they had done for the Council and for the Committee over the years.
3. Andrew Ireland discussed changes in Senior Personnel and said that Sarah Hammond was acting as the Director of Specialist Children's Services, and said that Naintara Khosla had changed roles temporarily to cover Sarah Hammond's substantive post.
4. Andrew Ireland referred to a presentation he had seen by the Children and Family Court Advisory and Support Service which set out national data regarding the increase in the numbers of care proceedings being taken before the courts, he said that there was work to be done nationally to ensure that the numbers decreased.
5. Andrew Ireland said that the numbers of arrivals for asylum seeking young people remained low.
6. Andrew Ireland said that the awards ceremony organised by Virtual Schools for 16+ was inspiring and commended the work of school apprentices. He said that it was good to see the asylum seeking young people in Kent receiving awards for their achievements.
7. The Chairman placed on record his personal thanks to Andrew Ireland and Patrick Leeson for the contribution that they had made to the Committee and Members of the Committee supported these comments.

47. 17/00115 - The Commissioning Plan for Education Provision in Kent 2018-22
(Item 7)

1. Roger Gough (Cabinet Member for Children, Young People and Education) introduced the report which set out the Commissioning Plan for Education Provision in Kent 2018-22. He commented on the significant increase in primary school numbers to which Kent had responded very successfully over the years. He said that the number of children within the primary system in Kent would increase over the next five years from 123,000 to 129,000 and that the number of children within the secondary system in Kent would increase from 79,000 to approximately 92,000 to establish 84 forms of entry over the five year period. He said that the numbers were accelerating rapidly and that the national Free School Programme had experienced a number of difficulties in delivering what schools in Kent needed.
2. Keith Abbott (Director of Education Planning and Access) referred to the £150m gap in terms of delivering what was required for schools by September 2020. He said that a particular area of concern for special schools in Kent was the number of organisations interested in sponsoring special Free Schools which were getting ready to submit bids in the Wave 13 of the Free School Programme which should have opened in March 2017; there was no clear indication from Government regarding the Wave 13 opening date.
 - a) In response to a question, David Adams (Area Education Officer – South Kent) confirmed that there had been ongoing conversations with neighbouring authorities Bexley regarding housing plans and said that some of the pressure would be counted within Kent’s basic need allocations.
 - b) In response to a question, Patrick Leeson confirmed that the Commissioning Plan for Education Provision in Kent 2018-22 was driven through educational needs and to allow children to go to a good school to meet their needs as learners. He said that it was proving difficult in terms of take up of two year olds accessing their free early years and child care places. The highest percentage of those two year olds taking up a free place was roughly 74%. He said that all Children Centre’s in Kent were encouraging families to participate in the Free For 2 (FF2) offer. He said that although it was important for the figures to increase, it was the parents’ decision as to whether or not to take up their two year old free place.
 - c) In response to a question, Patrick Leeson said that Kent had a statutory responsibility to track all young people from age 16-19 to ensure that they were participating in ongoing learning and training, and added that the young people would be described as NEET (Not in Education, Employment of Training) if they were not. He said that the number of NEET young people in Kent had reduced from over 6% to 2.9% over the last 18 months.

3. Keith Abbott said there were ongoing conversations with each district council's Leader and Senior Managers to ensure that the Commissioning Plan was up to date and in line with the information that Kent had.
 - a) In response to a question, David Adams confirmed that although the 'Guidance on Developer Contributions' document in the report was dated 2008, the charging rates and latest information around costs was updated regularly.
 - b) In response to a question, Patrick Leeson said there had been a significant increase in SEN requirements, particularly the Autism Spectrum and said that the number of children diagnosed was higher in Kent than the national figures. He said that Autism was a continual need and said that children with significant and severe characteristic issues around social interaction, changes to environment or routine changes was not predictable. He said that it was possible to ensure that children with autism could be taught in mainstream schools as Autism Spectrum Disorder (ASD) was not exceptional, there were varied needs for all children in a school. He said Kent had a statutory responsibility to provide school places for all children. He said there were a number of schools that should have been in operation from September 2017, but temporary arrangements had to be put in place as a result.
4. Andrew Ireland said that due to the increasing numbers of high needs young people with ASD, consideration was being given towards Kent County Council becoming an Academy sponsor itself.
5. The Chairman said that Kent as an authority had performed and met statutory duties very well and were mindful of the challenges that the Education Funding Agency (EFA) and Free Schools had presented.
 - a) In response to a comment about migration and London Borough's rehousing families in Kent, David Adams said Kent needed to have the surplus capacity that was set within the policy to ensure flexibility to manage such situations in the short term. He said that it was not always possible to ensure the surplus capacity and said it may not be efficient in terms of the immediate locality to deal with all of the pressures. He said that officers needed to have good relationships with individual schools to be able to work with those schools to find the solutions to problems. Patrick Leeson said that this was a recurring issue and that Kent had to work closely with schools in the local area to find places for families.
 - b) In response to questions, Marisa White (Area Education Officer – East Kent) said that funding was provided to schools experiencing wider issues and said they receive information around the packages for integration for children and young people. She said bespoke teams were being formed and

sent to schools to help them get back on track to work with normal day to day services. She said that with regards to housing pressures, there were sufficient places in Canterbury, but believed the location of these houses could be better situated.

6. Patrick Leeson said that in spite of all of the challenges and significant growth that Kent had been faced with, Kent County Council had delivered all of the school places required every September for the last several years. The levels of parental satisfaction were high. He said that 89% of children from primary schools had got their first or second preference school last September, and 85% of children from secondary schools had got their first or second preference of school. He registered his thanks to Kent's Area Officers and also to Keith Abbott for the work that had been done on the provision. He also thanked the Schools in Kent who had been willing to expand and work with Kent County Council to make the provision.
7. Roger Gough (Cabinet Member for Children, Young People and Education) said that although the Leader of Kent County Council was consistently working hard to ensure that Kent had the maximum amount for developer contributions possible, there were significant constraints that needed to be looked at further.
8. RESOLVED that the Plan prior to the final version being considered and approved by Cabinet on 15 January 2018, be endorsed.

48. Early Years and School Performance in 2017
(Item 8)

1. Patrick Leeson introduced the report which provided a summary of the Kent Early Years Foundation Stage (EYFS) Assessments, Key Stage 1 and Key Stage 2 test outcomes (SATs), and GCSE and Post-16 results for 2017.
 - a) In response to comments and questions, Patrick Leeson said that 92% of the schools in Kent were good or outstanding and 93% of children in Kent went to a good school. He said that results in 2017 were positive and had improved compared to 2016. 98% of Early Years settings in Kent were good or outstanding and a good level of development had been made and was above the national figure. He discussed the gender gap and explained that nearly half of boys moving onto post-16 education did not receive good GCSE results. The new progress measure measured the progress made by pupils in all subjects, this decreased slightly in 2017 as did levels of attainment. He said that these gaps were supported by Pupil Premium and Free School Meals with a strong focus to try and close the gaps, use the Pupil Premium effectively and to ensure that children receiving Free School Meals do well and make progress. He said that although the gaps remained wide, the actual attainment of pupils on Free School Meals had improved within the last 3 years. He said the outcomes for Children in Care (CIC) had

improved greatly in the Early Years foundation stage in 2017 and that it was important that these children did well.

b) In response to comments and questions, Patrick Leeson said there was a wide range of support needed to help children develop and progress. He said that the emotional wellbeing and resilience of children needed to be addressed and said that school should not just be about passing exams. He said that one of the largest difficulties Kent faced was having too many adults that were poorly skilled and had very few qualifications. He said it was important that all children passed Maths, English and ICT to ensure they were able to get a good job when transitioning from a child to a young adult. He said that poorer children should be given the opportunity to succeed and have a better chance in life, it was critical that these children did develop these skills in school and to make sure the schools expectations are high.

2. Roger Gough (Cabinet Member for Children, Young People and Education) said that although Key Stage 2 movement had been significant and very positive, Key Stage 4 had experienced particular challenge to vulnerable pupils due to change in the assessment process. He said that there were major gaps which needed to be addressed, although overall good progress had been made.

3. Andrew Ireland said that children that were in care for any period of time would have to make up for severe early life and education experience gaps. He said that Kent were working very carefully with those vulnerable groups to help them overcome neglect and abuse.

4. Patrick Leeson said that poverty can be damaging to children's education and said it was important to look at what might be happening in a child's life. He said that the reason some children lack spoken language skills was because they may not have grown up in a family where there was lots of opportunity to develop curiosity, get involved in conversations and develop their brains in order to help them become more proficient learners.

5. RESOLVED that the report be noted.

49. Children, Young People and Education Strategic Vision and Priorities for Improvement 2018-2021
(Item 9)

1. Patrick Leeson introduced the report which set out headline priorities and targets for the CYPE directorate for 2017-2018 onwards and an annual evaluation of how well the CYPE directorate have done, challenges overcome and future priorities and future targets. He said that the targets set were very ambitious and would continue to be in the future.

2. Lesley Game made a declaration of interest as her Granddaughter was at a Pupil Referral Unit (PRU).
 - a) In response to questions and comments, Patrick Leeson said that although Social Care and Early Help teams in Kent worked closely together, the degree to which they did varied from district to district, this was being addressed.
3. Andrew Ireland said a significant challenge in Specialist Services and Early Help in Kent was system pressure.
 - a) In response to questions and comments, Patrick Leeson said that Early Help were monitoring attendance issues for all children very closely. He said that it was important to recognise cases where children were experiencing family problems at home and said that this was to be addressed through Early Help and support would be put into the family home. He said that it was also important to be robust with regards to penalty notices for parents allowing their children to be absent from school without a sufficient excuse.
 - b) In response to a question, Patrick Leeson said that it was the statutory responsibility of Social Care to take care of an individual child and support that child's family. There was a family-based approach in Early Help, so that when children were stepped down, Early Help would work with the child and their family.
4. Andrew Ireland said that Child Protection Plans were for the child only and not for the whole family.
 - a) In response to questions and comments. Patrick Leeson said that the draft Strategic Vision and Priorities document was produced online and although a large document, the main points were summed up in the first few pages. He talked about the schools in Kent that had a large number of Gypsy Roma Traveller (GRT) children and said that the draft document was an advisory function for schools. He said that GRT children were a very low performance group and the Elective Home Education team were trying to help to advise the GRT families to ensure that the groups of children were still learning.
5. RESOLVED that:
 - i. The refreshed draft CYPE Strategic Vision and Priorities for Improvement 2018-2021 be noted, and
 - ii. The progress made in delivering CYPE priorities for 2016-2017 and the proposed priorities and targets for 2017-2018 and beyond, be noted and endorsed.

50. a) Children and Social Work Act 2017: Consultation on Draft Statutory Guidance, Sections 1-3 and b) Children and Social Work Act 2017: Consultation Changes to Working Together Statutory Guidance
(Item 10)

1. Jennifer Maiden-Brooks (Policy Adviser) introduced the reports which set out the draft guidance to accompany Sections 1-3 of the Children and Social Work Act 2017 and aligned consultation response and the significant revisions to 'Working Together to Safeguard Children 2015' - the statutory guidance which set out expectations of organisations, both individually and jointly, to safeguard and promote the welfare of children, and the consultation response.
 - a) In response to comments and questions, Andrew Ireland said that the implications of the new guidance and regulation in relation to the high numbers of former Unaccompanied Asylum Seeking Children (UASC) residing in Kent was particularly prescient. The voice and views of Kent's young people and apprentices were also crucial in Kent's implementation of the new requirements – particularly in relation to the development of the 'local offer'.
2. Andrew Ireland said that if it was part of the care plan for a child placed in Kent to continue to reside where they have a local connection and if they were applying a 'staying put' policy, their access to education, training and health services would continue.
3. Jennifer Maiden-Brooks said that the regulations set out in the report required parliamentary approval expected the regulations to receive Assent in Spring 2018.
4. Mr Gough said that once the regulations had been approved, the given timeline of 15 months would allow Kent to look at how the process could be driven forward in the best possible way. He suggested bringing the item back to the Committee early next year to look at progress made.
5. RESOLVED that the content of the report and changes proposed be noted and that the draft KCC response to the consultation questions be reviewed.

High Needs Funding Update

The Chairman proposed to adjourn this item until the extraordinary meeting of the Children's Young People and Education Cabinet committee on 5 December 2017.

School Funding Arrangements for 2018-2019 including the introduction of a National Funding Formula

The Chairman proposed to adjourn this item until the extraordinary meeting of the Children's Young People and Education Cabinet committee on 5 December 2017.

51. Tunbridge Wells Secondary Pressures: Proposed expansions of schools in West Kent

(Item 11)

1. Jared Nehra introduced the report which set out proposals to expand 5 Secondary schools in order to meet the significant demand for places in the Tunbridge Wells urban area.
 - a) In response to questions, Jared Nehra said that Kent had anticipated the pressures and challenges faced around the funding position and the Free School programme which had led to shortage of school places and would continue to respond to these pressures. He said that one of the challenges being addressed was relating to congestion that the expansion of the schools may cause, he highlighted that the proposed funding allocation set up for each scheme in the report included the provision for mitigation measures. He said that the team would continue to work with each of the schools in question to ensure travel plans were in place. He registered his thanks to the schools that had worked with Kent to ensure that school places were available to children.
2. Roger Gough (Cabinet Member for Children, Young People and Education) said that further measures would be looked at in the future. He said it was important to look at the current agreement and ensure that the most important aspects were prioritised before looking at other options.
3. RESOLVED that the decision proposed to be taken by the Cabinet Member for Children, Young People and Education, to
 - i. Allocate £25.3 million from the Basic Need Capital Programme Budget, broken down as follows:
 - Bennett Memorial Diocesan School – £6.5m
 - The Skinners' School – £3.0m
 - St Gregory's Catholic School – £6.6m
 - The Judd School – £1.5m
 - Tunbridge Wells Grammar School for Boys – £7.7m
 - ii. Authorise the Director of Infrastructure in consultation with General Counsel to enter into any necessary contracts/ agreements on behalf of the County Council,

- iii. Authorise the Director of Infrastructure to be the nominated Authority Representative within the relevant agreements and to enter into variations as envisaged under the contracts,
- iv. The Cabinet Member's decision on each individual project will be conditional upon planning permission being granted,

be endorsed.

52. Inspections of Local Authority Children's Services (ILAC) Framework
(Item 12)

1. Andrew Ireland introduced the report which set out the overview of the new inspection framework, Inspection of Local Authority Children's Services which replaced the Single Inspection Framework first used in 2013. He said that the inspection framework focused on continuous engagement between Ofsted and the Local Authorities and would involve an inspection which would be much shorter. He said that pilot tests had been undertaken in which Local Authorities had volunteered to be inspected and feedback was being collated in preparation for the launch in the New Year.
2. RESOLVED that the report be noted.

53. 17/00102 - New contract for the delivery of Supported Accommodation for Older Children In Care, Care Leavers and Homeless 16 and 17 year olds
(Item 13)

1. Karen Mills (Commissioning Manager) introduced the report which set out the new contract for the delivery of supported accommodation for older children in care, care leavers and homeless 16 and 17 year olds.
2. Naintara Khosla (Assistant Director, Corporate Parenting) registered her thanks to Kent's district council partners who had delivered the 16 and 17 year old homeless pathway and were welcoming of the new framework in terms of supported accommodation.
 - a) In response to a question, Naintara confirmed that all district councils were on board and had signed the revised protocol.
 - b) In response to a question, Karen Mills said that an officer met with Swale district regularly to support joint panels.
 - c) In response to a question, Karen Mills said that the efficiencies that needed to be made next year had already been identified or delivered. She said that Kent had been working very closely with existing providers to either reduce the hours of support or to reduce the hourly rate. She added that Kent were also hoping to make efficiencies through smarter procurement. She

confirmed that an update would be brought back to the CYPE meeting in March 2018 to review progress.

1. RESOLVED that the decision proposed to be taken by the Cabinet Member for Children, Young People and Education, to:
 - i. Award short-term interim contracts to continue to deliver Housing Related Support Services for vulnerable young people from 1 April 2018 to 30 September 2018
 - ii. Award a new contract for a Supported Accommodation Service from 1 October 2018 to September 2023; and
 - iii. Delegate authority to the Corporate Director for Children, Young People and Education, or other nominated officer to undertake the necessary actions to implement the decision,

be endorsed.

54. Performance Scorecard
(Item 14)

1. Patrick Leeson introduced the performance scorecards for both Education and Early Help and Specialist Children's Services which provided Members with progress against targets set for key performance and activity indicators.
2. Roger Gough (Cabinet Member for Children, Young People and Education) said that the conversion of statements to Education, Health and Care Plan (EHCP) needed to be completed by March 2018 and he felt positive that this would be done. He said that quality and quantity in Kent were being addressed to ensure that targets were met and to meet statutory requirements.
 - a) In response to comments and questions, Patrick Leeson said that Kent County Council were very data rich and said it was important to assess how much of the data needed to be monitored.
 - b) In response to a question, Patrick Leeson said that the district scorecards were presented to provide a clear view of where certain processes were working better in certain places than in others. He added that the targets set were ambitious and that the red ratings did not mean that a particular district was doing badly, just that the target had not yet been met.
 - c) In response to a question, Patrick Leeson said that 19 children in 2016 were permanently excluded from primary schools in Kent. He said that although permanently excluded children may have the opportunity to take part in off-site teaching and activities, the main priority was to ensure they are placed in another school as quickly as possible.

d) In response to a comment, Patrick Leeson said that the portion of primary schools in Thanet that were good or outstanding had improved and the current percentage was 88%. He said that primary attendance issues were often related to family and parenting issues.

3. RESOLVED that both the performance scorecards for Education and Early Help and for Specialist Children's Services be noted.

55. Work Programme 2017/18
(Item 15)

1. RESOLVED that the Work Programme for 2018 be noted.

56. 17/00120 - Proposal for the Education Services Company to commence trading on 1 April 2018
(Item 16)

1. Patrick Leeson introduced the report and provided Members with an update on progress to implement the proposals for an Education Services Company (ESC). He said that a lot of work and preparation had been done to ensure that the ESC could go live from April 2018. He said that the ESC would make a whole range of education services for a range of schools delivered by Kent.

a) In response to a question, Patrick Leeson said that all staff transferring into the ESC would keep their Kent County Council terms and conditions and pension entitlements, although the ESC would have their own pension arrangements for new staff.

b) In response to a question, Patrick Leeson said that there were arrangements between schools with regards to offering the ESC service. He said that the relationship with schools was critical; the ESC would be set up by Kent County Council to ensure that a dependable service could be provided for Kent Schools.

c) In response to a question, Patrick Leeson said that staff transferring into the ESC would keep their terms and conditions for as long as they were employed by the company.

d) In response to a question, Patrick Leeson outlined the amount of staff that would be tuped into the company.

2. The recommendation in the report was then put to the vote.

Carried (11 votes for, 1 vote against)

3. RESOLVED that the progress and updates outlined in the report be noted and that the decision by the Cabinet Member that the new company will commence trading on 1 April 2018, recommended in light of:
 - i. Further information received resulting in Cabinet Members carefully considering the benefits and risks of proceeding with the commencement of trading;
 - ii. The detailed briefing provided to Cabinet Members with an opportunity to consider the issues raised; and
 - iii. The detailed briefing provided to Scrutiny Committee with an opportunity to consider the issues raised,

be endorsed.

57. Commissioned Children's Centres and Future Arrangements
(Item 17)

(Peter Lake was in attendance for this item)

1. Stuart Collins introduced the report which outlined the business and financial case for reviewing the cost, the effectiveness and the value for money delivered by the six commissioned children's centres listed in the report. He, Mr Gough and Mr Leeson answered questions of detail from Members, including the purpose of the review, unit costs of the different centres and how best to ensure that a well targeted service was being delivered in an efficient way. However, some of the information requested was not currently available and would need to be supplied to the Committee separately.
2. During the discussion it became apparent that the Committee could not come to a conclusion and that further discussion, including the information not currently available, would be necessary.
3. RESOLVED that the current report be noted and that further discussion of the issue take place at an extraordinary meeting of the Committee which was subsequently arranged for 5 December 2017. At this additional meeting, the information not currently would be supplied so that Members could fully debate the issue and come to an informed decision.

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KENT COUNTY COUNCIL

CHILDREN'S, YOUNG PEOPLE AND EDUCATION CABINET COMMITTEE

MINUTES of a meeting of the Children's, Young People and Education Cabinet Committee held at Council Chamber, Sessions House, County Hall, Maidstone on Tuesday, 5th December, 2017.

PRESENT: Mr G Cooke (Chairman), Mrs A D Allen, MBE (Vice-Chairman), Mrs R Binks, Mrs S Chandler, Mrs T Dean, MBE, Mrs L Game, Ida Linfield, Mr R C Love, Mr S C Manion, Mr M J Northey, Mrs S Prendergast, Mr K Pugh (Substitute for Mrs S Gent), Mrs P A V Stockell (Substitute for Mrs P T Cole) and Dr L Sullivan

OTHER MEMBERS: Roger Gough

OFFICERS: Stuart Collins (Interim Director, Early Help), Helen Cook (Commissioning Manager), Matt Dunkley (Corporate Director for Children Young People and Education), Patrick Leeson (Corporate Director Children, Young People and Education), Simon Pleace (Finance Business Partner for Children, Young People and Education) and Emma West (Democratic Services Officer)

UNRESTRICTED ITEMS

58. Introduction/Webcast announcement

(Item 1)

1. The Chairman welcomed the new Corporate Director of Children, Young People and Education, Matt Dunkley to his first meeting of the Children's, Young People and Education Cabinet Committee.

59. Apologies and Substitutes

(Item 2)

Apologies were received from Mr D Brunning, Mrs P Cole, Mrs S Gent, Mr D Murphy and Mr Q Roper.

Mr K Pugh and Mrs S Stockell attended as substitutes for Mrs S Gent and Mrs P Cole respectively.

60. Declarations of Interest by Members in items on the Agenda

(Item 3)

1. Mrs Game made a declaration of interest as her grandson had SEN with severe autism and her granddaughter had SEN with dyspraxia.
2. Dr Sullivan made a declaration of interest as her husband worked as an Early Help Worker for Kent County Council.

61. High Needs Funding Update

(Item 4)

1. Roger Gough (Cabinet Member of Children, Young People and Education) introduced the report which set out a recent review of Kent's approach to High Needs funding for children and young people with Special Educational Needs (SEN) and disabilities in mainstream schools and academies. He also outlined the planned improvements from April 2018, to manage overall affordability and target the funding more effectively to pupils with the most complex needs.
2. The Chairman thanked the officers for the briefings provided on High Needs Funding.
3. Patrick Leeson (Corporate Director of Children, Young People and Education) said that High Needs Funding was provided as 'top-up' funding as schools were spending £6,000 of their own resources on supporting pupils with Special Educational Needs. He said that whilst carrying out the review of High Needs Funding, there was a range of practice in Kent schools in terms of how schools interpreted their own responsibility of pupils with SEN and the resources required in order to support these children with SEN. The review had highlighted the need to return to clearer criteria for what the purpose of High Needs Funding was and the level of need that it was there to address. He said that a very generous proportion of Kent's funding available for education had been spent on supporting pupils with special educational needs. He said that although there had been substantial growth in the budget, Kent needed to work within existing budgets and continue to ensure that the pupils with the most severe and complex needs received the funding that they needed.
 - a) In response to a question, Patrick Leeson said that pupils that were taught in a separate unit within a mainstream school were resourced separately. He said that Kent would allocate High Needs Funding to pupils in mainstream schools without the need for a statutory Education Health and Care (EHC) plan, this was to ensure that children were placed in schools more quickly. He said that there was a high level of cross over between the numbers of pupils in mainstream schools that received Pupil Premium funding and the pupils that received High Needs Funding.
 - b) In response to a question, Patrick Leeson said that Kent had not stopped paying High Needs Funding to schools for new applications. He said that payments had been delayed until 1st December 2017, this was because the schools were expected to spend the first £6,000 on supporting the SEN pupils themselves, and therefore they would have had to do this for the first few months of the school year. He said that schools recognised that this approach was fair and that the processes being put into place now were also fair.
 - c) In response to a question, Patrick Leeson confirmed that Kent's current investment of £30.7 million included the £23 million highlighted in the report.

4. RESOLVED that the outcome of the review be noted, and the recommendations to implement revision to the current approach, be endorsed.

62. 17/00109 - School Funding Arrangements for 2018-19 including the introduction of a National Funding Formula
(Item 5)

1. Roger Gough (Cabinet Member for Children, Young People and Education) introduced the report which provided Members with an update on the implications of introducing a National Funding Formula for Kent schools and Kent County Council. He also provided an update on the consultation held with all Kent schools regarding a number of proposals to change KCC's local funding formula from 1 April 2018.
2. Simon Pleace (Finance Business Partner for Children, Young People and Education) said that the Secretary of State had announced an additional investment of £1.3 billion into schools budgets nationally, at the same time as moving to a National Funding Formula. The additional investment represented an increase of approximately 3% over the next two years and Kent was likely to receive an increase of approximately 7%. He said that the introduction of a National Funding Formula would benefit Kent greatly and this was welcomed. He referred to the report in further detail and provided an overall summary of the impact that the introduction of a National Funding Formula would have on Kent County Council. Kent received £839.4 million for the current financial year which funded all school budgets, both maintained schools and academies. This block of funding would increase by £27.6 million in 2018-2019 and would then increase by a further £22.3 million in 2019-2020. This meant that there would be an additional £50 million to allocate over the next 2 financial years, which was significantly more than Kent currently had to allocate. He said that consultation had taken place to decide how best to allocate the additional money to schools in Kent. He said that Kent would receive an additional £12.2 million once the National Funding Formula had been implemented. Mr Pleace was not able to confirm when the additional funding of £12.2 million would be available to Kent. He said that the methodology for calculating the funding had been by applying the National Funding Formula factors and rates; he referred to Appendix 1 in the report and highlighted the potential issues that the introduction of the National Funding Formula could bring.
 - a) In response to a question, Simon Pleace discussed the Looked After Children (LAC) factor and its interaction with Pupil Premium Plus. He said that the money that each school spent on the Pupil Premium Plus had to be reported. He said that in the local funding formula, £525 was allocated per pupil and how that was spent as a school was at the school's discretion. He said that 50% of the Pupil Premium Plus allocation went directly to the school on a per capita based on eligible pupils, the other part was held back

and allocated out based on an application basis in regards to what the school was doing with the money. He discussed the rate that had been set by Government for the National Funding Formula and said that it was a set rate; he said that schools and funding forums thought that the rate should be lowered.

- b) In response to a question, Roger Gough (Cabinet Member for Children, Young People and Education) discussed the focus that there had been in previous years regarding the local formula and said that there had been a lot of emphasis on the Pupil Premium funding level and low prior attainment.
 - c) In response to comments and questions, Simon Pleace outlined the additional support that had been recommended by the funding formula group. This included support for the introduction of the minimum funding levels, increasing the basic entitlement for pupils to the maximum level, and introducing the sparsity factor which would support more rural schools.
 - d) In response to a question, Patrick Leeson said that Ofsted expected all schools to be able to account for Pupil Premium and were expected to provide details on their website to allow the public to see what the impact of this funding was and how it was being spent. He added that schools were expected to account for other funding they receive.
 - e) In response to a question, Simon Pleace said that as part of the consultation documentation that was provided to schools in October 2017, a spreadsheet accompanied the document which enabled individual schools to enter their DFE number which would provide them with the option of selecting certain criteria from the proposal and assess the impact that it had on their budget. He said that the Age weighted pupil unit (AWPU) had increased the basic entitlement and a number of other factors to the maximum National Funding Formula rates. The balance within the model was based on what had been perceived as affordable in the context of Kent, therefore it did not provide the National Funding Formula rates for some of the additional needs factors. This meant that the expectation would not have been raised from that illustration that the funding was going to be higher than what the report had suggested. He said that the expectation had been raised from what was published by the Department for Education (DFE), because what was published by the DFE would be what was implemented as the National Funding Formula. He said that the DFE had also published what Kent County Council was receiving within its school funding based on individual schools expectations.
3. Roger Gough (Cabinet Member for Children, Young People and Education) discussed the deprivation indicators and the proposals set out in the report in more detail.

- a) In response to a question, Roger Gough (Cabinet Member for Children, Young People and Education) confirmed that he had received correspondence from Barton Court Grammar School regarding minimum pupil funding levels and this was being addressed.
- b) In response to a question, Roger Gough (Cabinet Member for Children, Young People and Education) said that there were still judgements to be made and work to be done with regards to implementing the National Funding Formula.

4. RESOLVED that the report be noted.

63. Update - Kent Agreed Syllabus for Religious Education

(Item 6)

1. Steve Manion provided an update on the Kent Agreed Syllabus for Religious Education.
2. RESOLVED that the report be noted.

64. Revenue & Capital Budget Monitoring - 2017-18 Financial Year

(Item 7)

1. Simon Pleace introduced the report which set out the revenue and capital forecast variances for the 2017-18 budget that were in the remit of the Children's, Young People and Education Cabinet Committee, based on the August monitoring position presented to Cabinet on 30 October 2017.
 - a) In response to a question, Roger Gough (Cabinet Member for Children, Young People and Education) confirmed that the government funding for the Standing Advisory Council on Religious Education (SACRE) was £5,000 for Kent County Council.
 - b) In response to a question, Simon Pleace confirmed that front line services were considered 'essential', he said that he would provide a list to Members of the Committee to clarify the essential and non-essential vacancies.
 - c) In response to a question, Simon Pleace confirmed that the next report that would be brought to the Committee would provide more detail with regards to the overall position and the impact that the additional grant funding had had.
 - d) In response to a question, Simon Pleace confirmed that the additional income for EduKent services was a small increase which explained the movement from the forecast position from July 2017 to August 2017, he said that although the increase was small, it was positive. With regards to Early Years

and Child Care services, he said that Kent had undertaken a review of product pricing to stimulate the market and generate more income.

2. RESOLVED that the revenue and capital forecast variances for the 2017-18 budget, be noted.

Motion to Exclude the Press and Public

That under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

65. Commissioned Children's Centres and Future Arrangements

(Item 8)

(Helen Cook (Commissioning Manager – Early Help and Preventative Services) was in attendance for this item)

1. Stuart Collins (Interim Director of Early Help and Preventative Services) introduced the report which outlined the business and financial case for reviewing the cost, the effectiveness and the value for money delivered by the six commissioned children's centres listed in the report. He presented a set of slides to the Committee which set out contract details, current provisions and financial impacts.
 - a) In response to a question, Stuart Collins and Roger Gough (Cabinet Member for Children, Young People and Education) discussed the savings opportunities and further opportunities to consider moving forward.
 - b) Stuart Collins discussed the maps within the presentation in further detail. He talked about the need for extra space for two of the children's centres in particular and said that further analysis would be carried out for each of the centres.
2. Patrick Leeson discussed the need to deliver consistently good outcomes at a low cost. He said that Kent had delivered very good services despite reductions by utilising resources and by bringing different resources together within districts.
 - a) In response to a question, Stuart Collins said that he would liaise with the Property team in Kent to discuss property costs.
 - b) In response to comments and questions, Stuart Collins said that altering the recommendation to phase the changes highlighted in the report was an option.
 - c) In response to a question, Stuart Collins discussed venue opportunities and additional support needs. He said that Kent needed to ensure that all of the parents needs were being met and to ensure that they were able to access all of the services offered.

- d) In response to a question, Stuart Collins discussed how local residents could access the services and how Kent County Council could communicate with residents and parents to ensure that they were well informed.
3. Members expressed concern about the recommendation and during debate it became clear that many Members were not able to support the original recommendation.
4. After the discussion the Chairman proposed that the recommendation be changed so that four of the six centres listed be brought in house and the existing Early Help offer be re-provisioned to allow for the reduction in commissioned services.

Upon being put to the vote, this was carried by 9 votes to 3 with 1 abstention.

5. The remaining part of the recommendation in the report, that the current funding levels of the two remaining centres be reduced was then discussed and it was suggested that the service be re-procured in twelve months' time.

Upon being put to the vote, this was carried by 8 votes to 4 with 1 abstention.

6. RESOLVED that:

- a) four of the six centres listed be brought in house and the existing Early Help offer be re-provisioned to allow for the reduction in commissioned services; and
- b) the current funding levels of the two remaining centres be reduced and the re-procurement of these two centres be undertaken in twelve months' time.

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From: Roger Gough, Cabinet Member for Children, Young People and Education
Matt Dunkley, Corporate Director for Children, Young People and Education

To: Children's, Young People and Education Cabinet Committee – 18 January 2018

Subject: **Verbal Update by the Cabinet Member and Corporate Director**

Classification: **Unrestricted**

Electoral Divisions: **All**

The Cabinet Member and Corporate Director will verbally update Members of the Children's, Young People and Education Cabinet Committee on: -

- Kent Pressures on School Places
- High Needs Funding
- UASC
- Children's Social Care

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From: Roger Gough, Cabinet Member, Children, Young People and Education
Matt Dunkley, Corporate Director, Children, Young People and Education

To: Children's, Young People and Education Cabinet Committee – 18 January 2018

Subject: The Education People – Implementation Update

Classification: Unrestricted

Past Pathway of Paper: None

Future Pathway of Paper: None

Electoral Division: **All Divisions**

Summary:

This report provides Members of the CYPE Cabinet Committee with an update on progress towards setting up a new Local Authority Trading Company (LATCo) for education services, The Education People.

Recommendation(s):

CYPE Cabinet Committee is asked to note the progress outlined in this report.

1. Introduction

- 1.1 This report provides Members of the CYPE Cabinet Committee with an update on the implementation of the proposals for a new Local Authority Trading Company (LATCo) for education services, The Education People.
- 1.2 Overall, good progress continues to be made in working towards establishing and launching The Education People in April 2018, with a number of key implementation workstreams and activities progressed.
- 1.3 This update follows on from the previous report provided to CYPE Cabinet Committee on 22 November 2017.

2. Background

- 2.1 The previous update to CYPE Cabinet Committee highlighted the work undertaken to establish the governance arrangements for the new company, with the determination of its legal entity as a LATCO limited by guarantee, which continues KCC's commitment to the community and public interest.

- 2.2 It was also outlined that a recruitment process was being progressed for the selection of the company's non-executive directors (NEDs), including those representing our school and Early Years stakeholders.
- 2.3 The previous update also highlighted that our legal advisers were working on refining the schedules and the core content which will make up the contract between KCC and The Education People. It was outlined that a draft Commissioning Plan was also being developed whilst the client side and the company's interim executive management team refine the service specifications and related KPIs.
- 2.4 In addition, it was mentioned that the new company's corporate requirements and its dependencies on KCC, including around data and systems, licensing and lease arrangements, were being identified and collated.
- 2.5 The last report also highlighted that The Education People had formally resolved to become a resolution body to provide the LGPS, whilst the new pension scheme and the terms and conditions for new staff joining the company continued to be developed by the interim executive management team.
- 2.6 Finally, the last report confirmed that the new company name and logo had been selected, with The Education People brand revealed to stakeholders at the EduKent Expo on 8 November 2017.

3. Establishing the company board

- 3.1 Steps have been taken towards establishing the wider company board, to oversee the company's progress and growth, by the end of January 2018.
- 3.2 Patrick Leeson has been appointed as the Chair of the company board, effective as of 1 January 2018, providing continuity and strong strategic leadership for the services transferring into the The Education People. It is also being explored how the company can continue to benefit from the invaluable expertise of Tim Byles, who has provided excellent support as interim chair.
- 3.3 In terms of the non-executive directors, one of the KCC NEDs has been appointed with a second representative expected to be confirmed shortly. All four of the NEDs representing our school and Early Years stakeholders have been chosen alongside the selection of one independent NED. The individuals cannot yet be confirmed publicly but will be announced once the appropriate paperwork is in place.
- 3.4 A new role of Deputy Chair will also be introduced and will be appointed to in the near future. This will be the first time that a KCC company has introduced such a role and the primary responsibility will be to bring in strong commercial expertise of a complex and diverse business to the benefit of the board. This role will also act as the second independent NED.
- 3.5 An induction day for the Company Board, including the NEDs has been scheduled for 16 January 2018.

4. Finalising the contractual and commissioning arrangements

- 4.1 Our legal advisers have now refined and re-issued the schedules which will make up the contract between KCC and the company and these, with the core contract, will be reviewed once more by the client side and the executive management team throughout the coming month and early February 2018. There will also be representation at these meetings from the Office of the General Counsel and colleagues from Strategic Commissioning.
- 4.2 The service specifications and key performance indicators (KPIs) continue to be refined by the client side and the executive management team, in partnership with the in-scope services, and there are sessions scheduled in January and early February 2018 to finalise these. Following on from this, the draft Commissioning Plan will be updated and presented back to the Strategic Commissioning Board (SCB) at the end of the month.
- 4.3 Alongside the above, a mapping exercise is being undertaken to identify the existing budget arrangements for the in-scope services. This is required in order to set up the commissioning budget for the new company and to subsequently inform the pricing schedule to be agreed between with the company.
- 4.4 As defined in the contract, the executive team has been working on developing a business plan for The Education People which will be approved by the Company and Shareholder board.

5. Recruitment of the permanent company executive team

- 5.1 The second round of recruitment for a new permanent Chief Executive and Finance Director has commenced. The expectation is that appointments will be made to these positions in the early part of 2018 with successful candidates taking up their role shortly after the company is launched.
- 5.2 Graham Willett will be continuing in the interim Chief Executive role until the end of May 2018 to ensure that we have the continuity that will be required in the coming months. He will continue to be supported by Richard Hallett, the Director of Organisation and Business Development for the new company.

6. Exploring network separation options

- 6.1 Following KCC Cabinet approval of the Full Business Case in March 2017, it was announced as a corporate requirement that all of KCC's LATCOs would need to be separated from the KCC network. Subsequently, the Business Services Centre (BSC) was commissioned to develop the options for pursuing such segregation to separate The Education People from the KCC network.
- 6.2 The BSC have proposed a fully managed solution which will see The Education People separate from the KCC network but allow for a duplication of what the services in scope to transfer currently use today. The detail of this solution, including full costings and the proposed timescales for implementation, is currently being developed by a BSC project team and is expected to be

presented for review by the end of January 2018. The solution will need to be fully aligned with KCC's ICT Strategy, user and business requirements.

- 6.3 Ahead of launch, it is likely that the BSC will ensure that there is a new 'look and feel' for the company, with new e-mail addresses, telephone numbers and an internal organisational site created for The Education People. The solution for network separation will be implemented in a phased approach after launch.

7. Building the company website

- 7.1 A review has been carried out of the existing websites of the services transferring into the company. Following this, a proposal was developed for the creation of a new company website, which will integrate elements of those existing websites into an attractive and user-friendly website through which the new company's customers and stakeholders will be able to access the information, support and services they require with ease. The website will replace the existing EduKent website.
- 7.2 Tender documentation was prepared and issued in September and the initial levels of interest from potential applicants surpassed the expressions of interest received by KCC for similar tenders in the past. Subsequently, applicants were shortlisted in mid-October with detailed tender applications provided by those companies in early November ahead of final selection in mid-December.
- 7.3 After careful consideration, The Education Company were chosen to be our web developer to create The Education People website. The web build is already underway with the website expected to go live alongside the company being launched in April 2018.

8. Engaging with staff

- 8.1 Staff continue to receive regular updates on progress as we move through implementation, with the interim Chief Executive for the company issuing regular fortnightly communications to staff via Yammer. Engagement events have also been scheduled for 26 January 2018 and 1 February 2018 with an open invite to all staff transferring into the company.
- 8.2 On the client side, an engagement event was held on 6 December 2017 for the CYPE staff remaining within KCC. It is anticipated that the next event will be scheduled to take place towards the end of January or in early February 2018. In February 2018, there will also be commercial awareness training delivered to the CYPE staff remaining within KCC.
- 8.3 It is also expected that the TUPE consultation will commence from the end of January 2018, with the consultation running for a period of four weeks. This is in line with the duration of the TUPE consultations held GEN2 and Invicta Law. A consultation pack has been prepared by the interim executive management team, with HR colleagues, and FAQs are available on Knet and Yammer.

9. Conclusions

9.1 Good progress continues to be made in setting up the new company, which is on track to go live and to commence trading, as agreed, in April 2018.

Recommendation(s):

CYPE Cabinet Committee is asked to note the progress outlined in this report.

10. Background Documents

None

11. Contact details

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By:	Roger Gough - Cabinet Member for Children Young People & Education Matt Dunkley, Corporate Director - Children Young People & Education
To:	Children's, Young People and Education Cabinet Committee
Subject:	Proposed Co-Ordinated Schemes For Primary And Secondary Schools In Kent And Determinations of Admission Arrangements For Primary And Secondary Community And Voluntary Controlled Schools 2019 /20
Classification:	Unrestricted

Summary: To report on the outcome of the consultation on the proposed scheme for transfer to Primary and Secondary schools in September 2019 including the proposed process for non-coordinated In-Year Admissions. Cabinet Committee will be asked to recommend to the Cabinet Member for Children, Young People and Education that he takes the decision to accept and determine the co-ordinated schemes for Primary & Secondary Admissions in Kent, the In-Year Admission process for Primary & Secondary schools in Kent and determine the admission arrangements for the 2019/20 school year.

1. Introduction

- 1.1 The Local Authority (LA), as the admissions authority for Community and Voluntary Controlled schools, is required to determine its admission arrangements for these schools by 28 February each year.
- 1.2 The Education Act 2002 includes 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. Children's, Young People and Education Cabinet Committee is requested to comment and inform the forthcoming Cabinet Member decision to agree the Co-ordinated scheme for Admissions to Primary and Secondary schools in Kent for 2019/20 and determine the proposed admission arrangements for Community and Voluntary Controlled schools.
- 1.3 All admission arrangements identified in this document are outside the arrangements for pupils with Education, Health and Care Plans (EHCP).
- 1.4 KCC has consulted the Headteachers and Governors of all Kent Primary and Secondary schools; the neighbouring LAs and diocesan bodies on its proposals to co-ordinate admissions to all Kent Primary and Secondary schools in September 2019.

Due to the fact the scheme remains broadly unchanged as in previous years admissions authorities have been advised that non-response to the consultation, constitutes full acceptance to the proposals.

2. Consultation Processes

2.1 The LA consultation on the co-ordinated schemes ran from 1 November 2017 until 13 December 2018 and considered the following aspects:

- a) The Primary Co-ordinated Admission Scheme including the In Year admissions process for 2019/20;
- b) The Secondary Co-ordinated Admission Scheme including the In Year admissions process for 2019/20;

2.2 There was no requirement to consult on admissions arrangements to Community and Voluntary Controlled schools as there were no material changes to oversubscription criteria or proposed reductions in Published Admission Numbers. (KCC is however still required to determine the continuation of the existing admissions arrangements).

3. Outcome

(a) The Co-ordinated Primary Admissions Scheme 2019/20 incorporating In Year admissions process

- a.i All Admissions Authorities within Kent agreed to the proposed Co-ordinated Primary Admissions Scheme for 2019/20. No Infant, Junior or Primary schools or Academies have refused to accept the scheme. The scheme dates are set out in a similar way to last year following broadly similar scheme dates. The scheme specifies a process for schools to follow when making offers for “in year” applications and includes a requirement to inform the LA of all applications and outcomes to enable continued monitoring of pupil movement to maintain essential safeguarding duties.
- a.ii The LA is required to assist parents where they have difficulty securing a school place. Schools and academies must keep the LA informed about the vacancies in each year group as they arise in order for the LA to carry out its statutory duty to ensure every eligible child has a school place.
- a.iii The details of the scheme for determination are located in Appendix A

(b) The Co-ordinated Secondary Admissions Scheme 2019/20 incorporating the In Year Admissions Process

- b.i The Secondary Co-ordinated Scheme was agreed by all Kent Admissions Authorities. No Secondary schools or Academies refused to accept the proposed scheme. The scheme dates are set out in a similar way to last year following broadly similar scheme dates. The scheme specifies a process for schools to follow when making offers for “in year” applications and includes a requirement to inform the LA of all applications and

outcomes to enable continued monitoring of pupil movement to maintain essential safeguarding duties.

- b.ii The LA is required to assist parents where they have difficulty securing a school place. Schools and academies must keep the LA informed about the vacancies in each year group as they arise in order for the LA to carry out its statutory duty to ensure every eligible child has a school place.
- b.iii The details of the proposed scheme for determination are located in Appendix B
- (c) The Over-subscription Criteria for Community and Voluntary Controlled Infant, Junior and Primary Schools in Kent 2019/20**
 - c.i The over-subscription criteria for Community and Voluntary Controlled Infant, Junior and Primary Schools are the same as those used in 2018. Some drafting improvements have been made to the arrangements to aid comprehension and update terminology. The LA is no longer required to widely consult where there are no proposals to change Community or Voluntary Controlled school's oversubscription criteria and these remain broadly unchanged.
 - c.ii Details of the over-subscription criteria for Community and Voluntary Controlled Infant, Junior and Primary Schools are located in appendix C (1).
- (d) The Over-subscription Criteria for Community and Voluntary Controlled Secondary schools in Kent 2019/20**
 - d.i The proposed over-subscription criteria for Community and Voluntary Controlled Secondary Schools is the same as that used in 2018. Some drafting improvements have been made to the arrangements to aid comprehension and update terminology. Because there are no changes proposed, no consultation was required.
 - d.ii Details of the over-subscription criteria for Community and Voluntary Controlled Secondary Schools in Kent are located in appendix D (1)
- (e) The Published Admissions Number for Community and Voluntary Controlled Infant, Junior and Primary Schools 2019/20**
 - e.i The proposed Published Admission Numbers (PAN) for Community and Voluntary Controlled Primary, Infant and Junior schools are identified in Appendix C (2). The LA can only determine the admission number for schools where it is the admissions authority and the schools listed fall into this category, at the time of going to print.
 - e.ii The LA is no longer required to hold a local consultation where Published Admissions Numbers are proposed to stay the same or increase. Area Education Officers worked with Community and Voluntary Controlled schools to monitor interest in PAN increases and these are highlighted within Appendix C (2) where agreement was reached.
- (f) The Published Admissions Number for Community and Voluntary Controlled Secondary Schools 2019/20**

- f.i The proposed Published Admission Numbers (PAN) for Community and Voluntary Controlled Secondary schools are detailed in Appendix D (2). The LA can only determine the admission number for schools where it is the admissions authority and the schools listed fall into this category, at the time of going to print.
 - f.ii The LA is no longer required to hold a local consultation where Published Admissions Numbers are proposed to stay the same or increase. Area Education Officers worked with Community and Voluntary Controlled schools to monitor interest in PAN increases and these are highlighted within Appendix D (2) where agreement was reached.
- (g) Relevant Statutory Consultation Areas 2019/20**
- g.i Relevant statutory consultation areas have not changed from 2018/19. Details for the Primary arrangements are in Appendix C (3) and Secondary arrangements in Appendix D (3).

4. Recommendations

- 4.1 **Children's, Young People and Education** Cabinet Committee is asked to recommend to the Cabinet Member for Children, Young People and Education Services he takes the decision to ACCEPT and DETERMINE .
- a) The Coordinated Primary Admissions Scheme 2019/20 incorporating the In Year admissions process as detailed in Appendix A
 - b) The Co-ordinated Secondary Admissions Scheme 2019/20 incorporating the In Year admissions process as detailed in Appendix B
 - c) The oversubscription criteria relating to Community and Voluntary Controlled Infant, Junior and Primary Schools in Kent 2019/20 as detailed in Appendix C (1)
 - d) The oversubscription criteria relating to Community and Voluntary Controlled Secondary Schools in Kent 2019/20 as detailed in Appendix D (1)
 - e) The Published Admissions Number for Community and Voluntary Controlled Infant, Junior and Primary Schools 2019/20 as set out in Appendix C (2)
 - f) The Published Admissions Number for Community and Voluntary Controlled Secondary Schools 2019/20 as set out in Appendix D (2)
 - g) The relevant statutory consultation areas for Kent Infant, Junior and Primary Schools 2019/20 as detailed in Appendix C (3) and the relevant statutory consultation areas for

5. Contact Details

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6. Background documents

Equality Impact Assessment

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KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

**Roger Gough,
Cabinet Member for Children, Young People and
Education Services**

DECISION NO:

17/00117

For publication

Key decision: YES

Decision effects more than 1 electoral division

Subject: The primary and secondary school co-ordinated admissions schemes for 2019 and the admission arrangements for Kent community and voluntary controlled primary schools and the admission arrangements for Kent community and voluntary controlled secondary schools 2019

Decision:

As Cabinet Member for Children, Young People and Education Services, I propose to:

DETERMINE:

- a) The Coordinated Primary Admissions Scheme 2019/20 incorporating the In Year admissions process as detailed in Appendix A
- b) The Co-ordinated Secondary Admissions Scheme 2019/20 incorporating the In Year admissions process as detailed in Appendix B
- c) The oversubscription criteria relating to Community and Voluntary Controlled Infant, Junior and Primary Schools in Kent 2019/20 as detailed in Appendix C (1)
- d) The oversubscription criteria relating to Community and Voluntary Controlled Secondary Schools in Kent 2019/20 as detailed in Appendix D (1)
- e) The Published Admissions Number for Community and Voluntary Controlled Infant, Junior and Primary Schools 2019/20 as set out in Appendix C (2)
- f) The Published Admissions Number for Community and Voluntary Controlled Secondary Schools 2019/20 as set out in Appendix D (2)
- g) The relevant statutory consultation areas for Kent Infant, Junior and Primary Schools 2019/20 as detailed in Appendix C (3) and the relevant statutory consultation areas for Kent Secondary Schools 2019/20 as set out in Appendix D (3)

Reason(s) for decision:

- 1.1 The Local Authority (LA), as the admissions authority for Community and Voluntary Controlled schools, is required to determine its admission arrangements for these schools by 28 February each year.
- 1.2 The Education Act 2002 includes 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. Children's, Young People and Education Cabinet Committee is requested to comment and inform the forthcoming Cabinet Member decision to agree the Co-ordinated scheme for Admissions to Primary and Secondary schools in Kent for

2019/20 and determine the proposed admission arrangements for Community and Voluntary Controlled schools.

1.3 All admission arrangements identified in this document are outside the arrangements for pupils with Education, Health and Care Plans (EHCP).

Equality Implications

A full Impact assessment was completed and updated throughout the process and can be found in the report to the Children’s, Young People and Education Cabinet Committee on 18 January 2018.

Cabinet Committee recommendations and other consultation:

This matter will be considered by the Children, Young People and Education Cabinet Committee on 18 January 2018 and their recommendations will be included in the final signed decision form.

Any alternatives considered and rejected:

KCC has consulted the Headteachers and Governors of all Kent Primary and Secondary schools; the neighbouring LAs and diocesan bodies on its proposals to co-ordinate admissions to all Kent Primary and Secondary schools in September 2019. Due to the fact the scheme remains broadly unchanged as in previous years admissions authorities have been advised that non-response to the consultation, constitutes full acceptance to the proposals. All Admissions Authorities within Kent agreed to the proposed Co-ordinated Admissions Schemes for 2019/20.

Any interest declared when the decision was taken and any dispensation granted by the Proper Officer: None

.....
signed

.....
date



Dated: 1st January 2018

Appendix A

Kent County Council Determined Co-ordinated Scheme for Primary Admissions Academic Year 2019/20

**Incorporating Entry to Year R,
Transfer from Infant School to Junior School
(Year 2-3)
and
Determined Primary In-Year Admissions
Process for Schools**

Produced by:
Fair Access - Admissions

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Introduction / Background

Each year, the Local Authority is required to draw up, consult on and determine:

- Co-ordinated admission arrangements (schemes) for all schools in the Local Authority area for entry at the normal time of admission (Year R for Infant and Primary schools, Year 3 for Junior schools and Year 7 for Secondary schools).
- There is a duty on the LA to secure agreement on the Admissions Scheme from all admission authorities including Academies in Kent. If the LA does not secure this agreement it must inform the Secretary of State no later than the 28 February who will then impose a scheme to which all admission authorities must adhere.
- This consultation ran from 9.00 am on 1 November 2017 until 13 December. Every Kent School, Academy and Co-ordinating Free School or UTC is required to agree to the admissions scheme and adhere to it. **Kent County Council made it clear in its consultation that it would constitute full acceptance to the proposed scheme if schools chose not to respond.**

Section 1 –

Details of the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School Year 3

This section details the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School (Year 2-3) in September 2019.

Year R applications are normally for children born between 1 September 2014 and 31 August 2015.

Year 3 applications are normally for children born between 1 September 2011 and 31 August 2012.

The Key Scheme dates are:

Key Action	Scheme Date
National closing date for application forms	Tuesday 15 Jan 2019
Summary of applicant numbers sent to all Kent Primary, Infant and Junior schools	By Monday 11 February 2019
Full applicant details sent to all Kent Primary, Infant and Junior schools for ranking against their over-subscription criteria	By Monday 18 February 2019 (In half term)
Ranked lists returned to Kent County Council by all schools. Deadline for school to inform Kent County Council of wish to offer in excess of PAN	By Wednesday 6 March 2019
Primary, Infant and Junior schools sent list of allocated pupils	Friday 29 March 2019
National Offer Day: e-mails sent after 4pm and letters sent 1st class post	Tuesday 16 April 2019
Schools send out welcome letters no earlier than	Tuesday 23 April 2019
Deadline for late applications and waiting list requests to be included in Kent County Council's reallocation stage. Also date by which places should be accepted or declined to schools	By Monday 13 May 2019
Kent County Council will send schools reallocation waiting lists for ranking against their over-subscription criteria	Friday 17 May 2019
Deadline for lodging of appeals	Tuesday 21 May 2019
Schools to send their ranked reallocation waiting list and acceptance and refusals to KCC	Friday 24 May 2019
Kent County Council to reallocate places that have become available from the schools' waiting lists. After this point, schools will take back ownership of their waiting lists.	Wednesday 12 June 2019

In addition this scheme:

- (a) allows for Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against their over-subscription criteria.
- (b) confirms that on **12 June 2019** Kent County Council will run one reallocation process offering places to late applicants and original applicants that have joined a school's waiting list after offer day. Kent County Council will consider late applicants through the process described in paragraphs 26 to 35. After **12 June 2019**, Kent County Council will enable schools to accept applications directly and offer vacancies as they arise, to children on their waiting lists. Copies of applications will be forwarded by parents to Kent County Council who will support and advise where this is needed. Schools must notify Kent County Council of any offers or refusals that are made at the same time these are made to parents.

Kent County Council expects that all schools and Admissions Authorities including Academies and co-ordinating Free schools engaged in the sharing of admissions data will manage personal information in accordance with the Data Protection principles.

1.

For normal points of entry to school, Kent resident parents will have the opportunity to apply for their child's school place either online at www.kent.gov.uk/ola or by using a standard paper form known as the Reception Common Application Form (RCAF) or Junior Common Application Form (JCAF). Kent County Council cannot accept multiple applications for the same child. A parent may use either of the above methods, but not both. Kent County Council will take all reasonable steps to ensure that every parent resident in the Kent knows how to apply for a school place by completing a RCAF/JCAF online at www.kent.gov.uk/ola or on paper, and has access to a written explanation of the co-ordinated admissions scheme.

2.

The RCAF will be used for the purpose of admitting pupils into Year R (the first year of Primary education) and the JCAF for Year 3 of Junior schools. Online applications cover both of the above.

3.

The RCAF/JCAF or online application 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 Kent County Council area wishing to express a preference for their child:

- (a) to be admitted to a school within the Kent County Council area (including Voluntary Aided and Foundation schools, Academies and Co-ordinating Free Schools).
- (b) to be admitted to a school located in another Local Authority's area (including Voluntary Aided, Foundation schools, Academies and Co-ordinating Free Schools).

4.

Details of this scheme will apply to every application made by a Kent resident applying to Kent schools. Where a Kent resident applies to schools located in another Local Authority, variations may apply to take into account differences present in that Local Authority's scheme.

5.

Online applications, RCAF/JCAF and supporting publications will:

- (a) invite parents to express up to **three** preferences in priority order. Preferences can be expressed for Kent and non-Kent schools. Parents **must** complete the application for their home Local Authority (e.g. Kent residents complete Kent applications, Medway residents complete Medway applications, etc).
- (b) allow parents to give reasons for each preference, including details of any siblings that will still be on roll at the preferred school at the time of the applicant child's admission.
- (c) explain that parents will receive the offer of one school place only and that:
 - (i) a place will be offered at the highest available ranked preference for which they are eligible; and
 - (ii) if a place cannot be offered at any school named on the form, a place will be offered at an alternative school.
- (d) Specify the closing date for applications and where paper RCAF/JCAF must be returned to, in accordance with paragraph 7.
- (e) explain that parents cannot name Primary schools on the JCAF and that if they do, they will be deleted and the preference will be lost.

6.

Kent County Council will make appropriate arrangements to ensure:

- (a) the online admissions website is readily accessible to all who wish to apply using this method.
- (b) the paper RCAF/JCAF are readily available on request from Kent County Council, Kent maintained Primary, Infant and Junior schools and are also available on the Kent County Council website to print, complete and return.
- (c) a composite prospectus of all Kent maintained Primary, Infant and Junior schools and written explanation of the co-ordinated admissions scheme is readily available on request from Kent County Council, Kent maintained Primary, Infant and Junior schools and is also available on the Kent County Council website to read or print.

7.

Completed applications must be submitted online and paper RCAF/JCAF returned to Kent County Council or any Kent Primary School by **15 January 2019**.

8.

Applications made on the RCAF/JCAF and returned direct to any school before **13 May 2019** must be forwarded to Kent County Council immediately to ensure inclusion in the appropriate allocation stage.

Supplementary Information Forms (SIFs)

9.

Only applications submitted on a RCAF/JCAF (online or paper) are valid. Completion of a school's Supplementary Information Form (SIF) alone does not constitute a valid application. Where schools use SIF they must confirm with the parent on receipt of their completed form that they have also made a formal application to Kent County Council.

10.

A school can ask parents who wish to name it, or have named it, on their RCAF/JCAF, to provide additional information on a SIF only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is required it must be requested from the school or Kent County Council and returned to the school. All schools that use SIFs must include the proposed form in their consultation document and in their published admission arrangements.

11.

Children with and Education, Health and Care Plan (EHCP)

Pupils with an Education, Health and Care Plan do not apply to schools for a place through the main round admissions process.

Any application received for a child with an EHCP will be referred directly to Kent County Council's Special Educational Needs Services (SEN), who must have regard to Schedule 27 of the Education Act 1996 " the LA must name the maintained school that is preferred by parents providing that:

- the school is suitable for the child's age, ability and aptitude and the special educational needs
- the child's attendance is not incompatible with the efficient education of other children in the school, and
- the placement is an efficient use of the LA's resources"

Where a pupil is resident in another Local Authority, the home Authority must again comply with Schedule 27 of the Education Act 1996 which states:

"A local education authority shall, before specifying the name of any maintained school in a statement, consult the governing body of the school, and if the school is maintained by another local education authority, that authority."

Other Authorities looking for Kent school places for EHCP pupils will need to contact Kent County Council's SEN team in addition to the relevant school.

Determining Offers in Response to the RCAF/JCAF

12.

Kent County Council will act as a clearing house for the allocation of places by the relevant admission authorities in response to RCAF/JCAF's completed online or on paper. Kent County Council will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the RCAF/JCAF 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.

Kent County Council will allocate places in accordance with paragraph 17.

13.

By 11 February 2019 Kent County Council will:

- (a) notify all schools of the number of applications received for their school;
- (b) notify and forward details of applications to the relevant authority/authorities where parents have nominated a school outside the Kent County Council area.

14.

By 18 February 2019 Kent County Council will advise all Kent Primary, Infant and Junior schools of the full details of all valid applications for their schools via rank lists, to enable them to apply their over-subscription criteria. Only children who appear on Kent County Council's list can be considered for places on the relevant offer day.

15.

By 6 March 2019 All Kent Primary, Infant and Junior schools, including Academies and co-ordinating Free schools, **must** return completed lists, ranked in priority order in accordance with their over-subscription criteria, to Kent County Council for consideration in the allocation process. Where a school fails clearly to define its oversubscription criteria in its determined arrangements, the definitions laid out by Kent County Council must be adopted.

16.

6 March 2019 will also be the final deadline by which any school may notify Kent County Council of their intention to admit above PAN. Changes cannot be made after this date because Kent County Council will not have sufficient time to administer its co-ordination responsibilities.

17.

By 29 March 2018 the LA will match each ranked list against the ranked lists of every other school named and:

- (a) where the child is eligible for a place at only one of the named schools, will allocate a place at that school to the child;
- (b) where the child is eligible for a place at two or more of the named schools, will allocate a place to the child at whichever of these is the highest ranked preference;
- (c) where the child is not eligible for a place at any of the named schools, will allocate a place to the child at an alternative school. Where the application is for Junior transfer, this alternative place may be in a Junior school or a Primary school.

18.

By 29 March 2018 Kent County Council will have completed any data exchange with other Local Authorities to cover situations where a resident in Kent County Council's Local Authority area has named a school outside Kent, or a parent living outside the Kent County Council's Local Authority area has named a Kent school.

19.

By 29 March 2019 Kent County Council will inform schools of the pupils to be offered places at their establishment, and will inform other Local Authorities of places to be offered

to their residents in its schools and Academies. Schools must not share this information with parents before **16 April 2019**.

20.

On Offer day, 16 April 2019 Kent County Council will:

(a) send an offer email after 4pm to those parents who have applied online and provided a valid email address.

1. The name of the school at which a place is offered.
2. Information about the right of appeal against the decisions to refuse places at other named schools.
3. Information on how to request a place on a waiting list for schools originally named as a preference, if they want their child to be considered for any places that might become available.

(b) send decision letters to ALL paper CAF applicants and online applicants that did not receive an offer of their first preference. In line with Kent County Council's ongoing desire to reduce the environmental and financial impact of large volume post runs, work will continue to produce email processes which will allow for the reduction of paper letters. The letter will give:

1. The name of the school at which a place is offered.
2. The reasons why the child is not being offered a place at any school named on the RCAF/JCAF as a higher preference than the school offered.
3. Information about the right of appeal against the decisions to refuse places at other named schools.
4. Information on how to request a place on a waiting list for schools originally named as a preference on their RCAF/JCAF, if they want their child to be considered for any places that might become available.
5. advice on how to find contact details for the school and Local Authority and the admission authorities of Foundation, Voluntary Aided schools, Academies and co-ordinating Free schools where they were not offered a place, so that they can lodge an appeal with the governing body.

21.

The letter and/or email will notify the applicant parent that they need to respond to the offered school to accept or refuse the offer. It will inform applicant parents to send waiting list requests to Kent County Council. It will also inform them of their right to appeal against the refusal of a place at any school on their application and where and when to lodge the appeal.

22.

Parents who reside in other Local Authorities, 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 Local Authority on **16 April 2019**.

23.

Kent pupils who have not been offered a place at any of the schools nominated on their RCAF/JCAF will be allocated a place by Kent County Council at an alternative school in the Kent County Council area. This place will be offered on **16 April 2019**.

24.

Schools will send their welcome letters **no earlier than 23 April 2019**.

Acceptance/Refusal of Places - 13 May 2019

25.

By 13 May 2019 the applicant parent must inform the school whether they wish to accept or refuse the place offered on offer day. Refusals should be made in writing or via e-mail to provide an appropriate audit trail. If a response has not been received by **13 May 2019**, the school **must** remind the parent in writing of the need to respond within a further seven days and point out that the place will be withdrawn if no response is received. If the parent fails to respond by this date, a final letter should be sent informing the parent that the offer has been withdrawn. Only after taking reasonable measures to secure a response from parents will a school be able to retract the offer of a place. In cases of shared custody, schools should ensure that confirmation of acceptance or refusal is received from the applying parent.

Determining Offers in Reallocation Process

26.

Kent County Council will collect a reallocation list for all schools up to **13 May 2019**. This will include details of the following:

- (a) all applicants who named the school on the RCAF/JCAF and were not offered a place on **16 April 2019** and who have asked to be included on the school's waiting list;
- (b) late applicants who named the school on their applications which were sent to Kent County Council by **13 May 2019**.

27.

By 17 May 2019 Kent County Council will advise all Kent Primary, Infant and Junior schools, of the full details of all waiting list requests and late applications (reallocation list) for their schools to enable them to apply their over-subscription criteria. Only children who appear on the Kent County Council list can be considered for places on Kent County Council's reallocation day. If a child's circumstances have changed since their original application, Kent County Council will amend their waiting list details up to **13 May 2019**. Kent County Council will not be able to amend details after this date. The full reallocation list must be put into the school's over-subscription criteria order. No distinction should be made on the basis of the child being a waiting list request or a late applicant.

28.

By 24 May 2019 The schools must return their ranked waiting lists to Kent County Council. Schools should also return all acceptance and refusal information collected to ensure Kent County Council can calculate places available for its reallocation day.

29.

On 12 June 2019 Kent County Council will re-allocate any places that have become available since offer day using the same process described in paragraph 17. Applicants will be sent a letter by 1st Class post that day, informing them of offers. In line with Kent County Council's ongoing desire to reduce the environmental and financial impact of large volume post runs, work will continue to produce email processes which will allow for the reduction of paper letters. Schools will be sent a list of all new offers and the remainder of their waiting

lists. Late applicants will be added to the waiting list of each school that they have not been offered.

Determining Offers after Waiting Lists returned to Schools

30.

After **12 June 2019** waiting lists will be managed by schools and held in oversubscription criteria order. These lists can include:

- (a) all applicants who were not offered a place on **16 April 2019**, who asked to be included on the school's waiting list and who subsequently were not offered a place on **12 June 2019** (children on the waiting list described in paragraph 29);
- (b) applicants who did not name the school on their RCAF/JCAF and who have approached the school to be considered via the In Year Common Application Form (IYCAF).
- (c) Late applicants who have not previously been considered for a place at any Primary/Infant or Junior school and who have approached the school to be considered via Post Reallocation Reception Common Application Form (PRRCAF) or Post Reallocation Junior Common Application Form (PRJCAF).

31.

After 12 June 2019 Schools will make offers from their waiting lists for any spaces available. Kent advises schools to wait until **18 June 2018** before making offers to allow all parents an opportunity to receive their letters detailing the outcome of Reallocation. Schools must inform Kent County Council whenever an offer or refusal is made so that Kent County Council can record all activity. If a school has reached its Published Admission Number, or and agreed number in excess of its Published Admissions Number as specified in paragraph 1.4 of the Admissions Code, an applicant should not be admitted other than through the Independent Appeal process, the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or who ceased to be so because they were adopted, or with an EHCP apply.

Handling of Late Applications:

Applications received after the RCAF/JCAF closing date until 11 February 2019

32.

The closing date for applications in the normal admissions round (as above) is **15 January 2019**. As far as reasonably practicable, applications for places in the normal admissions round that are received late for a good reason will be accepted and considered 'on time', provided they are received by Kent County Council by **11 February 2019**. Late applications cannot be made online, so applicants must complete a paper RCAF/JCAF and return it direct to Kent County Council. On time applicants can also request to amend their application up to this point for a good reason. These requests must be made in writing to the admissions team. Amendments made to the online system after **15 January 2019** will be ignored. Online applicants who amend preferences after **15 January 2019** may not be sent an email and their offer may not be available online. If offers are not available via email and online. they will alternatively be sent an offer letter by 1st class post.

33.

Exceptional provision is made for the families of UK Service Personnel and Crown Servants as required by the School Admissions Code. Applications will be accepted up until **11 February 2019**, where it is confirmed in writing by the appropriate authority that the family will be resident in Kent by **1 September 2019**. A confirmed address, or, in the absence of this, a Unit or "quartering area" address, will be accepted as the home address from which home-school distance will be calculated. Children who are not successful in gaining any

place they want will be allocated an available place at an alternative school, and will have the same access to a waiting list / right to appeal as other applicants.

Applications received after 11 February 2019 but before 13 May 2019

34.

Applications received after **11 February 2019** but before **13 May 2019** (the deadline for inclusion in any reallocation made on **12 June 2019**) will not be considered for places on **16 April 2019**, but will be included in the re-allocation of places on **12 June 2019** as defined above.

Applications received after 13 May 2019

35.

Late applications received after **13 May 2019** (the deadline for inclusion in any reallocation made on **12 June 2019**) must be made directly to the LA. Parents will apply using the Post Reallocation Reception Common Application Form (PRRCAF) or Post Reallocation Junior Common Application Form (PRJCAF). Kent County Council will support and advise parents. These will be considered by each school after **12 June 2019**, in accordance with a process similar to the in year admissions process (detailed in Section 2).

Cancelling applications

36.

Applications considered as 'on time' detailed in paragraph 7 and 32 can be cancelled or individual preferences can be removed by the applicant up to **6 March 2019** (the deadline for schools returning ranked lists). Requests must be made to the admissions team in writing. New preferences cannot be added to an application at this point. After this date, it is not possible to cancel applications or remove preferences as the offer allocation process will have started.

37.

Parents that have cancelled an 'on time' application may submit a late application, for consideration under the reallocation process. The deadline for these late applications is **13 May 2019**.

38.

Where an application is cancelled, parents cannot join a school's waiting list or appeal for a school that was on their original application unless they submit a new application for the school after **12 June 2019**.

Appeals

39.

All parents have the statutory right to appeal against any decision refusing them a school place and must lodge their appeal by **21 May 2019** for it to be considered as on time.

40.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, the place can then be offered without an appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list, which is held in accordance with the school's oversubscription criteria.

Summer Born Applications

41.

Kent will process applications for Summer Born children outside the normal age taking

account of the needs of the child. A decision as to whether an application will be accepted outside of the admissions round is a decision for the admissions authority, which will normally be guided by the Headteachers of the schools in question. Further Information will be made available to parents on how applications should be made at kent.gov.uk/primaryadmissions. Parents are advised to talk to schools no later than **17 November 2018** to enable a decision to be made before the closing date of the round on **15 January 2019**.

Section 2 – Details of the Primary In-Year Admissions Process for Schools

In-Year Casual Admission Form.

1.

The scheme shall apply to every maintained school and Academy in the LA area (except special schools), which are required to comply with its terms, and it shall take effect from the point of formal Kent County Council Cabinet Determination.

2.

Kent County Council will produce a standard form, known as the In-Year Casual Admission Form (IYCAF), which Kent schools must use to allow applicants to apply for school places in any year group outside of the normal admissions round. Applicants must use one form for each school they wish to apply for.

3.

As Kent is no longer co-ordinating In-Year admissions, applications to out of county schools and from out of county residents will not have a standard process and will instead depend on the process of the county in question. Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities.

4.

Out of county residents of authorities that co-ordinate In-Year admissions should complete their authority's Common Application Form and return it to their authority. Kent County Council has given permission to each authority to liaise directly with Kent schools. Out of county residents of authorities that do not co-ordinate are free to contact Kent schools directly to request a place. It is the responsibility of the out of county resident to ensure they apply by the appropriate method.

5.

Parents will be able to obtain information about the process, other authority processes and IYCAFs from Kent County Council's Admissions and Transport Office or from any local Kent school. Enquiries can also be made via e-mail (kentinyearadmissions@kent.gov.uk). Information and IYCAFs will also be available on the Kent County Council's website to read and print.

6.

Kent County Council will take all reasonable steps to ensure that all relevant information is available upon request to any parents who require it.

7.

The IYCAF will be used for the purpose of admitting pupils to a school in the year group applied for.

8.

The IYCAF must be used by parents resident in the Kent County Council area as a means of expressing one preference for the purposes of section 86 of the School Standards and Framework Act 1998, for their child to be admitted to a school within the Kent County Council area (including Voluntary Aided and Foundation schools, Academies and Co-ordinating Free Schools)

9.

Parents wishing to apply for more than one school must complete a separate form for each school. Completed forms must be returned directly to the school. Applications by Kent residents to out of county schools should be made to either the other local authority or school, depending on that local authority's In-Year process.

10.

The IYCAF will:

- (a) invite the parent to express a school preference.
- (b) invite parents to give their reasons for the preference and give details of any siblings that may be attending the preferred school.
- (c) explain that the parent must complete a form for each school they wish to apply for and return each form to the corresponding school.
- (d) explain that Kent County Council will be informed of any application and will monitor any subsequent offers that are made.
- (e) direct the parent to contact Kent County Council where they are unable to secure a school place.
- (f) explain where they can find information about applying to non-Kent schools.

11.

Kent County Council will make appropriate arrangements to ensure:

- (a) that the IYCAF is available in paper form on request from Kent County Council and from all maintained Primary schools, Academies and Co-ordinating Free Schools in the Kent County Council area; and
- (b) that the IYCAF is accompanied by a written explanation of the In-Year admissions process in an easy to follow format.

12.

IYCAFs for Kent schools must be returned to the school. Schools must process them, no later than 5 days from receipt.

Supplementary Information Forms (SIFs)

13.

All completed IYCAFs are valid applications. A school can ask parents who wish to nominate it, or have nominated it, on the IYCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is

required it must be requested from the school or Kent County Council (where supplied) and returned to the school. All schools that use SIFs must include the form in their published admission arrangements.

14.

A SIF is not a valid application by itself: a formal application can only be made on the IYCAF (or corresponding form if out of county applicants live in a county which co-ordinates In-Year admissions). When SIFs are received, the school must ensure that the IYCAF or neighbouring LA's Common Application Form has been completed by the parent and, if not, contact the parent and ask them to complete one. Parents will not be under any obligation to complete any part of an individual school's supplementary information form where this is not strictly required for the governing body to apply its oversubscription criteria.

15.

a)

Children with an Education, Health and Care Plan (EHCP)

Pupils with an Education, Health and Care Plan do not apply to schools for a place through the main round admissions process.

Any application received for a child with an EHCP will be referred directly to Kent County Council's Special Educational Needs Services (SEN), who must have regard to Schedule 27 of the Education Act 1996 " the LA must name the maintained school that is preferred by parents providing that:

- the school is suitable for the child's age, ability and aptitude and the special educational needs
- the child's attendance is not incompatible with the efficient education of other children in the school, and
- the placement is an efficient use of the LA's resources"

Where a pupil is resident in another Local Authority, the home Authority must again comply with Schedule 27 of the Education Act 1996 which states:

"A local education authority shall, before specifying the name of any maintained school in a statement, consult the governing body of the school, and if the school is maintained by another local education authority, that authority."

Other Authorities looking for Kent school places for EHCP pupils will need to contact Kent County Council's SEN team in addition to the relevant school.

b)

Children in Local Authority Care (CiC) and Children Adopted from Care

When applications are made for young people in the care of other Local Authorities or who ceased to be so because they were adopted, Kent County Council - as receiving authority - will confirm an offer of a school place with the placing authority. Where an in-year application is received from the corporate parent of a child in Local Authority Care or who ceased to be so because they were adopted, Kent Admissions team will expect that in line with Statutory Guidance *, arrangements for appropriate education will have been made as part of the overall care planning, unless the placement has been made in an emergency. Where the placement has been made in an emergency, and this is not the case, Kent, as the receiving authority, will refer the matter to a school identified by the placing authority, to establish if an offer of a place can be provided. If the school is at capacity or the school provision is not considered appropriate, Kent County Council will advise the home authority of the schools position and where possible identify alternative education provision that may

be more suitable to meet the child's needs. It will be for the corporate parent to determine whether it wishes to challenge the school's or the LA's position or identify an alternative education setting more suited to meeting the child's needs.

Where Kent County Council is the corporate parent of the child in question, an appropriately appointed social worker will liaise in the first instance with Admission Placement Officers and other professionals as necessary, in order to agree the school or setting that would best meet the individual needs of the child (most appropriate provision for the child). Kent County Council will then allocate a place (where it is the admission authority for the school) or contact the school directly and seek a place where it is not. Where a school refuses to admit the child Kent County Council as corporate parent will decide whether to initiate proceedings required to either direct or instruct the school in question or consider if other education provision may be in the best interest of the child.

** Statutory Guidance on the duty of local authorities to promote the educational achievement of looked after children under section 52 of the Children Act 2004 (S35.1-37)*

c)

Exceptional provision is made for the families of UK Service Personnel, Crown Servants and British Council employees, as required by the School Admissions Code. A confirmed address, or, in the absence of this, a Unit or "quartering area" address, will be accepted as the home address from which home-school distance will be calculated. This must be confirmed by a letter from the Commanding Officer or the Foreign Office. However, this does not guarantee a place at the parent's preferred school for their child. Places cannot be held for an extended period of time, as this could create disadvantage with other applications.

Determining Offers in Response to the IYCAF

16.

The school will notify applicants resident in the Kent County Council area by letter the outcome of their application. Where appropriate, the letter will detail:

- (a) the starting date if a place is available;
- (b) the reasons why the child is not being offered a place if a place is unavailable;
- (c) information about the statutory right of appeal against the decisions to refuse places;
- (d) information on how to apply for a place on the waiting list;
- (e) contact details for the school and Kent County Council and for the admission authorities of Foundation, Voluntary Aided schools, Academies and co-ordinating Free schools where they were not offered a place, so that they can lodge an appeal with the governing body.

The letter will notify the applicant parent that they need to respond to accept or refuse the offer of a place within 10 school days

17.

Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities. Depending on the other LA's determined process, the parent will confirm the acceptance or refusal of the place to the school or that school's LA.

18.

Kent pupils who have applied to schools and have not been offered a place can contact Kent County Council who will inform them where there is an available place at an alternative school. If no school in the local area has places available, the application may be referred to a local panel under the In Year Fair Access Protocol. If the child is already attending a school in the local area, no alternative place will be offered.

19.

Schools must inform Kent County Council of every offer that is made via the In Year Casual process to allow the necessary safeguarding checks to take place. Notification should be made at the same time as the offer being made to the parent.

20.

Applicants who are not successful in gaining any place can contact Kent County Council and will be informed where there is an available place at an alternative school. Parents can then approach these schools to secure a place. These applicants will have the same access to a waiting list and right to appeal as other applicants.

Acceptance/Refusal of Places

21.

The applicant parent will be advised in their offer letter that they must accept/refuse the school place offer in writing to the school within 10 school days of the date of the offer letter. If the school has not obtained a response within the specified time, it will remind the parent in writing of the need to respond within a further seven days and point out that the place may be withdrawn if no response is received. Only after having exhausted all reasonable enquiries will it be assumed that a place is not required.

22.

The school will notify Kent County Council of places accepted/refused as soon as possible after receipt of the acceptance/refusal. A mechanism for this transfer will be specified by Kent County Council.

23.

Once a place has been accepted, a child must start at the school within a reasonable length of time. This would normally be 10 school days from receipt of acceptance, but schools may extend if they feel there are justifiable reasons to do so.

Waiting Lists

24.

Each oversubscribed school will keep a waiting list at least until the end of the first term. This will include details of all applicants who have named the school on the IYCAF but could not be offered a place and have asked to be placed on a waiting list.

25.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. If a school has reached its Published Admission Number it may not admit applicants other than through the Independent Appeal process, via the process detailed in the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or who ceased to be so because they were adopted, or children with a Statement of Special Educational Needs apply. To maintain the database, schools will advise Kent County Council when a place has been offered to a pupil on a waiting list. Parents whose children are refused admission **must** be offered a right of appeal (even if their child's name has been put on the waiting list).

Appeals

26.

All parents have the statutory right to appeal against any decision refusing them a school place.

27.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, the place can then be offered without an appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list.

Section 3 – Glossary of Terms

Term	Definition
LA	A Local Authority
The LA	Kent County Council
The LA area	The area in respect of which Kent County Council is the Local Authority
Primary Education	Has the same meaning as in section 2(1) of the Education Act 1996
Primary School	Has the same meaning as in section 5(1) of the Education Act 1996
School	A Community, Foundation, Voluntary Aided or Voluntary Controlled school and Academy (but not a special school) which is maintained.
Foundation school	Such of the schools as are Foundation schools. The governing body is the admissions authority for these schools.
Voluntary Aided schools	Such of the schools as are Voluntary Aided schools, the governing body of these schools is the admission authority. These schools are church schools, and governors must have regard to the relevant diocesan board when setting admissions arrangements.
VC schools	Such of the schools as are Voluntary Controlled schools
Academies	Such schools which have been established under section 482 of the Education Act 1996 (as amended by section 65 of the Education Act 2002) and/or those established under the Academies Act 2010.
Free Schools	Such of the schools as are Free Schools. All-ability, state-funded school set up in response to what local people say they want and need in order to improve education for their children.
Admission authority	In relation to a community or voluntary controlled school means the LA and, in relation to a trust, foundation or Voluntary Aided school and Academy, means the governing body of that school
Admission arrangements	The arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school
Eligible for a place	Means that a child has been placed on a school's ranked list at such a point as falls within the school's published admission number.
RCAF	Reception Common Application Form, completed online or on paper
JCAF	Junior Common Application Form, completed online or on paper
IYCAF	In Year Casual Admission Form – this is the form used by parents to apply for a school place outside of a school's normal point of entry.
SIF	Supplementary Information Form – This is a form used by some Academies, Foundation and Voluntary Aided and Free schools which may use them to collect additional information at the time of application in order for them to apply their over subscription criteria. They are most commonly used by Faith Schools to collect details in relation to a level of commitment to Faith which can be a factor in the priority given

	to applicants. A supplementary information form can only collect information which is directly related to the oversubscription criteria published for a school.
Summer Born	A child born between the months of April to August
PAN	Published Admission Number – this is the number of pupils a school is able to admit before it reaches capacity. School admissions authorities must consult on and determine a school’s PAN and must not admit pupils above this number other than where 1.4 of the School Admissions Code 2014 applies.
Late Application	an application sent to the LA after the closing date where the child has not been considered for a place at any school through the Primary Scheme, or where applicants have moved house and their original preferences are no longer suitable.
Reallocation Process	the process by which vacant places are offered by the local authority to late applicants and pupils on school waiting lists.



Dated: 1st January 2018

Appendix B

Kent County Council Determined Co-ordinated Scheme for Secondary Admissions Academic Year 2019/20

**Incorporating Transfer to Year 7
and
Determined Secondary In-Year Admissions
Process for Schools**

Produced by:
Fair Access - Admissions

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Introduction / Background

Each year, the Local Authority is required to draw up, consult on and determine:

- Co-ordinated admission arrangements (schemes) for all schools in the Local Authority area for entry at the normal time of admission (Year 7 for Secondary schools, Year R for Infant and Primary schools and Year 3 for Junior schools).
 - There is a duty on the LA to secure agreement from all admission authorities including Academies in Kent. If the LA does not secure agreement from all the admission authorities and Academies in Kent it must inform the Secretary of State who will impose a scheme to which all schools and Academies must adhere.
 - This consultation ran from 9.00 am 1 November 2017 until 13 December 2017. Every Kent School, Academy and Co-ordinating Free School or UTC is required to agree to the admissions scheme and adhere to it. **Kent County Council made it clear in its consultation that it would constitute full acceptance to the proposed scheme if schools chose not to respond.**
 - Cranbrook School is the only school in Kent with a normal point of entry at Year 9, in addition to a regular Year 7 intake. For Kent residents application forms for Year 9 are available from the school or the KCC website and will be processed broadly in line with the Year 7 transfer arrangements set out in this scheme. Non-Kent parents must apply through their home authority's In Year admissions process. Year 7 applications are processed in line with the co-ordinated process detailed below.
 - Leigh UTC is the only school in Kent with a normal point of entry at Year 10, in addition to a regular Year 7 intake. For Kent residents application forms for Year 10 are available from the school or the KCC website and will be processed broadly in line with the Year 7 transfer arrangements set out in this scheme. Non-Kent parents must apply through their home authority's co-ordinated UTC process. Year 7 applications are processed in line with the co-ordinated process detailed below.
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Section 1 – Details of the Co-ordinated Scheme for Transfer to Year 7

This section details the Co-ordinated Scheme for Transfer to Year 7 in Secondary Schools in September 2019.

Year 7 applications are normally for children born between 1 September 2007 and 31 August 2008.

The Key Scheme dates are:

Key Action	Scheme Date
Registration for testing opens	Friday 1 June 2018
Closing date for registration	Monday 2 July 2018
Test date for pupils in Kent Primary schools	Thursday 6 September 2018
Test date for pupils not in Kent Primary schools	Saturday 8 September 2018
Assessment decision sent to parents	Thursday 11 October 2018
National closing date for application forms	Wednesday 31 October 2018
Summary of applicant numbers sent to Secondary schools (plus info for those needing to arrange additional testing)	By Wednesday 12 December 2018
Full applicant details sent to all Kent Secondary schools for ranking against their over-subscription criteria	By Friday 4 January 2019
Ranked lists returned to Kent County Council by all schools. Deadline for school to inform Kent County Council of wish to offer in excess of PAN	No later than Wednesday 16 January 2019
Secondary schools sent list of allocated pupils - Primary schools informed of destination of pupils	Monday 25 February 2019
National Offer Day: e-mails sent after 4pm and letters sent 1st class	Friday 1 March 2019
Schools send out welcome letters no earlier than	Tuesday 5 March 2019
Deadline for late applications and waiting list requests to be included in the Kent County Council reallocation stage. Also the date by which places should be accepted or declined to schools.	Friday 15 March 2019
Date Kent County Council will send schools reallocation waiting lists for ranking against their over-subscription criteria	Wednesday 20 March 2019
Schools to send their ranked reallocation waiting list and acceptance and refusals to KCC	Thursday 28 March 2019
Deadline for lodging appeals	Friday 29 March 2019
Kent County Council to reallocate places that have become available from the schools' waiting lists. After this point, schools will take back ownership of their waiting lists.	Wednesday 24 April 2019

In addition this scheme:

- (a) allows for Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against their over-subscription criteria.
- (b) confirms that on **24 April 2019** Kent County Council will run one reallocation process offering places to late applicants and original applicants that have joined a school's waiting list after offer day. Kent County Council will consider late applicants through the process described in paragraphs 41 to 50. After **24 April 2019**, Kent County Council will enable schools to accept applications directly and offer vacancies as they arise, to children on their waiting lists. Copies of applications will be forwarded by parents to Kent County Council who will support and advise where this is needed. Schools must notify Kent County Council of any offers or refusals that are made at the same time these are made to parents.

Kent County Council expects that all schools and Admission Authorities including Academies and co-ordinating Free schools and UTCs engaged in the sharing of admissions data will manage personal information in accordance with Data Protection principles.

1.

For the normal point of entry to schools, Kent resident parents will be able to apply for their child's school place either online at www.kent.gov.uk/ola or by using a standard paper form known as the Secondary Common Application Form (SCAF). Kent County Council cannot accept multiple applications for the same child: a parent may use either of the above methods, but not both. Kent County Council will take all reasonable steps to ensure that every parent resident in the Kent County Council area who has a child in their last year of Primary education knows how to apply for a school place by completing a SCAF online at www.kent.gov.uk/ola or on paper, and has access to a written explanation of the co-ordinated admissions scheme.

2.

The SCAF and online application will be used for the purpose of admitting pupils to the first year of Secondary education.

3.

The SCAF or online application 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 Kent County Council area wishing to express a preference for their child:

- (a) to be admitted to a school within the Kent County Council area (including Voluntary Aided and Foundation schools, Academies and Co-ordinating Free Schools and UTCs).
- (b) to be admitted to a school located in another Local Authority's area (including Voluntary Aided, Foundation schools, Academies and Co-ordinating Free Schools and UTCs).

4.

Details of this scheme will apply to every application made by a Kent resident applying to Kent schools. Where a Kent resident applies to schools located in another Local Authority,

variations may apply to take into account differences present in that Local Authority's scheme.

5.

Online applications, SCAF and supporting publications will:

- (a) invite parents to express **up to four** preferences including, where relevant, any schools outside the Kent County Council area, and to rank each school according to their order of preference. Kent residents **must** complete a Kent SCAF. Residents outside Kent **must** complete their home Local Authority's SCAF (e.g. Medway residents complete a Medway SCAF etc).
- (b) allow parents to give reasons for each preference including details of any siblings that will still be on roll at the preferred school at the time of the applicant child's admission.
- (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 available ranked preference for which they are eligible for a place; and
 - (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 for applications and where paper SCAFs must be returned to, in accordance with paragraph 7.

6.

The LA will make appropriate arrangements to ensure:

- (a) the online admissions website is readily accessible to all who wish to apply using this method.
- (b) the paper SCAF is readily available on request from Kent County Council, all Kent maintained Primary and Junior schools and is also available on the Kent County Council website to print, complete and return.
- (c) a composite prospectus of all Kent Secondary schools and a written explanation of the co-ordinated admissions scheme is readily available on request from Kent County Council, all Kent maintained Primary and Junior schools and is also available on the Kent County Council website to read or print.

7.

Completed applications must be submitted online and paper SCAFs returned to Kent County Council or any Kent Secondary School by **31 October 2018**.

8.

To help Kent County Council ensure that everyone who needs to make an application has done so, Primary and Junior schools may ask parents to confirm that an application has been made. They may also ask the online admissions team to check that an online application has been submitted by parents of children attending their school. These schools will also be sent a list of children that have applied online close to the closing date

to allow schools to check that every child has applied. These are important safeguarding measures schools are encouraged to support.

9.

Applications made on the SCAF and returned direct to any school before **15 March 2019** must be forwarded to Kent County Council immediately to ensure inclusion in the appropriate allocation stage.

Supplementary Information Forms (SIFs)

10.

Only applications submitted on a SCAF (online or paper) are valid. Completion of a school's Supplementary Information Form (SIF) alone does not constitute a valid application. Where schools use a SIF they must confirm with the parent on receipt of their completed form that they have also made a formal application to Kent County Council.

11.

A school can ask parents who wish to name it, or have named it, on their SCAF, to provide additional information on a SIF only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is required it must be requested from the school or Kent County Council and returned to the school. All schools that use SIFs must include the proposed form in their consultation document and in their published admission arrangements.

12.

Children with and Education, Health and Care Plan (EHCP)

Pupils with an Education, Health and Care Plan do not apply to schools for a place through the main round admissions process.

Any application received for a child with an EHCP will be referred directly to Kent County Council's Special Educational Needs Services (SEN), who must have regard to Schedule 27 of the Education Act 1996 " the LA must name the maintained school that is preferred by parents providing that:

- the school is suitable for the child's age, ability and aptitude and the special educational needs
- the child's attendance is not incompatible with the efficient education of other children in the school, and
- the placement is an efficient use of the LA's resources"

Where a pupil is resident in another Local Authority, the home Authority must again comply with Schedule 27 of the Education Act 1996 which states:

"A local education authority shall, before specifying the name of any maintained school in a statement, consult the governing body of the school, and if the school is maintained by another local education authority, that authority."

Other Authorities looking for Kent school places for EHCP pupils will need to contact Kent County Council's SEN team in addition to the relevant school.

Testing

13.

In line with Kent County Council's ongoing commitment to run a selective process, entry to

Grammar schools is restricted to children who have been assessed as suitable through the relevant test(s). Receiving a Grammar assessment in the Kent Test does not guarantee a Grammar school place at offer day as they may be oversubscribed.

14.

The Kent schools that require children to sit the Kent Grammar school tests are listed below. Schools which hold alternative tests will also be highlighted. It is not possible to include details of schools that added alternative tests during their 2019 consultation period as these consultations were still ongoing at the time of writing:

Barton Court Grammar School	Maidstone Grammar School for Girls
Borden Grammar School	****Mayfield Grammar School, Gravesend
Chatham and Clarendon Grammar School	Norton Knatchbull
Dane Court Grammar School	Oakwood Park Grammar School
Dartford Grammar School	Queen Elizabeth's Grammar School
Dartford Grammar School for Girls	Simon Langton Girls' Grammar School
*Dover Grammar School for Boys	Simon Langton Grammar School for Boys
*Dover Grammar School for Girls	Sir Roger Manwood's School
**Folkestone School for Girls	Skinner's School
Gravesend Grammar School	Tonbridge Grammar School
**Harvey Grammar School	Tunbridge Wells Girls' Grammar School
***Highsted Grammar School	Tunbridge Wells Grammar School for Boys
Highworth Grammar School for Girls	Weald of Kent Grammar School
Invicta Grammar School	Wilmington Grammar School for Boys
Judd School	Wilmington Grammar School for Girls
Maidstone Grammar School	

* Dover Grammar School for Boys and Dover Grammar School for Girls also accept pupils who have reached the required standard of the "Dover Test".

** Folkestone School for Girls and Harvey Grammar School also accept pupils who have reached the required standard of the "Shepway Test".

*** Highsted Grammar School also accepts pupils who have reached the required standard of the "Highsted Test".

**** Mayfield Grammar School, Gravesend also accepts pupils who have reached the required standard of the "Mayfield Test".

15.

Registration for the Kent Grammar school tests will open on **1 June 2018**. Parents wishing their children to sit the Kent Grammar school tests are required to register with the Kent Admissions Team (either online or using a paper registration form) no later than **2 July 2018**.

16.

Details regarding the administration of the Kent test for Grammar school will be made available to parents in time for the registration.

17.

Kent test will take place:

for pupils attending a Kent school on **Thursday 6 September 2018**

for pupils not attending a Kent school on **Saturday 8 September 2018**

18.

Registration is open to parents of children resident in the UK, and the children of UK service personnel and other Crown Servants returning to the UK, who will transfer to Secondary school in **September 2019**.

19.

A child's country of residence is where the child normally lives, not a temporary address (such as for holiday or educational purposes) before returning overseas. For UK service personnel and other Crown Servants, if the fixed UK residence is not known at the time of registration, then a unit postal address or a "quartering area" address may be used on production of appropriate evidence.

20.

By **5 July 2018** Kent County Council will send all Kent Primary and Junior schools, including Academies and co-ordinating Free schools, a list of their pupils that have applied to sit the Kent Grammar school tests. Schools will have until **13 July 2018** to contact parents of children who are interested in Grammar school and who have not yet applied.

21.

Late registrations cannot be accepted online. As far as reasonably practicable, registrations for the Kent test for Grammar school that are received late will be accepted, provided a completed paper registration form is received by Kent County Council before **13 July 2018**.

22.

If the parent chooses to name a Kent Grammar school on the SCAF for a child who has not taken the appropriate test, this preference will be treated as invalid for National Offer Day (**1 March 2019**) because the child will not have met the entry criteria.

23.

In the following exceptional circumstances, where a child is unable to sit the Kent Grammar school tests on the specified dates, arrangements will be made for testing to take place by the end of **January 2019**:

- (a) illness on one or both test dates, confirmed by a doctor's certificate;
- (b) a move into the Kent County Council area after the closing date for test registration. (NB: This can only be arranged if parents have provided proof of residency and return the late paper SCAF before **12 December 2018**.)

24.

Outside these specific circumstances, children who have not registered for testing but want a Grammar school place will not have an opportunity to sit the test until after **24 April 2019** when parents can submit a further application through the post reallocation process (detailed in paragraph 50) or the in year admissions process (detailed in Section 2) or, if they have been refused admission, make an appeal to the Independent Appeal Panel.

25.

Following the conclusion of the assessment process Kent County Council will write to parents of all registered children advising them of the assessment decision. Letters will be sent by 1st class post on **11 October 2018**. Where a parent has registered for the Kent Test online, and provided a valid e-mail address, assessment decision e-mails will be sent after 4pm on **11 October 2018**. In line with Kent County Council's ongoing desire to reduce the environmental and financial impact of large volume post runs, work will continue to produce email processes which will allow for the reduction of printed letters.

26.

There is no right of appeal against the assessment decision, but after **1 March 2019** parents may make an admission appeal to an independent appeal panel if their child is refused admission to any school, including a Grammar school.

Determining Offers in Response to the SCAF

27.

Kent County Council will act as a clearing house for the allocation of places by the relevant admission authorities in response to SCAFs completed online or on paper. Kent County Council will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the SCAF 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 nominated school.

Kent County Council will allocate places in accordance with the provisions set out in paragraph 32.

28.

By 12 December 2018 Kent County Council will:

- (a) notify all schools of the number of applications received for their school;
- (b) send parent and pupil details to those schools which have not made arrangements to test earlier and which require details to arrange testing by the same date (data may be subject to further validation at this stage);
- (c) notify and forward details of applications to the relevant authority/authorities where parents have nominated a school outside the Kent County Council area.

29.

By 4 January 2019 Kent County Council will advise all Kent Secondary schools of the full details of all valid applications for their schools via rank lists, to enable them to apply their

over-subscription criteria. Only children who appear on Kent County Council's list can be considered for places on the relevant offer day.

30.

By 16 January 2019 All Kent Secondary schools, including Academies and co-ordinating Free schools and UTCs, **must** return completed lists, ranked in priority order in accordance with their over-subscription criteria, to Kent County Council for consideration in the allocation process. Where a school fails clearly to define its oversubscription criteria in its determined arrangements, the definitions laid out by Kent County Council must be adopted.

31.

16 January 2019 will also be the final deadline by which any school may notify Kent County Council of their intention to admit above PAN. Changes cannot be made after this date because Kent County Council will not have sufficient time to administer its co-ordination responsibilities.

32.

By 22 February 2019 the LA will match each ranked list against the ranked lists of every other school named and:

- (a) where the child is eligible for a place at only one of the named schools, will allocate a place at that school to the child;
- (b) where the child is eligible for a place at two or more of the named schools, will allocate a place to the child at whichever of these is the highest ranked preference;
- (c) where the child is not eligible for a place at any of the named schools, will allocate a place to the child at an alternative school.

33.

By 22 February 2019 Kent County Council will have completed any data exchange with other Local Authorities to cover situations where a resident in Kent County Council's Local Authority area has named a school outside Kent, or a parent living outside the Kent County Council's Local Authority area has named a Kent school.

34.

By 25 February 2019 Kent County Council will inform its Secondary schools of the pupils to be offered places at their establishments, and will inform other Local Authorities of places to be offered to their residents in its schools and Academies. Kent County Council will also inform all Kent Primary and Junior schools of offers made to their pupils. Schools must not share this information with parents before **1 March 2019**.

35.

On Offer Day - 1 March 2019 Kent County Council will

- (a) send an offer email after 4pm to those parents who have applied online and provided a valid email address. The email will include:
 - 1. The name of the school at which a place is offered.
 - 2. Information about the right of appeal against the decisions to refuse places at other named schools.

3. Information on how to request a place on a waiting list for schools originally named as a preference, if they want their child to be considered for any places that might become available. *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*

(b) Send decision letters to ALL paper SCAF applicants and, as a minimum, all online applicants that did not receive an offer of their first preference. In line with Kent County Council's ongoing desire to reduce the environmental and financial impact of large volume post runs, work will continue to produce email processes which will allow for the reduction of paper letters. The letter will include:

1. the name of the school at which a place is offered;
2. the reasons why the child is not being offered a place at each of the other schools named on the SCAF;
3. information about the statutory right of appeal against the decisions to refuse places at the other nominated schools;
4. Information on how to request a place on a waiting list for schools originally named as a preference on their SCAF, if they want their child to be considered for any places that might become available. *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;*
5. advice on how to find contact details for the school and Local Authority and for the admission authorities of Foundation, Voluntary Aided schools, Academies and co-ordinating Free schools and UTCs where they were not offered a place, so that they can lodge an appeal with the governing body.

36.

The letter and/or email will notify the applicant parent that they need to respond to the offered school to accept or refuse the offer. It will inform applicant parents to send waiting list requests to Kent County Council. It will also inform them of their right to appeal against the refusal of a place at any school on their application and where and when to lodge the appeal.

37.

Parents who reside in other Local Authorities, 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 Local Authority on **1 March 2019**.

38.

Kent pupils who have not been offered a place at any of the schools nominated on their SCAF will be allocated a place by Kent County Council at an alternative school in the Kent County Council area. This place will be offered on **1 March 2019**.

39.

Schools will send their welcome letters **no earlier than 5 March 2019**.

Acceptance/Refusal of Places - 15 March 2019

40.

By 15 March 2019 the applicant parent must inform the school whether they wish to accept or refuse the place offered on offer day. Refusals should be made in writing or via e-mail to provide an appropriate audit trail. If a response has not been received by **15 March 2019**, the school **must** remind the parent in writing of the need to respond within a further seven days and point out that the place will be withdrawn if no response is received. If the parent fails to respond by this date, a final letter should be sent informing the parent that the offer has been withdrawn. Only after taking reasonable measures to secure a response from parents will a school be able to retract the offer of a place. In cases of shared custody, schools should ensure that confirmation of acceptance or refusal is received from the applying parent.

Determining Offers in Reallocation Process

41.

Kent County Council will collect a reallocation list for all schools up to **15 March 2019**. This will include details of the following:

- (a) all applicants who named the school on the SCAF and were not offered a place on **1 March 2019** and who have asked to be included on the school's waiting list;
- (b) late applicants who named the school on their applications which were sent to Kent County Council by **15 March 2019**.

(A Grammar school can only put children on its waiting list if they have been assessed as suitable for a Grammar school.)

42.

By 20 March 2019 Kent County Council will advise all Kent Secondary schools of the full details of all waiting list requests and late applications (reallocation list) for their schools to enable them to apply their over-subscription criteria. Only children who appear on the Kent County Council list can be considered for places on Kent County Council's reallocation day. If a child's circumstances have changed since their original application, Kent County Council will amend their waiting list details up to **15 March 2019**. Kent County Council will not be able to amend details after this date. The full reallocation list must be put into the school's over-subscription criteria order. No distinction should be made on the basis of the child being a waiting list request or a late applicant.

43.

By 28 March 2019 The schools must return their ranked waiting lists to Kent County Council. Schools should also return all acceptance and refusal information collected to ensure Kent County Council can calculate places available for its reallocation day.

44.

On 24 April 2019 Kent County Council will re-allocate any places that have become available since offer day using the same process described in paragraph 32. Applicants will be sent a letter by 1st Class post that day, informing them of offers. In line with Kent County Council's ongoing desire to reduce the environmental and financial impact of large volume post runs, work will continue to produce email processes which will allow for the reduction of paper letters. Schools will be sent a list of all new offers and the remainder of

their waiting lists. Late applicants will be added to the waiting list of each school that they have not been offered.

Determining Offers after Waiting Lists returned to Schools

45.

After **24 April 2019** waiting lists will be managed by schools and held in oversubscription criteria order. These lists can include

- (a) all applicants who were not offered a place on **1 March 2019** and who have asked to be included on the school's waiting list and who subsequently were not offered a place on **24 April 2019** (children on the waiting list described in paragraph 44);
- (b) applicants who did not name the school on their SCAF and who have approached the school to be considered via In Year Common Application Form (IYCAF).
- (c) Late applicants who have not previously been considered for a place at any Secondary school and who have approached the school to be considered via Post Reallocation Secondary Common Application Form (PRSCAF).

46.

After 24 April 2019 Schools will make offers from their waiting lists for any spaces available. Kent advises schools to wait until **25 April 2019** before making offers to allow all parents an opportunity to receive their letters detailing the outcome of Reallocation. Schools must inform Kent County Council whenever an offer or refusal is made so that Kent County Council can record all activity. If a school has reached its Published Admission Number, or an agreed number in excess of its Published Admissions Number as specified in paragraph 1.4 of the Admissions Code, an applicant should not be admitted other than through the Independent Appeal process, the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or who ceased to be so because they were adopted, or with an EHCP apply.

Handling of Late Applications:

Applications received after the SCAF closing date until 12 December 2018

47.

The closing date for applications in the normal admissions round (as above) is **31 October 2018**. As far as reasonably practicable, applications for places in the normal admissions round that are received late for a good reason will be accepted and considered 'on time', provided they are received by Kent County Council by **12 December 2018**. Late applications cannot be made online, so applicants must complete a paper SCAF and return it direct to Kent County Council. On time applicants can also request to amend application up to this point for a good reason. These requests must be made in writing to the admissions team. Amendments made to the online system after **31 October 2018** will not be accepted. Online applicants who amend preferences after **31 October 2018** may not be sent an email and their offer may not be available online. If offers are not available via email and online, they will alternatively be sent an offer letter by 1st class post.

48.

Exceptional provision is made for the families of UK Service Personnel and Crown Servants as required by the School Admissions Code. Applications will be accepted up until **12 December 2018**, where it is confirmed in writing by the appropriate authority that

the family will be resident in Kent by **1 September 2019**. A confirmed address, or, in the absence of this, a Unit or “quartering area” address, will be accepted as the home address from which home-school distance will be calculated. Children who are not successful in gaining any place they want will be allocated an available place at an alternative school, and will have the same access to a waiting list / right to appeal as other applicants.

Applications received after 12 December 2018 but before 15 March 2019

49.

Applications received after **12 December 2018** but before **15 March 2019** (the deadline for inclusion in any reallocation made on **24 April 2019**) will not be considered for places on **1 March 2019**, but will be included in the re-allocation of places on **24 April 2019** as defined above.

Applications received after 15 March 2019

50.

Late applications received after **15 March 2019** (the deadline for inclusion in any reallocation made on **24 April 2019**) must be made directly to the LA. Parents will apply using the Post Reallocation Secondary Common Application Form (PRSCAF). Kent County Council will support and advise parents. These will be considered by after **24 April 2019**, in accordance with a process similar to the in year admissions process (detailed in Section 2).

Cancelling applications

51.

Applications considered as ‘on time’ detailed in paragraph 7 and 47 can be cancelled or individual preferences can be removed by the applicant up to **16 January 2019** (the deadline for schools returning ranked lists). Requests must be made to the admissions team in writing. New preferences cannot be added to an application at this point. After this date, it is not possible to cancel applications or remove preferences as the offer allocation process will have started.

52.

Parents that have cancelled an ‘on time’ application may submit a late application, for consideration under the reallocation process. The deadline for these late applications is **15 March 2019**.

53.

Where an application is cancelled, parents cannot join a school’s waiting list or appeal for a school that was on their original application unless they submit a new application for the school after **24 April 2019**.

Appeals

54.

All parents have the statutory right to appeal against any decision refusing them a school place and must lodge their appeal by **29 March 2019** for it to be considered as on time.

55.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, the place can then be offered without an appeal being heard, provided there are no other applicants at that time ranked higher on the school’s waiting

list, which is held in accordance with the school's oversubscription criteria. *(Where the school is a Grammar school, a place may only be offered if the child has been assessed as being suitable for a Grammar school place and there are no other applicants at that time ranked higher on the school's waiting list.)*

Section 2 – Details of the Secondary In-Year Admissions Process for Schools

In-Year Casual Admission Form.

1

The scheme shall apply to every maintained school and Academy in the LA area (except special schools), which are required to comply with its terms, and it shall take effect from the point of formal Kent County Council Cabinet Determination.

2.

Kent County Council will produce a standard form, known as the **In-Year Casual Admission Form (IYCAF)**, which Kent schools must use to allow applicants to apply for school places in any year group outside the normal admissions round. Applicants must use one form for each school they wish to apply for.

3.

As Kent is no longer co-ordinating In-Year admissions, applications to out of county schools and from out of county residents will not have a standard process and will instead depend on the process of the county in question. Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities.

4.

Out of county residents of authorities that co-ordinate In-Year admissions should complete their authority's Common Application Form and return it to their authority. Kent County Council has given permission to each authority to liaise directly with Kent schools. Out of county residents of authorities that do not co-ordinate are free to contact Kent schools directly to request a place. It is the responsibility of the out of county resident to ensure they apply by the appropriate method.

5.

Parents will be able to obtain information about the process, other authority processes and IYCAFs from Kent County Council's Admissions and Transport Office or from any local Kent school. Enquiries can also be made via e-mail (kentinyearadmissions@kent.gov.uk). Information and IYCAFs will also be available on the Kent County Council's website to read and print.

6.

Kent County Council will take all reasonable steps to ensure that all relevant information is available upon request to any parents who require it.

7.

The IYCAF will be used for the purpose of admitting pupils to a school in the year group applied for.

8.

The IYCAF must be used by parents resident in the Kent County Council area as a means of expressing one preference for the purposes of section 86 of the School Standards and Framework Act 1998, for their child to be admitted to a school within the Kent County Council area (including Voluntary Aided and Foundation schools, Academies and Co-ordinating Free Schools and UTCs)

9.

Parents wishing to apply for more than one school must complete a separate form for each school. Completed forms must be returned directly to the school. Applications by Kent residents to out of county schools should be made to either the other local authority or school, depending on that county's In-Year process.

10.

The IYCAF will:

- (a) invite the parent to express a school preference.
- (b) invite parents to give their reasons for the preference and give details of any siblings that may be attending the preferred school.
- (c) explain that the parent must complete a form for each school they wish to apply for and return each form to the corresponding school.
- (d) explain that Kent County Council will be informed of any application and will monitor any subsequent offers that are made.
- (e) direct the parent to contact Kent County Council where they are unable to secure a school place.
- (f) explain where they can find information about applying to non-Kent schools.

11.

The LA will make appropriate arrangements to ensure:

- (a) that the IYCAF are available in paper form on request from Kent County Council and from all maintained Secondary schools, Academies and Co-ordinating Free Schools and UTCs in the Kent County Council area; and
- (b) that the IYCAF is accompanied by a written explanation of the In-Year admissions process in an easy to follow format.

12.

IYCAFs for Kent schools must be returned to the school. Schools must process them no later than 5 school days from receipt.

Supplementary Information Forms (SIFs)

13.

All completed IYCAFs are valid applications. A school can ask parents who wish to nominate it, or have nominated it, on the IYCAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is required it must be requested from the school or Kent County Council (where supplied) and returned to the school. All schools that use SIFs must include the proposed form in

their published admission arrangements.

14.

A SIF is not a valid application by itself: this can only be made on the IYCAF (or corresponding form if out of county applicants live in a county which co-ordinates In-Year admissions). When SIFs are received the school must ensure that the IYCAF or neighbouring LA's Common Application Form has been completed by the parent and, if not, contact the parent and ask them to complete one. Parents will not be under any obligation to complete any part of an individual school's supplementary information form where this is not strictly required for the governing body to apply its oversubscription criteria.

Schools which have entrance tests

15.

Parents wishing to apply for a Kent maintained school that tests pupils before admission are required to name the school on their IYCAF and contact the school regarding testing arrangements. In most circumstances schools will set their own entry tests other than for normal points of entry. Applications will be held as pending until results of these tests are available.

16.

a)

Children with an Education, Health and Care Plan (EHCP)

Pupils with an Education, Health and Care Plan do not apply to schools for a place through the main round admissions process.

Any application received for a child with an EHCP will be referred directly to Kent County Council's Special Educational Needs Services (SEN), who must have regard to Schedule 27 of the Education Act 1996 " the LA must name the maintained school that is preferred by parents providing that:

- the school is suitable for the child's age, ability and aptitude and the special educational needs
- the child's attendance is not incompatible with the efficient education of other children in the school, and
- the placement is an efficient use of the LA's resources"

Where a pupil is resident in another Local Authority, the home Authority must again comply with Schedule 27 of the Education Act 1996 which states:

"A local education authority shall, before specifying the name of any maintained school in a statement, consult the governing body of the school, and if the school is maintained by another local education authority, that authority."

Other Authorities looking for Kent school places for EHCP pupils will need to contact Kent County Council's SEN team in addition to the relevant school.

b)

Children in Local Authority Care (CiC) and Children Adopted from Care

When applications are made for young people in the care of other Local Authorities or who ceased to be so because they were adopted, Kent (as receiving authority) will confirm an

offer of a school place with the placing authority. Where an in-year application is received from the corporate parent of a child in Local Authority Care, Kent Admissions team will expect that in line with Statutory Guidance *, arrangements for appropriate education will have been made as part of the overall care planning, unless the placement has been made in an emergency.

Where the placement has been made in an emergency, and this is not the case, Kent, as the receiving authority, will refer the matter to a school identified by the placing authority, to establish if an offer of a place can be provided. If the school is full and such a provision is not considered appropriate, Kent County Council will advise the home authority of alternative education provision that may be in the better interest of the child.

Where Kent is the corporate parent of the child in question, an appropriately appointed social worker will liaise in the first instance with Admission Placement Officers and other professionals as necessary, in order to agree the school or setting that would best meet the individual needs of the child (most appropriate provision for the child). Kent County Council will then allocate a place (where it is the admission authority for the school) or contact the school directly and seek a place where it is not. Where a school refuses to admit the child Kent County Council as corporate parent will decide whether to initiate proceedings required to direct the school in question or consider if other education provision may be in the better interest of the child.

** Statutory Guidance on the duty of local authorities to promote the educational achievement of looked after children under section 52 of the Children Act 2004 (S35.1-37)*

c)

Exceptional provision is made for the families of UK Service Personnel, Crown Servants and British Council employees, as required by the School Admissions Code. A confirmed address, or, in the absence of this, a Unit or “quartering area” address, will be accepted as the home address from which home-school distance will be calculated. This must be confirmed by a letter from the Commanding Officer or the Foreign Office. However, this does not guarantee a place at the parent’s preferred school for their child. Places cannot be held for an extended period of time, as this could create disadvantage other applications.

Determining Offers in Response to the IYCAF

17.

The school will notify applicants resident in Kent County Council area by letter the outcome of their application. Where appropriate, the letter will detail:

- (a) the starting date if a place is available;
- (b) the reasons why the child is not being offered a place, if a place is unavailable;
- (c) information about the statutory right of appeal against the decisions to refuse places.
- (d) information on how to apply for a place on the waiting list. (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);
- (e) contact details for the school and Kent County Council and for the admission authorities of Foundation, Voluntary Aided schools, Academies and co-ordinating Free schools and UTCs where they were not offered a place, so that they can lodge

an appeal with the governing body.

The letter will notify the applicant parent that they need to respond to accept or refuse the offer of a place within 10 school days.

18.

Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities. Depending on the other LA's determined process, the parent will confirm the acceptance or refusal of the place to the school or that school's LA.

19.

Kent pupils who have applied to schools and have not been offered a place can contact Kent County Council who will inform them where there is an available place at an alternative school. If no school in the local area has places available, the application may be referred to a local panel under the In Year Fair Access Protocol. If the child is already attending a school in the local area, no alternative place will be offered.

20.

Schools must inform Kent County Council of every offer that is made via the In Year Casual process to allow the necessary safeguarding checks to take place.

21.

Applicants who are not successful in gaining any place can contact Kent County Council and will be informed where there is an available place at an alternative school. Parents can then approach these schools to secure a place. These applicants will have the same access to a waiting list and right to appeal as other applicants.

Acceptance/Refusal of Places

22.

The applicant parent will be advised in their offer letter that they must accept/refuse the school place offer in writing to the school within 10 school days of the date of the offer letter. If the school has not obtained a response within the specified time, it will remind the parent in writing of the need to respond within a further seven days and point out that the place may be withdrawn if no response is received. Only after having exhausted all reasonable enquiries will it be assumed that a place is not required.

23.

The school will notify Kent County Council of places accepted/refused as soon as possible after receipt of the acceptance/refusal. A mechanism for this transfer will be specified by Kent County Council.

24.

Once a place has been accepted, a child must start at the school within a reasonable length of time. This would normally be 10 school days from receipt of acceptance, but schools may extend if they feel there are justifiable reasons to do so.

Waiting Lists

25.

Each oversubscribed school will keep a waiting list at least until the end of the first term. This will include details of all applicants who have named the school on the IYCAF but

could not be offered a place and have asked to be placed on a waiting list. (*A Grammar school can only put children on its waiting list if they have been assessed as suitable for a Grammar school.*)

26.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. If a school has reached its Published Admission Number it may not admit applicants other than through the Independent Appeal process, via the process detailed in the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or who ceased to be so because they were adopted or children with Statements of Special Education Needs apply. To maintain the database, schools will advise Kent County Council when a place has been offered to a pupil on a waiting list. Parents whose children are refused admission will be offered a right of appeal (even if their child's name has been put on the waiting list).

Appeals

27.

All parents have the statutory right to appeal against any decision refusing them a school place.

28.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, the place can then be offered without an appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list. (*Where the school is a Grammar school, a place may only be offered if the child has been assessed as being suitable for a Grammar school place and 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.*)

Section 3 – Glossary of Terms

Term	Definition
LA	A Local Authority
The LA	Kent County Council
The LA area	The area in respect of which Kent County Council 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	A Community, Foundation, Voluntary Aided or Voluntary Controlled school and Academy (but not a special school) which is maintained.
Foundation schools	Such of the schools as are Foundation schools. The governing body is the admissions authority for these schools.
Voluntary Aided schools	Such of the schools as are Voluntary Aided schools, the governing body of these schools is the admission authority. These schools are church schools, and governors must have regard to the relevant diocesan board when setting admissions arrangements.
VC schools	Such of the schools as are Voluntary Controlled schools
Academies	Such schools which have been established under section 482 of the Education Act 1996 (as amended by section 65 of the Education Act 2002) and/or those established under the Academies Act 2010.
Free Schools	Such of the schools as are Free Schools. All-ability, state-funded school set up in response to what local people say they want and need in order to improve education for their children.
UTC	University Technical Colleges - technical Academies for 14- to 19-year-olds. They have university and employer sponsors and combine practical and academic studies. UTCs specialise in subjects that need modern, technical, industry-standard equipment – such as engineering and construction – which are taught alongside business skills and the use of ICT.
Admission authority	In relation to a community or voluntary controlled school means the LA and, in relation to a trust, foundation or Voluntary Aided school and Academy, means the governing body of that school
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
Eligible for a place	Means that a child has been placed on a school's ranked list at such a point as falls within the school's published admission number.

SCAF	Secondary Common Application Form, completed online or on paper
IYCAF	In Year Casual Admission Form – this is the form used by parents to apply for a school place outside of a school’s normal point of entry.
SIF	Supplementary Information Form – This is a form used by some Academies, Foundation and Voluntary Aided and Free schools which may use them to collect additional information at the time of application in order for them to apply their over subscription criteria. They are most commonly used by Faith Schools to collect details in relation to a level of commitment to Faith which can be a factor in the priority given to applicants. A supplementary information form can only collect information which is directly related to the oversubscription criteria published for a school.
PAN	Published Admission Number – this is the number of pupils a school is able to admit before it reaches capacity. School admissions authorities must consult on and determine a school’s PAN and must not admit pupils above this number other than where 1.4 of the School Admissions Code 2014 applies.
Late Application	an application sent to the LA after the closing date where the child has not been considered for a place at any school through the Secondary Transfer Scheme, or where applicants have moved house and their original preferences are no longer suitable.
Reallocation Process	the process by which vacant places are allocated
The Kent Grammar school tests	Tests in English, Mathematics and Reasoning devised by an external body (GL Assessment) for admission to Kent Grammar schools
The Kent Procedure for Entrance to Secondary Education (PESE)	the system for determining entry to Kent Grammar Schools



Dated: 1st January 2018

Appendix C (1)

Kent County Council

Determined Admissions Arrangements for Academic Year 2019/20

Community and Voluntary Controlled Primary, Infant, Junior Schools in Kent

Produced by:
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Introduction / Background

Each year, Kent County Council is required to determine its admissions arrangements. They must include:

- The over-subscription criteria / arrangements for entry to those schools for whom Kent County Council is the admission authority (Community and Voluntary Controlled schools).
- The Published Admission Number for those schools
- Relevant Consultation areas

At the time of going to consultation, arrangements for the schools listed at the back of this paper identifying the Published Admissions Numbers are those schools for which Kent County Council was the admissions authority. Some schools will have been in the process of becoming academies. Where this was the case arrangements determined through Kent's consultation will transfer to the academy and if it then chooses to amend admissions arrangements in the future it will be through its own consultation on changes for future admissions years.

Determined Oversubscription Criteria for Community and Voluntary Controlled Infant Junior and Primary Schools (*except Dartford Bridge Community Primary School, Eastchurch CE Primary School, Tunbury Primary School and Whitfield Aspen Primary School*)

The over-subscription criteria for all Community and Voluntary Controlled Infant, Junior and Primary schools are as follows.

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

- **Children in Local Authority Care or Previously in Local Authority Care** – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- **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.
- **Current Family Association** - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below).

Linked infant and junior schools are considered to be the same school for this criterion. If sibling priority is lost (as above), it will not be reinstated when a child transfers from an infant school to the linked junior school.

Where a child is transferring from Year 2 and would not be attending the infant school from the start of the next academic year, but applied for the linked junior school, the sibling link would not be broken for a child applying for the infant school.

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** – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be

given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

- **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 the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.

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 will be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper RCAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/primaryadmissions

Determined Oversubscription Criteria for Dartford Bridge Community Primary School

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

- **Children in Local Authority Care or Previously in Local Authority Care** – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- **Current Family Association** - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below).

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.

- **Children who live in the Priority Area detailed below** – Children will be ranked according to the distance from their home to the Dartford Bridge Community Primary School with those living closest being ranked highest. The distance is measured between the child's permanent address and the school in a straight line National Land and Property Gazetteer (NLPG) address point data address point data. Distances are measured from a point within the child's home to a similarly defined point within the school as specified by NLPG. A map displaying the priority catchment area is provided below.
- **Health and Special Access Reasons** – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

- **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 National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

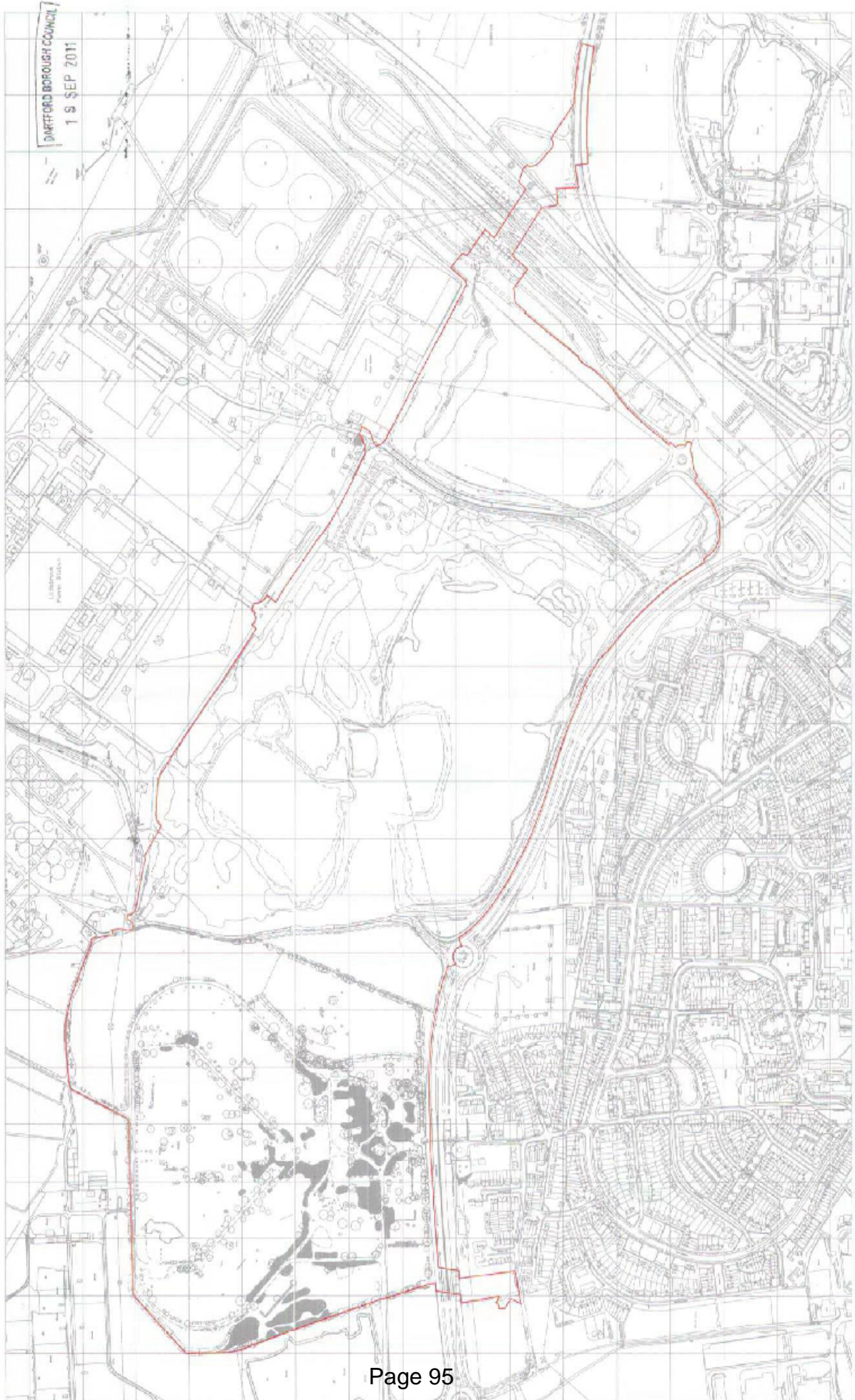
If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper RCAF to the LA, with written confirmation from each named school

attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/primaryadmission



DARTFORD BOROUGH COUNCIL
19 SEP 2011

Determined Oversubscription Criteria for Eastchurch CE Primary School

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order :

- **Children in Local Authority Care or Previously in Local Authority Care** – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- **Current Family Association** - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below). 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** – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
- **Nearness of children's homes to a point equidistant between the Eastchurch site and the Warden Bay site of Eastchurch CE Primary School** - we use the distance between the child's permanent home address and the equidistant point between the Eastchurch site and the Warden Bay site of Eastchurch CE Primary School. This is measured in a straight line using National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a defined point equidistant between the two school sites as specified by NLPG. The same coordinate for the equidistant point is used for everybody. These straight line

measurements are used to determine how close each applicant's address is to the equidistant point and children will be ranked in order of shortest distance first.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper RCAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/primaryadmissions

Determined Oversubscription Criteria for Tunbury Primary School

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

- **Children in Local Authority Care or Previously in Local Authority Care** – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- **Current Family Association** - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below).

On 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.
- **Children who live within a 0.5 mile radius of the school** - Children will be ranked according to the distance from their home to Tunbury Primary School with those living closest being ranked highest. The distance is measured between the child's permanent address and the school in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. A map displaying the priority area is provided below.
- **Children who live in the Parish of Aylesford or Boxley and who are also within a 1.5 mile radius of the school**– Children will be ranked according to the distance from their home to Tunbury Primary School with those living closest being ranked highest. The distance is measured between the child's permanent address and the school in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. A map displaying the priority area is provided below.
- **Health and Special Access Reasons** – Medical, health, social and special access reasons will be applied in accordance with the school's legal

obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

- **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 the National Land and Property Gazetteer (NLPG) address point data address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

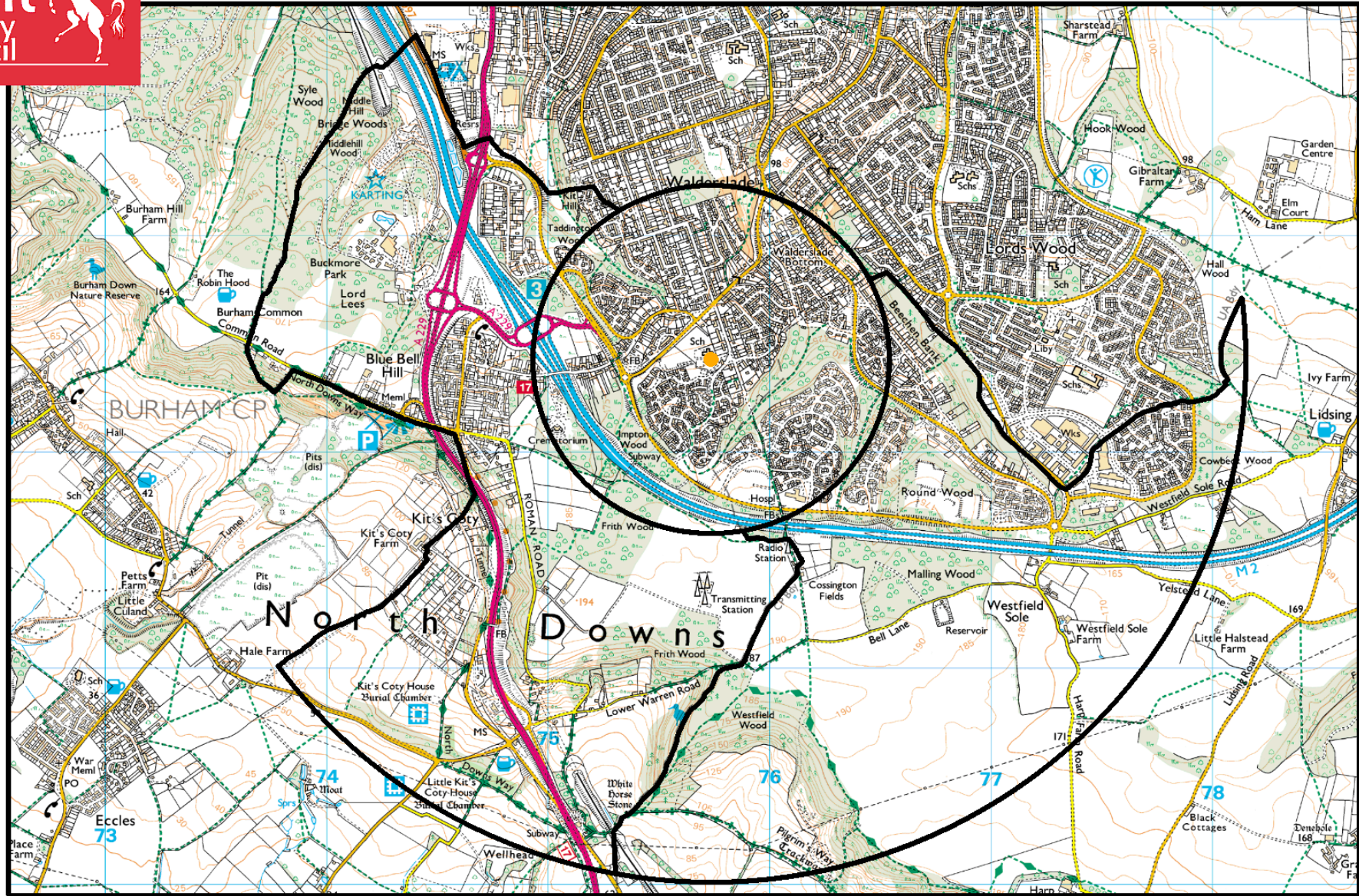
Waiting list will be held for at least the first term of the academic year in oversubscription criteria order.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date.

Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper RCAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/primaryadmissions

Tunbury Primary, half mile zone and 1.5 mile (Boxley & Aylesford only)



0 0.2 0.4 0.8 Miles



Produced by: Admissions and Transport
Dated

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Determined Oversubscription Criteria for Whitfield Aspen Primary School

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

- **Children in Local Authority Care or Previously in Local Authority Care** – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- **Current Family Association** - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below).

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** – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
- **Nearness of children's homes to school** - Children will be ranked according to the distance from their home to the nearest of either the Mayfield Road site or the Archers Court Road site of Whitfield Aspen school, with those living closest being ranked highest. The distance is measured between the child's permanent address and the school in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last

available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as “excepted” for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child’s date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school’s ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper RCAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school’s oversubscription criteria. Further advice is available at www.kent.gov.uk/primaryadmissions

Linked Infant and Junior Schools

DFE NO	Infant School Name	Linked With	DFE NO	Junior School Name
2514	Brookfield Infant School	Linked With	5223	Brookfield Junior School
2329	Callis Grange Nursery and Infant School	Linked With	3360	St Peter-in-Thanel Church of England Junior School*
2574	Downs View Infant School	Linked With	2052	Kennington Church of England Junior School*
2263	Herne Bay Infant School	Linked With	5206	Herne Bay Junior School *
3295	Herne CE Infant & Nursery School	Linked With	3338	Herne CE (Aided) Junior School *
2459	Riverhead Infant School	Linked With	2141	Amherst School (Academy) Trust *
2626	Sandwich Infant School	Linked With	2627	Sandwich Junior School
2119	Shears Green Infant School	Linked With	2431	Shears Green Junior School
2337	St Crispin's Community Infant School	Linked With	3181	St Saviour's Church of England Junior School
3322	St James' Church of England Infant School *	Linked With	3049	St James's Church of England Junior School
3073	St Michael's Church of England Infant School	Linked With	3072	St Michael's Church of England Junior School
2328	St Mildred's Infant School	Linked With	2523	Upton Junior School*
2474	St Paul's Infant School	Linked With	2175	North Borough Junior School
2611	St Stephen's Infant School	Linked With	2608	St. Stephen's Junior School *
3081	Thurnham Church of England Infant School	Linked With	5203	Roseacre Junior School*
2276	Willesborough Infant School	Linked With	5226	Willesborough Junior School *

* Own admission authority Schools

Appendix C (2)

Determined Published Admission Numbers for Community and Voluntary Controlled Infant, Junior and Primary Schools in Kent:

DfE no.	School name	District	Sub Type	Status	2019 PAN
2270	Aldington Primary School	Ashford	Primary	Community	30
3909	Ashford Oaks Community Primary School	Ashford	Primary	Community	60
2278	Bethersden Primary School	Ashford	Primary	Community	20
3136	Brabourne CEP School	Ashford	Primary	Voluntary Controlled	15
2279	Brook Community Primary School	Ashford	Primary	Community	15
2280	Challock Primary School	Ashford	Primary	Community	30
2574	Downs View Infant School	Ashford	Infant	Community	90
2272	East Stour Primary School	Ashford	Primary	Community	60
3199	Egerton CEP School	Ashford	Primary	Voluntary Controlled	30
2282	Great Chart Primary School	Ashford	Primary	Community	60
3139	High Halden CEP School	Ashford	Primary	Voluntary Controlled	15
3134	John Mayne CEP School	Ashford	Primary	Voluntary Controlled	20
3284	Lady Joanna Thornhill (Endowed) Primary School	Ashford	Primary	Voluntary Controlled	60
2285	Mersham Primary School	Ashford	Primary	Community	30
3893	Phoenix Community Primary School	Ashford	Primary	Community	30
2287	Rolvenden Primary School	Ashford	Primary	Community	14
2289	Smeeth Community Primary School	Ashford	Primary	Community	20
3138	St. Mary's CEP School, Chilham	Ashford	Primary	Voluntary Controlled	15
2275	Victoria Road Primary School	Ashford	Primary	Community	30
2276	Willesborough Infant School	Ashford	Infant	Community	120
3145	Woodchurch CEP School	Ashford	Primary	Voluntary Controlled	26
3120	Barham CEP School	Canterbury	Primary	Voluntary Controlled	30
2258	Blean Primary School	Canterbury	Primary	Community	60
3122	Bridge & Patixbourne CEP School	Canterbury	Primary	Voluntary Controlled	60
2259	Chartham Primary School	Canterbury	Primary	Community	60
3123	Chislet CEP School	Canterbury	Primary	Voluntary Controlled	14
2263	Herne Bay Infant School	Canterbury	Infant	Community	120
3295	Herne CEI School	Canterbury	Infant	Voluntary Controlled	90
2265	Hoath Primary School	Canterbury	Primary	Community	15
3126	Littlebourne CEP School	Canterbury	Primary	Voluntary Controlled	15
2607	Parkside Community Primary School	Canterbury	Primary	Community	30
2000	St John's CofE Primary School	Canterbury	Primary	Voluntary Controlled	60
3129	St. Alphege CEI School	Canterbury	Infant	Voluntary Controlled	60
3289	St. Peter's Methodist Primary School, Canterbury	Canterbury	Primary	Voluntary Controlled	30
2611	St. Stephen's Infant School	Canterbury	Infant	Community	90
2268	Westmeads Community Infant School	Canterbury	Infant	Community	60
3130	Wickhambreaux CEP School	Canterbury	Primary	Voluntary Controlled	15
2120	Bean Primary School	Dartford	Primary	Community	30
2689	Craylands School, The	Dartford	Primary	Community	60
2062	Darenth Community Primary School	Dartford	Primary	Community	30
3919	Dartford Bridge Community Primary School	Dartford	Primary	Community	60
5229	Fleetdown Primary School	Dartford	Primary	Community	90

3296	Langafel CEP School	Dartford	Primary	Voluntary Controlled	45
2066	Maypole Primary School	Dartford	Primary	Community	60
2454	Aycliffe Community Primary School	Dover	Primary	Community	20
2648	Aylesham Primary School	Dover	Primary	Community	60
2559	Capel-le-Ferne Primary School	Dover	Primary	Community	30
3163	Downs CEP School, The	Dover	Primary	Voluntary Controlled	60
3167	Eastry CEP School	Dover	Primary	Voluntary Controlled	30
2320	Eythorne Elvington Community Primary School	Dover	Primary	Community	20
3168	Goodnestone CEP School	Dover	Primary	Voluntary Controlled	10
3916	Green Park Community Primary School	Dover	Primary	Community	60
3169	Guston CEP School	Dover	Primary	Voluntary Controlled	22
3911	Hornbeam Primary School	Dover	Primary	Community	30
3173	Kingsdown & Ringwould CEP School	Dover	Primary	Voluntary Controlled	30
2318	Langdon Primary School	Dover	Primary	Community	15 (10)
2321	Lydden Primary School	Dover	Primary	Community	12
3171	Nonington CEP School	Dover	Primary	Voluntary Controlled	12
3172	Northbourne CEP School	Dover	Primary	Voluntary Controlled	20
2322	Preston Primary School	Dover	Primary	Community	20
2312	River Primary School	Dover	Primary	Community	60
2659	Sandown School	Dover	Primary	Community	60
2626	Sandwich Infant School	Dover	Infant	Community	56
2627	Sandwich Junior School	Dover	Junior	Community	60
3175	Sibertswold CEP School	Dover	Primary	Voluntary Controlled	30
2532	St. Margaret's-at-Cliffe Primary School	Dover	Primary	Community	30
2531	Vale View Community School	Dover	Primary	Community	30
2471	Whitfield and Aspen School	Dover	Primary	Community	78
2326	Wingham Primary School	Dover	Primary	Community	30
2327	Worth Primary School	Dover	Primary	Community	10
2095	Cecil Road Primary and Nursery School	Gravesham	Primary	Community	54
2094	Cobham Primary School	Gravesham	Primary	Community	30
2109	Higham Primary School	Gravesham	Primary	Community	30
2674	Kings Farm Primary School	Gravesham	Primary	Community	52
2116	Lawn Primary School	Gravesham	Primary	Community	30
2525	Painters Ash Primary School	Gravesham	Primary	Community	60
2119	Shears Green Infant School	Gravesham	Infant	Community	120
2431	Shears Green Junior School	Gravesham	Junior	Community	120
2509	Singlewell Primary School	Gravesham	Primary	Community	60
2519	Vigo Village School	Gravesham	Primary	Community	30
2666	Wrotham Road Primary School	Gravesham	Primary	Community	60
2161	Boughton Monchelsea Primary School	Maidstone	Primary	Community	30
3061	Bredhurst CEP School	Maidstone	Primary	Voluntary Controlled	15
2171	Brunswick House Primary School	Maidstone	Primary	Community	60
2677	Coxheath Primary School	Maidstone	Primary	Community	60
2163	East Farleigh Primary School	Maidstone	Primary	Community	30
3898	Greenfields Community Primary School	Maidstone	Primary	Community	45
3067	Harrietsham CEP School	Maidstone	Primary	Voluntary Controlled	30
2165	Headcorn Primary School	Maidstone	Primary	Community	60
2166	Hollingbourne Primary School	Maidstone	Primary	Community	15
2578	Kingswood Primary School	Maidstone	Primary	Community	20
3091	Laddingford St. Mary's CEP School	Maidstone	Primary	Voluntary Controlled	13
3069	Leeds & Broomfield CEP School	Maidstone	Primary	Voluntary Controlled	15
2168	Lenham Primary School	Maidstone	Primary	Community	30
2044	Loose Primary School	Maidstone	Primary	Community	90
2520	Madginford Primary School	Maidstone	Primary	Community	90

2183	Marden Primary School	Maidstone	Primary	Community	40
2175	North Borough Junior School	Maidstone	Junior	Community	90
3906	Palace Wood Primary School	Maidstone	Primary	Community	60
2176	Park Way Primary School	Maidstone	Primary	Community	45
2169	Platts Heath Primary School	Maidstone	Primary	Community	13
2552	Sandling Primary School	Maidstone	Primary	Community	60
2586	Senacre Wood Primary School	Maidstone	Primary	Community	30
3090	St. Margaret's CEP School, Collier Street	Maidstone	Primary	Voluntary Controlled	17
3073	St. Michael's CEI School, Maidstone	Maidstone	Infant	Voluntary Controlled	40
3072	St. Michael's CEJ School, Maidstone	Maidstone	Junior	Voluntary Controlled	45
2474	St. Paul's Infant School	Maidstone	Infant	Community	90
2192	Staplehurst School	Maidstone	Primary	Community	75
2193	Sutton Valence Primary School	Maidstone	Primary	Community	30
3081	Thurnham CEI School	Maidstone	Infant	Voluntary Controlled	90
3083	Ulcombe CEP School	Maidstone	Primary	Voluntary Controlled	15
2653	West Borough Primary School	Maidstone	Primary	Community	60
3092	Yalding St. Peter & St. Paul CEP School	Maidstone	Primary	Voluntary Controlled	24
3055	Churchill CEP School	Sevenoaks	Primary	Voluntary Controlled	60
2088	Crockenhill Primary School	Sevenoaks	Primary	Community	30
3054	Crockham Hill CEP School	Sevenoaks	Primary	Voluntary Controlled	20
3896	Downsview Primary	Sevenoaks	Primary	Community	30
2130	Dunton Green Primary School	Sevenoaks	Primary	Community	30
2636	Edenbridge Primary School	Sevenoaks	Primary	Community	90
3015	Fawkham CEP School	Sevenoaks	Primary	Voluntary Controlled	15
2134	Four Elms Primary School	Sevenoaks	Primary	Community	16
2133	Halstead Community Primary School	Sevenoaks	Primary	Community	25
3907	Hextable Primary School	Sevenoaks	Primary	Community	90
2615	High Firs Primary School	Sevenoaks	Primary	Community	30
2136	Kemsing Primary School	Sevenoaks	Primary	Community	30
2137	Leigh Primary School	Sevenoaks	Primary	Community	23
2682	New Ash Green Primary School	Sevenoaks	Primary	Community	60
2138	Otford Primary School	Sevenoaks	Primary	Community	60
2459	Riverhead Infant School	Sevenoaks	Infant	Community	90
3035	Seal CEP School	Sevenoaks	Primary	Voluntary Controlled	60
2632	Sevenoaks Primary School	Sevenoaks	Primary	Community	90
2148	Shoreham Village School	Sevenoaks	Primary	Community	15
3037	St. John's CEP School, Sevenoaks	Sevenoaks	Primary	Voluntary Controlled	30
3201	St. Lawrence CEP School	Sevenoaks	Primary	Voluntary Controlled	12
3010	St. Paul's CEP School	Sevenoaks	Primary	Voluntary Controlled	15
3043	Sundridge & Brasted CEP School	Sevenoaks	Primary	Voluntary Controlled	15
2147	Weald Community Primary School	Sevenoaks	Primary	Community	30
3298	<i>West Kingsdown C.E. Primary School***</i>	<i>Sevenoaks</i>	<i>Primary</i>	<i>Voluntary Controlled</i>	<i>45</i>
3146	Bodsham CEP School	Shepway	Primary	Voluntary Controlled	13
3137	Brookland CEP School	Shepway	Primary	Voluntary Controlled	15
3904	Castle Hill Community Primary School	Shepway	Primary	Community	58
3902	Hythe Bay C of E Primary School	Shepway	Primary	Voluntary Controlled	60
3154	Lyminge CEP School	Shepway	Primary	Voluntary Controlled	30
3155	Lympne CEP School	Shepway	Primary	Voluntary Controlled	30
2296	Mundella Primary School	Shepway	Primary	Community	30
2524	Palmarsh Primary School	Shepway	Primary	Community	20
2545	Sandgate Primary School	Shepway	Primary	Community	60
3153	Seabrook CEP School	Shepway	Primary	Voluntary Controlled	15
2300	Sellindge Primary School	Shepway	Primary	Community	15
3160	Selsted CEP School	Shepway	Primary	Voluntary Controlled	15
3149	St. Martin's CEP School, Folkestone	Shepway	Primary	Voluntary Controlled	30

3150	St. Peter's CEP School, Folkestone	Shepway	Primary	Voluntary Controlled	15
3158	Stelling Minnis CEP School	Shepway	Primary	Voluntary Controlled	15
3159	Stowting CEP School	Shepway	Primary	Voluntary Controlled	15
3282	Boughton-under-Blean & Dunkirk Primary School	Swale	Primary	Voluntary Controlled	30
2534	Bysing Wood Primary School	Swale	Primary	Community	60 (30)
2254	Canterbury Road Primary School	Swale	Primary	Community	30
2228	Davington Primary School	Swale	Primary	Community	60
3106	Eastchurch CEP School	Swale	Primary	Voluntary Controlled	60
2226	Eastling Primary School	Swale	Primary	Community	15
2227	Ethelbert Road Primary School	Swale	Primary	Community	30
3109	Hernhill CEP School	Swale	Primary	Voluntary Controlled	30
2629	Holywell Primary School Upchurch	Swale	Primary	Community	30
2231	Lower Halstow School	Swale	Primary	Community	30
3111	Newington CEP School	Swale	Primary	Voluntary Controlled	30
3108	Ospringe CEP School	Swale	Primary	Voluntary Controlled	30
2237	Queenborough Primary School	Swale	Primary	Community	60
2239	Rodmersham School	Swale	Primary	Community	10
2245	Rose Street School	Swale	Primary	Community	60
2074	Sunny Bank Primary School	Swale	Primary	Community	45
3117	Teynham Parochial CEP School	Swale	Primary	Voluntary Controlled	30
2434	West Minster Primary School	Swale	Primary	Community	90
3178	Birchington CEP School	Thanet	Primary	Voluntary Controlled	90
2329	Callis Grange Nursery & Infant School	Thanet	Infant	Community	90
2340	Ellington Infant School	Thanet	Infant	Community	90
3917	Garlinge Primary School	Thanet	Primary	Community	120
3179	Holy Trinity & St. John's CEP School, Margate	Thanet	Primary	Voluntary Controlled	60
3182	Minster CEP School	Thanet	Primary	Voluntary Controlled	60
3183	Monkton CEP School	Thanet	Primary	Voluntary Controlled	15
3918	Newington Community Primary School and Nursery	Thanet	Primary	Community	90
2672	Palm Bay Primary School	Thanet	Primary	Community	60
2345	Priory Infant School	Thanet	Infant	Community	60
2337	St. Crispin's Community Primary Infant School	Thanet	Infant	Community	90
2328	St. Mildred's Primary Infant School	Thanet	Infant	Community	90
3186	St. Nicholas at Wade CEP School	Thanet	Primary	Voluntary Controlled	30
3181	St. Saviour's CEJ School	Thanet	Junior	Voluntary Controlled	96
2514	Brookfield Infant School	Tonbridge & Malling	Infant	Community	60
5223	Brookfield Junior School, Larkfield	Tonbridge & Malling	Junior	Community	60
3062	Burham CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	28
2661	Cage Green Primary School	Tonbridge & Malling	Primary	Community	60
2065	Discovery School, The	Tonbridge & Malling	Primary	Community	90
2164	East Peckham Primary School	Tonbridge & Malling	Primary	Community	30
2132	Hadlow School	Tonbridge & Malling	Primary	Community	30
3033	Hildenborough CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	30
2167	Ightham Primary School	Tonbridge & Malling	Primary	Community	30
2680	Kings Hill School	Tonbridge & Malling	Primary	Community	60
2662	Long Mead Community Primary School	Tonbridge & Malling	Primary	Community	30
2562	Lunsford Primary School	Tonbridge & Malling	Primary	Community	30
2185	Mereworth Community Primary School	Tonbridge & Malling	Primary	Community	30
2187	Offham Primary School	Tonbridge & Malling	Primary	Community	30
2188	Plaxtol Primary School	Tonbridge & Malling	Primary	Community	15
2085	Royal Rise Primary School	Tonbridge & Malling	Primary	Community	30
2189	Ryarsh Primary School	Tonbridge & Malling	Primary	Community	30

2190	Shipbourne School	Tonbridge & Malling	Primary	Community	8
2155	Slade Primary School	Tonbridge & Malling	Primary	Community	60
3089	St. George's CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	30
2191	St. Katherine's School	Tonbridge & Malling	Primary	Community	90
3057	St. Peter's CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	24
2539	Stocks Green Primary School	Tonbridge & Malling	Primary	Community	30
2156	Sussex Road Community Primary School	Tonbridge & Malling	Primary	Community	60
3082	Trottscliffe CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	12
2530	Tunbury Primary School	Tonbridge & Malling	Primary	Community	90
2079	Woodlands Primary School	Tonbridge & Malling	Primary	Community	90
3088	Wouldham, All Saint's CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	60
3022	Benenden CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30 (25)
3023	Bidborough CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
2490	Bishops Down Primary School	Tunbridge Wells	Primary	Community	30
2651	Broadwater Primary School	Tunbridge Wells	Primary	Community	30
2128	Capel Primary School	Tunbridge Wells	Primary	Community	30
2465	Claremont Primary School	Tunbridge Wells	Primary	Community	60
3027	Cranbrook CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
3198	Frittenden CEP School	Tunbridge Wells	Primary	Voluntary Controlled	15
3029	Goudhurst & Kilndown CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
3032	Hawkhurst CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
2135	Horsmonden Primary School	Tunbridge Wells	Primary	Community	30
3034	Lamberhurst St. Mary's CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
2482	Langton Green Primary School	Tunbridge Wells	Primary	Community	60
2127	Paddock Wood Primary School	Tunbridge Wells	Primary	Community	90
2139	Pembury School	Tunbridge Wells	Primary	Community	60
2142	Sandhurst Primary School	Tunbridge Wells	Primary	Community	30
3297	Southborough CEP School	Tunbridge Wells	Primary	Voluntary Controlled	90
3049	St. James' CEJ School	Tunbridge Wells	Junior	Voluntary Controlled	90
3050	St. John's CEP School	Tunbridge Wells	Primary	Voluntary Controlled	90
3052	St. Mark's CEP School	Tunbridge Wells	Primary	Voluntary Controlled	60
3294	St. Matthew's High Brooms CEP School	Tunbridge Wells	Primary	Voluntary Controlled	60
3053	St. Peter's CEP School	Tunbridge Wells	Primary	Voluntary Controlled	20

*** Please note at time of going to consultation these schools are awaiting an academy order

Appendix C (3)

Determined Statutory Consultation Area

Kent County Council 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 those included within a 3 mile radius of the primary school concerned. However because the consultation is distributed across all Kent Admissions Authorities via the Kent County Council Website, admissions authorities and parents outside of the relevant areas are also able to view arrangements. If respondents are located outside of the 3 mile radius of the Primary school in question Kent County Council may chose not to have regard to the comments.



Dated: 1st January 2018

Appendix D (1)

Kent County Council

Determined Admissions Arrangements for Academic Year 2019/20

Community and Voluntary Controlled Secondary Schools in Kent

Produced by:
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Introduction / Background

Each year, Kent County Council is required to determine its admissions arrangements. They must include:

- The over-subscription criteria / arrangements for entry to those schools for whom Kent County Council is the admission authority (Community and Voluntary Controlled schools).
- The Published Admission Number for those schools
- Relevant Consultation areas

At the time of going to consultation, arrangements for the schools listed at the back of this paper identifying the Published Admissions Numbers are those schools for which Kent County Council was the admissions authority. Some schools will have been in the process of becoming academies. Where this was the case arrangements determined through Kent's consultation will transfer to the academy and if it then chooses to amend admissions arrangements in the future it will be through its own consultation on changes for future admissions years.

Determined Oversubscription Criteria for Entry into Year 7 for Community and Voluntary Controlled Secondary Schools *(except Dover Grammar School for Girls, The North School, Simon Langton Girls' Grammar School and Tunbridge Wells Grammar School for Boys)*

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Oversubscription criteria for Community and Voluntary Controlled secondary schools will be applied in the following order:

Children in Local Authority Care or Previously in Local Authority Care – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Current Family Association - a brother or sister attending the school when the child starts. 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 - Medical / Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social need means there is a demonstrable and significant need for their child to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

Nearness of children's homes to school – The distance between the child's permanent home address and the school is measured in a straight line using National Land and Property Gazetteer (NLPG) address point data address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before

admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher the school as early as possible to allow the school and admissions authority sufficient time to make a decision before the closing date.

Where a parent is requesting for their child to apply a year early, they should contact the school at the start of the application process related to the year they wish their child to start.

Where a parent is requesting for their child to apply a year later than expected, they should make their request at the start of the application process associated with the child's date of birth. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year.

Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral or early admission to their secondary phase of education.

The school will take into account the year group the child has been taught in leading up to transition. If the request is declined, a school may offer a year 8 place as an alternative or simply refuse admission if the child is younger than the normal entry age. Deferred applications must be made via paper SCAF to the LA, with written confirmation from each named school attached. Early or deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/schooladmissions

Determined Oversubscription criteria for Entry into Year 7 for Dover Grammar School for Girls will be applied in the following priority order:

Entry to the school is through the Kent Assessment Procedure

Following the Schools Adjudicator's decision in 2007 that Dover Grammar School for Boys will continue to use a dual testing arrangement to determine eligibility for admission (the "Dover test" as well as Kent's PESE), provision was made for the same arrangements to apply to the Dover Grammar School for Girls at the time – consequently in 2017 Dover Grammar School for Girls will continue to include in its oversubscription criteria that: "Entry is through the Kent age 11 assessment procedure or the Dover test."

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

Children in Local Authority Care or Previously in Local Authority Care – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Current Family Association - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below).

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 – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

Children in receipt of Pupil Premium – A child is eligible for Pupil Premium where they have been registered for free school meals (FSM) at any point in the last 6 years. This does not include children who have only been eligible to receive Universal Infant Free School Meals. Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care, however these children will be prioritised in the relevant criteria above. Parents wishing to apply under this criterion must ensure they complete the attached Supplementary Information Form and return it to the school by 31

October in the year of application. Parents must also complete an application (via online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place.

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 the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher the school as early as possible. As entry to the school is through the Kent Test procedure, parents need to ensure they allow the school and admissions authority sufficient time to make a decision before the closing date for Kent Test registration.

Where a parent is requesting for their child to apply a year early, parents are advised to contact the school shortly before the opening of the Kent Test registration process for the year they wish their child to start. If the request for early testing is accepted, the child cannot sit the test again.

Where a parent is requesting for their child to apply a year later than expected, they should make their request shortly before the opening of the Kent Test registration process associated with the child's date of birth. Parents are advised to complete a Kent test registration for the normal point of entry at the same time, in case their request is declined. This registration can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year, allowing the child to apply for the Kent Test the following year.

Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral or early admission to their secondary phase of education.

The school will take into account the year group the child has been taught in leading up to transition. Deferred applications must be made via paper SCAF to the LA, with written

confirmation from the school attached. Early or deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/schooladmissions

DOVER GRAMMAR SCHOOL FOR GIRLS
SUPPLEMENTARY FORM for PUPIL PREMIUM INFORMATION

• To qualify for Pupil Premium you have to be eligible under one of the following criteria...

3.1 Ever 6 FSM

The pupil premium will include pupils recorded in the January school census before application who are known to have been eligible for free school meals (FSM) in any of the previous 6 years, as well as those first known to be eligible at that January.

3.2 Children adopted from care or who have left care

The pupil premium will include pupils who were looked after by an English or Welsh local authority immediately before being adopted, or who left local authority care on a special guardianship order or child arrangements order (previously known as a residence order).

- Please fill in the details below and send the form back to the school with your evidence. For further information on what evidence is required please contact the school for assistance.
- Please remember to also fill in a Secondary Common Application Form either online via www.kent.gov.uk/ola or by paper SCAF and return to Kent County Council

CHILD'S DETAILS

FORENAME	SURNAME	DATE OF BIRTH
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ADDRESS (This address will be used on all future correspondence unless otherwise notified. Please use house numbers and names where applicable.)

Postcode

CURRENT SCHOOL	LA	DFE	SCHOOL NAME
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PARENT / CARER DETAILS

TITLE	FORENAME	SURNAME	RELATIONSHIP TO CHILD
TELEPHONE NUMBERS	1	2	
EMAIL ADDRESS			
PRINT NAME		SIGNATURE	

Please return to— DOVER GRAMMAR SCHOOL FOR GIRLS, Frith Road, Dover, Kent, CT16 2PZ BY 31st OCTOBER

Determined Oversubscription criteria for Entry into Year 7 for The North School will be applied in the following priority order:

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Children in Local Authority Care or Previously in Local Authority Care – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Current Family Association - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below).

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 - Medical / Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social need means there is a demonstrable and significant need for their child to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

Children who live nearer to The North School than any other maintained non selective secondary school or academy – Children will be ranked according to the distance from their home to the North School with those living closest being ranked highest. The distance is measured between the child's permanent address and the school in a straight line using National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point within the child's home to a similarly defined point within the school as specified by NLPG.

Children who live nearer to any other maintained non selective secondary school or academy than The North School – Children for whom the North School is not their nearest non selective secondary school or academy will be ranked according to the distance from their home to the North School with those living closest being ranked highest. The distance is measured between the child's permanent address and the school in a straight line using National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point within the child's home to a similarly defined point within the school as specified by NLPG.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last

available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher the school as early as possible to allow the school and admissions authority sufficient time to make a decision before the closing date.

Where a parent is requesting for their child to apply a year early, they should contact the school at the start of the application process related to the year they wish their child to start.

Where a parent is requesting for their child to apply a year later than expected, they should make their request at the start of the application process associated with the child's date of birth. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year.

Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral or early admission to their secondary phase of education.

The school will take into account the year group the child has been taught in leading up to transition. If the request is declined, a school may offer a year 8 place as an alternative or simply refuse admission if the child is younger than the normal entry age. Deferred applications must be made via paper SCAF to the LA, with written confirmation from each named school attached. Early or deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/schooladmissions

Determined Oversubscription criteria for Entry into Year 7 for Simon Langton Girls' Grammar School will be applied in the following priority order

Entry to the school is through the Kent Assessment Procedure

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

Children in Local Authority Care or Previously in Local Authority Care – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Current Family Association - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below).

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 – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

Children in receipt of Pupil Premium – A child is eligible for Pupil Premium where they have been registered for free school meals (FSM) at any point in the last 6 years. This does not include children who have only been eligible to receive Universal Infant Free School Meals. Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care, however these children will be prioritised in the relevant criteria above. Parents wishing to apply under this criterion must ensure they complete the attached Supplementary Information Form and return it to the school by 31 October in the year of application. Parents must also complete an application (via online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place.

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 the National

Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher the school as early as possible. As entry to the school is through the Kent Test procedure, parents need to ensure they allow the school and admissions authority sufficient time to make a decision before the closing date for Kent Test registration.

Where a parent is requesting for their child to apply a year early, parents are advised to contact the school shortly before the opening of the Kent Test registration process for the year they wish their child to start. If the request for early testing is accepted, the child cannot sit the test again.

Where a parent is requesting for their child to apply a year later than expected, they should make their request shortly before the opening of the Kent Test registration process associated with the child's date of birth. Parents are advised to complete a Kent test registration for the normal point of entry at the same time, in case their request is declined. This registration can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year, allowing the child to apply for the Kent Test the following year.

Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral or early admission to their secondary phase of education.

The school will take into account the year group the child has been taught in leading up to transition. Deferred applications must be made via paper SCAF to the LA, with written confirmation from the school attached. Early or deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/schooladmissions



SIMON LANGTON GIRLS' GRAMMAR SCHOOL
SUPPLEMENTARY FORM for PUPIL PREMIUM INFORMATION

- To qualify for Pupil Premium you have to be eligible under one of the following criteria...
 - 3.1 Ever 6 FSM**
 The pupil premium will include pupils recorded in the January school census before application who are known to have been eligible for free school meals (FSM) in any of the previous 6 years, as well as those first known to be eligible at that January.
 - 3.2 Children adopted from care or who have left care**
 The pupil premium will include pupils who were looked after by an English or Welsh local authority immediately before being adopted, or who left local authority care on a special guardianship order or child arrangements order (previously known as a residence order).
- Please fill in the details below and send the form back to the school with your evidence. For further information on what evidence is required please contact the school for assistance.
- Please remember to also fill in a Secondary Common Application Form either online via www.kent.gov.uk/ola or by paper SCAF and return to Kent County Council

CHILD'S DETAILS

FORENAME	SURNAME	DATE OF BIRTH
ADDRESS (This address will be used on all future correspondence unless otherwise notified. Please use house numbers and names where applicable.)		
		Postcode
CURRENT SCHOOL	LA	DFE
SCHOOL NAME		

PARENT / CARER DETAILS

TITLE	FORENAME	SURNAME	RELATIONSHIP TO CHILD
TELEPHONE NUMBERS	1	2	
EMAIL ADDRESS			
PRINT NAME		SIGNATURE	

Please return to—SIMON LANGTON GIRLS' GRAMMAR SCHOOL, OLD DOVER ROAD, CANTERBURY, CT1 3EW BY 31st OCTOBER

Determined Oversubscription criteria for Entry into Year 7 for Tunbridge Wells Grammar School for Boys will be applied in the following priority order:

Entry to the school is through the Kent Assessment Procedure

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school and who are eligible for admission to this academically selective school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order. In the event of any of the criteria being oversubscribed, priority will be given initially to children in receipt of pupil premium who have completed and returned the attached Supplementary Information Form and then on the basis of distance with those closest being given higher priority, as described below.

Children in Local Authority Care or Previously in Local Authority Care – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Current Family Association - a brother or sister attending the school when the child starts. 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 - Medical / Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social need means there is a demonstrable and significant need for their child to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

Children who live within a 3 mile radius of the school - Children will be ranked according to the distance from their home to the Tunbridge Wells Grammar school for Boys with those living closest being ranked highest. The distance is measured between the child's permanent address and the school in a straight line using National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point within the child's home to a similarly defined point within the school as specified by NLPG.

Children who live in the named parishes below – Children will be ranked according to the distance from their home to the Tunbridge Wells Grammar School for Boys with those living closest being ranked highest. The distance is measured between the child's permanent address and the school in a straight line using National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point within the child's home to a similarly defined point within the school as specified by NLPG.

Bidborough	Hildenborough	Sevenoaks
Brasted	Ightham	Sevenoaks Weald
Capel	Knockholt	Shipbourne
Chevening	Kemsing	Shoreham
Chiddingstone	Leigh	Southborough
Cowden	Otford	Speldhurst
Dunton Green	Plaxtol	Sundridge
Edenbridge	Pembury	Tonbridge
Hadlow	Penshurst	Tunbridge Wells
Halstead	Riverhead	Westerham
Hever	Seal	

Nearness of all other children's homes to school – The distance between the child's permanent home address and the school is measured in a straight line using National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.

A child is eligible for Pupil Premium where they have been registered for free school meals (FSM) at any point in the last 6 years. This does not include children who have only been eligible to receive Universal Infant Free School Meals. Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care, however these children will be prioritised in the relevant criteria above. Parents wishing to apply under this priority must ensure they complete the attached Supplementary Information Form and return it to the school by 31 October in the year of application. Parents must also complete an application (via online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place.

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher the school as early as possible. As entry to the school is through the Kent Test procedure, parents need to ensure they allow the school and admissions authority sufficient time to make a decision before the closing date for Kent Test registration.

Where a parent is requesting for their child to apply a year early, parents are advised to contact the school shortly before the opening of the Kent Test registration process for the

year they wish their child to start. If the request for early testing is accepted, the child cannot sit the test again.

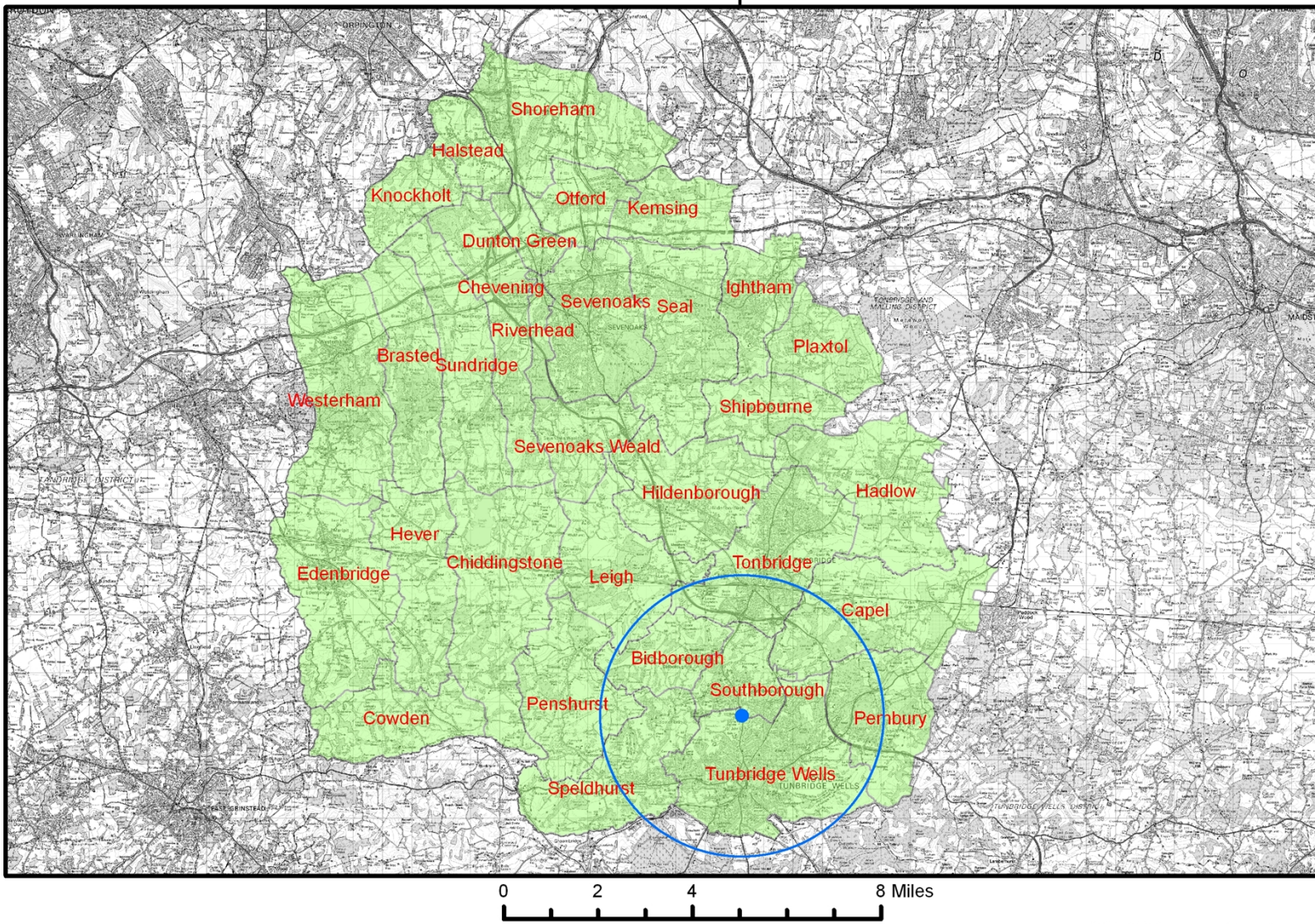
Where a parent is requesting for their child to apply a year later than expected, they should make their request shortly before the opening of the Kent Test registration process associated with the child's date of birth. Parents are advised to complete a Kent test registration for the normal point of entry at the same time, in case their request is declined. This registration can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year, allowing the child to apply for the Kent Test the following year.

Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral or early admission to their secondary phase of education.

The school will take into account the year group the child has been taught in leading up to transition. Deferred applications must be made via paper SCAF to the LA, with written confirmation from the school attached. Early or deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/schooladmissions

A map displaying the priority catchment area is provided overleaf:

Tunbridge Wells Grammar for Boys School and selected parishes





TUNBRIDGE WELLS GRAMMAR SCHOOL FOR BOYS
SUPPLEMENTARY FORM for PUPIL PREMIUM INFORMATION

- To qualify for Pupil Premium you have to be eligible under one of the following criteria...

3.1 Ever 6 FSM

The pupil premium for 2015 to 2016 will include pupils recorded in the January 2013 school census who are known to have been eligible for free school meals (FSM) in any of the previous 6 years (ie since summer 2009), as well as those first known to be eligible at January 2013.

3.2 Children adopted from care or who have left care

The pupil premium for 2015 to 2016 will include pupils recorded in the January 2013 school census and alternative provision census who were looked after by an English or Welsh local authority immediately before being adopted, or who left local authority care on a special guardianship order or child arrangements order (previously known as a residence order). These are collectively referred to as post-LAC in these conditions of grant.

- Please fill in the details below and send the form back to the school with your evidence. For further information on what evidence is required please contact the school for assistance.
- Please remember to also fill in a Secondary Common Application Form either online via www.kent.gov.uk/ola or by paper SCAF and return to Kent County Council

CHILD'S DETAILS

FORENAME	SURNAME	DATE OF BIRTH
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ADDRESS (This address will be used on all future correspondence unless otherwise notified. Please use house numbers and names where applicable.)

Postcode

CURRENT SCHOOL	LA	DFE	SCHOOL NAME
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PARENT / CARER DETAILS

TITLE	FORENAME	SURNAME	RELATIONSHIP TO CHILD
TELEPHONE NUMBERS	1	2	
EMAIL ADDRESS			
PRINT NAME		SIGNATURE	

Please return to—TUNBRIDGE WELLS GRAMMAR SCHOOL FOR BOYS, ST JOHN'S ROAD, TUNBRIDGE WELLS, TN4 9XB BY 31st OCTOBER

Determined Admission Arrangements for Entry into Year 12 for Community and Voluntary Controlled Secondary Schools

Community College Whitstable:

Priority will be given to existing pupils transferring from Year 11 who meet the entrance criteria. Admission to the Sixth Form will be as a result of applicants obtaining a minimum of 5 GCSE passes at grade C or above and C grades in their preferred AS subjects or nearest equivalents.

The admission number for external candidates will be 50, but this figure may be exceeded in the event that this and the number of internal pupils transferring into Year 12 is less than the overall figure for the year group, which is 120.

Over-subscription Criteria

Following the admission of internal students transferring from Year 11, all remaining places will be allocated to learners who have met the entry requirements for the particular course of study. Where there are more learners seeking places than the number of places available, the oversubscription criteria above will be applied to eligible students.

Offers and Appeals

Offers will be made on the basis of predicted performance at GCSE, with the requirement that the above grades are achieved in the final examinations prior to entry to the Sixth Form and the pupil's 4 chosen subjects being accommodated on the timetable, in feasible group sizes.

All offers made during Year 11 are conditional on pupils meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results. Offer letters will be made before the end of May 2016. Offers will be confirmed once the school has been notified of GCSE results in August 2016

Where learners have achieved better results than the predicted grades they will be considered based on the grades achieved and ranked accordingly for any places that become available as a result of other learners failing to meet the required entry levels.

Parents have a statutory right of appeal, should an application for a place be refused, by writing to The Clerk to the Governors, care of the school.

Late applications will be considered if places in appropriate subjects are still available after all other applicants have been considered.

A waiting list will be held, ranked according to the oversubscription criteria.

Dartford Science & Technology College:

The Planned Admission Number for entry into Dartford Science & Technology College Sixth Form is a total of 180 students.

All students entering the Sixth Form must have completed their GCSE courses and should have attained a minimum of 5 GCSE grades A*- C including English Language and Mathematics (5 – 9 on the new specification grading system). Level 2 BTEC courses will also be accepted if graded at a Merit or above.

The opportunities available to you in the Sixth Form depend upon the grades you achieved at the end of Key Stage 4. Some A-Level courses require you to have achieved a particular grade in that subject. Please read the individual course descriptions in the prospectus carefully for more information.

Applicants will be required to attend a meeting to discuss their subject choices, after which a conditional offer may be made based on their predicted performance at GCSE, with the requirement that the GCSE grades are achieved in the final examinations prior to entry to the Sixth Form and a viable Sixth Form Programme can be provided.

All prospective students will be expected to attend a 3 day Getting Started Programme at the end of June. Students will also be given additional work to complete over the summer holiday and will be expected to complete an induction project at the start of year 12.

Any subsequent application after GCSE results day will be considered if places are available.

Following publication of examination results in August, all applicants will be required to attend a sixth form registration day, where they will be able to finalise their admission to DSTC 6th.

Progression from Year 12 into Year 13 will depend on you successfully completing the first year of sixth form.

Students wishing to apply for entry to the Sixth Form must complete an application through the online system UCAS Progress (www.ucasprogress.com). These will need to be received by the published date.

Students will be invited to attend a Sixth Form Meeting with a Senior Member of Staff to discuss their application and finalise their course choices. Students should bring a Progress File and/or the most recent school report to this meeting.

Over Subscription Criteria

In case of over subscription for external students the following will apply:

1. Students who are in Local Authority Care – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

2. Students who have a sibling at Dartford Science and Technology College at the time of entry. In this context sibling means children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or stepsisters and foster brothers and sisters.
3. Students living closest to the College. The distance used will be the distance between the students' permanent home address and the College, measured in a straight line using ordnance survey address point data. Distances are measured from a point as defined within the students' home to a point as defined within the College as specified by Ordnance Survey. The same address point on the College is used for everybody.

Dover Grammar School for Girls:

The Planned Admission Number for entry into Dover Grammar School for Girls Sixth Form is a total of 150 students.

Entry Requirements

Students are expected to achieve 6 GCSE passes A*-C to include at least Grade C in both English Language and Mathematics and a minimum of four of these passes at grade B or above (usually in the subjects the student wishes to study at AS level) or nearest equivalents. Students wishing to study Mathematics, any Science subject or any Modern Foreign Language, should achieve an A grade in the appropriate subject(s) at GCSE. Students wishing to study Further Mathematics should achieve A* in Maths at GCSE.

Oversubscription Criteria

The school may enrol students above the expected number of places in the VI Form if there are sufficient places on the particular combination of courses requested by suitably qualified applicants. If the number of applications to the Sixth Form exceeds the number of available places, priority will be awarded to those who meet the entry requirements on the basis of the admissions criteria given above.

The North School:

For Post 16 admissions, priority will be given to existing students transferring from Year 11. The PAN for external candidates will be 25, but this figure may be exceeded in the event that this, and the number of internal students transferring into Year 12, is less than the overall total figure for the year group, which is 150.

Students are admitted to the Post 16 Centre subject to the following:

- a) a formal application by student and parent and an academic guidance meeting to determine the courses to be studied
- b) availability of a specific course or combination of courses
- c) minimum entry requirements for specific courses:
 - i) for Level 2 courses: 5 GCSEs at/equivalent to grade A*-G
 - ii) for A Levels: 5 GCSEs at/equivalent to grade C or above, including English Language and Mathematics and at least a grade B/equivalent at GCSE in the same or a related subject unless otherwise stated in our prospectus.
 - iii) Level 3 BTEC National Diplomas: 5+ A*-C/equivalent with a Merit in the subject to be studied

Where learners have achieved a better result than the predicted grades, they will be considered based on the grades achieved and ranked accordingly for any places that become available as a result of other learners failing to meet the required entry levels.

Oversubscription Criteria

In the case of oversubscription, the following criteria will apply in the order below:

- a) children in the care of a local authority/previously in local authority care
- b) students with a sibling living at the same address and attending the school at the time of entry
- c) health and special access reasons
- d) nearness of children's homes to the College

Parents have a statutory right of appeal should an application for a place be refused, by writing to The Clerk to the Governors, care of the school.

Simon Langton Girls' Grammar School:

The School has a mixed Sixth Form. Priority will be given to existing students transferring from Year 11. The admission number for external candidates will be 80, but this figure may be exceeded in the event that this, the number of internal students transferring into Year 12 and the number of students transferring into Year 13 are less than the overall total figure for the Sixth Form, which is 400.

The school is an academic institution where the expectation is that students will achieve top grades at A Level. The admissions criteria for the Sixth Form are as follows:

- At least five subjects at grade B or above at GCSE or equivalent; and English and Mathematics at grade 6 or above.
- The minimum entry requirements specified by the subjects of their choice, with students normally achieving grade A/A* in subjects studied at A Level (grade 6 or above for English; grade 7 or above for Mathematics).
- Students choose 3 or 4 subjects to study in Year 12 and an EPQ. They must qualify for 3 subjects to qualify to join the Sixth Form.

Where learners have achieved better results than their predicted grades, they will be considered based on the grades achieved and ranked accordingly for any places that become available as a result of other learners failing to meet the required entry levels.

Oversubscription Criteria

Following the admission of internal students transferring from Year 11, all remaining places will be allocated to learners who have met the entry requirements for the particular course of study. Where there are more learners seeking places than the number of places available, the above over-subscription criteria will be applied in the order set out to rank pupils until the overall figure for the year group is reached.

Parents have a statutory right of appeal, should an application for a place be refused, by writing to the Local Authority, Legal & Democratic Services.

Tunbridge Wells Grammar School for Boys:

For entry in September 2017 the academic entry requirements will be a mean average point score equivalent to 6 points (see equivalences below) for the applicants best 8 subjects, applicants will be expected to achieve at least a B (or 6) in subjects they wish to study at A level (Mathematics requires an A or 7). For English Language and Mathematics GCSEs where results will be on the 9 to 1 scale all students must achieve at least a 5 in both subjects regardless of whether or not those subjects contribute to their 'Best 8' score. Offers of places will be made on the basis of forecast (and any actual) grades meeting these standards. Admission is dependent upon achieving the grades set out in these criteria.

Our Planned Admission Number (PAN) for Year 12 is 180 and for external applicants is 30. We may exceed that number if internal applicants and Y13 numbers allow resulting in a Sixth Form of no more than 360 students. If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order. In the event of any of the criteria being oversubscribed, priority will be given initially to children in receipt of pupil premium who have completed and returned the attached Supplementary Information Form and then on the basis of distance with those closest being given higher priority, as described below.

1. Pupils currently on role at TWGSB
2. Children in Local Authority Care or Previously in Local Authority Care – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
3. Current Family Association - a brother or sister attending the school when the child starts. 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.
4. Health and Special Access Reasons - Medical / Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social need means there is a demonstrable and significant need for their child to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
5. Children who live within a 3 mile radius of the school - Children will be ranked according to the distance from their home to the Tunbridge Wells Grammar school for Boys with those living closest being ranked highest. The distance is measured between the child's permanent address and the school in a straight line using Ordnance Survey address point data. Distances are measured from a point within the child's home to a similarly defined point within the school as specified by Ordnance Survey.
6. Children who live in the named parishes below – Children will be ranked according to the distance from their home to the Tunbridge Wells Grammar School for Boys with those living closest being ranked highest. The distance is measured between the child's permanent address and the school in a straight line using Ordnance

Survey address point data. Distances are measured from a point within the child's home to a similarly defined point within the school as specified by Ordnance Survey.

Bidborough	Hildenborough	Sevenoaks
Brasted	Ightham	Sevenoaks Weald
Capel	Knockholt	Shipbourne
Chevening	Kemsing	Shoreham
Chiddingstone	Leigh	Southborough
Cowden	Otford	Speldhurst
Dunton Green	Plaxtol	Sundridge
Edenbridge	Pembury	Tonbridge
Hadlow	Penshurst	Tunbridge Wells
Halstead	Riverhead	Westerham
Hever	Seal	

7. Nearness of all other children's homes to school – The distance between the child's permanent home address and the school is measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.

Equivalences.

GCSE Letter Grade	GCSE Number Grade and point score
	9
A*	8
A	7
B	6
C	5
D	4
E	3

Appendix C (3)

Determined Published Admission Numbers for Entry into Year 7 for Community and Voluntary Controlled Secondary Schools in Kent:

DfE no.	School name	District	Sub Type	Status	2019 Published Admission Number
4091	Community College Whitstable, The	Canterbury	High	Community	210
4026	Dartford Science and Technology College	Dartford	High	Community	145
4109	Dover Grammar School for Girls	Dover	Grammar	Community	140
4246	North School	Ashford	High	Community	215
4534	Simon Langton Girls' Grammar School	Canterbury	Grammar	Voluntary Controlled	165
4045	Tunbridge Wells Grammar School for Boys	Tunbridge Wells	Grammar	Community	180

Appendix C (3)

Determined Statutory Consultation Area for Kent Secondary schools

The LA is required to define “relevant areas” within which the admissions authorities of all maintained schools must conduct their statutory consultation. Admission authorities for all maintained secondary schools within the relevant area must consult the admission authorities for all maintained primary, middle and secondary schools in the area. An academy must consult in the way that other admission authorities do, but cannot alter its admission arrangements without the approval of the Secretary of State. Consultations must take place at least every seven years and in any year that changes are proposed.

The relevant statutory consultation areas continue to be the designated districts and adjoining parishes detailed overleaf:

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, Shepherdswell 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, Lympe, 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 & Fairseat.
Gravesham	Gravesham Borough plus Dartford Borough, Snodland, Ryarsh, Trottiscliffe, Stansted & Fairseat, 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 & Fairseat, 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.

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KENT COUNTY COUNCIL
EQUALITY IMPACT ASSESSMENT

Directorate: Education, Learning and Skills

Name of policy, procedure, project or service
2019-20 School Admission Scheme

What is being assessed?
Admissions Function - Procedure

Responsible Owner/ Senior Officer
Scott Bagshaw

Date of Initial Screening
1st November 2017

Screening Grid

Characteristic	Could this policy, procedure, project or service affect this group less favourably than others in Kent? YES/NO If yes how?	Assessment of potential impact HIGH/MEDIUM LOW/NONE UNKNOWN		Provide details: a) Is internal action required? If yes what? b) Is further assessment required? If yes, why?	Could this policy, procedure, project or service promote equal opportunities for this group? YES/NO - Explain how good practice can promote equal opportunities
		Positive	Negative		
Age	No. School admissions procedure relates to children entering school in reception year, year 3 and year 7 in the transfer window. Outside of this legislative restriction, age of parent or child is not a deciding factor.	None	None	No action required as scheme consultation is used to decide procedure and timeline of admissions process.	No, process targets specific cohort of children to provide legislative function and so is not impacted in any other way by age.
Disability	No. Scheme relates to procedural timeline only.	None	None	No action required as scheme consultation is used to decide procedure and timeline of admissions process.	No, process targets specific cohort of children to provide legislative function and so is not impacted in any other way by disability.
Gender	No. Scheme relates to procedural timeline only.	None	None	No action required as scheme consultation is used to decide procedure and timeline of admissions process.	No, process targets specific cohort of children to provide legislative function and so is not impacted in any other way by gender.
Gender identity	No. Scheme relates to procedural timeline only.	None	None	No action required as scheme consultation is used to decide procedure and timeline of admissions process.	No, process targets specific cohort of children to provide legislative function and so is not impacted in any other way by gender identity.
Race	No. Scheme relates to procedural timeline only.	None	None	No action required as scheme consultation is used to decide procedure and timeline of admissions process.	No, process targets specific cohort of children to provide legislative function and so is not impacted in any other way by race.
Religion or	No. Scheme relates to procedural timeline only.	None	None	No action required as scheme consultation is used to decide procedure and timeline of	No, process targets specific cohort of children to provide legislative function

belief				admissions process.	and so is not impacted in any other way by religious designation.
Sexual orientation	No. Scheme relates to procedural timeline only.	None	None	No action required as scheme consultation is used to decide procedure and timeline of admissions process.	No, process targets specific cohort of children to provide legislative function and so is not impacted in any other way by sexual orientation.
Pregnancy and maternity	No. Scheme relates to procedural timeline only.	None	None	No action required as scheme consultation is used to decide procedure and timeline of admissions process.	No, process targets specific cohort of children to provide legislative function and so is not impacted in any other way by pregnancy/maternity.
Marriage and Civil Partnerships	No. Scheme relates to procedural timeline only.	None	None	No action required as scheme consultation is used to decide procedure and timeline of admissions process.	No, process targets specific cohort of children to provide legislative function and so is not impacted in any other way by marriage/civil partnership.

Part 1: INITIAL SCREENING

Low	Medium	High
Low relevance or Insufficient information/evidence to make a judgement.	Medium relevance or Insufficient information/evidence to make a Judgement.	High relevance to equality, /likely to have adverse impact on protected groups

Proportionality - Based on the answers in the above screening grid what weighting would you ascribe to this function

Low relevance. Admissions procedures are tightly regulated by legislation, local authority decision making is mostly limited to timing of events. Process is designed to include alternative application routes to those that miss the main application to ensure all relevant children can secure a school place.

Context

The school admissions process is the primary mechanism to ensure children in Kent have a place of education. This process targets children that will require a new school place for the following school year (either because they have no current school in the case of reception children, or that they there is no new year for them to progress to in the school in the case of year 2 infant school children and year 6 primary school children).. Parents are invited to express a preference for 3 (primary/junior) or 4 (secondary) schools and the admissions team processes all applications until each child is offered their highest available preference. The Admissions Scheme details the timeline this process will follow and how the authority will manage this function. A companion process is in place to manage all other applications made throughout the school year, known as the In Year Admissions Process. Following a change in legislation, responsibility for this process was returned to schools

Aims and Objectives

The aim of this mechanism is to provide every child in Kent with a place of education at the normal point of entry. Where a place is not available at one of a parent's preferred schools, the local authority will ensure that a place is found at the nearest appropriate

school that can accept the child. The local authority will follow the timeline set down in the Admissions Scheme, so parent's, other local authorities and interested parties can participate and know when to expect the local authority to complete each stage.

Beneficiaries

Each year this process targets children that will need a school place in the following school year. This will be children reaching statutory school age, children who need to transfer from infant to junior school and children transferring from junior and primary schools to secondary school.

Consultation and data

This is a yearly process that is improved over time from previous experience. Yearly iteration helps to ensure process is fair and underlying legislation ensures process does not adversely impact a particular group.

Those responding to this consultation are invited to comment/ challenge the findings of this impact assessment

Potential Impact

No expected negative impact.

Adverse Impact:

Positive Impact:

JUDGEMENT

Option 2 – Internal Action Required YES/NO

No potential for adverse impact on particular groups have been identified at this stage- Analysis of consultation will help the admissions team to ensure that the process is working in a way that does not adversely impact on one group in relation to their protected characteristics



Equality Impact Assessment Action Plan

Protected Characteristic	Issues identified	Action to be taken	Expected outcomes	Owner	Timescale	Cost implications
All	Statutory Consultation	Consultation	<p>Opportunity to explore iterative improvements</p> <p>Improvements in process</p> <p>Understanding if any protected groups are unhappy / unable to access the process</p>	Scott Bagshaw		BAU

From: Roger Gough, Cabinet Member for Children, Young People and Education
 Matt Dunkley, Corporate Director for Education and Young People's Services

To: Children's, Young People and Education Cabinet Committee –
 18 January 2018

Subject: Proposed changes to Meadowfield (Foundation Special) School,
 Sittingbourne for 1 September 2019

Classification: Unrestricted

Past Pathway of Paper: 30 March 2017

Future Pathway of Paper: Cabinet Member decision

Electoral Division: Sittingbourne South – John Wright

Summary: This report sets out the results of the education consultation on the proposed changes to Meadowfield (Foundation Special) School

Recommendation(s):

The Children's, Young People and Education Cabinet Committee is asked to consider and endorse or make recommendations to the Cabinet Member for Children, Young People and Education on the decision to:

Issue a public notice to

- permanently increase the designated number of the school from 209 to 348 for 1 September 2019
- alter the lower age range at Meadowfield School to formally include nursery provision for 1 September 2019.

And, subject to no new objections to the public notice

- a) Allocate £3.95 million from the Children, Young People and Education Capital budget;
- b) Authorise the Director of Infrastructure in consultation with the General Counsel (Interim) to enter into any necessary contracts / agreements on behalf of the County Council; and
- c) Authorise the Director of Infrastructure to be the nominated Authority Representative within the relevant agreements and to enter into variations as envisaged under the contracts. Variations to contract value to be no more than 10% above the capital funding agreed by the Cabinet Member without requiring a new Record of Decision.

Note: The proposal for growth is subject to planning permission being secured for the additional accommodation. If, for any reason planning consent is not achieved KCC proposes to regularise the designated number to reflect the current number on roll. Therefore, under these circumstances, the proposed designated number would be 280.

1. Introduction

- 1.1 As the strategic commissioner of school provision KCC, the Local Authority, has a duty to ensure that there are sufficient school places for the residents of Kent. This duty applies to special school provision, as well as mainstream settings. In accordance with KCC's Strategy for Children and Young People with Special Education Needs and Disabilities (SEND) 2017-19 we are seeking to reduce the number of children being educated out of their local area.
- 1.2 Meadowfield Special School is the District Special School for Swale, meeting the needs of pupils with profound, severe and complex special educational needs (PSCN) for children aged 4 to 19 years. All children who attend have a statement of special educational need or an Education, Health & Care Plan. Meadowfield is judged to be Outstanding in all areas by Ofsted in November 2014.
- 1.3 Over the past three years there has been an increasing demand for local places for children with PSCN including Autism. It is also important to note that there is no Special school on the Isle of Sheppey (Swale District) which means that significant numbers of pupils often have to travel long distances to the nearest suitable provision such as Maidstone and Tonbridge.
- 1.4 To meet the demand for places in Swale Meadowfield has taken additional pupils. On 30 March 2017, KCC's Education and Young People's Cabinet Committee endorsed the proposal to allocate £1.14 million of capital budget to provide additional accommodation in two phases (Record of Decision reference 17/00015). Meadowfield received a reception class room and new KS1 classrooms to accommodate the additional pupils in permanent accommodation.
- 1.5 Meadowfield School now has 282 pupils on roll but has a designated number of 209. In accordance with *The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013* ('the Prescribed Alterations Regulations') KCC is conducting an education statutory process in order to regularise the designated number to reflect not just the current number on roll but also allow for further growth. If, for any reason we are unable to secure planning permission for the additional accommodation, we will regularise the designated number to reflect the current number on roll without the growth. The proposed designated number under these circumstances would therefore be 280.
- 1.6 The designated number can differ from the commissioned number of places in any given year. The commissioned number reflects the need for places in that particular year and can be lower than an individual school's designated number. In exceptional circumstances schools can admit over their designated number by up to 10%. This means the potential capacity is greater.
- 1.7 KCC is also consulting on the proposal to extend the lower age range to age 3 to formalise the presence of Honey Bees (the observation and assessment nursery) which moved onto the current site in September 2013. Meadowfield would have the potential to offer the following places:

Provision	Number of places (future)
Observation & Assessment Nursery	24
Primary	140
Secondary	111
Post 16	73
Total	348

- 1.8 Subject to planning approval being granted, the final phase (three) of expansion at Meadowfield School would provide continuity of education provision for KS2 and above. New facilities would include much needed additional sports facilities and reconfiguration of KS2 classrooms.
- 1.9 This report sets out the results of the public consultation, which took place between 10 October 2017 and 14 November 2017. A drop-in information session for parents was held on 19 October 2017.

2. Financial Implications

- a. Capital – A feasibility study was completed to provide the School with accommodation to meet the needs of the additional children including: a new 2 storey 6th form centre combined with a 1.5 storey PE hall; some internal reconfiguration of current 6th form accommodation to accommodate the expanding pupils groups as they move through the school.
- b. The total cost of this project is estimated to be in the region of £3.95 million from Basic Need budget. The costs are estimates which may increase as the project is developed. If the cost of the project would be exceeded by more than 10% the Cabinet Member will be required to take a further decision to allocate the additional funding.
- b. Revenue - The school will receive increased funding through the Delegated Budget. Special schools are funded using the DfE Place Plus funding methodology for High Needs Pupils. Revenue funding will also be allocated to enable the School to resource the new classrooms. At present, this is funded at a rate of £6,000 per classroom.
- c. Human – The School will appoint additional staff as the need arises.

3. Vision and Priorities for Improvement

- 3.1 These proposals will help to secure our ambition that “Every child and young person should go to a good or outstanding early years setting and school, have access to the best teaching, and benefit from schools and other providers working in partnership with each other to share the best practice as they continue to improve”, as set out in Vision and Priorities for Improvement 2016-2019.
- 3.2 The Commissioning Plan for Education Provision in Kent 2017-21 identified the need to commission additional capacity at Meadowfield School.
- 3.3 The SEN Strategy launched in September 2014 sets out the intention to provide additional places, including those for children with Autistic Spectrum Disorder (ASD).

4. Consultation Outcomes

- 4.1 Approximately 500 hard copies of the public consultation document were circulated, which included a form for written responses. The consultation document was distributed to parents/carers, staff and governors at Meadowfield school, the Local Member for Sittingbourne South, Swale Borough Councillors (Roman Ward), the Member of Parliament, the Diocesan Authorities, local libraries, Parish Councils, Swale Borough Council, and others.

- 4.2 A consultation page for Meadowfield School was set up on Kent.gov.uk. The link to the website was circulated to statutory stakeholders. All interested parties were provided with an opportunity to send in responses via the school, by post and email.
- 4.3 The consultation document was posted on the KCC website and the link to the website widely circulated. An opportunity to send in written responses using the response form, email and online was also provided.
- 4.4 The AEO and her colleagues were available at Meadowfield School during parents/carers evening on 19 October 2017 between 4pm and 7pm. Providing an opportunity for parents/carers to view plans of the proposed expansion and ask any questions.
- 4.3 Following the closure of the consultation period 60 responses were received. 52 were positive, two were negative and six were undecided. A summary of all written responses is attached at Appendix 2. The Cabinet Member for Children Young People and Education has been passed a copy of the full set of responses for his consideration.

5. Views

5.1 The view of the Local Member for Sittingbourne South:

The Local Member, Mr John Wright has been informed of the proposed changes to the school.

5.2 The view of the Headteacher and Governing Body:

The school supports the planned capacity increase and the Local Authority's endeavours to permanently increase the designated number of the school

5.3 The view of the KCC Head of SEN Assessment and Placement

Kent's SEND Strategy sets out to improve the educational, health and emotional wellbeing outcomes for Kent's children and young people with SEN and disabilities, particularly by addressing the gaps in provision and providing additional places for pupils with Autistic Spectrum Disorder (ASD). As the district special school, Meadowfield School is able to cater for pupils with profound, severe and complex needs including those with learning difficulties who have ASD.

Pupils with the most complex special educational needs are identified through an assessment and a plan of support known as an Education, Health and Care Plan (EHCP). Admission to Meadowfield School requires an EHC Plan. Nationally, the number of children needing with Plans increased by 12.1% over 2016, however in Kent we have seen above average increases were seen in Swale (and across East Kent) as well as neighbouring Maidstone District.

For many pupils with SEN, a local mainstream Primary school can offer appropriate early help and a suitable placement, with a small proportion needing a level of support that is only found in a school like Meadowfield. However, when those in mainstream schools reach Secondary age, an increasing number require access to specialist teaching, a highly differentiated curriculum and integrated therapy provision.

As the current bulge of primary aged children moves into the secondary sector, it is likely that the pupils who need specialist places would only be able to access provision by travelling long distances. There are already significant numbers of pupils who have to travel from the Isle of Sheppey. Without capacity in local

provision, the nearest suitable alternatives are most likely to be in Maidstone or Tunbridge Wells.

Meadowfield School is Swale's only existing Special school. In order to keep pace with demand for specialist provision for local children we are proposing an increase in the number of pupils for whom it can offer effective and suitable specialist education.

5.4 The view of the KCC Area Education Officer:

The Area Education Officer wholeheartedly supports the proposals to expand the school. This proposal will ensure that children with profound and complex needs living in the locality are provided with the right environment in which to learn and reach their full potential without being transported long distances to the nearest appropriate school.

Meadowfield School is Outstanding with an inspirational Principal who is very well supported by strong leaders and managers including the governing body. Ofsted has observed that from the Nursery to the sixth form, pupils develop a joy of learning at Meadowfield School.

To meet the local demand for places Meadowfield School has taken additional pupils over the past three years predominately in Year R – KS1. The school has now exceeded its designated number; and in accordance with The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, KCC proposes, subject to planning consent, to increase its designated number to 348 to allow for further growth and continuity of education for KS2 and above.

6. Proposal

- 6.1 These proposals are set out in accordance with Section 19 of the Education and Inspections Act 2006 that KCC intends to make prescribed alterations to increase the designated number at Meadowfield School from 209 to 348 for 1 September 2019 and to alter the lower age range at Meadowfield School to formally include nursery provision for 1 September 2019.
- 6.2 Local Authorities must have regard to the Department for Education (DfE) Statutory Guidance - Making 'prescribed alterations' to maintained schools (April 2016) when exercising functions under *The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013*.
- 6.3 When seeking to increase the number of places of all categories of special schools by 10% proposers must follow the statutory process set out in part 5 of the DfE's Statutory Guidance (April 2016)
- 6.4 The proposed alterations to Meadowfield (Foundation Special) School are subject to KCC statutory decision making process and planning. Decisions will be taken according to statutory procedures, including a 5 day proposed decision publication period before the decision is taken and a 5 day call-in period after the decision is taken.
- 6.5 An Equality Impact Assessment has been completed as part of the consultation. To date no comments have been received and no changes are required to the Equality Impact Assessment.
- 6.6 There will be an impact on KCC's property portfolio with the value increased.

7. Delegation to Officers

- 7.1 The Officer Scheme of Delegation; under Appendix 2 part 4 of the Council's Constitution, provides a clear and appropriate link between this decision and the actions needed to implement it. For information it is envisaged, if the proposal goes ahead, that the Director of Property & Infrastructure Support will sign contracts on behalf of the County Council.

8. Conclusions

- 8.1 The increasing demand to provide places for pupils with PCSN and ASD has led to Meadowfield School taking additional children over a three year period. The school requires new accommodation and facilities in order to cater for the needs of the additional children. Increasing the school's physical capacity is in line with our vision to ensure that children and young people in Kent get the best start in life as set out in KCC's Strategic Statement 2015-20 'Increasing Opportunities, Improving Outcomes' and the 'Commissioning Plan for Education – Kent' (2017–2021).

9. Recommendations:

Recommendations:

The Children's, Young People and Education Cabinet Committee is asked to consider and endorse or make recommendations to the Cabinet Member for Children, Young People and Education on the decision to:

Issue a public notice to

- permanently increase the designated number of the school from 209 to 348 for 1 September 2019
- alter the lower age range at Meadowfield School to formally include nursery provision for 1 September 2019.

And, subject to no new objections to the public notice

- d) Allocate £3.95 million from the Children, Young People and Education Capital budget;
- e) Authorise the Director of Infrastructure in consultation with the General Counsel (Interim) to enter into any necessary contracts/ agreements on behalf of the County Council; and
- f) Authorise the Director of Infrastructure to be the nominated Authority Representative within the relevant agreements and to enter into variations as envisaged under the contracts. Variations to contract value to be no more than 10% above the capital funding agreed by the Cabinet Member without requiring a new Record of Decision.

Note: The proposal for growth is subject to planning permission being secured for the additional accommodation. If, for any reason planning consent is not achieved KCC proposes to regularise the designated number to reflect the current number on roll. Therefore, under these circumstances, the proposed designated number would be 280.

10. Background Documents

- 10.1 Vision and Priorities for Improvement <http://www.kent.gov.uk/about-the-council/strategies-and-policies/education-skills-and-employment-policies/vision-and-priorities-for-improvement>
- 10.2 Commissioning Plan for Education Provision in Kent 2017-21
www.kent.gov.uk/educationprovision
- 10.3 SEND Strategy www.kent.gov.uk/sendstrategy
- 10.4 Consultation Document and Equalities Impact Assessment
www.kent.gov.uk/schoolconsultations

11. Contact details

Report Author:

- Marisa White
- Area Education Officer – East Kent
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- marisa.white@kent.gov.uk

Relevant Director:

- Keith Abbott
- Director of Education Planning and Access
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- keith.abbott@kent.gov.uk

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KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

Roger Gough,
Cabinet Member for Children, Young People and Education

DECISION NO:

17/00132

For publication

Subject: Proposal to increase the physical capacity at Meadowfield (Foundation Special) School from 1 September 2019

Decision:

As Cabinet Member for Children, Young People and Education I agree to:

- (a) Issue a public notice to
- permanently increase the designated number of the school from 209 to 348 for 1 September 2019
 - alter the lower age range at Meadowfield School to formally include nursery provision for 1 September 2019.

And, subject to no new objections to the public notice

- (b) Allocate £3.95 million from the Children, Young People and Education Capital budget
- (c) Authorise the Director of Infrastructure in consultation with the General Counsel (Interim) to enter into any necessary contracts/ agreements on behalf of the County Council; and
- (d) Authorise the Director of Infrastructure to be the nominated Authority Representative within the relevant agreements and to enter into variations as envisaged under the contracts. Variations to contract value to be no more than 10% above the capital funding agreed by the Cabinet Member without requiring a new Record of Decision.

Note: The proposal for growth is subject to planning permission being secured for the additional accommodation. If, for any reason planning consent is not achieved KCC proposes to regularise the designated number to reflect the current number on roll. Therefore, under these circumstances, the proposed designated number would be 280.

Reason(s) for decision:

The Commissioning Plan for Education Provision in Kent (2017-21) sets out the intention to commission additional school places in Special schools to increase PSCN provision. The Plan also mentioned a specific need to increase capacity at Meadowfield School

Over the past three years there has been an increasing demand for local places for children with profound, severe and complex special educational needs including Autism. To meet the demand for places in Swale Meadowfield has taken additional pupils. On 30 March 2017, KCC's Education and Young People's Cabinet Committee endorsed the proposal to allocate £1.14 million of capital budget to provide additional accommodation in two phases (Record of Decision reference 17/00015). Meadowfield received a reception class room and new KS1 classrooms to permanently accommodate the additional pupils.

Meadowfield School now has 282 pupils on roll but has a designated number of 209. In accordance with *The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013* ('the Prescribed Alterations Regulations' KCC is conducting an education statutory process in

order to regularise the designated number to reflect not just the current number on roll but also allow for further growth. If, for any reason we are unable to secure planning permission for the additional accommodation, we will regularise the designated number to reflect the current number on roll without the growth. The proposed designated number under these circumstances would therefore be 280.

Subject to planning approval being granted, the final phase (three) of expansion at Meadowfield School would provide continuity of education provision for KS2 and above. New facilities would include: much needed additional sports facilities and reconfiguration of KS2 classrooms

As part of the feasibility process various options were considered including possible sites for offsite 6th form provision. However, none of the sites considered were judged as appropriate for the needs of the pupils attending Meadowfield School. It is also important to note that there is no Special school on the Isle of Sheppey (Swale District) which means that significant numbers of pupils often have to travel long distances to the nearest suitable provision such as Maidstone and Tonbridge.

In reaching this decision I have taken into account:

- The need for additional school places in Meadowfield School to meet the increasing demand.
- The views of the local County Councillor, Area Education Officer; Head of SEN Assessment and Placement; Headteacher and Governing Body of Meadowfield School;
- The Equalities Impact Assessment and comments received regarding this; and
- the views of the Children Young People and Education Cabinet Committee which are set out below

Financial Implications

- a) Capital – Increasing the school's physical capacity requires the provision of additional accommodation and facilities. The total estimated cost is £3.95 million
- b) Revenue - The school will receive increased funding through the Delegated Budget. Special schools are funded using the DfE Place Plus funding methodology for High Needs Pupils. Revenue funding will also be allocated to enable the School to resource the new classrooms. At present, this is funded at a rate of £6,000 per classroom.
- c) Human – The School will appoint additional staff as the need arises.

Cabinet Committee recommendations and other consultation:

Past Pathway of Paper: 30 March 2017 - The Education Cabinet Committee considered and endorsed recommendations to release £1.14m capital to provide additional infrastructure for Year R – KS1. An education consultation took place between 10 October 2017 and 14 November 2017. An Equality Impact Assessment has been completed as part of the consultation. The documentation can be viewed online at: www.kent.gov.uk/schoolconsultations

To be added after Committee meeting

Any alternatives considered: Yes.

Meadowfield Special School is the District Special School for Swale meeting the needs of pupils with profound, severe and complex special educational needs (PSCN) for children aged 4 to 19 years. All children who attend have a statement of special educational need or an Education, Health & Care Plan. Meadowfield is judged to be Outstanding in all areas by Ofsted in November 2014.

There is also no Special school on the Isle of Sheppey (Swale District) which means that significant numbers of pupils often have to travel long distances to the nearest suitable provision. Many pupils are transported to Maidstone and Tonbridge.

Any interest declared when the decision was taken and any dispensation granted by the Proper Officer:

.....

.....

Signed

Date

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Summary of Written Responses

Kent County Council (KCC) is proposing to make prescribed alterations to Meadowfield (Foundation Special) School, Swanstree Avenue, Sittingbourne ME10 4NL to:

- permanently increase the designated number of the school from 209 to 348 for 1 September 2019
- alter the lower age range at Meadowfield School to formally include nursery provision for 1 September 2019.

Consultation documents (hard copies) distributed: approximately 500
Responses received: **59**

	Support	Undecided/ Not stated	Against	Total
Parents/Carers	36	5	0	41
Pupils	0	0	0	0
Members of Staff	8	1	2	11
Other Interested Parties	8	0	0	8
Total	52	6	2	60

In support of the proposals**Parents/Carers**

- Something that is very much needed. A lot of children are being turned away and having to go out of town.
- Development and construction of new facilities can only mean increased opportunities for students to learn and develop new skills from its use. As a parent I couldn't ask or hope for more.
- Great to hear more places are being created as there are so many children that need this extra help to give them a happy and positive school experience.
- I personally think it's a great idea as there are more children out there with a disability that need the help and support.
- Excellent news – about time!
- Most happy to go ahead with the plans – it will help the school.
- More parking would also be great.
- It will be very good for people and Sittingbourne.
- We fully support the expansion of the school. We do, however, ask that a Post 6th form provision is considered for the future, for natural progression of the increased pupil numbers.
- There is such a shortage of special school places that I think the growth of Meadowfield will benefit so many. I know it will make the school bigger but the way the different sections of the school (eg primary, secondary, 6th form) are set up it doesn't become daunting for the children.

Members of Staff

- As the school increases in size and number of pupils we must be aware to maintain the personal level and individual elements we pride in ourselves currently. Can we become too big? Obviously toilets, staff rooms, safe spaces (pods), lunch facilities, staffing need to be increased alongside.

- A significant increase in staff would be necessary to ensure pupil safety in such a large school. Additional staffing rooms such as toilets will be needed as well as safe spaces and therapy rooms.

Other Interested Parties

Headteachers/SENCOs of local primary schools

- I am delighted that the number of places is being increased. This, in my opinion, reflects the local demographics and will ensure that children with profound and complex needs are provided with the right environment in which to learn and reach their full potential.
- This is an excellent plan. There is a huge need for this provision and Meadowfield has the expertise and the land in order to meet this need. I wholeheartedly support the proposal.
- Local primary schools need more places for some children in mainstream school who would be better catered for in a specialist provision.

Gordon Henderson, Member of Parliament for Sittingbourne and Sheppey

Fully supports the proposals.

I believe the planned expansion will help address an increasing demand for local places within my constituency for children with profound, severe and complex needs including Autism.

Councillor Mike Whiting, Member serving Swale West

Fully supports the proposals.

I believe the planned expansion will help address an increasing demand for local places within my division and more generally across Swale for children with profound, severe and complex needs including autism.

Parish/Town Councils

- Both Bobbing and Borden Parish Councils unanimously support the proposed changes.
- Faversham Town Council supports the proposal.

Undecided/did not indicate whether in support or against

Staff

- Staffing? Outside areas, toilets (staff and pupils) staff work/leisure areas, extended learning pods, parking, hygiene areas, dining areas. We are losing so much outside play areas already, therapy rooms, nursing team, meeting rooms.

Against the proposals

Staff

- Very concerned about maintaining our specialised and personalised approaches to teaching/learning to larger classes/school. Facilities inadequate to cope with such a large number, ie classroom sizes, toilet facilities, playground areas, dining room. Inadequate facilities to support increase in staff: toilets, study areas, staff rooms. How many additional staff to support such an increase?
- I am concerned about this proposal because I think pupils and students are losing play space, having a reduction in the quality in terms of their environment (car park and smaller classrooms), being exposed to higher levels of pollution and not having the opportunities to move through the school as there is not enough space. How much do you think it is possible to increase the size of an outstanding school before cracks begin to show and the quality of teaching and learning becomes reduced?

From: Matt Dunkley, Corporate Director Children, Young People and Education

To: Children's, Young People and Education Cabinet Committee - 18 January 2018

Subject: Alteration of the decision to expand Deal Parochial CE Primary School by 1FE

Classification: Unrestricted

Past Pathway of Paper: Education and Young People's Cabinet Committee 30 March 2017

Future Pathway of Paper: Cabinet Member decision

Electoral Division: Deal/Walmer, Cllrs T Bond and D Murphy

Summary: This report sets out the request to defer the expansion of Deal Parochial CE Primary School until September 2020 and the reasons for the request.

Recommendation(s):

The Children's, Young People and Education Cabinet Committee is asked to consider and endorse, or make recommendations to the Cabinet Member for Children, Young People and Education on the proposed decision to:

- (i) Amend the implementation date for the expansion of Deal Parochial CE Primary School by 1FE, and the associated increase in the published admissions number to 60, until September 2020, and conditional upon the obtaining of planning permission for the school expansion; and
- (ii) Agree £250,000 of the existing capital allocation be released to deliver small scale works at Deal Parochial CEPS to facilitate a bulge class if required.

1. Background

- 1.1 In January 2017 KCC officers consulted on the expansion of Deal Parochial CE Primary School by 1FE. The results of the consultation were reported to the Education and Young People's Cabinet Committee on 30 March 2017. Following this meeting the Cabinet Member agreed to the expansion of Deal Parochial Primary School by 1FE, with effect from 1 September 2018, subject to planning permission being obtained. A public notice was issued on 12 May 2017 to this effect.
- 1.2 The expansion of the school is intended to add capacity and address the need for places forecast in the 2017-21 Commissioning Plan for Education Provision in Kent.

2. Revised Proposal

- 2.1 In March 2017 we reported that new housing already occupied in and around Deal Town was adding to the population and the demand for school places.

Our forecasts at that time showed a shortfall of Year R places in 2017 and 2018 with a very small surplus in the following two years. In order to address the pressures 30 Year R places were added for September 2017 at Hornbeam Primary School, with a permanent solution being proposed through the expansion of Deal Parochial CE Primary from September 2018. The expansion of Deal Parochial would be funded via developer contributions supplemented by the Basic Need budget.

- 2.2 The forecasts in the draft Commissioning Plan for Education Provision in Kent 2018-22 indicate less demand for primary places than previously forecast. Figure 1 outlines the changes in the Year R forecasts for the Deal planning group between the 2017-21 and the 2018-22 Commission Plans. Evidence would suggest that this is due in some part to a reduction in the build out rate of housing development. In 2015-16 there were 324 units completed, in 2016-17 this reduced to 183. Further to this the development of 220 units at Station Road, Walmer has been delayed. This development is due to be the largest contributor towards the expansion of Deal Parochial CEPS.

Figure 1: Forecast surplus/deficit Year R places in the 2017-21 and 2018-22 Commissioning Plans (if Deal Parochial expansion is deferred)

Planning Group	2018-19 (F)	2019-20 (F)	2020-21 (F)	2021-22 (F)
Deal- 2017-21 forecasts	-1	4	1	N/A
Deal- 2018-22 forecasts	1	8	12	11

- 2.3 The Headteachers of the Deal Learning Alliance have expressed concern that adding extra capacity at this point, given the reduced forecast demand, could have a negative impact on other schools in the planning group. The headteachers and governing bodies of these schools have all signed up to work with the Authority to ensure that every child in the Deal area needing a place is provided with one and to annually review the situation, should the expansion of Deal Parochial CEPS be deferred.
- 2.4 The proposal is to defer the expansion of Deal Parochial CEPS for two years, until September 2020, during which time the situation can be monitored.

3. Financial Implications

- 2.1 a. Capital – The estimated cost of the expansion is in the region of £2.85m. Presently three developer contributions totalling £506,000 have been agreed towards the expansion with KCC providing the residual funding from the Children, Young People and Education Services Capital budget. The largest contribution is due from the Station Road development, Walmer, totalling £471,011. This development has been delayed and is yet to start. Deferring the expansion will reduce KCC’s borrowing costs associated with ‘forward funding’ developer contributions and risks associated with these contributions not being received.

The counter risk is that any unexpected increase in the size of a cohort may have to be mitigated through the swift addition of a bulge class. By undertaking small scale works at Deal Parochial CEPS, estimated to be £250,000, we can ensure we have the option to open a bulge class should it be needed. This work would be required as

part of the permanent expansion, and thus would ultimately not present a significant additional cost.

- b. Revenue – When expansion takes place the School will receive increased funding through the Delegated Budget. The rising rolls will be protected in line with KCC Growth Funding Policy. Revenue funding will also be allocated to enable the School to resource each new classroom as they come on line. At present that is at a value of £6,000 per classroom. Deferral of the school expansion will correspondingly pushback the revenue expenditure.
- c. Human – The School will appoint additional staff as required, as the School size increases and the need arises.

4 Equalities Impact Assessment

- 4.1 The Equality Impact Assessment has been reviewed in light of the request to defer the expansion. No amendments have been needed. There are forecast to be sufficient primary aged places in the planning area for the period 2018-19 to 2021-22 although this is expected to be below the 5% surplus capacity required by Members.

5. Conclusion

- 5.1 In light of the reduced forecast demand the expansion of Deal Parochial CEPS should be deferred until September 2020, with small scale works being undertaken now to provide the safety valve for a bulge class should this be required.

6. Recommendation(s)

Recommendation(s):

The Children's, Young People and Education Cabinet Committee is asked to consider and endorse, or make recommendations to the Cabinet Member for Children, Young People and Education on the proposed decision to:

- (i) Amend the implementation date for the expansion of Deal Parochial CE Primary School by 1FE, and the associated increase in the published admissions number to 60, until September 2020, and conditional upon the obtaining of planning permission for the school expansion; and
- (ii) Agree £250,000 of the existing capital allocation be released to deliver small scale works at Deal Parochial CEPS to facilitate a bulge class if required.

7. Background Documents

- 7.1 Report on the proposal to expand Deal Parochial CEPS by 1FE, 30 March 2017
- 7.2 Commissioning Plan for Education Provision in Kent 2017-21
http://www.kent.gov.uk/_data/assets/pdf_file/0003/66990/Kent-Commissioning-Plan-for-Education-Provision-2017-21.pdf
- 7.3 Draft Commissioning Plan for Education Provision in Kent 2018-22

8. Contact details

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KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

Roger Gough,

Cabinet Member for Children, Young People and Education

DECISION NO:

For publication

Subject: Amend the implementation date for the expansion of Deal Parochial CE Primary School by 1FE to September 2020.

Decision:

As Cabinet Member for Children, Young People and Education I agree to:

- (i) Amend the implementation date for the expansion of Deal Parochial CE Primary School by 1FE, and the associated increase in the published admissions number to 60, until September 2020, and conditional upon planning consent being obtained for the expansion of the school; and
- (ii) Agree £250,000 of the existing capital allocation be released to deliver small scale works at Deal Parochial CEPS to facilitate a bulge class if required.

Reason(s) for decision:

- The latest forecasts from the Commissioning Plan for Education Provision in Kent 2018-22 would suggest less demand for primary school places in Deal than previously forecast, believed to be due to a reduction in the rate of house building. Therefore there is no need for the extra capacity to be added from September 2018 has reduced.
- There are forecast to be sufficient primary aged places in the planning area for 2018-19 and 2019-20.
- Local primary schools have committed to working with the Authority to ensure every child has a local school place.

In reaching this decision I have taken into account:

- The views of the Children, Young People and Education Cabinet Committee which are set out below
- The Equalities Impact Assessment and comments received regarding this

Cabinet Committee recommendations and other consultation:

To be added after Committee meeting

Any alternatives considered:

The forecasts in the draft Commissioning Plan for Education Provision in Kent 2018-22 indicate less demand for primary places than previously forecast. Figure 1 outlines the changes in the Year R forecasts for the Deal planning group between the 2017-21 and the 2018-22 Commission Plans. Evidence would suggest that this is due in some part to a reduction in the build out rate of housing development. In 2015-16 there were 324 units completed, in 2016-17 this reduced to 183. Further to this the development of 220 units at Station Road, Walmer has been delayed. This development is due to be the largest contributor towards the expansion of Deal Parochial CEPS.

The Headteachers of the Deal Learning Alliance have expressed concern that adding extra capacity at this point, given the reduced forecast demand, could have a negative impact on other schools in the planning group. The headteachers and governing bodies of these schools have all signed up to work with the Authority to ensure that every child in the Deal area needing a place is provided with one and to annually review the situation, should the expansion of Deal Parochial CEPS be deferred.

Any interest declared when the decision was taken and any dispensation granted by the Proper

Officer: None

.....
Signed

.....
Date

From: Roger Gough, Cabinet Member for Children, Young People and Education
 Matt Dunkley, Corporate Director, Children Young People and Education
 Stuart Collins, Interim Director, Early Help and Preventative Services

To: CYPE Cabinet Committee, 18th January 2018

Subject: **FUTURE ARRANGEMENTS FOR RIVERSIDE
 COMMISSIONED CHILDREN'S CENTRE**

Classification: Unrestricted

Summary:

- This paper follows on from previous discussions at CYPE Cabinet Committee on 22nd November 2017 and 5th December 2017, for the key decision relating to the six Commissioned Children's Centres in Early Help and Preventative Services (EHPS).
- CYPE Cabinet Committee was provided with the business and financial case for reviewing the disparity in cost, the effectiveness and the value for money delivered by the six commissioned children's centres across the county, when compared to the other KCC directly delivered children's centres as part of the Early Help offer. As part of this review, consideration was given to the added social value offered across some community hubs.
- On the 5th December 2017, CYPE Cabinet Committee endorsed a recommendation to bring four of the six currently Commissioned Children's Centres into internal provision, which included the Riverside Centre in Canterbury, provided by Canterbury City Council.
- Following the Cabinet Committee discussions further consideration has been given in relation to ensuring that the internal offer continues to meet the needs of the Riverside community, specifically in relation to the location of the centre and how this ensures that vulnerable families in specific wards are able to access support.
- It was felt that the case for Riverside Children's Centre needed some further exploration to ensure that the in-house offer would maintain the support to those vulnerable wards. Therefore, the decision for this Centre has been postponed to the end of January 2018 to allow for a further discussion with CYPE Cabinet Committee on the 18th January 2018. As a result, the current contract has been extended for 1 month.
- Senior Officers in EHPS have liaised with Canterbury City Council to discuss the options available and this paper sets out the outcomes of those discussions, to inform the recommendation(s).

1. Introduction

- 1.1 There are 85 Children's Centres across Kent. Of the 85, six are commissioned Children's Centres, provided by six different organisations. The remaining 79 Centres are provided directly by KCC. Of the six commissioned Centres, five are subject to a contract and one is managed via a Service Level Agreement (SLA).
- 1.2 In order to develop proposals for future options for the commissioned centres, commissioning officers have undertaken a review of each of the centres comparing unit costs, quality of provision, performance against key performance indicators (KPIs) and added social value.
- 1.3 Each of the contracts and the SLA are subject to a 3-month notice period for either their termination or reduction in funding. Any variation therefore needs to be built into the planning of timelines moving forward.
- 1.4 Since the start of the commissioning arrangements in 2012, the commissioned Children's Centres have seen an average 5% saving across all 6 commissioned centres which took effect in the 2013/14 budgets. Over the same period, the in-house Children's Centres have seen a 47% reduction in their funding. This has led to a significant and increasing gap in the levels of funding available.
- 1.5 The Canterbury Early Help District team are responsible for running 7 Children's Centres, at an average cost of £101,543 per centre. The total running cost of the Riverside Centre is £277,695k.
- 1.6 The Riverside Centre in Canterbury is owned by Canterbury City Council. The provision is then sublet to the directorate within Canterbury City Council who are responsible for the provision of the service. The Children's Centre then sublets approximately 80% of the physical space to a private nursery.
- 1.7 In recent years, there have also been changes to both the Ofsted framework and the way in which Children's Centres are embedded into the local Early Help offer, where Children's Centre staff are expected to take on additional support caseloads, domestic abuse notifications, targeted parenting work and cases stepped-down from Specialist Children's Services in order to reduce the impact and caseloads within SCS.

2. Review Findings

- 2.1 Throughout the review, the commissioning team took into account a number of key factors; performance, unit cost and value for money as well as property and buildings.
- 2.2 There are a number of standard key performance indicators that can be compared against the county performance. Two of these relate to the numbers of families that a centre has registered, and how effective they are in reaching to support them. There is a particular focus on how effective a centre is at reaching the 0-2 age group of children as this best represents 'new families' coming into the centres rather than relying on maintenance of the same client group. Access to good early years education is a key indicator for school readiness.

2.3 The data at Fig. 1 below shows the performance of the Riverside Centre, when compared to the performance of the KCC directly delivered centres against the Kent baseline. The Riverside Centre demonstrates average performance, despite its enhanced budget position.

Fig. 1

Centre	Target Group	Children's Centre					District				
		Reach Area Baseline	Registration	Reach	Reg/BL	Reach/BL	District Baseline	Registration	Reach	Reg/BL	Reach/BL
Riverside	All Children 0-5	1,494	1,236	817	82.7	54.7	7,613	5,771	3,882	75.8	51.0
	All Children 0-2	573	441	331	77.0	57.8	2,876	1,999	1,573	69.5	54.7
65% and better											
50-65%											
Less than 50%											

2.4 In order to properly compare activity cost and value for money, the commissioning team undertook a unit cost exercise. In all cases, corporate landlord costings were included but figures which counted attendance at any onsite nurseries or services/activities funded by sources other than the commissioned children's centre budget in question were removed.

2.5 The table at Fig. 2 below demonstrates these findings for Riverside and Canterbury. The costings are a volume unit cost for each individual user who steps over the threshold. Using these figures for the Riverside Centre, it costs £14.12, so a family visiting the centre for one stay and play session that is made up of one parent and two children would cost £42.36. Families using the Riverside Centre are also charged £1.50 per group attendance. If brought into internal provision, this charge would cease, as it is not part of any internal KCC Children's Centre practice.

Fig. 2

Current Total Budget	Riverside Volume Unit Cost	Canterbury District Average Unit Cost
£277,695.00	£14.12	£8.21

2.6 Whilst not forming part of the contract and therefore not monitored against KPIs, social value is an important element of any community based service and discussions at both Cabinet Committee and with Members and Officers from Canterbury City Council identified some areas of social value which Members felt were important and have now been included in the conclusions of this report. Furthermore, drawing on these discussions, it has been recognised that the location of the Riverside Centre plays a significant role in ensuring that vulnerable families in specific wards are able to access services.

2.7 In earlier iterations of the proposals regarding the Commissioned Children's Centres, as discussed at meeting of the CYPE Cabinet Committee on 22nd November 2017 and 5th December 2017, consideration was already given to delivering a number of services from the existing Riverside site. Following these debates and discussions with Canterbury City Council, it is proposed that Kent County Council commits to sustaining existing services at the Riverside Centre. At the same time, bringing service provision in-house can, through economies of scale and integration with existing the Children's Centre network, deliver the required savings.

2.8 In order to deliver the identified activities at the Riverside Centre, KCC and Canterbury City Council have reached an in principle agreement for a 3 year lease in the amount of £22k per year (£66k in total) for EHPS to operate a full service from the Riverside centre. This cost is in addition to the £102k budget for the in-house proposal.

3. Proposed District Replacement Offer

3.1. Using the £277,695 budget, the current service offer at the Riverside Centre, provided by Canterbury City Council includes:

- Sign and Rhyme
- Saturday Fun Time (once a month)
- Polish Group
- Health Clinics
- Bumps to Walkers
- Breast Feeding Group
- YAPs Group
- Domestic Abuse One Stop Shop
- Sensory Room
- Toddler Group*
- Stay and Play x 2*
- Japanese Group*

*outreach work

3.2. The proposed in-house offer will be delivered within a budget of £102,000 and consists of:

- All of the current Riverside provision (listed above)
- Family First Aid
- Little Talkers
- Targeted Home Visits
- Flying Start – School Readiness
- Adult Education
- Parenting Programmes
- Additional Support (incl. case holding)
- Support to Child Protection Work

3.3. Appendix 1 shows the detail of the proposed in-house offer, including those activities/services which would be delivered at the Riverside Centre and those that could be delivered in other community settings, as part of outreach work. The EHPS District Manager responsible for Canterbury has suggested that outreach provision would be achievable, utilising community buildings in the area (e.g. community halls, faith properties etc).

4. Conclusion

4.1. The extensive in-house support that can be offered within a budget of £102k, which includes the in principle agreement for a 3 year lease arrangement (£66k) to utilise the necessary space at the Riverside Centre, delivers a saving of £153,695 p.a (Fig. 4).

Fig. 4

Current Budget	New Budget (-63%)	Budget Variance	Lease Cost (per annum)	Saving (per annum)
£277,695	£102,000	£153,695	£22,000	£153,695

4.2. Advantages:

- Cost savings associated with the end of this contract with a transfer to internal provision, would equate to £153,695 p.a. and contributes to an overall saving of £503,567 saving p.a. across the Commissioned Children’s Centres.
- EHPS staff and managers are confident that, by moving to an internal provision delivery model, service delivery and flexibility would be improved.
- The proposal would maintain the added social value by running specific activities within the Riverside Centre.

5. Recommendation

5.1. To bring Riverside Children’s Centres into KCC directly delivered provision fully within the Early Help model and re-provision the existing Early Help offer with services continuing to be delivered at the Riverside Centre, as set out in Appendix 1, through a 3 year lease agreement with Canterbury City Council.

Appendix 1

Commissioned Childrens Centre Review - District Replacement Offer (Canterbury)		
Service/Activity	Descriptor of Service/Activity	Proposed Location
ABC	Course for First Time Parents	Riverside Centre
About Boys Course	Course for parents with Boys, looking at boys development, strategies, learning opportunities, etc	St Stephen's Community Centre
Adult Ed - District Offer (including English and Maths when there is an identified need)	Course Delivered by Kent Adult Education at St Stephen's Community Centre	St Stephen's Community Centre
Baby Massage		Riverside Centre
BookStart Visits		Riverside Centre
Breast Pump Loan Scheme	Pump loan scheme for mother's with a medical need	Riverside Centre
Breastfeeding Group with Peer Supporters	Delivered by volunteers	Riverside Centre
Bumps To Walkers	Universal group from pregnancy to child walking	Riverside Centre
Canterbury Childminding Group	Group run by Childminders	Riverside Centre
Counselling Sessions	Counselling Session delivered by volunteer	Riverside Centre
Employment & Training Drop-in	Training and employment advise - drop in session	Riverside Centre
Family First Aid - Part of District training offer	Course delivered by Kent Adult Education	St Stephen's Community Centre/Spring Lane Community Centre
Family Fun Events across the district, including areas of most need e.g. at Howe Green, Northgate	Holiday Events	Howe Green, Northgate, Querns, etc
Free For 2 (FF2) Contact	Contacting FF2 families, bookstart visits	All contact (centres/home visits, etc)
Flying Start - part of the District training offer	Course for Families whose children are starting school - Delivered by Kent Adult Education	St Stephen's Community Centre/Spring Lane Community Centre
Food Bank Vouchers		All contact (centres/home visits, etc)
Health Visitor Clinic	Thursday - 1pm to 3pm - Delivered by NHS	Riverside Centre
Health Visitor Development Checks	Not on timetable	Riverside Centre
Health Trainer	Health trainer session delivered by NHS	Riverside Centre
Healthy Start Vitamins Child		Riverside Centre
Home Safety Visit Checks	These visits would merge with KCC processes - included in targeted and additional support requests	District Additional Support Offer (at home)
Introducing Solids Workshop	Delivered by NHS	Riverside Centre
Japanese Group	Volunteer Led group	Riverside Centre
Little Library		Riverside Centre
Little Talkers	Course designed for parents with children needing speech and language support	St Stephen's Community Centre/Spring Lane Community Centre
Midwife Clinic	5 Days per week	Riverside Centre
Messy Mondays		Riverside Centre
Multi-sensory Room		Riverside Centre
One Stop Shop	Supporting victims of domestic abuse. Run by the Canterbury Domestic Abuse Forum	Riverside Centre
Polish Group	Volunteer Led group	Riverside Centre
Resilient Parents Programme - part of the District Parenting Offer	Course for parents to build confidence and raise self esteem - Would be renamed 'Building Resilience' to fit in with district offer	St Stephen's Community Centre/Spring Lane Community Centre
Saturday Family Funtime (1 session per month)	Universal Stay and Play group for families on a Saturday	Riverside Centre
SIGN & RHYME	Course for parents and children to learn basic signing	Riverside Centre
Smoking Cessation Clinic	Sessions delivered by NHS	Riverside Centre
Solihull - part of the District Parenting Offer	12 week Parenting Course to support families with their child's behaviour	St Stephen's Community Centre/Spring Lane Community Centre
Stay & Play at Poets	Session delivered by CDEYP	Session delivered by CDEYP at Poet's Corner
Stay & Play at St Stephens	Universal group from children aged 0 - 5 years	St Stephen's Community Centre
Stay & Play/Weekly Activity at Howe Green/Spring Lane	Universal group from children aged 0 - 5 years. Howe Green is a target area. Spring Lane would need to be used	Spring Lane
Targeted Home Visiting	These visits would merge with KCC processes - included in targeted and additional support requests	District Additional Support Offer (at home)
Time for You	Post-Natal Depression Support Group	St Stephen's Community Centre/Spring Lane Community Centre
Volunteers Action Support Group / Training		Riverside Centre
Welcome Visits	Welcome visits offered	District Additional Support Offer (all centres)
YAP's Group	Young Parents group - Year long course	Spring Lane currently used, low take up this year, new venue being discussed at annual conversation
Your Future Your Choices		St Stephen's Community Centre/Spring Lane Community Centre

KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

Roger Gough,
Cabinet Member for Children, Young People and
Education

DECISION NO:

17/00121 (b)

Unrestricted

Subject: Commissioned Children's Centres

Decision:

As Cabinet Member for Children, Young People and Education Cabinet I agree to:

1. To bring Riverside Children's Centres into KCC directly delivered provision fully within the Early Help model and re-provision the existing Early Help offer with services continuing to be delivered at the Riverside Centre, through a 3 year lease agreement with Canterbury City Council, as set out in Appendix 1 of the report presented to CYPE Cabinet Committee on 18th January 2018.

Reason(s) for decision:

In taking this decision I have taken into consideration the views of the Children's, Young People and Education Cabinet Committee which are set out below:

- Levels of Children's Centre provision and performance delivered within existing financial envelopes.
- Additional Social Value that some of the centres bring to local Kent Communities.
- The potential impact on service users

Cabinet Committee recommendations and other consultation:

Following the discussion on the 22nd November 2017, it was agreed that further information and scoping was required before a decision could be taken. This included further conversations with the commissioned centres. This information was presented to CYPE Cabinet Committee at an extraordinary meeting on the 5th December 2017 and resulted in the endorsement of the decision outlined above.

Following this, conversations between the provider and KCC have taken place, which have meant that a more detailed discussion on this proposed decision at CYPE Cabinet Committee is required.

Any alternatives considered:

This recommendation was included in the report presented to CYPE Cabinet Committee on the 22nd November 2017 and on the 5th December 2017:

1. To bring four of the six currently commissioned Children's Centres (Riverside, Folkestone Early Years, Hythe Bay and The Village) into internal provision.
2. To ensure a robust re-provision of the existing EHPS offer to include delivery of service that is currently provided by four of the Commissioned Children's Centres (listed in above).
3. To reduce the current funding levels of the two remaining commissioned centres, Millmead and

Seashells, by 30%.

Any interest declared when the decision was taken and any dispensation granted by the Proper Officer:

None

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Signed

.....
Date

From: Roger Gough, Cabinet Member for Children, Young People and Education
 Matt Dunkley, Corporate Director for Children, Young People and Education

To: Children's, Young People and Education Cabinet Committee – 18 January 2018

Subject: REVENUE & CAPITAL BUDGET MONITORING – OCTOBER 2017-18

Classification: Unrestricted

Summary:

To provide the **Children's, Young People and Education Cabinet Committee** with the latest revenue and capital budget monitoring position for the 2017-18 financial year.

Recommendation(s):

The Children's, Young People and Education Cabinet Committee is asked to note the revenue and capital forecast variances for the 2017-18 budget that are within the remit of this Cabinet Committee, based on the October monitoring position presented to Cabinet on 15 January 2018.

1. Introduction
 - 1.1 This report provides the latest forecast outturn position for the budgets under the remit of this Cabinet Committee.
2. Background
 - 2.1 A high level financial monitoring report is regularly presented to Cabinet, usually on a monthly basis, outlining the revenue and capital forecast outturn position for each directorate together with key activity indicators. This information is being reported to Cabinet Committees following consideration by Cabinet. A link to the latest report based on the position as at 31 October, which was presented to Cabinet on 15 January, has been provided below.
 - 2.2 Although a link to the full report is provided, this Cabinet Committee only needs to consider the items that are within its remit. These are contained within the following sections of the Cabinet report:
 - a) Paragraphs 3.3.1 to 3.3.3 and 3.3.5 provide the movement in the Revenue budget monitoring position from the previous report.
 - b) Paragraphs 3.4.1 to 3.4.3 and 3.4.5 provide the headline reasons for the Revenue budget forecast outturn variance position.
 - c) Paragraph 3.5 provides the latest forecast position on the total of maintained school reserves as well as the forecast deficit on the centrally held Dedicated Schools Grant reserve.
 - d) Paragraph 5.3 provides the headline reasons for the Capital budget monitoring position.

- e) Appendix 1 provides a more detailed breakdown of the revenue budget forecast variances.
- f) Appendix 2 provides both financial and activity information on our more complex demand driven budgets. Graphs 2.7 to 2.11 and 2.13 are within the remit of this Cabinet Committee.
- g) Appendix 3 provides both financial and activity information for Unaccompanied Asylum Seeking Children.

3. Recommendation(s):

The Children's, Young People and Education Cabinet Committee is asked to note the revenue and capital forecast variances for the 2017-18 budget that are in the remit of this Cabinet Committee, based on the October monitoring position presented to Cabinet on 15 January 2018.

4. Background documents

4.1 October budget monitoring report presented to Cabinet on 15 January 2018

5. Contact details

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From: Roger Gough, Cabinet Member for Children, Young People and Education

Matt Dunkley, Corporate Director for Children, Young People and Education

To: Children's, Young People and Education Cabinet Committee – 18 January 2018

Subject: Draft 2018-19 Budget and 2018-20 Medium Term Financial Plan

Classification: Unrestricted

Summary:

County Council debated the authority's Autumn Budget Statement on the 19 October 2017. The Autumn Budget Statement report set out an update to the Medium Term Financial Plan (MTFP) for 2018-19 and 2019-20 including progress on proposals to close the unidentified budget gap in the original plan. County Council reaffirmed the role of Cabinet Committees in scrutinising the budget. This report is designed to accompany the final draft 2018-19 Budget and 2018-20 MTFP which is due to be published on 12th January.

Recommendation(s):

The **Children's, Young People and Education Cabinet Committee** is asked to note the draft budget and MTFP and is invited to make suggestions to the Cabinet Member for Children, Young People and Education on any other issues which should be reflected in the draft budget and MTFP prior to Cabinet on the 5 February 2018 and County Council on the 20 February 2018.

1. Introduction

- 1.1 The draft Budget and MTFP publication, which we intend to publish on 12 January, sets out the overall national and local fiscal context, KCC's revenue and capital budget strategies, and KCC's treasury management and risk strategies. It also includes a number of appendices which set out the high level revenue budget plan, a more detailed one year plan by directorate, prudential and fiscal indicators, and an assessment of KCC's reserves. The financial plans in this publication take into account all of the significant changes from the current year including additional spending demands, changes to funding, and the consequential savings needed to balance the budget to the available funding.

2. Fiscal Environment and KCC Financial Strategy

- 2.1 Cabinet Committees need to have regard to the overall fiscal environment in which the Council has to operate, and the Council's overall budget strategy, when considering individual Directorate proposals. The revenue budget and Medium Term Financial Plan (MTFP) and the capital investment programme have been proposed based on the spending plans set out from central government in the 2015 Spending Review (SR2015) and subsequent annual Budget Statements and Local Government Finance Settlements. SR2015 represented an extension of the period of austerity on public spending from 2010 in response to the need reduce the national budget deficit and control the total public sector borrowing. SR2015 allowed individual authorities to

agree to a four year budget plan setting out intended medium term efficiencies in return for greater certainty of government grant allocations.

- 2.2 SR2015 represented a flat cash settlement for local government for the period 2016-17 to 2019-20. Effectively this means that the whole sector could expect to have the same amount in total to spend on local services in 2019-20 as it had in 2015-16, in cash terms. This flat cash settlement included phased reduction in the main Revenue Support Grant (RSG) and transitional grants to mitigate the impact in 2016-17 and 2017-18; the phased introduction of Improved Better Care Fund (iBCF) from 2017-18 onwards; and annual council tax increases to cover inflation/referendum limit, estimated increases in the tax base, and the introduction of an 8% social care precept over the four year period (2% per annum). In reality flat cash represents a significant reduction in real terms as it provides no additional funding to cover rising costs and demand for local government services, and requires all councils to find substantial spending reductions/income generation in order to set balanced budgets (a statutory requirement). The only viable alternative to budget savings/income generation is to seek agreement to higher council tax increases under the referendum arrangements introduced under the Localism Act 2011.
- 2.3 The settlement for 2017-18 was improved for social care allowing greater flexibility over the social care council tax precept (enabling up to 3% to be levied in any one year but no more than 6% over the period 2017-18 to 2019-20) and the introduction of a one-off social care support grant in 2017-18. These changes allowed councils to support additional spending in the short term but had no impact on the medium term flat cash settlement. The March 2017 Budget included additional monies in the iBCF in 2017-18 (with lesser increases for 2018-19 and 2019-20). This announcement enabled the council to address urgent issues around delayed transfers of care and market sustainability and marginally improved the flat cash equation over the four year settlement.
- 2.4 The provisional local government settlement 2018-19 did not include any substantial changes to the grant settlements from previous announcements i.e. substantial reductions in RSG, removal of transitional grants in 2018-19, and phased introduction of iBCF over three years. This when combined with council tax increases (base, referendum limit and social care precept) maintained the flat cash equation. The settlement allowed for an increase of 1% on the council tax referendum limit (3% for 2018-19 and 2019-20) and the announcement of 10 additional areas to pilot 100% business rate retention as a one-off for 2018-19.

3. Specific Issues for the Children's, Young People and Education Cabinet Committee

- 3.1 Normally we would provide details in this section of the material unavoidable spending pressures and savings. However as the publication of the draft 2018-19 Budget Book and 2018-20 Medium Term Financial Plan is after the publication of this paper we are therefore unable to provide any information within this report. Full details of the Directorate's budget proposals will be included with the draft 2018-19 Budget Book and 2018-20 Medium Term Financial Plan which we intend to publish on the 12 January. This document will set out the whole council budget and MTFP. Individual committees will need to refer to the individual directorate tables in the capital programme (section 3), revenue budget (sections 4/5), and appendix A(ii) to the MTFP.

Dedicated Schools Grant (DSG)

- 3.2 The Government announced on the 19 December our Dedicated Schools Grant (DSG) allocation for 2018-19. Our funding for 2018-19 includes the introduction of the National Funding Formula as well as reflecting the growth in overall pupil numbers. Further details of this settlement are included within section 2 of the MTFP from paragraph 2.37.
- 3.3 One of the biggest challenges for this Council is managing the rising pupil population, particularly High Needs pupils at a time of minimal growth funding from the DfE. Our High Needs block has received only a minimal 0.5% increase yet our demand for funded places continues to rise at a much higher rate. We have discussed this position with the Schools' Funding Forum and agreed to transfer an additional 0.5% (c. £4.3m) from the School Block to help meet this pressure. However this still leaves a funding gap. We cannot meet this funding gap from reserves as we no longer have a surplus balance in our DSG reserve. The Council's policy is to not "top up" DSG with Council funding so we are therefore considering what further action we can take to help manage demand so that we continue to fulfil our statutory responsibilities whilst also remaining within our available annual DSG funding.

4. Recommendation(s):

The **Children's, Young People and Education Cabinet Committee** is asked to note the draft budget and MTFP and is invited to make suggestions to the Cabinet Member for Children, Young People and Education on any other issues which should be reflected in the draft budget and MTFP prior to Cabinet on the 5 February and County Council on the 20 February.

5. Background documents

- 5.1 Consultation materials published on KCC website and the outcome report.
- Budget Consultation Materials - <http://www.kent.gov.uk/about-the-council/have-your-say/our-budget>
- 5.2 The Chancellor of the Exchequer's Spending Review and Autumn Statement on 22 November 2017 and OBR report on the financial and economic climate.
- Autumn Budget Statement - <https://www.gov.uk/government/publications/autumn-budget-2017-documents/autumn-budget-2017>
- OBR Forecasts <http://budgetresponsibility.org.uk/download/economic-and-fiscal-outlook-november-2017/>
- 5.3 The provisional Local Government Finance Settlement 2018-19 announced on 19 December 2017 - <https://www.gov.uk/government/speeches/provisional-local-government-finance-settlement-2018-to-2019-statement>
- 5.4 The 2018-19 Dedicated Schools Grant settlement – <https://www.gov.uk/government/publications/dedicated-schools-grant-dsg-2018-to-2019>

6. Contact details

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From: Roger Gough, Cabinet Member for Children, Young People and Education
Matt Dunkley, Corporate Director for Children, Young People and Education

To: Children's, Young People and Education Cabinet Committee –
18 January 2018

Subject: Children, Young People and Education Directorate Performance Scorecard

Summary: The Children, Young People and Education performance management framework is the monitoring tool for the targets and the milestones for each year up to 2020, set out in the Strategic Priority Statement, Vision and Priorities for Improvement, and service business plans. This is a regular standing item for the Cabinet Committee to monitor performance on all key measures.

Recommendations: The Children's, Young People and Education Cabinet Committee is asked to review and comment on the Children, Young People and Education performance scorecard, which now includes Education, Early Help, and Specialist Children's Services.

1. Introduction

- 1.1 The Cabinet Committee receives a performance management scorecard which is intended to support Committee Members in reviewing performance against the targets set out in the Strategic Priority Statement, Vision and Priorities for Improvement, and service business plans.

2. Children, Young People and Education Performance Management Framework

- 2.1 The performance scorecard indicators are grouped by frequency; the first section shows monthly and quarterly indicators, the second details annual measures.
- 2.2 Management Information, working with Heads of Service, also produce service scorecards, which are more detailed than the summary level Directorate scorecard. In addition to the Directorate scorecard there is an Early Help and Preventative Services monthly scorecard and a quarterly scorecard for School Improvement, Skills and Employability services and Early Years and Childcare. There are also monthly performance reports for young people Not in Employment, Education or Training (NEET), exclusions and those with Special Educational Needs (SEN). For Specialist Children's Services (SCS) the Monthly Scorecard covers the key performance measures for the service, and service specific Performance Scorecards are also produced for the following service areas: Children in Care; Adoption; Fostering; Care Leavers; Missing Children; and Quality Assurance Reporting.

2.3 The indicators on the Directorate scorecard provide a broad overview of performance, and are supported by the greater detail within the service scorecards.

3. Current Performance

3.1 The performance scorecard highlights some notable progress and some areas for improvement as indicated by their RAG status. Some indicators and targets have been updated to align with the latest version of Vision and Priorities.

3.2 The data sources page (page 4 of the scorecard report) details the date each indicator relates to, as the reporting period differs between measures. Indicator definitions are given on pages 6 - 8.

3.4 The percentage of Early Years settings which were Good or Outstanding at 97.7% is broadly in line with the target of 97.5%. This is excellent progress, and sustaining this standard whilst also increasing the amount of outstanding provision remains a key priority for the Early Years and Childcare Service. The take-up for two years olds in November 2017 was 67.4%. Other priorities include the ongoing delivery of 30 Hours of Free Childcare, working in partnership with Children's Centres to continue to increase the take up of Free Early Education places by eligible two-year-olds, increasing the number of children achieving a Good Level of Development at the end of the Early Years Foundation Stage, narrowing achievement gaps, and increasing the number of Early Years settings working within a collaboration.

3.5 The percentage of schools that are good or outstanding has increased marginally from 91.4% to 92.0% which is one percentage point below the 2017/18 target of 93%. In November 2017, 505 of the 549 schools in Kent with a current inspection were good or outstanding. This means in Kent 92.9% of pupils were attending good or outstanding schools compared to 87.8% at the same time last year, an increase of 15,227 children receiving a better education. Kent has 22% of schools judged to be outstanding compared to the national figure of 21%. We remain determined, working in partnership with schools, to continue the positive trajectory seen in Kent. Improving outcomes and reducing the performance gaps are at the forefront of our work. One of the priorities moving forward is to increase the number of schools graded as outstanding and moving those who require improvement to become good as quickly as possible. We remain on track for our long term target that 95% of schools will be good or outstanding by 2018.

3.6 The percentage of Education, Health and Care Plans (EHCPs) issued within the statutory 20 weeks was 73.9% (658 out of 890) in the quarter against a target of 90%. The latest SEN2 data shows the national figure for 2016 to be 58.6% so Kent's performance is well above. In the past year, KCC's Special Educational Needs teams are receiving new referrals for statutory assessment at an unprecedented rate. The numbers across Kent are the highest the County Council has ever seen, having carried out 1004 statutory assessments in 2016 compared with 880 in 2014. The Service saw a 16% rise over the last year. This is in addition to assessing over 8,000 existing pupils with Statements who must be transitioned to new Education Health and Care Plans. Managing transitional arrangements alongside new assessments is adversely impacting on the proportion that can be completed within 20 weeks.

3.7 The number of permanent exclusions of Primary aged pupils is 19, seven above the target. The number of permanent exclusions from Secondary schools has

decreased from 48 to 39, four higher than the target of 35. Both rates however are lower than the national figures (reported as a rate of the school population). The way in which schools access support from the PRU, Inclusion & Attendance service has been streamlined. This process ensures one single route into the service, through a new Digital Front Door, and appropriate and timely allocation of work. Since this was rolled out feedback from schools has been very positive.

- 3.8 The rate of Early Help notifications received per 10,000 of the 0-17 population is 363.0. The percentage of Early Help cases closed by Early Help Units with outcomes achieved has decreased slightly from 79.4% to 77.5% and is below the target of 87%. We are now receiving higher volumes of Domestic Abuse Notifications from the Police prior to consent being gained, and a significant proportion of these families do not wish to engage with any services so the cases are closed due to disengagement. However, for unit cases initiated via an Early Help Notification 85% of cases are closed with outcomes achieved, which is above the 80% service standard. Recruitment to the management structure for the new Front Door has taken place and the planning for the implementation of the new arrangements is underway. Planning activity is also underway for the wider Children and Young People's Service Integration Programme (CYPSIP), to explore opportunities for closer working between Specialist Children's Services and Early Help, and with partners, to improve outcomes for families.
- 3.9 For Specialist Children's Services the key area of concern is the average caseload of Social Workers in the Children's Social Work Teams (CSWT) which for November 2017 was 23.7, against a target level of 18 cases. Current performance is a consequence of the increase in the total caseload for SCS, which has risen from 9,840 in March 2017 to 10,632 in November 2017. The caseloads of Social Workers within the Children in Care teams is 15.6 and above the Target of 15. Several measures have been put in place to reduce the caseloads of Social Workers, including increases in the establishment levels of those Districts who are experiencing the greatest pressures. There has been an increase in the percentage of Social Worker posts which are filled by permanent qualified Social Workers and the November rate of 82.9% is the highest rate achieved in the year to date.
- 3.10 The remaining SCS indicator within the CYPE Scorecard not to achieve the Target is the percentage of Children in Care in KCC Foster Care/Relative and friends placements which at 84.9% this is just below the target of 85%.
- 3.11 The Ministry of Justice has changed the way it reports the rate of re-offending by children and young people. The change is from 12 month offender cohorts to 3 month offender cohorts' which results in a greater proportion of prolific offenders and hence higher reoffending rates of around 4-5 percentage points for both adults and juveniles. The same prolific offender could now be counted multiple times as opposed to once. Using the new measure the rate of proven re-offending by CYP is 34.2. The number of first time entrants to the Youth Justice system at 310 is just ahead of the target of 330.
- 3.12 The 2016-17 results for pupils at the end of the Early Years Foundation Stage (EYFS) shows that in Kent 74.3% of children achieved a good level of development compared to 74.8% in 2015-16. National data shows Kent is 3.6 percentage points above the England average figure of 70.7%. 310 schools (out of 442) are above the national figure. Where there has been a reduction in GLD assessments, schools have been invited to explain the judgements. They have often cited children's low starting points especially in verbal language skills,

physical disabilities and mobility. There has been a number of children who have arrived from overseas with no pre-school or school experiences, and therefore no assessments have accompanied them.

- 3.13 Key Stage 2 data for the percentage achieving the expected standard in reading, writing and mathematics for Kent is 64% which compares favourably to the national figure of 61%. The FSM gap at 25.4 percentage points is wider than the target of 18 percentage points.
- 3.14 Attainment 8 is a point score based on attainment across eight subjects which must include English; mathematics; three other English Baccalaureate (EBacc) subjects (sciences, computer science, geography, history and languages); and three further subjects, which can be from the range of EBacc subjects, or can be any other approved, high-value arts, academic, or vocational qualification. The average score at Key Stage 4 in Attainment 8 at 46.0 is below the target of 52.0 but is broadly in line with the state-funded sector total of 46.1 and above the England total of 44.2.

4. Recommendations

- 4.1 The Children's, Young People and Education Cabinet Committee is asked to review and comment on the Children, Young People and Education performance scorecard.

Background Documents


CYPE Directorate Scorecard – November 2017

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Children, Young People and Education Performance Management

Children, Young People and Education Directorate Scorecard

November 2017

Produced by: Management Information, KCC

Publication Date: 21st December 2017



Guidance Notes

POLARITY




H	The aim of this indicator is to achieve the highest number/percentage possible
L	The aim of this indicator is to achieve the lowest number/percentage possible
T	The aim of this indicator is to stay close to the target that has been set

RAG RATINGS



RED	Floor Standard* has not been achieved
AMBER	Floor Standard* achieved but Target has not been met
GREEN	Target has been achieved

* Floor Standards are set in Directorate Business Plans and if not achieved must result in management action

DIRECTION OF TRAVEL (DOT)

	Performance has improved
	Performance has worsened
	Performance has remained the same

INCOMPLETE DATA

	Data not available
	Data to be supplied

Data in italics indicates previous reporting year

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DATA PERIOD

R12M	Monthly Rolling 12 months
MS	Monthly Snapshot
YTD	Year To Date
Q	Quarterly
A	Annual

CHILDREN, YOUNG PEOPLE AND EDUCATION SCORECARDS

CYPE	Children, Young People and Education Directorate Scorecard
SISE	School Improvement and Skills & Employability Scorecard
EY	Early Years Scorecard
EH	Early Help Monthly Scorecard
SEND	Special Educational Needs & Disabilities Scorecard
SCS	SCS Performance Management Report

KEY TO ABBREVIATIONS

CIC	Children in Care
CSWT	Children's Social Work Teams
CYP	Children and Young People
DWP	Department for Work and Pensions
EY	Early Years
EYFE	Early Years Free Entitlement
EYFS	Early Years Foundation Stage
FF2	Free For Two
FSM	Free School Meals
NEET	Not in Education, Employment or Training
SCS	Specialist Children's Services
SEN	Special Educational Needs

Directorate Scorecard - Kent

Monthly and Quarterly Indicators		Polarity	Data Period	QPR	Latest Result	Target 2017-18	RAG 2017-18	Previously Reported Result	DOT	Kent Outturn 2016-17	Target 2016-17	RAG 2016-17
SISE31	Number of schools in Ofsted Category (special measures or serious weakness)	L	MS		3	0	AMBER	1	↕	1	0	AMBER
SISE34	Percentage of all schools with Good or Outstanding Ofsted Judgements - Overall Effectiveness	H	MS		92.0	93	AMBER	91.4	↑	91.8	92	AMBER
EY8	Percentage of EY settings with Good or Outstanding Ofsted Judgements - Overall Effectiveness (non-domestic premises)	H	MS	✓	97.7	97.5	GREEN	97.8	↕	97.2	97	GREEN
EY2	Percentage of DWP and other identified eligible 2 year olds taking up a free early education place	H	MS		67.4	80	RED	66.6	↑	66.6	78	RED
SEND11	Percentage of Education, Health and Care Plans (EHCPs) issued within 20 weeks	H	R12M	✓	73.9	90	RED	74.0	↕	74.7	90	RED
CYPE1	Number of pupils being placed in independent or out-of-county special schools - Kent resident pupils	L	MS		720	260	RED	664	↕		325	
EH43	Number of permanent exclusions from the primary phase - all Year R to Year 6 pupils	L	R12M		19	12	RED	21	↑	19	15	RED
EH44	Number of permanent exclusions from the secondary phase - all Year 7 to Year 14 pupils	L	R12M		39	35	RED	48	↑	49	40	RED
CYPE6	Percentage of Children Missing Education cases, closed within 30 days	H	R12M		70.7	80	RED	75.9	↕	74.3	75	AMBER
SISE49	Number of apprenticeships 16-18 year olds (2016-17 Quarter 4 data compared to 2016-17 Target)	H	Q	✓	2,670	3,600	RED	2,400	↑	2,670	3,600	RED
SISE71	Percentage of Year 12-13 age-group (16-17 year olds) not in education, employment or training (NEET)	L	MS	✓	2.2	2.0		1.6	↕	3.2	2.5	
SISE59	Percentage of unemployment among 18-24 year olds	L	MS		2.8	2.0	RED	2.7	↕	2.9	2.0	RED
EH02	Rate of notifications received per 10,000 0-17 population (rolling 12 months)		MS		363.0			366.8		391.0		
EH16	Percentage of cases closed by Early Help Units with outcomes achieved	H	MS	✓	77.5	87	RED	79.4	↕	79.6	86	#VALUE!
EH52	Percentage of Assessments completed in the given month, on open cases within 6 weeks of allocation	H	MS		61.6	60	GREEN	45.3	↑			
CYPE8	Rate of proven re-offending by CYP	L	Q		34.2							
CYPE9	Number of first time entrants to Youth Justice system	L	R12M	✓	310	330	GREEN					
SCS1	Re-referrals within 12 months	L	R12M		21.9	25.0	GREEN	21.9	↑	23.4	25.0	GREEN
SCS8	Percentage of Returner Interviews completed for those with SCS Involvement	H	R12M		90.3	85.0	GREEN	91.8	↕	91.7	85.0	GREEN
SCS13	Percentage of children becoming subject to a child protection plan for the second or subsequent time	T	R12M	✓	17.8	17.5	GREEN	17.8	↕	19.3	17.5	GREEN
SCS18	Children in Care in same placement for the last two years (for those in care for two and a half years or more)	H	MS	✓	71.0	70.0	GREEN	69.8	↕	69.0	70.0	AMBER
SCS19	Percentage of CIC Foster Care in KCC Foster Care/Rel & Friends placements (exc UASC)	H	MS	✓	84.9	85.0	AMBER	85.3	↕	86.5	85.0	GREEN
SCS29	Average number of days between becoming a child in care and moving in with an adoptive family	L	R12M	✓	351.9	426.0	GREEN	352.7	↑	351.4	426.0	GREEN
SCS34	Percentage of care leavers in education, employment or training (of those KCC is in touch with)	H	R12M	✓	65.7	65.0	GREEN	65.6	↑	62.5	65.0	AMBER
SCS37	Percentage of on-line Case File Audits rated as Good or above	H	R12M	✓	79.0	70.0	GREEN	74.9	↑	67.3	60.0	GREEN
SCS40	Percentage of case holding posts filled by permanent qualified social workers	H	MS	✓	82.9	85.0	AMBER	82.1	↑	80.1	83.0	AMBER
SCS42	Average caseloads in the CIC Teams	L	MS		15.6	15.0	AMBER	15.7	↑	15.5	15.0	AMBER
SCS43	Average caseloads in the CSWT Teams	L	MS		23.7	18.0	RED	23.4	↕	22.0	18.0	RED

Directorate Scorecard - Kent

Annual Indicators		Polarity	Data Period	QPR	2016-17 Kent Outturn	Target 2016-17	RAG 2016-17	2015-16 Kent Outturn	DOT	Target 2017-18
EY14	Percentage of pupils at EYFS achieving a Good Level of Development	H	A		74.3	81	RED	74.8	↓	85
EY15	Percentage of pupils at EYFS achieving a Good Level of Development - FSM Eligible achievement gap	L	A		21	17	RED	19	↓	14
SISE4	Percentage of pupils at KS2 achieving age-related expectations in Reading, writing & mathematics	H	A		64	66	AMBER	59	↑	68
SISE16	Percentage of pupils at KS2 achieving age-related expectations in Reading, writing & mathematics - FSM gap	L	A		25.4	18	RED	25	↓	16
SISE12	Average score at KS4 in Attainment 8	H	A		46.0	52	RED	50.4	↓	53
SISE19	Average score at KS4 in Attainment 8 - FSM gap	L	A			14		16.2		12
SISE43	Percentage of young people with Level 2 attainment by age 19 (2015-16 data and targets)	H	A		85.4	86.0	AMBER	87.1	↓	92
SISE44	Percentage of young people with Level 2 attainment by age 19 - FSM Eligible gap (2015-16 data and targets)	L	A		21.2	15.0	RED	16.8	↓	13
SISE45	Percentage of young people with Level 3 attainment by age 19 (2015-16 data and targets)	H	A		54.1	57.4	RED	56.1	↓	70
SISE46	Percentage of young people with Level 3 attainment by age 19 - FSM Eligible gap (2015-16 data and targets)	L	A		32.5	24.6	RED	30.1	↓	16
SEND10	Percentage of pupils with a Statement or Education, Health and Care Plan (EHCP) - Kent resident pupils (2016 data)	L	A		3.0	2.7	AMBER	2.6	↓	2.6
CYPE2	Percentage of parents getting first preference of primary school	H	A		89.0	87	GREEN	87.2	↑	87
CYPE3	Percentage of parents getting first preference of secondary school	H	A		80.5	83	AMBER	81.4	↓	83
CYPE4	Percentage of surplus school places in Kent Primary schools	T	A		4.6	5		5.0		5
CYPE5	Percentage of surplus school places in Kent Secondary schools	T	A		9.3	8		10.1		7
EH46	Percentage of pupils who are persistently absent from primary schools - all pupils based on 10% threshold (2016 data)	L	A		8.7	6.5	RED			8.0
EH47	Percentage of pupils who are persistently absent from secondary schools - all pupils based on 10% threshold (2016 data)	L	A		14.2	12.5	RED			11.5

Data Sources for Current Report

Code	Indicator	Source Description	Latest data Description	Latest data release date
SISE31	Number of schools in Ofsted Category (special measures or serious weakness)	Ofsted published inspection reports (MI Database)	Inspections data as at November 2017	Dec 2017
SISE34	Percentage of all schools with Good or Outstanding Ofsted Judgements - Overall Effectiveness	Ofsted published inspection reports (MI Database)	Inspections data as at November 2017	Dec 2017
EY8	Percentage of EY settings with Good or Outstanding Ofsted Judgements - Overall Effectiveness (non-domestic premises)	Ofsted published inspection reports (MI Database)	Inspections data as at November 2017	Dec 2017
EY2	Percentage of DWP and other identified eligible 2 year olds taking up a free early education place	FF2 Team in Early Years & Childcare	Snapshot as at 3rd November 2017	Nov 2017
SEND11	Percentage of Education, Health and Care Plans (EHCPs) issued within 20 weeks	Impulse database - monthly reported data	Snapshot as at September 2017	Oct 2017
CYPE1	Number of pupils being placed in independent or out-of-county special schools	Education Finance reporting	Snapshot as at Nov 2017 (Previously March 2016)	Nov 2017
EH43	Number of permanent exclusions from the primary phase - all Year R to Year 6 pupils	Impulse database - monthly reported data	Rolling 12 months up to November 2017	Dec 2017
EH44	Number of permanent exclusions from the secondary phase - all Year 7 to Year 14 pupils	Impulse database - monthly reported data	Rolling 12 months up to November 2017	Dec 2017
CYPE6	Percentage of Children Missing Education cases, closed within 30 days	Fair Access Team Impulse reporting	Oct 2016 to Sept 2017	July 2017
SISE49	Number of apprenticeships 16-18 year olds	Skills Funding Agency/Dept for Business, Innovation & Skills	2016-17 Quarter 4 data	Oct 2017
SISE71	Percentage of Year 12-13 age-group (16-17 year olds) not in education, employment or training (NEET)	MI monthly reporting	Snapshot data at end of November 2017	Dec 2017
SISE59	Percentage of unemployment among 18-24 year olds	KCC Business Intelligence Statistical Bulletin - Monthly Data	Snapshot data at end of November 2017	Dec 2017
EH02	Rate of notifications received per 10,000 0-18 population (rolling 12 months)	Early Help module	Rolling 12 months up to November 2017	Dec 2017
EH16	Percentage of cases closed by Early Help Units with a positive outcome	Early Help module	Snapshot as at November 2017	Dec 2017
SCS05	Percentage of cases closed by SCS stepped down	Early Help module / Liberi	YTD November 2017	Dec 2017
EH52	Percentage of Assessments completed in the given month, on open cases within 6 weeks of allocation	Early Help module	Snapshot as at November 2017	Dec 2017
CYPE8	Rate of proven re-offending by CYP	MOJ quarterly reporting	Data for Oct 2015 to Dec 2015 cohort	Oct 2017
CYPE9	Number of first time entrants to the Youth Justice system	MI monthly reporting (CareDirector Youth)	Rolling 12 months up to November 2017	Dec 2017
EY14	Percentage of pupils at EYFS achieving a Good Level of Development	End of year assessments based on EYFSP framework	2016-17 DfE published	Oct 2017
EY15	Percentage of pupils at EYFS achieving a Good Level of Development - FSM Eligible achievement gap	End of year assessments based on EYFSP framework	2016-17 DfE published	Nov 2017
SISE4	Percentage of pupils at KS2 achieving age-related expectations in Reading, writing & mathematics	Test/TA results for end of academic year	2016-17 DfE published	Aug 2017
SISE16	Percentage of pupils at KS2 achieving age-related expectations in Reading, writing & mathematics - FSM gap	Test/TA results for end of academic year	2016-17 MI Calcs	Sept 2017
SISE12	Average score at KS4 in Attainment 8	Test results for end of academic year	2016-17 DfE provisional	Oct 2017
SISE19	Average score at KS4 in Attainment 8 - FSM gap	Test results for end of academic year	2016-17 NCER NPD Dataset	Dec 2017
SISE43	Percentage of young people with Level 2 attainment by age 19	DfE SFR Level 2 and 3 Attainment by age 19	Attainment by age 19 in 2016	April 2017
SISE44	Percentage of young people with Level 2 attainment by age 19 - FSM Eligible gap	DfE SFR Level 2 and 3 Attainment by age 19	Attainment by age 19 in 2016	April 2017
SISE45	Percentage of young people with Level 3 attainment by age 19	DfE SFR Level 2 and 3 Attainment by age 19	Attainment by age 19 in 2016	April 2017
SISE46	Percentage of young people with Level 3 attainment by age 19 - FSM Eligible gap	DfE SFR Level 2 and 3 Attainment by age 19	Attainment by age 19 in 2016	April 2017
SEND10	Percentage of pupils with a Statement or Education, Health and Care Plan (EHCP) - Kent resident pupils	DfE annual snapshot based on school census	Snapshot as at January 2017	July 2017
CYPE2	Percentage of parents getting first preference of primary school	Admissions school places offered for start of academic year	Offers data for academic year 2017-18	June 2017
CYPE3	Percentage of parents getting first preference of secondary school	Admissions school places offered for start of academic year	Offers data for academic year 2017-18	June 2017
CYPE4	Percentage of surplus school places in Kent Primary schools	Commissioning Plan for Education Provision in Kent	2016-17 surplus capacity data	July 2017
CYPE5	Percentage of surplus school places in Kent Secondary schools	Commissioning Plan for Education Provision in Kent	2016-17 surplus capacity data	July 2017
EH46	Percentage of pupils who are persistently absent from primary schools - all pupils based on 10% threshold	Annual data for academic year 2015-16	2015-16 DfE SFR (LA) & MI Calcs (District)	Jan 2017
EH47	Percentage of pupils who are persistently absent from secondary schools - all pupils based on 10% threshold	Annual data for academic year 2015-16	2015-16 DfE SFR (LA) & MI Calcs (District)	Jan 2017

Data Sources for Current Report

Code	Indicator	Source Description	Latest data Description	Latest data release date
SCS1	Re-referrals within 12 months	Liberi	Rolling 12 months up to November 2017	Dec 2017
SCS8	Percentage of Returner Interviews completed for those with SCS Involvement	Liberi	Rolling 12 months up to November 2017	Dec 2017
SCS13	Percentage of children becoming subject to a child protection plan for the second or subsequent time	Liberi	Rolling 12 months up to November 2017	Dec 2017
SCS18	Children in Care in same placement for the last two years (for those in care for two and a half years or more)	Liberi	Snapshot as at November 2017	Dec 2017
SCS19	Percentage of CIC Foster Care in KCC Foster Care/Rel & Friends placements (exc UASC)	Liberi	Snapshot as at November 2017	Dec 2017
SCS29	Average number of days between becoming a child in care and moving in with an adoptive family	Liberi	Rolling 12 months up to November 2017	Dec 2017
SCS34	Percentage of care leavers in education, employment or training (of those KCC is in touch with)	Liberi	Rolling 12 months up to November 2017	Dec 2017
SCS37	Percentage of on-line Case File Audits rated as Good or above	Firmstep	Rolling 12 months up to November 2017	Dec 2017
SCS40	Percentage of case holding posts filled by permanent qualified social workers	Area Staffing Spreadsheets	Snapshot as at November 2017	Dec 2017
SCS42	Average caseloads in the CIC Teams	Liberi / Area Staffing Spreadsheets	Snapshot as at November 2017	Dec 2017
SCS43	Average caseloads in the CSWT Teams	Liberi / Area Staffing Spreadsheets	Snapshot as at November 2017	Dec 2017

Indicator Definitions

	Indicator	Definition
SISE31	Number of schools in Ofsted Category (special measures or serious weakness)	Number of Kent maintained schools and academies judged inadequate for overall effectiveness by Ofsted in their latest inspection.
SISE34	Percentage of all schools with Good or Outstanding Ofsted Judgements - Overall Effectiveness	The percentage of Kent maintained schools and academies, judged good or outstanding for overall effectiveness in their latest inspection, as a proportion of all inspected Kent maintained schools and academies. Includes Primary, Secondary and Special schools and Pupil Referral Units.
EY8	Percentage of EY settings with Good or Outstanding Ofsted Judgements - Overall Effectiveness (non-domestic premises)	The percentage of Kent Early Years settings (non-domestic premises only), judged good or outstanding for overall effectiveness in their latest inspection, as a proportion of all inspected Kent Early Years settings (non domestic premises only).
EY2	Percentage of DWP and other identified eligible 2 year olds taking up a free early education place	Definition to be confirmed.
SEND11	Percentage of Education, Health and Care Plans (EHCPs) issued within 20 weeks	The percentage of Education and Health Care Plans that are issued within 20 weeks as a proportion of all such plans. An education, health and care plan (EHCP) replaced statements and are for children and young people aged up to 25 who need more support than is available through special educational needs support.
CYPE1	Number of pupils being placed in independent or out-of-county special schools	The number of pupils with statements of special educational needs that are placed in independent Special schools or out-of-county Special schools.
EH43	Number of permanent exclusions from the primary phase - all Year R to Year 6 pupils	The total number of pupils in Year R to Year 6 that have been permanently excluded from a Kent maintained Primary school, Special school or Pupil Referral Unit (PRU) or Primary academy or Special academy during the last 12 months.
EH44	Number of permanent exclusions from the secondary phase - all Year 7 to Year 14 pupils	The total number of pupils in Year 7 to Year 14 that have been permanently excluded from a Kent maintained Secondary school, Special school or Pupil Referral Unit (PRU) or Secondary academy or Special academy during the last 12 months.
CYPE6	Percentage of Children Missing Education cases, closed within 30 days (either accessing education/moved out of Kent/moved out of country)	The number of closed cases within the 30 days of their referral to Kent County Council's CME Team, as a percentage of the total number of cases opened within the period.
SISE49	Number of apprenticeships 16-18 year olds	The number of young people aged 16-18 starting an apprenticeship. Source: Skills Funding Agency and Department for Business, Innovation & Skills
SISE71	Percentage of Year 12-13 age-group (16-17 year olds) not in education, employment or training (NEET)	The percentage of young people who have left compulsory education, up until the end of National Curriculum Year 13, who have not achieved a positive education, employment or training destination. This replaces the indicator SISE58 Percentage of 16-18 year olds not in education, employment or training (NEET)
EH02	Rate of notifications received per 10,000 0-18 population	The total number of notifications received during the current reporting month per 10,000 of the Mid Year 2013 0-18 population Estimates. The data includes all notifications received by EHPS excluding the notification types that were "SCS" or "CDT".
EH16	Percentage of cases closed by Early Help Units with a positive outcome	The percentage of all cases closed by Units with outcomes achieved for the current reported month. The data includes all cases that were sent to Units at Early Help Record stage. It is calculated from the completion date of the closure form. Closure outcomes used are those which contain "Outcomes achieved".
SCS05	Percentage of cases closed by SCS stepped down	The proportion of all cases closed by SCS within the period where the referral end reason was recorded as being step-down. This data comes from SCS Management Information.
EH52	Percentage of Assessments completed in the given month, on open cases within 6 weeks of allocation	The proportion of open cases with an assessment completed in the last month, where the assessment was completed within 30 working days of allocation, for the current month only.
CYPE8	Rate of proven re-offending by CYP	An offender enters the cohort if they are released from custody, received a non-custodial conviction at court or received a reprimand or warning (caution) in a three month period. A proven reoffence is defined as any offence committed in a one year follow-up period that leads to a court conviction, caution, reprimand or warning in the one year follow-up or within a further six month waiting period to allow the offence to be proven in court. It is important to note that this is not comparable to previous proven reoffending publications which reported on a 12 month cohort.

Indicator Definitions

	Indicator	Definition
CYPE9	Number of first time entrants to the Youth Justice system	First time entrants are defined as young people (aged 10 – 17 years) who receive their first substantive outcome (relating to a Youth Caution with or without an intervention, or a Conditional Caution or a Court disposal for those who go directly to Court without a Youth Caution or Conditional Caution).
EY14	Percentage of pupils at EYFS achieving a Good Level of Development	Percentage of pupils assessed as achieving Expected or Exceeding in all Prime Learning Goals and all literacy and mathematics Early Learning Goals at the end of reception year, based on the Early Years Foundation Stage framework.
EY15	Percentage of pupils at EYFS achieving a Good Level of Development - FSM Eligible achievement gap	The difference between the achievement of non-FSM eligible pupils and FSM eligible pupils in terms of percentage assessed as achieving Expected or Exceeding in all Prime Learning Goals and all literacy and mathematics Early Learning Goals at the end of reception year, based on the Early Years Foundation Stage framework.
SISE4	Percentage of pupils at KS2 achieving age-related expectations in Reading, writing and mathematics	The percentage of pupils at the end of Key Stage 2 working at the Expected Standard in all of Reading, Writing & maths. Includes Kent maintained schools and academies.
SISE16	Percentage of pupils at KS2 achieving age-related expectations in Reading, writing and mathematics - FSM achievement gap	The difference between the achievement of non-FSM eligible pupils and FSM eligible pupils in terms of percentage working at the Expected Standard in all of Reading, Writing & maths at KS2. Includes Kent maintained schools and academies.
SISE12	Average score at KS4 in Attainment 8	The average Attainment 8 score for pupils at end of Key Stage 4. Attainment 8 is a point score based on attainment across eight subjects which must include English; mathematics; three other English Baccalaureate (EBacc) subjects (sciences, computer science, geography, history and languages); and three further subjects, which can be from the range of EBacc subjects, or can be any other approved, high-value arts, academic, or vocational qualification.
SISE12a	Average score at KS4 in Attainment 8 - FSM gap	The difference between the Attainment 8 score of non-FSM eligible pupils and FSM eligible pupils at the end of KS4 (see above definition for SISE12a). Includes Kent maintained schools and academies.
SISE41	Percentage of young people with Level 2 attainment by age 19	The percentage of young people achieving the level 2 threshold by age 19. The calculation is based on the number of young people that were studying in the local authority at age 15, that have passed the level 2 threshold by the end of the academic year in which they turn 19.
SISE44	Percentage of young people with Level 2 attainment by age 19 - FSM Eligible gap	This indicator reports the gap in attainment of level 2 at age 19 between those young people who were in receipt of free school meals at academic age 15 and those who were not.
SISE45	Percentage of young people with Level 3 attainment by age 19	The percentage of young people achieving the level 3 threshold by age 19. The calculation is based on the number of young people that were studying in the local authority at age 15, that have passed the level 3 threshold by the end of the academic year in which they turn 19.
SISE46	Percentage of young people with Level 3 attainment by age 19 - FSM Eligible gap	The gap in attainment of level 3 at age 19 between those young people who were in receipt of free school meals at academic age 15 and those who were not.
SEND10	Percentage of pupils with a Statement or Education, Health and Care Plan (EHCP) - Kent resident pupils	Percentage of pupils with a statement of Special Educational Needs or an Education, Health and care Plan (EHCP) as a proportion of all pupils on roll in all schools as at January school census. Includes maintained schools and academies, Pupil Referral Units, Free schools and Independent schools (DfE published data).
CYPE2	Percentage of parents getting first preference of primary school	The percentage of parents who got their first preference of Primary school (out of their three ordered preferences) for their child.
CYPE3	Percentage of parents getting first preference of secondary school	The percentage of parents who got their first preference of Secondary school (out of their three ordered preferences) for their child.
CYPE4	Percentage of surplus school places in Kent Primary schools	The percentage of spare school places: current Primary school rolls calculated as a proportion of Primary schools' capacities.
CYPE5	Percentage of surplus school places in Kent Secondary schools	The percentage of spare school places: current Secondary school rolls calculated as a proportion of Secondary schools' capacities (Year 7 to 11 only)
EH46	Percentage of pupils who are persistently absent - Primary school age based on 10% threshold	The percentage of pupils that have been persistently absent from a Kent maintained Primary school or a Primary academy for 10% or more of their expected sessions over the reported time period.

Indicator Definitions

	Indicator	Definition
EH47	Percentage of pupils who are persistently absent - Secondary school age based on 10% threshold	The percentage of pupils that have been persistently absent from a Kent maintained Secondary school or a Secondary academy for 10% or more of their expected sessions over the reported time period.
SCS1	Re-referrals within 12 months	The percentage of referrals to SCS in the last 12 months where the previous referral date (if any) is within 12 months of the new referral date.
SCS8	Percentage of Returner Interviews completed for those with SCS Involvement	The percentage of returner interviews completed in the last 12 months where the case was open to SCS at the point the child went missing and the child was aged under 18 at the point of going missing.
SCS13	Percentage of children becoming subject to a child protection plan for the second or subsequent time	The percentage of children who become subject to a Child Protection Plan during the last 12 months who have been subject to a previous plan.
SCS18	Children in Care in same placement for the last two years (for those in care for two and a half years or more)	The percentage of Children in Care aged under 16 at the snapshot date who had been looked after continuously for at least 2.5 years who were living in the same placement for at least 2 years, or are placed for adoption and their adoptive placement together with their previous placement together last for at least 2 years.
SCS19	Percentage of CIC Foster Care in KCC Foster Care/Rel & Friends placements (exc UASC)	The percentage of Kent Children in Care at the snapshot date who are in Foster Care and are placed with KCC Foster Carers or with Relatives and Friends. UASC are excluded
SCS29	Average number of days between becoming a child in care and moving in with an adoptive family	The average number of days between becoming a Looked After Child and moving in with Adoptive Family (for children who have been Adopted in the last 12 months)
SCS34	Percentage of care leavers in education, employment or training (of those KCC is in touch with)	The percentage of relevant and former relevant care leavers who we were in contact with in a 4 month window around their birthday who were aged 17, 18, 19, 20 or 21 and were in education, employment or training.
SCS36	Percentage of on-line Case File Audits rated as Good or above	The percentage of all online case audits completed in the last 12 months where the overall outcome is either good or above
SCS40	Percentage of case holding posts filled by permanent qualified social workers	The percentage of case holding posts (FTE) at the snapshot date which are held by qualified social workers employed by Kent County Council.
SCS42	Average caseloads in the CIC Teams	The average caseload of social workers within district based CIC Teams at the snapshot date.
SCS43	Average caseloads in the CSWT Teams	The average caseload of social workers within the district based Children's Social Work Teams (CSWTs) at the snapshot date.

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From: Ben Watts, General Counsel

To: Children's, Young People and Education Cabinet Committee –
18 January 2018

Subject: Work Programme 2018/19

Classification: Unrestricted

Past Pathway of Paper: None

Future Pathway of Paper: Standard item

Summary: This report gives details of the proposed work programme for the Children's, Young People and Education Cabinet Committee.

Recommendation: The Children's, Young People and Education Cabinet Committee is asked to consider and agree its work programme for 2018/19.

- 1.1 The proposed Work Programme has been compiled from items on the Forthcoming Executive Decisions List, from actions arising from previous meetings and from topics identified at agenda setting meetings, held six weeks before each Cabinet Committee meeting, in accordance with the Constitution, and attended by the Chairman, Vice-Chairman and the Group Spokesmen. Whilst the Chairman, in consultation with the Cabinet Member, is responsible for the final selection of items for the agenda, this report gives all Members of the Cabinet Committee the opportunity to suggest amendments and additional agenda items where appropriate.
2. **Work Programme 2018**
 - 2.1 An agenda setting meeting was held at which items for this meeting were agreed and future agenda items planned. The Cabinet Committee is requested to consider and note the items within the proposed Work Programme, set out in the appendix to this report, and to suggest any additional topics that they wish to be considered for inclusion to the agenda of future meetings.
 - 2.2 The schedule of commissioning activity which falls within the remit of this Cabinet Committee will be included in the Work Programme and considered at future agenda setting meetings. This will support more effective forward agenda planning and allow Members to have oversight of significant service delivery decisions in advance.
 - 2.3 When selecting future items, the Cabinet Committee should give consideration to the contents of performance monitoring reports. Any 'for information' or briefing items will be sent to Members of the Cabinet Committee separately to the agenda, or separate Member briefings will be arranged, where appropriate.

3. Conclusion

- 3.1 It is vital for the Cabinet Committee process that the Committee takes ownership of its work programme, to help the Cabinet Member to deliver informed and considered decisions. A regular report will be submitted to each meeting of the Cabinet Committee to give updates of requested topics and to seek suggestions of future items to be considered. This does not preclude Members making requests to the Chairman or the Democratic Services Officer between meetings, for consideration.

4. **Recommendation:** The Children's, Young People and Education Cabinet Committee is asked to consider and agree its work programme for 2018/19.

5. Background Documents

None.

6. Contact details

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WORK PROGRAMME – 2018/2019

Children's, Young People and Education Cabinet Committee

Thursday 18 January 2018

- Budget Consultation and Medium Term Financial Plan (MTFP)
- The primary and secondary school co-ordinated admissions schemes for 2019 and the admission arrangements for Kent community and voluntary controlled primary schools and secondary schools 2019
- Proposed changes to Meadowfield (Foundation Special) School, Sittingbourne for 1 September 2019
- Deferring the expansion of Deal Parochial
- Budget Monitoring
- Performance Scorecard
- Work Programme 2018/2019
- Commissioned Children's Centres and Future Arrangements (Part B)

Thursday 8 March 2018

- An update on the performance of the Children and Young People Mental Health Service (March 2018) *(agreed at meeting of CYPE on 22 June 2017)*
- An update on the Early Help and Preventative Services' Commissioned Services contract monitoring process *(agreed at CYPE on 7 Sept 2017)*
- Youth Advisory Groups (YAG) – how do they work? *(moved from January 2018, G.Cooke suggested at CPP in 2017, R.Gough supported)*
- An update on SEN Transport costs *(deferred from Jan 2018 mtg)*
- Supported Accommodation (update on current position)
- Children's Services Rates and Charges
- PRUs and vulnerable learners – tie-in to vulnerable learners' strategy *(added at 6 July agenda setting) deferred from November 2017 and January 2018 mtg*
- Children placed in Kent by other local authorities and impact upon schools and Kent CIC *(requested by a members of CPP but referred to CYPE) deferred from November 2017 and January 2018 mtg*
- Higher Apprenticeships – New Teaching Partnership and Universities *(agreed at SMT mtg) deferred from November 2017 and January 2018 mtg*
- Report on Commissioned Youth Work *(suggested at agenda setting on 5 Dec 2017)*
- Children's commissioning – re-procurement of adoption support services *(requested by Madeline Bishop – Children's Commissioning Officer) moved from January 2018 mtg as reports were not ready to be presented in January 2018.*
- Award of External Fostering Contract services *(requested by Madeline Bishop – Children's Commissioning Officer)*
- Update on SEN transport costs
- CYPE Directorate Business Plan 2018-19
- Work Programme
- Performance Scorecard

Tuesday 8 May 2018

<ul style="list-style-type: none"> • Update on Children in secure units • Young carers update • Work Programme • Performance Scorecard • Budget Monitoring
Tuesday 10 July 2018
<ul style="list-style-type: none"> • Work Programme • Performance Scorecard • Budget Monitoring
Tuesday 4 September 2018
<ul style="list-style-type: none"> • Update on Commissioned Children’s Centres and Future Arrangements • Work Programme • Performance Scorecard • Budget Monitoring
Tuesday 13 November 2018
<ul style="list-style-type: none"> • Work Programme • Performance Scorecard • Budget Monitoring
Friday 11 January 2019
<ul style="list-style-type: none"> • Work Programme • Performance Scorecard • Budget Monitoring
Thursday 28 March 2019
<ul style="list-style-type: none"> • Work Programme • Performance Scorecard • Budget Monitoring
Other Items/Misc
<ul style="list-style-type: none"> • Gang culture and the risk to vulnerable children in care, in terms of child sexual exploitation and drugs in Kent schools (Suggested by CPP) • The Virtual School Kent Annual report (Referred by CPP on 20 Jan 17) • Training and skills changes in legislation to be on CYPE agenda in addition to GEDC (per notes of Leader’s Group meeting held on 12 June 2017) • General budget monitoring and out turn (per notes of Leader’s Group meeting held on 12 June 2017) • Kent Safeguarding Children Board’s Improvement Plan (minute 13(7) – 22 June 2017)

Updated: 09 January 2018

LIST OF COMMON ACRONYMS

Initials	Full Name
AD	Assistant Director
ADASS	Association of Directors of Adult Social Services
APA	Annual Performance Assessment
ARP	Access to Resources Panel
ART	Access to Resources Team
ASYE	Assessed and Supported Year in Employment
BME	Black and Minority Ethnic
C & F	Children & Families
CAFCASS	Children and Families Court Advisory Support Service
CAFIS	Children & Families Information System
CAFSAG	Children & Families Systems Advisory Group
CAMHS	Children & Adults Mental Health Service
CC	Children's Centre
CCG	Clinical Commissioning Group
CDT	Central Duty Team
CFA	Children and Families Assessment
CFAB	Protecting Children and uniting Families Across Borders
CHIN / CIN	Children In Need
CICA	Criminal Injuries Compensation Association
CIC	Children in Care
CLA	Children Looked After (a term infrequently used for CIC)
CMT	Corporate Management Team
CP	Child Protection
CP	Channel Panel
CPC	Child Protection Conference
CPP	Children Protection Plan
CPP	Corporate Parenting Panel
CPS	Crown Prosecution Service
CQC	Care Quality Commission
CRU	Central Referral Unit

CS	Children's Services
CSCI	Commission for Social Care Inspection
CSE	Child Sexual Exploitation
CSET	Child Sexual Exploitation Team
CYJB	County Youth Justice Board
CYPP	Children & Young Persons Plan
CYPSM	Children and Young People Service Manager
DAN	Domestic Abuse Notification
DBS	Disclosure and Barring Service check
DCS	Disabled Children's Service
DfE	Department for Education
DH	Department of Health
DIAT	Duty and Initial Assessment Team
DivMT	Divisional Management Team
DM	District Manager
DMT	Directorate Management Team
DV	Domestic Violence
EIC	Early Intervention Coordinator
EIDM	Early Intervention Delivery Manager
EIPS	Early Intervention Prevention Strategy
EIT	Early Intervention Team
EIW	Early Intervention Worker
EWO	Education Welfare Officer
EYI	Enhanced Youth Inspector
FGC	Family Group Conferencing
FLO	Family Liaison Officer
FOI	Freedom of Information
FPS	Foster Payment Scheme
FWA	Forces Welfare Association
GP	General Practitioner
GSCC	General Social Care Council
HMI	Her Majesty's Inspector

HV	Health Visitor
HWB	Health & Wellbeing Board
ICPC	Initial Child Protection Conference
IFA	Independent Fostering Agencies
IFSM	Integrated Family Support Manager
IRO	Independent Reviewing Officer
JRAP	Joint Resources Allocation Panel
KCAS	Kent Contact and Assessment Service
KCC	Kent County Council
KCF	Kent Children's Fund
KSCB	Kent Safeguarding Children Board
KISKA	Kent Independent Support for Kinship and Adoption
KPI	Key Performance Indicator
KPS	Kent Probation Service
LA	Local Authority
LAA	Local Area Agreement
LAC	Looked After Children (often referred to as CIC)
LADO	Local Authority Designated Officer
LCPPC	Local Child Protection Co-ordinating Committees
LEA	Local Education Authority
LILAC	Leading Improvement for Looked After Children
LSCB	Local Safeguarding Children Board
MCET	Missing, Child Exploitation Team
MIU	Management Information Unit
NCH	National Children's Homes
NCSC	National Care Standards Commission
NFA	No Further Action
NFER	National Foundation for Educational Research
NI	National Indicator
NIS	National Indicator Set
NSPCC	National Society for the Prevention of Cruelty to Children
NQSW	Newly Qualified Social Worker

NRPF	No Recourse to Public Funds
OFSTED	Office for Standards in Education, Children's Services and Skills
OOH	Out Of Hours
OCYPC	Our Children and Young People Council
PAF	Performance Assessment Framework
PCAS	Parenting Capacity Assessment Service
PEP	Personal Education Plan (ePEP is an electronic variant)
PDO	Practice Development Officer
PDP (1)	Personal Development Plan (performance management for members of staff)
PDP (2)	Practice Development Programme (PIP2)
PDR	Personal Development Review (alternative language for PDP1)
PIP	Practice Improvement Programme (see above, now Practice Development Programme)
PLASC	Pupil Level Annual School Census
PLO	Public Law Outline
PM	Performance Management
PRU	Pupil Referral Unit
PSA	Parent Support Advisor
PSW	Principal Social Worker
QA	Quality Assurance
QAF	Quality Assurance Framework
QSA	Quality Service Award
QSW	Qualified Social Worker
RCPC	Review Child Protection Conference
SCR	Serious Case Review
SCS	Specialist Children's Services
SECASC	South East Councils for Adult Social Care
SEN	Special Educational Needs
SGO	Special Guardianship Order
SM	Service Manager
SPA	Single Point of Access
SSAFA	Soldiers, Sailors Army Forces Association

Strat	Strategy discussion
SW	Social Worker
SWA	Social Worker Assistant
TAC	Team around the child
TAF	Team around the Family
TRP	Technology Refresh Programme
TL	Team Leader
UASC	Unaccompanied Asylum Seeking Children
VSK	Virtual School Kent
YOS	Youth Offending Service
YOT	Youth Offending Teams

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