



Children, Young People and Education Directorate Risk Register

MAY 2018

Children, Young People and Education Directorate - Summary Risk Profile

Low = 1-6
Medium = 8-15
High = 16-25

Risk No.*	Risk Title	Current Risk Rating	Change since March 2017	Target Risk Rating
EYPS 01	Schools going into Category		CLOSED	
CY0004	Special Educational Needs (SEN) - Transport budget savings	20	↔	12
CY0005	Meeting the demand for specialist provision and placement of pupils with an Education, Health and Care Plan	9	↔	6
CY0006 / CRR 0016	Delivery of new school places is constrained by capital budget pressures and dependency upon the Education and Skills Funding Agency (ESFA).	20	↔	15
CY0007	More schools will move into a potentially deficit budget position	12	↓	8
CY0008	Children who are home educated may not be safeguarded	12	↔	6
CY0009	Children not in full time education may not be receiving a suitable education	9	↔	6
EYPS 10	Non-integrated data information systems		CLOSED	
CY0013	Insufficient take-up of free places for 2 year old's	8	↔	4
CY0014	Thirty hours of free childcare	20	↔	15
EYPS 18	Lack of or difficulty accessing appropriate provision and lack of targeted support for young people not in Education, Employment or Training (NEET) across KCC		CLOSED	
EYPS 19	The ability of Community Learning and Skills (CLS) to generate sufficient income due to changes in the national funding scheme.		CLOSED	
EYPS 23	Delivery of 2017/18 budget		CLOSED	
CY0028	Long term success of the Education Services Company	12	NEW	6
CY0029	Interface between KCC and the Education Services Company	10	NEW	5
CY0030	Management of the CYPE Directorate in year budget	12	NEW	12
CY0031	Funding to support the number of former Unaccompanied Asylum-seeking children into Kent	12	NEW	12

*Each risk is allocated a unique code, which is retained even if a risk is transferred off the Directorate Register. Therefore there will be some 'gaps' between risk IDs.

NB: Current & Target risk ratings: The 'current' risk rating refers to the current level of risk taking into account any mitigating controls already in place. The 'target residual' rating represents what is deemed to be a realistic level of risk to be achieved once any additional actions have been put in place. On some occasions the aim will be to contain risk at current level.

Likelihood & Impact Scales					
Likelihood	Very Unlikely (1)	Unlikely (2)	Possible (3)	Likely (4)	Very Likely (5)
Impact	Minor (1)	Moderate (2)	Significant (3)	Serious (4)	Major (5)

Full Risk Register

Risk Register - Children, Young People and Education

Current Risk Level Summary

Green	0	Amber	9	Red	3	Total	12
		1	-4	↓		1	-4

Current Risk Level Changes

0	0	0	1	0
0	0	0	0	2
0	0	2	5	0
0	0	0	1	1
0	0	0	0	0

Risk Ref	CY0006	Risk Title and Event	Owner	Last Review	Next Review			
		Delivery of New School Places is constrained by capital budget pressures and dependency upon the ESFA	Keith Abbott	13/03/2018	13/06/2018			
The expansion required may not be delivered, meaning KCC is not able to provide appropriate school places.								
Cause	Consequence	Current Risk	Previous Current Risk	Control / Action	Control / Action	Target Date	Target Risk	
A significant expansion of schools is required to accommodate major population growth in the short term to medium term (primary age) and medium to long term (secondary age). The "Basic Need" capital grant from DfE will not fund the expansion in full. A funding gap to deliver the programme for schools will be created by cost pressures from higher than expected build costs, low contributions from developers and increases in pupil demand. Whilst the funding gap identified with the Kent Commissioning Plan has been closed, the delivery of the plan is highly dependent upon securing 15 Free Schools in Kent over the period and that the ESFA complete the Free School projects on time and to an appropriate standard.	The duty to provide sufficient school places is not met, which may lead to legal action against the council. Some children have to travel much further to attend a school, with a resulting impact on the transport budget.	High 20 Serious (4) Very Likely (5)		<ul style="list-style-type: none"> Further lobbying of the Secretary of State and Kent MP's Contingency plans for alternative interim accommodation for each Free School project are being developed on a case-by-case basis i.e. temporary expansions to schools to meet immediate pressures, or the allocation of available places within existing schools. Close working with the ESFA and lobbying of the DfE/ESFA. This included raising the issue in the KCC response to the Education White Paper and the Leader raised this via CCN route. Regular meetings with ESFA officials, to monitor progress at individual project level and identify ways in which KCC can help progress these projects. (Local delivery). A bid has been made for extra funding under the priority school building programme Phase 2 The Kent Commissioning Plan contains the forecast expansion numbers and locations. A school expansion programme has been mapped, costed and kept under review. 	Keith Abbott Education Planning and Access DivMT Keith Abbott Keith Abbott Keith Abbott	A -Accepted A -Accepted Control Control Control	31/07/2018 31/07/2018	Medium 15 Major (5) Possible (3)

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<p>This is now the main risk as experience on ESFA managed projects to date has been one of delay and poor quality. The position on some projects with the ESFA has brought into question the viability of two schools, leaving KCC with problems of provision.</p>			<ul style="list-style-type: none"> • CYPE capital monitoring mechanism with Member involvement now created • The school expansion programme is under member scrutiny and review by relevant Education and Property programme boards/forums/committees. • Policy and operations to secure sufficient developer contributions are overseen by Growth and Infrastructure Group. • Negotiations have taken place with District Councils regarding allocation of contributions 	<p>Keith Abbott Keith Abbott Keith Abbott Education Planning and Access DivMT</p>	<p>Control Control Control Control</p>		
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Risk Ref	CY0004	Risk Title and Event	Owner	Last Review	Next Review			
		SEN Transport budget savings	Keith Abbott	13/03/2018	13/06/2018			
<p>There is an expectation of numbers rising over the next 3 years which will in turn increase the numbers of learners seeking support with transport. The overall budget is expected to reduce during this period which will lead to further budget pressures and have a possible impact on the council's MTFP.</p>								
Cause	Consequence	Current Risk	Previous Current Risk	Control / Action	Control / Action	Target Date	Target Risk	
<p>There is a legal requirement on the LA to make appropriate provision of transport for SEN learners where their needs require it.</p>	<p>The extent of shortfall will create a significant budgetary pressure which will be mitigated in part by effective procurement enabling more cost effective efficient route planning to moderate any further increases in market rates for transport provision. If the procurement savings do not compensate for the rising cost of transport provision this will impact on the budget medium term plan. Initial findings have failed to deliver the predicted level of savings. The LA has no alternative but to meet its legal duties in this regard, so the risk sits with education as budget holder. Whilst the activity to deliver the savings will predominantly be with Public Transport the lower than predicted levels of saving generated through the pilot, will require alternate cost reduction activity to be identified.</p>	<p>High 20 Major (5) Likely (4)</p>		<ul style="list-style-type: none"> Investment in improved ICT both on streamlining the application and process service and route optimisation and financial management information within Public Transport. 	Scott Bagshaw	A -Accepted	30/09/2018	Medium 12 Serious (4)
				<ul style="list-style-type: none"> Revised working practice including Dynamic Procurement to secure best prices. 	Julie Ely	Control	Possible (3)	
				<ul style="list-style-type: none"> The SEN strategy will reduce the amount of school travel and create new school places. 	Scott Bagshaw	Control		
				<ul style="list-style-type: none"> Dedicated project manager in Public Transport in place to manage delivery of procurement and school contracts. 	Scott Bagshaw	Control		
				<ul style="list-style-type: none"> Revised working practice including Dynamic Procurement to secure best prices. 	Scott Bagshaw	Control		
				<ul style="list-style-type: none"> Deep dive reviews of transport activity into establishments to identify schools best placed to benefit from revised route optimisation. 	Scott Bagshaw	Control		
				<ul style="list-style-type: none"> Delivering Independent Travel Training to increase efficiency of travel and reduce costs 	Scott Bagshaw	Control		
				<ul style="list-style-type: none"> Suitable candidates identified to receive ITT with a view to transition to public transport 	Scott Bagshaw	Control		
				<ul style="list-style-type: none"> Public Transport to report on costings and monitor key information that is presented to CYPE each month to enable strategic targeting of activity. 	Scott Bagshaw	Control		
				<ul style="list-style-type: none"> Analysis of journey types identifies prospective candidates for a personal transport budget 	Scott Bagshaw	Control		

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			<ul style="list-style-type: none">• The Service Identifies other schools to deliver direct transport solutions• Programme developed to enable one Special School to operate their own transport	Scott Bagshaw Scott Bagshaw	Control Control		
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Risk Ref	CY0014	Risk Title and Event	Owner	Last Review	Next Review			
		Thirty hours of free childcare	Matt Dunkley	13/03/2018	13/06/2018			
<p>Parents may be unable to access their 30 Hours of Free Childcare in the pattern that they would like because of the lack of provision available that is offered in that way, even though there is sufficient provision overall and that providers are operating within the context of the Statutory Guidance and Kent Provider Agreement.</p>								
Cause	Consequence	Current Risk	Previous Current Risk	Control / Action	Control / Action	Target Date	Target Risk	
With effect from September 2017 it was a statutory duty for the local authority to ensure that there are enough high quality inclusive free 30 hour childcare places for the 3 and 4 year old children of eligible parents. The national review of Early Years Funding resulted in Kent receiving less funding overall, however KCC has managed the budget to allow an increase of 5p per child per hour (3 and 4 year olds) with effect from September 2017 plus an additional 4p per hour (so 9p in total) with effect from April 2018.	There may be an increasing number of parental complaints.	High 20 Major (5) Likely (4)		<ul style="list-style-type: none"> To re-audit the supply of 30 hours places in May/June 2018 to ascertain the level of provision at that point. An audit of providers has taken place to ascertain supply and therefore potential gaps. A robust project plan with work streams has been created Project risk register created A survey of parents has taken place between February and May 2017 to enhance demand information. A Project Manager has been appointed to oversee the project A working group has been created in order to deliver the project requirements A Communication and Marketing strategy has been prepared To deliver 16, 30 Hours of Childcare Seminars based on systems and processes for implementation The Capital project has delivered a total of 60 additional places Childcare Sufficiency Officers have offered individual visits to approximately 700 private, voluntary and independent group providers with a specific 30 hours of free childcare focus and with an express intention to maximise the number of places that will be available from September 2017. Childminders will be supported equitably by "Prospects". 	Alex Gamby Alex Gamby Alex Gamby Alex Gamby Alex Gamby Alex Gamby Alex Gamby Alex Gamby Alex Gamby Alex Gamby Pam Rawling Pam Rawling	A -Accepted Control Control Control Control Control Control Control Control Control Control	31/07/2018	Medium 15 Major (5) Possible (3)

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			<ul style="list-style-type: none"> • Funding now confirmed by DfE. KCC must find match funding for one project. • Providers now informed of budget for the next financial year • New funding formula now applied as per Roger Gough decision 	Keith Abbott Simon Pleace Simon Pleace	Control Control Control		
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Risk Ref	CY0007	Risk Title and Event	Owner	Last Review	Next Review				
		More schools will move into a potentially deficit budget position.	Keith Abbott	13/03/2018	13/06/2018				
		More schools move into a potentially deficit budget position.							
Cause	Consequence	Current Risk	Previous Current Risk	Control / Action	Control / Action	Target Date	Target Risk		
The seventh year of a "flat cash" DSG settlement for schools coupled with continuing impact of the major national changes to school funding and the formula will put serious pressure on the budgets of a number of schools - especially those with falling rolls - in the short to medium term. Secondary schools are also expressing additional pressures as a result of national changes in 6th Form funding and falling rolls. Also changes in the Ofsted frameworks could result in more schools moving into category. Experience shows that the additional costs incurred as a result of this can also push a school into deficit.	There will be pressure on school budgets with knock-on consequences as they make budget savings to balance the budget. There will be increased pressure on the central redundancy budget and also increased demands upon Schools Financial Services. SPS (Schools Personal Service) and School Improvement. There may also be a negative impact upon standards in some schools.	Medium		<ul style="list-style-type: none"> Joint work is underway with school improvement colleagues to identify those schools at most risk as a result of the financial changes. Meeting has now taken place with school improvement colleagues. The Leader has written to the Chief Executive of the ESFA Letters from Cabinet Member/Leader Processes are being improved to tighten controls and regulations in relation to schools in financial difficulty to enable better support from Schools Financial Services and other LA colleagues. Recovery plans have been prepared with schools that have flagged up problems The Academies issue has been raised with the Regional Schools Commissioner Roger Gough met with the Secretary of State and has written to her re the financial position. Further financial papers taken to DMT regarding deficits and outturn position Met with Permanent Secretary regarding funding issues For schools that have declared a balanced budget position, close monitoring of management action Solutions identified for vulnerable secondary schools Met with DFE, Regional Schools Commissioner and ESFA to discuss position of vulnerable schools and academies. More detailed work is required to follow up solutions 	Keith Abbott	Control		Medium	
		12						8	
		Serious (4)						Moderate (2)	
		Possible (3)						Likely (4)	
						Keith Abbott	Control		
						Keith Abbott	Control		
						Keith Abbott	Control		
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						Keith Abbott	Control		
						Keith Abbott	Control		

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			<ul style="list-style-type: none"> • Detailed work carried out on all new selective secondary schools and Academies. A dedicated resource is now employed to deal with this. • Discussions have taken place with schools that have shown future problems • Direct conversations taking place with the Chief Executive of the Education Skills Funding Agency (ESFA). • Paper re long term implications of funding and school roll numbers in Secondary Schools taken to DMT • The potential implications of all of the changes to school funding have been identified and DfE have been lobbied. Budget tool issued for 2015/16 and beyond. 	Keith Abbott	Control		
				Keith Abbott	Control		
				Keith Abbott	Control		
				Keith Abbott	Control		
				Keith Abbott	Control		

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Risk Ref	CY0028	Risk Title and Event	Owner	Last Review	Next Review			
		Long term success of the Education Services Company.	Keith Abbott	13/03/2018	13/06/2018			
<p>There is a risk that there will be insufficient resources within the Directorate which could impact on the long-term sustainability of services.</p> <p>There is a risk that the Education Services Company fails to achieve its stated financial and non-financial objectives.</p>								
Cause	Consequence	Current Risk	Previous Current Risk	Control / Action	Control / Action	Target Date	Target Risk	
In light of the changing educational landscape, possibly leading to increasing fragmentation of Kent schools and education services, alongside financial pressures facing the current service delivery model, KCC has chosen to create an Education Services Company. The Company shall seek to continue delivery of a sustainable, high quality service whilst tackling such challenges. The Company will include statutory services.	Statutory functions not being delivered appropriately. Shortfall in MTFP surplus meaning additional savings have to be found within KCC. Reputational risk if the company is deemed to have failed.	Medium 12 Serious (4) Possible (3)		<ul style="list-style-type: none"> Finalise Commissioning Plan The appointment of KCC Commissioning Team is in progress Finalise contract specification and KPI's Review and revise service specifications as necessary Permanent Leadership Team to be appointed A Company Board (Senior Staff and non-executive directors), appointed by KCC Shareholder Board is being established by KCC A contract has been developed and specifications delivered for a 10 year contract There is a comprehensive Governance Structure in place to manage the Company comprising of Officers, Members and Head Teachers. Interim Leadership Team now in place A Stakeholder and Partnership Board comprising of KCC, Members, Officers, stakeholders and the CEO of the Education Services Company, meets to discuss relevant issues. 	<ul style="list-style-type: none"> Keith Abbott Keith Abbott Keith Abbott Keith Abbott Matt Dunkley Shareholder Board Keith Abbott Matt Dunkley Matt Dunkley Matt Dunkley 	<ul style="list-style-type: none"> A -Accepted A -Accepted A -Accepted A -Accepted A -Accepted A -Accepted Control Control Control Control 	<ul style="list-style-type: none"> 31/05/2018 31/05/2018 31/05/2018 31/05/2018 31/05/2018 31/05/2018 	<ul style="list-style-type: none"> Low 6 Significant (3) Unlikely (2)

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Risk Ref	CY0030	Risk Title and Event	Owner	Last Review	Next Review		
		Management of the CYPE Directorate in year budget	Matt Dunkley	13/03/2018	13/06/2018		
<p>Due to increasing levels of budgetary restraint and an increase in demand for some statutory provisions as well as the increasing pupil population, there is a risk that the Directorate will fail to deliver its budget.</p>							
Cause	Consequence	Current Risk	Previous Current Risk	Control / Action	Control / Action	Target Date	Target Risk
The Directorate has to continue to deliver good quality services even in the current climate of reducing budgets. In addition, there are a number of other factors that impact on service delivery such as: the overall growth of the pupil population and the delivery of school places, and the reliance upon the ESFA regarding funding, the increasing SEN budget, and pressure on the DSG around High Needs Funding.	The failure to deliver statutory duties would have an adverse reputational effect on the Council and could lead to civil action being taken if services are failing to provide reasonable provision. This could have an impact on other Services across the Directorate, and potentially the County Council, causing additional budget pressures.	Medium 12 Serious (4) Possible (3)	16 ↓ -4	<ul style="list-style-type: none"> To create a culture where options to save are considered at all times+ The budget position is a standing item at SMT and DMT Routine budget management/monitoring via County Council systems 	Matt Dunkley Keith Abbott Simon Pleace A -Proposed Control Control	31/07/2018	Medium 12 Serious (4) Possible (3)

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Risk Ref	CY0008	Risk Title and Event	Owner	Last Review	Next Review		
		Children who are home educated may not be safeguarded	Matt Dunkley	13/03/2018	13/06/2018		
Risk of delay in identifying potential safeguarding concerns.							
Cause	Consequence	Current Risk	Previous Current Risk	Control / Action	Control / Action	Target Date	Target Risk
The Elective Home Education process does not require a young person to be seen by a member of the local authority tasked with identifying the suitability of education	Failure of KCC to fulfil its safeguarding duties.	Medium		• New policy re home education now in place	Matt Dunkley	Control	Low
		12		• Identification of and early intervention prior to decision will reduce the number of vulnerable young people entering into Elective Home Education	Scott Bagshaw	Control	6
		Serious (4)		• Revised policy to include interaction with child where there are welfare concerns and where other agencies have been involved with the family	Scott Bagshaw	Control	Significant (3)
		Possible (3)		• Raising awareness amongst other practitioners to recognise potential implications of children home educated that are not in contact with universal education services	Scott Bagshaw	Control	Unlikely (2)
				• To service ensures that every child receives a home visit	Scott Bagshaw	Control	

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Risk Ref	CY0031	Risk Title and Event	Owner	Last Review	Next Review		
		Funding to support the number of former Unaccompanied Asylum Seeking Children (UASC) under Leaving Care Regulations	Sarah Hammond	13/03/2018	13/06/2018		
Shortfall in Government funding to cover the full cost associated with fulfilling the Council's statutory duties.							
Cause	Consequence	Current Risk	Previous Current Risk	Control / Action	Control / Action	Target Date	Target Risk
<p>During 2015-16 there was a significant increase in UASC arriving in Kent placing increased pressure on all aspects of specialist children's services delivery and educational services.</p> <p>A significant number of these children are turning 18 requiring care leaver support</p>	Additional budget pressures on the CYPE Directorate if UASC costs are not fully funded by Government.	<p>Medium</p> <p>12</p> <p>Serious (4)</p> <p>Possible (3)</p>		<ul style="list-style-type: none"> A national transfer scheme is in place to encourage the fair allocation of unaccompanied asylum-seeking children (UASC) across the country, so there is more of an even distribution of caring responsibilities. The Leader, Members and senior officers continue to make representations to the Home Office regarding funding UASC multi-agency Partnership Board takes a strategic overview of the whole system of services contributing to and impacted upon in managing the needs of UASC in Kent and to provide opportunities for shared learning Specialist Children's Services continue to work extremely closely with colleagues in the UASC arm of the UK Visas and Immigration Service to ensure that new arrivals, as well as children which arrived prior to 1 July are transferred to the care of other Local Authorities in the most timely and child-centred way. 	<p>Matt Dunkley</p> <p>Sarah Hammond</p> <p>Sarah Hammond</p> <p>Sarah Hammond</p>	<p>Control</p> <p>Control</p> <p>Control</p> <p>Control</p>	<p>Medium</p> <p>12</p> <p>Serious (4)</p> <p>Possible (3)</p>

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Risk Ref	CY0029	Risk Title and Event	Owner	Last Review	Next Review			
		Interface between KCC and Education Services Company	Matt Dunkley	13/03/2018	13/06/2018			
<p>There may be a risk of disruption in service provision if there is confusion or other distractions between KCC and the Company. Distractions in this interface could result from a lack of clarity regarding the commissioning of work and the overall embedding of company service provision. For example, schools will have even greater freedom regarding the commissioning of services currently provided by KCC and may decide to reduce or reallocate funding to other services. Alternatively, changes in the direction of Government policy could impact on the Company's overall ambitions.</p>								
Cause	Consequence	Current Risk	Previous Current Risk	Control / Action	Control / Action	Target Date	Target Risk	
The Council is in the process of establishing an Education Services Company containing statutory and discretionary services. As some education services will remain under the remit of the Council, the interface between KCC and the Company will be critical in order to ensure its long-term success. A successful business relationship needs to be formed between both parties formally (contracts) and informally between individual professionals.	The Company does not achieve the expected benefits in relation to cost savings and efficiencies,	Medium 10 Major (5) Unlikely (2)		<ul style="list-style-type: none"> Detailed specifications are being prepared KCC Shareholder Board created Mechanisms are outlined in the contract to ensure Company and KCC integration Regular monitoring of Education Services Company progress by: Cabinet Members, Strategic Managers, Commissioning Plan. Stakeholder and Commissioning Board created containing: Cabinet Members, Schools, Early Years, Further Education Managers represented 	Keith Abbott Keith Abbott Keith Abbott Matt Dunkley Matt Dunkley	A -Accepted Control Control Control Control	31/05/2018	Low 5 Major (5) Very Unlikely (1)

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Risk Ref	CY0005	Risk Title and Event	Owner	Last Review	Next Review			
		Meeting the demand for specialist provision and placement of pupils with an Education, Health and Care Plan	Keith Abbott	13/03/2018	13/06/2018			
Additional numbers are on track but there is a risk that the additional places in Kent are not delivered on time or within budget. This is firmly linked into the Capital Programme CY0006 risk								
Cause	Consequence	Current Risk	Previous Current Risk	Control / Action	Control / Action	Target Date	Target Risk	
Proposals in SEND strategy to increase commissioned places to 3700.	Budgetary pressure on KCC as a consequence of legal duty to make specialist provision and continued placement in costly specialist independent schools.	Medium 9 Significant (3) Possible (3)		<ul style="list-style-type: none"> Kent Commissioning Plan has identified: <ul style="list-style-type: none"> - Expansion of Bower Grove - Creation of a new Profound, Severe, Complex Needs unit in Dartford and Dover Training on new core standards has taken place, leading to more children being well supported in local schools. Refreshed core standards now in place Workforce development plans implemented. Full scale roll-out of plan (since September 2014) to be used to scale up local decision making using core standards. Kent SEN strategy review and implementation Planning consents and Governing Body agreement have been obtained 	Julie Ely Julie Ely Julie Ely Julie Ely Julie Ely Keith Abbott Education Planning and Access DivMT	A -Accepted Control Control Control Control Control Control	31/07/2018	Low 6 Significant (3) Unlikely (2)

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Risk Ref	CY0009	Risk Title and Event	Owner	Last Review	Next Review		
		Children not in full time education may not be receiving a suitable education	Matt Dunkley	13/03/2018	13/06/2018		
<p>Information on Children and Young Persons not in full-time education is held on a number of different systems that are not fully integrated. The recent change in legislation has caused a "three-fold" increase in schools' requests for attendance related Penalty Notice fines. The increase exceeds the capacity of the Enforcement business support which was forced to focus the resource on clearing the backlog. Hence no capacity in the PIAS BS to produce regular dataset or analysis of Reduced Time Table. Currently a data spreadsheet of RTT is being circulated. There is a risk that professionals working with a C&YP may not be aware that children are not accessing education.</p>							
Cause	Consequence	Current Risk	Previous Current Risk	Control / Action	Control / Action	Target Date	Target Risk
Section 436a of the Education Act 1996 (inserted by the Education and Inspections Act 2006) "requires all local education authorities to make arrangements to enable them to establish (so far as it is possible to do so) the identities of children in their area who are not receiving a suitable education". The local authority must also ensure that it "monitors the numbers of children/young people in the authority who are not receiving an education, including those new to the area of the country".	Failure of KCC to fulfil its duty to identify and monitor those children/young people not receiving an education and to ensure education is offered.	Medium		<ul style="list-style-type: none"> Part-time timetable in place for looked after children 	Ming Zhang	Control	Low
		9		<ul style="list-style-type: none"> The Reduced Time Table (RTT) notifications have moved into MIU's data gathering system since September 2017. This will enable better data reporting. 	Ming Zhang	Control	6
		Significant (3)		<ul style="list-style-type: none"> Attendance service has been re-organised and the new service re-focused on providing effective advice and monitoring of school attendance register to identify any poor or illegal practice. Schools are challenged for any known poor or illegal practice in attendance registration. 	Ming Zhang	Control	Significant (3)
		Possible (3)		<ul style="list-style-type: none"> From Spring Term 2018 Management Information produces a full report of RTT each term 	Ming Zhang	Control	Unlikely (2)
				<ul style="list-style-type: none"> The restructured Health Needs Service is now in place. The leadership team of the service has been established and is functioning well. 	Ming Zhang	Control	
				<ul style="list-style-type: none"> The New Guidance on Reduced Time Table (RTT) has been issued stipulating that children with Higher Needs Funding and Early Help Care Plans must not be placed with a RTT without SEN Service agreement. Children in Care RTT must be agreed to by Virtual Schools Kent. 	Ming Zhang	Control	

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			<ul style="list-style-type: none"> • A County-wide Pupil Referral Unit quality assurance framework has been developed and implemented. PRU's performance in providing 6th day provision is closely monitored 	Ming Zhang	Control		
			<ul style="list-style-type: none"> • From Autumn 2017 and in each termly census, Management Information request a Zero Return from the schools that did not enter any RTT notification in the previous term 	Ming Zhang	Control		
			<ul style="list-style-type: none"> • The part-time monitoring system was revised in January 2016. The system is now more effective in tracking students who are on part-time table and the outcomes of the necessary use of the temporarily part-time table. 	Ming Zhang	Control		
			<ul style="list-style-type: none"> • If EHPS staff are made aware of students not on a register, then schools are informed. The newly organised Attendance and inclusion teams operate within Early Help structure. The integration ensures that any known case of a pupil not on a register is followed up. A new Children Missing Education procedure is in place to ensure that there is a seamless process in following up children missing from education 	Ming Zhang	Control		
			<ul style="list-style-type: none"> • Centralised provision now results in an education programme for pupils not on a school roll where appropriate. 	Scott Bagshaw	Control		
			<ul style="list-style-type: none"> • Information sharing systems between Admissions, Children Missing Education and Elective Home Education Teams. 	Scott Bagshaw	Control		
			<ul style="list-style-type: none"> • The Elective Home Education Policy and process has been revised 	Scott Bagshaw	Control		
			<ul style="list-style-type: none"> • Management information systems now reviewed to ensure improved data sharing and data management between services (see risk CY0010). 	Katherine Atkinson	Control		

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Risk Ref	CY0013	Risk Title and Event	Owner	Last Review	Next Review			
		Insufficient take-up of free places for 2 year olds	Matt Dunkley	13/03/2018	13/06/2018			
There is a risk that there will be insufficient take-up of high quality places for 2 year old children.								
Cause	Consequence	Current Risk	Previous Current Risk	Control / Action	Control / Action	Target Date	Target Risk	
Since September 2014 KCC has had a statutory duty to provide free places for eligible 2 year old children. Whilst the supply of high quality places is good, and take-up in December 2017 was 74%, (the highest ever seen in Kent), there is a continuing concern that take-up in some localities in particular may not be consistently high enough.	By not taking up places, disadvantaged two year olds may not achieve as well as other children, nor secure good outcomes at the end of Early Years Foundation Stage.	Medium		<ul style="list-style-type: none"> To deliver the European Project relating to increasing employment of vulnerable parents with the take up of free places for their 2 year olds. 	Sean Carter	A -Accepted	31/07/2018	Low
		8		<ul style="list-style-type: none"> Parents Accessing Childcare and Education (PACE) funding has been approved. 	Alex Gamby	Control		4
		Serious (4)		<ul style="list-style-type: none"> Some of these controls have been recognised nationally as effective good practice 	Alex Gamby	Control		Serious (4)
		Unlikely (2)		<ul style="list-style-type: none"> A project manager has now been appointed 	Alex Gamby	Control		Very Unlikely (1)
				<ul style="list-style-type: none"> A European Project to simultaneously increase the employment of vulnerable young parents with the take-up of free places by their 2 year olds focused on the District of Gravesham where the take-up is of greatest concern has been agreed. 	Alex Gamby	Control		
				<ul style="list-style-type: none"> Monitoring Group meets termly 	Alex Gamby	Control		
				<ul style="list-style-type: none"> A refreshed process has been delivered to enable children's centres to more effectively use information provided to them by the Free Early Education Team in following up eligible families not taking up free places. 	Alex Gamby	Control		
				<ul style="list-style-type: none"> Each District now has a children's centre based Free Early Education champion. Each champion meets regularly with the local childcare sufficiency officer and other relevant partners on a county wide and district basis 	Nick Fenton	Control		
				<ul style="list-style-type: none"> A refreshed process has been delivered to enable children's centres to more effectively use information provided to them by the FF2 Team in following up eligible families not taking up free places. 	Nick Fenton	Control		

**Children, Young People and
Risk Register - Children, Young People and Education**

			<ul style="list-style-type: none"> • An on-line eligibility checker has been introduced to speed up parent's ability to register online 	Pam Rawling	Control		
			<ul style="list-style-type: none"> • Information on take up is now reported by District and by residents and by take up in provision 	Pam Rawling	Control		
			<ul style="list-style-type: none"> • Early Years and Childcare Service have introduced a refreshed universal and targeted marketing campaign 	Sandra Mortimer	Control		
			<ul style="list-style-type: none"> • Refreshed materials and marketing strategy are now in place. 	Sandra Mortimer	Control		