

**SCHOOLS ORGANISATION, CAPITAL AND ADMISSIONS GROUP**  
**Notes of meeting**  
**on 3 March 2020 at Larkbeare House**

**Items for DEF on 18 March 2020**

<b>Item 2</b>	<b>Admissions Arrangements</b>			
	Schools are reminded to adhere to the statutory timelines, as laid out in the Admissions Code, relating to the local consultation on and determination of admissions policies for LA and own admission authority schools.			
		<b>Attendance</b>		
		<b>3/3/2020</b>	<b>3/12/19</b>	<b>24/9/19</b>
<b>DCC</b>				
Neil Pateman (Chair)	Built Environments Capital Programme Manager	✓	✓	✓
Andrew Brent	Policy Officer	✓	✓	✓
Fran Butler	EY Childcare Sufficiency Lead	✓	✓	✓
Christine McNeil	School Organisation Policy Manager	✓	✓	<b>Apologies</b>
Heidi Watson-Jones	Service Support Officer (Education)	✓	✓	✓
<b>DAFH</b>				
Hilary Priest	The Grove Primary	✓	<b>Apologies</b>	✓
Colin Butler	Otter Valley Federation	✓	✓	✓
Penny Hammett	Fort Federation	✓	✓	✓
<b>DASH</b>				
Daryll Chapman	Dartmoor MAT	✓	✓	✓
Rob Haring	Ivybridge Community College	✓	✓	<b>Apologies</b>
<b>SENtient Heads</b>				
Sam Barham	Lampard Community School	<b>Apologies</b>	<b>Apologies</b>	<b>Apologies</b>
Cherie White	Pathfield School	✓	<b>Apologies</b>	
<b>DAG</b>				
Ian Rogers	DAG		✓	✓
<b>Diocesan Representatives</b>				
tbc	Plymouth CAST	-	-	-
Christina Mabin	Exeter Anglican Diocese (Admissions)	✓	✓	✓
Richard Power	Exeter Anglican Diocese (Capital)		✓	
<b>Union Representatives</b>				
Nigel Williams	Corporate Forum (Education) NASUWT		✓	✓
<b>In Attendance</b>				
Jackie Reffell	School Organisation	✓		
Neil Keen	Admissions officer	<b>Apologies</b>		
Nigel Coleman	NPS	✓		

## 1. Item/Focus: Minutes and Matters Arising from meeting on 3 December 2019

### Discussion:

- **Delayed entry to school** – no new guidance, legislations or plans to amend Admissions Code yet by DfE. Ongoing concerns around longer term implications for the individual child of being educated out of year, while parents are encouraged to exercise their rights.
- Feel that draft guidance issued prior to general election although covered some issues for parents, was generally unhelpful. Diocese will be raising with DfE at meeting end March.
- Understand number of children having a 3-year sixth form curriculum at school is diminishing, but the funding issues for post-16 education for older children remain unchanged.
- Also potential safeguarding issues around 'adults' and children being educated and engaging in sports activities together.
- **Elective Home Education** – CW had attended a Babcock working party re. EHE. Noted that Babcock team expect ongoing communication from school when a family chooses to home educate.
- Heads felt that once a child has been removed from the school roll, their responsibility for continuing to engage with that child effectively ceases. **AB** to look at current guidance and expectations & feed back SOCA views to Babcock EHE group.
- **Fair Access Protocol** – looking to introduce new protocol from September 2020. LA working with phase associations and others on a revision.
- **Admission guidance for families with special guardianship arrangements. AB & FB** to consider guidance, mindful of sensitivities and difficulties in obtaining and verifying information, particularly with other LAs.
- **Admissions Appeal timetable** – AB to circulate.; already written into individual policies Heads asked that schools highlight dates on their website.
- **Secondary Admissions round** – Heads requested initial indication of percentage of preferences achieved. All preferences – 97.4%, 1<sup>st</sup> preferences – 92.6%, 2<sup>nd</sup> preferences 4.3%, 3<sup>rd</sup> preferences 0.3%, no pref 2.6%
- **Primary Admissions round** – not expecting any in-area refusals where applications are on time, however, will be expecting some hot-spots. Impact of falling demographics will be increasingly apparent.

### Key Decision/ Issues for DEF:

- Minutes of previous meeting agreed as an accurate record.

### Action:

- **AB** to look at revision of Devon guidelines for parents around delayed admission, following feedback from Diocese meeting with DfE.
- **AB** to feedback SOCA views on continuing school engagement with families choosing to home educate.
- **HWJ** to circulate latest annual exclusion report.
- **AB/FB** to consider guidelines for process specific to families with special guardianship arrangements. Have met; **AB** to attend SGO support meeting to explain the process for admissions and strengthen information-gathering arrangements for children formerly in Care with Adopt South West.

## 2. Item/Focus: Determined Admission Arrangements 2021-22

### Discussion:

- No significant changes for community and VC schools in this round.
- Some own admission authority schools have changed priorities to include children currently attending nursery – will monitor this to ensure no negative impact on local children.
- Diocese guidance updated to recommend that faith criteria sit below admission of local children. Generally positive response to this, and Diocese currently checking through determined policies to assess impact for local children.
- Diocese & LA have reminded schools of statutory deadlines for determined admissions policies. Schools are reminded that the deadlines are statutory as per Admissions Code and as such not negotiable and relate to governor meetings in the autumn term, consulting on changes (or participate in LA consultation) and the responsible body holding a meeting to determine final

<p>policy in February for submission to LA and published on school website by 15 March.</p> <ul style="list-style-type: none"> <li>Schools will be asked in September 2020 to provide the date of the February 2021 determination meeting. Must take place even if there have been no amendments from the previous year.</li> <li>Noted change to catchment area of one community school. Other catchment areas have been amended but noted that these related to own-admission authority schools.</li> </ul>	
<b>Key Decision/ Issues for DEF:</b>	
<b>Action:</b>	<ul style="list-style-type: none"> <li><b>Phase Associations</b> to highlight to schools the statutory timeline for determination of admissions policies. Advice and guidance is available from <a href="mailto:Andrew.brent@devon.gov.uk">Andrew.brent@devon.gov.uk</a></li> </ul>
<b>3. Item/Focus: Determined Admission Arrangements 2022-23</b>	
<b>Discussion:</b>	
<ul style="list-style-type: none"> <li>Admissions team welcome ideas on how to better engage families and parents in admissions consultation process.</li> </ul>	
<b>Key Decision/ Issues for DEF:</b>	Report noted
<b>Action:</b>	
<b>4. Item/Focus: LA Annual Admissions Report</b>	
<b>Discussion:</b>	
<ul style="list-style-type: none"> <li>Template report circulated.</li> <li>All asked to feed back any issues or areas for inclusion in the 2020 annual report.</li> </ul>	
<b>Key Decision/ Issues for DEF:</b>	Report noted
<b>Action:</b>	All to provide Andrew Brent with any specific areas for inclusion in the 2020 report.
<b>5. Item/Focus: Admissions applications from children from another country</b>	
<b>Discussion:</b>	
<ul style="list-style-type: none"> <li>New guidance from the DfE has been issued.</li> <li>If a child is resident in the UK, the Admissions Code outlines that they are entitled to a school place, regardless of their nationality or expected length of residence in the UK.</li> <li>Suggested that a stay in the area of longer than around 2 weeks (which could be considered to be a holiday) would necessitate a school place to be provided.</li> <li>Considered issues around holding school places foreign students on 12-week placements, which can preclude a space being available for a local child.</li> <li>Understand that the responsibility rest with the Head to determine the appropriate year group for them to be educated in.</li> </ul>	
<b>Key Decision/ Issues for DEF:</b>	Verbal report noted
<b>Action:</b>	
<b>6. Item/Focus: Early Years Update</b>	
<b>Discussion:</b>	
<ul style="list-style-type: none"> <li>Noted schools currently under consultation for extending provision to include 2-year olds.</li> <li>Noted plans to increase 2-year old provision particularly in Cranbrook.</li> <li>Early Years Pupil Premium – only 8% of children currently in receipt of 3&amp;4 year old funding are in receipt of EYPP. Concerns that administrative process is preventing settings from seeking applications from parents.</li> <li>SOCA requested some evidence of how EYPP is being spent, as Primary Heads are not seeing</li> </ul>	

particularly improved impact on outcomes for children with EYPP entering Reception. **FB** to seek information from Babcock.

- Annual Survey of Providers has been circulated which will provide data on availability of childcare places. 100% return last year.
- Survey circulated to EY providers to request feedback on current Babcock LDP contract provision.
- Survey to Headteachers on staggered entry to reception class – disappointing response rate. Parent survey for families with children starting in Sept 2020 will be circulated in the summer.
- Different term dates for different pupils – noted guidance on school attendance re. induction days and staggered starts. Heads must ensure that this is only acceptable where the school ensures that pupils not attending on that day are still offered a full education over the school year. Mindful that some schools continue to offer a 'introduction day' for new year 7 pupils.

<b>Key Decision/ Issues for DEF:</b>	Report noted
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<b>Action:</b>	<b>FB</b> to request information on spend of EYPP in settings and impact on outcomes.
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## 7. Item/Focus: School Organisation Update

### Discussion:

- Analysis of Primary surplus capacity – review of schools with rolls less than 50 carried out in Autumn term and data to be circulated after Easter. School Org team happy to discuss forecasts and information with schools. Trends and forecasting indicate a significant reduction in pupil numbers going forward, which is concerning.
- Health data is helpful, but mindful that many factors will impact on a family's decision around primary school choice (e.g. en route to work, small school, rural environment).
- Simon Niles has met with some Learning Communities and Federations to consider impact of falling primary rolls. Important key messages are being shared by the LA, however SOCA had concerns that information about alternative options are not being taken on board locally. Considered whether Governing Bodies are understanding and are actively involved in the forward planning.
- Heads felt that small school leaders were concerned that sustainability and quality of education could be diminished with a different approach to PAN.
- SOCA considered ongoing difficulties with financial viability of schools with 70-80 on roll.
- Noted update on Tipton Primary – awaiting submission of outline planning permission.

<b>Key Decision/ Issues for DEF:</b>	Report noted
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<b>Action:</b>	
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## 8. Item/Focus: NPS Update

### Discussion:

- Noted update on uptake on various school maintenance contracts.
- Noted testing of water tanks to be scheduled during prior to the summer break
- Service Term contracts have been extended by 2 years to fall in line with the NPS Joint Venture contract timings
- Ongoing concerns about 'out of tolerance' performance, particularly legionella testing (under DAMA). SOCA requested additional data to indicate trend. Mindful that NPS has no control over the take-up of Academies making direct contact with preferred service providers for maintenance works, and feedback reported is obtained from the contractor.
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<b>Key Decision/ Issues for DEF:</b>	Report noted
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<b>Action:</b>	<ul style="list-style-type: none"> <li>• <b>Nigel Cole / Mike Burlace</b> to provide trend data within next report.</li> </ul>
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## 9. Item/Focus: Capital Programme Update

### Discussion:

- Capital Maintenance programme 2020/21 signed off. 29 maintenance projects named in programme – around £3m value alongside £600k general contingency and £180k for MUMIS (unforeseen), £300k for accessibility adaptations for school attendance.
- Significant backlog in maintenance projects, therefore only highest priority works have been included in programme.
- Devon Maintenance Partnership – current arrangement ends 31/3/20. New agreement to be circulated to schools with minor amendments. £10 per pupil levy unchanged. Schools will be required to respond to the communication, with evidence to be provided on how management of statutory compliance testing will be completed if not signing up to DMA
- DfE planning to undertake a national survey around school capacity which is expected to include special schools for the first time. Formula for capacity calculation is expected to be amended in line with building guidance. Concerns that local knowledge of trends is unlikely to be taken into account, and findings anticipated to be of limited benefit. Unsure at this stage if nursery schools will be included.

<b>Key Decision/ Issues for DEF:</b>	Report noted
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<b>Action:</b>	
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### NEXT MEETINGS

Tuesday 9 June 2020 9.30 am at Larkbeare (Exe Room)  
Tuesday 22 September 2020 9.30am – County Hall – Coaver Potter Room  
Tuesday 1 December 2020 9.30am – County Hall – Coaver Sargent Room  
Tuesday 2 March 2021 9.30am at Larkbeare (Exe Room)