

SCHOOLS ORGANISATION, CAPITAL AND ADMISSIONS GROUP

10 January 2017

ISSUES FOR DEF ON 16 JANUARY 2017

Item 4.	<p>Proposed Admission Arrangements 2018-19</p> <p>Delayed Entry to school for summer-born children</p> <p>DEF to note that parents currently have a right to request delayed entry to reception but that from 2018-19 the Local Authority practice will be to encourage parents to discuss plans and options with the headteacher on a case by case basis. This reverts to practice prior to 2015/16.</p>
----------------	---

SCHOOLS ORGANISATION, CAPITAL AND ADMISSIONS GROUP

Notes of meeting on 10 January 2017 at Larkbeare

		Attendance		
		10/2/17	27/9/16	7/6/16
DCC				
Chris Dyer (Chair)	Head of Built Environments	✓	✓	✓
Andrew Brent	Policy Officer	✓	✓	✓
Fran Butler	EY Childcare Sufficiency Lead	Apologies	✓	✓
Christine McNeil	School Organisation Policy Manager	✓	✓	Apologies
Heidi Watson-Jones	Service Support Officer (Education)	✓	✓	✓
DAPH				
Hilary Priest	The Grove Primary	✓	✓	-
Jonathan Bishop	Broadclyst Primary	-	-	Apologies
Caroline Boother	Hatherleigh Primary	✓	Apologies	Apologies
Alun Dobson	Marwood Primary	✓	✓	Apologies
Jan Reid	Yeo Valley Primary	✓	✓	✓
DASH				
Daryll Chapman	Okehampton College	Apologies	✓	Apologies
Paul Cornish	Newton Abbot College	✓	✓	-
Rob Haring	Ivybridge Community College	Apologies		✓
SHAD				
Bronwen Caschere	Southbrook School	-	✓	Apologies
Karen Rogers	Lampard School	✓	-	-
DAG				
Ian Rogers	Secondary		✓	✓
David Treharne	Primary	-	-	✓
Diocesan Representatives				
Mary Cox	Plymouth CAST	Apologies	✓	-
Christina Mabin	Exeter Anglican Diocese (Admissions)	✓	Apologies	✓
Richard Power	Exeter Anglican Diocese (Capital)		✓	Apologies
Union Representatives				
John Staddon	TCC	✓	✓	✓
Steve Ryles	JCC			
In Attendance				
Nigel Coleman	NPS	Apologies	✓	✓

1. Item/Focus: Minutes and Matters Arising from meeting on 27 September 2016	
Discussion: <ul style="list-style-type: none"> Dawn Stabb involved in ongoing conversations with special schools regarding Admissions; expecting that most maintained special schools will be full in September 2017 based on Year 6-7 transition. School websites – much good practice in keeping all policies up to date, but the importance of this was reiterated. Admissions arrangements should be accessible from the school home page, to ensure that parents can access easily. Noted that website updating can be difficult and time consuming, but that non-compliance can be an early trigger for Ofsted inspection. 	
Key Decision/Issues for DEF:	Minutes of previous meeting agreed as an accurate record.
Action:	AB to circulate 2016 admissions data. FB to ensure that information re. SENCo support for Early Years has been shared, and that extended childcare / early education eligibility criteria has been circulated.
2. Item/Focus: Composite Prospectus - September 2017 (Andrew Brent)	
Discussion: <ul style="list-style-type: none"> 'Step by Step' publication to be launched for the beginning of September. This will only be published online, but printed copies may be requested. Noted that Special Schools are included. 	
Key Decision/Issues for DEF:	Report noted
Action:	Phase Associations to request that all schools regularly check their own entries in the Admissions Directory.
3. Item/Focus: Relevant Area for Admissions 2019-2021 (Andrew Brent)	
Discussion: <ul style="list-style-type: none"> Local Authorities are required to establish a relevant area within which own admission authorities must consult regarding their admission arrangements. The autumn 2018 consultation proposals can be found at: www.devon.gov.uk/admissionarrangements There are no changes proposed from current practice, which currently exceeds the statutory minimum as Devon's consultation which is also conducted on behalf of schools covers the whole county. 	
Key Decision/Issues for DEF:	Report noted
Action:	
4. Item/Focus: Proposed Admission Arrangements 2018-2019 (Andrew Brent)	
Discussion: <ul style="list-style-type: none"> Noted proposed amendment to Devon admission arrangements for 2018/19 re. delayed entry to Reception for summer-born children. There has been no change to the Admissions Code and none expected in the next year. This follows the letter from the Schools' Minister in 2015 undertaking to establish a parental right to delayed admission and for various consequences to be resolved, allowing those children to remain in the cohort throughout their statutory education. 	

<ul style="list-style-type: none"> • This still a current issue; for 2018/19, the approach would still be permissive but Devon would withdraw from a blanket approval to all requests; the current Code provides for consideration of each case, for the social and educational benefit to the child. This would be a matter for head teachers who make similar decisions for all other children. • LA will continue to assist schools in providing support and information for parents enquiring about delayed admission from 2018/19. • The group considered longer-term implications of delayed entry to school; research is available exploring the implications. Discussed post 16 education, participation and funding if a child is out of year group. • Concerns were raised around the potential for a parent to move their child to their chronological year group at a later stage. Noted secondary schools generally place children in their chronological year group. • Considered difficulties where parents have not applied for a place in the chronological year group, and a reception place might not be available the following year. Parents are encouraged to submit their application in the relevant year, even if they are considering delayed entry. • Noted proposed changes to school catchment areas, as for some schools, postcode areas have no direct relationship with the numbers of children requiring places in the local schools. Proposed that a rolling review of catchment areas takes place to ensure that they accurately represent potential student numbers. • There was some discussion regarding a Year 6 child currently in an independent school, who did not appear to have been sent information regarding transition to secondary school. There were concerns that there could be longer-term implications for LA placement planning, but noted the new requirement for all independent schools to report admissions and deletions from roll to the LA which could enable the LA to contact families of Year 6 children. • For sixth form admissions, the DCAF-5 common application form is provided for all sixth forms to use, enabling schools to be compliant in their application process. 	
Key Decision/Issues for DEF:	<ul style="list-style-type: none"> • Report noted • DEF to note that parents currently have a right to request delayed entry to reception but that from 2018-19 and subject to the views of Cabinet, the LA approach would be to encourage parents to discuss plans and options with the headteacher on a case by case basis. This reverts to practice prior to 2015/16.
Action:	<p>AB to forward link to Phase Associations outlining research exploring the impact of a delayed start to education.</p> <p>AB to look at the Reception place application form to ensure that there is an appropriate place to log a request for a place linked to priority for children of school staff.</p>
5. Item/Focus: Admission Arrangements and School Websites (Andrew Brent)	
Discussion: <ul style="list-style-type: none"> • Noted that majority of schools in Devon will be their own admission authority by end February 2017, all of which must have the admission arrangements on their website (although this is good practice for all schools). • Noted it is good practice for school websites to provide some information about their admissions, invitations to visit the school etc. in addition to posting the admission arrangements. • Noted different expectations around Special School admissions, which are managed through the SEN 0-25 team. • Determined admission arrangements must be determined by 28 February and available on websites from 15 March 2017. • AB proposed to meet with Phase Associations around Fair Access Protocols. Fair Access for secondary schools enables schools to admit up to 3% over PAN. For Primary schools, it might be workable to propose that an additional one place is made available in each KS2 class. 	
Key Decision/Issues for DEF:	Report noted
Action:	AB to circulate list of own admission authority schools for clarification.

	<p>AB to circulate list of documents and information which are required to be shown on own admission authority and VA/VC school websites.</p> <p>AB to liaise with Matthew Shanks and Clare Coates regarding meeting with Phase Associations re. Fair Access Protocol changes</p>
6. Item/Focus: Early Years Update report (Fran Butler)	
<p>Discussion:</p> <ul style="list-style-type: none"> DfE Capital funding announcement expected soon. Noted increasing pressures on Early Years sector in the run up to the introduction of 30 hour entitlement. <p>DAPH Questions to Fran – responses are appended to the end of these minutes</p> <ul style="list-style-type: none"> What level of provision are schools being expected to provide over 52 weeks (including Ofsted perspective)? Is there anywhere across Devon that is already operating this system which provides an example of good practice? What support will be available to schools in managing this ? How will schools identify eligibility for the 30 hours ? There was some confusion over the equivalence of minimum 16 hours (£115) work. 	
Key Decision/Issues for DEF:	Report noted
Action:	FB to respond to questions raised at the meeting in her absence
7. Item/Focus: NPS Update report	
<p>Discussion:</p> <ul style="list-style-type: none"> 22 academies currently subscribe to the Devon Academies Maintenance Agreement. Connect 2 access has been disabled to non-subscribing academies. Noted that schools condition surveys do not seem to be updated between NPS quinquennial reports. 	
Key Decision/Issues for DEF:	Report noted
Action:	Phase Associations to remind schools to update their school condition survey (through NPS or Built Environments) if they maintenance work on the school site is carried out.
8. Item/Focus: Capital Programme Update (Chris Dyer)	
<p>Discussion:</p> <ul style="list-style-type: none"> Noted 40 significant capital maintenance projects were completed during 2016/17 financial year amounting to approximately £7m. There has been a further reduction in historic backlog maintenance of the schools estate. Capital funding to be considered by Cabinet on 16 February 2017. CD confidentially tabled schedule of proposed capital projects for 2017/18; mindful that allocation has not been officially announced by the EFA. Schedule was collected back in during the meeting. CD explained the allocation protocol for capital maintenance projects, agreed last year. Noted that Simon Niles manages the programme for Basic Need and growth capital investment. Process is included within the Education Investment Plan. 	
Key Decision/Issues for DEF:	Report noted Phase Associations thanked Chris Dyer for his work in preparing the programme.
Action:	HWJ to circulate capital maintenance allocation protocol to SHAD representative.

9. Item/Focus: School Organisation Update (Christine McNeil)

Discussion:

- Noted Education South West Academy Trust now incorporates Kingsteignton schools and Templar Academy Trust.
- Noted DASH and the LA have discussed concerns regarding proposals for an additional Free School in Newton Abbot area.
- Applications for a Special Free Schools are being considered to ensure a good geographical spread of appropriate quality provision.
- Considered possible long term financial issues for Free Schools which appear to be submitting applications for relatively small sized schools, mindful that there have already been further calls on the Growth Fund due to slower than expected increases in roll.
- Expression of Interest has been submitted regarding a Special Free School at the former Charlton Lodge in Tiverton.
- Burrington Primary School awaiting information from RSC on the future of the school.
- LA is in discussion with EFA re. Tipton school site and possible move to a site at Ottery St Mary due to ongoing flooding risk.
- Education Infrastructure Plan is now on DCC website. Areas of growth are listed within the document.
- No feedback yet received from the DfE 'Schools that Work for Everyone' consultation.
- Basic Need capital programme to be considered by Cabinet in February.

Key Decision/ Issues for DEF:	Report noted.
--	---------------

Action:	
----------------	--

NEXT MEETING

9.30am on Tuesday 28 February 2017 at County Hall Committee Suite

DAPH Questions for Fran Butler

What level of provision are schools being expected to provide over 52 weeks (including Ofsted perspective)?

Devon County Council is encouraging schools with early years provision to be as responsive to parental needs as possible. For example in some areas this may mean opening for 50 weeks of the year 8.00am to 6pm and in other areas 45 weeks of the year 7.30am to 6.30pm....times should be determined by what working parents require. This must be balanced by the need being great enough to afford to employ two members of staff.

In some areas schools may not need to consider growing their provision because there may be plenty of places for 3 and 4 year olds in nearby all year round settings. Schools need to decide whether they will or will not offer the new extended entitlement from September and what the implications of that decision will be.

Ofsted inspects against the Early Years Foundation Stage (EYFS) statutory framework for 0-5 year olds. The places offered at different times of the day must meet the required standards. All EYFS provision in the school will be reported on as a single phase.

If a nursery teacher is employed during term times 9-3.30pm a different staff team can be employed to manage the nursery outside of term times and at the beginning and end of the school day. The (Almost) Everything Schools Need to Know About Setting up Early Years Places in Devon Schools <https://new.devon.gov.uk/eycs/for-providers/early-years-and-childcare-in-schools/types-of-early-years-provision-in-schools/> is being updated and the new version will be available within the next two weeks – there is a detailed section in this guidance covering all year round provision and staffing.

Is there anywhere across Devon that is already operating this system which provides an example of good practice?

I am assuming that you are asking about all year round nursery provision in schools:

At present we do not have a school where the governing body is managing all year round provision for 3 and 4 year olds; however there are examples where schools have joined up with private providers to make continuous provision for families. This may mean working with a before school club, after school club and holiday club or with a preschool, nursery or childminder. The downside of this model is that parents may not be able to spread the entitlement funding across the year. This means that families have increased childcare costs during the school holidays. There will also be differences in practice. We do not yet have the guidance that will state how many different providers a child can attend for their funded time in one day – this is due in April.

Should the capital bid to the DFE be successful those projects will be required to make the places for 3 and 4 year olds available all year round. There were 4 schools included in the bid.

Almost all day nurseries operate all year round so they offer a good example of how a school could manage all year round places in terms of practice and provision.

What support will be available to schools in managing this?

There are a series of workshops planned for all providers titled '**Getting Business Ready for the 30 Hours**'. We are strongly encouraging schools to attend.

Wednesday 1st February 10 – 1.30 Exeter and 6- 9.30 Honiton LIMITED PLACES

Tuesday 7th February 10-1.30 Ivybridge and 6-9.30 Exeter BOTH FULL

Wednesday 8th February 1.30 – 5 Barnstaple VERY LIMITED PLACES

Bookings are through CPD Online <https://www.devoncpd.co.uk/ey/cpd/>

Early Years and Childcare Advisers can provide advice and guidance free of charge to schools. We will manage requests for schools based on the level of demand.

Babcock LDP Early Years Team can provide advice and guidance on managing teaching and learning for children accessing 30 hours through the traded service.

How will schools identify eligibility for the 30 hours?

1. Parents are required to check their eligibility. They check eligibility for the 30 hours and also the Tax Free Childcare at the same time. Eligibility must be reconfirmed every three months. The checks will be made through GOV.UK by parents who can also choose to apply by phone through HMRC.
2. Eligible parents will receive an eligibility code that they take to their chosen provider/s.
3. Providers apply for funding through DCC and DCC must carry out a validity check for the eligible codes.

This is all that we know at present as the systems are under construction and we are awaiting further guidance. We will keep you updated...

There was some confusion over the equivalence of minimum 16 hours (£115) work.

The following information has been cut and pasted from a presentation by the DFE:

30 hours childcare: eligibility

Eligibility for the additional free entitlement will include households where:

- All parents (whether two-parent family or lone parent) are working and earning the equivalent of 16 hours a week at the National Minimum or Living Wage (includes income received from tax credits or Universal Credit) **and/or:**
- One/ both parent/s is away on leave (parental, maternal etc.)
- One/ both parent/s is on Statutory sick pay
- Parents on zero-hours contracts will be eligible, as are those who are registered as self-employed
- One parent is employed and the other parent has either: substantial caring responsibilities/ and or disability; is a foster carer with their own three- and four-year-old children
- Parents who are in training will not be eligible as they can receive other Government support
- There is an income cap. If one parent's income exceeds £100k the household will not be eligible