

**SCHOOLS ORGANISATION, CAPITAL AND ADMISSIONS GROUP**  
**Notes of meeting**  
**on 6 June 2017 at Larkbeare**

|                                 |                                      | <b>Attendance</b> |                  |                  |
|---------------------------------|--------------------------------------|-------------------|------------------|------------------|
|                                 |                                      | <b>6/6/17</b>     | <b>28/2/17</b>   | <b>10/01/17</b>  |
| <b>DCC</b>                      |                                      |                   |                  |                  |
| Chris Dyer (Chair)              | Head of Built Environments           | ✓                 | ✓                | ✓                |
| Andrew Brent                    | Policy Officer                       | ✓                 | ✓                | ✓                |
| Fran Butler                     | EY Childcare Sufficiency Lead        | ✓                 | ✓                | <b>Apologies</b> |
| Christine McNeil                | School Organisation Policy Manager   | ✓                 | ✓                | ✓                |
| Heidi Watson-Jones              | Service Support Officer (Education)  | ✓                 | ✓                | ✓                |
| <b>DAPH</b>                     |                                      |                   |                  |                  |
| Hilary Priest                   | The Grove Primary                    | ✓                 | ✓                | ✓                |
| Caroline Boother                | Hatherleigh Primary                  | <b>Apologies</b>  | ✓                | ✓                |
| Alun Dobson                     | Marwood Primary                      | ✓                 | ✓                | ✓                |
| Jan Reid                        | Yeo Valley Primary                   | ✓                 | <b>Apologies</b> | ✓                |
| <b>DASH</b>                     |                                      |                   |                  |                  |
| Daryll Chapman                  | Okehampton College                   | ✓                 |                  | <b>Apologies</b> |
| Paul Cornish                    | Newton Abbot College                 | <b>Apologies</b>  | ✓                | ✓                |
| Rob Haring                      | Ivybridge Community College          | ✓                 | ✓                | <b>Apologies</b> |
| <b>SENTient Heads</b>           |                                      |                   |                  |                  |
| Karen Rogers                    | Lampard School                       | <b>Apologies</b>  | <b>Apologies</b> | ✓                |
| Sarah Pickering                 | Mill Water School                    | ✓                 |                  |                  |
| <b>DAG</b>                      |                                      |                   |                  |                  |
| Ian Rogers                      | Secondary                            | ✓                 | ✓                | <b>Apologies</b> |
| <b>Diocesan Representatives</b> |                                      |                   |                  |                  |
| Mary Cox                        | Plymouth CAST                        | <b>Apologies</b>  | <b>Apologies</b> | <b>Apologies</b> |
| Christina Mabin                 | Exeter Anglican Diocese (Admissions) | ✓                 | ✓                | ✓                |
| Richard Power                   | Exeter Anglican Diocese (Capital)    |                   |                  | ✓                |
| <b>Union Representatives</b>    |                                      |                   |                  |                  |
| John Staddon                    | TCC                                  | <b>Apologies</b>  | <b>Apologies</b> | ✓                |
| Steve Ryles                     | JCC                                  | ✓                 | -                | -                |
| <b>In Attendance</b>            |                                      |                   |                  |                  |
| Nigel Coleman                   | NPS                                  | -                 | -                | <b>Apologies</b> |

**1. Item/Focus: Minutes and Matters Arising from meeting on 28 February 2017**

**Discussion:**

- FB discussed EY SENCo support with Sam Chapman (Babcock) – briefing to be circulated. Eligibility for SEND funding and more about EY SEND support can be found on the Babcock website: <http://www.babcock-education.co.uk/ldp/v.asp?rootid=2346&folderid2346&depth=1>
- Discussed letter from LA to Year 8 and 9 parents re. atypical admissions protocol (UTC/studio schools). DASH felt the letter could have given a stronger message about notifying parents to fulfil a DfE statutory obligation. Understood that letter was not sent to schools prior to wider mailing in March. **AB** to re-circulate DfE notification and the LA letter. **AB** reiterated that the correspondence was in no way a recommendation to parents.
- DASH raised issues around potential staffing implications of year groups reducing at Year 10.
- FB shared number of 3 and 4 year old Devon children entering Early Years provision in neighbouring authorities. Discussed patterns, particularly high numbers in Plymouth which may mirror employment locations of parents.
- Nigel Coleman asked to confirm 2017/18 Devon Maintenance Partnership rates.

**Key Decision/ Issues for DEF:**

- Minutes of previous meeting agreed as an accurate record.

|   |  |
|---|--|
| <b>Action:</b>  | HWJ to circulate EY SEN briefing<br>AB to circulate letter and DfE guidance re. atypical admissions to SOCA. Done 6.6.17   |
| <b>2. Item/Focus: Admissions Round 2017 (Andrew Brent)</b>  |  |
| <b>Discussion:</b>  |  |
| <ul style="list-style-type: none"> <li>• Noted data outlining admissions in Devon schools by parental preference.</li> <li>• Discussed issues of schools admitting significant numbers over PAN, based on parental preference, which the admissions authority must try to accommodate while neighbouring schools are undersubscribed. Noted particular issue in Totnes where an expected building development has been postponed.</li> <li>• Concerns were raised about how some schools seem to be manipulating Admissions Numbers in-year to either accept or reject additional pupils in different circumstances.</li> <li>• Noted that several schools appear to be looking to reduce PANs to enable more effective resource management. LA concerned that these reductions could have ongoing implications for admissions management. Noted SFG had discussed implications for Growth Fund applications from schools based on PAN.</li> <li>• Discussed cases where no application or preference had been made.</li> </ul> |  |
| <b>Key Decision/ Issues for DEF:</b>  | Report noted   |
| <b>Action:</b>  | AB to provide further information in September when the normal round has been completed.   |
| <b>3. Item/Focus: Composite Prospectus for 2018 Entry (Andrew Brent)</b>  |  |
| <b>Discussion:</b>  |  |
| <ul style="list-style-type: none"> <li>• Noted 2-part Composite prospectus including Step by Step Guide (process) and the Admissions Directory (school information).</li> <li>• Important that schools check the online directory to ensure school information is accurate.</li> </ul>  |  |
| <b>Key Decision/ Issues for DEF:</b>  | Report noted   |
| <b>Action:</b>  | Phase Associations to remind schools to update information held within the Admissions Directory at <a href="https://new.devon.gov.uk/schools/school/">https://new.devon.gov.uk/schools/school/</a> |
| <b>4. Item/Focus: Fair Access Protocol (Andrew Brent)</b>   |  |
| <b>Discussion:</b>  |  |
| <ul style="list-style-type: none"> <li>• Noted no significant changes are being proposed.</li> <li>• LA had discussed clarification for Primary Schools with DAPH. AB to circulate a revised draft to SOCA when completed.</li> </ul>   |  |
| <b>Key Decision/ Issues for DEF:</b>  | Report noted   |
| <b>Action:</b>  | AB to circulate revised draft to SOCA for comments   |
| <b>5. Item/Focus: Annual Admissions Report (Andrew Brent)</b>   |  |
| <b>Discussion:</b>  |  |
| <ul style="list-style-type: none"> <li>• Annual Report must be submitted by end of academic year.</li> <li>• Phase Associations are welcome to forward any comments for inclusion directly to Andrew Brent.</li> <li>• Note that schools are increasingly questioning some admissions due to local resourcing concerns. Admissions team aims to flag Headteacher concerns to SEND 0-25 team where relevant which can assist schools to access support for individual pupils.</li> </ul>   |  |
| <b>Key Decision/ Issues for DEF:</b>  | Update noted   |
| <b>Action:</b>  | AB to circulate to SOCA for comments   |

|   |  |
|---|--|
| <b>6. Item/Focus: Admissions Arrangements 2018/19 and 2019/20 (Andrew Brent)</b>  |  |
| <b>Discussion:</b>  |  |
| <ul style="list-style-type: none"> <li>• 2018-19 policies must have been determined and published on websites.</li> <li>• Draft policies to be distributed to schools at the beginning of September.</li> <li>• Governing Body meetings to consider a policy for 2019-20 during September.</li> <li>• Consultation for faith schools with diocese by the beginning of October.</li> <li>• Public consultation for admission arrangements will run from 1 Nov 2017 – 5 Jan 2018.</li> <li>• Governing Body meetings to take place by end February and arrangements must be published online by each admissions authority school by 15 March 2018.</li> </ul>   |  |
| <b>Key Decision/ Issues for DEF:</b>  |  |
| <b>Action:</b>  | <b>Phase Associations</b> to remind schools of timeframe for Governor determination of admission arrangements and publishing on school website.  |
| <b>7. Item/Focus: Summer born children and delayed admissions (Andrew Brent)</b>  |  |
| <b>Discussion:</b>  |  |
| <ul style="list-style-type: none"> <li>• Summer born children may delay admission until the September after their 5<sup>th</sup> birthday. This can require a fresh reception application in year, or for the following year's intake; which must be with the agreement of the school Headteacher and will be considered on a case by case basis.</li> <li>• To clarify the situation for parents, AB has drafted forms for parents' application and for headteachers to detail the school's decision.</li> <li>• Headteachers to be mindful of the reasons given for either accepting or declining the delayed admission request which must reference to the child's circumstances within the school.</li> <li>• Discussed implications where children could miss Year 6 to move directly to secondary, leave school at age 16 without GCSEs or risk not being entitled to funding for post 16 education.</li> <li>• Noted that children may still access 3 &amp; 4 year old full-time EY entitlement provision up to statutory school age; SOCA raised concerns about ambiguity around admissions code and Early Years funded entitlements</li> </ul>   |  |
| <b>Key Decision/ Issues for DEF:</b>  | Report noted   |
| <b>Action:</b>  | <b>AB</b> to circulate information on reasons given for approval and rejection of delayed admissions requests and to bring full report to September meeting detailing all requests via the LA during this academic year. |
| <b>8. Item/Focus: Early Years Update report (Fran Butler)</b>   |  |
| <b>Discussion:</b>  |  |
| <ul style="list-style-type: none"> <li>• New Provider Agreement will replace LA conditions of funding; draft to be circulated shortly. Will come into effect from 1 September 2017 when extended entitlement begins.</li> <li>• Approximately 500 families so far confirmed as eligible to access a childcare provider.</li> <li>• Noted concerns around tax credit implications for families; all enquiries being directed to HMRC.</li> <li>• Families must ensure that eligibility is validated online by LA by 31 August to ensure that provision can be accessed in autumn term. Some schools and EY providers are successfully holding workshops for parents to assist with the eligibility process. Parents may check eligibility up to 16 weeks prior to the child's 3<sup>rd</sup> birthday.</li> <li>• Following delays around Elections and Purdah, expecting a national government awareness campaign to be launched.</li> <li>• Schools and providers may look at information on EYCS website, Facebook or contact DCC Early Years team helpline (01392 385530)</li> <li>• All providers recommended to subscribe to DCC Early Years online Digest newsletter.</li> <li>• Discussed ratios and qualifications for school staff in Nursery provision. Confirmed that maintained schools with nursery provision must have a qualified teacher during school day. Guidelines vary for Academies and independent schools. All staff requirements can be found</li> </ul> |  |

on pages 23-26 at: <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

|                                      |  |
|--------------------------------------|--|
| <b>Key Decision/ Issues for DEF:</b> | Report noted   |
| <b>Action:</b>                       | <b>FB / DAPH</b> to reissue Foundation Stage Statutory Framework re. Early Years ratios and qualified staff in school nursery provision (as above)<br><b>FB</b> to confirm take up of full entitlement for 3 and 4 year olds. <b>N.B. The take up of the full entitlement of 3 and 4 year olds was 83% in Spring 2017 down from 83.3% in Autumn 2016 but up from 82% in Spring 2016.</b><br><b>DAPH</b> to recommend that all schools subscribe to DCC Early Years online Digest newsletter via: <a href="https://new.devon.gov.uk/eyscs/whats-new/">https://new.devon.gov.uk/eyscs/whats-new/</a> |

#### 9. Item/Focus: NPS Update report

**Discussion:**

- Confirmation sought on DMP rate for 2017/18

|                                      |   |
|--------------------------------------|---|
| <b>Key Decision/ Issues for DEF:</b> | Report noted  |
| <b>Action:</b>                       | <b>HWJ / NC</b> to confirm and circulate DMP per pupil rate |

#### 10. Item/Focus: Capital Programme Update (Chris Dyer)

**Discussion:**

- Capital Allocation announced on 31 March 2017.
- £6.3m allocated which may enable additional works to be commissioned above the 50 significant capital projects already planned to commence over summer holiday period.
- EFA now undertaking new round of condition data collection surveys (CDC surveys) to include every school up to summer 2018. Noted Chris Dyer sits on EFA CDC working group as LA representative for maintained schools.

|                                      |              |
|--------------------------------------|--------------|
| <b>Key Decision/ Issues for DEF:</b> | Update noted |
| <b>Action:</b>                       |              |

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

**Discussion:**

- Noted Free Schools which have recently been considered by DfE. The Dart School proposal was not approved for additional provision in Newton Abbot area, possibly due to current surplus of vacant places in local area.
- Noted Charlton Lodge Special Free School proposal was not approved, but as deemed strategically necessary, DCC is preparing a business plan to continue with site redesign involving SEN colleagues. Aiming for September 2018 opening.
- Requesting Cabinet approval for consideration and selection of sponsor for a new primary school in Okehampton area from September 2018 due to increased numbers from new building developments. Suggested that a SOCA member be involved in the selection panel.
- Discussed increase in permanent exclusions and impact on schools being asked to admit excluded children with additional needs which have not been formally assessed through EHCP process, and who might otherwise be admitted to residential settings with associated increased cost.

|                                      |   |
|--------------------------------------|---|
| <b>Key Decision/ Issues for DEF:</b> | Report noted  |
| <b>Action:</b>                       | <b>Phase Associations</b> to nominate member for sponsor selection for new primary school – directly to Christine McNeil. |

#### NEXT MEETING

Tuesday 26 September 2017  
9.30am at Larkbeare (Exe Room)

