





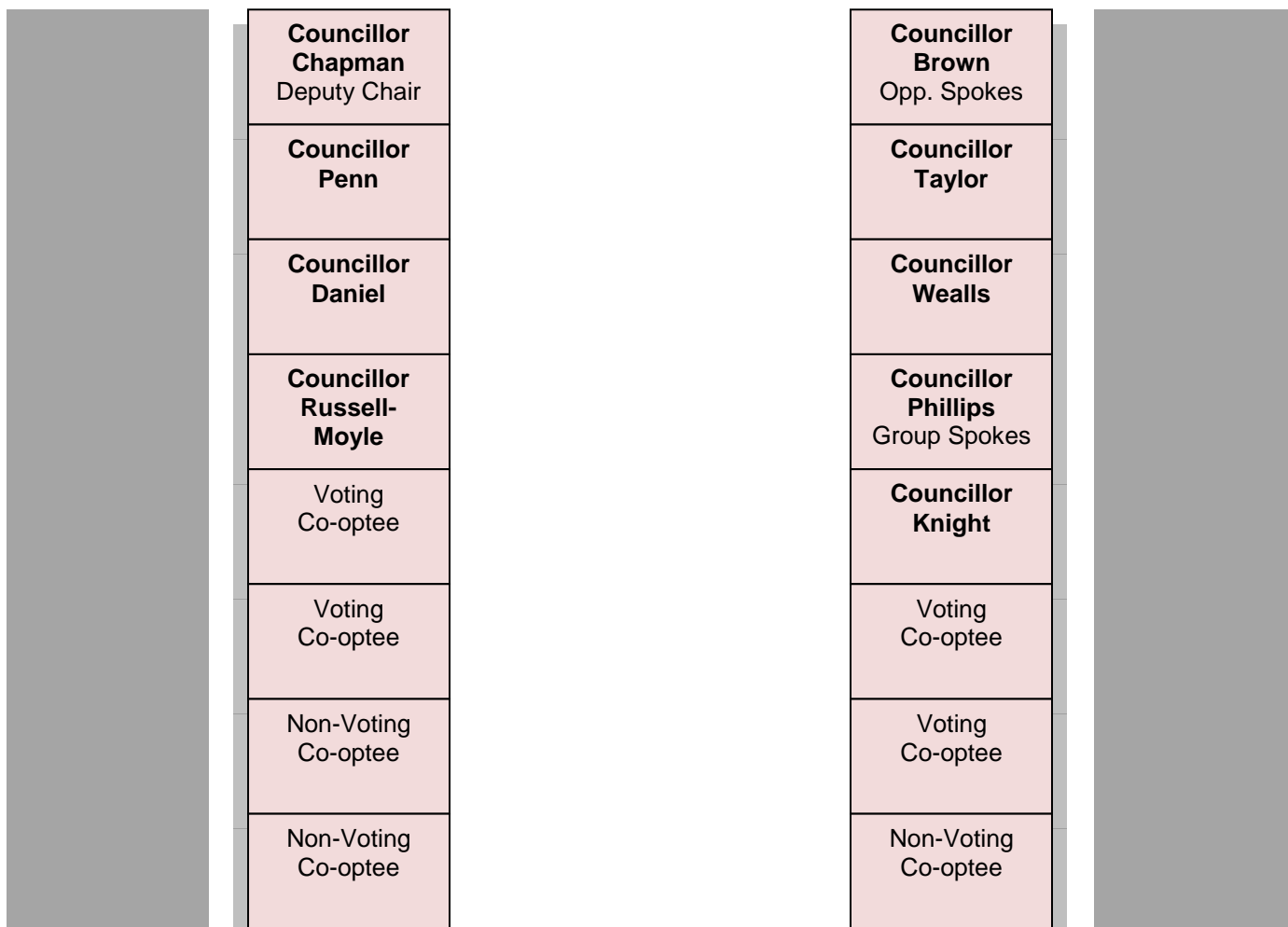
**Brighton & Hove  
City Council**

# Children, Young People & Skills Committee

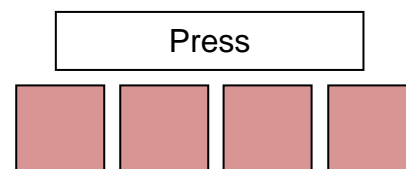
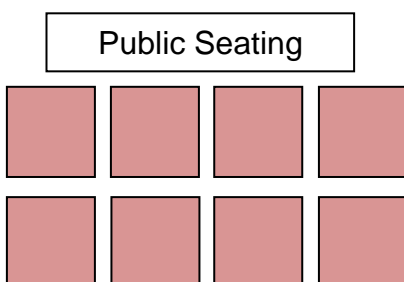
Title:	<b>Children, Young People &amp; Skills Committee</b>
Date:	<b>9 January 2017</b>
Time:	<b>4.00pm</b>
Venue	<b>Council Chamber, Hove Town Hall, Norton Road, Hove, BN3 3BQ</b>
Members:	<b>Councillors:</b> Bewick (Chair), Chapman (Deputy Chair), Brown (Opposition Spokesperson), Phillips (Group Spokesperson), Daniel, Knight, Taylor, Penn, Russell-Moyle and Wealls
	<b>Voting Co-opted Members:</b> Ann Holt, Martin Jones, Amanda Mortensen and Marie Ryan
	<b>Non-Voting Co-opted Members:</b> Ben Glazebrook and Youth Council
Contact:	<b>Lisa Johnson</b> Senior Democratic Services Officer 01273 291228 lisa.johnson@brighton-hove.gov.uk
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**Democratic Services: Children, Young People & Skills Committee**

AD of Children's Services	ED of Children's Services	<b>Councillor Bewick</b> Chair	Legal Officer	Democratic Services Officer
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Public Speaker/  
Officer Speaking



## AGENDA

### 55 PROCEDURAL BUSINESS

**(a) Declaration of Substitutes:** Where Councillors are unable to attend a meeting, a substitute Member from the same Political Group may attend, speak and vote in their place for that meeting.

**(b) Declarations of Interest:**

- (a) Disclosable pecuniary interests;
- (b) Any other interests required to be registered under the local code;
- (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

- (i) the item on the agenda the interest relates to;
- (ii) the nature of the interest; and
- (iii) whether it is a disclosable pecuniary interest or some other interest.

If unsure, Members should seek advice from the committee lawyer or administrator preferably before the meeting.

**(c) Exclusion of Press and Public:** To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

**NOTE:** *Any item appearing in Part Two of the Agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.*

*A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls.*

### 56 MINUTES

1 - 8

To consider the minutes of the meeting held on 21 November 2016 (copy attached).

### 57 CHAIR'S COMMUNICATIONS

### 58 CALL OVER

(a) Items (61 - 65) will be read out at the meeting and Members invited to reserve the items for consideration.

## CHILDREN, YOUNG PEOPLE & SKILLS COMMITTEE

- (b) Those items not reserved will be taken as having been received and the reports' recommendations agreed.

### 59 PUBLIC INVOLVEMENT

To consider the following matters raised by members of the public:

- (a) **Petitions:** to receive any petitions presented to the full council or at the meeting itself;
- (b) **Written Questions:** to receive any questions submitted by the due date of 12 noon on the 30 December 2017;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 30 December 2017.

### 60 MEMBER INVOLVEMENT

To consider the following matters raised by Councillors:

- (a) **Petitions:** to receive any petitions submitted to the full Council or at the meeting itself;
- (b) **Written Questions:** to consider any written questions;
- (c) **Letters:** to consider any letters;
- (d) **Notices of Motion:** to consider any Notices of Motion referred from Council or submitted directly to the Committee.

### STRATEGIC PRIORITY 1

***Ensure that the most vulnerable and disadvantaged children receive the council's support, consolidating services where possible, and targeting resources at those most in need.***

### 61 SCHOOL OFSTED PRESENTATION

*Verbal update on any Ofsted Inspections held since the last meeting of the Committee*

### 62 CARE LEAVERS TRUST FUND

Report of the Executive Director Families, Children & Learning (copy to follow)

Contact Officer: Helen Gulvin  
Ward(s) Affected: All Wards

Tel: 01273 292804

## CHILDREN, YOUNG PEOPLE & SKILLS COMMITTEE

### 63 FAMILIES, CHILDREN AND LEARNING FEES AND CHARGES 2017/18 9 - 18

Report of the Executive Director Families, Children & Learning (copy attached)

Contact Officer: Louise Hoten

Tel: 01273 293440

Ward Affected: All Wards

### 64 SEND REVIEW - FEEDBACK FROM FORMAL CONSULTATION & PUBLICATION OF STATUTORY NOTICE PERIODS 19 - 42

Report of the Executive Director Families, Children & Learning (copy attached)

Contact Officer: Edward Yeo

Tel: 29-4354

Ward Affected: All Wards

### STRATEGIC PRIORITY 3

***Provide greater challenge and support to council maintained schools to close the disadvantage and educational attainment gaps, including a focus on STEM subjects (Science, Technology, Engineering and Mathematics)***

### 65 ADMISSION ARRANGEMENTS 2018/9 43 - 72

Report of the Executive Director Families, Children & Learning (copy attached)

Contact Officer: Richard Barker

Tel: 01273 290732

Ward Affected: All Wards

### 66 ITEMS REFERRED FOR COUNCIL

To consider items to be submitted to the 26 January 2017 Council meeting for information.

*In accordance with Procedure Rule 24.3a, the Committee may determine that any item is to be included in its report to Council. In addition, any Group may specify one further item to be included by notifying the Chief Executive no later than 10am on the eighth working day before the Council meeting at which the report is to be made, or if the Committee meeting take place after this deadline, immediately at the conclusion of the Committee meeting*

## CHILDREN, YOUNG PEOPLE & SKILLS COMMITTEE

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

The closing date for receipt of public questions and deputations for the next meeting is 12 noon on the fifth working day before the meeting.

Agendas and minutes are published on the council's website [www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk). Agendas are available to view five working days prior to the meeting date.

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Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

If you have any queries regarding this, please contact the Head of Democratic Services or the designated Democratic Services Officer listed on the agenda.

For further details and general enquiries about this meeting contact Lisa Johnson, (01273 291228, email [lisa.johnson@brighton-hove.gov.uk](mailto:lisa.johnson@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk).

Date of Publication – Thursday, 29 December 2016

**BRIGHTON & HOVE CITY COUNCIL**  
**CHILDREN, YOUNG PEOPLE & SKILLS COMMITTEE**

**4.00pm 21 NOVEMBER 2016**

**COUNCIL CHAMBER, HOVE TOWN HALL, NORTON ROAD, HOVE, BN3 3BQ**

**MINUTES**

**Present:**

Councillors:

Chapman (Chair), Brown (Opposition Spokesperson), Phillips (Group Spokesperson), Cattell, Horan, Knight, Penn, Russell-Moyle, Taylor and Wealls

Co-Optees:

Ms B Connor, Mr B Glazebrook, Ms L Hurst and Mr M Jones

**PART ONE**

**42 PROCEDURAL BUSINESS**

**42(a) Declarations of substitutes**

- 42.1 Councillor Cattell declared that she was substituting for Councillor Daniel  
Councillor Horan declared that she was substituting for Councillor Bewick  
Ms B Connor declared that she was substituting for Ms M Ryan  
Ms L Hurst declared that she was substituting for Ms A Holt

**42(b) Declarations of interest**

- 42.2 There were no declarations of interest.

**42(c) Exclusion of press and public**

In accordance with section 100A of the Local Government Act 1972 ("the Act"), the Committee considered whether the press and public should be excluded from the meeting during an item of business on the grounds that it was likely, in view of the business to be transacted or the nature of proceedings, that if members of the press and public were present during that item, there would be disclosure to them of confidential

information (as defined in section 100A(3) of the Act) or exempt information (as defined in section 100(I) of the Act).

**42.3 RESOLVED-** That the press and public not be excluded

#### **43 MINUTES**

43.1 Mr M Jones referred to the Minutes of the meeting held on 19 September 2016, and suggested the following addition to paragraph 24.13: *'Mr Jones noted that one of the proposals was to increase the catchment area for Brighton Aldridge Community Academy, and asked that the CPSOWG consider the impact that may have on the number of pupils in receipt of Free School Meals and/or Pupil Premium at the school'*.

43.2 Mr Jones referred to the Minutes of the meeting held on 3 October 2016, and suggested the following addition to paragraph 33.5: *The Assistant Director, Health, SEN and Disabilities said she was aware of the lack of options and that was being addressed.*

#### **43.3 RESOLVED:**

1. That the Minutes of the meeting held on 19 September 2016 (as amended) be agreed and signed as a correct record.
2. That the Minutes of the meeting held on 3 October 2016 (as amended) be agreed and signed as a correct record.

#### **44 CHAIR'S COMMUNICATIONS**

44.1 There were no communications

#### **45 CALL OVER**

45.1 All items were called

#### **46 PUBLIC INVOLVEMENT**

##### **46a Petitions**

46.1 There were none

##### **46b Written Questions**

46.2 There were none.

##### **46c Deputations**

46.3 There were none.



**47 MEMBER INVOLVEMENT**

**47a Petitions**

47.1 There were none.

**47b Written Questions**

47.2 There were none.

**47c Letters**

47.3 There were none.

**47d Notices of Motion**

47.4 There were none.

**48 SCHOOL OFSTED PRESENTATION**

48.1 The Head of Standards and Achievements provided an update on schools which had recently been inspected by Ofsted.

48.2 The Committee were advised that four primary schools, St Peter's Community Primary, Bilingual Primary, St Bartholomew's CE Primary and St Nicolas CE Primary, and one secondary school, Portslade Aldridge Community Academy, had recently been inspected. St Peter's Community Primary, Bilingual Primary and St Nicolas CE Primary had all been rated as 'Good'. The report for Portslade Aldridge Community Academy was not yet formally available, but it was understood that the outcome would be positive.

48.3 The recent inspections meant that 94.2% of all primary schools in the city were now rated as 'Good' or 'Outstanding', which was highest it had ever been, with 96.7% of primary pupils attending those schools.

48.4 The Committee welcomed the results.

**49 SCHOOL MENTAL HEALTH PROJECT UPDATE**

49.1 The Committee considered the report of the Executive Director Families, Children & Learning which informed the Committee about the evaluation by the University of Sussex and the Educational Psychology Service of the jointly commissioned Emotional Health and Wellbeing pilot project in schools. The report was introduced by, the Assistant Principal Educational Psychologist (BHCC), the Public Health Commissioner

(BHCC), Children's Commissioning Manager (Clinical Commissioning Group), Professor of Psychology (University of Sussex) and the Assistant Head Teacher (Dorothy Stringer).

- 49.2 Councillor Phillips was pleased to note that the pilot scheme was being rolled out to other schools. However, she was concerned over the future of CAMHS if staff at schools were duplicating their work. The Assistant Principal Educational Psychologist said the involvement of schools was an opportunity for early intervention, rather than an intention to replace the work of CAMHS.
- 49.3 Councillor Taylor asked if Brighton Aldridge Community Academy, Portslade Aldridge Community Academy or King's School would become involved in the next phase of the pilot. The Assistant Director, Families, Children and Learning said that she had discussed this matter with the schools at a recent meeting, and they had all said that they would like to be engaged as the pilot went forward.
- 49.4 Councillor Penn said that improving access to support and talking about mental illness was a positive thing, and it was good that schools were working with each other to address the needs of children. One of the issues affecting children was anxiety and she asked if more support would now be available under the pilot scheme. The Assistant Head at Dorothy Stringer said that that was one area which was being addressed, with training being provided for staff to enable them to support children. This subject was also covered in Personal, Social, Health and Economic (PSHE) lessons.
- 49.5 Councillor Brown asked how many children in the project were referred to CAMHS, and whether those referrals were evenly spread across the schools. The Children's Commissioning Manager said that she didn't have the exact figures at the meeting, but it was around 45/50%. The number of children, and which schools they were from, could be provided after the meeting.
- 49.6 Mr Jones referred to the 'I am Whole' campaign and asked if it had been promoted in schools. The Assistant Head Teacher at Dorothy Stringer said that it had. The Professor of Psychology (Sussex University) said that it was important that everyone at schools were engaged, saying that the more mental health issues were discussed the more it would be de-stigmatised.
- 49.7 Councillor Wealls suggested that it would be useful to have more information to be able to judge the effectiveness of the pilot. The Professor of Psychology (Sussex University) advised that the results were still being analysed. However, as the initial pilot scheme only had a small number of children, any analyse of the effectiveness would be more reliable once more were involved.
- 49.8 Mr Glazebrook said that the Community and Voluntary Sector were pleased to have supported and been involved in the pilot scheme.
- 49.9 Councillor Horan asked whether there would be particular provision for female pupils. The Professor of Psychology (Sussex University) said that gender was a relevant consideration but, whilst having sensitivity to different patterns of behaviour and gender, he was unsure if there should be different interactions for different sexes.

49.10 **RESOLVED:** That the Committee -

(1) Noted the impact from the joint work on:

- Improving the emotional health and wellbeing of children and young people;
- Promoting early identification and providing effective interventions;
- Reducing the need for referrals to the Child and Adolescent Mental Health Service (CAMHS).

(2) Approved the extension of the pilot offer to all secondary schools in the city by April 2017.

## 50 CHILDCARE SUFFICIENCY ASSESSMENT

50.1 The Committee considered the report of the Executive Director Families, Children & Learning which informed the Committee about Childcare Sufficiency in Brighton and Hove, parent's views on childcare in the city and national policy developments regarding childcare. The report was introduced by the Childcare Strategy Manager.

50.2 Councillor Horan asked how many hours a week a parent would have to work to be entitled to free childcare. The Childcare Strategy Manager said that it would 16 hours a week on minimum wage or national living wage.

50.3 Councillor Phillips noted that one of the biggest challenges would be to ensure that there were sufficient places available. The Childcare Strategy Manager agreed and said that work was being undertaken with providers to ensure that there would be adequate provision.

50.4 Councillor Russell-Moyle noted that satisfaction with Early Years provision was very high, but that dropped slightly as children got older. The Childcare Strategy Manager agreed and said that whilst satisfaction was still high for older children, and reduction could be attributable to reduced options as young people were restricted to attending that provided by or at their school. Councillor Russell-Moyle said that the cost of Child Care Provision was already high,. The Childcare Strategy Manager said that under the new Early Years National Funding Formula from April 2017 Brighton & Hove would be receiving an additional 4p per hour to fund providers to offer the early years free entitlement to three and four year olds

50.5 Mr Jones noted the respondent's responses to religion and noted that the percentages given didn't add up to 100%. He was advised that was because not everyone chose to answer that question.

50.6 Councillor Wealls noted that one of the suggested actions was to 'maximise the funding for the Early Years Free Entitlement', and asked why that wouldn't be done. He was advised that the Authority could retain 7% of the funding in 2017/18; this year it had taken 4.5%,

50.7 Councillor Penn suggested that it may be difficult for parents of children with Special Educational Needs (SEN) to find suitable providers. The Childcare Strategy Manager said that there was a good take up in the city for SEN children, but work was being

undertaken alongside Amaze to ensure there was sufficient provision for the 30 hours free childcare offer.

**50.8 RESOLVED:** That the Committee noted –

1. The Childcare Sufficiency Assessment
2. That work continues to prepare for the new entitlement to 30 hours free childcare for working parents of three and four year olds from September 2017 and noted the additional administration this will necessitate by the local authority.
3. That parents, and particularly those facing disadvantage including low income families, continue to be supported, in particular by the Family Information Service, to take up their current and future statutory entitlements in relation to childcare provision and paying for childcare.
4. That work continues to implement the new national funding formula for the early years free entitlement for two, three and four year olds which maximises the funding passed on to providers from the early years block of the Designated Schools Grant.
5. That the CSA will be used to inform the development of an early years strategy for the city, to include access to high quality childcare, particularly for disadvantaged children.

**51 CHILDREN IN CARE - EDUCATION UPDATE**

- 51.1 The Virtual School Head Teacher provided an update on the education of children in care.
- 51.2 Councillor Taylor thanked the Head Teacher for the presentation and welcomed the renewed emphasis on attainment.
- 51.3 Mr Jones was pleased to note the progress made for children in Key Stage 2, and suggested it would be useful to get feedback from the young people involved. The Virtual Head Teacher said that a fuller report would be presented to the Corporate Parenting Board, and that would include comments from young people.
- 51.4 Councillor Cattell supported the approach being taken and was pleased and how well the young people were doing.
- 51.5 **RESOLVED:** The Committee noted the presentation.

**52 REDUCING THE DIFFERENCES IN PERFORMANCE FOR DISADVANTAGED CHILDREN AND YOUNG PEOPLE IN BRIGHTON AND HOVE**

- 52.1 The Committee considered the report of the Executive Director Families, Children & Learning which provided information on the impact of the 'Closing the Gap' Strategy on the performance of disadvantaged pupils in the city. The report was introduced by the Head of Standards & Achievement Education & Inclusion.
- 52.2 Councillor Phillips said she supported the change in culture and that the interventions had raised the level of all pupils, but was concerned that the gap for disadvantaged

children had not been closed. The Assistant Director Education and Skills assured the Councillor that closing the gap was a top priority.

- 52.3 Councillor Wealls welcomed work being done. He noted that the performance in Maths was disappointing and asked what was being done, and whether schools which didn't achieve were being challenged. The Head of Standards & Achievement Education & Inclusion said that a new Maths strategy was being worked on, and said that schools were constantly being challenged.
- 52.4 Councillor Russell-Moyle noted that the national data this year would measure the difference between disadvantaged pupils in the school with non-disadvantaged pupils nationally with similar starting points. The Head of Standards & Achievement Education & Inclusion said that was correct, and the Department for Education had changed the comparator. Councillor Moyle asked whether schools were linking up with cultural services to support disadvantaged children. The Assistant Director Education and Skills said they did, and were working with groups such as the Arts & Music Service to provide opportunities for all children.
- 52.5 Councillor Taylor thanked officers for the report, and said that this was an area which everyone should be focused on. He suggested that the Committee look at what is and isn't going well, rather than just rely on Ofsted reports. The Assistant Director Education and Skills reassured the Councillor that that was already being done.
- 52.6 Mr Jones suggested that it would be useful to have more detailed data showing all statistics as well as the difference between advantaged and disadvantaged children. The Assistant Director Education and Skills said that a full detailed report would come to Committee in due course.
- 52.7 Mr Glazebrook acknowledged the contribution of groups such as the Crew Club, who supported disadvantaged children.
- 52.8 **RESOLVED:** The Committee noted the report.

### **53 UPDATE ON LGA SAFEGUARDING PEER REVIEW**

- 53.1 The Committee considered the report of the Executive Director Families, Children & Learning which informed the Committee of the outcome of the recent Local Government Association (LGA) Safeguarding Peer Review which took place in September 2016. The report was introduced by the Assistant Director of Children's Safeguarding & Care.
- 53.2 Councillor Cattell thanked officers for the report, and welcomed the peer review and their findings.
- 53.3 **RESOLVED:** That the Committee noted the report.

### **54 ITEMS REFERRED FOR COUNCIL**

- 54.1 **RESOLVED:** That no items be referred to Council.

The meeting concluded at 6.50pm

Signed

Chair

Dated this

day of

<b>Subject:</b>	<b>Families, Children and Learning Fees and Charges 2017/18</b>		
<b>Date of Meeting:</b>	<b>9 January 2017</b>		
<b>Report of:</b>	<b>Executive Director Families, Children and Learning</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Louise Hoten</b>	<b>Tel: 29-3440</b>
	<b>Email:</b>	<a href="mailto:louise.hoten@brighton-hove.gov.uk">louise.hoten@brighton-hove.gov.uk</a>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE****1. PURPOSE OF REPORT AND POLICY CONTEXT:**

- 1.1 The purpose of the report is to review the Families, Children and Learning Services fees and charges in accordance with the corporate policy.

**2. RECOMMENDATIONS:**

- 2.1 That the position on fees charged for nurseries as detailed in section 3.3 be agreed.
- 2.2 That the position on fees charges for Childcare Workforce Development as detailed in section 3.4 be agreed.
- 2.3 That the position on fees and charges for the Music and Arts Service as detailed in section 3.5 be agreed.
- 2.4 That the position on the charges for school meals as detailed in section 3.6 be noted.

Note: If the above recommendations are not agreed, or if the committee wishes to amend the recommendations, then the item will need to be referred to the Policy, Resources & Growth Committee meeting on 9 February 2017 to be considered as part of the overall budget. This is because the budget is being developed on the assumption that the fees and charges are agreed as recommended and any failure to agree, or a proposal to agree different fees and charges, will have an impact on the overall budget, which means it needs to be dealt with by the Policy, Resources & Growth Committee as per the requirements of the constitution. This will not stop the committee from making recommendations to Policy, Resources & Growth Committee.

### 3. CONTEXT/ BACKGROUND INFORMATION:

3.1 As part of the budget setting process Heads of Service are required to agree any changes to fees and charges through relevant Committee Meetings. The management of fees and charges is fundamental both to the financial performance of the City Council and also the achievement of the Council's corporate priorities, in particular making better use of public money.

The recommendations agreed by this Committee will be subject to whatever is agreed regarding fees and charges in the budget report presented to Policy Resources & Growth Committee on 9 February 2017 and then by Budget Council on 23 February 2017.

3.2 The recommendations above reflect the areas that need approval and those that are for noting. The Council's Corporate Fees & Charges Policy requires that all fees and charges are reviewed at least annually and should normally be benchmarked and increased by either: the standard rate of inflation (2%), statutory increases, or actual increases in the costs of providing the service as applicable.

#### 3.3 Nurseries

3.3.1 There are six Council run nurseries in the City: Bright Start, Cherry Tree, Acorn, Roundabout, Jumpstart and Sun Valley and Pavilion Pre-school. All are subsidised by the Council.

3.3.2 The existing fee policy for the nurseries is:

- A daily rate of £4.82 an hour for all children, which includes breakfast and snacks.
- A rate of £5.10 an hour for sessions of half a day (5 hours) or less.
- An additional charge of £2.04 per meal for lunch or tea where this is supplied by the nursery

3.3.3 The rate for Pavilion Pre School is lower at £4.70 as the pre-school is based in a sports pavilion and shares space with a football team. It is only open in the morning in term time so most children just use their early years free entitlement funding.

Benchmarking data for childcare costs in Brighton and Hove for 2016 is:

Age of Child	Average cost per hour for a 10 hour day
0 to 23 months	£5.14
2 years	£4.94
3 to 5 years	£4.82
0 to 5 years	£4.94

The lowest cost per day for a child under 5 was £3.80 and the highest £5.98. For a child aged under two the highest cost in the city is £66.50 for a nine hour day, or £7.38 an hour.

3.3.4. For the nurseries the proposed fee increase is 2% to reflect inflation for 3 and 4 year olds and 7% for children aged two and under to reflect the higher cost of



care for this age group. The staffing ratio for 3 and 4 year olds is one member of staff for eight children. It is 1:4 and 1:3 for two year olds and children under two.

- A daily rate of £4.92 an hour for children aged 3 and 4, which includes breakfast and snacks
- A daily rate of £5.15 an hour for children aged two and under.
- A rate of £5.20 an hour for sessions of half a day (5 hours) or less.
- An additional charge of £2.08 per meal for lunch or tea where this is supplied by the nursery

3.3.5 For Pavilion playgroup the proposed increase is 2% for 3 and 4 year olds (£4.80 an hour) and 7% for two year olds (£5.00 an hour).

3.3.6 All 3 and 4 year olds in the city are already entitled to 15 hours a week, 38 weeks a year of free childcare funded from the Dedicated Schools Grant. Two year olds from low income families are also eligible for free part time childcare. Around 30% of two year olds in the city are eligible and take up is high at over 85%. From September 2017, 3 and 4 year olds with working parents will be entitled to 30 hours of free childcare, 38 weeks a year. The Government is introducing a tax-free childcare scheme from April 2017 worth up to £2,000 per child each year and £4,000 for disabled children which will help parents with the cost of childcare.

#### 3.4 Childcare Workforce Development

3.4.1 Charges for early years and childcare providers to access the childcare training programme in 2016/17 are £100 per person for paediatric first aid training, and £60 for full day or £40 for a half day for other courses. For childcare providers outside of the city, the current charges are £100 and £60 per person for full and half day courses. Safeguarding and equalities training are currently offered free of charge to childcare providers in the city. There is a charge of £70 for childcare providers to advertise in the weekly job vacancy list which is advertised on the Council's website and via the Early Years and Childcare Facebook and Twitter feeds. This service is also available to childcare providers outside of Brighton & Hove at a charge of £120 per job.

3.4.2 The proposed fees in 2017/18 are:

- £120 for paediatric first aid training £20 increase
- £60 for full day training (£100 for outside of B&H) no increase
- £40 for half day training (£70 for outside of B&H) no increase
- £70 for job vacancy advert (£120 outside of B &H) no increase

3.4.3 Benchmarking Information 2016/17:

Local Authority	Half Day Training	Full Day Training	Job Vacancy Service
Surrey CC	£15	£40 (max)	No charge
Hampshire CC	n/a	£70	No charge
Southampton	£55	£75	No charge

Income has been maximised and the Workforce Development Team undertake thorough marketing using paper and online methods both locally and wider to ensure maximum take up. The income helps to sustain a programme that offers training opportunities for the sector not readily accessible elsewhere locally.

### 3.5 Music & Arts

3.5.1 The Music & Arts Service charges a range of fees and charges depending on the service provided. These fees are set in order to balance the budget, taking into account inflation, savings targets and market conditions. Equal access to music services is encouraged by offering subsidies of 80% to families receiving Income Support and Child Tax Credit (with entitlement to free school meals) and 50% to families in receipt of Working Tax Credit (with entitlement to the maximum available)

3.5.2 The service is not aware what, if any, funding will be available in 2017-18 through the Local Authority. We propose an increase of no more than 1% across the range of provision as an increase in fees could impact on access to learning for pupils with parents/carers on low income and other children and young people in challenging circumstances as well as overall pupil numbers. The Local Authority presently receives the Arts Council Music Hub Grant (£315k) but no information has been received for 2017/18. Any other costs would be met through internal efficiencies and fundraising.

3.5.3 Benchmarking data for group lessons for other authorities where Brighton & Hove charge £93.50 is East Sussex £96, West Sussex £88, Surrey £72 and Kent £66.

3.5.4 A schedule of the current fees and charges are attached for information at Appendix 1

### 3.6 School Meals

3.6.1 The charge for school meals is inflated annually in accordance with the inflation factor in the school meals contract as detailed below. The current contract started on 1 August 2011 for a period of 4 years with an opportunity to extend up to 24 months. The contract is now in the 24 month extension period. Schools may choose to buy into the contract or make their own school meals arrangements. All secondary schools and secondary academies within the city and the Bilingual Primary School provide meals, including free meals to entitled pupils, through their own individually negotiated contracts.

3.6.2 The current charge for school meals in primary schools has remained at the 2010 price of £2.10 for children and £2.50 or £2.08 excluding VAT for adults. The School Food Plan highlights the importance of encouraging adults to eat with children. In line with the contractual arrangements the price was not increased from 1 August 2016. Based on the April 2016 indices, there was no requirement to change the price. Tenders will be returned in early March 2017

for evaluation this will give an indication of the selling price from September 2017.

The Meal prices will vary in line with the following two indices:

(a) Food element

Annual movement in the Retail Price Index (all items) as set out in the Consumer Price Indices published by the Office for National Statistics (Ref Table 40 Food CHBA)

(b) Labour element

The Management fee price will vary in line with the annual movement in the Retail Price Index (all items) as set in the Consumer Price Indices published by the Office for National Statistics (Ref Table 40 All Items RPI CHAW).

As this is built into the contract terms and conditions, approval by the Children Young People & Skills Committee would only be sought if an increase exceeding inflation was being proposed. We are currently working on a new specification for a contract to be provided from 1 August 2017 and intend to retain a price review mechanism and work towards the wage rate, as set by the Living Wage Foundation.

3.6.3 Under the current contractual arrangement there is a low fixed cost in the form of a management fee and a higher variable cost for each meal served, whereas the previous contract had a very high fixed cost and a low variable cost per meal. Under the previous contract the Council retained a much greater amount of the risk. The current arrangement transfers more risk to the contractor and means that the contractor is more inclined to increase sales as we have seen with this contract.

This budget area is now operated in a way that the need to fulfil a shortfall would be most unlikely and this is being demonstrated through the current contract performance and growth in take up of school meals and the introduction of central government grant funded Universal Infant Free School Meals (UIFSM). There are strong incentives for the contractor to grow the service and these are supported by successful partnership working with the City Council, which was previously recognised at a national award

#### **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

4.1 Budget holders with responsibility for specific fees and charges were consulted in the preparation of this report.

#### **5. FINANCIAL & OTHER IMPLICATIONS:**

##### Financial Implications:

5.1 The total Families, Children and Learning fees and charges budget for 2016/17 is approximately £3.5m excluding schools.

5.1.1 As a start point for the budget process, income budgets are increased by inflation, currently 2.0%, to produce a target income budget. Budget holders then review their fees and charges with a view to ensuring that the target budget is achieved and where possible exceeded.

Legal Implications:

- 5.2 Families, Children and Learning Services are entitled to review fees and charges as set out in the report, at the time fees and charges are set they must be demonstrably fair and reasonable in all the circumstances.

Lawyer Consulted: Serena Kynaston

Date: 13/12/2016

Equalities Implications:

- 5.3 Equal access to childcare is encouraged by ensuring that the nurseries all offer the universal free early years entitlement of 15 hours a week for all 3 and 4 year olds and eligible two year olds. The entitlement for 3 and 4 year olds will increase to 30 hours from September 2017 for working parents.
  - 5.3.1 Two year olds from low income working families are eligible for free childcare in addition to two year olds from families on out of work benefits. Parents with low incomes can claim the childcare element of the Working Tax Credit which pays for childcare costs of up to a maximum of 70% of £175 a week for one child or £300 for two or more.
  - 5.3.2 Equal access to music services is encouraged by offering subsidies of 80% to families receiving Income Support and Child Tax Credit (with entitlement to free school meals) and 50% to families in receipt of Working Tax Credit (with entitlement to the maximum available).
  - 5.3.3 Equal access to school meals is provided by all primary and special schools through participating in a citywide contract that is the same meal at the same price available to all pupils. The contract specifies that provision should be made for modified meals required on the grounds of cultural, religious or medical requirements.

Sustainability Implications:

- 5.4 There are no direct sustainability issues arising from this report.

Crime & Disorder Implications:

- 5.5 There are no direct crime and disorder issues arising from this report.

Risk and Opportunity Management Implications:

- 5.6 The services included in this report rely on being able to achieve their income targets in order to maintain the level of service provided.

Public Health Implications:

- 5.7 From a public health perspective, if proposed increases were above inflation level for some sports and leisure facilities in the city, particularly in areas of health inequalities, disadvantaged groups may be less likely to be able to

access affordable physical activity, sport and leisure. Any likely adverse impact on the health and well-being of these groups should be considered.

- 5.7.1 The opportunity to receive a free school meal or meal for no charge (UIFSM) is extremely important to a substantial number of children from low income families, for whom a school lunch may be the only balanced meal they will eat in a day. Research shows that when children eat better, they do better. Whether families are paying for school meals or are entitled to them for free, children are more likely to concentrate in the classroom in the afternoon after eating healthy school lunches in a pleasant environment. This also improves their health and their learning about making better food choices. Research also shows that children eligible for free school meals are less likely to: do well at school, continue into further education, or secure higher paid jobs. Therefore, ensuring that these children eat and gain the benefits of the free school meals they are entitled to, really will make a difference to their ability to learn and succeed.

Corporate / Citywide Implications:

- 5.8 The music services included in this report are available across the city and concessionary prices are offered where possible to encourage those most disadvantaged to make use of these services.

The council's financial position impacts on levels of Council tax and service levels which are considered as part of the wider budget setting process.

**6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 Not applicable

**7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 To agree and/or note the Families, Children and Learning Services Fees and Charges for 2017/18.

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. Music and Arts Fees and Charges

**Documents in Members' Rooms**

None

**Background Documents**

1. Fees and Charges Analysis – 2016/17



# Brighton & Hove Music and Arts

## Fee Structure & Subsidies

### 2016/2017

#### Fees:

	Full fee	50% Subsidy	80% Subsidy	20% Subsidy
<b>Instrumental Lessons</b>				
Group lesson	£ 93.50	£46.75	£18.70	£74.80
Advanced Scheme	£ 176.00	£88.00	£35.20	£140.80
Instrumental Hire	£ 37.00	£18.50	£ 7.40	£29.60
<b>Music Centres</b>				
Junior Membership fee	£ 72.50	£36.25	£ 14.50	£58.00
Senior Membership fee *	£ 80.00	£40.00	£ 16.00	£64.00
Children's Music Workshop (Years 1 & 2) only	£ 46.00	£23.00	£ 9.20	£36.80
Choir membership only	£ 38.00	£19.00	£ 7.60	£30.40
<b>Community Ensembles</b>	£ 80.00			

\* Senior Membership fees apply to: Brighton & Hove Youth Philharmonia, Brighton & Hove Youth Big Band, Brighton & Hove Youth Percussion Ensemble, Brighton & Hove Youth Concert Band and Brighton Youth Orchestra.

#### Subsidies:

##### 80% Subsidy

Income Support

Pension credit

Income Based Job Seekers Allowance

Income Based Employment Support Allowance

Child Tax Credit with eligibility for Free School Meals (i.e. earned income below £16,190)

##### 50% Subsidy

Working Tax Credit where the reduction due to income in Part 2 is zero

##### 20% Discretionary Subsidy

Where parents are not entitled to a mandatory award but their income added to their Child Tax Credit and Working Tax Credit is less than £21,851 per annum.





<b>Subject:</b>	<b>Re-organisation of Special Provision</b>		
<b>Date of Meeting:</b>	<b>9<sup>th</sup> January 2017</b>		
<b>Report of:</b>	<b>Pinaki Ghoshal</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Regan Delf</b>	<b>Tel: 293504</b>
	<b>Email:</b>	<b>Regan.delf@brighton-hove.gov.uk</b>	
<b>Wards affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT**

This report provides an update on the current review of special educational needs and disability (SEND) provision in the city and asks for approval for the next steps in the process.

**1.1 Specifically the report provides :**

- a. Feedback on the outcome of recent formal consultation to extend the age range of Hillside School down to age 2
- b. Feedback on the outcome of recent consultation to extend the age range of Downs View School down to age 2
- c. An update on the recent consultation regarding the proposal to close Patcham House school in July 2018
- d. A progress report on other areas of activity related to early years, the development of a mainstream secondary special facility, post 19 provision and the development of the 3 proposed integrated hubs.

**2. RECOMMENDATIONS:**

- 2.1 To note the outcome of the recent consultation to extend the age range of both Hillside School and Downs View School attached as Appendix 1
- 2.2 To agree that the Local Authority should now proceed to publish statutory notices to :
  - i. Extend the age range of Hillside School from the existing 4-16 years to 2-16 years, with a view to implementation in September 2017
  - ii. Extend the age range of Downs View School from the existing 3-19 years to 2-19 years, with a view to implementation in September 2017
- 2.3 To agree that the Local Authority proceed with the identification of a suitable host school for the new special facility
- 2.4 To note that the feedback from the formal consultation on the proposal to close Patcham House School in July 2018 will be closely analysed before a report is brought back to CYPS committee on 6 March 2017 for a decision whether or not to proceed with a statutory notice proposing closure of the school.
- 2.5 To note the progress made on other areas of the review.

### **3. BACKGROUND INFORMATION**

3.1 The Local Authority began a wide ranging review of its provision for children with special educational needs in 2014. There have been a number of milestones as the review has progressed. The review's journey is outlined in the background information at the end of this report.

### **4 The outcome of the consultation on the proposal to extend the age range of Hillside and Downs View community special schools**

4.1 Brighton and Hove has proposed that the city's provision for early years would include the option for a small number of very young children with the most severe and complex needs to have a part-time place at either Hillside or Downs View Community Special schools for their pre-reception year, or in exceptional circumstances from the age of 2.

4.2 Hillside school is currently registered to admit pupils from aged four and Downs View School from aged three. The Local Authority has sometimes found it difficult to make appropriate provision for a small number of very young children with complex needs (severe and profound and multiple learning difficulties) in local mainstream preschool provision, who have been too young for admission to Hillside or Downs View. This has led to requests from parents for costly placements in independent schools which are some distance from the city. Long journeys to these schools are challenging for very young children with complex needs. The extension of the age range of Hillside and Downs View schools would result in:

- more children being educated closer to home
- wider access to an outstanding maintained special school
- no need for young children to be transported long distances by taxi.
- parents having a wider range of options for a suitable early educational placement for their very young child
- more effective use of the council's resources.

4.3 It is intended that there is a parallel extension of the age range at both Hillside and Downs View Community Special schools, both schools for children and young people with complex needs (severe, and profound and multiple learning difficulties) so that there are comparable opportunities in both the east and west of the city. As numbers of additional very young children being admitted to the schools are likely to be very small, the total number of commissioned places will not exceed the number for which the schools are currently registered. No building work will be necessary.

4.4 The consultation on the proposals to extend the age range of both schools was launched following agreement from the Children, Young People and Skills Committee at their meeting on 3<sup>rd</sup> October 2016. The consultation ran for 8 weeks from 6 October to 2 December 2016.

4.5 The responses to this consultation exercise have been collated and analysed by both Council officers and representatives from the Parent and Carer Council and Amaze. A detailed breakdown of the feedback is attached as Appendix 1. The proposed extension of age range received significant support from 70% of the

108 respondents who submitted their views to the consultation. 21 respondents added a comment to supplement their answer and these centred around:

- support for the increase in the range of choice for parents
- the need for the integrity of admission arrangements to be maintained at statutory school entry, so that early starters were not prioritised for full-time places
- increased access to more specialist support
- making the best use of the expertise in these schools
- a reduction in the number of transitions between provision which can be challenging for some children helping children transition more smoothly into special school

The few who expressed concern commented on

- -transport entitlement
- -how the proposed changes would fit with the inclusion agenda
- -whether there would be any difference in access to specialist support between different provisions

4.6 Copies of the responses received during the consultation are available in the Members' room for scrutiny. A copy of the full proposal documentation is attached as Appendix 2 (in respect of Hillside) and Appendix 3 (in respect of Downs View).

#### **4.7 Provision for secondary aged students with complex needs**

##### **4.7.1 Patcham House School**

Historically this school has been a valuable asset to the city's provision for students with complex needs. However the number of registered pupils has significantly decreased in recent years. The school is not now considered to be financially viable without additional financial support from the Local Authority. The table below shows the predicted student numbers until the proposed point of closure in July 2018.

Date	Estimated student numbers
September 2016	20
September 2017	10
July 2018	2

4.7.2 In order to give enough time to fully scrutinise all responses to the consultation, and given the short time period between the end of the consultation and the date of this committee, it has been decided that it would be more appropriate to bring a detailed report on the outcome of the consultation to the next committee meeting on 6<sup>th</sup> March 2017.

##### **4.8 New Special Facility (SF)**

The LA has sought expressions of interest from mainstream secondary schools in the city to house a new special facility which would take up to 20 pupils with complex needs. It is proposed that the new Special Facility would open in September 2018.

Pupils would have Education, Health and Care plans and would require special arrangements over and above those normally made by a mainstream school but would also be able to access the full range of curriculum and other opportunities available in a mainstream school. The new special facility places would attract funding per place similar to that of a special school and would add to capacity for inclusive provision to that already provided by the high quality and popular provision at other special facilities in the city.

- 4.8.1 Three expressions of interest have been received and these are being followed up with a visit to each school. The LA has drawn up some criteria which could be used in the decision making process to decide the host school for this new provision.
- 4.8.2 Interested schools are being asked to consider how they could make use of the skills and expertise of existing Patcham House staff in designing and running the new Facility.
- 4.8.3 The feedback from the online consultation raised a number of issues relating to the development of a new special facility which will be considered fully as the work on this element of the proposals progresses

## **5. Update on other areas of the review**

### **5.1 Early years**

The Early Years Project Group has been considering how to improve choice for parents by providing early years places in both special schools and plans for an integrated nursery. Work is continuing on the options appraisal for the location of the integrated nursery and the need to ensure that the new location is accessible. The Group has discussed the implications of the increase from 15 to 30 hours free childcare for three and four years with working parents from September 2017. Parents whose children have special educational needs and disabilities are keen to take up the increased offer. The Project Group has discussed how to improve support for parents starting with mapping existing support to then consider any gaps or duplication. An initial discussion has been held on the future vision for therapy including direct provision, training for both staff and parents, and how to ensure that children's needs are met which ever setting they attend.

### **5.2 Social Emotional and Mental Health (SEMH) Hub**

Plans to develop the hub for pupils with social, emotional and mental health needs are moving forward. The Local Authority is currently exploring options for the governance and management framework for this provision which will include maintained special school provision, Homewood College, (which has a governing body) and two Pupil Referral Units (which are led by management committees).

### **5.3 Post 19 provision**

The recently established project group to focus on provision for post 19 students is now active. The focus of this group is to:

- review and improve the pathways for young people with SEND post 19, so that they are fit for purpose

- consider the provision available in Brighton and Hove for young people post 19 with SEND and
- ensure post 19 provision is appropriate, of a good standard and will prepare them for adulthood.

The group is made up of representatives from special schools, mainstream secondary schools, City College, Parent and Carers Council, Health partners and relevant Local Authority officers

## 6. COMMUNITY ENGAGEMENT & CONSULTATION

- 6.1 The ongoing engagement of the community at all levels both informally and informally has been one of the tenets of the review. Feedback from consultations events and other engagement activities has shown widespread support for Brighton and Hove's vision for SEN and Disability in the city.

### *Vision for SEN and Disability in the city*

Brighton and Hove is committed to ensuring that all our vulnerable children and young people have the very best start in life and the best possible outcomes as they move into adulthood. Our vision is to provide inclusive fully integrated disability, care, health and education services of high quality to children and young people with special educational needs and disabilities, including behavioural, emotional and mental health difficulties. Services will be personalised to each child and family. Families will have as much choice and control over services and provision as possible. Streamlined well-integrated systems and efficiencies will enable the vision to be achieved within the value for money framework which the council is required to operate

- There is wide representation of stakeholders across the governance and management arrangements for the review.
- 6.2 A cross party reference group, which includes young people and parent/carers oversees the integrity of the review. Their discussions are informed by the work of 3 multiagency project groups which were established for each of the three areas of the proposals, notably provision for:
- Learning difficulties (LD)
  - Social emotional and mental health needs (SEMH)
  - Early Years
- 6.3 Each group consists of a broad range of stakeholders who would be affected by the changes in some way and who together have a breadth of expertise and experience to support the LA in its intention to coproduce specific options for change on which to formally consult.
- 6.4 The groups have been meeting together since early spring 2015 and discussions have been constructive, informed by the regular interim analysis of consultation feedback. The purpose of the groups is to form a partnership with stakeholders to coproduce specific and detailed proposals regarding future SEN provision in the city.

## 7. CONCLUSION

- 7.1 The proposals set out in this report take forward the redesign of the city's provision for children with special educational needs and disabilities. The Local Authority is committed to continuing to work together with stakeholders in shaping the outcome of the review. This is a positive foundation for further change to come, to the extent that the Local Authority is now being encouraged by stakeholders to increase the momentum of implementation.

## 8. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 8.1 There are several recommendations within the report but these all have the common theme of ensuring the best use of council resources. The various proposals will need to be implemented within funding currently available and it is anticipated there will be scope for savings.

The recommendation to extend the age range at Downs View and Hillside is likely to result in an increase in the number of places at these schools but any associated additional costs are likely to be at least offset by reductions in expensive placements in independent schools.

The proposed establishment of a new special facility would need to be implemented from within the current overall number of high needs places and the existing budget provision for top-up funding.

*Finance Officer Consulted: Steve Williams*

*Date: 15/12/16*

### Legal Implications:

- 9.1 The LA is required to comply with provisions contained in the Education and Inspections Act 2006, and statutory guidance issued by the DfE when making any decisions to reorganise maintained school provision.

Proposals to extend the age range of a school do not require a pre-publication consultation period however there is a strong expectation that LA's will consult interested parties in developing their proposals prior to publication. This consultation period has now ended and the LA is proceeding to the next stage of the process; the publication of statutory notices. A representation period will start on the date of publication and must last for four weeks; it cannot be lengthened or shortened. During this period any person or organisation can submit comments on the proposal to the LA. The proposal must then be brought back back to CYPS committee for decision within two months of the end of the representation period.

The consultation in relation to the proposal to close Patcham House is a statutory requirement. The LA wishes to carry out a thorough analysis of the responses before bringing a further report to committee for a decision whether or not to proceed to issue a statutory notice proposing closure.

*Lawyer Consulted:*

*Serena Kynaston*

*Date: 16/12/2016*

### Equalities Implications:

- 10.1 The proposals are based on a vision for improving the provision and outcomes for children requiring specialist provision and their families. By integrating education, health and care more fully and providing enhanced short breaks, respite and family support, proposals are aimed at avoiding family stress and breakdown where children have the most complex needs and challenging behaviours.
- 10.2 An Equalities Impact Assessment was compiled at an earlier stage of the SEND review and will be updated and informed with the results of the formal consultation.

### Sustainability Implications:

- 11.1 None at this stage

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

#### Appendix 1

Analysis of the consultation feedback on the proposed extension of the age range at Hillside and Downs View Community Special schools

#### Appendix 2

Full statutory proposal in respect of prescribed alterations to Hillside Community Special School

#### Appendix 3

Full statutory proposal in respect of prescribed alterations to Downsview Community Special School

### **Documents in Members' Rooms**

1. A copy of the feedback received in the consultation on the extension of the age range at Hillside Community Special School
2. A copy of the feedback received in the consultation on the extension of the age range at Downs View Community Special School

### **Background Documents**

#### **February 2015**

#### **Joint Children & Young People Committee and Health and Wellbeing**

**Board** - The committee approved the recommendations arising from the wide ranging review of special educational needs and disability in the Children's Services Directorate of the Council.

#### **July 2015**

#### **Health and Wellbeing Board & Children Young People and Skills**

**Committee** - The Board and Committee approved the proposal to merge the Special Educational Needs and Disabilities (SEND) Review in Children's Service and the Learning Disability (LD) Review in Adult Services.

#### **November 2015**

##### **Joint Children & Young People Committee and Health and Wellbeing**

**Board** - The joint meeting of the Health and Wellbeing Board and Children Young People and Skills Committee on 10 November 2015 gave approval for an engagement process with key stakeholders around proposals to integrate education, health and care provision in special schools and Pupil Referral Units.

#### **January 2016**

**Children Young People and Skills Committee** - The Children Young People and Skills Committee approved the proposed timeline for the engagement process and subsequent actions to reorganise special provision for children with complex needs.

#### **June 2016**

**Children Young People and Skills Committee** - The Children Young People and Skills Committee noted the results from the open engagement phase on special provision and approved the governance arrangements and an updated timeline for taking forward proposals.

#### **October 2016**

##### **Children Young People and Skills Committee**

The Children, Young People and Skills Committee agreed that the proposals that are the subject of this report should go out to formal consultation



## **Appendix 1:**

### **Special educational needs and disability (SEND) review**

#### **Feedback on the formal consultation phase on the proposals for the lowering the age range of Hillside & Downs View Community Special schools and the development of a new special facility**

##### **1. Introduction**

The Local Authority conducted a formal consultation in respect of 4 elements of the Reorganisation of Special provision in Brighton and Hove. The period of consultation ran from 6<sup>th</sup> October until 4<sup>th</sup> December. This report provides information about the process of the formal consultation and summarises the feedback on the proposals gathered during that period related to Downs View, Hillside and the new special facility. Feedback from the consultation portal on the closure of Patcham House will be included as part of papers presented to March 2017 Children Young People and Skills Committee.

##### **2. What was this consultation about?**

This phase of consultation focussed on the following proposals:

- A proposed extension of the age range of pupils for which Hillside special school is registered so they can take a small number of children with the most severe and complex needs from the age of 2 years.
- A proposed extension of the age range of pupils for which Downs View special school is registered so they can take a small number of children with the most severe and complex needs from the age of 2 years
- The closure of Patcham House School for children with complex needs in July 2018. (time period for review of feedback to be extended)
- The development of a new secondary mainstream special facility (SF) which would open in September 2018 for up to 20 students with complex needs (location to be agreed).

##### **3. Consultation process**

3.1 This phase consultation began on 6<sup>th</sup> October 2016, after the Children Young People and Skills Committee approved the process and timeline for this stage. This included:

- Designing a bespoke consultation plan for the proposals, to ensure that stakeholders have the opportunity to participate
- Publishing a formal consultation paper with key questions to consider

- 3.2 The consultation was promoted through:
- The council website
  - Social media
  - The Local Offer
  - The schools' bulletin
  - The Wave
  - Partner organisations' own internal communication channels
  - Amaze and Parent Carers' Council communications with parents
  - School newsletters and their other communication channels
- 3.3 Feedback was invited:
- via the Council's consultation portal
  - via email,
  - in writing
  - and by leaving a voicemail on a consultation line
  - via personal telephone contact
- 3.4 For all proposals, respondents were asked 2 questions and were offered the opportunity to add their specific comments at the end of each question and more generally at the end of the consultation questionnaire.
- 3.5 Throughout the consultation period we reviewed the number and range of responses in order to make sure that all groups were represented in responses and any further work to make sure all stakeholders were aware of the consultation process.
- 3.6 Process for analysing responses**
- 3.7.1 To analyse results volunteer representatives from the Parent and Carer Council and Amaze joined officers to review the feedback from the consultation using an agreed framework to identify themes and record significant issues for further consideration.
- 3.7.2 The information provided as part of this report is both statistical and from comments made by participants in the engagement period. From initial discussions with stakeholder groups it was clear that there was more interest in the comments than the statistical data. As a result this has been revisited and more information provided in the body of the report.
- 4. Feedback submitted on the consultation proposals**
- 4.1 Respondents were encouraged to participate via the council's online portal but were also able to respond via email or a voicemail service. Both the email and the voicemail service were specifically created for SEND Review consultations and will continue to be open for the length of the review.
- 4.2 108 responses were submitted via the online portal and the quantitative data in this report reflects these responses. Of the 108 respondents 6 identified as representing an organisation or group and 101 responded as individuals. (1 respondent chose not to answer this question).

<b>Please tell us in what capacity you are responding?</b>		
		Frequency
Valid	No response	1
	As yourself	6
	Representative of a organisation or group	101
	Total	108

4.3 All respondents used the online consultation portal to give their views. No additional responses were received in writing or by email or on the review hotline.

4.4 There has been a wide range of respondents and this is demonstrated in the chart below.

<b>Yourself: Please tell us in what capacity you are responding by ticking the box that you most identify with.</b>	
	Frequency
Parents and carers	22
School staff	24
Children and young people	19
Special and mainstream schools	14
Residents	6
Local Authority staff	5
Early years providers	2
Sussex Community Trust	2
Further education colleges	1
Public health	1
Governors	1
Sussex Partnership Foundation Trust	1
The Roman Catholic Diocese of Arundel and Brighton	1
Trade Unions	1
No response	7
Other organisation or group: Speech and Language Therapy	1

- 4.5 The groups represented included; Children & Young People, Parents & Carers, Special & Mainstream Schools and Sussex Community Trust.

Please tell us which group or organisation you are representing.		Frequency
Valid		
	Children and young people	1
	Early Years Providers	1
	Governors	1
	Parents and carers	1
	Special and mainstream schools	1
	Sussex Community Trust	1
	Total	6

DRAFT

## 5.1 Consultation Portal Data - Question 1

### Background

We are proposing that the provision for Early Years would include the option for a small number of young children with the most severe and complex needs for a part time specialist nursery place at either Hillside or Downs View Special Schools for the year prior to Reception (i.e. from the September after their third birthday). In exceptional circumstances children from 2 years could be offered a specialist place.

Parents of eligible children would also still have the option of a place at the Jeanne Saunders nursery either on its current site or when re-located within an inclusive mainstream nursery. Additionally parents of children with SEN and disabilities will still have the option to choose their local nursery where support will be provided for identified needs.

### Question

In order to extend the choice to include a special school nursery option we are consulting on extending the age range of:

- a) Downs View School - this to become 2-19 years rather than the current 3-19 years
- b) Hillside School – this to become 2-16 years rather than the current 4-16 years

### **Summary of response**

108 responses were made. Only 21 out of those added a comment to reinforce their answer to question 1a & 1b.

The large majority of respondents (69% re Downs View and 70% re Hillside) agreed with these proposals.

Comments identified that the proposals:

- gave more choice to parents
- meant more specialist support and fewer transitions for the most complex children
- extended the range of options for very young children with complex needs
- make best use of the expertise available in these schools
- help young children to transition smoothly into special school

There were some concerns by a small number of respondents about

- transport entitlement
- whether early admission to a special school would mean some pupils could access the support earlier than in the integrated nursery. However these issues were only identified by a very small number of respondents.
- whether this supported the inclusion agenda

There were a number of questions raised in the comments about details, which are also being debated within the Early Years Project Group and will be considered as part of the development of provision as it moves to greater specificity.

## Key Quotes

“I feel this gives parents more choice. It also enables those children who don’t need to be ‘assessed’ as their needs are already identified, an appropriate placement in an environment where their need can be met and they won’t have to go through further transition at Yr R”

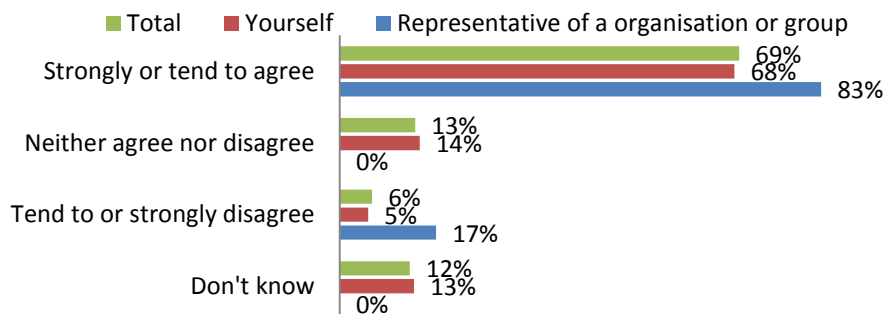
“this gives us parents more choice about what sort of place I feel can meet my child’s needs best”

“Good to have nursery provision based on school site as will ease the transition to school for child and parents. Think needs to be on both sites so that easier for parents to get to.”

“Early specialist placements are very expensive and I believe that younger pupils benefit from more mainstream inclusion.”

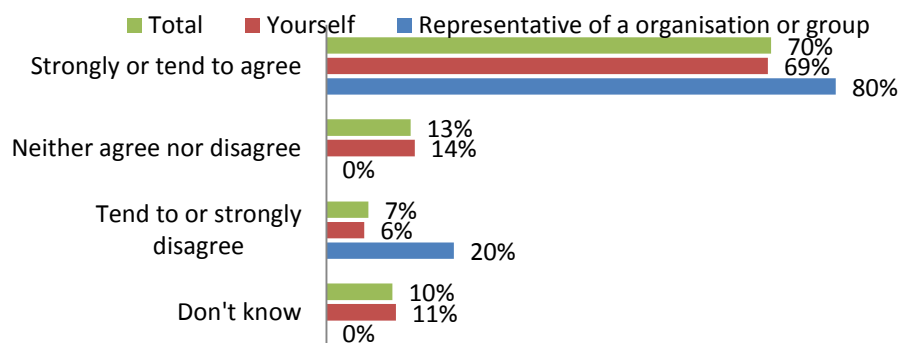
**Q1a. In order to extend the choice to include a special school nursery option we are consulting on extending the age range of: Downs View school - this to become 2-19 years rather than the current 3-19 years**

### How much do you agree or disagree with the proposal?



**Q1b. In order to extend the choice to include a special school nursery option we are consulting on extending the age range of: Hillside School - this to become 2-16 years rather than the current 4-16 years In relation to the proposals to extend the age range for Hillside and Downs View as above:**

### How much do you agree or disagree with the proposal?



## **Full statutory proposal information for prescribed alterations to Hillside Community Special School**

In accordance with the School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2013 Brighton and Hove City Council proposes to make prescribed alterations to Hillside Community Special School with effect from 1<sup>st</sup> September 2017.

### **Local Authority details:**

Brighton and Hove City Council  
Hove Town Hall  
Norton Road  
Hove BN3 3BQ

### **School details:**

Hillside Community Special School  
Foredown Road  
Portslade  
Brighton BN41 2FU

Hillside School is registered for children with a range of learning difficulties-visual impairment, speech, language and communication, autistic spectrum disorder, moderate learning difficulties and severe learning difficulties. There are currently 77 pupils on roll.

### **Description of the proposed alteration**

To extend the age range of pupils for whom the school is registered from 4-16 years of age to 2-16 years of age

### **Implementation date**

It is proposed to extend the age range of Hillside Community Special School with effect from 1 September 2017.

### **Reason for the proposed extension**

The current admission age for Hillside is aged 4. The Local Authority has sometimes found it difficult to make appropriate provision for a small number of very young children with complex needs (severe and profound and multiple learning difficulties) in local mainstream preschool provision, who have been too young for admission to Hillside. This has led to requests from parents for costly placements in independent schools which are some distance from the city. Long journeys to these schools are challenging for very young children with complex needs. The extension of the age range of Hillside school would result in:

- More children being enabled to be educated closer to home
- Wider access to an outstanding maintained special school
- No need for young children to be transported long distances by taxi.
- Parents having a wider range of options for a suitable early educational placement for their very young child
- More effective use of the council's resources.

It is intended that the extension of the age range at Hillside is paralleled by a similar change to Downs View Community Special School, a similar school for children and young people with complex needs (severe, and profound and multiple learning difficulties) in the east of the city. As numbers of additional very young children being admitted to the school are likely to be very small, the total number of commissioned places will not exceed the number for which the school is currently registered. Hillside already groups their children according to age, ability and need, and when requesting a place for a very young child parents will be able to discuss with the school which class the child might join. No additional classes will need to be created and thus no building work will be necessary.

No other Brighton and Hove maintained schools are registered to accept children as young as 2. Thus it is envisaged that no other schools within area will be affected by this change to admit very young children with severe and complex needs.

## **Background**

Hillside is a registered community special school which currently makes day provision for boys and girls aged 4-16 with severe and profound and multiple learning difficulties/complex needs. The school serves mainly, but not exclusively, the west of the city and all pupils have a Statement of Special Educational Need or an Education, Health and Care Plan.

The school is one of the Local Authority's 6 special schools. The school is a valuable asset to the city's provision for children and young people with special educational needs and disabilities. In its most recent OFSTED inspection in October 2014, the school was rated as outstanding.

All Local Authorities have a statutory responsibility to keep SEND provision under review in order to be able to respond to the changes in need amongst the population of children and young people with these needs. The new Children and Families Act 2014 extends the age range for which the Local Authority has responsibility to make provision from birth to 25.

In order to comply with the new legislation, but also more importantly to create a better, more holistic and sustainable service for the future, to ensure that the City's provision matches the needs of children and young people, Brighton and Hove conducted a wide ranging review of the city's services in 2014. This took forward its vision:

*Brighton and Hove is committed to ensuring that all our vulnerable children and young people have the very best start in life and the best possible outcomes as they move into adulthood. Our vision is to provide inclusive fully integrated disability, care, health and education services of high quality to children and young people with special educational needs and disabilities, including behavioural, emotional and mental health difficulties. Services will be personalised to each child and family. Families will have as much choice and control over services and provision as possible. Streamlined well-integrated systems and efficiencies will enable the vision to be achieved within the value for money framework which the council is required to operate*



A report to a joint meeting of the Health and Wellbeing Board and the Children, Young People and Skills Committee (CYPS) in February 2015 (attached as **Appendix 1**) presented the outcome of the review, along with details of the consultation feedback and broad recommendations. Both committees approved that the next stage of the review should put forward concrete proposals for change, that address the issues raised by families, schools and services, including providing an alternative to expensive out of city education and care placements via integrated education, health and care provision in the city.



Appendix 1.pdf

Discussions within the city continued throughout the following 18 months, in order to engage a wide range of stakeholders in exploring how more integrated provision could be achieved for a broader range of pupils in a challenging financial climate. A number of project groups were established, tasked with focussing in specific areas of provision. The project group looking at preschool provision consisted of a broad range of stakeholders who might be affected by changes in that field and who together had a breadth of expertise and experience to support the Local Authority in its intentions to co-produce specific options for change on which to formally consult. The membership of the early year's project group is attached as **Appendix 2**:



Committee paper  
Appendix Stakeholder

At the CYPS meeting on 3<sup>rd</sup> October 2016, (paper and minutes attached as **Appendix 3**) Members approved the launch of a formal public consultation on the proposal that Brighton and Hove's provision for early years would include the option for a small number of young children with the most severe and complex needs to be offered a part-time specialist nursery place at either Hillside or Downs View special school for the year prior to Reception (i.e. from the September after their third birthday). In exceptional circumstances children from 2 could be offered a specialist place.



Appendix 3.pdf

The public consultation, which ran from October 6<sup>th</sup> 2016 to December 2<sup>nd</sup> 2016 was posted on the consultation portal on the council's website, and publicised on social media, through AMAZE, the local parent partnership organisation, and the school's newsletter.

There were 108 respondents to the consultation, and 70 % supported the proposal. A more detailed breakdown of consultation feedback is attached as **Appendix 4**. The outcome of the consultation was presented to the January 9th 2017 meeting of the CYPS Committee.



Appendix 4 -  
Consultation report.d

### **WHERE AND WHEN THE STATUTORY NOTICE AND FULL PROPOSAL INFORMATION WILL BE AVAILABLE**

Brighton & Hove City Council will publish the statutory notice for this proposal on Friday 20<sup>th</sup> January 2017. The notice will remain in force for a period of 4 weeks i.e. until Friday 17<sup>th</sup> February 2017. Copies of the notice will be placed:

- at the entrance to the school
- in other places in the community; namely Portslade Post Office, Portslade Library and the Jubilee Library.

It will also be published in a local newspaper.

A copy of the statutory notice is attached as **Appendix 5** to this document.



Appendix 5 - Downs Appendix 5 - Hillside  
View statutory propostatutory proposal inf

On 20<sup>th</sup> January 2017 the full proposal information (this document plus appendices) will be sent to the following recipients:

- The governing body of Hillside Community Special School
- The parents of every registered pupil at the school

It will also be published on the council's website at the following address  
[www.brighton-hove.gov.uk/school-statutory-notices](http://www.brighton-hove.gov.uk/school-statutory-notices).

Any person may request a copy of the full proposal information either by writing to Edd Yeo at Brighton & Hove City Council, Room 116 Hove Town Hall, Norton Road, Hove, BN3 3BQ or by contacting him on 01273 294354 or via email at [edd.yeo@brighton-hove.gov.uk](mailto:edd.yeo@brighton-hove.gov.uk).

### **HOW TO MAKE REPRESENTATIONS OR COMMENT ON THE PROPOSAL**

Any person may object or make a representation or comment on the proposal. This can be done by writing to Regan Delf, Assistant Director Health, SEN and Disability Brighton & Hove City Council, 2<sup>nd</sup> Floor, Hove Town Hall, Norton Road, Hove, BN3 3BQ before the closing date of 17<sup>th</sup> February or via email to her at [regan.delf@brighton-hove.gov.uk](mailto:regan.delf@brighton-hove.gov.uk)

Following the closing date for representations, comments and objections, a report will be prepared for the Children and Young People's Committee to decide the proposal within 2 months i.e. no later than 13th April 2017. At the present time it is anticipated that the report will be considered at their meeting scheduled in March 2017.

## **Full statutory proposal information for prescribed alterations to Downs View Community Special School**

In accordance with the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 Brighton and Hove City Council proposes to make prescribed alterations to Downs View Community Special School with effect from 1<sup>st</sup> September 2017.

### **Local Authority details:**

Brighton and Hove City Council  
Hove Town Hall  
Norton Road  
Hove BN3 3BQ

### **School details:**

Downs View Community Special School  
Warren Road  
Woodingdean  
Brighton  
Brighton BN2 6BB

Downs View provides specialist education to children and young people with learning difficulties, from 3 to 16 years old at Downs View School and from 16 to 19 years old at Downs View Link College. The latter is a city wide provision which is managed by Downs View School. The school is registered for 150 places for children and young people with visual impairment, speech language and communication, autistic spectrum disorder, moderate learning difficulty and severe learning difficulty. There are currently 88 pupils on roll in the main school and 39 on roll at the Link College.

### **Description of the proposed alteration**

To extend the age range of pupils for whom the school is registered from 3-16 years of age to 2-16 years of age.

### **Implementation date**

It is proposed to extend the age range of Downs View Community Special School with effect from 1 September 2017.

### **Reason for the proposed extension**

The current admission age for Downs View is aged 3. The Local Authority has sometimes found it difficult to make appropriate provision for a small number of very young children with complex needs (severe and profound and multiple learning difficulties) in local mainstream preschool provision, who have been too young for admission to Downs View. This has led to requests from parents for costly placements in independent schools which are some distance from the city. Long journeys to these schools are challenging for very young children with complex needs. The extension of the age range of Downs View School would result in:

- More children being enabled to be educated closer to home
- Wider access to an outstanding maintained special school

- No need for young children to be transported long distances by taxi.
- Parents having a wider range of options for a suitable early educational placement for their very young child
- More effective use of the council's resources.

It is intended that the extension of the age range at Downs View is paralleled by a similar change to Hillside Community Special school, a similar school for children and young people with complex needs (severe, and profound and multiple learning difficulties) in the east of the city. As numbers of additional very young children being admitted to the school are likely to be very small, the total number of commissioned places will not exceed the number for which the school is currently registered. Downs View already groups their children according to age, ability and need, and when requesting a place for a very young child parents will be able to discuss with the school which class the child might join. No additional classes will need to be created and thus no building work will be necessary.

No other Brighton and Hove maintained schools are registered to accept children as young as 2. Thus it is envisaged that no other schools within area will be affected by this change to admit very young children with severe and complex needs.

## **Background**

Downs View is a registered community special school which currently makes day provision for boys and girls aged 3-16 with severe and profound and multiple learning difficulties/complex needs. The school serves mainly, but not exclusively, the east of the city and all pupils have a Statement of Special Educational Need or an Education, Health and Care Plan. The school also manages city wide provision for young people 16-19 with similar needs on a separate site at Downs View Link College.

The school is one of the Local Authority's 6 special schools. The school is a valuable asset to the city's provision for children and young people with special educational needs and disabilities. In its most recent OFSTED inspection in May 2016, the school was rated as outstanding.

All Local Authorities have a statutory responsibility to keep SEND provision under review in order to be able to respond to the changes in need amongst the population of children and young people with these needs. The new Children and Families Act 2014 extends the age range for whom the Local Authority has responsibility to make provision from birth to 25.

In order to comply with the new legislation, but also more importantly to create a better, more holistic and sustainable service for the future, to ensure that the City's provision matches the needs of children and young people, Brighton and Hove conducted a wide ranging review of the city's services in 2014. This took forward its vision:

*Brighton and Hove is committed to ensuring that all our vulnerable children and young people have the very best start in life and the best possible outcomes as they move into adulthood. Our vision is to provide inclusive fully integrated disability, care, health and education services of high quality to*

*children and young people with special educational needs and disabilities, including behavioural, emotional and mental health difficulties. Services will be personalised to each child and family. Families will have as much choice and control over services and provision as possible. Streamlined well-integrated systems and efficiencies will enable the vision to be achieved within the value for money framework which the council is required to operate*

A report to a joint meeting of the Health and Wellbeing Board and the Children, Young People and Skills Committee (CYPS) in February 2015 (attached as **Appendix 1**) presented the outcome of the review, along with details of the consultation feedback and broad recommendations. Both committees approved that the next stage of the review should put forward concrete proposals for change, that address the issues raised by families, schools and services, including providing an alternative to expensive out of city education and care placements via integrated education, health and care provision in the city.



Appendix 1.pdf

Discussions within the city continued throughout the following 18 months, in order to engage a wide range of stakeholders in exploring how more integrated provision could be achieved for a broader range of pupils in a challenging financial climate. A number of project groups were established, tasked with focussing in specific areas of provision. The project group looking at preschool provision consisted of a broad range of stakeholders who might be affected by changes in that field and who together had a breadth of expertise and experience to support the Local Authority in its intentions to co-produce specific options for change on which to formally consult. The membership of the early year's project group is attached as **Appendix 2**:



Committee paper  
Appendix Stakeholder

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Appendix 3.pdf

The public consultation, which ran from October 5<sup>th</sup> 2016 to December 2<sup>nd</sup> 2016 was posted on the consultation portal on the council's website, and publicised on social media, through AMAZE, the local parent partnership organisation, and the school's newsletter.

There were 108 respondents to the consultation, and 69% supported the proposal. A more detailed breakdown of consultation feedback is attached as **Appendix 4**. The outcome of the consultation was presented to the January 9th 2017 meeting of the CYPS Committee.



Appendix 4 -  
Consultation report.d

## **WHERE AND WHEN THE STATUTORY NOTICE AND FULL PROPOSAL INFORMATION WILL BE AVAILABLE**

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- At the entrance to the school
- In other places in the community; namely Woodingdean Post Office, Woodingdean Library and the Jubilee Library.

It will also be published in a local newspaper.

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Appendix 5 - Downs View statutory proposal inf  
Appendix 5 - Hillside statutory proposal inf

On 16<sup>th</sup> January 2017 the full proposal information (this document plus appendices) will be sent to the following recipients:

- The governing body of Downs View Community Special School
- The parents of every registered pupil at the school

It will also be published on the council's website at the following address [www.brighton-hove.gov.uk/school-statutory-notice](http://www.brighton-hove.gov.uk/school-statutory-notice).

Any person may request a copy of the full proposal information either by writing to Edd Yeo at Brighton & Hove City Council, Room 116, Hove Town Hall, Norton Road, Hove, BN3 3BQ or by contacting him on 01273 294354 or via email at [edd.yeo@brighton-hove.gov.uk](mailto:edd.yeo@brighton-hove.gov.uk).

## **HOW TO MAKE REPRESENTATIONS OR COMMENT ON THE PROPOSAL**

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Following the closing date for representations, comments and objections, a report will be prepared for the Children and Young People's Committee to decide the proposal within 2 months i.e. no later than 13th April 2017. At the present time it is anticipated that the report will be considered at their meeting scheduled in March 2017





<b>Subject:</b>	<b>School Admission Arrangements 2018-19</b>		
<b>Date of Meeting:</b>	<b>09 January 2017 Children Young People and Skills Committee</b>		
<b>Report of:</b>	<b>Pinaki Ghoshal, Executive Director of Children's Services</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Richard Barker, Head of School Organisation</b>	<b>Tel: 290732</b>
	<b>Email:</b>	<a href="mailto:Richard.barker@brighton-hove.gov.uk">Richard.barker@brighton-hove.gov.uk</a>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE/ NOT FOR PUBLICATION****1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 All admission authorities must determine or formally agree admission arrangements every year even if they have not changed from previous years.
- 1.2 Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.
- 1.3 A full consultation exercise was undertaken for the 2017-18 admission year and the City Council is not proposing any alterations to its admission arrangements for the 2018-19 admission year.
- 1.4 Local Authorities must also set out schemes for co-ordinated admissions, including key dates in the admission process, and also the arrangements for consultation with own admission authority schools in the city and with other local authorities. They also establish the area (the "relevant area") within which the admission consultation should take place.
- 1.5 The City Council must have confirmed its admission arrangements for 2018-19 by 28 February 2017 in order to conform to the requirements of the School Admissions Code.

**2. RECOMMENDATIONS:**

- 2.1 That the proposed school admission numbers set out in the Appendix 1 be adopted for the admissions year 2018-19.
- 2.2 That the admission priorities for Community Schools set out in Appendix 2 be adopted for all age groups.
- 2.3 That the co-ordinated schemes of admission and relevant area be approved.

### **3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The proposed admission arrangements and priorities for community primary and secondary schools are set out in detail in the attached Appendices 1 and 2. The Brighton Aldridge Community Academy and Portslade Aldridge Community Academy will retain the same admission priorities as Community Secondary Schools for the admissions year 2018-19, although they act as their own admission authorities. City Academy Whitehawk will likewise retain the same admission priorities as Community Primary Schools for the admissions year 2018-19.
- 3.2 The co-ordinated schemes of admission for primary and secondary schools (Appendices 3 and 4) set out the admission arrangements and relevant dates for each part of the school admission exercise and the arrangements for coordination between admission authorities. The overall purpose of co-ordination is to ensure that each pupil receives one offer of a school place, so that different admission authorities are not holding open places for pupils that will not be taken up. It also ensures that the admission process takes place in a timely fashion. The in-year arrangements (Appendix 5) are not subject to set time scales, so the same document can be used from year to year.
- 3.3 Periodically the Local Authority must determine what is known as the “relevant area for consultation”. This area will include the schools and other admission authorities (such as voluntary aided schools) that should be consulted on admission arrangements. In Brighton & Hove the relevant area has been set as the city boundary. Whilst there is some cross-border movement of pupils, it has not been seen as significant enough to warrant a cross-border relevant area. There are no proposals for any changes to a relevant area coterminous with the city boundary.
- 3.4 It is anticipated that the University of Brighton Academies Trust’s new free school will open in September 2018, subject to approval from the Department for Education. The free school will act as its own admission authority and it is anticipated that its admission arrangements will not include a defined catchment area.
- 3.5 Further to the information detailed in the CYPS committee report in September 2016 the City Council continues to work towards securing a permanent location for the new free school. The two sites previously identified remain under active consideration and the council continues to monitor the availability of any other site that would be suitable for the location of the school.
- 3.6 It is anticipated that the University of Brighton Academies Trust will be consulting upon its admission arrangements in early 2017. A free school becomes an admission authority once its funding agreement is signed and sealed. It will be required to immediately determine its admission arrangements at that point.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 As permitted under the School Admissions Code, the Local Authority is proposing to keep admission arrangements the same as the previous year and therefore no consultation exercise has been undertaken and no alternative options considered.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 The Council scrutinised the Voluntary Aided (VA) Schools and Free Schools' proposed admission arrangements for 2018-19. VA schools are required to consult their religious authority (in this case the Diocesan Authority) before consulting others. The Council will review the final document published by the Governing Bodies before deciding whether it should comment or act further.

#### **6. CONCLUSION**

- 6.1 The School Admissions Code requires admission authorities to determine admission arrangements for 2017-18 by 28 February 2017.
- 6.2 As no changes to admission arrangements are proposed, no consultation process was conducted.
- 6.3 It is proposed that the recommendations relating to the school's admission numbers, admission priorities, co-ordinated scheme are agreed.

#### **7. FINANCIAL & OTHER IMPLICATIONS:**

##### Financial Implications:

- 7.1 It is not possible to quantify in detail the financial implications of these recommendations. However, any changes to admission arrangements or patterns may impact on the numbers of pupils at individual schools and therefore individual school budget allocations which are largely driven by pupil numbers.

*Finance Officer Consulted: Andy Moore*

*Date: 09/12/16*

##### Legal Implications:

- 7.2 Section 88C of the School Standards and Framework Act 1998 as amended by the Education and Skills Act 2008 requires admission authorities to determine before the beginning of the school year, the admission arrangements which are to apply for that year. Admission authorities are not required to consult on their proposed admission arrangements where they have consulted on admission arrangements in any of the six preceding determination years, and the proposed arrangements are the same as those determined following the last such consultation (Regulation 15 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements)(England) Regulations 2012, as amended).

- 7.3 Regulation 17(2)(c) of the 2012 Regulations requires admission authorities to determine their admission arrangements on or before 28 February in the determination year.
- 7.4 Local authorities are required to publish on their website the proposed admission arrangements for any new school which is intended to open within the determination year and details of where the determined arrangements for all schools, including Academies, can be viewed. These details must be published by 15 March in the determination year.
- 7.5 Admission arrangements must conform to the School Admissions Code which sets out acceptable and unacceptable admission arrangements and priorities. Any person or body who considers admission arrangements for either maintained schools or an Academy to be unlawful or contrary to the provisions of the Admissions Code may make an objection to the Schools Adjudicator

*Lawyer Consulted:*

*Serena Kynaston*

*Date: 13.12.2016*

Equalities Implications:

- 7.6 Planning and consultation for school admissions procedures and school places and the operation of the admission process are conducted in such a way as to avoid potentially discriminatory admissions priorities or planning processes. The City Council and own admission authority schools' governing bodies must be mindful of bad practice with regard to equalities issues as described in the School Admissions Code.

Sustainability Implications:

- 7.7 School admission arrangements are intended so far as it is possible to provide pupils with local places where they have asked for them. The planning of school places for the city takes into account the changing population pattern and resultant demand for places. The current pattern of parental preference is reflected in different schools operating both over and under capacity. In planning for school places the Council will have regard to sustainability priorities and seek to provide local places and places which are accessible by safe walking and where possible cycling routes and public transport wherever this is possible.

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. Published Admission Numbers for Primary and Secondary schools.
2. Admission arrangements and priorities for community primary and secondary schools
3. Coordinated scheme of admissions – primary.
4. Coordinated scheme of admissions – secondary.

5. Coordinated scheme of admissions – in year arrangements

Crime & Disorder Implications:

- 1.1 Balanced school communities with firm parental support contribute to orderly and harmonious communities.

Risk and Opportunity Management Implications:

- 1.2 Any change to school attendance patterns and pupil numbers will impact directly on resource allocation both revenue and capital, and on the Council's ability to meet parental expectations on school places. Pupil data and broader population data is used to identify the numbers of school places required and where they should be located. This feeds into the capital programme so that resources are allocated where they will have the most beneficial effect.

Public Health Implications:

- 1.3 None known.

Corporate / Citywide Implications:

- 1.4 The allocation of school places affects all families in all parts of the city and can influence where people choose to live. Failure to obtain the desired choice of school can create a strong sense of grievance. The process of expressing a preference and if disappointed, entering an appeal can create intense anxiety for many families in the city. Admission arrangements together with school place planning are framed in such a way as to be mindful of supporting the needs of communities.



## **Admission Arrangements for Brighton & Hove Schools 2018/19**

### **Admission Arrangements for Secondary Schools**

The Council uses a catchment area system with random allocation being used as the tie breaker in each admission priority in the event of oversubscription. These arrangements are also used by Brighton Aldridge Community Academy (BACA) and Portslade Aldridge Community Academy (PACA). Cardinal Newman Catholic School and King's School have their own admission priorities (please visit [www.brighton-hove.gov.uk/schooladmissions](http://www.brighton-hove.gov.uk/schooladmissions) for details).

The over subscription priorities are applied in the context of an equal preference system as required by the School Admissions Code. They are:

1. Children in the care of a local authority (looked after children), and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Compelling medical or other exceptional reasons for attending the school.
3. A sibling link applied for those living within the designated catchment area only.
4. Those pupils living in the designated catchment area for the school(s).
5. Other children.

Within all these priorities, the tie break is random allocation.

The current catchment areas are set out in the attached catchment area map. It also includes information about which post codes are in each of the catchment areas.

#### Random allocation

Random allocation is only used as a tie break within each of the over subscription priorities. So far, in the initial allocation process, it has only been used at priority 4 (children living in catchment area) when one of the schools in a dual catchment has had more applications than places left, or at priority 5 (children living outside the catchment area) when there are places left over in a catchment which can be offered to pupils living outside. Random allocation is not used as a priority in itself, only in conjunction with the published over subscription priorities 1 - 5.

### **Admissions Arrangements for Community Infant, Junior and Primary Schools**

The over subscription priorities are applied in the context of an equal preference system as required by the Admissions Code. They are:

1. Children in the care of a local authority (looked after children), and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Compelling medical or other exceptional reasons for attending the school.
3. The sibling link.
4. For junior schools only: children attending a linked infant school
5. Home to school distance (measured by the shortest available route).

Within all these priorities, the tie break is home to school distance (measured by the shortest available route).



# Catchment area postcodes

Below is a list of the postcodes which fall within each catchment area.

Catchment areas are listed from West-East across the city. If you are in any doubt as to the catchment area in which you live, please contact the Admissions team on 01273 293653.

## Portslade Aldridge Community Academy

- BN41 2
- BN41 1DY
- BN41 1FX
- BN41 1GR, S, T & U
- BN41 1LD, E, F, G & H
- BN41 1N
- BN41 1PS
- BN41 1RX
- BN41 1S
- BN41 1T
- BN41 1UA, B, Q
- BN41 1WY
- BN41 1X
- BN41 1Y

- BN41 1A
- BN41 1D except Y
- BN41 1E
- BN41 1G except R, S, T & U
- BN41 1H
- BN41 1L except D, E, F, G & H
- BN41 1OH
- BN41 1PB
- Part of BN41 1PH
- BN41 1UY
- BN41 1WA, B, E & R

## Blatchington Mill School/Hove Park School

- BN3
- BN1 2
- BN1 3\*

- \*Except BN1 3TL (Prestonville Road north of the railway line - Nos 1-28)
  - BN1 3TS (York Villas)
  - BN1 3TT (York Grove)
  - BN1 3TU (New England Road)
  - BN1 3TF (Belmont)
  - BN1 3TH (Russell Crescent)
- These are in the DS/Vardean Catchment area

## Tongdean Lane

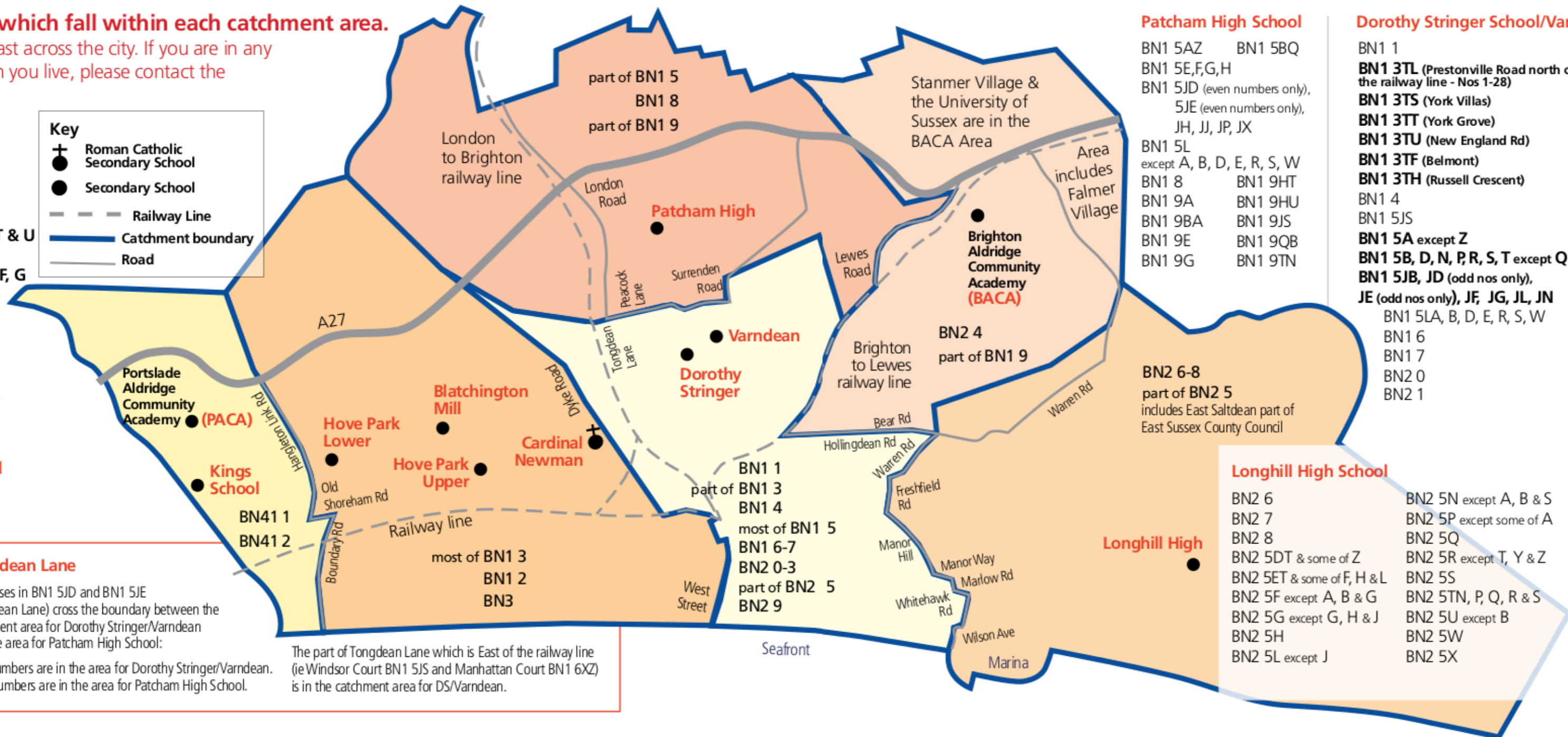
Addresses in BN1 5JD and BN1 5JE (Tongdean Lane) cross the boundary between the catchment area for Dorothy Stringer/Vardean and the area for Patcham High School:

Odd numbers are in the area for Dorothy Stringer/Vardean. Even numbers are in the area for Patcham High School.

The part of Tongdean Lane which is East of the railway line (ie Windsor Court BN1 5JS and Manhattan Court BN1 6XZ) is in the catchment area for DS/Vardean.

**Key**

- ✝ Roman Catholic Secondary School
- Secondary School
- - - Railway Line
- Catchment boundary
- Road



Bold type indicates that a postcode changed catchment area in 2014.

## Patcham High School

- BN1 5AZ
- BN1 5BQ
- BN1 5E,F,G,H
- BN1 5JD (even numbers only), 5JE (even numbers only), JH, JJ, JP, JX
- BN1 5L except A, B, D, E, R, S, W
- BN1 8
- BN1 9A
- BN1 9BA
- BN1 9E
- BN1 9G
- BN1 9HT
- BN1 9HU
- BN1 9JS
- BN1 9QB
- BN1 9TN

## Dorothy Stringer School/Vardean School

- BN1 1
- BN1 3TL** (Prestonville Road north of the railway line - Nos 1-28)
- BN1 3TS** (York Villas)
- BN1 3TT** (York Grove)
- BN1 3TU** (New England Rd)
- BN1 3TF** (Belmont)
- BN1 3TH** (Russell Crescent)
- BN1 4
- BN1 5JS
- BN1 5A** except Z
- BN1 5B, D, N, P, R, S, T** except Q
- BN1 5JB, JD** (odd nos only), **JE** (odd nos only), **JF, JG, JL, JN**
- BN1 5LA, B, D, E, R, S, W
- BN1 6
- BN1 7
- BN2 0
- BN2 1
- BN2 3
- BN2 5A
- BN2 5B
- BN2 5D except T & some of Z
- BN2 5E except T & some of F, H & L
- BN2 5FA
- BN2 5FB
- BN2 5FG
- BN2 5GG, H & J
- BN2 5J
- BN2 5L
- BN2 5NA, B & S
- BN2 5RT, Y & Z
- BN2 5TA, B, D, E, F, G, H, J, W & X
- BN2 5UB
- Some of BN2 5PA
- BN2 9

## Longhill High School

- BN2 6
- BN2 7
- BN2 8
- BN2 5DT & some of Z
- BN2 5ET & some of F, H & L
- BN2 5F except A, B & G
- BN2 5G except G, H & J
- BN2 5H
- BN2 5L except J
- BN2 5N except A, B & S
- BN2 5P except some of A
- BN2 5Q
- BN2 5R except T, Y & Z
- BN2 5S
- BN2 5TN, P, Q, R & S
- BN2 5U except B
- BN2 5W
- BN2 5X

## Brighton Aldridge Community Academy (BACA)

- BN2 4
- BN1 9HW
- BN1 9HX
- BN1 9HY
- BN1 9J except S
- BN1 9P
- BN1 9Q except B
- BN1 9R
- BN1 9S

Addresses in BN2 5DZ, BN2 5EF, BN2 5EH, BN2 5EL and BN2 5PA cross the boundary between the catchment area for Longhill and the area for Dorothy Stringer/Vardean. BN2 5DZ/BN2 5EF (Manor Way) – even numbers 2-34 are in the Longhill area. All odd numbers and evens from 36 onwards are in the Dorothy Stringer/Vardean area. BN2 5EH/BN2 5EL (Manor Hill) – odd numbers are in the Dorothy Stringer/Vardean area. Even numbers are in the Longhill area. BN2 5PA (odd numbers in Wilson Avenue) – 1, 3, 5, 7 & 11 are in the DS/Vardean area. 13 upwards are in the Longhill area. NB. Addresses on the Eastern side of Wilson Avenue (BN2 5PB) are all in the Longhill area.



<b>Name of School</b>	<b>Planned Admission Number (PAN)</b>
<b>Primary Admissions Numbers 2018/19</b>	
Aldrington CE Primary	60
Balfour Primary	120
Benfield Primary	60
Bevendean Primary	60
Bilingual Primary	90
Brunswick Primary	120
Brackenbury Primary	30
Carden Primary	60
Carlton Hill Primary	30
City Academy Whitehawk	60
Coldean Primary	60
Coombe Road Primary	60
Cottesmore St Marys Catholic	60
Downs Infant	120
Downs Junior	128
Elm Grove Primary	60
Fairlight Primary	60
Goldstone Primary	90
Hangleton Primary	90
Hertford Infant	60
Hertford Junior	60
Hove Junior School (Holland Road)	128
Hove Junior School (Portland Road)	128
Middle Street Primary	30
Mile Oak Primary	90
Moulsecomb Primary	90
Our Lady of Lourdes	30
Patcham Infant	90
Patcham Junior	96
Peter Gladwin Primary	30
Queens Park Primary	60
Rudyard Kipling Primary	60
Saltdean Primary	90
St Andrew's CE Primary	90
St Bartholomew CE Primary	30
St Bernadette's Catholic Primary	30
St John The Baptist Catholic Primary	30
St Joseph's Catholic Primary	30

<b>Name of School</b>	<b>Planned Admission Number (PAN)</b>
St Luke's Primary	90
St Margaret's CE Primary	30
St Mark's CE Primary	30
St Martin's CE Primary	30
St Mary Magdalen Catholic Primary	30
St Mary's Catholic Primary	30
St Nicolas CE Primary	60
St Paul's CE Primary	30
St Peter's Community Primary	30
Stanford Infant	90
Stanford Junior	96
West Blatchington Primary	60
West Hove Infant (Portland Road)	120
West Hove Infant (Connaught Road)	120
Westdene Primary	90
Woodingdean Primary	60

<b>Secondary Admissions Numbers 2018/19</b>	
Brighton Aldridge Community Academy	180
Blatchington Mill	300
Cardinal Newman Catholic	360
Dorothy Stringer	330
Hove Park	300
Kings	100
Longhill	270
Patcham High	215
Portslade Aldridge Community Academy	240
Varndean	270

## BRIGHTON & HOVE CITY COUNCIL

### **Scheme for co-ordinated admissions to infant, primary and junior schools – Admissions Year 2018/19 (Admissions to Reception or year 3 of Junior School in September 2018)**

#### **Introduction**

The main purpose of the co-ordinated scheme is to ensure that every parent of a child living in Brighton & Hove who has completed a school preference form receives one offer of an infant, primary or junior school place. This will be on a set date following the conclusion of the normal admission round for pupils seeking admission to school. The scheme is designed to foster clear communications on school admissions between the City Council, community schools, and voluntary aided schools which act as their own admission authority.

The scheme does not affect the rights of voluntary aided schools and Academies to set their own admission priorities, and consider applications on the basis of those priorities. It is intended to set out a process and time scale for the exchange of pupil information between the parties to the scheme, resulting in the offer of a single school place. This should represent a preference listed by the parent /carer following the application of the admission priorities by the Local Authority (LA) or by own admission authority schools. Where it is not possible to allocate a place at any of the preferred schools for a child living in Brighton & Hove, a place will be offered at the nearest school to their home address within the city boundaries with a place available. This will not preclude parents from seeking an alternative place elsewhere if they are unhappy with the offer, nor will it prevent them from lodging an appeal with the admission authority for their preferred school.

All residents of Brighton & Hove should apply using the City Council's common application form (online or paper) even if they are seeking a place at a maintained school in the area of another Council.

The time scales set out in the scheme will be broadly in line with the time scales used by neighbouring LAs. **Please be aware that VA schools' and Academies' governing bodies will need to meet between 19 February 2018 and 09 March 2018 when the ranking order needs to be returned to the Local Authority.**

#### **Key dates**

- Online application facility available 1 September 2017
- Distribution of admission booklets on request
- Closing date for applications 15 January 2018
- Preference data exchanged with Voluntary aided schools and other LAs. 19 February 2018
- Voluntary Aided schools provide Council with provisional ranking order of all applicants. 09 March 2018
- Data exchanged with VA schools and

- neighbouring authorities 09 March 2018
- Consider qualifying late applications. 09 March 2018
- Finalise allocations and provide schools with offer details. 23 March 2018
- Decisions emailed to parents/carers, Letters posted to parents who applied on paper. 16 April 2018
- Deadline for acceptance of places and appeals to be heard in the main round. 16 May 2018

### **Process and detailed time scale – infant, junior and primary schools**

1. The school admissions booklet published by the City Council will be distributed on request to parents/carers applying for infant or primary school places. A publicity campaign will be launched in September 2017 encouraging parents to apply online. This will include a leaflet sent via the post, schools, other council services, early years settings, the press and other media to parents of those pupils seeking places in school. Schools will be asked to act as a collection point for information about pupils seeking school places.
2. Parents/carers will be invited to list 3 preferences for a school place ranked in order of priority. These may be for Community Schools or voluntary aided schools within the city. The Brighton & Hove school admission preference form must be used to indicate their preferred schools, either paper or online version. No other form will be valid. They should list the schools in order of priority (e.g. 1, 2, 3). The LA allocates places on the basis of equal preferences, and each preference listed will be prioritised on the basis of the published admission priorities for community and voluntary aided schools. If it is possible to offer more than one place on the basis of those priorities, the one ranked higher on the preference form will be offered.
3. Parents and carers are strongly advised to apply online through the facility available on the Brighton & Hove City Council website. This will provide them with a response which confirms their preference listing and acts as proof of application. Alternatively the paper form should be completed and returned to their local infant/primary school or to the Admissions Team at Hove Town Hall, Hove **by 15 January 2018**.
4. Where as part of its admission priorities a voluntary aided school requires additional supporting information, such as a Governors' form, or proof of denominational commitment, that form or proof should be completed and returned by the same closing date. This is to ensure that target dates for the exchange of pupil information and the notification date for parents/carers can be met. Provided the LA preference form has been completed and returned, that additional information may be given direct to the school, or handed in with the preference form. Parents/carers will be advised through the admissions booklet for Brighton & Hove, and through school published information, of any such additional information requirements for voluntary aided schools. Parents/carers with queries

about voluntary aided school admission requirements should contact the school for further information.

5. If using an application form rather than online application parents and carers are strongly advised to send their form via a preferred school. Parents who post the form should understand that proof of posting is not proof of receipt, and they will not have confirmation in the same way as those applying online or returning the form to a school. All maintained infant and primary schools in the city will return preference forms to the LA in batches as they are received, with the final batch as soon as possible after the closing date. Schools should maintain a list to record the date on which each form was received, and if required will provide proof of receipt to the parent/carer. This ensures that on time applications and late applications are clearly recorded as such. It also provides assurance for parents should the school or the LA subsequently mislay the form.
  
6. **No later than 19 February 2018**
  - ❖ LA will identify the numbers of preferences (first, second and third) received for each school.
  - ❖ Voluntary aided schools, free schools and academies will be provided with details of parental preferences where their school is given as a preference (via form or online). They will apply oversubscription criteria to prioritise all preferences. Where pupils have a Statement of Special Educational Needs or Education, Health & Care Plan (naming the school) and must be offered a place as first priority this will be indicated. (These pupils must be given priority for school of preference in accordance with the SEN and Admissions Code. This applies to all maintained schools, including Voluntary Aided.)
  - ❖ West and East Sussex and other LA's as necessary will be forwarded the details of preferences (forms and Online applications) expressed for their schools by Brighton & Hove parents/carers (first, second and third). Where the pupil has a Statement of Special Educational Needs or Education, Health & Care Plan this will be indicated.
  - ❖ West and East Sussex will be asked to provide a list of pupils living in those areas who have expressed a preference for a Brighton & Hove school (first, second or third), indicating those who have a Statement of Special Educational Needs or Education, Health & Care Plan.
  
7. **No later than 9 March 2018**
  - ❖ Voluntary aided schools, free schools and academies will provide the LA with a list showing children in priority order for places at the school. The list will show which oversubscription criterion was applied to each child, and relevant information to apply any necessary tie-break. The school will advise the LA of such additional information as is necessary to inform parents of the reason for its decision when allocation letters are sent on 16 April 2018.
  - ❖ Other LAs will provide Brighton & Hove LA with a list of which Brighton & Hove pupils could be offered places in their schools. They will advise

Brighton & Hove of the reason where a preference cannot be met for inclusion in the allocation letters on 16 April 2018.

- ❖ Brighton & Hove will apply its admission priorities to all preferences received for community schools, and where the children are resident in other LAs, will inform that LA.
- ❖ The LA will apply its own admission priorities for all community school preferences.

#### **8. No later than 23 March 2018**

- ❖ Brighton & Hove will establish whether more than one offer could be made on the basis of the application of its own admission priorities and those of voluntary aided schools, free schools, academies and other LAs. It will determine in each case which is the highest parental ranking.
- ❖ Final lists of school allocations will be prepared.
- ❖ Emails to parents/carers will be prepared.
- ❖ Consideration will be given to qualifying late applications received before 9 March 2018.
- ❖ Discussions will take place with other admission authorities as necessary to resolve any remaining unallocated applications.
- ❖ Neighbouring LAs will be sent final details of children living in their area offered a place at a Brighton & Hove school, and for whom they will need to send allocation letters.

#### **9. 16 April 2018**

Online applicants will receive their decisions by e-mail. Letters will be sent to parents/carers who did not apply on line. The LA email or letter to parents will contain the following:

- ❖ If they have not been allocated a school of preference, the reason why not.
- ❖ How places at the preferred schools were allocated.
- ❖ The right of appeal to an independent panel, and how to arrange an appeal for a community school or a voluntary aided school.

#### **10. 16 May 2018**

Parents and carers should accept offers of places by this date in order to allow schools and the LA ample planning time for the new intake. This does not affect their right to appeal if the place they are accepting is not their highest preference. Parents should have also exercised their right to appeal by this date if they want to be assured of having their appeal heard in the main round of appeals.

#### **11. Proof of address**

The LA may require parents/carers to provide proof of address if they are applying for a community school place.

### **Appendix A – Changes of address and late applications**

### **New arrivals in the city**

Parents/carers moving into the City in the course of the admission process who are making an application on the basis of their new address must provide evidence of either a tenancy agreement of six months or more or an exchange of contracts if they are purchasing a property. Applicants should return their preference forms by the closing date if possible, especially if their move took place before the closing date, forwarding proof of the move at the earliest opportunity. If they provide the form and the evidence of the move by 9 March 2018 their application will be included in the main admission round.

### **Late applications received before the allocation date**

- I. With the exception of families moving into the area and cases as described at V below, forms received after the closing date will not be considered by the LA until allocations have been made for those received before the closing date. Any received for an own admission authority school will be forwarded to the school. The school will decide whether or not there is a good reason to include these late applications in the main admission round, but will only consider them if they are received before **9 March 2018**.
- II. Any preference forms received for community schools in respect of children in public care will be included in the main admission round as valid preference at any time up to **23 March 2018**. Where such applications are received after that date, the LA will, if attendance at that school is seen as a necessity for the welfare of the child, seek to offer places at the school ranked highest on the preference form. If, however, it is acceptable to offer a place at a lower ranked school without going over numbers, the LA will discuss that possibility with the social worker for the child. Applications to voluntary aided schools, free schools and academies received on behalf of children in public care will be considered in line with the published admission policy for each school and the requirements of the School Admission Code.
- III. Applications received after the closing date will be sent a letter allocating a school place as soon as possible after the main notification date of **16 April 2018**.
- IV. Parents/carers living in the City who change any preference as a result of a change of address, and who return the new form by **9 March 2018** will have that change considered in the main round of allocations. They will have to provide evidence of their new address and will not have their changed application accepted without that evidence.
- V. Other late applications where there is a good reason for this will be considered in the main round of allocations if received by **9 March 2018** where independent evidence is given by a third party (usually a professional source such as a doctor or social worker) to support the reason for the delay.

### **Applications received after the allocation date**

1. Where an application is received after the allocation date, from a parent/carer living in the City, they must use a Brighton & Hove preference form. If the preference(s) is for a community school, the LA

will allocate a place if the school remains under subscribed. If the school(s) is fully subscribed, a place will be allocated at the nearest school to the home address that has a vacancy. Brighton & Hove will seek to make a decision as soon as possible after receiving the form. Where a preference is given for an own admission authority school or a school in a neighbouring LA, the form will be passed to that admission authority for a decision. They will be asked to reach a decision within fourteen days of receiving the form. Brighton & Hove will endeavour to send a decision to the parent /carer either as soon as possible once it has reached a decision, or has been informed of a decision by the other admission authority.

11. If a change of preference or preference order is received following the decision letter on **16 April 2018** and the home address has not changed, that changed preference will not be considered until after **30 June 2018**. This allows reasonable time for the consideration of late first applications and the operation of the waiting list where places have been offered and refused.
  
111. All applications received after the beginning of the autumn term 2018 will be regarded as outside the admission round. Nonetheless, the LA will act as the point of contact for all preferences from parents/carers living in the City. The LA will liaise with own admission authority schools over applications for admission to those schools, and will inform parents of their admission decisions, if necessary allocating an alternative school place. The LA online or paper preference form should be used in all cases. The same arrangements will apply to applications for admission to schools for year groups other than the normal Reception year. (See also School Transfers below.) This ensures that the LA has a full record of pupil admissions, and supports both the schools and the LA in their responsibilities for pupil tracking and safety.

### **Waiting List**

- I. Brighton & Hove will operate a waiting list system for its community schools. (Own admission authority schools make their own waiting list arrangements). The waiting list ranking will be based on the LA admission criteria. Rankings within each priority will be determined by home to school distance. All children will be automatically placed on the waiting list for the community school for which they have expressed a first preference, although parents will be given the option of also asking to go on the waiting list for a different preferred school place when places are allocated on **16 April 2018**. Places will be offered to children from the waiting list as soon as a place becomes available at an over subscribed school and the admission criteria have been applied. The waiting list will operate until the end of the Autumn Term.
- II. Parents/carers wishing to keep their child's name on the list for longer than the end of the Autumn Term must inform the LA. They must renew the waiting list place each term thereafter. Applicants outside of the main admission exercise will be placed on waiting lists for one term,



and must ask for the child's name to remain on the waiting list each term thereafter.

### **School Admission Appeals**

- I. Parents/carers wishing to appeal against the LA's decision not to offer a place at a preferred school should do so by **16 May 2018** if they want to be assured of having their appeal heard in the main appeal round.
- II. The LA will not arrange an appeal or ask a voluntary aided school to arrange an appeal for a school that was not included on the original application. It will only arrange an appeal for a school which was listed as a preference, as it will not have given a decision to the parent/carer for schools not included on the form. If a parent/carer wishes to receive a decision for a school not included in their original application, and thus acquire a right of appeal, they must complete a further application. However, unless there is a good reason for a change of preference this new form will not be considered until after **30 June 2018**.
- III. Parents/carers will receive 10 school days notice of the date of the appeal hearing, and will receive copies of any documentation relating to the appeal 7 days in advance of the hearing.
- IV. Appeals for on-time applications must be heard within 40 school days of the closing date for appeals to be lodged. The volume of appeals to be heard and the availability of the appeal panel members, who are volunteers, will have a direct affect on the timing of the appeal hearings.
- V. Appeals for late applications and school transfers outside the normal admission round will be arranged as soon as practicable after the decision to refuse a preference has been conveyed to the pupil and the parent/carer, and in any case within 30 school days.



## **BRIGHTON & HOVE CITY COUNCIL**

### **Scheme for co-ordinated admissions to secondary schools – Admissions Year 2018/19 (Admissions to year 7 in September 2018)**

#### **Introduction**

The main purpose of the co-ordinated scheme is to ensure that every parent of a child living in Brighton & Hove who has completed a school preference form receives one offer of a secondary school place at the conclusion of the normal admission round for pupils transferring from primary to secondary school. The scheme is designed to foster clear communications on school admissions between the City Council, community schools, Academies (for the purposes of this document Free Schools are included as Academies), Cardinal Newman School, which as a voluntary aided secondary school acts as its own admission authority, and neighbouring Local Authorities (LAs) and admission authorities. It fulfils the requirements of the School Admissions (Admission Arrangements and Co ordination of Admission Arrangements (England)) Regulations 2012 and more detailed arrangements set out in the School Admissions Code 2014.

The scheme does not affect the rights of the different admission authorities mentioned to set their own admission priorities, and consider applications on the basis of those priorities. It is intended to set out a process and time scale for the exchange of pupil information between the parties to the scheme, resulting in the offer of a single school place. This should represent a preference listed by the parent/carer that it is possible to meet following the application of the admission priorities by this LA or by other admission authorities. Where it is not possible to allocate a place at any of the preferred schools for a child living in Brighton & Hove, a place will be offered at the nearest school to their home address within the city boundaries with a place available. This will not preclude parents from seeking an alternative place elsewhere if they are unhappy with the offer, nor will it prevent them from lodging an appeal with the admission authority for their preferred school.

All residents of Brighton & Hove should apply using the City Council's common application form (online or paper) even if they are seeking a place at a maintained school in the area of another Council.

The time scales set out in the scheme work towards the prescribed date (1<sup>st</sup> March or the first working day following 1<sup>st</sup> March where it falls at a weekend) on which secondary school place decisions must be notified to parents/carers. It will also be broadly in line with the time scales used by neighbouring LAs.

#### **Key dates**

- Online application facility available 1 September 2017
- Distribution of admission leaflets by 12 September 2017
- Distribution of admission booklets on demand
- Closing date for applications 31 October 2017
- Preference data exchanged with Cardinal

- |   |                                |
|---|--------------------------------|
| Newman School, King's School and neighbouring LAs   | 20-24 November 2017            |
| • Cardinal Newman & King's School provide LA with provisional ranking order of applicants.                            | 18 December 2017               |
| • Neighbouring LAs asked for provisional list of offers to B&H residents, B&H provides Provisional list to those LAs. | 18 December 2017               |
| • Consider qualifying late applications.  | 22 January 2018                |
| • Finalise allocations and exchange offer details with Cardinal Newman, King's school and neighbouring LAs            | Between 25 January- 5 Feb 2018 |
| • Notification e-mails sent to parents, decisions posted to applicants using paper forms                              | 1 March 2018                   |
| • Deadline date for acceptance of places and appeals to be heard in the main round.                                   | 13 April 2018                  |

### Process and detailed time scale

1. The school admissions leaflet published by the City Council will be distributed to parents at the beginning of September 2017. This LA will have identified those pupils entering Year 6 in city maintained schools (the transfer cohort) from primary school records. Neighbouring LAs will be asked to provide records of Brighton & Hove children attending schools in their areas so that admission leaflets can be sent to their parents/carers. Brighton & Hove will in return provide information to other LAs about their residents attending Brighton & Hove schools.
2. Parents/carers will be invited to list 3 preferences for a school place ranked in order of priority. These may be at a City Community School, an Academy, a Free School or a voluntary aided secondary school, or any maintained school outside the City of Brighton & Hove. Those resident in the City must use the Brighton & Hove school admission preference form to indicate their preferred schools, either the paper or online form. No other form of application will be valid. The LA allocates places on the basis of equal preference, and each preference listed will be prioritised in accordance with the published admission priorities for community and own admission authority secondary schools in the City. If it is possible to offer more than one place on the basis of those priorities, the one ranked higher on the preference form will be offered.
3. Parents and carers are strongly advised to apply online through the facility available on the Brighton & Hove City Council website. This will provide them with a response which confirms their preference listing and acts as proof of application. Alternatively the paper form should be completed and returned to the child's primary or junior school in the City, or to the Admissions Team at Hove Town Hall **by 31 October 2017**. Applicants for Cardinal Newman and/or King's School will need to return their supporting information directly to the school as well as submitting an online application or paper form to the Council. If supporting information is returned to the Local Authority, the documents will be shared with the school. This closing date has been set in order to conform with the law

and to the admission timetables of neighbouring LAs and assist coordination of applications.

4. Where as part of its admission priorities a voluntary aided school, free school or academy within the City or beyond requires additional supporting information, such as a Governors' form, or proof of denominational commitment, that form or proof should be completed and returned by the same closing date. This is to ensure that target dates for the exchange of pupil information between authorities and the notification date for parents/carers can be met. Provided the LA common application form has been completed and returned, that additional information may be given direct to the school, or handed in with the preference form. Parents/carers will be advised through the admissions booklet of Brighton & Hove or neighbouring LAs, or through school published parent information, of any such additional information requirements for own admission authority schools.
5. If using an application form rather than online application parents and carers whose children attend maintained primary schools in the City are strongly advised to return the form via the school. Parents who prefer to post the form should understand that proof of posting is not proof of receipt, and they will not have confirmation of receipt in the same way as those applying online or returning the form to their child's school. All maintained junior and primary schools in the city will return secondary preference forms they receive to the LA in batches as they are received, with the final batch as soon as possible after the closing date. Schools should maintain a list to record the date on which each form was received, the school preferences, and if required will provide proof of receipt to the parent/carer. This ensures that on time applications and late applications are clearly recorded as such. It also provides assurance for parents should the school or the LA subsequently mislay the form.

**No later than 24 November 2017.**

- ❖ LA will identify the number of preferences (first, second or subsequent) received for each school.
- ❖ Cardinal Newman School and King's School will be provided with details of any parental preference (via form or online applications) where it gives the school as a preference (first, second or subsequent) received by the LA. It will apply its oversubscription criteria to prioritise all preferences. Where pupils have a Statement of Special Educational Needs or Education Health & Care Plan and must be offered a place as first priority this will be indicated. (Statemented pupils must be given priority for school of preference in accordance with the SEN and Admissions Codes of Practice.)
- ❖ West and East Sussex and other LA's as necessary will be forwarded the details of preferences (forms and Online applications) expressed for their schools by Brighton & Hove parents/carers (first, second and subsequent). Where the pupil has a Statement of Special Educational Needs or an Education, Health & Care Plan this will be indicated.

- ❖ West and East Sussex will be asked to provide a list of pupils living in those areas who have expressed a preference for a Brighton & Hove school (first, second or subsequent), indicating those who have a Statement of Special Educational Needs or Education, Health & Care Plan.

#### **No later than 18 December 2017**

- ❖ Cardinal Newman School and King's School will provide the LA with a list showing children in priority order for places at the school. The list will show which admission criterion was applied to each child and the point at which the final place would be offered. The school will advise the LA of such additional information as is necessary to inform parents of the reason for its decision when allocation letters and emails are sent on 1 March 2018.
- ❖ Brighton & Hove will apply its admission priorities to all preferences received for community schools, and where the children are resident in other LAs, will inform that LA.

#### **Between 25 January and 5 February 2018**

- ❖ Brighton & Hove will establish whether more than one offer could be made on the basis of the application of its own admission priorities and those of voluntary aided schools, free schools/Academies and other LAs. It will determine in each case which is the highest parental ranking.
- ❖ Final lists of school allocations will be prepared.
- ❖ Emails and letters to parents/carers will be prepared.
- ❖ Consideration will be given to late applications received before the allocation date, as set out in Appendix A below.
- ❖ Neighbouring LAs will be sent final details of children living in their area offered a place at a Brighton & Hove school, and for whom they will need to send allocation letters.

#### **1 March 2018**

Online applicants will receive their decisions by e-mail. Letters will be sent to parents/carers who have not applied online or who have specifically requested this. The LA email or letter to parents will contain the following:

- ❖ If they have not been allocated a school of preference, the reason why not.
- ❖ How places at all Brighton & Hove schools were allocated.
- ❖ Where it is an own admission authority school, the fact that the offer is made on behalf of the governing body of the school.
- ❖ Where it is a school maintained by another LA, the fact that the offer is made on behalf of that LA.
- ❖ The right of appeal to an independent panel, and how to arrange an appeal for a community school, a voluntary aided school, and in the case of schools in other LA's, who to contact.

#### **13 April 2018**

Parents and carers should accept offers of places by this date in order to allow schools and the LA ample planning time for the new intake. This does not affect their right to appeal if the place they are accepting is not their highest preference. Parents should also have exercised their right to appeal by this date if they want to be assured of having their appeal heard in the main round of appeals.

### **Proof of address**

The LA may require parents/carers to provide proof of address if they apply for a place at a community school. Own admission authority schools may also request proof of address from their applicants.

## **Appendix A – Changes of address and late applications**

### **New arrivals in the city**

Parents/carers moving into the City in the course of the admission process who are making an application on the basis of their new address must provide evidence of either a tenancy agreement of six months or more or an exchange of contracts if they are purchasing a property. Applicants should return their preference form by the closing date if possible, especially if their move took place before the closing date, forwarding proof of the move at the earliest opportunity. If they provide the form and the evidence of the move by 22 January 2018 their application will be included in the main admissions round.

### **Late applications received before the allocation date.**

- I. With the exception of families moving into the area and cases as described at V below, forms received after the closing date will not be considered by the LA until school allocations have been made for those received by the closing date. Any received for Cardinal Newman School and/or King's School will be forwarded to the school, which will decide whether or not to include the application in the main admission round.
- II. Any preference forms for community schools received in respect of children in public care will be included in the main admission round as valid first preferences at any time up to the allocation date on **5 February 2018**. Where such applications are received after that date, the LA will, if attendance at that school is seen as a necessity for the welfare of the child, seek to offer places at the school of first preference, if necessary negotiating with that school to admit beyond the published admission number in order to do so. If, however, it is acceptable to offer a place at a lower ranked school without going over numbers, the LA will discuss that possibility with the social worker for the child. Applications for Cardinal Newman School, King's School or schools in other LA areas for children in public care will be considered in line with the admission arrangements for those schools and the requirements of the Admissions Code.

- III. Applications received after the closing date but before the allocation date on 5 February 2018 will be sent a letter allocating a school place on 1 March 2018 or as soon as possible after that date if the volume of late applications is high. Applications received after the allocation date will be sent an allocation letter as soon as possible after 1 March 2018.
- IV. Parents/carers living in the City who change a preference as a result of a change of address within the city, and who return the new form and evidence of the address change will have that change considered in the main round of allocations if it is received by **22 January 2018**. They will have to provide evidence of the address change. Those preference forms received after that date will be considered as late applications.
- V. Other late applications where there is good reason for the delay will be considered in the main round of allocations if received by **22 January 2018** where independent evidence is given by a third party (usually a professional source such a doctor or social worker) to support the reason for the delay.

**Late applications received after the allocation date**

- I. Where an application is received after the allocation date, from a parent/carer living in the City, they must use the Brighton & Hove online application service or paper preference form. If the preference(s) is for a community school, the LA will allocate a place if the school remains under subscribed. If the school(s) is fully subscribed, a place will be allocated at the nearest school to the home address that has a vacancy. Brighton & Hove will seek to make a decision as soon as possible after receiving the application. Where a preference is given for a free school, an Academy, Cardinal Newman School or a school in a neighbouring LA, the form will be passed to that admission authority for a decision. They will be asked to reach a decision within fourteen days of receiving the form. Brighton & Hove will endeavour to send a decision to the parent /carer as soon as possible once it has either reached a decision, or been informed of a decision by the other admission authority.
- II. If a change of preference or preference order is received following the decision letter on 1 March 2018 and the home address has not changed (and there has been no other relevant change of circumstances), that changed preference will not be considered until after 30 June 2018. This allows reasonable time for the consideration of late first applications and the operation of the reallocation pool where places have been offered and refused.
- III. All applications received after the beginning of the autumn term will be regarded as outside the admission round. Nonetheless, Brighton & Hove will act as the point of contact for all preferences for parents/carers living in the City, and will liaise with Cardinal Newman School, King's School, BACA, PACA and other LAs over applications for admission to schools other than Brighton & Hove Community Schools. The Brighton & Hove online or paper form should be used in all cases by City residents and returned to the Brighton & Hove Admissions Team. The same arrangements will apply to applications



for admission to schools for year groups other than the normal admission group in Year 7. Where the LA, Cardinal Newman School, King's School, BACA, PACA or another admission authority is not able to offer a place in accordance with a parental preference, the LA will offer a place at the nearest school to the home address of the applicant with a vacancy in the appropriate year group. This may be an Academy or a VA school. Admissions to Years 12 and 13 in those schools that make such provision will be regarded as transfer admissions rather than admission at a normal point of entry. (The majority of such pupils will have attended the school from Year 7, or transferred to the school in Key Stage 3 or 4.) Should any other schools adopt Academy status, this paragraph will also apply to them.

### **Re-allocation Pool**

- I. Brighton & Hove will operate a re-allocation pool system for its community schools, BACA and PACA. (Cardinal Newman School and King's School will operate their own waiting list/reallocation arrangements.) The ranking within this system will be based on the Brighton & Hove admission criteria. All children will be automatically placed in the re-allocation pool for the community school for which they have expressed the highest preference. Parents/carers will be asked to indicate if they also wish to be placed in the re-allocation pool for a different preferred school when the allocation emails and letters are sent on 1 March 2018. Places will be offered to children from the pool as soon as a place becomes available at an over subscribed school and the admission priorities have been applied. This LA will notify other LAs as appropriate if it offers a place from the pool at a Brighton & Hove school to a pupil living outside the City. The pool will operate until the end of the Autumn Term.
- II. Other admission authorities will operate a re-allocation or waiting list system. If they are able to place a child resident in Brighton & Hove in one of their schools they are asked to notify this LA at the earliest opportunity.

### **School Admission Appeals**

- I. Parents/carers wishing to appeal against the LA's or a voluntary aided school's decision not to offer a place at a preferred school should do so in writing or using the online appeal facility by 13 April 2018 if they want to be assured of having their appeal heard in the main appeal round.
- II. The LA will not arrange an appeal, or ask an own admission authority school to arrange an appeal for a school that was not included on the original application. It will only arrange an appeal for a school that was listed as a preference, as it will not have given a decision to the parent/carer for schools not included on the form. If a parent/carer wishes to receive a decision for a school not included in their original preference, and thus acquire a right of appeal, they must complete a further preference form. However, unless there is a change of address or other change of circumstances leading to the change of preference this new form will not be considered until after 30 June 2018.

- III. Parents/carers will receive 10 school days notice of the date of the appeal hearing, and will receive copies of any documentation relating to the appeal 7 days in advance of the hearing.
- IV. Whilst the City Council, other LAs and the Governing Bodies of Academies and voluntary aided schools will make every effort to hear appeals within 40 school days of the deadline for submitting appeals, as suggested in the Appeals Code, they cannot guarantee this time scale. The volume of appeals to be heard and the availability of the appeal panel members, who are volunteers, will have a direct affect on the timing of the appeal hearings.
- V. Appeals for late applications and school transfers outside the normal admission round will be arranged as soon as practicable after the decision to refuse a preference has been conveyed to the parent/carer or if appropriate to the student, and in any case within 30 school days of the appeal being lodged.
- VI. Appeals will be heard for refusals to places in Years 12 and 13 on the basis that they are school transfers.

## **BRIGHTON & HOVE CITY COUNCIL**

### **Scheme for co-ordinated admissions In Year allocations – Admissions Year 2017/18**

#### **Introduction**

The requirement for In-Year co-ordination was abolished by the School Admissions Code 2012, however there is still a requirement for the LA to retain a monitoring role in in-year allocation of school places. In view of this it is proposed to retain in-year co-ordination between maintained schools in Brighton & Hove. The co-ordination referred to in this document will be offered to schools free of charge. However, it may be possible for own admission authority schools to purchase additional services should they wish to do so.

This scheme for in-year admissions will come into force from 1 September 2017.

#### **Procedure**

1. Parents may name up to three preferences on the Brighton & Hove application form and all preferences expressed by parents will be treated equally. This means that each preference will be measured against the published oversubscription criteria only, without reference to the order stated by the parent. Only one school place will be offered, and this will be the highest possible preference expressed by the parent that can be agreed.
2. Where it is not possible to offer any of the named preferences, the applicant will be advised to remain at their current school if possible, or an alternative school place within Brighton & Hove will be offered. This will normally be the nearest school appropriate to the child's age and educational needs with a place available.
3. In order for parents to make a valid application for a maintained school place in Brighton & Hove, parents must complete a common application form provided by Brighton & Hove City Council. The Brighton & Hove application form will be available in paper form or can be accessed directly online or as a download from the Brighton & Hove City Council website.
4. Schools where the governing body is the admission authority may require additional information in order to apply their oversubscription criteria and in the case of voluntary aided church schools will provide a supplementary information form to the parent. Where the parent fails to complete the supplementary form, the governing body will rank the application according to the information given on the application form only. Where the parent completes the supplementary form but fails to complete the application form, this will not constitute a valid application.
5. Completed supplementary information forms will be returned to the individual schools, and not the School Admissions Team.

### **Preferences for own admission authority schools.**

1. Where the parent names an own admission authority school in Brighton & Hove (ie a Voluntary Aided school, a free school or an Academy), the child's details, (i.e. name, address, date of birth and any supporting documents) will be sent to the governing body. They will rank the preferences according to their published admission criteria and confirm with the City Council, no later than **five school days** after receipt of the form, whether it would be possible to offer a place. Should any other schools become Academies before or during the 2017/18 academic year, this paragraph will also apply to them.

2 Any applications submitted by parents/carers to schools in error must be forwarded to the City Council admissions team.

3 Brighton & Hove admissions authority acting for BACA, PACA and City Academy Whitehawk will rank admissions priorities as these Academies are at the present time retaining the same arrangements as other Brighton & Hove Community Schools.

### **Notifying parents of the outcome of their applications.**

1. The City Council will notify parents of the outcome of their applications. This is regardless of whether the City Council is the admission authority. This will be done by email or letter as appropriate, and will advise parents to contact the allocated school to arrange a mutually convenient start date.

2. Parents are expected to confirm acceptance of the offer of a school within fourteen days after the date of the offer.

### **Postdated Applications and changes of address**

1. Parents who apply for a school place for a date which is more than half a school term in the future will be sent a holding letter explaining that their application will not be processed until the half term before the date the place is required. Their application will be considered along with any others which are outstanding at that point.

2. Parents who are moving into, or within, Brighton & Hove, may apply at any time during the moving process. However, their application will not be processed until the City Council has received proof of the new address (e.g. evidence of exchange of contracts or a copy of a signed tenancy agreement). This allows the Council to apply the appropriate priority for admission based on the new address.

### **Appeals**

1. Parents will be informed of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed but not allocated, even if it was a lower preference than the one offered.

2. Parents will be allowed 20 school days from the date of the notification letter to submit a written appeal. Appeal forms will be available from individual admission authorities. Parents are entitled to appeal at any point during the remainder to the academic year of their application.

3. Appeal forms for Brighton & Hove community primary and secondary schools will not automatically be sent with the notification letter, but will be available on request. They can also be downloaded from the Brighton & Hove website. Appeal details for voluntary aided schools and Academies will be available from the individual governing bodies.

### **Waiting lists**

1. Waiting lists for all Brighton & Hove community **primary** schools will be held by the City Council, but schools where the governing body is the admission authority will maintain their own waiting lists and advise on the ranking of these lists in accordance with their published oversubscription criteria.

2. All community **primary** school waiting lists or re-allocation pools will be cleared at the end of each term, and any parents wanting their child to remain on waiting lists for schools will need to contact the admission authority to request this.

3. There is no requirement to maintain waiting lists after the end of the Autumn term of the year of entry (ie Reception, year 3 or year 7). This being so, Brighton & Hove City Council proposes to close re-allocation pools for **secondary** schools at the end of the autumn term of year 7. Other admission authorities may continue to maintain waiting lists.

