




Brighton & Hove  
City Council

# Children, Young People & Skills Committee

Title:	<b>Children, Young People &amp; Skills Committee</b>
Date:	<b>14 January 2019</b>
Time:	<b>4.00pm</b>
Venue	<b>Council Chamber - Council Chamber, Hove Town Hall, Norton Road, Hove, BN3 3BQ</b>
Members:	<b>Councillors:</b> Chapman (Chair), Brown (Opposition Spokesperson), Phillips (Group Spokesperson), Allen, Hamilton, Knight, O'Quinn, Marsh, Taylor and Wealls
	<b>Voting Co-opted Members:</b> Trevor Cristin, Amanda Mortensen, Bernadette Connor and Karen James
	<b>Non-Voting Co-opted Members:</b> Adam Muirhead (Community Works Rep) and Youth Council
Contact:	<b>Greg Weaver</b> Democratic Services Officer 01273 291214 greg.weaver@brighton-hove.gov.uk

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## AGENDA

### 44 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.*

### 45 MINUTES

7 - 16

To consider the minutes of the meeting held on 12 November 2018.

### 46 CHAIR'S COMMUNICATIONS

### 47 CALL OVER

(a) Items (51 – 54) will be read out at the meeting and Members

## CHILDREN, YOUNG PEOPLE & SKILLS COMMITTEE

invited to reserve the items for consideration.

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

### 48 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 8 January 2019;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 8 January 2019.

### 49 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.

### 50 SCHOOL OFSTED PRESENTATION

17 - 22

*Update on Ofsted Inspections held since the last meeting of the Committee.*

### 51 ABLE & WILLING FUTURE DELIVERY MODEL

23 - 30

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

*Contact Officer:* Rachel Carter,  
Pinaki Ghoshal,  
Jo Lyons,  
Edward Yeo

*Tel:* 29-4921 / 0718 /  
3514 / 4354

*Ward(s) Affected:* All

## CHILDREN, YOUNG PEOPLE & SKILLS COMMITTEE

- 52 CHILDCARE SUFFICIENCY ASSESSMENT 31 - 96**
- Report of the Executive Director for Families, Children & Learning (copy attached)
- Contact Officer:* Vicky Jenkins Tel: 29 - 6110
- Ward(s) affected:* All Wards
- 53 FAMILIES, CHILDREN AND LEARNING FEES AND CHARGES 2019/20 97 - 104**
- Report of the Executive Director for Families, Children & Learning (Copy attached)
- Contact Officer:* Louise Hoten / Caroline Parker Tel: 29 – 3440 /3587
- Ward(s) Affected:* All Wards
- 54 SCHOOL ADMISSION ARRANGEMENTS 2020/21 105 - 134**
- Report of the Executive Director for Families, Children & Learning (copy attached)
- Contact Officer:* Richard Barker Tel: 29 0732
- Ward(s) Affected:* All Wards Affected
- 55 ITEMS REFERRED FOR COUNCIL**
- To consider items to be submitted to the 31 January 2018 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

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For further details and general enquiries about this meeting contact Greg Weaver, (01273 291214, email [greg.weaver@brighton-hove.gov.uk](mailto:greg.weaver@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk).

Date of Publication - Friday, 4 January 2019



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

**4.00pm 12 NOVEMBER 2018**

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

**MINUTES**

**Present:** Councillor Chapman (Chair)

**Also in attendance:** Councillor Penn (Deputy Chair), Brown (Opposition Spokesperson), Phillips (Group Spokesperson), Allen, Knight, O'Quinn, Taylor, Wealls and Cattell

**Other Members present:** Bernadette Connor, Trevor Cristin, Ben Glazebrook, Rob Scoble, Karen James, Amanda Mortensen.

**PART ONE**

**32 PROCEDURAL BUSINESS**

**(a) Declarations of Substitutes**

32.1 Councillor Cattell for Councillor Leslie Hamilton

**(b) Declarations of Interest**

32.2 There were none.

**(c) Exclusion of the Press and Public**

32.3 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).

32.4 **RESOLVED** – That the press and public be not excluded.

**33 MINUTES**

**34 CHAIR'S COMMUNICATIONS**

## 34.1 The Chair stated:

“Friday 26<sup>th</sup> October saw the 3 year anniversary since we introduced our model of practice in children’s social work. The model of practice is about supporting social workers to help families to effect change. It is based on the idea that if we provide support and containment for social workers they will be able to provide this to families.

People across the service have shown a real commitment to the model and it has demonstrated the potential to make a difference for families. This was reflected in our recent Ofsted ILACS inspection and the overall rating of ‘good’, as well as feedback from social workers in this year’s your voice: social work survey where, 99% of respondents said they felt trusted to make decisions in their role. We recognise that, as well as the good news, we also face a number of ongoing challenges, including improving access to equipment and trying to create consistency across the system.

I am very pleased to let everyone know that Brighton & Hove has joined an elite group of local authorities nationally where all children can attend a good secondary school.

All of our 10 secondary now hold ‘good’ Ofsted judgements. Well done to everyone who has made this happen and to our many schools in the city who are achieving so well.

I’m sure we are all looking forward to hearing today from Kate Williams, the head teacher at Longhill and 2 students on their journey from RI to good.

I’m pleased to say that Drove Road residential short breaks service in Portslade which provides a mixture of short breaks and full-time accommodation has received an outstanding rating from Ofsted.

I would just like to add my congratulations to this service team.

I would also like to mention that I have recent correspondence making me aware of a clinical disagreement over the causes of autism. Further meetings are due to be held over this issue with one due in a couple of weeks. Depending on the outcome a further response may come to a future meeting. We will also partly touch on this subject in a later agenda item.

I would finally like to briefly express my disappointment at the recent budget proposals from the chancellor and the lack of much needed extra funding for schools.

The small amount of additional money that was allocated to schools at the budget is obviously not enough/nowhere near enough and the Chancellor’s turn of phrase to describe it as for ‘little extras’ was extremely unfortunate and not well-received.

I have visited many schools across the city and they frequently tell me how they are struggling every day to make ends meet, I would ask the chancellor to do the same and go out and speak with head teachers, teachers and governors and see what is happening on the front line.”



**35 CALL OVER**

**36 PUBLIC INVOLVEMENT**

**36 (a) Petitions**

36.1 There were none

**36 (b) Written Questions**

36.2 There were none

**36 (c) Deputations**

36.3 There were none

**37 MEMBER INVOLVEMENT**

**37 (a) Petitions**

37.1 There were none

**37 (b) Written Questions**

37.2 There were none

**37 (c) Letters**

37.3 There were none

**37 (d) Notices of Motion**

37.4 There were none

**38 SCHOOL OFSTED PRESENTATION**

38.1 Caroline Parker, Head of Service-Early Years Youth & Family Support and Mark Storey, Head of Education Standards & Achievement gave a brief overview of the recent results of the Ofsted inspections.

38.2 The Committee considered a brief presentation of Longhill School by Kay Williams and two pupils, Ellie and Charlie on the progress achieved in regards to the learning environment, new uniforms and behaviour. It was further stated that students had adopted a more mature approach while attending school and that there was more of a challenge in lessons, as a result, the differing levels of difficulty on offer had helped to nurture a more engaging environment.

38.3 Councillor Brown praised the positive work being achieved and congratulates members and staff for the outcomes following new processes in place.

- 38.4 Councillor Cattell emphasised the positivity of both students who attended the meeting to provide their overview.
- 38.5 Councillor O'Quinn welcomed the brief update by both pupils and congratulated Longhill School on its recent achievement.
- 38.6 Ms James welcomed the update and thanked the pupils for attending.
- 38.7 Councillor Phillips noted the excellent outcome achieved in a short space of time.
- 38.8 Mr Glazebrook requested further clarification on the number of BME school exclusions in the city.
- 38.9 Jo Lyons, Assistant Executive Director for Families, Children & Learning referred to the Hidden Children report and stated that many children were missing an education. She stated that data on BME was being looked at and included a range of strategies, dialogue and services supporting schools. It was noted that all vulnerable groups were being considered with a view to address various issues.
- 38.10 Pinaki Ghoshal, Executive Director for Families, Children & Learning congratulated Longhill School on their achievement.
- 38.11 **RESOLVED** – that the Committee agreed to note the presentation.

### **39 OVERVIEW OF AUTISM SUPPORT IN THE CITY AND PROPOSALS FOR FUTURE PROVISION**

- 39.1 The Committee considered a report of the Executive Director of Families, Children & Learning. The report was introduced by Georgina Clarke-Greene, Assistant Director Health SEN & Disabilities and provided an update on the increase in children and young people with ASC identified as their primary and secondary need. The committee was also informed of the recent developments in city-wide partnership work on Autism support for children and young people and their families and provided with a brief overview of future planned work including looking ahead to a refreshed Special Educational Needs and Disability strategy.
- 39.2 Councillor Brown enquired what was required to receive an Autism Awareness award. She further noted concerns regarding available spaces at the Dorothy Stringer Site.
- 39.3 Claire Bradley, Assistant Principle Educational Psychologist, outlined the course curriculum and stated that adjustments had been made to meet the needs of schools. She further stated that the SEN team had to look at how many children were coming through with different needs, it was noted that demand would increase.
- 39.4 The Chair asked that this be brought to Children, Young People & Skills Committee in future as well as the Health and Wellbeing Board.
- 39.5 Ms Mortensen requested a brief overview on the progress of children with autism and enquired if the Callum Centres would affect people receiving a placement.

- 39.6 The Assistant Principle Educational Psychologist stated that there was a briefing for governors in February and noted that this was well received in schools. It was stated that this was an effort to encourage schools to work together to address the issue of inconsistency drawn from research by the University of Sussex.
- 39.7 The Assistant Director Health SEN & Disabilities stated that a low number of schools had signed up for the Autism Awareness Awards. She further stated that efforts were being made to be able to provide local provisional care and keeping this locally.
- 39.8 Councillor Phillips referred to 7.3 and requested information regarding the PFI provider and what this meant in practice. She further enquired as to the how the challenge regarding Dorothy Stringer would be overcome.
- 39.9 The Assistant Executive Director of Families, Children & Learning stated that the process involved with building on a site was complex.
- 39.10 The Assistant Director Health SEN & Disabilities stated that investment was necessary in order to make savings, it was noted that savings would be invested in local provision.
- 39.11 Councillor O'Quinn requested clarification of any sites considered as well as Hove Park. Further clarification was requested in regards to the number of children that would be attending the programmes provided.
- 39.12 The Assistant Director Health SEN & Disabilities confirmed that the facility at Hove Park would have capacity for 20 people.
- 39.13 Councillor Allen enquired of the possibility of providing a Callum Centre at both Hove Park and Dorothy Stringer if Dorothy Stringer were in a position to move forward sooner.
- 39.14 The Assistant Director Health SEN & Disabilities stated that it was always the intention to have to sites at Hove Park. It was noted that the prospect of having a site at Dorothy Stringer was positive but not possible yet as it was not prepared.
- 39.15 Councillor Wealls referenced a letter from Dr Baker to the Executive Director of Families, Children & Learning, the Clinical Commissioning Group (CCG) and Trust. It was noted that the contents of the letter was critical as it contained details regarding particular systems failures in assessments. It was noted that a timely response had not been received and that it was not acceptable that a Councillor should have to negotiate for a response. It was stated that this report did not address any concerns brought from the Children with Autism Scrutiny and further stated that this should have received a formal response at this committee due to such a late response. It was further noted that very little feedback was received and the Brighton & Hove City Council (BHCC) ran the risk of being reliant on MASCOT for research.
- 39.16 The Chair clarified that there was a large amount of work had to be completed in order to respond to the letter. It was stated that there was a meeting to discuss this on the 27<sup>th</sup> November 2018 with evaluations to for a response due to be brought to Children, Young People & Skills Committee in February 2019.

- 39.17 The Assistant Director Health SEN & Disabilities confirmed that a meeting with the Doctor, MASCOT, AMAZE and others had taken place and that a second meeting was scheduled. It was emphasised that a strategic approach was being followed.
- 39.18 Mr Glazebrook confirmed that AMAZE had been awarded funding to help young people. It was stated that it was good to establish a baseline figure for children up to 20. It was enquired if anyone under 25 had been placed.
- 39.19 The Assistant Director Health SEN & Disabilities stated that this would be followed up
- 39.20 Ms Mortensen gave an example of system failure by way of a recent issue in which a family's son diagnosed with autism had been placed in a unit 300 miles away.
- 39.21 The Assistant Principal Educational Psychologist stated that efforts to work with partners on this were currently ongoing, it was noted that systems were evidence based and that health were looking to increase diagnoses in future.
- 39.22 Councillor Penn enquired as to what Councillors would be looking at next year following elections and how they would be able to question officers. Clarification was sought regarding what benchmarking data would be available.
- 39.23 The Assistant Director Health SEN & Disabilities stated that the SEND strategy was co-produced with stakeholders and was expected to report on the outcome measures through the SEND partnership board. It was noted that children interventions would also be looked at.
- 39.24 Ms James noted an issue regarding late diagnoses and enquired if there was another option available to Dorothy Stringer.
- 39.25 The Assistant Principal Educational Psychologist stated that issues surrounding diagnoses were linked to new developmental pathways being implemented to look at developmental service across all ages.
- 39.26 The Assistant Director Health SEN & Disabilities stated that a second site was challenging.
- 39.27 Councillor Taylor noted that PFI was a large impact on the tax payer and requested clarification of the process surrounding Dorothy Stringer's involvement and why not a school with greater resources capable of managing this. Confirmation was requested regarding effective modelling being implemented to mitigate any potential long term extra financial commitments.
- 39.28 The Assistant Director Families, Children and Learning stated that this was an issue of timing and that of the schools that responded, Dorothy Stringer was very positive and keen.
- 39.29 The Assistant Director Health SEN & Disabilities stated that some modelling had taken place in terms of ASE need and of the number of children currently at agency placements.

39.30 **RESOLVED** – that the Committee agreed:

- 1) To note the support for Autism work underway in the city to provide a commitment to the future planned work and to note that Autism would have a high profile within the refreshed SEND strategy in the next year
- 2) That the Committee authorised officers to progress the partnership with the National Autistic Society and Cullum Family Trust to create Cullum Centres at Dorothy Stringer and Hove Park School.

#### **40 YOUTH GRANTS PRESENTATION**

40.1 Dobbie Corbridge, Integrated Team for Families Manager, introduced a presentation on Youth Led Grants Programme. Young people's involvement within the framework was emphasised. The Committee considered a brief overview of the priorities and funding allocations brought about as a result of the engagement of Young People with the system. It was noted that the outcomes were of various projects under Mental Health, Positive Youth Activities, Alcohol and Substance Misuse; and Volunteering and Work Experience.

40.2 Councillor Penn emphasised her support of the programme and noted the positivity of this programme.

40.3 Councillor Brown thanked the young people involved and stated that she was looking forward to the outcome.

40.4 Mr Glazebrook enquired how the young people found the process.

40.5 The young people presenting the report gave various views of being involved and of the engagement in the process.

40.6 **RESOLVED** – that the committee agreed to note the update.

#### **41 RE-ORGANISATION OF SPECIAL EDUCATIONAL PROVISION IN THE CITY - PROGRESS REPORT**

41.1 The Committee considered a report of the Executive Director of Families, Children & Learning. The report was introduced by the Assistant Director Health SEN & Disabilities and provided an overview of the progress in the first stage of implementation of the new special schools hubs in the city and to identify the next steps. It was noted that schools were involved and key in developing their own sites and that people had been successfully employed thus offering a range of support.

41.2 Ms Mortensen requested further clarification on the use of monies in relation to the extended day offer. She further enquired if there was an effort to reduce the number of children needing significant respite packages. A follow up on nursing provision was requested.

41.3 The Assistant Director Health SEN & Disabilities stated that this had been the focus of a focus group. It was noted that a respite packages may be needed and that work was being done to see how much nursing was needed to help.

- 41.4 Councillor Brown expressed her hope for a report on the outcomes to be brought to the Committee in future and congratulated the works being carried out at the moment.
- 41.5 The Executive Director Families, Children & Learning stated capital costs would be looked at and noted that this was a complicated process.
- 41.6 Councillor O'Quinn expressed her concerns regarding the uncertainty surrounding the preferred site and enquired if there was any further information on this.
- 41.7 The Executive Director Families, Children & Learning stated that there that different options would need to be looked at in regards in the long term. It was further stated that an early estimate followed by working through the list paying attention to various priorities was all part of the normal process.
- 41.8 Councillor Wealls praised the improved academic outcomes and enquired how this was going to be measured in regards to metrics and baselines. Further clarification in regards to the timeline surrounding the SEMH hub was sought.
- 41.9 The Assistant Director Families, Children & Learning stated that current measurements were of people's progress and that outcomes were needed to be looked at. It was further stated that exclusions and attendance would be studied and that early investment was necessary to meet high need. It was noted that a meeting with governors at Homewood was due to take place and the dialogue with relevant personnel in relation to the site was ongoing.
- 41.10 The Executive Director Families, Children & Learning stated that early investment in Homewood side followed visits and statistical information which warranted this.
- 41.11 Councillor Wealls requested a report be brought to Children, Young People & Skills Committee in future including measurement such as exclusions and attendance rates. Publication of KPI's were further requested.
- 41.12 The Assistant Director Families, Children & Learning welcomed a cross party group on this.
- 41.13 The Assistant Director Health SEN & Disabilities stated that there were individual targets to be measured against pupils. It was further stated that discussions had taken place to decide how individual progress would be measured.
- 41.14 **RESOLVED** – that the Committee noted the contents of the report.

## **42 LOCAL TRANSFORMATION PLAN 2018 REFRESH AND WAVE ONE TRAILBLAZER EXPRESSION OF INTEREST**

- 42.1 The Committee considered a report of the Executive Director for Families, Children & Learning. The report was introduced by (Gill Brooks, NHS.?) updating the Committee on the Children, Young People's Mental Health Local Transformation Plan refresh for 2018. The report also provided details on the expression of interest to be Wave One of

Transforming Children and Young People's Mental Health Provision: A Green Paper (2017) 2019-2024.

- 42.2 Councillor Penn stated her concern regarding the lack of transparency surrounding severely delayed response times, an example of a child recently
- 42.3 Ms Brooks agreed that although a liaison team was present 7 days a week, it did not operate 24 hours a day.
- 42.4 Councillor Penn stated that according to a report last year a 24 hour 7 day response rate should have been in operation.
- 42.5 Ms Brooks stated that a crisis system had been piloted however this had not been made public and was not in operation 24 hours 7 days a week. It was stated that due to the infrequent occurrence, justification of a 24 hour 7 day service was difficult. It was further stated that some work had been done with a focus on vulnerable children. It was noted that resources had been placed in psychiatry and nursing.
- 42.6 Councillor Penn expressed further concern in regards to the lack of transparency on this.
- 42.7 The Executive Director Families, Children & Learning stated that in there was an early joint commissioning set to monitor arrangements. It was stated that through discussions with the CCG there were initial discussions on the wider work in Sussex.
- 42.8 Councillor Brown noted that the greatest concern was of children unable to access help. In reference to the noticeable prevalence of self-harm being higher than the national average, Councillor Brown enquired what was being done to address this.
- 42.9 Ms Brooks stated that a Needs Assessment was completed and published in March by public health which involved the process in broadening the scope of the definition of self-harm. It was noted that a trauma informed approach was adopted in dealing with children in need of help and that the situation stated by Councillor Penn was an example of how not to respond to that need.
- 42.10 Councillor Cattell noted data regarding children who developed abusive tendencies as a result of being a victim of domestic abuse and enquired if there was recognition of children who suffered from this.
- 42.11 The Executive Director Families, Children & Learning stated that the hub received daily data from police regarding all domestic engagements the evening prior.
- 42.12 Councillor Cattell noted that some families did not want to involve social services.
- 42.13 The Executive Director Families, Children & Learning stated that this was a fact finding issue with a focus on assessing who needed help and determining how this would be achieved.

- 42.14 Ms Brooks noted that CCG recognised the work the RISE carried out and that a trauma pathway had been developed across a range of partners. It was stated that triage work was done via a mental health risk assessments and although child referrals were preventative; this would follow working with the family.
- 42.15 Councillor Cattell stated that RISE provided training to deal with trauma.
- 42.16 Councillor Allen enquired what the workforce consisted of and requested clarification of the workforce matrix. Further clarification was sought in relation to what extent BHCC depended on staff from the EU.
- 42.17 Ms Brooks stated that there was a requirement that each CCG produced a workforce strategy. It was noted that this was an overarching strategy for Kent and Sussex and that Brexit was among many issues being considered. It was clarified that the matrix would inform the action plan and gave a brief overview of different programs in place to build skills across various areas.
- 42.18 The Chair requested the document be circulated.
- 42.19 Mr Glazebrook gave an example of a young person attempting suicide following refusal of service over many months and highlighted the urgency of shorter waiting times.
- 42.20 Ms Brooks stated that she would follow up on this separately and noted the importance of collating cases where this had happened.
- 42.21 Ms Mortensen enquired what challenges were faced in developing the developmental pathway.
- 42.22 Ms Brooks stated high levels of engagement were needed with families and therapists.
- 42.23 Mr Cliff requested clarification on the plans to halve the waiting time for CAMHS.
- 42.24 Ms Brooks stated that this would be achieved with more resources and more specialist treatments. A brief overview of the decision making process was provided including various issues and methods of providing services.
- 42.25 **RESOLVED** – that the Committee noted the contents of the report.

### 43 ITEMS REFERRED FOR COUNCIL

- 43.1 There were none.

The meeting concluded at 19:00pm.

Signed

Chair

Dated this

day of



# Ofsted update 3 January 2019

Schools inspected since last committee 2018

School	Date of Inspection	OE Grade	Previous grade
<b>Full inspections</b>			
Stanford Junior	17/10/18	2	2
City Academy Whitehawk	14 & 15/11/18	2	2
Royal Spa	13/11/18	1	1
Our Lady of Lourdes	22/11/18	2	2
Hertford Junior	5/12/18	Not yet confirmed	2
King's Secondary School	5/12/18	Not yet confirmed	2
Fairlight Primary School	5/12/18	Not yet confirmed	2
Middle Street Primary School	6/12/18	Not yet confirmed	2

# Snapshot from 3 January 2019

	% of schools judged to be Good & Outstanding	National % schools judged to be Good & Outstanding	% Pupils in a Good or Outstanding School	% of schools judged to be Outstanding	National % Schools judged to be Outstanding
<b>Primary</b>	92.3	90.1	90.3	13.5	19.2
<b>Secondary</b>	100	81.2	100	0	25
<b>Special</b>	83.3	94	90.7	33.3	39
<b>Colleges</b>	100			-	
<b>PRUs</b>	100	84.6	100	0	17
<b>All Schools (not colleges)</b>	<b>93.1</b>	<b>89</b>	<b>94</b>	<b>15.3</b>	<b>21.9</b>

*National figures as at 31 August 2018*

# Overview of Early Years Ofsted inspections December 14<sup>th</sup> 2018

- 97% of childcare providers on the Early Years Register in Brighton & Hove were judged good or outstanding on 31 March 2018. This is above the figure of 94% in England and 95% in the South East.
- A high percentage of settings are judged as outstanding in Brighton & Hove:
  - 31% outstanding (B&H), 22% (South East) and 18% (England).
- Since March 2018:
  - Two settings have moved from good to outstanding
  - One setting has improved to good from requires improvement
  - Two settings have remained as outstanding
  - Ten settings have remained as good
  - Four new settings have been judged as good
  - Two settings have moved from outstanding to requires improvement
  - One setting has move from good to inadequate.

# EY Ofsted inspections since November 2018

Setting	Inspection date	Latest grade	Previous grade
<b>Just Like Home Kindergarten</b>	November 2018	2	3
<b>Bright Start Nursery</b>	December 2018	4	2
<b>New Beginnings Pre-School</b>	December 2018	2 – first inspection	n/a
<b>Charley Barley’s Nursery</b>	December 2018	2 – first inspection	n/a

# Inspections of all Ofsted registered early years settings (31 March 2018)

	<b>Outstanding %</b>	<b>Good %</b>	<b>Requires improvement %</b>	<b>Inadequate %</b>
<b>England</b>	18	76	5	1
<b>SE</b>	22	73	4	1
<b>Brighton &amp; Hove</b>	31	66	2	0



<b>Subject:</b>	<b>Able &amp; Willing Future Delivery Model</b>		
<b>Date of Meeting:</b>	<b>14<sup>th</sup> January 2019</b>		
<b>Report of:</b>	<b>Executive Director for Families, Children &amp; Learning</b>		
<b>Contact Officer:</b>			
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<b>Ward(s) affected:</b>	<b>(All Wards);</b>		

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

- 1.1 The purpose of this report is to provide the Children Young People and Skills Committee with information that will inform their decision on the future delivery model of Able & Willing.

**2. RECOMMENDATIONS:**

- 2.1 That the Committee agrees to the future delivery model of Able & Willing changing to a rolling work placement programme matching suitable placements within council services for candidates who are disabled.
- 2.2 That the Committee agree that the work placement programme is called 'Able & Willing.'

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 Able & Willing is a council supported service providing digital and screen printing, embroidery and assembly of goods, predominantly in the promotions market. Following a number of organisational and structural changes over the last 5 years, the service now sits within the Skills and Employment strand of the Families, Children & Learning Directorate, as of September 2017.
- 3.2 The council's aim for Able & Willing was for it to operate on a financially sustainable basis, being less reliant on council funding whilst still supporting disabled staff in gaining opportunities to grow their skills and confidence in the workplace. This is consistent with the council's approach to managing the very substantial financial challenges in recent years whereby many services that are able to generate revenues have been expected to explore moving toward greater self-financing in order to protect critical, statutory services such as Children's and Adults social care provision.

3.3 The print industry and specifically the promotions sector have both been declining over a number of years and have faced increasing competition, and whilst Able & Willing has tried to adapt to the changing climate, it has struggled to improve its income and become more self-sustaining. For 2018/19, there is a projected overspend of £155k compared to the net council budget of £138k. In 2017/18 this figure was £163k overspent and 2016/17 was £215k overspent. Based on current income and business trends, overspending in future years is expected to increase.

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

4.1 In order to create a long term sustainable model for Able & Willing, a cross party working group was formed in April 2018. The working group included councillors from the three political groups, union representatives and council officers

4.2 Over the course of a number of meetings, detailed financial information was provided and alternative models were considered, informed by practice elsewhere. A total of five options were explored and four were rejected as not being viable. The alternative options that were discounted were as follows:

- Do nothing/leave as is – discounted as the business would become an increasing financial burden on the council at a time of growing financial pressures, and there would be no opportunities for additional disabled staff to be employed and currently employed staff are dissatisfied with the lack of work and uncertainty about the future;
- Additional investment in the print business – discounted as nationally this area of business is reducing and an exploration of the council's print needs was unable to identify sufficient future work for Able & Willing;
- Additional investment in an alternative product, informed by the business model for Newcastle's supported business which makes beds – discounted because both managers and staff do not have the skills or experience of working in a different field and given this lack of experience a move to a different area of work would require financial investment but would also include significant financial risk;
- Discontinuing the Able & Willing service with current Able & Willing production staff being redeployed into employment elsewhere within the council – discounted as a standalone solution as this would provide no opportunities for the future employment of additional disabled staff (but see proposed Agreed Option below which includes the employment of current production staff).

#### **Option for presentation to Children Young People and Skills Committee**

4.3 This model is a work placement programme that matches suitable candidates with roles within the council. The candidates for this programme will have a disability and will be matched with a role that can accommodate their individual needs.



- 4.4 The in-house rolling programme would aim to create funded places for disabled people, in suitable departments across the council. The individual, whilst on the placement, will be funded from the existing budget assigned to Able & Willing and not the department managing them. The intention is that this will support teams to consider placement opportunities within their services.
- 4.5 In addition to the work placement programme under this option, the current Able & Willing production staff would be guaranteed employment elsewhere within the Council'.
- 4.6 The proposal is to continue the Able & Willing brand as recognition of the work the supported business has done over a number of years.
- 4.7 The Supported Employment Team would work with teams on an ongoing basis to find suitable roles across the council and within the city as part of the new programme.
- 4.8 The budget for the Able & Willing programme would be predictable, with minimal risk of overspends and would remove the financial burden of rent, income targets, utilities, stock management and software support. This would remove the financial risk whilst maintaining the core operation of supporting disabled people into employment.
- 4.9 In order to succeed, this model would need to secure senior council support at Director level, in order to identify suitable placements. The support will be addressed following the consultation with staff and committee approval.
- 4.10 Initially, the budget for Able & Willing (£138k) may need to be used to support existing production staff posts. The work placement programme could only launch when sufficient funding is available.

**Example of the cost of 6/12 week placements**

<u>Cost of Staff (inc on-costs)</u>		Per week	6 week placement	12 week placement
Scale 1/2	22,000	£423.08	£2,538.46	£5,076.92
Scale 3	23,000	£442.31	£2,653.85	£5,307.69
Scale 4	25,000	£480.77	£2,884.62	£5,769.23

NB: This table provides examples of the types of post grades and placement lengths that could be considered. The Able & Willing programme would develop bespoke placements for staff based on their needs.

The aim would be to find permanent opportunities for staff once they complete their placement, either within the council or in the city.

**5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 Formal staff consultation with Able & Willing staff began on 16<sup>th</sup> November and ran for 30 days until 16<sup>th</sup> December 2018. A consultation paper was issued with individual meetings provided to all members of staff with support of HR and unions and the Supported Employment Team. The consultation paper detailed

the individual implications for existing Able & Willing staff members and their options.

- 5.2 The consultation paper was clear that the implications of the changes to individuals will only happen following Children Young People and Skills Committee's decision. Management response can only be written following this decision and issued to staff week commencing 21<sup>st</sup> January.
- 5.3 Following meetings with staff involving members and unions, the Able & Willing Working Group recognised that the continued uncertainty for existing Able & Willing staff should be resolved as a priority. The working group agreed that the consultation should commence prior to CYPS Committee decision but any outcome was conditional on the approval for the future model.

## 6. CONCLUSION

- 6.1 The proposed option creates a sustainable rolling work placement programme that maximises the opportunities for disabled people within Brighton and Hove. This option removes all budgets other than staffing, removing a significant financial risk to the council.

## 7. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 7.1 If approved, it is important that the financial position of the new delivery model is reviewed regularly next financial year in line with the Targeted Budget Management (TBM) timetable. This will ensure there are no additional costs to the council other than continuation of the current council budget of £138k in 2019/20 to meet staffing costs. It is anticipated costs will not exceed the funding available.

In the current financial year the forecast overspend of £155k relates mainly due to lower than expected sales and associated income. Details as follows:

Details	Budget	Latest Forecast	Variance
	£000	£000	£000
Gross Expenditure	594	521	-73
Income	-457	-229	228
Net Budget	137	292	155

Based on current business trends, reducing sales and income are expected to be achieved in 2019/20, which will increase the level of future overspending.

*Finance Officer consulted: David Ellis*

*Date 29th November 2018*

### Legal Implications:

- 7.2 Implementation of the proposals set out in the report, if approved, will need to follow the Council's Organisation Change Management Framework and the

Council's relevant Employment Policies in respect of all staff affected by the proposals.

*Lawyer Consulted: Elizabeth Culbert  
2018*

*Date: 6<sup>th</sup> December*

Equalities Implications:

- 7.3 There are benefits in the opportunity for disabled people to gain skills in a wider range of services and therefore for a wider range of disabled people to engage with this programme, not just those interested in the current service areas of print, embroidery etc. The initiative also supports the council priority of diversifying the workforce. Flexibility, imagination and support will be crucial in ensuring and supporting effective and meaningful job roles and experiences. Additional support to managers to 'job carve' or otherwise modify roles will be needed, provided through the Supported Employment Team.
- 7.4 Placement length and complexity needs to be appropriate to the individual, to minimise potential anxiety about change, and the host service. The flexibility of placement length will help support this and the options need to be appropriate to the individual. Planning as far in advance and providing appropriate support, involving carers and others, will help to identify where this will be a particular issue and provide ways to mitigate impacts. As the report says, this initiative will need to be supported and prioritised by senior managers to ensure that maximum benefit is gained: these placements will require a greater investment of time by staff and managers to ensure that the experience is positive and the greatest rewards are felt by the individual and the placement service.

*Equalities Manager Consulted: Sarah Tighe-Ford      Date: 30<sup>th</sup> November 2018*

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. **Appendix 1** - Questions and Answers on future model

## **Appendix 1 – Questions and Answers**

### **Able & Willing – Work Placement Programme**

#### **1. What is it?**

The Able & Willing Work Placement Programme will be managed by a Supported Employment officer within the Supported Employment Team, matching suitable placements within council services for candidates who are disabled.

#### **2. How long will new placements last?**

Placements will last a minimum of six-weeks and maximum of one year. Each placement will be tailored to the individual member of staff and the team they will be joining, ensuring all needs are taken into account.

#### **3. What happens after the placement ends?**

There are a few scenarios at the end of the placement for this programme:

- If the individual is suitable for an alternative placement as part of the scheme, they will be considered for that
- The individual could be offered a permanent role within the team they have been placed in
- The individual could apply for another role available within the council
- The individual could apply for another role outside of the council

If the placement ends and no role has been found for the individual then, where appropriate, the Supported Employment Team will work with the individual to find a more permanent opportunity including options outside of the council.

#### **4. How will it be funded?**

The placements will be funded from the existing Able & Willing Supported Business budget. This budget will fund these placements, meaning hosting teams will not be contributing to these posts financially. The services within which individuals are placed will not be required to fund the placement from their budget. If an opportunity to join the team on a permanent or fixed term basis becomes available, the team will be required to fund this from their budget.

#### **5. How will it work?**

Individuals will apply to the Programme, indicating the type of council roles they believe they can do. At the same time, a list of placements within the council will be made by Supported Employment. Once a suitable match is established, the new member of staff will be inducted into the team and start the role. Criteria and eligibility for the programme will need to be agreed.

#### **6. What has prompted this change?**

The print industry and specifically the promotions sector, has both been declining over a number of years and faced increasing competition, and whilst Able & Willing has tried to adapt to the changing climate, it has struggled to achieve the income targets and consequently not met the budget. For 2018/19, there is a projected overspend of £155k,

which is in addition to the council budget of £138k. In 2017/18 this figure was £163k overspent and 2016/17 was £215k overspent.

### **7. Is this a closure of Able & Willing site?**

Historically the supported business has provided two functions which were to support people who are disabled with training and work opportunities while providing a fulfilment service for printed items and sub assembly products. The future model will focus on supporting people who are disabled in training and work opportunities, the supported business delivering Print will close as there has not been sufficient work.

### **8. What will happen to existing customers of Able & Willing?**

Customers for Able & Willing will be offered the opportunity of transferring their print business to Print & Sign.

### **9. What type of work will they be doing?**

The work will be anything suitable within a council team. The ambition is to find suitable placements in a range of services, such as City parks, City Clean and Print & Sign that leads to sustainable permanent roles that enable development opportunities for people who are disabled.

### **10. How will the person on the placement be supported?**

There are a number of ways individuals will be supported when in placement. Firstly, they will have contact with the Supported Employment Team (SET) during the placement. They will also have support from their new line manager for the length of the placement.

SET will support both the individual and the host team;

- Support to a level that matches the learning need for the person and task being learnt. i.e. 1-1 support over a number of days/ weeks till the task is learnt.
- Appropriate disability awareness training for the hosting team.

Each individual will have a structured plan that supports the individual and hosting team which would include risk assessments, corporate training and contingency plans if the placement doesn't work out.

### **11. What is the difference between this and the Supported Employment Team?**

The Supported Employment Team support people who are disabled in roles and placements within the council and within other employers. The Able & Willing Work Placement Programme enables learning opportunities for jobs that may arise in the future as well as developing transferable skills, providing short term placements only within the council. The benefits to having a separate programme are that it can be marketed locally and managed under separate funding.

### **12. What will it be called?**

The current suggestion is to continue the Able & Willing name as recognition of the work that has been completed by the supported business over a number of years. This will be explored through consultation with current stakeholders.

### **13. Why will it work?**

This Programme will expand the opportunities available to people who are disabled and get more people into employment either within the council or elsewhere within the city.

The aim will be to reach more people as a rolling programme and will offer a more integrated, visible and meaningful work experience.

As outlined above, there is support for managers, as well as people who are disabled, to get the most from the placements.

<b>Subject:</b>	<b>Childcare Sufficiency Assessment</b>		
<b>Date of Meeting:</b>	<b>14<sup>th</sup> January 2019</b>		
<b>Report of:</b>	<b>Executive Director for Families, Children &amp; Learning</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Vicky Jenkins</b>	<b>Tel: 01273 296110</b>
	<b>Email:</b>	<b>vicky.jenkins@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All Wards</b>		

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

- 1.1 Local authorities are required to report annually to elected council members on how they are meeting their duty to secure sufficient childcare in accordance with Section 6 of the Childcare Act 2006 (as amended), and make this report available and accessible to parents. The report informs the committee about childcare sufficiency in Brighton & Hove, parents' views of childcare in the city and the national and local policy context.
- 1.2 The report contributes to the council's [Early Years Strategy](#), in particular to ensure that there are sufficient early years childcare places so that disadvantaged children can take up their early years free entitlement (EYFE) and parents can work.

**2. RECOMMENDATIONS:**

- 2.1 That the committee notes the Childcare Sufficiency Assessment (CSA) (Appendix 1).
- 2.2 That the CSA is published to parents and childcare providers, and that childcare providers are supported to offer tax free childcare.
- 2.3 That additional support and inclusion funding for children with SEND for 2019/20 onwards is reviewed, as well as information for parents, with a specific focus on SEND and children in more disadvantaged families.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The childcare offer to parents has expanded significantly since the last CSA in 2016. From September 2017 three and four year olds of working parents have been eligible for the extended entitlement of 30 hours free childcare. Tax free childcare was introduced in April 2017 with parents now able to claim government support of up to £2,000 a year (£4,000 where a child is disabled) with their childcare costs. The amount of childcare support through Universal Credit (compared with that through Working Tax Credit) has also increased to up to 85 per cent of costs.
- 3.2 Administration of EYFE, particularly the extended entitlement, has resulted in additional work for the local authority, including providing information to parents and supporting childcare providers to adapt their provision to meet parents' needs.

- 3.3 The childcare market in Brighton & Hove continues to be reasonably buoyant. Although some childcare settings have closed, mainly because of low numbers of children, new ones have opened.
- 3.4 CSA did not find any significant gaps in childcare provision in the city; however parents responding to the survey tended to be less satisfied than those who responded in 2016, and concerns about childcare cost and flexibility were common themes.
- 3.5 There was no notable difficulty reported by parents accessing EYFE; however some reported that they had to pay for additional hours in order to access those which are funded.
- 3.6 A large proportion of those with school-age children who responded to the survey had a child with SEND. These parents were less satisfied with childcare than those with a child or children without SEND. This is despite the fact that support for children with SEND to access childcare in the city tends to be more comprehensive than in some other local authorities in the south east.
- 3.7 Childcare quality in the city is very high with a good range of types of provision. All two year olds and 97 per cent of three and four year olds attended a setting rated good or outstanding by Ofsted for their EYFE.<sup>1</sup>
- 3.8 While the number of places with childminders and in sessional care (including in maintained nursery classes) has reduced, there has been an increase in supply of full day care and after-school club places.
- 3.9 Compared with 2016 more full day care settings offer earlier morning opening; however only a very small number of childminders and at home childcarers offer care at weekends or overnight, meaning that options for parents who want or need to work non-traditional hours are very limited.
- 3.10 Childcare costs have increased since 2016. Average costs are
- Full day care £54.00 per day
  - Sessional care £5.57 per hour
  - Childminding £5.43 per hour
  - After-school club £12.18 per session
  - Holiday playscheme £29.56 per day
  - Breakfast club £2.70 per session
  - At home childcarer £9.92 per hour
- 3.11 Childcare costs in Brighton & Hove are higher than national and regional averages, with the exception of a childcare place for a child under two, which is lower than the south east average.
- 3.12 Childcare providers have been supported through a range of workshops, events and individual tailored support to examine their business model and adapt their offer to parents in order to ensure their sustainability. Early years and childcare

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<sup>1</sup> DfE Census January 2018



continues to support the recruitment of new childminders and encourage them to offer EYFE, particularly the extended entitlement.

- 3.13 The rate of funding from the DfE for EYFE, at £4.45 per hour for three and four year olds and £5.20 per hour for two year olds, is the lowest of any unitary authority in the south east, despite childcare costs being generally higher.<sup>2</sup> Representations by the city's elected members and MPs have not resulted in any change, and it is anticipated that there will be no change to this funding in 2019/20. As a result more early years childcare providers, particularly smaller settings, may struggle to remain open.

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

- 4.1 The recommendations follow statutory guidance which requires local authorities to report on how they are meeting their statutory duty to secure sufficient childcare.

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

- 5.1 Parent survey data was collected online through Brighton & Hove City Council's consultation portal between 5<sup>th</sup> July and 16<sup>th</sup> September 2017.
- 5.2 The survey was publicised through 13,000 postcards delivered to the city's maintained nursery, primary, secondary and special schools and was publicised on the schools' bulletin.
- 5.3 All the city's private, voluntary and independent childcare providers received postcards for distribution to parents, as did the city's children's centres. The city's libraries received postcards, with additional copies to the two main libraries.
- 5.4 Amaze<sup>3</sup> shared the survey through its Compass database.<sup>4</sup>
- 5.5 The survey was frequently shared through social media (Facebook and Twitter) including being regularly re-tweeted by the council.
- 5.6 Postcards were sent to a wide range of community organisations and groups with a focus on those located in more disadvantaged areas of the city, as well as those supporting black and minority ethnic women and families.
- 5.7 450 people completed the childcare survey, significantly fewer than the 805 in 2016. A high proportion of those who responded to the survey who had school-age children had a child or children with SEND.
- 5.8 As part of the PACE (EU funded Providing Access to Childcare and Employment) project, participating parents were consulted about childcare in a focus group in June 2018.
- 5.9 All Ofsted-registered childcare providers were contacted for childcare supply information, both through an online survey and directly by telephone.

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<sup>2</sup> These are gross rates, and in accordance with statutory guidance the early years funding formula passes on 95% of three and four year old and 100% of two year old funding to providers

<sup>3</sup> Amaze is a charity that gives information, advice and support to families of children and young people with special educational needs and disabilities (SEND) in Brighton & Hove and Sussex

<sup>4</sup> The statutory disability register for Brighton & Hove City Council

## 6. CONCLUSION

- 6.1 High quality childcare should continue to be supported in Brighton & Hove as part of the council's early years strategy, and as outlined in the recommendations above.
- 6.2 CSA findings should be promoted to childcare providers so that where possible they can develop their provision to meet identified gaps.

## 7. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 7.1 Funding for the CSA came from a DfE 30 hour Delivery Support Fund grant awarded to early years and childcare for 2018/19 only.
- 7.2 Funding for the Early Years Free Entitlement for eligible two, three and four year olds is from the Dedicated Schools Grant (DSG).
- 7.3 Brighton & Hove has a low funding per pupil of £4.45 compared with the England average of £4.78. We also comply with the statutory requirement to pass through 95% of early years funding to providers. It is not anticipated that the funding amount will change in 2019/20.

*Finance Officer Consulted: Andy Moore*

*Date: 22/11/18*

### Legal Implications:

- 7.1 Local authorities are required to report annually to elected council members on how they are meeting their duty to secure sufficient childcare in accordance with Section 6 of the Childcare Act 2006 (as amended), and make this report available and accessible to parents.
- 7.2 *Lawyer Consulted*

*Lawyer Consulted:*

*Serena Kynaston*

*Date: 04.12.2018*

### Equalities Implications:

- 7.5 An EIA for 30 hours free childcare was completed in May 2018. The CSA supports the council's Early Years Strategy which focusses on improving outcomes for all young children, reducing inequalities and ensure that there is sufficient, high-quality early years provision and childcare for parents locally.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Childcare Sufficiency Assessment

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

1. Appendices to Childcare Sufficiency Assessment

### **Background Documents**

1. None





# **Childcare Sufficiency Assessment**

**Brighton & Hove City Council**

**November 2018**

This Childcare Sufficiency Assessment (CSA) was undertaken in accordance with the Department for Education's [Early Education and Childcare Statutory Guidance for Local Authorities, March 2018](#). Local authorities are required to report annually to elected council members on how they are meeting their duty to secure sufficient childcare in accordance with Section 6 of the Childcare Act 2006 (as amended), and make this report available and accessible to parents.

A city-wide parental childcare demand survey was carried out between July and September 2018 and supply data was collected from childcare providers between April and September 2018.

The previous CSA was published in 2016.

This CSA supports Brighton & Hove City Council's [Early Years Strategy](#).

This CSA was produced by  
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With support from  
David Golding, Senior Analysis and Research Officer  
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Hayley Nowicki, Early Years Administration Apprentice

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## 1. Main Findings

There is a good supply of and demand for childcare in Brighton & Hove and the childcare market is relatively buoyant, although a number of early years settings have closed since the last which was CSA published in 2016.

Childcare is high quality and take-up of early years free entitlements for two, three and four year olds is higher than national averages.

Parents are generally satisfied with childcare, but have concerns about its cost and would like it to be more flexible. Parents of school-age children with special educational needs and disabilities (SEND) are more dissatisfied with childcare than those with a child or children without SEND.

### 1.1 Childcare demand

In general parents are satisfied with childcare particularly its quality, but levels of satisfaction in all areas have fallen since 2016.

The parent survey found that

- Those using childcare had a reasonably high level of satisfaction with their childcare arrangements overall with 73.6 per cent very or fairly satisfied
- There were higher levels of satisfaction<sup>1</sup> with
  - childcare quality (86.6)
  - location (81.9)
  - the way children's individual needs are catered for (77.3)
  - childcare opening hours (75.6)
- There were lower levels of satisfaction with
  - childcare choice (51.0)
  - affordability (49.3)
  - flexibility<sup>2</sup> (46.8)
- The majority of those using childcare found it easy to find (63.2 per cent), but this proportion was down from 73 per cent in 2016
- Most of those using childcare did so because they went to work (86.3 per cent of respondents)
- The most commonly used type of childcare by respondents was family and friends (other than partner) followed by a day nursery
- Certain groups of respondents were less satisfied with childcare than others; this was particularly the case for parents of a school-age child or children with SEND, who also reported it harder to find childcare compared with parents with a child or children without SEND
- There was a higher level of satisfaction with childcare for pre-school children (82.7),<sup>3</sup> compared with childcare for school-age children (62.7)<sup>4</sup>

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<sup>1</sup> The figures are per cent of respondents very or fairly satisfied

<sup>2</sup> Such as a child being able to attend different sessions to match working patterns

<sup>3</sup> Per cent of respondents with a child up to the age of four very or fairly satisfied with childcare arrangements overall

<sup>4</sup> Per cent of respondents with a child aged five to 11 very or fairly satisfied with childcare arrangements overall

- Respondents using the early years free entitlement (EYFE) for two, three and four year olds were generally satisfied; however, some commented on the difficulty in accessing completely free sessions
- Most of those not using childcare stated that this was because they were at home with their children; however half of respondents gave cost as one of the reasons
- Of respondents making comments about childcare, 38 per cent noted the high cost of childcare and the impact on family life

## 1.2 Childcare quality

- Childcare quality, based on Ofsted inspection judgements,<sup>5</sup> is high in Brighton & Hove in comparison with the south east and England as a whole
- Childcare quality continues to improve with the percentage of early years providers rated outstanding or good at 97 per cent, compared with 88 per cent in 2016
- Quality remains high in the council's children's centre nurseries which are mainly located in the city's more disadvantaged areas, and take a large proportion of two year olds for EYFE
- Two year olds in receipt of EYFE attend high quality settings, with all children attending a setting rated outstanding or good<sup>6</sup>
- Three and four year olds also attend high quality settings for EYFE, with 97 per cent attending one rated outstanding or good<sup>7</sup>

## 1.3 Childcare supply

- Since 2016 there has been a reduction of 4.5 per cent in number of places for children under the age of five, largely because of a reduction in the number of registered childminders and the closure of four maintained nursery classes as well as a number of private, voluntary and independent (PVI) providers
- However, a reduction in the number of young children in the city means that there are now fewer children per full day care place compared with 2016 (3.8 children per child care place in 2016, compared with 3.4 children per full day care place in 2018)
- The number of places in full day care settings has increased by 7.2 per cent since 2016
- All Ofsted-registered early years providers offer EYFE and 95.5 per cent of these also offer the extended entitlement (also known as 30 hours free childcare), either alone or in partnership with other providers
- There has been an increase in childcare provision for school-age children at mainstream primary schools
- There is high take-up of all free entitlements in the city, compared with regional and national take-up, with a continued high take-up of EYFE by eligible two year olds (84 per cent),<sup>8</sup> although the regional and national gap has closed
- Take-up of the extended entitlement varies by ward from 55 per cent in Hanover & Elm Grove to 27.1 per cent in East Brighton
- Compared with 2016 more full day care settings offer early morning opening, but weekend and overnight provision is limited to a small number of childminders and at home childcarers

<sup>5</sup> Ofsted data to 31<sup>st</sup> March 2018

<sup>6</sup> DfE early years census January 2018

<sup>7</sup> Ibid

<sup>8</sup> Ibid

- The price of all types of childcare continues to increase with the average price of a full day care place £54 a day, and while the price of a nursery place for a child under the age of two is slightly lower than the south east average, the price of all other childcare types is higher

## 1.4 Childcare sufficiency overall

### EYFE for two year olds

There is currently sufficient EYFE for eligible two year olds.

### Universal EYFE for three and four year olds

There is currently sufficient universal EYFE for three and four year olds.

### Extended EYFE for three and four year olds

There is currently sufficient extended EYFE (30 hours free childcare) for working parents of three and four year olds. However some parents reported it difficult to find standalone free provision.

### Early years childcare outside EYFE

There is currently sufficient early years childcare outside the funded entitlements. However parents find childcare expensive, and would like childcare to be more flexible.

### Childcare before and after school

There is currently sufficient childcare before and after school.

### Childcare during the school holidays

There is currently sufficient childcare during the school holidays.

### Childcare for children with special educational needs and disabilities (SEND)

There is insufficient childcare for school-age children with SEND, particularly for those at secondary school.

### Childcare during a-typical hours (outside 8 am to 6 pm on weekdays)

There is insufficient childcare during a-typical hours, particularly for school-age children, and for parents who need childcare at weekends and overnight.

## 1.5 Plans for childcare

- Publicise CSA findings to providers, in particular to encourage a more flexible offer to parents
- Continue to support the recruitment and retention of high quality childminders, and encourage them to offer the extended entitlement, and childcare at a-typical hours
- Continue to support the recruitment and retention of Family Information Service at home childcarers
- Encourage childcare providers to offer tax free childcare
- Review and re-publish information for parents with a specific focus on childcare for children with SEND and children living in more disadvantaged families, including where parents are returning to work or starting work for the first time
- Review additional support and inclusion funding for children with SEND for 2019/20

## 2. National Context

The most recent development in childcare policy is the introduction (from September 2017) of 30 hours free childcare for three and four year olds who have working parents. This is known as the “extended entitlement” and is an additional 570 hours a year of free childcare, on top of the universal entitlement of 570 hours.

In addition parents can now apply for tax free childcare worth up to £2,000 per child each year, (£4,000 for disabled children) to support their childcare costs.

Parents on Universal Credit can claim support for up to 85 per cent of their childcare costs. A new website, [Childcare Choices](#), sets out options for parents and links to [GOV.UK](#) which includes a childcare costs calculator and an online application portal.

### 3. Local Context

Early Years and Childcare which is part of Families, Children and Learning, has an [Early Years Strategy](#) for 2017 to 2019 which details how the city is meeting its duty to improve outcomes for all young children, reduce inequalities, and ensure that there is sufficient high-quality early years provision and childcare. The strategy sets priorities for the future, focussing on the most disadvantaged children and families.

#### 3.1 Support for childcare providers

This includes

- Business support for new childcare providers and those requesting guidance regarding sustainability
- A comprehensive workforce development training programme including workshops, courses and elearning<sup>9</sup>
- Support and challenge regarding childcare quality for new childcare providers and those with an Ofsted inspection judgement of less than good
- Wide-ranging information, advice and guidance on current developments in early years, including termly network meetings, email bulletins, dedicated web pages and social media accounts
- Expert advice on safeguarding policy and practice
- Support for out of school childcare providers and schools to set up and run breakfast and after-school clubs and holiday playschemes
- An early years jobs advertising and recruitment guidance service<sup>10</sup>
- Information and support for those wanting to become a childminder
- Support and information for early years providers wishing to offer EYFE to parents, as well as guidance on claiming funding from the local authority
- Funding for additional support to enable providers to include pre-school and school-age children with SEND
- Support from the Brighton & Hove Inclusion Support Service (BHISS) with an allocated specialist teacher enabling early years settings to fulfil the requirements of [the Special educational needs and disability code of practice: 0 to 25](#) and the Equality Act 2010
- Support from the Ethnic Minority Achievement Service (EMAS) team of specialist teachers, bilingual assistants and home school liaison officers for children who have English as an additional language including the city's most vulnerable and disadvantaged black and minority ethnic children. This includes training early years providers to support children with EAL and to achieve and demonstrate good equalities and inclusive practice

#### 3.2 Childcare support for parents

This includes

- A Family Information Service (FIS) which provides extensive information about childcare, early education and services for families (and those supporting them) on its website, through social media and by phone. This includes
  - universal and targeted marketing of childcare
  - a comprehensive online directory and help finding childcare

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<sup>9</sup> A charge is made for most training courses

<sup>10</sup> A charge is made for this service



- information about the benefits of EYFE
- information on help with childcare costs
- checking entitlement to EYFE for two year olds and assisting in proof of eligibility
- follow-up support to find a place through brokerage where a child is not attending
- an at home childcare service
- Information and support to parents regarding EYFE, ensuring that they are receiving it in accordance with the council's terms and conditions
- Five council-run full day care nurseries and two sessional care nurseries as part of the city's children's centre offer

## 4. Childcare Definitions

### After-school club

Provision for school-age children operating outside the school day, run by maintained primary schools and private and voluntary sector providers. Some full day care providers offer after-school places, often for younger school-age children, through a pick-up service from local schools. This category does not include individual activity clubs which are not specifically intended as childcare, including those run by independent schools.

### At home childcarer

Childcare providers on the Ofsted voluntary register who offer childcare in the child's own home. The Family Information Service has an at home childcare service, and the at home childcarers on its list also have an interview, references and safeguarding children training, in addition to Ofsted voluntary register requirements

### Breakfast club

Provision for children before school starts, usually on a school site and run by the school.

### Childminder

Those taking care of children in a home that is not the child's own (usually their own) with up to two other people. Most childminders care for children under the age of five, but many also care for school-age children.

### Full day care

Care for children aged from birth to five open for at least eight hours a day, most of which are open all year round.

### Holiday playscheme

Provision for school-age children in all or some of the school holidays. Most playschemes are run by private, voluntary and independent providers, though some are run by schools.

### Maintained nursery school/class

Standalone nursery schools maintained by the local authority, and nursery classes which are part of maintained infant or primary schools.

### Sessional care

Care for children aged two to five open fewer than eight hours a day. Most are open term-time only and many offer separate morning and afternoon sessions. Sessional care includes provision of early education by maintained schools and nurseries, as well as independent schools.

## 5. Local Demography and Employment

There are 288,200 people living in Brighton & Hove of which 45,400 are aged under 15. This is 15.8 per cent of the population, lower than the England average of 19.1 per cent.<sup>11</sup>

### 5.1 Child population by age band

The percentage of young people in the city is slightly lower than the Great Britain average.

Area	Under 1 year	1 to 4 years	5 to 9 years	10 to 14 years	15 to 19 years	0 to 19 years total
Brighton & Hove	1.0	4.0	5.1	4.8	6.1	21.0
Great Britain	1.2	4.8	6.2	5.6	5.6	23.4

The number of live births per year in the city is around 2,800, lower than the 3,000 reported in the 2016 CSA. However, the population of children aged 0 to 14 is projected to increase slightly in the next five years, with the population of children aged 0 to 4 projected to increase by 2 per cent.

### 5.2 Population change children aged under five since 2016 by ward<sup>12</sup>

Ward	2018	2016	Per cent difference
Brunswick & Adelaide	377	426	-11.5
Central Hove	429	478	-10.3
East Brighton	750	789	-4.9
Goldsmid	895	944	-5.2
Hangleton & Knoll	873	878	-0.6
Hanover & Elm Grove	781	853	-8.4
Hollingdean & Stanmer	742	739	0.4
Hove Park	549	552	-0.5
Moulsecoomb & Bevendean	742	736	0.8
North Portslade	667	661	0.9
Patcham	788	849	-7.2
Preston Park	739	885	-16.5
Queen's Park	586	624	-6.1
Regency	308	333	-7.5
Rottingdean Coastal	530	581	-8.8
South Portslade	609	638	-4.5
St. Peter's & North Laine	624	721	-13.5
Westbourne	544	599	-9.2
Wish	620	624	-0.6
Withdean	692	830	-16.6
Woodingdean	537	552	-2.7
<b>Brighton &amp; Hove</b>	<b>13,382</b>	<b>14,292</b>	<b>-6.4</b>

<sup>11</sup> ONS 2017

<sup>12</sup> Sussex Community NHS Foundation Trust

77 per cent of the city's residents are economically active, which is lower than the economic activity rate in Great Britain (78.4 per cent) and the south east (81.3 per cent). The difference is largely explained by the number of students in the city.<sup>13</sup>

There is a smaller percentage of children living in out of work households in Brighton & Hove (12.4 per cent) compared with England as a whole (14 per cent).<sup>14</sup>

While there is a greater proportion of people in Brighton & Hove in management, professional, technical and associated occupations (58.2 per cent) than in the south east (50.8 per cent) or Great Britain (45.8 per cent),<sup>15</sup> gross average weekly pay at £577.90 is lower than in the south east (£596.80) though higher than in Great Britain (£552.70).<sup>16</sup> A higher percentage of people in Brighton & Hove work part-time (36.5 per cent) compared with the south east (32.7 per cent) or in Great Britain (32.2 per cent).<sup>17</sup>

Ethnicity data from the 2011 census shows that 10.9 per cent of the population is black and minority ethnic, with the largest group (3,351 people or 1.2 per cent of the population) being mixed white and Asian. In the south east 9.4 per cent of the population is black and minority ethnic, the largest non-white group being Asian/Asian British, and in England 14.3 per cent is non-white, with the largest group also being Asian/Asian British.

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<sup>13</sup> ONS Annual Population Survey (April 2017 to March 2018)

<sup>14</sup> DWP 2016

<sup>15</sup> ONS Annual Population Survey (April 2017 to March 2018)

<sup>16</sup> ONS Annual Survey of Hours and Earnings 2017

<sup>17</sup> ONS Business Register and Employee Survey 2016

## 6. Childcare Demand

### 6.1 Parent survey main findings

In general parents are satisfied with childcare particularly its quality, but levels of satisfaction have fallen since 2016. The main concerns are

- The high cost of childcare and the impact of this on work and family life
- The lack of flexibility in childcare provision
- The lack of provision for secondary school-age children
- Difficulty in finding childcare for school-age children with SEND

### 6.2 Parent survey method

Parent survey data was collected online through the council's consultation portal open between 5<sup>th</sup> July and 16<sup>th</sup> September 2018.<sup>18</sup>

The survey is attached as appendix 1.

The survey was publicised through 13,000 postcards (attached as appendix 2) delivered to the city's maintained nursery (two), primary (54) and secondary (10) schools with a request that they be distributed to children in selected year groups in order to obtain responses from parents with a wide age range of children.<sup>19</sup> In addition postcards were sent to the city's seven special schools asking that they be given to all children. The survey was also publicised on the schools' bulletin.

All the city's private, voluntary and independent childcare providers (pre-school and out of school, a total of 111 settings) received supplies of postcards for distribution to parents, as did the city's seven children's centres. The city's 14 libraries received postcards, with additional copies to the two main libraries in Hove and central Brighton.

Amaze<sup>20</sup> shared the survey through its Compass database.<sup>21</sup> The survey was frequently shared through social media (Facebook and Twitter) including being regularly re-tweeted by the council.

Postcards were sent to a wide range of community organisations and groups with a focus on those in more disadvantaged areas of the city, as well as those supporting black and minority ethnic families and women; a list of these is attached in appendix 3.

While the online survey was publicised to a wide number of people and organisations, a self-selecting sample of respondents has an unavoidable bias. There was also a high proportion of parents of children with SEND (particularly school-age children) completing the survey, compared with the general child population.

Full parent survey data tables are in appendix 4.

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<sup>18</sup> The original closing date of 31<sup>st</sup> August 2018 was extended to 16<sup>th</sup> September 2018 to increase the number of responses

<sup>19</sup> Up to the age of 14, or 18 if disabled

<sup>20</sup> Amaze is a charity that gives information, advice and support to families of children and young people with special educational needs and disabilities (SEND) in Brighton & Hove and Sussex

<sup>21</sup> The statutory disability register for Brighton & Hove City Council

Two other recent consultations included

- A survey of parents in one area of the city not taking up their EYFE for their two year
- Consultation with parents participating in the PACE<sup>22</sup> project

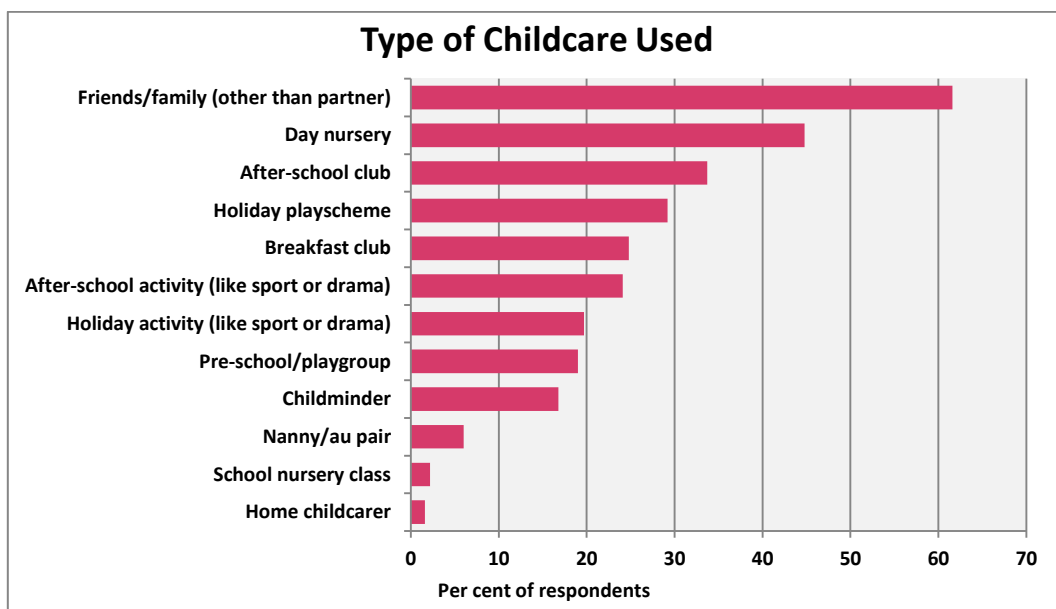
### 6.3 Responses to the survey

450 people completed the survey, significantly fewer than the 805 in 2016.

### 6.4 Type of childcare used

70 per cent of respondents (315 people) used childcare. Respondents were asked about their experience of childcare for their two youngest children. Of these, 50.6 per cent were under the age of five, and 42.5 per cent aged five to 11. All children over the age of 12 who were using childcare had SEND.

Aside from family and friends the most commonly used type of childcare was a day nursery (44.8 per cent) followed by an after-school club (33.7 per cent), which is consistent with the age of children in the survey.<sup>23</sup>



### 6.5 Ease of finding childcare

63.2 per cent of respondents stated that it was very or fairly easy to find childcare, down from 73 per cent in 2016.

### 6.6 Unable to find childcare at some point in last 12 months when needed

45.9 per cent of respondents stated that they had been unable to find childcare at some point in the last 12 months when they needed it.<sup>24</sup>

<sup>22</sup> The council is a partner in the Providing Access to Childcare and Employment (PACE) project, an Interreg, 2 Seas project part funded by the European Regional Development Fund, which aims to support families to access good quality early education and childcare to improve outcomes, enhance participation in society and reduce child poverty

<sup>23</sup> The number of responses and the fact that many were using more than one type of childcare (particularly those with older children who were using a breakfast club, an after-school club and a holiday playscheme), meant that in most cases it was not possible to analyse responses based on type of childcare used

<sup>24</sup> Question not asked in 2016

## 6.7 Overall satisfaction with childcare

In general respondents were satisfied with childcare, with 73.6 per cent very or fairly satisfied with their childcare arrangements overall (down from 81 per cent in 2016). The highest level of satisfaction was with childcare quality, and lowest with childcare flexibility.<sup>25</sup> Positive comments about quality often included a proviso about cost.

*Great choice, good quality, but very expensive which is fair enough when you consider the quality of the service, but costs are prohibitive to returning to work.*

*The quality of the child care provider is excellent, but childcare in general is very expensive.*

*It is available and seems of good quality but very expensive almost to the point of making working pointless.*

*It is very, very expensive. If I wanted to take a job on a typical Brighton salary it would not cover the cost of childcare (or only just) after tax. That's why everyone here commutes to London each day and rushes back on the messed up trains to get back in time to collect their children from nursery without getting fined for being late. Pay is so, so dire down here compared to the cost of living.*

*Extremely expensive and I can understand why people do not go back to work after having children. Support is awful especially the universal credit system. I feel as though I work just to pay child fees.*

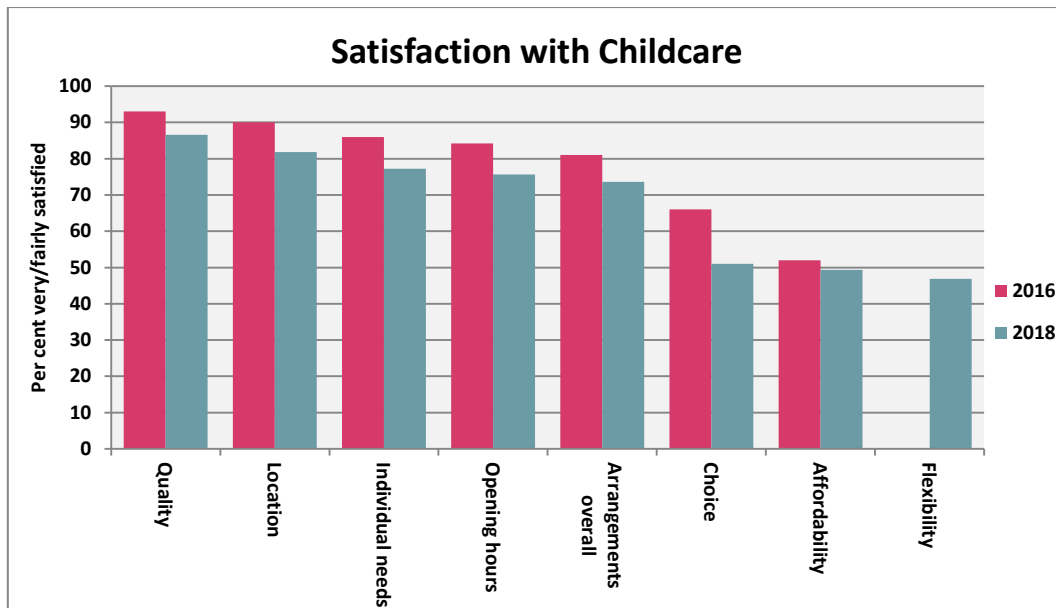
*There is a lack of childcare that caters to a flexible working pattern. I work daily from 8.30 to 2.30 and as we have no childminders locally my only option is to pay for full day care. This is not financially sustainable as I am paying for childcare as if I was working on a full time basis, however I work part time. Childcare needs to cater for the differing working patterns of the workforce.*

Satisfaction with childcare has fallen since 2016, with overall satisfaction<sup>26</sup> down by 7.4 per cent. The largest reduction in satisfaction was with the choice of childcare, with a 15 per cent reduction compared with 2016.

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<sup>25</sup> Flexibility includes a child being able to attend different sessions to match parental working patterns

<sup>26</sup> Based upon an average of scores for all satisfaction measures



## 6.8 Satisfaction with childcare by specific groups

Some groups found it easier to find childcare and were more satisfied than others. In particular parents of a child or children with SEND reported it harder to find childcare and were less satisfied than those with a child or children without SEND.

*Childcare for SEND children is very difficult to find and at-home childcare very expensive. It is almost impossible to get emergency childcare and extremely difficult to find childcare from 7 am so that I can work. It makes it stressful and difficult to work.*

### 6.8.1 Respondents with a child or children with SEND

Respondents with a child or children with SEND were 37.5 per cent less likely to report it very or fairly easy to find childcare compared with those with a child or children without SEND. On all satisfaction measures they were less satisfied and were 31.4 per cent less satisfied with their childcare arrangements overall.

*My son is 15 with SEND. There are no suitable clubs/social groups for him during the school holidays. Where is the equality and support for working parents of children with SEND?*

*There is very little childcare for SEND children.*

*I am deeply disappointed and frustrated by the lack of childcare, particularly in the holidays, for children with disabilities.*

### 6.8.2 Respondents who were single parents

Respondents who were single parents were 25.4 per cent less likely to report it very or fairly easy to find childcare compared with those in two parent households. On all but one satisfaction measure (childcare quality, with which they were 0.5 per cent more satisfied) they were less satisfied compared with those in a two parent household, and were 20.4 per cent less satisfied with their childcare arrangements overall.



*Being a single mother full-time without family and any benefit support for childcare, childcare is very expensive for me and although I have a good profession, I find it hard to pursue further due to limitations of childcare.*

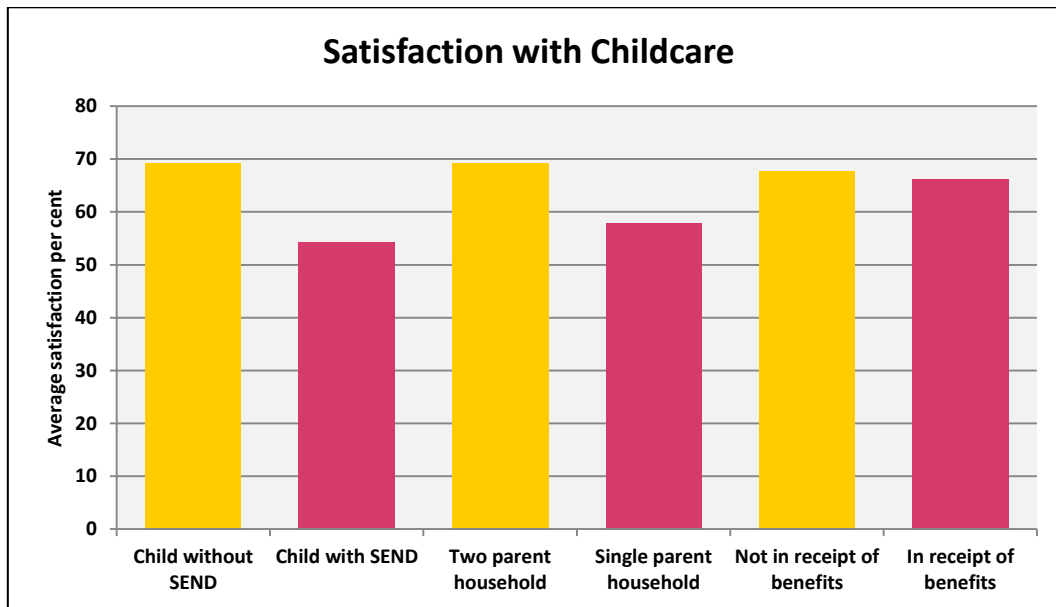
*I'm a single parent and a teacher. I can only survive because family help two days a week.*

### 6.8.3 Respondents in receipt of benefits

Respondents in receipt of benefits were 10.9 per cent less likely to report it very or fairly easy to find childcare compared with those who were not in receipt of benefits. On most measures they were less satisfied with childcare, with the exception of affordability with which they were 12.1 per cent more satisfied, flexibility, 5.1 per cent more satisfied and opening hours, 1 per cent more satisfied.

*The affordability is awful and if you are not on benefits ... forget accessible childcare!*

*I have three children and there have been a lot of activities their friends could attend as their parents receive UC or not working and they received a lot of extra financial help. I have to pay for everything and my children could not do a lot of activities as a result.*



### 6.8.4 Satisfaction with childcare by age of child

Respondents reported it harder to find childcare as children got older, with 70.2 per cent of respondents finding it very or fairly easy to find childcare for a child under five, compared with 58 per cent of respondents with a child aged five to 11.

Respondents with older children commented on difficulties.

*There is virtually nothing for children aged 12+ [and] I do not want to leave my children at home starting at computer screens ... children do NOT stop needing care when they move to secondary school, so why do all of the childcare options virtually dry up?*

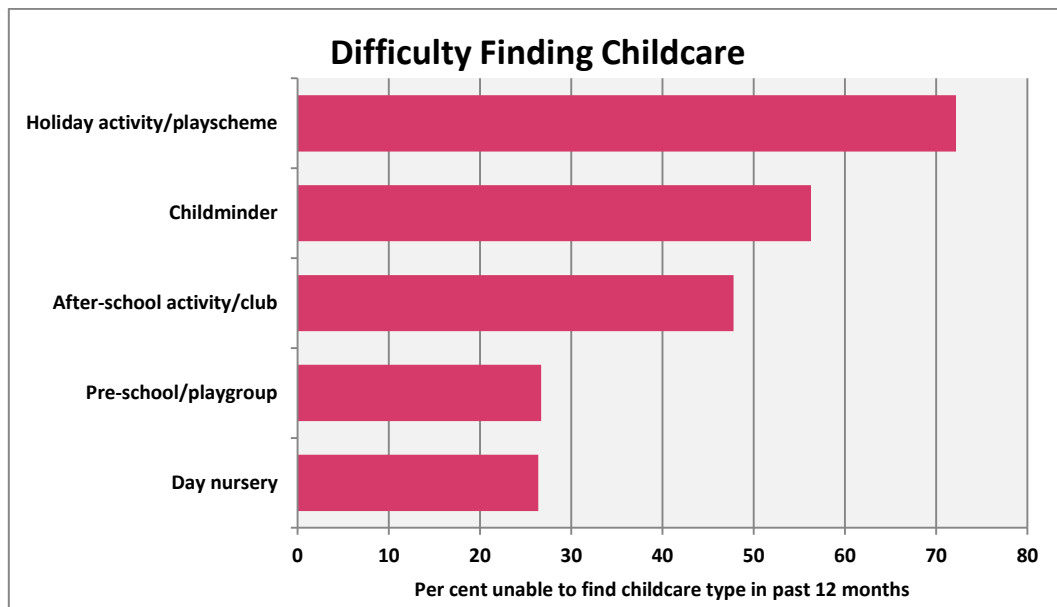
*My eldest is in her first year of secondary school, no real childcare options available. I have found this difficult.*

Those with younger children tended to be more satisfied with childcare compared with those with older children, with the exception of affordability with which they were 10.4 per cent less satisfied, and flexibility, 1 per cent less satisfied.

### 6.8.5 Ease of finding childcare by childcare type

Those using day nurseries reported it significantly easier to find childcare than those using other childcare types. Respondents were significantly more likely to report difficulty finding a holiday activity or playscheme compared with other childcare types.

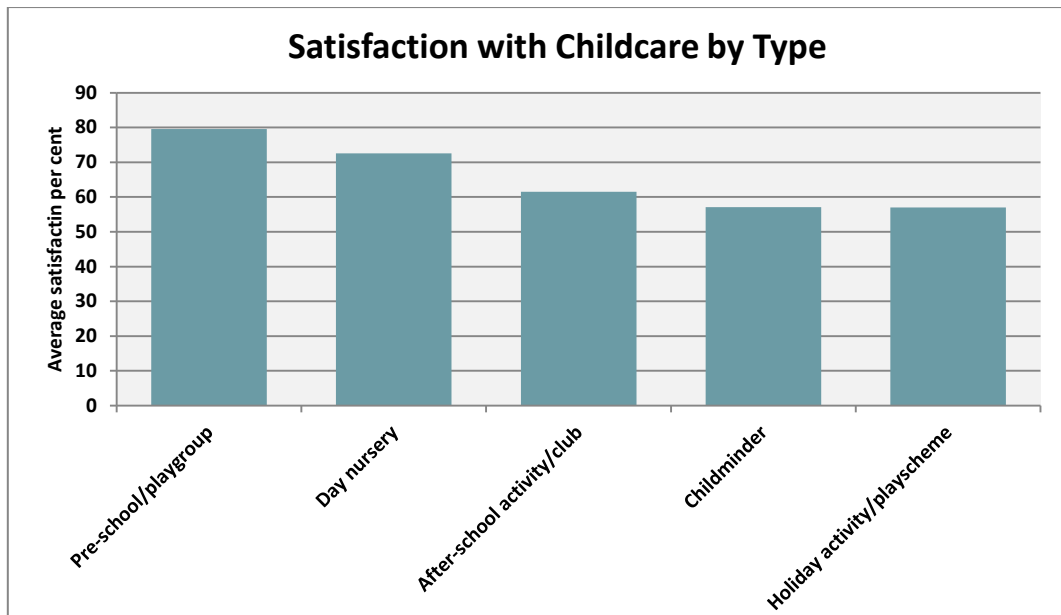
*During the school holidays trying to find suitable childcare for 11 to 15 year olds is very expensive and difficult. My kids are bored having to stay with their grandparent in the school holidays.*



### 6.8.6 Satisfaction by childcare type

There was higher satisfaction with childcare for younger children compared with that for older children.<sup>27</sup>

<sup>27</sup> Note that a childminder can be for a child of any age



*There are quality childcare options available in Brighton and I am happy with the nursery as is my child.*

## 6.9 Childcare by ward

### 6.9.1 Ease of finding childcare

Respondents reporting childcare very or fairly easy to find ranged from 90 per cent of those living in Westbourne, to 30 per cent of those living in East Brighton.

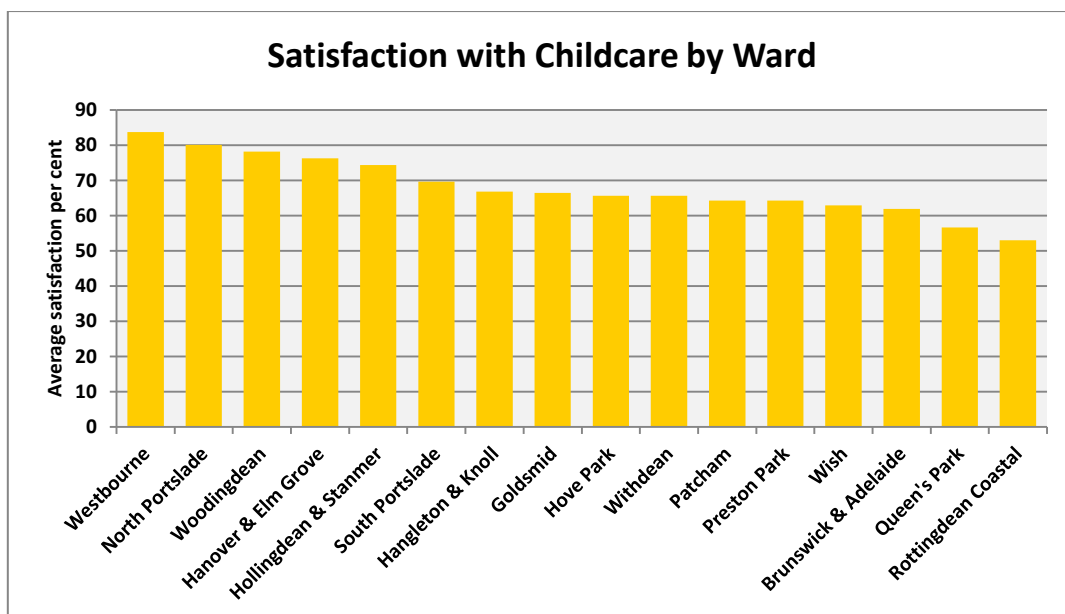
### 6.9.2 Unable to find childcare at some point in last 12 months when needed

Respondents stating that they had been unable to find childcare at some point in the last 12 months when they needed it ranged from 70 per cent of those living in East Brighton to 29.2 per cent of those living in Withdean.

### 6.9.3 Satisfaction with childcare

Respondents living in Westbourne were the most satisfied with childcare, with respondents living in Rottingdean Coastal least satisfied.<sup>28</sup>

<sup>28</sup> Insufficient responses from people living in Central Hove, East Brighton, Moulsecoomb & Bevendean, Regency, and St Peter's & North Laine



## 6.10 Childcare at a different time

45.2 per cent of respondents wanted to use childcare at a different time

- 21.8 per cent wanted childcare during the school holidays,
- 19.6 per cent wanted childcare between 7 am and 8 am.

*Very difficult to find a nursery that takes children before 8 am; not very helpful if you have to commute far to work*

Respondents with younger children (up to the age of four) wanted childcare early in the morning (50.6 per cent wanting it between 7 am and 8 am), and 32.1 per cent wanted it after 6 pm. 57.6 per cent of respondents with a child aged five to 11 wanted childcare during the school holidays.

*Few places offer early mornings and later evenings.*

*Very hard to find late opening past 6pm; I struggle to pick up by 6pm.*

*Holiday childcare for early secondary, and older juniors which they WANT to go to, is virtually non-existent.*

## 6.11 Childcare information

- 60 per cent of respondents found childcare information from friends and family,
- 46.9 per cent used the internet,
- 22.1 per cent found childcare information from the council's Family Information Service.

## 6.12 Reasons for using childcare

- 86.3 per cent of respondents used childcare so that they could work,
- 52.1 per cent used childcare so that their child or children could take part in different activities.

### 6.13 Help with childcare costs

60.0 per cent of respondents received some help with childcare costs,

- 47.9 per cent had free childcare for two, three and four year olds (EYFE),
- 45.8 per cent received employer childcare vouchers.

### 6.14 Free childcare for two, three and four year olds (EYFE)

Respondents were asked about free childcare for two, three and four year olds.<sup>29</sup> For free childcare for all three and four year olds there were only three respondents eligible but did not use the entitlement. For 30 hours free childcare (the extended entitlement) there were 10 respondents not aware of the entitlement.

#### 6.14.1 Satisfaction with free childcare

- 73.6 per cent of respondents were happy<sup>30</sup> with the free childcare session times they had been offered,
- 70.2 per cent said it was easy for them to find free childcare,
- 64.6 per cent were happy<sup>31</sup> with the choice of providers of free childcare,
- 69.9 per cent paid for additional hours in addition to the free ones,
- 43.7 per cent stated that this was because the way that their childcare provider, offered the sessions meant that they needed to purchase additional hours in order to get the free ones.

*The sessions need to be more flexible when using the free childcare!*

*It is very difficult to find FREE childcare. I receive the 30 hour funding and although I have more free hours my additional fees have still increased by £20 per week.*

*It shouldn't be called free childcare as it isn't free so it's very misleading. When I qualified for 30 hours I thought it was great and we would be a lot better off but we only save about £150 a month as we still have to pay for the extra hours we get charged.*

*15 hours of FREE childcare should mean 15 hours FREE!*

- 70 per cent of respondents said that 30 hours free childcare had improved their family's finances,
- 42.3 per cent stated that it had enabled them to increase their hours of work,
- 30 per cent said that it had enabled them to start work.

*Both me and my husband work full time and we have really benefited from the free 30 hour of child care for our youngest child since she turned 3.*

Eleven respondents used more than one provider for their free hours.

*My provider cannot afford to offer 30 hours as it is not financially sustainable. I have had to split my child's week between two providers. This does not seem to be the right way to deal with funding.*

<sup>29</sup> Data for two year olds not reported because of low number of responses

<sup>30</sup> Respondents stating that they strongly agreed or tended to agree

<sup>31</sup> Ibid

Some respondents mentioned the level of funding for providers offering the free hours.

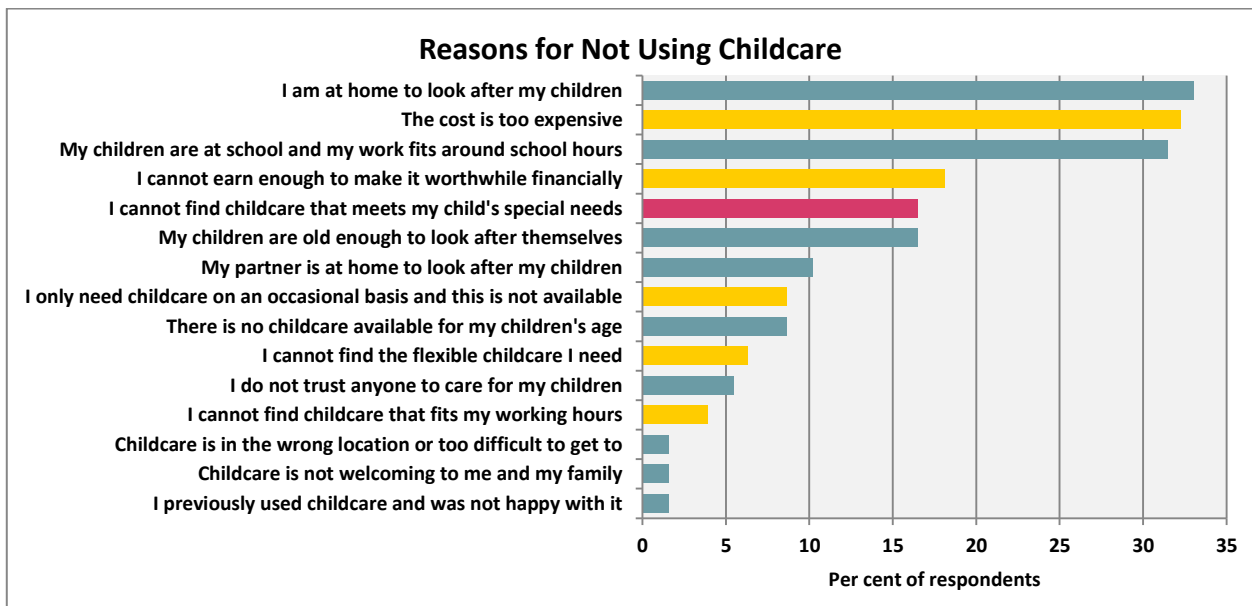
*Childcare in Brighton & Hove is extremely expensive and local providers get less funding than those in other parts of the country.*

*Funding the 30 free hours has negatively impacted the nursery as they aren't paid enough by the council to support the children.*

### 6.15 Respondents not using childcare

133 respondents did not use childcare,

- 50.4 per cent because cost,
- 18.9 per cent because of lack of flexibility,
- 16.5 per cent could not find childcare to meet their child's special needs.



Comments regarding reasons for not using childcare included

*It is so expensive and the waiting lists are long. I want to go back to work but I don't know if it will make financial sense.*

*It's too expensive. I cannot return to work once the Maternity Leave is over because the nursery costs more than I earn.*

*Both my husband and I work shifts. It is impossible to find child care to accommodate this. I wish there was something that could work for us.*

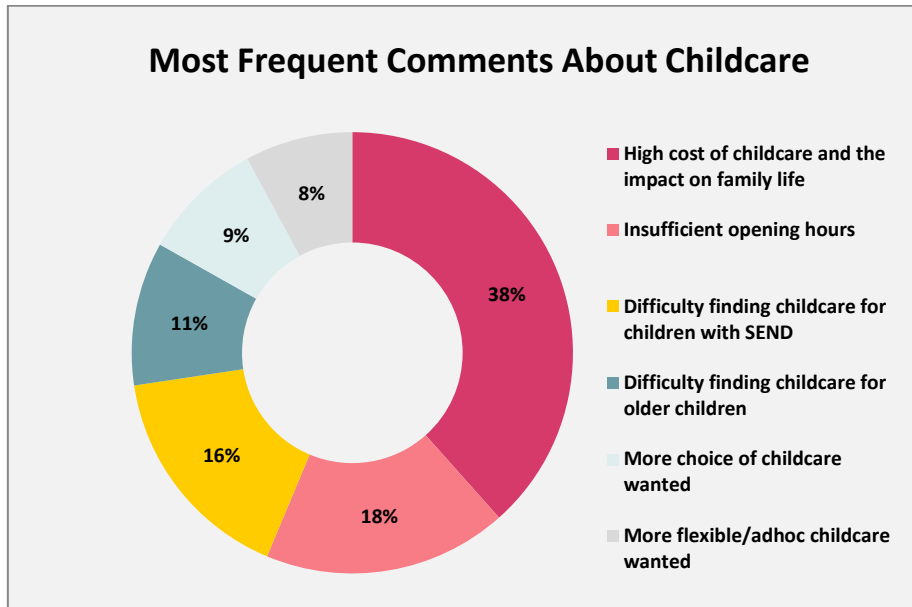
*The limited amount of free hours available makes it almost impossible to look/go to work, as the standard offering is three hours per day, generally between 1pm and 4pm. There are very few roles that employers would be able to provide for such a small amount of time.*

### 6.16 Consequence of lack of childcare

- 51.2 per cent of respondents stated that a lack of childcare prevented them from working longer hours,
- 31.7 per cent said that it prevented them from returning to work,
- 29.3 per cent said that it prevented them from working more flexibly.

### 6.17 Comments about childcare

178 respondents made comments about childcare.



*Mostly it is expensive. I found a nursery which offers 10% discount for six months but when it goes up it will be very difficult. I am earning just over the threshold so I don't get 15 hours free when my son turns two. It won't be until he's three in January 2020 that I'll get help.*

*Holiday schemes are really expensive - £60 to 70 per day for two kids. Even though I get 70% off with tax credits this is too much.*

*Childcare in Brighton and Hove needs to be affordable. During the holidays I pay £69 a day for two children aged 5 and 10. My husband and I do not qualify for help, we earn £160 per day, and over a third goes towards childcare.*

*Childcare needs to be open long enough for the average working pattern. Too many options are open 10 am to 3 pm, which is impossible when we work 9 to 5.*

*The childcare available for children with SEND is very limited in Brighton and Hove. The only option is to use Extratime and this means that I can't put both my children in the same place as my daughter does not have SEND.*

*I struggle to find appropriate care for my 10 year old with SEND.*

## **7. Survey of Parents in One Area of the City not Taking up Their EYFE for Their Two Year Old**

In summer 2018 a survey was carried out of eligible parents not taking up their two year old's EYFE in one area of the city where there was lower engagement. All parents had previously been sent information regarding the scheme.

Of 34 families who were contacted

- 11 stated that they thought that their child was too young to attend childcare and wanted to wait until they were three,
- 10 asked for the information to be sent again,
- six did not think that they were eligible,
- three were about to start at a childcare setting,
- two were moving out of the city shortly,
- two were not interested but did not give a reason.



## **8. Consultation with Providing Access to Childcare and Employment (PACE)**

### **Parents**

PACE parents attended a focus group in June 2018 regarding work and childcare. Many reported challenges finding childcare and the fact that available jobs do not match childcare and school hours.

They also emphasised their need for flexible and ad hoc childcare, and their difficulty finding this.

## 9. Family Information Service

### 9.1 Information for parents about childcare

Local childcare information is provided to parents through the [Family Services Directory](#). FIS also publishes information and a range of childcare factsheets on the [council's website](#).

Average per month	November 2016 – October 2017	November 2017 – October 2018
Hits to the Family Services Directory	16,460	21,000
Email enquiries	409	550
Telephone enquiries	204	280

## 10. Childcare Supply

### 10.1 Childcare supply main findings

In general there is a buoyant childcare market in Brighton & Hove with a good choice of provision for children of all ages, and a high take-up of free entitlements. Childcare quality is also high. However

- A number of early years childcare settings have closed, and the number of childminders continues to fall
- Childcare costs remain high and in most cases are higher than regional and national averages

### 10.2 Childcare supply method

Childcare supply data was collected from childcare providers through an online survey and follow up telephone calls between April and September 2018. Supply data relates to Ofsted-registered childcare, as well as childcare provided by schools. It does not include after-school activities, extended days offered by independent schools for activities such as sports, or informal childcare such as that provided by family and friends.

A small number of group-based providers did not supply information and in these cases an assessment was made based on information from Ofsted and from providers' websites. There was a lower response from childminders and at home childcarers. The same methods were used to collect data; however for at home childcarers there was very little supplementary information which means that data is based on a smaller sample size than the number registered.

Limited data was provided on childcare vacancies as providers state that these change frequently.

Data for breakfast and after-school club provision relates to that for primary school age children only.

National data from the DfE [Survey of Childcare and Early Years Providers 2018](#) is added for comparison where relevant.

Full provider data tables are in appendix 5.

### 10.3 Early years free entitlements – take up

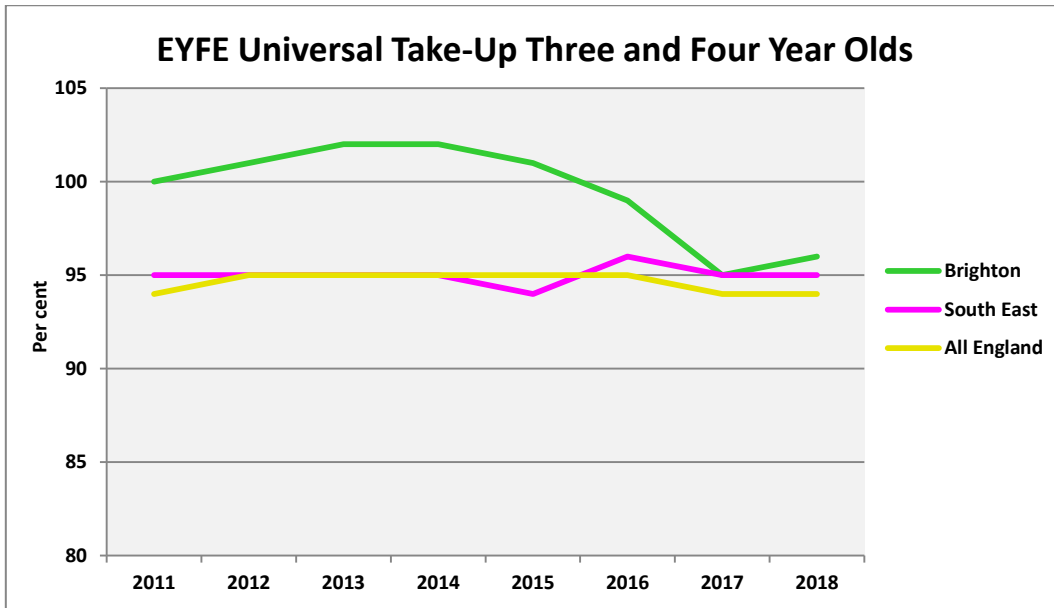
All three and four year olds are entitled to 15 hours a week of free early learning (the early years free entitlement, EYFE) for 38 weeks a year (or 570 hours if the entitlement is taken all year round). This universal entitlement starts from the term after the child's third birthday. Since September 2017 three and four year olds of working parents can have an extended entitlement of an additional 15 hours a week provided they satisfy eligibility criteria. This is also known as "30 hours free childcare". In addition two year olds from low income households, who are disabled, in the care of the local authority or adopted from care are also eligible for 15 hours a week of EYFE from the term after their second birthday.<sup>32</sup>

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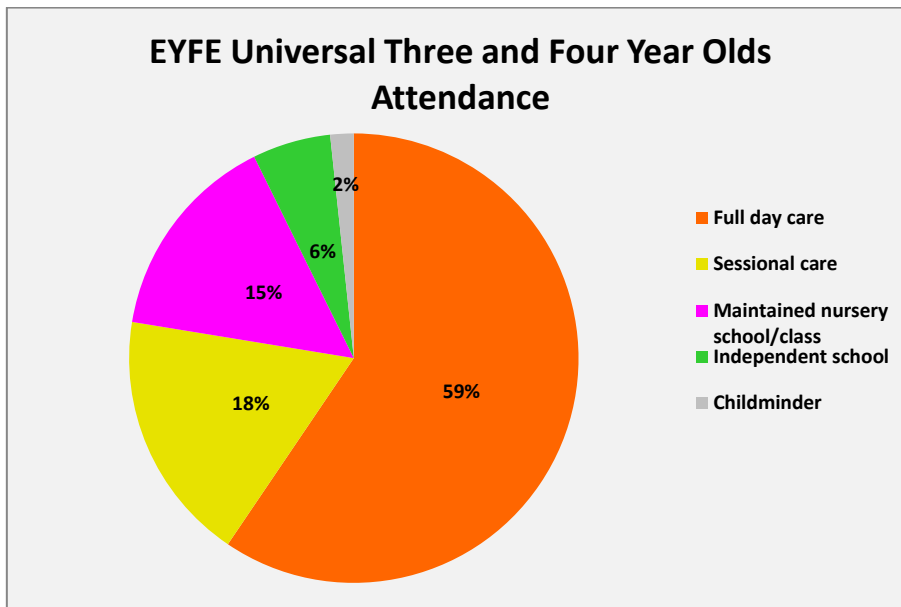
<sup>32</sup> Full criteria are set out in [Early education and childcare statutory guidance for local authorities, June 2018](#)

### 10.4 Three and four year olds benefiting from universal EYFE

While the gap has reduced, Brighton & Hove retains its higher take-up of universal EYFE compared with the south east and England.<sup>33</sup>



The majority of three and four year olds access EYFE at full day care settings. Although a large number of childminders offer EYFE, in terms of children’s attendance they take the lowest percentage.



### 10.5 Three and four year olds benefiting from extended EYFE

There is no data on the percentage of eligible children taking up their extended entitlement; rather national data reports the percentage of HMRC-issued eligibility codes validated. In Brighton & Hove 93 per cent of 30 hour codes issued have been validated, compared with

<sup>33</sup> DfE early years census January 2018

88 per cent in both the south east and England.<sup>34</sup> On average 1,506 children have taken up the extended entitlement each term since the scheme started, less than the 1,890 estimate of the number of eligible children given by the DfE prior to its commencement.

The percentage of three and four year olds accessing their universal entitlement who also access their extended entitlement has increased each term.

Term	Per cent
Autumn 2017	40.7
Spring 2018	42.9
Summer 2018	43.1

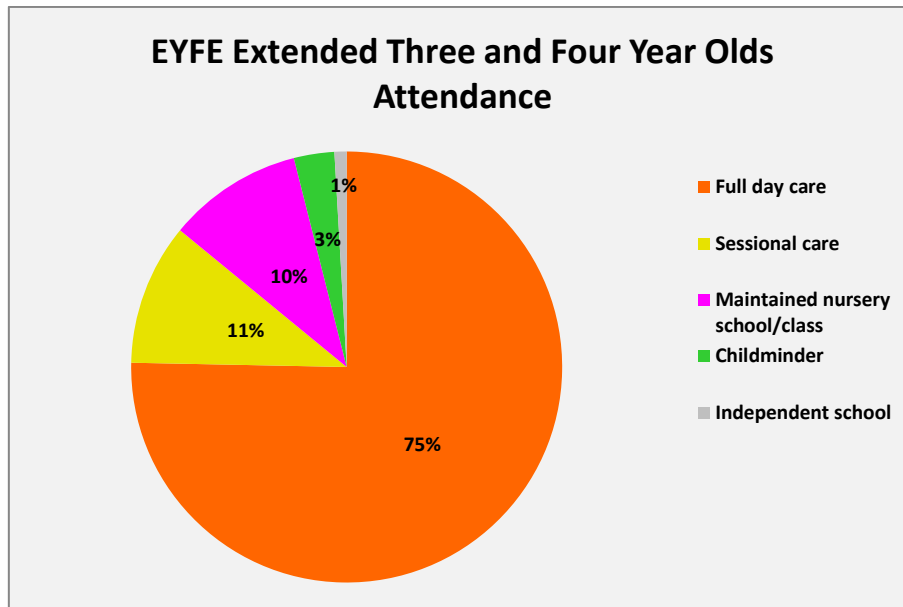
Take-up of the extended entitlement varies by ward and data for summer 2018 shows Hanover & Elm Grove having the highest percentage of three and four year olds taking up this offer (55 per cent), with the lowest in East Brighton (27.1 per cent).

Ward	Per cent of children taking extended entitlement
Hanover & Elm Grove	55.0
South Portslade	52.6
North Portslade	51.4
Patcham	50.2
Withdean	49.4
Preston Park	49.0
Queen's Park	46.3
Goldsmid	43.1
Hove Park	41.7
Brunswick & Adelaide	41.5
Wish	40.8
St. Peter's & North Laine	40.6
Central Hove	40.3
Regency	38.7
Westbourne	37.2
Rottingdean Coastal	36.7
Woodingdean	36.5
Hangleton & Knoll	34.4
Hollingdean & Stanmer	32.9
Moulsecomb & Bevendean	30.2
East Brighton	27.1
<b>Brighton &amp; Hove</b>	<b>43.1</b>

<sup>34</sup> DfE 30 hours free childcare: eligibility codes issued and validated 27<sup>th</sup> September 2018

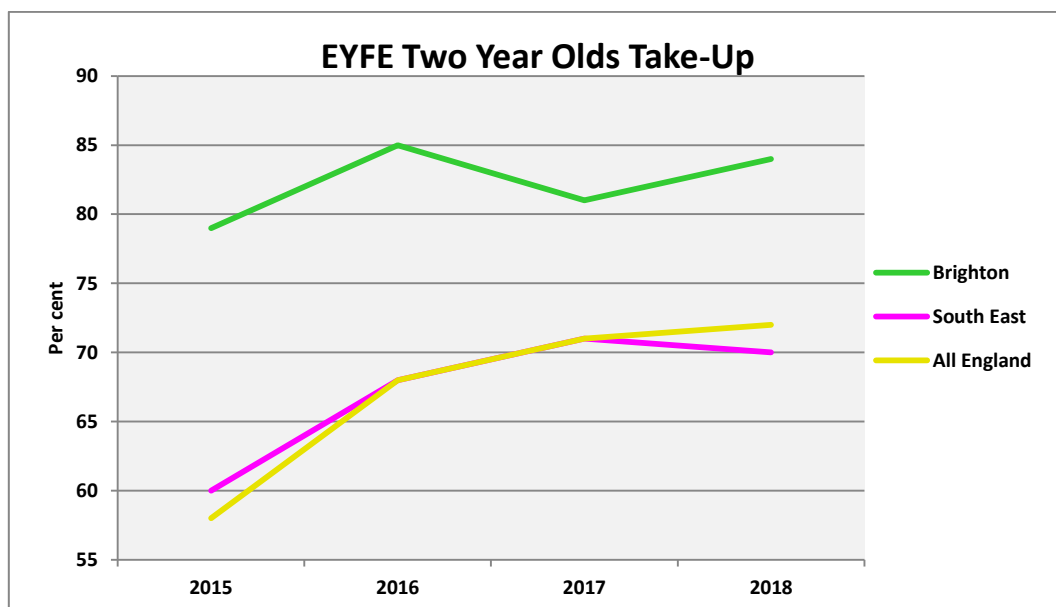
Of children coming into the city for their EYFE, 58.4 per cent of those from West Sussex and 50 per cent of those from East Sussex took the extended entitlement.

Compared with the universal entitlement, a greater percentage of three and four year olds take their extended entitlement with full day care providers.



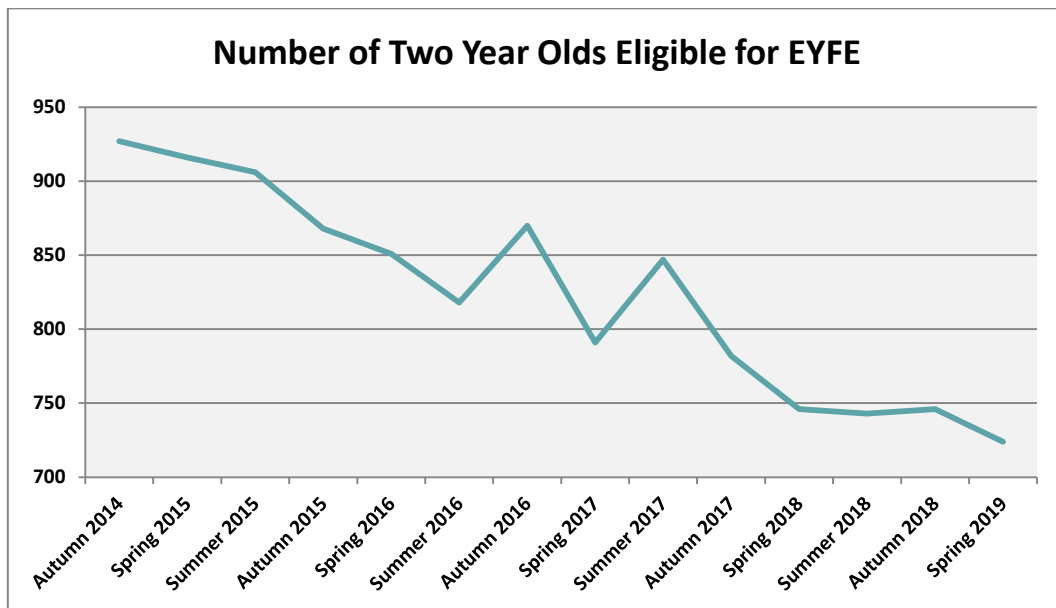
### 10.6 Two year olds benefiting from targeted EYFE

While the percentage of eligible two year olds taking up EYFE has increased in the south east and in England, Brighton & Hove still out-performed the national average in 2018 by 12 per cent.<sup>35</sup>

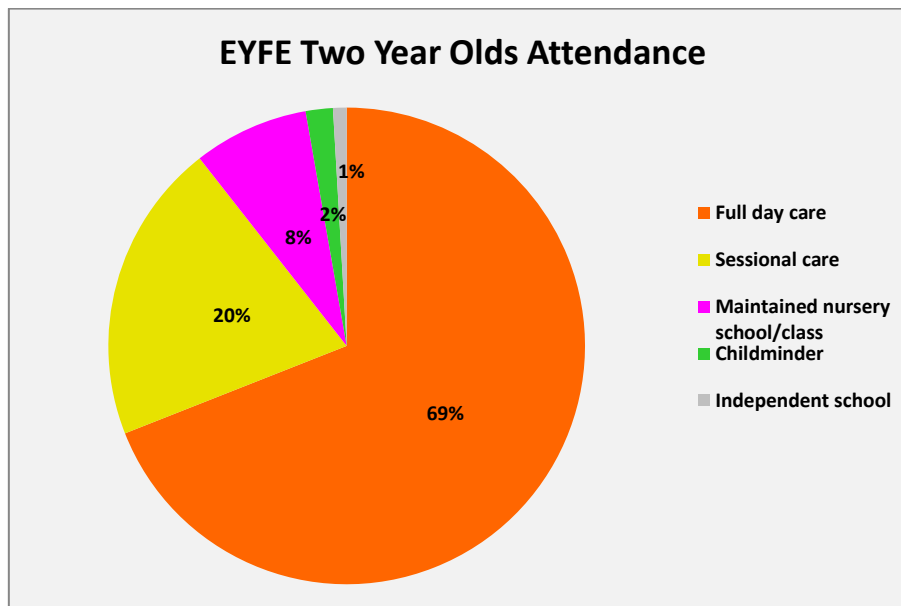


<sup>35</sup> DfE early years census January 2018

Between autumn 2014 (when entitlement to EYFE became statutory for up to 40 per cent of two year olds) and spring 2019, there has been a 22.9 per cent drop in the estimated number of eligible children.



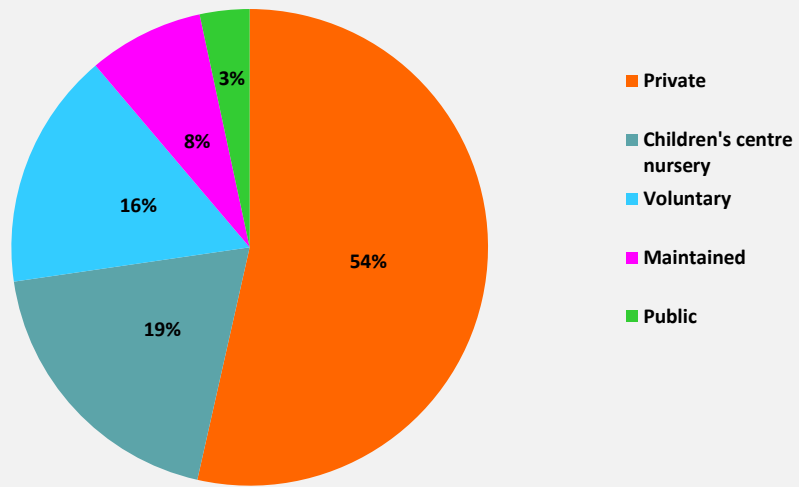
Most eligible two year olds take their EYFE in a full day care setting. Although 25 per cent of those offering places are childminders, in terms of attendance they account for only 2 per cent of children.



Children’s centre nurseries play an important role in provision of EYFE for two year olds, providing for 125 children, 19.2 per cent of the total.<sup>36</sup>

<sup>36</sup> Summer 2018

### EYFE Two Year Olds by Ownership



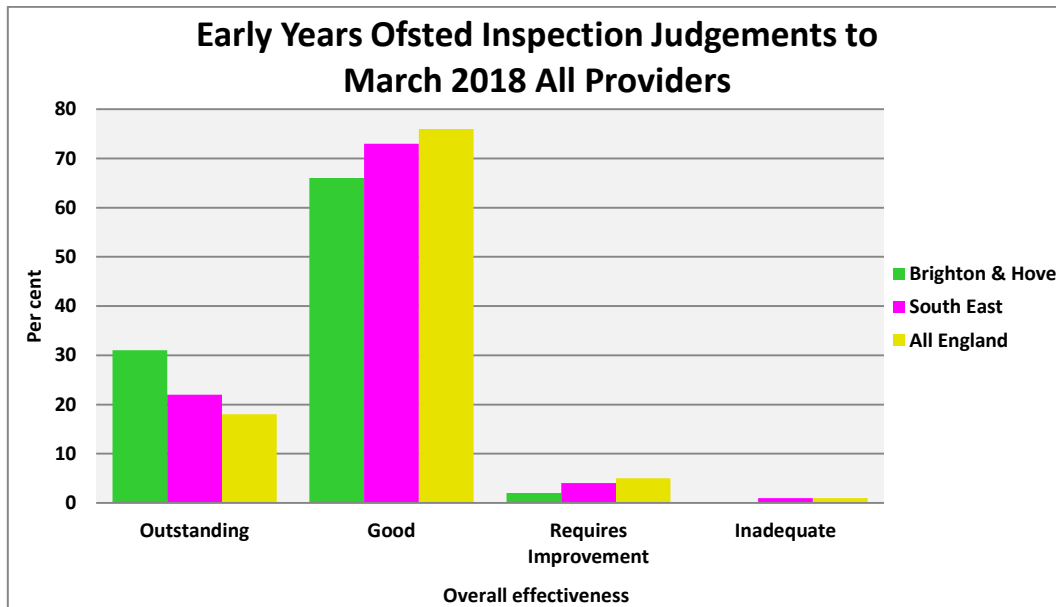


## 11. Early Years and Childcare Quality

Childcare quality, based upon Ofsted inspection judgements, is high in Brighton & Hove.

### 11.1 Early years Ofsted inspection judgements

31 per cent of early years providers are rated outstanding, compared with 22 per cent in the south east and 18 per cent in England as a whole.<sup>37</sup>



For childcare on non-domestic premises (that is nurseries and pre-schools, excluding childminders and childcare on domestic premises), Brighton & Hove also compares very favourably, with 43 per cent outstanding (compared with 27 per cent in the south east and 22 per cent in England).

### 11.2 Ofsted inspection judgements for out of school childcare providers

Out of school childcare providers receive a quality judgement from Ofsted if they offer care for early years children, and are not part of school provision. In Brighton & Hove all out of school providers are judged outstanding or good.<sup>38</sup>

### 11.3 Childcare quality in children's centre nurseries

Childcare quality in Brighton & Hove's council-run nurseries and pre-schools is also high, with four judged outstanding and three good. These settings are mainly located in the city's most disadvantaged areas and take a large number of two year olds in receipt of EYFE.

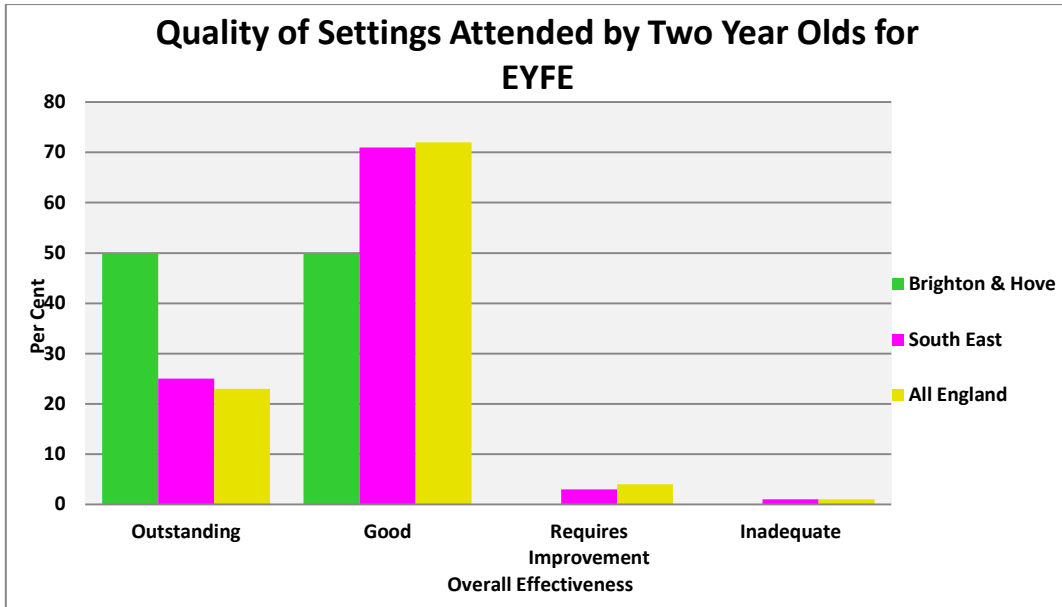
### 11.4 Quality of EYFE for two year olds

Two year olds in Brighton & Hove attend high quality settings for their EYFE with all children attending a setting rated outstanding or good.<sup>39</sup> This compares well with regional and national data.

<sup>37</sup> Based on "overall effectiveness" of active early years registered providers at their last Ofsted inspection

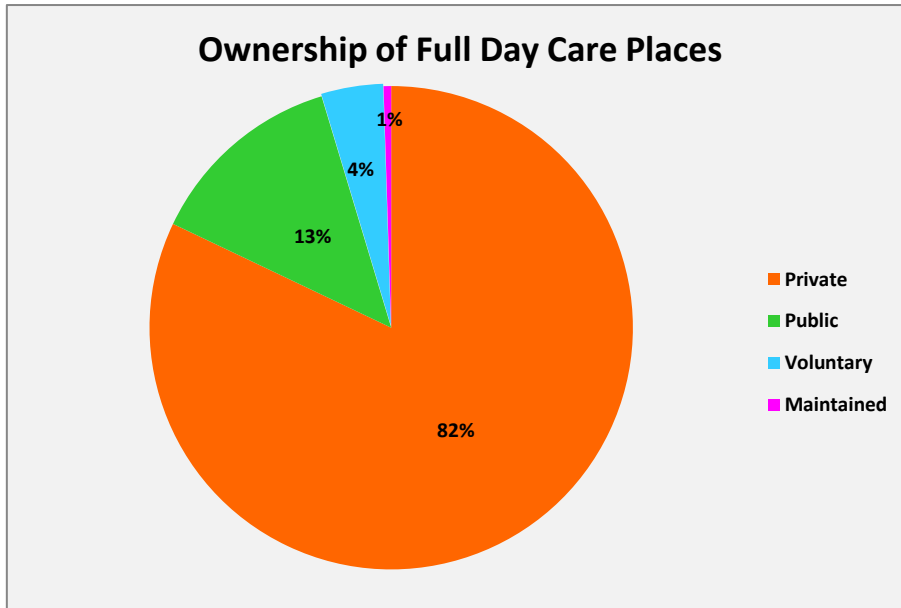
<sup>38</sup> Excludes providers offering holiday care only, and providers which have not yet had a full inspection and so are without a quality judgement. There is no national data with which to compare as out of school judgements are not reported separately from all childcare on non-domestic premises inspections

<sup>39</sup> DfE early years census January 2018

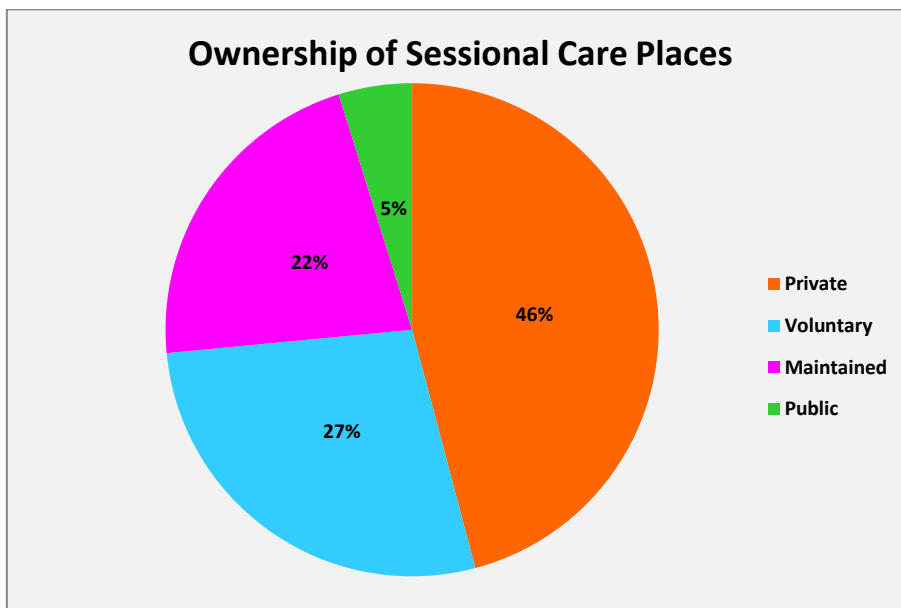


## 12. Childcare Ownership

Most full day care is privately owned.



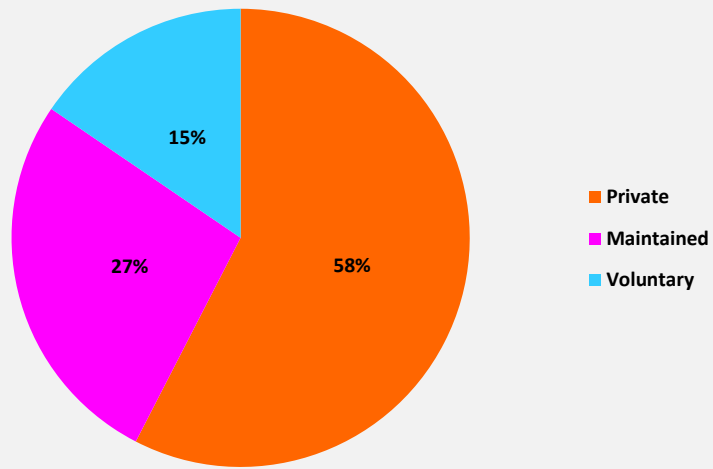
There is more sessional care in the voluntary, maintained and public<sup>40</sup> sectors, but there has been a significant reduction in the number of places in the maintained sector (from 44 to 22 per cent of places) because of the closure of four maintained nursery classes.



While most after-school club places are privately owned there has been an increase in the number of places in the maintained sector (from 15 to 27 per cent) because of an increase in the number of schools running their own provision.

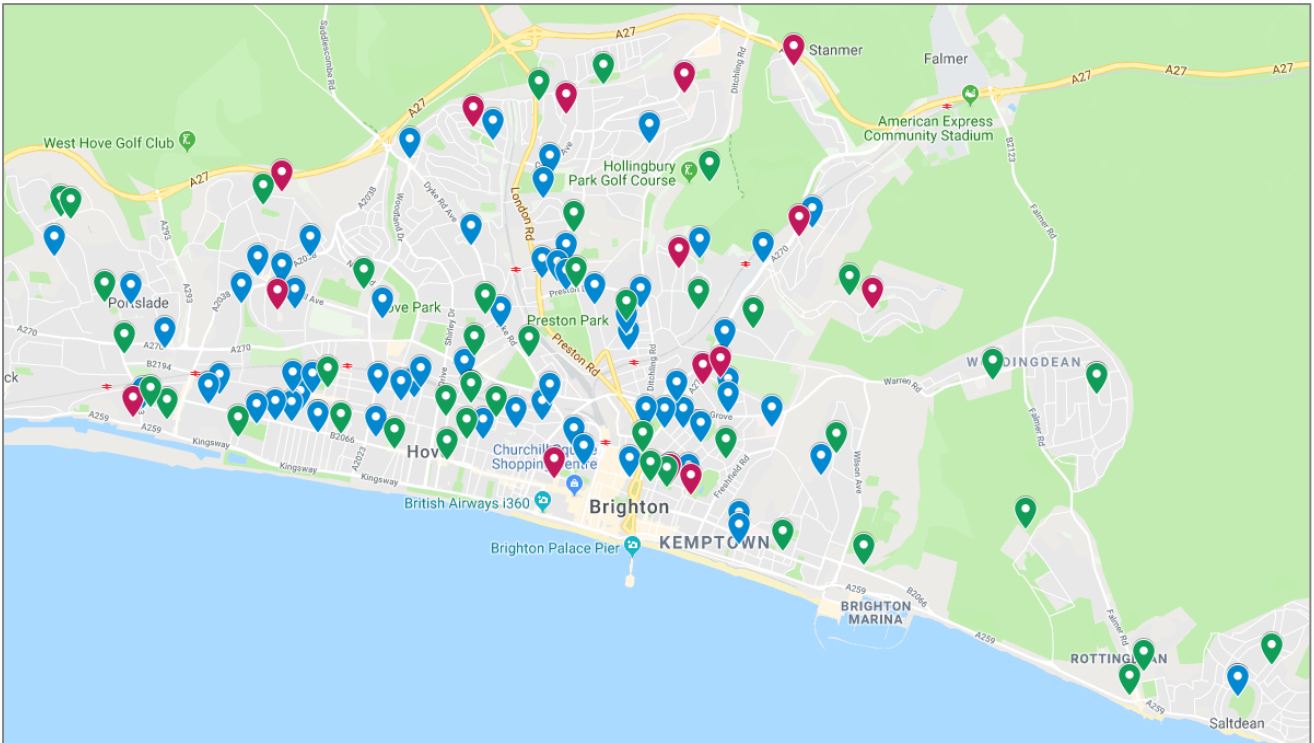
<sup>40</sup> Public refers to ownership by the local authority, NHS and universities




### Ownership of After-School Club Places



### 13. City-Wide Childcare Supply

The map below shows the city’s early years childcare settings.<sup>41</sup>



-  Full day care
-  Maintained nursery school/class
-  PVI sessional care

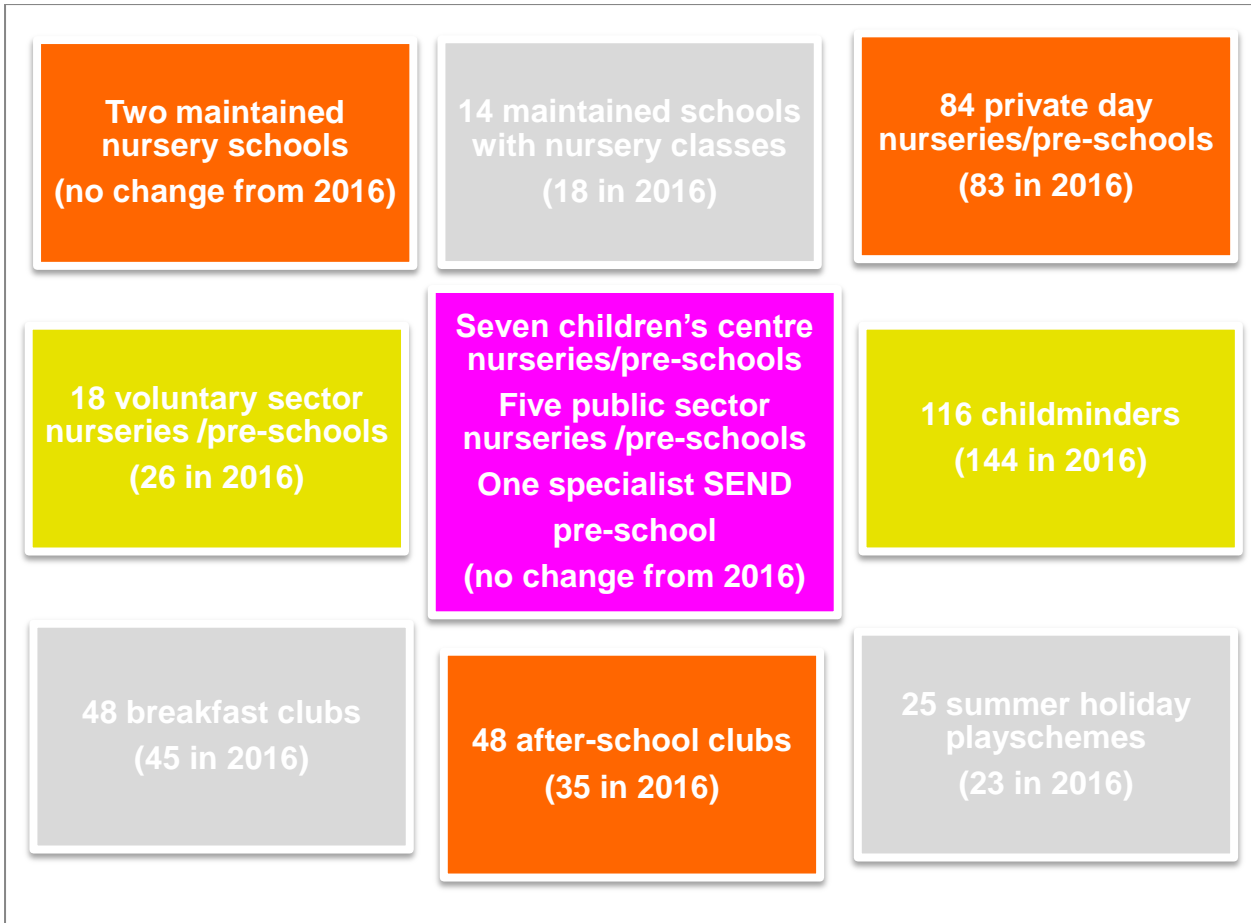
Childcare supply ward profiles can be found by copying the following link into Google Chrome.

<https://infogram.com/ward-1h1749ro9zrl4zj?live>

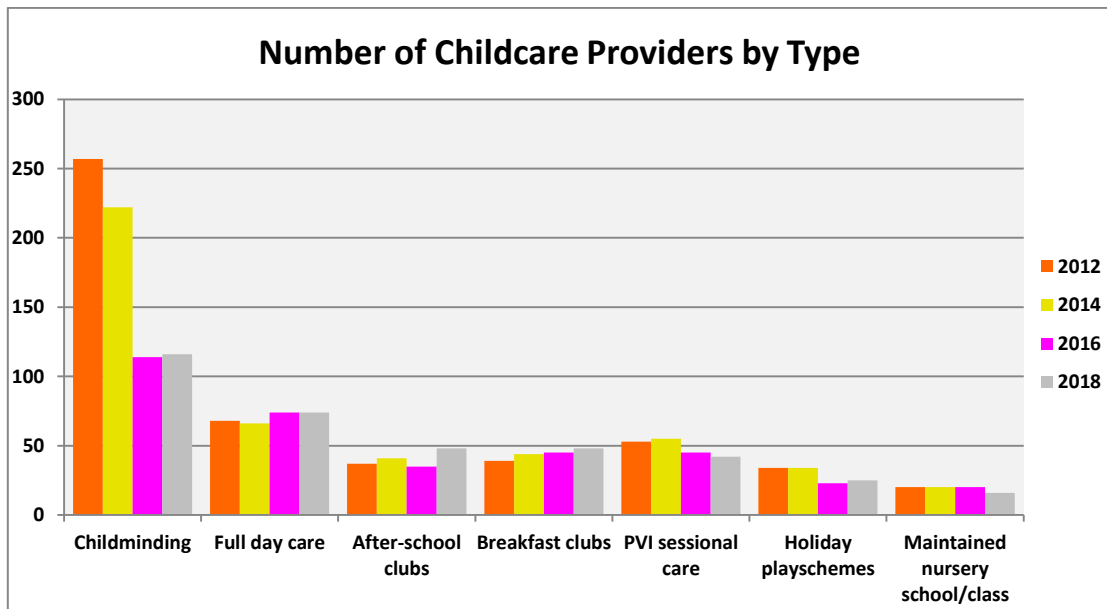
#### 13.1 Childcare providers

Significant changes since 2016 are an increase in the number of after-school clubs and a reduction in the number of childminders and voluntary sector pre-schools.

<sup>41</sup> At November 2018

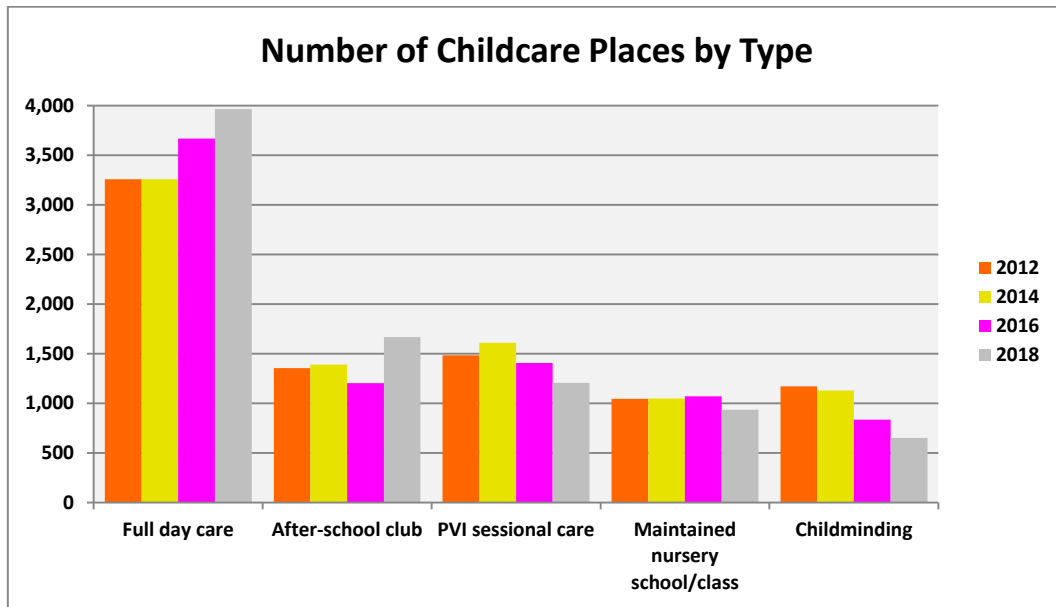


The change in the number of childcare providers by type of provision is shown below.



### 13.2 Childcare places for children of all ages

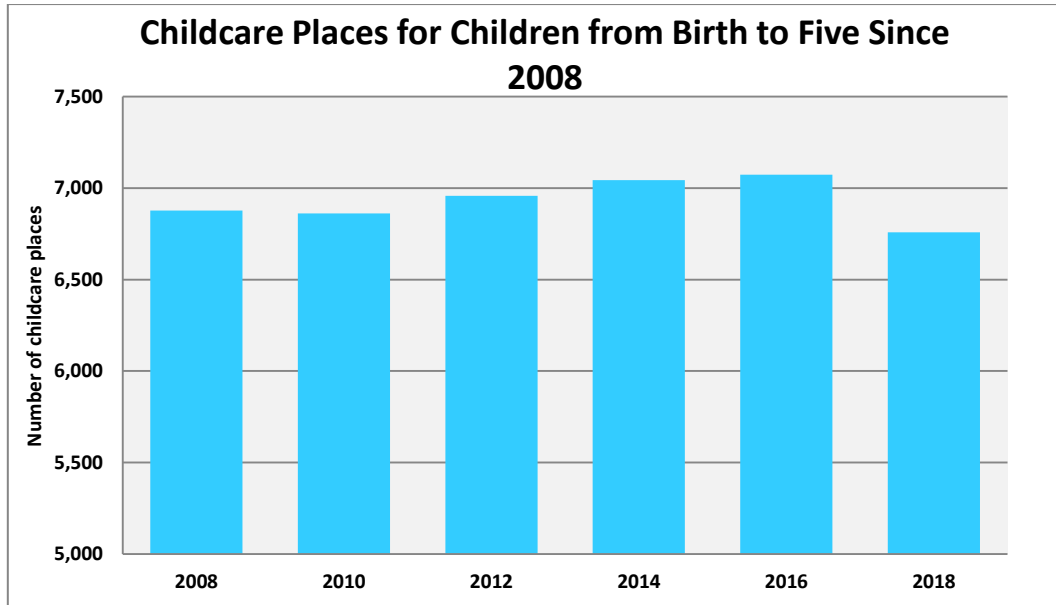
Since 2016 there has been an increase in the number of full day care and after-school club places, but a reduction in sessional care and maintained nursery class places. The most significant reduction (22.1 per cent) has been in the number of childminding places. There has also been a fall in childminding places nationally, but the reduction is not as large as that in Brighton & Hove.<sup>42</sup>



### 13.3 Places for children from birth to five

There has been a 4.5 per cent reduction in the number of childcare places for children from birth to five since 2016, mainly because of the reduction in number of childminding places, as well as the closure of four maintained nursery classes over this period.

<sup>42</sup> Ofsted data shows between March 2016 and March 2018 a drop of 4.5 per cent in the number of childminding places in Brighton & Hove, compared with a 3.2 per cent reduction nationally. The difference between the CSA figures and Ofsted figures relates to the way in which childminders report their places to the council compared with how they are recorded by Ofsted



### 13.4 Settings opening and closing between November 2016 and November 2018<sup>43</sup>

Since the last CSA 15 early years settings have closed with the loss of 538 places; seven settings have opened resulting in a gain of 190 places. Most closures have been of sessional care providers, and most settings which have opened are full day care.

	Number of settings	Number of places	of which	Sessional	Full day care
Opened	7	190			2
Closed	15	538		11	4

### 13.5 Childcare for school-age children

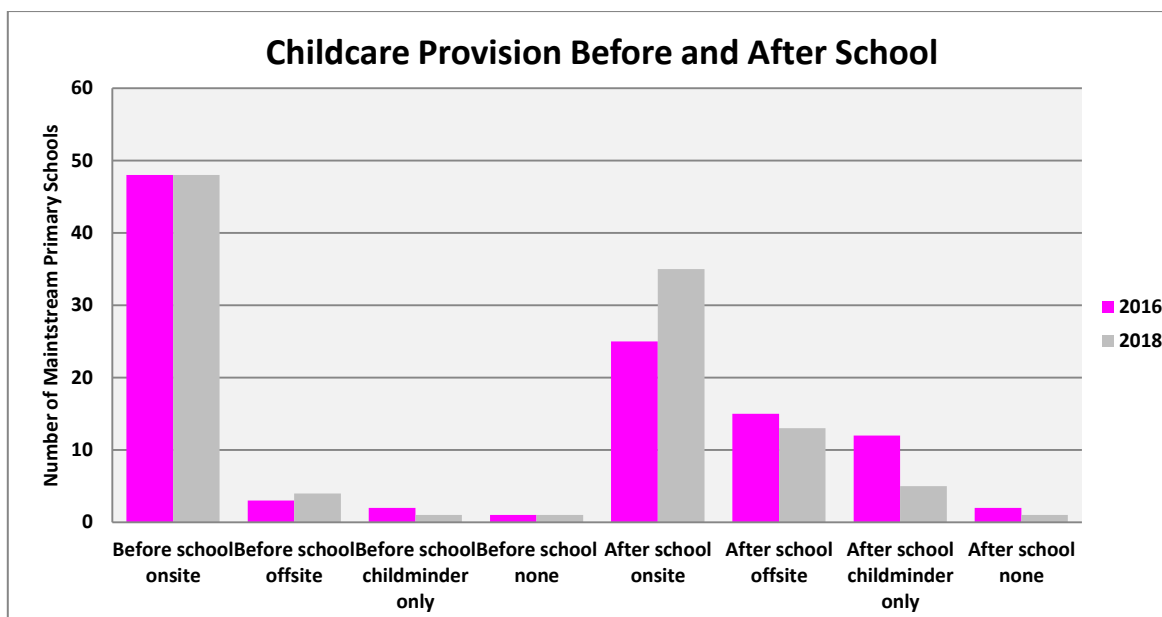
Children in maintained primary schools are generally well-served; of 54 maintained primary schools 35 have onsite after-school clubs,<sup>44</sup> an increase of 40 per cent from 2016. Most of the others have access to childcare on other sites, or through childminder pick-up.

88 per cent of maintained primary schools have onsite breakfast clubs, with all but two of the remaining schools having offsite provision.

<sup>43</sup> Excluding change of ownership

<sup>44</sup> Some schools have a pick-up service from other providers, as well as onsite provision





Few after-school clubs indicated their childcare vacancies and so there is no data to report.

Many secondary schools run breakfast clubs for their students as well as after-school activities which may be used as childcare.

Children at special schools have access to inclusive after-school club and holiday playscheme provision run by a voluntary sector organisation. Extended day provision is under development for the new special school hubs.

### 13.6 Holiday playschemes

In summer 2018 25 Ofsted registered playschemes ran in the city. Most of these are also run at during the Easter holidays and half terms.

Holiday	Number of clubs
Summer	25
Easter	17
Half term(s)	17
Christmas	5

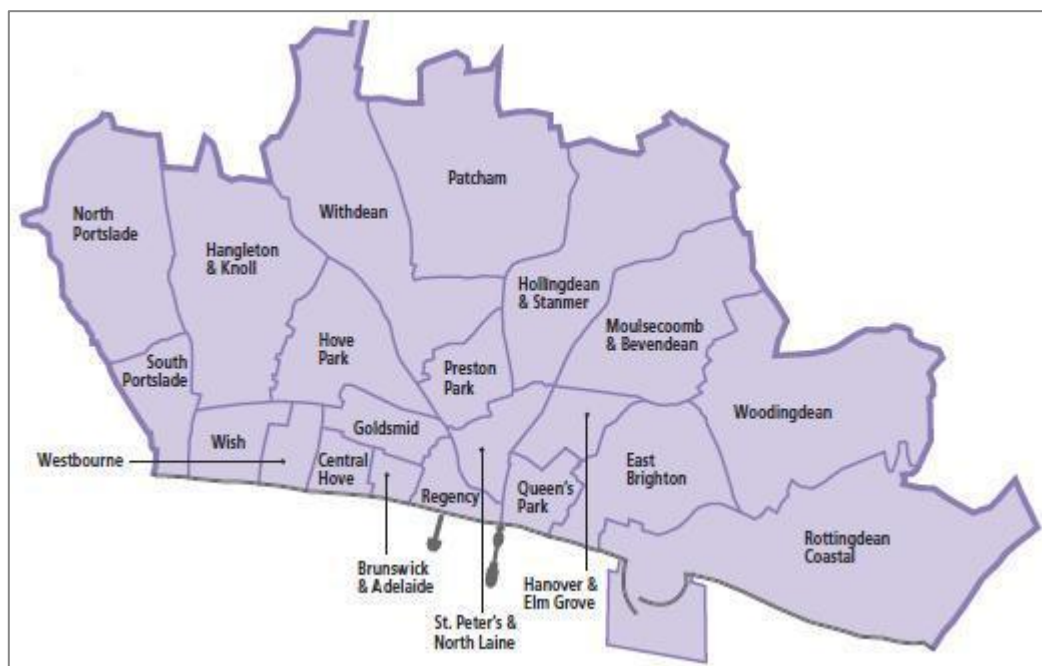
The majority of playschemes take children from age four, although two take children from age three.

### 13.7 Childcare provision penetration rates

The childcare penetration rate refers to the number of children per childcare place. A low figure is good as it means that there are fewer children per childcare place and so more choice for parents. Conversely a higher number of children per childcare place means that there is less choice for parents.

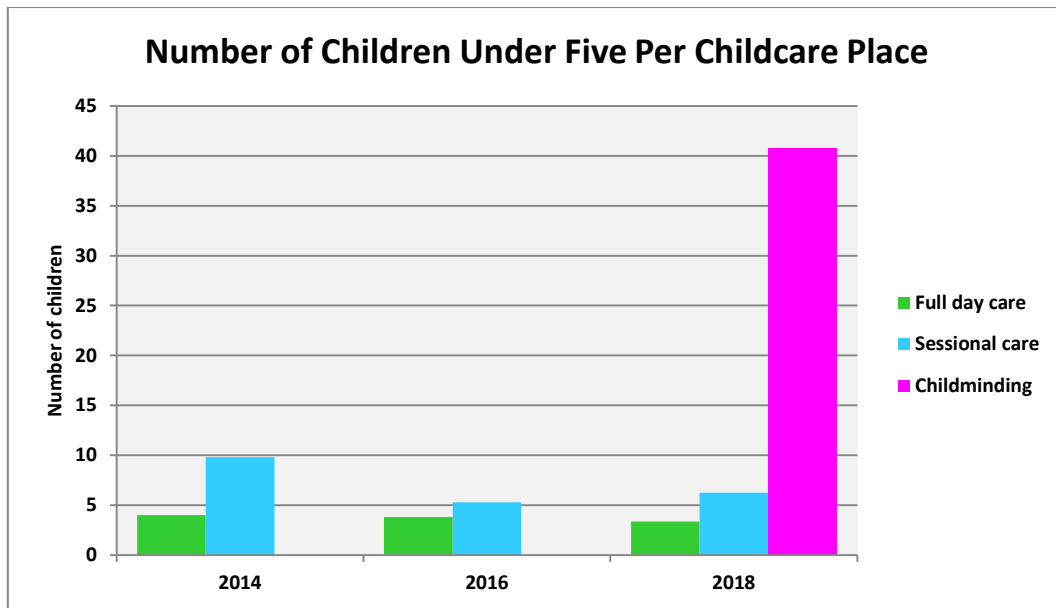
A childcare place for full day care is normally a place available for 10 hours a day, five days a week. Given that most parents use childcare for less than this, one childcare place may be shared by a number of children.

Parents do not necessarily access childcare in the ward in which they live; in addition although there may be a high number of children per childcare place in one ward, the situation may be reversed in a neighbouring ward, for example in the number of children per full day care place in North Portslade (12.8 children per full day care place) compared with Hangleton & Knoll (4.8 children per full day care place).



Across the city there has been a reduction in the number of children per full day care place but an increase in the number of children per sessional care place.<sup>45</sup>

<sup>45</sup> Data for childminding is reported differently this year as it only includes places for children up to the age of five, and so a comparison with previous years cannot be made



For full day the care number of children per place ranges from 12.8 in North Portslade to 0.9 in Wish. There is no full day care in Brunswick & Adelaide, Regency or Woodingdean.

Sessional care ranges from 25.8 children per place in Wish to 2.3 children per place in Queen’s Park. There is no sessional care in St Peter’s & North Laine.

Childminding ranges from 143 children per place in Central Hove to 18.2 in Hanover & Elm Grove. There are no childminders in Westbourne.

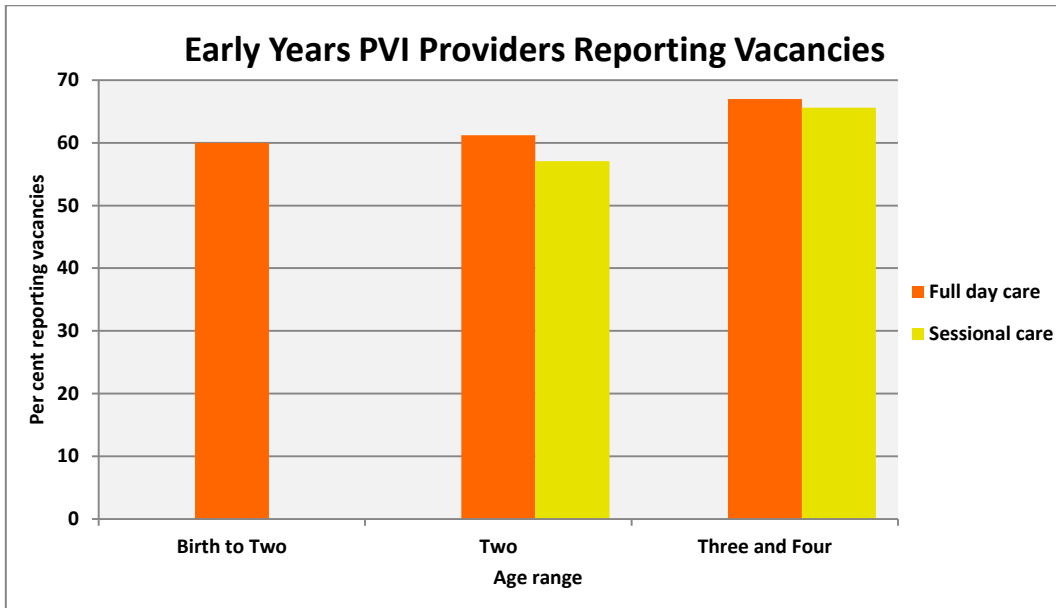
Ward	Number of under fives	Full day care	Sessional care	Childminding
Brunswick & Adelaide	377	none	9.2	125.7
Central Hove	429	5.1	19.5	143.0
East Brighton	750	3.5	6.9	125.0
Goldsmid	895	1.3	9.9	63.9
Hangleton & Knoll	873	4.6	6.8	41.6
Hanover & Elm Grove	781	3.1	7.5	18.2
Hollingdean & Stanmer	742	7.5	6.4	23.2
Hove Park	549	3.8	6.0	54.9
Moulsecoomb & Bevendean	742	10.8	3.2	67.5
North Portslade	667	12.8	11.1	29.0
Patcham	788	8.8	4.9	27.2
Preston Park	739	3.5	10.6	49.3
Queen's Park	586	5.7	2.3	97.7
Regency	308	none	5.9	51.3
Rottingdean Coastal	530	5.0	3.1	27.9
South Portslade	609	6.1	4.1	50.8
St. Peter's & North Laine	624	2.6	none	78.0
Westbourne	544	4.2	7.2	none
Wish	620	0.9	25.8	24.8
Withdean	692	1.5	6.5	33.0
Woodingdean	537	none	5.8	25.6
<b>Brighton &amp; Hove</b>	<b>13,382</b>	<b>3.4</b>	<b>6.3</b>	<b>40.8</b>

If full day care and sessional care are combined the penetration rates are as follows, with the lowest number of children per childcare place in Wish (0.9), and the highest in Brunswick & Adelaide (9.2).

<b>Ward</b>	<b>Full day care and sessional care</b>
Brunswick & Adelaide	9.2
Central Hove	4.0
East Brighton	2.3
Goldsmid	1.1
Hangleton & Knoll	2.8
Hanover & Elm Grove	2.2
Hollingdean & Stanmer	3.5
Hove Park	2.3
Moulsecoomb & Bevendean	2.5
North Portslade	6.0
Patcham	3.2
Preston Park	2.6
Queen's Park	1.7
Regency	5.9
Rottingdean Coastal	1.9
South Portslade	2.5
St. Peter's & North Laine	2.6
Westbourne	2.6
Wish	0.9
Withdean	1.2
Woodingdean	5.8
<b>Brighton &amp; Hove</b>	<b>2.2</b>

### 13.8 Childcare providers reporting vacancies

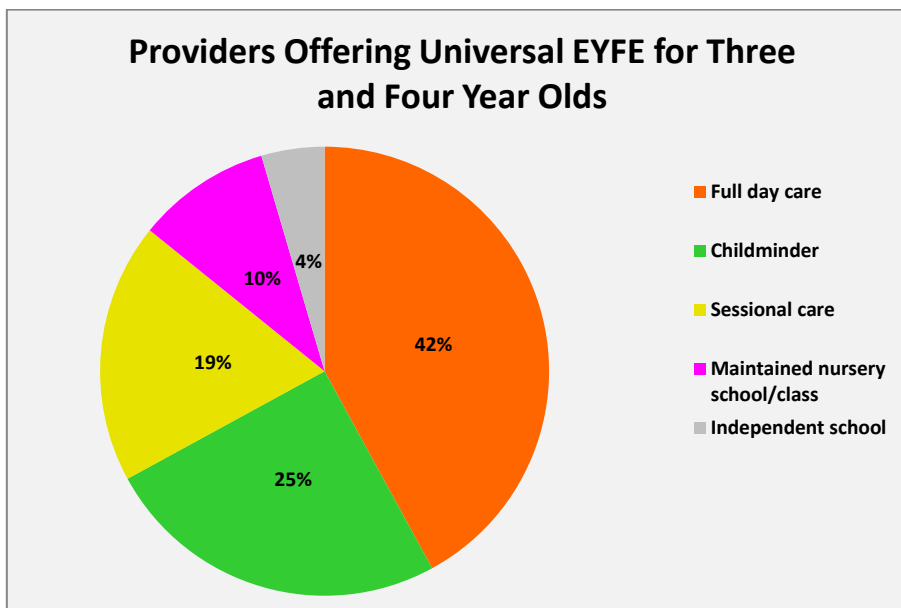
Of early years PVI childcare providers reporting, most had vacancies throughout the age groups.<sup>46</sup>



National data reports that 73 per cent of full day care and sessional providers had at least some spare capacity.

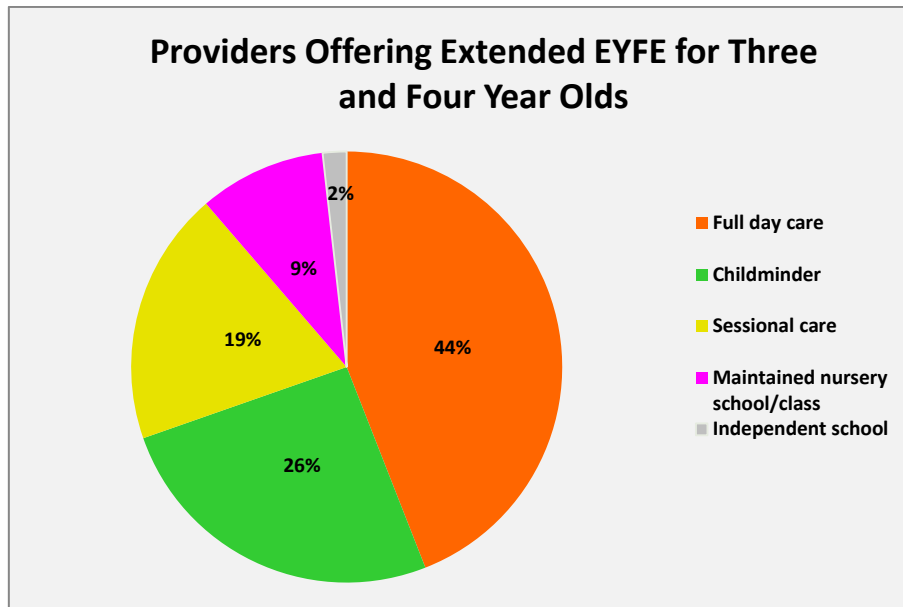
### 13.9 Early years providers offering EYFE for three and four year olds

176 providers offer universal EYFE for three and four year olds, which accounts for all Ofsted registered group-based early years providers in the city, with the addition of 37.9 per cent of registered childminders.



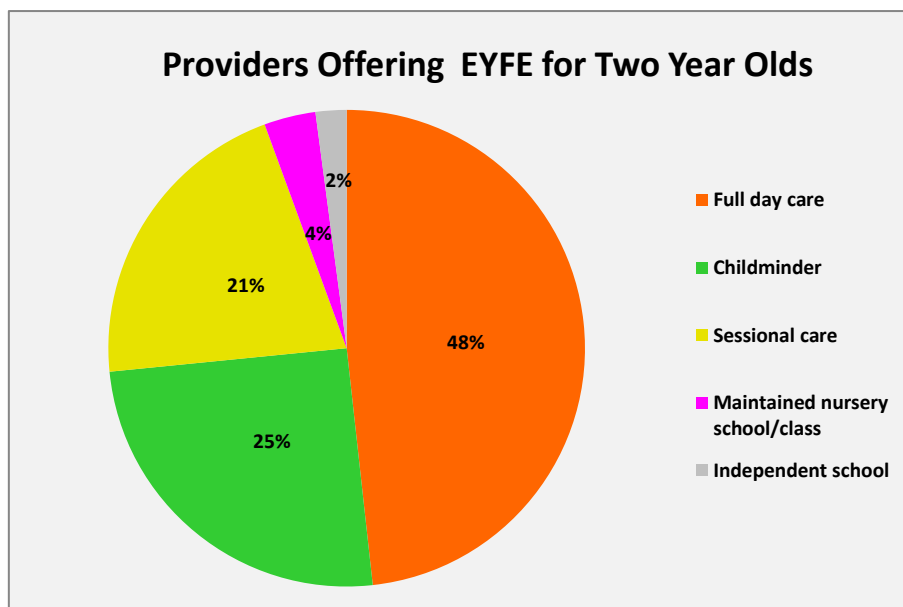
<sup>46</sup> All providers stated that their vacancies changed regularly

Of these, 168 (95.5 per cent) offer extended EYFE, either alone or in partnership with another provider. Those which do not offer the extended entitlement are mainly nursery units of independent schools. Nationally 90 per cent of group-based providers and 77 per cent of childminders offer the extended entitlement.



### 13.10 Early years providers offering EYFE for two year olds

143 providers offer EYFE for two year olds, including three maintained providers (no change from 2016).



### 13.11 Childcare available in non-traditional hours

Since 2016 there has been an increase in the number of full day care providers open in the early morning, with 41.9 per cent open before 8 am (37.3 per cent in 2016); the earliest

opening time is 7 am. 25.7 per cent of full day care providers are open after 6 pm (no change from 2016) with the latest closing time being 7 pm.

Parents wanting childcare after these times or at weekends may be able to use a childminder although only three stated that they offer weekend provision. Of 64 at home childcarers in the city, seven stated that they offered care at weekends.<sup>47</sup>

### **13.12 Childcare for children with special educational needs and disabilities (SEND)**

Local authorities are required to have regard to the needs of parents in their area for childcare which is suitable for disabled children.<sup>48</sup>

Brighton & Hove is committed to ensuring that children with SEND have access to a wide range of childcare provision. All registered childcare providers are supported to welcome children with SEND and to make reasonable adjustments to enable them to attend their setting.

The average number of universal EYFE hours taken up by children with SEND in PVI provision is 13.8 per week, compared with 13.2 a week for children without SEND.<sup>49</sup> 46.7 per cent of group-based settings had one or more children with SEND, compared with 72 per cent of group-based settings nationally. For childminders the proportion was 6.7 per cent, compared with 19 per cent nationally.

Additional support funding (ASF) is offered to early years providers to meet any extra costs (such as additional staff or specialist equipment) for a child with SEND. Currently ASF matches EYFE hours<sup>50</sup> for two, three and four year olds. In 2017/18 ASF was paid for 26 two year olds and 107 three and four year olds.

Settings which take a three or four year old in receipt of Disability Living Allowance receive an annual Disability Access Fund payment of £615. In 2017/18 DAF was paid for 56 children.

Inclusion funding may be available to support school-age children to attend after-school clubs and holiday playschemes, up to maximum amounts. In 2017/18 this funded 59 children to attend a mainstream after-school club or holiday playscheme.

A one-off annual grant has been paid to a voluntary sector organisation providing inclusive after-school and holiday provision for children with SEND.

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<sup>47</sup> Based on data from 29 home childcarers

<sup>48</sup> Childcare Act 2006, s6.2.(ii)

<sup>49</sup> DfE early years census January 2018

<sup>50</sup> As needed to enable the child to access the full curriculum



## **14. Family Information Service Brokerage**

The Family Information Service offers brokerage to help parents who may have difficulty finding childcare that meets their needs, for example to cover shift work, unusual hours, where the child has SEND, or where the parent has difficulty finding provision in their chosen location.

Brokerage includes helping parents to look at alternative childcare provision, explaining options available, or liaising with childcare providers on the parent's behalf. The at home childcare service is also an option which can be explored with parents. Brokerage is also offered to eligible parents who have not taken up EYFE for their two year old.

Brokerage requests have included

- Work patterns, shift work, starting a new job, self-employed
- Parent study support time, attending a course or training
- Childcarer to assist with home schooling or school absence
- Court appearance
- Childcare fallen through or has come to an end
- New to Brighton & Hove
- Support for family following bereavement or parental illness

## 15. Childcare Prices

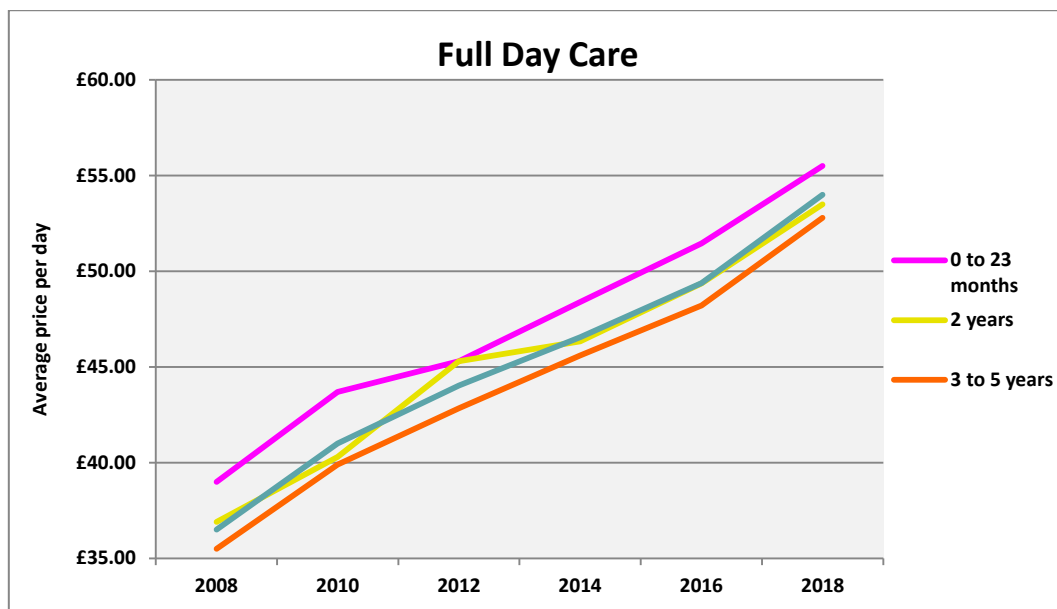
Childcare prices have been calculated using information supplied by providers, and where necessary have been extrapolated using the standard daily rate for a full day or a full session of care. Prices do not include any discounts, for example for siblings or where a parent purchases care over more days a week.

Some providers include a range of services in their fees such as food, wipes and nappies, for which others make an additional charge.

The prices shown are the fee charged to parents for a full day or a full session of care; prices are often higher as an hourly rate where parents have to purchase additional hours to wrap around those which are part of the EYFE.

### 15.1 Full day care

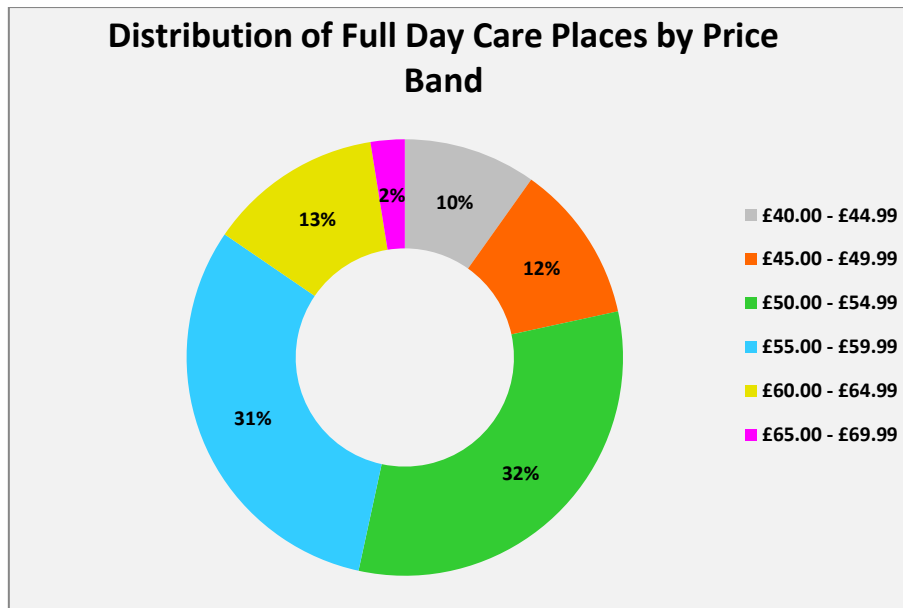
The average price for full day care is £54.00 per day,<sup>51</sup> and has increased by 9.4 per cent since 2016.



- Lowest in the city £41.00 per day
- Highest in the city £69.40 per day

63 per cent of full day care places were priced between £50 and £59.99 per day. In 2016 nearly 70 per cent of full day care places were priced between £45.00 and £54.99 per day.

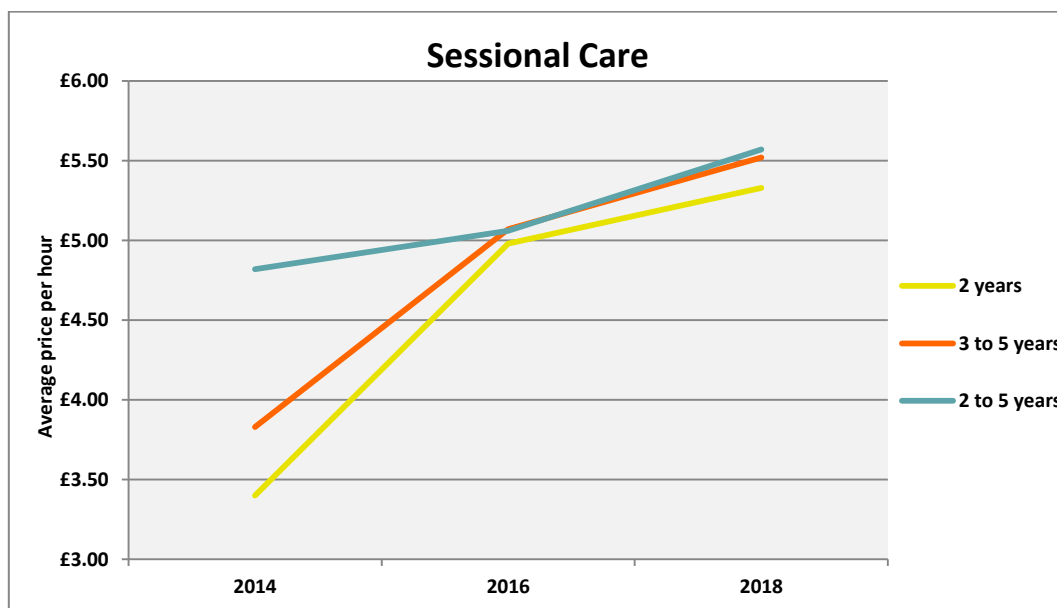
<sup>51</sup> Average price for a 10 hour day



Additional charges for hours at the beginning and end of the day range from £4.35 to £12.68, and average £8.38 per hour.

## 15.2 Sessional care

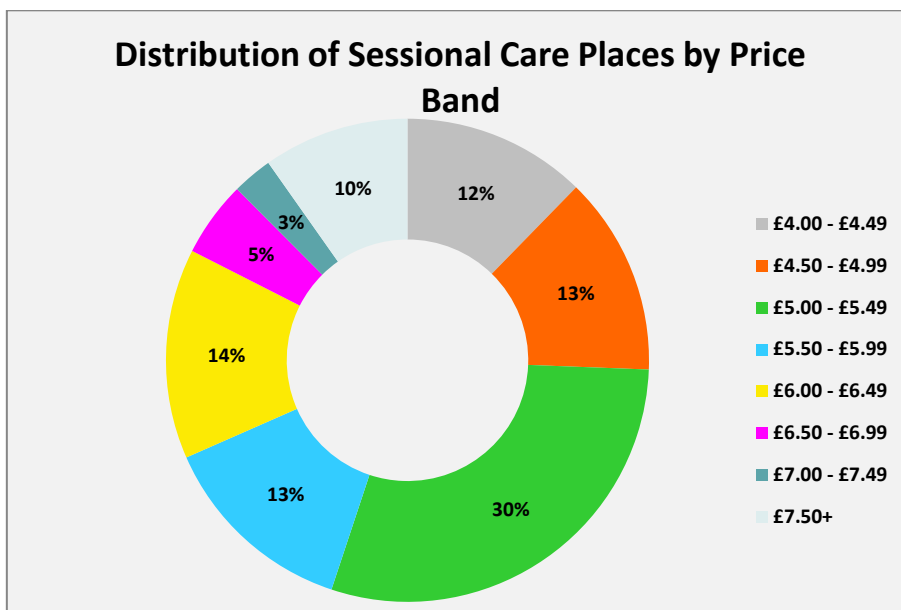
The average price for sessional care<sup>52</sup> is £5.57 per hour and has increased by 10.1 per cent since 2016.



- Highest in the city £10.51 per hour
- Lowest in the city £4.00 per hour

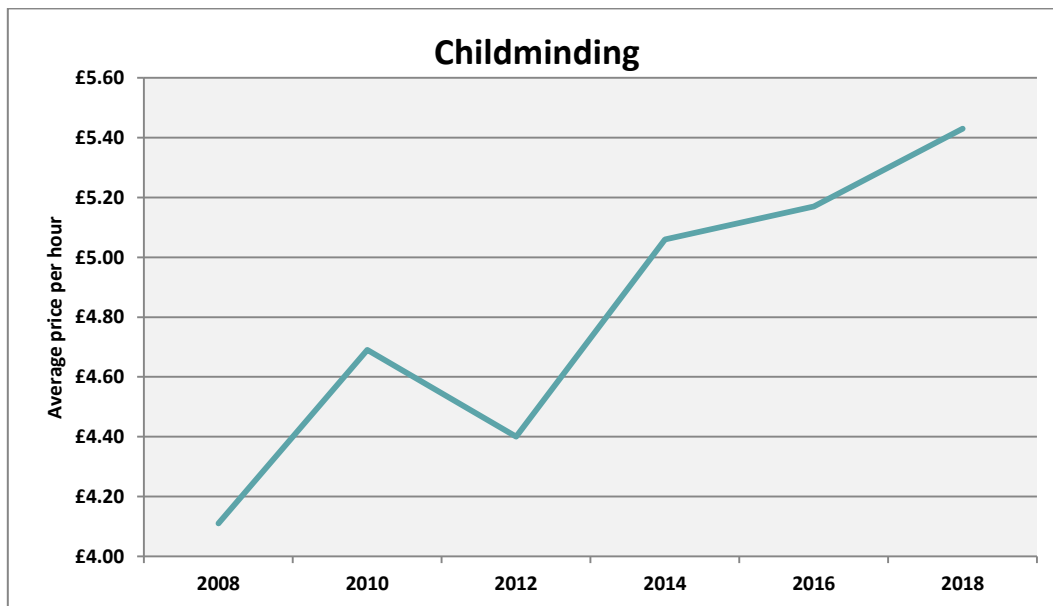
<sup>52</sup> Sessional care prices include independent school fees which are often significantly higher than those of sessional private and voluntary sector settings; when independent schools are excluded the average price is £5.26 per hour

The distribution of sessional care places by cost band is shown below. 57 per cent of sessional care places were priced between £5.00 and £6.49 per hour; in 2016 62 per cent of sessional care places were priced between £3.50 and £5.49 an hour.



### 15.3 Childminding

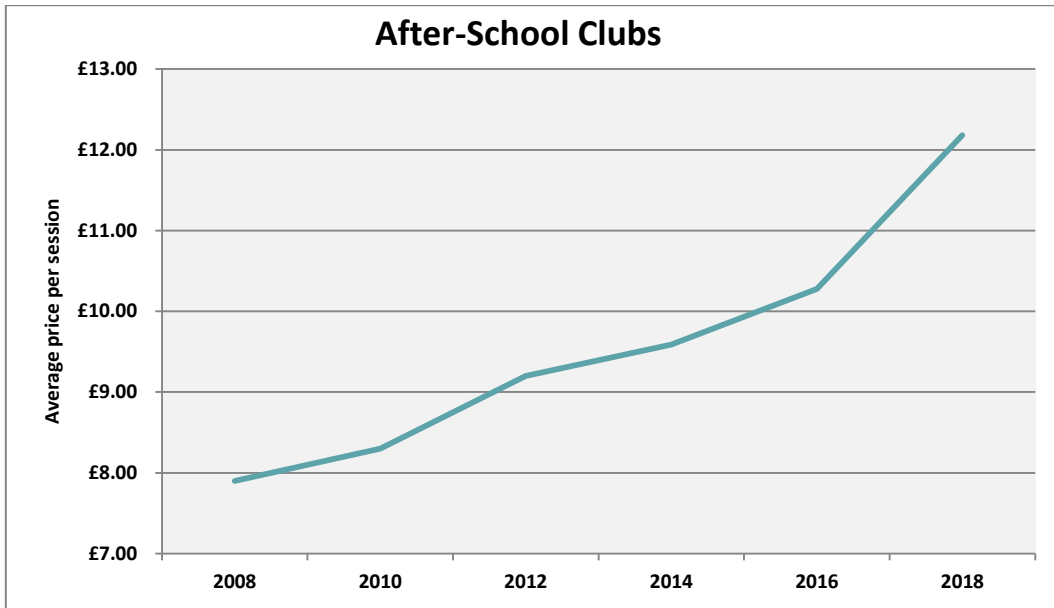
The average of price of childminding is £5.43 per hour and has increased by 5 per cent since 2016.



- Highest in the city £8.00 per hour
- Lowest in the city £4.00 per hour

## 15.4 After-school clubs

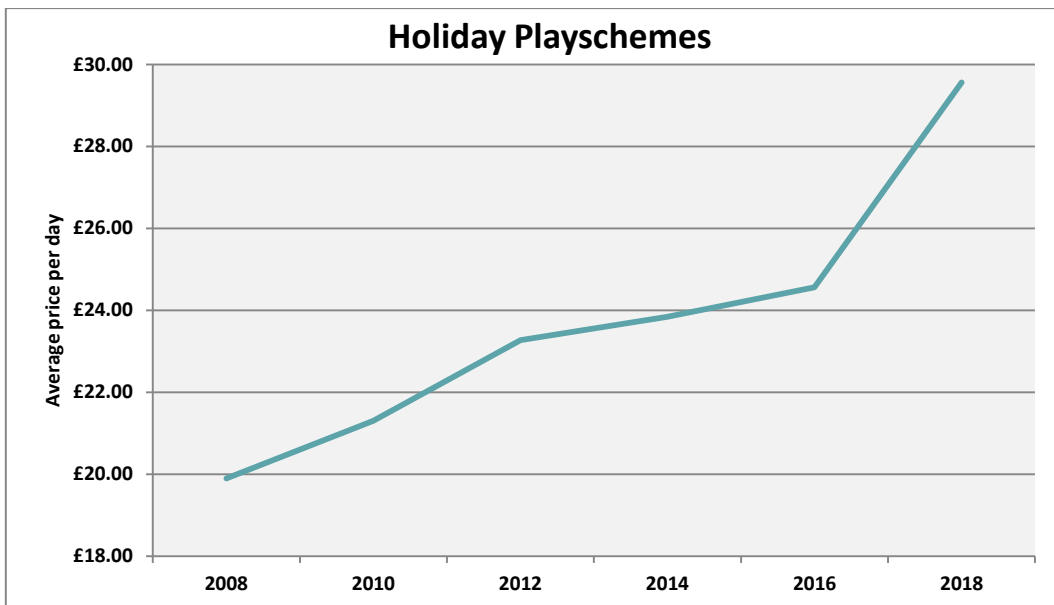
The average price of an after-school club session<sup>53</sup> is £12.18, an 18.5 per cent increase since 2016.



- Highest in city £15.00 per session
- Lowest in city £6.00 per session

## 15.5 Holiday playschemes

The average price of a holiday playscheme is £29.56 per day,<sup>54</sup> an increase of 20.4 per cent since 2016.



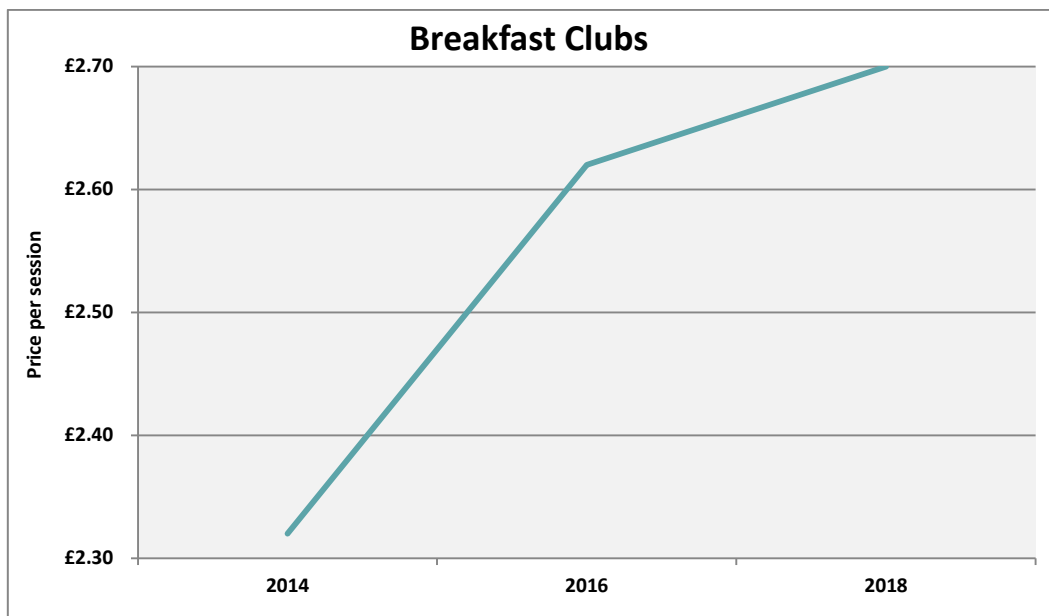
<sup>53</sup> On average an after-school club session last 2 hours 50 minutes

<sup>54</sup> The price is for a standard day, excluding any earlier or later hours that can be purchased; day lengths range from five to 10 hours

- Highest in the city £46.00
- Lowest in the city £23.50

### 15.6 Breakfast clubs

The average price of a breakfast club is £2.70, an increase of 3.1 per cent since 2016. Some breakfast clubs are free, and some do not include any food.



- Highest in the city £4.75
- Lowest in the city free

### 15.7 At home childcarers

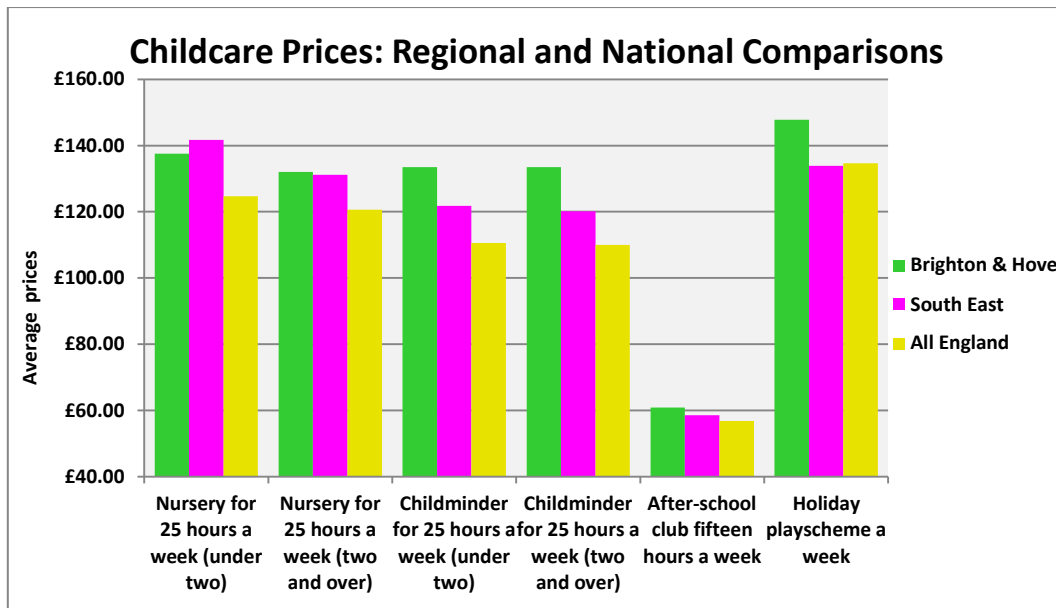
The average hourly price for an at home childcarer is £9.92,<sup>55</sup> an increase of 11.2 per cent since 2016. Most charge additional fees for weekend and overnight care, as well as for looking after more than one child.

### 15.8 Regional and national price comparisons<sup>56</sup>

All average childcare prices in Brighton & Hove are higher than those in England as a whole, with the greatest difference in the price of a childminder. Compared with regional prices Brighton & Hove's are also higher, except for the price of nursery provision for a child under two.

<sup>55</sup> Based on data from 29 at home childcarers

<sup>56</sup> Data from Coram Family and Childcare [Childcare Costs Survey 2018](#)



### 15.9 Help with childcare costs

In addition to EYFE parents can access support with their childcare costs, where the childcare is registered with Ofsted (including on the voluntary childcare register) through

- Tax free childcare – for children under the age of 12 parents can received up to £2,000 per child per year government support with childcare costs (or up to £4,000 if the child is disabled)
- Childcare element of Working Tax Credit – up to 70 per cent of childcare costs
- Childcare support through Universal Credit – up to 85 per cent of childcare costs
- Care to Learn – for parents under the age of 20 at the start of their course in school or college
- Childcare grant – for students in higher education who are eligible for student finance

## **16. Appendices**

### **16.1 Appendix 1 Parent survey**

### **16.2 Appendix 2 Parent survey postcard**

### **16.3 Appendix 3 List of community groups for parent survey**

### **16.4 Appendix 4 Parent survey data tables**

### **16.5 Appendix 5 Provider data tables**



<b>Subject:</b>	<b>Families, Children and Learning Fees and Charges 2019/20</b>		
<b>Date of Meeting:</b>	<b>14 January 2019</b>		
<b>Report of:</b>	<b>Executive Director Families, Children and Learning</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Louise Hoten / Caroline Parker</b>	<b>Tel: 29-3440 / 3587</b>
	<b>Email:</b>	<a href="mailto:louise.hoten@brighton-hove.gov.uk">louise.hoten@brighton-hove.gov.uk</a> <a href="mailto:caroline.parker@brighton-hove.gcsx.gov.uk">caroline.parker@brighton-hove.gcsx.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 and charges for Childcare Workforce Development as detailed in section 3.4 be agreed.
- 2.3 That the position on the charges for school meals as detailed in section 3.5 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 14 February 2019 to be considered as part of the overall budget proposals. 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 will normally need to be dealt with by Policy, Resources & Growth Committee as per the requirements of the constitution. This does not prohibit the service committee from making alternative 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. 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 14 February 2019 and then by Budget Council on 28 February 2019.

3.2 The council's Corporate Fees and Charges Policy requires that all fees and charges are reviewed at least annually and should normally be increased by either the corporate rate of inflation or actual increases in the costs of providing the service. The budget update report approved by Policy, Resources & Growth Committee in July 2018 specified the assumed corporate rate of inflation to be applied to fees and charges income targets of 2.0% with the exception of parking Penalty Charge Notices. The corporate rate of inflation is applied to ensure that income is maintained in proportion to expenditure where annual inflationary cost pressures are experienced. The council's Standard Financial Procedures state that service committees shall receive a report from Executive Directors on proposed fees and charges variations above or below the corporately applied rate of inflation.

#### 3.3 Nurseries

3.3.1 Part of the council's early year's strategy is to provide high quality childcare in the most disadvantaged areas to ensure that local children can access provision. Council-run full day care nurseries are:

- Acorn Nursery – North Portslade Children's Centre
- Bright Start Nursery – Old Slipper Baths (North Laines)
- Cherry Tree Nursery – Hollingdean Children's Centre
- Jump Start – Moulsecoomb Children's Centre
- Roundabout Nursery - (Roundabout Children's Centre, Whitehawk)

There are also two sessional nurseries:

- Pavilion Pre-school – North Portslade
- Sun Valley Nursery – Valley Social Centre, (Whitehawk)

The Council also subsidises Tarnerland Nursery School to provide full day care in addition to free early education places.

3.3.2 The nurseries provide free part time early education places for low income two year olds and 3 and 4 year olds and childcare that parents pay for. All of the nurseries are based in buildings owned by the Council except for Sun Valley which is leased from the Valley Social Centre in Whitehawk.

3.3.3 The Council subsidy for the nurseries is £509,000 in 2018/19. The budget for 2017/18 was £308,000 and, together with an over-spend of £155,000, the total subsidy was £463,000. The budget for 2018/19 was increased to take account of the overspend last year. This was due to the low level of Government funding for

the early years free entitlement and the increase to 30 hours for 3 and 4 year olds.

The total projected income for the all the nurseries in 2018/19 is just over £2.94 million:

- 38% fees from parents (compared to 42% in 2017/18)
- 45% Dedicated Schools Grant (early years block) for the entitlement for 2, 3 and 4 year olds compared to 40% in 2017/18
- 17% council subsidy (based on the latest TBM figures) compared to 18% in 2017/18

3.3.4 The highest subsidies are in the nurseries in Whitehawk and Moulsecoomb where most children just take up their free childcare places and there are the highest number of funded two year olds. There are also more children with child protection plans and special educational needs and disabilities who need higher staff ratios.

#### Funding for free childcare places for 2, 3 and 4 year olds

3.3.5 Disadvantaged two year olds are entitled to 570 hours a year of free childcare from the term after their second birthday and a key priority is to ensure that there are sufficient high quality places for these children. Brighton and Hove is funded at an hourly rate of £5.20 an hour. This is the lowest rate in the south east. The highest is £5.88 and the average is £5.56.

3.3.6 All three and four year olds are entitled to 570 hours (15 hours a week, term time only) of free childcare. Funding is allocated by Government on a national formula. The rate for Brighton and Hove is £4.45 per hour which is significantly below the published national average amount of £4.88. The lowest rate in the South East is £4.30, the average is £4.80 and the highest is £5.79. These figures refer to the total rate paid to the local authority and include inclusion funding and central costs. The council is passing on 95 per cent of its funding allocation to childcare providers, with an average hourly rate of £4.25, including additional support funding. This is less than the average fee that parents pay for childcare. The Government published the national early years funding rates for 2019/20 in November 2018 and these did not increase by inflation.

3.3.7 The Council has repeatedly raised the issue of the low rate of early years funding for the city with the Government both through the city's MPs and directly with Ministers. Unfortunately the funding we receive has not increased.

#### Nursery Fees

3.3.7 The existing fee policy for the nurseries is:

- £5.35 for all ages of children (£5.20 for children attending Pavilion as the pre-school is based in a sports pavilion, sharing space with a football team. Typically sessional providers in shared buildings charge a lower rate). The fees were set at the same rate for all ages last year with increases between 9% and 3%.
- £2.18 for lunches and teas. Breakfast and snacks are included in the hourly rate. Parents can choose to bring a packed lunch.

3.3.8 The proposal is to increase fees to take account of the continuing pressures on the nursery budget caused by the low hourly rate for free places for 2, 3 and 4 year olds and increases in the cost of meals. There is a range of help from the Government for parents with childcare costs in addition to the free early years entitlement of 15 or 30 hours. Parents on Universal Credit can claim up to 85% of childcare costs and parents on higher incomes can apply for Tax Free Childcare which will pay 20% of their childcare costs (see paragraph 5.3.1).

The following table show the income that would be generated by increasing fees that parents pay. This is based on the estimated income from fees for 2018/19 of £1.122 million. Inflation is 2% for 2019/20 so a rise of below 2% would lead to a cost pressure of the nurseries.

Increase (%)	Hourly fee	Additional income	Income above inflation
0	£5.35	0	-22440
2	£5.46	22440	0
3	£5.51	33660	11220
4	£5.57	44880	22440
4.3	£5.59	48246	25806
4.5	£5.60	50490	28050

There will also be a pressure on the nursery budget as the DSG income for the early years free entitlement is not increasing by inflation. Two per cent of the DSG income of £1.3 million is £26,000. A rise of 4.3% in fees could generate enough income to cover the inflation pressure for the both the fee and DSG income. However there is a risk that a high increase will mean that parents take up less childcare which will reduce income. A lower increase could improve occupancy and increase income. An increase of 4% is being proposed.

The proposals are to:

- Increase the standard hourly rate of £5.35 for all ages of children to £5.57. (£5.51 for children attending Pavilion). This is a 4% increase.
- Increase the cost of meals by 12p to £2.30 per meal for lunch or tea where this is supplied by the nursery to reflect increases in costs from the supplier – an increase of 5.5%.

Nursery Benchmarking - average cost per hour for a 10 hour day (summer 2018)

	PVI Average hourly rate	Council nurseries from April 2019
Full day care		
0-23 months	£5.50	£5.57
2	£5.35	£5.57
3 and 4	£5.28	£5.57
Any age	£5.40	£5.57

The data is based on 74 full day care settings and the hourly rate for a full day's childcare in the summer of 2018. Many settings charge more for shorter

sessions, particularly for a morning. Some settings limit the number of free hours that children can take each day and charge a much higher rate for hours which are bought by parents in addition to the free hours, for example between £6 and £10 an hour depending on the number of extra hours paid for.

### 3.4 Childcare Workforce Development

3.4.1 Charges for early years and childcare providers to access the childcare training programme in 2018/19 are:

- £120 for paediatric first aid training
- £62 for full day training (£100 for outside of B&H)
- £42 for half day training (£70 for outside of B&H)
- £20 for safeguarding courses (£100 outside Brighton and Hove)
- £70 for job vacancy advert (£120 outside of B &H)

3.4.2 The proposed fees for 2019/20 are to keep the fees at the same level as 2018/19. Applications for our courses are down this year so a price rise could have a negative impact early years providers and on income generation. The income helps to sustain a programme that offers training opportunities for the sector not readily accessible elsewhere locally.

3.4.3 Benchmarking Information 2017/18 shows that we charge slightly more than other LAs for half day training and are mid-range for full day costs. Some other LAs do not charge for their job vacancy services.

Local Authority	Half day	Full day	Job Vacancy Service
Surrey	£25	£50	£50
East Sussex	£50	£90	No charge
Southampton	£45	£80	No charge
Bedford	£35	£55	No charge
Oxford	£30	£50	No charge

### 3.5 School Meals

3.5.1 The cost of school meals to the local authority (schools) is inflated annually in accordance with the price review mechanism detailed in the school meals contract as detailed below. The current contract started on 1 August 2018 for a period of 4 years with an opportunity to extend up to 24 months. As a fully delegated service, 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.

3.5.2 The current charge for school meals in primary schools has remained at £2.20 and was last increased in April 2018; the new contract requires the payment of the Living Wage (Living Wage Foundation) to employees.

Any decision to increase the selling price to parents will be made in June 2019 for implementation from 1<sup>st</sup> August 2019, and will be based on the April 2019 indices detailed below:

The meal price will be varied in line with the following two indices:

a) Food element

Annual movement in the Retail Price Index (all items) as published by the Office for National Statistics. (Food CHBA)

b) Labour element

The labour element will increase based on the percentage (%) annual movement as agreed by the Living Wage Commission for the UK Living Wage (outside of London).

The Management fee price will vary in line with the annual movement in the Consumer Price Index (all items) published by the Office for National Statistics.

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.

3.5.3 Under the current contractual arrangement there continues to be a low fixed cost in the form of a management fee and a higher variable cost for each meal served, this ensures that the contractor should be more inclined to increase sales as we have seen with the previous 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 the continued support 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 Council. The increased cost of free school meals has not been passed onto schools for the financial year 2018/19, this will be mitigated through cash and sales of UIFSM which are grant funded.

## **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 2018/19 is approximately £2.6m excluding schools.

5.1.1 The fees and charges recommended in this report have been reviewed in line with the Corporate Fees & Charges Policy and budget assumptions approved by Policy, Resources & Growth Committee. This is to ensure that fees and charges

are appropriately benchmarked to comparative services and recover the full cost of service wherever possible. The anticipated recurring financial impact of the proposed changes will be reflected within service revenue budgets. Where proposed increases are greater than the corporate rate of inflation of 2% (applied to all income targets except parking Penalty Charge Notices to ensure income is maintained in proportion to expenditure) and provide an increased contribution toward the cost of services including overheads, changes to fees and charges can result in a net budget saving. Where this is the case, this will normally be reflected in Integrated Service & Financial Plan proposals for the relevant service and will be incorporated within the revenue budget report to Policy, Resources & Growth Committee and Budget Council.

Finance Officer Consulted: Louise Hoten

Date: 19/11/2018

#### 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. The report indicates the analysis against which the recommendations have been made and the obligations of the council in relation to the funding of free nursery places.

Lawyer Consulted: Serena Kynaston

Date: 21 December 2018

#### 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. Parents claiming Universal Credit are entitled to claim 85% of childcare costs. Alternatively parents on higher incomes can apply for Tax Free Childcare. For every £8 a parent pays into their childcare account, the government will pay in an extra £2 up to a maximum of £2000. Parents can then use this money to pay their childcare provider.
- 5.3.2 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 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.

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

- 6.1 Alternative options considered for the nursery fee increases included limiting the number of free hours that children can use each day and further increasing the hourly charge for the hours that parents pay for in addition to the free hours.

**7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 To agree and/or note the Families, Children and Learning Services Fees and Charges for 2019/20.

**SUPPORTING DOCUMENTATION**

**Appendices:**

None

**Documents in Members' Rooms**

None

**Background Documents**

1. Fees and Charges Analysis – 2018/19



<b>Subject:</b>	<b>School Admission Arrangements 2020/21</b>		
<b>Date of Meeting:</b>	<b>14 January 2019</b>		
<b>Report of:</b>	<b>Pinaki Ghoshal – Executive Director of Families, Children &amp; Learning</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Richard Barker</b>	<b>Tel: 01273 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**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 This report details the proposed school admission arrangements for the city's schools, for which the Council is the admission authority, for the academic year 2020-21.
- 1.2 When changes are proposed to admission arrangements, all admission authorities must consult on those arrangements that will apply. The committee agreed to a consultation in September 2018 and this was undertaken between 19 November 2018 and 31 December 2018.

**2. RECOMMENDATIONS:**

- 2.1 That the admission priorities for Community Schools as set out in the consultation documents (appended) be adopted for all age groups so as to include children who have been in state care outside of England and have ceased to be in state care as a result of being adopted within the definition of children in care and previous children in care.
- 2.2 That the proposed school admission numbers set out in the consultation documents be adopted for the admissions year 2020/21 including the reduction in the Published Admission Number (PAN) of Westdene Primary School from 90 pupils to 60 pupils.
- 2.3 That the co-ordinated schemes of admission be approved.
- 2.4 That the city boundary be retained as the relevant area for consultation for school admissions.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 In total there were fewer than five responses to the consultation that was hosted on the council's online consultation portal.
- 3.2 Admission authorities are currently required to give highest priority to children in care and all previous children in care. Previous children in care are 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).

On 4 December 2017, the Rt Hon Nick Gibb, Minister of State for School Standards wrote to admission authorities to encourage them to introduce a change in their admissions policies so as to give children who have been in care overseas the second highest priority.

- 3.3 The Council's consultation asked respondents to comment on the proposal to change the definition of Priority 1 to include pupils who are or were in care outside of England.
- 3.4 There were no negative comments made in relation to the proposed admission arrangements and oversubscription criteria. It was noted that this follows the recommendation of Government. An observation was made that obtaining credible evidence that a child was previously in care in another country could be hard to achieve. This difficulty is understood by the Council who will seek to maintain a high level of scrutiny to assure itself that this criterion is suitably met.
- 3.5 A list of PANs for primary and secondary schools where the council is the admission authority were published as part of the consultation. Respondents to the consultation were asked to provide any comments on the Published Admission Numbers and the proposal to reduce the admissions number for Westdene Primary School. No comments on this proposal were received.
- 3.6 The consultation also asked for any comment or changes you would propose to the In-Year Coordinated Scheme. No comments were received.
- 3.7 A comment was received about the clarity and range of information in the school admission literature about admission to school outside a child's chronological year group. Admission authorities must make clear in their admission arrangements the process for requesting admission out of the normal age group and it was noted that there is no information on parents who may be seeking accelerated entry to school. These comments have been noted and will be considered when the literature is reviewed prior to publication in September 2019.

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

- 4.1 The Council could propose to make no change to its current admission arrangements. There has been no change to the School Admission Code and therefore the Council's current priority in relation to children in the care of a local authority and previous children in care is compliant.
- 4.2 The responses received to this proposal do not contest the proposal to implement the change to the current admission arrangements.
- 4.3 The Council could propose to make no change to the Published Admission Number for the community schools. The Council has not sought to reduce the PAN of any school unless it has the support of the Governing Body. Therefore no other reduction in PAN has been proposed. The Council could propose to make no change at Westdene Primary School but there is a need to reduce the supply of school places in the city as the numbers of children requiring places reduces.

- 4.4 The responses received to this consultation have made no comment on the proposal to reduce the PAN of Westdene Primary School.

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

- 5.1 The Council undertook a consultation on its proposed arrangements between 19 November and 31 December 2018.
- 5.2 Governing Bodies of all maintained schools and Academies in the city were invited to give their views on the proposals for admission arrangements to Community Schools. This was communicated by a Schools Bulletin on 19 November 2018.

## **6. CONCLUSION**

- 6.1 The School Admissions Code requires admission authorities to determine admission arrangements for school and to have consulted upon these proposals in line with the stipulated requirements.
- 6.2 A consultation activity has been undertaken between 19 November and 31 December 2018 and the responses and proposals have been outlined in the report.
- 6.3 It is proposed that the recommendations relating to the school's admission numbers, admission priorities, co-ordinated scheme and relevant area are agreed. There were no responses to the consultation which opposed the proposals put forward.

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

### Financial Implications:

- 7.1 It is not possible to quantify in detail the financial implications of recommendation 2.1. 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.
- 7.2 In reducing Westdene's PAN from 90 to 60 in September 2020, this will reduce their budget for 2021/22. The school are working on their longer term budget plan in the knowledge that this will happen and therefore planning in the knowledge that a reduction will happen, they have time to plan for this during 2019/20 & 2020/21 before the change in 2021/22.

*Finance Officer Consulted: Andy Moore*

*Date: 04/12/18*

### Legal Implications:

- 7.3 Section 88C of the School Standards and Framework Act 1998 as amended requires admission authorities to determine their admission arrangements annually. Arrangements must be determined 18 months in advance of the academic year to which they apply. The determination must be preceded by consultation with the Governing Bodies of Schools within the area of the Local

Authority for which the Local Authority is the admission authority, with parents and with neighbouring admission authorities. Consultation must be completed by 31 January in the year preceding the admission round, and should be for a period of no less than 6 weeks. Admission Authorities must determine their admission arrangements following that consultation by 28 February.

- 7.4 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 can make an objection to the Schools Adjudicator. Community schools also have the right to object to the Schools Adjudicator if the PAN set for them is lower than they would wish.

*Lawyer Consulted:*

*Serena Kynaston*

*Date: 04/12/2018*

Equalities Implications:

- 7.5 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:

- 7.6 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. Various implications
2. Published Admission Numbers for Primary and Secondary schools.
3. Admission arrangements and priorities for community primary and secondary schools
4. Coordinated scheme of admissions – primary.
5. Coordinated scheme of admissions – secondary.
6. Coordinated scheme of admissions – in year arrangements

Crime & Disorder Implications:

- 1.1 None

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

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.



Appendix 2

<b>Primary Admissions Numbers 2020/21</b>	<b>Planned Admission No. 2020-21</b>
<b>Name of School</b>	
<b>Aldrington CE Primary</b>	<b>60</b>
<b>Balfour Primary</b>	<b>120</b>
<b>Benfield Primary</b>	<b>60</b>
<b>Bevendean Primary</b>	<b>60</b>
<b>Bilingual Primary</b>	<b>90</b>
<b>Brunswick Primary</b>	<b>120</b>
<b>Brackenbury Primary</b>	<b>30</b>
<b>Carden Primary</b>	<b>60</b>
<b>Carlton Hill Primary</b>	<b>30</b>
<b>City Academy Whitehawk</b>	<b>60</b>
<b>Coldean Primary</b>	<b>60</b>
<b>Coombe Road Primary</b>	<b>30</b>
<b>Cottesmore St Marys Catholic</b>	<b>60</b>
<b>Downs Infant</b>	<b>120</b>
<b>Downs Junior</b>	<b>128</b>
<b>Elm Grove Primary</b>	<b>60</b>
<b>Fairlight Primary</b>	<b>60</b>
<b>Goldstone Primary</b>	<b>90</b>
<b>Hangleton Primary</b>	<b>90</b>
<b>Hertford Infant</b>	<b>60</b>
<b>Hertford Junior</b>	<b>60</b>
<b>Hove Junior School (Holland Road)</b>	<b>128</b>
<b>Hove Junior School (Portland Road)</b>	<b>128</b>
<b>Middle Street Primary</b>	<b>30</b>
<b>Mile Oak Primary</b>	<b>90</b>
<b>Moulsecoomb Primary</b>	<b>60</b>
<b>Our Lady of Lourdes</b>	<b>30</b>
<b>Patcham Infant</b>	<b>90</b>
<b>Patcham Junior</b>	<b>96</b>
<b>Peter Gladwin Primary</b>	<b>30</b>
<b>Queens Park Primary</b>	<b>60</b>
<b>Rudyard Kipling Primary</b>	<b>60</b>
<b>Saltdean Primary</b>	<b>90</b>
<b>St Andrew's CE Primary</b>	<b>90</b>
<b>St Bartholomew CE Primary</b>	<b>30</b>
<b>St Bernadette's Catholic Primary</b>	<b>30</b>
<b>St John The Baptist Catholic Primary</b>	<b>30</b>
<b>St Joseph's Catholic Primary</b>	<b>30</b>
<b>St Lukes Primary</b>	<b>90</b>
<b>St Margaret's CE Primary</b>	<b>30</b>
<b>St Mark's CE Primary</b>	<b>30</b>
<b>St Martin's CE Primary</b>	<b>30</b>
<b>St Mary Magdalen Catholic Primary</b>	<b>30</b>
<b>St Mary's Catholic Primary</b>	<b>30</b>
<b>St Nicolas CE Primary</b>	<b>60</b>
<b>St Paul's CE Primary</b>	<b>30</b>

Appendix 2

<b>St Peter's Community Primary</b>	<b>30</b>
<b>Stanford Infant</b>	<b>90</b>
<b>Stanford Junior</b>	<b>96</b>
<b>West Blatchington Primary</b>	<b>60</b>
<b>West Hove Infant (Portland Road)</b>	<b>120</b>
<b>West Hove Infant (Connaught Road)</b>	<b>90</b>
<b>Westdene Primary</b>	<b>60</b>
<b>Woodingdean Primary</b>	<b>60</b>
<b>Secondary Admission Numbers 2020-21</b>	
<b>Name of school</b>	<b>Planned admission no. 2020-21</b>
<b>Brighton Aldridge Community Academy</b>	<b>180</b>
<b>Blatchington Mill</b>	<b>330</b>
<b>Cardinal Newman Catholic</b>	<b>360</b>
<b>Dorothy Stringer</b>	<b>330</b>
<b>Hove Park</b>	<b>300</b>
<b>King's</b>	<b>150</b>
<b>Longhill High</b>	<b>270</b>
<b>Patcham High</b>	<b>225</b>
<b>Portslade Aldridge Community Academy</b>	<b>240</b>
<b>Varndean</b>	<b>300</b>



## **Admission Arrangements for Brighton & Hove Schools 2020/21**

### **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 in England or elsewhere 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.

### **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 in England or elsewhere 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. Sibling link.
4. For junior schools only: children attending a linked infant school
5. Other Children.

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



## BRIGHTON & HOVE CITY COUNCIL

### **Scheme for co-ordinated admissions to infant, primary and junior schools – Admissions Year 2020/21 (Admissions to Reception or year 3 of Junior School in September 2020)**

#### **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, Academies (for the purposes of this document Free Schools are included as Academies), and voluntary aided schools which act as their 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 2014 and more detailed arrangements set out in the School Admissions Code 2014.

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 governing bodies for VA schools and Academies will need to meet between 15 February 2020 and 08 March 2021 when the ranking order needs to be returned to the Local Authority.**

#### **Key dates**

- |   |                  |
|---|------------------|
| • Online application facility available | 1 September 2019 |
| • Distribution of admission booklets    | on request       |
| • Closing date for applications         | 15 January 2020  |

- Preference data exchanged with Voluntary aided schools and other LAs. 15 February 2020
- Voluntary Aided schools provide Council with provisional ranking order of all applicants. 08 March 2020
- Data exchanged with VA schools and neighbouring authorities 08 March 2020
- Consider qualifying late applications. 08 March 2020
- Finalise allocations and provide schools with offer details. 05 April 2020
- Decisions emailed to parents/carers, Letters posted to parents who applied on paper. 16 April 2020
- Deadline for acceptance of places and appeals to be heard in the main round. 22 May 2020

### **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 2019 encouraging parents to apply online. Leaflets and posters will be sent to 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 at a City Community School, an Academy, a Free School or a voluntary aided school, or any maintained school outside the City of Brighton & Hove. Those residents 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 preferences, and each preference listed will be prioritised on the basis of the published admission priorities for community and own admission authority 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 2020**.
4. Where as part of its admission priorities a voluntary aided school requires additional supporting information, such as a Supplementary Information 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 record of 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 15 February 2020**
  - ❖ 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. 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 this will be indicated. These pupils must be given a place at the school 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 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 subsequent).
7. **No later than 8 March 2020**
  - ❖ 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 2020.

- ❖ 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 2020.
- ❖ 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.

#### **8. No later than 5 April 2020**

- ❖ 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 8 March 2020.
- ❖ 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 2020**

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.
- ❖ Details about waiting lists for preferences that could not be met.

#### **10. 22 May 2020**

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. 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 submit their application 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 8 March 2020 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 **8 March 2020**.
- II. Any preference forms received for community schools in respect of children in care will be included in the main admission round as valid preference at any time up to **5 April 2020**. 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 but before the 8 March 2020 will be sent a letter allocating a school place on 16 April 2020 or as soon as possible after that date if the volume of late applications is high. Applications received after this date will be sent an allocation letter as soon as possible after 16 April 2020.
- IV. 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 2020**.
- V.
- VI. 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 **8 March 2020** 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.

- VII. Other late applications where there is a good reason for this will be considered in the main round of allocations if received by **8 March 2020** 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 2020** and the home address has not changed, that changed preference will not be considered until after **30 June 2020**. 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 2020 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 co-ordinated scheme for in-year applications.) 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 when places are allocated on **16 April 2020**. 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 **22 May 2020** 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 2020**.
- 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 2020/21 (Admissions to year 7 in September 2020)**

#### **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 2014 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 2019
- Distribution of admission leaflets by 12 September 2019
- Distribution of admission booklets on demand
- Closing date for applications 31 October 2019
- Preference data exchanged with Cardinal

- |  |                                |
|--|--------------------------------|
| Newman School, King's School and neighbouring LAs  | 21-28 November 2019            |
| • Cardinal Newman & King's School provide LA with provisional ranking order of applicants.                 | 19 December 2019               |
| • Consider qualifying late applications.   | 22 January 2020                |
| • Finalise allocations and exchange offer details with Cardinal Newman, King's school and neighbouring LAs | Between 28 January- 8 Feb 2020 |
| • Notification e-mails sent to parents, decisions posted to applicants using paper forms                   | 1 March 2020                   |
| • Deadline date for acceptance of places and appeals to be heard in the main round.                        | 1 April 2020                   |

### 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 2019. 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 residents 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 2019**. 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.
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 Supplementary Information 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 21 November 2019.**

- ❖ 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 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 naming the school and must be offered a place this will be indicated. (These pupils must be given a place at the school 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 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).

**No later than 19 December 2019**

- ❖ 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. 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 2020.

- ❖ 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 28 January and 8 February 2020**

- ❖ 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 22 January, 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 2020**

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.
- ❖ Details about waiting lists and reallocation pools for preferences that could not be met.

### **1 April 2020**

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 2020 their application will be included in the main admissions round.

### **Late applications received before the 22 January 2020.**

- 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 care will be included in the main admission round as valid first preferences at any time up to the allocation date on **8 February 2020**. 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 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 22 January 2020 will be sent a letter allocating a school place on 1 March 2020 or as soon as possible after that date if the volume of late applications is high. Applications received after this date will be sent an allocation letter as soon as possible after 1 March 2020.
- 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 2020**. They will have to provide evidence of the address change. Those applications 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 2020** 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 22 January 2020.**

- 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 2020 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 2020. 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 church 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 all un-met first preferences for community schools. 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 2020. 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.
- III. Parents/carers wishing to keep their child's name in the reallocation pool beyond the end of the Autumn Term must inform the LA. They must renew the position on the reallocation pool each term thereafter. Applicants outside of the main admission exercise will be placed in the reallocation pool 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 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 1 April 2020 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 application. 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 2020.
- 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 2019/20**

#### **Introduction**

The requirement for In-Year co-ordination was abolished by the School Admissions Code 2012, however there is still a requirement for the Local Authority to retain a monitoring role in in-year allocation of school places. In view of this it is proposed to continue 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 2019.

#### **Procedure**

1. Parents may name up to three preferences on the Brighton & Hove application 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 church voluntary aided 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 2019/20 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. Appeal forms for Brighton & Hove schools will not automatically be sent with the notification letter, but are available on the council's website and hard copies are available on request.

## 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 school waiting lists or re-allocation pools will be cleared at the end of each term. Any parents wanting their child to remain on a waiting list or reallocation pool will need to contact the admission authority to request this on a termly basis.
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 in year 11. Other admission authorities may continue to maintain waiting lists.

