

Central Bedfordshire  
Council  
Priory House  
Monks Walk  
Chicksands,  
Shefford SG17 5TQ



**please ask for** Jonathon Partridge  
**direct line** 0300 300 4634  
**date** 05 December 2013

## NOTICE OF MEETING

### CHILDREN'S SERVICES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

**Friday, 13 December 2013 9.30 a.m.**

Venue at

**Meeting Room 15, Priory House, Monks Walk, Shefford**

Richard Carr  
**Chief Executive**

To: The Chairman and Members of the CHILDREN'S SERVICES OVERVIEW & SCRUTINY COMMITTEE:

Cllrs Mrs A Barker (Chairman), N B Costin (Vice-Chairman), R D Berry, D Bowater, Mrs G Clarke, Mrs R J Drinkwater, Mrs D B Gurney, P Hollick, D Jones and R B Pepworth

[Named Substitutes:

Mrs S A Goodchild, K Janes, B Saunders, A Shadbolt and N J Sheppard]

Co-optees: Mr Court (Parent Governor), Ms Copley (Parent Governor), Ms Image (Roman Catholic Diocese), Mr Landman (Parent Governor) and Mr Reynolds (Church of England Diocese)

All other Members of the Council - on request

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS  
MEETING**

# AGENDA

1. **Apologies for Absence**

Apologies for absence and notification of substitute members.

2. **Minutes**

To approve as a correct record the Minutes of the meeting of the Children's Services Overview and Scrutiny Committee held on 15 October 2013 and to note actions taken since that meeting.

3. **Members' Interests**

To receive from Members any declarations of interest and of any political whip in relation to any agenda item.

4. **Chairman's Announcements and Communications**

To receive any announcements from the Chairman and any matters of communication.

5. **Petitions**

To receive petitions from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

6. **Questions, Statements or Deputations**

To receive any questions, statements or deputations from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of part A4 of the Constitution.

7. **Call-In**

To consider any decision of the Executive referred to this Committee for review in accordance with Procedure Rule 10.10 of Part D2.

8. **Requested Items**

To consider any items referred to the Committee at the request of a Member under Procedure Rule 3.1 of Part D2 of the Constitution.

|                |
|----------------|
| <b>Reports</b> |
|----------------|

| <b>Item</b> | <b>Subject</b>  | <b>Page Nos.</b> |
|-------------|---|------------------|
| 9           | <p><b>Executive Member Update</b></p> <p>To receive a brief verbal update from the Executive Member for Children’s Services.</p>  | *                |
| 10          | <p><b>Responses to School Funding Consultation: Arrangements for 2014/15</b></p> <p>To consider the responses to the consultation regarding the proposed distribution for the Dedicated Schools Grant – School Block for 2014/2015.</p>   | * 11 - 46        |
| 11          | <p><b>Accountability Framework for School Outcomes</b></p> <p>To receive a presentation regarding the accountability framework for school outcomes including the Council’s role and the use of Ofsted School Data Dashboards.</p>   | * 47 - 54        |
| 12          | <p><b>Consultation on Admissions Arrangements 2015/16</b></p> <p>To consider a report regarding a consultation on the Council’s admission arrangements for 2015/16 and in particular the Council’s co-ordinated admissions schemes and admission arrangements for community and voluntary controlled schools.</p>   | * 55 - 98        |
| 13          | <p><b>Home to School Transport Policy</b></p> <p>To consider changes to the Home to School Transport Policy as outlined in a previous presentation to the Committee on 3 September 2013.</p> <p>Due to the length of Appendix A (draft Home to School Transport Policy) this document has been circulated to Members of the OSC only and is available in hard copy from the following link:-</p> <p><a href="http://www.centralbedfordshire.gov.uk/modgov/ieListMeetings.aspx?Committeeld=650">http://www.centralbedfordshire.gov.uk/modgov/ieListMeetings.aspx?Committeeld=650</a></p> | * 99 - 122       |
| 14          | <p><b>Disability Review Programme: Support and Aspiration</b></p> <p>To receive a presentation providing an update on progress regards the Disability Review and Support and Aspiration.</p>  | * 123 - 130      |

- 15      **Q2 Capital Budget Monitoring**      \*      131 - 140
- To consider the projected full year capital budget forecast as at 30 September 2013.
- 16      **Q2 Revenue Budget Monitoring**      \*      141 - 156
- To consider the projected full year revenue budget forecast as at 30 September 2013.
- 17      **Q2 Performance Monitoring Report**      \*
- To receive the quarter 2 performance monitoring report for the Children's Services Directorate.
- The performance report was considered by the Executive at their meeting on 10 December 2013. Members are requested to bring a copy of their report with them to the meeting. A full copy is available at the following link or on request:-
- <http://www.centralbedfordshire.gov.uk/modgov/>
- 18      **Work Programme 2013 - 2014 & Executive Forward Plan**      \*      157 - 160
- The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **CHILDREN'S SERVICES OVERVIEW & SCRUTINY COMMITTEE** held in Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 15 October 2013

**PRESENT**

Cllr Mrs A Barker (Chairman)  
Cllr N B Costin (Vice-Chairman)

|   |   |   |   |
|---|---|---|---|
| Councillors:  | R D Berry<br>D Bowater<br>Mrs G Clarke<br>Mrs R J Drinkwater                                  | Councillors:  | Mrs D B Gurney<br>D Jones<br>R B Pepworth |
| Parental Co-optees:   | H Copley<br>Mr S Court<br>D Landman   |   |   |
| Church of England<br>Co-optee:<br>Roman Catholic<br>Co-optee: | D Morton  |   |   |
| Members in<br>Attendance:                                     | Cllrs P N Aldis<br><br>A L Dodwell<br><br>Mrs S A Goodchild<br>B Saunders<br>M A G Versallion | Deputy Executive Member for<br>Children's Services<br><br>Executive Member for Children's<br>Services   |   |
| Officers in<br>Attendance:                                    | N Carter<br><br>P Hardy<br>J Partridge<br>P Picton<br><br>Mrs S Tyler                         | Chairman - Resilience Group<br><br>Compliance and Risk Adviser<br>Scrutiny Policy Adviser<br>Chairman – Central Bedfordshire<br>Safeguarding Children Board<br>Acting Assistant Director,<br>Operational Services, Children's<br>Services |   |

CS/13/58 **Minutes**

**RESOLVED** that the minutes of the meeting of the Children's Services Overview and Scrutiny Committee held on 03 September 2013 be confirmed and signed by the Chairman as a correct record.

CS/13/59 **Members' Interests**

Councillor Costin declared an interest as Chairman of Barnfield College.  
Councillor Versallion also declared an interest as he knew one of the attendees for item 11.

**CS/13/60 Chairman's Announcements and Communications**

The Chairman informed the Committee that an election process was underway to appoint two parent governor representatives to the Committee from January 2014. The appointments would be confirmed in due course. A consultation was also underway in relation to transport to schools. Mr D Landman commented that parent governors of academies were not currently permitted to be co-opted to the Committee and suggested that the Council reconsider this position in the future. The Chairman commented that she was aware of other governors of local authority schools who were not parent governors who were also not eligible to be co-opted.

**CS/13/61 Petitions**

No petitions were received from members of the public.

**CS/13/62 Questions, Statements or Deputations**

No questions, statements or deputations were received from members of the public.

**CS/13/63 Call-In**

The Panel was advised that no decisions of the Executive had been referred to the Panel under the Call-in Procedures.

**CS/13/64 Requested Items**

No items were referred to the Committee for consideration.

**CS/13/65 Executive Member Update**

The Executive Member for Children's Services provided the Committee with an update, including the following:-

- The recent Looked After Children awards, which had been very positive.
- The opening of Greenleas School, which the Executive Member had attended.
- Dissapointment relating to Barnfield Federation recently pulling out as an academy sponsor at Brewers Hill Middle School.
- A recent Member development session regarding school performance data, which had been well attended.
- A Governors Forum meeting, which would be held the following week.

In response the Committee raised several questions, to which the following responses were provided:-

- Potential future parent governors were welcome to attend Governors Forum meetings.

- Whilst the public had expressed concern regards changes to schools in Dunstable it was crucial that results were improved. The Executive Member agreed to provide an update to the Committee on the proposed changes in Dunstable at the earliest opportunity.

CS/13/66

### **Central Bedfordshire Safeguarding Children Board Annual Report**

The Executive Member introduced the Chairman of Central Bedfordshire Safeguarding Children Board (CBSCB) and recorded his thanks for the Chairman's hard work and commitment. The Chairman of CBSCB informed the Committee that the annual report had been agreed by the Board but there were no fundamental changes to the version presented to the Committee.

In light of the report the Committee commented and discussed several issues in detail as follows:-

- The need to reinforce work underway to increase the involvement of GPs and schools, especially academies. The Chairman of CBSCB explained he had attended several meetings to understand and advise on issues relating to safeguarding in schools. The CBSCB also provided training that had been attended by Headteachers and designated safeguarding persons in schools.
- The financial implications of disaggregating the joint business support arrangements for the Safeguarding Children's Boards of Central Bedfordshire and Bedford Borough, which the Chairman of CBSCB did not consider to be significant to the work of the Board.
- Concerns that several online training courses were not listed in appendix C to the annual report. The Chairman of CBSCB explained that the appendix detailed only that training which had been organised by CBSCB, there was further training provided by individual agencies that had not been included.
- Concerns that the annual report had not been published until October. The Chairman of CBSCB explained that the report had been delayed due to the late publication of statutory guidelines and the development of a standard national framework for drafting the reports.
- CBSCB should be congratulated on the high feedback rates to the training that had been provided.
- The annual report demonstrated the increasing demand for children's services and the importance of budgets being allocated appropriately in order to respond to demand.
- The importance of engagement with and participation of children and the need to ensure that the Council responds to the outcomes of this engagement. It was also suggested that the Committee should try to engage with young people, for example with the Youth Parliament, more frequently.
- Concerns regarding the high numbers of children who have been the subject of a plan on more than one occasion. The Chairman of CBSCB explained that these figures were higher than expected and there were several possible reasons that he would investigate further.
- The importance of identifying children who were also carers. The Acting Assistant Director commented that this was a very pertinent issue for the Council and work was underway with schools to identify children. The

Chairman of CBSCB also commented on the importance of schools and GPs leading in this area.

- Whether the Council would be aware of any support provided to families who lived in Central Bedfordshire but received support in Bedford or Luton. The Chairman of CBSCB explained that he met regularly with the Chairmen of the other local Boards in order to discuss concerns although this was an ongoing challenge.

In addition to the issues raised by the Committee the Chairman of CBSCB was invited to raise issues with the Committee as appropriate. It was also suggested that an appendix be added to the report detailing the feedback that the CBSCB had received from those committees to which it had been presented.

**RECOMMENDED that the comments of the Committee as detailed in the Minutes be noted.**

(Meeting adjourned at 1109 and reconvened at 1114)

CS/13/67

### **Annual Report for the Resilience Group for Schools and other settings**

The Compliance and Risk Adviser introduced the annual report for the Resilience Group for Schools and other settings covering the period September 2011-August 2013. The Committee were advised that progress had been made in relation to each of the future priorities detailed in the report. In addition the Chairman of the Resilience Group, commented that he would like to present the annual report to the Committee each year in order to receive views from Members on where the group should focus their effort.

In response to the report and further clarification provided the Committee commented and discussed the following issues in detail:-

- Concerns regarding schools within the same area managing resilience in different ways. Nearby schools should be encouraged to collaborate and have similar resilience plans.
- The importance of schools providing sufficient notice to parents with regards to closures. It was commented that whilst schools tried to provide sufficient advance notice of closure they could equally be criticised for making a decision too early.
- Concerns that the automated system for alerting parents to school closures did not work after a certain time in the evening.
- Whether teachers who were unable to attend their normal place of work would attend other local schools during adverse weather. It was clarified that this was no longer a requirement for teachers.
- Concerns that the level of practical support information provided by the Resilience Group was insufficient for schools to undertake emergency/ business continuity planning. It was commented that the Group did provide templates for schools to use but the onus was on schools to develop their own plans.
- The benefit of undertaking a 'lessons learnt' exercise after an incident in order to develop future business continuity plans in light of experience.
- All Members should be made aware of the annual report.



- The benefit of schools negotiating to use local buildings, such as churches, in incidents where children and young people are evacuated from schools during adverse weather.

**RECOMMENDED**

1. **That the comments of the Committee as detailed in the Minutes be noted and that the final annual report be circulated to all Members.**
2. **That the Annual Report continue to be received by the Committee in future years.**

(Councillor Berry left the meeting during consideration of this item)

CS/13/68

**Customer Feedback - Complaints and Compliments Annual Report**

The Acting Assistant Director introduced the annual report of compliments, comments and complaints for children's social care for 2012/13. The Acting Assistant Director commented that the directorate always tried to learn from experience and although there had been an increase in complaints these mostly related to individual cases where persons did not agree with the action taken by the Council.

In light of the report and further clarification the Committee raised a concern that the level of compliments was low and queried how the Council would try to pick these up. Acting The Assistant Director commented that there was a mechanism for receiving compliments but there were differences between children's and adult's social care as the interventions in children's social care were generally unwelcome. The Committee requested that the customer services leaflet regarding comments, complaints and compliments be provided to all Members so that they could advise residents appropriately on submitting these to the Council.

**NOTED the report.**

(Councillor Drinkwater left the meeting during consideration of this item)

CS/13/69

**Capital Budget Monitoring**

The Executive Member introduced the projected full year forecast for the Children's Services capital budget and highlighted the successful bids for funding outlined the report.

In response the Committee commented and discussed the following in detail:-

- Whether the Council would expect the level of need for temporary units in schools to be greater than £400k. The Executive Member commented that the plan was flexible and if the level of need increased the amount of funding available could be reviewed.
- Whether the University Technical College (UTC) was viable based on the current numbers of students. The Executive Member commented that the UTC was an important part of the Council's education offer and given time to bed in the numbers of students would improve.

- The need to enhance the standards of middles schools in the East of Central Bedfordshire. The Executive Member commented that the Council was aware of the issues and was trying to resolve it.
- The need to clarify why information relating to Automatic Number Plate Recognition was applicable to Children’s Services.

**NOTED the report.**

**CS/13/70 Revenue Budget Monitoring**

The Executive Member introduced the projected full year forecast for the Children’s Services revenue budget and highlighted the challenges that were currently faced by the Council and particularly the concerns of how directorate would meet its budget.

In response the Committee commented and discussed the following in detail:-

- The importance of allocating appropriate funds to the directorate in the future in light of the growing demand on Children’s Services.
- Concerns relating to the pressure resulting from disaggregating the adoption and fostering service.

**NOTED the report.**

(Councillor Pepworth left the meeting during consideration of this item)

**CS/13/71 Performance Monitoring Report**

The Executive Member introduced the quarter one performance of the Children’s Services directorate. The Committee were also informed that Ofsted were much tougher in their inspections of schools, despite a national trend of falling performance Central Bedfordshire was performing well.

**NOTED the report.**

**CS/13/72 Work Programme 2013 - 2014 & Executive Forward Plan**

The Committee considered its current work programme and the latest Executive Forward Plan and requested that an item be added to the meeting in December regards the changes to schools in Dunstable. It was agreed the meeting in December should start at 9.30am to provide the Committee with more time to consider the items on the agenda.

**RECOMMENDED that the work programme be approved subject to the addition detailed above.**

(Note: The meeting commenced at 10.00 a.m. and concluded at 12.27 p.m.)

Chairman .....

Dated .....

**Meeting:** Overview and Scrutiny Committee

**Date:** 13 December 2013

**Subject:** Responses to School Funding Consultation:  
Arrangements for 2014/15

**Report of:** Cllr Mark Versallion, Executive Member for Children's Services

**Summary:** The report sets out the responses to the consultation carried out in September 2013 regarding the proposed distribution for the Dedicated Schools Grant – School Block for 2014/2015. These responses have been recently considered and the proposals were recommended to be agreed by Schools Forum

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**Advising Officer:** Edwina Grant, Deputy Chief Executive, Director of Children's Services

**Contact Officer:** Helen Redding, Assistant Director School Improvement

**Public/Exempt:** Public

**Wards Affected:** All

**Function of:** Executive

**Key Decision** Yes

**Reason for urgency/** N/A

**exemption from call-**  
**in (if appropriate)**

#### **CORPORATE IMPLICATIONS**

**Council Priorities:**

Improved educational attainment.

**Financial:**

1. The implications of this report are fully funded by Dedicated Schools Grant (ring fenced)

**Legal:**

2. Not applicable

**Risk Management:**

3. Not applicable

**Staffing (including Trades Unions):**

4. Not Applicable

**Equalities/Human Rights:**

5. The Schools Funding Formula takes account of deprivation indices to ensure that support is targeted at the most vulnerable groups. The High Needs Block supports those pupils who have identified additional special educational needs (SEN). Schools additionally receive Pupil Premium funding which enables them to support pupils in receipt of Free School Meals, children who are 'Looked After' and children from Service Families.

**Public Health**

6. Not applicable

**Community Safety:**

7. Not Applicable.

**Sustainability:**

8. Not Applicable.

**Procurement:**

9. Not applicable.

**RECOMMENDATION:**

**The Overview and Scrutiny Committee is asked to:**

- **To note the responses to the School Funding Consultation 2014/15.**

*Reason for Recommendation: At their meeting on 3 September 2013 the Overview and Scrutiny Committee asked for the responses to the consultation to be shared with them.*

**Summary**

This report provides an overview of the funding process and a summary of the responses to the consultation.

**Background**

10. Since the beginning of the financial year 2006/07 local authorities have received allocations of Dedicated Schools Grant (DSG) to finance the Schools Budget in each authority. The DSG is a specific ring-fenced grant based on historical spending levels.
11. The Department for Education (DfE) held two Consultations in 2011; 'Rationale and Principles' and 'Proposals for a fairer system'. The second Consultation proposed replacing the current schools funding distribution mechanism with the aim for a transparent, fairer and less complex system. This was followed in March 2012 by a third Consultation 'Next steps towards a fairer system' and built on how a fairer system may be implemented and operated. The final arrangements for 2013/14 were announced on the 28 June 2012.

12. The Council consulted with maintained schools in September 2012, and as a consequence of that consultation and agreement from School Forum, the Executive approved the distribution of the DSG for 2013/2014 at its meeting on 8 January 2013 on the following basis:
- Basic Entitlement for Primary, Key Stage 3 and key Stage 4
  - Deprivation based on weighted banded IDACI data (the IDCI deprivation index was approved by the DfE for use in 2013)
  - Lump Sum £120,000
  - Split Site £120,000
  - Rates based on actual cost
  - Exceptional Factor – Joint Use
13. Following wide support from schools during the consultation, and agreement from School Forum, the Council also agreed to centrally retain £800,000 Growth Fund for funding significant pre-16 pupil growth, and to fund expenditure that is incurred in order to make provision for extra classes (to comply with School Admission [Infant Class Sizes] Regulations). Criteria for this were drawn up and approved by School Forum on 26 November 2012 and submitted to the Education Funding Agency (EFA) as part of the required submission in January 2013.
14. A review of the 2013/14 School Funding Arrangements were carried out by the Department in February 2013. This review intended to understand to what extent there needed to be changes in 2014/15. The final arrangements for 2014/15 were announced on the 4 June 2013 and set out the proposed changes to the funding formulae for 2014/15 on which the council must consult with schools and academies.
15. The consultation took place between 4 and 27 of September. Articles were placed twice in Central Essentials and two sets of e mails were sent to all schools highlighting the consultation process. A surgery was held to allow schools the opportunity to raise questions and address issues facing their individual schools. Attendance was light with only 15 attendees representing 11 Maintained schools and 3 Academies. The consultation document is attached as Appendix A.

#### **Funding Arrangements for 2014/15**

16. As in 2013/14 the DSG for 2014/15 is split into three notional blocks; Schools, Early Years and High Needs. The Schools Block per pupil unit of funding and the Early Years per pupil unit of funding in 2014/15 will remain as in 2013/14. Authorities will continue to be free to move funding between the blocks provided that they comply with the requirements of the Minimum Funding Guarantee (MFG) and central expenditure. The entire Schools block must be delegated to Schools with a few exceptions.
17. The principal changes considered for 2014/15 were set out in the Consultation document which was shared with the Overview and Scrutiny Committee on 3 September 2013.

18. The table below provides a summary of the timetable for implementation of the 2014/15 Funding Arrangements.

| When                  | Activity   |
|-----------------------|--|
| 30 June 2013          | First window for applications exclusion/variations to pupil numbers            |
| 13 August 2013        | CBC Executive Report School Funding Arrangements                               |
| 3 September 2013      | Overview and Scrutiny Committee – Review consultation and funding arrangements |
| 4 – 27 September 2013 | Consultation with Schools  |
| 30 September 2013     | Second window for applications exclusion/variations to pupil numbers           |
| End of October 2013   | Councils submit provisional pro-forma to Education Funding Agency.             |
| 18 December 2013      | DfE confirms DSG Schools Block for 2014/15                                     |
| 14 January 2014       | CBC Executive to approve the 2014/15 Funding distribution                      |
| 21 January 2014       | Councils submit final pro-forma to Education Funding Agency.                   |
| 28 February 2014      | Council issues Individual School Budgets                                       |

### Consultation Responses

19. There were 64 individual responses to the consultation process. 3 schools submitted multiple responses and these were counted as 1 for the analysis.
20. The responses for each question were summarised, grouping the ‘strongly agreed’ and ‘agreed’ together under ‘agree’ and the ‘strongly disagree’ or ‘disagree’ under ‘disagree’. A summary of the responses to the consultation is attached as Appendix B.
21. There was broad agreement to all of the proposals put forward in the consultation and so this is the basis on which it is recommended that schools’ budgets should be calculated. The Council submitted the provisional proforma to the Education Funding Agency on 31 October 2013 (Appendix C). As set out in the timetable above, we will receive the final settlement of DSG from the Department for Education on 18 December 2013. The pupil unit value will then be the balancing figure once these final allocations are known.

### Protections and limits to gains

22. The pre-16 Minimum Funding Guarantee (MFG) for mainstream schools will continue to be set at minus 1.5% per pupil in 2014/15, continuing with the simplified calculation. This applies to pupils in age ranges 5-16 and therefore excludes funding for early years children and young people over 16.

23. The only factors which are automatically excluded from the MFG are:
- Post 16 funding (sixth form factor)
  - The lump sum
  - Sparsity factor
  - Rates
24. As there could be significant amounts of protection required as a continuing result of the formula simplification, the Education Funding Agency (EFA) will again allow overall gains for individual schools to be capped as well as scaled back to make it affordable to run the formula. Capping must be applied on the same basis to all schools, so cannot be differentiated by phase. It is applied by the EFA to academy budgets on the same basis as for maintained schools.

### **Growth Fund**

25. Funding can be retained from the Schools Block before allocating formula, with the agreement of School Forum, for funding significant basic need pre-16 pupil growth and expenditure incurred in order to make provision for extra classes (to comply with School Admissions (Infant Class Sizes) Regulations). Funds must be used on the same basis for the benefit of both maintained schools and Academies.
26. Any funds remaining at the end of the financial year must be added to the following year's DSG and reallocated to maintained and academy schools through the formula. Any overspend is similar carried over to the next financial year.
27. The Growth fund should not be used to support schools which are undergoing expansions to meet parental preference through self funded schemes or reorganisations to change the age range and/or admitting additional year groups. The Council is expected to apply to vary the pupil numbers in these cases, based on the estimated intake in September.
28. The criteria (Appendix D) for allocating funding through the growth fund as agreed with the School Forum for 2013/14 has not been changed. However, the total sum to be top-sliced needs to be increased to deal with the number of schools expected to increase in size during 2014/15 due to basic need as illustrated in the Councils New School Places Programme. The estimated fund required to be held is £1M across both phases, an increase of £200,000 on 2013/14.

### **Appendices:**

Appendix A: School Funding Consultation Document

Appendix B: Summary of Consultation Responses

Appendix C: Provisional Proforma to EFA

Appendix D: Growth Fund Criteria 2014/15

**Background Papers:** (open to public inspection) None

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Appendix **A**

# Proposed School Funding for 2014/15

Consultation document

## Contents

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Please read this consultation document and then answer the questions on our proposals for school funding in 2014/2015 by completing our [online form](#). Paper copies of the form are available on request by contacting Gezim Leka on [gezim.leka@centralbedfordshire.gov.uk](mailto:gezim.leka@centralbedfordshire.gov.uk) or 0300 300 6162.

All responses must be received by Friday, 27 September 2013.

## Introduction and key changes

1. The Department for Education (DfE) has carried out a review to understand how the changes introduced to funding arrangements for schools in 2013/14 have been implemented. In light of the findings, changes will be made to the funding distribution for 2014/15.
2. The 2014/15 Funding Arrangements were announced on 4 June 2013, and set out the proposed changes to funding formulae for 2014/15 on which the council must consult with schools. These changes are seen by the DfE as a further development of the 2013/2014 arrangements. This document explains the main changes and specific proposals for Central Bedfordshire.
3. We are keen to hear your views before we make our final decision on the funding arrangements for 2014/2015. You will notice that we have included questions throughout this document to support you in thinking about these changes. To find out how you can respond to these questions, please read the consultation section at the end of this document.
4. A new optional factor for 'sparsity' has been introduced, which is aimed at supporting necessary small schools, mainly in rural areas. Specific criteria have been drawn up by the DfE to control how this factor operates. Further details can be found in paragraph 66. Where a sparsity factor is used by a council, the maximum allowable value is £100,000 per school. According to the data provided by the DfE, if this is applied, it only impacts on four schools in Central Bedfordshire.
5. The council can now choose to have different lump sums for Primary and Secondary (with middle schools getting a weighted average). This is capped at £175,000 per school. In the 2013 consultation process the maximum lump sum value was £200,000.
6. Where schools are amalgamating, the amalgamated new school will receive 85% of the total of the combined lump sum but only for the following financial year.
7. If a factor for Looked After Children is applied in a council's funding formula this must now apply to any child who has been in care for at least one day, whereas in the past this was set at six months.
8. The new guidelines change the way prior attainment factor is measured at the end of the Early Years Foundation Stage (EYFS) and Key Stage 2 (KS2). The new measures are:
  - EYFS – not achieving a good level of development (2013 cohort)

- KS2 – not achieving level 4 in English or Maths for all cohorts.
9. The mobility factor if used can now only be applied when the number of 'mobile' pupils exceeds 10%. No threshold was set for 2013/14.
  10. The basic entitlement for primary pupils (the Age Weighted Pupil Unit - AWPU) must be at least £2,000, and for secondary pupils (KS3 and KS4) at least £3,000. Central Bedfordshire figures for 2013/14 were well within these parameters.
  11. Councils must ensure that at least 80% of delegated funding is distributed via pupil led factors (in Central Bedfordshire in 2013/14 it is 87%). There are currently no constraints on the Primary/Secondary ratio proposed in the latest guidelines but limits may be introduced in the future.
  12. The 2013/14 guidelines required the creation of a Growth Fund to be used to resource demographic increases in basic need. This was agreed at £800,000. The new guidelines state that with the agreement of the Schools Forum, councils can now create a fund to cover temporary falls in a school's roll. This can only be applied to schools that have been judged by Ofsted to be 'good' or 'outstanding'. Schools Forum must also agree the criteria by which this will be applied and be consulted on allocations. This factor can only be applied if it relates to local place planning decisions and cannot be used to support unpopular or failing schools
  13. The Operational Guidance for 2014/15 provides information regarding financing schools that are planning to change their age ranges. Councils are now able to request approval to vary the pupil numbers for specific schools where:
    - there has been, or is going to be, a reorganisation; or
    - a school has changed, or is going to change, its age range either by adding or losing year groups.
  14. In these cases, a weighted average of pupil numbers can be used, taking into account the changes in pupil numbers from the new academic year. Due to the 'school-driven' nature of the age range changes in Central Bedfordshire where numbers will continue to be affected by parental preference, the council will need to apply for a variation in pupil numbers for specific schools for the funding period 2014/15. Councils' budgets will be adjusted to recoup budget so that the Education Funding Agency (EFA) can fund affected Academies.
  15. There is a change to the membership in the Schools Forum Regulations. They now require one member from an institution that provides education to 16 – 19 year olds. This replaces the member from the 14-19 Partnership. The representative from the University Technical College (UTC) can continue to fulfil this role.
  16. The council is now able to apply for exceptions from the finance regulations in relation to:
    - Premises factors
    - Minimum Funding Guarantee
    - Changes in pupil numbers as a consequence of reorganisation or changes in years of admission
    - Sparsity calculation
    - Variation to lump sum for amalgamated schools.

17. Schools will be required to fund the first £6,000 for High Needs Pupils. Central Bedfordshire agreed this figure when it was recommended for 2013/14 following consultation with schools.
18. The DfE will be consulting on setting the place value at £10,000 for Special Schools and Academies with post 16 pupils. This is currently split into two elements of £6,000 and £4,000. Setting the place value at £10,000 will make this consistent with the place element for pre-16 pupils.
19. All maintained schools and Academies must be treated equally when incurring central expenditure, with the exception of the figure that can only be de-delegated for maintained schools.
20. Pupil Premium will remain a separate grant in 2014/15 and will raise to £1,300 per pupil eligible for Free School Meals (in the last six years) for Primary and Looked After Children. The Secondary premium has not yet been announced. Service children (in the last two years) receive £300.
21. The table below provides a summary of the timetable for implementation of the 2014/15 Funding Arrangements.

| When  | Activity   |
|---|--|
| 30 <sup>th</sup> June 2013                        | First window for applications exclusion/variatioins to pupil numbers           |
| 16 <sup>th</sup> and 31 <sup>st</sup> July 2013   | School Forum Technical Funding Group Meetings                                  |
| 13 <sup>th</sup> August 2013                      | CBC Executive Report School Funding Arrangements                               |
| 3 <sup>rd</sup> September 2013                    | Overview and Scrutiny Committee – Review consultation and funding arrangements |
| 4 <sup>th</sup> – 27 <sup>th</sup> September 2013 | Consultation with Schools  |
| 30 <sup>th</sup> September 2013                   | Second window for applications exclusion/variatioins to pupil numbers          |
| End of October 2013                               | Councils submit provisional pro-forma to Education Funding Agency.             |
| 18 <sup>th</sup> December 2013                    | DfE confirms DSG Schools Block for 2014/15                                     |
| 14 <sup>th</sup> January 2014                     | CBC Executive to approve the 2014/15 Funding distribution                      |
| 21 <sup>st</sup> January 2014                     | Councils submit final pro-forma to Education Funding Agency.                   |
| 28 <sup>th</sup> February 2014                    | Council issues Individual School Budgets                                       |

## Proposed Formula Factors for Distributing the 2014/15 Schools Block

## Mandatory Factors

### Basic per-pupil entitlement (AWPU)

22. This is a compulsory funding factor that assigns funding to individual pupils based on the October pupil census.
23. In 2013/14 funding was allocated according to age weighted pupil unit (AWPU), with different rates for Primary and Secondary (where there could be different rates for KS3 and KS4).
24. In 2014/15 a minimum value of £2,000 for Primary and £3,000 for Secondary (KS3 and KS4) has been set.
25. Central Bedfordshire Council and the School Forum believe that to set a minimum value strengthens the principles that the funding formula should be pupil led. It is proposed that there is no change to the 2013/14 AWPU rates other than to fund those factors that have not previously been included or to increase the centrally retained Schools Block where this has been agreed.

**Question: How far do you agree or disagree that the base level for the 2014/15 AWPU rates should be set at the 2013/14 levels? (Please answer Q6 on the consultation response form).**

### Deprivation

26. This is a compulsory factor. In 2013/14 councils could choose to use free school meals and/or the Income Deprivation Affecting Children Index (IDACI) to distribute deprivation funding. There could be separate unit values for Primary and Secondary and it could be weighted for IDACI data.
27. Both indicators direct funding through a unit rate per deprived pupil.
28. Central Bedfordshire Council and the School Forum propose no change to the methodology or unit rates for the distribution of the 2014/15 funding. However, they would like to seek views on how the deprivation funding has been applied in 2013/14.

**Question: How has your School's deprivation funding been applied in 2013/14? (Please answer Q7 on the consultation response form).**

1. It has been absorbed within the overall budget
2. It has supported deprived pupils in addition to the Pupil Premium

**If you said 'It has supported deprived pupils in addition to the Pupil Premium', is the impact of this spend evaluated by the Governing Body? (Please answer Q8 on the consultation response form if applicable).**

### Optional factors

29. Any funding used for optional factors that are not currently in use would be deducted from the basic entitlement (AWPU).

### **Looked After Children (LAC)**

30. In 2013/14 Central Bedfordshire Council did not direct funding through this optional factor as concerns were raised regarding movement of pupils between schools and the funding not following the pupil. This factor used the March return completed by councils each year, mapped to schools using the January school census. Councils had a choice to select one of three indicators. It was agreed to exclude LAC as a factor for 2013/14 as it could not be proven to target individual pupils changing schools at any time during the academic year.
31. For 2014/15 only one indicator will be allowed, which is all those who were being looked after on 31 March 2013, regardless of how long they have been looked after. This provides consistency in the movement to a National Funding Formula. Evidence shows that children who have been looked after for one day are equally as likely to underperform at KS4 as those looked after for 12 months.
32. The spread of LAC across Central Bedfordshire schools (106) is significantly higher under the new criteria and would impact 48 schools.
33. Central Bedfordshire Council would like the inclusion of this factor to be considered, as data shows that these pupils underperform, and all available additional support should be provided in order to improve outcomes for LAC.

**Question: How far do you agree or disagree with the proposal to include Looked After Children as a factor in the funding formula?  
(Please answer Q9 on the consultation response form if applicable).**

### **Prior Attainment**

34. In 2013/14 Central Bedfordshire Council did not direct funding through this optional factor. It acts as a proxy indicator for low level high incidence special educational needs, with the Primary indicator for 2013/14 based on the Early Years Foundation Stage Profile (EYFSP) and Secondary indicator based on the number of pupils not achieving level 4 in English and Maths at KS2.
35. For 2014/15 the Primary indicator will include those who failed to achieve a good level of development for the cohort of pupils in the 2013 assessments. This will only apply to this cohort; for older year groups in the school EYFSP will apply. The Secondary indicator will be based on the number of pupils not achieving level 4 in English or Maths.
36. Central Bedfordshire Council and the School Forum propose that there should be no change to 2013/14. Changes to the assessment criteria make the data unreliable. It is felt that introducing this factor could be seen as allowing extra funding to be targeted at low performing schools rather than underperforming pupils, therefore rewarding schools for their poor performance.

**Question: How far do you agree or disagree with the proposal not to distribute funding based on prior attainment?  
(Please answer Q10 on the consultation response form if applicable).**

**English as an Additional Language (EAL)**

- 37. In 2013/14 Central Bedfordshire Council did not direct funding through this optional factor. Pupils with English as an additional language could attract funding for up to three years after they enter the statutory school system. Councils could choose to use indicators based on one, two or three years. There could also be separate values for Primary and Secondary.
- 38. There is no change to these criteria for 2014/15.
- 39. The table below shows the number of pupils where English is an Additional Language and the years the pupil enters the statutory school system.

| Number of Years in statutory Education | Lower | Middle | Upper |
|--|-------|--------|-------|
| 1st                                    | 243   | 32     | 8     |
| 2nd                                    | 423   | 68     | 17    |
| 3rd                                    | 570   | 84     | 24    |

- 40. The school with the largest number of pupils with EAL is in an area where their parents are at the local University, with the pupils achieving well and learning through the medium of English. The other areas of impact are mostly deprived and are already in receipt of funding through the Deprivation factor. While demographic growth may change over time, at present there is no effect or change to the need for an EAL factor. This can be revisited to accommodate any future changes in demographic profile.
- 41. Central Bedfordshire Council and the School Forum propose not to include a separate funding factor for EAL.

**Question: How far do you agree or disagree with the proposal to exclude English as an Additional Language (EAL) as a factor in the funding formula?  
(Please answer Q11 on the consultation response form if applicable).**

**Lump sum**

- 42. This is an optional factor although it is used by all local authorities. The purpose of the lump sum is to provide all mainstream schools (including Academies but not including Special Schools), irrespective of size, with a contribution to the basic costs of operating a school. This had to be a single value applied to all schools with the



maximum set at £200,000. Following consultation the lump sum for 2013/14 was set at £120,000.

43. For 2014/15 Councils can set different lump sums for Primary and Secondary with a maximum level set at £175,000. The maximum level has been reduced as a sparsity factor is now available. Where schools amalgamate they will retain 85% of the total lump sums in the year after the amalgamation, rather than reducing to one lump sum immediately. The change responds to concerns that a single lump sum did not recognise the differences in school size between phases, and removes the previous financial disincentive to amalgamate.
44. Extensive modelling had been carried out to inform the 2013/14 lump sum value and illustrated higher lump sum amounts adversely affecting larger schools.
45. Central Bedfordshire Council and the School Forum propose no change to the 2013/14 lump sum value of £120,000.

**Question: How far do you agree or disagree with the continuation of one lump sum of £120,000?**

**(Please answer Q12 on the consultation response form if applicable).**

#### **Split sites**

46. In 2013/14 Central Bedfordshire Council agreed to fund schools through a split site factor. The purpose of this factor was to support schools which have unavoidable extra costs because they have a split site. The allocation was based on objective criteria, both for the definition of a split site and for the amount funded. The EFA checked the definition submitted to ensure it was objective and transparent, and easily applied to Academies. This only applied to one school in 2013/2014 (Greenleas Lower School) and only from September 2013.
47. The proposed definition of a split site for 2014/15 is 'a single school, based on two or more sites that do not share a common boundary, where use of a public highway is necessary to travel between each site and where staff teach more than one curriculum subject area on a daily basis in order to support the principle of a whole school policy.'
48. Note: Federated schools are not eligible for this factor as they remain separate schools receiving individual delegated budgets for each within its federation and therefore each retaining a lump sum.
49. Central Bedfordshire Council and the School Forum propose to continue to allocate an additional lump sum (£120,000) to those schools meeting the definition of a split site. This will be revisited in future years as more schools may merge and work across more than one site.

**Question: How far do you agree or disagree with the continuation of funding schools through a split site factor?**

**(Please answer Q13 on the consultation response form if applicable).**

#### **Rates**

50. This is an optional factor but used by all councils in 2013/14. It is funded on the basis of actual costs; Academies are reimbursed by the EFA separately from the main budget allocation.
51. There are no changes proposed for 2014/15.

**Question: How far do you agree or disagree with the continuation of funding rates on an actual basis?  
(Please answer Q14 on the consultation response form if applicable).**

#### **Private Finance Initiative (PFI) contracts**

52. There is not currently a Private Finance Initiative (PFI) factor within the local formula. The purpose of this factor is to support schools which have unavoidable extra premises costs because they are a PFI school and/or to cover situations where the PFI 'affordability gap' is delegated and paid back to the local authority.
53. The funding gap for Central Bedfordshire's two PFI schools is not met by DSG contributions, as it is in many councils, but paid from the council's core funding that it receives through revenue support grant. It is not a requirement to delegate the PFI affordability gap as this can continue to be funded outside of the DSG.
54. Central Bedfordshire Council and the School Forum propose not to introduce a factor for PFI for 2014/15. However, it is recognised that this may need to be reconsidered in the future should the pupil numbers reduce to a figure below that specified in the contractual obligation, causing the schools additional costs in accordance with paragraph 51 above.

**Question: How far do you agree or disagree with the proposal to continue with excluding a Private Finance Initiative (PFI) factor from the funding formula for 2014/15?  
(Please answer Q15 on the consultation response form if applicable).**

#### **Pupil Mobility**

55. In 2013/14 Central Bedfordshire Council did not fund schools through a Pupil Mobility factor. This measure counted pupils who entered the school in the last three academic years, but did not start in August or September (or January for reception pupils). There could be separate unit values for Primary and Secondary.
56. For 2014/15 there is a 10% threshold so schools will only qualify for the measure if more than 10% of their pupils are counted as mobile. Funding would be allocated based on the proportion above the threshold e.g. if a school has 12% mobility, then 2% of its pupils would attract funding.
57. There were concerns raised in the consultation for 2013/2014 that the previous measure spread funding too thinly. The change enables greater targeting of those schools with the most mobile populations.

58. The table below shows the number of pupils in Central Bedfordshire Schools that were admitted to schools outside of the timelines specified above and applies the 10% threshold. The school level data has been provided by the Department for Education and is based on the academic year 2012/13.

| Lower | Middle | Upper | Total |
|-------|--------|-------|-------|
| 145   | 21     | 0     | 166   |

59. The issue of mobility in Central Bedfordshire has only been raised previously in relation to service children. This particular group of pupils will not be specifically targeted by this new threshold. In addition, service children receive Pupil Premium Grant.
60. Central Bedfordshire Council and the School Forum propose not to include a new factor for 2014/15 for pupil mobility given that it is not targeted at any particular group of pupils where mobility may be an issue.

**Question: How far do you agree or disagree with the proposal to continue excluding pupil mobility as a factor from the funding formula for 2014/15?  
(Please answer Q16 on the consultation response form if applicable).**

**Dedicated School Grant (DSG) spent on Post 16 pupils**

61. This is an optional factor but can only be used where the local authority used such a factor in 2013/14. It is a per pupil factor which continues funding for post-16 pupils up to the level that the council provided in 2012/13. Central Bedfordshire Council did not provide Dedicated School Grant for this purpose in 2013/14 and therefore a factor it is not permitted going forward.

**Exceptional premises factors**

62. In 2013/14 councils could apply to the EFA to use exceptional factors relating to premises. This had to relate specifically to premises costs. Councils were advised that applications should only be submitted where the extra factor would be more than 1% of a school's budget and covered fewer than 5% of the schools in the authority's area,
63. Central Bedfordshire Council made an application for those schools having to pay rent or a joint use agreement for their premises for curriculum use. The EFA approved the application regarding joint use but declined the rent application.
64. For 2014/15 CBC have applied 'in principle' in the first window for applications to the EFA for exceptional premises factors relating to both joint use and rent. The EFA have confirmed that the Secretary of State intends to approve the application for both joint use and rent (rent has only been approved for six out of the nine schools applied for). The three schools that were declined because they were well below the 1% threshold of school budget share.
65. Central Bedfordshire Council and the School Forum propose the continuation of funding the joint use arrangement and the inclusion of a rent factor for those schools as approved by the Secretary of State.

**Question: How far do you agree or disagree with the proposal to continue funding the joint use arrangement?**

**(Please answer Q17 on the consultation response form if applicable).**

**How far do you agree or disagree with a new rent factor for six CBC schools?**

**(Please answer Q18 on the consultation response form if applicable).**

### **Sparsity Factor**

66. This is a new optional factor introduced by the DfE for 2014/15. The DfE has identified the nearest school to pupils' home addresses. For each school, the average distance as the crow flies to those pupils' second nearest school has been calculated by the DfE. Schools can only qualify for sparsity funding if this distance is greater than two miles for Primary and three miles for Secondary and if they have fewer than 150 pupils for Primary or 600 for Secondary.
67. Councils can narrow the criteria (set at a greater distance or smaller maximum distance). The maximum amounts which can be allocated to an individual school through this factor is £100,000. Councils can also choose whether to use a single amount for all sparse schools, or to use a tapered amount which increases the smaller the school.
68. Should this factor be introduced, only four Central Bedfordshire schools would attract funding.
69. Central Bedfordshire Council and the School Forum propose not to include sparsity as a new factor for 14/15. The general consensus is that this factor is for supporting schools in rural or remote areas like North Yorkshire, Cumbria and Norfolk. Although it was recognised that some schools may be relatively isolated, all schools are protected by the lump sum. The measurement to the nearest school also has a 'cliff edge' approach whereby a school would qualify and be only 0.1 of a mile difference in distance to a school that would not qualify. The distances are also as the crow flies and do not take account of a walking route, which may be further.

**Question: How far do you agree or disagree with the proposal not to include a new sparsity factor for 2014/15?**

**(Please answer Q19 on the consultation response form if applicable).**

### **Protections and limits to gains**

70. The pre-16 Minimum Funding Guarantee (MFG) for mainstream schools will continue to be set at minus 1.5% per pupil in 2014/15, continuing with the simplified calculation. This applies to pupils in age ranges 5-16 and therefore excludes funding for early years children (see Early Years section below) and young people over 16.
71. The only factors which are automatically excluded from the MFG are:
  - Post 16 funding (sixth form factor)
  - The lump sum
  - Sparsity factor
  - Rates

72. As there could be significant amounts of protection required as a result of the formula simplification, the Department for Education allows overall gains for individual schools to be capped as well as scaled back to make it affordable to run the formula.
73. Capping and scaling must be applied on the same basis to all schools and cannot be differentiated by phase. It is applied by the EFA to Academy budgets on the same basis as for maintained schools.
74. Capping and scaling must not be applied to schools which have opened in the last seven years and have not reached their full number of year groups.
75. A commitment has been made that MFG will continue beyond 2014/15 but it is not possible to confirm at what level, as this is subject to the outcomes of the spending review.
76. Central Bedfordshire Council and the Schools Forums have considered the options and propose to cap those schools that gain in order to fund the MFG for those schools that lose.

**Question: How far do you agree or disagree with the proposal to cap those schools that gain in order to fund the Minimum Funding Guarantee?  
(Please answer Q20 on the consultation response form if applicable).**

#### **Proportion allocated through pupil led factors**

77. For 2014/15 Councils must allocate at least 80% of the delegated schools block funding through pupil-led factors. In 2013/14 CBC funded 87% of the schools block through these factors. The proposals in this consultation and accompanying financial model demonstrating the effect of these proposal targets 87.88% of funding through the pupil led factors.

#### **Primary/Secondary ratio**

78. There will not be a Primary/Secondary ratio at this stage but they have not been ruled out for future years. The ratio for Central Bedfordshire assuming the proposals in the financial model is 1:1.30.

#### **Centrally Provided Services**

79. The 2013/14 reforms significantly reduced the number of centrally held budgets within the schools block. There are two groups that central services fit into:-
  - De-delegated Services. These have to be allocated through formula but can be de-delegated for maintained primary and secondary schools.
  - Centrally Retained Services. These can be centrally retained before allocating the formula with the agreement of the Schools Forum and include; Funding for pre-16 pupil growth and infant class size, Funding for falling roles and Copyright Licensing Agency (CLA) and Music Publishers Association (MPA) licenses. In addition Admissions and Servicing of Schools Forum are permitted, however, no new commitments or increases in expenditure are allowed from 2013/14.

80. The following services were delegated in 2013/14 but were able to be de-delegated from the Primary and/or Secondary maintained schools budget subject to a Schools Forum decision by the representative of each sector. **De-delegation is not an option for Academies, Special Schools, Nurseries or PRU's.**
- Facilities Time (Union representation at meetings etc) and
  - Schools Specific Contingency (Closing and re-organising, Schools in financial difficulty etc)
81. Any unspent de-delegated funding remaining at the year end is reported to the School Forum. Funding may be carried forward to the following funding period but its use is subject to the regulations operating in the new financial year.
82. The de-delegation provision is available in 2014/15 and arrangements need to be reviewed as decisions on de-delegation were for 2013/14 only.
83. The table below represents the maintained school contribution in 2013/2014

| Services                    | Distributed through formula factor | Total Value | Per-pupil |
|-----------------------------|------------------------------------|-------------|-----------|
| Facilities Time             | Basic entitlement                  | £58,829     | £3.31     |
| School Specific Contingency | Basic entitlement                  | £100,000    | £5.63     |

84. Although maintained Nurseries and Special Schools could not be part of this arrangement, they agreed to pay into facilities time from their budgets at the same rate as other schools.
85. The per pupil unit rate will be calculated on the pupil numbers in maintained schools following the October 2013 census. The table below estimates the cost per pupil for 2014/15 and has taken into account any proposed Academy conversions prior to the 1 April 2014. However, it does not take into account changes to trade union membership numbers and therefore the unit rate is likely to change once pupil numbers and trade union membership numbers are known.
86. The table below illustrates the maintained school contribution should the items above be de-delegated, if the same unit rate was retained and all of those schools expected to become academies have converted by 1 April 2014.

| Services                    | Distributed through formula factor | Total Value | Per-pupil |
|-----------------------------|------------------------------------|-------------|-----------|
| Facilities Time             | Basic entitlement                  | £48,240     | £3.31     |
| School Specific Contingency | Basic entitlement                  | £82,000     | £5.63     |

**Question: How far do you agree or disagree with the proposal to de-delegate Facilities Time?**

**(Please answer Q21 on the consultation response form if applicable).**

**Question: How far do you agree or disagree with the proposal to de-delegate School Contingency?**

**(Please answer Q22 on the consultation response form if applicable).**

## Falling Rolls and Growth Fund

87. New for 2014/15 is that funding can be retained centrally before the formula is calculated for falling rolls where a populations bulge is expected in the future but where a good and necessary school or academy currently has surplus places and faces unmanageable funding shortfall in the short term.
88. Funding can also be retained for a growth fund, and additional classes needed as a consequence of infant class size regulations.
89. The requirements of the falling rolls fund and the growth fund are that:
- The falling rolls fund should be restricted to population increases expected in 2-3 years in necessary schools which are classed by OFSTED as good or outstanding. It must not be used to prop up unpopular or failing schools.
  - The growth fund can be used only for the purpose of supporting growth in pre-16 pupil numbers to meet basic need, to support additional classes needed to meet the infant class size regulation and to meet the costs of new schools.
  - Both funds must be used on the same basis for the benefit of both maintained schools and recoupmnt academies.
  - Any funds remaining at the end of the financial year must be added to the following year's DSG and reallocated to maintained and academy schools through the formula.
  - Councils are required to produce criteria on which any falling rolls or growth funding is to be allocated. These should provide a transparent and consistent basis (with differences permitted between phases) for the allocation of funding.
  - Councils need to propose the criteria for both funds to the Schools Forum and gain its agreement before funding is allocated. The Council also needs to consult School Forum on the total sum to be top-sliced from each phase. The EFA will check the criteria for compliance with the regulations.
90. The Growth fund should not be used to support schools which are undergoing reorganisations to change the age range and/or admitting additional year groups. The council is expected to apply to vary the pupil numbers in these cases, based on the estimated intake in September. However, councils may wish to add criteria for the use of the Growth fund where the estimated pupil numbers are significantly short of the actual September intake and where the additional pupils are admitted because of basic need requirements.
91. In 2013/14 Central Bedfordshire Council agreed with the School Forum the criteria for the Growth Fund and an amount of £800,000 to be retained centrally for this purpose, which also included a factor to assist lower and primary schools, to meet the infant class size regulations, where a breach is unavoidable. The EFA approved the criteria as being compliant with the regulations.
92. Central Bedfordshire is an area that will see significant growth in school aged children over the coming years, triggered by the increase in birth rate (which is impacting now and for at least the next five years), and by the rate of local housing development that is forecast over the next 25 years. The council's School Organisation Plan outlines the pattern of this growth across phases and its New School Places Programme establishes an investment strategy for major projects to

ensure that the council continues to meet its statutory obligations to provide sufficient high quality school places. In addition the council will continue to utilise its programme of temporary accommodation where appropriate and will work with schools and academies in each of our planning areas to discuss school organisation and admissions issues and agree management options.

93. For 2014/15 it will be necessary to increase the Growth fund by £200,000, the criteria will be reviewed and agreed with School Forum and the EFA.
94. Central Bedfordshire Council and the Schools Forums have considered retaining centrally funding for schools with falling rolls. However, funding falling rolls is restricted to population increases in 2-3 years and affects maintained schools and academies. The general consensus was that the criteria would result in unfair treatment where schools predicted growth but were not considered good or outstanding. To introduce a new factor would result in the AWPU values being reduced to fund this. The impact on schools not recognised as good or outstanding would result in a reduction of funding through the basic per pupil entitlement but they would also not qualify for falling rolls funding.
95. Central Bedfordshire Council and the Schools Forums propose to increase the centrally held funding for the Growth fund by £200,000, to reflect the increased number of schools meeting the criteria for funding. However, it is proposed not to include a new fund for falling rolls and to leave the exiting funding within the AWPU values.

**Question: How far do you agree or disagree with the proposal to retain centrally £1,000,000 for the purpose of the Growth Fund?**  
(Please answer Q23 on the consultation response form if applicable).

**Question: How far do you agree or disagree with the proposal not to retain centrally funding for the purpose of Falling Rolls?**  
(Please answer Q24 on the consultation response form if applicable).

#### **Requests to vary pupil numbers**

96. The EFA expect requests to vary pupil numbers to be submitted by councils where maintained schools or academies are changing their age range or are part of a reorganisation. Applications approved so far use a weighted average of pupil numbers, taking account of the increase or reduction in pupil numbers from the start of the new academic year.
97. As in year changes to budgets are not permitted, any proposals which involve adjusting budgets where actual numbers differ from estimates could only be agreed on the basis that the adjustment would not take place until 2015/16, subject to any restrictions imposed by a National Funding Formula. It is important therefore that a realistic estimate is made for the adjustment in 2014/15.
98. Where an Academy is part of the pupil number variation, then the full effect of the change will be incorporated in their 2014/15 budget, as this is effective from September 2014.



99. The Growth fund should be used where schools are being asked to take on extra classes within their existing age range because of basic need and not where the age range is changing. It could be used though where basic need growth results in actual numbers being significantly greater than estimated in schools changing their age range.
100. Central Bedfordshire Council has made an in principle application to vary the application of The School and Early Years Finance Regulations 2013 for the financial year 2014/15 and disapply the use of October census data for specific schools, with the intention to more accurately reflect pupil numbers in schools and academies affected by changes of age range in the Dunstable and Houghton Regis area. The application detailed how the calculation would be made and how adjustments would be made where the actual numbers differ from estimates.
101. The EFA have responded to the application and advised that the Secretary of State intends to approve the request in principle, once the regulations are laid, for a variation to pupil numbers relating to the schools impacted. However, it is not possible to adjust the pupil numbers in year once the October 14 census information is available. This can only happen in the 2015/16 formula and will be subject to what is allowed under a National Funding Formula.
102. To inform the 2014/15 budget setting process for maintained schools and for Academies the council needs to be able to provide estimates in late January 2014 for numbers expected in each school affected by the implementation of age range changes (directly or indirectly) in the following September 2014.
103. Secondary/Upper transfer applications for September 2014 will be known by the admissions application deadline at the end of October 2013, which will provide clarity on numbers of pupils seeking a Yr 7 and a Yr 9 place at an upper/secondary (excluding late applications, in year transfers and subsequent changes in preferences). This data will be verified with assistance from middle schools in affected areas and surveys of parents of children in current year 6.
104. 15th January 2014 is the admission transfer application deadline for middle schools and will provide clarity on numbers of pupils seeking transfer to Yr 5 in a middle school (excluding late applications, in year transfers and any changes of preference) for the following Sept 2014. This data will be verified with assistance from lower schools/academies in December 2013 with surveys of parents of children in current year 4 to declare their intended year 5 transfer or retention into Yr 5 in the lower school/academy.
105. For those schools who are already offering a year 5 or a year 7 in September 2013 (i.e the Lower Schools in Houghton Regis, All Saints Academy etc) the council will assume a roll on in those schools of these numbers into years 6 and 8 in September 2014.
106. In addition, the council intends to establish a budget correction mechanism to ensure that schools are not significantly over or under funded on the estimates established in January 2014 through the process as set out above, versus actual admissions in September 2014. Any estimate that is +/- 10% different to actual pupil numbers in the new year groups will be corrected through a corresponding increase or decrease

in funding in the next financial year (15/16). This assumes that national regulations in place at that time will allow this correction to be made and also reflects advice already received from the EFA that corrections cannot be made in 2014/15.

107. For budget modelling purposes (which accompanies this School Funding Consultation), the council has based the calculations on the latest information with a clear grid showing each affected school and the assumptions (for modelling purposes only) we have made of the number of pupils anticipated in the new year groups created from September 2014.

## Early Years Block

108. There are no changes proposed for 2014/15.

## High Needs Block

109. The only change proposed in the High Needs Block is that schools will be required to fund the first £6000 for High Needs Pupils. Central Bedfordshire agreed this figure when it was recommended for 2013/2014 following the consultation with schools.

## Financial Model

110. Below is a summary of the proposed changes and the basis of the modelling attached:

| Factor                        |                    | 2013/14         | 2014/15         |
|-------------------------------|--------------------|-----------------|-----------------|
| A basic per pupil entitlement | Primary AWPU       | £2,908          | £2,905          |
|                               | Key Stage 3 AWPU   | £4,170          | £4,167          |
|                               | Key Stage 4 AWPU   | £4,879          | £4,876          |
| Deprivation                   | IDACI Band 2 and 3 | £554            | £554            |
|                               | IDACI Band 4       | £1,108          | £1,108          |
|                               | IDACI Band 5       | £1,662          | £1,662          |
|                               | IDACI Band 6       | £2,216          | £2,216          |
| Looked After Children         |                    | £0              | £468            |
| Prior Attainment              |                    | £0              | £0              |
| EAL                           |                    | £0              | £0              |
| Lump Sum                      |                    | £120,000        | £120,000        |
| Split Site                    |                    | £120,000        | £120,000        |
| Rates                         |                    | Based on actual | Based on actual |
| PFI                           |                    | £0              | £0              |
| Pupil Mobility                |                    | £0              | £0              |
| Post -16                      |                    | n/a             | n/a             |
| Exceptional Premises factors  | Joint Use          | £98,330         | £98,330         |
|                               | Rent               | n/a             | £39,185         |
| Sparsity                      |                    | n/a             | £0              |
| Growth Fund                   |                    | £800,000        | £1,000,000      |
| Falling Roles Fund            |                    | n/a             | £0              |
| School Admissions             |                    | £260,486        | £260,486        |

|                    |  |         |         |
|--------------------|--|---------|---------|
| School Forum       |  | £3,000  | £3,000  |
| Copyright Licenses |  | £83,772 | £83,772 |

111. The minimum funding guarantee has been calculated using the Department for Education's simplified calculation, the only exceptions being the lump sum, sixth form funding, rates and sparsity.
112. Winners have been capped to fund the required protection.
113. Lower Schools' Early Years, High Needs (SEN including Specialist Provisions) are as per 2013/14 funding.
114. Facilities Time and Contingencies has been assumed at the same unit rate as 2013/2014.
115. Statutory functions; coordinated admissions scheme and servicing of Schools' Forum assumed as at current levels.
116. The figures are illustrative and must not be taken as final allocations.

**Please give any further comments you have about the proposals for school funding for 2014/2015 by answering Q25 of the consultation form.**

## The Consultation Process

117. The council is consulting schools in the council area to ensure that you have every opportunity to have your say on the final funding scheme.
118. The consultation is open between Wednesday, 4 September and Friday, 27 September 2013. You can respond to the consultation through our [online response form](#). Paper copies of the form are available on request by contacting Gezim Leka on [gezim.leka@centralbedfordshire.gov.uk](mailto:gezim.leka@centralbedfordshire.gov.uk) or 0300 300 6162.
119. The feedback from the consultation will be presented to the council's Executive in January 2014 where a final decision will be made.



## A great place to live and work



### **Contact us...**

by telephone: 0300 300 6162

by email: [Gezim.Leka@centralbedfordshire.gov.uk](mailto:Gezim.Leka@centralbedfordshire.gov.uk)

on the web: [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

Write to: Central Bedfordshire Council, Priory House, Monks Walk, Chicksands,  
Shefford, Bedfordshire SG17 5TQ

## Appendix B

### Summary of Consultation responses School Funding 2014/2015

There were 64 individual responses to the consultation process. 3 schools submitted multiple responses and have been counted as 1 for the analyses of results shown in the table below:

|              | Number of School responses | School in each phase | % Response per phase |
|--------------|----------------------------|----------------------|----------------------|
| Nursery      | 2                          | 4                    | 50%                  |
| Primary      | 47                         | 95                   | 49%                  |
| Secondary    | 9                          | 33                   | 27%                  |
| Special      | 1                          | 4                    | 25%                  |
| Other        | 2                          | 2                    |                      |
| <b>Total</b> | <b>61</b>                  | <b>138</b>           | <b>44%</b>           |
|              |                            |                      |                      |
| Maintained   | 51                         | 93                   | 55%                  |
| Academy      | 8                          | 43                   | 19%                  |
| Other        | 2                          | 2                    | 100%                 |
| <b>Total</b> | <b>61</b>                  | <b>138</b>           | <b>44%</b>           |

### Analysis of responses to each question

| No | Question   | Agree | Disagree | Agree % | Disagree % |
|----|--|-------|----------|---------|------------|
| 6  | The base level for the 14/15 AWPU rates should be set at the 13/14 AWPU level              | 36    | 9        | 59%     | 15%        |
| 9  | Proposal to include Looked After Children as a factor in the funding formula               | 40    | 6        | 66%     | 10%        |
| 10 | The proposal not to distribute funding based on prior attainment                           | 42    | 9        | 69%     | 15%        |
| 11 | The proposal to exclude English as an Additional Language (EAL) as a factor in the funding | 29    | 14       | 48%     | 23%        |
| 12 | Continuation of one lump sum of £120,000   | 47    | 9        | 77%     | 15%        |
| 13 | Continuation of funding schools through a split site factor                                | 20    | 6        | 33%     | 10%        |
| 14 | Continuation of funding rates on an actual basis   | 51    | 2        | 84%     | 3%         |

|    | <b>Question</b>  | <b>Agree</b> | <b>Disagree</b> | <b>Agree %</b> | <b>Disagree %</b> |
|----|--|--------------|-----------------|----------------|-------------------|
| 15 | proposal to continue with excluding a Private Finance Initiative (PFI) factor from the funding formula for 2014/15 | 31           | 2               | 51%            | 3%                |
| 16 | Proposal to continue excluding pupil mobility as a factor from the funding formula for 2014/15                     | 26           | 12              | 43%            | 20%               |
| 17 | Proposal to continue funding the joint use agreement   | 17           | 0               | 28%            | 0%                |
| 18 | A new rent factor for six CBC schools  | 21           | 1               | 34%            | 2%                |
| 19 | Proposal not to include a new scarcity factor for 2014/15  | 33           | 6               | 54%            | 10%               |
| 20 | Proposal to cap those schools that gain in order to fund the Minimum Funding Guarantee                             | 47           | 5               | 77%            | 8%                |
| 21 | Proposal to de-delegate Facilities Time  | 21           | 5               | 34%            | 8%                |
| 22 | Proposal to de-delegate School Contingency   | 24           | 7               | 39%            | 11%               |
| 23 | Proposal to retain centrally £1,000,000 for the purpose of Growth Fund   | 38           | 7               | 62%            | 11%               |
| 24 | Proposal not to retain central funding for the purpose of Falling Rolls  | 25           | 12              | 41%            | 20%               |

Local Authority Funding Reform Proforma

LA Number: Central Bedfordshire  
 LA Name: 823

Pupil Led Factors

| 1) Basic Entitlement Age Weighted Pupil Unit (AWPU) | Reception uplift  | No                       | Pupil Units                |                                    | 0                                    |            | Total        | Proportion of total pre MFG funding (%) | Notional SEN (%)         |                            |
|---|---|--------------------------|----------------------------|------------------------------------|--------------------------------------|------------|--------------|---|--------------------------|----------------------------|
|   | Description   | Amount per pupil         | Pupil Units                |                                    | Sub Total                            |            |              |   |                          |                            |
|   | Primary (Years R-6)   | £2,905.00                | 21,183.00                  |                                    | £61,536,615                          |            | £121,589,198 | 43.24%                                  | 5.00%                    |                            |
|   | Key Stage 3 (Years 7-9)                                       | £4,167.00                | 7,641.00                   |                                    | £31,840,047                          |            |              | 22.38%                                  | 5.00%                    |                            |
|   | Key Stage 4 (Years 10-11)                                     | £4,876.00                | 5,786.00                   |                                    | £28,212,536                          |            |              | 19.83%                                  | 5.00%                    |                            |
| 2) Deprivation                                      | Description   | Primary amount per pupil | Secondary amount per pupil | Eligible proportion of primary NOR | Eligible proportion of secondary NOR | Sub Total  | Total        | Proportion of total pre MFG funding (%) | Primary Notional SEN (%) | Secondary Notional SEN (%) |
|   | N/A   |                          |                            |                                    |                                      | £0         | £3,415,974   | 2.40%                                   |                          |                            |
|   | N/A   |                          |                            |                                    |                                      | £0         |              |   |                          |                            |
|   | IDACI Band 1  | £0.00                    | £0.00                      | 1,408.27                           | 971.51                               | £0         |              |   | 5.00%                    | 5.00%                      |
|   | IDACI Band 2  | £554.00                  | £554.00                    | 777.21                             | 489.57                               | £701,793   |              |   | 5.00%                    | 5.00%                      |
|   | IDACI Band 3  | £554.00                  | £554.00                    | 1,563.46                           | 891.43                               | £1,360,007 |              |   | 5.00%                    | 5.00%                      |
|   | IDACI Band 4  | £1,108.00                | £1,108.00                  | 756.99                             | 400.54                               | £1,282,544 |              |   | 5.00%                    | 5.00%                      |
|   | IDACI Band 5  | £1,662.00                | £1,662.00                  | 22.13                              | 13.00                                | £58,389    |              |   | 5.00%                    | 5.00%                      |
|   | IDACI Band 6  | £2,216.00                | £2,216.00                  | 2.99                               | 2.99                                 | £13,240    | 5.00%        | 5.00%                                   |                          |                            |
| 3) Looked After Children (LAC)                      | Description   | Primary amount per pupil | Secondary amount per pupil | Eligible proportion of primary NOR | Eligible proportion of secondary NOR | Sub Total  | Total        | Proportion of total pre MFG funding (%) | Primary Notional SEN (%) | Secondary Notional SEN (%) |
|   | LAC X March 12  | £468.00                  |                            |                                    |                                      | £49,319    | £49,319      | 0.03%                                   |                          |                            |
|   | N/A   |                          |                            |                                    |                                      | £0         |              |   |                          |                            |
|   | Secondary pupils not achieving (KS2 level 4 English or Maths) |                          |                            |                                    | 3,329.22                             | £0         |              | 0.00%                                   |                          |                            |
|   | N/A   |                          |                            |                                    |                                      | £0         |              |   |                          |                            |
|   | N/A   |                          |                            |                                    |                                      | £0         |              |   |                          |                            |
|   | Pupils starting school outside of normal entry dates          |                          |                            | 145.48                             | 20.02                                | £0         |              |   | 0.00%                    |                            |

Other Factors

| Factor             | Lump Sum per Primary School (£) | Lump Sum per Secondary School (£) | Tapered sparsity lump sum? | Total (£)   | Proportion of total pre MFG funding (%) | Notional SEN (%) |
|--------------------|---------------------------------|-----------------------------------|----------------------------|-------------|---|------------------|
| 7) Lump Sum        | £120,000.00                     | £120,000.00                       |                            | £15,480,000 | 10.88%                                  | 5.00%            |
| 8) Sparsity factor | £0.00                           | £0.00                             |                            | £0          | 0.00%                                   |                  |

Please provide alternative distance and pupil number thresholds for the sparsity factor below. Please leave blank if you want to use the default thresholds

|                                |  |                                  |  |
|--------------------------------|--|----------------------------------|--|
| Primary distance threshold     |  | Secondary distance threshold     |  |
| Primary pupil number threshold |  | Secondary pupil number threshold |  |

|                    |  |            |       |  |
|--------------------|--|------------|-------|--|
| 9) Fringe Payments |  | £0         | 0.00% |  |
| 10) Split Sites    |  | £190,000   | 0.13% |  |
| 11) Rates          |  | £1,438,091 | 1.01% |  |
| 12) PFI funding    |  | £0         | 0.00% |  |
| 13) Sixth Form     |  | £0         | 0.00% |  |

14) Exceptional circumstances (can only be used with prior agreement of EFA)

| Circumstance   | Total (£) | Proportion of total pre MFG funding (%) | Notional SEN (%) |
|--|-----------|---|------------------|
| Additional lump sum for schools amalgamated during FY13-14 | £0        | 0.00%                                   |                  |
| Join Use   | £98,330   | 0.07%                                   |                  |
| Rent   | £39,185   | 0.03%                                   |                  |
| Exceptional Circumstance4                                  | £0        | 0.00%                                   |                  |
| Exceptional Circumstance5                                  | £0        | 0.00%                                   |                  |
| Exceptional Circumstance6                                  | £0        | 0.00%                                   |                  |

|  |                     |                |                   |
|--|---------------------|----------------|-------------------|
| <b>Total Funding for Schools Block Formula (excluding MFG Funding Total) (£)</b> | <b>£142,300,097</b> | <b>100.00%</b> | <b>£7,024,259</b> |
|--|---------------------|----------------|-------------------|

|   |           |                                |         |
|---|-----------|--------------------------------|---------|
| 15) Minimum Funding Guarantee (MFG is set at -1.5%)   | #VALUE!   |                                |         |
| Apply capping and scaling factors? (gains may be capped above a specific ceiling and/or scaled) | Yes       |                                |         |
| Capping Factor (%)  | 2.50%     | Scaling Factor (%)             | 100.00% |
| Total deduction if capping and scaling factors are applied                                      | #VALUE!   |                                |         |
|   | Total (£) | Proportion of Total funding(%) |         |
| MFG Net Total Funding (MFG + deduction from capping and scaling)                                | £416,721  | 0.29%                          |         |

High Needs threshold (only fill in if, exceptionally, a high needs threshold different from £6,000 has been approved)

|  |                     |
|--|---------------------|
| <b>Total Funding For Schools Block Formula</b> | <b>£142,716,818</b> |
| <b>% Distributed through Basic Entitlement</b> | <b>85.45%</b>       |
| <b>% Pupil Led Funding</b>                     | <b>87.88%</b>       |
| <b>Primary:Secondary Ratio</b>                 | <b>1 : 1.31</b>     |

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## Appendix D

| <b>Growth Funds – Background</b>       |   |
|--|---|
| 1.                                     | <p>Funds can be retained from the Schools Block before allocating formula, with agreement of School Forum, for funding;</p> <ul style="list-style-type: none"> <li>• significant pre-16 pupil growth</li> <li>• expenditure incurred to enable schools to comply with Infant Class Size Regulations</li> </ul> <p>Revenue funding for pre statutory pupil growth is provided through the Early Years block and is not therefore covered by this Growth Fund.</p>  |
| 2.                                     | <p>The conditions applying to this funding set out by the DfE are:</p> <ul style="list-style-type: none"> <li>• any retained funding would benefit both maintained schools and academies;</li> <li>• any funds remaining at the end of the year are added to the following year's DSG and reallocated to schools and academies;</li> <li>• clear criteria need to be determined;</li> <li>• the Schools Forum need to agree both the criteria and the overall amount, and be updated on the allocations</li> </ul>  |
| 3.                                     | <p>For 2014/15 the Growth Fund has been established as requiring £1M.</p>   |
| <b>Significant pre 16 pupil growth</b> |   |
| 4.                                     | <p>This factor refers to instances <b>where the Local Authority commissions new school places</b> as a new school or equivalent new split site school provision or as permanent or temporary increases to an existing school site (i.e. to accommodate a bulge year). It provides funding for pre opening costs of establishing significant new provision and also protects against the potential financial impact of admissions falling short of the agreed additional capacity by providing place led guarantees.</p> <p>Qualifying provision includes:</p> <ul style="list-style-type: none"> <li>• new schools</li> <li>• expansions to existing schools on additional sites</li> <li>• temporary or permanent expansions to existing schools on their current sites</li> </ul> <p>Where necessary, Capital funding for these increases is allocated by the Council's School Organisation, Admissions and Capital Planning Team, through a commissioning process that is beyond the scope of the Growth Fund.</p> |
| 5.                                     | <p>There are a range of revenue issues associated specifically with the establishment of New Schools and the equivalent scale of expansion of existing schools on additional sites. These include:</p> <ul style="list-style-type: none"> <li>• Funding for the initial set up costs of a school</li> <li>• Funding for the inefficiency of a new school or school site, as it builds to full capacity</li> </ul>   |

|            |  |
|------------|--|
| <b>6.</b>  | <p>The initial revenue set up costs of a new or split site school will be varied but may include those associated with:</p> <ul style="list-style-type: none"> <li>• Project management support</li> <li>• Administration and Legal assistance</li> <li>• Advice on establishing HR, Admissions, Finance and other policies</li> <li>• Governance induction and training</li> <li>• Lead in year (pre opening) staff</li> <li>• Curriculum resources (consumables, not furniture, fixtures and equipment ) i.e. text books</li> </ul>  |
| <b>7.</b>  | <p>Where necessary, a range of set up costs will also be met from capital expenditure associated with the main construction project i.e. FF&amp;E, temporary site/office accommodation etc</p>   |
| <b>8.</b>  | <p>The speed with which a new school or site will fill and the choice of method of implementation i.e. annual growth upward from the school's normal admission point of entry until expansion is complete in all year groups, or across all year groups simultaneously, will differ depending on a range of circumstances. These include:</p> <ul style="list-style-type: none"> <li>• The specifics of the local demographic</li> <li>• The rate of continued demographic growth</li> <li>• The capacity of local schools</li> <li>• The timing of the expected opening of the new school or site and</li> <li>• The need to limit turbulence caused in the wider schools system</li> </ul> |
| <b>9.</b>  | <p>For schools which are expanding onto additional sites, the purpose of and eligibility for the Split Site Factor, once the school is open, must be taken into account in determining the additional costs associated with the need to expand leadership and management structures.</p>   |
| <b>10.</b> | <p>Where the Council commissions permanent or temporary increases to an existing school site similar factors may apply depending on the scale of the planned increase in comparison with the original capacity of the school.</p>  |
| <b>11.</b> | <p>Any place led funding guarantee to protect against the possibility that the new places do not fill can only therefore be determined through discussion between the school, Children's Services Finance and the School Organisation, Admissions and Capital Planning Team, informed by forecasts of pupil numbers, occupation rates in new developments and other relevant data.</p>   |
| <b>12.</b> | <p>In order to be financially sustainable and not to represent a financial burden on the school as a whole, any new class should have a minimum of 25 pupils and schools will therefore be compensated for the difference between actual pupils up to the target number of 25.</p>   |

|                                     |  |
|-------------------------------------|--|
| <b>13.</b>                          | Given the variables that need to be considered in each instance, an application and assessment process for pre opening costs and for place led funding is therefore recommended for schools who qualify for Growth Fund, under the Pre 16 Pupil Growth criteria. Application documentation has been developed for schools to ensure transparency, accountability and that appropriate challenge and assessment can be undertaken in all instances.   |
| <b>14.</b>                          | Assessment will be undertaken by a panel consisting of Council Officers representing Children's Services Finance and the School Organisation, Admissions and Capital Planning Team, in addition to two members of the School Forum, nominated on an annual basis by the Forum. Approval for successful applications will be given under delegated authority from the School Forum by the Deputy Chief Executive/Director of Children's Services.   |
| <b>15.</b>                          | Successful applications will be reported to the School Forum as is required by Regulation.   |
| <b>Infant Class Size regulation</b> |  |
| <b>16.</b>                          | The School Standards and Framework Act 1998 (Sections 1- 4) provided that <b>all schools with infant pupils must</b> organise their Key Stage 1 classes to ensure that they contain no more than 30 pupils for <b>all ordinary teaching sessions</b> taught by a single qualified teacher from September 2001. In some schools, this may require the creation of an additional class or a withdrawal group, vertical grouping of pupils or the presence of a second teacher to team-teach the class. Some schools may look to a combination of these options to achieve the statutory infant class size limit.   |
| <b>17.</b>                          | <p>The Regulations specify that:</p> <p>No child attaining the age of 5, 6 or 7 during the course of the academic year should be in an infant class of more than 30 pupils. A class is covered by the limit if the majority of pupils in the class are infants.</p> <p>The limit applies to all ordinary teaching sessions. The only occasions where more than 30 pupils are permitted are music, drama and PE/games. Assemblies are also excluded from the class size limit.</p> <p>The limit applies to all infant classes taught by a single qualified teacher. An infant class can contain more than 30 pupils if there are two qualified teachers present, but there must not be more than 30 pupils for one teacher.</p> |
| <b>18.</b>                          | <p>Mixed key stage classes:</p> <p>a) In a mixed Year 2/3 class, where the majority of pupils are junior aged children, the class is not covered by the Class Size Regulations and it can operate with more than 30 pupils. However, if the majority of pupils are infants, the statutory limit on infant class sizes is applicable.</p> <p>b) In a mixed Nursery/Reception class (Foundation Unit) where the majority of pupils are nursery aged children, the class is not covered by the Class Size</p>   |

|                   |   |
|-------------------|---|
|                   | <p>Regulations and it can operate with more than 30 pupils. However, should the majority of pupils be reception aged pupils, the statutory limit on infant class sizes is applicable.</p>   |
| <p><b>19.</b></p> | <p>Additional children may be admitted under very limited exceptional circumstances. The School Admissions (Infant Class Sizes) (England) Regulations 2012 which came into force from 1 February 2012 have revised the permitted exceptions originally established in 2001 and further amended in 2006.</p>   |
| <p><b>20.</b></p> | <p>The excepted children are:</p> <ul style="list-style-type: none"> <li>children with statements of special educational needs admitted outside the normal admission round;</li> <li>looked after children and previously looked after children admitted outside the normal admission round;</li> <li>children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;</li> <li>children admitted after an independent appeals panel upholds an appeal;</li> <li>children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;</li> <li>children of UK service personnel admitted outside the normal admission round;</li> <li>twins and children from multiple births when one of the siblings is the 30th child admitted;</li> <li>children with SEN who are normally taught in an SEN unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.</li> </ul> |
| <p><b>21.</b></p> | <p>Any agreed exception to the statutory infant class size limit will apply for the whole period of a child's time in the infant classes or until the class numbers fall back to the admission number. Should a child leave during this time, the school is not permitted to 'back fill' any place(s).</p>  |
| <p><b>22.</b></p> | <p>Any school that exceeds its published admission number by admitting a child without there being a formal independent appeal or without the prior agreement of the Council under the Exceptions Regulations, which cannot meet the statutory limit on infant class sizes, will be required to find any additional funding to comply with the regulations from its budget share.</p>   |
| <p><b>23.</b></p> | <p>In October each year, the Council's School Organisation, Admissions and Capital Planning Service will use the DfE Autumn Term Census Return and check the following to ensure each school:</p> <ul style="list-style-type: none"> <li>a) Complies with the infant class organisation (i.e. Reception, Year 1 and 2),</li> <li>b) Has not exceeded their admission number as published in the Council's Admission</li> </ul>  |

|                   |   |
|-------------------|---|
|                   | <p>booklet, for any infant age group.</p> <p>This exercise will be repeated following the January School Census Return.</p> <p><b>NOTE:</b></p> <p>i. Where a pupil has been admitted following the decision of an <b>independent</b> appeal hearing, academies and own admission authority schools will be required to provide, the date of the appeal hearing, the name of the child admitted and whether the case presented was on class size prejudice or ordinary prejudice grounds, unless the appeal was presented by the Council. For Community and VC schools, only the name of the child will need to be supplied.</p> <p>ii. Where it has been agreed with the Council that the admission meets one of the very limited circumstances specified in the Exception Regulations, the school will be expected to provide the details of the individual case.</p>   |
| <p><b>24.</b></p> | <p>Where a school is unable to comply with the Regulations without reorganising classes (this could be a mixed nursery/reception class and/or a mixed Year 2/Year 3 class) and incurring additional costs associated with the employment of further teaching staff, it can make an application to the Council setting out its specific circumstances. The deadline for applications to be received by the Council's School Organisation, Admissions and Capital Planning Service will be the end of November of each academic year.</p>   |
| <p><b>25.</b></p> | <p>However, the following conditions will apply:</p> <p>1) Schools with fewer than 30 Key Stage 1 pupils will not be eligible for infant class size funding as the lump sum in the funding formula is deemed to provide sufficient resources for one infant class in any Lower School.</p> <p>2) Schools who have a total number of Key Stage 1 pupils within five of multiples of 30 will not be eligible for infant class size funding as they are also deemed to have sufficient resources within their delegated budgets to organise all infant classes at 30 pupils or less e.g. 55, 85, 115 infant pupils – no infant class size funding. Therefore the qualifying class will only be funded up to a maximum of 25 places.</p> <p>3) Any application will trigger a review of the school's Published Admission Number (PAN)</p> <p>4) Any successful application will only be guaranteed for one academic year, with a new application required in the following academic year.</p> <p>5) Small schools with less than 90 NOR will be expected to consider a mix of Key Stages</p> <p>6) Schools are expected to first utilise their reserves for the additional costs of employing an additional teacher, before infant class size funding will be considered.</p> |
| <p><b>26.</b></p> | <p>The application will be considered by the Panel referred to in Sec. 14 above and successful applications will be reported to the School Forum.</p>   |
| <p><b>27.</b></p> | <p>For successful applications infant class size funding will be allocated where total key stage one numbers in October are more than 5 short of the next higher multiple of</p>  |

|                   |   |
|-------------------|---|
|                   | <p>30. Key stage one funding will be allocated for each “ghost place” to take the last multiple to 25. Total funding will be calculated as the number of “ghost pupils” multiplied by a reduced AWPU value of £1,272. Examples are given below.</p>   |
|                   | <p><u>Example 1</u></p> <p>a) Anticipated numbers for October census as assessed by Admissions team in June 2013 following new Year R intake offers : - Reception = 80, Year 1= 80, Year 2 = 57, Total KS1= 217</p> <p>b) In order to meet infant class legislation school has to plan for 8 classes of no more than 30 in a class across KS1 i.e. based on 240 pupils. (Without infant class legislation school could have operated 7 classes of 31.)</p> <p>c) <math>240 - 217</math> less threshold of 5 = 18 “ghost pupils”</p> <p>18 “ghost pupils” x AWPU to help fund 8th class.</p>   |
|                   | <p><u>Example 2</u></p> <p>a) Anticipated numbers for October census as assessed by Admissions team in June 2013 following new Year R intake offers : - Reception = 80, Year 1= 80, Year 2= 75, Total KS1= 235</p> <p>b) In order to meet infant class legislation school has to plan for 8 classes of no more than 30 in a class across KS1 i.e. based on 240 pupils. (Without infant class legislation school could in theory have operated 4 classes of 34 and 3 at 33, but this is unlikely)</p> <p>c) <math>240 - 235</math> less threshold of 5 = 0</p> <p>School does not receive any additional funding as probably would have operated 8 classes anyway.</p> |
|                   | <p><u>Example 3</u></p> <p>a) Anticipated numbers for October census as assessed by Admissions team in June 2013 following new Year R intake offers : - Reception = 12, Year 1= 12, Year 2 = 12, Total KS1= 36</p> <p>b) In order to meet infant class legislation school has to plan for 2 classes of no more than 30 in a class across KS1 i.e. based on 60 pupils.</p> <p>c) <math>60 - 36</math> less threshold of 5 = 19 “ghost pupils”</p> <p>19 “ghost pupils” x AWPU to help fund 2nd class.</p>  |
| <p><b>28.</b></p> | <p>Any queries relating to Infant Class Size regulations should be referred to the Council's School Organisation, Admissions and Capital Planning Service on 0300 300 8037.</p>   |

# Accountability Framework for School Outcomes

Children's  
Overview and Scrutiny Committee  
13 December 2013

# Council Role in Monitoring and Evaluating Performance Data

- Identification of best practice for school to school support, e.g. Early Years Project/Key Stage 2 Project
- Role of the Central Bedfordshire Teaching School Partnership – school to school support
- Communication through Central Essentials and Governors Essentials
- Identification of maintained schools causing concern in line with School Intervention Strategy – Statement of Action



# Powers of Intervention

- In the lowest performing maintained schools who are not improving, Warning Notices may be issued, and consideration will be given to putting in place an Interim Executive Board (IEB) and seek alternative arrangements, including conversion to sponsored Academies, to effect educational transformation.
- In the lowest performing Academies, the Council will write to the Secretary of State to inform him (her) of evidenced concerns.

# Framework for inspection of LA arrangements for Supporting School Improvement

How well the LA is performing:

- In supporting and challenging its schools and other providers to improve
- In promoting high standards, ensuring equality of access to opportunity, fulfilling children's potential and providing support to schools causing concern
- In promoting improvement

# School Data Timetable

## Summer Term

- End of Key Stage Assessments (Provisional Headline School Results)
  - End July, Early Year Foundation Stage Profile (EYFSP) , Phonics, Key Stage 1, Year 4 and Year 4 Progress plus Key Stage 2 Assessments
  - End August, Key Stage 4 and 5

## Autumn Term

- School will receive **Provisional School Level Results Sheets** with a breakdown down against Pupil characteristics
- Schools can access RAISE Online
- FFT Governor Dashboard provided to schools to distribute

## Spring Term

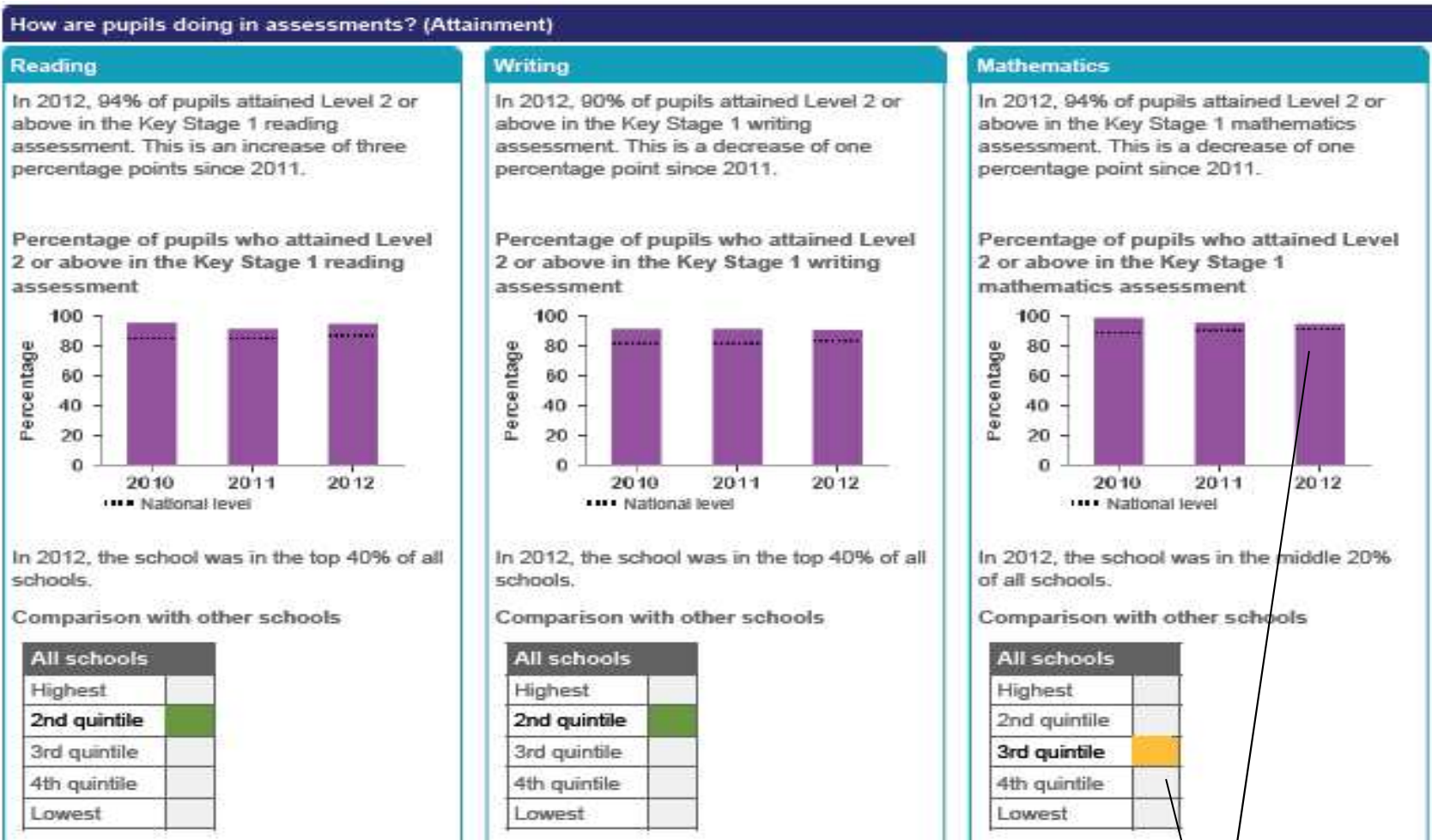
- DfE Performance Tables published
- Ofsted School Data Dashboards Available

- **Spring Term – Ofsted Dashboards**

- **February / May**

- -The 2013 **Ofsted School Data Dashboards** will be updated with the latest datasets. (KS1 and KS2 – Feb/Mar , KS4 – Apr/May)
- -The School Data Dashboard provides a snapshot of school performance. This can be used by school governors to check the performance of the school
- -Data can be filtered by key stage or by topic:
  - Expected progress
  - Attainment
  - Attendance
  - Closing the gap between disadvantaged and other pupils

# Ofsted School Data Dashboard



Is there a cause for concern?

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**Meeting:** Children's Services Overview and Scrutiny Committee  
**Date:** 13 December 2013  
**Subject:** Consultation on Admission Arrangements 2015/16  
**Report of:** Cllr Mark Versallion , Executive Member for Children's Services  
**Summary:** Attached at Appendix A is a report which was considered by the Council's Executive on the 5 November 2013 who approved the consultation to the Council's admission arrangements for 2015/16. The related appendices to the Executive report are attached as appendices B – F.

**Advising Officer:** Edwina Grant, Deputy Chief Executive/ Director of Children's Services  
**Contact Officer:** Karen Oellermann, Assistant Director - Commissioning & Partnerships  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Executive  
**Key Decision** Yes

## **CORPORATE IMPLICATIONS**

### **Council Priorities:**

The Council's admission arrangements and co-ordinated admissions scheme supports the Medium Term Plan priority to improve educational attainment.

### **Financial:**

1. Not applicable.

### **Legal:**

2. Regulations contained within the School Admissions Code set out the requirement for the Council to have a co-ordinated admissions scheme for the area. Admission Authorities must also determine their admissions arrangements by the 15th April each year, for implementation in September of the following year. If an Admissions Authority proposes to make amendments to their arrangements they must consult between the 1 November and the 1 March for a minimum of 8 weeks of the year before the arrangements apply.
3. For Community and Voluntary Controlled schools the admissions authority is the Council. Academies, Foundation, Trust and Voluntary Aided schools are their own admission authority and are therefore responsible for their admission arrangements.
4. The Council will fulfil its statutory responsibilities by consulting within the timescales set out above and conducting a consultation with the relevant parties on changes to admission arrangements for Community and Voluntary Controlled schools, inviting thoughts and comments from all consultees which will be reported to Executive in March when the admissions arrangements for September 2015 will be determined.

**Risk Management:**

5. This report sets out the statutory requirement for the Council to have a co-ordinated admissions scheme in place for the area. The risk of not having a co-ordinated scheme in place for Central Bedfordshire would entail the following key risks:

- Failure to discharge statutory duty
- Failure to provide an admissions process which allows parents to state preferences and apply by the national closing dates.
- Failure to allocate school places for the normal year of entry by the national offer dates.

All of the above would incur a negative perception of the Council which would be a reputational risk.

**Staffing (including Trades Unions):**

6. Not Applicable.

**Equalities/Human Rights:**

7. The School Admissions Code sets out the duty on Local Authorities and Admission Authorities to produce admission arrangements which are fair, clear and objective, which can be easily understood by parents. Admission arrangements must comply with regulations and legislation including the Equality Act 2010 and the Human Rights Act 1998.
8. Public authorities have a statutory duty to advance equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. As part of the development of the Admissions Arrangements the Council will carry out an equality impact assessment to check that the proposed changes do not have a disproportionate or negative impact on vulnerable groups.

**Public Health:**

9. Not applicable.

**Community Safety:**

10. Not applicable.

**Sustainability:**

11. Not applicable.

**Procurement:**

12. Not applicable.

**RECOMMENDATION:**

1. **The Children's Services Overview and Scrutiny Committee are asked to consider the content of the report and support the following:**
- **Central Bedfordshire's co-ordinated admissions scheme.**
  - **The admission arrangements for Community and Voluntary Controlled schools for the academic year 2015/16**



Appendices:

Appendix A – Executive Report of 5 November 2013: Consultation on Admission Arrangements 2015/16.

Appendix B – Lower, Primary and Middle 2015/16 co-ordinated admissions scheme

Appendix C – Secondary and Upper 2015/16 co-ordinated admissions scheme

Appendix D – Community and Voluntary Controlled schools proposed admissions policy 2015/16.

Appendix E – Greenleas School, Kestrel Way – proposed catchment area

Appendix F – St. Andrew's Lower School, second site – proposed catchment area

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**Appendix A**

**Meeting:** Executive  
**Date:** 5 November 2013  
**Subject:** Consultation on Admission Arrangements 2015/16  
**Report of:** Cllr Versallion , Executive Member for Children’s Services  
**Summary:** The report seeks Executive approval to commence consultation on Admission Arrangements for 2015/16, specifically the Council’s co-ordinated admissions scheme and the Council’s admission arrangements for Community and VC Schools.

**Advising Officer:** Edwina Grant, Deputy Chief Executive/ Director of Children’s Services  
**Contact Officer:** Karen Oellermann, Assistant Director - Commissioning & Partnerships  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Executive  
**Key Decision** Yes

**CORPORATE IMPLICATIONS**

**Council Priorities:**

The Council’s admission arrangements and co-ordinated admissions scheme supports the Medium Term Plan priority to improve educational attainment.

**Financial:**

1. Not applicable.

**Legal:**

2. Regulations contained within the School Admissions Code set out the requirement for the Council to have a co-ordinated admissions scheme for the area. Admission Authorities must also determine their admissions arrangements by the 15th April each year, for implementation in September of the following year. If an Admissions Authority proposes to make amendments to their arrangements they must consult between the 1 November and the 1 March for a minimum of 8 weeks of the year before the arrangements apply.
3. For Community and Voluntary Controlled schools the admissions authority is the Council. Academies, Foundation, Trust and Voluntary Aided schools are their own admission authority and are therefore responsible for their admission arrangements.

**Appendix A**

4. The Council will fulfil its statutory responsibilities by consulting within the timescales set out above and conducting a consultation with the relevant parties on changes to admission arrangements for Community and Voluntary Controlled schools, inviting thoughts and comments from all consultees which will be reported to Executive in March when the admissions arrangements for September 2015 will be determined.

**Risk Management:**

5. This report sets out the statutory requirement for the Council to have a co-ordinated admissions scheme in place for the area. The risk of not having a co-ordinated scheme in place for Central Bedfordshire would entail the following key risks:
- Failure to discharge statutory duty
  - Failure to provide an admissions process which allows parents to state preferences and apply by the national closing dates.
  - Failure to allocate school places for the normal year of entry by the national offer dates.

All of the above would incur a negative perception of the Council which would be a reputational risk.

**Staffing (including Trades Unions):**

6. Not Applicable.

**Equalities/Human Rights:**

7. The School Admissions Code sets out the duty on Local Authorities and Admission Authorities to produce admission arrangements which are fair, clear and objective, which can be easily understood by parents. Admission arrangements must comply with regulations and legislation including the Equality Act 2010 and the Human Rights Act 1998.
8. Public authorities have a statutory duty to advance equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. As part of the development of the Admissions Arrangements the Council will carry out an equality impact assessment to check that the proposed changes do not have a disproportionate or negative impact on vulnerable groups.

**Public Health**

9. Not applicable.

**Community Safety:**

10. Not applicable.

**Sustainability:**

11. Not applicable.

Appendix A

**Procurement:**

12. Not applicable.

**Overview and Scrutiny:**

13. The Admission Arrangements will be considered by Overview and Scrutiny on 13 December 2013.

**RECOMMENDATIONS:**

**The Executive is asked to:**

1. **Approve the commencement of consultation for Central Bedfordshire's co-ordinated admissions scheme.**
2. **Support the proposed admission arrangements for Community and Voluntary Controlled schools for the academic year 2015/16**
3. **Approve the commencement of the consultation for Central Bedfordshire's admission arrangements for Community and Voluntary Controlled Schools for the academic year 2015/16.**

*Reason for Recommendations: To enable the Council to meet its statutory obligations to consult on admission arrangements.*

**Executive Summary**

14. The Council has a statutory duty to ensure that admissions are co-ordinated for all admission authorities in their area for all children being admitted into the normal year of entry and only one offer of a school place is made. The Co-ordinated Admissions Scheme for the academic year 2015/16 fulfils this requirement, setting out the timeframes for processing admission applications, but must be the subject of consultation before approval by Executive in March.
15. In addition, as the Council is the admission authority for Community and Voluntary-Controlled schools, it must also undertake consultation on its own admission arrangements where changes are proposed. The admission policy for these schools sets out the criteria in which applications will be considered if the school is oversubscribed. This report explains the rationale for a number of proposed changes to existing admissions criteria for some Community and Voluntary Controlled schools.
16. In this report, a rationale is proposed for the following to be consulted upon:
  - Amending the existing catchment areas for Hawthorn Park Primary, Houghton Regis Primary, Tithe Farm Primary and Thornhill Primary following the implementation of a two tier structure from a three tier structure in the Houghton Regis area.
  - Giving priority to children attending the Nursery school at Hawthorn Park Primary and Tithe Farm Primary and inserting this as criterion five between other siblings and those to be prioritised on straight line

**Appendix A**

distance.

- The implementation of a catchment area for Greenleas Lower School – Sandhills site from September 2015 and a change to the admissions criteria for the school to prioritise applicants within the catchment area from the current criteria of straight line distance.
- A change to the admission arrangements for St. Andrew’s Lower School, in Biggleswade due to the proposed expansion of the school over two sites, with the new site due to open in September 2015. The school would have two catchment areas for each of the sites.
- Decreasing the published admission number at Watling Lower School from 45 to 30 from September 2015.

**Central Bedfordshire Council’s Co-ordinated Admissions Scheme  
Academic Year 2015-16**

17. Legislation contained within the School Standards and Framework Act 1998 requires Local Authorities to have a co-ordinated admissions scheme for their area where parents can apply on a common application form for a place in the normal year of entry at a school or an academy. The Council is required to co-ordinate the admissions for children in their area so that only one offer of a school place is made per prospective pupil. The co-ordinated admissions scheme must be formulated by 1 January in the relevant determination year and must be consulted on with the relevant bodies.
18. Central Bedfordshire’s Co-ordinated Admissions Scheme for the academic year 2015/16 sets out the scheme and timetable in which applications will be processed. The scheme details the processes and procedures that the Council and other admissions authorities need to work to in order to process the applications by the offer date for the normal year of entry at a school or academy.
19. The Council acting as the local authority must have a co-ordinated admissions scheme in place for all maintained schools and academies in the area.
20. Admissions for the normal year of entry for Upper and Secondary schools are subject to a national closing date of 31 October for receipt of applications and a national offer date of 1 March.
21. Admissions for the normal year of entry for Lower, Primary and Middle are subject to a national closing date of 15 January and a national offer date of 16 April.
22. The co-ordinated scheme is attached for Lower, Primary and Middle at Appendix 1 and the co-ordinated scheme is attached for Secondary, Upper and the University Technical College at Appendix 2.

**Appendix A**

**Admission Arrangements for Community and Voluntary Controlled schools  
Academic Year 2015/16**

23. Regulations require Admission Authorities to consult on their admission arrangements annually if changes are proposed and they must do so for a period of 8 weeks, commencing no earlier than 1 November, with consultation concluding by 1 March. Arrangements then must be determined by 15 April.
24. Admission arrangements are the methods and procedures that determine how children will be admitted to any given school and include the 'admission criteria' which will be applied if more applications are received than there are places available.

Appendix 3 details the Community and Voluntary Controlled schools in the Central Bedfordshire Council area and the proposed admissions criteria and published admissions number and policy proposed for September 2015.

**Amendment of catchment areas for Community Primary Schools in Houghton Regis and insertion of nursery criterion for Hawthorn Park and Tithe Farm Primary schools**

25. The Houghton Regis area has seen a shift from a three tier model of education, (with the exception of St. Vincent's Primary which converted from a Lower to Primary a few years ago), to an exclusively two tier system of education with effect from September 2013.
26. The transformation of this area began in 2012 when Hawthorn Park, Tithe Farm and Thornhill Lower Schools, along with Thomas Whitehead Lower School had their change of age range applications approved in April 2012 to convert to Primary schools with affect from September 2013. All Saints Academy was then approved by the EFA to convert to a Secondary school in the Summer of 2012. Houghton Regis Lower was approved in December 2013 to convert to a Primary with affect from September 2013 and Houghton Regis Academy has recently had their change of age agreed to convert from a Middle school to a Secondary with effect from September 2013.
27. With this shift, the catchment areas currently in existence for a lower, middle and upper school for each road in Houghton Regis have become obsolete now that the area is made up of six primary and two secondary schools. The removal of catchment areas in the Houghton Regis area was considered by the Council in 2013. However with housing developments planned for north Houghton Regis, it is crucial to retain these catchments in order to ensure that local children can access their local school.
28. Therefore the current lower catchment areas in Houghton Regis for Hawthorn Park, Houghton Regis, Tithe Farm and Thornhill will be converted to Primary school catchment areas.

## Appendix A

29. In addition to this, Hawthorn Park Primary School and Tithe Farm Primary School will have the addition of a criterion to give priority to children in the nursery placed above the final criterion of straight line distance. This proposal provides parity for these two schools as the other Primary schools in Houghton Regis give priority to nursery children above the final criterion. The admissions criteria for these schools are detailed in Appendix 3, which lists the proposed admissions criteria for every Community and VC school in Central Bedfordshire.

### **Implementation of a catchment area for Greenleas School – Kestrel Way from September 2015.**

30. From September 2013, Greenleas School in Leighton Buzzard is a two site school, with the main site on Derwent Road and the second site on Kestrel Way. The main site on Derwent Road operates an admissions policy based on a catchment area for the school. The second site on Kestrel Way opened in September 2013 and its admission policy is based on straight line distance.
31. The Kestrel Way site is currently placed within the Stanbridge Lower School catchment area. Therefore children local to the school who are living on the development that the new school serves are within the catchment area to a school over 2 miles away. This disparity is not, therefore, currently providing for the local community that it was built to serve.
32. Following discussions with Greenleas School and Stanbridge Lower School, it is proposed that a catchment area is implemented for Greenleas School, Kestrel Way which removes a portion of the catchment area from Stanbridge Lower School and provides a catchment area for Greenleas School, Kestrel Way, which serves the children in this area. A map of the proposed catchment area is attached at Appendix 4.
33. As it is proposed for Greenleas School, Kestrel Way to have a catchment area, the admissions criteria for the school will also need to reflect this. Currently the Kestrel Way site operates a policy which prioritises siblings and then offers places based on straight line distance. The proposed admission arrangements are now therefore for the school to prioritise applicants within the catchment area and these are detailed in Appendix 3.

### **Admission arrangements for the expansion of St. Andrew's Lower School in Biggleswade**

34. St. Andrew's Lower School is one of three lower schools in the town of Biggleswade and is a Voluntary Controlled school. The school has recently been subject to statutory consultation to expand the school from a 90 to a 150 place Lower school spread over two sites from September 2015. As part of the statutory consultation, two public meetings were held on the 19 June and 1 July 2013, where the proposed admission arrangements were detailed.



## Appendix A

35. The arrangements proposed are for the admissions criteria to mirror those of the existing site and as such, a catchment area is defined for the second site which encompasses the new development for which the proposed expansion will provide. The creation of this catchment will necessitate a change to the current catchment areas of Lawnside and Southlands Lower Schools, both of which have supported this amendment in the initial consultation process. The precise catchment area proposed is detailed in Appendix 5. The proposed admission arrangements are subject to the outcome of the Council Executive on the 10 December 2013 which will consider and decide whether or not to expand St. Andrew's Lower School.

### Published admission numbers

36. In line with the regulations contained within the School Admissions Code, any proposal to decrease a published admissions number is required to be consulted upon during the admissions consultation timeframe, before being determined on the 15 April for admissions in the academic year before they apply.
37. Watling Lower School in Dunstable currently operates one and a half forms of entry per year group and has a published admission number (PAN) of 45. The school would like to decrease the published admissions number to become a one form entry lower school with a PAN of 30 from September 2015. This will enable the school to organise classes more effectively without the inconsistency that is currently experienced as a result of fluctuations in the school's intake numbers. This decrease will not cause a negative impact on places in the area because there is no overall shortage of lower/primary school places.
38. Although an admission authority is not required to consult on any proposed increases to a school's PAN, the following are to be noted as changes to admissions arrangements from September 2015:
- Dunton VC Lower School – increase to PAN from 12 to 15.
  - Russell Lower School – increase to PAN from 54 to 90\*
  - St. Andrew's Lower School – increase to PAN from 90 to 150 (over two school sites)\*

\*Subject to Executive approval for the schools to expand.

### Method of Consultation

39. Admission authorities are required to consult on their admission arrangements if changes are proposed and to conduct this for a period of 8 weeks commencing no earlier than 1 November, with the consultation concluding by 1 March. It is proposed that the consultation period will commence from 11 November and conclude on 20 January, permitting over 8 weeks to allow for the Christmas school holiday break. This will provide time for analysis of the responses before Executive approve the admission arrangements on 18 March for the admission arrangements to be determined by 15 April.

## Appendix A

40. Central Bedfordshire Council is the admission authority for Community and Voluntary Controlled schools and therefore must conduct its consultation in line with regulations, with the following parties:
- a) Parents of children between the ages of two and eighteen
  - b) Other persons in the relevant area who in the opinion of the admissions authority have an interest in the proposed admissions
  - c) All other admission authorities within the relevant area
  - d) The Governing Bodies of Community and Voluntary Controlled schools
  - e) Adjoining neighbouring local authorities
  - f) The body or person representing religious denomination schools.
41. The Council will publish the Co-ordinated Admissions Scheme and the proposed admission arrangements for Community and Voluntary Controlled schools on the Central Bedfordshire Council website and advertise the consultation as widely as possible to gather the views of the relevant parties. The Council will contact the Governing Bodies of Community and Voluntary Controlled schools, all other admission authorities in the area, neighbouring local authorities and the Church of England and Catholic diocese with details of the consultation and how they can contribute their opinion.

## Conclusion and Next Steps

42. It is a necessary requirement for the Council to consult on its admission arrangements and to formulate a co-ordinated scheme for admission by 1 January in the determination year. The co-ordinated admissions scheme has been drawn up with regard to the national closing dates and the national offer dates for the academic year of 2015/16, taking into account the necessary timescales to process and allocate mass applications working with the schools and academies in Central Bedfordshire to meet the deadlines.
43. Many of the admission arrangements for Community and Voluntary Controlled schools in Central Bedfordshire remain unchanged from the previous year and changes are proposed for the following schools:
- Hawthorn Park and Tithe Farm Lower Schools in Houghton Regis
  - Greenleas Lower School, Kestrel Way, Leighton Buzzard
  - St. Andrew's Lower School, Biggleswade
  - Watling Lower School, Dunstable
44. The next steps are for the Council to undertake the consultation within the statutory timeframes engaging with all the relevant parties to ascertain views on the proposed admission arrangements in particular the arrangements for Community and Voluntary Controlled schools.

## Appendices:

Appendix 1 – Lower, Primary and Middle 2015/16 co-ordinated admissions scheme

Appendix 2 – Secondary and Upper 2015/16 co-ordinated admissions scheme

Appendix 3 – Community and Voluntary Controlled schools proposed admissions policy 2015/16.

Appendix 4 – Greenleas School, Kestrel Way – proposed catchment area

**Appendix A**

Appendix 5 – St. Andrew's Lower School, second site – proposed catchment area

**Background Papers:**

1. Equality Impact Assessment

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**CO-ORDINATED SCHEME FOR ADMISSIONS TO:  
LOWER, PRIMARY AND MIDDLE SCHOOLS AND ACADEMIES**

**ACADEMIC YEAR 2015/2016**

**1. Introduction**

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all maintained schools in their area. Academies are required to participate in the co-ordinated scheme.
- 1.2 A school is defined as any maintained community, voluntary controlled, foundation, trust school or voluntary aided school or academy in the Central Bedfordshire Council area.
- 1.3 Central Bedfordshire Council, acting as the Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for foundation, trust and voluntary aided schools and academies is the governing body.
- 1.4 This scheme will apply to all lower, primary and middle schools and academies for admissions in the Central Bedfordshire Council area from September 2015.
- 1.5. Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 Central Bedfordshire Council uses the equal preference system to process admission applications, as outlined below:
  - 1.6.1 Stage 1

All first, second and third preference applications are considered equally against the admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 120 places and there are 150 first, second and third preference applications all are considered equally against the admissions criteria.

## Appendix B

### 1.6.2 Stage 2

If a pupil qualifies for a place at more than one school the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

## 2. The Scheme

- 2.1. This scheme is for admissions in the normal year of entry for:
  - a) Lower Schools and Academies
  - b) Primary Schools and Academies
  - c) Middle Schools and Academies
- 2.2. There will be a standard form known as the Common Application Form (CAF). Parents of children living in Central Bedfordshire will also be able to apply online for a school or academy place.
- 2.3. The CAF or online application will be used for the purposes of admitting children into the first year of a:
  - Lower or Primary school/academy (Year R), or
  - Middle school/academy (Year 5).
- 2.4. The CAF or online application form will enable parents/carers to:
  - express a preference for up to 3 schools / academies
  - rank their preferences
  - give reasons for their preferences
- 2.5. Information will be provided on the admissions process in the form of the admissions booklet and will contain information on:
  - a) the schools and academies in Central Bedfordshire
  - b) dates of open evenings (where applicable)
  - c) Schools and academies admission numbers and admissions criteria
  - d) how to complete an application
  - e) how places are allocated
  - f) timetable for the application and allocation process
  - g) school transport
  - h) who to contact for advice
- 2.6. **Admissions for the normal year of entry into a Lower or Primary School (Year R):**
  - 2.6.1 Parents of all children born between **01/09/10 and 31/08/11** and living in Central Bedfordshire will be able to apply for a school or academy place online or by using the CAF. The CAF will be available from any local lower

## Appendix B

or primary school or academy, from the School Admissions Team or it can be downloaded from the Local Authority website.

2.6.2 Parents of children living in Central Bedfordshire who wish to apply for a primary or lower school or academy place in another Local Authority must apply online or use the CAF.

2.6.3 Parents of children who do not live in Central Bedfordshire but who wish to apply for a place at a Central Bedfordshire school or academy must make their application to their home Local Authority.

2.6.4 Deferred Entry: Parents of children offered a place for admission in September may defer the admission until January or April, provided the child is not of statutory school age. Parents cannot defer admission beyond statutory school age nor beyond the academic year for which the place was offered.

### **2.7. Admission into the normal year of entry into a Middle School (Year 5)**

2.7.1. Parents of all children living in Central Bedfordshire and attending a lower school or academy in the Local Authority area will receive the details about the transfer process and how to apply.

2.7.2. Parents of children attending a lower school or academy, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.

2.7.3. Parents of children living in Central Bedfordshire but not attending a lower school or academy, in the Local Authority area and who wish to apply for a middle school or academy place may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

### **3. Timetable for admissions into Lower, Primary and Middle schools**

#### **Lower/Primary:**

3.1. In **September 2014**, the Local Authority admissions booklet and the CAF will be available to parents of children living in Central Bedfordshire. Parents of children who do not live in Central Bedfordshire must apply to their home Local Authority.

3.2. Completed online applications and CAFs are to be submitted to the School Admissions Team by **15 January 2015**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

#### **Middle transfer:**

3.3. In **September 2014** information is sent to parents of all children attending a lower school or academy in the Local Authority area. Parents of children

## Appendix B

who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.

- 3.4. Completed online applications are to be submitted and CAFs are to be returned to the School Admissions Team by **15 January 2015**. If the child is attending a lower school in Central Bedfordshire a CAF can be returned via the lower school or academy who will forward it to the School Admissions Team. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

### Lower, Primary and Middle admissions

- 3.5. By **13 February 2015** All preferences will be logged on the database and the School Admissions Team will notify the admission authority for each foundation, trust school or voluntary aided school and academy of every nomination that has been made for that school or academy. Applications for places in other Local Authority schools / academies are sent to those authorities.
- 3.6. By **11 March 2015** the admission authority for each foundation, trust or voluntary aided school and academy will consider all applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 3.7. The School Admissions Team will process the ranked lists against the ranked lists of other schools or academies nominated and:
  - where the child is eligible for a place at only one of the nominated schools or academies, that school or academy will be allocated to the child
  - where the child is eligible for a place at two or more of the nominated schools or academies, they will be allocated a place at whichever of these is the highest ranked preference
- 3.8. Between **18 March 2015 and 25 March 2015** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.
- 3.9. Where the child is not eligible for a place at any of the nominated schools or academies, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools or academies that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for



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a particular school or academy over those who have not.

- 3.10 On **14 April 2015** all middle schools and academies will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 3.11. On **16 April 2015** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, including those who have applied for a place in another Local Authority school or academy. Parents who have applied online will be able to access the decision online. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority on the date determined by that Local Authority.
- 3.12 By **30 April 2015** parents are to notify School Admissions Team of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.
- 3.13 By **30 April 2015** parents who have applied on time and want to change their preference from their original offer need to have submitted a change of preference by this date.

### 4. Late Applications

- 4.1 The closing date for applications in the normal admissions round is **15 January 2015**. Applications received after this date will be considered late and will be processed after the initial allocation of places.
- 4.2. Late applications received from 16 January until 16 April will be processed as part of the initial late allocation round and will be logged onto the database by **8 May 2015**.
- 4.3. The School Admissions Team will notify the admission authority for each foundation, trust school and voluntary aided school and academy of every nomination that has been made for that school or academy by **8 May 2015**.
- 4.4. Applications for places in other Local Authority schools / academies will be sent to those authorities by **8 May 2015**.
- 4.5. By **22 May 2015** the admission authority for each foundation, trust and voluntary aided school and academy will consider all their initial late applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 4.6. The School Admissions Team will process the ranked lists against the ranked lists of other schools or academies nominated and:

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where the child is eligible for a place at only one of the nominated schools or academies, that school or academy will be allocated to the child

where the child is eligible for a place at two or more of the nominated schools or academies, they will be allocated a place at whichever of these is the highest ranked preference

- 4.7. Information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.
- 4.8. Where the child is not eligible for a place at any of the nominated schools or academies, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools or academies that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 4.9. On **8 June 2015** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, if part of the initial late allocation round, including those who have applied for a place in another Local Authority school or academy where the result of this decision has been received by the timescales outlined above.
- 4.10. Late applications received on or after the 17 April will be processed from **9 June 2015**.

## 5. Waiting Lists

- 5.1. Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academies are kept on a waiting list to be re-allocated if places become available. Waiting lists will be maintained until **the end of the academic year for 2015/16** for Community and Voluntary controlled schools. Waiting lists for schools who are their own admission authority (foundation, trust and VA) and academies may operate different waiting list arrangements.

## 6. In-year Admissions (applications received on or after 1 September)

- 6.1. An in-year admission is an application made for a child to be admitted outside of the co-ordinated admissions scheme for the normal year of entry or for another year group within an academy/school.

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- 6.2. The local authority will co-ordinate in-year applications for community and voluntary controlled schools as the admission authority for those schools.
- 6.3. The local authority will co-ordinate in-year applications made for academies and own admission authority schools who opt-in to the local authority's scheme for in-year admissions.
- 6.4. The Local Authority will make an application form available to enable parents to apply for an in-year place at any academy or school within the Local Authority area, which will enable parents to express a preference for up to 3 schools or academies and to rank their preferences. The form will be available on the Local Authority website as an e-form or can be downloaded.
- 6.5. The application will be dealt with by the local authority for those schools which are community or voluntary controlled schools or those academies and own admission authority who have opted in to the local authority's in-year co-ordination scheme.
- 6.6. Any application received by the School Admissions Team for an academy or own admission authority school whom has opted out of the local authority's in-year co-ordination scheme will be forwarded to them to process.
- 6.7. All Academies and own admission authority schools who deal with their own in-year admissions (i.e. opted out of the in-year co-ordination scheme) will be required to determine the child's application and notify the parent and local authority of the outcome.
- 6.8. Pupils not offered a place at a community or voluntary controlled school or at an academy or own admission authority school who has opted in to the local authority's in-year co-ordination scheme will be kept on a waiting list which will be maintained for the academic year of admission. Academies and own admission authority schools who have opted out will have their own waiting list arrangements. In all cases where a place cannot be offered parents will have the right of appeal.
- 6.9. If all of the preferred academies and schools are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest academy or school with places available, unless the child is already attending a local school or academy.
- 6.10. Any place offered is usually expected to be taken up by the child within 4-6 weeks or by the start of the next school term.
- 6.11. Details of the community and voluntary controlled schools and those academies and own admission authority schools who have opted-in to the in-year co-ordination scheme and those who have opted out can be obtained from the School Admissions Team at [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions).

**Appendix B**

**Timetable for Co-ordinated Admissions to:  
Lower, Primary and Middle Schools and Academies for academic year 2015/16**

|  |   |
|--|---|
| <b>September 2014</b>                    | Information about the transfer process issued   |
| <b>15 January 2015</b>                   | Closing date for receipt of applications  |
| <b>13 February 2015</b>                  | By this date details of applications to be sent to foundation, trust and voluntary aided schools and academies. Applications for places in other Local Authority middle schools and academies sent to those authorities   |
| <b>11 March 2015</b>                     | By this date foundation, trust and voluntary aided schools and academies provide the School Admissions Team with ranked lists of applicants   |
| <b>18 March 2015 –<br/>25 March 2015</b> | Between these dates information to be exchanged with other Local Authorities on potential offers  |
| <b>14 April 2015</b>                     | Information on pupils to be offered places will be available to schools and academies via the web based School Admissions Module  |
| <b>16 April 2015</b>                     | Notification to be posted to parents living in Central Bedfordshire and available online  |
| <b>30 April 2015</b>                     | Date by which parents reject the offer of a place if not required.  |
| <b>8 May 2015</b>                        | Late applications received between 16 January and 16 April 2014 will be logged onto the database by this date.  |
| <b>8 May 2015</b>                        | The School Admissions Team will notify the admission authority for each foundation, trust and voluntary aided school and academy of every nomination that has been made for that school or academy and applications for places in other Local Authority schools / academies will be sent to those authorities |
| <b>22 May 2015</b>                       | By this date foundation, trust and voluntary aided schools and academies provide School Admissions Team with ranked lists of applicants in the initial late allocation round.   |
| <b>8 June 2015</b>                       | Notification to be posted to parents living in Central Bedfordshire who have submitted a late application that qualifies for consideration in the initial late allocation round.  |
| <b>9 June 2015</b>                       | Late applications received on or after 17 April will be processed from this date.   |

**CO-ORDINATED SCHEME FOR ADMISSIONS TO:  
SECONDARY AND UPPER SCHOOLS AND ACADEMIES AND THE  
UNIVERSITY TECHNICAL COLLEGE****ACADEMIC YEAR 2015/2016****Section 1****Introduction**

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all maintained schools in their area. Academies are required to participate in the co-ordinated scheme.
- 1.2 A school is defined as any maintained community, voluntary controlled, foundation, trust school or voluntary-aided school or academy in the Central Bedfordshire Council area.
- 1.3 Central Bedfordshire Council, acting as the Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for foundation, trust and voluntary aided schools and academies is the governing body.
- 1.4 This scheme will apply to all secondary and upper schools and academies and the University Technical College in the Central Bedfordshire Council area from September 2015.
- 1.5 Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 Central Bedfordshire Council uses the equal preference system to process admission applications, as outlined below:
  - 1.6.1 Stage 1

All first, second and third preference applications are considered equally against the admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 120 places and there are 150 first, second and third preference applications all are considered equally against the admissions criteria.

### 1.6.2 Stage 2

If a pupil qualifies for a place at more than one school or academy the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school or academy available for another pupil.

## Section 2

### The Scheme

- 2.1. This scheme is for admissions in the normal year of entry for:
  - a) Secondary Schools and Academies
  - b) Upper Schools and Academies
  - c) University Technical College (UTC)
- 2.2. There will be a standard form known as the Common Application Form (CAF). Parents of children living in Central Bedfordshire will also be able to apply online for a school or academy place.
- 2.3. The CAF or online application will be used for the purposes of admitting children into the first year of a:
  - Secondary school/academy (Year 7), or
  - Upper school/academy (Year 9), or
  - University Technical College (Year 10)
- 2.4. The CAF or online application form will enable parents/carers to:
  - express a preference for up to 3 schools / academies
  - rank their preferences
  - give reasons for their preferences
- 2.5. Information will be provided on the admissions process in the form of the admissions booklet and will contain information on:
  - a) the schools and academies in Central Bedfordshire
  - b) dates of open evenings (where applicable)
  - c) Schools and academies admission numbers and admissions criteria
  - d) how to complete an application
  - e) how places are allocated
  - f) timetable for the application and allocation process
  - g) school transport
  - h) who to contact for advice

**2.6. Admission into the normal year of entry into a Secondary School/ Academy (Year 7)**

- 2.6.1 Parents of all children living in Central Bedfordshire and attending a primary school or academy, in the Local Authority area will receive the details about the transfer process and how to apply.
- 2.6.2 Parents of children attending a primary school or academy, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.
- 2.6.3 Parents of children living in Central Bedfordshire but not attending a primary school or academy, in the Local Authority area and who wish to apply for a secondary school or academy place may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

**2.7. Admission into the normal year of entry into an Upper School (Year 9)**

- 2.7.1 Parents of all children living in Central Bedfordshire and attending a middle school or academy, in the Local Authority area will receive the details about the transfer process and how to apply.
- 2.7.2 Parents of children attending a middle school or academy, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.
- 2.7.3 Parents of children living in Central Bedfordshire but not attending a middle school or academy, in the Local Authority area and who wish to apply for an upper school or academy place may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

**2.8. Admission into the normal year of entry into a University Technical College (Year 10)**

- 2.8.1 Parents of children living in Central Bedfordshire and who wish to apply for a place at a University Technical College may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

### **3. Timetable for admissions into Secondary and Upper schools and academies and the University Technical College**

#### **Secondary:**

- 3.1. In **September 2014**, information is sent to parents of all children attending a primary school or academy in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.
- 3.2. Completed online applications and CAFs are to be submitted to the School Admissions Team by **31 October 2014**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

#### **Upper:**

- 3.3. In **September 2014** information is sent to parents of all children attending a middle school or academy in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.
- 3.4. Completed online applications are to be submitted and CAFs are to be returned to the School Admissions Team by **31 October 2014**. If the child is attending a lower school or academy in Central Bedfordshire a CAF can be returned via the lower school or academy who will forward it to the School Admissions Team. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

#### **University Technical College:**

- 3.5. Completed online applications and CAFs are to be submitted to the School Admissions Team by **31 October 2014**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

#### **Secondary, Upper and University Technical College transfer admissions**

- 3.6. By **5 December 2014** all preferences will be logged on the database and the School Admissions Team will notify the admission authority for each foundation, trust school or voluntary aided school and academy of every nomination that has been made for that school or academy. Applications for places in other Local Authority schools / academies are sent to those authorities.
- 3.7. By **9 January 2015** the admission authority for each foundation, trust or voluntary aided school and academy will consider all applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally



against the admissions criteria.

- 3.8. The School Admissions Team will match the ranked lists against the ranked lists of other schools or academies nominated.

where the child is eligible for a place at only one of the nominated schools or academies, that school or academy will be allocated to the child

where the child is eligible for a place at two or more of the nominated schools or academies, they will be allocated a place at whichever of these is the highest ranked preference

- 3.9. Between **28 January 2015 and 11 February 2015** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.
- 3.10. Where the child is not eligible for a place at any of the nominated schools or academies, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools or academies that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 3.11. On **26 February 2015** all Secondary and Upper schools and academies and the University Technical College will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 3.12. On **2 March 2015** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, including those who have applied for a secondary or upper school or academy place or a place at the University Technical College in another Local Authority. Parents who have applied online will be able to access the decision online. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority.
- 3.13. By **16 March 2015** parents are to notify the School Admissions Team of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.
- 3.14. By **16 March 2015** parents who have applied on time and want to change their preference from their original offer need to have submitted a change of preference by this date.

#### 4. Late Applications

- 4.1 The closing date for applications in the normal admissions round is **31 October 2014**. Applications received after this date will be considered late and will be processed after the initial allocation of places.
- 4.2. Late applications received from 31 October until 3 March will be processed as part of the initial late allocation round and will be logged onto the database by **18 March 2015**.
- 4.3. The School Admissions Team will notify the admission authority for each foundation, voluntary aided, trust school and academy of every nomination that has been made for that school or academy by **18 March 2015**.
- 4.4. Applications for places in other Local Authority schools / academies will also be sent to those authorities by **18 March 2015**.
- 4.5. By **27 March 2015** the admission authority for each foundation, voluntary aided, trust school and academy will consider all their initial late applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 4.6. The School Admissions Team will process the ranked lists against the ranked lists of other schools or academies nominated and:
  - where the child is eligible for a place at only one of the nominated schools or academies, that school or academy will be allocated to the child
  - where the child is eligible for a place at two or more of the nominated schools or academies, they will be allocated a place at whichever of these is the highest ranked preference
- 4.7. Information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.
- 4.8. Where the child is not eligible for a place at any of the nominated schools or academies, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools or academies that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.

- 4.9. On **24 April 2015** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, if part of the initial late allocation round, including those who have applied for a place in another Local Authority school or academy where the result of this decision has been received by the timescales outlined above.
- 4.10. Late applications received on or after the 2 March will be processed from **27 April 2015**.

## **5. Waiting Lists**

- 5.1. Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academies are kept on a waiting list to be re-allocated if places become available. Waiting lists will be maintained until **the end of the academic year for 2015/16** for Community and Voluntary controlled schools. Waiting lists for foundation, trust and VA schools and academies may operate different waiting list arrangements.

## **6. In-year Admissions (applications received on or after 1 September)**

- 6.1. An in-year admission is an application made for a child to be admitted outside of the co-ordinated admissions scheme for the normal year of entry or for another year group within an academy/school.
- 6.2. The local authority will co-ordinate in-year applications for community and voluntary controlled schools as the admission authority for those schools.
- 6.3. The local authority will co-ordinate in-year applications made for academies and own admission authority schools who opt-in to the local authority's scheme for in-year admissions.
- 6.4. The Local Authority will make an application form available to enable parents to apply for an in-year place at any academy or school within the Local Authority area, which will enable parents to express a preference for up to 3 schools or academies and to rank their preferences. The form will be available on the Local Authority website as an e-form or can be downloaded.
- 6.5. The application will be dealt with by the local authority for those schools which are community or voluntary controlled schools or those academies and own admission authority who have opted in to the local authority's in-year co-ordination scheme.
- 6.6. Any application received by the School Admissions Team for an academy or own admission authority school whom has opted out of the local authority's in-year co-ordination scheme will be forwarded to them to process.

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- 6.7. All Academies and own admission authority schools who deal with their own in-year admissions (i.e. opted out of the in-year co-ordination scheme) will be required to determine the child's application and notify the parent and local authority of the outcome.
- 6.8. Pupils not offered a place at a community or voluntary controlled school or at an academy or own admission authority school who has opted in to the local authority's in-year co-ordination scheme will be kept on a waiting list which will be maintained for the academic year of admission. Academies and own admission authority schools who have opted out will have their own waiting list arrangements. In all cases where a place cannot be offered parents will have the right of appeal.
- 6.9. If all of the preferred academies and schools are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest academy or school with places available, unless the child is already attending a local school or academy.
- 6.10. Any place offered is usually expected to be taken up by the child within 4-6 weeks or by the start of the next school term.
- 6.11. Details of the community and voluntary controlled schools and those academies and own admission authority schools who have opted-in to the in-year co-ordination scheme and those who have opted out can be obtained from the School Admissions Team at [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions).

**Timetable for Co-ordinated Admissions to:  
Secondary and Upper Schools and Academies and the University Technical College for  
academic year 2015/16**

|   |  |
|---|--|
| <b>September 2014</b>                         | Information about the admission process issued   |
| <b>31 October 2014</b>                        | Closing date for receipt of applications   |
| <b>5 December 2014</b>                        | By this date details of applications to be sent to foundation, trust and voluntary aided schools and academies. Applications for places in other Local Authority schools and academies sent to those authorities.  |
| <b>9 January 2015</b>                         | By this date foundation, trust and voluntary aided schools and academies provide the School Admissions Team with ranked lists of applicants  |
| <b>28 January 2015 –<br/>11 February 2015</b> | Between these dates information to be exchanged with other Local Authorities on potential offers   |
| <b>26 February 2015</b>                       | Information on pupils to be offered places will be available to academies and schools via the web based School Admissions Module.  |
| <b>2 March 2015</b>                           | Notification to be posted to parents living in Central Bedfordshire and available online   |
| <b>16 March 2015</b>                          | Date by which parents reject the offer of a place if not required.   |
| <b>18 March 2015</b>                          | Late applications received between 31 October 2013 and 2 March 2014 will be logged onto the database by this date.   |
| <b>18 March 2015</b>                          | The School Admissions Team will notify the admission authority for each academy, foundation, trust and voluntary aided school of every nomination that has been made for that school or academy. Applications for places in other Local Authority schools / academies will be sent to those authorities. |
| <b>27 March 2015</b>                          | By this date foundation, trust and voluntary aided schools and academies provide School Admissions Team with ranked lists of applicants in the initial late allocation round.  |
| <b>24 April 2015</b>                          | Notification to be posted to parents living in Central Bedfordshire who have submitted a late application that qualifies for consideration in the initial late allocation round.   |
| <b>27 April 2015</b>                          | Late applications received on or after 2 March will be processed from this date.   |

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**Community and Voluntary Controlled schools  
Proposed Admission Arrangements for Academic Year 2015/16**

**Central Bedfordshire Council - Standard Admissions Policy**

- 1) All 'looked after' children or children who were previously 'looked after'
- 2) Children living in the catchment area with siblings at the school
- 3) Children living in the catchment area
- 4) Other children with siblings at the school
- 5) Children who live nearest to the school determined by straight line distance from the school site to the child's home address

**The Community and Voluntary Controlled (VC) schools listed below operate the above standard admissions policy:**

| <b>School</b>     | <b>Phase</b> | <b>Published Admissions Number (PAN)</b> |
|-------------------|--------------|--|
| Beauesert         | Lower        | 55                                       |
| Beecroft          | Lower        | 60                                       |
| Caldecote VC      | Lower        | 24                                       |
| Campton           | Lower        | 22                                       |
| Chalton           | Lower        | 15                                       |
| Clipstone Brook   | Lower        | 45                                       |
| Fairfield Park    | Lower        | 60                                       |
| Flitwick          | Lower        | 60                                       |
| Haynes            | Lower        | 24                                       |
| Heathwood         | Lower        | 30                                       |
| Houghton Conquest | Lower        | 20                                       |
| Husborne Crawley  | Lower        | 12                                       |
| Kensworth VC      | Lower        | 15                                       |
| Kingsmoor         | Lower        | 45                                       |
| Lawnside          | Lower        | 60                                       |
| Leedon            | Lower        | 60                                       |
| Mary Bassett      | Lower        | 60                                       |
| Maulden           | Lower        | 30                                       |
| Ridgmont          | Lower        | 15                                       |
| Roecroft          | Lower        | 60                                       |
| Russell           | Lower        | 90                                       |
| Shefford          | Lower        | 90                                       |
| Shillington       | Lower        | 30                                       |
| Slip End          | Lower        | 24                                       |
| Southcott         | Lower        | 60                                       |

Appendix D

|                    |          |                          |
|--------------------|----------|--------------------------|
| Southill           | Lower    | 15                       |
| St. Georges        | Lower    | 30                       |
| St. Swithuns VC    | Lower    | 30                       |
| Stanbridge         | Lower    | 24                       |
| Stondon            | Lower    | 30                       |
| Swallowfield       | Lower    | 58                       |
| Templefield        | Lower    | 60                       |
| Totternhoe         | Lower    | 29                       |
| Watling            | Lower    | 30                       |
| Woburn             | Lower    | 12                       |
| Brewers Hill       | Middle   | 120                      |
| Burgoyne           | Middle   | 90                       |
| Streetfield        | Middle   | 130                      |
| Caddington Village | Combined | Year R = 60, Year 5 = 15 |

The following Community and Voluntary Controlled schools operate a variation to the standard admissions policy above and the variation is detailed below for each of these schools:

|                                  |   |                |
|----------------------------------|---|----------------|
| <b>Aspley Guise Lower School</b> |   | <b>PAN: 27</b> |
| 1.                               | All 'looked after' children or children who were previously 'looked after'  |                |
| 2.                               | Children living in the catchment area with siblings at the school   |                |
| 3.                               | Children living in the catchment area   |                |
| 4.                               | Other children with siblings at the school  |                |
| 5.                               | Children attending the Aspley Guise Pre-School  |                |
| 6.                               | Children who live nearest to the school determined by straight line distance from the school site to the child's home address |                |

|                                  |   |                |
|----------------------------------|---|----------------|
| <b>Doverly Down Lower School</b> |   | <b>PAN: 30</b> |
| 1.                               | All 'looked after' children or children who were previously 'looked after'  |                |
| 2.                               | Children living in the catchment area with siblings at the school   |                |
| 3.                               | Children living in the catchment area   |                |
| 4.                               | Other children with siblings at the school  |                |
| 5.                               | Children attending The Acorn Pre-School   |                |
| 6.                               | Children who live nearest to the school determined by straight line distance from the school site to the child's home address |                |



|  |                |
|--|----------------|
| <b>Dunstable Icknield Lower School</b>   | <b>PAN: 60</b> |
| <ol style="list-style-type: none"> <li>1. All 'looked after' children or children who were previously 'looked after'</li> <li>2. Children living in the catchment area with siblings at the school</li> <li>3. Children living in the catchment area</li> <li>4. Other children with siblings at the school</li> <li>5. Children who have attended the Nursery at Dunstable Icknield Lower School</li> <li>6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address</li> </ol> |                |

|  |                |
|--|----------------|
| <b>Dunton VC Lower School</b>  | <b>PAN: 15</b> |
| <ol style="list-style-type: none"> <li>1. All 'looked after' children or children who were previously 'looked after'</li> <li>2. Children living in the catchment area with siblings at the school</li> <li>3. Children living in the catchment area</li> <li>4. Other children with siblings at the school</li> <li>5. Children attending Dunton Pre-School</li> <li>6. Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.</li> <li>7. Children who live nearest to the school determined by straight line distance from the school site to the child's home address</li> </ol> |                |

|   |                |
|---|----------------|
| <b>Everton Lower School</b>   | <b>PAN: 10</b> |
| <ol style="list-style-type: none"> <li>1. All 'looked after' children or children who were previously 'looked after'</li> <li>2. Children living in the catchment area with siblings at the school</li> <li>3. Children living in the catchment area</li> <li>4. Other children with siblings at the school</li> <li>5. Children attending the Evertots Pre-School</li> <li>6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address</li> </ol> |                |

|   |                |
|---|----------------|
| <b>Greenleas School (Derwent Road)</b>  | <b>PAN: 60</b> |
| <ol style="list-style-type: none"> <li>1. All 'looked after' children or children who were previously 'looked after'</li> <li>2. Children living in the catchment area with siblings at the school</li> <li>3. Children living in the catchment area</li> <li>4. Other children with siblings at the school</li> <li>5. Children attending Greenleas Nursery Unit</li> <li>6. Children attending Willows Pre-School on the Greenleas School site</li> <li>7. Children who live nearest to the school determined by straight line distance from the school site to the child's home address</li> </ol> |                |

|                                       |   |                |
|---------------------------------------|---|----------------|
| <b>Greenleas School (Kestrel Way)</b> |   | <b>PAN: 60</b> |
| 1.                                    | All 'looked after' children or children who were previously 'looked after'  |                |
| 2.                                    | Children living in the catchment area with siblings at the school   |                |
| 3.                                    | Children living in the catchment area   |                |
| 4.                                    | Other children with siblings at the school  |                |
| 5.                                    | Children attending the Nursery at Greenleas School, Kestrel Way   |                |
| 6.                                    | Children who live nearest to the school determined by straight line distance from the school site to the child's home address |                |

|                                     |   |                |
|-------------------------------------|---|----------------|
| <b>Hawthorn Park Primary School</b> |   | <b>PAN: 60</b> |
| 1.                                  | All 'looked after' children or children who were previously 'looked after'  |                |
| 2.                                  | Children living in the catchment area with siblings at the school   |                |
| 3.                                  | Children living in the catchment area   |                |
| 4.                                  | Other children with siblings at the school  |                |
| 5.                                  | Children attending the nursery at Hawthorn Park Primary School.   |                |
| 6.                                  | Children who live nearest to the school determined by straight line distance from the school site to the child's home address |                |

|                               |   |                |
|-------------------------------|---|----------------|
| <b>Hockliffe Lower School</b> |   | <b>PAN: 15</b> |
| 1.                            | All 'looked after' children or children who were previously 'looked after'  |                |
| 2.                            | Children living in the catchment area with siblings at the school   |                |
| 3.                            | Children living in the catchment area   |                |
| 4.                            | Other children with siblings at the school  |                |
| 5.                            | Nursery aged children attending Hockliffe Lower School  |                |
| 6.                            | Children attending Little Bluebells Playgroup at Hockliffe Lower School   |                |
| 7.                            | Children who live nearest to the school determined by straight line distance from the school site to the child's home address |                |

|                                      |   |                |
|--------------------------------------|---|----------------|
| <b>Houghton Regis Primary School</b> |   | <b>PAN: 45</b> |
| 1.                                   | All 'looked after' children or children who were previously 'looked after'  |                |
| 2.                                   | Children living in the catchment area with siblings at the school   |                |
| 3.                                   | Children living in the catchment area   |                |
| 4.                                   | Other children with siblings at the school  |                |
| 5.                                   | Children attending the nursery at Houghton Regis Primary School   |                |
| 6.                                   | Children who live nearest to the school determined by straight line distance from the school site to the child's home address |                |

|   |                |
|---|----------------|
| <b>Lancot Lower School</b>  | <b>PAN: 60</b> |
| <ol style="list-style-type: none"> <li>1. All 'looked after' children or children who were previously 'looked after'</li> <li>2. Children living in the catchment area with siblings at the school</li> <li>3. Children living in the catchment area</li> <li>4. Other children with siblings at the school</li> <li>5. Children currently attending Lancot Nursery Unit</li> <li>6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address</li> </ol> |                |

|  |                |
|--|----------------|
| <b>Linslade Lower School</b>   | <b>PAN: 45</b> |
| <ol style="list-style-type: none"> <li>1. All 'looked after' children or children who were previously 'looked after'</li> <li>2. Children living in the catchment area with siblings at the school</li> <li>3. Children living in the catchment area</li> <li>4. Other children with siblings at the school</li> <li>5. Children currently attending Linslade Lower School Nursery</li> <li>6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address.</li> </ol> |                |

|   |                |
|---|----------------|
| <b>Ramsey Manor Lower School</b>  | <b>PAN: 58</b> |
| <ol style="list-style-type: none"> <li>1. All 'looked after' children or children who were previously 'looked after'</li> <li>2. Children living in the catchment area with siblings at the school</li> <li>3. Children living in the catchment area</li> <li>4. Other children with siblings at the school</li> <li>5. Children in long term (12 months or more) registered child minding situations, being cared for in the school catchment area.</li> <li>6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address</li> </ol> |                |

|  |                |
|--|----------------|
| <b>Silsoe Lower School</b>   | <b>PAN: 27</b> |
| <ol style="list-style-type: none"> <li>1. All 'looked after' children or children who were previously 'looked after'</li> <li>2. Children living in the catchment area with siblings at the school</li> <li>3. Children living in the catchment area</li> <li>4. Other children with siblings at the school</li> <li>5. Children who attend Silsoe Pre-School</li> <li>6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address</li> </ol> |                |

|                                 |  |  |
|---------------------------------|--|--|
| <b>St. Andrews Lower School</b> |  | <b>PAN: 150</b><br>(Brunt's Lane = 90, Second site = 60) |
| 1.                              | All 'looked after' children or children who were previously 'looked after'   |  |
| 2.                              | Children living in the catchment area with siblings at the school  |  |
| 3.                              | Children living in the catchment area  |  |
| 4.                              | Other children with siblings at the school   |  |
| 5.                              | Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*. |  |
| 6.                              | Children who live nearest to the school determined by straight line distance from the school site to the child's home address  |  |

|                             |   |                |
|-----------------------------|---|----------------|
| <b>Studham Lower School</b> |   | <b>PAN: 15</b> |
| 1.                          | All 'looked after' children or children who were previously 'looked after'  |                |
| 2.                          | Children living in the catchment area with siblings at the school   |                |
| 3.                          | Children living in the catchment area   |                |
| 4.                          | Other children with siblings at the school  |                |
| 5.                          | Children who attend Studham Pre-School  |                |
| 6.                          | Children who live nearest to the school determined by straight line distance from the school site to the child's home address |                |

|                                    |   |                |
|------------------------------------|---|----------------|
| <b>Thomas Johnson Lower School</b> |   | <b>PAN: 18</b> |
| 1.                                 | All 'looked after' children or children who were previously 'looked after'  |                |
| 2.                                 | Children living in the catchment area with siblings at the school   |                |
| 3.                                 | Children living in the catchment area   |                |
| 4.                                 | Other children with siblings at the school  |                |
| 5.                                 | Children currently attending the nursery unit   |                |
| 6.                                 | Children who live nearest to the school determined by straight line distance from the school site to the child's home address |                |

|                                 |   |                |
|---------------------------------|---|----------------|
| <b>Thornhill Primary School</b> |   | <b>PAN: 30</b> |
| 1.                              | All 'looked after' children or children who were previously 'looked after'  |                |
| 2.                              | Children living in the catchment area with siblings at the school   |                |
| 3.                              | Children living in the catchment area   |                |
| 4.                              | Other children with siblings at the school  |                |
| 5.                              | Children attending the nursery at Thornhill Primary School  |                |
| 6.                              | Children who live nearest to the school determined by straight line distance from the school site to the child's home address |                |

|  |                |
|--|----------------|
| <b>Tithe Farm Primary School</b>   | <b>PAN: 60</b> |
| <ol style="list-style-type: none"> <li>1. All 'looked after' children or children who were previously 'looked after'</li> <li>2. Children living in the catchment area with siblings at the school</li> <li>3. Children living in the catchment area</li> <li>4. Other children with siblings at the school</li> <li>5. Children attending the nursery at Tithe Farm Primary School</li> <li>6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address</li> </ol> |                |

|  |                |
|--|----------------|
| <b>Wrestlingworth VC Lower School</b>  | <b>PAN: 13</b> |
| <ol style="list-style-type: none"> <li>1. All 'looked after' children or children who were previously 'looked after'</li> <li>2. Children living in the catchment area with siblings at the school</li> <li>3. Children living in the catchment area</li> <li>4. Other children with siblings at the school</li> <li>5. Children attending Wrestlingworth Pre-School</li> <li>6. Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.</li> <li>7. Children who live nearest to the school determined by straight line distance from the school site to the child's home address</li> </ol> |                |

|   |                 |
|---|-----------------|
| <b>Edward Peake Middle School</b>   | <b>PAN: 120</b> |
| <ol style="list-style-type: none"> <li>1. All 'looked after' children or children who were previously 'looked after'</li> <li>2. Children living in the catchment area with siblings at the school</li> <li>3. Children living in the catchment area</li> <li>4. Other children with siblings at the school</li> <li>5. Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*.</li> <li>6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address</li> </ol> |                 |

|  |                 |
|--|-----------------|
| <b>Leighton Middle School</b>  | <b>PAN: 120</b> |
| <ol style="list-style-type: none"> <li>1. All 'looked after' children or children who were previously 'looked after'</li> <li>2. Children living in the catchment area with siblings at the school</li> <li>3. Children living in the catchment area</li> <li>4. Other children with siblings at the school</li> <li>5. Children who have spent a significant time (3 years or more) in a Leighton Buzzard/Linslade/Hockliffe school, i.e. Beaudesert, Clipstone Brook, Doverly Down, Greenleas, Heathwood, Leedon, Linslade, Mary Bassett, Pulfords, Southcott, St. Georges, St. Leonards, Stanbridge and Hockliffe Lower Schools.</li> <li>6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address</li> </ol> |                 |

\*A Christian Church is defined as one which is a member, or is eligible for membership, of Churches Together in England or the Evangelical Alliance. Applications in this category will need to ask their priest or minister to complete the relevant section of the local authority common application form.

**Notes:**

Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full.

Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. The distance criterion will be used as a tiebreaker in each criterion where required to determine the allocation of places. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the Tribal Admissions database to allocate the place.

**Definitions:**

**'Looked after' children**

A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

**Previously 'looked after' children**

A previously 'looked after' child is a child who was 'looked after', but ceased to be so because they were adopted or became subject to a residence order or a special guardianship order.

**Catchment area**

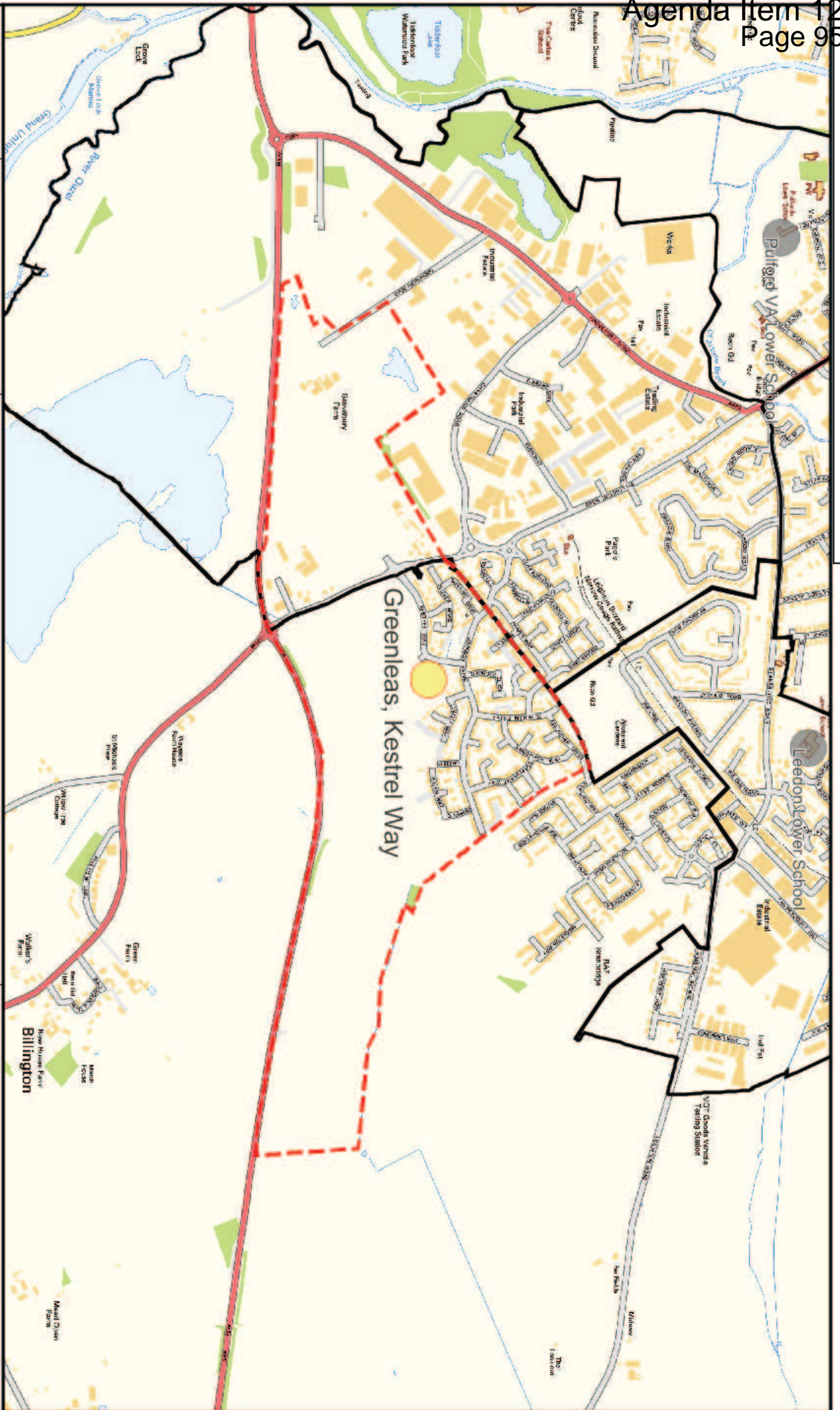
A geographical area from which children are given priority for admission to the particular school. Please see [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions) for more information on school catchment areas.

**Sibling**

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

**Children who live nearest to the school determined by straight line distance from the school site to the pupil's home address**

The distance the pupil lives from the school which is measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school.



Date: 31 July 2013

Scale 1:13324

### Greenleas, Kestrel Way - Proposed Catchment

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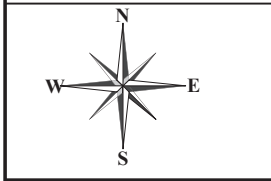


St Andrew's - 2nd site

St Andrew's Lower School  
Lawnside Lower School

Southlands Academy

BIGGLESWADE



Date: 21 October 2013

Scale 1:20439

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**Meeting:** Children's Services Overview and Scrutiny Committee  
**Date:** 13 December 2013  
**Subject:** Home to School Transport Policy  
**Report of:** Cllr Mark Versallion – Executive Member - Children's Services  
**Summary:** This report proposes changes to the Home to School Transport Policy, to take effect from September 2014, as outlined in a presentation to the Committee on 3 September 2013. The report proposes changes to the Home to School Transport Policy adopted by the Council Executive on 9 March 2010.

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**Contact Officer:** Karen Oellermann, Assistant Director Commissioning and Partnerships  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Executive

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

The proposals relate to the second of the Council's key priorities::

- Educating, protecting and providing opportunities for children and young people.

The Policy also supports the following priorities set out in the Children and Young People's Plan:

- Improved educational attainment
- Protecting vulnerable children
- Early help and improving life chances
- Being healthy and positive

##### **Financial:**

1. The proposed changes to the Home to School Transport Policy are not designed to achieve efficiencies but to improve the application and assessment process.
2. The cost of providing Home to School Transport in the financial year 2012/13 was £7.5m. The parental contribution in 2012/13 towards transport costs was £300k. The Council also received the Extended Rights to Free Travel grant of £91k from the Department for Education to assist providing transport for children from low income backgrounds. This required the council to fund approximately £7.1m from core budget.

3. Transport is provided free to most children who meet the eligibility criteria but offered to some on a subsidised basis.

**Legal:**

4. The policy details the way in which the Council will exercise its powers and duties to provide home to school transport in accordance with Section 509 of the Education Act 1996 and the Education and Inspections Act 2006.

**Risk Management:**

5. Any changes to the policy will meet current legislative requirements as described above. The proposed policy will also meet the requirements of the Department for Education guidance about parental appeals. The new policy will be fairer and more equitable for all families.

**Staffing (including Trades Unions):**

6. There would be no impact upon staffing levels within the local authority.

**Equalities/Human Rights:**

7. Central Bedfordshire Council has a statutory duty to promote race, gender and disability equality and to tackle discrimination experienced by other vulnerable groups. An Equality Impact Assessment is being undertaken as part of the development of the policy. This will be revised and updated once the outcome of the consultation on the proposals is known.

**Community Safety:**

8. The Council has a statutory obligation to consider the Safe Routes requirements for transport to school. The proposed policy details how the Council will exercise this responsibility in line with the national standards captured with Road Safety GB guidance.

**Sustainability:**

9. Central Bedfordshire Council has developed and adopted a strategy which meets its Statutory Duty under the Education and Inspections Act (2006) to promote sustainable travel and transport. This is entitled 'Sustainable Travel to Schools and Colleges: A Strategy for Central Bedfordshire' and forms an important part of Central Bedfordshire's 'Access to Services' part of the Local Transport Plan 2011 - 2026 which was adopted by the Council Executive in March 2011. The proposed changes to the Home to School Transport Policy will take into account Central Bedfordshire's duty to promote travel by sustainable modes to educational establishments as set out in the strategy.

**RECOMMENDATION:**

- **That the Children's Services Overview and Scrutiny Committee considers and comments on the proposed changes to the Home to School Transport Policy as set out in the report and appendices to be presented to the Executive at their meeting on 4 February 2013.**

**Background**

10. The Council is required to have a Home to School Transport Policy. The Council Executive agreed to adopt the current policy in March 2009

11. The Council has a statutory responsibility to provide free home to school transport for children who are entitled. This entitlement is outlined in Section 509 of the Education Act 1996 and the Education and Inspections Act 2006. The detail of the entitlement criteria is clearly outlined in the proposed policy (Appendix A)
12. The Home to School Transport Policy does not apply to post 16 education or training. This is covered by the Council's Post 16 Transport Policy as adopted in August 2011. Although the compulsory participation age has increased, the Council's statutory requirements for transport have not changed.
13. The Department for Education (DfE) issued statutory guidance in May 2007 relating to the Council's duty to provide home to school transport. This guidance has been used to develop the proposed new policy.
14. In March 2013 the DfE issued further guidance "Guidance on home to school travel and transport" which changed the requirements for appeal processes. This guidance has since been retracted due to the DfE not following a satisfactory consultation. However a consultation on the proposed changes is expected soon and is likely to be adopted.
15. This report sets out proposed changes and improvements to the policy and the findings of the consultation that took place between 4 October 2013 and 22 November 2013.
16. This report builds on the presentation by Cllr Mrs Clarke, Deputy Executive Member for Children' Services, at the meeting of this Committee on 3 September 2013 where the proposed amendments to the current policy and consultation process were reviewed and discussed.
17. The policy is being amended now to respond to the changed requirements expected regarding appeals and to ensure that parents/carers are aware of the eligibility criteria and application process in time to apply for the 2014/15 academic year.

### **Proposed amendments**

18. The proposed policy has be completely re-written to reflect good practice from other Councils, the learning from Council staff who are responsible for school transport and to reflect the comments and complaints received over the last three years.
19. The proposed policy is designed to support parents/carers, school staff, Council staff and colleagues from partner agencies understand the eligibility criteria and application process. The policy will be accompanied by 'user guides' that will be reviewed and amended to reflect best practice and feedback from parents/carers and school staff.
20. The proposed changes to the current policy are:
  - a) Details of how the Council will support 4 year olds with transport provision when they meet the standard eligibility criteria  

The current policy only provides transport for children after their 5<sup>th</sup> birthday in line with the statutory education age. However, many children start school aged 4.

This proposed change is designed to provide transport to children in the academic year they become 5 using the same entitlement criteria outlined for all other children.

- b) An improved appeals process
- The current policy enables parents to appeal against an entitlement decision using the Council's complaints process.
- The proposed policy will implement an appeal process whereby parents can appeal in writing and also request that an appeal hearing take place, where they can present their case in person. This is in line with new DfE guidance.
- c) A clearer explanation of eligibility as a result of medical needs
- The proposed policy includes clearer guidance for parents, and medical practitioners about what evidence is required to provide transport on medical grounds relating to children and/or parents/carers. This also includes clearer guidance about when and how medical needs will be reviewed.
- d) Detail of how the Council withdraws transport if it has been awarded in error
- The current policy states that if the Council awards transport in error, it will not be removed until the end of the academic year in which the error was realised. This can mean that transport is provided for nearly 12 months when it is not required in line with the policy.
- The proposed policy states that transport awarded in error will be removed in no less than 12 weeks. This is in line with best practice from other Councils.
- e) Improved guidance regarding the provision of transport on road safety grounds.
- The current policy includes reference to national road safety guidance that is now out of date.
- The proposed policy includes updated information relating to the national guidance – Road Safety GB, and includes details about how assessments of transport routes will be completed.
- f) A clear explanation of what the council recognises as 'catchment areas' and 'qualifying schools'.
- The current policy refers to 'catchment areas' and 'qualifying schools' as one of the entitlement criteria.
- The proposed policy explains in much more detail what catchment areas and qualifying schools are, and reflects the changes to the educational landscape that have happened in the previous 3 years.
- This includes reference to academies, free schools, University Technical Colleges and more. The proposed policy is more aligned with the Council's admissions guide to provide a more joined up approach.

### **Consultation Process and findings**

21. A full public consultation started on 4 October 2013 and closed on 22 November 2013. This included consultation documents (see Appendix B) being sent directly to all schools, details of the consultation being advertised on the Council web site and advertised via the Council social media platforms.
22. The Council received 49 responses to the consultation and one letter on behalf

of Campton Parish Council. Full consultation findings are attached at Appendix D.

23. Headline feedback from the consultation shows that the majority of responses agreed with the proposals and found that the new explanations regarding eligibility were clear.
24. Some responses to the consultation stated that the explanations could have been clearer, particularly around road safety. The Council will work closely with partners, schools and parents to provide a clearer explanation of the national guidelines that have to be followed, and how these will be implemented.

#### **Conclusion and Next Steps**

25. The Committee is requested to consider the proposed changes to the Home to School Transport Policy and to comment on the proposals to be included in the Executive report for its meeting on 4 February 2013.

#### **Appendices:**

Appendix A: Draft of Central Bedfordshire Council Home to School Transport Policy 2014/15.

Appendix B: Consultation questionnaire

Appendix C: Consultation summary

Appendix D: Consultation findings

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# Home to School Transport Consultation



Central Bedfordshire Council is currently reviewing its Home to School Transport Policy. We are keen to hear your views about the proposed changes. Please read the Home to School Transport Policy Consultation Summary before completing this questionnaire.

1. How far do you agree or disagree with the proposal to support 4 year olds with transport provision?

- Strongly agree       Tend to agree       Neither agree or disagree       Tend to disagree       Strongly disagree

2. Do you have any comments to make about the proposal to support 4 year olds?

3. How far do you agree or disagree with the proposed new appeals process?

- Strongly agree       Tend to agree       Neither agree or disagree       Tend to disagree       Strongly disagree

4. Do you have any comments to make about the proposed appeals process?

5. How far do you agree or disagree with the proposed approach for removing transport if it has been provided in error?

- Strongly agree       Tend to agree       Neither agree or disagree       Tend to disagree       Strongly disagree

6. Do you have any comments to make about the proposed approach for removing transport if it has been provided in error?

7. How far do you agree or disagree with the proposed parent/carer agreement?
- Strongly agree     
  Tend to agree     
  Neither agree or disagree     
  Tend to disagree     
  Strongly disagree

8. Do you have any comments to make about the proposed parent/carer agreement?

9. How far do you agree or disagree with the proposed pupil code of conduct?
- Strongly agree     
  Tend to agree     
  Neither agree or disagree     
  Tend to disagree     
  Strongly disagree

10. Do you have any comments to make about the proposed pupil code of conduct?

11. How far do you agree or disagree with the proposed approach to proving transport to Looked After children?
- Strongly agree     
  Tend to agree     
  Neither agree or disagree     
  Tend to disagree     
  Strongly disagree

12. Do you have any comments to make about the proposed approach to proving transport to Looked After children?

13. The eligibility criteria for medical needs or road safety issues has not changed but we have improved the explanation of this criteria.  
How clear is the explanation of the eligibility criteria for the following:

|                                    | Explanation is clear  | Explanation could be clearer | Explanation is not clear at all |
|------------------------------------|-----------------------|------------------------------|---------------------------------|
| Catchment areas                    | <input type="radio"/> | <input type="radio"/>        | <input type="radio"/>           |
| Qualifying schools                 | <input type="radio"/> | <input type="radio"/>        | <input type="radio"/>           |
| Road safety                        | <input type="radio"/> | <input type="radio"/>        | <input type="radio"/>           |
| Medical or special education needs | <input type="radio"/> | <input type="radio"/>        | <input type="radio"/>           |

**About You**

The following information will help us when considering your opinions and to make sure that we're getting the views of all members of the community. The answers will not be used to identify any individual.

**15. Are you responding as a:**

- Parent of a child who currently receives transport from the school
- Parent of a child who does not receive transport from the council
- Resident of Central Bedfordshire
- School
- School Governor
- Town or Parish Council
- Voluntary organisation
- Other (please write in below)

---

**16. If you are responding on behalf of a school please write in the name of the school?**

---

**17. Are you:**       Male       Female

**18. What is your age?**

- |                                    |                                 |                                 |
|------------------------------------|---------------------------------|---------------------------------|
| <input type="radio"/> Under 16 yrs | <input type="radio"/> 30-44 yrs | <input type="radio"/> 65-74 yrs |
| <input type="radio"/> 16-19 yrs    | <input type="radio"/> 45-59 yrs | <input type="radio"/> 75+       |
| <input type="radio"/> 20-29 yrs    | <input type="radio"/> 60-64 yrs |                                 |

**19. Do you consider yourself to be disabled?**

Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long-term adverse effect on his/her ability to carry out normal day to day activities

- Yes       No

20. To which of these groups do you consider you belong?

- Asian or Asian British
  - Black or Black British
  - Chinese
  - Mixed
  - White British
  - Other Ethnic group (please write in below):
- 

21. What is your home postcode?

---

**Thank you for your views**

**Please your completed questionnaire by 22nd November 2013 to:**

**FREEPOST RSJS GBB2 SRZT (you do not need a stamp)  
Home to School Transport Consultation  
Central Bedfordshire Council  
Priory House  
Monks Walk  
Chicksands  
Shefford  
SG17 5TQ**

**Data Protection Act 1998**

Please note that your personal details supplied on this form will be held and/or computerised by Central Bedfordshire Council for the purpose of the Home to School Transport Consultation. The information collected may be disclosed to officers and members of the Council and its' partners involved in this consultation. Summarised information from the forms may be published, but no individual details will be disclosed under these circumstances. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

# Home to School Transport Policy Consultation Summary

A consultation on a new home to school transport policy to clarify eligibility criteria and improve the process for applying for transport.



## 1. Introduction

Central Bedfordshire Council has a statutory duty to provide home to school transport for pupils who meet specific criteria. The Statutory eligibility criteria are detailed in the Education Act 1996 and the Education and Inspections Act 2006 and these are reflected in the council's policy.

The home to school transport policy (the policy) applies to all children aged 4-16 who are residents in Central Bedfordshire regardless of where they attend school. The policy applies to children attending all educational establishments, including schools, academies and free schools. Central Bedfordshire Council currently provides transport to over 6,000 pupils on more than 350 different routes per day.

Central Bedfordshire Council is reviewing its home to school transport policy to:

- provide more clarity to parents and others about eligibility and how entitlement is assessed
- make the application process simpler, the decision making process more transparent and improve the appeals process
- reflect the changing education landscape locally
- reflect changes to national guidance, statutory requirements and good practice from other council's around the country

This document provides a summary of the proposed changes to the existing policy and how you can give us your views on it.

## 2. What changes is the council proposing?

The new policy has been completely re-written to provide greater clarity for parents/ carers, schools, partners and council staff. The new policy will be supported by a series of "user guides". These will be developed to provide a shorter and simpler guide to transport eligibility and decision making. There are only a few changes proposed within the policy, beyond providing greater clarity.

Below is a summary of the key areas of the policy which have been made clearer:

### **1. Clearer explanation of "catchment areas" and "qualifying school"**

The current policy was written before the national education landscape had changed and therefore did not represent the variety of choices available to parents.

The proposed new policy includes a clear explanation of all 'qualifying schools' and catchment areas that will be used to define eligibility. This includes reference to community, foundation or voluntary aided schools, academies, free schools and University Technical Colleges and other recognised schools. Please read section 2.1 of the draft policy for more information.

## **2. Clearer definition of eligibility**

The current policy explains which children will be eligible for transport in line with the statutory requirements of the council.

The proposed new policy provides a more robust, clear explanation of eligibility and which children will not be eligible. The new policy is designed to help parents/carers understand eligibility in a more transparent and clear way.

The proposed new policy includes more detail and explanation about how the individual transport needs for children with medical or special education needs or road safety issues will be assessed, and the options available for parents to provide transport to school.

The key changes proposed in the new policy are outlined below:

### **3. Increased support for four year olds**

The current policy does not provide transport for children who have not reached the statutory age of five years old. However, many children start school in the year that they will turn five.

The new policy proposes that the council will apply the same eligibility criteria for pupils in reception year that have not yet reached their fifth birthday. This is beyond the council's statutory duty but aligns transport entitlement with the council's work to support children to start school in the reception year.

### **4. Improved application/ review process**

The current policy includes details of how to apply for transport, but is over reliant on paper forms being completed and in some cases asks for parents to pay for transport by cheque only.

The new policy provides different ways to apply for transport, including forms which can be submitted electronically which will speed up the application process and make it simpler and more transparent for all involved. Draft application forms are available as part of the consultation in Reference document 5 and 7.

### **5. Improved appeals process**

At present, parents/carers can appeal against a decision made about eligibility by following the council's complaints process.

The proposed change is to introduce an appeals panel that will allow parents/carers to present their appeal in writing and in person verbally. This proposal is designed to enable parents/carers to present their individual needs in a more thorough way and to ensure the decision is made with a fuller understanding of the child's individual circumstances. Please see section 6 of the policy for more detail.

### **6. Align the timescale for withdrawal of transport with best practice**

Currently, where pupils receive free home to school transport in error, the transport will be withdrawn at the end of the academic year during which the error is discovered. This

means the council often provides transport for nearly 12 months for children who are not eligible.

The new policy proposes to reduce this to 12 weeks notice to withdraw transport where transport is awarded in error. This will apply to historical transport arrangements as well as new ones. This is in line with national good practice but still gives parents/ carers enough time to arrange for alternative solutions for their children. Please read section 5.6 of the draft policy for more detail.

### **7. Parent/carer agreement**

The new policy proposes to introduce a parent/carer agreement. This is best practice in other councils and is designed to be clear about what is expected of parents/carers of children receiving transport.

The draft parent/carer agreement is the first reference document at the end of the draft policy.

### **8. Code of conduct**

The new policy proposes to introduce an improved code of conduct for pupils provided with transport. This is consistent with best practice in other councils and is designed to be clear about what is acceptable behaviour for the safety of themselves, other pupils and staff.

Where a child's behaviour breaches the code of conduct, the transport operator will notify the council and in turn the parent/carer and school will be notified.

Where a criminal act is suspected the police will be notified.

The draft code of conduct is the second reference document at the end of the draft policy.

### **9. Looked after children**

Children who are looked after and qualify for transport continue to receive transport to their existing school no matter where they are living.

The new policy proposes to only provide transport to the child's previous school for 12 weeks. However applications may be considered on the grounds of "individual or extenuating circumstances" such as the child is about to take exams and moving schools would be too disruptive. Please read section 2.10 of the draft policy for more detail.

## **3. The consultation process**

The council is consulting you to ensure you have the chance to comment on the draft policy, before we make a decision about the final Home to School Transport Policy for Central Bedfordshire.

The consultation is open to all residents in Central Bedfordshire. The Council will provide consultation documents and copies of the proposed policy to all schools in Central Bedfordshire, and those in neighbouring councils where large numbers of Central Bedfordshire residents attend.



The consultation will be open from Friday 4 October to Friday 22<sup>nd</sup> November 2013. You can respond to the consultation using the form at the end of this document, or you can respond through the council's website [www.centralbedfordshire.gov.uk/consultations](http://www.centralbedfordshire.gov.uk/consultations). You can also read the full draft policy and associated documents online via the link above.

Printed copies are available at the following council offices, alternatively you can request a paper copy by contacting us on 0300 300 5068.

**Priory House**  
**Monks Walk**  
**Chicksands**  
**Shefford**  
**SG17 5TQ**  
**Open Monday to Thursday 08.30 – 17.00**  
**and Friday 08.30 – 16.00**

**Central Bedfordshire Council**  
**Watling House**  
**High Street North**  
**Dunstable**  
**LU6 1LF**  
**Open Monday - Thursday 08.30 – 17.00**  
**and Friday 08.30 – 16.00**

73 High Street (located within Jobcentre Plus)  
**Biggleswade**  
SG18 0JH  
Open Monday, Tuesday and Thursday  
09.00 – 17.00, Wednesday 09.30 – 17.00  
and Friday 09.00 – 16.00

Bossard House  
West Street  
**Leighton Buzzard**  
LU7 1DA  
Open Monday, Tuesday and Thursday:  
08.30 - 16:30

Tithe Farm Road  
**Houghton Regis**  
LU5 5HA  
Open Monday to Thursday 09:00 - 17:00  
and Friday 09:00 - 16:00

The feedback from the consultation will be presented to the Children Services Overview and Scrutiny Committee on 13 December 2013 and will then be presented for approval at the council's Executive on 4 February 2014.

## 5. Implementation

If the proposed policy is approved, it will be implemented for all applications for the 2014/15 academic year starting in September 2014.

### Contact us...

by telephone: 0300 300 8000

by email: [customers@centralbedfordshire.gov.uk](mailto:customers@centralbedfordshire.gov.uk)

on the web: [www.centralbedfordshire.gov.uk/consultations](http://www.centralbedfordshire.gov.uk/consultations)

Write to: Transport Commissioning and Entitlement, Central Bedfordshire Council,  
Watling House, Dunstable, Bedfordshire LU6 1LF

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## Appendix C - Home to School Transport Policy consultation responses

### Home to School Transport Policy Consultation

49 responses

#### Q1. How far do you agree or disagree with the proposal to support 4 year olds with transport provision?

|                           | Count     | %          |
|---------------------------|-----------|------------|
| Strongly agree            | 25        | 51         |
| Tend to agree             | 11        | 22         |
| Neither agree or disagree | 5         | 10         |
| Tend to disagree          | 4         | 8          |
| Strongly disagree         | 3         | 6          |
| No answer                 | 1         | 2          |
| <b>Total</b>              | <b>49</b> | <b>100</b> |

#### Q2. Do you have any comments to make about the proposal to support 4 year olds?

|   |
|---|
| 4 years olds should still be under responsibility of parent/carers and are too young to travel on their own, even if escort is provided. However transport cost payable to parent would be acceptable.  |
| Due to age of children but agree with travel cost being made available to parent/carer  |
| Entirely appropriate otherwise they might be disadvantaged against other children   |
| Fully support proposal to provide transport for 4 year olds who are attending school(in reception class).   |
| I do think it is too young. I don't think many parents would want to send such young children on Council transport. A parent taking them to school during their first year is better, during a potentially unsettling time.                                   |
| I find it hard to imagine 4 year old travelling on a bus with older children. If this was the case then the cost of providing a small vehicle/taxi would cause considerable cost to the education budget and in turn the schools would loose funding.         |
| If they have to go to school transport should be paid for   |
| In these tight financial times this is an unnecessary extra burden on council tax payers and will result in further cuts elsewhere in the council's budget  |
| No  |
| Pupils with statements of special educational needs may start school as young as two years of age. Will they still be eligible for free school transport within the confines of the distance criteria.  |
| Section 1.3 - drivers are not covered in the safeguarding statement. How do you ensure that bus, taxi drivers meet the standards expected by the council?   |
| There must be a consort on the bus to help the children and to keep them safe. It is not fair on the driver to have to supervise the children and to drive the bus at the same time!!   |
| These children are very young and appropriate supervisory provision needs to be included on the transport provided, especially where that provision is a bus used by older children   |
| This is vitally important re oversubscription in our local area and several in yr 8 offered places 5/6 miles away from their local school. Without this the pupils will become at risk of being a vulnerable pupil as they could be of education if transport |
| Very important to us. We have had situations where hard pressed parents do not use transport for older siblings, because they have to make a car journey anyway with 4 year olds.   |
| We fully support the proposal to provide transport for 4 Year olds who are in school.   |
| We would need an American style school bus to make parents feel happy about letting such young children travel alone  |
| Would that many parents be happy to send a 4 year old off to school without them? Especially as some "school buses" also allow members of the public to board for a fee; I certainly would not. Surely supporting the children in                             |

the sixth form would be a better use of funds.

You also need to change the age group from 4-16 to 4-18. By law children now have to be in full time education until they are 18 so your policy should reflect this.

**Q3. How far do you agree or disagree with the proposed new appeals process?**

|                           | Count     | %          |
|---------------------------|-----------|------------|
| Strongly agree            | 11        | 22         |
| Tend to agree             | 17        | 35         |
| Neither agree or disagree | 18        | 37         |
| Tend to disagree          | 0         | 0          |
| Strongly disagree         | 2         | 4          |
| No answer                 | 1         | 2          |
| <b>Total</b>              | <b>49</b> | <b>100</b> |

**Q4. Do you have any comments to make about the proposed appeals process?**

Each Appeal to be dealt with on individual merit, having regard to all family of child circumstances or consider complete family picture rather than purely educational i.e. there needs to be flexibility for implementation to sort HR rather than prescriptive slavish adherence to policy

Not clear what the assessment for walking to school would be

The proposed appeals process seems to be more transparent than the previous system.

This is needed asap as i have been repeatedly asking for my sons walking route to school to be assessed for safety and the council is refusing to do one soon. A structured process with timing guidelines is needed so that the council has to respond to parent appeals within a given time frame rather than ignoring us and hoping we go away.

This proposed appeals process seems to be more transparent

This was not easy to need as it was too wordy. I am sure that if it was written as bullet points and as produced everyone who needed to understand your proposals then there would not be so many appeals to process.

You haven't made provision for the increased age to which children are now required to stay in education. Paying for children to travel to school or another establishment when they are at sixth form age is utterly outrageous.

**Q5. How far do you agree or disagree with the proposed approach for removing transport if it has been provided in error?**

|                           | Count     | %          |
|---------------------------|-----------|------------|
| Strongly agree            | 14        | 29         |
| Tend to agree             | 14        | 29         |
| Neither agree or disagree | 8         | 16         |
| Tend to disagree          | 6         | 12         |
| Strongly disagree         | 4         | 8          |
| No answer                 | 3         | 6          |
| <b>Total</b>              | <b>49</b> | <b>100</b> |

**Q6. Do you have any comments to make about the proposed approach for removing transport if it has been provided in error?**

A school choice might have been made on the basis of your error and therefore to withdraw free transport would seem very unfair

As long as enough notice has been given to parents & parents must be kept informed if a road is now deemed safe & how

Governors were very concerned about this proposal. Removing transport where a route has been improved is likely to cause chaos if only 12 weeks notice is given to parents.

|   |
|---|
| I think each case needs to be reviewed before the transport is removed, or at least give some time for the family to make alternate arrangements.   |
| No  |
| Once again there are too many words used to explain what you are proposing. If the explanation on who can clear was clearer then Peter would not make the mistake of claiming when they were not entitled and you would not need to remove it or reclaim the pay  |
| Please make an informed decision BEFORE stopping any bus - please consider Road Crossings. Are we aware of the waste of money last year when a long awaiting pavement was laid and then days later dug up. If buses are stopped more people will be walking and more driving and this could result in more accidents. |
| Removing transport where a route has been improved is likely to cause chaos if only 12 weeks notice given to parents  |
| Should be no error  |
| The notice period appears reasonable.   |
| Transport should only be withdrawn if the error was on the part of the applicant family. If the error was made by the council and the family based their school choice on that decision then transport should not be withdrawn whilst the child attends that school!  |
| Very fair giving more than adequate time for alternative provision to be made   |

**Q7. How far do you agree or disagree with the proposed parent/carer agreement?**

|                           | Count     | %          |
|---------------------------|-----------|------------|
| Strongly agree            | 16        | 33         |
| Tend to agree             | 21        | 43         |
| Neither agree or disagree | 9         | 18         |
| Tend to disagree          | 1         | 2          |
| Strongly disagree         | 1         | 2          |
| No answer                 | 1         | 2          |
| <b>Total</b>              | <b>49</b> | <b>100</b> |

**Q8. Do you have any comments to make about the proposed parent/carer agreement?**

|  |
|--|
| However this particular document (ref.Doc 1: parent /Carer School transport agreement) only seems suitable for special schools. If transport is provided because of an unsafe route - this agreement does not seem fit for purpose.  |
| I agree. There have been times when other children have behaved poorly on my child's bus - which upset my child and should not be tolerated by the driver.   |
| If the parent carer agreement is to apply to SEN transport some clauses will need to be amended. Points 3 & 4; May not be achievable for all pupils. Point 5 is this for charging purposes? Do parents/carers have a responsibility to inform the provider before pickup time to avoid unnecessary journeys? Point 12 Review the language. Either All medicines must have the pharmacy labels or Ensure all medicines have the pharmacy labels. Point 15 Reconsider the phrase "bad behaviour" in relation particularly to pupils with Statements. |
| If there is a commitment from parents via this agreement, I can not see in the document any commitment from the Bedfordshire council related to the quality of the service delivered : duties should be shared on both sides ( e.g. Bedfordshire council should provide enough seats/ bus for children who are entitled to transport and not ask them to get off the bus !)  |
| It sounds really punitive the way it has been written about children's behaviour, sometimes, children are not in control of their behaviour, doesn't mention about steps being taken with parents/carers to address the issues. Some children may not understand about seatbelts   |
| The draft agreement seems to focus on medical needs. If transport is provided because of an unsafe walking route, the agreement does not seem fit for purpose.   |

**Q9. How far do you agree or disagree with the proposed pupil code of conduct?**

|                | Count | %  |
|----------------|-------|----|
| Strongly agree | 29    | 59 |
| Tend to agree  | 10    | 20 |

|                           |           |            |
|---------------------------|-----------|------------|
| Neither agree or disagree | 6         | 12         |
| Tend to disagree          | 1         | 2          |
| Strongly disagree         | 0         | 0          |
| No answer                 | 3         | 6          |
| <b>Total</b>              | <b>49</b> | <b>100</b> |

**Q10. Do you have any comments to make about the proposed pupil code of conduct?**

|   |
|---|
| Children should be responsible  |
| I agree. There have been times when other children have behaved poorly on my child's bus - which upset my child and should not be tolerated by the driver.  |
| It should be made very clear that sanctions will be imposed if not followed, in order to protect drivers , escorts and the other children   |
| The code of conduct would need to be enforced for it to be effective.   |
| The Code of Conduct would need to be enforced for it to be effective.   |
| The driver and or escort should be able to use their professional judgement and bans should be the following day IF necessary. There should not need to be a delay waiting for a letter. The consequences and time implementation need to meet the needs of bus |
| This was covered reasonably well and is one item that needs to be correct so pupils are well aware of what is expected. Again I feel that the list on the attachment maybe the correct way to show what is expected and the document I                          |
| Written a negative way, instead should be more positive intructions , like nos 15 and 16  |

**Q11. How far do you agree or disagree with the proposed approach to proving transport to Looked After children?**

|                           | Count     | %          |
|---------------------------|-----------|------------|
| Strongly agree            | 10        | 20         |
| Tend to agree             | 9         | 18         |
| Neither agree or disagree | 22        | 45         |
| Tend to disagree          | 3         | 6          |
| Strongly disagree         | 3         | 6          |
| No answer                 | 2         | 4          |
| <b>Total</b>              | <b>49</b> | <b>100</b> |

**Q12. Do you have any comments to make about the proposed approach to proving transport to Looked After children?**

|  |
|--|
| I think you have to extend this further. We are all told by the Government that we have to work so you have to change the out of date stance about only collecting & dropping off at home addresses. There has to be some common sense applied to your policy. People do not have 9-5 jobs so quite often children are at childminders/ relations or friends. No one would expect the council to have to arrange for the transport to go miles but if it is in the same town or village to the home address what is the problem? Your policy should show that parents have the opportunity to request a different collection & drop off point. |
| If a looked after child has been placed with a family far from their home/school, it may be beneficial for them to travel to their school to aid continuity  |
| Looked after children should be treated in exactly the same way as other children. I appreciate that they need extra care but unless they fall into SEN category.  |
| Often a child's school is the only place offering continuity and stability to a child experiencing considerable stress and trauma. The council should provide transport to the child's current school for as long as it is considered to be in the child's best interest. Taking away this stability will cause further damage to the child's emotional well-being, self esteem, education and already diminished life chances. The council should do all in its power to support our most vulnerable children.  |

Provided a consort is on the bus to supervise the children, these children should be provided with transport as this will help them maintain a regular education.

No

**Q13. The eligibility criteria have not changed but we have improved the explanation of this criteria.**

**Q13.a Catchment areas**

|                                 | <b>Count</b> | <b>%</b>   |
|---------------------------------|--------------|------------|
| Explanation is clear            | 30           | 61         |
| Explanation could be clearer    | 12           | 24         |
| Explanation is not clear at all | 3            | 6          |
| Missing                         | 4            | 8          |
| <b>Total</b>                    | <b>49</b>    | <b>100</b> |

**Q13.b Qualifying schools**

|                                 | <b>Count</b> | <b>%</b>   |
|---------------------------------|--------------|------------|
| Explanation is clear            | 30           | 61         |
| Explanation could be clearer    | 13           | 27         |
| Explanation is not clear at all | 3            | 6          |
| Missing                         | 3            | 6          |
| <b>Total</b>                    | <b>49</b>    | <b>100</b> |

**Q13.c Road safety**

|                                 | <b>Count</b> | <b>%</b>   |
|---------------------------------|--------------|------------|
| Explanation is clear            | 24           | 49         |
| Explanation could be clearer    | 16           | 33         |
| Explanation is not clear at all | 6            | 12         |
| Missing                         | 3            | 6          |
| <b>Total</b>                    | <b>49</b>    | <b>100</b> |

**Q13.d Medical or special education needs**

|                                 | <b>Count</b> | <b>%</b>   |
|---------------------------------|--------------|------------|
| Explanation is clear            | 33           | 67         |
| Explanation could be clearer    | 10           | 20         |
| Explanation is not clear at all | 2            | 4          |
| Missing                         | 4            | 8          |
| <b>Total</b>                    | <b>49</b>    | <b>100</b> |

**Q14. Do you have any comments to make about the explanations of catchment areas, qualifying schools, road safety or medical or special education needs?**

A route is not safe if it is in woods with no street lights - parents have been told that this is a safe route!

Eligibility criteria on pg 10 states severely restricted communication skills. What is meant by severe? Significant learning disability. How is severe learning difficulties measured?

I don't understand the road safety criteria. Examples should be provided to clarify why and how a route would be deemed unavailable.

I have a major concern in the way that special needs transport is allocated - someone's son in our village goes to a special school - I believe in Biggleswade - and for which they have a free taxi each morning and afternoon to take their child to and from school, and yet the parents are quite capable and available to take their own child to this school and collect their child at the end of the school day. What irritates me more, is that one parent is a big smoker, and yet this, and the fact that they are both quite capable and able to see to their own child's transportation needs is not taken into consideration and it is seen by these parents as a gift and a "benefit". If the parents had their child's interest at heart and were not offered this "freebie" they would make every attempt to give their child the best education possible, and get their child to the necessary school in any way possible. How can someone who smokes, and who hardly works, and has no intention of working (and can still smoke) qualify for this benefit? There are two people's wages my council tax payments are paying, being the taxi driver and a chaperone - along with fuel costs, and this should be seriously reviewed for parents who can quite clearly afford to provide this service themselves for their children... if they cared and as they smoke, and as they don't work! Living on Chicksands we have had the issue before where the school transport to Robert Bloomfield Academy was nearly stopped due to the A507 road/junction with the roundabout being declared "safe" - What is 'safe' - please define. Furthermore, if the nature of the route is such that the child cannot reasonably be expected to walk to school, EVEN WHEN ACCOMPANIED BY AN ADULT, then the Council will deem it 'unsuitable for walking' and therefore not available. This is not practical in the majority of cases, and unfair to encroach upon Parents (who most of us work full time) to have this responsibility and ownership. If a child's parent who sits at home all day and smokes qualifies for special educational needs transport then why should children with roads to cross deemed as "safe" have to rely on parents (working full time) to get them across these roads.

I would like to know at what point a road goes from being unsafe to safe.

Medical conditions, may be those where pupils need support to walk, or with their personal care

No

Only that none of these rules apply to children in 6th form!

Parents need to be made aware (if their catchment school is full) that, if they accept a place in another school and don't remain on the catchment school's waiting list, they will not receive free transport. At present parents can agree to an alternative school placement without realising the full implication of their decision. The new proposals do not make this any clearer.

Parents need to be made aware that if they decide to accept a place at another school (rather than remain on the waiting list for their catchment school - if full). That they will not receive free transport. At present parents seem unaware of this and it is not made clear in the new proposals.

Road safety - roads need to be looked at on a few days as one day there may be no traffic issue and NOT at 5pm 8.30 - 9.00 & 3 - 3.30

Section 4.3 - it is not clear how you will communicate a change, especially in short notice situations - putting a letter in the internal post system and hoping it gets there is the current approach and doesn't work. This should be specified in the policy, eg by phone, text, email, post with timelines.

The wording and length of explanations!! Is too long and a briefer and much simpler use of English language would make it clearer than it is at present.

This needs to be much clearer. Some parents do not feel they have much choice but to accept a place at the nearest school if the catchment school is full or they have more than one child.

Though not in your policy. You need to stop wasting people's time by sending out a form every year that we, the parent, the school & Doctor has to sign confirming transport is required. This is not needed when it is a condition that can not be treated or healed such as Cerebral Palsy. It is a waste of time & money for all concerned.

You need to provide copies of Road Safety GB's guidance if that is what you are using.

**Q15. Do you have any comments to make about the explanations of catchment areas, qualifying schools, road safety or medical or special education needs?**

|  | Count | %  |
|--|-------|----|
| Parent of a child who currently receives transport from the school | 21    | 43 |
| School   | 14    | 29 |



|  |           |            |
|--|-----------|------------|
| Parent of a child who does not receive transport from the school | 6         | 12         |
| Resident of Central Bedfordshire                                 | 4         | 8          |
| Other (please write in below)                                    | 3         | 6          |
| School Governor  | 1         | 2          |
| <b>Total</b>   | <b>49</b> | <b>100</b> |

**Q15. Other specified:**

|   |
|---|
| All of the first three options, but the form did not allow multiple selections.   |
| I am a parent of an 11 year old now looking at secondary schools. I think you need to lower the age range as I do not think it suitable for an 11 year old to walk 3 miles to our nearest school. With all the weird people praying on youngsters I think it disgusting you haven't taken into consideration the immaturity of 11 years olds and what's expected of them. |
| Parent of child who has a concessionary bus pass  |

**Q16. If you are responding on behalf of a school please write in the name of the school?**

- Aspley Guise
- Campton Lower
- Campton Lower (response from head teacher and governors)
- Church End Lower School Marston Moretaine
- Clipstone Brook lower school
- Fairfield Park
- Gravenhurst Academy
- Langford Lower School
- Leighton Middle
- Linslade Lower School
- Ridgmont Lower
- Silsoe Lower
- The Chiltern School

**Q17. Are you:**

|              | Count     | %          |
|--------------|-----------|------------|
| Male         | 8         | 16         |
| Female       | 32        | 65         |
| No answer    | 9         | 18         |
| <b>Total</b> | <b>49</b> | <b>100</b> |

**Q18. What is your age?**

|          | Count | %  |
|----------|-------|----|
| Under 16 | 0     | 0  |
| 16 - 19  | 0     | 0  |
| 20 - 29  | 0     | 0  |
| 30 - 44  | 18    | 37 |
| 45 - 59  | 17    | 35 |
| 60 - 64  | 4     | 8  |
| 65 - 74  | 0     | 0  |
| 75+      | 0     | 0  |

|              |           |            |
|--------------|-----------|------------|
| No answer    | 10        | 20         |
| <b>Total</b> | <b>49</b> | <b>100</b> |

**Q19. Do you consider yourself to be disabled?**

|              | Count     | %          |
|--------------|-----------|------------|
| Yes          | 0         | 0          |
| No           | 36        | 73         |
| No answer    | 13        | 27         |
| <b>Total</b> | <b>49</b> | <b>100</b> |

**Q20. To which of these groups do you consider you belong?**

|                        | Count     | %          |
|------------------------|-----------|------------|
| White British          | 32        | 65         |
| Asian or Asian British | 3         | 6          |
| Black or Black British | 0         | 0          |
| Chinese                | 0         | 0          |
| Other                  | 3         | 6          |
| No answer              | 11        | 22         |
| <b>Total</b>           | <b>49</b> | <b>100</b> |

**Q20. Other Specified:**

English  
white non British

**Q21. What is your home postcode?**

|                              | Count     | %          |
|------------------------------|-----------|------------|
| Aspley Guise                 | 1         | 2          |
| Barton-le-Clay               | 1         | 2          |
| Campton & Chicksands         | 5         | 10         |
| Clifton                      | 1         | 2          |
| Cranfield                    | 1         | 2          |
| Eggington                    | 1         | 2          |
| Flitwick                     | 2         | 4          |
| Harlington                   | 1         | 2          |
| Heath and Reach              | 1         | 2          |
| Leighton Linlade             | 2         | 4          |
| Maulden                      | 1         | 2          |
| Northill                     | 1         | 2          |
| Sandy                        | 2         | 4          |
| Silsoe                       | 2         | 4          |
| Southill                     | 1         | 2          |
| Stotfold                     | 2         | 4          |
| Toddington                   | 1         | 2          |
| No answer / not recognisable | 23        | 47         |
| <b>Total</b>                 | <b>49</b> | <b>100</b> |



# Overview and Scrutiny

**13 December 2013**

## **Update on the progress of the Disability Review and Support and Aspiration**

# Recommendations from the Disability Review

Approved by the Council Executive in January 2012

1. Implement the hub and spoke model of service delivery.
2. Reconfigure of social work team service to support the above.
3. Transfer of young people from Sunflower and Foxgloves.
4. Redevelop the Poppies service.
5. Assess future viability of Kingfisher and Maythorn residential services.
6. Develop financial models of the agreed proposals/options
7. Develop a proposal to further improve transition services
8. Develop a phased implementation change programme.

# Progress on recommendations

- July – Sept 2012 Families and children supported to make the move from Bedford Borough short break provision to Central Bedfordshire provision
- Sept – Oct 2012 Work completed on the East Hub (Biggleswade – linked to Ivel valley Area Special School)
- Jan 2013 Social work staff move into East Hub

# Progress on recommendations

|                  |  |
|------------------|--|
| November 2012    | Design and Plan stage for South Hub linked to Chiltern Area Special School in Dunstable                                    |
| September 2013   | Completion of construction work on the South Hub and final handover of the building currently used for the Poppies service |
| September 2013   | Social Work Assistants appointed to support transition/participation   |
| November 2013    | Social care staff to move to the South Hub   |
| Jan – March 2014 | Redesign of short break/sports programme in partnership with disabled children, young people, their parents and carers     |

# Children and Families Bill - Key Changes

- Will extend the Special Educational Needs (SEN) system from birth to 25, giving children, young people and their parents greater control and choice in decisions and ensuring needs are properly met, including by:
  - Implementing a new way of working with parents and children in designing and developing services.
  - replacing old statements of SEN with a new birth to 25 education, health and care plan;
  - providing statutory protections comparable to those currently associated with a statement to up to 25 years of age in further education;
  - Local Authorities will publish a local offer showing the support available to disabled children and young people and those with SEN, and their families from 0 – 25 years.
  - Parents of young people with Education, Health and Care Plans will have the right to a personal budget for their support; and
  - Cooperation between all the services that support children and their families will be required that improve the service experience for families.

# Implementation in Central Bedfordshire

- Support and Aspiration Board - representatives from
  - local Parent Forum,
  - schools,
  - children's and adult's social care,
  - voluntary sector,
  - health commissioners and providers, and
  - education, including early years.
  - (multi-agency children and adult service representation on the workstream groups as well as involvement of other agencies, for example leisure services)



# Project Workstreams

1. Engagement and involvement of parents/carers in co-production of ways of working and the development of a strategy for SEN that achieves the aims of this project into the future (Led by CBC Parent Forum)
2. Engagement and involvement of children and young people (Led by Ken Harvey)
3. Improving outcomes for all (Early Identification, Intervention and Prevention) (Led by Claire Harvey)
4. Single Assessment Framework and Plan and Local Offer (Led by Helen Redding)
5. Transition from childhood to adulthood (Led by Stuart Michelmore)
6. A developed approach to joint commissioning (Led by Ben Pearson)

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**Meeting:** Children's Services Overview and Scrutiny Committee  
**Date:** 13 December 2013  
**Subject:** 2013/14 Capital Budget Monitoring  
**Report of:** Cllr Mark AG Versallion, Executive Member for Children's Services  
**Summary:** The report sets out the projected full year forecast as at 30<sup>th</sup> September 2013

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**Advising Officer:** Edwina Grant, Deputy Chief Executive / Director of Children's Services  
**Contact Officer:** Dawn Hill, Senior Finance Manager  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Council

|                               |
|-------------------------------|
| <b>CORPORATE IMPLICATIONS</b> |
|-------------------------------|

|                            |
|----------------------------|
| <b>Council Priorities:</b> |
|----------------------------|

- |   |
|---|
| <p>1. Sound financial management contributes to the Council's value for money which enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 5 Council priorities.</p> |
|---|

|                          |
|--------------------------|
| <p><b>Financial:</b></p> |
|--------------------------|

- |   |
|---|
| <p>2. The financial implications are set out in the report.</p> |
|---|

|                      |
|----------------------|
| <p><b>Legal:</b></p> |
|----------------------|

- |   |
|---|
| <p>3. There are no direct legal implications arising from the report.</p> |
|---|

|                                |
|--------------------------------|
| <p><b>Risk Management:</b></p> |
|--------------------------------|

- |   |
|---|
| <p>4. Sound financial management and budget monitoring mitigates adverse financial risks.</p> |
|---|

|   |
|---|
| <p><b>Staffing (including Trades Unions):</b></p> |
|---|

- |                          |
|--------------------------|
| <p>5. Not applicable</p> |
|--------------------------|

|  |
|--|
| <p><b>Equalities/Human Rights:</b></p> |
|--|

- |   |
|---|
| <p>6 Public Authorities must ensure that decisions are made in a way which minimised unfairness and without a disproportionately negative effect on people from different ethnic groups, disabled people, women and men. It is important that Councillors are aware of this duty before they take a decision.</p> |
|---|

7. Equality Impact Assessments were undertaken prior to the allocation of the 2013/2014 budgets and each Directorate was advised of significant equality implications relating to their budget proposals. Many of the pressures outlined in this report are in relation to those needs led services which support the most vulnerable children in our communities.

**Community Safety:**

8. Not applicable.

**Sustainability:**

9. Not applicable.

**Procurement:**

10. Not applicable.

**RECOMMENDATION:**

**The Committee is asked to:-**

- **Note the current projected full year outturn position.**

**Introduction and Key Highlights (Appendices A1)**

11. Children's Services annual capital expenditure budget is £27.395M (including slippage from 2012/13). The income budget is £26.691M, a net expenditure capital budget of £704k.
12. The full year expenditure outturn position for 2013/14 is £3.438M below the original budget following the capital review process. There is no expenditure deadline to the spending of the grant receipts.
13. All but two projects, Schools Access and Temporary Accommodation, are funded wholly by grant receipts that have no expenditure deadline.
14. The actual to date gross expenditure is £2.365M below the profiled budget. This is mainly due to Schools Capital Maintenance (£1.072M) which has been programmed to be delivered within the financial year with a small number of projects moved into early 2014/15 as a result of reprioritisation of works, the Alternative Secondary Provision (Free School) £541k, which is progressing well on both of its sites and will achieve target completion timeframes but is following an amended payment schedule with the contractor. The remainder of the variance to date is due to the capital review

**Summary Table: Directorate Overall position (Appendices A1)**

|                   | <b>Gross Expenditure Budget</b> | <b>Profiled Gross Expenditure Budget YTD</b> | <b>Gross Spend to Date</b> | <b>Gross Expenditure Variance to date</b> |
|-------------------|---------------------------------|--|----------------------------|---|
|                   | <b>£000</b>                     | <b>£000</b>                                  | <b>£000</b>                | <b>£000</b>                               |
| Children Services | 27,195                          | 10,157                                       | 7,792                      | 2,365                                     |
| Partnerships      | 200                             | 55   | 55                         | 0   |
| <b>Total</b>      | <b>27,395</b>                   | <b>10,212</b>                                | <b>7,847</b>               | <b>2,365</b>                              |

**15. New School Places /Basic Need**

This grant funding is to enable management of pressures related to population growth and capacity within our schools. The outline programme to commission new school places over the next five years will drive the expenditure of basic need grant and will also align S106 contributions that are being collected for major projects.

16. In March 2013 the DfE announced the Basic Need allocations for 13/14 and 14/15 which has allocated £18.281m over the two years. An update to the New School Places Programme was reported to Executive in March 2013

17. The budget for 2013/14 has therefore been reviewed to take account of the actual grant funding received for 2013/14, which was not known at the time the programme was originally approved by Executive. The forecast spend for 2013/14 is £13.256M with £16.953M planned expenditure in 2014/15.

18. The New School Places Programme has recently been refreshed and was reported to the Council's Executive in February and March 2013.

**19. Schools Capital Maintenance**

This rolling programme is externally funded by DfE grant but does require schools to contribute to the cost of works, as set out in a formula contained within the Scheme for Financing Schools. These contributions are invoiced once planned works are complete.

20. The 2013/14 programme is now being commissioned but with a much reduced DfE grant of £2.562M as a result of Academy capital held centrally by the EFA. Works have largely commenced on the programme, however the forecast expenditure has reduced to £3.9M in the main due to £0.5k of works being removed from the indicative programme following reassessment and other schemes being re-scoped following initial survey inspections. Actual expenditure is currently behind forecast in the main this is due to the timing of the works during the school summer break, we anticipate that this shortfall will shortly be made up as works are completed and invoices received and processed.

21. **All Saints Academy, Dunstable**

The Academy buildings were completed in September and were occupied at the commencement of the Autumn Term. The playing-field works that remained outstanding as a result of adverse weather conditions in the growing season have been completed during the summer holiday period, 2013 and should be playable in Summer 2014. An agreed community-use scheme is now in operation.

22. The client-side team continue to work with the school in monitoring outstanding issues and will administer the final deployment of the two 'retention payments' in September 2013 and at Easter 2014. A programme of scheduled review meetings is in place in relation to finalising the terms of the original building contract. These have recently been intensified as retentions on Phase 1 (the majority of the actual new building) are due imminently. The Academy took in its first intake of Year 7 students this Autumn and the new buildings are now almost running at designed planned capacity.

23. **School Devolved Formula Capital**

The allocation to Schools is for use on capital condition / improvement works on their buildings in line with the priorities in their School Improvement Plan and in context with the Schools Asset Management Plan. The schools have three years to spend the grant.

24. **Temporary Accommodation**

Central Bedfordshire Council provides capital funding for schools requiring temporary units where pupil numbers exceed the maximum capacity of a school. A rolling budget is used to set a programme each year, based on forecasts from the School Organisation Plan 2012-2017.

25. From the £400k budget allocation for 2013/14, £209k has been allocated under the Programme to fund temporary provision required at Church End Lower School; the removal of a temporary unit at the former Roecroft Lower School site; removal of a unit at Parkfields Middle School; works to avoid the need for temporary accommodation at Fairfield Park Lower School; and retention planning renewal fees.

The potential underspend for 2013/14 amounts to £190k although the full budget allocation will be required in 2014/15.

26. **Central Beds University Technical College, Houghton Regis**

This scheme was added to the Capital Programme in March 2012 and involved converting existing premises at the Kingsland Campus, Houghton Regis, vacated by Central Bedfordshire College, together with the addition of a small new adjoining block. The project, which was undertaken in three phases, is now complete.

27. By agreement with the UTC governors the Council retained the new build block, which housed the PRU until the end of the Summer Term in order to free up the PRU accommodation for the scheme referred to at paragraph 34 (below) to be implemented for an opening September 2013. The PRU's use for students has concluded and arrangements are in hand to handover the Block to the UTC Trust in October in the condition it was originally completed in order to comply with the legal agreement between the Council and Trust. A series of adjustments to some of the original buildings, to provide a better relationship between the UTC's areas at Kingsland were completed, including a prestigious logistics teaching resource, and were handed over on 02 September, 2013.

28. The project was funded by external capital grant from the Education Funding Agency together with some £400k of 'section 106' funding for additional local secondary school provision. An element of this budget was centrally retained by the Council and was used to cover project support costs and the capital costs of relocating some existing users of the Kingsland Campus within the site.
29. The total spend for this project is £6.8M with £6.6M spent in 2012/13. The value and funding of this project was not known at the time the capital programme was originally approved by Executive. The project has been completed within budget and the remaining resources are for paying the contractual retentions relating to the 3 Phases of original works.

30. **School Access Initiative**

Central Bedfordshire Council provides capital funding to improve access to mainstream schools for pupils with disabilities. All Central Bedfordshire Schools, with the exception of voluntary aided schools and academies, can apply for funding on a bid basis. A multi-agency Panel of officers from the SEN and Inclusion Service, the School Organisation, Admissions and Capital Planning Team and disability specialists from the Central Bedfordshire Special Schools consider bids in March and September and award funding on a priority basis, as identified in Central Bedfordshire Council's Accessibility Strategy.

31. The budget allocation for 2013/14 is £304k including slippage from 2012/13
32. The March Panel awarded funding for equipment (including hearing and sight aids) and access works projects. The Panel met again in September to consider the final bidding round and awarded further funding with some final costs to be confirmed.
- Due to low demand for funding this year a potential underspend of £189k has been identified and a reduced budget allocation for 2014/15 will only be necessary.

33. **Alternative Provision Free School (APFS) - the Academy of Central Bedfordshire (ACB)**

This project is intended to provide remodelled provision and new build on each of the APFS's sites at the Kingsland Campus and the former Roecroft Lower In Stotfold.

34. Works to the Kingsland buildings, originally occupied by the Pupil Referral Unit (PRU) were originally funded from S106 contributions and direct revenue transfer from SEN budgets to address urgent health and safety issues, following disaggregation of the PRU from Bedford Borough Council and the more intensive use of the existing building.
35. The Kingsland buildings used by the PRU are now part of the Alternative Provision Free School which opened in September 2013, with a DE confirmed capital budget of £2.9M of capital grant which will come through the Council's capital programme. A business case setting out works required to deliver the Free School's curriculum, has been approved, by the Council's Executive, as has the two schemes' project management and procurement, which includes some works to partially relocate the adult learning service at Kingsland and to slightly change the area used by the UTC, primarily to ensure safeguarding arrangements for the various student/learner groups and other site users can be effectively maintained.

36. Since the last report the formal arrangements for opening the new ACB have been approved by the Department for Education and the Secretary of State has signed the Funding Agreement, which gives the new Academy legal status. Therefore the Council is no longer formally involved in the process to establish the Alternative Provision Free School (APFS) as its governing body is now in place.
37. At the Kingsland Campus the work achieved handover on 02 September 2013 and students were admitted in the following week. The adult education development has been handed-back to the service area and the UTC minor works referred to in the last paragraph were completed on 02 September, alongside the ACB project at Kingsland.
38. At the former Roecroft School site, Stotfold the project design has been completed and planning permission has been secured. The build-programme has been agreed and the contractors started on site on 29 July 2013 and are scheduled to complete in February 2014. At the date this report was compiled this project is running slightly ahead of programme.
39. **Short Breaks for disabled children – Development of the South Hub, Dunstable.**

Executive agreed on 10 January 2012 that services for disabled children, young people and their families should be delivered through a 'hub & spoke' model of service delivery. Executive agreed there should be 2 hubs, one in the north, Biggleswade and one in the south, Dunstable.
40. A hub and associated services is being delivered in the north of authority from the Ivel Valley Primary School site in Biggleswade, which become fully operational in January 2013
41. The existing residential properties at 39 Oakwood Avenue and the vacant section of Downside Neighbourhood Centre are being refurbished to provide local services in the south to disabled children and their families. This will enable the delivery of targeted services to disabled children and their families who are some of our most vulnerable and most at need.
42. The location of the property on Oakwood Avenue has the added advantage of its proximity to the Downside Children's Centre. It is also in close proximity of the Area Special School whose pupils will be utilising the facility. The space at the site provides the added benefit in that it will allow GP's and other clinicians to attend and utilise the facilities to support the special needs and care of the child and their family.



43. In all securing Oakwood Avenue for use by Children's services will:
- Enable Central Bedfordshire Council (CBC) to deliver the core 'hub' and associated services to disabled children, young people and their families living in south of the authority.
  - Transform and improve services to some of the most disadvantaged and marginalised young people and their families in society.
  - Provide services where there is the most need
  - Surrender the lease of 'Poppies' in Aspley Guise currently rented from Aragon Housing (3 months notice is required).
  - Relocation of services currently provided at 'Poppies' will ensure an increased efficiency of service delivery.
  - Develop integrated working and practice and prepare for the Government's 'personalisation' agenda.
  - Link and contribute to the requirements of the forthcoming Children and Families Bill and Achievement for All agendas.
  - Retain and improve a CBC asset.
  - Achieve milestones agreed by Executive January 2012.

The project handover date was delayed due to the gas utility provider having to remove supply pipework and took place on 27 September 2013.

44. This funding allocation of £550k was committed as planned by August 2013.
45. **Local Public Service Agreement (LPSA) & Local Area Agreement (LAA)**  
This funding belongs to the Central Bedfordshire Together partnership (CBT) and the Council holds this for administrative purposes. How it is spent rests with the CBT.
46. A proposal was approved by the Board of CBT on 27 June for £55k to be allocated for the purchase of Automatic Number Plate Recognition (ANPR) cameras. This will be match funded by Bedfordshire Police to install 11 ANPR cameras in the Biggleswade area.
47. The Board had previously allocated £200k to contribute towards the roll out of superfast broadband across Central Bedfordshire. It is anticipated that this funding will be drawn down by the project during 2013/14.
48. Early Years places for 2 year olds from lower income households  
On 27 November 2012, the Department for Education announced revenue and capital funding allocations to local authorities to secure early education places for two-year-olds from lower income households. Central Bedfordshire is to receive a capital allocation of £349k to support implementation of early education for two year olds by increasing capacity where these new places are required.
49. Central Bedfordshire also received £506k transitional funding which School Forum has approved for additional capital allocation so the working budget for the programme is potentially £854k.

50. The Childcare Development Team are working to identify areas where additional places are required and work with new and existing providers to develop capacity. Funding allocations will be approved through the Childcare Panel which will meet in November and again in February to consider applications for funding and to ensure these new places are available from September 2014. The expected spend for 2013/14 is £150k with the balance slipping into 14/15 for spend during the early part of the year.

**Appendices:** Appendix A1 Directorate Overall position

Central Bedfordshire Capital Programme 2013-14 Monitoring Month 6

| Scheme Title                                  | Project Manager Contact | WBS Code   | Top 20 Classification | CMT Classification | Approved 13/14 Budget |          |                 | Draft Slippage from 2013/13 |                   |         | Total 2013/14 Budget |          |                   | Full Year Forecast as at Month 6 |                 |         |                   |         |                 | Slippage to 2014/15 |                   |         |                 |         |                   | Sep-13  |                 |         |                   |          |                 |         |                   |          |                 |  |
|---|-------------------------|--|-----------------------|--------------------|-----------------------|----------|-----------------|-----------------------------|-------------------|---------|----------------------|----------|-------------------|----------------------------------|-----------------|---------|-------------------|---------|-----------------|---------------------|-------------------|---------|-----------------|---------|-------------------|---------|-----------------|---------|-------------------|----------|-----------------|---------|-------------------|----------|-----------------|--|
|   |                         |  |                       |                    | Gross Expenditure     |          | Net Expenditure |                             | Gross Expenditure |         | Net Expenditure      |          | Gross Expenditure |                                  | Net Expenditure |         | Gross Expenditure |         | Net Expenditure |                     | Gross Expenditure |         | Net Expenditure |         | Gross Expenditure |         | Net Expenditure |         | Gross Expenditure |          | Net Expenditure |         | Gross Expenditure |          | Net Expenditure |  |
|   |                         |  |                       |                    | £'000                 | £'000    | £'000           | £'000                       | £'000             | £'000   | £'000                | £'000    | £'000             | £'000                            | £'000           | £'000   | £'000             | £'000   | £'000           | £'000               | £'000             | £'000   | £'000           | £'000   | £'000             | £'000   | £'000           | £'000   | £'000             | £'000    | £'000           | £'000   | £'000             | £'000    | £'000           |  |
| New School Places                             | Keith Armistead         | 1/LO/0000105<br>1/LO/0000375<br>1/LO/0000412<br>1/LO/0000537 | Top 20                | Externally         | 18,877                | -18,877  | 0               | -2,301                      | 2,301             | 0       | 15,808               | -15,776  | 32                | 13,134                           | -13,194         | -60     | -92               | 0       | -92             | 0                   | 0                 | 0       | 2,582           | -2,582  | 0                 | 4,656   | -4,656          | 0       | 4,656             | -4,656   | -20,778         | -16,192 | -70               | -16,122  | -16,192         |  |
| 2 year old entitlement                        | Rob Parsons             | 1/CS/EYS0001   | Externally Funded     | Externally Funded  | 450                   | -450     | 0               | 450                         | -450              | 0       | 450                  | -450     | 0                 | 150                              | -150            | 0       | 0                 | 0       | 0               | 0                   | 0                 | 300     | -300            | 0       | 130               | -130    | 0               | 130     | -130              | 0        | -349            | -349    | 0                 | -349     | -349            |  |
| Transparency Accreditation                    | Sandy Stoking           | 1/LO/000103<br>1/LO/000003                                   | Fully Part            | Fully Part         | 400                   | 0        | -400            | 0                           | 355               | 0       | 355                  | 0        | 355               | 355                              | 0               | 0       | 0                 | 0       | 0               | 0                   | 0                 | 45      | 0               | 45      | 67                | 0       | 67              | 26      | 26                | -41      | 0               | 0       | 0                 | -41      | -41             |  |
| Formula Capital                               | Dawn Hill               | 1/LO/000371  | Externally            | Externally         | 938                   | -938     | 0               | -442                        | -442              | 0       | 1,380                | -1,380   | 0                 | 1,380                            | -1,380          | 0       | 0                 | 0       | 0               | 0                   | 0                 | 0       | 0               | 0       | 460               | -460    | 0               | 217     | -1,111            | -684     | -243            | -651    | -651              | -894     | -894            |  |
| All Saints Academy                            | Rob Parsons             | 1/LO/000383  | Externally Funded     | Externally Funded  | 557                   | -557     | 0               | -557                        | -557              | 0       | 557                  | -557     | 0                 | 557                              | -557            | 0       | 0                 | 0       | 0               | 0                   | 0                 | 0       | 0               | 0       | 557               | -557    | 0               | 353     | -557              | -224     | -224            | 0       | -224              | -224     |                 |  |
| IT Technology                                 | Rob Parsons             | 1/LO/000413  | Externally            | Externally         | 400                   | -400     | 0               | -261                        | 261               | 0       | 139                  | -139     | 0                 | 139                              | -139            | 0       | 0                 | 0       | 0               | 0                   | 0                 | 0       | 0               | 0       | 139               | -139    | 0               | 242     | -28               | 214      | 103             | 111     | 214               | 214      |                 |  |
| Schools Access Initiative                     | Sandy Stoking           | 1/LO/000001  | Fully Part            | Fully Part         | 300                   | 0        | 300             | 4                           | 0                 | 272     | 0                    | 272      | 304               | 304                              | 304             | 0       | 32                | 0       | 32              | 0                   | 0                 | 0       | 0               | 0       | 7                 | 0       | 7               | 0       | 7                 | 0        | 0               | 0       | 0                 | 0        | 0               |  |
| Alternative Secondary Provision (Free School) | Peter Fraser            | 1/LO/000106<br>1/PSA & LAA Grant                             | Top 20                | Externally         | 3,000                 | -3,000   | 0               | 477                         | -477              | 0       | 3,522                | -3,477   | 45                | 3,522                            | -3,477          | 45      | 0                 | 0       | -45             | 0                   | -45               | 0       | -45             | 2,117   | -2,117            | 0       | 1,578           | -1,577  | -1                | -541     | 540             | -1      | -1                | -1       |                 |  |
| LPSA & LAA Grant                              | Peter Fraser            | 1/LO/000022  | Externally            | Externally         | 898                   | -898     | 0               | -688                        | 688               | 0       | 255                  | -255     | 0                 | 255                              | -255            | 0       | 55                | -55     | 0               | 55                  | 0                 | 0       | 0               | 0       | 0                 | 0       | 0               | 95      | -309              | -264     | 55              | -309    | -254              | -254     |                 |  |
| Schools Capital Maintenance                   | Rob Parsons             | 1/LO/000002<br>1/LO/000042                                   | Top 20                | Externally         | 2,000                 | -2,000   | 0               | 2,515                       | -2,515            | 0       | 4,515                | -4,515   | 0                 | 4,701                            | -4,701          | 0       | 186               | -186    | 0               | 186                 | 0                 | 0       | 0               | 0       | 1,877             | -1,877  | 0               | 805     | -3,768            | -2,863   | -1,072          | -1,891  | -2,963            | -2,963   |                 |  |
| Short Breaks                                  | Rob Parsons             | 1/LO/000007  | Externally            | Externally         | 0                     | 0        | 0               | -197                        | 197               | 0       | 197                  | -197     | 0                 | 850                              | -590            | 0       | 353               | -353    | 0               | 353                 | 0                 | 0       | 0               | 0       | 147               | -147    | 0               | 0       | -197              | -197     | -147            | -50     | -197              | -197     |                 |  |
| Children's Services                           |                         |  |                       |                    | £26,613               | -£25,913 | £700            | £728                        | -£776             | £4      | £27,395              | -£28,691 | £704              | £26,047                          | -£24,403        | £944    | £2,248            | -£2,288 | £30             | £2,288              | -£2,288           | £30     | £2,288          | -£2,288 | £30               | £1,017  | -£10,953        | £74     | £7,847            | -£28,674 | £20,827         | £2,310  | -£18,391          | -£20,901 |                 |  |
| Community Services                            |                         |  |                       |                    | £26,723               | -£26,036 | £1,687          | £2,772                      | -£2,774           | £2,496  | £29,495              | -£33,116 | £21,165           | £24,977                          | -£3,290         | £16,697 | £8,210            | £5,631  | -£5,711         | £5,266              | £1,113            | £341    | £772            | £1,2804 | -£5,999           | £7,814  | £11,748         | £3,417  | £8,331            | -£1,166  | £1,673          | £577    | £577              |          |                 |  |
| Corporate Resources HR                        |                         |  |                       |                    | £11,118               | -£1,500  | £9,318          | £2,783                      | £0                | £2,783  | £13,907              | -£1,500  | £11,568           | £2,314                           | £0              | £2,314  | £19               | £2,333  | £2,314          | £19                 | £115              | £419    | £19             | £5,636  | -£500             | £5,136  | £2,390          | £0      | £2,390            | £3,246   | £900            | £2,746  |                   |          |                 |  |
| Improvement & Corporate Services              |                         |  |                       |                    | £10,895               | £0       | £10,895         | £0                          | £0                | £10,895 | £5,550               | £0       | £5,550            | £1,625                           | £0              | £1,625  | £0                | £2,345  | £1,625          | £720                | £1,625            | £0      | £2,925          | £0      | £2,925            | £2,609  | £0              | £2,609  | £316              | £10      | £4,328          |         |                   |          |                 |  |
| Regeneration                                  |                         |  |                       |                    | £2,043                | £0       | £2,043          | £0                          | £0                | £2,159  | £4,202               | £0       | £4,202            | £4,321                           | £0              | £4,321  | £0                | £119    | £338            | £0                  | £38               | £457    | £0              | £1,584  | £0                | £1,584  | £1,540          | £404    | £1,336            | £44      | £204            | £248    |                   |          |                 |  |
| Social Care, Health & Housing                 |                         |  |                       |                    | £3,320                | -£5,345  | £3,975          | -£164                       | £259              | -£443   | £91,336              | -£5,604  | £3,532            | £5,368                           | -£3,097         | £2,271  | £3,768            | £2,507  | -£1,261         | £4,018              | £2,893            | £251    | £396            | -£135   | £2,715            | -£1,645 | £1,070          | £3,971  | -£1,108           | £2,863   | £1,256          | £337    | £1,793            |          |                 |  |
| Capital Programme                             |                         |  |                       |                    | £3,352                | -£5,191  | £3,151          | £1,026                      | -£2,076           | -£1,92  | £10,278              | -£7,289  | £3,009            | £5,143                           | £3,708          | £2,438  | £4,155            | £3,954  | -£571           | £3,735              | £0                | £400    | £171            | £3,590  | -£2,996           | £594    | £2,552          | £7,317  | £3,766            | -£1,039  | £3,322          | £4,360  |                   |          |                 |  |
|   |                         |  |                       |                    | £36,094               | -£45,985 | £48,779         | £10,238                     | -£3,398           | £8,849  | £105,302             | -£93,374 | £55,928           | £66,974                          | £46,995         | £44,989 | £19,338           | £3,959  | £10,939         | £19,990             | £3,287            | £10,693 | £822            | £8,888  | £2,676            | £19,197 | £2,687          | £40,730 | £7,074            | £3,854   | £19,417         | £26,271 |                   |          |                 |  |

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**Meeting:** Children's Services Overview and Scrutiny  
**Date:** 13 December 2013  
**Subject:** 2013/14 Revenue Budget Monitoring  
**Report of:** Cllr Mark AG Versallion, Executive Member for Children's Services  
**Summary:** The report sets out the projected full year forecast as at 30 September 2013

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**Advising Officer:** Edwina Grant, Deputy Chief Executive / Director of Children's Services  
**Contact Officer:** Dawn Hill, Senior Finance Manager  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Council

## **CORPORATE IMPLICATIONS**

### **Council Priorities:**

Sound financial management contributes to the Council's value for money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to the priorities set out in the Medium Term Plan.

### **Financial:**

1. The financial implications are set out in the report.

### **Legal:**

2. There are no direct legal implications arising from the report.

### **Risk Management:**

3. Sound financial management and budget monitoring mitigates adverse financial risk.

### **Staffing (including Trades Unions):**

4. Not applicable.

### **Equalities/Human Rights:**

5. Public Authorities must ensure that decisions are made in a way which minimises unfairness and without a disproportionately negative effect on people from different ethnic groups, disabled people, women and men. It is important that Councillors are aware of this duty before they take a decision.
6. Equality Impact Assessments were undertaken prior to the allocation of the 2013/2014 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

**Community Safety:**

7. Not applicable.

**Sustainability:**

8. Not applicable.

**Procurement:**

9. Not applicable.

**RECOMMENDATION:**

**The Committee is asked to note the current projected full year outturn position.**

**Introduction and Key Highlights (Appendices A2)**

10. The full year projected outturn position for 2013/14 as at September 2013 is over budget by £2.633M mainly due to pressures in Children in Care and Care Leavers (£172k), Intake and Family Support (£174k) Fostering and Adoption (£819k), Transport (£516k) and DSG contributions to central overheads (£848k). Had the pressure for the Directorate not been managed in year by reserves set aside from the 2012/13 financial year the pressure would be £6.389M. The Dedicated School Grant reserves of £853k that is not anticipated will be spent will be added to the Schools Block for 2014/15 and redistributed to Schools.
11. At the time of writing there have been 41 new independent fostering agency placements since the beginning of the financial year, where the average cost is £39k. Most of these placements are part sibling groups. This is in line with the increased numbers in Looked After Children. Three of these admissions are children or babies with disabilities who have higher than average annual costs.

The table below indicates the upward trajectory and pressure on the budget.

|  | Total as at<br>September<br>2012 | Total as at<br>September<br>2013 | % increase |
|--|----------------------------------|----------------------------------|------------|
| Number of LAC                                | 227                              | 285                              | 25.6%      |
| Number of LAC - In<br>House Placements       | 79                               | 92                               | 16.5%      |
| Number of LAC -<br>Independent<br>Placements | 82                               | 112                              | 36.6%      |
| Child Protection Plan                        | 239                              | 290                              | 21.3%      |
| Children in Need                             | 1,593                            | 1,772                            | 11.2%      |
| Number of Referrals<br>(YTD)                 | 1,163                            | 1,207                            | 3.8%       |

12. Central Bedfordshire Council has been allocated £555k of The Adoption Reform Grant for 2013/14. The purpose of the grant is to provide support to Local Authorities with the implementation of the reforms. The main allocations for the grant are as follows:-
- Pilot a 'fostering for adoption' project.
  - Increase legal capacity.
  - Increase Social Work capacity by 2fte to assess adopters.
  - Support for Children's life story work, an important part of fostering and adoption support to ensure a successful placement.
13. The overspend in Transport is a combination of mainstream transport (£316k) and SEN transport (£200k). This is due to an increase in demand in targeted transport and managed moves.
14. The Dedicated Schools Grant allocation against overheads has been recalculated against allowable services, resulting in a reduced level of overhead that can be recovered this way, hence the pressure (£848k).
15. The actual spend to date of £22.287M, over budget by £1.286 M after in year use of reserves, is in line with the current full year forecast overspend of £2.633M.
16. Not currently forecast and a risk to the current forecast outturn position is the anticipated reduction to the Education Services Grant and a further increase in pressures for Looked After Children. The Education Services Grant is reduced each quarter based on the number of pupils in the converting Academy, pro rata to the financial year. The rate is set at £116.46 per pupil for mainstream schools and £494.96 in total for special schools. Regional comparisons with other local authorities indicate a further rise in the number of Looked After Children.
17. The Early Intervention Grant which funded £9.77M of core services in 12/13 has now been subsumed into the Revenue Support Grant and is not separately identifiable for 2013/14. The main core services that this funded are as follows:
- Children with Disabilities Short Breaks
  - Early Years Workforce Development
  - Learning & School Support including Education Psychology, Access & Inclusion and provision for Looked after children in the Music Service
  - Commissioning for Youth Service
  - Early Intervention & Prevention

The Children's Services budget did not increase in line with the transfer to RSG due to the national reduction and two year old funding moving to the DSG. This has been managed in year by an Earmarked reserve of £1.193M but will be a pressure for the MTFP in the budget year 2014/2015.

**18. Summary Table A: Directorate Overall position**

|                                     | <b>Approved Budget</b> | <b>Provisional Outturn</b> | <b>Variance after Use of Reserves</b> |
|-------------------------------------|------------------------|----------------------------|---------------------------------------|
|                                     | <b>£'000</b>           | <b>£'000</b>               | <b>£'000</b>                          |
| Director CS                         | 422                    | 634                        | 0                                     |
| AD – CSO                            | 28,740                 | 33,259                     | 1,239                                 |
| AD – L & SC                         | 5,521                  | 5,520                      | (58)                                  |
| Transport                           | 7,012                  | 7,552                      | 516                                   |
| Partnerships                        | 610                    | 675                        | 0                                     |
| <b>Sub Total</b>                    | <b>42,305</b>          | <b>47,640</b>              | <b>1,697</b>                          |
| DSG Contribution to Central Support | (1,567)                | (719)                      | 848                                   |
| ESG contribution to Central Support | (1,558)                | (1,471)                    | 87                                    |
| <b>Total Children Services</b>      | <b>39,180</b>          | <b>45,450</b>              | <b>2,632</b>                          |
| Schools Individual Budgets          | 88,519                 | 88,519                     | 0                                     |
| Supported by DSG/EFA                | (88,519)               | (88,400)                   | 0                                     |
| <b>Total Schools</b>                | <b>0</b>               | <b>119</b>                 | <b>0</b>                              |
| <b>Total Children's Services</b>    | <b>39,180</b>          | <b>45,569</b>              | <b>2,632</b>                          |

**19. Table B – Subjective Analysis (Based on Forecast Outturn)**

| <b>Expenditure type (Excluding Schools)</b> | <b>Forecast Outturn<br/>(Before use of Reserves)<br/>£'000</b> |
|---|--|
| Staffing Costs                              | 23,623   |
| Premises and Transport                      | 626  |
| Supplies and Services                       | 6,954  |
| Third Party Payments                        | 36,224   |
| Other                                       | 3,875  |
| <b>Total Expenditure</b>                    | <b>71,302</b>  |
| Income                                      | 4,526  |
| Grants (See Table C)                        | 21,326   |
| <b>Total Income</b>                         | <b>25,852</b>  |
| <b>Net Expenditure</b>                      | <b>45,450</b>  |



**20. Table C – Grant Analysis**

The majority of Grants listed in the table below are ring fenced and have corresponding direct expenditure.

| <b>Grant</b>                      | <b>£000's</b> | <b>Ring fenced / Non ring fenced</b> |
|-----------------------------------|---------------|--------------------------------------|
| Dedicated Schools Grant (DSG)     | 15,812        | Ring fenced                          |
| Education Services Grant          | 2,894         | Non Ring fenced                      |
| Social Work / Training            | 201           | Ring fenced                          |
| Adoption Reform Grant             | 555           | Ring fenced                          |
| Asylum Seekers Grant              | 256           | Ring fenced                          |
| Music Grant                       | 283           | Ring fenced                          |
| Troubled Families                 | 747           | Ring fenced                          |
| LSCB                              | 160           | Ring fenced                          |
| Early Years Workforce Development | 201           | Ring fenced                          |
| Extended Rights to Free Travel    | 143           | Ring fenced                          |
| Youth                             | 40            | Ring fenced                          |
| Miscellaneous Grants              | 34            |                                      |
| <b>Total Grants*</b>              | <b>21,326</b> |                                      |

21. The distribution of the Dedicated Schools Grant (DSG) is in accordance with The School and Early Years Finance (England) Regulations 2013 which prescribes in Schedule two the purposes that the LA may hold funding to contribute to central services. The DSG reported in Table C (£15.902M) can be further analysed as below:

|   | <b>£000's</b> |
|---|---------------|
| Special Education Provision (including post 16) | 8,866         |
| Academies Statements / Early Years              | 2,752         |
| Two Year Old / Early Years Contingency          | 1,817         |
| DSG Contribution to Central Overheads*          | 719           |
| Pupil Referral Unit                             | 409           |
| School Contingency / School Forum               | 130           |
| School Admissions                               | 260           |
| Teachers Unions and Professional Associations   | 64            |
| Growth Fund                                     | 795           |
| CLA   | 90            |
| <b>Total</b>                                    | <b>15,902</b> |

The Central Overheads\* that are apportioned to Children's Services at year end are supported by £719k of Dedicated Schools Grant.

### **Director of Children's Services**

22. The full year forecast is on budget. The pressure for the MTFP is £180k, as unspent reserves from 2012/13 were set aside to reduce the pressure for Children Services in 13/14.

### **Children's Services Operations**

23. AD Children's Services Operations

The full year forecast is an overspend of £147k due to additional spend relating to the threshold review.

24. Children in Care and Care Leavers and Intake & Family Support

The full year forecast for these areas is over budget by £346k. The overspend had it not been managed by the use of reserves would be £1.596M Children in Care and £684k Intake & Family Support. This is mainly due to the increase in Looked After Children and the use of Agency workers whilst the recruitment campaign is carried out for qualified Social Workers. At the time of writing Agency staff have been forecast to remain until December 2013, and the recruitment campaign has been accelerated.

The pressures are expected to increase with the significant number of child protection plans currently in place and the implementation of recent OFSTED recommendations.

25. Children with Disabilities Service

Full year forecast is £72k under budget due to savings in salary budgets and delayed recruitment. The £143k reserve set aside at the end of 2012/13 financial year is forecasted to be fully used.

26. Quality Assurance CRS

Full year forecast is on budget and due to the use of reserves of £54k to cover the appointment of a Review Manager related to the threshold review.

27. Fostering and Adoption

The current forecast pressure is £819k due to the increased number of Looked After Children. At the time of writing there has been 41 new independent fostering agency placements since the beginning of the financial year, where the average cost is £39k. Most of these placements are part sibling groups. Three of these admissions are children or babies with disabilities who have higher than average annual costs.

The forecast pressure includes £229k use of reserve set aside for the disaggregation of the fostering service.

28. LSCB

The full year forecast is currently on budget. The reserve of £50k set aside for the disaggregation of the LSCB will be fully utilised in 2013/14 and a pressure for the MTFP.

29. Early Intervention and Prevention

Full year forecast is on budget, due to the use of earmarked reserves to compensate for the removal of the previous Early Intervention Grant (£1,193k full year) which funded Children Centre contracts. This will be a pressure for the MTFP.

**Learning Commissioning and Partnerships**

30. AD Learning Commissioning and Partnerships

The full year forecast is currently on budget.

31. Children's Services Commissioning

The full year forecast is a £25k under spend due to salary savings relating to a delay in recruitment.

32. Youth Service

The full year forecast is currently on budget.

33. School Support (including Music)

The full year forecast is currently on budget.

34. Other Schools Budgets

The full year forecast is currently on budget. There is no foreseen pressure to arise from this area as these budgets are all funded by the DSG in agreement with School Forum.

35. Partnerships and Workforce Development

The full year forecast is currently on budget

36. School Organisation & Capital Planning

The full year forecast is currently a £38k under spend. Year to date expenditure is currently below the profiled budget (£129k) due to the delay in paying for commissioned work, including the Beds East Trust, and the recruitment of staff, which is expected to take place in the second half of the year.

**Transport**

37. Mainstream and Special Educational Need Transport

The overspend in Transport is a combination of mainstream transport (£316k) and SEN transport (£200k). This is due to an increase in demand in targeted transport and managed moves. The Chiltern School in particular has seen an increase in pupil numbers, which will increase further during the new academic year.

Information on re-routing and re-tendering is expected to be received which may impact the current pressure.

38. CWD and LAC Transport

The full year forecast for CWD and LAC Transport is currently on budget.

## Partnerships

39. The full year forecast is currently on budget due to the use of reserves held to fund the Community Engagement Post (£25k) and use of corporate reserves (£40K) to fund additional costs incurred by Citizen's Advice Bureaus as a result of Welfare Reforms.

## Dedicated Schools Grant

40. The Dedicated Schools Grant (DSG) allocation against overheads has been calculated against allowable services, resulting in a reduced level of overhead that can be recovered this way, hence the pressure.

## Education Services Grant

41. The Education Services Grant established in April 2013 to replace the former system of LA Block Local Authority Central Spend Equivalent Grant (LACSEG) payments to Academies. The Grant is intended to pay for central education functions including :

- Therapies and other health related services
- Pupil support
- Education Welfare Services
- School Improvement
- Asset management – education
- Music Services
- Visual and performing arts
- Outdoor education
- Statutory/regulatory duties
- Premature retirement costs/redundancy costs
- Monitoring national curriculum assessment

The allocation for Central Bedfordshire is £3M and based on the number of pupils attaining both Maintained and Academy schools. £15 per pupil is paid for ALL pupils for the statutory duties that do not transfer to Academies (£587k) and £116.46 per pupil for mainstream schools maintained and £494.96 special schools (£2.421M).

42. The full year forecast is £87k overspend due to the deduction to date for pupils in schools transferring to Academy status during the 13/14 financial year. There is a further risk of £75k, due to further Academy conversions during the year. The Department will reduce the grant receipt each quarter based on the number of pupils in the converting Academy.

## Schools

43. The Revenue carry forward for maintained schools to 2013/14 is £12.413M, a rise of £3.968M from the previous financial year. The rise in revenue balances is believed to be due to the 'in year' increases to Individual Schools Budgets (ISB) paid from unspent centrally held DSG (£1.779M) and preparation for the further changes and impacts of the School Funding Reforms.
44. The Capital reserves fell by £763k to £1.1M.

45. There are 138 Schools in Central Bedfordshire, 43 of which are Academies with 6 further expected to convert before the end of the financial year.
46. The Department for Education published on the 4 June 2013 its arrangements and changes to School funding reform for 2014/15 in order to move closer to a national funding formula. The responses to the consultation process with Schools which ended on the 27 September 2013 is being presented to the School Forum at their meeting on the 14 October 2013.

#### **Virements**

47. There have been no cross directorate budget virements during September.

#### **Efficiencies (Appendix B)**

48. The Children's Services efficiency target for 2013/14 is £2.077M (including Cross Cutting efficiencies of £0.400M for Transport. Since the commencement of the 2013/14 financial year progress has been made in all Children Services efficiencies. Of the Transport efficiency there was an amount of £156k identified to be met by the 31 August 2013, this has been met. A further £44k will be achieved by the 31 March 2014. The £200k identified for SEN Transport will not be met in full. The projected shortfall is £70k. Community Services have identified this based on the work undertaken by Transport Advisory Service and the projections as at the end of September 2013.
49. Work will continue during the year to identify any compensatory savings to offset this shortfall. This will be highlighted and reported through the Efficiency Implementation Group.

#### **Reserves position (Appendix C)**

50. There is a total proposed use of Children Services reserves of £3.756M detailed on Appendix A2. The Dedicated School Grant reserves of £853k that is not anticipated to be spent will be added to the Schools Block for 2014/15 and redistributed to Schools.

#### **Debt Management (Appendix E1 and E2)**

51. Total debt for Children's Services is £795k of which £110k is debt over 61 days. The debt over £10K (Appendix E1) totals £716k, of which £699k relates to Bedford Borough.  
  
An additional report is now provided as Appendix E2 detailing the top ten over 60 days invoices for the directorate.

#### **Appendices:**

Appendix A2 Directorate Position analysed by AD

Appendix A3 Movement since last quarter

Appendix B Efficiencies

Appendix C Earmarked Reserves

Appendix E1 Debt over £10K

Appendix E2 Top Ten Invoices

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Revenue Summary Position -

| Month: September 2013  | Cumulative to Date |               |                             | Year            |                |                 |                  |                   |                               | Forecast Variance % of Budget | RAG      | Risk         | Activity level Medium/High risk budgets (COMMENTARY) |                                    |  |
|--|--------------------|---------------|-----------------------------|-----------------|----------------|-----------------|------------------|-------------------|-------------------------------|-------------------------------|----------|--------------|--|------------------------------------|--|
|  | Budget to Date     | Actual        | Manual Adjustment to Actual | Use of Reserves | Variance       | Approved Budget | Forecast Outcome | Forecast Variance | Manual Adjustment to Forecast |                               |          |              |  | Proposed use of Earmarked reserves | Proposed transfers to Earmarked reserves |
|  | £000               | £000          | £000                        | £000            | £000           | £000            | £000             | £000              | £000                          | £000                          | £000     | £000         |  |                                    |  |
| Children Services  |                    |               |                             |                 |                |                 |                  |                   |                               |                               |          |              |  |                                    |  |
| <b>Director of Children's Services</b>                             | <b>211</b>         | <b>285</b>    | <b>(74)</b>                 | <b>(90)</b>     | <b>(16)</b>    | <b>422</b>      | <b>607</b>       | <b>185</b>        | <b>27</b>                     | <b>(212)</b>                  | <b>0</b> | <b>(0)</b>   | <b>0%</b>  | <b>green</b>                       | <b>L</b>                                 |
| AD Children's Services Operations                                  | 466                | 539           | (73)                        |                 | 83             | 912             | 1,059            | 147               |                               |                               |          | 147          | 16%  | red                                | L  |
| Children in Care and Care Leavers                                  | 3,256              | 4,234         | (978)                       | (712)           | 266            | 6,512           | 8,108            | 1,596             | (1,424)                       | (1,424)                       |          | 172          | 3%   | amber                              | H  |
| Intake & Family Support  | 2,622              | 2,559         | 63                          | 0               | (63)           | 5,244           | 5,928            | 684               | (288)                         | (222)                         |          | 174          | 3%   | amber                              | H  |
| Children with Disabilities Service                                 | 2,137              | 2,179         | (42)                        | (143)           | (101)          | 4,130           | 4,214            | 83                |                               | (155)                         |          | (72)         | -2%  | green                              | L  |
| Quality Assurance CRS  | 526                | 591           | (65)                        | (27)            | 38             | 1,045           | 1,100            | 55                |                               | (54)                          |          | 1            | 0%   | green                              | L  |
| Fostering & Adoption Service                                       | 3,700              | 4,342         | (642)                       |                 | 642            | 6,602           | 7,650            | 1,048             | (229)                         | (229)                         |          | 819          | 12%  | red                                | L  |
| Local Safeguarding Children's Board                                | (49)               | (52)          | 3                           |                 | (3)            | 65              | 63               | (2)               |                               |                               |          | (2)          | -4%  | green                              | L  |
| Early Intervention and Prevention                                  | 1,803              | 2,357         | (554)                       | (597)           | (43)           | 4,229           | 4,828            | 600               | 597                           | (1,196)                       |          | 0            | 0%   | green                              | L  |
| <b>Total Children's Services Operations</b>                        | <b>14,451</b>      | <b>16,748</b> | <b>(2,297)</b>              | <b>(1,479)</b>  | <b>818</b>     | <b>28,740</b>   | <b>32,990</b>    | <b>4,210</b>      | <b>309</b>                    | <b>(3,280)</b>                | <b>0</b> | <b>1,239</b> | <b>4%</b>  | <b>amber</b>                       | <b>H</b>                                 |
| AD Learning, Commissioning & Partnerships                          | 199                | 187           | 12                          |                 | (12)           | 387             | 387              | 0                 |                               |                               |          | 0            | 0%   | green                              | L  |
| Children's Services Commissioning                                  | 252                | 200           | 52                          |                 | (52)           | 503             | 478              | (25)              |                               |                               |          | (25)         | -5%  | green                              | L  |
| Youth Service  | 749                | 707           | 42                          |                 | (42)           | 1,930           | 1,930            | 0                 |                               |                               |          | 0            | 0%   | green                              | L  |
| School Support (incl Music)  | 935                | 898           | 37                          | (50)            | (86)           | 1,129           | 1,185            | 56                |                               | (50)                          |          | 5            | 0%   | amber                              | H  |
| Other School Budgets   | 0                  | 0             | 0                           | 0               | 0              | 0               | 6                | 6                 |                               | (6)                           |          | 0            | 0%   | green                              | L  |
| Partnerships and Workforce Development                             | 504                | 488           | 16                          |                 | (16)           | 1,338           | 1,338            | 0                 |                               |                               |          | 0            | 0%   | green                              | L  |
| School Organisation & Capital Planning                             | 112                | (17)          | 129                         |                 | (129)          | 223             | 185              | (38)              |                               |                               |          | (38)         | -17%   | amber                              | L  |
| <b>Total Learning, Commissioning &amp; Partnerships</b>            | <b>2,749</b>       | <b>2,463</b>  | <b>286</b>                  | <b>(50)</b>     | <b>(336)</b>   | <b>5,521</b>    | <b>5,520</b>     | <b>(1)</b>        | <b>0</b>                      | <b>(56)</b>                   | <b>0</b> | <b>(56)</b>  | <b>-1%</b>   | <b>green</b>                       | <b>L</b>                                 |
| JSCS - Transport SEN   | 1,389              | 1,629         | (240)                       |                 | 239            | 3,249           | 3,449            | 200               |                               |                               |          | 200          | 6%   | amber                              | H  |
| JSCS - Transport CWD   | 36                 | 45            | (9)                         |                 | 9              | 84              | 84               | 0                 |                               |                               |          | 0            | 0%   | green                              | H  |
| JSCS - Transport Looked After Children                             | 129                | 95            | 34                          |                 | (34)           | 300             | 300              | 0                 |                               |                               |          | 0            | 0%   | green                              | H  |
| JSCS - Mainstream Transport  | 1,482              | 1,541         | (59)                        | (24)            | 35             | 3,379           | 3,719            | 340               | (24)                          | (24)                          |          | 316          | 9%   | amber                              | H  |
| <b>Joint School Commissioning Service (Transport)</b>              | <b>3,036</b>       | <b>3,310</b>  | <b>(274)</b>                | <b>(24)</b>     | <b>249</b>     | <b>7,012</b>    | <b>7,552</b>     | <b>540</b>        | <b>0</b>                      | <b>(24)</b>                   | <b>0</b> | <b>516</b>   | <b>7%</b>  | <b>amber</b>                       | <b>H</b>                                 |
| Partnerships   | 472                | 517           | (45)                        |                 | 44             | 610             | 675              | 65                |                               | (65)                          |          | 0            | 0%   | green                              | L  |
| <b>Director Children's Services (excl Schools &amp; Overheads)</b> | <b>20,920</b>      | <b>23,323</b> | <b>(2,403)</b>              | <b>0</b>        | <b>(1,643)</b> | <b>42,305</b>   | <b>47,304</b>    | <b>4,999</b>      | <b>336</b>                    | <b>(3,637)</b>                | <b>0</b> | <b>1,687</b> | <b>(0)</b>   | <b>amber</b>                       | <b>L</b>                                 |
| DSC Contribution to Central Support                                | (784)              | (389)         | (395)                       | 0               | 424            | (1,567)         | (719)            | 848               |                               |                               |          | 848          | -54%   | amber                              | L  |
| ESC Contribution to Central Support                                | (779)              | (735)         | (44)                        |                 | 44             | (1,558)         | (1,471)          | 87                |                               |                               |          | 87           | -6%  | green                              | L  |
| <b>Total Children's Services (excluding Schools)</b>               | <b>18,357</b>      | <b>22,228</b> | <b>(3,871)</b>              | <b>0</b>        | <b>(1,643)</b> | <b>38,180</b>   | <b>45,114</b>    | <b>5,834</b>      | <b>336</b>                    | <b>(3,637)</b>                | <b>0</b> | <b>2,633</b> | <b>7%</b>  | <b>amber</b>                       | <b>L</b>                                 |
| Individual Schools Budget (ISB)                                    | 44,259             | 44,259        | 0                           | 0               | 0              | 88,519          | 88,519           | 0                 | 0                             | 0                             | 0        | 0            | 0%   | green                              | L  |
| Supported by: DSG / EFA  | (44,259)           | (44,200)      | (59)                        | 0               | 59             | (88,519)        | (88,400)         | 119               | 0                             | (119)                         | 0        | (0)          | 0%   | green                              | L  |
| <b>Total Schools</b>   | <b>0</b>           | <b>59</b>     | <b>(59)</b>                 | <b>0</b>        | <b>59</b>      | <b>0</b>        | <b>119</b>       | <b>119</b>        | <b>0</b>                      | <b>(119)</b>                  | <b>0</b> | <b>(0)</b>   | <b>0%</b>  | <b>green</b>                       | <b>L</b>                                 |
| <b>Total Director of Children's Services</b>                       | <b>18,357</b>      | <b>22,287</b> | <b>(3,930)</b>              | <b>0</b>        | <b>(1,643)</b> | <b>38,180</b>   | <b>45,233</b>    | <b>6,053</b>      | <b>336</b>                    | <b>(3,756)</b>                | <b>0</b> | <b>2,633</b> | <b>(0)</b>   | <b>amber</b>                       | <b>H</b>                                 |
| <b>Net Forecast Outcome</b>  |                    |               |                             |                 |                |                 | <b>41,477</b>    |                   |                               |                               |          |              |  |                                    |  |
|  |                    |               |                             |                 |                |                 |                  |                   |                               |                               |          |              |  |                                    | <b>3,756</b>                             |

Month September 2013

| Children's Services  | Variance<br>September | Variance June | Change in<br>Variance | COMMENTARY   |
|--|-----------------------|---------------|-----------------------|--|
|  | £000                  | £000          | £000                  |  |
| <b>Director of Children's Services</b>                             | (0)                   | (4)           | 4                     | manual adj for   |
| AD Children's Services Operation                                   | 147                   | (0)           | 147                   | additional spend relating to threshold review                        |
| Children in Care & Care Leavers                                    | 172                   | 0             | 172                   | reserves fully used increase in Looked After Children                |
| Intake & Family Support  | 174                   | 0             | 173                   | reserves fully used increase in Looked After Children                |
| Children with Disabilities Service                                 | (72)                  | 0             | (72)                  | Savings in Salary delay in recruitment                               |
| Quality Assurance CRS  | 1                     | 14            | (13)                  |  |
| Fostering & Adoption Service                                       | 819                   | 783           | 36                    | Increase in Looked After Children                                    |
| Local Safeguarding Children's Board                                | (2)                   | (2)           | 0                     |  |
| Early Intervention and Prevention                                  | 0                     | (2)           | 2                     |  |
| <b>Total Children's Services Operations</b>                        | <b>1,239</b>          | <b>793</b>    | <b>445</b>            |  |
| AD Learning, Commissioning and Partnerships                        | 0                     | (0)           | 0                     |  |
| Children's Services Commissioning                                  | (25)                  | 0             | (25)                  | underspend due to difficulty in recruiting                           |
| Youth Service  | 0                     | 0             | 0                     |  |
| School Support   | 5                     | 17            | (12)                  |  |
| Other School Budgets   | 0                     | 0             | 0                     |  |
| Partnerships and Workforce Development                             | 0                     | 0             | (0)                   |  |
| School Organisation & Capital Planning                             | (38)                  | (0)           | (38)                  | savings identified due to vacancies during recruitment & restructure |
| <b>Total Learning, Commissioning &amp; Partnerships</b>            | <b>(58)</b>           | <b>17</b>     | <b>(74)</b>           |  |
| JSCS - Transport SEN   | 200                   | 200           | (0)                   |  |
| JSCS - Transport CWD   | 0                     | 0             | 0                     |  |
| JSCS - Transport Looked After Children                             | 0                     | 0             | 0                     |  |
| JSCS - Mainstream Transport  | 316                   | 297           | 19                    |  |
| <b>Joint School Commissioning Service (Transport)</b>              | <b>516</b>            | <b>497</b>    | <b>19</b>             |  |
| Partnerships   | (0)                   | (0)           | 0                     |  |
| <b>Director Children's Services (excl Schools &amp; Overheads)</b> | <b>1,697</b>          | <b>1,303</b>  | <b>394</b>            |  |
| <b>DSG Contribution to Central Support</b>                         | <b>848</b>            | <b>848</b>    | <b>0</b>              |  |
| <b>ESG Contribution to central Support</b>                         | <b>87</b>             | <b>12</b>     | <b>75</b>             | Reduction in ESG due to Schools converting to Academy                |
| <b>Total Children's Services (excluding Schools)</b>               | <b>2,633</b>          | <b>2,164</b>  | <b>469</b>            |  |
| Individual Schools Budget (ISB)                                    | 0                     | 0             | (0)                   |  |
| Supported by: DSG / EFA  | (0)                   | 0             | (0)                   |  |
| <b>Total Schools</b>   | <b>(0)</b>            | <b>0</b>      | <b>(0)</b>            |  |
| <b>Total Director of Children's Services</b>                       | <b>2,633</b>          | <b>2,164</b>  | <b>469</b>            |  |



Appendix B

| Item   | Risk (1= High, 2= Medium, 3= Low) | RAG   | Type | Efficiency   | EIA Complete | Staff Consultation Complete | Public Consultation Complete | AD/Business Owner | HOS/Lead      | Budget       | Cost Centre                           | Actions | Target date for completion | Status | Comments - Public Domain |
|--|-----------------------------------|-------|------|--|--------------|-----------------------------|------------------------------|-------------------|---------------|--------------|---------------------------------------|---------|----------------------------|--------|--------------------------|
| <b>SAVINGS/REDUCTIONS</b>  |                                   |       |      |  |              |                             |                              |                   |               |              |                                       |         |                            |        |                          |
| <b>Original Efficiencies</b>   |                                   |       |      |  |              |                             |                              |                   |               |              |                                       |         |                            |        |                          |
| CS1  | 3 (Low)                           | Green |      | Strategic commissioning of social care placements and interventions  | Not Required | Not Required                | Not Required                 | Gerard Jones      | Edward Wong   | 0.100        | 412910                                |         |                            |        |                          |
| CS3  | 3 (Low)                           | Green |      | Special Educational Needs  | Not Required | Not Required                | Not Required                 | Pete Dudley       | Helen Redding | 0.100        | 423120                                |         |                            |        |                          |
| CS4  | 3 (Low)                           | Green |      | Post 16 Transport Policy   | 08. EIA App  | 03. Completed               | 03. Completed                | Pete Dudley       | Ben Pearson   | 0.211        | 423710                                |         |                            |        |                          |
| CS9  | 3 (Low)                           | Green |      | Reduction to Out of County Placements  | Not Required | Not Required                | Not Required                 | Pete Dudley       | Helen Redding | 0.200        | 423120/446                            |         |                            |        |                          |
| CS10   | 3 (Low)                           | Green |      | Reallocation of school improvement activity  | Not Required | Not Required                | Not Required                 | Pete Dudley       | Helen Redding | 0.110        | 446260                                |         |                            |        |                          |
| CS13   | 3 (Low)                           | Green |      | Removal of three consultant posts  | Not Required | 03. Completed               | 03. Completed                | Pete Dudley       | Helen Redding | 0.040        | 433100                                |         |                            |        |                          |
| CSE  |                                   |       |      | Early intervention and Prevention - Use of EIG to release core funding and recommitment of service   | Not Required | Not Required                | Not Required                 | Gerard Jones      | Sue Tyler     | 0.062        | 443750                                |         |                            |        |                          |
| CSE 05   |                                   |       |      | School Organisation & Capital - Restructure deleting post  | Not Required | Not Required                | Not Required                 |                   |               |              |                                       |         |                            |        |                          |
| CSE 09   | 3 (Low)                           | Green |      | Contribution to DSG from core funding no longer required   | Not Required | 03. Completed               | 03. Completed                | Pete Dudley       | Rob Parsons   | 0.046        | 423900                                |         |                            |        |                          |
| CSE 10   | 3 (Low)                           | Green |      | 5% Vacancy factor (excluding DSG funded cost centres)  | Not Required | Not Required                | Not Required                 | Pete Dudley       | Various       | 0.550        | 443520                                |         |                            |        |                          |
|  |                                   |       |      |  | Not Required | Not Required                | Not Required                 | Pete Dudley       | Various       | 0.258        | Various                               |         |                            |        |                          |
| <b>TOTAL ORIGINAL (BUDGETED) SAVINGS/REDUCTIONS</b>                          |                                   |       |      |  |              |                             |                              |                   |               | <b>1.677</b> |                                       |         |                            |        |                          |
| <b>Compensatory Savings</b>  |                                   |       |      |  |              |                             |                              |                   |               |              |                                       |         |                            |        |                          |
|  |                                   |       |      |  | <Select>     | <Select>                    | <Select>                     |                   |               |              |                                       |         |                            |        | <select>                 |
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|  |                                   |       |      |  | <Select>     | <Select>                    | <Select>                     |                   |               |              |                                       |         |                            |        | <select>                 |
| <b>TOTAL COMPENSATORY SAVINGS/REDUCTIONS (budget should be zero)</b>         |                                   |       |      |  |              |                             |                              |                   |               | <b>0.000</b> |                                       |         |                            |        |                          |
| <b>TOTAL SAVINGS/REDUCTIONS</b>  |                                   |       |      |  |              |                             |                              |                   |               | <b>1.677</b> |                                       |         |                            |        |                          |
| <b>CROSS CUTTING EFFICIENCIES</b>  |                                   |       |      |  |              |                             |                              |                   |               |              |                                       |         |                            |        |                          |
| <b>Original Efficiencies</b>   |                                   |       |      |  |              |                             |                              |                   |               |              |                                       |         |                            |        |                          |
| CS7  | 2 (Medium)                        | Red   |      | Passenger Transport Review - Build on Phase 1, efficiencies to be achieved through implementing transport policies, improved passenger routing, service provision and procurement. | Not Required | Not Required                | Not Required                 | Pete Dudley       | Ben Pearson   |              | 423710 - 125K, 423760 - 423760 - 275K |         |                            |        |                          |
| <b>TOTAL ORIGINAL (BUDGETED) CROSS CUTTING EFFICIENCIES</b>                  |                                   |       |      |  |              |                             |                              |                   |               | <b>0.400</b> |                                       |         |                            |        |                          |
| <b>Compensatory Savings</b>  |                                   |       |      |  |              |                             |                              |                   |               |              |                                       |         |                            |        |                          |
|  |                                   |       |      |  | <Select>     | <Select>                    | <Select>                     |                   |               |              |                                       |         |                            |        | <select>                 |
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|  |                                   |       |      |  | <Select>     | <Select>                    | <Select>                     |                   |               |              |                                       |         |                            |        | <select>                 |
| <b>TOTAL COMPENSATORY CROSS CUTTING EFFICIENCIES (budget should be zero)</b> |                                   |       |      |  |              |                             |                              |                   |               | <b>0.000</b> |                                       |         |                            |        |                          |
| <b>TOTAL CROSS CUTTING EFFICIENCIES</b>                                      |                                   |       |      |  |              |                             |                              |                   |               | <b>0.400</b> |                                       |         |                            |        |                          |
| <b>TOTAL ALL</b>   |                                   |       |      |  |              |                             |                              |                   |               | <b>2.077</b> |                                       |         |                            |        |                          |

| Appendix C   |                         | Appendix C                |                                  |                     |                 |                               |                          |  |
|--|-------------------------|---------------------------|----------------------------------|---------------------|-----------------|-------------------------------|--------------------------|--|
| Emarked Reserves -   | Opening Balance 2013/14 | Spent against CS reserves | Spent against Corporate reserves | Release of reserves | Use of Reserves | Proposed Transfer to Reserves | Proposed Closing Balance | Description  |
| Children's Services Reserves   | £000                    | £000                      | £000                             | £000                | £000            | £000                          | £000                     |  |
| DNSG Schools Contingency Reserve   | 863                     |                           |                                  |                     |                 |                               | 863                      | Includes E7X Sch Org Team from 13/14, £38K AST's from 13/14  |
| Performance Reward Grant   | 144                     | 25                        |                                  |                     |                 |                               | 119                      |  |
| LSP Sustainable Neighbourhoods   | 47                      |                           |                                  |                     |                 |                               | 47                       |  |
| SEN Evaluation & positioning for additional duties when SEN Green paper becomes an Act | 75                      |                           |                                  |                     |                 |                               | 75                       | Green Paper late Summer requires new duties that were flagged as risk last year that were not included as pressures  |
| "Working Together" - New National Guidance   | 50                      |                           |                                  |                     |                 |                               | 50                       | New National Social Care guidance requiring enhanced working between all partners particular Health and Social Care  |
| OFSTED Action Plan   | 180                     | 180                       |                                  |                     |                 |                               | 0                        | Unspent reserves from 2012/13 were set aside to reduce the pressure for Children's Services in 13/14.  |
| OFSTED Action Plan   | 70                      | 32                        |                                  |                     |                 |                               | 38                       | Carried forward EIG - OFSTED action, information management and compliance posts - fixed term  |
| Fostering and Adoption   | 300                     | 229                       |                                  |                     |                 |                               | 71                       | Possible risk should disaggregation with BB go ahead. Analysis is ongoing. This figure is subject to discussion with BB about staffing compliments. Continued rising IFAs        |
| Looked After Children/ Safeguarding  | 1,200                   | 1,200                     |                                  |                     |                 |                               | 0                        | Emergent budget issues, which account for the 22 per cent rise in children coming forward at risk of significant harm.   |
| CWD  | 143                     | 143                       |                                  |                     |                 |                               | 0                        | Carried forward EIG - OFSTED action, information management and compliance posts - fixed term  |
|  | 3,062                   | 1,809                     | 0                                | 0                   | 0               | 0                             | 1,253                    |  |
| School Reserves - Revenue 3030030  | 12,829                  |                           |                                  |                     |                 |                               |                          | 12,704 EY extra 10p payment from reserves to PVI £118,702 funded from reserves   |
| (Other Capital) Capital 3030033  | 214                     | 125                       |                                  |                     |                 |                               | 214                      |  |
| (Devolved Formula Capital) Capital 3030033   | 863                     |                           |                                  |                     |                 |                               | 863                      |  |
|  | 13,906                  | 125                       | 0                                | 0                   | 0               | 0                             | 13,811                   |  |
| <b>TOTAL CHILDREN'S SERVICES (incl Schools)</b>  | <b>16,988</b>           | <b>1,934</b>              | <b>0</b>                         | <b>0</b>            | <b>0</b>        | <b>0</b>                      | <b>15,065</b>            |  |
| <b>Corporate Reserves</b>  |                         |                           | 1,253                            |                     |                 |                               |                          |  |
| Partnerships   |                         |                           |                                  |                     |                 |                               |                          | 13/14 CABs funding contribution increased by £40k to cover additional costs as a result of Welfare reform. CW advised this overspend of £40k will be met from Corporate reserves |
| Early Intervention & Prevention  |                         |                           |                                  |                     |                 |                               | -40                      |  |
| PRU 443200   |                         |                           |                                  |                     |                 |                               | -3                       | Redundancy of 1 FTE in ST's area   |
| Transport 423700 Home to School transport Salaries                                     |                         |                           |                                  |                     |                 |                               |                          | Redundancies - added years compensation  |
| CWD - 413110 Home Support East   |                         |                           |                                  |                     |                 |                               | 24                       | Added Years Compensation Payment CW  |
| Threshold Review (CS)  | 500                     |                           |                                  |                     |                 |                               | -12                      | Redundancy in CWD  |
| Impact of future funding cuts (CS - EIG)   | 1,193                   |                           |                                  |                     |                 |                               | 0                        | Review of Thresholds before children become LAC  |
|  |                         |                           |                                  |                     |                 |                               | 0                        | Reduction in Early Intervention Grant Funding now absorbed within Councils Revenue Support Grant which contribute to core budget   |
|  | 1,693                   |                           | 1,822                            |                     |                 |                               | 55                       |  |
| <b>TOTAL CHILDRENS AND CORPORATE RESERVES</b>  | <b>18,681</b>           | <b>1,934</b>              | <b>1,822</b>                     | <b>0</b>            | <b>0</b>        | <b>0</b>                      | <b>15,009</b>            |  |

APPENDIX E(i)

| DATE                    | Customer Number | NAME OF ACCOUNT       | Invoice Number | Profit Centre | Amount              |
|-------------------------|-----------------|-----------------------|----------------|---------------|---------------------|
| 09/08/2013              | 161643          | Other Local Authority | 7010147588     | 423100        | £ 16,643.04         |
| 14/06/2013              | 109572          | Other Local Authority | 7010143755     | 414120        | £ 51,927.77         |
| 21/03/2013              | 109572          | Other Local Authority | 7010135793     | 456000        | £ 25,563.00         |
| 29/07/2013              | 109572          | Other Local Authority | 7010146995     | 415300/10/20  | £ 135,383.16        |
| 29/07/2013              | 109572          | Other Local Authority | 7010146996     | 415310/20/30  | £ 277,694.30        |
| 04/09/2013              | 109572          | Other Local Authority | 7010150506     | 423530        | £ 11,453.40         |
| 04/09/2013              | 109572          | Other Local Authority | 7010150505     | 415100        | £ 14,586.31         |
| 04/09/2013              | 109572          | Other Local Authority | 7010150504     | 415520        | £ 10,571.64         |
| 04/09/2013              | 109572          | Other Local Authority | 7010150503     | 415340        | £ 33,345.02         |
| 16/09/2013              | 109572          | Other Local Authority | 7010150945     | 415100        | £ 14,479.28         |
| 16/09/2013              | 109572          | Other Local Authority | 7010150944     | 415520        | £ 10,292.08         |
| 16/09/2013              | 109572          | Other Local Authority | 7010150943     | 415340        | £ 32,403.09         |
| 16/09/2013              | 109572          | Other Local Authority | 7010150946     | 423530        | £ 11,453.40         |
| 30/09/2013              | 109572          | Other Local Authority | 7010152562     | 423530        | £ 11,453.40         |
| 30/09/2013              | 109572          | Other Local Authority | 7010152561     | 415100        | £ 14,922.14         |
| 30/09/2013              | 109572          | Other Local Authority | 7010152560     | 415520        | £ 10,292.08         |
| 30/09/2013              | 109572          | Other Local Authority | 7010152559     | 415340        | £ 33,464.76         |
|                         |                 |                       |                |               | <b>£ 715,927.87</b> |
| Bedford Borough Council |                 |                       |                |               | £ 715,927.87        |
| Schools                 |                 |                       |                |               | £ -                 |
| Bedfordshire PCT/NHS    |                 |                       |                |               | £ -                 |
|                         |                 |                       |                |               | <b>£ 715,927.87</b> |

**Childrens Services**

| Customer | Customer Name         | Invoice reference | Baseline Payment Dte | Total Debt |
|----------|-----------------------|-------------------|----------------------|------------|
| 109572   | Other Local Authority | 7010146995 Total  | 29/07/2013           | 277,694.30 |
| 109572   | Other Local Authority | 7010146995 Total  | 29/07/2013           | 133,775.31 |
| 109572   | Other Local Authority | 7010143765 Total  | 14/06/2013           | 51,927.77  |
| 109572   | Other Local Authority | 7010135769 Total  | 21/03/2013           | 25,058.00  |
| 141622   | Other Local Authority | 7010147252 Total  | 31/07/2013           | 9,287.16   |
| 154478   | Other Local Authority | 7010081308 Total  | 22/06/2011           | 6,622.20   |
| 160836   | Central Govt Dept     | 7010146840 Total  | 22/07/2013           | 3,255.00   |
| 137593   | Playgroup             | 7010129970 Total  | 07/01/2013           | 3,000.00   |
| 109572   | Other Local Authority | 7010133584 Total  | 12/02/2013           | 2,503.22   |
| 109572   | Other Local Authority | 7010126533 Total  | 04/12/2012           | 2,503.22   |

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**Meeting:** Children's Services Overview & Scrutiny Committee  
**Date:** 13 December 2013  
**Subject:** Work Programme 2013 – 2014 & Executive Forward Plan  
**Report of:** Richard Carr, Chief Executive  
**Summary:** The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

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Contact Officer: Jonathon Partridge, Corporate Policy and Scrutiny Manager  
Public/Exempt: Public  
Wards Affected: All  
Function of: Council

#### **CORPORATE IMPLICATIONS**

The work programme of the Children's Services Overview & Scrutiny Committee will contribute indirectly to all 5 Council priorities. Whilst there are no direct implications arising from this report the implications of proposals will be detailed in full in each report submitted to the Committee.

#### **RECOMMENDATION(S):**

1. **that the Children's Services Overview & Scrutiny Committee**
  - (a) **considers and approves the work programme attached, subject to any further amendments it may wish to make;**
  - (b) **considers the relevant items of the Executive Forward Plan; and**
  - (c) **considers whether it wishes to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.**

#### **Overview and Scrutiny Work Programme**

1. Appended is the currently drafted work programme for the Committee.
2. The Committee is now requested to consider the work programme attached and amend or add to it as necessary.

#### **Overview and Scrutiny Task Forces**

3. In addition to consideration of the work programme, Members may also wish to consider how each item will be reviewed i.e. by the Committee itself (over one or a number of Committee meetings) or by establishing a Member Task Force to review an item in greater depth and report back its findings.

### Executive Forward Plan

4. Listed below are those items relating specifically to this Committee's terms of reference contained in the latest version of the Executive's Forward Plan to ensure Members are fully aware of the key issues Executive Members will be taking decisions upon in the coming months. The full Executive Forward plan can be viewed on the Council's website at the link at the end of this report.

| Ref | Issue  | Indicative Exec Meeting date |
|-----|--|------------------------------|
| 1.  | Draft Revenue Budget   | 14 January 2014              |
| 2.  | Draft Capital Programme - 2014/15 to 2017/18                     | 14 January 2014              |
| 3.  | Consultation on School Funding 2013                              | 14 January 2014              |
| 4.  | Home to School Transport Policy                                  | 14 January 2014              |
| 5.  | Determination of Consultation Options for Dunstable Schools      | 04 February 2014             |
| 6.  | Capital Programme - 2014/15 to 2017/18                           | 04 February 2014             |
| 7.  | Revenue Budget and Medium Term Financial Plan 2014/15 to 2017/18 | 04 February 2014             |
| 8.  | Admission Arrangements and Co-ordinated Scheme 2014/15           | 18 March 2014                |
| 9.  | Revenue and Capital Quarter 3 Budget Monitoring Reports          | 18 March 2014                |
| 10. | Quarter 3 Performance Report                                     | 18 March 2014                |

### Conclusion

5. Members are requested to consider and agree the attached work programme, subject to any further amendments/additions they may wish to make and highlight those items within it where they may wish to establish a Task Force to assist the Committee in its work. This will allow officers to plan accordingly but will not preclude further items being added during the course of the year if Members so wish and capacity exists.

### Appendix – Children's Services Overview and Scrutiny Work Programme

#### Background reports:

Executive Forward Plan (can be viewed at any time on the Council's website) at the following link:-

<http://www.centralbedfordshire.gov.uk/modgov/mgListPlans.aspx?RPId=577&RD=0>

## Appendix A

### Work Programme for Children's Services Overview & Scrutiny Committee 2013 - 2014

| Ref | Indicative OSC Meeting Date | Report Title   | Issue to be considered   | Comment                              |
|-----|-----------------------------|--|--|--------------------------------------|
| 1.  | 21 January 2014             | Executive Member Update  | To receive a brief verbal update from the Executive Member for Children's Services.                            | -                                    |
| 2.  | 21 January 2014             | Draft Capital Programme – 2014/15 to 2017/18   | To consider the draft budget for the Directorate.  | <b>Exec:</b> 04 Feb '14              |
| 3.  | 21 January 2014             | Draft Revenue Budget and Medium Term Financial Plan 2014/15 – 2017/18                            | To consider the draft budget and Medium Term Financial Plan for the Directorate.                               | <b>Exec:</b> 04 Feb '14              |
| 4.  | 21 January 2014             | Draft Fees and Charges   | To consider the draft revised fees and charges schedules for the Directorate.                                  | <b>Exec:</b> 04 Feb '14              |
| 5.  | 25 February 2014            | Executive Member Update  | To receive a brief verbal update from the Executive Member for Children's Services.                            | -                                    |
| 6.  | 25 February 2014            | The impact on children of living in family circumstances of domestic abuse and domestic violence |  | This will be a single issue only OSC |
| 7.  | 01 April 2014               | Executive Member Update  | To receive a brief verbal update from the Executive Member for Children's Services.                            | -                                    |
| 8.  | 01 April 2014               | Quarter 3 Performance Monitoring   | To consider performance monitoring information for the third quarter of 2013/14                                | <b>Exec:</b> 18 Mar '14              |
| 9.  | 01 April 2014               | Quarter 3 Budget Monitoring  | To consider the directorate's capital & revenue budget monitoring information for the third quarter of 2013/14 | <b>Exec:</b> 18 Mar '14              |

Last update on 13 November 2013

| Ref | Indicative OSC Meeting Date | Report Title            | Issue to be considered  | Comment |
|-----|-----------------------------|-------------------------|---|---------|
| 10. | 06 May 2014                 | Executive Member Update | To receive a brief verbal update from the Executive Member for Children's Services. | -       |
| 11. | 17 June 2014                | Executive Member Update | To receive a brief verbal update from the Executive Member for Children's Services. | -       |