

# Public Document Pack



**Meeting:** EAP Education, Skills and Employment

**Date:** Wednesday 26th January, 2022

**Time:** 5.00 pm

**Venue:** Remote meeting, held via Zoom

**The meeting will be available for the public to view live at the Democratic Services North Northants YouTube channel:**  
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## **To members of the EAP Education, Skills and Employment**

Councillors Councillor Scott Edwards (Chair), Councillor Wendy Brackenbury, Councillor Leanne Buckingham, Councillor Philip Irwin, Councillor Dorothy Maxwell and Councillor Lee Wilkes

Members of the Panel are invited to attend the above meeting to consider the items of business listed on the agenda.

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Adele Wylie, Monitoring Officer  
North Northamptonshire Council



**Proper Officer**  
**20 January 2021**

This agenda has been published by Democratic Services.  
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## **Minutes of a meeting of the EAP Education, Skills and Employment**

At 5.00 pm on Wednesday 15th December, 2021 in the  
Held as

### **Present:-**

#### Members

Councillor Scott Edwards (Chair)  
Councillor Wendy Brackenbury  
Councillor Leanne Buckingham

Councillor Philip Irwin  
Councillor Dorothy Maxwell

#### Officers

Cathi Hadley – Executive Director of Children’s Services  
AnnMarie Dodds – Assistant Director of Education  
Jenny Daniels – Democratic Services  
Louise Tyers – Democratic Services

### **45 Apologies for absence**

Apologies for absence were received from Councillor Lee Wilkes.

### **46 Minutes of the meeting held on 16 November 2021**

#### **RESOLVED:**

That the minutes of the meeting held on 16 November 2021 were agreed as a true and accurate record of the meeting.

### **47 Members' Declarations of Interest**

The Chair invited those who wished to do so to declare interests in respect of items on the agenda.

No declarations were received.

### **48 Special Educational Needs and Disabilities - Briefing**

At the Chair’s invitation the Assistant Director for Children provided a briefing on Special Educational Needs and Disabilities, highlighting the following:

- i. A key theme that had become clear was the need for co-production. There was a wish to address this first so that everything undertaken was co-produced.
- ii. Systems were in the process of being embedded and the Council was working with the SEND Ability Board. They had not yet shared understanding around all of the partners as they wished to have a clear vision and agree priorities

on which to base business. The expectation of all partners would be linked to pathways and they also needed to look at the strategy and plan.

- iii. Co-production with families would change the way they worked with families as they wished to work with and not do things 'to' them. Co-production would therefore take longer than expected because there would be more people involved. The aim was to gain people's confidence.
- iv. The Single Parent Carer Forums across the area had stated they would like just one forum for the whole area. This would be embedded in the work.
- v. The SEND Accountability Board included representatives from all partners. It met monthly and would begin co-production of the SEND Accountability Plan.
- iv. The SEND Accountability Board would split into two workstreams to oversee the operational functions by providing challenge and support. It would then take recommendations to North Northamptonshire Council.
- v. Initial data on SEND had been presented to the SEND Accountability Board across the North and West of the county. It was being triangulated with feedback from parents and carers.
- vi. There had been a sharp increase in the number of education healthcare plans by almost 300%. COVID was partly responsible for the increase but there were also other factors like high needs funding. There had also recently been an increase in the number of practitioners.
- vii. An additional 12 caseworkers had been employed in the SEND service. Once a plan had been allocated to a child it stayed with them and this created a huge pressure on the service. They were part of a pilot with disabled children to develop an outcome-based dashboard.

In answer to queries on the update the following was confirmed:

- viii. It was acknowledged that the Service was struggling to meet the need. Educational psychologists, health services, social care colleagues were all needed to go into schools and obtain information. Getting responses to consultations was taking time.
- ix. Some children required specialist provision and could not always get it and if providers could not provide it new providers would have to be sought. This took time and could leave a family feeling frustrated. They obviously wished to know what the wrap around care would look like and there was a need to communicate more consistently. Even if it was just letting families know that the Service was still seeking a solution to address their needs at least it was contact.
- x. The number of Assessments resulting in Education Healthcare Plans had not been recorded before but was something that would be looked at. If an Educational Healthcare Plan had not been the result of the assessment, they looked at what could be offered instead. Some schools had gone for high needs funding instead but there could be issues when a child changed

schools or phases. There was a need to understand if something was a short-term issue or a long-term issue which would require an educational healthcare plan.

- xi. Information on the number of educational psychologists employed would be provided following the meeting as the Council did employ some but also employed associates.
- xii. There were many partners involved in SEND work across both the North and West of the county so these partners would also sit on the Board.
- xiii. It was clear that cases were not meeting the 20-week deadline for Assessment. There were currently 6 Practitioners and the Council was looking to increase the size of the team significantly. This was an issue that was being discussed at all levels of the Council.
- xiv. Queries on individual cases could be e-mailed to the Assistant Director for Children.
- xv. Practitioners had an average caseload of 500 children. Reducing this number had been the subject of discussions for some time but the solution would not just be about employing additional workers.
- xvi. Not all of the 500 children would be those requiring assessments as some would only require a review. The way the workload was managed would be reviewed to ascertain if things could be undertaken differently.
- xvii. Some children would have been affected by COVID and may not have had an assessment and this could account for some of the additional demand in assessments.
- xviii. The Service was required to work with schools where they could make recommendations for advice and support for the child. It did not just involve employing a teaching assistant.
- xix. Members welcomed co-production and questioned whether there was member involvement in Accountability Board and Parent Carer Forum. The Chair confirmed he sat on the Accountability Board but there was currently no member involvement in the Parent Carer Forum. People did not always appreciate member involvement but the Chair's details could be passed on to them for consideration.
- xx. Many of the challenges were in the system prior to the Council being formed in April including a national shortage of places and qualified professionals to undertake the work.
- xxi. An update on the outcome based data dashboard would be brought back to the Panel in March/April 2022.
- xxii. Communication with Headteachers was maintained regularly. Every Monday they were informed about recruitment and their engagement was sought wherever possible. The Assistant Director also met with them at their invitation.

## **RESOLVED:**

That the Education Skills and Employment Advisory Panel notes the presentation on Special Educational Needs and Disability.

### **49 High Needs Funding - Briefing**

At the Chair's invitation the Assistant Director of Children presented a briefing stating the following:

- i. High Needs Funding came from the Government's Dedicated Schools Grant which was managed on behalf of schools through the School's Forum. An annual return had to be submitted to the Department of Education stating where and how it was spent.
- ii. There was a £2.14million deficit at the beginning of the year, which was smaller than many other local authorities in the country. However, the deficit for the end of the current year was expected to be above £3million.
- iii. There were a number of mitigations in place but there had been an unprecedented level of demand on the system. These included out of county placements which had created a pressure of £1.5million. £200k also came from pressure for support to children with SEN who were outside of school provision.
- iv. Children who entered higher education with an Educational Healthcare Plan continued to be supported up to the age of 24 years.
- v. It had been a priority to examine every line of the finances and there was now confidence that every line did link to a child correctly. There was a great challenge around the Service Level Agreements in place with schools.
- vi. Some schools had named provision a 'unit' so that they could get funding. Some of these service level agreements would now have to be cancelled which would be a difficult conversation with those involved. There was a need to match the needs of children with what a school could reasonably expect to offer and this might not always be a cash offer. Sometimes it could be access to services. Where a child had enduring needs, it was considered they should have an educational healthcare plan.

In answer to queries on the briefing the following was confirmed:

- vii. In response to a question on how the position in North Northamptonshire compared to other councils, the Assistant Director of Children advised that she had previously been at a Council where there had been an excess deficit of over £10million. Some local authorities had almost a 100% overspend in this area. North Northamptonshire Council would continue to closely monitor finances.
- viii. There was a requirement to prepare a deficit recovery plan for the Department for Education and Scrutiny from members and the School's Forum was welcomed.

- ix. It was not possible to identify another local authority with best practice in this area. An inspection produced a written statement of action rather than an Ofsted style rating. The written statement of action was for all partners.
- x. In a year's time they would be seeking agreement from the School's Forum to move funding from the schools block into the high needs block of funding. It was hoped that by that time the School's Forum and partners would understand all of the issues.
- xi. The Assistant Director of Children would find out how many children were placed out of county and let Councillor Maxwell know outside of the meeting.
- xii. Issues with funding were well known across the country and there had been some Government recognition of the issues with the system. Some local authorities had received extra funding from the Government but North Northamptonshire had not qualified for additional assistance. There was a new inspection framework regarding SEND but the fear was that the Council would solely hold the rating rather than with social care or health care.

**RESOLVED:**

That the Education Skills and Employment Advisory Panel notes the High Needs Funding briefing.

**50 Forward Plan of Executive Items**

The Panel considered a copy of the forward plan attached as 'item 6 on the agenda'.

**RESOLVED:**

That the latest Executive forward plan be noted.

**51 Forward List of Items for Education, Skills and Employment EAP**

**RESOLVED that:-**

The following be added to the forward list of items for presentation at future meetings by officers:

- a. More statistics on how many SEN children the Council looked after placed both inside and outside of the county. How many of these children were not in school and if so how would education be provided? How many speech therapists were going into schools and how many children were being seen by them?
- b. The next time the youth justice plan was brought for consideration, that this also include more statistics surrounding children who were involved with the police.
- c. A narrative on home schooled children, numbers and provision particularly how this may have increased resulting from Covid and how many children had returned to school thereafter.

d. That a presentation be provided by PROSPECT detailing the work being undertaken by, and in conjunction with, the Council to support young adults not in education, employment or training.

**52 Close of Meeting**

There being no further business the meeting closed at 6.30pm.

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Chair

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Date



## Executive Advisory Panel for Education, Skills and Employment

**Wednesday 26 January 2022**

<b>Report Title</b>	<b>Proposed Amalgamation of Tennyson Road and Alfred Street Schools</b>
<b>Report Author</b>	<b>Senior Responsible Officer AnnMarie Dodds Interim Assistant Director Education Report Author(s) Chris Wickens / Jo Hutchinson</b>
<b>Executive Member</b>	<b>Cllr Scott Edwards, Executive member for Children, Families, Education &amp; Skills</b>

<b>Key Decision</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is the decision eligible for call-in by Scrutiny?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972</b>	

### List of Appendices

#### Appendix A – Equality Impact Screening Assessment

##### 1. Purpose of Report

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- 1.1. This report is to seek approval to commence the DfE amalgamation process for Tennyson Road and Alfred Street Schools at the request of the respective governing bodies with the support of officers.

##### 2. Executive Summary

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- 2.1. To address several financial and operational challenges at Alfred Street and Tennyson Road schools the council was approached by the governing bodies from both schools to support an amalgamation.
- 2.2. Officers support the request of the governing bodies and agree that the proposed amalgamation would be to the benefit of children in the local area.

It would also seek to address financial concerns regarding the long-term viability of operating as two separate schools.

- 2.3. There are strong views regarding the potential site of a new school and therefore an open and transparent consultation should be conducted to gather the views of all interested parties.
- 2.4. To progress the amalgamation a statutory process as defined by the Department for Education must be followed.

### **3. Recommendations**

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- 3.1. The Executive Advisory Panel is asked to note the proposals to be submitted to the Executive requesting:-
  - a) Support to progress the statutory process relating to the amalgamation of the Tennyson Road and Alfred Street schools;
  - b) Support to consult on the potential location of the proposed 'new' school.
  - c) A follow-up report for further consideration following the first consultation.

#### **Reasons for proposals**

- 3.2. The recommended course of action
  - Ensures full transparency of the process being followed.
  - Allows for all interested parties to have their views heard and considered as part of the decision-making process.
  - Will evidence that appropriate steps are taken in line with statutory guidelines and within appropriate timescales.
  - Allows the Executive to be further updated on the outcome of the consultation ahead of any further decision making.
  - Is in accordance with the DfE legislation and policy on amalgamations.
  - Demonstrates to the governing bodies of each school that the council are progressing a shared solution in line with their request.
- 3.3. Based upon the financial position and evidence of school performance it is not a viable solution to take no action to progress the consultation on the amalgamation.

#### 4. Report Background

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- 4.1. Tennyson Road Infant School provides education for children aged 4 to 7 years.
- 4.2. Alfred Street Junior School provides education for children aged 7 to 11 years.
- 4.3. Both schools are in Rushden on separate sites 0.7 miles apart. The schools are linked i.e children from the Infant School complete their primary phase of education at the Junior School. Both schools have community status.
- 4.4. Both schools currently have 'requires improvement' Ofsted ratings.
- 4.5. There are several challenges currently facing both schools. They include:
- A decreasing number of pupils on school role.
  - Financial challenges due to falling numbers.
  - Staff retention issues because of ongoing uncertainties.
  - High levels of pupil mobility.
- 4.6. Local authority officers have been supporting management challenges for both schools over a lengthy period.
- 4.7. The governing bodies at each school believe that the most comprehensive option for addressing the combined challenges would be to amalgamate. This could provide an all-through provision and would be the preferred route for each governing body.
- 4.8. It is the preference of the governing bodies to locate the newly amalgamated school on a single site.
- 4.9. On the 22<sup>nd</sup> of March 2021 the respective governing bodies of Tennyson Road and Alfred Street formally approached Northamptonshire County Council and requested an amalgamation to form a 'new' all through primary provision.
- 4.10. To progress the amalgamation the statutory process outlined by the DfE must be followed.
- 4.11. The DfE guidance identifies specifics relating to the amalgamation of linked infant and junior schools and how the amalgamation can be achieved.
- 4.12. The options are as follows:
- A technical closure is undertaken at one of the linked schools.
  - The school that remains open extends its age range to become a full primary school.
  - The new school retains the DfE number and the Ofsted rating and becomes an all through primary provision
- OR
- Both schools are formally closed.

- A new school is established as a primary school.
  - The new school will have a new DfE number and will be rated by Ofsted in due course.
- 4.13. Either option is available to the amalgamation of Tennyson Road and Alfred Street schools.
- 4.14. To assist in local decision making on the proposed amalgamation a steering group has been set up. The steering group comprises of members from both schools governing bodies, members of the school effectiveness service at North Northants Council (NNC) and school place planning representatives.
- 4.15. HR support has been established to assist both schools whilst consultation and decision making are underway. This steering group is chaired by an independent and experienced senior school leader.
- 4.16. There are several questions under consideration by the steering group which include:
- Options relating to technical closure of one or other school.
  - The proposed site for an all through primary provision.
  - The proposed staffing structure of a new school.
  - The budget setting of the proposed new school.
  - The naming of the proposed school.

## 5. Issues and Choices

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- 5.1. There are several issues and choices that can be made relating to the amalgamation.
- 5.2. **Maintain the status quo.** This would not seek to address the issues outlined above in 4. This option does not compare well to good practise and fails to address the issues that are current for both schools. This decision would not be in line with the desired outcome of the governing bodies at each of the current schools. Further problems for both Schools are likely in relation to their ability to meet curriculum requirements and to maintain and improve their current Ofsted ratings. Financial deficit recovery plans would be required to address the financial challenges now and in the future.
- 5.3. **Support a consultation** on the proposed amalgamation of the two schools to create a new all through primary school. **Including a reduction of the pupil admission numbers.** This option would be in line with best practise. It would also be in line with the wishes of the governing bodies at each school. It would allow for future improvement on the effectiveness of the schools from a curriculum and learning perspective as well as a financial perspective. This option is deemed the most appropriate option by officers responsible for school effectiveness.
- 5.4. **Support a consultation** on the proposed amalgamation of the two schools to create a new all through school **without a reduction in pupil admission**

**numbers.** Where the amalgamation would be deemed good practise this alone cannot address all the challenges faced by the new all through school. Without a reduction in the pupil admission numbers it would not be possible to locate the new school at either of the existing school sites. This would consequently fail to address some of the benefits that might be realised from locating the new school on one of the current operating sites.

- 5.5. **Reduce the pupil admission numbers from 60 to 30 at each school** without an amalgamation. This would pose challenges to both schools and would place pressure on both in relation to their ability to deliver on the curriculum and their ability to operate financially. Challenges to teaching and learning could place each school at risk of failing to maintain their existing Ofsted ratings and/or their ability to improve the Ofsted ratings.
- 5.6. If the decision is taken to support the amalgamation, then the consultation on the most appropriate site for the new school must then be considered and should be consulted separately.

## 6. **Next Steps**

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- 6.1. The proposal to amalgamate any two schools is subject to a statutory process defined by legislation and DfE guidance. This statutory process and any future decisions are detailed in full in section 7.5.2 of this report.
- 6.2. The decision to proceed with the proposed amalgamation would be shared with the respective governing bodies.
- 6.3. An indicative timetable would be shared with the steering group in support of both schools.
- 6.4. Officers from the LA would continue to work with both schools to address the ongoing operational and financial issues.

## 7. **Implications (including financial implications)**

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### 7.1. **Resources and Financial**

- 7.1.1. There is a financial risk to both schools.
- 7.1.2. At present Alfred Street is operating a deficit budget. Where a deficit recovery plan is currently being worked up with school finance colleagues and the governing body. This recovery plan is not believed to be sufficient in isolation to both stabilise and recover the financial model for the school.
- 7.1.3. It will be increasingly difficult to run a financially viable school if structural measures are not put into place. The necessary changes to staffing e.g. a reduction in staffing will place additional pressures on the school to deliver a sound curriculum offer.

- 7.1.4. The financial benefits of amalgamation can be significant, and savings will be made via the rationalisation e.g. senior roles within an amalgamated school. Schools finance colleagues have indicated that an amalgamated school would receive a net benefit to its budget of £264,358 in its first two years of operation and £90,814 per year thereafter.
- 7.1.5. The financial benefits identified above would allow an amalgamated school to recover the current deficit budget position at Alfred Street.
- 7.1.6. Should any deficit recovery plan enacted at Alfred Street not be achievable, the deficit will become a liability against NNC's Dedicated Schools Grant.

## 7.2. **Legal and Governance**

- 7.2.1. The Legal and Governance implications arising from the decision as to begin the statutory process for a school organisational change of this nature will be limited in scope. Implications will relate solely to ensuring that any initial period of consultation on this matter be conducted in full compliance with the relevant legislation and guidance that govern the proposed amalgamations of schools.
- 7.2.2. The statutory process that will be followed by NNC in relation to this proposal has been reviewed by the Council's legal advisers and complies with all relevant DfE guidance on the subject and legislation that prescribes how school organisational changes of this nature must be enacted. The statutory process is defined in section 7.5.2 of this report.
- 7.2.3. Both schools are "community schools", their employees are direct employees of NNC. Accordingly, there is no change of employer arising from any potential amalgamation and the Council's internal HR policies will apply to the process of dealing with any specific job changes which arise from the alteration.

## 7.3. **Relevant Policies and Plans**

- 7.3.1. The DfE guidance booklet 'Opening and closing maintained schools' defines the process that all local authorities must follow when considering amalgamating two schools (section 4);  
[Opening\\_and\\_closing\\_maintained\\_schools1012.pdf \(publishing.service.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/311122/Opening_and_closing_maintained_schools1012.pdf)

## 7.4. **Risk**

- 7.4.1. There are limited risks associated with this decision as to whether to begin the statutory consultation process.
- 7.4.2. Future risks associated with this proposal are explored below.
- 7.4.3. Risk(s) associated with undertaking the proposal.

Risk	Mitigation	Residual Risk
Proposals not supported by stakeholders	Process begun at the behest of respective Governing Bodies. Full and comprehensive programme of consultation detailing benefits that can be realised from the proposal, to be distributed to all stakeholders.	Amber

#### 7.4.4. Risk(s) associated with not undertaking the proposal.

Risk	Risk Rating
Pupil numbers continue to fall at each school and each school budget is adversely impacted as a result. Lack of available budget begins to impact upon each school's ability to effectively deliver the curriculum to pupils and impacts upon individual pupils' levels of attainment.	Red
Deficit budget recovery plans at one or both schools are unsuccessful, and any remaining budget deficit becomes a liability to NNC's 'Dedicated Schools Grant'.	Amber
Each school becomes non-viable from a financial perspective because of falling pupil numbers.	Amber
Lack of pupil progression and accountability between Key Stages 1 and 2, resulting from separate infant and junior schools being responsible for individual Key Stages, rather than one 'all-through' school being responsible for pupil progression across the entire primary phase of education.	Red
The linked infant and junior school convert (or are required to convert by the DfE) to academy status with different academy sponsors, exacerbating the problems outlined above and increasing the chance of a pupil attending two schools with different ethos and methods of curriculum delivery, which could impact upon a pupil's level of attainment and education experience.	Amber

### 7.5. Consultation

7.5.1. The statutory consultation process required of any local authority wishing to progress an amalgamation of a linked Infant and Junior School is defined in the DfE guidance booklets, 'Making significant changes ('prescribed alterations') to maintained schools' October 2018 and 'Opening and closing maintained schools' November 2019.

7.5.2. As the amalgamation will require a 'technical' closure of one school, NNC is required to follow the statutory consultation process that is prescribed for any school closure. This process (and the proposed timescales for it) is set out

below. Items 2 to 4 are dependent upon the decision of the Executive Committee following the initial period of consultation.

Stage	Description	Timescale	Comments
1	Initial consultation period	17 <sup>th</sup> February – 7 <sup>th</sup> April 2022	7 weeks beginning at start of Spring Term (to incorporate Feb half term). Following Exec approval to begin on <b>10/02/22</b>
2	Publication of Statutory Notice	26 <sup>th</sup> May 2022	Dependent on approval to proceed given at NNC Executive Meeting <b>19/05/22</b>
3	Representation (formal consultation period)	26 <sup>th</sup> May – 23 <sup>rd</sup> June 2022	Period of representation must be for a period of 4 weeks
4	Decision	<b>July 2022</b>	Final decision made at NNC Executive meeting in July (yet to be arranged)
5	Implementation	None prescribed. To be confirmed	Decision on when schools will formally amalgamate to be confirmed with Steering Group

7.5.3. Although the DfE guidance booklet does not prescribe that a ‘pre-consultation’ stage is statutory, it does state that there is a ‘strong expectation’ that any local authority would conduct this stage prior to making a decision on the publication of any statutory notice relating to a proposal of this nature.

7.5.4. NNC intends to consult the following persons or bodies in relation to this proposal, using the following mechanisms. The DfE guidance booklet, ‘Opening and closing maintained schools’ prescribes a number of statutory consultees when any local authority proposes to close a school, statutory consultees are identified in bold text.

Consultee	Mechanism
<b>Governing Body of the school(s);</b>	Direct Email/Press release/online questionnaire
<b>Pupils at the school;</b>	Via the school(s)
<b>Teachers and other staff employed by the school(s);</b>	Direct Email/Press release/online questionnaire
<b>Relevant Diocesan authorities;</b>	Direct Email/Press release/online questionnaire



Any other LA likely to be affected by the proposal;	Direct Email/Press release/online questionnaire
Governing Bodies or Academy Trusts, teachers and other staff at schools that may be affected by the proposal;	Direct Email/Press release/online questionnaire
Parents of pupils at any other school that may be affected by the proposal;	Press release/Online Questionnaire
Any Trade Union that represents members of staff at the school(s);	Direct Email
The local MP;	Direct Email
NNC Ward Councillors for the area;	Direct Email
Rushden and Higham Ferrers Town Councils;	Direct Email
All other interested stakeholders.	Online Questionnaire

7.5.5. Subject to the Executive approving an initial consultation, a full summary of all the feedback received during the initial period of consultation will be presented to the Executive prior to the meeting of 14<sup>th</sup> April 2022 and be given full consideration as part of any future decisions relating to this proposal being made.

7.5.6. The feedback received from all stakeholders as part of the initial period of consultation will be used to inform any future decisions required in relation to this proposal.

7.5.7. To ensure corporate awareness and to enable an organisational overview of the proposed consultations, the Consultation and Engagement Team has been contacted regarding this proposed amalgamation.

#### 7.6. **Consideration by Executive Advisory Panel**

7.6.1. Any comments received by the Executive Advisory Panel in respect of this report and its proposals, will be provided to the Executive in advance of its consideration of any final recommendations on the school admission arrangements outlined in this report.

#### 7.7. **Consideration by Scrutiny**

7.7.1. This report has not been taken to scrutiny.

#### 7.8. **Equality Implications**

7.8.1. An 'Equalities Screening Assessment' has been completed in respect of this proposal and is attached as Appendix A.

7.8.2. This report outlines proposals to begin the initial phase of consultation required by the statutory process governing school organisational changes of this nature. The equality implications relating to this report are therefore limited. No detrimental impact on any protected characteristic has been identified as arising from this proposal.

#### 7.9. **Climate Impact**

7.9.1. The decision to begin consultation (or not) on this proposal will have a negligible, if any, climate impact.

#### 7.10. **Community Impact**

7.10.1. The decision to begin consultation on the possible amalgamation of these schools itself will have a limited community impact. The community impact of future decision making will be considered in subsequent reporting relating to the outcome of the proposed consultation.

7.10.2. A decision not to proceed with the initial period of consultation and fully explore the option of amalgamation, will result in children within the community attending schools that do not provide the best possible educational environment because of the financial challenges each school is facing.

#### 7.11. **Crime and Disorder Impact**

7.11.1. This proposal will have a negligible, if any, crime and disorder impact.

### 8. **Background Papers**

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8.1. The statutory process that must be followed by the local authority if they wish to progress the amalgamation is laid out in the Department for Education guidance booklet 'opening and closing maintained schools'. This guidance booklet is underpinned by the 'education and inspections act' of 2006 and the school organisation (prescribed alterations to maintain schools) England regulations 2013.

[Opening and closing maintained schools1012.pdf](#)  
([publishing.service.gov.uk](#))

[Making significant changes \('prescribed alterations'\) to maintained schools](#)  
([publishing.service.gov.uk](#))

[Education and Inspections Act 2006](#) ([legislation.gov.uk](#))



## Executive Advisory Panel for Education, Skills and Employment Thursday 26 January 2022

<b>Report Title</b>	<b>Admission Arrangements for Community and Voluntary Controlled North Northamptonshire schools for 2023 intakes and the Primary and Secondary Co-ordinated Schemes for the 2023 intakes</b>
<b>Report Author</b>	<b>Jan Baines, School Admissions Manager – <a href="mailto:jan.baines@northnorthants.gov.uk">jan.baines@northnorthants.gov.uk</a>, 07500 071983</b>
<b>Executive Member</b>	<b>Cllr Scott Edwards – Executive member for Children, Families, Education &amp; Skills</b>

<b>Key Decision</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is the decision eligible for call-in by Scrutiny?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972</b>	

### List of Appendices

**Appendix A** – “Admission Arrangements for Community and Voluntary Controlled schools in North Northamptonshire for 2023 intakes”.

**Appendix B** – “NNC Primary Co-ordinated Scheme for 2023 Intakes”

**Appendix C** – “NNC Secondary Co-ordinated Scheme for 2023 Intakes”

**Appendix D** - A copy of the EqlA screening assessment

## 1. Purpose of Report

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- 1.1. The local authority (LA) has a duty to act in accordance with the statutory provisions of the School Admissions Code (2021) and with laws relating to school admissions.  
School admission arrangements for all schools must be agreed annually and it is the duty of admission authorities to ensure that admission arrangements are compliant with the School Admissions Code.  
The purpose of this report is to provide the necessary information to allow the council to determine the admission arrangements for its schools (Community and Voluntary Controlled schools) for the 2023 intake.
- 1.2 Each year, all local authorities must formulate and publish on their website, a scheme to co-ordinate admissions to the normal year of entry for all publicly funded schools within their area. Applications will be processed in accordance with the timetables set out in these schemes. The purpose of the report is to allow the council to agree the co-ordinated schemes for the 2023 intake.
- 1.3 The School Standards & Framework Act (1998) requires local authorities to define the parameters of a 'relevant area'. The 'relevant area' is defined as the area for a school within which the admission authority for the school must consult all other prescribed schools on its admission arrangements for maintained schools.

## 2. Executive Summary

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- 2.1 Admission Arrangements:  
The LA has proposed to change the Published Admission Number (PAN) for some of its schools and also to add a criterion to the oversubscription criteria for Little Stanion Primary School giving some priority to children of staff members. There were no other proposed changes.  
The consultation took place from 8 November to 31 December 2021 and no objections were received.

**Appendix A** to this report is the "Admission Arrangements for Community and Voluntary Controlled schools in North Northamptonshire for 2023 intakes".

- 2.2 Co-ordinated schemes:  
The dates in the co-ordinated scheme timetables are set annually. The scheme then details how applications will be processed.  
The LA have proposed to remove the 5pm deadline from our application closing dates. This means parents/carers will be able to apply up until midnight on the closing dates for both Primary and Secondary applications.  
The consultation took place from 8 November to 31 December 2021 and no objections were received.

**Appendix B** to this report is the "NNC Primary Co-ordinated Scheme for 2023 Intakes".

**Appendix C** to this report is the “NNC Secondary Co-ordinated Scheme for 2023 Intakes”.

1.3 The “Relevant Area”

The new relevant area for North Northamptonshire schools will be the North Northamptonshire Council area and its neighbouring local authorities.

The consultation took place from 8 November to 31 December 2021 and no objections were received.

### **3. Recommendations**

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3.1 The Executive Advisory Panel is asked to note proposals to be submitted to the Executive on:-

- a) admission arrangements as detailed in Appendix A.
- b) two co-ordinated schemes for the 2023 intake as detailed in Appendix B and Appendix C.
- c) the “Relevant Area” for all North Northamptonshire schools.

#### **Reasons for proposals**

3.2 It is the duty of admission authorities to determine the admission arrangements for all their schools annually. Revised PANs have been proposed in line with falling admission numbers.

It is the duty of local authorities to formulate and publish a co-ordinated scheme for the admission of pupils to all schools in the area. The amendment to closing dates for Primary and Secondary applications to remove the 5pm deadline allows parents to apply until midnight on the closing date making the process easier and fairer for parents.

It is the duty of local authorities to set the relevant area for its schools.

3.3 All the above are statutory requirements.

### **4. Report Background**

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4.1 All admission authorities must determine admission arrangements every year, even if they have not changed from the previous year and no consultation has been required. This is a statutory requirement that must be carried out by 28 February in the determination year.

It is the duty of local authorities to formulate and publish a co-ordinated scheme for the admission of pupils to all schools in the area.

## **5. Issues and Choices**

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### **5.1 Admission Arrangements:**

In this instance it has been proposed that several schools reduce their Published Admission Number (PAN) due to falling projected admission intakes. These schools are:

Alfred Street Junior School (reduce from 60 to 30)  
Mawsley Primary School (reduce from 60 to 45)  
Tennyson Road Infant School (reduce from 60 to 30)  
Titchmarsh Primary School (reduce from 20 to 15)

It has been proposed that Little Stanion include a new criterion in their oversubscription criteria giving priority to children of staff. This will be criterion 3, following LAC and PLAC and Children living in the linked area of the school with a sibling at the school.

The rest of the admission arrangements remain unchanged.

### **Co-ordinated Schemes:**

The timetable has been set in line with nationwide deadlines and time constraints, e.g.: appeals deadlines. The amendment to closing dates for Primary and Secondary applications to remove the 5pm deadline allows parents to apply until midnight on the closing date making the process easier and fairer for parents.

## **6. Next Steps**

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- 6.1 If approved by the Executive then the admission arrangements and co-ordinated scheme will come into effect from September 2022 for the September 2023 admission year.

## **7. Implications (including financial implications)**

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### **7.1. Resources and Financial**

There are no resources or financial implications arising from the proposals.

### **7.2. Legal and Governance**

There are no legal implications arising from the proposals.

### **7.3. Relevant Policies and Plans**

There are no links between the corporate policies and plans and the report. The determination of admission arrangements and setting of co-ordinated

schemes are annual statutory requirements which must be carried out by admission authorities as per the School Admissions Code (2021).

#### **7.4. Risk**

1. Risk – That NNC does not fulfil statutory obligations as required by the School Admissions Code (2021).

Mitigation - NNC must determine the admission arrangements for its Community and Voluntary Controlled schools by 28 February 2021 and must publish a co-ordinated scheme for admission to the normal points of entry to all schools in the area.

2. Risk - Admission arrangements may be considered to be unfair or not compliant with the School Admissions Code. A consequence of this could be that NNC would be reported to the Office of the Schools Adjudicator.

#### **7.5. Consultation**

- 7.5.1. The admission arrangements for C and VC schools in the North Northants area for 2023 and the primary and secondary co-ordinated schemes were consulted on from 8 November – 31 December 2021.

As per the School Admissions Code, the following groups were consulted:

- a) parents of children between the ages of two and eighteen;
- b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- d) whichever of the governing body and the local authority is not the admission authority;
- e) any adjoining neighbouring local authorities where the admission authority is the local authority

As well as through the NNC website, social media and press releases were used to notify of the consultation as well as certain parties being emailed directly, i.e. neighbouring authorities, local schools, other admission authorities, governing bodies.

No comments of objections were received to any of the proposals.

#### **7.6. Consideration by Executive Advisory Panel**

- 7.6.1. Any comments received by the Executive Advisory Panel in respect of this report and its proposals, will be provided to the Executive in advance of its consideration of any final recommendations on the school admission arrangements outlined in this report.

### **7.7. Consideration by Scrutiny**

This report has not been taken to scrutiny.

### **7.8. Equality Implications**

an Equality Screening Assessment has been completed and there is no negative impact on any of the protected equality groups.

A copy of the EqIA screening assessment is included with this report (Appendix D).

### **7.9. Climate Impact**

No implications arising from any recommendations that are being proposed.

### **7.10. Community Impact**

No implications arising from any recommendations that are being proposed.

### **7.11. Crime and Disorder Impact**

No implications arising from any recommendations that are being proposed.

## **8. Background Papers**

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- 8.1** School Admissions Code (2021) [School admissions code 2021](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/92421/school-admissions-code-2021.pdf)  
([publishing.service.gov.uk](https://www.publishing.service.gov.uk))

Applying for a Primary School Place in North Northamptonshire 2022-23  
[Applying for a Primary School Place in North Northamptonshire](https://www.northnorthants.gov.uk/primary-school-admissions)  
([northnorthants.gov.uk](https://www.northnorthants.gov.uk))

Applying for a Primary School Place in North Northamptonshire 2022-23  
[Applying for a secondary schools place in north northamptonshire 2022](https://www.northnorthants.gov.uk/secondary-school-admissions)  
([northnorthants.gov.uk](https://www.northnorthants.gov.uk))



## Admission arrangements for Community and Voluntary Controlled schools in North Northamptonshire (2023 intakes)

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### 1. Admission Authorities

The admission authority of a school varies according to the type of school. As shown below in Table 1, the local authority (NNC) is responsible for determining the admission arrangements of Community and Voluntary Controlled schools.

Type of school	Admission Authority
Academy/Free School/UTC	Academy Trust
<b>Community Schools</b>	<b>Local Authority</b>
Foundation Schools	Governing Body
Voluntary Aided (VA) Schools	Governing Body
<b>Voluntary Controlled (VC) Schools</b>	<b>Local Authority</b>

Table 1: Admission authorities and school type (governance)

For details of the admission arrangements of all other types of school, please refer to NNC’s Primary<sup>1</sup> and Secondary<sup>2</sup> composite prospectuses. Both documents can be downloaded and viewed on the NNC website (direct links to these documents are provided in footnotes 1 and 2).

## 2. Community and Voluntary Controlled schools in North Northamptonshire

Community and Voluntary Controlled schools in North Northamptonshire are mostly organised into different generic groups. The schools in each of these groups generally share the same oversubscription criteria, although other features of a school’s admission arrangements may vary from school to school (e.g. the Published Admission Number (PAN), linked area). The groups are as follows:

- Primary Schools – Rural
- Primary Schools – Urban
- Infant Schools – Urban
- Infant Schools – Urban with Linked Area
- Junior Schools – Urban
- Junior Schools – Urban with Linked Area

The oversubscription criteria for each of these groups are listed on the following pages, along with details of the schools within the group. The Community and Voluntary Controlled schools which have oversubscription criteria unique to their school, are listed separately (see 3.7).

### Key:

CE = Church of England (a Voluntary Controlled school)

CEVC = Church of England Voluntary Controlled

PAN = Published Admission Number

### 3.1 Primary Schools – Rural

School	PAN	Linked Area
Brigstock Latham’s CE Primary School	15	Brigstock, Lyvedon
Broughton Primary School	30	Broughton
Earls Barton Primary School	75	Earls Barton
Geddington CE Primary School	28	Geddington, Little Oakley, Newton-in-the-Willows
Great Doddington Primary School	20	Great Doddington
Grendon CE Primary School	15	Castle Ashby, Chadstone, Grendon
King’s Cliffe Endowed Primary School	30	Apethorpe, Blatherwyke, Bulwick, Deene, Deenethorpe, Fineshade, King’s Cliffe, Laxton, Wakerley

<sup>1</sup> [Applying for a Primary School place in Northamptonshire, 2022-23](#)

<sup>2</sup> [Applying for a Secondary School place in Northamptonshire, 2022-23](#)

School	PAN	Linked Area
Mawsley Primary School	45	Mawsley
Nassington Primary School	20	Fotheringhay, Nassington, Woodnewton, Yarwell
Titchmarsh CE Primary School	15	Clopton, Titchmarsh
Warmington School	15	Warmington

**Table 2:** Primary Schools (Rural)

## How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

## Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children who live in the linked area for the school
3. Children with a sibling continuing at the school at the time of admission of the child
4. Other children

## Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

## Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## 3.2 Primary Schools – Urban

School	PAN
Barton Seagrave Primary School	90
Corby Old Village Primary School	30
Croyland Primary School	60
Denfield Park Primary School	60
Henry Chichele Primary School	60
Meadowside Primary School	60

**Table 3:** Primary Schools (Urban)

## How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

### Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children with a sibling continuing at the school at the time of admission of the child
3. Children whose home address is closer to the preferred school than any other school
4. Other children

### Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

### Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## 3.3 Infant Schools – Urban

Infant School	PAN	Linked Junior School
Avenue Infant School, The	60	Park Junior School
Tennyson Road Infant School	30	Alfred Street Junior School

Table 4: Infant Schools (Urban)

## How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

### Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children with a sibling continuing at the school or linked Junior school at the time of admission of the child
3. Children whose home address is closer to the preferred school than any other school

#### 4. Other children

### Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

#### Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## 3.4 Infant Schools – Urban with Linked Area

Infant School	PAN	Linked Area	Linked Junior School
Higham Ferrers Nursery & Infant School	90	Chelveston-cum-Caldecott, Higham Park	Higham Ferrers Junior School
South End Infant School	90	Higham Park Road, Newton Bromswold	South End Junior School

Table 5: Infant Schools (Urban with linked area)

### How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

#### Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children who live in the linked area for the school
3. Children with a sibling continuing at the school or linked Junior school at the time of admission of the child
4. Children whose home address is closer to the preferred school than any other school
5. Other children

### Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

#### Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

### 3.5 Junior Schools – Urban

Junior School	PAN	Linked Infant School
Alfred Street Junior School	30	Tennyson Road Infant School
Park Junior School (Wellingborough)	60	Avenue Infant School, The

**Table 6:** Junior Schools (Urban)

#### How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

#### Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children with a sibling continuing at the school or linked Infant school at the time of admission of the child
3. Children who attend the linked Infant school
4. Children whose home address is closer to the preferred school than any other school
5. Other children

#### Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given applicants whose home address is closest to the school.

#### Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

### 3.6 Junior Schools – Urban with Linked Area

Junior School	PAN	Linked Area	Linked Infant School
Higham Ferrers Junior School	90	Chelveston-cum-Caldecott, Higham Park	Higham Ferrers Nursery & Infant School
South End Junior School	90	Higham Park Road, Newton Bromswold	South End Infant School

**Table 7:** Junior Schools (Urban with linked area)

## **How places are allocated**

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

### **Oversubscription Criteria**

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children who live in the linked area for the school
3. Children with a sibling continuing at the school or linked Infant School at the time of admission of the child
4. Children who attend the linked Infant school
5. Children whose home address is closer to the preferred school than any other school
6. Other children

### **Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

### **Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## **3.7 Schools with unique oversubscription criteria**

### **Little Stanion Primary School**

The Published Admission Number (PAN) for the Reception year of entry is **30**.

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

### **Oversubscription Criteria**

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children who live in the Little Stanion and who have a sibling continuing at the school at the time of admission of the child
3. Children of teaching staff (including Head and Deputy Head Teachers) with a minimum of two years' service at the school

4. Other children who live in Little Stanion
5. Children who do not live in Little Stanion but have a sibling continuing at the school at the time of admissions of the child
6. Other children

### **Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

#### **Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

### **Whitefriars Primary School**

The Published Admission Number (PAN) for the Reception year of entry is **60**.

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

#### **Oversubscription Criteria**

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children who live in the linked area for the school
3. Children with a sibling continuing at the school at the time of admission of the child
4. Children whose home address is closer to the preferred school than any other school
5. Other children

### **Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

#### **Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## **3. Definitions**

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

Children who, at the time of making an application to a school, are:



- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions (see definition in Section 22(1) of the Children Act 1989)

## Previously Looked After Children (PLAC)

Children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46), or
- Became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and amended in Section 12 of the Children and Families Act 2014). Child arrangements orders replace residence orders and any residence order in force prior to April 2014 is deemed to be a child arrangements order, or
- Became subject to a special guardianship order (see Section 14A of the Children Act 1989)

This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a local authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

## Sibling

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify for a sibling link. For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married or in a civil relationship.

Cousins are not regarded as siblings.

## Home Address (child's)

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications (31 October for Secondary, 15 January for Primary).

When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is:

- owned by the child's parents/carers, or
- leased to or rented by the child's parents/carers under a lease or written rental agreement of not less than six months' duration.

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

## 4. Multiple Birth Groups

In the case of twins or other siblings from a multiple birth, if the last child to be admitted to a particular school is from a multiple birth group, all other children in the group will be offered places at the school, even if it means exceeding the Published Admission Number.

In the case of siblings (see definition above) in the same year group, where there is only one place remaining, these too will be considered as one application.

## 5. Fraudulent Applications

The LA has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

## 6. Conflicting Applications

The LA can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

## 7. Distance Measurements

Distances are measured on a straight line basis from the address point of the child's home to the address point of the school, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

In the case where there are multiple applications from the same shared dwelling (e.g. flats) or where there are two homes where the distance from the address point of the home to the address point of the school (using the system referred to above) is identical, random allocation will be used to decide which child gets priority.

## 8. Late Applications

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date of 15 January. Late applicants will not receive an offer of a school place by the local authority on National Offer Day (16 April or the next working day).

Late applications will be processed in the subsequent rounds of allocations between May and July (for more details, refer to the local authority's composite prospectus on the NNC website).

## 9. Children below Compulsory School Age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents/carers may defer their child's entry to the allocated school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made when the place will cease to be available for the child.

Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## 10. Admission outside the normal age group

### 11.1 Requests for admission outside the normal age group (summer born)

Parents/carers of summer born children who do not reach compulsory school age until a full year after they would normally start school may wish to delay their Reception application for a full year. Parents should make their application for a Reception place for their child's normal year of entry before the deadline on **15 January 2023**. They should also make their request for admission to their preferred schools out of the normal age group by the same date - **15 January 2023**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day).

Parents should write to the School Admissions team at [admissions.ncc@northnorthants.gov.uk](mailto:admissions.ncc@northnorthants.gov.uk) in the first instance and the request should be accompanied by reasons for such a request along with any additional evidence to support the request.

The LA (NNC), as the admission authority for the school, will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Head teacher's views.

### What happens next?

The admission authority will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

- If the admissions committee **agrees** to the parent's/carer's request to delay the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year

**Please note** – in this following normal admissions round, if the school is oversubscribed, all applications (including delayed applications) for the School will be ranked in accordance with the school's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

- If the Admissions committee does **not agree** to the application being deferred, there is **no right of appeal** against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January if they have not done so already or make an in-year application for a Year 1 place at the appropriate time

## 11.2 Requests for admission outside the normal age group (not summer born)

Parents/carers may seek a place for their child out of their normal age group at a Community or Voluntary Controlled school, must put their request to the School Admissions team at [admissions.ncc@northnorthants.gov.uk](mailto:admissions.ncc@northnorthants.gov.uk).

The LA (NNC), as the admission authority of the school, will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's/carer's views
- information about the child's academic, social and emotional development
- where relevant, the child's medical history and the views of a medical professional
- whether the child has previously been educated out of their normal age group
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the Head teacher of the school concerned

The admission authority of the school **MUST** set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents or carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 11. In-year Admissions

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry. The normal years of entry are: Reception for entry to Primary schools; Year 3 for entry to Junior schools; Year 7 for children moving into Secondary schools and Year 10 for entry to UTCs.

Applications for in-year admissions to Voluntary Controlled and Community schools in North Northamptonshire, should be made online to the local authority on NNC's website. In-year applications for school places in North Northamptonshire:

- should not be made more than one month before they are required. Applications outside of this timescale will not be processed
- should be made by a person with parental responsibility
- allow you to state up to 3 schools in order of preference

## The Process

When an in-year application is submitted, School Admissions will contact the parent's/carer's preferred schools to establish if there are places available in the child's year group. If a place is available, a letter will be sent to the parent/carer and the school's Head teacher confirming the place has been allocated and requesting that the Head teacher arranges a start date.

If the PAN for the school has been reached in the child's year group, a place will not be offered at the school. Parents/Carers can ask for their child's name to be added to the waiting list for the school (see section 12 for more information on waiting lists).

If an application is made for a Foundation, Voluntary Aided, Academy or Free School, the application will be passed to the school for consideration as these types of schools are their own admission authority. They will advise School Admissions if they are able to offer a place.

If it is not possible to offer a place at any of the schools at which a parent/carer has applied and a child does not have a school place, a place will be offered at the closest school to the child's home address with places available in the child's year group.

The process can take up to 10 school days. Children living in the local area should continue to attend their current school until an admission date has been agreed at the new school. School places cannot be reserved, therefore we process and allocate places, where possible, close to the date the school place is required.

### Home Address (child's)

If families are moving into North Northamptonshire, documentary evidence in the form of a solicitor's letter to confirm exchange of contract or a copy of the signed tenancy or rental agreement may be required to verify the address.

### Children moving to the UK from overseas

We would expect children to be resident within the country before we process an application. Please note that a visitor's visa does not entitle a child to a school place;

Documentary evidence to verify an address may be required if an application is made following a move to the UK. A copy of the rental agreement or an exchange of contract letter is usually sufficient. The County Council reserves the right to seek further documentary evidence as necessary.

### Children of UK Service Personnel (UK Armed Forces) and Crown Servants

Special conditions apply to applications from UK Armed Service Personnel and Crown Servants. For families of service personnel with confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

## Applications from Infant school children for Year 3 places at primary schools

NNC is responsible for co-ordinating applications for Year 3 places at Junior schools.

If an application is made for a Year 3 place in a primary school instead of a Year 3 place in a Junior school, such an application will be considered as an in-year application rather than through the coordinated scheme. This is because the normal year of entry for a Primary school is Reception, not Year 3 and the co-ordinated scheme only applies to the normal year of entry for a school.

All Year 3 applications for a Primary school place (instead of a Junior school place) will be processed as in-year applications. The in-year application form may be completed online and can be found on the website under the heading 'Move school during the school year (in-year)'. A paper application form can also be requested from the School Admissions team.

Please note that we do not allocate an in-year school place more than one month in advance of the date the school place is required. Therefore, applications from children wanting a Year 3 place at a Primary school (rather than a Junior school) will be considered as in-year applications and will be processed from the middle of the summer term.

## 12. Waiting Lists

Waiting lists for all Community and Voluntary Controlled schools are held for all year groups by the Local Authority.

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.

Waiting lists will be cleared at the end of each school term. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions team, in writing, by the start of each subsequent term (i.e. during the Christmas and Easter breaks) to renew your interest. When a place becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 3. Priority will not be given to children on the basis that they have been on the waiting list the longest and children being allocated places under the Fair Access Protocol will be given priority. A new application will be required for a new academic year.

## 13. Appeals

If a parent or carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the school.

Parents or carers wishing to appeal should complete the online appeal form on the NNC website.

Please visit [the Appeals page](#) for more information and to complete the form.

If parents or carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to [appealsteam.NCC@northnorthants.gov.uk](mailto:appealsteam.NCC@northnorthants.gov.uk) within 10 working days of the submission of the appeal.

Appeals must be lodged in writing, giving the reasons for appeal, by **5 p.m. on 15 May 2023**. Appeals received after this date will still be heard, but there is no guarantee they will be heard before the end of the school year in which the application is made.

NB: For appeals concerning places not offered during the normal admissions round there is no deadline.

# North Northamptonshire Council Primary Co-ordinated Admissions Scheme for 2023

## Section 1

### Timetable for Primary Co-ordinated Admissions Scheme for September 2023 intake

Date	Event
9 September 2022	Online applications open and information to parents/carers
12 December 2022	Generic reminder letter to be sent via schools to parents/carers of Year 2 children at Infant school, advising them of the need to apply for a Junior school place. Email also sent to schools to remind parents/carers of the need to apply
15 January 2023	<b>Closing date for applications</b> (statutory). Late applications, i.e. those received after midnight on 15 January 2023, will not be processed until additional rounds of allocations (see below)
10 February 2023	North Northamptonshire Council (NNC) sends applications to other LAs and Own Admission Authority (OAA) schools
15 February 2023	SEN must have informed the School Admissions Team about any pupils with an EHC Plan, and details of the named school (statutory)
28 February 2023	Own Admission Authority schools send ranked lists to NNC
17 March 2023	NNC applies agreed Scheme for North Northamptonshire schools, informing other LAs of offers to be made to their residents
14 April 2023	Primary schools informed by NNC of the final results via S2S, which may include offers made to pupils living in other LAs
17 April 2023	<b>National Offer Day</b> - offers made to parents/carers by NNC
By 19 April 2023	Schools emailed and final allocation lists (ATFs) uploaded onto the S2S secure site
2 May 2023	School Admissions begins to share late applications with OAA schools and other LAs
10 May 2023	Cut-off date for consideration for inclusion in first round of reallocations
16 May 2023	The deadline by which all school admission appeal forms must be submitted
10 June 2023	Cut-off date for consideration for inclusion in second round of reallocations
28 June 2023	Cut-off date for consideration for inclusion in third round of reallocations
18 July 2023	Appeals lodged before the deadline of 16 May 2023 will be heard by this date
17 May 2023 16 June 2023 4 July 2023	Additional rounds of allocations will start on each of these dates
14 July 2023	Where no previous application has been submitted, places at Junior schools are allocated to children living in the North Northamptonshire Council area who are currently in infant schools. Letters sent to parents/carers to advise them of the places offered
1 August 2023	Co-ordination of in-year application process commences

## Section 2

### Elements of the Scheme

#### 2.1 Regulations

The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations<sup>1</sup> (2008) require all local authorities (LAs) to have a scheme to co-ordinate admission arrangements for all publicly funded schools in its area (excluding special schools). The purpose of a co-ordinated scheme is to establish mechanisms for ensuring, as far as is reasonably practicable, that every parent of a child living within the LA who has applied for a school place in the normal admission round, receives an offer of a single school place on the same day – National Offer Day (16 April or the next working day). All schools must comply with the agreed scheme.

#### 2.2 Applying for a place in a Primary, Infant or Junior school

The normal point of entry to Primary or Infant school is Reception. The normal point of entry to Junior school is Year 3. The local authority co-ordinates the process of allocating places at these schools in these year groups.

#### 2.3 Application forms

The Common Application Form (CAF)(paper or online) must allow parents to apply for a Reception place at any Primary or Infant school (or Year 3 at Junior school) and to give reasons for their preferences. If parents apply directly to a school, the governing body/academy trust must inform the local authority. All applications are co-ordinated by the local authority (NNC) up to and including 31 July.

#### 2.4 Residence in another local authority

Parents resident in one local authority who wish to apply for a Reception place at a Primary or Infant school, or Year 3 at a Junior school maintained by a different local authority, must apply using the Common Application Form (online or paper) for the local authority in which they live (i.e. their home local authority).

#### 2.5 Exchange of information

Local authorities and admission authorities in the area must exchange information on applications received and potential offers to be made by the dates specified in the scheme (see Section 1). A maintaining local authority must inform the home local authority if it intends to offer a place at one of its schools to an applicant living in a different local authority area. Local authorities should exchange information on applications across their borders and seek to eliminate multiple offers across local authority borders wherever possible. The exchange of data must, where possible, be carried out using secure data protection systems.

#### 2.6 Information for Parents

Please note that throughout this scheme, the term “parent” refers to both individual parents as well as those with parental responsibility for the child, e.g. carers.

Parents who live within the North Northamptonshire Council area are encouraged to apply online.

The benefits of using the online process are as follows:

1. Parents are less likely to make errors as the system guides them through the whole process;



2. Parents are able to change preferences up until midnight on the closing date;
3. On National Offer Day, parents will be able to log on to the system to find out which school has been allocated (a letter naming the allocated school will be posted on National Offer Day to all parents who applied using the paper application form);
4. Parents will receive an email with details of the school offered;
5. Parents will be helping to reduce paper usage.

The 'Applying for a Primary School Place in North Northamptonshire 2023-24' composite prospectus will be available in PDF format on the School Admissions pages of NNC's website from September 2022. Paper copies of the composite prospectus can be obtained by request from:

School Admissions  
 North Northamptonshire Council  
 c/o One Angel Square  
 Angel Street  
 Northampton  
 NN1 1ED

The prospectus contains information about:

- How to apply online
- Primary, Infant and Junior schools in each area of North Northamptonshire
- How to complete a common application form
- The Published Admission Number (PAN) for each school
- Each school's oversubscription criteria
- Whether individual schools were oversubscribed in September 2022
- Key dates for the application and allocation process
- Children with special educational needs
- Home-to-school transport
- The process for late applications
- Contact details for the NNC School Admissions Team

## **2.7 Parents living in the North Northamptonshire Council area wanting to complete a paper application form**

Requests for paper application forms and composite prospectuses (for those who do not have access to the internet) should be made to the NNC School Admissions Team.

## **2.8 The Common Application Form (CAF)**

Parents are encouraged to apply online wherever possible. It is the responsibility of all those making an application to ensure that they: a) submit the application on time and receive a submission confirmation email every time a change is made to the application or the application is checked or b) request confirmation of a paper application by emailing the School Admissions Team. It is **not** the responsibility of the School Admissions Team to send reminders to parents.

The application form (either online or paper) will ask the parent to provide:

- A list of up to three preferred schools in rank order (if the applicant is resident in a neighbouring authority where more than 3 preferences can be expressed, any preferences for North Northamptonshire Schools will be treated in line with the child's home local authority)
- Details of siblings (if relevant) who attend the preferred school/s
- Details of the child for whom the application is being made (address, date of birth, any relevant medical information or special social circumstances)
- Confirmation that the child has an EHC Plan (if applicable)
- Reasons for their preferences
- The name of their child's current school

- Details about the person completing the application (name, address, relationship to the child, contact details)

Parents who are using the paper application form will be required to return the completed application form to the School Admissions Team at North Northamptonshire Council by midnight on **15 January 2023**. Applications received after this date will be considered as late applications and will not be processed until after the on-time applications have been dealt with, i.e. after National Offer Day. It is strongly recommended that parents use recorded delivery and obtain a receipt when posting their application forms. North Northamptonshire Council does not accept responsibility for applications received after the closing date due to parents using insufficient postage.

If applying online, parents can submit any additional paperwork (e.g. proof of a house move or evidence of a medical / social need) electronically, or post to the School Admissions Team at North Northamptonshire Council, clearly stating the following: name of child, date of birth and the name(s) of the school (s) the parent is applying for. If a house move takes place after the closing date, the school allocation will be based on the address we hold at the closing date.

## **2.9 Supplementary Information Forms (SIFs)**

If additional information is required by the admission authority of a Foundation, Voluntary Aided or Free school or Academy in order to apply its oversubscription criteria, this will be detailed in their admission arrangements and in the specific section about that school in the LA's composite prospectus. Links to Supplementary information forms (SIFs) for schools which require them will be available on the NNC website from September 2022. Alternatively, contact details for each school are included in the LA's prospectus so parents may contact schools directly to obtain a SIF. **Supplementary Information Forms must be returned to the preferred school by 15 January 2023 unless otherwise stated in the schools' admission arrangements.**

## **2.10 Applications for Foundation, Voluntary Aided or Free Schools and Academies**

The School Admissions Team will ensure that parents' preferences are logged on the School Admissions database. The School Admissions Team will send a list of all applications received, including any additional information, to the relevant Foundation, Free and Voluntary Aided schools, Academies or UTCs.

Applications will be sent to Free, Foundation and Voluntary Aided schools and Academies by the date shown on the scheme timetable in Section 1 and schools will be asked to rank applicants as described in 2.13. Any parent who has not submitted a common application form to the LA will not be considered in the ranking lists with on-time applicants. The LA will check all OAA lists to ensure that this procedure is followed.

## **2.11 Applications for schools outside the LA and for North Northamptonshire schools from families living in other LAs**

Applications from residents in the North Northamptonshire Council area for schools in other LAs will be logged on the Admissions database and information relating to those preferences and any additional information will be electronically forwarded to the relevant maintaining local authority by the date shown on the scheme timetable in Section 1.

Similarly, the School Admissions Team will receive applications forwarded from other LAs for schools in North Northamptonshire. These will be recorded and passed on to Foundation, Voluntary Aided and Free schools or Academies as appropriate. If the application is for a Community or Voluntary Controlled school, the School Admissions Team will process applications along with all other applications for NNC schools.

## **2.12 Multiple Applications**

If more than one application is made for a child prior to the closing date, only the latest dated application form will be processed. Any previously submitted application forms will not be processed.

If an offer of a school place has already been made by the LA and the applicant has chosen to submit further applications, the latest-dated application will take priority over any previous applications.

If it is possible to offer a place at one of the preferences on the latest-dated application, an offer will be made and the previous offer will be withdrawn without further reference to the applicant.

Applicants must place any requests to withdraw applications in writing to the School Admissions Team (by letter or email) prior to the reallocation round.

Where there may be multiple applications from parents who are separated, parents will need to refer to section 2.23 of this scheme for further guidance.

### **2.13 How the co-ordination process produces the offer of a single school place**

All schools have a Published Admissions Number (PAN). This is the number of places available at the normal point of entry. Admission authorities (Local Authorities, Foundation, Voluntary Aided and Free schools and Academies) must consider all the applications they receive and, if there are more applications than places available, they must apply their oversubscription criteria to all applicants. This process can be carried out by the School Admissions Team on behalf of Own Admission Authority schools as part of a Service Level Agreement (SLA). Any school wishing to use this service should inform the School Admissions team by 1 August in the year prior to the year of admission. School Admissions will always confirm any offer made with the school in question.

The local authority must allocate a place at the highest preference school where the child can be offered a place.

- If a child qualifies for a place at all 3 preference schools, the LA will offer a place at the school that is ranked highest on the CAF. The child's name will then be removed from the ranked list(s) at the lower preference schools where they qualified for a place so that other children may be offered a place at these schools
- If a child can be offered a place at only one of their preference schools, they will be offered a place at that school regardless of the preference order on the common application form
- If a child cannot be offered a place within the PAN of any of their preferred schools, the LA will offer a place at the nearest school with a place available (i.e. the nearest school which has not reached their PAN and therefore has a place/places available at the time)
- If a child is offered a place at a school which wasn't their first preference, they can request to be added to the waiting list for any of the schools which was a higher preference than the school offered.
- Parents have the right to appeal against refusal of a place at any school for which they have applied, unless a higher preference has been allocated. Information about how to make an appeal is published on the local authority's website.

All OAA schools are responsible for returning a ranked list of all applicants to the local authority by the date stated in the scheme timetable. Some schools will be oversubscribed, others undersubscribed. The surplus places at undersubscribed schools will be allocated to children who were unable to obtain places at their preferred schools.

The local authority will publish details of how places at all schools were allocated on its website.

Schools using random allocation as a tie-breaker, or as part of their oversubscription criteria, must send lists which include the names of all applicants in ranked order to the School Admissions Team. The ranked list must include all children in the individual bands and not just those ranked up to the school's PAN. This procedure will enable the School Admissions Team to identify why a place has been refused.

All schools which are their own admission authority must return the ranked allocation lists to the School Admissions Team by the date shown in the scheme timetable in Section 1.

For local authority schools (Community and Voluntary Controlled schools), the School Admissions Team will be responsible for applying the oversubscription criteria if the number of applications exceeds the Published Admission Number (PAN) of the school.

If a child is eligible for a place at more than one school, the applicant's order of preference will be considered and the highest preference will be offered.

Where it is not possible to offer a place at any of the preferred schools, a place will be allocated at the school closest to the home address where places are available at the time of allocation. Some children in this situation will be eligible for assistance with transport costs. Parents will be referred to the school travel assistance pages of NNC's website.

A single place will be identified for each child by the end of this co-ordination process. When schools have more applications than places available, places will only be allocated up to the limit of the school's PAN. In the case of Foundation, Voluntary Aided and Free schools and Academies, the admission authorities of these schools **must** notify their local authority of their intention to increase the school's PAN and reference to the change should be made on the school's website. Where further capacity is required to provide every child with a school place, the local authority will consult relevant schools to reach an agreement.

## **2.14 Protocol for children with Education, Health and Care (EHC) Plans**

Reviews of EHC Plans, discussions with parents about preference and placement enquiry procedures, will all be undertaken by the EHC team at NNC. Placement decisions will be made by the date shown on the scheme timetable in Section 1. The admission of children with EHC plans, where the school is named in the plan, will take priority over all other children.

The EHC Team will inform parents of the school allocated for their child on or around or around the date shown on the scheme timetable in Section 1. There may be circumstances where pupils have not been informed of the school allocated by this date. In these cases, schools may be required to admit children over PAN.

The offer of a school place will be made by the EHC Team who will also amend the EHC plan accordingly.

## **2.15 Notification of offers to all schools or other Local Authorities**

As part of the co-ordination process, other LAs will be informed electronically by the date shown on the scheme timetable in Section 1 of any offers of school places that NNC is able to make to their residents. All schools, including Foundation, Voluntary Aided, Free Schools and Academies, will be informed of the final offers, which may include offers made to pupils living in other LAs by the date shown in the scheme timetable in Section 1. Schools **must not** communicate with parents until *after* the offer from NNC has been sent.

## **2.16 Late applications**

Every effort will be made to encourage parents to complete application forms by the closing date of **15 January 2023**. If an application form is received *after 15 January 2023*, it will not be possible to consider it until all the on-time applications have been processed. Late applicants will not receive an offer of a school place on National Offer Day (16 April or the next working day). Late applications will be considered from the relevant reallocation date published in the 'Applying for a Primary School Place in North Northamptonshire 2023-24' composite prospectus and in the scheme timetable in Section 1.

In the co-ordinated scheme in North Northamptonshire, parents/carers will not be allowed to have more than three live primary or secondary preferences at any point in time, prior to the offer date. Parents will not be allowed to change the order or schools listed as preferences after the closing date. After this date, changes to preferences must be made on a late application form and will be processed in the further rounds of allocation (see Section 1).

For Foundation, Voluntary Aided and Free schools and Academies, NNC will forward any late applications directly to the schools for their consideration (by the agreed timelines). If places are not available at the preferred school, the School Admissions Team must be informed by the school so that a place can be offered at an alternative school with places available. If the alternative school is its own admission authority, details of the applicant will be sent to the school before an allocation is made by the local authority.

NB: The co-ordinated process in North Northamptonshire continues up to and including 31 July of each year. From 1 August, the in-year process commences.

## 2.17 Right to appeal

Parents have the right to appeal against refusal of a place at any school for which they have applied. When an admission authority informs a parent of a decision to refuse a place, it **must** include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents **must** be informed that, if they wish to appeal, they **must** set out their grounds for appeal in writing. Admission authorities **must not** limit the grounds on which appeals can be made.

The admission authority **must** establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

## 2.18 Waiting lists

Parents who have been refused a place at a school (this could either be after National Offer Day, after an unsuccessful appeal or after making a late application) may wish to place their child's name on a waiting list. Parents must contact the School Admissions Team in order to request that their child's name is added to the waiting list. Following Primary National Offer Day, there will be no distinction drawn on school waiting lists between on time and late applications: all applications will be ranked in accordance with schools' oversubscription criteria.

For OAA schools (i.e. Academies, Foundation, Voluntary Aided and Free schools), parents need to contact the individual schools directly to ask for information on the waiting list policy for the school.

If a place becomes available, the school's oversubscription criteria will be applied to the waiting list to determine who should be allocated the available place. Any places that become available after the initial allocation will be reallocated in rounds of reallocation (see Section 1) by the School Admissions Team. The local authority continues to co-ordinate the allocation of places at all schools up to and including 31 July. This requires all schools which are their own admission authority to ensure clear and up-to-date communications with the School Admissions Team regarding the ranking lists for each round of allocations. No allocation will be made by the School Admission Team without prior agreement with the individual admission authority.

For every over-subscribed Community and Voluntary Controlled school, the School Admissions Team will retain a waiting list until the end of the 2023 Autumn term (31 December). Following this date, waiting lists will be ended. If parents still wish their child's name to remain on the new waiting lists which will be established for the following term, they will need to request this in writing (via email) to the NNC School Admissions Team. Waiting lists will be restarted every term, so if a parent wishes to remain on a waiting list for a whole academic year, they would make a request in writing to the School Admissions Team at the start of January and following the Easter break (March/April).

## 2.19 Applying for a place in a Junior School

The normal point of entry to Junior Schools is Year 3 and the LA co-ordinates the process of allocating places to these schools in this year group.

Parents of children who are in Year 2 at an Infant school and who want them to attend a Year 3 in a Junior in September 2023 need to apply for places in Junior schools using the Common Application Form.

Parents of children in Year 2 at an Infant school should not apply for a place in Year 3 at a Primary school on the Common Application Form as this form is only used for applications at the normal point of entry to a school. Year 3 is **not** the normal point of entry for a Primary school, any applications for a place in Year 3 in a Primary school for September 2023 should be made on an in-year application form in accordance with the LA's In-year process.

In-year applications applications for a Year 3 place at a Primary school should be made from June 2023.

## 2.20 National Offer Day

The School Admissions Team will notify all on-time applicants of their school offer on National Offer Day (16 April or the next working day) by email (for all online applicants) or by post (a first class letter will be sent to all applicants who submitted a paper application). The communication will include information about how to find out how school places have been allocated in the North Northamptonshire Council area and, if necessary, information about how to appeal. In addition, breakdowns of how places were allocated in accordance with each school's oversubscription criteria will be published on the NNC website. Links to this page will be provided on all offer emails and letters.

The School Admissions Team will assume that the place has been accepted unless communication from the parent is received to advise to the contrary.

## **2.21 Rejection of a school place**

Parents will be required to notify the relevant admission authority and the School Admissions Team in writing (by email or letter) if they **do not** propose to accept the school place offered. These places will then be reallocated following the process as set out above in 2.13. Places will not be removed until the School Admissions Team has been advised by the parent that they have secured an alternative school place for their child.

Schools which are their own admissions authority must inform the School Admissions Team as soon as a place is rejected so that the School Admissions Team has an accurate picture of the available school places prior to the reallocation dates.

## **2.22 Definition of a sibling and sibling link for Community and Voluntary Controlled schools**

Some schools give priority to children whose brother(s) or sister(s) are already on roll at a preferred school (this is called a sibling link). A sibling is defined as a child's brother or sister. NNC's definition of 'sibling' for Community and Voluntary Controlled schools states that a sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify for a sibling link and includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

The sibling link will only be valid if the sibling will be attending when the child applying starts school. This means that it will not count as a sibling link if a child wants a place in a Primary school, but their brother is in Year 6 and will therefore have left the school when the child applying starts at the school.

Some admission authorities have different definitions of a sibling and sibling link. Parents are advised to check the information in the LA's composite prospectus or in the school's admission arrangements available on their website to see what their definition is.

## **2.23 Parents who do not live together**

NNC's definition of a child's address states that when parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

Other admission authorities may have different definitions of a child's home address. Parents are advised to check the school's individual admission arrangements on their website or in the LA's composite prospectus.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

The LA can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of a child being allocated a place at their preferred school/s.

Further information on parental responsibility can be found on the [DfE website](#)

## **2.24 Children who are part of a multiple birth group**

Under paragraph 2.16 (g) of The School Admissions Code (2021), infant class size restrictions may be exceeded where a child who is part of a multiple birth group is allocated as the 30<sup>th</sup> pupil. For Community and Voluntary Controlled schools, the admission number will be exceeded to accommodate the other children from this birth group. These children will remain as 'excepted pupils' for the time they are in an infant class (Reception, Year 1 and Year 2) or until class numbers fall back to the current infant class limit. Own admission schools may have another policy in place.

## **2.25 Random allocation**

Random allocation, when used as a tie-breaker within an oversubscription criterion for a Community or Voluntary Controlled school, will be observed by an independent person (not employed by the local authority or with a connection to the school). This is to ensure that the process is administered correctly.

If a place is allocated from the waiting list after the initial round of allocations, and the tie-breaker is used, a new round of random allocation will be performed but not observed.

## **2.26 Definition of Looked After and Previously Looked After Children ('Children in Care')**

The highest priority in the oversubscription criteria for all schools must be given to 'looked after children' and 'previously looked after children'. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

'Previously looked after children' are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who appear, to the admission authority, to have been in state care outside England prior to adoption.

## **2.27 Summer born children**

Children born between 1 April and 31 August (inclusive) are known as summer born children. These children do not reach Compulsory School Age (CSA) until a full year after they would normally have started school in Reception, the point at which other children in the age range are beginning Year 1.

If a parent has made the decision that they feel it is not in their child's best interests to start school before s/he reaches CSA, they may be happy for their child to enter straight into Year 1 to join his/her peers. In this case they would need to apply for a Year 1 place at their preferred schools at the end of the academic year in which the rest of their child's normal year group are finishing Reception.

If a parent feels it would be in their child's best interests to enter Reception at this point however, the School Admissions Code (2021) allows parents/carers of summer born children to request that they are admitted outside their normal age group, into Reception rather than Year 1.

Please note, this is a "request" and parents do not have the right to insist that their child is admitted to a particular age group. Each school's admission authority is responsible for making the decision on which year group a child should be admitted to.

Paragraph 2.19 of the School Admissions Code (2021) requires that, in any circumstance where a parent/carer requests their child is admitted out of their normal age group, the admission authority of the preferred school must make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. This will require the admission authority to take account of the child's individual needs and abilities and to consider whether these can best be met in Reception or Year 1. It will also involve taking account of the potential impact on the child of being admitted to Year 1 without first having completed the Reception year. The views of the head teacher will be an important part of this consideration.

Parents/carers of summer born children who could start school in September 2023, but wish to delay applying for a Reception place to start in September 2024, should make their application for a Reception place for their child's normal year of entry before the deadline **on 15 January 2023**. They should also make their request for admission to their preferred schools out of the normal age group by the same date: **15 January 2023**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will still be considered after this date however.

If an admission authority agrees to the parent's request, their application for the normal age group will be withdrawn before a place is offered for their normal year of entry and they must make a new application for that school as part of the main admissions round the following year. One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents/carers should therefore consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

**Please note:** The admission authority for all Community and Voluntary Controlled schools is NNC, whereas the admission authority for Academies, Voluntary Aided (VA), Foundation and Free Schools, is either the Governing Body (VA and Foundation Schools) or the Academy Trust (Academies and Free Schools).

If parents have more than one preferred school, they must make the request to delay their child's Reception application to each of the schools. They should then only apply for a place in Reception the following year at schools whose admission authorities have agreed to the delay.

The following steps will be required depending on the type of school they are applying for.

**A. If the preferred school is a Community or Voluntary Controlled school:**

1. Parents/carers make a formal written request (with reasons for the request) to School Admissions at NNC (as this is the admission authority for these schools);
2. Parents/carers can supply School Admissions with supporting information from a professional and/or Early Years practitioner, if available, at the point of request;
3. School Admissions will consult with the Head teacher of the preferred school and take into consideration any evidence supplied in order to make a decision.

**B. If the preferred school is an Academy, Voluntary Aided, Foundation or Free school (or your preferred school is a Community or Voluntary Controlled school outside Northamptonshire):**

1. Parents/carers make a formal written request (with reasons for the request) to the preferred school;
2. Parents/carers can supply the school with supporting information from a professional and/or Early Years practitioner, if available, at the point of request;
3. The preferred school will then approach their admission authority with the reasons and evidence supplied by the parents/carers so that a decision can be made (by the admission authority) in consultation with the Head teacher of the school;
4. Following their decision, the admission authority should then inform the parents/carers of their decision in writing, giving detailed reasons if the request is refused.



5. If they agree to the request, the request and written confirmation from the admission authority of the preferred school that they are in agreement with the parents/carers request to delay their application to Reception for a year, must be sent to School Admissions at NNC by either the parent or the school so the Admissions database can be adjusted to accept a Reception application for the following year.

### **What happens next?**

#### **A. If the admission authority of a school agrees to the parents/carers request to delay applying for a Reception place for a year:**

- School Admissions will write to the parents/carers confirming that an application for **that school** can be made in the following year. A copy of the letter sent by School Admissions to the parents/carers will also be sent to the Head teacher of the school(s) concerned;
- If parents/carers have made an application for Reception in the normal year of entry, this application will be withdrawn and a place will not be offered on National Offer Day (16 April or the next working day);
- Parents/carers will then need to submit an application for the schools whose admission authorities have agreed to the delay for Reception the following year;
- Parents/carers should only apply a full year later for a Reception place at schools whose admission authorities have agreed to a delayed application for their child;
- The new application will be processed as part of the normal admissions round in the following year, according to the oversubscription criteria of each school stated as a preference;
- While a school may agree to a delayed application, there is no guarantee that the child will be allocated a place at that school in the following admissions round as other children may have a higher priority within the school's oversubscription criteria. No additional priority will be given to an applicant applying under the summer born policy, nor will they be penalised;
- If it is not possible to offer a place at one of the preferred schools, the Local Authority will make every effort to allocate a Reception place (rather than a Year 1 place) at an alternative school. However, because NNC is not the admissions authority for all schools, a school approached as an alternative school would have to agree to the delayed entry;
- If the Local Authority is unable to offer a place at one of your preferred schools, it **may** not be possible to offer a place in Reception at another school (if they do not agree to a delayed application). In this case, the child would be offered a place at a school in Year 1 at the nearest school to their home address with a place available.

#### **B. If the admission authority of a school rejects the parents/carers request to delay applying for a Reception place for a year:**

- Parents/carers will receive a letter from the admission authority of the preferred school providing reasons for refusal.
- Assuming an application for a Reception place for the normal year of entry was submitted on time (by 15 January 2023), parents/carers will receive an offer of a school place on National Offer Day (16 April or the next working day).
- Parents/carers then need to decide if they will accept the place offered for their normal year of entry on National Offer Day, or decline that place and apply for Year 1 place for the following September when their child is compulsory school age. If a parent/carer chooses to decline the place, they must put this in writing to the School Admissions Team (information about how to do this will be included in the offer email);
- Parents/carers who have not applied for a Reception place in their normal year of entry will need to apply as soon as possible if they decide that they would prefer their child to start in Reception rather than waiting until they reach Compulsory School Age and start school in Year 1. Applications received after the deadline on 15 January 2023 will be classed as late applications (see our website for more information on late applications).

### **2.28 Summer born children continuing at current nursery setting**

Parents/carers have the option for their child to stay in an Early Years setting. Children can attend an Early Years setting until the end of the Funding Block (Term) in which they turn 5. In order to ensure that the Early Years setting can secure the funded place for your child/children for September 2023, parents/carers must notify their Early Years setting before the end of the Spring Funding Block (Term) 31 March of the year in which they would normally be starting school. The Early Years setting can then take into account the number of children at the setting when allocating places for September 2023. If parents/carers do not notify their Early Years setting until after nursery allocations have been released, nursery schools and classes will be under no obligation to offer a place above their normal intake number. Children can, of course, be considered for a place through the normal waiting list process.

## **2.29 Admission of children out of their normal year group (out of cohort)**

North Northamptonshire Council's policy is for children to be educated within their correct chronological year group where possible, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".

Parents/carers may however seek a place for their child out of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. They must put their request in writing to the School Admissions Team (for Community and Voluntary Controlled schools) and directly to the school for schools who are their own admission authority, at the time of application.

The admission authority of the school will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parents/carers views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Head teacher of the school concerned.

The admission authority of the school **MUST** set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Schools for which the local authority is not the admission authority may have a different process. Please check individual schools' admission arrangements directly with the schools or on their websites to ensure you are following the correct procedure.

Please see further information in the School Admissions Code (2021) about the admission of children outside their normal age group.

## **2.30 Sharing information with schools**

When sharing information regarding the co-ordinated scheme with schools, the local authority (NNC) will:

- Supply information about what is required in the co-ordination process;
- Provide useful tips to schools;
- Be clear about the dates when information should/must be returned to the LA.

If schools already have a Service Level Agreement (SLA) with the School Admissions Team, the team will carry out the agreed work and will share with the school the outcome of applications made to the school by sending out lists of successful applicants.

Schools wishing to establish a Service Level Agreement (SLA) for the co-ordination process should contact the School Admissions Team as soon as possible to discuss their requirements.

### **2.31 Relevant Area**

The relevant area for schools in North Northamptonshire is the area comprising North Northamptonshire and all adjoining local authorities.

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# North Northamptonshire Council Secondary Co-ordinated Admissions Scheme for 2023

## Section 1

### Timetable for Secondary Co-ordinated Admissions for September 2023

Date	Event
9 September 2022	Online applications open and information to parents/carers
7 October 2022	Generic reminder letters sent via schools for parents of Primary and Junior school children, advising them of the need to apply for a Year 7 place. Email sent to schools for them to remind parents of the need to apply
31 October 2022	<b>Closing date for applications</b> (statutory). Late applications, i.e. those received after midnight on 31 October 2022, will not be processed until additional rounds of allocation (see below)
25 November 2022	North Northamptonshire Council (NNC) sends applications to other Local Authorities (LAs) and Own Admission Authority (OAA) schools
12 January 2023	Own Admission Authority schools send ranked lists to NNC
10 February 2023	NNC applies agreed Scheme for North Northamptonshire schools, informing other LAs of offers to be made to their residents
15 February 2023	EHC teams must have informed School Admissions by this date about children who have an EHC Plan with named school (statutory)
27 February 2023	Secondary schools informed by NNC of the final allocations, which may include offers made to pupils living in other LAs
1 March 2023	<b>National Offer Day</b> - offers made to parents/carers by NNC and Secondary schools informed via S2S (Statutory)
By 3 March 2023	Schools emailed and final allocation lists (ATFs) uploaded onto the S2S secure site
13 March 2023	Start to share late applications received with Own Admission Authority schools and other LAs
31 March 2023	Cut-off date for consideration for inclusion in first round of reallocations
29 March 2023	The deadline by which all appeal forms must have been submitted.
12 May 2023	Cut-off date for consideration for inclusion in second round of reallocations
23 June 2023	Cut-off date for consideration for inclusion in third round of reallocations
15 June 2023	Appeals lodged by the deadline of 29 March 2023 will be heard by this date
13 April, 1 June and 4 July 2023	Additional rounds of allocations will start on these dates
14 July 2023	Places allocated to children living in the North Northamptonshire Council area, currently in Primary school and who have not submitted an application for a place in Year 7. Letters sent to parents to advise of the places offered.
1 August 2023	In-year co-ordination commences

## Section 2

### Elements of the Scheme

#### 2.1 Regulations

The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 require local authorities (LAs) to have a scheme to co-ordinate admission arrangements for all publicly funded schools in its area (excluding special schools). The purpose of a co-ordinated scheme is to establish mechanisms for ensuring, as far as is reasonably practicable, that every parent of a child living within the LA who has applied for a school place in the normal admission round, receives an offer of a single school place on National Offer Day (1 March or the next working day). All schools must comply with the agreed scheme.

#### 2.2 Applying for a place in a Secondary school

The normal point of entry to Secondary school is Year 7 and the local authority co-ordinates the process of allocating places at these schools in this year group.

#### 2.3 Application forms

The Common Application Form (CAF)(paper or online) must allow parents to apply for a Year 7 place in any Secondary school and to give reasons for their preferences. If parents apply directly to a school, the governing body/academy trust must inform the local authority. All applications are co-ordinated by the local authority (NNC) up to and including 31 July.

#### 2.4 Residence in another local authority

Parents resident in one local authority who wish to apply for a place in Year 7 at a Secondary school maintained by a different local authority, must apply using the Common Application Form (online or paper) for the local authority in which they live (i.e. their home local authority).

#### 2.5 Exchange of information

Local authorities and admission authorities in the area must exchange information on applications received and potential offers to be made by the dates specified in the scheme (see Section 1). A maintaining local authority must inform the home local authority if it intends to offer a place at one of its schools to an applicant living in a different local authority area. Local authorities should exchange information on applications across their borders and seek to eliminate multiple offers across local authority borders wherever possible. The exchange of data must, where possible, be carried out using secure data protection systems.

#### 2.6 Information for parents

Please note that throughout this scheme the term “parent” refers to both individual parents as well as those with parental responsibility for the child, e.g. carers.

Parents who live within the North Northamptonshire Council area are encouraged to apply online.

The benefits of using the online process are as follows:

1. Parents are less likely to make errors as the system guides them through the whole process;
2. Parents are able to change or amend preferences up until midnight on the closing date;

3. On National Offer Day, parents will be able to log on to the system to find out which school has been allocated (a letter naming the allocated school will be posted on National Offer Day to all parents who applied using the paper application form);
4. Parents will receive an email with details of the school offered;
5. Parents will be helping to reduce paper usage.

The 'Applying for a Secondary School Place in North Northamptonshire 2023-24' composite prospectus will be available on the School Admissions pages of NNC's website from September 2022. Paper copies of the composite prospectus can be obtained by request from:

School Admissions  
 North Northamptonshire Council  
 c/o 1 Angel Square  
 Angel Street  
 Northampton  
 NN1 1ED.

The prospectus contains information about:

- How to apply online
- Secondary schools in each area of North Northamptonshire
- How to complete a common application form
- The Published Admission Number (PAN) for each school
- Each school's oversubscription criteria
- Whether individual schools were oversubscribed in September 2022
- Key dates for the application and allocation process
- Children with special educational needs
- Home-to-school transport
- The process for late applications
- Contact details for the NNC School Admissions Team

## **2.7 Parents living in the North Northamptonshire Council area wanting to complete a paper application form**

Requests for paper application forms and composite prospectuses (for those who do not have access to the internet) should be made to the NNC School Admissions Team.

## **2.8 The Common Application Form**

Parents are encouraged to apply online wherever possible. It is the responsibility of all those making an application to ensure they: a) submit the application on time and receive a submission confirmation email every time a change is made to the application or the application is checked, or b) request confirmation of a paper application by emailing School Admissions. It is **not** the responsibility of the School Admissions Team to send reminders to parents.

The application form (either online or paper) will ask the parent to provide:

- A list of up to three preferred schools in rank order (if the applicant is resident in a neighbouring authority where more than 3 preferences can be expressed, any preferences for North Northamptonshire schools will be treated in line with the child's home local authority)
- Details of siblings (if relevant) who attend the preferred school/s
- Details of the child for whom the application is being made (address, date of birth, any relevant medical information or special social circumstances)
- Confirmation that the child has an EHC Plan (if applicable)
- Reasons for their preferences
- The name of their child's current school
- Details about the person completing the application (name, address, relationship to the child, contact details)

Parents who are using the paper application form will be required to return the completed application form to the School Admissions Team at North Northamptonshire Council by midnight on **31 October 2022**. Applications received after this date will be considered as late applications and will not be processed until after the on-time applications have been dealt with, i.e. after National Offer Day). It is strongly recommended that parents should use recorded delivery and obtain a receipt when posting their application forms. North Northamptonshire Council does not accept responsibility for applications received after the closing date due to parents using insufficient postage.

If applying online, parents can submit any additional paperwork (e.g. proof of a house move or evidence of a medical / social need) electronically, or post this to the School Admissions Team at North Northamptonshire Council, clearly stating the following: name of child, date of birth and the name(s) of the school (s) the parent is applying for. If a house move takes place after the closing date, the school allocation will be based on the address we hold at the closing date.

## **2.9 Supplementary Information Forms (SIFs)**

If additional information is required by the admission authority of a Foundation, Voluntary Aided or Free school or Academy in order to apply its oversubscription criteria, this will be detailed in their admission arrangements and in the specific section about that school in the LA's composite prospectus. Links to Supplementary Information Forms (SIFs) for schools which require them will be available on the NNC website from September 2022. Alternatively, contact details for each school are included in the LA's prospectus so parents may contact schools directly to obtain a SIF. **Supplementary Information Forms must be returned directly to the preferred school by 31 October 2022 unless otherwise stated in the schools' admission arrangements.**

## **2.10 Applications for Foundation, Voluntary Aided or Free Schools and Academies (known as OAA schools)**

The School Admissions Team will ensure that parents' preferences are logged on the School Admissions database. The School Admissions Team will send a list of all applications received, including any additional information, to the relevant OAA schools and UTCs.

Applications will be sent to OAA schools by the date shown on the scheme timetable in Section 1 and schools will be asked to rank applicants as described in 2.13. Any parent who has not submitted a common application form to the LA will not be considered in the ranking lists with on-time applicants. The LA will check all OAA lists to ensure that this procedure is followed.

## **2.11 Applications for schools outside the LA and for North Northamptonshire schools from families living in other LAs**

Applications from residents in the North Northamptonshire Council area for schools in other LAs will be logged on the Admissions database and information relating to those preferences and any additional information will be electronically forwarded to the relevant maintaining local authority by the date shown on the scheme scheme timetable in Section 1.

Similarly, the School Admissions Team will receive applications forwarded from other LAs for schools in North Northamptonshire. These will be recorded and passed on to OAA schools as appropriate. If the application is for a Community or Voluntary Controlled school, the School Admissions Team will process applications along with all other applications for NNC schools.

## **2.12 Multiple applications**

If more than one application is made for a child prior to the closing date, only the latest dated application form will be processed. Any previously submitted application forms will not be processed.



If an offer of a school place has already been made by the LA and the applicant has chosen to submit further applications, the latest-dated application will take priority over any previous applications.

If it is possible to offer a place at one of the preferences on the latest-dated application, an offer will be made and the previous offer will be withdrawn without further reference to the applicant.

Applicants must place any requests to withdraw applications in writing to the School Admissions Team (by letter or email) prior to the reallocation round.

Where there may be multiple applications from parents who are separated, parents will need to refer to section 2.21 of this scheme for further guidance.

### **2.13 How the co-ordination process produces the offer of a single school place**

All schools have a Published Admissions Number (PAN). This is the number of places available at the normal point of entry. Admission authorities (Local Authorities and OAA schools) must consider all the applications they receive and, if there are more applications than places available, they must apply their oversubscription criteria to all applicants. This process can be carried out by the School Admissions Team on behalf of OAA schools as part of a Service Level Agreement (SLA). Any school wishing to use this service should inform the School Admissions team by 1 August in the year prior to the year of admission. School Admissions will always confirm any offer made with the school in question.

The local authority must allocate a place at the highest preference school where the child can be offered a place.

- If a child qualifies for a place at all 3 preference schools, the LA will offer a place at the school that is ranked highest on the CAF. The child's name will then be removed from the ranked list(s) at the lower preference schools where they qualified for a place so that other children may be offered a place at these schools
- If a child can be offered a place at only one of their preference schools, they will be offered a place at that school regardless of the preference order on the common application form
- If a child cannot be offered a place within the PAN of any of their preferred schools, the LA will offer a place at the nearest school with a place available (i.e. the nearest school which has not reached their PAN and therefore has a place/places available at the time)
- If a child is offered a place at a school which wasn't their first preference, they can request to be added to the waiting list for any of the schools which was a higher preference than the school offered
- Parents have the right to appeal against refusal of a place at any school for which they have applied, unless a higher preference has been allocated. Information about how to make an appeal is published on the local authority's website

All OAA schools are responsible for returning a ranked list of all applicants to the local authority by the date stated in the scheme timetable. Some schools will be oversubscribed, others undersubscribed. The surplus places at undersubscribed schools will be allocated to children who were unable to obtain places at their preferred schools.

The local authority will publish details of how places at all schools were allocated on its website.

Schools using random allocation as a tie-breaker, or as part of their oversubscription criteria, must send lists which include the names of all applicants in ranked order to the School Admissions Team. The ranked list must include all children (in the individual bands if applicable) and not just those ranked up to the school's PAN. This procedure will enable the School Admissions Team to identify why a place has been refused.

All schools which are their own admission authority must return the ranked allocation lists to the School Admissions Team by the date shown in the scheme timetable in Section 1.

For local authority schools (Community and Voluntary Controlled schools), the School Admissions Team will be responsible for applying the oversubscription criteria if the number of applications exceeds the Published Admission Number (PAN) of the school.

If a pupil is eligible for a place at more than one school, the applicant's order of preference will be considered and the highest preference will be offered.

Where it is not possible to offer a place at any of the preferred schools, a place will be allocated at the school closest to the home address where places are available at the time of allocation. Some pupils in this situation will be eligible for assistance with transport costs. Parents will be referred to the school travel assistance information on NNC's website.

A single place will be identified for each child by the end of this co-ordination process. When schools have more applications than places available, places will only be allocated up to the limit of the school's PAN. The admission authorities of OAA schools **must** notify their local authority of their intention to increase the school's PAN and reference to the change should be made on the school's website. Where further capacity is required to provide every child with a school place, the local authority will consult relevant schools to reach an agreement.

## **2.14 Protocol for children with Education, Health and Care (EHC) Plans**

Reviews of EHC Plans, discussions with parents about preference and placement enquiry procedures, will all be undertaken by the EHC team at NNC. Placement decisions will be made by the date shown on the scheme timetable in Section 1. The admission of children with EHC plans, where the school is named in the plan, will take priority over all other children.

The EHC Team will inform parents of the school allocated for their child on or around the date shown on the scheme timetable in Section 1. There may be circumstances where pupils have not been informed of the school allocated by this date. In these cases, schools may be required to admit children over PAN.

The offer of a school place will be made by the EHC Team who will also amend the EHC plan accordingly.

## **2.15 Notification of offers to all schools or other local authorities**

As part of the co-ordination process, other LAs will be informed electronically by the date shown on the scheme timetable in Section 1 of any offers of school places that NNC is able to make to their residents. All schools, including OAA schools, will be informed of the final offers, which may include offers made to pupils living in other LAs, by the date shown in the scheme timetable in Section 1. Schools **must not** communicate with parents until *after* the offer from NNC has been sent.

## **2.16 Late applications**

Every effort will be made to encourage parents to complete application forms by the closing date of **31 October 2022**. If an application form is received *after* 31 October 2022, it will not be possible to consider it until all the on-time applications have been processed. Late applicants will not receive an offer of a school place on National Offer Day (1 March or the next working day). Late applications will be considered from the relevant reallocation date published in the 'Applying for a Secondary School Place in North Northamptonshire 2023-24' composite prospectus and in the scheme timetable in Section 1).

In the co-ordinated scheme in North Northamptonshire, parents will not be allowed to have more than three live primary or secondary preferences at any point in time, prior to the offer date. Parents will not be allowed to change the order of schools listed as preferences after the closing date. After this date, changes to preferences must be made on a late application form which will be processed in the further rounds of allocation (see Section 1).

For OAA schools, NNC will forward any late applications directly to the schools for their consideration (by the agreed timelines). If places are not available at the preferred school, the School Admissions Team must be informed by the school so that a place can be offered at an alternative school with places available. If the alternative school is its own admission authority, details of the applicant will be sent to the school before an allocation is made by the local authority.

NB: The co-ordinated process in North Northamptonshire continues up to and including 31 July of each year. From 1 August, the in-year process commences.

### **2.17 Right to appeal**

Parents have the right to appeal against refusal of a place at any school for which they have applied. When an admission authority informs a parent of a decision to refuse a place, it **must** include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents **must** be informed that, if they wish to appeal, they **must** set out their grounds for appeal in writing. Admission authorities **must not** limit the grounds on which appeals can be made.

The admission authority **must** establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

### **2.18 Waiting lists**

Parents who have been refused a place at a school (this could either be after National Offer Day, after an unsuccessful appeal or after making a late application) may wish to place their child's name on a waiting list. Parents must contact the School Admissions Team in order to request that their child's name is added to the waiting list. Following Secondary National Offer Day, there will be no distinction drawn on school waiting lists between on time and late applications: all applications will be ranked in accordance with schools' oversubscription criteria.

For OAA schools, parents need to contact the individual schools directly to ask for information on the waiting list policy for the school.

If a place becomes available, the school's oversubscription criteria will be applied to the waiting list to determine who should be allocated the available place. Any places that become available after the initial allocation will be reallocated in rounds of reallocation (see Section 1) by the School Admissions Team. The local authority continues to co-ordinate the allocation of places at all schools up to and including 31 July. This requires all schools which are their own admission authority to ensure clear and up-to-date communications with the School Admissions Team regarding the ranking lists for each round of allocations. No allocation will be made by the School Admission Team without prior agreement with the individual admission authority.

For every over-subscribed Community and Voluntary Controlled school, the School Admissions Team will retain a waiting list until the end of the 2023 Autumn term (31 December). Following this date, waiting lists will be ended. If parents still wish their child's name to remain on the new waiting lists which will be established for the following term, they will need to request this in writing (via email) to the NNC School Admissions Team. Waiting lists will be restarted every term, so if a parent wishes to remain on a waiting list for a whole academic year, they would make a request in writing to the School Admissions Team at the start of January and following the Easter break (March/April).

### **2.19 National Offer Day**

The School Admissions Team will notify all on-time applicants of their school offer on National Offer Day (1 March or the next working day) by email (for all online applicants) or by post (a first class letter will be sent to all applicants who submitted a paper application). The communication will include information about how to find out how school places have been allocated in the North Northamptonshire Council area and, if necessary, information about how to appeal. In addition,

breakdowns of how places were allocated in accordance with each school's oversubscription criteria will be published on the NNC website. Links to this page will be provided on all offer emails and letters.

The School Admissions Team will assume that the place has been accepted unless communication from the parent is received to advise to the contrary.

## **2.20 Rejection of a school place**

Parents will be required to notify the relevant admission authority and the School Admissions Team in writing (by email or letter) if they **do not** propose to accept the school place offered. These places will then be reallocated following the process as set out above in 2.13. Places will not be removed until the School Admissions Team has been advised by the parent that they have secured an alternative school place for their child.

Schools which are their own admissions authority must inform the School Admissions Team as soon as a place is rejected so that the School Admissions Team has an accurate picture of the available school places prior to the reallocation dates.

## **2.21 Definition of a sibling and sibling link for Community and Voluntary Controlled schools**

Some schools give priority to children whose brother(s) or sister(s) are already on roll at a preferred school (this is called a sibling link). A sibling is defined as a child's brother or sister. NNC's definition of 'sibling' for Community and Voluntary Controlled schools states that a sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify for a sibling link and includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

The sibling link will only be valid if the sibling will be attending when the child applying starts school. This means that it will not count as a sibling link if a child wants a place in a Primary school, but their brother is in Year 6 and will therefore have left the school when the child applying starts at the school.

Some admission authorities have different definitions of a sibling and sibling link. Parents are advised to check the information in the LA's composite prospectus or in the school's admission arrangements available on their website to see what their definition is.

## **2.22 Parents who do not live together**

NNC's definition of a child's address states that when parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

Other admission authorities may have different definitions of a child's home address. Parents are advised to check the school's individual admission arrangements on their website or in the LA's composite prospectus.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

The LA can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of a child being allocated a place at their preferred school/s.

Further information on parental responsibility can be found on the [DfE website](#):

### **2.23 Children who are part of a multiple birth group**

Under paragraph 2.16 (g) of The School Admissions Code (2021), infant class size restrictions may be exceeded where a child who is part of a multiple birth group is allocated as the 30<sup>th</sup> pupil. For Community and Voluntary Controlled schools, the admission number will be exceeded to accommodate the other children from this birth group. These children will remain as 'excepted pupils' for the time they are in an infant class (Reception, Year 1 and Year 2) or until class numbers fall back to the current infant class limit. Own admission schools may have another policy in place.

### **2.24 Random allocation**

Random allocation, when used as a tie-breaker within an oversubscription criterion for a Community or Voluntary Controlled school, will be observed by an independent person (not employed by the local authority or with a connection to the school). This is to ensure that the process is administered correctly.

If a place is allocated from the waiting list after the initial round of allocations, and the tie-breaker is used, a new round of random allocation will be performed but not observed.

### **2.25 Definition of Looked After and Previously Looked After Children ('Children in Care')**

The highest priority in the oversubscription criteria for all schools must be given to 'looked after children' and 'previously looked after children'. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

'Previously looked after children' are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who appear, to the admission authority, to have been in state care outside England prior to adoption.

### **2.26 Admission of children out of their normal year group (out of cohort)**

North Northamptonshire Council's policy is for children to be educated within their correct chronological year group where possible, with the curriculum differentiated as necessary to meet

the needs of individual children. This is in line with DfE guidance which states that “in general, children should be educated in their normal age group”.

Parents/carers may however seek a place for their child out of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. They must put their request in writing to the School Admissions Team (for Community and Voluntary Controlled schools) and directly to the school for schools who are their own admission authority, at the time of application.

The admission authority of the school will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent’s/carer’s views;
- information about the child's academic, social and emotional development;
- where relevant, the child’s medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Head teacher of the school concerned.

The admission authority of the school **MUST** set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Schools for which the local authority is not the admission authority may have a different process. Please check individual schools’ admission arrangements directly with the schools or on their websites to ensure you are following the correct procedure.

Please see further information in the School Admissions Code (2021) about the admission of children outside their normal age group.

## **2.27 Sharing information with schools**

When sharing information regarding the co-ordinated scheme with schools, the local authority (NNC) will:

- Supply information about what is required in the co-ordination process;
- Provide useful tips to schools;
- Be clear about the dates when information should/must be returned to the LA.

If schools already have a Service Level Agreement (SLA) with the School Admissions Team, the team will carry out the agreed work and will share with the school the outcome of applications made to the school by sending out lists of successful applicants.

Schools wishing to establish a (SLA) for the co-ordination process should contact the School Admissions Team as soon as possible to discuss their requirements.

## **2.28 Relevant Area**

The relevant area for schools in North Northamptonshire is the area comprising North Northamptonshire and all adjoining local authorities.



North  
Northamptonshire  
Council

# **North Northamptonshire Council**

**1 JANUARY 2022 TO 30 APRIL 2022**

**Published by: Democratic Services**

**Leader of North Northamptonshire Council: Councillor Jason Smithers**

## INTRODUCTION

This is the North Northamptonshire Council's Forward Plan. It is published pursuant to The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. Its purpose is to provide the required 28 days notice of the Council's intention to take 'key decisions' and to hold meetings or parts of meetings in private. It gives advance notice of all the "key decisions" and "exempt decisions" which the Executive or another body or officer so authorised are likely to take over a four month period. The Plan is updated on a rolling monthly basis.

<b>The Members of the Executive are:</b>	
Councillor Jason Smithers	Leader of North Northamptonshire Council
Councillor Helen Howell	Deputy Leader of North Northamptonshire Council Sport, Leisure, Culture and Tourism
Councillor Helen Harrison	Adults, Health and Wellbeing
Councillor Scott Edwards	Children, Families, Education and Skills
Councillor Harriet Pentland	Climate and Green Environment
Councillor Lloyd Bunday	Finance and Transformation
Councillor David Brackenbury	Growth and Regeneration
Councillor Graham Lawman	Highways, Travel and Assets
Councillor Andy Mercer	Housing and Community
Councillor David Howes	Rural Communities and Localism

The concept of a "key decision" is intended to capture the most important or significant decisions. "Key decisions" will normally be made at meetings open to the press and public. The press and public will only be excluded from such meetings as and when the Council's Monitoring Officer considers that this is necessary in order to avoid the public disclosure of confidential or exempt information.

The authority has decided that a Key Decision is one which is likely:-

- (a) to result in the authority incurring expenditure of which is, or the making of savings which are, significant; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more electoral wards in the area of the authority."

The Council has decided that significant expenditure or savings are those amounting to above £500,000.

In determining the meaning of "*significant*" for these purposes North Northamptonshire Council will also have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the Local Government Act 2000.



At times it may be necessary for the North Northamptonshire Council to give consideration to items where the public may be excluded from the meeting. Members of the public are excluded from meetings whenever it is likely that, in the view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed. This includes exclusion from access to any pertinent documents. Details of the exemption categories can be found in the 'Access to Information Procedure Rules' section in the Council's [Constitution](#). This plan provides advance notice of any items which may be held in private.

Paragraph 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 provides for members of the public to make representations to the Council on why an exempt item should be considered in public, rather than in private. Persons wishing to make such representations and/or obtain further details in respect of any issues referred to in the Plan should contact the undermentioned officer.

The Monitoring Officer may also include in the Forward Plan references to such other decisions, which are to be taken by the Council or any of its Committees or Sub-Committee or officers as they consider appropriate. These will be those decisions that are considered to be significant or sufficiently important and/or sensitive so that it is reasonable for a member of the public to expect it to be recorded and published.

All general questions or queries about the contents of this Forward Plan or about the arrangements for taking key decisions should be raised with David Pope, Democratic Services.

Please email: [democraticservices@northnorthants.gov.uk](mailto:democraticservices@northnorthants.gov.uk)

## January 2022

Subject of the Decision:	Decision Maker	Is it a key decision?	Will it contain exempt information? /Reasons for exemption, if any	Consultation undertaken	Anticipated Date of Decision:	Report Author	Support documents (if any)
Budget Forecast Update 2021/22	Executive	Yes	No		13 Jan 2022	Executive Director of Finance	
Capital Programme Update 2021/22	Executive	Yes	No		13 Jan 2022	Executive Director of Finance	
African Refugee Resettlement	Executive	Yes	No		13 Jan 2022	Executive Director - Adults, Communities and Wellbeing	
Community Programme to Support Growing, Cooking and Eating of Healthy Foods	Executive	Yes	No		13 Jan 2022	Director of Public Health	
Procurement of Short-Term Home Care Service for North Northamptonshire	Executive	Yes	No		13 Jan 2022	Executive Director - Adults, Communities and Wellbeing	
Domestic Abuse Strategy	Executive	Yes	No		13 Jan 2022	Executive Director - Adults, Communities and Wellbeing	
Re-procurement through Open Tender of the Countywide Carers Support Service	Executive	Yes	No		13 Jan 2022	Executive Director - Adults, Communities and Wellbeing	

## February 2022

Subject of the Decision:	Decision Maker	Is it a key decision?	Will it contain exempt information? /Reasons for exemption, if any	Consultation undertaken	Anticipated Date of Decision:	Report Author	Support documents (if any)
Budget Forecast Update 2021/22	Executive	Yes	No		10 Feb 2022	Executive Director of Finance	
Capital Programme Update 2021/22	Executive	Yes	No		10 Feb 2022	Executive Director of Finance	
<span style="writing-mode: vertical-rl; transform: rotate(180deg); position: absolute; left: -40px; top: 50%; font-weight: bold;">P 2022-23</span> HPA Final Budget 2022-23 and Medium Term Financial Plan	Executive	Yes	No		10 Feb 2022	Executive Director of Finance	
General Fund Final Budget 2022-23 and Medium Term Financial Plan	Executive	Yes	No		10 Feb 2022	Executive Director of Finance	
Capital Programme 2022-26	Executive	Yes	No		10 Feb 2022	Executive Director of Finance	
Agreement to Implement a Dynamic Purchasing System for the Provision of Care Home Services for Older People in North Northamptonshire	Executive	Yes	No		22 Feb 2022	Executive Director - Adults, Communities and Wellbeing	
Housing Development - Former Grange Methodist Church Site, Kettering	Executive	Yes	No Part exempt		22 Feb 2022	Executive Director - Adults, Communities and Wellbeing	

Voluntary Sector Grant Agreements for 2022/23 and 2023/24	Executive	Yes	No		22 Feb 2022	Executive Director - Adults, Communities and Wellbeing	
Gallery, Museum and Library (GLaM) Site Business Plan	Executive	Yes	No		22 Feb 2022	Executive Director - Adults, Communities and Wellbeing	
Proposed amalgamation of Tennyson Road Infant and Alfred Street Junior Schools	Executive	Yes	No	Yes – all relevant stakeholders	22 Feb 2022	Director for Children's Services	
Determination of Admission Arrangements for Local Authority Maintained Schools for the 2023 Intakes	Executive	Yes	No		22 Feb 2022	Director for Children's Services	
Priors Hall Golf Course	Executive	Yes	No		22 Feb 2022	Executive Director - Adults, Communities and Wellbeing	

## March 2022

Subject of the Decision:	Decision Maker	Is it a key decision?	Will it contain exempt information? /Reasons for exemption, if any	Consultation undertaken	Anticipated Date of Decision:	Report Author	Support documents (if any)
Budget Forecast Update 2021/22	Executive	Yes	No		17 Mar 2022	Executive Director of Finance	
Capital Programme Update 2021/22	Executive	Yes	No		17 Mar 2022	Executive Director of Finance	
Asset of Community Value Policy	Executive	Yes	No		17 Mar 2022	Executive Director – Place & Economy	
Community Asset Transfer Policy	Executive	Yes	No		17 Mar 2022	Executive Director – Place & Economy	
Annual Inflationary Uplift – Adult Care and Support	Executive	Yes	No		17 Mar 2022	Executive Director - Adults, Communities and Wellbeing	
Tree Strategy and Policy	Executive	Yes	No		17 Mar 2022	Executive Director – Place & Economy	
Pollinator Strategy	Executive	Yes	No		17 Mar 2022	Executive Director – Place & Economy	
Stanton Cross Development of Governance Arrangements	Executive	Yes	No		17 Mar 2022	Executive Director – Place & Economy	

## April 2022


Subject of the Decision:	Decision Maker	Is it a key decision?	Will it contain exempt information? /Reasons for exemption, if any	Consultation undertaken	Anticipated Date of Decision:	Report Author	Support documents (if any)
Council Housing Development - Former Grange Methodist Church Site, Kettering	Executive	Yes	No Part exempt		14 Apr 2022	Executive Director - Adults, Communities and Wellbeing	


# EAP Education, Skills and Employment – Forward Plan of Items

Chair: Councillor Scott Edwards


Committee Officer: Ben Smith

(Items that have been newly added/amended during the month of December are highlighted in red below)


Decision/Item	Summary of Report	Report Author	Department	 Exempt Item	26 Jan 2022	02 Mar 2022	23 Mar 2022	04 May 2022
<b>Standing Items</b>								
Forward Plan of Executive Items	External Forward Plan	Ben Smith	Legal and Governance		✓	✓	✓	✓
Forward List of Items for Education, Skills and Employment EAP	Internal EAP Forward Plan of Items and Briefings	Ben Smith	Legal and Governance		✓	✓	✓	✓
<b>Individual Items</b>								
Executive Report - Proposed amalgamation of Tennyson Road Infant and Alfred Street Junior Schools	Proposal to amalgamate Tennyson Road Infant and Alfred Street Junior Schools, Rushden, to form an 'all-through' primary school	Chris Wickens	Children's Services		✓			
Executive Report - Determination of admission arrangements for local authority maintained schools for the 2023 intakes	To consider admission arrangements of schools where the local authority is the admission authority and to agree the primary and secondary co-ordinated schemes for admissions at age 4+ (Reception/Primary) and 11+ (Year 7/Secondary)	Jan Baines	Children's Services		✓			

Decision/Item	Summary of Report	Report Author	Department	 Exempt Item	26 Jan 2022	02 Mar 2022	23 Mar 2022	04 May 2022
School effectiveness and improvement – Update	Briefing Paper, with a particular focus on those requiring improvement	Jo Hutchinson	Senior School Improvement Partner			✓		

**Items to be scheduled arising from member requests at the meeting held on 15 December 2021**

Decision/Item	Summary of Report	Report Author	Department	 Exempt Item	26 Jan 2022	02 Mar 2022	23 Mar 2022	04 May 2022
SEN Update	To include statistics on how many SEN children the Council looked after placed both inside and outside of the county. How many of these children were not in school and if so how would education be provided? How many speech therapists were going into schools and how many children were being seen by them?	?	Children's Services		?	?	?	?



Decision/Item	Summary of Report	Report Author	Department	 Exempt Item	26 Jan 2022	02 Mar 2022	23 Mar 2022	04 May 2022
Youth Justice Plan Update	To include more statistics surrounding children who were involved with the police.	?	Children's Services		?	?	?	?
Home Schooled Children – Briefing	To include numbers and provision particularly how this may have increased resulting from Covid and how many children had returned to school thereafter.	?	Children's Services		?	?	?	?
PROSPECT – Presentation on Young Adults NEET	That a presentation be provided by PROSPECT detailing the work being undertaken by, and in conjunction with, the Council to support young adults not in education, employment or training.	?	Children's Services		?	?	?	?

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