

Lancashire County Council

Education Scrutiny Committee

Tuesday, 5th April, 2016 at 10.00 am in Cabinet Room 'C' - The Duke of Lancaster Room, County Hall, Preston

Agenda

Part I (Open to Press and Public)

No. Item

1. Apologies

2. Disclosure of Pecuniary and Non-Pecuniary Interests

Members are asked to consider any Pecuniary and Non-Pecuniary Interests they may have to disclose to the meeting in relation to matters under consideration on the Agenda.

3. Appointment of Deputy Chair

To note the appointment by the Urgency Committee on the 13th January 2016 of County Councillor Peter Buckley to replace County Councillor Susie Charles as the Deputy Chair for the Education Scrutiny Committee

4. Minutes of the meeting held on 17th November 2015 (Pages 1 - 14)

5. School Attendance (Pages 15 - 22)

Presented by: Jonathan Hewitt and Frances Molloy
Overall attendance at school with a focus on the strategies in place to tackle non-attendance

6. School Admission Process and Transport to School (Pages 23 - 38)

Presented by: Debbie Ormerod
To enable members to understand the working of the school admissions process

7. LEP Skills and Employment Board (Verbal Report)

Presented by: Andy Walker and Lisa Moizer
An update on the work of the Board and its priorities (link to framework below for further information):
[Lancashire Skills and Employment Framework 2016-2021](#)

8. Impact on Education Service of the Regional Schools Commissioners Agenda (Verbal Report)

Presented by: Bob Stott and Jonathan Hewitt
Verbal update following recent meetings

9. Work Plan

Presented by: Wendy Broadley

10. Urgent Business

An item of urgent business may only be considered under this heading where, by reason of special circumstances to be recorded in the Minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency. Wherever possible, the Chief Executive should be given advance warning of any Member's intention to raise a matter under this heading.

11. Date of the Next Meeting

The next scheduled meeting of the Committee is due to be held at 10.00am on the 19th July 2016 in Cabinet Room 'C' at County Hall, Preston.

I Young
Director of Governance,
Finance and Public Services

County Hall
Preston

Agenda Item 4

Lancashire County Council

Education Scrutiny Committee

Minutes of the Meeting held on Tuesday, 17 November, 2015 at 10.00 am in Cabinet Room 'C' - The Duke of Lancaster Room, County Hall, Preston

Present:

County Councillor Cynthia Dereli (Chair)

County Councillors

Mrs S Charles	A Kay
A Cheetham	D Lord
C Crompton	B Murray
B Dawson	A Schofield
G Dowding	D T Smith
C Henig	

Co-opted members

Mr Ian Beck, Representing RC Schools
Mrs Janet Hamid, Representing Parent Governors
(Secondary)
Mr Fred Kershaw, Representing CE Schools
Mr Kenvyn Wales, Representing Free Church Schools
Mr John Withington, Representing Parent Governors
(Primary)

County Councillors Carl Crompton, Gina Dowding, Alan Schofield and David Smith attended in place of County Councillors Gareth Molineux, Sandra Perkins, Peter Buckley and Keith Iddon respectively.

1. Apologies

None

Guests

The Chair welcomed:

- Bob Stott, Director of Children's Services
- Jonathan Hewitt, Head of Quality and Continuous Improvement
- Barbara Bath, Head of Service for Fostering, Adoption, Residential and Youth Offending Team
- Audrey Swan, Headteacher for Children Looked After

2. Disclosure of Pecuniary and Non-Pecuniary Interests

There were no declarations of interest in relation to matters appearing on the agenda.

3. Minutes of the meeting held on 21 July 2015

The minutes from the meeting held on 21 July 2015 were presented and agreed.

Resolved: That the minutes from the meeting held on 21 July 2015 be confirmed as an accurate record and signed by the Chair.

4. Youth Offending Team

The report was introduced by Bob Stott, Director of Children's Services, and presented by Barbara Bath, Head of Service for Fostering, Adoption, Residential and Youth Offending Team. It provided information on the support for young people's education provided by the Youth Offending Team (YOT) to those young people in the criminal justice system.

It set out information about: the makeup of the YOT; the delivery model; how young people are referred to the service; and how they are assessed and monitored. It also explained how performance of the service is measured, and some performance data was included at Appendix A to the report presented.

Members raised a number of comments and questions and a brief summary of the main points is set out below:

- It was considered most important to keep young people engaged in education.
- It was confirmed that performance information against three key targets is regularly reported to the multi-agency Partnership Board. Officers undertook to provide this more detailed performance information, which was later received and is now appended to these minutes.
- It was confirmed that there was a low rate of re-offending generally, although there was a small cohort of young people who were well known to the YOT. The number of young people in custody was very low.
- The role of volunteers and the training provided to them was explained.
- It was accepted that as the two targets set by the Lancashire YOT were comfortably being met it would be appropriate to consider revising them when the Continuous Improvement Plan was next reviewed.
- In terms of challenges facing the service, it was explained that the young people accessing the service tended to have a range of complex issues which could require specialist interventions such as speech and language therapy or emotional support. The behaviour of young people could also be ingrained and very difficult to manage. A more robust, holistic assessment tool was currently being implemented.

- Funding pressures for the service and its partners also presented challenges going forward.
- It was important to be mindful that, depending on the nature of the offence, some young people might have very limited contact with the YOT or would be difficult to engage. The service would always strive to engage them in some meaningful activity or refer on to the youth service for continued support.
- It was suggested that, as the 'Raising of the Participation Age' to 18 had resulted in a wider cohort of young people being NEET, a report about this be brought to a future meeting of the Committee.

Resolved: That,

- i. Officers be thanked for the report and that all members of the Youth Offending Team be thanked for their work.
- ii. A report about young people who are NEET be brought to a future meeting of this Committee

5. Lancashire Alternative Provision Offer

Jonathan Hewitt, Head of Quality and Continuous Improvement and Audrey Swan, Headteacher for Children Looked After presented the report which described the current offer for Lancashire Children and Young People placed in alternative provision and a number of developments being implemented. It set out the Pupil Referral Unit (PRU) offer for both primary and secondary pupils and the main functions of the Alternative Provision Team. It also summarised the outcomes, key areas for development and actions.

It explained that the local authority is also working to improve the assessment process to help identify pupils' needs consistently in a timely way and review the intervention offer in the primary phase to include early response and assessment. During the course of the discussion members asked that data be provided to help them understand the trends and the pressures facing the service. Officers undertook to provide data for the last 3-5 years set against national figures, broken down by gender, and indicating whether the pupil was subject to a short-term or permanent exclusion, or whether they were attending the PRU for some other reason.

The Committee was assured that schools were reluctant to permanently exclude pupils and Alternative Provision was intended to support them in this.

One member raised concern about the transition from primary to secondary school and suggested that there should be improved continuity.

It was felt that the term 'Pupil Referral Unit' was unhelpful. It was explained that as PRUs are schools in their own right, many of them in Lancashire had changed their name, referring to themselves as schools rather than PRUs.

It was confirmed that there was much emphasis on providing Information, Advice and Guidance (IAG) to young people in Alternative Provision; there was recognition that this cohort of young people were at risk of developing other issues and/or becoming NEET. There was much intensive work ongoing around IAG and officers undertook to provide further information to the Committee about this work also.

The Committee was assured that many systems and safeguards had been put in place to ensure that young people, not on a school roll, were carefully tracked to ensure that they were receiving 25 hours education or the equivalent on a one-to-one basis, unless this was not possible for medical/emotional reasons. Providers were asked to explain reasons and say what plans were in place to increase time for those young people not in receipt of 25 hours education per week.

The Committee was assured that factors outside school were relevant and it was important that background factors, such as family situation, were known. There was a partnership approach and PRUs work closely with the family and external services.

It was noted that one PRU in Lancashire had recently received an Ofsted rating of 'inadequate' and this had been highlighted through a Motion at the July Full Council meeting. Details of the support provided to all schools in the event of such a rating were provided to the Committee and officers undertook to provide to the Chair and Deputy Chair the specific arrangements in place for the particular PRU in question.

Resolved: That,

- i. Officers be thanked for the report and their attendance at the meeting;
- ii. That the further information requested, as referred to above, be circulated to the Committee; and
- iii. A further report be brought back to the Committee when considered appropriate.

6. Attainment of Children Looked After 2014 -2015

This report was also presented by Jonathan Hewitt and Audrey Swan. It provided information on the attainment, progress and achievements of Lancashire Children Looked After (CLA) in 2015. The findings for Key Stage 1 and Key Stage 2 were based on unvalidated assessment information released by the Department for Education (DfE) and local authority information on CLA.

The Key Stage 4 data was school reported data and therefore provisional. The data showed that there were improvements in achievement at the end of Key Stages 1 and 2, but achievement for CLA remained well below that of other pupils in Lancashire. The information indicated that levels of attainment at the

end of Key Stage 4 rose in 2015, but remained very low when compared with other pupils.

The report also highlighted pupil progress in key areas of development and the steps taken to implement the Recovery Plan, which were set out at Appendix A to the report now presented.

Whilst it was acknowledged that there were ongoing concerns regarding the achievements of CLA particularly at KS4, it was emphasised that the most important factor to consider was progress rather than attainment in isolation, and not simply attainment in an academic sense but on a broad range of measures.

The Committee's attention was drawn to the five indicators, set out in the report, against which progress was monitored on a termly basis, which helped identify issues in good time for appropriate and effective interventions. They gave a holistic view of how each CLA was progressing and provided an effective tracking system.

It was emphasised that the majority of CLA were making satisfactory or good progress and attendance was good. Schools were responding well to the new system.

The Committee was informed that a guide for meeting the needs of CLA in school was currently being produced, which was intended for all involved. It was confirmed that 'Designated Teachers' received regular training and it was important that CLA knew who the Designated Teacher in their school was.

There was a brief explanation of how the Pupil Premium Grant, which was used for raising the attainment of disadvantaged children, was allocated.

Resolved: That,

- i. Officers be thanked for the report and for their attendance at this Committee.
- ii. A further report be provided to the Education Scrutiny Committee when appropriate, to include the recovery plan for 2015/16.

7. Work Plan

Appendix A to the report now presented set out a draft work plan for the Education Scrutiny Committee, including current task group reviews.

The Chair noted that items scheduled for April 2016 were:

- **School Attendance** and
- **School Admission Process and Transport to School**

Items that had previously been suggested were:

Update Report on the Implications of the Education and Adoption Act 2015
– a bite size briefing was now to be delivered to members about this.

Pupil Premium Task Group Final Response – This was to be added to the work plan for the next meeting on 5 April 2016.

Update by LEP Skills Board – The Chair reported that she and the Deputy Chair had recently met with Michele Lawty-Jones, Director of the Lancashire Skills Hub, to receive an update on the work of the Skills and Employment Board, and information had subsequently been circulated to members. Dr Lawty-Jones had agreed to attend Committee in April 2016 to provide an update on the work of the Skills and Employment Board when the position regarding priorities and funding was clearer.

Information, Advice and Guidance – At the July meeting it was agreed that the Youth Council would carry out a further piece of work and it was now expected that their report would come to the April 2016 meeting together with an update on the models of provision of IAG currently in use across the county.

Fire Suppression Measures Task Group - The recommendations of the Task Group had been considered by the Scrutiny Committee at its meeting on 13 November and had been fully supported, subject to a slight amendment in the wording for clarification, which would be recorded in the Scrutiny Committee minutes. A link to the report had been circulated to Members of this Committee via email.

It had also been agreed earlier in this meeting that a further update on the **Attainment of CLA** be brought back in 12 months and that an update report on **Alternative Provision** be provided to the Committee when this was considered appropriate.

The Chair also invited members to suggest topics if they felt there was an issue requiring scrutiny, which was not scheduled on the work plan.

Resolved: That the work plan, as now amended, be noted.

8. Urgent Business

There were no items of urgent business for discussion at the meeting.

9. Date of the Next Meeting


It was noted that the next meeting of the Committee would be held on Tuesday 5 April 2016 at 10.00am, County Hall, Preston.

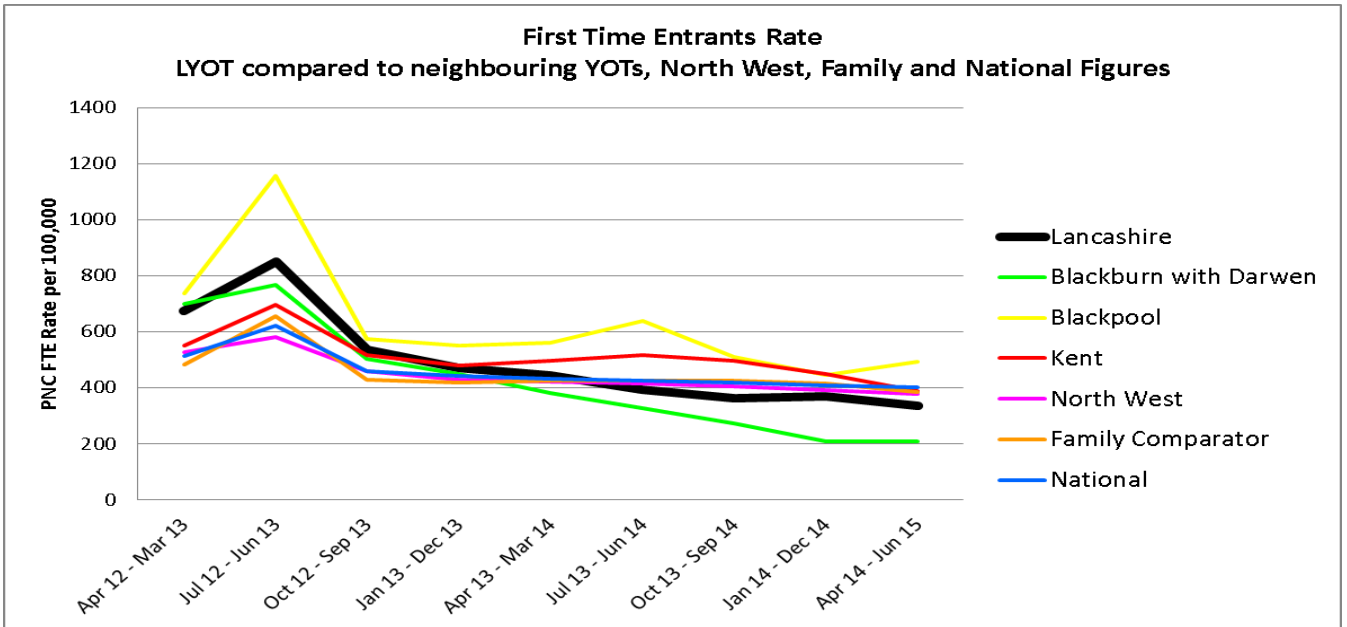
I Young
Director of Governance, Finance
and Public Services

County Hall
Preston

Lancashire YOT Performance Report

1. National Indicator: First Time Entrants

Indicator	Previous Quarter Jan 14 – Dec 14	Current Quarter Apr 14 – Mar 15	Trend	Percentile Position	Summary
First Time Entrants to the Youth Justice System (Rate per 100,000)	369	335	Decreasing 	37 of 140 26% (2 nd quartile)	LYOT's FTE rate has decreased this quarter from 369 to 335. LYOT's ranking has also improved from 50 th to 37 th , but currently remains in the 2 nd quartile.



TEAM FIRST TIME ENTRANTS (RATE)

	13 14 Q1	13 14 Q2	13 14 Q3	13 14 Q4	14 15 Q1	14 15 Q2	14 15 Q3	14 15 Q4	15 16 Q1
EAST	111	74	59	69	61	59	67	45	56
NORTH	93	99	99	83	122	61	72	47	32
SOUTH CENTRAL	197	152	94	112	97	51	63	53	46
LYOT	139	110	83	89	91	56	66	49	46


Data Analysis

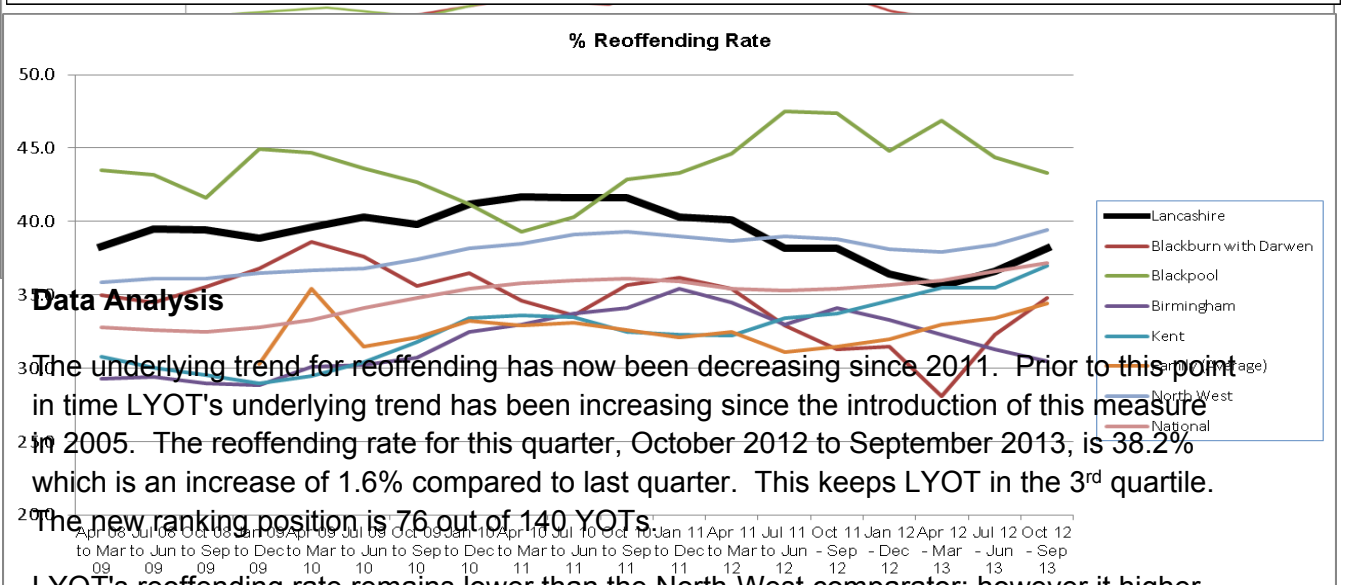
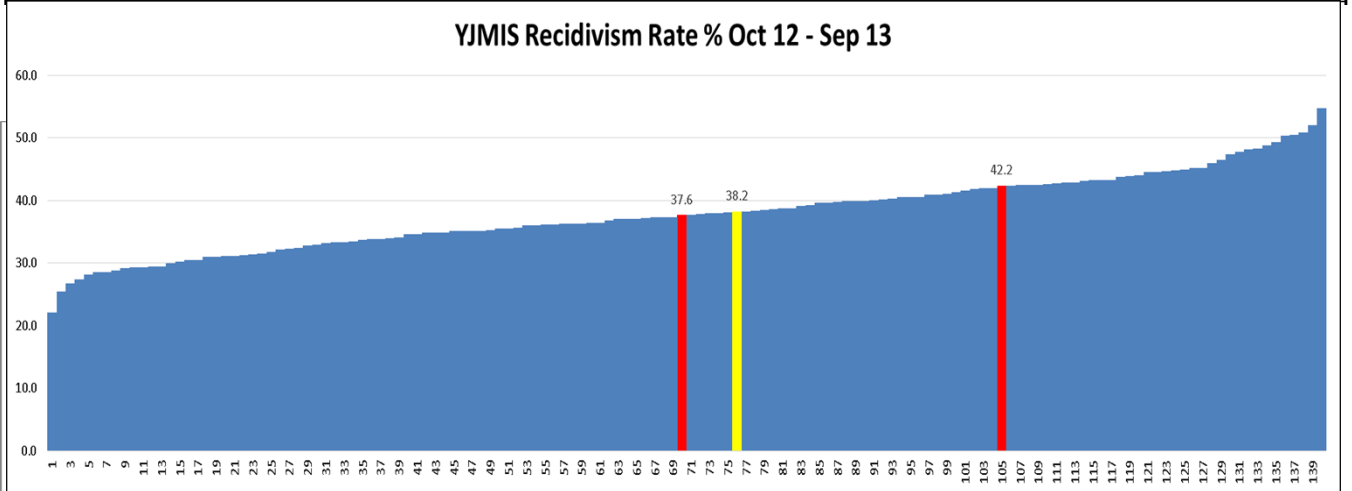
The underlying trend for FTEs has been reducing since 2007. This is a trend which has been mirrored by all the comparators in the same period. The last quarter has seen a slight decrease in the FTE rate from 369 to 335 for the period April 2014 to June 2015. This now places LYOT within the 2nd quartile – ranked 37th out of 140 YOTs.

LYOT's performance is better than all 3 comparators – North West, Family and National.

All LYOT teams have seen a decrease in the FTE rate for the current quarter with the exception of the East Team.

2. National Indicator: Recidivism

Indicator	Previous Quarter Jul 12 – Jun 13	Current Quarter Oct 12 – Sep 13	Trend	Percentile Position	Summary
Reoffending of young people in the Youth Justice System	36.6%	38.2%	Decreasing 	76 of 140 54% (3 rd quartile)	The reoffending rate figures have increased slightly from 36.6% to 38.2%, but the overall trend still indicates a decrease. The YOT ranking has also increased from 73 rd to 76 th . This means LYOT remains in the 3 rd quartile for reoffending.



Data Analysis


The underlying trend for reoffending has now been decreasing since 2011. Prior to this point in time LYOT's underlying trend has been increasing since the introduction of this measure in 2005. The reoffending rate for this quarter, October 2012 to September 2013, is 38.2% which is an increase of 1.6% compared to last quarter. This keeps LYOT in the 3rd quartile.

The new ranking position is 76 out of 140 YOTs

LYOT's reoffending rate remains lower than the North West comparator; however it higher than the Family comparator and National comparators

The local 'real-time' reoffending tally measure has seen 'reoffending' levels remain relatively stable since Nov 2013.

3. National Indicator: Reducing the Use of Custody

Indicator	Previous Quarter Apr 14 – Mar 15	Current Quarter Jul 14 – Jun 15	Trend	Percentile Position	Summary
Use of Custody for young people. (Rate per 1000)	0.56	0.50	Stable 	86 of 140 80% (3 rd quartile)	The custody rate has decreased this quarter from 0.56 to 0.50. Despite this decrease, LYOT remains in the 3 rd quartile being 86 th out of 140 YOTs, but the trend remains stable.

TEAM USE OF CUSTODY (NUMBERS)														
	12 13 Q1	12 13 Q2	12 13 Q3	12 13 Q4	13 14 Q1	13 14 Q2	13 14 Q3	13 14 Q4	14 15 Q1	14 15 Q2	14 15 Q3	14 15 Q4	15 16 Q1	
East	7	3	5	7	5	3	4	6	6	0	1	2	5	
South Central	5	6	3	4	5	6	7	5	6	8	8	10	7	
North	6	2	2	1	0	4	1	1	4	4	3	3	3	
Lancashire	18	11	10	12	10	13	12	12	16	12	12	15	15	

Data Analysis

The underlying trend for LYOT's Custody has been stable since 2012. The last quarter has seen another slight decrease in custody from 0.56 to 0.50. Custody rates have been very good in Lancashire and this trend continues with LYOTs ranking being 86th out of 140 YOTs – placing LYOT in the third quartile.

LYOT's custody rate is marginally higher than all the comparator figures.

Custody figures remain low in all our teams with only a slight increase in the East from 2 to 5 young people.

Current LYOT Operational Analysis – key points

To further support the data analysis of the three national indicators, each of the three YOT teams carry out a local team analysis meeting each quarter. At these meetings, the relevant team operational managers, practitioners and performance officers discuss and identify key operational issues which are impacting either directly or indirectly on performance. The meetings primarily focus on the 3 national indicators, local measures and national standards.

Below are the key themes and issues emerging from these meetings based on exception reporting:

LYOT North Team

The first time entrants' rate continues to decrease in the North together with increases in triage figures. This indicates effective use of triage as an alternative to court action.

The Lancashire MOJ rate which is 18 months behind, has seen an increase in reoffending. This correlates with the five young people who had received ASBOs and then subsequently went on to commit a high number of offences.

Custody rates have remained static for a long time now and of the 3 young people who received custody: one was 19 years old at sentence and the other two were as a result of the serious nature of their offending and breach of their ISS requirements.

National standards compliance was very good at 81%.

South Central Team

There has been a number of personnel changes within the South Central team in recent months. A new Team Manager started in April and a Practice Manager left in May, to be replaced in July.

The last quarter has seen an increase in the number of new orders starting. The team also continues to manage a high caseload of young people who are assessed as a high or very high risk of serious harm to themselves (25 young people), those assessed as high risk of harm to others (18 young people) and five MAPPA cases.

The first time entrants' rate is still decreasing in the team. This is testament to the work done by the Police Officers delivering training sessions to other Police colleagues in the division as alternatives to out of court disposals, such as community resolution, triage and restorative justice options.

Reoffending is the highest in the county for the South Central Team. The team are planning some 'deep dive' analysis to determine some of the underlying causes of this.

Custody levels have reduced in the last quarter, however remain the highest for the county. Unfortunately despite robust alternatives to custody being recommended, most of the cases inevitably received custody due to the serious nature of the offending. Only one custody panel meeting took place last quarter and the team are to ensure that these are completed in all instances.

National standards compliance was very good at 81%.

East Team

The first time entrants' rate has seen a slight increase for the quarter to 56 young people per 100,000 of the 10-17 population. This is the highest rate in the county however significantly lower than previous historical rates. This is not a consistent trend across all district in the area. There is a view that inconsistent outcomes from the two Out of Court Disposal Panels (Burnley & Hyndburn) may be having an impact. This is being addressed by the attendance of a practice manager which is helping to achieve greater equity in process between the two panels.

The local reoffending rate has reduced for the East in the last quarter. The use of constructive and creative activities in the area has seen an increase in engagement with young people, in contrast to the usual office-based intervention. Activities have included:

- Work sessions with the Canal & Rivers Trust to make bird boxes and clearing ground near the canal;
- Cookery events – enabling young people to learn valuable life skills;
- Sports sessions such as football, rugby (non-contact) and arts activities.

Custody has slightly increased in the current quarter, however still remains low and stable. Robust community packages were proposed to the courts, however the seriousness of the offending resulted in an inevitable custodial sentence.

National standards compliance was very good at 83%.

Mukhtar Master,
Performance & Information Manager,
September 2015.

Education Scrutiny Committee

5 April 2016

Electoral Division affected: All

School Attendance

(Appendix "A" refers)

Contact for further information:

Frances Molloy, 01772 532722, School Attendance and Children Missing Education Lead,

Frances.Molloy@lancashire.gov.uk

Executive Summary

This report aims to update Education Scrutiny Committee on the levels of school attendance within Lancashire.

Sections of the report will refer to:

1. The different roles and responsibilities of parents, schools and the local authority with regard to school attendance.
2. Work done to support parents of children and young people who are failing to access the education to which they are entitled.
3. Work done to challenge parents who are not fulfilling their responsibilities in respect of school attendance.
4. Work done to support children and young people who are "missing out on education".

The report will also include information in Appendix A on Lancashire's attendance data.

Recommendation

Education Scrutiny Committee is requested to note and comment on the report.

Background and Advice

General Background

All schools are required to maintain an admissions register of all pupils at the school, and an attendance register for every school session recording whether every such pupil is present, absent, attending an "approved educational activity" or unable to attend due to exceptional circumstances (e.g. extreme weather). Although attendance data relating to authorised and unauthorised absence is still collected from most schools as part of the termly schools census, latterly there has been a

clearer focus on overall attendance and persistent absence, which are more accurate indicators of concern relating to school non-attendance. School attendance is a key factor in respect of school improvement as children with poor levels of attendance have been demonstrated to have significantly poorer outcomes in terms of attainment.

Lancashire figures relating to school non-attendance compare favourably against national figures and against similar local authorities (statistical neighbours). Appendix A shows the latest data and information to contextualise Lancashire school attendance figures.

Roles and Responsibilities

Parents are responsible for ensuring their children receive a suitable education, whether at school or otherwise. The vast majority of parents in Lancashire discharge this responsibility by registering their children at a school, at which time their duty changes to one of ensuring their child attends school regularly.

Schools are responsible for providing a suitable education for their pupils, and thus have an important role to play in managing school attendance. As such, schools are expected to have a school attendance policy which sets out their expectations of children and parents in respect of school attendance as well as the responsibility of staff within the school. This includes schools looking at whole school levels of attendance and identifying areas where this could improve across the school, as well as the identification of children whose individual levels of attendance are a cause for concern. The local authority currently offers advice to schools on such matters through our primary school attendance consultants and our secondary behaviour and attendance consultants.

Support for schools where attendance concerns have escalated differ in terms of funding and arrangements for support. For academies, funding is provided directly through the academies funding programme, and for secondary maintained schools funding is delegated to the schools, who are thus responsible for the additional casework support required to support families experiencing difficulties in respect of non-attendance. For maintained primary, special schools and short stay schools the authority's Pupil Attendance Support Team (PAST) can be accessed to assist schools with casework up to and including the point of legal intervention.

Where children's failure to attend school is deemed to be a result of parents' actions or non-action schools are able to use penalty notices (where use has been approved by the governing body as part of the school's attendance policy) and schools can also ask the local authority to consider bringing a prosecution in the magistrates' court. The local authority's school attendance legal team are responsible for issuing all penalty notices requested by school, for initiating procedures in the magistrates' court for any penalty notices that remain unpaid after the deadline, and for non-attendance cases where proceedings are indicated instead of a penalty notice.

In all such cases, the responsibility for casework and the production of evidence for court is the school's responsibility, supported by PAST workers where relevant, with

the local authority responsible for the legal processes and presenting the cases in court.

Support and Challenge

The work provided to support children and families experiencing difficulties relating to school attendance varies greatly, as do the reasons for absence from school. The key to effective intervention involves schools and support agencies (as appropriate) gathering all relevant information, undertaking effective assessments of the barriers to a pupil accessing education, and devising support plans to address issues identified and thus seeking to remove those barriers.

It is also important that any such action plans are reviewed regularly against clearly identified targets for improvement, as protracted periods of absence can become increasingly more difficult to tackle so it is important to avoid any "drift" in such cases. Schools may often identify the need for external help and these can be accessed through the Early Help service and through the Common Assessment Framework (CAF) process.

Where a child is unable to access their school due to illness and this is confirmed by the appropriate specialist, schools are able to refer the child to the authority's Education Medical Short Stay School (EMSSS). In such cases, the child will be dual registered, placed on the role of EMSSS and their original school, but the original school retains responsibility for ensuring the child's access to education including monitoring attendance. Schools will frequently be looking at the management of attendance issues within the CAF process and action plans for attendance issues would then form part of the wider CAF and Team Around the Child (TAC) meetings. Similarly, where children with attendance issues have been identified as Children in Need or Children in need of protection then the management of attendance would form part of the general Child in Need or Child Protection plans in place for the child/family. Through these mechanisms schools are able to access the support identified as being required to enable the child to attend school.

Where all such support options have failed, and assessments have suggested this is at least in part due to the actions or non-actions of parents, legal intervention may be the only option to seek to return the child to education.

Challenge

Where parents are deemed to be failing in their duty to ensure their child attends school, the school attendance legal team can offer assistance through the use of legal interventions. In some instances, the use of penalty notice warning letters can of themselves serve to alert parents to the need for change without any actual legal proceedings being used. In other instances, the use of penalty notices can have a beneficial impact as they are often used to tackle the low level of absence that is causing concern in breaking the pattern of sporadic but repeated absence. Penalty notices can also be used to break an impasse on occasions where communication between home and school has broken down.

The attendance legal team also bring proceedings in the magistrates' court where penalty notices have not been paid, and in cases where the authority believe legal proceedings should be brought instead of penalty notices. Again, the process of formal warnings in such cases can of themselves result in improved attendance without the proceedings being required. Before initiating prosecutions for non-attendance, the authority is required to consider whether an Education Supervision Order should be sought as well as, or instead of a prosecution. In addition, where courts convict a parent of failure to ensure regular attendance and choose to impose a parenting order, the local authority is required to ensure such Parenting Orders are implemented effectively and followed by parents.

The school attendance legal team also issues penalty notices on behalf of schools where parents have taken their children out of school, for example for a holiday in term time, without leave from the school.

Children missing out on education

The authority does become aware of children who are missing out on education – this may be because the child is not on a school roll, or because they are not being allowed to attend school due to unofficial exclusion, or because non-attendance issues are not being effectively managed. In such instances, the authority has a duty to intervene and support the child back into school or other suitable provision.

Some of these children will be out of education because they are new to area and have not yet been admitted into provision, so the Children Missing Education Team and the School Admissions Team play an important role in supporting these children, particularly those considered "hard to place" into education promptly. In other instances, children are out of education because they have been removed from the roll of a school outside of the permitted criteria, or are being prevented from attending outside of formal exclusion arrangements. In such instances, our school attendance consultants (primary) and Behaviour and Attendance Consultants (secondary) will seek to resolve this in the first instance. Where this initial contact does not resolve the matter, our Pupil Attendance Support Team will provide a parental self-referral service to provide advocacy and support to parents in seeking to return their child to school.

Safeguarding

As outlined above, the support available for non-attendance at school does vary in light of the type of school the pupil attends. Similarly, the authority's capacity to challenge instances where children are found to be missing out on education can also vary, as the authority does not have the right to inspect the admissions and attendance registers of non-maintained schools to establish which pupils are in fact missing out on education.

From a safeguarding perspective, the authority is responsible for all children in Lancashire and all schools are required to notify the local authority of children who attend infrequently, or have been absent from school for more than 10 days of unauthorised absence. The authority contacts all academies annually reminding them of their responsibility to notify the authority in such instances and agreeing the

methodology and frequency of such notifications, but in many instances of children who become known to the authority as missing out on education we find that the pupils have not in fact been notified to the authority by the school in question

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

There are no implications for risk management arising from this report.

Local Government (Access to Information) Act 1985 List of Background Papers

Paper	Date	Contact/Tel
The link between absence and attainment at KS2 and KS4 – 2012/13 academic year	February 2015	Frances Molloy 01772 532722

Appendix A

Attendance Data – Headline Figures October 2015

Statistical First Release Data – Autumn Term 2014 and Spring Term 2015 combined

Primary

	Absence Figures 2014-15		Changes on 2013-14	
	LCC	England	LCC	England
Overall absence (OA)	3.6%	4.0%	+0.2%	+0.1%
Persistent Absence (PA)	2.1%	2.7%	0.0%	-0.1%

Lancashire County Council figures outperform the England figures in each category. For OA there is a slight increase on both the national and Lancashire figures, which is driven by an increase in illness. For PA, there has been a slight decrease in national figures whilst Lancashire's figures are unchanged, but are still the lowest figures for primary PA in the North West.

Statistical Neighbours Rankings –

For OA, Lancashire County Council has stayed at rank = 1/11, the same ranking as in 2013-14

For PA, Lancashire County Council has risen to rank = 1/11, compared to rank 2/11 in 2013-14

Secondary

	Absence Figures 2014-15		Changes on 2013-14	
	LCC	England	LCC	England
Overall absence (OA)	4.9%	5.2%	+0.3%	+0.1%
Persistent Absence (PA)	5.0%	5.5%	+0.2%	-0.3%

Lancashire County Council figures outperform the England figures in each category. For OA there is a small increase in both national and local figures – again driven by an increase in illness and for PA Lancashire shows a small increase compared to a small decrease in the national figures.

Statistical Neighbours Rankings –

For OA, Lancashire County Council has fallen to rank 4/11, compared to rank 2/11 in 2013-14

For PA, Lancashire County Council has fallen to rank 6/11, compared to rank 2/11 in 2013-14

4 year olds

	Absence Figures 2014-15		Changes on 2013-14	
	LCC	England	LCC	England
Overall absence (OA)	4.4%	5.3%	0.0%	0.0%

Figures for Lancashire and England remain unchanged compared to 2013-14. Lancashire County Council figures again outperform the England figures, and along with Trafford are the lowest figures in the North West, and are the sixth best figures in the country.

Statistical Neighbour Rankings –

For OA, Lancashire County Council is at rank =1/11, the same ranking as in 2013-14.

Risks

From September 2015, the threshold for PA has moved from 15% absence to 10% absence, which will increase PA figures overall. In addition, the methodology for identifying PA pupils is changing, so that a pupil will be PA where attendance is lower than 90% at defined points in the school year (as collected in the school census), rather than as defined by a set number of absences. This will bring some pupils into the PA category that would not previously have been included. There will be particular implications for schools with high levels of mobility as the new PA methodology will class a pupil as PA if they missed 10% or more possible sessions during their period of enrolment, even if this period is very short whereas previously they would only have become PA if that absence reached the defined number of sessions.

There is a particular issue for the 2015-16 academic year given the very different Easter holiday pattern with some schools closing on 25 March whereas others will not close until 8 April. Although the whole year figures will not be different, the PA data published in Raiseonline, the Ofsted performance data document, relates to the autumn and spring terms combined data, so some schools will be disproportionately affected in the first year under the new methodology.

Education Scrutiny Committee
5 April 2016

Electoral Division affected: <u>All</u>
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School Admissions & Appeals
Co-ordination; Allocation; Monitoring; Challenge and Strategic Planning
(Appendices A, B and C refer)

Contact for further information:
Debbie Ormerod (Pupil Access Manager) - 01772 531878
debbie.ormerod@lancashire.gov.uk

Executive Summary

The report provides an overview of admissions to publicly funded schools and academies including the statutory functions of the Local Authority and the interaction between different admissions authorities in managing processes. A summary of Local Authority duties and responsibilities as required by the School Admissions Code is provided for information (Appendix A).

Recommendation

That the Education Scrutiny Committee note and comment on the report.

Background and Advice

The Co-ordination of Admissions

The County Council has a statutory duty to co-ordinate admissions within its administrative area for all publicly funded schools and academies. It must also have the flexibility to consider cross border applications (with 12 neighbouring local authorities). Co-ordination requires annual consultation and confirmation of a statutory scheme and timetable by a mandatory deadline. A summary of the basic statutory requirements for co-ordination is:

- Providing application systems (on-line and paper) which adhere to statutory requirements and deadlines.
- Providing accurate on-line information and advice and (where requested) a hard copy prospectus.
- Issuing offers to all Lancashire resident parents by/on the national statutory offer dates.
- Scrutinising the legality and fairness of the admissions co-ordination process and challenging schools, academies and parents in relation to any anomalies or maladministration (including for admission appeals processes).
- Consulting within statutory timescales about any proposed changes to the co-ordinated scheme (for example - to admissions policy; geographic priority areas; relevant areas for consultation and timescales).

The statutory co-ordinated scheme and timetable for 2017-18 is provided for information (Appendix B) and data about offers and on-line application development is provided for information (Appendix C).

The role of the Admission Authority

The County Council is the legal admission authority for all Lancashire's community and voluntary controlled schools. A summary of the basic statutory requirements for being an admission authority is:

- To propose and determine published admission numbers and policy within statutory guidance and timescales.
- To scrutinise the accuracy of applications for all community and voluntary controlled schools and allocate places in accordance with the determined admission arrangements.
- To offer admission appeals where these are requested. To arrange and present at admission appeal hearings for community and voluntary controlled schools.
- To recruit, undertake background checks and train independent admission appeal panel members. Also to oversee performance and complaints.
- To strategically plan to ensure that admissions policy and school place availability will allow as many Lancashire children as possible to receive an offer for a parent's preferred school or academy.

The Pupil Admissions Team offers a traded admissions service to Lancashire's primary and secondary academies and free schools.

Fair Access Protocol (FAP)

The County Council has a statutory duty to have Fair Access Protocols (FAP) for placing specific children outside of the annual admission round (especially the most vulnerable groups). The FAP must be agreed with the majority of schools and academies - all admission authorities must participate within the FAP.

Lancashire has separate FAPs for primary and secondary schools and academies.

The Consultation process

The statutory requirements to consult about proposed changes to admissions policy and published admission numbers are set out in the School Admissions Code and associated legislation. Those with an interest who are consulted include:

- Parents and families
- The governing bodies of all publicly funded schools and academies
- Neighbouring local authorities
- Neighbouring admission authorities
- Diocesan and church authority representatives
- Lancashire County Council colleagues (e.g. Capital Development & Asset Management; Special Educational Needs & Disability; County Secretary & Solicitor; Finance)
- The general public

Annual Data Returns

The County Council is required to submit the following returns in relation to admissions and exclusions:

- APAD - admission appeals - each January to the DFE via its COLLECT programme and giving full year data for the previous school year.
- APEX - exclusion review hearings - each January to the DFE via its COLLECT programme and giving full year data for the previous school year.
- Secondary offers snapshot - each year during first week in March to the DFE via its COLLECT programme.
- Primary offers snapshot - each year during mid-April to the DFE via its COLLECT programme.
- Annual report about admissions, appeals and FAP to the Office of the Schools Adjudicator (OSA) - each year by 30 June.

Issues

The County Council is required to act within the statutory guidance and timescales set out in the School Admission and Admission Appeals Codes and associated legislation. It must confirm specific actions with the Department for Education and also if required the Office of the Schools Adjudicator, Education Funding Agency and Local Government Ombudsman.

The co-ordination and administration of admission arrangements in a large geographically and demographically diverse county area is a workload heavy and complex exercise. This requires constant scrutiny and challenge to ensure legality and fairness. Lancashire's Pupil Admissions Team is consistently dealing with residual issues from the previous year's admission round whilst simultaneously administering and scrutinising the current process. At the same time strategic planning is being undertaken for future admission co-ordination and all proposed changes (policy and lowering or increasing published admission numbers). This is all managed within a defined statutory framework.

The County Council receives a consistently high level of complaints, queries and challenges associated with admissions and appeals (including from the Office of the Schools Adjudicator; Ombudsman, FOI and media requests and MPs).

The potential risk to reputation is extremely high in an area of work which draws a constant attention and scrutiny from parents and various interested parties including the media (at local and national levels).

Consultations

N/A

Implications:

N/A

Risk management

There are no implications for risk management arising from this report.

Local Govt (Access to Information) Act 1985 - List of relevant background papers

Paper	Date	Contact/Tel
School Admissions Code	December 2014	Debbie Ormerod or Nan Hogg; 01772 531878 Or 531540
School Admission Appeals Code	February 2012	Debbie Ormerod or Nan Hogg; 01772 531878 Or 531540
The School Admissions (Admission Arrangements) (England) Regulations	2014	Debbie Ormerod or Nan Hogg; 01772 531878 Or 531540
The School Admissions (admissions Arrangements and Co-ordination) (England) Regulations	2012	Debbie Ormerod or Nan Hogg; 01772 531878 Or 531540

1. To carry out functions set out in the Code specifically for local authorities and no other body.

(References are to the 2014 School Admissions Code - December 2014)

- a) logging Published Admission Number (PAN) increases (paragraph 1.4)
- b) consulting 'Own Admissions Authorities' ('OAAs') and responding to their consultations by 1 March (paragraphs 1.42 – 1.45)
- c) receiving determined arrangements from OAAs by 1 March (paragraph 1.44)
- d) publish admission arrangements for new schools and academies by 15 March (paragraph 1.49)
- e) make any necessary objections by 15 May (paragraph 1.50)
- f) publish composite prospectus by 12 September and keep it up to date (paragraph 1.51)
- g) provide a common application form (CAF) (paragraph 2.1)
- h) receive all CAF's and pass on applications to other relevant local authorities (paragraph 2.3)
- i) maintain a list of offers, including withdrawn offers (paragraphs 2.10, 2.11, 2.12, and 2.13)
- j) send notifications of all offers to parents (2.10) on the statutory national offer day (paragraph 2.23)
- k) offer a place to every child – in a preferred school if possible (paragraph 2.11)
- l) consult on and publish a coordination scheme by 1 January and inform the Secretary of State by 28 February (paragraph 2.20)
- m) must in the composite prospectus refer to how in year applications can be made (paragraph 2.21)
- n) must in the composite prospectus refer to how parents can find out where there are available places (paragraph 2.21)
- o) Log notification from OAAs of in year applications. The admission authority must inform parents of their right to appeal (paragraph 2.22)
- p) Collaborate with all local schools to deal with the fall-out of the closure of a school (paragraph 2.25)

- q) Must refer an objection if they know or suspect that an OAA's arrangements are unlawful by 15 May (paragraphs 3.2 and 3.5)
- r) must have Fair Access Protocol agreed with the majority of schools in its area (paragraph 3.9)
- s) deal with referrals from OAAs where a child with challenging behaviour is not admitted (paragraph 3.12)
- t) exercise powers of direction to admit or seek Secretary of State direction to admit (paragraphs 3.16 to 3.22)
- u) To provide a report for the Office of the Schools Adjudicator and publish this by 30 June each year (mandatory)

2. To carry out specific functions set out in the code and otherwise, on behalf of looked-after children and children who have been looked after

- a) express a school preference on behalf of looked-after children, and to ensure that these preferences are dealt with properly (corporate parent role)
- b) ensure that all admission arrangements relevant to children in care (looked after and previously looked after) comply with the Code (paragraph 1.7)
- c) exercise powers of direction to admit or seek Secretary of State direction to admit (paragraphs 3.19 to 3.22)

3. To act as an admission's authority

The general duties of admissions authorities are set out throughout the School Admissions Code (December 2014)

4. To work with other admissions authorities to ensure that they operate lawfully

- a) **must** refer an objection to the schools adjudicator if they know or suspect that an OAA's are unlawful by 15 May (paragraphs 3.2 and 3.5)
- b) **must** take action by referring a case to the Office of the Schools Adjudicator or Secretary of State if any admission authority operates its admissions arrangements unlawfully or fails to comply with a direction (paragraphs 3.16 to 3.21)

**CO-ORDINATED ADMISSION SCHEME FOR
LANCASHIRE SCHOOLS AND ACADEMIES 2017 / 2018
SEPTEMBER 2017 INTAKES**

1. Introduction

Lancashire's co-ordinated admission scheme provides a fair and transparent route for the consideration of parental preferences in accordance with legislation and the Department for Education (DFE) School Admissions Code.

The scheme allows parents of all pupils living within Lancashire to complete a single application expressing up to three preferences for admission to maintained schools, academies and free schools within Lancashire and, if they wish, to include those in neighbouring authority areas.

Following consideration of expressed preferences, the Local Authority (LA) will issue to parents living within Lancashire the offer of a single school or academy place. This will be for all admission authorities which are required to comply with the statutory co-ordinated scheme.

All preferences from parents will be considered equally and where more than one offer is possible the priority order in which the parents expressed their preferences will then be used to determine which single offer is made.

The scheme preserves the powers and responsibilities of individual admission authorities to determine and apply their published admissions policies. At the same time it enables decisions to be taken within a co-ordinated framework covering the whole County.

For the scheme to operate successfully it is important for all admission authorities to work together closely and to share information as required and as far as possible within the agreed timescales.

2. Applying for School Places

Lancashire's on-line admission application system is the main route for all applications for new reception (primary) and Year 7 (secondary) places.

Paper copies of the prospectus and application form will not be routinely available. These will however be supplied on request in exceptional circumstances eg where there is no broadband link or for medical reasons.

Full versions of the prospectuses and application form can be viewed on the on-line application system and the Lancashire County Council website.

3. The Offer of a Place

The scheme will ensure that Lancashire parents only receive a single offer. The scheme also ensures that each parental preference is considered equally. Where multiple offers are possible the Local Authority (LA) will refer to the priority order of preferences identified by parents on their application. In these circumstances the school or academy at which there is an available place and which is the highest ranked priority on an application will be the confirmed offer.

Processing of Preference Forms

3.1 Stage 1 - Expression of preferences

In early Autumn term each year the LA will provide flyers and information notices for schools to issue / include in communication with parents. These will refer prospective applicants to the on-line application system and to links and contacts for information and advice.

The parents of children who do not attend Lancashire primary schools or academies and those who reside outside of Lancashire's administrative boundaries will be able to access information and advice via the on-line application system and via the County Council web site.

Admission information for parents will include:-

- a) Details of how the process is co-ordinated with all admission authorities within Lancashire and that information is exchanged with neighbouring local authorities.
- b) A summary of the determined admission arrangements for all Lancashire maintained schools, academies and free schools.
- c) Information about the number of applicants received the previous year.
- d) Other admission information to help parents to make realistic preferences and to help them assess the likelihood of obtaining an offer for a preferred school or academy.
- e) Timescales for the primary and secondary admission processes and for the subsequent admission appeal schedule.

THE MAJORITY OF LANCASHIRE PARENTS NOW USE LANCASHIRE'S ON-LINE ADMISSION APPLICATION SYSTEM TO BE LEGALLY REGISTERED WITHIN THE ANNUAL PROCESS FOR PRIMARY AND SECONDARY INTAKES (SOME MAY STILL REQUEST PAPER APPLICATION FORMS).

Some schools and academies have a supplementary information form (SIF) which parents may complete. This allows that school or academy to apply particular criteria within its own published admission arrangements. The on-line system will provide standard downloadable SIFs for Lancashire's voluntary aided schools and academies (automatically flagged up where a relevant primary school or academy is a parental preference). Information will also point all parents towards individual schools and academies which will issue their own SIF. Completion of a SIF is not a legal requirement – it is however necessary if parents applying for these schools and academies wish to have their application considered fully against the relevant admission criteria.

Lancashire resident parents must however fill in Lancashire's (on-line or paper) application for their children to be considered for reception and year 7 places for each September. **Completion of only a SIF does not constitute registration within the annual admission process for primary or secondary intakes.**

Parents living outside of Lancashire can access the on-line system and the County Council web site for information and advice only. These parents **must** however apply for school places via their home local authority – even where they wish to express preferences for Lancashire schools and academies.

Lancashire resident parents will return applications on-line to the Local Authority. For those where paper forms are still required these can be returned to Area Pupil Access Teams (in Lancaster, Preston and Accrington) or to the child's primary school or academy if this is within Lancashire.

All application must be returned by the national statutory closing dates

(see timetable).

Parents who apply near to the closing date are encouraged to apply on-line. This is a secure system which provides e-mail acknowledgement of receipt of an application and allows earlier e-mail notification of the school offer.

3.2 Stage 2 – Circulating Preferences

Lancashire primary schools and academies must forward any paper applications received to the Area Pupil Access Team by the agreed date (see timetable).

Primary schools and academies must not forward applications or the details of these to any secondary schools or academies. Under no circumstances must primary schools provide the priority order of parental preferences to secondary schools or academies.

All preferences received will be transferred or inputted into the Lancashire's admissions database. This will include all on-line applications and paper applications including those received individually or in bulk from out of area.

Voluntary aided and foundation schools, academies and free schools will be provided with details of all their applications. They will not be informed of their own establishment's priority order on each parent's application.

The Governing Bodies of voluntary aided and foundation schools, academies and free schools must consider and rank all received applications. Schools and academies which have a SIF must consider applications even where a SIF has not been completed (based upon the information which is available at that time).

If schools or academies chase SIFs which have not been provided with applications this must be for all applicants without a SIF and not only for selected cases.

If a SIF only has been completed then there can be no consideration for a place. Schools and academies should notify the Area Pupil Access Team where this has happened. Pupil Access must be made aware of these cases in order to make alternative offers later in the process.

By an agreed date (see timetable) the Local Authority will notify other admission authorities about all of their preferences. This notification will include straight line distance measures. Any additional or supplementary information provided by parents will also be provided. Lancashire will also exchange information with neighbouring local authorities (information exchanges will continue throughout the process as required).

At this time Lancashire also verifies the details of many applications eg in relation to children in care, special needs, siblings, addresses and claimed medical, social and welfare issues.

(Please note that the background accuracy checks and verifications and the provision of distance measures will only be provided to Lancashire academies and Free Schools which have bought into the admissions traded service).

Stage 3 – First Sort

By (see timetable) each Lancashire voluntary aided and foundation school, academy and free school will return to the Local Authority (electronically via the Schools Portal) a ranked list of all applicants for places at that establishment.

By (see timetable) any admission authority which wishes to exceed its published admission number (PAN) for the forthcoming September intakes (reception or years 3, 7 or 10) must notify the Local Authority. This will allow time for effective co-ordination to occur and for the necessary system changes to be made.

It is necessary for every application to be ranked in priority order to accurately allocate places for all admission authorities (those from in and outside of Lancashire).

All Governing Bodies must therefore be aware that their own ranked list will be manipulated in accordance with the agreed equal preference admission scheme and each parent's priority order of preferences as stated on their application.

The Local Authority will:-

- a) Identify applications where more than a single offer would be possible and then refer back to that parent's preference priorities. The school or academy with an available place listed highest in priority by the parent will be the single offer.
- b) Identify where a first preference school or academy cannot be offered and ensure that the parents other preferences are considered.
- c) Identify where none of a parent's preferences can be offered and ensure that an alternative offer is made. This will usually be the nearest suitable school or academy with an available place (straight line measure).
- d) Ensure that all non-first preference offers issued automatically refer parents to the appropriate reserve list and appeals information and documentation.

Stage 4 – Notification of Offers

By (see timetable) the Local Authority will provide all other admission authorities with details of those pupils who they originally wished to offer a place but who will receive an alternative offer.

All admission authorities will then need to revise their own ranked lists and submit an updated version to the Area Pupil Access Team.

A similar exchange of information and revision of offers lists will be undertaken with neighbouring local authorities.

This element of the process will continue to be repeated as required. This is necessary as initial changes often lead to others (and so on).

The Local Authority will send all other admission authorities their final offer lists by (see timetable). There will be some time to review these again and make changes if these are absolutely essential.

NO CHANGES TO OFFER LETTER WILL BE MADE AFTER (see timetable).

The Local Authority will issue offers for primary and secondary schools on the defined national statutory offer dates (see timetable). These will be electronic for all on-line applicants (around 95%) and by letter – 2nd class – for those who submitted paper forms.

Offers will be for Lancashire resident applicants only. Those resident outside of Lancashire will receive offers from their home local authority. Offers made on behalf of other admission authorities (voluntary aided and foundation schools, academies and free schools) will state that this is the case.

On-line applicants will be able to view their school or academy offer on the statutory offer date / day. Letters issued 2nd class to those who applied on paper may arrive slightly later.

4. Late Applications

Applications received after the statutory closing dates (see timetable) may be made on an e-form or a paper form may be requested. The on-line system closes at 11.59 pm on each closing date.

Applications received late must be receipted and / or date stamped. These will generally only be considered if the following apply:-

- (a) If the overall number of preferences received for a school or academy is below its published admission number or;
- (b) The school or academy is exceeding its published number to a defined limit and has notified the Local Authority in time for co-ordination to successfully occur (and if available places remain) or;
- (c) There are extenuating circumstances justifying a late application.

These may include:

- (i) Parents moving into the County or Country (see note 5) after the closing date;
- (ii) Parent / carer illness which required hospitalisation for the major part of the period between the issue of admissions information and the closing date for applications.

Individual parents will be responsible for providing evidence to support consideration of including a late application within the admission process. The Local Authority will determine the appropriateness and strength of each case and there will be liaison with other admission authorities where this is necessary.

The Local Authority will therefore refer some late application cases (but not all) to other admission authorities.

IT IS NOT ANTICIPATED THAT ANY LATE APPLICATIONS WILL BE INCLUDED IN THE PROCESS AFTER PROVISIONAL OFFERS HAVE BEEN RANKED.

Applications received after the statutory offer dates (see timetable).

Any applications received for places after the offer date will be considered by the Local Authority as being late. If parents provide reasons / evidence which they feel justify acceptance of a late application the Local Authority will review the situation. The relevant admission authority may be consulted where this is felt to be necessary.

The LA will retain the responsibility for issuing offer letters to parents up to 31st December (for reception and year 7 places) in liaison with own admission authority schools and academies as required.

This process will operate until the start of Autumn term after which any enquiries for places will be directed to the appropriate admission authority who will make decisions and arrange for the issue of letters accordingly (unless they receive this element of the process as part of a bought in service from the Local Authority)

There is a requirement that after September term start all Lancashire maintained schools, academies and free schools will liaise with the LA about any reception and year 7 offers which they make. This will allow closer monitoring of the overall availability of places across the County and facilitate dealing with new applications.

Late allocation changes (each year)

Offers are issued centrally (from County Hall). This requires the electronic transfer of information from each Area Pupil Access Team. Arrangements will be made to signpost or include other information with some offers (eg reserve lists, appeals and home to school transport).

It is not possible to make any amendments to the primary or secondary allocations in the 7 to 10 working days preceding these being issued (see timetable).

Waiting Lists (Reserve Lists)

All admission authorities must retain reception or year 7 waiting lists for 1 term into the new school year (up to 31st December).

Parents may express an interest in a pupil's name being added to a waiting list for a school / academy at any time. Names of pupils to be added to waiting lists

will be collected by the LA and shared with other admission authorities. These are not restricted to those who applied initially for particular establishments – any parents may access any reserve lists. Parents can therefore have a place on a school / academy waiting list even if this was not one of their initial preferences.

The LA will compile reserve lists in the priority order of each school or academy admission arrangements (in liaison with individual admission authorities). The LA will issue any offers which can be made as a result of places becoming available (the number of offers for a school falling below the school's published admission number for the required year group).

The only legal offers up to 31st August will be from the LA. All parents may place children on school / academy waiting lists in the priority order of the relevant admission arrangements (irrespective of whether they originally applied for that school or academy or if they are new to area). Lists must not be held on a first come first served basis and neither must places be offered on this basis.

Any pupils who are subject to a Local Authority direction to admit or who are allocated in accordance with Fair Access Arrangements (as described within the School Admissions Code) must take precedence over others who are on any school or academy waiting list.

Individual admission authorities must continue to compile and manage waiting lists until 31 December*. Parents who want a pupil to be included on a school or academy list after this date must then contact that establishment direct to enquire about their particular arrangements and requirements

*The Local Authority will provide this service for academies and free schools which buy into the traded admissions scheme.

5. Applications From Abroad (and other areas of the UK)

It is required that families must be physically resident in Lancashire (or nearby) in order to apply within the annual intake processes. Exceptional circumstances will be considered on request (and will require that individual families provide the necessary evidence for consideration). Exceptions will usually include:-

- a) UK Service Personnel families who can provide evidence of a posting into the area and the date from which this will occur.
- b) New to area families purchasing / renting / leasing an address in Lancashire (providing legal evidence of a contract exchange or lease agreement as a minimum) – see notes below.

Where families are planning to return to an address (whether pre owned or not) within Lancashire, and can provide evidence of ownership, it is required that they are physically in residence during the application period in order for applications to be accepted for annual intakes. This means that the child is in residence with parent / parents at their permanent address. This applies to those returning from living abroad and those returning from periods of employment / secondment abroad. This principle applies also to b) above. If there are challenges to an LA decision not to accept an application within the agreed arrangements to coordinate then individual admission authorities will be consulted. Note however that admission policies require that a family does not just own a property in a particular location, but that they are actually resident at that property.

Where families relocate or return to an address in Lancashire after a statutory closing date but during the allocation period (ahead of finalisation of offers) then there will be consideration of accepting a late application. Appropriate evidence must be provided of ownership or a lease / rental agreement and date of relocation and residence at that address.

The agreed timetable for co-ordination for the primary and secondary annual intake processes include agreed dates after which offers will not be amended.

Please note that late entry to the annual intake processes will not be possible after the statutory closing dates unless an exception is agreed by the Local Authority and / or the admission authority.

6. Annual Infant to Junior School Transfers (Year 2 to Year 3)

Some Lancashire infant and junior schools have close links and there is an established annual transfer from Year 2 in the infant school to Year 3 in the associated junior school.

Parents are informed in Lancashire's admissions information that places in Year 3 for annual intakes at this point are open to all applicants.

Where the number of Year 2 to Year 3 transfers / applications can be accommodated in the junior school then the overall process can be managed locally. If however a junior school wishes to exceed its published admission number in Year 3, or there is oversubscription requiring a formal admissions round and the application of determined criteria and tie break - then the Area Pupil Access Team must be informed. The timetable for co-ordination will apply.

LANCASHIRE COUNTY COUNCIL
SCHOOL ADMISSIONS

Number of Applicants and Offers

There are 480 primary and 81 secondary schools and academies in Lancashire.

The data is as at national statutory offer dates (16 April each year for primary and 1 March each year for secondary).

Year	No of Applicants	No. of 1st Preference Offers	% of 1st Preference Offers
PRIMARY			
2011	13,130	11,843	90.2
2012	13,551	12,093	89.2
2013	13,257	11,693	88.2
2014	13,077	11,566	88.4
2015	14,022	12,346	88.0
SECONDARY			
2011	12,961	11,915	91.9
2012	13,060	12,077	92.5
2013	11,383	10,582	93.0
2014	12,045	10,660	89.0
2015	13,480	11,693	86.7

For September 2015 intakes the average national 1st preference offer rate was 84.2%. The average for 23 North West authorities was 86.5%. Lancashire was able to offer 1st preferences at above both these average levels (86.7%). Blackpool were at 79.4% and Blackburn with Darwen at 79.0% for 1st preference offers.

Development of On-Line Application System

Year of Application	Year of Entry	DFE Target	On-line Received	% of Total
2006	2007	5 to 10 %	3,251	13.0%
2007	2008	10 to 20%	4,485	16.6%
2008	2009	over 20%	6,915	25.9%
2009	2010	n/a	9,733	36.8%
2010	2011	n/a	15,843	60.8%
2011	2012	n/a	17,198	65.0%
2012	2013	n/a	18,349	76.0%
2013	2014	n/a	25,105	94.6%

Since 2014 intakes the on-line take up has levelled at around 95 to 96% across the County.

