

NOTICE
OF
MEETING

**CHILDREN'S SERVICES OVERVIEW AND
SCRUTINY PANEL**

will meet on

THURSDAY, 6TH DECEMBER, 2018

At 6.30 pm

in the

COUNCIL CHAMBER - TOWN HALL

TO: MEMBERS OF THE CHILDREN'S SERVICES OVERVIEW AND SCRUTINY PANEL

COUNCILLORS EILEEN QUICK (CHAIRMAN), MARION MILLS (VICE-CHAIRMAN),
SAYONARA LUXTON, NICOLA PRYER, EDWARD WILSON, WESLEY RICHARDS AND
CHARLES HOLLINGSWORTH

SUBSTITUTE MEMBERS

COUNCILLORS LYNNE JONES, HASHIM BHATTI, MAUREEN HUNT,
MOHAMMED ILYAS, HARI SHARMA, JOHN STORY AND GERRY CLARK

Karen Shepherd – Service Lead - Governance - Issued: Wednesday, 28 November 2018

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the Panel Administrator **Andy Carswell** andy.carswell@rbwm.gov.uk

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AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
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2.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest.	3 - 4
3.	<u>MINUTES</u> To consider the minutes of the meeting held on October 16 th 2018.	5 - 8
4.	<u>SCHOOL ADMISSION ARRANGEMENTS 2020/21 AND CO- ORDINATED ADMISSIONS SCHEME 2020/21</u> To note the report and make recommendations to Cabinet.	9 - 48
5.	<u>SCHOOLS CAPITAL PROGRAMME 2019/20</u> To note the report and make recommendations to Cabinet.	49 - 54
6.	<u>VERBAL UPDATE ON OUTCOME OF OFSTED FOCUSED VISIT</u> To receive a verbal update on the focused visit by Ofsted that took place on November 27 th and 28 th .	Verbal Report
7.	<u>WORK PROGRAMME</u> To review the ongoing Work Programme.	55 - 56

MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
 - a) that body has a piece of business or land in the area of the relevant authority, and
 - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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Agenda Item 3

CHILDREN'S SERVICES OVERVIEW AND SCRUTINY PANEL

TUESDAY, 16 OCTOBER 2018

PRESENT: Councillors Eileen Quick (Chairman), Marion Mills (Vice-Chairman), Sayonara Luxton, Edward Wilson, Wesley Richards and Charles Hollingsworth

Also in attendance: Olivia Falgayrac-Jones and Nisha Jayatilleke (both NHS England)

Officers: Kevin McDaniel, Hilary Hall, Andy Carswell and Nikki Craig

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Pryer and Mrs Airey, and from Mr Loudon.

DECLARATIONS OF INTEREST

There were no declarations of interest received.

MINUTES

RESOLVED UNANIMOUSLY: That the minutes of the meeting held on September 26th 2018 be approved as a true and correct record.

Arising from the minutes, the Chairman asked if the Panel's recommendation to Cabinet about the inclusion of a flowchart in the parent handbook regarding applications for school places was being looked in to. The Director of Children's Services confirmed that this had become an officer action and would be implemented.

SCREENING AND IMMUNISATION

The Deputy Director – Strategy and Commissioning informed Members that various performance reports had noted that the takeup of immunisations in children living in the Royal Borough was below the Council's target, and takeup rates were lower than other local authorities. The Council's Joint Strategic Needs Assessment was currently being revised and takeup was also coming through as an issue in this work. Colleagues from NHS England had been invited to give a presentation to Members about child immunisation rates.

Olivia Falgayrac-Jones, Director of Commissioning, introduced the item and explained that NHS England and Public Health worked collaboratively to commission immunisation services. The joint working was to increase coverage of services and to reduce health inequalities amongst residents. The objectives of this working agreement were to roll out childhood flu vaccinations up to school year 5; roll out HPV vaccinations to men who have sex with men; continue the roll out of bowel scope to the agreed trajectory; and to roll out FIT in bowel screening; the last two of these objectives would help with early detection of bowel cancer.

The work programmes carried out through this joint arrangement were explained to Members. Olivia Falgayrac-Jones explained that although the joint arrangement had retained governance of child health information and services, the Healthy Child Programme – which encompassed health visitors and school nurses programmes – was now coordinated by local authorities. The Head of Public Health would report in to the Leadership team on a quarterly basis to show progress and to address any concerns.

Nisha Jayatilleke, Consultant in Public Health, introduced herself and explained that she led a team of staff on screening and immunisation programmes across the Thames Valley region. Data had been collected for 2016/17 and 2017/18 to show the uptake of immunisations for

children at age 1, 2 and 5, and there was some data available for 2018/19. The figures showed that there were upward trends in takeup for all immunisations at age 1 and 2, and for the majority of immunisations at age 5. There had been a decrease in the percentage of children aged 5 being given the DTaP/IPV booster; Nisha Jayatilleke explained that some children would have this immunisation at a younger age, so although they were immunised against the disease they were not counted towards the official statistics.

Responding to a question from Cllr Hollingsworth, Nisha Jayatilleke explained that the data relating to children aged 1, 2 and 5 was collated through GP practices in the Royal Borough. Statistics relating to school-aged immunisations was collated and arranged through the Berkshire Healthcare Foundation Trust. Nisha Jayatilleke informed the Panel that takeup rates for the HPV vaccine in girls in school years 8 and 9, and the tetanus and diphtheria pertussis vaccine for all children in school year 9 had been one of NHS England's best. Members were told that the HPV vaccine protected against cervical cancer, and was offered to girls before they became sexually active. A successful catch-up programme was carried out to vaccinate girls up to the age of 20 who were in school years 8 and 9 before the vaccine was introduced. Nisha Jayatilleke informed Members that a work programme focused on cultural and religious barriers was being undertaken, as these had been identified as being the main reasons for parents not wanting their children to be immunised.

The Chairman asked if any GP surgeries or geographical areas had been identified where immunisation takeup had been low. Nisha Jayatilleke said that some deprived areas that needed additional support had been identified. However in terms of individual GP practices, takeup rates tended to fluctuate. This was partly down to the way that surgeries recorded the information, and staff had been given additional training on coding. For example a child may be given four vaccinations in a single sitting, but this may only be recorded as one vaccination. Members were informed that a new IT system had been introduced, which meant that surgeries were no longer required to produce evidence of which vaccines had been given out. The IT system would also help flag up if a child was due for an immunisation when a parent went in to the GP surgery for a routine, unrelated, appointment. Nisha Jayatilleke informed Members that work was taking place to help fill out incomplete immunisation histories, which was a particular issue with families who had moved from abroad. She stated that if a family could provide proof a child had had a particular immunisation it would be unlikely they would require it again; however there was also little harm, or risk of side effects, if a child were to receive a second vaccination.

Members were informed that the Joint Strategic Needs Assessment was in the process of being updated, and it was hoped that this work would be completed by January.

The Chairman thanked Olivia Falgayrac-Jones and Nisha Jayatilleke on behalf of the Panel for attending the meeting and congratulated their teams for an excellent set of figures.

Olivia Falgayrac-Jones and Nisha Jayatilleke left the meeting at 7pm.

ANNUAL COMPLIMENTS AND COMPLAINTS REPORT

The Head of HR and Corporate Projects introduced the item and explained that she would update Members on figures that were relevant to children's services, rather than the report as a whole.

The Council had received 644 complaints in 2017/18, compared to 665 the previous year. Of these 37, or 5.6 per cent, related to children's services. Members were informed that there was a three-stage complaints process; progression to stage 2 meant an independent person would be tasked with investigating the complaint, and progression to stage 3 would entail a panel needing to be assembled to resolve the complaint. Of the 37 complaints made about children's services in 2017/18, three were progressed to stage 2 and none to stage 3. A request had been made to progress to stage 3, but this would not be resolved until 2018/19 and was therefore not included in the figures. The Head of HR and Corporate Projects said

the themes of complaints followed a similar pattern to previous years, with the most common types of complaint being a perceived failure to follow policy, perceived lack of action, or attitude of staff. The Head of HR and Corporate Projects informed Members that 16 per cent of complaints against children's services were fully upheld, compared to 25 per cent in 2016/17. However there had been a reduction in the number of complaints that were responded to within the relevant required timescales. Members were informed that the Complaints Team were now using a new IT system that would automatically alert them when a complaint was close to its response expiry date.

Regarding complaints about the Council made to the Local Government Ombudsman, Members were informed that there had been 11 referrals for cases relating to children's services and that none of them had been put through to a full investigation by the Ombudsman. Five of these had been referred back to the Council and the remainder had been closed. The Head of HR and Corporate Projects told Members that a case could be referred to the Ombudsman at any stage of the complaints process. Members were told that examples of learning from complaints made about children's services were included in the main report.

Regarding compliments, Members were informed that the number received by children's services had increased to 97 compared to 56 the previous year. The Chairman noted the number of compliments received by youth services in particular, and stated she was delighted at the overall number of compliments to be received by children's services.

Cllr Wilson noted that responding to complaints in a timely manner was an issue and asked for more information on this. The Director of Children's Services explained that the Council had taken time to understand the root causes of residents' grievances and the issues involved in order to help reduce the number of complaints in future, but this had necessitated having to take more time than was outlined in the statutory timescales. The most complex cases, involving social care, took the most amount of time to resolve. The Director of Children's Services informed Members that there had been a cultural shift in social care to better understand the issues affecting residents and provide staff with the appropriate training as a result. However he also stated that a number of complaints were from residents who disagreed with, or disliked, the professional judgement of officers.

Cllr Richards asked about the representations made by young people in section 7.17 of the main report and asked if these were different from complaints. The Director of Children's Services explained that representations related to young people raising an issue or concern in their statutory review, which could be raised as a complaint if they wished. The use of the word representation was encouraged as it sounded less adversarial than complaint. It was noted that one young person had registered a complaint about children's services.

Responding to a question from Cllr Hollingsworth, the Director of Children's Services stated that for a complaint to be closed, the complainant had to be satisfied that their complaint had been resolved and it could only be closed after they had confirmed this was the case.

Cllr Wilson noted in the appendix to the LGO report that it was stated 69 per cent of complaints against the Council were upheld. However Members noted that this figure did not include complaints to the Ombudsman that were either incomplete or invalid, referred back to the Council, or closed after the Ombudsman's initial enquiries. Cllr Wilson stated that the figures in the appendix were therefore misleading and suggested that the Council should write to the Ombudsman to point this out. This was unanimously agreed by the Panel.

The contents of the report was noted by Members.

ANNUAL REPORT ON COMMISSIONED SERVICES

The Deputy Director – Strategy and Commissioning introduced the item and explained that the report looked at Council services that were commissioned by external providers. The most

relevant provider for this Panel was Achieving for Children. Members were reminded of the performance indicators that each service area was given at the start of the year. The Deputy Director – Strategy and Commissioning explained that although not all indicator targets had been met with regards to children’s services, overall performance standards had been. Having a consistent approach to managing contracts, improved management of services and revising benchmark standards had all been identified as ways of improving experiences for residents.

Cllr Wilson stated that commissioning services was the right course of action as it improved services for residents. However he stated his belief that residents may be confused about the specific functions of each provider and may not be aware of the purpose of Optalis, Volker etc. The Chairman also stated her belief that outsourcing services to the new providers had led to improvements in quality of service.

Cllr Wilson asked if it could be explained which services Achieving for Children excelled at providing. The Director of Children’s Services stated they were good at quality assurance with regards to social care, and reminded Members that since the transfer of services to Achieving for Children the number of children with Child Protection Plans had reduced. Staff confidence had also improved, with a recent survey showing that 96 per cent of staff knew exactly what their job role entailed and 66 per cent professing that they felt their jobs were making a positive difference to children. This had been evidenced from a letter from a judge at Reading Family Court, who had praised the Council after noticing an improvement in the way social care cases were managed. The Director of Children’s Services said that the new culture of working in an environment that focussed solely on children’s services had aided this process. The Deputy Director – Strategy and Commissioning added that outsourcing to organisations that had a specific focus on their service area had proved beneficial to staff and residents across all service areas, not just children’s services.

The Director of Children’s Services stated that using fewer agency staff had had a positive effect as it provided better continuity of services for residents, and provided cost savings for the Council. This meant there was greater capacity and capability to help residents.

Cllr Wilson stated his belief that the report needed to clearly outline the reasons why services had been outsourced to different providers, and explain to residents what changes would come into effect over the forthcoming year. He also stated that the report should outline the improvements to children’s services that had been made by Achieving for Children.

RESOLVED UNANIMOUSLY: That Members noted the report and:

- i) Endorsed the commissioning function’s priorities for 2018-2020.**
- ii) Requested an annual report 2018-19 to Cabinet in October 2019.**

WORK PROGRAMME

The Chairman informed Members that the Adult Learning Joint Meeting would be taking place at Slough Borough Council at 4pm on Monday 29th October. She stated that she and the Vice Chairman, along with officers, would be attending and that other members of the Panel were welcome to attend.

The contents of the Work Programme was noted by the Panel.

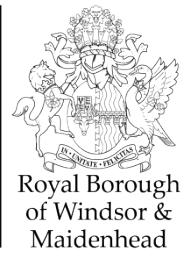
The meeting, which began at 6.30 pm, finished at 7.55 pm

CHAIRMAN.....

DATE.....

Report Title:	School Admission Arrangements and Co-ordinated Admissions Scheme 2020/21
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Airey, Lead Member for Children's Services
Meeting and Date:	Cabinet - 13 December 2018
Responsible Officer(s):	Kevin McDaniel, Director of Children's Services
Wards affected:	All

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REPORT SUMMARY

1. The Royal Borough of Windsor and Maidenhead is the admissions authority for community and voluntary controlled schools in the borough, and sets the admissions arrangements for these schools. The borough has a duty to determine the arrangements for the academic year 2020/21 by 28 February 2019. There are no proposed changes to the admission arrangements from the current arrangements.
2. The Local Authority also has a statutory duty to formulate a scheme to co-ordinate admission arrangements for all publicly funded schools within their area for phase transfer, e.g. primary to secondary school, and publish it on the website by 1 January 2019. There are no proposed changes to the co-ordinated admissions scheme from the current scheme.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) Approves, and thereby determines, the RBWM Admission Arrangements for 2020/21 set out at Appendix 1.
- ii) Approves, and thereby determines, the RBWM Co-ordinated Admissions scheme for 2020/21 set out at Appendix 2.

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Admission arrangements 2020/21

- 2.1 The Royal Borough of Windsor and Maidenhead is the admissions authority for all community and voluntary controlled schools in the borough, and sets the admissions criteria for these schools. The borough has a duty to determine the admission arrangements for 2020/21 by 28 February 2019.
- 2.2 Voluntary aided schools, academies and free schools are responsible for determining their own admission arrangements.
- 2.3 The admissions arrangements include the process for applying for a school place, the criteria for allocating places if a school is over-subscribed, and a list

of how many places per year group are available at each school (Published Admission Number (PAN)).

- 2.4 If there are significant changes to the borough's arrangements (for example, a reduction in the PAN) a consultation lasting for a minimum of six weeks must take place between 1 October and 31 January in the determination year.
- 2.5 Demand for Reception places in the Windsor first schools is projected to fall over the next few years, potentially giving a surplus of 108 Reception places (20%) by September 2021.
- 2.6 The Royal Borough has written to the first schools in the town to gauge interest in temporary reductions in PANs. No schools have yet agreed, so any future decision to reduce PANs for September 2020 cannot be subject to the statutory consultation period. They will require an application to the Schools Adjudicator for a variation to the determined admissions arrangements.
- 2.7 In December 2017, the Minister of State for School Standards, Rt. Hon Nick Gibb MP, wrote to all local authorities and admission authorities asking them to consider giving priority in the oversubscription criteria to children who have and have ceased to be in state care outside of England as a result of being adopted.
- 2.8 Until this becomes a statutory requirement under the School Admissions Code 2014, RBWM will continue to consider individual cases under the existing social/medical criterion. This information will be included in the guidance for applying under this criterion provided to parents.
- 2.9 There are no proposed changes to the existing admission arrangements for 2020/21.

Co-ordinated admissions scheme

- 2.10 Although academies, voluntary aided and free schools are their own admitting authority, the Royal Borough of Windsor and Maidenhead is required to formulate a scheme to co-ordinate admission arrangements for all publicly funded schools within their area. The scheme outlines the method for processing and co-ordinating applications for school places in the normal admissions round for first entry into school and transfer to secondary school. It covers applications from borough residents and from other authority residents for any state funded school located in the Royal Borough.
- 2.11 If there are significant changes to the borough's co-ordinated admissions scheme, a consultation lasting for a minimum of six weeks must take place. There are no proposed changes for 2020/21, and therefore no need to consult.
- 2.12 The Code requires that the co-ordinated admissions scheme is determined and published on the RBWM website by 1 January 2019.

Options

Table 1: Options arising from this report

Option	Comments
Approve and thereby determine, the Admissions Arrangements and Co-ordinated Admissions scheme for 2020/21 as per the attached appendices. Recommended option	The admission arrangements and co-ordinated admissions scheme will be determined within the statutory framework.
Do not approve the Admissions Arrangements and Co-ordinated Admissions scheme for 2020/21 as per the attached appendices.	The local authority will be in breach of the statutory framework set out in the Code.

3. KEY IMPLICATIONS

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
The admission arrangements for 2020/21 are determined on time.	Not determined by 28 February 2019.	Determined by 28 February 2019.	N/A	N/A	28 February 2019
The co-ordinated admissions scheme for 2020/21 is determined on time.	Not determined by 1 January 2019.	Determined by 1 January 2019.	N/A	N/A	1 January 2019.

4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 There are no financial implications.

5. LEGAL IMPLICATIONS

5.1 The School Admissions Code 2014 is issued under Section 84 of the School Standards and Framework Act 1998. The purpose of the code is to ensure that all school places for maintained schools excluding maintained special schools and all academies are allocated and offered in an open and fair way.

- 5.2 Regulations 26 to 32 and Schedule 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 cover the requirements of the co-ordinated admissions scheme.

6. RISK MANAGEMENT

- 6.1 None.

7. POTENTIAL IMPACTS

- 7.1 There are no staffing/workforce or accommodation implications, and no property and assets implications, arising from the recommendations in this report.

8. CONSULTATION

- 8.1 The borough is not required to consult on the co-ordinated admissions scheme where no significant changes have been proposed and the scheme has been consulted on within the last seven years. The last public consultation took place in the period December 2015 to January 2016.
- 8.2 The borough is not required to consult on the admission arrangements where no significant changes have been proposed and the scheme has been consulted on within the last seven years. The last public consultation took place in the period December 2017 to January 2018.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Implementation date if not called in: Immediately.

Table 3: Implementation timetable

Date	Details
1 January 2019	The statutory deadline for determining and publishing the co-ordinated admissions scheme for 2020/21.
28 February 2019	The statutory deadline for determining the admission arrangements for 2020/21.

10. APPENDICES

- 10.1 This report is supported by two appendices:
- Appendix 1: Admission arrangements for Royal Borough of Windsor and Maidenhead community and voluntary controlled Schools
 - Appendix 2: Co-ordinated admissions scheme for Royal Borough of the Windsor and Maidenhead maintained schools

11. BACKGROUND DOCUMENTS

11.1 This report is supported by four background documents:

- School Admissions Code, DfE December 2014
- School Standards and Framework Act 1998
- School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012
- Letter from the Minister of State for School Standards re: children adopted outside of England, December 2017

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Airey	Lead Member for Children's Services	15.11.18	15.11.18
Russell O'Keefe	Acting Managing Director	15.11.18	
Rob Stubbs	Section 151 Officer	15.11.18	15.11.18
Elaine Browne	Interim Head of Law and Governance	15.11.18	15.11.18
Nikki Craig	Head of HR and Corporate Projects	15.11.18	15.11.18
Louisa Dean	Communications	15.11.18	15.11.18
Andy Jeffs	Executive Director	15.11.18	15.11.18
Kevin McDaniel	Director of Children's Services	15.11.18	
Angela Morris	Director of Adult Social Services	15.11.18	
Hilary Hall	Deputy Director of Commissioning and Strategy	15.11.18	15.11.18
	Other e.g. external		

REPORT HISTORY

Decision type: Non-key decision	Urgency item? No	To Follow item? N/A
Report Author: Samantha Scott, Admissions Team Leader, 01628 796550		

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Appendix 1

Admission arrangements for Royal Borough of Windsor and Maidenhead community and voluntary controlled schools

For September 2020 entry

Determined on [date]

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Introduction

The Royal Borough of Windsor and Maidenhead is the admitting authority for community and voluntary controlled schools within the borough.

The Royal Borough of Windsor & Maidenhead deliver its school admissions service through Achieving for Children, a community interest company set up in partnership with the Royal Borough of Kingston and the London Borough of Richmond

This document sets out the local authority's admission arrangements for entry to schools in September 2020.

There are no changes to the admission arrangements for 2020/21 and therefore no requirement for a public consultation.

These arrangements comply with the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014, the School Admissions Code 2014 and the School Admissions Appeals Code 2012.

Other admitting authorities within RBWM

Voluntary aided schools, free schools and academies are their own admitting authorities and are required to publish their own proposals for consultation (if required) and determine their own admissions arrangements. Details of their proposals and/or determined arrangements should be obtained from each individual school.

Own admitting authority schools within RBWM are as follows:

Altwood CE Secondary	A	Holyport College	FS
Bisham CE Primary School	A	Knowl Hill Primary	A
Braywick Court School	FS	Lowbrook Academy	A
Burchetts Green Infants	A	Newlands Girls' School	A
Charters School	A	St Edmund Campion Catholic	A
Cheapside CE Primary	VA	St Edwards Catholic First	VA
Churchmead CE Secondary	VA	St Edwards RF Middle	VA
Clewer Green CE	VA	St Francis Catholic Primary	A
Cookham Dean CE Primary	VA	St Lukes Primary School	A
Cox Green	A	St Marys Catholic Primary	A
Datchet St Marys CE Primary	A	St Michaels CE Primary	VA
Dedworth Green First	A	St Peters CE Middle	A
Dedworth Middle	A	The Royal	VA
Desborough College	A	The Windsor Boys' School	A
Eton Porny CE First	A	Trevelyan Middle	A
Furze Platt Senior	A	Trinity St Stephen CE First	VA
Holy Trinity CE Primary (Sunningdale)	VA	White Waltham CE Academy	A
Holyport CE Primary	A	Windsor Girls' School	A

A - Academy

Key: VA - Voluntary Aided school

FS - Free school

Schools that become academies after 3 January 2019 must process applications in line with the arrangements published in this paper for admissions in September 2020. They will then be expected to determine their own arrangements for entry in September 2021.

Section 1: Admission policy for primary age schools from 1 September 2020 (primary, first, infant and junior Schools)

1.1 These criteria relate to the following schools – community (C) or voluntary controlled (VC) - within the local authority.

Alexander First School	C	Homer First School	C
All Saints CE Junior School	VC	Kings Court First School	C
Alwyn Infant School	C	Larchfield Primary School	C
Boyne Hill CE Infant School	VC	Oakfield First School	C
Braywood CE First School	VC	Oldfield Primary School	C
Cookham Rise Primary School	C	Riverside Primary School	C
Courthouse Junior School	C	South Ascot Primary School	C
Eton Wick CE First School	VC	The Queen Anne CE First School	VC
Furze Platt Infant School	C	Waltham St Lawrence Primary School	C
Furze Platt Junior School	C	Wessex Primary School	C
Hilltop First School	C	Woodlands Park Primary School	C
Holy Trinity CE Primary School (Cookham)	VC	Wraysbury Primary School	C

1.2 The authority strives to allocate school places in a fair and transparent way. Every school has a published admission number (PAN), which is the number of pupils normally admitted to the entry year of the school. The numbers currently in force are given in section 7 of this document.

1.3 Where a school receives more applications than there are places available, applicants will be prioritised and places allocated according to the published oversubscription criteria below.

Children with Education, Health and Care Plans (EHC)

1.4 A child who is the subject of an EHC plan will be admitted to the school named in their plan. These children will be admitted to the named school even if it is full and are therefore outside the normal admission arrangements. As required by the Admissions Code however, these children will count as part of the school's PAN.

Oversubscription criteria

1.5 Once children with EHC plans have been allocated, places at community and voluntary controlled primary age schools will be allocated in the following descending order of priority:

1. Children in care.¹ This category includes a child in care or a child who was previously in care but immediately after being in care became adopted² or subject to a child arrangements order³ or special guardianship order⁴

¹ I.e. children in care are children who are (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.

² All children adopted from local authority care.

³ Under the terms of the Children Act 1989.

⁴ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Children with exceptional social or medical reasons for requiring the school (as explained in the section 5 of this document)
3. Children who live in the 'designated area' of the school (note 1) and who have a sibling who attends this school (note 2)
4. Children who live in the 'designated area' of the school (note 1)
5. Children who have a sibling who attends the school (note 2)
6. Children who attend an infant school that is formally linked with the preferred junior school (Furze Platt Junior is formally linked with Furze Platt Infant; All Saints Junior is formally linked with Burchetts Green Infant and Boyne Hill Infant; Courthouse Junior is formally linked with Alwyn Infant).
7. **For Voluntary Controlled schools only** - Children whose parents choose the school on denominational grounds (as explained in section 5 of this document)
8. Children whose parents have any other reason for their preference

Tiebreaker

1.6 If a school does not have places for all the children in a particular criterion, the borough prioritises those applicants who live closest to the school. The distance will be measured in a straight line from the address point of the pupil's house as determined by Ordnance Survey to the address point of the school using the local authority's GIS system. In the event that two or more children live at the same distance from the school then random allocation will be used to prioritise applicants where necessary. The names will be drawn and the whole process scrutinised by persons who are independent of the authority.

Multiple births or children with birth dates in the same academic year

1.7 After the admission criteria have been applied, should applications for siblings whose birthdays are in the same academic year fall either side of a school's PAN the authority will admit above the PAN in order to allocate all siblings to the same school.

Notes

Note 1 – Designated Areas

1.8 Maps of the current designated areas may be viewed on the RBWM website, www.rbwm.gov.uk. Alternatively applicants can use the Neighbourhood View facility on the website for information on schools based on their address.

Note 2 – Sibling Criterion

1.9 A sibling would need to be attending the school at the time of admission of the child for whom a place is sought. The term 'sibling' includes a half or step child permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child. In the case of Infant and Junior schools, attendance of a sibling at either the Infant or Junior school qualifies as a sibling for the linked school. Linked schools are described in criterion 6 of the oversubscription criteria.

Primary school entry point

- 1.10 Pupils are eligible to commence full time education from the September following their 4th birthday. However, a child does not legally have to be in full time education until the term following their 5th birthday.
- 1.11 Parents who feel their children are not ready to begin school full time in the September following their 4th birthday have the option for their child to either:
- Start school later in the academic year, so long as the place allocated is taken up during the Reception academic year (unless section 1.38-1.42 applies) *and* no later than the start of the final term and / or the start of the term following the child's 5th birthday; or
 - Start school part time at any stage during the Reception academic year, so long as the child then attends the school full time from the start of term following their 5th birthday;
 - Start school directly in Year 1 if a child was born between 1 April and 31 August. Please note that an application for a Year 1 place can only be made from the start of the term prior to September entry, in line with the in-year process as detailed in section 6. For the avoidance of doubt, places for entry directly into Year 1 cannot be reserved from the preceding year, nor from an application for a reception place
- 1.12 It will be expected that parents will opt for their child to commence school at the start of one of three traditional terms (autumn, spring, summer). It is also expected that part time schooling offered will be either five mornings or five afternoons a week; a decision which will normally be made by the school.

Children educated outside of their chronological academic year group

- 1.13 It is expected that children will be educated in the appropriate academic year group for their chronological age. In certain exceptional circumstances, children will be educated outside this year group. If this is the case, then applications should be made in the academic year prior to the required school transfer. Applications must be made on a paper CAF and cannot be made online.
- 1.14 The Admissions Code enables a parent to request that their child is admitted outside of their normal age group. For example, a parent may request that a summer-born child – born between 1 April and 31 August is admitted into a reception class in the September following their fifth birthday instead of entering year 1.

- 1.15 Admission authorities are responsible for making the decision into which year group a child should be admitted but are required to make a decision based on the circumstances of the case. There is no statutory barrier to children being admitted outside their normal year group. An admitting authority will usually take the following factors into account when considering a parental request for a summer born child to be admitted into a reception class in the September following their fifth birthday:
- The needs of the child and the possible impact on the child of entering Year 1 without having first attended the reception class;
 - In the case of children born prematurely, the fact that the child may have naturally fallen into the lower age group if born on the expected date;
 - Whether delayed social, emotional or physical development is adversely affecting the child's readiness for school;
 - Relevant research into the outcomes of summer-born and premature children.
- 1.16 For all requests for delayed entry into Reception, parents should make their application at the same time as those applying for normal Reception entry stating that they wish to enter reception a year later than normal for their child's age. Parents should discuss this as soon as possible with their preferred schools and the authority.
- 1.17 Parents do not have a right to appeal against entry into a specific year group. However, they may make a complaint to the local authority or to the school.

Appeals

- 1.18 Appeals against a decision not to offer a place at a particular school should be lodged by the published closing date for the on time submission of appeals. This date will be published in the authority's composite prospectus and in the relevant offer letter.
- 1.19 Appellants are entitled to ten school days' notice of the appeal hearing date. The School Admission Appeals Code requires that appeals for on time applications are heard within 40 school days of the deadline for lodging appeals. Appeals for late applications are expected to be heard within 40 school days of the deadline for lodging appeals where possible or within 30 school days of the appeal being lodged. Appeals lodged by the closing date will be heard before the end of the summer term. Appeals lodged after the closing date will be heard as soon as possible. All aspects of appeals for voluntary aided schools, free schools and academies are the responsibility of the school governors. Appeal deadline dates may differ for own admission authority schools.
- 1.20 Other admitting authorities within the local authority's area are required to notify the local authority about the outcome of any appeals.

Section 2: Admission policy for secondary age schools from 1 September 2019 (Secondary, Middle and Upper Schools)

All secondary age school schools in RBWM are academies, voluntary aided or free schools, and responsible for their own admission policies. Please refer to the individual school for details of their admission arrangements.

Section 3: Admission policy for in-year entry for 2020/21 (Year Reception to Year 11)

3.1 This policy refers to all applications made for children of statutory school age seeking entry to school outside of the normal admissions round.

3.2 Parents must apply directly to the admission authority for the school or schools of their preference. This is the local authority for community and voluntary controlled schools, and the schools themselves for voluntary aided schools, free schools and academies (own admission authority schools).

3.3 The relevant admission authority will make available a suitable form upon which an application may be made. The local authority will also make available a suitable form for own admission authority schools. Own admission authority schools may also require a supplementary information form (SIF) to be completed at the time of application.

3.4 Own admission authority schools are required to notify the authority of applications received and their outcome. This is to enable the authority to keep up to date figures of available school places in the area, and support applications where necessary. Admission authorities must inform parents of their right to appeal against refusal of a place.

3.5 Children who are the subject of a direction by the local authority to admit, or who are allocated to a school in accordance with the Fair Access Protocol, will take precedence over those on a waiting list.

The application process for RBWM community and voluntary Controlled schools

3.6 Applications should be made no earlier than one term prior to hopeful entry, based on the modern six term year. Applicants may state up to six preferences.

3.7 Applicants will be required to provide evidence of their child's date of birth if they have not previously made an application via the local authority. If the application is due to a house move, the applicant will need to provide evidence they are residing at the new address, such as a completion of sale document or a rental agreement. Further documents may be requested. Additional information will be required for applicants applying from abroad (e.g. entry visa and passport details) to verify right of abode.

3.8 Applications will be processed and, where vacancies exist, a place will be offered at the highest preferred school possible.

3.9 Entry will be deferred until the start of the next term, unless a child is without a school place or it is considered impractical to delay, in order to minimise the disruption to both the child's education and that of other children.

3.10 If a place is not available at a preferred school, and no higher preferred school has been offered, then parents will be informed of their right of appeal. The child will automatically be placed on the preferred school(s) waiting list which will be prioritised in line with the over-subscription criteria as published in section 1.5 of the admission arrangements.

3.11 Where no school place is available at a preferred school, and a child is currently without a school place within a reasonable distance, then the authority will, as a minimum, inform applicants of the availability of places at alternative schools and how they may apply. Where possible, the authority will offer a school alternative school place at the next nearest community or voluntary controlled school with a vacancy. A referral may be made under the Fair Access Protocol, available on the RBWM website.

3.12 The Admissions Code allows admission authorities to admit above the published admission number (PAN) in-year. Community and voluntary controlled schools must not do so save by specific request or direction of the authority. Voluntary aided schools, free schools and academies are expected to notify the local authority if they do so.

Section 4: Admission policy for sixth form entry in September 2020

4.1 All RBWM schools with sixth forms are academies, voluntary aided or free schools, and are responsible for sixth form admissions. The Local Authority has no jurisdiction over sixth form admissions.

Section 5: Further Information

Social or medical criterion

5.1 The authority will consider an application in this category only where the child, or his or her parent or guardian, can demonstrate a wholly exceptional medical or social requirement for attendance at the preferred school. It is expected that places will be given under this category in no more than a small number of instances in a year, if at all.

5.2 To apply under this criterion, the parent or guardian must send a covering letter to support the application. It must explain the reasons for requiring a place under this criterion, why the preferred school is significantly more suitable than any other school for their child, and the difficulties likely to be caused by not attending it. Such difficulties must be so exceptional as to be extremely rare in the population. The reasons may be associated with the child or with the family.

5.3 Supporting evidence must be included from a suitably qualified professional person associated with the child or the family, such as a consultant, a general practitioner, psychiatrist or a senior social worker. Evidence from members of the family, friends or a child minder will not normally be acceptable. All evidence must be on headed writing paper. Any evidence must be provided at the expense of the parent. The parent must give permission to the local authority to make such enquiries as it thinks necessary to investigate the matter further.

5.4 All schools are able to work with special educational needs and are expected to accommodate severe medical needs. The authority is unlikely to accept that one school is more suitable than another on these grounds. Such difficulties as child care arrangements or the need to drop off/collect children at more than one school are unlikely to be acceptable without accompanying exceptional medical or social reasons.

5.5 Applications lacking external objective evidence will be rejected under this category. Any rejected application will then be considered under the next highest appropriate category to the child. Applicants are strongly advised to name other schools within the permitted number of preferences.

5.6 Applicants seeking to rely on these grounds must provide the necessary evidence by the closing date for applications. This will allow time for the authority to obtain additional evidence if necessary. It may not be possible to consider applications under this criterion after the closing date, even where a family has subsequently moved into the area.

5.7 The strength of applications will be considered by two or more officers individually and then together, referring to another officer where disagreement exists. Those officers assessing the strength of an application should have knowledge of the admissions process and the School Admissions Code. The papers they consider must have the name of the child and his or her family redacted. Those officers must consider the application as objectively as possible, and will note collectively their reasons for any rejection of the application under this criterion. Applicants are advised that because of the possible subjectivity of applications and decisions, the evidence that is presented must be as full and objective as possible, and that the threshold of acceptance will be exceptionally high.

5.8 There will be no right of appeal to officers against refusal of a decision in this category, but all parents will have the usual right of appeal to an independent appeal panel after allocations of places have been published.

Children in care (and previously in care)

5.9 When an application outside of the normal admissions round or in-year application is received to admit a child in care or a child previously in care¹, the authority will place the child in the school of the parent's preference (including the corporate parent) unless:

- that school is unsuitable to the child's age, ability or aptitude or to his special educational needs; or
- the attendance of the child would be incompatible with the provision of efficient education for the children with whom he would be educated or the efficient use of resources; or
- the child has previously been permanently excluded from the preferred school; or
- other exceptional circumstances exists rendering the school unsuitable.

5.10 The local authority has the power to direct a school to admit a child in care where Key Stage 1 classes are already at the maximum size² to comply with the infant class size legislation.

Denominational criterion

5.11 For voluntary controlled schools, the published admissions criteria provide priority to those applying under denominational grounds. Where applicants believe they should be considered under this criterion they must complete a Supplementary Information Form (SIF) if making an online application or the relevant section of the paper Common Application Form.

5.12 To be considered under this criterion, at least one of the parents/carers of the child concerned must regularly attend a church that is part of the group of Churches Together in England, Scotland, Wales or Northern Ireland. This group includes the following types of church: Church of England, all the protestant nonconformist churches (e.g. Baptist, Methodist, United Reformed) and Roman Catholic. Attendance does not include services of marriage, funerals or christenings (except for the christening of the child seeking entrance to the particular school).

5.13 It will be necessary for the form to be signed by their local clergy for verification before the form is submitted.

5.14 In the event of there being more applicants than places available in this category, RBWM's standard tiebreakers will be applied.

5.15 A copy of the wording of the paper common application form is provided below.

¹ a 'child in care' or a child who was previously in care but immediately after this became subject to an adoption, child arrangements, or special guardianship order.

² children in care are excepted pupils outside of the normal admissions round under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

CONFIRMATION OF CHURCH ATTENDANCE

I confirm that I am the parent /carer of the applicant and have significant involvement with a church on a frequent basis. I understand that 'frequent' is defined as at least twice a month for at least 8 months of the year prior to the published closing date for school admissions of 15 January 2020.

Signed:

Print Name:

To the vicar/priest/minister: Can you confirm that, to the best of your knowledge, the applicant's statement is true?

YES

NO

Signed:

Print Name:

Church:

Date:

Section 6: Published admission numbers of schools

School Name			2014	2015	2016	2017	2018	2019	2020
Alexander First School			30	30	30	30	30	30	30
All Saints CE Junior School			90	90	90	90	90	90	90
Altwood CE Secondary School			150	150	150	150	150	150	150
Alwyn Infant and Nursery School			101	101	101	101	90	90	90
Bisham CE Primary School			16	16	16	30	30	30	30
Boyne Hill CE Infant and Nursery School			60	60	60	60	60	60	60
Braywick Court School			28	30	30	30	30	30	30
Braywood CE First School			30	30	30	30	30	30	30
Burchetts Green CE Infants School			20	20	20	25	25	25	25
Charters School			240	240	240	270	270	270	270
Cheapside CE Primary School			16	16	16	30	30	30	30
Churchmead School			140	140	140	140	110	110	110
Clewer Green CE School			60	60	60	60	60	60	60
Cookham Dean CE Primary School			26	26	27	27	27	27	27
Cookham Rise Primary School			30	30	30	30	30	30	30
Courthouse Junior School			105	105	105	105	105	105	105
Cox Green School			176	176	176	206	206	206	206
Datchet St Mary's Academy			60	30	30	30	30	30	30
Dedworth Green First School			60	30	30	30	30	30	30
Dedworth Middle School			120	120	120	150	180	180	180
Desborough College			189	189	189	189	189	189	189
Eton Porny CE First School			30	30	30	30	30	30	30
Eton Wick CE First School			30	30	30	30	30	30	30
Furze Platt Infant School			90	90	90	90	90	90	90
Furze Platt Junior School			90	90	90	90	90	90	90
Furze Platt Senior School			193	193	193	223	223	223	253
Hilltop First School			45	45	45	45	45	45	45
Holy Trinity CE Primary School, Cookham			32	30	30	30	30	30	30
Holy Trinity CE Primary School, Sunningdale			30	30	30	30	30	30	30
Holyport CE Primary School			60	60	60	60	60	60	30 ¹
Holyport College	Year 7 entry	Day places	22	22	26	26	26	26	26
		Boarding places	18	18	18	18	18	18	18
	Year 9 entry	Day places	44	44	26	26	26	26	26
		Boarding places	36	36	18	18	18	18	18
Homer First School			75	45	45	45	45	45	45
Kings Court First School			45	45	45	45	45	45	45
Knowl Hill CE Primary School			13	13	30	30	30	30	30
Larchfield Primary and Nursery School			30	30	30	30	30	30	30
Lowbrook Academy			30	30	30	30	30	30	30
Newlands Girls School			186	186	186	192	192	192	192
Oakfield First School			60	60	60	60	60	60	60
Oldfield Primary School			60	60	60	60	60	60	60
Riverside Primary School			60	60	60	60	60	60	60
South Ascot Village Primary School			30	30	30	30	30	30	30
St Edmund Campion Catholic Primary School			60	60	60	60	60	60	60
St Edward's Catholic First School			60	60	60	60	60	60	60

¹ Subject to public consultation Nov/Dec 2018

St Edward's Royal Free Ecumenical Middle School	120	120	120	120	120	120	120
St Francis Catholic Primary School	30	30	30	30	30	30	30
St Luke's CE Primary School	45	45	45	45	45	45	45
St Mary's Catholic Primary School	45	45	45	45	45	45	45
St Michael's CE Primary School	30	30	30	30	30	30	60
St Peter's CE Middle School	60	60	60	60	60	60	60
The Queen Anne Royal Free CE Controlled First School	30	30	30	30	30	30	30
The Royal (Crown Aided) School	20	20	20	20	20	20	20
The Windsor Boys' School	230	230	230	260	260	260	260
Trevelyan Middle School	150	150	150	150	150	150	150
Trinity St Stephen CE Aided First School	30	30	30	30	30	30	30
Waltham St Lawrence Primary School	19	19	19	19	19	22	22
Wessex Primary School	60	60	60	60	60	60	60
White Waltham Academy	30	30	30	30	30	30	30
Windsor Girls' School	178	178	178	208	208	208	208
Woodlands Park Primary School	30	30	30	30	30	30	30
Wraysbury Primary School	60	60	60	60	60	60	60

Section 7: Definitions and explanations

Admission Authority – this is the authority responsible for setting and managing admission arrangements for a particular school. Specific types of schools are managed by different admitting authorities, although all are bound by the local authority's co-ordinated admission scheme. These different schools are detailed below:

Community schools – the local authority is the admission authority for these schools.

Voluntary Controlled schools – these are generally faith schools for which the local authority is the admission authority.

Voluntary Aided schools – these schools are faith schools, managed by the Church of England or Catholic diocese, for which the governing body is the admission authority. All the Voluntary Aided schools are bound by the co-ordinated admissions scheme.

Academies and Free Schools – these are schools whose running and capital costs are met by the DfE for which the governing body is the admission authority.

Published Admission Number (PAN) – this is the maximum number of pupils that a school is required to admit into each Year group. The number is agreed as part of a school's admission arrangements and is commonly determined with regard to a Net Capacity Assessment (calculated using instructions from the Department for Education (DfE) based on the space available and use of resources). Schools must admit up to their PAN. The PAN for Free schools and Academies is set by the Department for Education.

Admission Criteria – the rules used to prioritise the order in which children are offered school places.

Appeals – a parent's opportunity to ask for an independent panel to consider the admission authority's decision not to offer the child a place at the desired school.

Common Application Form (CAF) – this is the form used by applicants to apply for school places via their home authority.

Designated Area – sometimes know as the 'catchment area', this is a distinct geographical area that is served by a school. Admissions criteria often give certain priority to applicants living within a school's designated area, although this is never a guarantee of a school place.

Education, Health and Care Plans - An education, health and care plan is for children and young people who have special educational needs and disabilities and where an assessment of education, health and social care needs has been agreed by a multi-agency group of professionals. It is available from birth to age 25.

Home Address – this is a child's habitual residence and must be the address where you live with your child, unless you can prove that your child lives elsewhere with someone who has legal care and control of your child. We expect a child's home address to be a residential property that is the child's only or main residence, not an address at which your child may sometimes stay or sleep due to your domestic arrangements. The property

must be owned, leased or rented by the child's parent/s or the person with legal care and control of the child. Additionally, a child's home address is where he or she spends most of the school week unless this is accommodation at a boarding school.

Joint Custody Arrangements – where the childcare arrangements are jointly shared between both parents, the LA will consider the mother's home address to be the normal home address when considering the application unless legal documents are provided to the contrary.

Local Authority (LA) – if you live in the Royal Borough of Windsor & Maidenhead we are your 'home local authority'. If you live somewhere else, then the county or borough you live in is your 'home authority'. References in this paper to 'the local authority' or 'the authority' will be taken to mean the local authority of the Royal Borough of Windsor and Maidenhead unless otherwise specified.

Oversubscribed – when there are more applications than places, the school is said to be oversubscribed.

Parent – this is defined in law (the Education Act 1996) as *either* any person who has 'parental responsibility' (as defined in the Children Act 1989) for the child or young person, *or* any person who has care of the child or young person.

Preference – this is a school to which a parent/carer wishes to send their child. Parents can not choose the school their child attends but can indicate their preference. The authority must offer a place at the highest preferred school possible once the admissions criteria have been applied.

Service Families – where Service families and the families of other Crown servants are due to be posted to an area admitting authorities must treat such families as resident in the area when processing any application assuming appropriate evidence has been provided which may include notification of posting in the form of an official letter from the MOD, FCO or GCHQ.

Sibling – children are considered siblings if they have brothers or sisters living in the same family unit at the same address, and for whom the applicant has parental responsibility. The term includes a half or step child permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child.

Supplementary Information Form (SIF) – a SIF is required by some own admission authority schools in order to collect additional information not provided on the common application form. This is to enable them to assess applicants against the published admission criteria.

Appendix 2

Co-ordinated Admissions scheme for Royal Borough of Windsor and Maidenhead maintained schools

For September 2020 entry

Determined on [date]

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Section 1: RBWM co-ordinated admission scheme (2020/21 academic year)

- 1.1 The RBWM co-ordinated admission scheme establishes the method for processing and co-ordinating applications for school places in the normal admissions round and ensures that parents complete an application form via their home authority, irrespective of where their preferred schools are located, and receive only one offer of a school place via their home local authority.
- 1.2 The scheme complies with the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 and the School Admissions Code 2014.
- 1.3 Table 1 sets out the normal applicable birth date range for children eligible to transfer school in September 2020.

Table 1

Academic year of entry	Applicable birth date range *	School type
Primary age schools		
Year Reception entry	01/09/2015 – 31/08/2016	Primary, First or Infant school
Year 3 entry	01/09/2012 – 31/08/2013	Junior school
Secondary age schools		
Year 5 entry	01/09/2010 – 31/08/2011	Middle school
Year 7 entry	01/09/2008 – 31/08/2009	Secondary school
Year 9 entry	01/09/2006 – 31/08/2007	Upper school
* Children taught outside of their chronological age range may need to apply at alternative times.		

- 1.4 Admitting authorities for voluntary aided schools, free schools and academies within RBWM are expected to agree to this scheme and abide by the principles of it, with the exception of free schools who may, if necessary, be outside the co-ordinated process for the first year they open.
- 1.5 The scheme will be implemented in line with the timetables set out on page 20.
- 1.6 This scheme does not cover applications outside of the normal admissions round. These are considered as in-year admissions.

Guidance information

- 1.7 The authority actively provides guidance information to residents, targeting those who are due to apply for school places during the normal admissions round. Residents are identified using data from local schools. Neighbouring Authorities also provide, and are supplied with, lists of pupils attending a 'non-home authority' school in order that potential applicants can be identified. The relevant

webpages provide comprehensive information on the application process and timeline.

- 1.8 A separate composite prospectus, which provides information on the admissions process, is published each year for both admissions to primary age schools and secondary age schools. These are available online and in hard copy on request.

Application process

- 1.9 The application process for RBWM residents opens on the following dates:

Primary Age Schools	11 November 2019
Secondary Age Schools	9 September 2019

Applications are made online, with a paper Common Application Form (CAF) available if it is not possible to make an online application. Applications must be submitted to a resident's home local authority; applications from residents living in another authority will be discarded. Where both an online and a paper application are submitted, the application dated most recently will take precedence.

- 1.10 Applications invite parents to express up to six preferences for schools. Parents must list any school to which they wish to apply within these six preferences which are relevant to the transfer group for which they are applying. This includes any state school within England, not just those within RBWM. However this does not include independent schools. Legislation requires local authorities to run an equal weighting system meaning that all preferences must be considered independently of one another. The rank of a school in the preference list has no bearing on the priority with which applicants are awarded places. Priority can only be determined using the relevant published admission criteria for a school. Only when multiple offers of school places can be made will the order of preference be taken into account to ensure applicants receive one offer of the highest preferred school possible.

- 1.11 Completed applications must be submitted to the local authority by the following national closing dates:

Primary Age Schools	15 January 2020
Secondary Age Schools	31 October 2019

- 1.12 It is inevitable that not all applicants requiring a school transfer will be able to submit an application by the national closing date. In exceptional circumstances, where evidence is provided to show that factors outside the applicants control mean the application could not have been made by the closing date, the authority will consider late submissions as 'on time' if they are received by the following extended deadline dates:

Primary Age Schools	29 January 2020
Secondary Age Schools	14 November 2020

Applications with no exceptional reason for applying after the closing date, or received after the extended deadline date, will be considered as late applications.

- 1.13 Any Supplementary Information Form (SIF) required as part of the application process should be completed and returned to the relevant admitting authority by the published closing date. These forms will contain only the additional information required by an admitting authority to determine an applicant's admission criterion. These forms can be obtained from the relevant school.
- 1.14 Where separated parents or carers of a child each submit a separate application for different schools the processing of these applications may be severely delayed. Parents or carers should attempt to resolve matters between themselves and inform the authority in writing of which application should be processed. It is not appropriate for the authority to become involved in private disputes. The authority does recognise that there may be exceptional situations where parents or carers cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the authority to take a decision. Where this is the case the authority will try to establish the child's permanent address and prioritise the application made by the parent living at this address in accordance with the published admission arrangements.

Allocation process

- 1.15 Following the relevant closing date, application forms will be processed and co-ordination of preferences will commence. Local authorities within England will exchange data highlighting residents applying for out of authority schools.
- 1.16 When this data has been exchanged, the local authority will provide other admitting authorities within RBWM with a list of applicants who have listed their school as a preference. Admitting authorities will assess pupils in line with their published admissions policy and will return the list to the local authority in rank order. The local authority will assess those applicants listing schools for which RBWM is the admitting authority or where an own admission authority school has made the decision to buy back admissions validation as a traded service..
- 1.17 Local authorities within England will exchange data confirming whether places at local schools can be offered or not to residents who live outside of their authority.
- 1.18 The home local authority will consider all preferences with an equal weighting and will provide one offer of a school place. Where it is possible to offer places at multiple preferred schools, only one offer will be made, which will be for the school ranked highest in the parent's preference list.
- 1.19 Where it has not been possible to offer a place at a preferred school, the authority will, where possible, offer residents a place at an alternative school. The authority will aim to offer a place at the nearest school with a vacancy. The nearest school will be measured in a straight line from the home address. This process will only

occur once places have been allocated to applicants who listed those schools on their application. Where a school is identified as the alternative school for more pupils than there are places available, then the published oversubscription criteria will be applied in order to determine priority.

- 1.20 The deadlines the authority will be working to with regards to each stage of the allocation process are defined in table 2.

Table 2

	Secondary age Schools	Primary age Schools
Exchange preference data with other LA's	28/11/2019	13/02/2020
Provide preference lists to other admitting authorities within RBWM	16/12/2019	27/02/2020
Receive ranked lists from other admitting authorities within RBWM	10/01/2020	18/03/2020
Exchange offer data with other LA's	24/01/2020 to 14/02/2020	23/03/2020 to 03/04/2020
Finalise Allocations	17/02/2020	06/04/2020
National Offer Date	02/03/2020	16/04/2020

National offer date

- 1.21 Applicants who made applications before the closing date will be notified of the outcome of their application on the following offer dates:

Secondary Age Schools 2 March 2020
Primary Age Schools 16 April 2020

Applicants who made an e-application can log into their account on Offer Day to see the outcome of their application. They will also receive an automated email detailing the next steps to accept or refuse the offer, and request to be added to any waiting list. Applicants who applied using the paper common application form will be sent a letter with the outcome of their application, via email where possible, or by first class post, posted on the respective offer date.

- 1.22 In the case of voluntary aided schools, free schools and academies the offer is made by RBWM on behalf of the governing body. For schools outside the authority, offers are made on behalf of the relevant admitting authority.
- 1.23 Shortly after offer day, all schools within the local authority will be sent details of the children allocated places at their school.
- 1.24 For those not offered a preferred school, the letter will confirm the reasons why the application was unsuccessful. It will also advise applicants of their right of appeal and to whom this appeal should be addressed.

- 1.25 Parents/carers will be asked to respond to the offer of a school place and indicate if they wish to accept or decline the place offered. Responses must be made to RBWM via the authority's website, by email or by post by the following dates:

Secondary Age Schools	16 March 2020
Primary Age Schools	30 April 2020

This is also the opportunity to request that a child be placed on a waiting list for a higher preferred school for which a place was not allocated. Waiting lists for oversubscribed schools are operated by the admitting authority. Applicants are prioritised according to the schools published oversubscription criteria and each added child will require the list to be ranked again in line with the published oversubscription criteria. For RBWM community and voluntary controlled schools, the authority will maintain waiting lists until 31 August in the academic year of entry.

- 1.26 In line with the Admissions Code, failure to accept the place could result in the offer of a school place being withdrawn. If a place is refused, the parent/carer must inform the 'home' authority which school the child will be attending, or how they intend to educate their child.

Late applications and late changes of preferences

- 1.27 Any application or change of preference received after the national closing date, or the extended deadline date for those applicants who have an exceptional reason for not applying on time, will be considered as late. The online application system closes on the relevant national deadline date and any application after this time must be made on a paper application form.
- 1.28 Details of late applicants for schools outside of the local authority will be forwarded to relevant admitting authorities as soon as they are received. It will be for that admitting authority to process these in line within their published co-ordinated scheme.
- 1.29 Late applications for schools within RBWM will be added to the waiting list(s) in order of the oversubscription criteria, following the first round of allocations and before further offers are made.
- 1.30 The home local authority will write to the applicant informing them of the outcome following the further offer of places). As with on-time applications, parents/carers will be asked to respond to the offer of a school place to indicate if they wish to accept or decline the place offered. Responses must be made by email or by post by a date stipulated in their offer letter. Late applicants will automatically remain on the waiting list for any higher preferred school(s) for which a place was not allocated.
- 1.31 Late applications are always considered and every effort will be made to allocate a place at the preferred school. Where it is not possible to offer a place at a preferred school, the local authority will, where possible, offer residents a place at the nearest school with a vacancy as measured in a straight line from the home address.

Further offer of places

- 1.32 Following receipt of parental responses and the addition of late applications, the authority will re-allocate places to pupils on waiting lists where places have been declined and vacancies exist (the beginning of April for secondary applications, and the end of May for primary applications). Vacancies exist when the number of pupils allocated at a school drops below the published admission number. Academies, voluntary-aided and free schools are responsible for managing and making offers from their waiting lists unless they have bought back into the RBWM validation service.
- 1.33 When an offer for a higher preferred school is made from the waiting list, any previous offer at a lower ranked preference will be automatically withdrawn.
- 1.34 The co-ordinated admissions scheme closes on the 31 August prior to pupils commencing schools in September. Any application which is made after this date will be considered as an 'in-year' application and should be made in line with the in-year admissions process.

Co-ordination timetable for September 2020 entry

Table 3

Primary, first, infant and junior school admissions	
Date	Action
October 2019	Guidance information on the admissions process will be sent out to RBWM early years settings, children centres, GP surgeries and libraries. Parents with children currently in an infant school setting will be contacted via the school.
11 November 2019	Online system opens for primary, junior and first school applications
15 January 2020	Closing date for applications
29 January 2020	Extended deadline date for exceptional applications which were received after the closing date
13 February 2020	Information exchanged with other local authorities
27 February 2020	Information provided to other RBWM admitting authorities (voluntary aided schools, free schools and academies)
18 March 2020	Other RBWM admitting authorities to advise LA of application rankings
3 April 2020	Finish co-ordination with other local authorities
16 April 2020	National Offer Day Advise schools of initial allocations
16 April 2020	Processing of late applications begins
30 April 2020	Parents accept or decline offers
May 2020	Offer letter to late applicants, allocations from the waiting list for all applicants
To be confirmed	Deadline for appeals to be heard in the main round
Summer Term 2020	LA to advise schools of final allocation details Schools to send out registration forms. Appeals are heard
Secondary, middle and upper school admissions	
Date	Action
September 2019	Admission into Secondary School booklet published online. Information letters sent out to parents via schools
9 September 2019	Online system opens for secondary, middle and upper applications
31 October 2019	Closing date for applications
14 November 2019	Extended deadline date for exceptional applications which received after the closing date
28 November 2019	Information exchanged with other local authorities
16 December 2019	Information provided to other RBWM admitting authorities (voluntary aided schools, free schools and academies)
10 January 2020	Other RBWM admitting authorities to advise LA of application rankings
14 February 2020	Finish co-ordination with other local authorities
2 March 2020	National Offer Day Advise schools of initial allocations
2 March 2020	Processing of late applications begins
16 March 2020	Deadline for parents to accept or decline offers
April 2020	Offer letters to late applicants, allocations from the waiting list for all applicants
To be confirmed	Deadline for appeals to be head in the main round
Summer Term 2020	LA to advise schools of final allocation details Schools to send out registration forms. Appeals are heard

Section 2: Published admission numbers of schools

Table 4

School Name			2014	2015	2016	2017	2018	2019	2020
Alexander First School			30	30	30	30	30	30	30
All Saints CE Junior School			90	90	90	90	90	90	90
Altwood CE Secondary School			150	150	150	150	150	150	150
Alwyn Infant and Nursery School			101	101	101	101	90	90	90
Bisham CE Primary School			16	16	16	30	30	30	30
Boyne Hill CE Infant and Nursery School			60	60	60	60	60	60	60
Braywick Court School			28	30	30	30	30	30	30
Braywood CE First School			30	30	30	30	30	30	30
Burchetts Green CE Infants School			20	20	20	25	25	25	25
Charters School			240	240	240	270	270	270	270
Cheapside CE Primary School			16	16	16	30	30	30	30
Churchmead School			140	140	140	140	110	110	110
Clewes Green CE School			60	60	60	60	60	60	60
Cookham Dean CE Primary School			26	26	27	27	27	27	27
Cookham Rise Primary School			30	30	30	30	30	30	30
Courthouse Junior School			105	105	105	105	105	105	105
Cox Green School			176	176	176	206	206	206	206
Datchet St Mary's Academy			60	30	30	30	30	30	30
Dedworth Green First School			60	30	30	30	30	30	30
Dedworth Middle School			120	120	120	150	180	180	180
Desborough College			189	189	189	189	189	189	189
Eton Porney CE First School			30	30	30	30	30	30	30
Eton Wick CE First School			30	30	30	30	30	30	30
Furze Platt Infant School			90	90	90	90	90	90	90
Furze Platt Junior School			90	90	90	90	90	90	90
Furze Platt Senior School			193	193	193	223	223	223	253
Hilltop First School			45	45	45	45	45	45	45
Holy Trinity CE Primary School, Cookham			32	30	30	30	30	30	30
Holy Trinity CE Primary School, Sunningdale			30	30	30	30	30	30	30
Holyport CE Primary School			60	60	60	60	60	60	30 ¹
Holyport College	Year 7 entry	Day places	22	22	26	26	26	26	26
		Boarding places	18	18	18	18	18	18	18
	Year 9 entry	Day places	44	44	26	26	26	26	26
		Boarding places	36	36	18	18	18	18	18
Homer First School			75	45	45	45	45	45	45
Kings Court First School			45	45	45	45	45	45	45
Knowl Hill CE Primary School			13	13	30	30	30	30	30
Larchfield Primary and Nursery School			30	30	30	30	30	30	30
Lowbrook Academy			30	30	30	30	30	30	30
Newlands Girls School			186	186	186	192	192	192	192
Oakfield First School			60	60	60	60	60	60	60
Oldfield Primary School			60	60	60	60	60	60	60
Riverside Primary School			60	60	60	60	60	60	60
South Ascot Village Primary School			30	30	30	30	30	30	30
St Edmund Campion Catholic Primary School			60	60	60	60	60	60	60
St Edward's Catholic First School			60	60	60	60	60	60	60
St Edward's Royal Free Ecumenical Middle School			120	120	120	120	120	120	120

¹ Subject to public consultation Nov/Dec 2018

St Francis Catholic Primary School	30	30	30	30	30	30	30
St Luke's CE Primary School	45	45	45	45	45	45	45
St Mary's Catholic Primary School	45	45	45	45	45	45	45
St Michael's CE Primary School	30	30	30	30	30	30	60
St Peter's CE Middle School	60	60	60	60	60	60	60
The Queen Anne Royal Free CE Controlled First School	30	30	30	30	30	30	30
The Royal (Crown Aided) School	20	20	20	20	20	20	20
The Windsor Boys' School	230	230	230	260	260	260	260
Trevelyan Middle School	150	150	150	150	150	150	150
Trinity St Stephen CE Aided First School	30	30	30	30	30	30	30
Waltham St Lawrence Primary School	19	19	19	19	19	22	22
Wessex Primary School	60	60	60	60	60	60	60
White Waltham Academy	30	30	30	30	30	30	30
Windsor Girls' School	178	178	178	208	208	208	208
Woodlands Park Primary School	30	30	30	30	30	30	30
Wraysbury Primary School	60	60	60	60	60	60	60

Section 7: Definitions and explanations

Admission Authority – this is the authority responsible for setting and managing admission arrangements for a particular school. Specific types of schools are managed by different admitting authorities, although all are bound by the local authority's co-ordinated admission scheme. These different schools are detailed below:

Community schools – the local authority is the admission authority for these schools.

Voluntary controlled schools – these are generally faith schools for which the local authority is the admission authority.

Voluntary aided schools – these schools are faith schools, managed by the Church of England or Catholic diocese, for which the governing body is the admission authority.

Academies and free Schools – these are schools whose running and capital costs are met by the DfE for which the governing body is the admission authority.

Admission criteria – the rules used to prioritise the order in which children are offered school places.

Appeals – a parent's opportunity to ask for an independent panel to consider the admission authority's decision not to offer the child a place at the desired school.

Common Application Form (CAF) – this is the form used by applicants to apply for school places via their home authority.

Local Authority (LA) – if you live in the Royal Borough of Windsor & Maidenhead we are your 'home local authority'. If you live somewhere else, then the county or borough you live in is your 'home authority'. References in this paper to 'the local authority' or 'the authority' will be taken to mean the local authority of the Royal Borough of Windsor and Maidenhead unless otherwise specified.

Normal admissions round - The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadlines for parental applications of 31 October (for secondary places) and 15 January (for primary places), and subsequent offers made to parents on the respective National Offer Day

Oversubscribed – when there are more applications than places, the school is said to be oversubscribed.

Parent – this is defined in law (the Education Act 1996) as *either* any person who has 'parental responsibility' (as defined in the Children Act 1989) for the child or young person, *or* any person who has care of the child or young person.

Preference – this is a school to which a parent/carer wishes to send their child. Parents cannot choose the school their child attends but can indicate their preference. The authority must offer a place at the highest preferred school possible once the admissions criteria have been applied.

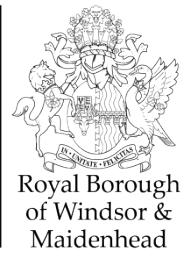
Published Admission Number (PAN) – this is the maximum number of pupils that a school is required to admit into each Year group. The number is agreed as part of a school's admission arrangements and is commonly determined with regard to a Net Capacity Assessment (calculated using instructions from the Department for Education (DfE) based on the space available and use of resources). Schools must admit up to their PAN. The PAN for free schools and academies is set by the Department for Education.

Supplementary Information Form (SIF) – a SIF is required by some own admission authority schools in order to collect additional information not provided on the common application form. This is to enable them to assess applicants against the published admission criteria.

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Report Title:	Schools Capital Programme 2019-20
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Saunders, Lead Member for Finance, Councillor Airey, Cabinet Member for Children's Services.
Meeting and Date:	Cabinet – 13 December 2018
Responsible Officer(s):	Russell O'Keefe, Acting Managing Director, Kevin McDaniel, Head of Schools and Educational Services.
Wards affected:	All

www.rbwm.gov.uk



REPORT SUMMARY

1. Children's Services 2019/20 capital programme is submitted to Cabinet, ahead of the February budget setting, for provisional approval. This enables the approved schemes to be planned and tendered to allow the work to be undertaken during the summer holidays – the key period for carrying out capital works on school sites.
2. The Local Authority has a duty to ensure there are sufficient school places in the borough and to ensure buildings are maintained. The Local Authority receives grants from the Education and Skills Funding Agency (ESFA), a Basic Need grant for school places if numbers are increasing, and an annual Schools Condition Allocation grant for maintenance work. The grant for maintenance work is announced in the spring of each year, so final decisions about which approved schemes can go ahead are subject to confirmation of ESFA funding availability.
3. This report sets out the schemes in schools to be funded through the Schools Condition Allocation grant for 2019/20, see Appendix A.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and approves:

- i) **The Children's Services 2019-20 capital bids - to be included in the overall 2019-20 capital programme, subject to any changes that may be required to the Condition list of schemes following the grant allocation announcement and final approval at Council.**
- ii) **The listed schemes being put out to tender.**
- iii) **Variations to the list of condition schemes to be delegated to the Lead Member and Director of Children Services following the Schools Condition Allocation grant confirmation by the Education**

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Table 1: Options arising from this report

Option	Comments
Approve the proposed Capital Programme for Children's Services. Recommended option	Local authority meets its statutory duty.
Do not approve the proposed Children's Services Capital Programme.	Local authority does not meet its statutory duty.

3. KEY IMPLICATIONS

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Agreed schemes delivered by	1-4-2020	31-8-2019	01-5-2019 to 31-8-2019	30-4-2019	31-3-2020
Programme budget (under) / overspend	>+0.5%	+0.5% to -2%	-2% to -6%	< -6%	31-3-2020

- 3.1 Schools capital works fall into two categories; basic need (enough places in the right places) and condition (properly maintained buildings). For many years the ESFA has made grant funding available for maintenance work. Basic Need grant is for providing additional school places. When added to other Council funding and Section 106 funds, these grants have enabled continued investment in school infrastructure.
- 3.2 The Schools Condition Allocation is based on a national formula which is revised annually according to actual pupil numbers. The actual amount RBWM receives reduces according to the number of schools that have converted to academy status. The allocation is intended only for use at Community and Voluntary Controlled schools and for 2018-19 was £763,898. The 2019-20 allocation will not be announced until spring 2019. Appendix A sets out the schemes to be approved in order of priority.
- 3.3 The condition schemes listed in Appendix A total £934,000 – more than the likely grant available. Once the grant allocation is confirmed, scheme proposals will need to be tailored according to what can be afforded. Schemes that slip below the affordable budget line will become the first call for subsequent years' funding.
- 3.4 This report has been presented to Cabinet early in order to design and tender in good time - to achieve better prices from contractors and to enable works to

be carried out in the school holiday period. This is particularly relevant to maintenance work, where it is evident that several local authorities are approaching a similar range of contractors to carry out works within a relatively small window (school summer holidays). Early approval of this programme will enable the procurement process to start in good time so that tenders attract more competitive bids.

- 3.5 In February, Cabinet will consider two further years provisional programmes, for 2020-22 alongside a three year corporate capital programme

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The report identifies school condition schemes estimated to cost £934,000. As these are normally fully funded by grant, the list will need to be adjusted according to available funding once the confirmed grant allocation is known. This is expected to be about £720,000. This means there are likely to be fewer schemes achievable than currently shown in the in draft 2019-20 programme with unaffordable schemes at the bottom of the list being postponed to later years

Table 3: Financial Impact of report's recommendations

REVENUE COSTS	2018/19	2019/20	2020/21
Reduction	£0	£0	£0
Net Impact	£0	£0	£0

CAPITAL COSTS	2018/19	2019/20	2020/21
Additional total	£0	£934,000	£0
Reduction	£0	£0	£0
Net Impact	£0	£934,000	£0

5. LEGAL IMPLICATIONS

- 5.1 The Council is required to produce a balanced budget that provides Service Directors with sufficient resource to meet their own statutory requirements.

6. RISK MANAGEMENT

- 6.1 None.

7. POTENTIAL IMPACTS

- 7.1 None

8. CONSULTATION

- 8.1 Overview & Scrutiny will review the report prior to Cabinet. Comments will be reported to Cabinet.

9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Tendering works for the scheme will commence in 2019.

10. APPENDICES

11. Appendix A – Capital proposals for 2019-20 in Children's Services

12. BACKGROUND DOCUMENTS

13. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Airey	Cabinet Member for Children's Services	14/11/18	21/11/18
Cllr Saunders	Lead Member for Finance		
Russell O'Keefe	Acting Managing Director	14/11/18	21/11/18
Rob Stubbs	Section 151 Officer	14/11/18	21/11/18
Elaine Browne	Interim Head of Law and Governance	14/11/18	21/11/18
Nikki Craig	Head of HR and Corporate Projects	14/11/18	21/11/18
Louisa Dean	Communications	14/11/18	21/11/18
Andy Jeffs	Executive Director	14/11/18	21/11/18
Kevin McDaniel	Director of Children's Services	14/11/18	
Angela Morris	Director of Adult Social Services	14/11/18	
Hilary Hall	Deputy Director of Commissioning and Strategy	14/11/18	
	Other e.g. external		

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
Non-key decision	No	
Report Author: Ruth Watkins, Senior Accountancy and Finance Operations Lead, 01628 683504 Ann Pfeiffer, Children's Services, Service Leader School Support Services		

Children's Capital Programme 2019/20

Ref no	Scheme Name	Directorate	Service	Ward	Description	Scheme Cost £'000k	S106 £'000	Grant £'000	Other £'000	NET £'000
MD2010	School feasibility / survey costs	Managing Director	Childrens	All	Planning work for condition and expansion schemes at various schools	180	-	180	-	-
MD2011	School Kitchens	Managing Director	Childrens	All	Programme of gas and Co2 safety mechanism up-grades.	15	-	15	-	-
MD2009	School condition works: urgent works at various schools	Managing Director	Childrens	All	Essential works at schools, required at short notice	50	-	50	-	-
MD2017	Boilers Replacement at Homer First School	Managing Director	Childrens	Clewer North	Two oil-fired boilers to be replaced with gas, including installation of a new gas main and associated groundworks.	99	-	99	-	-
MD2019	Water main replacement at Hilltop First School	Managing Director	Childrens	Clewer South	Water main is life-expired and needs replacement.	20	-	20	-	-
MD2018	Underground pipework replacement at Wessex primary school	Managing Director	Childrens	Cox Green	Replacement of life-expired hot water system and replace underground pipework to infants school.	45	-	45	-	-
MD2012	School roofing replacements	Managing Director	Childrens	All	Major repairs to life-expired roofing to include at Wessex Nursery and Alwyn Infants schools	220	-	220	-	-
MD2015	Resurfacing of school hardstanding areas	Managing Director	Childrens	All	Repair of deteriorating playgrounds and access routes including Alexander and Furze Platt Infant and Junior schools	95	-	95	-	-
MD2014	School window replacements	Managing Director	Childrens	All	Replacement of old and unsafe windows, possibly to include Wessex and Holy Trinity Cookham Primary schools	150	-	150	-	-
MD2013	School structural Works	Managing Director	Childrens	All	Works to maintain the integrity of school buildings	30	-	30	-	-
MD2016	School gutters, soffit replacements	Managing Director	Childrens	All	Major repairs to prevent water damage to buildings including at Holy Trinity Cookham and Alwyn Infant schools	30	-	30	-	-
Total						934	-	934	-	-

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WORK PROGRAMME FOR CHILDREN'S SERVICES OVERVIEW AND SCRUTINY PANEL

January 2019

REPORT	AUTHOR
Update on Girl's Policy Forum	
Achieving for Children Performance Report	Hilary Hall
Inclusion Metrics Framework	
Budget 2019/20	Rob Stubbs

March 2019

REPORT	AUTHOR
Alternative Provision/Home Schooling	Alison Crossick
Update on Fostering	

ITEMS ON THE CABINET FORWARD PLAN BUT NOT YET PROGRAMMED FOR A SPECIFIC SCRUTINY PANEL MEETING

REPORT	AUTHOR

ITEMS SUGGESTED BUT NOT YET PROGRAMMED

REPORT	AUTHOR

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