

# Education, Children and Families Policy Committee

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**Tuesday 31 January 2023 at 2.00 pm**

**To be held in the Town Hall,  
Pinstone Street, Sheffield, S1 2HH**

**The Press and Public are Welcome to Attend**

## **Membership**

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Councillor Dawn Dale  
Councillor Mick Rooney  
Councillor Brian Holmshaw  
Councillor Colin Ross  
Councillor Peter Garbutt  
Councillor Mary Lea  
Councillor Gail Smith  
Councillor Ann Whitaker  
Vacancy

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## PUBLIC ACCESS TO THE MEETING

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The Education, Children and Families Policy Committee discusses and takes decisions on:

### Education and Skills

- Schools
- Mainstream and specialist education (early years, children and young people)
- Learning and Skills policy, programmes and interventions (children and young people)

### Children and Families

- Children and family support and social work
- Fostering and adoption
- Children in care, care leavers and corporate parenting
- Residential services
- Youth justice
- Child safeguarding

Meetings are chaired by the Committees Co-Chairs, Councillors Dale and Rooney.

A copy of the agenda and reports is available on the Council's website at [www.sheffield.gov.uk](http://www.sheffield.gov.uk). You may not be allowed to see some reports because they contain confidential information. These items are usually marked \* on the agenda. Members of the public have the right to ask questions or submit petitions to Policy Committee meetings and recording is allowed under the direction of the Chair. Please see the [Council's webpages](#) or contact Democratic Services for further information regarding public questions and petitions and details of the Council's protocol on audio/visual recording and photography at council meetings.

Policy Committee meetings are normally open to the public but sometimes the Committee may have to discuss an item in private. If this happens, you will be asked to leave. Any private items are normally left until last on the agenda.

Meetings of the Policy Committee have to be held as physical meetings. If you would like to attend the meeting, please report to an Attendant in the Foyer at the Town Hall where you will be directed to the meeting room. However, it would be appreciated if you could register to attend, in advance of the meeting, by emailing [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk), as this will assist with the management of attendance at the meeting. The meeting rooms in the Town Hall have a limited capacity. We are unable to guarantee entrance to the meeting room for observers, as priority will be given to registered speakers and those that have registered to attend.

Alternatively, you can observe the meeting remotely by clicking on the 'view the webcast' link provided on the meeting page of the [website](#).

If you wish to attend a meeting and ask a question or present a petition, you must submit the question/petition in writing by 9.00 a.m. at least 2 clear working days in

advance of the date of the meeting, by email to the following address:  
[committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk).

In order to ensure safe access and to protect all attendees, you will be recommended to wear a face covering (unless you have an exemption) at all times within the venue. Please do not attend the meeting if you have COVID-19 symptoms. It is also recommended that you undertake a Covid-19 Rapid Lateral Flow Test within two days of the meeting.

If you require any further information please email [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk).

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## FACILITIES

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There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms. Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

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**EDUCATION, CHILDREN AND FAMILIES POLICY COMMITTEE AGENDA  
31 JANUARY 2023**

**Order of Business**

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- 1. Welcome and Housekeeping**  
The Chair to welcome attendees to the meeting and outline basic housekeeping and fire safety arrangements.
- 2. Apologies for Absence**
- 3. Exclusion of Press and Public**  
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest** (Pages 7 - 10)  
Members to declare any interests they have in the business to be considered at the meeting
- 5. Minutes of Previous Meeting** (Pages 11 - 14)
- 6. Public Questions and Petitions**  
To receive any questions or petitions from members of the public
- 7. Work Programme** (Pages 15 - 28)

**Formal Decisions**

- 8. School Admission Arrangements for the 2024/25 Academic Year** (Pages 29 - 108)
- 9. Budget Monitoring Report - Month 8** (Pages 109 - 118)
- 10. All Phase Mainstream Commissioning Plan 2023-2026 – Headlines Report** (To Follow)
- 11. Alternative Provision Review** (To Follow)
- 12. Alternative Provision Free School Bids** (To Follow)

**Other Items**

- 13. Regulation and Ofsted Inspection of Supported Accommodation for 16- and 17-year-olds in Care** (Pages 119 - 128)
- 14. Corporate Parenting Strategy** (To Follow)

**NOTE: The next meeting of Education, Children and Families Policy Committee will be held on Wednesday 8 March 2023 at 10.00 am**

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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If you are present at a meeting of the Council, of its executive or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of the authority, and you have a **Disclosable Pecuniary Interest (DPI)** relating to any business that will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

You **must**:

- leave the room (in accordance with the Members' Code of Conduct)
- make a verbal declaration of the existence and nature of any DPI at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.
- declare it to the meeting and notify the Council's Monitoring Officer within 28 days, if the DPI is not already registered.

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. You have a pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period\* in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

\*The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests.

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –
  - under which goods or services are to be provided or works are to be executed; and
  - which has not been fully discharged.

- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) –
  - the landlord is your council or authority; and
  - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
  - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
  - (b) either -
    - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
    - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

If you attend a meeting at which any item of business is to be considered and you are aware that you have a **personal interest** in the matter which does not amount to a DPI, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. You should leave the room if your continued presence is incompatible with the 7 Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership).

You have a personal interest where –

- a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or
- it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.



Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously.

You should identify any potential interest you may have relating to business to be considered at the meeting. This will help you and anyone that you ask for advice to fully consider all the circumstances before deciding what action you should take.

In certain circumstances the Council may grant a **dispensation** to permit a Member to take part in the business of the Authority even if the member has a Disclosable Pecuniary Interest relating to that business.

To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's Standards Committee in relation to a request for dispensation.

Further advice can be obtained from Gillian Duckworth, Director of Legal and Governance on 0114 2734018 or email [gillian.duckworth@sheffield.gov.uk](mailto:gillian.duckworth@sheffield.gov.uk).

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Education, Children and Families Policy Committee

Meeting held 13 December 2022

**PRESENT:** Councillors Dawn Dale (Chair), Brian Holmshaw (Deputy Chair), Colin Ross (Group Spokesperson), Mary Lea, Anne Murphy, Vic Bowden Peter Garbutt and Ann Whitaker.

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**1. APOLOGIES FOR ABSENCE**

1.1 Apologies for absence were received from Councillors Mick Rooney and Gail Smith. Councillor Vic Bowden attended as substitute for Councillor Gail Smith.

**2. EXCLUSION OF PRESS AND PUBLIC**

2.1 No items were identified where resolutions may be moved to exclude the press and public.

**3. DECLARATIONS OF INTEREST**

3.1 No declarations of interest were received.

**4. MINUTES OF PREVIOUS MEETING**

4.1 Councillor Brian Holmshaw raised the issue of the Corporate Opportunities Register item not being added to the Work Programme, as mentioned previously. Andrew Jones stated this would be added to the next meeting's agenda.

**5. PUBLIC QUESTIONS AND PETITIONS**

5.1 No petitions had been received and no questions from members of the public were asked at the meeting.

**6. WORK PROGRAMME**

6.1 The Committee received an amended report, circulated and published on the day prior to the meeting, containing the Committee's Work Programme for consideration and discussion. The aim of the Work Programme is to show all known, substantive agenda items for forthcoming meetings of the Committee, to enable this Committee, other committees, officers, partners and the public to plan their work with and for the Committee. Changes since the Committee's last meeting, including any new items, had been made in consultation with the Co-Chairs, Deputy Chair and Group Spokesperson, via their regular pre-meetings,

and these were set out at the beginning of Appendix A of the report. It was highlighted that this is a live document which will be brought to each meeting of the Committee and Members' input to it was invaluable.

6.2 Councillor Colin Ross noted that there had been a budget monitoring item on the agenda for December's Policy Committee. Fiona Martinez explained that this item had been withdrawn on publication day and would likely come to January's Policy Committee meeting.

6.3 **RESOLVED UNANIMOUSLY:** That the Committee's work programme, as set out in Appendix 1, be agreed, including the additions and amendments identified in Part 1, and with the addition of a report on the Opportunities Register pertaining to Education, Children and Families services being added to the work programme for submission at the next or subsequent meetings of the Committee.

## **7. FUTURE OF SCHOOL IMPROVEMENT AND THE LEARN SHEFFIELD COMMISSION**

7.1 The Committee considered a report of the Director of Education and Skills which provided the committee with a summary of the Learn Sheffield commissioning arrangements and outlined potential recommendations for next steps following the commission end date.

7.2 **RESOLVED UNANIMOUSLY:** That the Education, Children and Families Policy Committee:-

- (a) Note the work currently undertaken by Learn Sheffield, the changes in Government guidance and the decision taken by Schools Forum regarding funding for school improvement;
- (b) Endorse further work being undertaken to develop option 3, noting the risk areas and mitigations needed if the commission ceases or is significantly changed;
- (c) Note the circumstances that would require SCC to resign as the Supervising Authority of the school company; and
- (d) Agree to seek agreement from School Forum to de-delegate funds from school budgets to provide a service co-created with school leaders (such agreement to come into effect should option 3 ultimately be agreed by the Committee).

### **7.3 Reasons for Decision**

7.3.1 Developing Option 3 will allow SCC to move towards delivering services directly to its maintained schools. This would enable SCC to:

- Make more effective use of a significantly reduced resource

- Know its schools better
- Allocate limited resources more appropriately
- Build stronger relationships with school leaders and governors
- Ensure support, challenge and intervention is better matched to need and provided in a more timely way
- Better coordinate and integrate school improvement services with other services provided by the council such as inclusion and SEND
- Have more confidence they are fulfilling their core school improvement activities

#### **7.4 Alternatives Considered and Rejected**

- 7.4.1 The Council must make suitable arrangements to delivery statutory services to maintained schools following the end of the grant funding period, and the options are detailed in paragraphs 1.15 – 1.23 above.

### **8. THE EARLY YEARS 'START FOR LIFE IN SHEFFIELD' STRATEGY 2023-28**

- 8.1 The Committee considered a report of the Director of Integrated Commissioning requesting that the Education, Children and Families Committee note the intention to develop a new 5-year Early Years Strategy within Sheffield.

- 8.2 **RESOLVED UNANIMOUSLY:** That the Education, Children and Families Policy Committee:-

- (a) endorse the proposal to develop a New Early Years Strategy for 2023 to 2028.
- (b) endorse the new title for the Strategy of 'Start for Life in Sheffield'. This new title is in line with national developments within the Family Hubs Programme and was supported by attendees at the Early Years Event in October 2022.

#### **8.3 Reasons for Decision**

The Current Early Years Strategy is ending in March 2023. It is vital that the city has a new Early Years strategy that considers not only the developments in Early Years outlined above but also has relevance in terms of the issues facing the families and children of Sheffield in the current economic climate.

#### **8.4 Alternatives Considered and Rejected**

- 8.4.1 The current Great Start in Life Strategy could be refreshed however the level of change locally both locally and nationally in terms of the issues facing families, the impact of the pandemic and the national developments around EYFS and Family Hubs present an opportunity to consult and co-produce a new Early Years

Strategy that can positively impact on the lives of children and young people.

8.4.2 As such it is recommended that a new strategy be developed for 2023 to 2028.

## **9. SPECIAL EDUCATIONAL NEEDS AND DISABILITY SUFFICIENCY BRIEFING**

9.1 Joe Horobin, Head of Commissioning, and Matt Peers, Strategic Commissioning Manager, were in attendance to present a briefing on Special Educational Needs and Sufficiency.

9.2 Councillor Dawn Dale asked when the refreshed plan would be presented to the Committee and asked that this be initially shown in draft form for feedback and comments from Members. Joe Horobin stated that the intention was to bring this to committee in January 2023. Matt Peers stated the longer-term timeline could be discussed with members further when this draft was brought to committee.

9.3 **RESOLVED UNANIMOUSLY:** That the Education, Children and Families Policy Committee notes the information provided on Special Educational Needs and Disability Sufficiency.

## **10. ALL PHASE MAINSTREAM COMMISSIONING PLAN 2023-26 – HEADLINES REPORT**

10.1 Joe Horobin and Tracey Brook, Commissioning Officer, were in attendance to present a headline report on the All Phase Commissioning Plan for 2023-26.

10.2 **RESOLVED UNANIMOUSLY:** That the Education, Children and Families Policy Committee notes the information provided on All Phase Mainstream Commissioning.



## Report to Education, Children and Families Policy Committee

20<sup>th</sup> January 2023

**Report of:** Director of Legal and Governance

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**Subject:** Committee Work Programme

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**Author of Report:** Fiona Martinez, Principal Democratic Services Officer

[Fiona.martinez@sheffield.gov.uk](mailto:Fiona.martinez@sheffield.gov.uk)

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### Summary:

The Committee's Work Programme is attached at Appendix 1 for the Committee's consideration and discussion. This aims to show all known, substantive agenda items for forthcoming meetings of the Committee, to enable this committee, other committees, officers, partners and the public to plan their work with and for the Committee.

Any changes since the Committee's last meeting, including any new items, have been made in consultation with the Co-Chairs, and the document is always considered at the regular pre-meetings to which all Group Spokespersons are invited.

The following potential sources of new items are included in this report, where applicable:

- Questions and petitions from the public, including those referred from Council
- References from Council or other committees (statements formally sent for this committee's attention)
- A list of issues, each with a short summary, which have been identified by the Committee or officers as potential items but which have not yet been scheduled (See Appendix 1)

The Work Programme will remain a live document and will be brought to each Committee meeting.

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### **Recommendations:**

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. That consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1;
3. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme

**Background Papers:** None

**Category of Report:** Open

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## **COMMITTEE WORK PROGRAMME**

### **1.0 Prioritisation**

1.1 For practical reasons this committee has a limited amount of time each year in which to conduct its formal business. The Committee will need to prioritise firmly in order that formal meetings are used primarily for business requiring formal decisions, or which for other reasons it is felt must be conducted in a formal setting.

1.2 In order to ensure that prioritisation is effectively done, on the basis of evidence and informed advice, Members should usually avoid adding items to the work programme which do not already appear:

- In the draft work programme in Appendix 1 due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information.

### **2.0 References from Council or other Committees**

2.1 Any references sent to this Committee by Council, including any public questions, petitions and motions, or other committees since the last meeting are listed here, with commentary and a proposed course of action, as appropriate:

2.2 None received

### **3.0 Member engagement, learning and policy development outside of Committee**

3.1 Subject to the capacity and availability of councillors and officers, there are a range of ways in which Members can explore subjects, monitor information and develop their ideas about forthcoming decisions outside of formal meetings. Appendix 2 is an example 'menu' of some of the ways this could be done. It is entirely appropriate that member development, exploration and policy development should in many cases take place in a private setting, to allow members to learn and formulate a



position in a neutral space before bringing the issue into the public domain at a formal meeting.

## 2.2 Training & Skills Development - Induction programme for this committee.

Title	Description & Format	Date

## Appendix 1 – Work Programme

### Part 1: Proposed additions and amendments to the work programme since the last meeting:

<b>New Items</b>	<b>Proposed Date</b>	<b>Note</b>
Learn Sheffield	March 23	Decision item following the briefing given at December’s Policy Committee
Corporate Opportunities Register	March 23 onwards	Standing item added
<b>Rescheduled Item</b>	<b>Proposed Date</b>	<b>Note</b>
Budget Update – Month 7	January 23	Rescheduled from December to January
Childcare Sufficiency Assessment	N/A	Item removed from Work Programme
Children’s Commissioning Intentions	TBC	Rescheduled from March to a future Committee (date TBC)
Youth Justice Annual Plan	TBC	Rescheduled from March to a future Committee (date TBC)
Children’s Sufficiency Strategy	TBC	Rescheduled from March to a future Committee (date TBC)
Corporate Opportunities Register	March 23	Rescheduled from January to March
Unaccompanied Asylum-Seeking Children (UASC)	March 23	Rescheduled from January to March

### Part 2: List of other potential items not yet included in the work programme

Issues that have recently been identified by the Committee, its Chair or officers as potential items but have not yet been added to the proposed work programme. If a Councillor raises an idea in a meeting and the committee agrees under recommendation 3 that this should be explored, it will appear either in the work programme or in this section of the report at the committee’s next meeting, at the discretion of the Chair.

<b>Topic</b>	Emotional, mental health and wellbeing support for young people.
<b>Description</b>	During a discussion on the Medical Needs Contract, members were keen to have a broader look at the emotional and wellbeing and support available for young people to reduce demand on more ‘acute’ services – a ‘whole system approach’ with health, social care and education perspectives.
<b>Lead Officer/s</b>	Director of Integrated Commissioning/Director of Education and Skills/Director of Children and Families
<b>Item suggested by</b>	Education Children and Families Urgency Sub-Committee (21 <sup>st</sup> July Meeting)
<b>Type of item</b>	Service Performance Monitoring/Briefing/Policy Development

<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	To be determined
<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	Sub-Committee members were keen to hear the voice of Looked After Children as part of this.
<b>Lead Officer Commentary/Proposed Action(s)</b>	To be determined

### Part 3: Agenda Items for Forthcoming Meetings

Meeting 5	31st January 2023	Time				
Topic	Description	Lead Officer/s	Type of item <i>Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)</i>	Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date) This Cttee/Another Cttee (eg S&R)/Full Council/Officer
Alternative Provision Free School Bids and Alternative Provision Review	Approval of proposed bids for alternative provision free school, deadline 17/2/23	Joe Horobin, Candi Lawson, Tim Armstrong	Decision	Portfolio Briefing	VCF networks  Stakeholder groups	This Committee
Regulation and Ofsted inspection of supported accommodation for 16- and 17-year-olds in care	Briefing on forthcoming legislation.	Joe Horobin/Victoria Gibbs	Briefing Only			This Committee

School Admission Arrangements for the 2024/25 Academic Year	The Local Authority is responsible for setting admission arrangements for all Community and Voluntary Controlled Schools. It must “Determine” and publish its admission arrangements every year, including the Co-ordinated Admission schemes. There is a requirement to consult on the arrangements once every seven years unless there are significant changes proposed.	John Bigley	Decision	None	It is not proposed to consult on the proposed arrangements publicly as consultation was undertaken for 2023/24 and there are no proposed changes. This is in line with the legal requirement.	Education, Children and Families
All Phase Mainstream Commissioning Plan 2023-2026 – Headlines Report	In order to fulfil our statutory duty, the Local Authority seeks to ensure there are sufficient learning places in the right locations to meet demand, while at the same time fulfilling our other responsibilities to raise education standards.	Sam Martin	Decision	Information and strategy shared with Members in September (TBC)	At the January Committee meeting, we are seeking Committee approval to proceed with a full consultation to seek the views of our key stakeholders and partners within the early years, childcare, primary, secondary and post 16 sectors	Education, Children and Families
Unaccompanied Asylum-Seeking Children (UASC)	Briefing about the impact of new guidance	Becky Towle	Briefing			Education, Children and Families

Corporate Parenting Strategy	For comment and consideration	Paul Johnson	Policy & Briefing	Member briefing		Education, Children and Families
Revenue Budget Monitoring Report – Month 8	Update on 2022/2023 Budget Report	Ryan Keyworth /Jane Wilby	Monitoring			Education, Children and Families
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Budget Monitoring</i></li> <li>• <i>Work Programme</i></li> </ul>					

Meeting 6	8 <sup>th</sup> March 2023	Time				
Topic	Description	Lead Officer/s	Type of item <i>Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)</i>	Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)  This Cttee/Another Cttee (eg S&R)/Full Council/Officer
Children & Families Q4 Budget Report		Sally Williams				
School Calendar 2024/25	The Local Authority is required to consult annually and determine the school term dates for Community, Voluntary Controlled and Community Special Schools under	John Bigley	Decision	None	Consultation will take place with schools, parents and other parties during the Spring Term 2024.	Education, Children and Families

	Section 32 of the Education Act 2022.					
Sheffield Threshold of Need Refresh 2023	The Department for Education sets out Local Authorities statutory duty to work with partners to produce a Threshold Document in its guidance 'Working Together to Safeguard Children, A guide to inter-agency working to safeguard and promote the welfare of children (2018)' Sheffield's Threshold of Need Guidance is held by Sheffield Childrens Safeguarding Partnership and was last reviewed in 2017. Changes in practice, partnership working protocols and new challenges means it is time to refresh Sheffield's Threshold of Need Guidance.	Mark Storf	Decision	The usual engagement methods outlined in Appendix 1 are thought to be appropriate for this piece of work. Further briefings can be arranged at Members request.	Changes to the Threshold of Need Guidance do not require public consultation. Extensive work has taken place with key partners to develop the Draft Threshold of Need Guidance. Practitioner Testing of the Guidance has taken place across a range of agencies, including, professionals and the voluntary, community and faith sectors.	Education, Children and Families
Learn Sheffield		Kevin Straughan	Decision			
Corporate Opportunities Register	Standing Item					
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Budget Monitoring</i></li> </ul>					

	• <i>Work Programme</i>					
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Meeting 1	2023-4	Time				
Topic	Description	Lead Officer/s	Type of item <i>Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)</i>	Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)  This Cttee/Another Cttee (eg S&R)/Full Council/Officer
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Budget Monitoring</i></li> <li>• <i>Work Programme</i></li> </ul>					

Items which the Committee has agreed to add to an agenda, but for which no date is set.						
Topic	Description	Lead Officer/s	Type of item <i>Decision/Referral to decision-maker/Pre-decision (policy development)/Post-decision (service performance/ monitoring)</i>	Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)  This Cttee/Another Cttee (eg S&R)/Full Council/Officer

<b>Engagement with young people</b>	The Policy Committee is keen to hear from to include a wide range of perspectives eg Youth Cabinet, Young Carers, Children in Care Council – as requested by Policy Committee at June 22 meeting. Officer are working up proposals for a separate session to be held outside the formal schedule of Policy Committee meetings September/October 2022	Chelsea Renehan, Head of Youth Services.	Engagement		Engagement session.	N/A
<b>Child and Adolescent Mental Health Services</b>	To consider how well CAMH services are performing and how well prepared we are for any increase in demand – as requested by Policy Committee at June meeting.	Joe Horobin/Victoria Gibbs	Performance Monitoring	Initial discussion via Portfolio briefing		Education, Children and Families
<b>Safeguarding Partnership Board Annual Report</b>		Sally Williams				Education, Children and Families
<b>Traditions Safeguarding Developments</b>		Sally Williams				Education, Children and Families



<b>Youth Justice Annual Plan</b>		Sally Williams/Mark Storf				Education, Children and Families
<b>Children's Sufficiency Strategy</b>	To seek a decision on the approval of the Children's Sufficiency Strategy and duty in relation to Looked After Children.	Victoria Gibbs/Paul Johnson	Decision		Engagement and co-production will be undertaken with Looked After Children and Care Leavers.	Education, Children and Families
<b>Children's Commissioning Intentions</b>	Approval of commissioning intentions and priorities for Children's Services	Joe Horobin/Victoria Gibbs		Engagement and Co-Production will be planned in relation to the development of the Children's Commissioning Strategy		Education, Children and Families

## **Appendix 2 – Menu of options for member engagement, learning and development prior to formal Committee consideration**

Members should give early consideration to the degree of pre-work needed before an item appears on a formal agenda.

All agenda items will anyway be supported by the following:

- Discussion well in advance as part of the work programme item at Pre-agenda meetings. These take place in advance of each formal meeting, before the agenda is published and they consider the full work programme, not just the immediate forthcoming meeting. They include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers
- Discussion and, where required, briefing by officers at pre-committee meetings in advance of each formal meeting, after the agenda is published. These include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers.
- Work Programming items on each formal agenda, as part of an annual and ongoing work programming exercise
- Full officer report on a public agenda, with time for a public discussion in committee
- Officer meetings with Chair & VC as representatives of the committee, to consider addition to the draft work programme, and later to inform the overall development of the issue and report, for the committee's consideration.

The following are examples of some of the optional ways in which the committee may wish to ensure that they are sufficiently engaged and informed prior to taking a public decision on a matter. In all cases the presumption is that these will take place in private, however some meetings could happen in public or eg be reported to the public committee at a later date.

These options are presented in approximately ascending order of the amount of resources needed to deliver them. Members must prioritise carefully, in consultation with officers, which items require what degree of involvement and information in advance of committee meetings, in order that this can be delivered within the officer capacity available.

The majority of items cannot be subject to the more involved options on this list, for reasons of officer capacity.

- Written briefing for the committee or all members (email)
- All-member newsletter (email)
- Requests for information from specific outside bodies etc.
- All-committee briefings (private or, in exceptional cases, in-committee)
- All-member briefing (virtual meeting)
- Facilitated policy development workshop (potential to invite external experts / public, see appendix 2)
- Site visits (including to services of the council)
- Task and Finish group (one at a time, one per cttee)

Furthermore, a range of public participation and engagement options are available to inform Councillors, see appendix 3.

## **Appendix 3 – Public engagement and participation toolkit**

### **Public Engagement Toolkit**

On 23 March 2022 Full Council agreed the following:

A toolkit to be developed for each committee to use when considering its 'menu of options' for ensuring the voice of the public has been central to their policy development work. Building on the developing advice from communities and Involve, committees should make sure they have a clear purpose for engagement; actively support diverse communities to engage; match methods to the audience and use a range of methods; build on what's worked and existing intelligence (SCC and elsewhere); and be very clear to participants on the impact that engagement will have.

The list below builds on the experiences of Scrutiny Committees and latterly the Transitional Committees and will continue to develop. The toolkit includes (but is not be limited to):

- a. Public calls for evidence
- b. Issue-focused workshops with attendees from multiple backgrounds (sometimes known as 'hackathons') led by committees
- c. Creative use of online engagement channels
- d. Working with VCF networks (eg including the Sheffield Equality Partnership) to seek views of communities
- e. Co-design events on specific challenges or to support policy development
- f. Citizens assembly style activities
- g. Stakeholder reference groups (standing or one-off)
- h. Committee / small group visits to services
- i. Formal and informal discussion groups
- j. Facilitated communities of interest around each committee (eg a mailing list of self-identified stakeholders and interested parties with regular information about forthcoming decisions and requests for contributions or volunteers for temporary co-option)
- k. Facility for medium-term or issue-by-issue co-option from outside the Council onto Committees or Task and Finish Groups. Co-optees of this sort at Policy Committees would be non-voting.

This public engagement toolkit is intended to be a quick 'how-to' guide for Members and officers to use when undertaking participatory activity through committees.

It will provide an overview of the options available, including the above list, and cover:

- How to focus on purpose and who we are trying to reach
- When to use and when not to use different methods
- How to plan well and be clear to citizens what impact their voice will have
- How to manage costs, timescales, scale.

**There is an expectation that Members and Officers will be giving strong consideration to the public participation and engagement options for each item on a committee's work programme, with reference to the above list a-k.**

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## Report to Policy Committee

**Author/Lead Officer of Report:** John Bigley,  
Manager, Admissions & Access

**Tel:** 0114 2734097

**Report of:** Andrew Jones, Director of Children's Services

**Report to:** Education, Children & Families

**Date of Decision:** 31 January 2023

**Subject:** School Admission Arrangements for the 2024/25 Academic Year

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? People/E&S/JB/BK/04012022				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				

### Purpose of Report:

*As the "Admission Authority" the Local Authority is responsible for determining admission arrangements for Community and Voluntary Controlled Schools each year. Consultation must take place once every seven years where there are no changes, or whenever there are significant changes proposed to existing arrangements.*

*The arrangements were last consulted upon for the 2023/24 academic year. There are no significant changes so there has not been any further consultation for 2024/25. Even where there has been no consultation, the arrangements must still be determined by 28 February 2023.*

*This report seeks approval to determine the proposed admission arrangements for 2024/25, including the oversubscription criteria and co-ordinated admission schemes for primary and secondary schools.*

**Recommendations:**

The Education Children and Families Policy Committee are recommended to approve:

1. The oversubscription criteria for Community and Voluntary Controlled Schools for 2024/25 (including for external Sixth Forms)
2. Proposed Admission Numbers for 2024/25
3. The statutory Primary and Secondary co-ordinated admission schemes for 2024/25

as set out in this Report.

**Background Papers:**

*The Local Authority complies with the statutory Admission Code of Practice*  
[School admissions code - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: <i>Helen Damon</i>
		Legal: <i>Nadine Wynter</i>
		Equalities & Consultation: <i>Bashir Khan</i>
		Climate: <i>n/a</i>
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	<b>SLB member who approved submission:</b>	<i>Andrew Jones</i>
3	<b>Committee Chair consulted:</b>	
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	<b>Lead Officer Name: John Bigley</b>	<b>Job Title: Manager, Admissions &amp; Access</b>
	<b>Date: (Insert date)</b>	

## 1. PROPOSAL

- 1.1 The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 require that all admission authorities **must** determine their admission arrangements that will apply for admission applications the following school year. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities **must** consult on their admission arrangements at least once every 7 years. Even if the admission arrangements are not consulted upon, they must still be “determined” for each academic year.

Sheffield Local Authority is responsible for determining admission arrangements for all its Community and Voluntary Controlled schools. It is not responsible for admission arrangements at schools that are their own admission authority such as Academies, Voluntary Aided, Trust and Foundation schools.

The Authority publishes its Admission Arrangements and those of all other maintained schools and academies annually in its composite prospectus “A Guide for parents”.

### 1.2 The Oversubscription Criteria

All Admission Authorities must publish criteria which explain how places will be allocated if a school is oversubscribed. The oversubscription criteria for Community and Voluntary Controlled schools are:

#### (i) Priority One

##### **Children in Care or Previously in Care (Statutory Requirement)**

All Admission Authorities **MUST** prioritise the admission of Looked After Children and all previously looked after children within their admission criteria. These children are defined as: “a child who is looked after by a local authority in accordance with section 22B of the Children Act 1989 and who (a) is looked after at the time an application for admission to a school is made and (b) in relation to whom the local authority has confirmed that the child will still be looked after at the time when the child will be admitted to the school.

The Authority, in its capacity as Corporate Parent, will work closely with parents and carers of Looked After Children, or previously looked after children to ensure that the most appropriate school is made available that can best meet the needs of the child.

The following is required of faith schools:



Admission authorities for faith schools may give priority to all Looked After Children and previously looked after children whether or not of the faith. They must however give priority to Children in Care and previously in care of the faith before other children of the faith.

Where the admission authority for the school also provides for the admission of pupils not of the faith, then priority shall be given to a relevant looked after child and previously looked after child not of the faith over another child not of the faith.

**Children in Care or Previously in Care  
– Admissions outside the normal admission round.**

In accordance with the Regulations described above, Looked After Children and previously looked after children after will be prioritised for admission at their preferred school when an application is made for other year groups.

**Looked After Children who were previously in state care outside of England**

The Authority will also extend this priority to Looked After Children who were previously in state care outside of England so that they will be treated on an equal footing to those children looked after and previously looked after by a local authority in England.

**(ii) Priority Two**

**Attendance at the linked Infant School – Separate linked infant and junior schools only**

This category applies to the transfer from Year 2 to Year 3 at separate linked Infant and Junior Schools. Priority will be afforded for places at the Junior School to children who have attended the designated linked infant school and whose parents apply for a place there. Whilst children attending linked infant schools will be prioritised after those in category one above, admission cannot be guaranteed. In the event of oversubscription, normal admission priorities (i.e. those at iii, iv, v and vi) will be applied.

Children living in the catchment area for a separate junior school who apply for a place there but do not attend the linked infant school will be considered **after** any child that does attend the linked infant school.

The “sibling” priority will be afforded if a sibling attends either the infant or linked junior school.

### **(iii) Priority Three**

#### **Catchment area with Sibling**

Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister at the preferred school on the day of admission will be considered next, except for admission to separate junior school as described in ii above.

**The definition of a sibling for these purposes is given at (v) below.**

This means that all catchment & sibling applications are prioritised before catchment applicants irrespective of distance. The normal distance tie-breaker will apply within each category.

### **(iv) Priority Four**

#### **Catchment Area**

Children who normally reside with a parent or person with parental responsibility in the defined catchment area but will not have a sibling at the preferred school at the point of admission will be considered next.

In the event of oversubscription, tiebreakers will be used as described below.

### **(v) Priority Five**

#### **Non-Catchment Siblings**

Whether in category (iii) or (v), a sibling is defined as a child who permanently or usually lives at the same address as:-

a brother and/or sister

a stepbrother and/or stepsister (to include half-brother/sisters)

and in both cases will be attending the preferred school at the point of entry. Where the requested school is a separate infant or junior school, attendance at the linked junior school or infant will be included.

In circumstances where an older sibling attends a school sixth form, Sibling priority will only be afforded if the older sibling attended the school prior to Y12.

### **(vi) Priority Six**

#### **Contributory Feeder Primary School (Year 6 to Year 7 only)**

Applicants for a Year 7 place whose children attend a designated feeder primary school but do not fit into any of the above categories, iv, v or vi above will be considered next. (Secondary Schools only)

***Parents are advised in the Composite Prospectus “A Guide for Parents” that if they choose to send their children to a non-catchment primary school, they have a lower priority for entry to the linked secondary school and that there is no guarantee of a place there.***

#### **(vii) Priority Seven**

##### **All other applicants**

Any applicant who does not fall into one of the above categories will be considered next.

##### **Service Personnel and Crown Servants**

In accordance with 2.21 of the School Admissions Code of Practice 2021, for families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the Authority will:

- a) allocate a place in advance of the family arriving in the area provided that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. The Authority will not refuse a service child a place because the family does not live in the area at the time of application.

##### **Tie Breakers**

1.3

For any admission category that is oversubscribed there are two stages of further consideration.

##### **A. *Exceptional medical, social or special educational needs***

Where exceptional medical, social or special educational needs are demonstrated and supported by a written statement from a professional, an application may be prioritised by the Admission Committee (AC) but only within its admission category. It is the parent's/applicant's responsibility to provide supporting evidence.

The parent/applicant must supply sufficient supporting evidence from relevant professionals at the time of the original application, for the Authority to consider whether an individual case constitutes exceptional circumstances to be prioritised. In any event, the evidence must support the view that the child must attend the school applied for and that they could not have their needs met at any other school.

Applications will only be submitted to the Admission Committee for further consideration if they are accompanied by third party supporting evidence.

## B. Distance

In circumstances where exceptional circumstances are not demonstrated, the final tiebreaker will be the distance from the home address to the school building. This is a straight-line measurement from the home address to a designated point of the school building.

Where the remaining place could be made for a number of children living equidistant from the school the determination of the single offer will be made by random allocation:

The random allocation will:

- i) be independently supervised by a representative of the Legal and Governance Service.
- ii) take place on a date and time notified in advance to the participating parents so that they can attend as witnesses.

### Co-ordinated Admission Arrangements

1.4

The Authority is required to co-ordinate all applications for Sheffield residents applying for a place in the “normal year of entry” – i.e. Reception, Year 3 (Separate Junior schools) and Year 7.

This means that a parent residing in Sheffield completes the Common Application form, expressing up to a maximum of three preferences and the Authority liaises with schools and other local authorities on their behalf. The Authority must agree schemes for co-ordinating admissions which are appended to this report.

The Local Authority will inform the parent of the outcome of their application, including the reason for the refusal and information on the appeals process if a place is refused at any of their preferred schools. Decisions will be communicated on the national allocation day which is 16 April for Reception and Year 3 and 1 March for Year 7. If either date falls on a weekend the allocation date will be the following Monday.

The Authority has determined co-ordinated admission schemes as required by law for the 2024/25 academic year. **(App. B & C)**

### Waiting Lists

1.5

A waiting list will be maintained until 31 December 2024 for transfer to separate junior schools (Year 3) and transfer to secondary schools (Year 7). A waiting list will continue to be maintained for the full academic year for admission to Reception, i.e. until 31 August 2025. The waiting list must be ranked in line with the published oversubscription criteria.

## School to School Transfers

- 1.6 Some schools experience a higher volume of transfers than others. To help support schools manage higher numbers they will have the option of offering a place at the beginning of the next half term and operate induction days. Each case must however be considered on its own merits. Children may often reasonably remain at their current school until the transfer takes place. A child must not however miss any education as a result of a place not being made available.

There is not a statutory requirement to co-ordinate in-year admissions. All Sheffield schools have however agreed to participate in a co-ordinated scheme that is administered by the Local Authority. There is a clear process for considering in-year applications and this means that all parents are treated equitably, and the Authority can continue to undertake its safeguarding responsibilities especially on behalf of any child not on a school roll.

## Entry Outside the Normal Year Group

- 2.0 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Details on the procedure for requesting admission out of year are provided in the Composite Prospectus.

- 2.1
- 2.2 Any decision to educate a child outside the normal year group lies with the individual Admission Authority. Admission Authorities **must** make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They **must** also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

## Proposed Published Admission Numbers (PAN)

- 3.0 All Admission Authorities are required to set an admission number which confirms the number of available places at the first year of entry. There is a reduction in pupils numbers entering Reception and the Authority is undertaking a City-wide strategy to support schools through this for the foreseeable future.
- 3.1

The City is experiencing a fall in birth rate and this is reflected in the number of applications being received for some schools. The Authority is supporting schools through the Falling Rolls Strategy. One strand of the strategy is for schools to operate temporary lower admission numbers to enable them to plan resources more efficiently.

The proposed Admission Numbers for 2024/25 are provided at **Appendix A**.

There are proposed reductions at:

School	Designation	Admission Number	Proposed Admission Number
Birley Spa Primary	Academy	60	45*
Concord Junior School	Academy	60	45
Deepcar St. John's Junior	Voluntary Aided	73	60*
Pipworth Primary	Community	75	60*
Rainbow Forge Primary	Academy	54	45*
Reignhead Primary	Community	60	45*
Rivelin Primary	Community	60	45*
Wincobank NI	Academy	60	45*
Windmill Hill Primary	Academy	54	30*

\*Ongoing reductions

### **Proposed Sixth Form Admission Arrangements for 2024/25**

4. The Local Authority is responsible for determining arrangements for the admission of external student to sixth form at King Edward VII Community School. Proposed oversubscription criteria are set out below.

4.1

#### **Exceptional Circumstances**

Where the Admission Authority intends to admit pupils from outside the school to Year 12 (The Sixth Form), the admission arrangements should include an admission number for those that would be admitted to the school for the first time, together with details of entry requirements. It is not necessary for pupils already attending the school to apply for places in Y12, but they should be informed that the objective criteria should be met. The Local Authority co-ordinates the admissions process for external students who wish to apply for a place in Sixth Form (Year 12).

In order to progress into Sixth Form a minimum level of attainment is expected, normally at least 5 subjects at Grade 4 to 9 including English and Mathematics. Some subjects require additional entry requirements.

Places for external students wishing to apply for a place in King Edward VII 6<sup>th</sup> Form will be prioritised as follows assuming that the student is anticipated to achieve the minimum entry criteria:

1. Looked After or previously looked after
2. Exceptional circumstances
3. All other students

The tie-breaker within each category is distance from home to school.

All other 6<sup>th</sup> form schools are Academies and may operate different oversubscription criteria for admission to 6<sup>th</sup> form for external students. The individual Academies are responsible for determining admission arrangements.

Academies operating Sixth Forms are as follows:

Astrea Academy  
All Saints Catholic High  
Forge Valley Academy  
High Storrs Academy  
King Ecgbert Academy  
King Edward VII Academy  
Meadowhead Academy  
Mercia Academy  
Notre Dame Catholic High  
Sheffield Park Academy  
Silverdale Academy  
Tapton Academy

## **5. HOW DOES THIS DECISION CONTRIBUTE ?**

- 5.1 In 2014/15 the Authority conducted a comprehensive City wide review of its current admission arrangements. The review considered responses from all major stakeholders including parents, young people and school leaders. The overwhelming response was that catchment areas, designated feeder schools, and priority for siblings to attend the same school remained popular and the oversubscription criteria reflect this.
- 5.2 The oversubscription criteria described at 1.2 help the Authority consistently deliver a higher rate of positive preferences than the national average. The catchment area and feeder school arrangements support local communities and prioritise children for places at their local schools, also helping families attend school together.

- 5.3 Academies are free to set their own Admission oversubscription criteria but the majority have retained the Council's catchment area based model. This ensures a City wide approach to Admissions as opposed to a fragmented system that could be to the detriment of parents and children.

## **6. HAS THERE BEEN ANY CONSULTATION?**

- 6.1 The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 require that all admission authorities **must** determine their admission arrangements that will apply for admission applications the following school year. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities **must** consult on their admission arrangements at least once every 7 years. Even if the admission arrangements are not consulted upon, they must still be “determined” for each academic year.
- 6.2 The Local Authority consulted on its Admission Arrangements for the 2023/24 academic year. As there are no proposed changes and in line with the requirement outlined in paragraph 3.1 above, the Local Authority has not consulted on its Admission Arrangements for 2024/25 but must nonetheless still “determine” its arrangements.

## **7. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

### **7.1 Equality Implications**

#### **7.1.1 Equality of Opportunity Implications**

The Equality Act 2010 identifies the following groups as a protected characteristic: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.

An Equality Impact Assessment has been carried out and highlights that the admission system remains a catchment area based system. The statutory requirement to prioritise the admission of looked after and previously looked after children is included within the Authorities oversubscription criteria. This category has been extended to include children who were looked after arriving from outside the UK. The criteria for oversubscription are objective and applied equitably. There is provision within the process to recognise any social, medical or educational issues on a case by case basis.



Parents understand and trust the admission arrangements for Community and Voluntary Controlled schools. Most Academies follow the Council policy to provide City wide consistency.

## 7.2 Financial and Commercial Implications

7.2.1 There are no financial or commercial implications to this report.

## 7.3 Legal Implications

7.3.1 The Authority is legally obliged to formally determine its admission arrangements by 28 February 2024. The legal requirements are contained in the School Standards and Framework Act 1998, as amended, and the School Admission (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, as amended.

## 7.4 Climate Implications

7.4.1 There are no climate implications to this report.

# 8. **ALTERNATIVE OPTIONS CONSIDERED**

8.1 The Admissions Review was a City-wide consultation which asked whether the current admission arrangements were still supported and were still fit for purpose. There continues to be a high level of support for the current arrangements and the current arrangements continue to deliver a high level of preferences met.

For the 2022 intakes for example a total of 92.9% were offered their first preference primary schools compared to a national average 92.2% and 86.96% offered a preferred secondary school compared to a national average of 83.3%

# 9. **REASONS FOR RECOMMENDATIONS**

9.1 The recommendation to approve the proposed admission arrangements for 2024/25 will ensure that the Authority carries out its statutory duty to consult and determine its admission arrangements for the 2024/25 academic year, including:

1. The oversubscription criteria (Including external Sixth Forms)
2. The proposed Admission Numbers
3. The statutory Primary and Secondary co-ordinated admission schemes.





***Co-ordinated  
Admission Scheme  
for  
Primary Schools  
2024 - 2025***

People Portfolio

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## Introduction

The Local Authority is under a statutory duty to co-ordinate admission applications for all Sheffield residents on behalf of all schools in the City in the “Normal year of Entry”. i.e. the first year that a child enters a school (Reception, Year 3 and Year 7). The scheme excludes admissions to maintained special and independent schools.

Co-ordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a place. Co-ordination establishes a mechanism that ensures that, as far as reasonably practicable, every parent of a child living in the local authority who has applied to a maintained school or academy is sent one, and only one offer of a school place by the Local Authority (Their Home Authority).

From the 2010/11 academic year, Local Authorities were required to formulate schemes for co-ordinating applications for the “Normal year of Entry”. This was extended to applications for admission to age groups other than the normal year of entry (“In Year Applications”) from September 2011. This requirement was removed from September 2013, however Sheffield Local Authority proposed to continue co-ordinating in-year applications for schools within Sheffield and this has been supported by Headteachers and endorsed by the City Wide Learning Body.

Effectively therefore, Sheffield Local Authority is responsible for co-ordinating all admission applications on behalf of all Sheffield residents, whether applying for schools in Sheffield or in another authority (only for Sheffield schools for In Year applications). This co-ordinated scheme explains how the Authority will carry out this duty in partnership with all schools in Sheffield and with neighbouring Authorities.

This co-ordinated scheme confirms arrangements for:

- The “Normal year of entry” i.e. Admission to Reception at a Sheffield primary or infant school and admission to Year 3 at a separate junior school for the 2024/25 academic year.
- All other “In-Year” applications.

**Sheffield Local Authority must have a scheme in place each year. All schools including Community, Voluntary Controlled, Voluntary Aided, Academies and Foundation Schools must participate in the co-ordinated scheme. If a scheme cannot be agreed, the Secretary of State will impose one.**

The co-ordinated scheme does not affect the rights and duties of governing bodies of **Voluntary Aided, Trusts, Foundation Schools and Academies** to set and apply their own admission arrangements and oversubscription criteria.

In order to provide every parent with an offer of one single place the Authority will be working collaboratively with the Governing Bodies of the Catholic, Church of England and

Foundation primary schools and Academies within the area of Sheffield and with neighbouring Authorities.

Sheffield Local Authority is the Admissions Authority for all community and voluntary controlled primary schools in the City.

The Governing Bodies of the Catholic, Church of England voluntary aided, Foundation and Academies are the admission authorities for those schools.

Any reference in this scheme to a primary school is also a reference to a separate infant or junior school.

### **Normal Year of Entry (Normal Admissions Round)**

Sheffield Local Authority will be the body that makes an offer of a single place to a Sheffield resident for Reception or Year 3 during the normal year of entry (normal admissions round). The offer of a single place to a parent at a Sheffield primary school will be made on **16 April 2024**.

If a Sheffield resident makes an application for a school in another Authority, Sheffield LA will process that application on behalf of the parent and notify the parent of the outcome.

Definition of the normal admission round is the process by which:

- a) An application for the admission of a child to a relevant age group at a school is submitted in accordance with the requirements of the scheme.
- b) The relevant year group is Reception for separate infant and through schools and Year 3 for separate junior schools;

### **In-Year Admissions**

Sheffield Local Authority will be the body that makes an offer of a single place to a Sheffield resident for any application for a year group other than the normal year of entry. Local Authorities are no longer required to co-ordinate in-year admissions but all Sheffield Schools have agreed to participate in a co-ordinated admission scheme for all other year groups.

Any Sheffield resident wishing to apply in-year for a school in a neighbouring Authority will be required to apply directly to that Authority.

References to the Local Authority mean Sheffield Local Authority.

## **A Applying for a school place – Normal Admission Round (see Annex 1 and 2 – Timetable)**

- 1 All applications for admission to any primary school within Sheffield in relation to the academic year 2024/25 for Reception and Year 3 at separate junior schools must be made by applying online or on the common application form (CAF).
- 2 All parents will be invited to state up to three preferences for Reception and Year 3 places in rank order and give reasons for their preferences.
- 3 Parents can state preferences for any combination of the following Primary schools:
  - community
  - voluntary controlled
  - voluntary aided.
  - Foundation
  - Academy
- 4 The statutory closing date for applications for Reception and separate Junior Schools is 15 January each year.
- 5 Applications from residents in other local authorities for a Sheffield school must be made on their Home Authority's common application form. The Home Authority will then liaise with Sheffield and notify the parent of the outcome of their application.

## **B Procedure for Admission to Reception**

- 1 The closing date for applications will be 15 January 2024. By 1 February 2024 Sheffield Local Authority will send details of applications to neighbouring authorities, Voluntary Aided and Foundation Schools and Academies, where schools in their area are stated on the application.
- 2 The respective admission authorities will apply their own admission criteria to determine eligibility and notify the Local Authority by 15 February 2024 of children who can or cannot be offered places.
- 3 Sheffield Local Authority will exchange potential offers with neighbouring authorities by 15 March 2024.
- 4 By 22 March 2024 Sheffield Local Authority will:
  - a) compare the lists of provisional offers for community and voluntary controlled schools against the lists of provisional places from the voluntary aided schools, Broomhill Infant (Foundation School), Academies and neighbouring authorities.



- b) make determinations on which provisional offer will be the single offer taking account of:
    - (i) provisional offers from voluntary aided schools and the Foundation School and Academies.
    - (ii) Provisional offers for any community or Voluntary controlled school in Sheffield.
    - (iii) Provisional offers for any school(s) in a neighbouring authority.
    - (iv) the ranking of the expressed preferences on the common application form
- 5 Where a child is eligible for more than one offer of a place, the parent will be offered the highest ranked of those offers as determined by their preferences made on the application.
- 6 At the end of this cycle of determining provisional offers it will be possible to identify those schools which are:
- a) undersubscribed; or
  - b) oversubscribed.
- For undersubscribed schools all preferences will have been met.
- For oversubscribed community and voluntary controlled schools the effect of the provisional offers in Voluntary Aided and the Foundation school to parents who also have a provisional offer at an oversubscribed community or voluntary controlled school will create vacancies at that school in the case where the provisional offer in the Voluntary Aided or Foundation school is ranked higher.
- Waiting lists for oversubscribed schools will be established. The waiting list will comprise of:
- a) applicants with no provisional offer;
  - b) applicants with a provisional offer ranked lower than that of the oversubscribed school for which they also have expressed a preference.
- 7 On 16 April 2024 all parents will be informed of their single allocated school.

## **C Procedure for Admission to Year 3 (Separate Junior Schools)**

- 1 The closing date for applications will be 15 January 2024. By 1 February 2024 Sheffield Local Authority will send applications to Sheffield voluntary aided schools, the Foundation School, Academies and neighbouring authorities, where they are stated on the application.
- 2 The respective admission authorities will apply their own admission criteria to determine eligibility and communicate this to the Local Authority.
- 3 By 15 February 2024 Sheffield Local Authority will:
  - a) have completed a list of provisional offers for community and voluntary controlled schools
  - b) have received from the voluntary Aided primaries and Academies lists of children who can or cannot be offered places
- 4 By 15 March 2024 the Local Authority will:
  - a) compare the lists of provisional offers for community and voluntary controlled schools against the lists of provisional places from the voluntary aided schools and Academies.
  - b) make determinations on which provisional offer will be the single offer taking account of:
    - (i) provisional offers from voluntary aided schools and Academies.
    - (ii) Provisional offers for any community or Voluntary controlled school in Sheffield.
    - (iii) Provisional offers for any school(s) in a neighbouring authority.
    - (iv) the ranking of the expressed preferences on the common application form
- 5 Where a child is eligible for more than one offer of place, the parent will be offered the highest ranked of those offers as determined by their preferences on the application.
- 6 At the end of the first cycle of determining provisional offers it will be possible to identify those schools which are:
  - a) undersubscribed; or
  - b) oversubscribed.

For undersubscribed schools all preferences will have been met.

For oversubscribed community and voluntary controlled schools the effect of the provisional offers in Voluntary Aided schools to parents who also have a provisional offer at an oversubscribed community or voluntary controlled school will create vacancies at that school in the case where the provisional offer in the Voluntary Aided school is ranked higher.

In order to complete the allocations to schools with vacancies a second cycle of the procedure will be undertaken.

This second cycle of allocations will deal with waiting lists for oversubscribed schools where vacancies have arisen as a result of point (5) above. The waiting list will comprise of:

- a) applicants with no provisional offer;
- b) applicants with a provisional offer ranked lower than that of the oversubscribed school for which they also have expressed a preference.

7 By 22 March 2024 the Local Authority will:

- a) make determinations on which provisional offers will be made to applicants taking account of:
  - (i) The highest ranked preference
  - (ii) provisional offers for voluntary aided schools and the Foundation School; and
  - (iii) the waiting list for places at the school
- b) amend the list of provisional offers for each oversubscribed community and voluntary controlled school to take account of point (a) above
- c) inform separate infant and Junior schools of which offers are to be accepted or not accepted.

8 On 16 April 2024 all parents will be informed of their single allocated school.

## **D The offer of a place**

- 1 The criteria for determining the offer of a single place at any primary school for which the child is eligible to be granted admission is given at Annex 3 to this scheme.
- 2. Parents will be invited to express up to three preferences on the application for a Reception or Year 3 places, in ranked order, and give reasons for their preferences.

Where an application contains fewer than three preferences, each will be considered under the same criteria as one that does contain three preferences.

3. All application forms for Reception and Year 3 must be returned to the Local Authority by 15 January 2024. Any applications sent to Voluntary Aided Schools will be forwarded to Sheffield Local Authority.
4. Parents residing outside Sheffield who wish to apply for a Sheffield school should apply directly to their "Home" Authority by completing their common application form.
5. Parents will only receive a single offer for admission into the Reception Year or Year 3 at a separate junior school. It will be assumed that parents will be accepting the allocated place unless written notice is received within 10 working days, to the contrary.
6. In the case where a parent fails to complete and submit CAF they will not receive a single offer on the national allocation date.
7. Nothing in this scheme prevents a parent of a child attending a through primary school making an application for admission to a different junior or through school when the child reaches the end of the infant stage of education (Year 2).
8. The attendance of a child at an infant school does not guarantee a place at the linked junior school. In the event that more applications are received than places available, the Authority will apply its published oversubscription criteria.
9. The relevant Admission Authority will determine whether the child is eligible for admission to the schools for which a preference has been expressed by applying its own published admission criteria.
10. Sheffield Local Authority will make all offers to all Sheffield residents on behalf of:
  - a) community and voluntary controlled schools for which it is the admissions authority; and
  - b) Voluntary Aided schools
  - c) Academies.
  - d) Broomhill Infant (Foundation) School
  - e) Neighbouring Authorities.
11. Prior to the offer date all Sheffield schools will be sent a list of those children who have been offered a place at the school. If children residing in other authorities are offered places the relevant Home Authority will be informed.

12. No acceptance of an allocation will be required from the parent where they accept that offer of a place. However, where a parent does not wish to take up the allocation they must inform the Local Authority within 10 working days.
13. Where the Local Authority cannot make a single offer for any of the preferences expressed by a parent resident in Sheffield, a place will be allocated to the child at the nearest community or voluntary controlled primary school, with places available, to their ordinary place of residence. (see Annex 5 below) This may or may not be the catchment area school and will depend on the availability of places.

## **E Applications outside of the normal admissions round**

- 1 Sheffield Authority maintains a waiting list for the Reception year group for the entire academic year. Applications received within this time are considered to be within the “normal admissions round.” At the end of the Reception year parents wishing to apply need to re-apply on a Common Transfer Form as an “in year” applicant.

Sheffield Authority maintains a waiting list for the transfer to Junior until 31<sup>st</sup> July 2024. Applications received during this time are considered to be within the normal admissions round. Applications received from 1<sup>st</sup> September 2024 should be made on a Common Transfer Form and are considered as “in year” applications.

## **F Right of appeal**

- 1 Any parent whose child is refused a place at a school for which they have applied, has the right to an independent appeal. The right to appeal also applies at times other than the normal times of entry to school (e.g. when families move into an area during the year). Parents who have missed the normal deadlines for applying for admission or who have had an offer of a place withdrawn also have a right to appeal if they are refused a place.

\*(Where a child has been permanently excluded from two or more schools, a parent can still express a preference for a school place, but the requirement to comply with that preference is removed for a period of two years from the date on which the latest exclusion took place. This does not apply to children with statements of special educational needs, children who were below compulsory school age when excluded, children who were reinstated following a permanent exclusion and children who would have been reinstated had it been practicable to do so)

## **G Late applications**

- 1 Late applications for Reception received by the Authority up to and including 31 January 2024 will be considered as being on time and will be allocated a school place on the offer day.
- 2 Late applications for Year 3 received by the Authority up to and including 31 January 2024 will be considered as being on time and will be allocated a school place on the offer day
- 3 All other late applications for Reception and Year 3 received from 1 February 2024 will be dealt with after 16 April 2024 in strict chronological order.

## **H Waiting lists – Normal Year of Entry**

- 1 Sheffield Local Authority will establish a waiting list for all community and voluntary controlled primary schools where the number of applications for those schools has exceeded the places available in Reception or Year 3 at separate Junior Schools.
- 2 Names of children will automatically be placed on the waiting list for a school where they have been refused a place where it ranked above that at which a place has been allocated.
- 3 A vacancy arises in Reception or Year 3, only when the number of offers to a particular school falls below the published admission number (or a higher admission limit where one has been set).
- 4 The waiting list will be established on the offer day and be maintained until the end of the summer term 2025 for Reception and until 31 July 2024 for Year 3.
- 5 Voluntary Aided and Foundation Schools will maintain their own waiting lists, which must be prioritised according to the school's published oversubscription criteria. The Local Authority will still be responsible for making the offer on the schools' behalf.
- 6 Following the offer day should an application be received for a school where the pupil has a higher priority for a place at the school, as determined by the admissions criteria, they will be placed on the waiting list above those with a lower priority.
- 7 Parents who intend to appeal against the decision to refuse a place at a preferred school(s) should do so irrespective of having their child's name placed on the waiting list.
- 8 For those parents who proceed to an independent appeal the panel's decision cannot be influenced by the child's position on the waiting list.

9. For a year group other than the first year of entry, a child may be prioritised on the waiting list in line with the Local Authority's Fair Access Protocol.

## **I False or misleading information**

- 1 Where the Local Authority has made an offer of a place at an infant, Junior or through primary school on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school the offer of a place will be withdrawn.
- 2 Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school. Where the place is not withdrawn, parents should note that their application for any subsequent child will not benefit from sibling priority.
- 3 Where a place or an offer has been withdrawn the application will be re-considered and a right of appeal of independent appeal offered if the place is refused.

## **J No common application form received**

- 1 Every effort will be made to encourage parents/carers to complete and submit an application. However, the Local Authority will monitor Sheffield children known to them, for whom no application has been received.
- 2 Parents will be contacted to determine whether they intend to apply for a maintained school.
- 3 Where parents inform the Local Authority that their children will be attending a school not maintained by a Local Authority (private/independent) no school place will be allocated to the child.
- 4 For the transfer to Junior process the Local Authority will allocate a place at the nearest Sheffield school with available places, to their ordinary place of residence, to all pupils where they have not submitted an application form. This will be done by 3 June 2024 at the latest.

## K Information required by voluntary aided schools

- 1 Voluntary aided schools and E-Act pathways Academy require additional information, which is not contained on the online or common application form and relates to the church of which they are a member.
- 2 In addition to the application completion of an “Additional Information” form is required. This can be obtained from the Local Authority or directly from the school.
- 3 The Additional Information form is not an application form for admission to a voluntary aided school.
- 4 Sheffield parents who intend to express a preference or preferences for voluntary aided schools must follow the procedure set out below:
  - a) Apply online or complete the common application **and** the appropriate additional information form(s);
  - b) Return the application to the Local Authority and any additional information form(s) to the school to which you are applying, by the closing date.
- 5 The supporting information provided by parents will be used by the school in applying their admissions criteria. Where an additional information form is not submitted, it may affect the consideration by the governing body of the preferred school. In these circumstances the individual school will be responsible for pursuing additional information.
- 6 The completion and return of the additional information sheet does not guarantee a place at the school.
- 7 For late applications see section G.

## L In-Year Transfers Between Schools

1. Applications received for admission into any other year group are classed as an in-year transfer. The procedure for determining a single offer and timescales for processing applications are given at **Annex 4**. The general requirements of the scheme are as follows:
2. To ensure that each parent in Sheffield who has made an application on the Transfer Form in respect of admission of a child to a Sheffield school receives a single offer of a school place under the scheme.
3. To require a transfer form to be completed enabling a parent to:



- i) Provide his name and address and the name, address and date of birth of the child,
  - ii) Apply for three Sheffield schools,
  - iii) Give reasons for his application,
  - iv) Rank each application
4. To ensure where a child is eligible to be granted admission to more than one school that the child is granted admission to whichever of those schools is ranked highest on the transfer form.
  5. Any School that is its own Admission Authority must identify the body responsible for determining eligibility of an applicant.
  6. Following the allocation of a place, the school is expected to make admission arrangements with 5 school days for pupils not on a school roll in order to minimise the length of time that a child is out of school. For pupils already on a school roll it is expected that the receiving school will admit at the start of the following half term.

#### **M In Year Transfers – Requirements for Sheffield Primary Schools**

This part of the scheme confirms the actions that must be taken by all Sheffield Schools with regard to In-Year admissions.

1. Where the Local Authority receives an application for a Voluntary Aided or Foundation School or Academy, it will send the application and any supporting information to the Governing Body for consideration. The Authority will send the application to the school within 5 days of receiving it.
2. For a school where the Local Authority is the Admission Authority the Local Authority will determine eligibility by checking the number on roll and applying its oversubscription criteria.
3. For a school that is its own Admission Authority, it will determine eligibility and notify the Local Authority of the outcome within 5 school days.
4. On receipt of decisions in relation to any school that is applied for, the Local Authority will determine whether or not a child is eligible for any school. Through application of the scheme the Authority may determine a single offer or determine that the child is not eligible for any of the schools.
5. The Local Authority will notify the receiving school of the single offer to be made to the parent/carer as determined by the co-ordinated scheme.
6. The Authority will communicate the outcome of the application to the parent if they are a Sheffield resident. Where the decision is about a Voluntary Aided or Foundation School or Academy the Local Authority will write to parents on behalf of the Governing Body.

7. Where any application has been made for a Sheffield school by a parent residing in another Authority, Sheffield Local Authority will communicate the decision to the Home Authority.

#### **N. In-Year Transfers – Requirements for Out of Area Schools**

This part of the scheme applies where a parent residing in Sheffield wishes to apply to a school in another Local Authority area.

1. Parents must apply directly to the Local Authority within which the school is located.

## Annex 1

**Timetable for co-ordinated admission arrangements  
for Reception**

## Annex 2

**Timetable for co-ordinated admission arrangements  
for admission to Year 3**

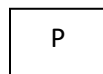
## Annex 3

## Criteria for the offer of a single place at an Infant, Junior or primary - Normal Year of Entry

- 1 A resident in Sheffield will only receive an offer of a single place at any primary, infant or junior school if they have completed an application.
- 2 Parents are invited to express three preferences for primary infant or junior schools they wish their child to attend and list them in rank order.
- 3 All three preferences will be treated equally by the relevant Admissions Authority.
- 4 Where a preference meets the criteria for a school the child becomes eligible for a provisional offer.
- 5 Where the child is only eligible for one school, that will be the allocated school.
- 6 Where the child is eligible for two or three schools, the ranking of the expressed preferences on the application will be used to determine which of those provisional offers becomes the single offer of a place.

1st	School A
2nd	School B
3rd	School C

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1st	School A	P ✓			P ✓	P ✓	P ✓		
2nd	School B	P	P ✓		P			P ✓	
3rd	School C	P	P	P ✓		P			

**Key**

Places available – child eligible for admission

admission



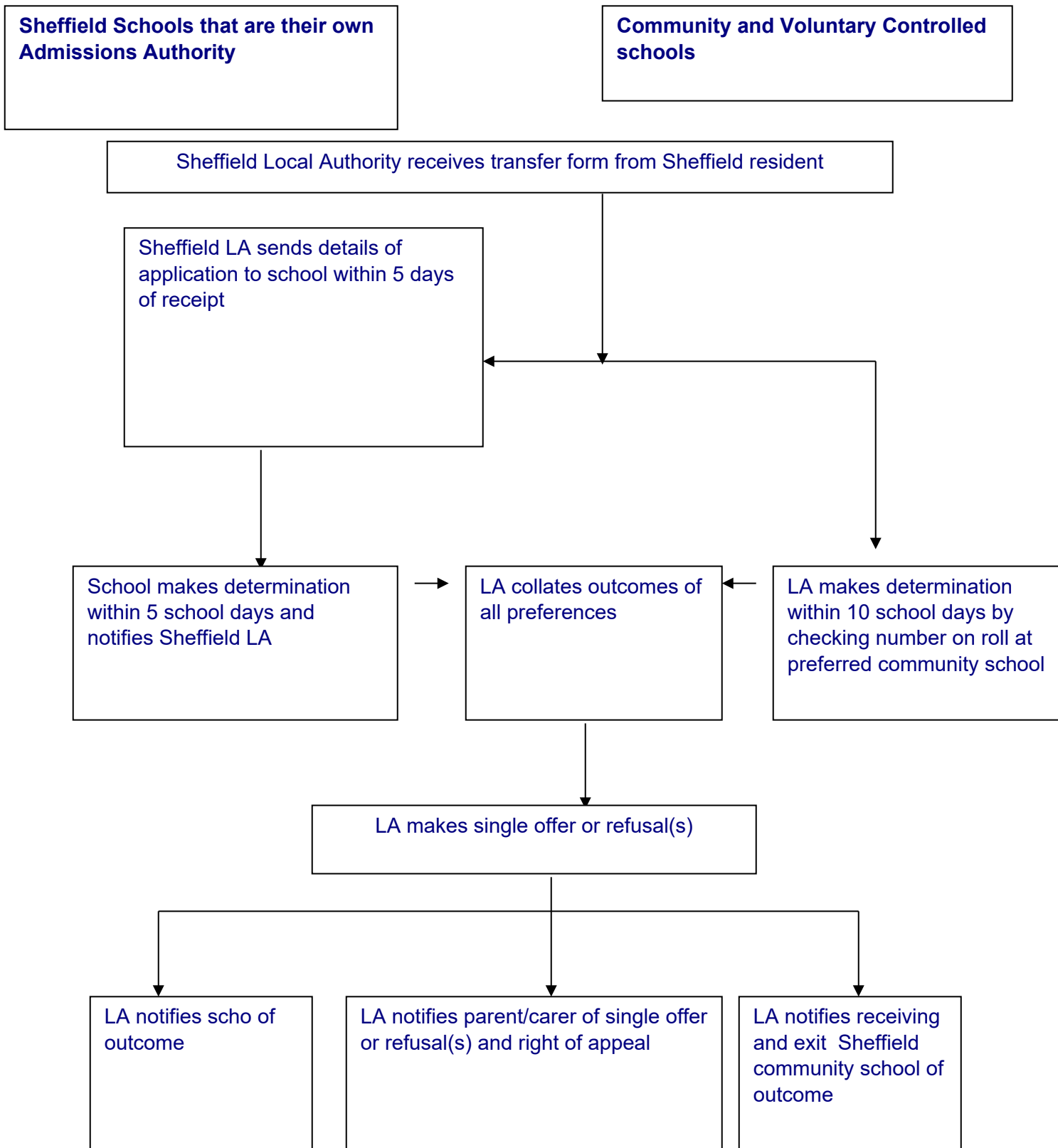
School oversubscribed – child not eligible for

based on priority of admission criteria

- ✓ Child allocated place at this school as the highest ranked school for which the child is eligible

Annex 4

## Timetable for co-ordinated in-year applications



## Annex 5

## **Explanation of Terminology**

### **Additional Information Form (AIF)**

The form required by voluntary aided schools to assist the governors in fairly applying their admission criteria. The AIF is included in the composite prospectus and should be returned to the Children, Young People and Families completed with the application.

### **Admission Arrangements**

All the procedures, criteria and publications which must be arranged by an Admission Authority in order to process applications for admission to school. Admission arrangements will determine eligibility for a school place and details will be contained in the composite prospectus.

### **Admissions Authority**

The body responsible for determining the admission arrangements for a school. This can be the Children, Young People and Families or the governing body of a school.

### **Admission Year**

The school year to which admission arrangements apply

### **Allocation of a School Place**

Where a single offer of a place at a school is made to the parent and the child's name is placed on the admission list for that school.

### **Children, Young People and Families Service**

The Children, Young People and Families Service came into effect from 1 August 2005 and replaced the Local Education Authority. The statutory functions previously carried out by the LEA in relation to school admissions will continue to be carried out by the Children, Young People and Families Service.

## Common Application Form

The form to be used by all parents residing in Sheffield to express preferences for schools and to give reasons for those preferences. It is referred to as common because it allows parents to name schools from different admission authorities.

## Eligible for Admission

This is where a child can be offered a place at a school either because:

- The number of applications is below the admission number; or
- It is oversubscribed but the child meets the requirements of the admission criteria when assessed against other applicants.

## Home Authority

The local authority in which the parent resides. Where more than one person holds parental responsibility and those persons reside in separate properties in different authorities, the child's home authority will normally be based on the location of the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

## Indicated Admission Number

The number of places in any relevant age group intended to be admitted in any school year as determined by the admission authority.

## In Year Admission

Any application for a year group that is outside the "Normal admission round"

## Maintaining Authority

The local education authority within whose area a school is situated and for which they are responsible.

## Normal Admission Round



An application for the admission of a child to a relevant year group (i.e. a year group into which pupils normally enter the school) at a school is submitted in accordance with the requirements of the co-ordinated scheme.

In the case of schools in the Sheffield area the relevant year groups when pupils are admitted for the first time are Reception (Through primary and separate infant schools) and Year 3 (separate junior schools)

<b>Year Group</b>	<b>Admission Year</b>	<b>Date of Birth</b>
Reception	2023/24	01/09/18 to 31/08/19
Year 3	2023/24	01/09/15 to 31/08/16

## Ordinary Place of Residence

A determination of the nearest Sheffield community school is the distance measured by a straight line between the child's ordinary place of residence\* and the centre of the school building.

\*The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child resides at the latest date for receiving applications for admission to school.

Where more than one person holds parental responsibility and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

## Oversubscription Criteria

The rules which determine who can and cannot be offered a place at the school.

## Oversubscribed

Where the number of applications for the relevant year group in an admission year exceeds the indicated admission number.

## Preference

The legislation allows for parents to express preferences for desired schools ranking them in priority order and give reasons for those preferences.

## **Provisional offer of a school place**

Where a child is eligible for admission to a school, having satisfied the criteria. Whether a place is offered depends on the co-ordinated scheme for admission arrangements.

## **Ranking**

The order in which parents have to list their three preferences on the application to enable a local authority to determine the single offer of a school place.

## **Single offer of a school place**

The one offer for a school place which is made to a parent from the potential offers available as a result of the co-ordinated scheme.



Co-ordinated Admission  
Scheme  
For Secondary Schools  
and Academies  
2024 - 2025

People Portfolio

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## Introduction

The Local Authority is under a statutory duty to co-ordinate school admissions on behalf of all Sheffield residents when applying for any Sheffield School or neighbouring Authority in the “Normal admission round”. i.e. the first year that a child enters a school (Reception, Year 3 and Year 7). The scheme excludes admissions to maintained special schools and external applications for Sixth Forms.

Co-ordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a place. Co-ordination establishes a mechanism that ensures that, as far as reasonably practicable, every parent of a child living in the Sheffield who has applied to a maintained school or academy is sent one and only one offer of a school place by the Local Authority (Their Home Authority).

From the 2010/11 academic year, Local Authorities were required to formulate schemes for co-ordinating applications made during the academic year and applications for admission to age groups other than the normal year of entry (“In Year Applications”). This was extended to all applications from September 2011. This requirement was removed from September 2013, however Sheffield Local Authority proposed to continue co-ordinating in-year applications within Sheffield and this has been supported by Headteachers and was endorsed by the City Wide Learning Body.

Effectively therefore, Sheffield Local Authority is responsible for co-ordinating all admission applications within Sheffield, on behalf of all Sheffield residents. This co-ordinated scheme explains how the Authority will carry out this duty in partnership with all secondary schools and Academies in Sheffield and with neighbouring Authorities.

This co-ordinated scheme confirms arrangements for:

- The “Normal admission round” i.e. Admission to Year 7 for the 2024/25 academic year.
- All other “In-Year” applications for Sheffield Schools on behalf of secondary aged pupils resident in Sheffield.

**The Local Authority must have a scheme in place each year. All schools including Community, Voluntary Controlled, Voluntary Aided, Trust and Foundation Schools must participate in the co-ordinated scheme. Academies are required by their funding agreements to participate in the scheme. If a scheme cannot be agreed, the Secretary of State will impose one.**

The co-ordinated scheme does not affect the rights and duties of governing bodies of **Voluntary Aided, Foundation and Trust** Schools to set and apply

their own admission arrangements and oversubscription criteria nor for **Academies** to agree their own admission arrangements with the Secretary of State.

In order to provide every parent with an offer of one single place the Authority will be working collaboratively with the Governing Bodies of the Voluntary Aided, Foundation and Trust Schools and the Academies within the area of Sheffield and with neighbouring Authorities.

### **Normal Admission Round**

Sheffield Local Authority will make an offer of a single place for a pupils residing in Sheffield for Year 7 in September 2023. The offer of a single place to a parent at a secondary school will be made on the national allocation day **1 March 2024**.

This co-ordinated scheme includes any arrangements to deal with preferences expressed by Sheffield parents for schools in any other Authority.

The definition of the normal admission round is the process by which:

- a) an application for the admission of a child to a relevant age group at a school is submitted in accordance with the requirements of the scheme.
- b) In this case the relevant year group is Year 7, entry to Secondary School.

An explanation of terminology related to this scheme is provided at **Annex 4**.

- i) The following schools are their own Admission Authorities and the respective Governing Body is responsible for admission arrangements:
  - All Saints Catholic High School
  - Astrea
  - Birley Community College, Trust
  - Bradfield Academy
  - Chaucer Business and Enterprise Trust
  - Ecclesfield
  - Firth Park Community Arts Trust
  - Fir Vale Academy
  - Forge Valley Community (Foundation) School
  - Handsworth Grange
  - High Storrs
  - Hinde House 3-16 Academy
  - King Ecgbert Academy
  - Meadowhead Academy
  - Mercia
  - Newfield Academy
  - Notre Dame Catholic High School

- Oasis Academy Don Valley
  - Outwood City Academy
  - E-Act Parkwood Academy,
  - Sheffield Springs Academy
  - Sheffield Park Academy
  - Silverdale
  - Stocksbridge
  - Tapton
  - Westfield Sports College
  - Yewlands Academy;
- ii) For schools maintained by Barnsley, Doncaster or Rotherham, the respective Local Authority is the Admission Authority except where the school is voluntary aided, Grammar, Foundation or an Academy.

### **In-Year Admissions**

Sheffield Local Authority will be the body that makes an offer of a single place to a Sheffield resident for any application for a school in Sheffield for a year group other than the normal year of entry. The Authority is now required to confirm the outcome of an application within 15 days of the application being made. Local Authorities are no longer required to co-ordinate cross-border, in-year admissions.

Any Sheffield resident wishing to apply in-year for a school in a neighbouring Authority will be required to apply directly to that Authority.

References to the Local Authority mean Sheffield Local Authority.

### **The single offer of a school place**

Sheffield Local Authority will normally be the only body to offer a Sheffield resident a single place at any Sheffield secondary school as follows:

- a) For community schools where the Local Authority is the admission authority;
- b) On behalf of Governing Bodies of schools listed in i) above;

For the purposes only of this co-ordinated scheme any reference in this scheme to a Sheffield school is a reference to a secondary community school where the Local Authority is the admissions authority. Any reference to a Sheffield school does not include All Saints Catholic High School and Notre Dame Catholic High School, but does include those listed above which have adopted the City Council's admission arrangements. Meadowhead, Tapton and E-Act Parkwood, also operate criteria which is slightly different from the rest of the Secondary schools in Sheffield.



## **Sheffield Secondary Schools**

### **Community Schools.**

There is currently 1 Community Secondary School in Sheffield:

King Edward VII Secondary

### **Academies**

- All Saints Catholic High School
- Astrea Academy
- Birley Academy
- Bradfield Academy
- Chaucer Academy
- Ecclesfield
- Firth Park Academy
- Fir Vale Academy
- Forge Valley Community Academy
- Handsworth Grange
- High Storrs Academy
- Hinde House 3-16 Academy
- King Ecgbert Academy
- Meadowhead Academy
- Mercia Academy
- Newfield Academy
- Notre Dame Catholic High School
- Oasis Academy Don Valley
- Outwood City Academy
- E-Act Parkwood Academy,
- Sheffield Springs Academy
- Sheffield Park Academy
- Silverdale Academy
- Stocksbridge Academy
- Tupton Academy
- Westfield Academy
- Yewlands Academy;

References to the Local Authority mean Sheffield Local Authority.

## **A Applying for a school place – Normal Year of Entry (See Annex 1 – Timetable)**

- 1 All applications from Sheffield residents for admission to any secondary school in Sheffield or any other Local Authority must be made online or on the common application form (CAF)
- 2 Parents of children attending Sheffield community and voluntary aided Schools will be invited to apply for a secondary school place in July 2023 when pupils are in Y5.
- 3 Applications from parents for a Sheffield school, who do not reside in Sheffield, must be made on their respective home authority online facility or CAF.
- 4 Parents will be invited to express up to three preferences on the application form in rank order and give reasons for their preference.
- 5 Parents can state preferences for any of the following schools:
  - Community
  - Voluntary Controlled
  - Voluntary Aided
  - Foundation
  - Trusts
  - Academies

In Sheffield, or in another local authority.
- 6 Where Sheffield Local Authority, as the home authority, receives an application from a parent not resident in Sheffield, it will be sent directly to the parent's home authority to be processed.
- 7 Sheffield residents will be encouraged to apply online but can also apply on a paper form. Completed paper forms can be returned to Sheffield Local Authority by emailing [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk) **or by post to; Admissions, 5th Floor, West Wing, Moorfoot, Sheffield, S1 4PL.** Supporting documentation for Voluntary Aided schools must be returned directly to the school for which they are applying.
- 8 The application must be received by the closing date of **31 October 2023**.
- 9 The process for determining the offer of a single place at any secondary school for which the child is eligible to be granted admission is given at **Annex 2** to this scheme.

## **B Procedure**

- 1 By **7 December 2023** the Local Authority will:
  - a) send applications made by Sheffield residents for All Saints, Notre Dame, E-Act Parkwood, and to neighbouring authorities where schools located in another Local Authorities are named on the application.
  - b) will have received copies of application details from other local authorities for admission into schools in Sheffield including All Saints Catholic High School and Notre Dame Catholic High School and E-Act Parkwood Academy.
  - c) The Authority will exchange information with neighbouring authorities in accordance with the timetable at Annex 1. Derbyshire Local Authority will not be obliged to strictly follow the same timetable as they do not intend to operate a cross-border co-ordinated scheme, however Sheffield Local Authority will endeavour to work co-operatively with Derbyshire for the benefit of parents and pupils.

2 Any applications that are received by Voluntary Aided Schools, Academies or Trust Schools will be sent directly to the Local Authority.

3 For all the preferences stated on any application received, the respective admission authorities will be required to apply their published admission criteria.

4 By **5 January 2024** the Local Authority will:

Have received a list of children who would be eligible for a place at All Saints Catholic High School and Notre Dame Catholic High School and E-Act Parkwood Academy, and details for those who would not be eligible. Where children on that list are resident in another Local Authority, Sheffield Authority will notify the home authority of the outcome of the applications.

5 By **11 January 2024** the Local Authority will:

- a) have received notification from other Admission Authorities/Local Authorities of any places, which those Admission Authorities/Local Authorities can offer in response to any preference expressed by a parent resident in Sheffield.
- b) apply its own admission criteria again and complete a list of provisional offers for schools for which it is the admissions authority;
- c) have notified any other Local Authority where children resident in that Local Authority who have applied for a Sheffield school can or cannot be offered a place at a school.

6 By **25 January 2024** the Local Authority will:

- a) Compare the list of provisional offers for Sheffield schools against the

list of provisional offers from other Local Authorities/admission authorities.

- b) Make determinations on which provisional offers will be made to Sheffield residents taking account of:
  - (i) provisional offers from voluntary aided schools, Academies and Trust Schools.
  - (ii) Provisional offers for any community or Voluntary controlled school in Sheffield.
  - (iii) Provisional offers for any school(s) in a neighbouring authority.
  - (iv) the ranking of the expressed preferences on the common application form
- c) Amend the list of provisional offers for each Sheffield school to take account of the determinations at point (b) above
- d) Inform any other Local Authorities/admission authorities of those provisional offers which are to be accepted or not accepted
- e) Receive from other Local Authorities/admission authorities details of those offers for places in Sheffield schools, which are to be accepted or not accepted.

7 Where it is the case that a child is eligible for more than one offer of a place, the parent will be provisionally offered the highest ranked of those offers as determined by their stated ranked preferences on the common application form.

8 At the end of the first cycle of determining provisional offers it will be possible to identify those schools which are:

- a) undersubscribed; or
- b) oversubscribed.

For undersubscribed schools all preferences will be eligible for an offer irrespective of their ranking by Sheffield residents, or any co-ordinated scheme adopted by another local authority.

For oversubscribed schools the effect of provisional offers in other Local Authorities to parents also with a provisional offer at an oversubscribed school in Sheffield will create vacancies at that school in the case where the provisional offer in the neighbouring authority is ranked higher.

In order to complete the allocations to these schools a second cycle of the procedure will be undertaken.

This second cycle of allocations will deal with waiting lists for oversubscribed schools where vacancies have arisen as a result of point (6) above. The waiting list will comprise of:

- a) Sheffield residents with no provisional offer

- b) Sheffield residents and non-Sheffield residents with a provisional offer ranked lower than that of the oversubscribed school for which they also have expressed a preference.
- 9 By **8 February 2024** the Local Authority will:
- a) Inform neighbouring Admission Authorities of those potential offers that will be required and those that will not.
  - b) Advise neighbouring Admission Authorities of any additional potential offers of places that have become available as a consequence of the 28 January exercise.
- 10 By **15 February 2024** the Local Authority will have:
- a) updated the list of provisional offers for oversubscribed schools as a consequence of the exercise on 11 February.
  - b) notified any other Local Authorities where the provisional offer is for a resident in their area.
  - c) updated the list of provisional offers for All Saints Catholic High School and Notre Dame Catholic High School and Parkwood E-Act Academy, and informed any Local Authority where a provisional offer is for a resident in their area
  - d) received information from other Local Authorities of any places, which those Local Authorities can offer in response to a preference expressed by a resident in Sheffield as a result of the second cycle under their co-ordinated scheme.
  - e) Allocated places to those pupils whose parents have applied but have no provisional offer.
  - f) compared the updated list of provisional offers against the updated list of provisional offers from neighbouring authorities
  - g) made determinations on which provisional offers will be made to Sheffield residents taking account of:
    - (i) Ranking
    - (ii) provisional offers from neighbouring authorities; and
    - (iii) the waiting list for places at the school
  - h) amended the list of provisional offers for each oversubscribed school
  - i) informed any other Local Authority/admission authorities of which offers are to be confirmed for places in their schools and those which are not to be accepted
  - j) received from other Local Authorities/admission authorities details of which offers for places in Sheffield schools are to be accepted or not accepted.

- k) sent final details of applications accepted or not accepted to other Local Authorities and Admission Authorities on or before the allocation date of **1 March**.

## **C The offer of a place**

- 1 Parents will normally receive one offer of a place for admission to secondary school. Sheffield residents who apply for a Sheffield maintained school and a Derbyshire Local Authority school may potentially receive an offer from each Authority. The process for determining the offer of a single place at any secondary school for which the child is eligible to be granted admission is given at Annex 2 to this scheme
- 2 All offers of the single place will be made on the **1 March 2024**, the national offer day. This would include any offer made by Derbyshire Local Authority. It will be assumed that parents will be accepting the allocated place unless written notice is received within 10 working days, to the contrary.
- 3 Sheffield Local Authority, as the home authority for the co-ordinated scheme will make all offers to residents in Sheffield on behalf of:
  - a) those schools for which it is the admissions authority; and
  - b) any other admission authority, which is offering a place to a resident in Sheffield, with the possible exception of parents applying for a school in Derbyshire, who may receive more than one offer.
- 4 Prior to 1 March 2024 all secondary schools and Academies within Sheffield will be sent a list of those children whose parents have been offered a place at the school.

## **D Preferences not Met**

- 1 Where the Local Authority cannot make a single offer for any of the preferences expressed by a parent resident in Sheffield, a place will be allocated to the child at the nearest community secondary school or Academy with places available, to their normal place of residence. This may or may not be the catchment school, depending on availability of places there.
- 2 The single offer of a place will be determined after all preferences for schools, , have been processed prior to national offer day.

## **E Applications received after 31 October**

- 1 All applications for admission to a secondary school by a Sheffield resident received after 31 October 2023 must be made on the common transfer form. Parents will be invited to state three preferences in rank order.
2. Sheffield residents wishing to apply to another Local Authority or Voluntary Aided School must complete a Sheffield common transfer form and return it to Sheffield Local Authority. Sheffield Local Authority will share this information with the relevant Admission Authority or neighbouring authority on behalf of the Sheffield resident.  
  
In circumstances where parents apply for a school outside Sheffield, that
3. Local Authority will notify Sheffield Local Authority of the outcome.
4. The single offer of a place at a school will be made by Sheffield Local Authority.

## **F Right of appeal**

Any parent\* whose child is refused a school place for which they have applied, has the right to an independent appeal. The right to appeal also applies at times other than the normal times of entry to school (e.g. when families move into an area during the year), Parents who have missed the normal deadlines for applying for admission or who have had an offer of a place withdrawn also have a right to appeal if they are refused a place.

\*(Where a child has been permanently excluded from two or more schools, a parent can still express a preference for a school place, but the requirement to comply with that preference is removed for a period of two years from the date on which the latest exclusion took place. This does not apply to children with Education Health Care Plans, children who were below compulsory school age when excluded, children who were reinstated following a permanent exclusion and children who would have been reinstated had it been practicable to do so)

## **G Late applications**

- 1 Late applications submitted in the normal admission round that are received by the Authority up to and including 30 November 2023 will be included in the first cycle of allocations of places made for the offer day.
- 2 A parent that moves from one South Yorkshire Authority to another after 30 November will have their initial application considered by the Authority in which they were resident on 30 November. A second application made to the new home authority after 30 November will be considered in accordance with 3 below.
- 3 After 1 March, applications received from 30 November 2022 will be

processed in accordance with the admission criteria. Applications will be processed in strict chronological order and notification sent out as appropriate.

- 4 By 2 June 2024 at the latest Sheffield Local Authority will have allocated places to Sheffield residents it is aware of for whom applications have not been received. This will normally be the nearest school to the normal place of residence with available places.

## **H Waiting lists**

- 1 The Local Authority will establish a waiting list for all community secondary schools, Academies and Trust Schools where the number of applications for those schools has exceeded the places available in Year 7.

For All Saints Catholic High School and Notre Dame Catholic High School and E-Act Parkwood Academy waiting lists will be maintained by the schools in accordance with the school admission criteria.

- 2 Names of children will automatically be placed on the waiting list for a school where they have been refused a place where it is ranked above that at which a place has been offered.
- 3 A vacancy arises in Year 7 only when the number of offers to a particular school falls below the published admission number or a higher admission number where one has been set.
- 4 The waiting list will be established on 1 March 2024 and be maintained up to 31 December 2024. Parents will be contacted prior to the start of term to ask if they wish their child to remain on the waiting list.
- 5 Priority on the waiting list is determined according to the Local Authority's admission oversubscription criteria.
- 6 For any application received after 30 November 2023 where the pupil has a higher priority for a place at the school as determined by the admissions criteria, they will be placed above those pupils with a lower priority.  
  
Waiting lists cannot be prioritised based on the length of time spent on them.
- 7 For those parents who proceed to an independent appeal the panel's decision cannot be influenced by the child's position on the waiting list.

## **I Information required by voluntary aided schools and Parkwood E-Act Academy**

- 1 Voluntary aided schools and Parkwood E-Act Academy require additional information, which is not contained on the common application form but is specific to the schools individual criteria.
- 2 In addition to the application form each Voluntary Aided School in another LA



and All Saints Catholic High School and Notre Dame Catholic High Schools and Parkwood E-Act Academy will require applicants to complete an “Additional information form”. All Saints and Notre Dame also require a copy of a Catholic baptism certificate. The additional forms will be available from the schools themselves, the Local Authority or can be downloaded from the Admissions website.

- 3 The Additional information form is **not** an application form for admission to All Saints or Notre Dame or E-Act Parkwood Academy.
- 4 Parents who intend to express a preference or preferences for voluntary aided schools or Parkwood E-Act Academy must follow the procedure set out below:
  - a) Apply online or complete the common application form **and** the additional information form and, for All Saints and Notre Dame, enclose a certificate of Catholic baptism where appropriate.
  - b) Return the application to the Local Authority and additional information to the school to which you are applying by 31 October 2023.
- 5 Where an additional information sheet is not submitted with the application, it may affect the consideration by the governing body of the preferred school. In these circumstances the governing body will be responsible for pursuing additional information, **NOT** the Local Authority.
- 6 The completion and return of the additional information form does not guarantee a place at the school.

## **J Information required by neighbouring local authorities**

- 1 Oversubscription criteria may be different in neighbouring admission authorities. Barnsley for example does not operate catchment areas whereas Rotherham and Derbyshire do.
- 2 Parents who reside in Sheffield but wish to make an application for a non-Sheffield school should:
  - i) Obtain a copy of the relevant Admission Authority’s Composite Prospectus;
  - ii) Familiarise themselves with the oversubscription criteria;
  - iii) Apply online or complete a Sheffield common application form and return it to Sheffield Local Authority **NOT** the Authority where the school is located.

Ensure that any relevant information required by the other Admission Authority is attached to the application.

- 3 Any additional information that is provided will be considered by the relevant Admission Authority when applying their admission criteria.
- 4 Failure to provide additional information may affect consideration of the application.

## **K Misleading or fraudulent information**

- 1 Where the Local Authority has made an offer of a place at a secondary school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
- 2 Where a place or an offer has been withdrawn the application will be re-considered and a right of independent appeal offered if the place is refused.

## **L No common application received**

- 1 Every effort will be made to encourage parents/carers to complete and submit an application. However, the Local Authority will monitor Sheffield children for whom no application has been received.
- 2 Parents will be regularly contacted to remind them of the need to apply for a school place for their child.
- 3 Where parents inform the Local Authority that their children will be attending a school not maintained by a Local Authority (private/independent) no school place will be allocated to the child.
- 4 In the absence of any application by 2 June 2024 at the latest, all other children will be allocated a place at the nearest Sheffield community school with available places, to their normal place of residence.

## **M In-Year Transfers Between Schools**

- 1 Applications received from 1 September 2024 onwards for admission into Y7 will be processed as an in-year transfer. Applications for any other year group received at any time in the year are also classed as in-year transfers. The procedure for determining a single offer and timescales for processing applications are given at **Annex 3**. The general requirements of the scheme are as follows:
- 2 To ensure that each parent in Sheffield who has made an application on the Transfer Form in respect of admission of a child to a Sheffield school receives a single offer of a school place under the scheme.
3. Parents must be allowed to complete a Transfer Form enabling a parent to:
  - i) Provide their name and address and the name, address and date of birth of the child,
  - ii) Apply for three Sheffield schools,
  - iii) Give reasons for the application,
  - iv) Rank each application
4. The scheme must ensure as far as is reasonably practical, in any case where a child is eligible to be granted admission to more than one school that the child is granted admission to whichever of those schools is ranked highest on the Transfer Form.

- 5 Where the Local Authority has been informed that a child may be eligible for a place at more than one school, a single offer will be made to the highest ranked school. If this school is a Voluntary Aided School/Foundation/Trust or Academy the Local Authority will make the offer on behalf of the Governing Body.

Where the child is not eligible for any school applied for the Local Authority will notify the parent in writing, confirming their statutory right of appeal. If the school refusing a place is a Voluntary Aided School, Trust or Academy the Local Authority will notify the parent on behalf of the Governing Body.

- 6 Any School that is its own Admission Authority must identify the body responsible for determining eligibility of an applicant.
7. Following the allocation of a place, the school is expected to make admission arrangements with 5 school days for pupils not on a school roll in order to minimise the length of time that a child is out of school. For pupils already on a school roll it is expected that the receiving school will admit at the start of the following half term.

## **N In Year Transfers – Requirements for Sheffield Secondary Schools**

1. This part of the scheme applies where a parent residing in Sheffield applies on a transfer form for a school in Sheffield that is its own admission authority and has decided to administer its own admissions process.

2. Sheffield Local Authority must notify the Own Admission Authorities of the application and forward details to them on the day of receiving the application, together with any supporting information from the parent.

3. Own Admission Authorities will determine eligibility and notify Sheffield Local Authority of the outcome within 5 school days of receipt. Sheffield Local Authority will determine eligibility for a single school, or that places must be refused at any school.

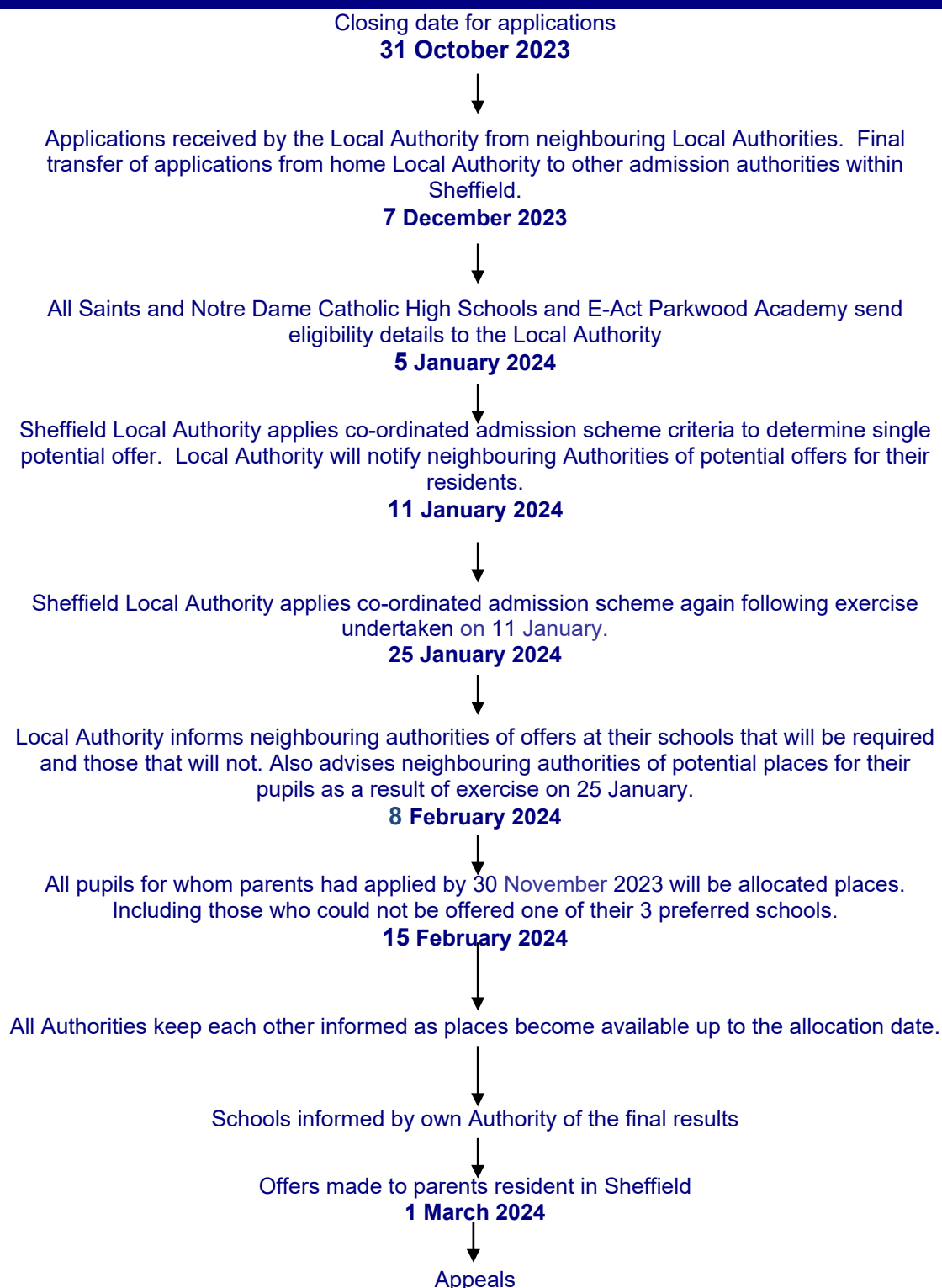
Sheffield Local Authority will send notification of the outcome directly to parents on behalf of the own Admission Authority Schools within 15 days of the application being made..

Annex 3 is a flow chart describing the process and timescales.

Any Sheffield resident wishing to apply for another school outside of Sheffield and outside the normal admission round must apply directly to that Authority.

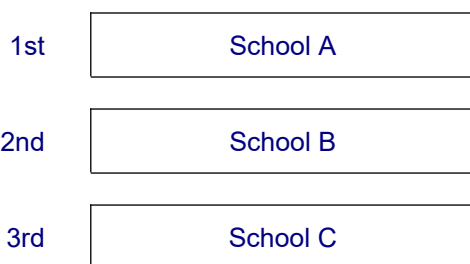
The timetable for In-Year Admissions is provided at Annex 3.

## Timetable for Year 7 co-ordinated admissions



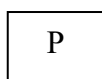
## Process for the offer of a single place at a secondary school – Normal Year of Entry

- 1 A resident in Sheffield will receive an offer of a single place at any secondary school if they have completed an application. Sheffield residents who do not complete an application will not be considered until every positive application has been dealt with.
- 2 Parents may express a maximum of three preferences and give reasons for secondary schools they wish their child to attend and list them in rank order.
- 3 The Local Authority will treat all three preferences for community, Voluntary Aided and Foundation schools and Academies equally.
- 4 Where a preference meets the criteria for a school the child becomes eligible for a provisional offer.
- 5 Where the child is only eligible for one school that will be the offer of a single place at a secondary school made to the parent on the offer day.
- 6 Where the child is eligible for two or three schools, the ranking of the expressed preferences on the application will be used to determine which of those provisional offers becomes the single offer of a place.



Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1st	School A	P ✓			P ✓	P ✓	P ✓		
2nd	School B	P	P ✓		P			P ✓	
3rd	School C	P	P	P ✓		P			

**Key**



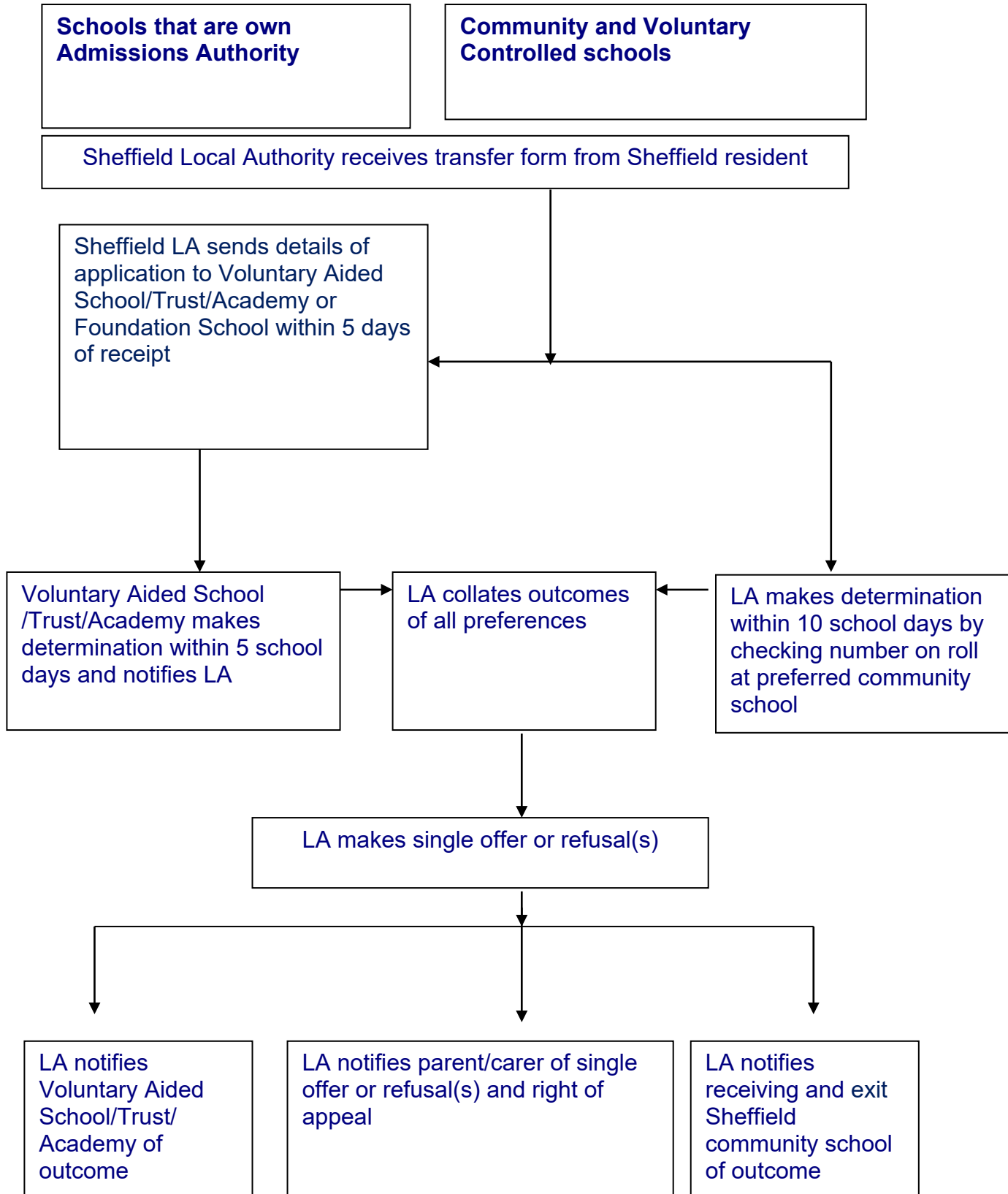
Places available – child eligible for admission



School oversubscribed – child not eligible for admission based on priority of admission criteria

✓ Child allocated place at this school as the highest ranked school for which the child is eligible.

## Process for the offer of a single place at a Secondary School - In-year applications



## Explanation of Terminology

### Admission Arrangements

All the procedures, criteria and publications which must be arranged by an Admission Authority in order to process applications for admission to school. Admission arrangements will determine eligibility for a school place and details will be contained in the composite prospectus.

### Admissions Authority

The body responsible for determining the admission arrangements for a school. This can be the Local Authority/local authority or the governing body of a school.

### Admission Year

The school year to which admission arrangements apply

### Allocation of a School Place

Where a single offer of a place at a school is made to the parent and the child's name is placed on the admission list for that school.

### Common Application Form

The form to be used by all parents residing in Sheffield to express preferences for schools and to give reasons for those preferences. It is referred to as common because it allows parents to name schools from different admission authorities.

### Common Transfer Form

The form to be used by all parents residing in Sheffield to express preferences for in year admissions and to give reasons for those preferences. It is referred to as common because it allows parents to name schools from different admission authorities.

## Eligible for Admission

This is where a child can be offered a place at a school either because:

- The number of applications is below the admission number; or
- It is oversubscribed but the child meets the requirements of the admission criteria when assessed against other applicants.

## Home Authority

The local authority in which the parent with parental responsibility (PR) resides. Where PR is held by more than one person and those persons reside in separate properties in different authorities, the home authority will be determined by where the child resides with the person with PR for the greater part of the week.

## Indicated Admission Number

The number of places in any relevant age group intended to be admitted in any school year as determined by the admission authority.

## In Year Admission

Any application for a year group that is outside the “Normal admission round”

## Maintaining Authority

The local authority within whose area a school is situated and for which they are responsible.

## Normal Admission Round

An application for the admission of a child to a relevant year group (i.e. a year group into which pupils normally enter the school) at a school is submitted in accordance with the requirements of the co-ordinated scheme.

In the case of schools in the Sheffield area the relevant year groups when pupils are admitted for the first time are Year 7 (all secondary schools) and Year 12 for schools with sixth forms.

Year Group	Admission Year	Date of Birth
Year 7 (Secondary)	2024/25	01/09/10 to 31/08/11



## Ordinary Place of Residence

A determination of the nearest Sheffield community school is the distance measured by a straight line between the child's ordinary place of residence\* and a designated point in the school premises.

\*The child's ordinary place of residence will normally be a residential property at which the parent or person/persons with parental responsibility for the child resides at the latest date for receiving applications for admission to school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be the property at which the child resides with the parent or person/persons with parental responsibility, for the greater part of the week.

## Oversubscription Criteria

The rules which determine who can and cannot be offered a place at the school.

## Oversubscribed

Where the number of applications for the relevant year group in an admission year exceeds the indicated admission number.

## Preference

The legislation allows for parents to express preferences for desired schools ranking them in priority order and give reasons for those preferences.

## Provisional offer of a school place

Where a child is eligible for admission to a school, having satisfied the criteria. Whether a place is offered depends on the co-ordinated scheme for admission arrangements.

## Ranking

The order in which parents have to list their three preferences on the application to enable a Local Authority to determine the single offer of a school place.

## Single offer of a school place

The one offer for a school place which is made to a parent from the potential offers available as a result of the co-ordinated scheme.

**Primary Admission Numbers for 2024/25**

School Name	Sep-24		Proposed PAN	Notes
	Net Capacity	Published Admission No.		
Abbeyfield NIJ	420	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Abbey Lane IJ	630	90	90	The Authority is proposing 90 as the Admission Number for the 2024/25 Academic Year. This will
Acres Hill NIJ	210	30	30	As an Academy the Governing Body is responsible for determining the admission number for
Angram Bank NIJ	232	30	30	The Authority is proposing 30 as the Admission Number for the 2024/25 Academic Year. This is a
Anns Grove NIJ	315	45	45	The Authority is proposing 45 as the Admission Number for the 2024/25 Academic Year. This will
Arbourthorne NIJ	420	60	60	The Authority is proposing 60 as the Admission Number for the 2024/25 Academic Year. This will
Astrea Academy Sheffield	420	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Athelstan IJ	630	90	90	The Authority has published 90 as the Admission Number in recent years. We would recommend
Ballfield NIJ	412	58	60	In practice the school actually operates a higher admission number of 60 each year. It is therefore
Bankwood IJ	378	60	60	It is proposed to publish a higher admission number of 60 in the admissions booklet. If Governors
Beck NIJ	611	90	90	As an Academy the Governing Body is responsible for determining the admission number for
Beighton NI	270	90	90	The Authority is proposing 90 as the Admission Number for the 2024/25 Academic Year. This will
Birley IJ	620	88	90	As an Academy the Governing Body is responsible for determining the admission number for
Birley Spa NIJ	420	60	45	As an Academy the Governing Body is responsible for determining the admission number for
Bradfield Dungworth IJ	105	15	15	Governors have indicated that the school could operate a PAN of 20 in future years. Governors are
Bradway IJ	406	58	60	In practice the school actually operates a higher admission number of 60 each year. It is therefore
Brightside NI	180	60	60	The Authority is proposing 60 as the Admission Number for the 2024/25 Academic Year. This will
Brook House J	360	90	90	The Authority is proposing 90 as the Admission Number for the 2024/25 Academic Year. This will
Broomhill I (F)	117	40	40	The Governing Body is responsible for determining the admission number for Reception 2024/25 . It
Brunswick NIJ	420	60	60	The Authority is proposing 60 as the Admission Number for the 2024/25 Academic Year. This will
Byron Wood NIJ	399	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Carfield NIJ	620	88	90	It is proposed to publish an admission number of 90 in the 2024/25 admission booklet. If Governors
Carter Knowle J	240	60	60	The Authority is proposing 60 as the Admission Number for the 2024/25 Academic Year. This will
Charnock Hall IJ	420	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Clifford CE I (A)	78	26	30	As an Aided School the Governing Body is responsible for determining the admission number for
Coit IJ	209	29	30	In practice the school actually operates a higher admission number of 30 each year. It is therefore
Concord J	243	60	45	As an Academy the Governing Body is responsible for determining the Admission Number. The
Deepcar St John's CE J (A)	294	73	60	As an Aided School the Governing Body A the Governing Body is responsible for determining the
Dobcroft I	270	90	90	The Authority is proposing 90 as the Admission Number for the 2024/25 Academic Year. This will
Dobcroft J	328	82	90	In practice the school actually operates a higher admission number of 90 each year, this matches
Don Valley Primary Phase	420	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Dore IJ	420	60	60	The Authority is proposing 60 as the Admission Number for the 2024/25 Academic Year. This will
Ecclesall Primary	630	90	90	The Authority is proposing 90 as the Admission Number for the 2024/25 Academic Year.
Ecclesfield IJ	415	59	60	Governors are required to determine an Admission Number for the 2024/25 Academic Year. The
Emmanuel CE/M J (A)	240	60	60	As an Aided School, Governors are required to determine an Admission Number for the 2024/25
Emmaus CE/RC NIJ	315	45	45	Governors are required to determine an Admission Number for the 2024/25 Academic Year. It is
Fox Hill NIJ	315	45	45	As an Academy the Governing Body is responsible for determining the admission number for
Gleadless NIJ	420	60	60	The Authority is proposing 60 as the Admission Number for the 2024/25 Academic Year. This will
Greengate Lane NIJ	210	30	30	As an Academy the Governing Body is responsible for determining the admission number for
Greenhill IJ	525	75	75	As an Academy the Governing Body is responsible for determining the admission number for
Grenoside IJ	350	50	50	The Authority is proposing 50 as the Admission Number for the 2024/25 Academic Year. This will
Greystones IJ	420	90	90	The Authority is proposing 90 as the Admission Number for the 2024/25 Academic Year. This will
Halfway J	224	56	60	The Authority is proposing 60 as the Admission Number for the 2024/25 Academic Year. This will
Halfway NI	168	56	60	As an Academy the Governing Body is responsible for determining the admission number for
Hallam IJ	480	90	90	As an Academy the Governing Body is responsible for determining the admission number for
Hartley Brook NIJ	594	84	90	The Authority has published 90 as the Admission Number in recent years. We would recommend
Hatfield IJ	395	56	60	As an Academy the Governing Body is responsible for determining the admission number for
High Green IJ	210	30	30	The Authority is proposing 30 as the Admission Number for the 2024/25 Academic Year. This will
High Hazels J	360	90	90	As an Academy the Governing Body is responsible for determining the admission number for
High Hazels NI	270	90	90	The Authority has published 90 as the Admission Number in recent years. We would recommend
Hillsborough NIJ	420	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Hinde House P P	420	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Holt House I	168	56	60	In practice the school actually operates a higher admission number of 60 each year. It is therefore proposed to publish an admission number of 60 in the 2024/25 admission booklet. If Governors have any objection to this proposal please respond via the minutes to the Admissions Team
Hucklow IJ	420	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Hunters Bar I	255	85	90	In practice the school actually operates a higher admission number of 90 each year. It is therefore
Hunters Bar J	328	82	90	In practice the school actually operates a higher admission number of 90 each year. It is therefore
Intake IJ	420	60	60	The Authority is proposing 60 as the Admission Number for the 2024/25 Academic Year. This will
Limpsfield J	240	60	60	The Authority is proposing 60 as the Admission Number for the 2024/25 Academic Year. This will
Lound I	174	58	60	As an Academy the Governing Body is responsible for determining the admission number for
Lound J	240	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Lowedges NIJ	420	60	60	The Authority has published 60 as the Admission Number in recent years. We would recommend
Lower Meadow NIJ	315	45	45	As an Academy the Governing Body is responsible for determining the admission number for
Lowfield IJ	414	59	60	The Local Authority intends to publish an admission number of 60 in the 2024/25 admission booklet.
Loxley IJ	207	30	30	As an Academy the Governing Body is responsible for determining the admission number for
Lydgate I	360	120	120	The Authority is proposing 120 as the Admission Number for the 2024/25 Academic Year. This will
Lydgate J	480	120	120	The Authority is proposing 120 as the Admission Number for the 2024/25 Academic Year. This will
Malin Bridge IJ	525	75	75	The Authority is proposing 75 as the Admission Number for the 2024/25 Academic Year. This will
Manor Lodge IJ	315	45	45	As an Academy the Governing Body is responsible for determining the admission number for
Mansel NIJ	406	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Marcliff IJ	525	75	75	The Authority is proposing 75 as the Admission Number for the 2024/25 Academic Year. This will
Meersbrook Bank NIJ	210	30	30	The Authority is proposing 30 as the Admission Number for the 2024/25 Academic Year. This will
Meynell NIJ	420	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Monteney NIJ	392	56	60	As an Academy the Governing Body is responsible for determining the admission number for
Mosborough IJ	420	60	60	The Authority is proposing 60 as the Admission Number for the 2024/25 Academic Year. This will
Mundella IJ	420	60	60	The Authority is proposing 60 as the Admission Number for the 2024/25 Academic Year. This will
Nether Edge NIJ	420	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Nether Green I	225	75	75	The Authority is proposing 75 as the Admission Number for the 2024/25 Academic Year. This will

Nether Green J	360	90	90	The Authority is proposing 90 as the Admission Number for the 2024/25 Academic Year. This will
Netherthorpe NIJ	199	30	30	The Authority is proposing 30 as the Admission Number for the 2024/25 Academic Year. This will
Nook Lane J	238	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Norfolk NIJ	420	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Norton Free CE IJ (C)	210	30	30	The Authority is proposing 30 as the Admission Number for the 2024/25 Academic Year. This will
Oasis Academy Don Valley	420	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Oasis Academy Fir Vale	420	60	60	The Authority has published 60 as the Admission Number in recent years. We would recommend
Oasis Academy Watermead	420	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Oughtibridge IJ	294	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Owler Brook NIJ	420	60	60	The Authority is proposing 60 as the Admission Number for the 2024/25 Academic Year. This will
Parson Cross CE IJ (A)	210	30	30	Governors are required to determine an Admission Number for the 2024/25 Academic Year. The
Pathways E-ACT Academy	420	60	60	The Authority has published 60 as the Admission Number in recent years. We would recommend
Phillimore Park NIJ	404	57	60	In practice the school actually operates a higher admission number of 60 each year when there is
Pipworth NIJ	574	82	75	The Local Authority intends to publish an admission number of 75 in the 2024/25 admission booklet.
Porter Croft CE IJ (A)	210	30	30	As an Aided School, Governors are required to determine an Admission Number for the 2024/25
Prince Edward NIJ	441	60	60	The Authority is proposing 60 as the Admission Number for the 2024/25 Academic Year. This will
Pye Bank CE NIJ	360	60	60	As an Aided School, Governors are required to determine an Admission Number for the 2024/25
Rainbow Forge NIJ	385	54	45	As an Academy the Governing Body is responsible for determining the admission number for
Reignhead NIJ	420	60	45	The Governing Body is responsible for determining the admission number for 2024/25 entry.
Rivelin NIJ	420	60	45	The Governing Body is responsible for determining the admission number for 2024/25 entry.
Royd NI	180	60	60	The Authority has published 60 as the Admission Number in recent years. We would recommend
Sacred Heart RC IJ (A)	195	30	30	In practice the school actually operates a higher admission number of 30 each year. The Local
Sharrow NIJ	420	60	60	The Authority is proposing 60 as the Admission Number for the 2024/25 Academic Year. This will
Shooters Grove NIJ	419	59	60	The Authority has published 60 as the Admission Number in recent years. We would recommend
Shortbrook IJ	360	51	51	The Authority has published 51 as the Admission Number in recent years. We would recommend
Southey Green NIJ	630	90	90	As an Academy the Governing Body is responsible for determining the Admission Number for
Springfield NIJ	210	30	30	The Authority is proposing 30 as the Admission Number for the 2024/25 Academic Year. This will
St Ann's RC IJ (A)	140	20	20	Governors are required to determine an Admission Number for the 2024/25 Academic Year. The
St Catherine's RC NIJ (A)	420	60	60	Governors are required to determine an Admission Number for the 2024/25 Academic Year. The
St John Fisher RC IJ (A)	210	30	30	Governors are required to determine an Admission Number for the 2024/25 Academic Year. The
St Joseph's RC NIJ (A)	206	29	30	Governors are required to determine an Admission Number for the 2024/25 Academic Year. In
St Marie's RC IJ (A)	210	30	30	Governors are required to determine an Admission Number for the 2024/25 Academic Year. The
St Mary's (High Green) RC IJ (A)	196	28	30	Governors are required to determine an Admission Number for the 2024/25 Academic Year. In
St Mary's CE NIJ (A)	210	30	30	Governors are required to determine an Admission Number for the 2024/25 Academic Year. The
St Patrick's RC NIJ (A)	280	40	40	Governors are required to determine an Admission Number for the 2024/25 Academic Year. The
St Theresa's RC NIJ (A)	189	30	30	Governors are required to determine an Admission Number for the 2024/25 Academic Year. The
St Thomas More RC IJ (A)	175	30	30	Governors are required to determine an Admission Number for the 2024/25 Academic Year. The
St Thomas of Canterbury RC IJ (A)	210	30	30	Governors are required to determine an Admission Number for the 2024/25 Academic Year. The
St Wilfrid's RC IJ (A)	270	40	40	Governors are required to determine an Admission Number for the 2024/25 Academic Year. The
Stannington I	180	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Stocksbridge J	360	90	90	The Authority is proposing 90 as the Admission Number for the 2024/25 Academic Year. This will
Stocksbridge NI	270	90	90	The Authority is proposing 90 as the Admission Number for the 2024/25 Academic Year. We would recommend
Stradbroke NIJ	406	58	60	In practice the school actually operates a higher admission number of 60 each year when there is
Tinsley Meadows NIJ	555	90	90	As an Academy the Governing Body is responsible for determining the admission number for
Totley All Saints CE IJ (VA)	208	29	30	In practice the school actually operates a higher admission number of 30 each year. The Local
Totley IJ	420	60	60	As an Academy the Governing Body is responsible for determining the Admission Number for
Valley Park NIJ	420	60	60	As an Academy the Governing Body is responsible for determining the Admission Number for
Walkley NIJ	420	60	60	The Authority is proposing 60 as the Admission Number for the 2024/25 Academic Year. This will
Watercliffe Meadow NIJ	420	60	60	The Authority is proposing 60 as the Admission Number for the 2024/25 Academic Year. This will
Waterthorpe NI	180	60	60	The Authority is proposing 60 as the Admission Number for the 2024/25 Academic Year. This will
Westways NIJ	620	90	90	The Authority is proposing 90 as the Admission Number for the 2024/25 Academic Year. This will
Wharcliffe Side NIJ	140	20	20	As an Academy the Governing Body is responsible for determining the Admission Number for
Whiteways NIJ	350	60	60	The Authority is proposing 60 as the Admission Number for the 2024/25 Academic Year. This will
Wincobank NI	175	60	45	As an Academy the Governing Body is responsible for determining the admission number for
Windmill Hill IJ	378	54	30	Governors have requested a reduced PAN of 30 for the 2024/25 academic year
Wisewood IJ	210	30	30	The Authority has published 30 as the Admission Number in recent years. We would recommend
Woodhouse West NIJ	351	50	60	As an Academy the Governing Body is responsible for determining the admission number for
Woodseats NIJ	392	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Woodthorpe NIJ	420	60	60	As an Academy the Governing Body is responsible for determining the admission number for
Wybourn IJ	420	60	60	As an Academy the Governing Body is responsible for determining the Admission Number for

Equality Impact Assessment  
**Ref:** People/E&S/JB/BK/04012022  
**Introductory Information**

**Reference number**

**Proposal type**

Budget            **Project**

**Project name**

School Admission Arrangements 2024/25

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**Decision Type**

**Type of decision**

**cabinet**

- **Education, Children & Families Policy Committee**
  - Leader  
Individual Cabinet Member
  - Executive Director/Director
  - Officer Decisions (Non-Key)
  - Council (e.g. Budget and Housing Revenue Account)
  - Regulatory Committees (e.g. Licensing Committee)

**Lead Committee Member**

Cllr. Dawn Dale & Cllr Mick Rooney

**Entered on Q Tier**

- Yes      No

**Year(s)**

**2024-25**

**EIA date**

5/12/22

**EIA lead**

Bashir Khan (CYPD)

**Person filling in this EIA form**

John Bigley

**Lead officer**

John Bigley

**Lead Corporate Plan priority**

Better Health and Wellbeing

**Portfolio, Service and Team**

**Cross Portfolio**

Yes   **No**

## Portfolio

People Services

### People Services service(s)

Inclusion and Learning

### People Services team(s)

Admissions & Access

### Is the EIA joint with another organisation (eg NHS)?

No • Yes

### Brief aim(s) of the proposal and the outcome(s) you want to achieve.

If there are no proposed changes, the Local Authority is only required to consult on its Admission Arrangements once every 7 years. The Authority is responsible for Admission Arrangements for Community and Voluntary Controlled Schools only. Schools that are their own Admission Authority such as Academies and Voluntary Aided Schools are responsible for setting their own Admission Arrangements.

The admission system remains a catchment area-based system and Academies have continued to adopt this system with the exception of faith schools. Catchment areas and recognition of sibling links remain important priorities for parents and young people. The statutory requirement to prioritise the admission of looked after and previously looked after children, including those that appear to have been in care abroad is included within the Authorities oversubscription criteria.

The criteria for oversubscription are objective and applied equitably. There is provision within the process to recognise any social, medical or educational issues on a case-by-case basis. The proposed criteria are recognised as lawful under the statutory Admission Code of Practice. All parents are informed of the application process and the criteria via Council publications direct to their home addresses and also via the Council's website.

The Local Authority consulted most recently for the 2023/24 Admission Arrangements. There are no proposed changes so there has not been any consultation for 2024/25. The Authority **must** still however determine its Admission Arrangements every year before **28 February**, even if there have not been any changes.

## Impact

Under the [Public Sector Equality Duty](#) we have to pay due regard to the need to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

More information is available on the [Council website](#) including the [Community Knowledge Profiles](#).

## Overview

### Overview (briefly describe how the proposal helps to meet the Public Sector Duty outlined above)

The current admission arrangements comply fully with the statutory Admission Code of Practice. The oversubscription criteria are objective and clear. There is no capacity for individual Officers to apply subjective judgement, so all parents and children are treated equally and fairly. The statutory requirement to prioritise the admission of looked after and previously looked after children, including those that appear to have been in care abroad is included within the Authorities oversubscription criteria. There is provision within the process to recognise any social, medical or educational issues on a case by case-by-case basis by Elected Members on the Admission Committee.

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## Impacts

### Proposal has an impact on

## Health

Does the Proposal have a significant impact on health and well-being (including effects on the wider determinants of health)?



Yes • No

**Staff**

Yes      No

**Customers**

Yes      No

**Impact**

Positive • Neutral      Negative

**Level**

**eNone**      Low      • Medium      • High

**Details of impact**

The catchment area system means that children should have access to a local school, especially at Primary School which means that more families are able to walk to school supporting the third priority of the Council's One Year Plan - Climate change, economy and development.

**Comprehensive Health Impact Assessment being complete**

Yes      No

Please attach health impact assessment as a supporting document below.

**Public Health Leads has signed off the health impact(s) of this EIA**

Yes      No

**Health Lead**

**Disability**

**Staff**

Yes    No

**Customers**

Yes    • No

**Impact**

Positive    Neutral    Negative

**Level**

• None    • Low    Medium     High

**Details of impact**

Any child who is deemed to require a place at a specific school because of an assessed special educational need will have access to a suitable school. Children with an Educational, Health and Care Plan will have a statutory entitlement to any school that is named in their plan as being able to meet their specific needs.

**Carers**

**Staff**

Yes    No

**Customers**

Yes

No

**Impact**

Positive

Neutral

Negative

**Level**

- None
- Low
- Medium
- High

**Details of impact**

Children who are Looked After or previously Looked After, including those arriving from abroad for whom applications are made in the normal admission round are always offered places at the Carers preferred school. This approach positively impacts on the chances of parents and carers accessing places at their preferred schools

**Cohesion**

**Staff**

- Yes
- No

**Customers**

- Yes
- No

**Impact**

- Positive
- Neutral
- Negative

**Level**

- None
- Low
- Medium
- High

**Details of impact**

The Admission policy recognises sibling and feeder school links in addition to catchment areas. This means that children from the same families and communities are prioritised for admission to the same schools. This cannot always be guaranteed but giving priority to catchment and sibling categories enhances the opportunity and supports community cohesion.

**Armed Forces**

**Staff**

Yes    No

**Customers**

Yes    No

**Impact**

Positive    Neutral    Negative

**Level**

~~eNone~~    Low    • Medium    High

## Details of Impact

The Admission Code of Practice allows the Authority to allocate a school place in advance for children of military personnel who are posted to the area if their application is accompanied by confirmation of the posting. This supports families secure school places ahead of their arrival in the City and is in line with the requirements of the Admission Code Section 2.21.

## Cumulative impact

### Proposal has a cumulative impact

- Yes            No

### Proposal has geographical impact across Sheffield

- Yes            No

### Local Partnership Area(s) impacted

All     Specific

## Action Plan and Supporting Evidence

### Action plan

Include monitoring arrangements, etc. You can copy and paste your action plan in this section

Supporting Evidence (Please detail all your evidence used to support the EIA)

Supporting Documentation

Consultation

Consultation required

- Yes      No

If consultation is not required, please state why

Consultation is only required once every seven years unless there have been any changes. Consultation on the Admission Arrangements took place for the 2023/24 academic year. There are no proposed changes since this consultation and therefore no consultation is required for 2024/25.

Are Staff who may be affected by these proposals aware of them

- Yes      No

Are Customers who may be affected by these proposals aware of them

- Yes      No

If you have said no to either, please say why

Staff are not directly impacted by the proposed arrangements unless as parents making applications for school places.



Summary of overall impact

### Summary of overall impact

The admission system remains a catchment area-based system. The statutory requirement to prioritise the admission of looked after and previously looked after children is included within the Authorities oversubscription criteria. The criteria for oversubscription are objective and applied equitably. There is provision within the process to recognise any social, medical or educational issues on a case-by-case basis.

Parents understand and trust the admission arrangements for Community and Voluntary Controlled schools. Most Academies follow the Council policy to provide City wide consistency.

### Summary of evidence

The current arrangements deliver a very high level of positive outcomes and compares well with the national average. The following outcomes were achieved for entry in September 2022:

	National Primary %	Sheffield %	National Secondary %	Sheffield %
Allocated 1 <sup>st</sup> Pref	92.2	92.98%	83.3%	86.96%
Allocated a Pref	98.4%	98.47%	95.8%	95.76%

### Changes made as a result of the EIA

No changes have been made to the Admission Arrangements as a result of the EIA as the arrangements are fully comply with the statutory Admissions Code of Practice.

If none, specify why

### Escalation plan

Is there a high impact in any area?

Yes    No

**Overall risk rating after any mitigations have been put in place**

High    Medium    Low    None

**Review date**

**Review date**

4/1/2024

If a review date is specified, it will appear in the 'Upcoming Reviews' view when the EIA review is within 30 days.





## Report to Policy Committee

**Author/Lead Officer of Report:** Tony Kirkham,  
Director of Finance and Commercial Services

**Tel:** +44 114 474 1438

**Report of:** *Tony Kirkham*  
**Report to:** *Education, Children & Families Committee*  
**Date of Decision:** *31<sup>st</sup> January 2023*  
**Subject:** *Month 8 Budget Monitoring*

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, what EIA reference number has it been given? ( <i>Insert reference number</i> )				
Has appropriate consultation taken place?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-  <i>"The (<b>report/appendix</b>) is not for publication because it contains exempt information under Paragraph (<b>insert relevant paragraph number</b>) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>				

### **Purpose of Report:**

*This report brings the Committee up to date with the Council's financial position as at Month 8 2022/23.*

### **Recommendations:**

#### **The Committee is recommended to:**

1. Note the Council's financial position as at the end of November 2022 (month 8).

### **Background Papers:**

[2022/23 Revenue Budget](#)

<b>Lead Officer to complete: -</b>			
1	<p>I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.</p> <p>Finance: <i>Tony Kirkham, Interim Director of Finance and Commercial Services</i></p> <p>Legal: <i>Sarah Bennett, Assistant Director, Legal and Governance</i></p> <p>Equalities &amp; Consultation: <i>James Henderson, Director of Policy, Performance and Communications</i></p> <p>Climate: n/a</p>		
<p><i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i></p>			
2	<p><b>SLB member who approved submission:</b> <i>Tony Kirkham</i></p>		
3	<p><b>Committee Chair consulted:</b> <i>Cllr Bryan Lodge</i></p>		
4	<p>I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.</p>		
	<table border="0"> <tr> <td> <p><b>Lead Officer Name:</b> <i>Tony Kirkham</i> <i>Jane Wilby</i></p> </td> <td> <p><b>Job Title:</b> <i>Interim Director of Finance and Commercial Services</i> <i>Head of Accounting</i></p> </td> </tr> </table>	<p><b>Lead Officer Name:</b> <i>Tony Kirkham</i> <i>Jane Wilby</i></p>	<p><b>Job Title:</b> <i>Interim Director of Finance and Commercial Services</i> <i>Head of Accounting</i></p>
<p><b>Lead Officer Name:</b> <i>Tony Kirkham</i> <i>Jane Wilby</i></p>	<p><b>Job Title:</b> <i>Interim Director of Finance and Commercial Services</i> <i>Head of Accounting</i></p>		
	<p><b>Date:</b> 20<sup>th</sup> January 2023</p>		

## 1. PROPOSAL

1.1 This report sets out the 2022/23 Month 8 financial monitoring position for the Council and each of the Policy Committees.

### 1.2 Council Portfolio Month 8 2022/23

1.2.1 The Council is forecasting a £17.1m overspend against the 2022/23 budget as at month 8.

Full Year £m	M8		M8	M7	Movement
	Outturn	Budget	Variance	Variance	
Corporate	(470.9)	(468.4)	(2.5)	(1.5)	(1.0)
City Futures	47.0	47.3	(0.3)	0.2	(0.5)
Operational Services	114.0	114.4	(0.4)	(0.2)	(0.2)
People	316.3	298.8	17.5	17.4	0.1
Policy, Performance Comms	3.5	2.9	0.6	0.5	0.1
Resources	7.2	5.0	2.2	2.3	(0.1)
<b>Total</b>	<b>17.1</b>	<b>0.0</b>	<b>17.1</b>	<b>18.7</b>	<b>(1.6)</b>

1.2.2 This overspend is due to a combination of agreed Budget Implementation Plans (“BIPs”) not being fully implemented and ongoing cost / demand pressures that are partially offset by one-off savings.

Full Year Variance £m	One-off	BIPs	Trend	Total Variance
Corporate	0.0	0.0	(2.5)	(2.5)
City Futures	(0.1)	0.0	(0.2)	(0.3)
Operational Services	(6.3)	3.1	2.9	(0.3)
People	0.2	15.5	1.8	17.5
Policy, Performance Comms	(0.1)	0.3	0.3	0.5
Resources	(0.7)	1.8	1.1	2.2
<b>Total</b>	<b>(7.0)</b>	<b>20.7</b>	<b>3.4</b>	<b>17.1</b>

1.2.3 In 2021/22, the Council set aside £70m of reserves to manage the financial risks associated with delivering a balanced budget position. In 21/22, the council overspent by £19.8m which was drawn from this pool, a further £15m was used to balance the 22/23 budget and current forecast overspend at M8 is set to be £17.1m leaving a remaining risk allocation of £18.2m

M8	£m
<b>Allocated reserves</b>	<b>70.0</b>
21/22 Budget overspend	19.8
22/23 Base budget committed	15.0
22/23 BIP shortfall	20.6
22/23 pressures	3.4
22/23 in year mitigations	(7.0)
Reserves used @ M8	51.8
<b>Remaining reserves</b>	<b>18.2</b>

} (£17.1m overspend @ M8)

### 1.3 Committee Financial Position

#### 1.3.1 Overall Position - £17.1m overspend at Month 8

There is a £11.6m overspend in the Adult Health and Social Care Committee and a £6.6m overspend in the Education, Children and Families Committee	Full Year Forecast £m @ Month 8	Outturn	Budget	Variance
	Adult Health & Social Care	165.2	153.6	11.6
	Education, Children & Families	136.6	130.0	6.6
	Housing	8.2	8.7	(0.5)
	Transport, Regeneration & Climate	41.5	42.0	(0.5)
	Economic Development & Skills	11.6	11.7	(0.1)
	Waste & Street Scene	54.6	54.9	(0.3)
	Communities Parks and Leisure	45.7	46.2	(0.5)
	Strategy & Resources	(446.3)	(447.1)	0.8
	<b>Total</b>	<b>17.1</b>	<b>0.0</b>	<b>17.1</b>

Most of the full year forecast overspend is attributable to shortfalls in Budget Implementation Plans (BIPs) delivery	Variance Analysis £m @ Month 8	One-off	BIPs	Trend	Total Variance
	Adult Health & Social Care	(0.4)	9.4	2.6	11.6
	Education, Children & Families	1.1	6.0	(0.6)	6.5
	Housing	0.0	0.0	(0.5)	(0.5)
	Transport, Regen & Climate	(2.1)	2.1	(0.6)	(0.5)
	Economic Dev't & Skills	(0.1)	0.0	0.0	(0.1)
	Waste & Street Scene	(3.3)	0.4	2.6	(0.4)
	Communities Parks & Leisure	(1.2)	0.4	0.3	(0.5)
	Strategy & Resources	(1.0)	2.3	(0.4)	0.9
	<b>Total</b>	<b>(7.0)</b>	<b>20.6</b>	<b>3.4</b>	<b>17.1</b>

£7.0m of one-off savings are mitigating part of the ongoing overspend

Contributions from provisions for energy and waste inflation mitigate the in-year impact of rising baseline costs. These are one-off contributions that will not help our position in 23/24 as the trend continues.

The government's Autumn Statement only gives us protection on the energy price cap on current rates until the end of the financial year. Currently, the best open market prices we are able to achieve for 1 April 2023 onwards results in a doubling in the unit price of energy that we will face.

Balancing the 22/23 budget was only possible with £53m of BIPs, £32m are reported as deliverable in year	Budget Savings Delivery Forecast @M8 £m	Total Savings 22/23	Deliverable in year	FY Variance
	<b>Portfolio</b>			
	People	37.7	22.3	15.4
	Operational Services	7.1	4.0	3.1
	PPC	1.2	0.9	0.3
	Resources	6.7	4.9	1.8
	<b>Total</b>	<b>52.7</b>	<b>32.1</b>	<b>20.6</b>

Focus must be on delivering BIPs in 22/23 and preventing the

Of the £32m BIPs forecast as being deliverable, £10m are rated red, which indicates considerable risk that these will not be delivered in full which would increase the existing forecast overspend.



<b>budget gap from widening</b>	Of the £20.6m savings that are forecast to be undelivered this year, some can be delivered next financial year. It is estimated that £12m of this year's undelivered savings will still be unachievable in 23/24.
<b>Adult Health and Social Care are forecast to overspend by £11.6m</b>	<p>The high cost of packages of care put in place during covid has increased our baseline costs into 22/23. Work is underway as part of an investment plan with additional resource to tackle the underlying issues although recruitment issues are impacting our ability to deliver.</p> <p>The committee position was fairly stable from M7 to M8; purchasing budgets in Older People's and Physical Disabilities improved whereas Learning Disabilities expenditure continues to rise, this month increasing by a further £350k.</p>
<b>Education, Children and Families are forecast to overspend by £6.6m</b>	<p>Forecast under-delivery of budget implementation plans in the service are the main cause of overspends; plans to reduce staffing and increase income from Health are looking unlikely and the residential children's home strategy looks unlikely to deliver financial benefits.</p> <p>The committee's financial position declined in M8 by £0.2m from M7 mainly due to a reduction to the Aldine House income by a further £0.5m due to delays in a management appointment in the service that has limited capacity in the setting. There has also been an adverse movement in Special Educational Needs transport of £0.5m. Improvements in staffing forecasts across the service have partly offset these larger overspends.</p>

1.4. **Education, Children & Families Committee - £6.6m overspend at Month 8**

<b>The Education, Children &amp; Families General Fund is overspending by £6.6m, made up of a shortfall of savings delivery offset by staffing vacancies.</b>	<b>Full Year Forecast £m @ Month 8</b>	<b>Outturn</b>	<b>Budget</b>	<b>Variance</b>
	<b>Children &amp; Families Education &amp; Skills</b> (Access and Inclusion; Business Support; Operational and Portfolio Wide Budgets; School Budgets; Schools and Learning; SEN, EMTAS)	115.7	110.0	<b>5.7</b>
	<b>Integrated Commissioning</b> (Commissioning; Children's Public Health; Early Help and Prevention)	13.3	13.1	0.2
	<b>Total</b>	<b>136.5</b>	<b>130.0</b>	<b>6.5</b>
	<b>Total</b>	<b>7.5</b>	<b>6.9</b>	<b>0.6</b>
<b>The main cause of the overspend is under delivery of Budget Implementation Plans (BIPs)</b>	<b>Variance Analysis £m @ Month 8</b>	<b>M</b>	<b>BIPs</b>	<b>Trend</b>
	<b>Children &amp; Families Education &amp; Skills</b> (Access and Inclusion; Business Support; Operational and Portfolio Wide Budgets; School Budgets; Schools and Learning; SEN, EMTAS)	1.0	5.4	(0.7)
	<b>Integrated Commissioning</b>	0.1	0.0	0.2
	<b>Total</b>	<b>1.1</b>	<b>6.1</b>	<b>(0.6)</b>
	<b>Total</b>	<b>0.0</b>	<b>0.7</b>	<b>(0.1)</b>
<b>The impact of the proposed pay offer creates an additional £0.8m pressure to the committee</b>	The pay award of £1,925 flat rate per employee was paid to employees in M8, including backpay, unwinding the provision made into forecasts in M4. The award impacted the Committee by £0.8m.			
<b>The position in Children's &amp; Families worsened from M7 to M8 by £0.2m</b>	The forecast outturn at M8 is £0.2m worse in Children's & Families, the main variances affecting the outturn were:			
	<ol style="list-style-type: none"> <li>1) A forecast reduction of income for Aldine House £500k in the outturn following further delays to management recruitment in the service impacting occupancy.</li> <li>2) £200k increased costs in placements</li> <li>3) Reductions in fieldwork spend based on recent trends and removal of vacancies and agency staffing in forecasts (£500k)</li> <li>4) (£200k) reduction to forecast due to re-alignment of provision for the pay award</li> <li>5) An increase in SEN taxi costs have increased by £500k</li> </ol>			
		<b>£m</b>		
	<b>M7 Committee Overspend</b>	<b>6.4</b>		
	Aldine House Income	0.5		
	Increased Placement costs	0.2		

Reduction to staff & non-staff forecasts	(0.5)
Realignment of pay award	(0.2)
Increase in SEN Taxi costs	0.5
Other improvements	(0.3)
<b>M8 Committee Overspend</b>	<b>6.5</b>

<b>Dedicated Schools Grant (DSG) is overspending by £2.8m</b>	<b>DSG Full Year Forecast £m @ Month 8</b>	<b>Outturn</b>	<b>Budget</b>	<b>Variance</b>
	<b>Children &amp; Families</b>	6.1	6.3	(0.2)
	<b>Education &amp; Skills</b>	214.6	211.7	<b>3.0</b>
	<b>Integrated Commissioning</b>	9.5	9.4	0.0
	<b>Total</b>	<b>230.2</b>	<b>227.4</b>	<b>2.8</b>

£2.4m overspend is in SEN due to rising numbers of placements and EHCP top up costs. There are £0.2m additional staffing costs in Educational Psychology from January plus £0.3m other overspends in Learn Sheffield, Music, insurance/other.

**Plans to reduce business support staffing have been delayed with costs offset by difficulties in recruiting social workers**

£0.7m of the BIP shortfall relates to reduction in business support staffing linked to the investment in support workers in Fieldwork not happening as planned.

Difficulties in recruiting Fieldwork staff is resulting in a £1.2m underspend which is currently helping to offset the BIP shortfalls.

There are £0.6m other staff related savings forecast not to be delivered where it is assumed that it will not be possible to replace agency with permanent staffing.

**The residential strategy (c£2.7m savings) requires completion of a business case and will not be delivered this year**

The £2m saving relating to a new secure unit is a longer term saving requiring capital and planning approvals to be in place before building/renovations would be able to commence.

The work done to date indicates that this is no longer a viable proposal due to the lack of available external funding and the high costs of developing a secure facility which is not supported by a sound business case.

The existing secure unit is now forecasting an income shortfall of £1.4m due to capacity restrictions caused by staffing shortages. There are risks around when this may be resolved but this is a one-off issue with the forecast assuming normal income levels from April 2023 in line with staffing assumptions.

**£2m savings from contributions from Health is not deliverable this year**

Discussions have begun with Health partners, but no firm agreement is in place therefore this saving will not be delivered this year. This is reflected in the outturn position and is likely to continue as an underlying pressure in the budget until an agreement is formalised.

**Direct Payments, Family Time, Non-staffing Fieldwork (NRTPF/S17) have a combined overspend of £1.4m**

The direct payments and short breaks budgets are forecast to overspend by £0.6m (consistent with growth observed in 21/22).

The Family Time budget is £0.1m overspent with the current staffing forecast being higher than planned.

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**partly offset by one-off income.**

No Recourse to Public Funds (NRTPF) budget is £0.6m overspent. The forecast has continued to rise this year which is not surprising given the current climate. A (£0.5m) one off contribution from Household Support Grant has been made towards S17<sup>1</sup> payments.

These areas need to be closely reviewed to confirm forecast accuracy, understand reasons behind the overspends and explore any mitigating action available.

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<sup>1</sup> Section 17 of the Children Act 1989 imposes a general duty on local authorities to safeguard and promote the welfare of “children in need” in their area. To fulfil this duty section 17 gives local authorities the power to provide support, including accommodation and financial subsistence to families with “children in need”, even if they have no recourse to public funds. The power under section 17 can be used to support the family as a whole and to promote the upbringing of the child within the family unit.

## **2. HOW DOES THIS DECISION CONTRIBUTE?**

- 2.1 The recommendations in this report are that each Policy Committee undertakes any work required to both balance their 2022/23 budget and prepare for the 2023/24 budget.

## **3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1 There has been no consultation on this report, however, it is anticipated that the budget process itself will involve significant consultation as the Policy Committees develop their budget proposals

## **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

### 4.1 Equality Implications

- 4.1.1 There are no direct equality implications arising from this report. It is expected that individual Committees will use equality impact analyses as a basis for the development of their budget proposals in due course.

### 4.2 Financial and Commercial Implications

- 4.2.1 There are no direct financial implications from this report.

### 4.3 Legal Implications

- 4.3.1 Under section 25 of the Local Government Act 2003, the Chief Finance Officer of an authority is required to report on the following matters:

- the robustness of the estimates made for the purposes of determining its budget requirement for the forthcoming year; and
- the adequacy of the proposed financial reserves.

- 4.3.2 There is also a requirement for the authority to have regard to the report of the Chief Finance Officer when making decisions on its budget requirement and level of financial reserves.

- 4.3.3 By the law, the Council must set and deliver a balanced budget, which is a financial plan based on sound assumptions which shows how income will equal spend over the short- and medium-term. This can take into account deliverable cost savings and/or local income growth strategies as well as useable reserves. However, a budget will not be balanced where it reduces reserves to unacceptably low levels and regard must be had to any report of the Chief Finance Officer on the required level of reserves under section 25 of the Local Government Act 2003, which sets obligations of adequacy on controlled reserves.

### 4.4 Climate Implications

- 4.4.1 There are no direct climate implications arising from this report. It is expected that individual Committees will consider climate implications as they develop their budget proposals in due course.

### 4.4 Other Implications

4.4.1 No direct implication

**5. ALTERNATIVE OPTIONS CONSIDERED**

5.1 The Council is required to both set a balance budget and to ensure that in-year income and expenditure are balanced. No other alternatives were considered.

**6. REASONS FOR RECOMMENDATIONS**

6.1 This paper is to bring the committee up to date with the Council's current financial position as at Month 8 2022/23



## Report to Policy Committee

**Author/Lead Officer of Report: Victoria Gibbs,  
Head of Children’s Commissioning**

**Tel: 0114 474 1902**

**Report of:** Joe Horobin, Director of Integrated Commissioning

**Report to:** Education, Children and Families Committee

**Date of Decision:** 31<sup>st</sup> January 2023

**Subject:** Briefing on the forthcoming regulation and inspection of supported accommodation

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, what EIA reference number has it been given? <i>(Insert reference number)</i>				
This is a briefing on the consultation on the <i>Guide to supported accommodation regulations including Quality Standards and as such an Equality Impact Assessment is not required.</i>				
Has appropriate consultation taken place?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
This is a briefing on the consultation on the <i>Guide to supported accommodation regulations including Quality Standards and as such a Climate Impact Assessment is not required.</i>				
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below: -				
<i>“The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended).”</i>				

**Purpose of Report:**

The purpose of the report is to provide the Education, Children and Families Committee with a briefing on the proposals for the future regulation and inspection of supported accommodation for 16- and 17-year-olds for whom the Local Authority has a duty to accommodate or arrange accommodation.

The Department for Education has recently undertaken a consultation on the *Guide to supported accommodation regulations including Quality Standards.*

The consultation period was from 5<sup>th</sup> December 22 to 16<sup>th</sup> January 23.

Ofsted will begin registering providers from April 2023 ahead of the new national standards becoming mandatory for all providers from Autumn 2023 at which point all providers will need to be registered. The first full inspections are expected to begin from April 2024.

**Recommendations:**

The report is to brief the Education, Children and Families Committee of the forthcoming regulation, standards and inspection and for the Education, Children and Families Committee to note the contents of the report.

**Background Papers:**

Guide to supported accommodation regulations including Quality Standards, DfE, December 2022.

<b>Lead Officer to complete: -</b>	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: Kayleigh Inman
	Legal: Patrick Chisholm
	Equalities & Consultation: Bashir Khan
	Climate: Jessica Rick
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>
2	<b>SLB member who approved submission:</b> Andrew Jones, Director for Children’s Services
3	<b>Committee Chair consulted:</b> Briefings have been undertaken with the Co-Chair, Vice Chair and Spokesperson of the Education, Children and Families Committee
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.
	<b>Lead Officer Name:</b>  Victoria Gibbs
	<b>Job Title:</b>  Head of Children’s Commissioning
<b>Date: 20<sup>th</sup> January 2023</b>	



## 1. PROPOSAL

- 1.1 The Department for Education has recently undertaken a consultation on the *Guide to supported accommodation regulations including Quality Standards* for looked after children and care leavers aged 16 and 17 for whom the Local Authority has a duty to accommodate or arrange accommodation.
- 1.2 The consultation was live from 5<sup>th</sup> December 22 to 16<sup>th</sup> January 23.
- 1.3 The consultation invited views on;
- new mandatory quality standards for providers of supported accommodation
  - how Ofsted registration, inspection and enforcement will work in practice to ensure provider accountability
- 1.4 The regulations will come into effect from spring 2023. Ofsted will begin registering providers from April 2023 ahead of the new national standards becoming mandatory for all providers from Autumn 2023, at which point all providers will need to be registered.
- 1.5 The first full inspections are expected to begin from April 2024.

### **Principles for supported accommodation**

- 1.6 The principles upon which supported accommodation for young people is delivered are important elements that underpin the Regulations and the Guidance. The principles have been collated following engagement with care experienced young people.

Providers will be expected to ensure that all settings deliver a service that realises the principles below:

- *I feel safe and secure where I live and in my wider environment*
- *my voice is respected, heard and advocated for, so I can influence the support I receive*
- *I have confidence that the adults who support me understand me, are skilled and work effectively together to best meet my needs*
- *I have my own space that I feel proud of and live in a comfortable, well maintained, and stable accommodation*
- *I receive high quality, tailored support that sustains my health and wellbeing*
- *I have strong, trusting, and meaningful relationships within my support system and can rely on the adults around me*

- *I feel empowered to learn and apply skills for independent adult living*
- *I feel positive about my future and opportunities as a result of the support I receive*

### **Diversity and Categories of supported accommodation settings**

- 1.7 There is a diverse range of settings within supported accommodation provision for young people aged 16 and 17. The regulatory framework sets out ambitions for all young people in this provision, recognising the distinct needs and levels of support offered by a wide variety of different settings.
- 1.8 As such, it will be a legal duty that all registered providers meet the Regulations having regard to the specific needs of young people placed in their service and the role and aims of the service, as set out in their Statement of Purpose.
- 1.9 While one provider type's approach will likely differ from another's due to the purpose of the service and/or the needs of the young people they accommodate and support, all registered providers must ensure compliance with the quality standards.
- 1.10 In line with Ofsted registration categories, the table below outlines the categories of supported accommodation and a broad description of what they provide. Providers will be required to state which category / categories they are applying for at the point of registration. If a provider is applying to run more than one category of supported accommodation, the registered service manager will need to have the skills and experience to oversee the management of each category.

Category	Description
1. Single occupancy	<ul style="list-style-type: none"> <li>• Includes bedsits under a licence agreement and self-contained flats, which may be at the same location, or within the same building</li> <li>• This category does not include provision that is not designed for anything other than solo occupancy</li> </ul>
2. Shared accommodation/group living (ring-fenced provision for looked-after children and care leavers)	<ul style="list-style-type: none"> <li>• Shared accommodation</li> <li>• Young people have their own bedroom, and may have their own bathroom, and share communal areas (e.g., living room/s, kitchen)</li> <li>• Provision may include foyer-type accommodation that combines</li> </ul>

	<p>support with opportunities for education, training and employment</p> <ul style="list-style-type: none"> <li>• This provision may support care leavers aged 18+</li> </ul>
3. Shared accommodation/group living (non-ring-fenced provision)	<ul style="list-style-type: none"> <li>• See description for 2 above, plus:</li> <li>• In addition to being registered to support looked-after children and care leavers aged 16-17, this provision may also provide accommodation for people aged 18+ and who are not care-experienced</li> </ul>
4. Family-based accommodation/supported lodgings	<ul style="list-style-type: none"> <li>• Provided by private individuals who offer a room in their family home</li> <li>• Provision is typically co-ordinated by a supported lodgings scheme (the registered provider), which recruits and supports a network of supported lodgings 'hosts'</li> </ul>

### Quality Standards

1.11 The Regulations prescribe four Quality Standards which must be met by a supported accommodation service and within its individual settings;

- the leadership and management standard
- the protection standard
- the accommodation standard
- the support standard

1.12 The leadership and management standard includes;

- sufficient, suitably trained and qualified staff
- the requirement to have a registered person or manager
- employment and supervision of staff
- oversight and monitoring of the provision by the registered service manager
- statement of purpose
- support
- multi-agency working

1.13 The protection standard includes;

- policies and procedures
- managing risk

- safeguarding culture and ethos
- supervision
- safe accommodation
- understanding harm and abuse
- processes for reporting allegations
- location assessments

1.14 The accommodation standard includes;

- a welcoming and homely environment
- tailored design to meet the needs of young people with disabilities
- providing personal space including access to the internet and sufficient mobile reception from their bedroom
- a safe and secure environment

1.15 The support standard includes;

- providing tailored and personalised support
- establishing and maintaining, healthy positive and supportive relationships
- preparation for adult living
- supporting the health and wellbeing of young people
- supporting young people to access medical appointments including mental health services
- medication policy
- choice of expression
- supporting education and training
- access to leisure and community
- transitions
- advocacy and rights of young people
- producing a young person's guide
- hearing the views of young people
- review of quality and support

### **Inspection**

1.16 Supported accommodation providers must register with Ofsted who will regulate and inspect the supported accommodation service, inclusive of all the settings the provider operates.

1.17 There are four elements to Ofsted's function as a regulator: registration; inspection; compliance; and enforcement. The purpose of Ofsted's inspection of supported accommodation is to assess the quality of support provided to young people, promote improvement and raise standards.

1.18 Inspection focusses on the experiences and progress of young people in supported accommodation and the effectiveness of the help they receive to achieve good outcomes.

- 1.19 Ofsted is required to register providers (not individual settings) at the level of the service. Ofsted must inspect providers and provide a grading at least every three years. Ofsted will inspect services at provider-level and visit a representative sample of the provider's settings at inspection to inform the overall rating of the provider.
- 1.20 Following an inspection, inspectors will make a number of judgements, including a judgement on the overall progress and experiences of young people accommodated by the service.
- 1.21 From Spring 2023, if a provider, once registered, fails to meet a regulation, Ofsted will consider the appropriate enforcement action to take in the circumstances. In determining whether a regulation has been met, Ofsted will take into account how the registered provider is following the guidance. Any failure to meet the Regulations or quality standards may lead to consideration of enforcement action. Inspectors will also make recommendations for improvement.

## **2. HOW DOES THIS DECISION CONTRIBUTE?**

- 2.1 The regulations and registration of supported accommodation providers will support Sheffield City Council's one year plan for:
- strong and connected neighbourhoods which people are happy to call a home
  - happy young people who have the start they need for the future they want

## **3. HAS THERE BEEN ANY CONSULTATION?**

3.1 The Department for Education currently had an open consultation in respect of the introduction of the draft guidance for supported accommodation and are seeking the views of looked after children and care leavers aged 16 and 17 on the proposed new guidance for supported accommodation.

3.2 The DfE also published a separate version of this consultation, which was aimed at local authorities, providers and other organisations who wish to respond.

The consultation closed on 16<sup>th</sup> January 2023.

3.3 The Integrated Commissioning service will be meeting with providers in January 2023 to support and advise of the guidance, regulation and inspection.

3.4 In addition, the monitoring activity to supported accommodation providers will also offer opportunity to explore with providers how they are preparing for the future regulation and inspection.

3.5 The Integrated Commissioning service is currently re-commissioning the current Dynamic Purchasing System framework (DPS) for supported accommodation. The re-commissioning exercise will include consultation with young people and will be informed by the DfE consultation and the final guidance once published.

## **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

### **4.1 Equality Implications**

#### **4.1.1 Equality of Opportunity Implications**

Decisions need to take into account the requirements of the Public Sector Equality Duty contained in Section 149 of the Equality Act 2010. This is the duty to have due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it

The Equality Act 2010 identifies the following groups as a protected characteristic: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.

As this report is a briefing on the proposals for the future regulation and inspection of supported accommodation for 16- and 17-year-olds Education, Children and Families Committee no Equality Impact Assessment (EIA) is required at this stage.

An EIA will be completed as part of the recommissioning of supported accommodation.

### **4.2 Financial and Commercial Implications**

4.2.1 There are no direct financial implications for the local authority as a result of this briefing.

### **4.3 Legal Implications**

4.3.1 The Guidance which was the subject of the consultation exercise will be issued to support the Care Standards Act 2000 (Extension of the Application of Part 2 to Supported Accommodation) (England) Regulations 2022 and will be a statement of the national minimum standards pursuant to section 23 of the Care Standards Act 2000 applicable to establishments or agencies.

- 4.3.2 The Regulations and the accompanying guidance for supported accommodation are applicable to accommodation in England in which a child is accommodated by the local authority pursuant to section 22C(6)(d) (“other arrangements” for looked after children) or 23B(8)(b) (“suitable accommodation” for 16- and 17-year-old care leavers) of the Children Act 1989.
- 4.3.3 The Quality Standards for supported accommodation for young people are issued by the Secretary of State under section 23 of the 2000 Act. The Secretary of State will keep the standards under review and may publish amended standards as appropriate.
- 4.3.4 The Education, Children and Families agreed to extend the current Dynamic Purchasing System Framework for supported accommodation on 9<sup>th</sup> November 22 to allow for a re-commissioning exercise. The new guidance will be included within the extension and future commissioning of supported accommodation.

#### **4.4 Climate Implications**

- 4.4.1 There are no direct climate implications in respect of this briefing, however, improving the quality of care for children in care and care leavers to enable positive outcomes is crucial in the sustainable growth of Sheffield.
- 4.4.2 The Education, Children and Families Committee requested that as part of the re-commissioning of the DPS Framework that providers are encouraged to be environmentally friendly in relation to any accommodation that they own or lease.

#### **4.5 Other Implications**

There are no other implications arising out of this briefing.

### **5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 There are no alternative options that need to be considered as this is a briefing on the *Guide to supported accommodation regulations including Quality Standards*, that is currently subject to consultation.
- 5.2 The future guidance on the supported accommodation regulations including the Quality Standards will be incorporated into the current DPS framework and the recommissioning of the framework for supported accommodation.

### **6. REASONS FOR RECOMMENDATIONS**

- 6.1 This report provides a briefing on the *Guide to supported accommodation regulations including Quality Standards*, that was recently subject to a DfE consultation.

- 6.2 The future guidance on the supported accommodation regulations including the Quality Standards will be incorporated into the current DPS framework and the recommissioning of the framework for supported accommodation.