

## Notice of meeting of

### Decision Session - Executive Member for Children & Young People's Services

**To:** Councillor Runciman (Executive Member)

**Date:** Tuesday, 8 September 2009

**Time:** 4.00 pm

**Venue:** The Guildhall, York

### AGENDA

#### Notice to Members - Calling In:

Members are reminded that, should they wish to call in any item on this agenda, notice must be given to Democracy Support Group by:

**10:00 am on Monday 7 September 2009**, if an item is called in *before* a decision is taken, *or*

**4:00 pm on Thursday, 10 September 2009**, if an item is called in *after* a decision has been taken.

Items called in will be considered by the Scrutiny Management Committee.

#### 1. **Declarations of Interest**

At this point Members are asked to declare any personal or prejudicial interests they may have in the business on the agenda.

- 2. Minutes** (Pages 1 - 8)  
To approve and sign the minutes of the Executive Member for Children and Young People's Services Decision Session held on 20 July 2009.
- 3. Public Participation**  
At this point in the meeting, members of the public who have registered their wish to speak at the meeting can do so. The deadline for registering is Monday 7 September 2009 at 5.00 pm.
- 4. Appointment of Local Authority (LA) Governors** (Pages 9 - 18)  
This report provides information about the current position with regard to vacancies for Local Authority seats on governing bodies, lists current nominations for those vacancies, as detailed in Annex 1, and requests the appointment or re-appointment of the listed nominees.
- 5. Early Years Admission Policy** (Pages 19 - 38)  
This report seeks the Executive Member's approval to consult widely with a range of stakeholders and settings providing Early Years Places to determine an updated admissions policy for Free Early Years places (including school nurseries) that ensures sufficiency of places whilst also meeting parents' needs as effectively and efficiently as possible.
- 6. Early Years Single Funding Formula Consultation** (Pages 39 - 58)  
This paper seeks approval to consult widely on a proposed single funding formula for the free entitlement to three and four year old nursery and childcare provision. The report sets out the options that are being recommended to be included in a formal consultation document.
- 7. Extended Services - Activity Subsidy Pilot Cluster** (Pages 59 - 78)  
This report gives details of a new stream of funding from the Department of Children, Schools and Families that aims to support the government's "Narrowing the Gap" and "Improving Well-being" agendas.

## **8. Urgent Business**

Any other business which the Executive Member considers urgent under the Local Government Act 1972.

### **Democracy Officer:**

Name- Jayne Carr

Telephone No. – 01904 552030

E-mail- jayne.carr@york.gov.uk

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details are set out above.

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City of York Council

Committee Minutes

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MEETING	DECISION SESSION - EXECUTIVE MEMBER FOR CHILDREN & YOUNG PEOPLE'S SERVICES
DATE	20 JULY 2009
PRESENT	COUNCILLOR RUNCIMAN (EXECUTIVE MEMBER)
IN ATTENDANCE	COUNCILLOR H DOUGLAS (SHADOW EXECUTIVE MEMBER)

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### 1. **DECLARATIONS OF INTEREST**

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

Councillor Douglas declared a personal non-prejudicial interest in agenda item 4 (School Meals) as the parent of a child who used the school meals service.

### 2. **MINUTES**

RESOLVED: That the minutes of the last meeting of the Executive Member for Children and Young People's Services and Advisory Panel held on 9 June 2009 be approved and signed as a correct record.

### 3. **PUBLIC PARTICIPATION/OTHER SPEAKERS**

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

With the consent of the Executive Member, Councillor Douglas spoke on Agenda Item 4 (School Meals). Councillor Douglas stated that, on behalf of parents in the City of York she urged that the price of school meals not be increased. She drew attention to the effects of the recession on families and stated that she believed that an increase in school meal prices would result in more children taking a packed lunch to school or buying food from takeaways. This would impact on the targets that had been set in respect of Healthy Eating and Childhood Obesity. She urged that Option 2 in the report be approved. Councillor Douglas stated that it was also important to find a way of helping families in receipt of working family tax credits. The proposed increase in school meal prices would particularly impact on families with more than one child.

#### 4. SCHOOL MEALS

The Executive Member received a report on School Meals and was requested to consider:

- The school meals price to be charged from September 2009
- The allocation of the School Lunch Grant.

Officers stated that it was recognised that school meals were an important part of the school day and were keen to ensure that affordable, nutritious and high quality meals were provided.

In July 2007, the Schools Forum had been consulted on the school meals prices from September 2009. The Executive Member was asked to confirm the uplift in school meal prices as agreed in July 2007, or to allocate the School Lunch Grant in such a way as to vary the agreed uplift in school meal prices given alternative calls on this grant funding.

The Executive Member gave consideration to the following options:

- Option 1 (freezing the selling price) would require most of the grant to be used to subsidise the contract in 2009/10, leaving very little funding for other initiatives/equipment
- Option 2 (a 5p (2.4%) increase in the selling price), would leave a significant amount available for equipment, but leaves no carry forward into 2010/11
- Option 3 (a 10p (4.9%) increase in the selling price), would leave a target amount for equipment, and leaves a small carry-forward into 2010/11
- Option 4 (a 15p (7.3%) increase in the selling price to the price set out in the last Schools Forum report), would leave an amount for equipment, and leave a significant carry-forward into 2010/11.

The Executive Member questioned officers on the proposed price increase. The questions raised and officer responses are attached at Annex 1 to the minutes.

The Executive Member expressed concern at the situation that would be faced when the School Lunch Grant came to an end. She stated that she was also mindful of the difficulties that families were facing because of the recession and urged that everything possible be done to promote the take-up of free school meals.

- RESOLVED: (i) That the Executive Member approves option 3 (a selling price of £2.15 per primary meal) and the grant be used to fund one off initiatives in accordance with the criteria shown in paragraph 13 of the report including:
- The contingency required to fund the shortfall between the contract price and the cost of providing school meals if take up is lower than that predicted, approximately £20k.

- To fund the introduction of dishwashers in all schools (whether in the catering contract or not) that do not have them (19) as these save on staff time, water and energy consumption, approximately £160k.
  - Other one off initiatives at the request of schools or arising out of work with the School Food Trust leaving a modest carry forward for 2010/11.
- (ii) That officers be requested to prepare a report on the implications of providing assistance to families in receipt of working tax credits when future school meal prices are set.
- (iii) That officers continue to work with schools to promote the take-up of meals and to ensure that who are eligible are aware of their entitlement to Free School Meals.

- REASONS:
- (i) To allow for the purchase of equipment to improve the working conditions and efficiency of staff and to enable a lower than anticipated selling price increase (10p instead of 15p).
- (ii) To promote the take-up of school meals.

Councillor C Runciman, Executive Member  
[The meeting started at 4.00 pm and finished at 4.20 pm].

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## APPENDIX 1

**Executive Member for Children and Young People's Services  
Questions to Officers on School Meals Prices and Officer Response****Why have prices increased?**

The contract is provided by North Yorkshire County Catering (NYCC) to the majority of schools in York. Prices reflect the impact of Job Evaluation in NYCC, improvements in the nutritional value of foods used in the meals and the level of take-up in schools.

The average cost of providing each primary meal within the contract is £2.30, the proposed selling price is £2.15. Each meal therefore has a subsidy of 15p which is met from the DCSF School Lunch Grant.

**Why are other authorities' school meal prices significantly lower than those in the City of York?**

The selling price of a school meal is rarely the same as the cost of producing it as many authorities have historically chosen to subsidise the selling price of school meals. These subsidies have usually come from within the education budget, reducing the amount of resource that can be distributed to schools through the school funding formula.

In York, since unitary status, the preferred position has been to see the cost of school meals met by income rather than diverting resources away from educating pupils. The exception to this is the cost of Free School Meals which are met by individual schools from their delegated budgets and which include an allowance for Free School Meals.

In recent years the costs of providing meals have risen due to the improved meal quality and some limited subsidy has been provided through the new DCSF School Meal/Lunches Grants

**What level of subsidy would be needed if the price of school meals were to be frozen?**

At the proposed selling price of £2.15 a subsidy of 15p per meal has been included at a cost of £239k met from the DCSF School Lunch Grant.

In order to keep to the current price of £2.05 a subsidy of 25p per meal would be required. This equates to an additional subsidy of £129k taking the total subsidy to £368k for 2009/10 academic year and assuming existing take-up rates.

**What are the options for further subsidy and where could such a subsidy come from?**

The School Lunch Grant has been fully committed in supporting the proposed selling price of £2.15 under option 3.

As the Schools Budget (and school funding levels) have now been set to the end of 2010/11 there is little scope to fund any further subsidy from within the existing education budget. The only alternative for any further subsidy would have to be general fund resources.

It is important to note that the School Lunch Grant is only guaranteed to the end of 2010/11 and subject to central government spending reviews beyond then.

### **What are the benefits of using some of the grant to purchase equipment?**

We want to use some of the funding to purchase equipment such as dishwashers. This would improve efficiency, improve working conditions for staff and save energy and water.

### **Why is there a different price in North Yorkshire Council to that in York?**

The price differential reflects the lower level of average take-up for York schools compared to North Yorkshire schools. This means that in York there are fewer meals over which management overhead costs can be spread.

The School Food Trust (SFT) survey 2008 showed primary take-up at 31.1% in York and 42.4% in NYCC, as a consequence NYCC set a selling price of £2.00 compared to £2.05 in York. York has worked extensively with the SFT to promote the take-up of school meals across the city. This encompasses a number of campaigns including discounted prices, free meal weeks and taster sessions. Historically there has been a 10% difference in take-up between the two authorities but as the same provider produces the meals it is likely that the difference is as a result of the location of schools in North Yorkshire and the lack of alternative options available in some of the villages.

### **How can parents/carers apply for free school meals?**

#### **What is the speed of processing an application for free school meals?**

Parents are encouraged to apply at the school or alternatively at Mill House. The entitlement can be backdated so parents can be reimbursed for any meals paid following the date of entitlement.

It is now possible for a parent to come into Mill House on a morning, have their application processed via the team immediately. If they are entitled, the Access team can ring the school and the child can receive a meal that day.

Leaflets and application forms were tabled for information.

### **Can parents or carers apply for free school meals on-line?**

They can obtain an application form from the Council's internet site. Some Authorities are piloting a scheme whereby applications can also be processed

on-line and this is something that the Access Team in York would welcome but it is not yet available.

**Are we doing everything possible to promote the take-up of school meals?**

Leaflets have been sent to all schools. The catering company also includes an information pack for new school starters. The uptake of free school meals is showing a slight increase month on month.

**The Shadow Executive Member has raised concerns regarding the implications of price increases on families in receipt of working tax credits, is there any way in which families in this position could receive some support in meeting the costs of school meals?**

We can look into this matter but this would not affect the current proposed prices.

**When were schools notified of the proposed increase in school meals price?**

They were notified on 3 July, following the meeting of the Schools Forum. At that time it was proposed to increase the price to £2.15.

**Was there any representation following the announcement?**

No, none was received.

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## Meeting of the Executive Member for Children's Services

September 2009

Report of the Director of Learning, Culture and Children's Services

### Local Authority (LA) School Governors

#### Summary

1. This report provides information about the current position with regard to vacancies for LA seats on governing bodies, lists current nominations for those vacancies, as detailed in Annex 1, and requests the appointment, or re-appointment, of the listed nominees

#### Background

2. National benchmarking data on governor vacancies indicates a national average of 12% for LA governor vacancies. York has two (1%) LA vacancies at the time of writing this report.
3. Some vacancies will be generated by those existing governors not wishing to stand for a further term of office. The following table summarises the current position of LA vacancies and appointments in City of York schools.

Total number of LA seats in City of York schools	171
Number of LA seats currently filled (or held)	152
Number of new LA appointments addressed by this paper	7
Number of LA reappointments addressed by this paper	8
Number of LA appointments in progress	10
Number of LA vacancies remaining after this paper (excluding those where a nominee has been identified or where it has been agreed to hold vacancies)	2(1%)
Number of applicants placed in community vacancies since the last report.	1

<b>Political affiliation of LA governors</b>		
<b>Party</b>	<b>Number of governors</b>	<b>Percentage of all LA governors</b>
<b>Labour</b>	<b>18</b>	15%
<b>Lib Dem</b>	<b>16</b>	13%
<b>Conservative</b>	<b>3</b>	3%
<b>Green</b>	<b>1</b>	1%
<b>Independent</b>	<b>2</b>	2%
<b>Others</b>	<b>78</b>	66%

### **Identification of vacancies**

4. The overall picture of governor vacancies is informed by a detailed database, which includes records of all schools, the structure of their governing bodies, individuals who serve as governors and terms of office.
5. From the database can be determined such information as current vacancies and terms of office which are due to expire. In this way the Governance Service can clearly identify in advance the actions which are required and act accordingly.

### **Reviewing Vacancies**

6. The vacancy position is under constant review. When potential new governors are identified the candidate is interviewed to discuss their interest and suitability. The Chair of Governors and headteacher are also asked to meet with the candidate and show him or her around the school prior to nomination for appointment. This allows the school to assess the potential candidate in terms of a good match for the needs of the governing body and current governors.
7. Where a term of office is due to expire, the individuals are contacted to ask whether they would like their name to be put forward again for reappointment. Chairs and headteachers are contacted to invite any relevant supporting information. Where a reappointment is appropriate, this is included on the nomination paper for consideration by the Executive Member.
8. All Local Authority governors are required to apply for an enhanced disclosure from the Criminal Records Bureau.
9. It should be noted that, as well as filling LA vacancies, the Governance Service also assists schools who are having difficulties filling community governor vacancies.

### **Political Balance**

10. In York the LA governor seats are filled on merit, rather than by strict consideration of political balance. Just under a third of LA governors are, in practice, linked to one of the political parties. Amongst this number there is a balance which very broadly reflects the political balance within the authority. As and when a situation arises in which any party has significantly more seats than their political representation would indicate to be appropriate, steps may be taken to redress the balance over a period of time, whilst always considering the need to identify the best possible governor for a school, rather than taking account of individuals' political affiliation.

### **Consultation**

11. Consultation on the nominations for appointment has been undertaken in accordance with the agreed procedure for the appointment of LA governors.

### **Options**

12. The Executive Member has the options of appointing/re-appointing or not appointing to fill vacant seat as proposed at Annex 1.

### **Analysis**

13. If the Executive Member chooses not to appoint to fill vacant seats this will have a detrimental impact on the work of governing bodies and their ability to meet statutory requirements.

### **Corporate Priorities**

14. Good effective school governance does play a significant role in enhancing individual institutions and contributing as a result to the Learning City corporate priority which describes how

“We want to make sure that local people have access to world class education and training facilities and provision”

### **Implications**

15. There are no implications relating to equalities, crime and disorder, ITT, property, financial, legal or HR issues arising from this report.

### **Risk Management**

16. In compliance with the Council's risk management strategy, there are no risks associated with the recommendations of this report. Good active governance arrangements do contribute to effective school management arrangements and, as a result, reduce risks to the organisation.

## Recommendations

17. That the Executive Member appoints or re-appoints, LA Governors to fill vacant seats as proposed in Annex 1.

Reason: to ensure that local authority places on school governing bodies continue to be effectively filled

## Contact Details

### Author:

Sue Pagliaro  
Governance Service  
LCCS  
Tel No. 4258

### Chief Officer Responsible for the report:

Pete Dwyer  
Director of Learning, Culture and Children's Services

Report Approved

Pete Dwyer  
Director of Learning, Culture and Children's Services  
21 August 2009

## Specialist Implications Officer(s)

None

**Wards Affected:** *List wards or tick box to indicate all*

All

**For further information please contact the author of the report**

## Background Papers

None

## Annexes

Annex 1 details the current position of LA governor vacancies and lists those governors who are being nominated for appointment or re-appointment.



## LA GOVERNOR NOMINATIONS AND VACANCIES: AUTUMN TERM 2009

### PRIMARY SCHOOLS

Name of School	Archbishop of York's CE Junior School				
Number of LA Governors	2	Total number of governors			15
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mrs C Green	Lib Dem	01/09/06	31/08/10	N/A	
Mr C Brennan	None	22/11/05	21/11/09	Yes	
<b>Nomination (s) for reappointment</b>					
Mr Chris Brennan confirmed that he would like to stand for a further term of office, effective from the end date of his current term.					

Name of School	Bishopthorpe Infant School				
Number of LA Governors	3	Total number of governors			14
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mr D G Livesley	Lib Dem	05/04/2006	04/04/2010	N/A	
Mrs S Sutton	None	05/04/2006	04/04/2010	N/A	
Vacancy					02/12/2008
<b>Nomination (s) for 1 vacancy</b>					
Marion Kalus – 'I retired from primary teaching in July 2006. I have taught in York and North Yorkshire mostly in small schools – the last 14 years as a headteacher at Huby CE Primary (near Easingwold). Although I have left teaching I still am interested in the development of young children and now that I have spare time I feel I still have skills, enthusiasm and energy to contribute to education. I would enjoy working as part of a team to support the headteacher and staff.'					
<b>Affiliation: none</b>		<b>Appointment: with immediate effect</b>			

Name of School	Carr Infant School				
Number of LA Governors	2	Total number of governors			12
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Ms T Simpson-Laing	Labour	01/09/06	31/08/10	N/A	
Vacancy					31/08/09
<b>Nomination (s) for 1 vacancy</b>					
A nominee has been identified and is currently going through the appointment process.					

Name of School	Carr Junior School				
Number of LA Governors	3	Total number of governors			17
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mr A Hewitt	None	04/09/2008	03/09/2012	N/A	
Mrs C Cox	None	10/06/2008	09/06/2012	N/A	
Vacancy					02/03/2009
<b>Nomination (s) for 1 vacancy</b>					
A nominee has been identified and is currently going through the appointment process.					

Name of School		Copmanthorpe Primary School			
Number of LA Governors	4	Total number of governors			18
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mr A Brown	None	04/12/08	03/12/12	N/A	
Mr S P Teal	Labour	01/09/08	31/08/12	N/A	
Cllr D Horton	Labour	01/09/08	31/08/12	N/A	
					01/07/09
<b>Nomination for 1 vacancy:</b> None					

Name of School		Dringhouses Primary School			
Number of LA Governors	3	Total number of governors			17
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mrs C Hanby	None	01/09/2006	31/08/2010	N/A	
Mrs C Proctor	None	12/03/2009	11/03/2013	N/A	
Vacancy					29/01/2009
<b>Nomination (s) for 1 vacancy</b> Kathryn Fenwick – 'I have been a resident of Heworth for three years and would like to get more involved in local community activities. I would like to use my skills and experience to benefit the local community and I would particularly like to help to improve the future educational opportunities for my young son and his peers. I have worked with both the public and private sectors and have specific experience within the public relations, communications and marketing fields. My skills include strategic decision making, team working, presenting to committees and official bodies, and managing teams and contractors to meet project budgets and deadlines. I have also been involved in business in the community activities, such as Archbishop Holgate School bid for specialist science college status, developing exhibitions and events for Science week and other events, and overseeing school and public visits to my previous workplace.'					
<b>Affiliation: none</b> <b>Appointment: with immediate effect</b>					

Name of School		Dunnington CE Primary School			
Number of LA Governors	2	Total number of governors			15
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Prof PN Smith	None	01/09/2009	31/08/2013	N/A	
Vacancy					31/08/09
<b>Nomination (s) for 1 vacancy</b> A nominee has been identified and is currently going through the appointment process.					

Name of School		Federation of Derwent Infant and Derwent Junior School			
Number of LA Governors	3	Total number of governors			17
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Dr D Sellick	Lib Dem	01/09/06	31/08/10	N/A	
Dr R Pierce	Labour	14/03/07	13/03/11	N/A	
					01/05/09
<b>Nomination for 1 vacancy:</b> On Hold					

Name of School		Federation of Our Lady's & English Martyrs' RC Primary School			
Number of LA Governors	2	Total number of governors			20
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Ms T Matilainen	None	01/09/2006	31/08/2010	N/A	
Vacancy					30/04/2009
<b>Nomination for 1 vacancy:</b> On Hold					

Name of School	Hemphall Primary School				
Number of LA Governors	4	Total number of governors			18
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Ms H Rylatt-Vest	None	01/09/2006	31/08/2012	N/A	
Mr R Hudson	None	10/06/2008	09/06/2012	N/A	
Mr C Hudson	None	01/09/2009	31/08/2013	N/A	
					31/08/09
<b>Nomination (s) for 1 vacancy:</b> A nominee has been identified and is currently going through the appointment process.					

Name of School	Huntington Primary School				
Number of LA Governors	4	Total number of governors			18
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mr S Botham	None	01/01/2006	31/12/2009	N/A	
Miss M Donoghue	None	01/01/2006	31/12/2009	N/A	
Mr J Bailey	Cons	14/03/2007	13/03/2011	N/A	
Vacancy					23/02/2009
<b>Nomination (s) for 1 vacancy</b> A nominee has been identified and is currently going through the appointment process.					

Name of School	Knavesmire Primary School				
Number of LA Governors	4	Total number of governors			18
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Cllr A Fraser	Labour	01/09/2006	31/08/2010	N/A	
Mrs A Cox	None	13/06/2009	12/06/2013	N/A	
Mr T Elwell	None	04/12/2008	03/12/2012	N/A	
Vacancy					05/01/2009
<b>Nomination (s) for 1 vacancy</b> None					

Name of School	Lord Deramore's Primary School				
Number of LA Governors	2	Total number of governors			15
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mrs A Gilmour	None	08/06/09	07/06/13	N/A	
Vacancy					15/12/2008
<b>Nomination (s) for 1 vacancy</b> Rosemary Webb – 'My career has included working in various aspects of primary education eg. as a primary school teacher, a professional officer for the National Curriculum Council, Chair of the Association for the Study of Primary Education (ASPE), an examiner for primary initial teacher training and a researcher on primary school projects. Consequently, now that I am semi-retired I should like to maintain an involvement in primary education...I have specific interests in primary teachers' work (from research for ATL) and in curriculum and pedagogy. In relation to the latter I have recently given evidence to the Rose Review on behalf of ASPE, contributed to an expert review for the Cambridge Primary Review and been a witness for the House of Commons CSF Committee on the National Curriculum.'					
<b>Affiliation: none</b> <b>Appointment: with immediate effect</b>					

Name of School	Naburn CE Primary School				
Number of LA Governors	2	Total number of governors			12
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mr R Knott	None	10/06/2008	09/06/2012	N/A	
Vacancy					24/10/2008
<b>Nomination (s) for 1 vacancy</b> A nominee has been identified and is currently going through the appointment process.					

Name of School		Osbalwick Primary School			
Number of LA Governors	3	Total number of governors			14
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Ms C Dorer	None	22/11/05	21/11/09	Yes	
Mrs L Booth	None	11/01/09	10/01/13	N/A	
Dr P Meakin	None	01/09/08	31/08/12	N/A	
<b>Nomination (s) for reappointment</b>					
Ms C Dorer confirmed that she would like to stand for a further term of office, effective from the end date of her current term.					

Name of School		Ralph Butterfield Primary School			
Number of LA Governors	3	Total number of governors			15
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mrs P Wilford	Lib Dem	01/10/2005	30/09/2009	No	
Mr P Payton	None	01/09/2006	31/08/2010	N/A	
Vacancy					31/08/2008

**Nomination (s) for 1 vacancy**

Judi Checketts – 'I am interested in becoming a school governor as I have always had an interest in the educational system and currently I am at home looking after my 18 month old son and feel I have time to commit and skills which would be beneficial to the role. My own education started at school in York and continued into higher education attaining a PhD in BioChemistry. I have worked in academia doing scientific research and in industry as an Information Professional in a management capacity for both Smith & Nephew and more recently Novartis in the USA...In these professional roles I have experience of planning services and setting targets, priorities and policies for the department; undertaking staff appointments and monitoring / evaluating performance; determining and managing budgets as well as working on strategy planning. I also enjoy working in a team and attending meetings in a professional capacity. My experiences have given me a broad perspective of different working practices and cultures and I am comfortable working with people at all levels and from different backgrounds. I believe my skills and competencies would make a significant contribution to the role of a school governor.'

**Affiliation: none****Appointment: with immediate effect**

Name of School		Scarcroft Primary School			
Number of LA Governors	4	Total number of governors			18
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mr W Hayler	None	06/09/2007	05/09/2011	N/A	
Dr I S MacPherson	None	01/09/2009	31/08/2013	N/A	
Vacancy					26/06/09
Vacancy					31/08/09

**Nomination for 1st vacancy**

Rob Stay – 'I am retired and would like to be a governor again. I enjoyed a previous stint as a governor (including several years as chair) at Scarcroft primary in the '90s, when my daughter was there...My former job was as a senior officer with The Local Government Ombudsman. That gave me a thorough knowledge of local government law and practice. It also honed up skills in the analysis of complex and / or difficult issues. Team working was essential and I have good interpersonal skills as well as being a very capable speaker and debater.... Schools are plainly vital institutions and I like the way that lay people can bring their skills and experience to bear on their operations. I think I have a lot to offer and would enjoy being a governor...'

**Affiliation: none****Appointment: with immediate effect****Nomination for 2<sup>nd</sup> vacancy**

A nominee has been identified and is currently going through the appointment process.

Name of School	St Aelred's CE School				
Number of LA Governors	1	Total number of governors			12
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Vacancy					26/03/2009
<b>Nomination (s) for 1 vacancy</b>					
<p>Eilis Mullally – 'I currently work in education as a Connexions Personal Adviser and have previously worked as a lecturer in further education. I feel that working as a governor would give me the opportunity to better understand the way that schools are run, and to apply my current skills in a different setting. My current role means that I have access to a lot of information about the options available to students in KS3 and KS4 and the different courses that schools are able to run. I am also aware of the many pressures on schools and current regulations and initiatives, for example around NEET and safeguarding....I think that background knowledge such as this would be valuable in a role as a governor. I would also look forward to learning more about the administration of schools and the way in which they serve their pupils and the community.</p> <p>My current job is in Leeds so becoming a governor in York would enable me to contribute to my local community. I have always engaged in volunteering activities.... and I currently volunteer for Mind, York. I would like the opportunity to develop new skills and help provide the best possible education for children in this area.'</p>					
<p><b>Affiliation: none</b>                      <b>Appointment: with immediate effect</b></p>					

Name of School	St Barnabas' CE School				
Number of LA Governors	2	Total number of governors			15
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mr R Cregan	Labour	01/09/2009	31/08/2013	N/A	
Vacancy					24/03/2009
<b>Nomination (s) for 1 vacancy</b>					
A nominee has been identified and is currently going through the appointment process.					

Name of School	St Oswald's CE School				
Number of LA Governors	2	Total number of governors			14
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mr R Dyson	None	01/09/05	31/08/09	Yes	
Mr S Britten	None	30/09/05	29/09/09	No	
<b>Nomination (s) for reappointment</b>					
Mr R Dyson confirmed that he would like to stand for a further term of office, effective from the end date of his current term.					

Name of School	St Paul's CE School				
Number of LA Governors	2	Total number of governors			14
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Cllr D Merrett	None	06/12/2007	05/12/2011	N/A	
Vacancy					08/05/2009
<b>Nomination (s) for 1 vacancy</b>					
On Hold					

Name of School	St Paul's Nursery				
Number of LA Governors	2	Total number of governors			12
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Cllr D Bowgett	Labour	06/09/07	05/09/11	N/A	
					21/07/09
<b>Nomination (s) for 1 vacancy</b>					
A nominee has been identified and is currently going through the appointment process.					

Name of School	Stockton on the Forest School				
Number of LA Governors	2	Total number of governors			12
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mrs S Whitaker	None	01/09/2009	31/08/2013	N/A	
Mr R Lister	None	22/11/2005	21/11/2009	Yes	
<b>Nomination (s) for reappointment</b>					
Mr R Lister confirmed that he would like to stand for a further term of office, effective from the end date of his current term.					

Name of School	Westfield Primary Community School				
Number of LA Governors	4	Total number of governors			20
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mrs J Waite	None	12/06/2007	11/06/2011	N/A	
Cllr A M Waller	Lib Dem	01/05/2009	30/04/2013	N/A	
Vacancy					13/03/2009
Vacancy					13/03/2009
<b>Nomination for 1st vacancies</b>					
<p>Jess Greenwood – 'I have a keen interest in the welfare and well being of children and young people. Over the last 10 years, I have always worked in settings, both voluntary and paid, to promote this. I particularly want to see 'disadvantaged' children enabled to defy statistics around areas such as educational attainment, health and lifestyle choices. During my degree in Applied Social Sciences – Children and Young People focus, I saw the importance of using a number of joined up approaches to tackle disadvantage and low attainment, and feel that becoming a governor would provide another great opportunity to do this.</p> <p>In my current employment I am instrumental in the design and delivery of a range of programmes and activities for children, young people and families across the city. This has enabled me to develop great relationships with a number of parents and families all over York. I have experience in motivating and managing volunteer teams, working 'on the ground' with children and their families, report writing and running events, which I feel I could bring to the role of a school governor.'</p>					
<b>Affiliation: none</b> <b>Appointment: with immediate effect</b>					
<b>Nomination for 2nd vacancies</b>					
A nominee has been identified and is currently going through the appointment process.					

## SECONDARY SCHOOLS

Name of School	Huntington School				
Number of LA Governors	4	Total number of governors			20
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mrs S Wilkinson	None	14/03/07	13/03/11	N/A	
Mrs M Kaye	None	22/11/05	21/11/09	Yes	
Mr M Grills	None	01/09/06	31/08/10	N/A	
Mrs P Hill	Labour	01/09/06	31/08/10	N/A	
<b>Nomination (s) for reappointment</b>					
Mrs M Kaye confirmed that she would like to stand for a further term of office, effective from the end date of her current term.					

Name of School	Joseph Rowntree School				
Number of LA Governors	3	Total number of governors			20
Current appointees	Affiliation	From	To	Restanding	Vacancy since
Mrs M Crawford	Labour	01/09/05	31/08/09	Yes	
Mr D Kelly	None	17/10/05	16/10/09	Yes	
Cllr C Runciman	Lib Dem	17/10/05	16/10/09	Yes	
<b>Nomination (s) for reappointment</b>					
Cllr Runciman, Dennis Kelly & Mary Crawford all confirmed that they would like to stand for a further term of office, effective from the end date of their current term.					



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## Decision Session - Executive Member for Children and Young People's Services

8<sup>th</sup> September 2009

Report of the Director of Learning, Culture and Children's Services

### City of York Early Years Admission Policy

#### 1. Summary

This paper:

- 1.1. Seeks approval to consult widely with a range of stakeholders and settings providing Early Years Places including maintained and independent schools, private and voluntary providers (including Mother and toddler groups), the Early Years and Extended Schools Partnership and parents. The purpose of the consultation would be to determine an updated admissions policy for Free Early Years places (including school nurseries) that ensures sufficiency of places whilst also meeting parents' needs as effectively and efficiently as possible.

#### 2. Background

- 2.1. York's current Early Years Places Admission (including nursery admissions) arrangements have applied since 2003. Prior to that, the authority conducted an extensive consultation exercise with all stakeholders. At the same time elected members also agreed a set of guidelines on Admission for Free Early Years Places. These are attached at Annex 1.
- 2.2. These guidelines are based on equal opportunity principles, so that children are admitted according to fair, open and clear criteria. As nursery provision is non-statutory in nature, these guidelines are accepted as good practice only. Headteachers and providers are *advised* to follow them so that they have a way of making allocations fairly for all children who may apply for a place.
- 2.3. The current admission criteria enhances the ability of the Local Authority to meet its responsibilities in providing every place requested for three or four year old children in the City of York.
- 2.4. The local authority is also responsible for ensuring that vulnerable children are given a degree of priority in the allocation of places

#### 3. Key Issues

- 3.1. Evidence suggests that those who start life at a disadvantage can benefit enormously from a high quality early years experience; the converse is also true. According vulnerable children priority within the Free Early Years Places

Admissions guidance would be consistent with the principles of the new Children and Young People's Plan. We propose to adopt the following definition of "vulnerability" as follows:

*"Children, young people and their families whose circumstances suggest that they may be at a disadvantage relative to their peers. This may, for example, include those from ethnic minority or Traveller communities; those with complex needs; those who experience or witness domestic abuse; and those growing up in poverty, such as those receiving free school meals or living in areas of relative disadvantage or with parents who are seeking work. Some vulnerable children are "children in need", within the meaning of the Children Act 1989, and this group includes children with a statutory entitlement to additional help or support such as children with disabilities, Looked After Children and children in need of protection".*

- 3.2. We therefore propose to consult on updating the guidance to include vulnerable children under the reference to 'social need', adopting the above definition of vulnerability. This change will help to ensure more consistent and coherent use of the guidance to ensure that 'vulnerable' children are considered as a priority alongside those identified with special needs.
- 3.3. The other key aspect of the guidance that requires possible revision, and which has been raised with us by several Headteachers and parents, is the reference to the fact that children should be admitted from *anywhere* within the City of York council area. The thinking behind this was to promote equality of access and to allow working parents to secure nursery provision close to their workplace. However, the policy has in some cases meant that local children are unable to access local schools, including schools already attended by their siblings.
- 3.4. In practice there are examples where it has proved problematic to create additional capacity for Private Voluntary or Independent (PVI) provision to deliver Free Early Years in line with parental requirements.
- 3.5. We therefore propose to consult with stakeholders as to whether to include other criteria within the guidance such as living within the catchment area normally served by the school and having siblings already attending the nursery/school.

#### **4. Consultation**

- 4.1. A limited 'interim consultation' has been recently been undertaken with both Early Years providers (including schools with nurseries) and parents, relating to the Early Years and Primary admissions policy.
- 4.2. Interim consultation has taken place with Schools Admissions service, Early Years and Primary Schools in meetings held with Head teachers, and PVI sector.
- 4.3. A more comprehensive consultation is proposed as part of this report. This is attached as Annex 2. The results from this consultation will be fed back to the Executive member decision meeting in March 2010



## 5. Analysis

- 5.1. Results from the interim consultation suggested that 96% of providers and 57% of parents agree that the guidance should be updated to give priority to vulnerable children.
- 5.2. With regards to whether children should continue to be admitted from anywhere within the City of York Council, there is a diversity of opinion. The majority of parents living in the area where there is an over subscription of places believe that local children should be given priority whereas 30% of parents citywide wish their children to take up places anywhere in the city.
- 5.3. To ensure that the updated admissions policy meets the needs of as many parents and providers as possible, we propose to undertake a citywide consultation to determine future priority criteria. We are also open to other suggested changes, and believe it is right to allow all stakeholders an opportunity to suggest amendments.
- 5.4. Due to the current national focus on curriculum and research concerning Early Years/Primary admission arrangements, we further propose a phased consultation process pending future possible national changes regarding Primary admission arrangements. This consultation will focus on the admissions guidance for the Free Early Years Places only.
- 5.5. The findings of the consultation are to be reported back to the Executive Member for decision in March 2010. This will enable any required changes to be included in the Guide for Parents – Nursery, Primary and Secondary Admission 2010/2011 with implementation from the following academic year 2011/2012.

## 6. Corporate Objectives

- 6.1. This admissions policy will contribute to the corporate objectives by providing opportunities for local families to access world-class early education in order to help children begin to develop skills and high aspirations for the future.

## 7. Implications

- 7.1. **Financial** – This report does not carry financial implications.
- 7.2. **Equalities** – An Equalities Impact Assessment will be undertaken following the consultation exercise; once the proposed revised guidance has been drafted. We will be consulting with a wide range of stakeholders which should ensure that consultation is undertaken with representatives from all 6 of the equality strands. The information will also be available in alternative formats upon request (e.g. other languages) to ensure full accessibility.
- 7.3. There are no HR, ITT, Crime and Disorder or legal implications arising from this report

## 8. Risk Management

8.1. There is a medium risk involved to all providers that parents do not use provision and that this in turn would affect the LA's sufficiency of childcare responsibility. However there is nothing to suggest that this is currently the case and this paper in initiating consultation does not in itself heighten risks to either providers, parents or the local authority.

## 9. Recommendations

Executive Member is asked to

- Initiate consultation with parents and providers of Early Years Free Entitlement using the attached consultation document
- Request feedback from that consultation at her March 2010 meeting to inform any proposed changes to the local guidance

Reason: To enable the views of parents and providers of Early Years Free Entitlement to inform any proposed changes to the local guidance.

### Contact Details

#### Author:

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Early Years & Children's Centre Service  
Telephone: 554621

#### Chief Officer Responsible for the report:

**Peter Dwyer**  
**Title: Director LCCS**

Report  
Approved



Date 24 August 2009

#### Co-Author's Name

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#### Specialist Implications Officer(s)

*Kath Wood*  
*Education Access Team*  
*Tel No 4239.*

*Richard Hartle*  
*Education Finance*  
*Tel 4225*

**Wards Affected:** *List wards or tick box to indicate all*

All

**For further information please contact the author of the report**

#### Annexes

Annex 1: Current Admissions policy for Free Early Years Places in York  
Annex 2: Proposed Consultation Document for Admissions Guidance for Free Early Years Places

## Admission for free Early Years Places

The Authority's admission criteria, which was agreed with the Early Years and Extended Schools Partnership, applies to free early years places for three and four year olds.

### Free Early Years Place Admissions Guidelines

There are free early years places for all three and four year olds whose parents want one. Children may take up a free place:

- at a nursery class attached to a local school or at St Paul's Nursery School
- at their local pre-school playgroup
- at a private day nursery or independent nursery school
- with a childminder who is part of a registered network
- with the Portage Service (offering home visits for children with special educational needs aged 0 – 5 years)

All the above are called 'providers'.

The Early Years and Extended Schools Partnership and CYC agreed the following guidelines on admissions criteria for three and four year olds taking up a free early years place in the City.

- Normally children will be admitted in age order, so that the oldest children are admitted first:
- BUT children with identified special needs, or in social need, may be offered a free early years place before an older child who doesn't have these needs.
- Three year olds should be admitted in line with eligibility dates established by the Department for Children, Schools and Families
- Children who have their third birthday between 1 September and 31 December should be admitted from the beginning of the Spring Term.
- Children who have their third birthday between 1 January and 31 March should be admitted from the beginning of the Summer Term.
- Children who have their third birthday between 1 April and 31 August should be admitted from the beginning of the Autumn Term.
- Children should be admitted from anywhere within the City of York Council area. This allows parents to use early years provision that is most convenient for the family, near their work or close to their childcare provider.
- As part of the Pathfinder project for the 'new flexible increase in entitlement for 3 and 4 year olds', parents can access up to 15 hours of free early years provision

over a minimum of 3 days over 38 weeks of the year. Providers are being supported to offer the increase in entitlement in a flexible manner, which accommodates parental need. If a provider is unable to meet a parent's needs themselves, we would expect them to liaise with their local Shared Foundation Partners to try and meet these needs. Some children with special educational needs may require a different pattern of attendance.

- Children living within the City of York boundary, or within the normal area for City of York schools, have a higher priority for a place than children living outside the City boundary.
- Children living outside the City of York boundary who have attended a York pre-school provider for three terms before their third birthday will also be given prior consideration for a free early years place.
- Children with additional needs or vulnerable children qualify for additional hours (maximum of 15) if they are not already accessing the full entitlement.

The guidelines are based on equal opportunity principles, so that children will be admitted according to fair, open and clear criteria. People who provide free early years places do not have to follow these guidelines, but they should have a way of admitting children that is fair for all children who apply for places. Parents can ask to see admissions policies which set down how providers make their decisions.

City of York Council only funds free early years places within the City. This policy is aimed at supporting York providers so that a range and choice of provision in the City is sustained.

A fact sheet on free early years places for three and four year olds is available from the York Families Information Service on (01904) 554628, mobile: text 'funding' to 07624 802244 or email: [cis@york.gov.uk](mailto:cis@york.gov.uk).

### **The admissions policy**

The admissions policy to full time school was introduced in September 2003.

The admissions policy is part of 'A Shared Foundation for Children' and combines education and care for children aged three to five years old in York.

'A Shared Foundation for Children' presented an ideal opportunity for York to rethink how to provide the best early years education and childcare for three to five year olds before they start formal education.

The policy means that children start full time education in the school year they turn five. There are two formal points of full time entry to school. These are dependent on the child's birth date. This means that:

- Children born between 1 September and 31 December can be admitted full time to school in September in the school year that they turn five.
- Children born between 1 January and 31 August can be admitted full time to school in January in the school year they turn five.

The policy includes an option of 'Deferred Entry'. All schools follow the council's formal policy of Deferred Entry. This means that parents may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to the school until the term after a child turns five. It is a legal requirement that all children must enter formal full time education the term after their fifth birthday. Adoption of this policy is recommended to the governing bodies of voluntary aided schools.

Schools and other local providers work in their Shared Foundation Community Partnership to offer early education and wraparound care and *subject to* consultation extended services to suit each child. Each local partnership may include pre-school playgroups, day nurseries, childminders, toddler groups and other out-of-school care.

Every three to five year old in a part time place is entitled to up to 15 hours of free early years provision per week, which is based currently on the Foundation Stage Curriculum. There may also be the opportunity to access additional wraparound care between the hours of 8am to 6pm.

Children who are accessing full time education will be receiving the equivalent to 15 hours per week based on the Foundation Stage Curriculum.

Wraparound care is the term used to describe seamless care, education and play for young children. Additional hours are added to the free early years place to provide a whole day of education and care.

Wraparound Care includes the following:

- Breakfast clubs
- Lunch clubs
- Before/after early education sessions
- After school clubs/homework clubs
- Holiday play schemes
- Childminders

The education aspect would be offered by the school, or by a pre-school playgroup, private nursery or childminder registered for free early years provision, on or off a school site.

The wraparound care aspect would be provided by a pre-school playgroup, private nursery, childminder or informal carer. Again this could be provided on the school site or it may be that the childcare aspect is offered by a number of providers in the locality.

If you would like more information please contact the York Families Information Service on (01904) 554628, mobile: text 'funding' to 07624 802244 or email: [cis@york.gov.uk](mailto:cis@york.gov.uk).

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# **CONSULTATION DOCUMENT**

## **Admissions Guidance for Free Early Years Places**

**September 2009**

Early Years and Children's Centres Service  
Learning, Culture and Children's Services  
City of York Council

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## Introduction

We believe that effective early years provision is one of the key ways to unlocking the potential of every young person in the City of York. National research shows that children who experience high quality early years provision are well placed to achieve better outcomes in school and beyond, and develop better social, emotional and cognitive abilities necessary for life-long learning.

In York we are very proud of our diverse range of early years provision on offer from all sectors - Private, Voluntary, Independent and Maintained. All our providers - private day nurseries, pre-school playgroups, childminders, independent nursery schools, nursery class attached to a maintained school or our nursery school - work to the same Early Years Foundation Stage<sup>1</sup> when delivering the free early years entitlement. This means that a parent can be safe in the knowledge that their child is receiving high quality provision inline with national government guidance, in whichever setting they feel best meets their child's needs.

## Why review the existing admission arrangements for Free Early Years Places?

York's current Early Years Places/Nursery admission arrangements have applied since 2003. Prior to that, the authority conducted an extensive consultation exercise with all stakeholders, and Members agreed a set of guidelines on Free Early Years Place admissions for schools and other early years providers.

The guidelines are based on equal opportunity principles, so that children are admitted according to fair, open and clear criteria. As nursery provision is non-statutory, these guidelines are accepted as good practice and Headteachers and providers are *advised* to follow them so that they have a way of making allocations fairly for all children who may apply for places.

Our current Early Years Places admission guidance now requires updating in light of national strategies and policy developments to ensure arrangements which are fair, clear to understand and result in choice and accessibility for families with young children.

Through this consultation, we aim to set out clear expectations with our partners in the Private, Voluntary, Independent and Maintained sector in how they manage new admissions to Free Early Years Places in a way that ensures sufficiency whilst also meeting parents needs as effectively and efficiently as possible.

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<sup>1</sup> Early Years Foundation Stage – Ensures a consistent approach to care and learning from birth to the end of the Foundation Stage. It has a play-based approach and focuses on stages of development rather than chronological, age based teaching and learning. The overarching aim of the EYFS is to help children achieve the Every Child Matters five outcomes: Staying safe, Being healthy, Enjoying and achieving, Making a positive contribution and achieving economic wellbeing

An interim consultation has recently been undertaken with providers and parents on issues relating to Free Early Years Places and Primary Admissions and responses received have been used to help draft this full consultation document.

Due to the national focus on curriculum and research concerning Early Years/Primary admission arrangements, we are proposing a phased consultation process pending future possible national changes regarding Primary admissions arrangements, with this consultation focusing on admission guidance for Free Early Years Places.

## Current nursery admissions arrangements

The following current admissions criteria apply to Free Early Years Places for three and four year olds.

There are Free Early Years Places for all three and four year olds whose parents want one. Children may take up a free place:

- At a nursery class attached to a local school or at St Paul's Nursery School
- At their local pre-school playgroup
- At a private day nursery or independent nursery school
- With a childminder who is part of a registered network

All of the above are called 'providers'.

The Early Years and Extended Schools Partnership and CYC agreed the following guidelines on admissions criteria for three and four year olds taking up a Free Early Years Place in the city.

- Normally children will be admitted in age order, so that the oldest children are admitted first:
- BUT children with identified special needs, or in social need, may be offered a free early years place before an older child who doesn't have these needs.
- Three year olds should be admitted in line with eligibility dates established by the Department for Children, Schools and Families.
  - Children who have their 3<sup>rd</sup> birthday between 1<sup>st</sup> September and 31<sup>st</sup> December should be admitted from the beginning of the Spring Term
  - Children who have their 3<sup>rd</sup> birthday between 1<sup>st</sup> January and 31<sup>st</sup> March should be admitted from the beginning of the Summer Term.
  - Children who have their 3<sup>rd</sup> birthday between 1<sup>st</sup> April and 31<sup>st</sup> August should be admitted from the beginning of the Autumn Term.
- Children should be admitted from anywhere within the City of York Council area. This allows parents to use early years provision that is most convenient for the family, near their work or close to their childcare provider.
- As part of the Pathfinder project for the new flexible increase in entitlement for 3 and 4 year olds, parents can access up to 15 hours of free early years provision over a minimum of 3 days over 38 weeks of the year. Providers are supported to offer the increase in entitlement in a flexible manner, which accommodates parental needs. If a provider is unable to meet a parents needs themselves, we would expect them to liaise with their Shared Foundation Community Partners to try and meet these needs. Some children with special educational needs may require a different pattern of attendance.

- Children living within the City of York boundary, or within the normal area for City of York schools, have a higher priority for a place than children living outside the City boundary.
- Children living outside the City of York boundary who have attended a York pre-school provider for three terms before their third birthday will also be given prior consideration for a free early years place.
- Children with additional needs or vulnerable children qualify for additional hours (maximum of 15) if they are not already accessing the full entitlement.

**Please Note** – the eligibility dates for access to the free early years funding are provided by the DCSF and must be adhered to by all Local Authorities across the country.

The guidelines are based on equal opportunity principles, so that children will be admitted according to fair, open and clear criteria. People who provide free early years places do not have to follow these guidelines, but they should have a way of admitting children that is fair for all children who apply for places. Parents can ask to see admissions policies, which set down how providers make their decisions.

City of York Council only funds free early years places within the City. This policy is aimed at supporting York providers so that a range and choice of provision in the City is sustained.

## Issues

There are a number of ways in which we think the above guidelines now need to be updated:

### Vulnerability

We believe the guidelines should make reference, and give priority, to children who are 'vulnerable'. All the evidence suggests that those who start life at a disadvantage can benefit enormously from a high quality early years experience; the converse is also true. Supporting vulnerable children in this way underpins the 2020 DCSF target 'Eradication of Poverty' and also CYC's new Children and Young People's Plan. We propose to adopt the following definition of "vulnerability" as follows:

*Children, young people and their families whose circumstances suggest that they may be at a disadvantage relative to their peers. Some vulnerable children are "children in need", within the meaning of the Children Act 1989, and this group includes children with a statutory entitlement to additional help or support such as children with disabilities, Looked After Children and children in need of protection.*

We therefore propose to update the guidance to include vulnerable children under the reference to 'social need', adopting the definition of vulnerability as detailed above. This will help to ensure that 'vulnerable' children are considered as a priority alongside those identified with special needs.

### **Additional Priority Criteria**

The other key issue which we would like to consult on is the reference to the fact that children should be admitted from *anywhere* within the City of York council area. This was initially introduced to promote equality of access and to allow working parents to secure a free early years place close to their workplace. However, the policy has in some cases meant that local children are unable to access local schools, including schools already attended by their siblings.

We therefore need to consult on whether we should amend the guidance to include additional priority criteria such as:

- 'Catchment' area i.e. give priority to children living closest to the provision as is the case for primary admissions and if so, should this apply only to admission into school nursery classes or should it apply to all Free Early Years Places across all sectors
- Having siblings already attending the school/nursery.

### **Open Meetings**

We will be holding two open meetings during the consultation period to find out your views and provide an opportunity for you to have any questions or queries answered.

Dates/ venues to be confirmed

### **What happens next?**

The consultation will run from Monday 14<sup>th</sup> September 2009 to Monday 16<sup>th</sup> November 2009.

All responses to the consultation process will be carefully analysed and used to inform the priority criteria. Any changes made will be included in the Guide for Parents – Nursery, Primary and Secondary Admission 2010/2011, to take effect from the following academic year 2011/2012.

## Consultation Questions

1) Are you

A parent

A provider

a) If a parent, are you

Working  
Full time

Working  
Part time

Training/  
Studying

Full time  
parent/carer

2) We propose to use the following definition of “vulnerability” within the revised guidance, to ensure that ‘vulnerable’ children are considered as a priority alongside those identified with special needs:

“Children, young people and their families whose circumstances suggest that they may be at a disadvantage relative to their peers. This may, for example, include those from ethnic minority or Traveller communities; those with complex needs; those who experience or witness domestic abuse; and those growing up in poverty, such as those receiving free school meals or living in areas of relative disadvantage or with parents who are seeking work. Some vulnerable children are “children in need”, within the meaning of the Children Act 1989, and this group includes children with a statutory entitlement to additional help or support such as children with disabilities, Looked After Children and children in need of protection”.

**Are there any other groups/ circumstances which you feel should be specifically identified within the above definition? If so, please specify below:**

- 3) Children will be admitted in age order (with the oldest children admitted first) UNLESS a child has Special Educational Needs or is identified as 'vulnerable', in which case they will be considered as a priority.

Please indicate whether you feel the following criteria should also be included in the guidance, and if so, in which order:

1 = highest priority, 3 = lowest priority, X = criteria should not be included

Children living within the school catchment area.

Children living within the school catchment area who have siblings already attending the school/nursery.

Children who do not live within the school catchment area but have siblings already attending the provision.

**Comments**

- 4) If priority is given to children living within a 'catchment area' i.e. within close proximity to provision, should this be applicable to admission into school nursery classes only or should it apply to all Free Early Years Places across all sectors (i.e. pre schools playgroups, childminders, private day nurseries)?

School Nursery Classes only

All Free Early Years Places

5) Please use the following space to make any further comments.

**Comments**

**Thank you for taking the time to answer these questions.**

We do not intend to acknowledge individual responses unless you place an 'X' in the box below:

Please acknowledge this reply.

Name : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Completed responses should be returned in the attached envelope or sent to Freepost address below, by **Monday 16<sup>th</sup> November 2009**:

**Policy and Planning Team, Learning, Culture and Children's Services  
FREEPOST NEA204, PO Box 404, York, YO1 6ZZ**

**This information can be provided in your own language.**


我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

 **(01904) 551550**

**More information**

If you have any queries about the consultation, please call Nicola Sawyer on 01904 554220 or Rosemary Flanagan on 01904 554376.



**About You**

This information is only collected to help plan services and will not be used to identify you.

**Q1.** Are you (please tick)

**Male**  **Female**

**Q2.** How many children do you have in these age ranges?

<b>Under one</b>	<input type="checkbox"/>	<i>3 to 4 Years</i>	<input type="checkbox"/>	<i>11-12 Years</i>	<input type="checkbox"/>
<i>1 Year old</i>	<input type="checkbox"/>	<i>5 to 8 Years</i>	<input type="checkbox"/>	<i>13-14 Years</i>	<input type="checkbox"/>
<i>2 Years</i>	<input type="checkbox"/>	<i>9 to 10 Years</i>	<input type="checkbox"/>	<i>15 or Over</i>	<input type="checkbox"/>

**Q3.** Are you (please tick)

<b>Working full-time</b>	<input type="checkbox"/>	<b>Working part-time</b>	<input type="checkbox"/>
<i>Working shifts</i>	<input type="checkbox"/>	<i>Studying or training</i>	<input type="checkbox"/>
<i>Looking for work</i>	<input type="checkbox"/>	<i>Full time parent/carer</i>	<input type="checkbox"/>
<i>Other</i>	<input type="text"/>		

**Q6.** Do you have a disability or additional needs?

**Yes**  **No**

**Q7.** Do any of your children have a disability or additional needs?

**Yes**  **No**

**Q8.** Please tell us your ethnic background (please tick)

<b>Chinese</b>	<input type="checkbox"/>	<b>Black African</b>	<input type="checkbox"/>	<b>White British</b>	<input type="checkbox"/>
<i>Indian</i>	<input type="checkbox"/>	<b>Black Caribbean</b>	<input type="checkbox"/>	<b>White Irish</b>	<input type="checkbox"/>
<i>Pakistani</i>	<input type="checkbox"/>	<i>Black Other</i>	<input type="checkbox"/>	<b>White Other</b>	<input type="checkbox"/>
<i>Bangladeshi</i>	<input type="checkbox"/>	<i>Other</i>	<input type="text"/>		

**Q9.** What is your home postcode? (this information will not be used to identify you)

**Thank you for taking the time to complete this form.  
Please return it to the address on the covering sheet by Monday 14<sup>th</sup> November 2009**

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**Decision Session - Executive Member for Children & Young People's Services**      **8 September 2009**

**Report of the Director of Learning, Culture & Children's Services**

## **City Of York Early Years Single Funding Formula Consultation**

### **Summary**

- 1 This paper seeks approval to consult widely on a proposed single funding formula for the free entitlement to 3 & 4 year old nursery and childcare provision. The report sets out the options that are being recommended to be included in a formal consultation document.

### **Background**

- 2 The Department of Children Schools and Families (DCSF) have tasked all Local Authorities to review their funding for the free entitlement to achieve the following:
  - Develop a single local formula for funding to ensure consistency and fairness in the method of funding for all providers. This does not necessarily mean that providers will all be funded at the same level but that the same factors will be taken into consideration when deciding on the level of funding.
  - Change early years' pupil count arrangements to ensure consistency across maintained and Private, Voluntary and Independent (PVI) settings. This will mean that providers will be funded according to the amount of provision children take up and not full time equivalent places.
- 3 The DCSF are concerned that there is too much place-led funding in the maintained sector and too little stability in PVI funding. The new arrangements must achieve the right balance between getting value for money, investing in the sustainability of provision and enabling longer term planning and improvement.
- 4 In York the Schools Forum agreed that all of the detailed work on developing the new formula would be carried out by the Early Years Reference Group (EYRG). The group comprises a balance of representatives from across the PVI and maintained sectors and is independently chaired.

### **Consultation Proposals**

- 5 The Executive Member (through her membership of the Schools Forum), has already received a number of updates over the past 18 months, particularly around the work done on the cost analysis survey and the theoretical cost modelling exercise that has been used in developing the basic funding entitlement. This report sets out the EYRG's proposals for consultation that were supported by the Schools Forum at its meeting of 2 July 2009. The Executive Member will be pleased to note that, at both

the EYRG and the Schools Forum, there was very strong support across all sectors to the proposals now included in the draft consultation document.

- 6 The full proposals encompassing a new combined funding formula and the associated counting and payment arrangements are set out in detail in the accompanying draft consultation document.

### Corporate Objectives

- 7 The proposed new formula will contribute to the corporate objectives by providing opportunities for local families to access world-class early education in order to help children to begin to develop skills and high aspirations for the future

### Financial Implications

- 8 The total funding available to support the delivery of the new formula (at 2010/11 budget levels) is estimated at £5.087m. This figure is based on the new free entitlement of 15 hours per week and is made up of the following existing budgets:

**Table 1: Total Funding Available for the New Formula**

	<b>£m</b>
PVI Base Budget	2.524
Pathfinder 15 Hour Extension Budget	0.687
Individual Schools Budget:(Maintained)	
Nursery Class Place Led Funding	1.306
SEN Formula Funding	0.016
Deprivation Formula Funding	0.038
Premises Formula Funding	0.271
Lump Sum (St Paul's Only)	0.079
Other Formula Funding	0.019
ISB Provision For Transition	0.147
<b>Total Available Funding</b>	<b>5.087</b>

- 9 The new formula will be delivered within the existing available budget. This means that any increases in funding for those settings that gain under the new arrangements will have to be funded entirely by reductions in funding to other providers. To facilitate this change over a period of time, transitional arrangements have been proposed that ensure that the minimum funding any setting will receive will be the appropriate funding rate under the old funding system for their sector for 2009/10 applied to the current year's pupil numbers and hours. This means that no setting should see a year on year cash reduction in funding on a per pupil basis or per hour basis.

### Other Implications

- 10 There are no HR, ITT, Crime and Disorder or legal implications arising from this report

### Risk Management

- 11 There are some risks that the move to a new formula may jeopardise the sustainability of individual settings. This will be mitigated by undertaking a full impact

assessment of the affect of the new formula on every individual setting. In addition, transitional arrangements will enable settings to manage any reduction in funding over a period of time and a sustainability contingency will be retained to provide additional support to individual settings on a targeted basis if necessary.

### **Recommendations**

The Executive Member is asked to:

- Initiate a consultation with the providers of the Early Years Free Entitlement using the attached consultation document.
- Request feedback from that consultation at her January 2010 meeting to ensure that the new formula is in place by the statutory deadline of April 2010.

Reason: To enable the views of providers of Early Years Free Entitlement to be considered when the new formula is agreed.

### **Contact Details**

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#### **Chief Officer Responsible for the Report:**

Pete Dwyer  
Director of Learning, Culture & Children's Services  
Tel: 01904 554202

**Report Approved** ✓ **Date** 25 August 2009

**For further information please contact the authors of the report**

### **Annex 1 – Draft Consultation Document - Early Years Single Funding Formula**

#### **Background Papers**

Schools Forum Report 2 July 2009

Early Years Reference Group reports and minutes April 2008 to June 2009, including cost analysis survey and theoretical cost models.

Various DCSF guidance notes and updates

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**DRAFT**

**Annex 1**

# **CONSULTATION DOCUMENT**

## **EARLY YEARS SINGLE FUNDING FORMULA (EYSFF)**

**September 2009**

## INDEX

Background

Timescales

Development work

Current counting and funding process

Proposed Funding Arrangements – Counting, payment and adjustments

Proposed Funding Arrangements – Basic funding rate and supplements

Appendices:

Response Document *(not included in draft)*

Contacts *(not included in draft)*

Glossary of Terms *(not included in draft)*

Membership of the group *(not included in draft)*



## **BACKGROUND**

### **Why Review?**

The Department for Children Schools and Families (DCSF) have required all Local Authorities to review their funding for the free entitlement to early years provision for 3 and 4 year olds across all sectors.

Inconsistencies currently exist in the funding of the free entitlement between the Maintained Sector (Nursery Schools and nursery classes in Primary schools) and the Private, Voluntary and Independent sector. The aim of this reform is to improve fairness and transparency in the way funding is allocated to providers who deliver the Free Entitlement and thereby support its extension to 15 hours, to be delivered more flexibly from April 2010.

The key requirements are:

- To develop an Early Years Single Funding Formula (EYSFF) to ensure consistency and fairness in the method of funding for all providers. This does not necessarily mean that all providers will be funded at the same level but that the same factors will be taken into consideration when deciding on the level of funding.
- Change early years' pupil count arrangements to ensure consistency across maintained and PVI settings. This will mean that providers will be funded according to the amount of provision children take up and not full time equivalent places.

### **How We Are Undertaking The Review?**

Work in developing the new single funding formula has been undertaken by the Early Years Reference Group (EYRG). The group is independently chaired and comprises representatives from across the Private, Voluntary, Independent and Maintained sectors in York, alongside Local Authority officers from both the Early Years and Finance service teams. The work has been undertaken in line with government guidance.

The Schools Forum is the 'guardian' of the local Schools Budget and its distribution among schools and other bodies. The Early Years Reference Group have been working alongside the Schools Forum to ensure that all sectors and stakeholders have been involved in the development of a fair and equitable single funding formula.

## TIMESCALES

The DCSF have stated that the new funding formula must be implemented by April 2010 therefore the following timescales have been drawn up:

<b>Sep / Nov 2009</b>	The consultation period will take place over a 10 week period from: <b>14<sup>th</sup> September 2009 to 16<sup>th</sup> November 2009.</b>
<b>Nov / Dec 2009</b>	Consultation responses analysed and a recommendation report prepared for the Schools Forum. Consultation responses shared with all stakeholders.
<b>December 2009</b>	Report detailing proposed new EYSFF and processes taken to the Schools Forum
<b>January 2010</b>	Report detailing proposed new EYSFF and processes taken to Executive Member for Children & Young People's Services for approval.
<b>March 2011</b>	Indicative funding allocations for 2010/11 issued to all providers.
<b>April 2010</b>	New EYSFF and processes implemented.
<b>Autumn 2010</b>	Interim review of new arrangements.
<b>Summer 2011</b>	Full review following first full year of operation.

## CONSULTATION EVENT DATES

<b>Wed 7 October:</b>	<b>10am - 12pm</b>	Burton Stone Community Centre Evelyn Crescent York
<b>Tue 13 October:</b>	<b>1pm - 3pm</b>	Conference Room The House Hob Moor Community Centre York
<b>Wed 21 October:</b>	<b>6.30pm - 8.30pm</b>	Eccles Building Training Room Burnholme Community College Bad Bargain Lane York

## **DEVELOPMENT WORK**

### **Cost Analysis Surveys**

As required by the government, the first stage of the development process was to undertake an analysis of providers in all sectors to determine the costs involved in delivering the free early years provision and how these costs varied depending on the characteristics of the setting, including occupancy levels.

A questionnaire was sent to all providers in the Private, Voluntary, Independent and Maintained sectors during 2007/08 to help us gain an in-depth understanding of these costs. The main items of information requested were sector type, ownership structure, costs incurred in the most recent accounting year and breakdown of hours taken up by children during the year.

Information received through the 43 questionnaires (out of 110 providers in the PVI sector) was analysed to see how costs compared with the funding provided as well as to see if there were significant variations in costs among the different sectors. The information received was based on the accounting year 2006/07 when the funding rate was £3.17 per hour. The average cost as reported by respondents in the survey was £2.48 per hour with a range of £1.27 to £3.99.

In the maintained sector the average hourly cost derived from the survey and calculated on a comparable basis was £4.43 (range £2.18 to £7.09). This compared to an average funding rate of £3.46 (range £2.17 to £5.57) for the same period.

The EYRG spent some time reviewing, analysing and questioning the results of the cost surveys but found it very difficult to come to any specific conclusions from the data. There was a huge range of costs identified, with no consistent patterns emerging of similar cost levels across provider types, geographical areas, size of provider or take-up levels. In light of this the EYRG agreed to develop (in line with DCSF guidance) a series of theoretical cost models that would be constructed on a consistent basis across all types of provision.

### **Theoretical Cost Modelling Exercise**

A sub-group of the EYRG, consisting of representatives from all sectors, was created to develop the models. The sub-group was supported by officers from council.

The theoretical cost modelling used an approach that combined the following:

- cost information that is already available including salaries, premises costs, etc
- information on things that were expected to change, for example changes to holiday entitlements
- aspirational costs, including graduate leaders for group settings, costs for work that is currently performed by volunteers, etc
- an amount of surplus or profit

In the end the work on the theoretical cost modelling was inconclusive. It was not possible to gain unanimous agreement on the cost drivers and elements for each provider type, particularly in respect of aspirational costs. There was significant variation between settings in the same sector as well as between different sectors in terms of what would be

appropriate as theoretical costs. As a result, the EYRG felt unable to recommend using the outcome of the theoretical cost modelling as a robust basis for developing the new formula.

Further work will be undertaken on developing the cost models and the results of this work may be used when reviewing the single formula in the future. An agreed set of cost models will also be extremely helpful in future discussions with the DCSF about the on-going level of funding required in York to fully support the free entitlement. The initial results of the theoretical cost modelling is set out below for information:

<b>Setting Type</b>	<b>Occupancy</b>	<b>£ per child per hour</b>
70-place Private Day Nursery	90%	3.37
70-place Private Day Nursery	70%	3.65
30-place Private Day Nursery	97%	3.50
30-place Private Day Nursery	70%	4.30
26-place Pre-school Playgroup	70%	2.83
16-place Pre-school Playgroup	60%	5.49
Childminder	83%	1.96
39-place school nursery	83%	5.21

## Summary

Following the cost analysis and theoretical cost modelling work described above, the EYRG spent some time considering three possible approaches for establishing a basic hourly funding rate in the new formula:

- a) A single base rate covering all sectors
- b) Two separate base rates for the PVI and maintained sectors
- c) A number (up to 6) of differential base rates depending on the type of provision

No single consensus of opinion emerged with respect to the options. PVI representatives generally expressed a preference for a single rate, whereas the representatives from the maintained sector were concerned about the turbulent effect such a proposal would have on their funding. Ultimately a compromise proposal was agreed by the group as its recommendation and that was for a single base rate covering all sectors, with the condition that this be introduced on a phased basis over a number of years.

There was unanimous support for this proposal within the EYRG as it set out a clear principle for a single rate but recognised the immediate difficulties some maintained settings would experience if it were to be introduced fully in 2010/11.

## **CURRENT FUNDING AND COUNTING ARRANGEMENTS**

### **Private, Voluntary & Independent Sector Settings**

#### **Counting**

Providers are currently funded on a termly basis, on the number of hours attended for each child. Payments are made twice a term with 85% of the estimated figure being paid at the beginning of a term and the balance paid after half term, based on actual hours at the headcount with adjustments made for admissions and leavers to the nearest half a term.

#### **Funding**

In 2009/10, the funding is based on an hourly rate of £3.39. This has been enhanced on a temporary basis by a supplement of £0.26 per hour (giving a total of £3.65 per hour) as part of the Pathfinder project to assist providers in moving towards delivering a flexible free entitlement that meets parents' needs. It should be noted that this additional supplement is outside the scope of the new formula and, whilst it is expected to continue in 2010/11, the funding allocations have yet to be decided. The supplement is expected to cease at 31 March 2011.

All PVI settings receive the same rate per hour per pupil for the hours that they attend up to a maximum of 15 hours per week for up to 38 weeks across the year. (Some settings only deliver the free entitlement across 33 weeks of the year and hence funding is reduced pro-rata).

#### **Notification Of Budget**

PVI settings are not currently provided with an annual funding estimate and would therefore have to do their own calculations and make their own assumptions to establish what their funding will be from one term to another.

### **Maintained Settings**

#### **Counting**

The pupil numbers are derived from termly counts based on the Schools Census. Each part time child is counted as 0.5 fte (i.e. half-time). For example, no account is taken if the child only attends 3 mornings a week. No adjustment is made for a child joining or leaving a school after the Census date.

#### **Funding**

From the count data the Local Authority agrees a maximum nursery size with each individual school that it is prepared to fund. The agreed nursery sizes are always in multiples of 13 part time places (reflecting the statutory child to adult ratio). A set amount is then allocated to each school based on the agreed nursery size (e.g. a 26 place nursery is funded at £39,234 for the 2009/10 financial year). Schools also receive other formula allocations for premises, additional educational needs and some elements of special educational needs. This leads to a range of funding per part time place purchased in 2009/10 from £1,808 to £3,245 at individual schools, with an average of £2,396.

**Notification of Budget**

Schools are notified before the start of the financial year of their funding and no adjustment is made during the year as a result of any changes in child numbers.

## PROPOSED FUNDING ARRANGEMENTS

### COUNTING, PAYMENTS AND ADJUSTMENTS

#### What Are We Required To Do?

Development of the local Early Years Single Funding Formula must be developed in line with the Core Principles as set out in the DCSF document 'Implementing the Early Years Single Funding Formula - Practice Guidance' ([www.dcsf.gov.uk/everychildmatters/earlyyears](http://www.dcsf.gov.uk/everychildmatters/earlyyears)), including:

- Early years' pupil count arrangements will be undertaken on a termly basis and will ensure consistency across maintained and PVI settings. This will mean that providers will be funded according to the amount of provision children take up and not full time equivalent places.
- The formula must ensure consistency and fairness in the method of funding for all providers and should:
  - ⇒ Be based on a detailed understanding of providers' costs in all sectors.
  - ⇒ Include a base rate – this can be one single rate or multiple rates for different types of provider according to variations in unavoidable costs.
  - ⇒ Include a deprivation factor
- Consideration should be given as to whether to include other supplements as a means of incentivising improvements in the quality and flexibility of provision and driving local policy objectives.
- Indicative funding budgets are to be provided to all settings prior to the start of each financial year.
- Budgets must be adjusted in the financial year to ensure funding reflects participation adequately.
- Payments to providers must take account of the cash flow needs of providers and recognise that PVI and maintained providers will have different needs.
- An assessment of the impact of the new EYSFF on all settings must be undertaken and included in the consultation process and where changes are significant, transitional arrangements must be put in place to support the setting.

#### **Proposal 1 – Annual Indicative Budget for all Settings**

*It is proposed that all early years providers will be notified of their annual budget for the forthcoming financial year before the 1<sup>st</sup> April each year. The estimated number of hours to be used for indicative budgets will be based on the previous 3 terms actual data for each setting, with the opportunity for settings to propose amendments to the estimates to reflect specific circumstances prior to the start of the financial year.*

Following discussions by the EYRG it was felt that the current payment arrangements operating in both the PVI and maintained sectors were working well and should not be fundamentally altered. The following proposals therefore suggest a continuation of the existing counting and payment arrangements.

**Proposal 2 – Pupil Counting Arrangements**

- a) *It is proposed that termly counting arrangements be used for all providers, using the Schools Census dates i.e. the third Thursday in January, third Thursday in May and the first Thursday in October, as is currently the case.*
- b) *We further propose to fund on a half term basis for all settings (as is currently the case with PVI settings) to reflect movement of children between settings.*

**Proposal 3 – Payment Arrangements**

*It is proposed to maintain the existing payment methods, which are different for the PVI and maintained sector:*

- a) *For PVI settings – payments to continue to be made twice a term, with 85% of the estimated figure for that term being paid during the first week of each term and the balance being paid in the second half of the term, following the headcount date and based on actual hours taken up.*
- b) *For maintained settings – payments to continue to be made on a monthly basis along with other formula funding via the Schools Remit System, with 1/12 of the indicative budget being transferred each month.*

**Proposal 4 – Adjustment To Actual Number Of Hours**

*It is proposed that*

- a) *For PVI settings the adjustment for the difference between the estimated number of hours used to calculate the initial funding allocation and the actual hours taken up during the financial year continues to be made 3 times a year following the headcount (Census date) for each of the 3 terms (as per the current arrangements)*
  - b) *For Maintained settings, we would welcome advice from schools as to which of the following options is preferred:*
    - i) *have the adjustment to actual hours taken up made during the year in the final monthly payment of each term (i.e. similar to the timing of the PVI adjustment)*
- OR**
- ii) *roll up the adjustments in to one annual figure and carry it forward to be included on the annual funding statement for the following financial year*



## FUNDING MODEL

As previously described, the recommendation of the EYRG is for a single base rate covering all sectors to be established. Given the level of turbulence that this would cause to maintained settings it is proposed to phase this in over a period of time. Following lengthy deliberation, the EYRG agreed that it would be desirable (at least initially) for the majority of the available funding to be allocated to settings via the basic rate.

### Proposal 5 – Basic Funding Rate

- a) *It is proposed to allocate 95% of the total available funding towards a basic hourly entitlement for all settings. The remaining 5% of funding would be available to fund supplements for deprivation, SEN and transition arrangements that are covered later in the consultation document.*
- b) *It is proposed that initially there would be two basic hourly rates: one for PVI settings and one for maintained settings. These two rates will be brought in to alignment over a period of time between 2 and 4 years depending on the overall level of resources available. Indicative rates are set out below based on assumptions of a 2% or 3% annual increase in the overall level of resources available.*
- c) *In addition it is proposed that a lump sum arrangement will continue to apply only to St Paul's Nursery School. This recognises the unique nature of St Paul's as the only stand-alone maintained nursery in the city and the significant level of additional fixed costs incurred that would be absorbed across the full age range in any other maintained school. The initial level of this lump sum will be set having taken account of the expected take up across all maintained nursery classes but is likely to be in the region of £130,000.*

**Table 1 - Indicative Basic Funding Rates**

Sector	Scenario 1 Based on a 2% annual increase in overall resources				Scenario 2 Based on a 3% annual increase in overall resources			
	Maintained		PVI		Maintained		PVI	
	100% £/hour	95% £/hour	100% £/hour	95% £/hour	100% £/hour	95% £/hour	100% £/hour	95% £/hour
2009/10 Current Average	3.54	3.36	3.39	3.22	3.54	3.36	3.39	3.22
2010/11 Projected Rate		3.41		3.32		3.41		3.33
2011/12 Projected Rate		3.46		3.40		3.46		3.42
2012/13 Projected Rate		3.52		3.49		3.52		3.52
2013/14 Projected Rate		3.57		3.57		3.62		3.62

It is important to note that the rates detailed in Table 1 cover the core funding provided for delivering the free entitlement. The enhanced funding that all settings are receiving in 2009/10 to help them move to delivering increased flexibility through the Pathfinder project (supported by a separate DCSF grant) is excluded.

## Supplements

As previously described, the EYRG felt that only a small sum should be top sliced from the overall resources available to support additions to the basic hourly rate.

### **Proposal 6 – Supplements**

*It is proposed to use a maximum of 5% (about £254k) of the total available funding allocation to support the additional elements of the funding formula (i.e. deprivation, SEN and Transitional Arrangements)*

## Deprivation

All LAs are required to allocate a proportion of the funding available for the new formula to support the relative levels of deprivation experienced within each setting. The EYRG felt that this would be best achieved by including a supplement to the hourly rate based on some form of deprivation index.

After considering several options, the EYRG are recommending using the Income Deprivation Affecting Children Index (IDACI). IDACI is a subset of the Index of Multiple Deprivation (IMD) and shows the percentage of children in each Super Output Area (a small grouping of postcodes) that live in families that are income deprived (i.e. in receipt of Income Support, Income Based Jobseekers Allowance, Working Families Tax Credit or Disabled Persons Tax Credit below a given threshold).

### **Proposal 7 – Deprivation**

- a) *It is proposed that approximately half of the 5% of funding not allocated to the basic hourly rate is distributed based on the IDACI ratings.*
- b) *It is proposed that the deprivation supplement will be linked to the child, based on their postcode and calculated on a termly basis on the actual figures for the number of children attracting the supplement in each setting.*
- c) *It is proposed that each hour of provision for a child whose postcode lies within one of the 30% most deprived areas of the country, as defined by the Income Deprivation Affecting Children Index, be allocated a supplement of £0.40 in 2010/11*

## Special Educational Needs

Beyond specific funding for statemented children, there is currently no separate budget available to support other exceptional special needs demands that may fall on individual early years settings. The EYRG would like to retain some funding to support non-statemented needs that would be allocated on overall individual provider needs as opposed to being allocated on a child-by-child basis.

### Proposal 7 – Special Educational Needs

- a) *It is proposed that a budget of £50,000 be retained from the 5% 'top slice' for supplements to the basic funding rate, to be made available to support Special Educational Needs within all settings.*
- b) *It is proposed that the SEN sub group of the EYRG develop the detailed criteria to be used for accessing this support fund, provided that its allocation be determined on the overall SEN needs of the setting rather than the specific needs of individual children.*

## Transitional Arrangements

After considering the impact of the proposed new funding formula on settings across all sectors, it is expected that moving to a formula based on a basic hourly rate plus supplements will generally cause more funding turbulence for maintained settings than for PVI settings. This is primarily because of the move for the maintained sector from funding places offered, to funding actual hours taken up. In light of this the Schools Forum has already set aside separate funding within the Individual Schools Budget (ISB) to manage this transition for maintained settings. This means that only the additional costs of transitional arrangements for PVI settings will need to be funded from within the 5% top slice of the overall budget allocation.

### Proposal 8 – Transitional Arrangements

*It is proposed that for each year of the transitional period (i.e. 2010/11 onwards) the minimum funding any setting will receive will be the appropriate funding rate under the old funding system for their sector for 2009/10 applied to the current year's pupil numbers or hours.*

*(This means that no setting should see a year on year cash reduction in funding on a per pupil or per hour basis)*

It is estimated that the additional costs of this proposal (over and above the funding already set aside in the ISB for maintained settings) would be a maximum of £50,000 in 2010/11. This would be the third and final use of the 5% top slice.

## Quality

The EYRG are not proposing to include an element in the new funding formula that directly supports and incentivises the quality of early years provision. There is an expectation that the basic funding rate will include a commitment to providing a level of quality. A city wide commitment to continuous quality improvement will be achieved through existing mechanisms and funding streams (i.e. Steps to Quality, provider contracts and the Graduate leader Fund [GLF] funding). However, this will be reviewed at regular intervals in line with DCSF budget allocations and future funding streams

### **Proposal 9 – Quality**

*It is proposed not to include an element which directly incentivises quality within the new funding formula but instead support this through existing mechanisms and funding streams.*

## Sustainability

Within the current pathfinder grant allocation there already exists a £50k budget to help support individual settings where sustainability is at risk. The EYRG felt that as this grant would be available until at least March 2011 it should continue to be used for this purpose. There was therefore no immediate need to divert additional resources away from the basic hourly rate in 2010/11, but the position would be reviewed on an annual basis.

### **Proposal 10 – Sustainability**

*It is proposed that a contingency fund of £50,000, from the additional Pathfinder Grant funding that York currently receives, be used to support sustainability issues faced by settings.*

## Flexibility

As with Sustainability, York is currently in the fortunate position of being able to access Pathfinder grant funding up until March 2011 to recognise and support the work that settings are doing in moving to offering more flexible provision which meets the needs of families within their locality. The EYRG felt that flexibility was generally a short-term transitional issue and that using the pathfinder funding was a sensible approach, rather than building flexibility in to the new formula. The position will be reviewed once the level of any continuing funding for flexibility from the DCSF from April 2011 is known.

### **Proposal 11 – Flexibility**

*It is proposed that funding for flexibility remains outside of the new formula and continues to be allocated from the pathfinder grant in 2010/11*

There is a clear need to continue to review the operation of the new formula in 2010/11 and beyond. This is particularly relevant to York as significant funding is currently being received through the Pathfinder Project Grant and it is uncertain as to how much of this funding will continue to be available in 2011/12 and beyond.

**Proposal 12 – On Going Review**

- a) *It is proposed that there will be an interim review of the new arrangements in Autumn 2010.*
- b) *It is proposed that there will be a full review in Summer 2011 following the first full year of operation.*

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Decision Session - Executive Member for  
Children and Young People's Services

8 September 2009

Report of the Director of Learning Culture & Children's Services

## **Extended Services Activity Subsidy Pilot**

### **Summary**

1. This report seeks to update the Executive Member on a new stream of funding from the Department of Children, Schools and Families that aims to support the government's "Narrowing the Gap" and "Improving Well-being agendas". It informs the executive member of the cluster of schools (York High School, Hob Moor Community Primary, Woodthorpe Primary, and Westfield Primary) chosen to pilot the subsidy for the period Summer 2009 through to August 2010 (year 1) and the rationale behind this decision.

### **Background**

2. City of York has received a new stream of government funding (currently called "Activity Subsidy") to pass on directly to a cluster of schools. The subsidy is part of the government's commitment to Extended Services, and complements the core offer objective of schools providing access to a comprehensive range of exciting, high quality out of school activities. The subsidy will help to ensure that these activities are accessible to all. It focuses particularly on those children and young people who are disadvantaged by economic circumstances (the target group). Initially this group will be those eligible for Free School Meals and those in care.

Research shows that high quality out of school activities can help improve well being and raise standards of achievement, narrowing the gap in attainment and improving well-being. Positive relationships with low income families can be created, strengthening their engagement with schools and the wider extended services core offer.

The expected benefits for those involved are: increased self-esteem, confidence and independence, increased aspirations, taking responsibility for themselves, development of social and life skills and the possibility of finding inspiration in discovering a talent they might otherwise have never known.

The amount of funding agreed for York in Year 1 is £82k. A suitable cluster of schools needed to be identified that would fit the subsidy criteria, match the funding available, be able to work in partnership, and be willing to share

learning with other schools for city wide roll out. More details are included at Annex 1.

In Year 2 (2010/11) the funding is set to increase significantly to £442k and is to be used by *all* schools, working on a cluster basis, for the same purpose.

### **Consultation**

3. Schools in the pilot cluster are expected to consult with their pupils to ascertain activities that the target group and the school population in general would like to have available. Such consultation needs then to identify any unmet needs and barriers to participation, with a view to commissioning new services where this is appropriate. Ongoing consultation will be carried out to gauge how well new activities are meeting demand, in order to refine the offer in the longer term.

### **Analysis**

4. In deciding on a suitable pilot cluster the authority started by exploring existing cluster collaboration arrangements to see if a model existed that could be built upon to ensure the success of the Subsidy in Year 1. At the same time, work has been being undertaken by an external consultant (Maxine Froggatt) to develop small clusters of schools to develop new approaches to improving outcomes for children and young people through a partnership approach and community involvement. It seemed sensible to join up these initiatives, and this consideration, combined with an analysis of the potential eligibility of pupils in the schools concerned, has led us to identify a cluster in the west of York (York High School, Hob Moor Community Primary, Woodthorpe Primary, and Westfield Primary) as a suitable pilot for Year 1.

This cluster of schools meets the criteria for success set out by the Training and Development Agency (TDA). Firstly, it contains approximately the right number of pupils in the target group to match the funding available based on the Free School Meal data. Secondly, there is a history of collaboration through Shared Community Partnership working at the primary school level. Thirdly, it is small enough to be manageable, and to learn from, ready for citywide roll out in Year 2 (2010/11). In addition, it represents a mix of primary and secondary, large and smaller settings, which will all provide a range of learning to pass on to other schools/clusters in Year 2.

### **Corporate Objectives**

5. This work will contribute to the corporate objectives around Learning City and Healthy City, through its focus on equality of access, and improved outcomes, for all of our citizens.



## Implications

6. **Financial** There are no implications for existing budgets. Additional grant funding of £82k has been advanced through the Standards Fund from the DCSF and devolved to the pilot schools; this money must be used for provision of activities, removing barriers to access and commissioning of new activities.

**Human Resources** There are no direct implications on posts at this time, as the grant funding is specifically for provision/commissioning of activities and cannot be top sliced for any other purpose such as additional posts, administration etc. The pilot will be run using existing staffing budgets within the Extended Services team and the schools concerned.

There are no implications relating to equalities, crime and disorder, ITT, property, or legal arising from this report.

## Risk Management

7. The risks associated with the Subsidy pilot are acceptable – the four pilot schools are committed to the pilot and aware of the parameters of the subsidy. The Extended Services Unit is supporting schools in the implementation of the Subsidy, with additional input from the Training and Development Agency for schools (TDA) and practical support and guidance from the pathfinder authorities. The city has a well-developed range of activities on which to build through the Subsidy.

## Recommendation

8. That Executive Member notes the decision to use the following cluster to pilot the subsidy in year 1, and requests that a further report be brought forward prior to citywide roll out of the subsidy in year 2 identifying the clustering arrangements across the city.

### **Cluster for Year 1 – 2009/10**

York High School, Hob Moor Community Primary, Westfield Primary Community and Woodthorpe Primary schools.

Reason: to support corporate and national objectives to narrow the gap in outcomes for disadvantaged communities.

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**Report Approved**

**Date** *24 August 2009*

**Wards Affected:** Dringhouses and Woodthorpe, Westfield

**All**

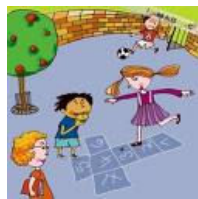
**For further information please contact the author of the report**

**Background Papers:**

Training and Development Agency for schools guidance – Extended services disadvantage subsidy – Narrowing the gap: raising attainment and improving well-being.

**Annexes**

Annex 1. Extended Schools Subsidy briefing note 1



# Extended Services – Briefing note 1

July 2009

## Activity Subsidy

### What is happening in York?

City of York has been given funding from government to ensure that children and young people disadvantaged by their family's economic circumstances or who are looked after are financially supported to take part in activities of their choice outside of the school day (Extended Service Activities) in the same way as those that are able to pay.

The amount of funding York has been given for 2009/10 is £82k. The funding is intended to pay for activities over the year, based on the assumption that around £300 will be spent on each eligible child, with an assumed take up of 60% of those eligible. This will provide young people with the opportunity to take part in around 2 hours of Extended Activities per week during term time and 30 hours over the school holidays.

A cluster of four schools has been identified to pilot the scheme during the first year and we expect that the funding will be used to pay for activities from Summer 2009 to August 2010. The four schools involved are

- Hob Moor Primary
- Westfield Primary
- Woodthorpe
- York High

### How will it help children and young people?

The funding should allow eligible children and young people to benefit from access to activities in the same way as those who are able to pay. Research shows that high quality out of school activities can help improve well-being and raise standards of achievement and attainment.

### Who is eligible?

Eligible children and young people are those who are entitled to free school meals or who are looked after. Over the pilot year we will also explore other indicators of economic disadvantage as a way of including other children and young people who would benefit from receiving this activity subsidy.

### Guiding Principles

The Department for Children Schools and Families (DCSF) has developed a set of principles to guide how the funding is used:

- 1 **Entitlement:** The funding should enable eligible children and young people to access activities from which they would otherwise be excluded due to the inability to pay.
- 2 **Participation:** The funding should be used to secure eligible children and young people can participate in extended services activities.
- 3 **Additionality:** The funding should be used to make existing activities more accessible to eligible children and young people, and or to commission new activities that better meet their needs.

- 4 **Involvement:** Eligible children and young people and their parents/carers should be fully involved in choosing, designing & continuously improving the range of activities on offer.
- 5 **Relevance:** Activities should be attractive and relevant to eligible children and young people.
- 6 **Demand:** The target group and their parents/carers should be able to exercise real control of the funding identified for them, in the same way as children and young people able to pay.
- 7 **Open to all:** Any new activities created and delivered as part of the subsidy work should be available to all and should be paid for by those who can afford them.

## Use of Activity Subsidy Funding

Pathfinder schools will need to use the funding to support access to participation in extended schools activities for eligible children and young people. Unfortunately the funding cannot be used to develop other aspects of the extended schools core offer, to pay for related activities such as consulting children and parents or to meet other indirect or capital costs.

For some pupils, the cost of transport to and from activities may be a major financial barrier to participation. To help address this, funding can be used to subsidise transport where appropriate.

To ensure the funding meets the needs of the target group, the DCSF expects schools and other partners to use innovative ways to consult with children, young people, parents and the wider community.

## Outcomes and Evaluation

The impact of the activity subsidy will be measured and the main outcomes are expected to be: -

- 1 Increased participation in extended services.
- 2 A greater understanding of why eligible children and young people may not have engaged with Extended Services Activities prior to receiving the funding
- 3 A process for identifying future target groups and a method of consulting with them.

## What is happening in Year 2 (2010/11)?

In Year 2 the funding will be available to all schools, and clustering will be encouraged to make best use of the funding available, by avoiding duplication of activities and minimising the administration burden on individual schools.

Funding for Year 2 is to be confirmed by the Department for Children and Families and is expected to be allocated on the same basis as the pilot.

It is hoped that increased demand for activities will result in the sustainable development of new and exciting Extended Service activities to meet the needs and aspirations of all children and young people in York.

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