



**Notice of a public  
Decision Session - Executive Member for Children, Young  
People and Education**

**To:** Councillor Waller

**Date:** Wednesday, 15 March 2023

**Time:** 10.00 am

**Venue:** The Thornton Room - Ground Floor, West Offices (G039)

**AGENDA**

**Notice to Members – Post Decision Calling In:**

Members are reminded that, should they wish to call in any item\* on this agenda, notice must be given to Democratic Services by **4:00pm on Friday 17 March 2023**.

\*With the exception of matters that have been the subject of a previous call in, require Full Council approval or are urgent which are not subject to the call-in provisions. Any called in items will be considered by the Customer and Corporate Services Scrutiny Management Committee.

Written representations in respect of items on this agenda should be submitted to Democratic Services by at **5.00pm on Monday 13 March 2023**.

**1. Declarations of Interest**

At this point in the meeting, the Executive Member is asked to declare any disclosable pecuniary interest or other registerable interest they might have in respect of business on this agenda, if they have not already done so in advance on the Register of Interests.

**2. Minutes**

(Pages 1 - 6)

To approve and sign the minutes of the Decision Session held on 7 February 2023.

### **3. Public Participation**

At this point in the meeting members of the public who have registered to speak can do so. Members of the public may speak on agenda items or on matters within the remit of the committee.

**Please note that our registration deadlines have changed to 2 working days before the meeting, in order to facilitate the management of public participation at meetings. The deadline for registering at this meeting is 5:00pm on Monday 13 March 2023.**

To register to speak please visit [www.york.gov.uk/AttendCouncilMeetings](http://www.york.gov.uk/AttendCouncilMeetings) to fill in an online registration form. If you have any questions about the registration form or the meeting, please contact Democratic Services. Contact details can be found at the foot of this agenda.

### **Webcasting of Public Meetings**

Please note that, subject to available resources, this meeting will be webcast, including any registered public speakers who have given their permission. The meeting can be viewed live and on demand at [www.york.gov.uk/webcasts](http://www.york.gov.uk/webcasts).

### **4. School term dates for the 2024/2025 school (Pages 7 - 28) year**

This report seeks approval of the attached school term dates for schools for whom the City of York Council (CYC) is the employer, for the school year beginning in September 2024.

### **5. Urgent Business**

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

Democracy Officer:

Name: Angela Bielby

Telephone – (01904) 552599

Email: [a.bielby@york.gov.uk](mailto:a.bielby@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.

**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

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City of York Council

Committee Minutes

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Meeting	Decision Session - Executive Member for Children, Young People and Education
Date	7 February 2023
Present	Councillor Waller
In Attendance	Alison Edeson (Skills Team Manager) Martin Kelly (Corporate Director Children and Education) Danielle Johnson (Director of Safeguarding Children Services and Education) Nicola Sawyer (Early Years Entitlement and Sufficiency Manager) Maxine Squire (Assistant Director Education and Skills)

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## **27. DECLARATIONS OF INTEREST [10.01]**

The Executive Member was asked to declare, at this point in the meeting, any personal interests, not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests that he might have had in respect of business on the agenda. He confirmed he had none and noted that he was a Governor at York High School and Westfield School.

## **28. MINUTES [10.02]**

Resolved: That the minutes of the Decision Session held on 10 January 2023 be approved and signed by the Executive Member as a correct record.

## **29. PUBLIC PARTICIPATION [10.02]**

It was reported that there had been no registrations to speak under the council's Public Participation Scheme. The Executive Member noted on the advice of the Monitoring Officer the item on school transport to Tadcaster Grammar School had been removed from the Forward Plan as the council would be largely unable to manage the consultation during the pre-election period before the Local Election. The consultation would take place following the new Council induction

period. The Assistant Director for education and skills confirmed that any changes to school transport would relate to the Year 7 intake to Tadcaster Grammar School in 2024.

### **30. ANNUAL CHILDCARE SUFFICIENCY REPORT [10.04]**

The Executive Member considered a report that provided an update on how City of York Council is meeting its statutory duty to secure sufficient early years and childcare provision for children aged 0-14 (and up to 18 for disabled children) including the impact of covid on the childcare market.

The Early Years Sufficiency and Entitlements Manager outlined the report, detailing the challenges faced by the sector. The Executive Member thanked her for the report and asked a number of questions to which she and officers responded that:

- The move from automatic allocation to form filling for funded places for 2 year olds was potentially causing a barrier to access for families. The Executive Member undertook to raise the matter with the Minister for Education.
- SEND provision for early years was a complex issue and the council was looking at working with providers on the inclusion fund and Education, Health and Care Plans (EHCP). They were also looking at attracting new providers into York and there would be an update on this in the next quarterly update.

The Executive Member thanked the seven new providers in York and acknowledged the work undertaken to retain experienced staff in the sector. A summary of the parent survey was given and it was noted that the cost of childcare was an issue. Officers were working with the council Family Information Service (FIS) and communications team on promoting tax free childcare and an update on this would be provided in the next quarterly update.

Regarding the drop in the number of 0-5 year olds, it was highlighted that birth rates were only one of a suite of factors which determined demand. It was confirmed that the requests for s106 funding/ capital infrastructure levy was factored into strategy council wide.

With reference to 28 providers needing support for rising energy costs, the Executive Member noted that he had written to the DfE about it and he undertook to follow this up.

The Executive Member thanked the Early Years Sufficiency and Entitlements Manager for her work in encouraging more people to join the childcare sector. He then;

Resolved: That;

- i. The Executive Member write to Education Minister concerning the move from automatic allocation to form filling for funded places for 2 year olds and the barrier to access this is causing families.
- ii. The content of the report be noted and agreed before it is shared with elected council members in line with statutory guidance.
- iii. The Executive Member notes the work done by officers to meet with DfE and Regional Organisations to raise York's concerns over funding and retention in the service, and, following on from the consideration of the issue in November, that the final report is briefed to the two local MPs.

Reason: In order to meet statutory guidance.

### **31. EARLY YEARS STRATEGY [10.22]**

The Executive Member considered a report that provided an update on the development of the Early Years Strategic Plan. The development of the plan had been facilitated by City of York Council through its co-ordination of the Early Years Partnership Board. The Assistant Director Education and Skills detailed the report. She highlighted the development of the Early Years Partnership Board Strategic Plan and operational functions under it. She noted that the board reported to the Children and Young People's sub-group of the Health and Wellbeing Board.

Following the overview of the strategy the Executive Member then;

Resolved: That;

- i. The final wording of the Early Years Partnership Board Strategic Plan (Annex 1 of the published report) be delegated to the Assistant Director Education and Skills for completion.
- ii. The Early Years strategic plan and monitoring of the operational delivery of the strategic plan through the work of the Early Years Partnership Board be supported and endorsed by the Executive Member.

Reason: The strategic plan will contribute to the delivery of the council's objective to ensure a better start in life for children and young people.

### **32. APPRENTICESHIPS UPDATE [10.29]**

The Executive Member considered a report that provided an update on apprenticeships and the Apprenticeship Levy. The Skills Teams Manager gave an overview of the report including an update on the work of the apprenticeships hub and partnerships. She noted that there would be an update on the Levy Transfer Scheme in the next six monthly update.

The Executive Member thanked the Skills Teams Manager and her team for their work on apprenticeships and he highlighted their work with the Corporate Parenting Board, taster days and variety of events to raise awareness of apprenticeships. He then;

Resolved: That;

- i. The content of the report be noted.
- ii. The championing of apprenticeships to support skills development within the council's existing workforce and to recruit new employees be continued.
- iii. Support be given to the continued reporting of Apprenticeship Levy updates on a six-monthly basis.

Reason: To continue to encourage the creation of apprenticeship opportunities in York, by supporting local businesses to access available funding and to support routes to employment for residents.

### **33. QUARTERLY UPDATE REPORT OF THE CORPORATE DIRECTOR OF CHILDREN SERVICES AND EDUCATION [10.37]**



The Executive Member considered a report that provided an overview of progress against key activity in the service for the previous quarter. The Corporate Director of Children Services and Education noted that the update would be presented on a quarterly basis and would include an update on work being undertaken to improve the service.

The Director of Safeguarding Children Services and Education detailed the progress against the ILACS Ofsted Inspection and the Children Services priorities following the move from the Ofsted Action Plan to the Ambition Plan. She also gave an update on the children's home development, the youth justice inspection, workforce, the national safeguarding review on residential placements, the recruitment of foster carers, planned audit activity (including a front door health check, foster carer allowances, family hubs and finance.

The Assistant Director Education and Skills then gave an update on the SEND inspection revisit, SEND afterschool club sufficiency, admissions an update on finance.

The Executive Member noted the challenges nationally and acknowledged that the move from agency to permanent social workers was a success and he thanked officers for their work on it. He highlighted the work with the two universities in York and apprenticeships hub. The Director of Safeguarding Children Services and Education was asked and confirmed that the recruitment lead for foster carers was a member of staff. The Executive Member noted that the update on family hubs was positive and he thanked officers for the update on the financial position, noting the investment in early years. He also thanked officers for their work on taxi contracts. He then;

Resolved: That the Quarter 3 update on Children Services and Education.

Reason: In order to be kept up to date on service area priorities.

Cllr Waller, Executive Member

[The meeting started at 10.01 am and finished at 10.59 am].

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**Decision Session – Executive Member for  
Education, Children and Young People****15 March 2023**

Report of the Corporate Director of Children, Education and Communities

**School term dates for the 2024/2025 school year****Summary**

1. This report seeks approval of the attached school term dates for schools for whom the City of York Council (CYC) is the employer, for the school year beginning in September 2024.

**Recommendations**

2. The Executive Member for Education, Children and Young People is recommended to approve:

- the draft term dates as in Annex B

Reason: to meet the statutory requirements of legislation including the Education Act 2002, (Section 32), and other related legislation.

**Background**

3. City of York Council (CYC) aims to ensure that term dates set for future school years are appropriate for both schools and residents. In setting term dates the council has also considered the term dates set by neighbouring LA's to ensure that there is an alignment to prevent potential disruption for parents/carers who have children in or work in schools in neighbouring LAs.
4. Term dates are set annually by CYC on behalf of all schools for whom CYC is the employer – that is all community, voluntary-controlled, community special or maintained nursery schools. The responsibility for setting term dates for other types of schools rests with the employers (governing body/academy trusts). Historically these schools have followed the dates set by CYC, with very little deviation from the agreed dates by academy trusts.
5. A coordinated method to developing school term dates continues to be in place across 25 LAs in the North East, Yorkshire and the Humber regions. The aim of coordinating the approach was to

mitigate the impact of varying term dates for those families who live, go to school, or are employed by schools in more than one LA area. These principles, followed independently by each LA each year create harmonised dates and reduce any unwelcome variation, whilst maintaining the length of terms and key holiday periods and avoiding split weeks.

6. The council has previously followed these guiding principles, with the aim of minimising any differences with other LAs in previous years. Some LAs have varied these dates locally or for other objectives such as to equalize the length of some half terms or to reflect local priorities. Notably Leeds and Sheffield have in recent years set a fixed Easter break in the first two weeks in April that results in some differences from other LAs who, in line with these regional principles – arrange a fortnight’s school holiday around the Easter weekend.
7. Building on coordinated term dates, officers have continued to work with an increasing number of other LAs to further the regional use of these agreed set of principles for future school years, and to produce sets of dates with as few differences as possible to minimise potential problems for parents/carers.

### **Dates for the 2024-2025 school year**

8. As there has not yet been a substantial move by any local academy to start to exercise their freedom to vary their term dates, and whilst there remains a ‘mixed economy’ of community and academy schools it would seem appropriate for the council to continue to set term dates that apply to all schools where CYC is the employer, and for other schools and academies to follow these dates in the interests of residents.
9. Due to the late Easter break in 2025, officers have developed two sets of draft dates. One set that follow regional principles as discussed in the Yorkshire and Humber Admissions Group. These are detailed in Annex A. For 2024-25 the standard pattern leads to a very short 19-day half term due to a very late Easter and the Monday bank holiday at the end of May being slightly earlier than usual.
10. Annex B is an alternative option for term dates for 2024-2025 that provides a more balanced school year by moving the Easter and February half term holidays forward one week, to increase the Summer 1st half term from 19 to 23 days.

11. All CYC schools and MATs were consulted upon for the two term date options of Annex A and Annex B.
12. It was recognised that it is collectively in the interest of all LAs to align dates save for those LAs with a fixed Easter break (Leeds and Sheffield); it is likely that all remaining LAs who have thus far participated with the regional group will likely set dates similar to York's for the 2024-2025 school year. This includes our immediate neighbours North Yorkshire County Council (NYCC) and East Riding of Yorkshire Council (ERYC), subject to their own consultations and decision making procedures.
13. Our neighbouring LAs North Yorkshire County Council and East Riding of Yorkshire County Council have both consulted with their schools including the two options which we have consulted upon.
14. These term dates and bank holiday dates are correct at the time of consultation and determination. If there are any changes to national bank holidays, City of York Council will amend the term dates accordingly to ensure that there are 195 leave days, not including the 5 school training days determined by each school. As was required when the additional Jubilee bank holiday was awarded in 2021/2022 academic year.

### **Consultation**

15. Between 30<sup>th</sup> November 2022 and 4<sup>th</sup> January 2023, all York schools, regardless of school type (community, academy etc.) were provided with these draft dates and the regional principles for comment by email and with the dates also being made available on [yorkeducation.co.uk](http://yorkeducation.co.uk), CYC's school-facing website.
16. Within the consultation period, we received feedback from two schools, which supported the term dates as shown in Annex B which provides a more balanced school year and a longer Summer half term.
17. We received one school response supporting the term dates in Annex A to allow for one training day to be used at the end of the school year.

18. As the NYCC and ERYC are looking to implement the term dates shown in Annex B we would advise that these term dates are recommended.

### **Future Strategy**

19. Where possible we will continue to implement the guiding principles as will several other LAs in the region. However as with the term dates for 2024-2025 we can provide possible alternatives to create a balanced school year within the consultation period and will discuss this with our immediate neighbours (NYCC and ERYC)
20. In meeting in September 2019, other LAs indicated they also wish to formalise the principles through their respective decision making processes. Many expressed their wishes to act in concert with CYC and recommend to their respective decision-makers to:
  - i. follow the agreed regional principles in future years and only deviate from these where there was good reason to do so on a local level – for example for a fixed Easter break;
  - ii. continue to work collaboratively across the region by setting out a clear policy and communicating draft dates for forthcoming years, and coordinating the timing and release of these dates for the next year collectively in future;

### **Options**

21. The Executive Member for Education, Children and Young People is recommended to approve:
  - i. the draft term dates as in Annex B for the 2024-2025 school year

### **Council Plan**

#### **Safe Communities and Culture for All.**

22. The setting of coordinated term dates in assists resident families' planning and reduces the amount of time families with children at more than one school have to arrange alternative childcare or time away from their employment.

#### **A Greener and Cleaner City of York Council**

23. The setting of coordinated term dates allows for resident families with more than one child to transport to school to coordinate their

school attendance and reduce the need to transport children to different LAs for different school holidays so minimising transport for school purposes.

### **A Better Start for Children and Young People**

24. A region wide agreement to implement term date principles allows transparent, consistent and effective use of school holidays to facilitate parents/carers across the region making plans for the school holidays in advance.

### **An Open and Effective Council**

25. An open and transparent term date consultation involving all community, voluntary aided, voluntary controlled and academy schools allows for fair, effective and efficient coordination of school term dates for all.

### **Implications**

#### **Financial**

26. There are no implications relating to Finance.

#### **Human Resources**

27. There are no implications relating to HR.

#### **Equalities**

28. There are no implications relating to equalities.

#### **Legal**

29. The report is in compliance with section 32 Education Act 2002 and the Council's responsibility to determine when the school terms and holidays are to begin and end.

#### **Crime and Disorder**

30. There are no Crime and Disorder implications.

#### **Information Technology (IT)**

31. There are no IT implications.

**Property**

32. There are no property implications.

**Other Implications**

33. There are no other implications.

**Risk Management**

34. There are no implications currently.

**Contact Details**

**Author:**

Rachelle White  
School Admissions Manager  
Children, Education and  
Communities  
01904 554239

**Chief Officer Responsible for the report:**

Maxine Squire  
Assistant Director Education and  
Skills

**Report approved**

**Date** 03/03/23

**Specialist Implications Officer(s)**

None

**Wards Affected:**

**All**

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

**Background Papers**

None

**Annexes**

<b>Annex A</b>	<b>2024-2025 Term Dates Standard Option</b>
<b>Annex B</b>	<b>2024-2025 Term Dates Option 1</b>
<b>Annex C</b>	<b>Equalities Impact Assessment for Term Dates 2024-2025</b>





**SCHOOL TERM DATES – STANDARD OPTION  
2024 - 2025 ACADEMIC YEAR**

AUTUMN TERM 2024																												
	August					September					October					November					December							
Monday			5	12	19	26		2	9	16	23	30		7	14	21	28		4	11	18	25		2	9	16	23	30
Tuesday			6	13	20	27		3	10	17	24		1	8	15	22	29		5	12	19	26		3	10	17	24	31
Wednesday			7	14	21	28		4	11	18	25		2	9	16	23	30		6	13	20	27		4	11	18	25	31
Thursday		1	8	15	22	29		5	12	19	26		3	10	17	24	31		7	14	21	28		5	12	19	26	31
Friday		2	9	16	23	30		6	13	20	27		4	11	18	25		1	8	15	22	29		6	13	20	27	31
Saturday		3	10	17	24	31		7	14	21	28		5	12	19	26		2	9	16	23	30		7	14	21	28	31
Sunday		4	11	18	25		1	8	15	22	29		6	13	20	27		3	10	17	24		1	8	15	22	29	

SPRING TERM 2025																												
	January					February					March					April												
Monday			6	13	20	27		3	10	17	24	31		3	10	17	24	31		7	14	21	28		14	21	28	31
Tuesday			7	14	21	28		4	11	18	25		4	11	18	25		1	8	15	22	29		15	22	29	31	
Wednesday		1	8	15	22	29		5	12	19	26		5	12	19	26		2	9	16	23	30		16	23	30	31	
Thursday		2	9	16	23	30		6	13	20	27		6	13	20	27		3	10	17	24		17	24	31	31		
Friday		3	10	17	24	31		7	14	21	28		7	14	21	28		4	11	18	25		18	25	31	31		
Saturday		4	11	18	25	31		1	8	15	22		1	8	15	22	29		5	12	19	26		19	26	31	31	
Sunday		5	12	19	26	31		2	9	16	23		2	9	16	23	30		6	13	20	27		20	27	31	31	

Autumn	40	75	195
	35		
Spring	35	65	
	30		
Summer	19	55	
	36		
School Holiday			
Bank Holiday			

SUMMER TERM 2025																								
	May					June					July													
Monday			5	12	19	26		2	9	16	23	30		7	14	21	28							
Tuesday			6	13	20	27		3	10	17	24		1	8	15	22	29							
Wednesday			7	14	21	28		4	11	18	25		2	9	16	23	30							
Thursday		1	8	15	22	29		5	12	19	26		3	10	17	24	31							
Friday		2	9	16	23	30		6	13	20	27		4	11	18	25								
Saturday		3	10	17	24	31		7	14	21	28		5	12	19	26								
Sunday		4	11	18	25		1	8	15	22	29		6	13	20	27								

These term dates are for Community and Voluntary Controlled schools in City of York.

Schools can set five non-contact days when the school will be closed to pupils.

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**SCHOOL TERM DATES – OPTION 1  
2024 - 2025 ACADEMIC YEAR**

AUTUMN TERM 2024																												
	August					September					October					November					December							
Monday					26		2	9	16	23	30		7	14	21	28			4	11	18	25		2	9	16	23	30
Tuesday							3	10	17	24		1	8	15	22	29			5	12	19	26		3	10	17	24	31
Wednesday							4	11	18	25		2	9	16	23	30			6	13	20	27		4	11	18	25	
Thursday							5	12	19	26		3	10	17	24	31			7	14	21	28		5	12	19	26	
Friday							6	13	20	27		4	11	18	25		1	8	15	22	29		6	13	20	27		
Saturday							7	14	21	28		5	12	19	26		2	9	16	23	30		7	14	21	28		
Sunday							1	8	15	22	29		6	13	20	27		3	10	17	24		1	8	15	22	29	

SPRING TERM 2025																												
	January					February					March					April												
Monday							3	10	17	24		3	10	17	24	31			7	14	21	28		1	8	15	22	29
Tuesday							4	11	18	25		4	11	18	25		1	8	15	22	29		2	9	16	23	30	
Wednesday							5	12	19	26		5	12	19	26		2	9	16	23	30		3	10	17	24		
Thursday							6	13	20	27		6	13	20	27		3	10	17	24		4	11	18	25			
Friday							7	14	21	28		7	14	21	28		4	11	18	25		5	12	19	26			
Saturday							1	8	15	22		1	8	15	22	29		5	12	19	26		6	13	20	27		
Sunday							2	9	16	23		2	9	16	23	30		6	13	20	27							

Autumn	40	75	195
	35		
Spring	30	60	
	30		
Summer	23	60	
	37		
School Holiday			
Bank Holiday			

SUMMER TERM 2025																											
	May					June					July																
Monday					26		2	9	16	23	30		7	14	21	28											
Tuesday							3	10	17	24		1	8	15	22	29											
Wednesday							4	11	18	25		2	9	16	23	30											
Thursday							5	12	19	26		3	10	17	24	31											
Friday							6	13	20	27		4	11	18	25												
Saturday							7	14	21	28		5	12	19	26												
Sunday							1	8	15	22	29		6	13	20	27											

These term dates are for Community and Voluntary Controlled schools in City of York.

Schools can set five non-contact days when the school will be closed to pupils.

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**City of York Council**  
**Equalities Impact Assessment**

**Who is submitting the proposal?**

<b>Directorate:</b>	People		
<b>Service Area:</b>	Education Support Services		
<b>Name of the proposal :</b>	Term Dates 2024-2025		
<b>Lead officer:</b>	Rachelle White		
<b>Date assessment completed:</b>	4/1/2023		
<b>Names of those who contributed to the assessment :</b>			
<b>Name</b>	<b>Job title</b>	<b>Organisation</b>	<b>Area of expertise</b>
Rachelle White	School Admissions Manager	City of York Council	Education

## Step 1 – Aims and intended outcomes

<b>1.1</b>	<b>What is the purpose of the proposal?</b> Please explain your proposal in Plain English avoiding acronyms and jargon.
	To provide a school term date calendar for 2024-2025 school year to meet the statutory requirements of legislation including the Education Act 2002, (Section 32)

<b>1.2</b>	<b>Are there any external considerations?</b> (Legislation/government directive/codes of practice etc.)
	Education Act 2002, (Section 32)

<b>1.3</b>	<b>Who are the stakeholders and what are their interests?</b>
	<p><i>City of York Council – fulfilling their statutory duty to provide school term dates to comply with Education Act 2002</i></p> <p><i>Multi Academy Trusts – also complying with Education Act 2002</i></p> <p><i>Other Local Authorities – to comply with Education Act 2022 but also to create identical term date calendars where possible with our immediate neighbours and other local LAs</i></p> <p><i>Families (parents &amp; guardians, children &amp; young people) – children and young people having the same school term date calendar where families may have children attending more than one school.</i></p>

<b>1.4</b>	<b>What results/outcomes do we want to achieve and for whom?</b> This section should explain what outcomes you want to achieve for service users, staff and/or the wider community. Demonstrate how the proposal links to the Council Plan (2019- 2023) and other corporate strategies and plans.
	<i>The report requires the approval of the City of York Council Executive Member for the 2024-2025 school year term dates.</i>

## Step 2 – Gathering the information and feedback

<b>2.1</b>	<b>What sources of data, evidence and consultation feedback do we have to help us understand the impact of the proposal on equality rights and human rights?</b> Please consider a range of sources, including: consultation exercises, surveys, feedback from staff, stakeholders, participants, research reports, the views of equality groups, as well your own experience of working in this area etc.	
	<b>Source of data/supporting evidence</b>	<b>Reason for using</b>
	Draft term dates annex A	Draft term dates using the guiding principles
	Draft term dates annex B	Draft term dates created with NYCC and ERYC providing a more balanced school calendar

## Step 3 – Gaps in data and knowledge

<b>3.1</b>	<b>What are the main gaps in information and understanding of the impact of your proposal? Please indicate how any gaps will be dealt with.</b>
<b>Gaps in data or knowledge</b>	<b>Action to deal with this</b>

### Step 4 – Analysing the impacts or effects.

<b>4.1</b>	<b>Please consider what the evidence tells you about the likely impact (positive or negative) on people sharing a protected characteristic, i.e. how significant could the impacts be if we did not make any adjustments? Remember the duty is also positive – so please identify where the proposal offers opportunities to promote equality and/or foster good relations.</b>		
<b>Equality Groups and Human Rights.</b>	<b>Key Findings/Impacts</b>	<b>Positive (+) Negative (-) Neutral (0)</b>	<b>High (H) Medium (M) Low (L)</b>
<b>Age</b>	<b>No impact as the term dates include school age children and also children who may have deferred</b>	<b>0</b>	<b>L</b>
<b>Disability</b>	<b>No impact as all schools are consulted with</b>	<b>0</b>	<b>L</b>
<b>Gender</b>	<b>No impact as all schools are consulted with</b>	<b>0</b>	<b>L</b>
<b>Gender Reassignment</b>	<b>No impact as all schools are consulted with</b>	<b>0</b>	<b>L</b>
<b>Marriage and civil partnership</b>	<b>No impact as all schools are consulted with</b>	<b>0</b>	<b>L</b>
<b>Pregnancy</b>	<b>No impact as all schools are consulted with</b>	<b>0</b>	<b>L</b>



<b>and maternity</b>			
<b>Race</b>	<b>No impact as all schools are consulted with</b>	<b>0</b>	<b>L</b>
<b>Religion and belief</b>	<b>No impact as all schools are consulted with</b>	<b>0</b>	<b>L</b>
<b>Sexual orientation</b>	<b>No impact as all schools are consulted with</b>	<b>0</b>	<b>L</b>
<b>Other Socio-economic groups including :</b>	<b>Could other socio-economic groups be affected e.g. carers, ex-offenders, low incomes?</b>		
<b>Carer</b>	<b>No impact</b>	<b>0</b>	<b>L</b>
<b>Low income groups</b>	<b>No impact</b>	<b>0</b>	<b>L</b>
<b>Veterans, Armed Forces Community</b>	<b>No impact</b>	<b>0</b>	<b>L</b>
<b>Other</b>	<b>No impact</b>	<b>0</b>	<b>L</b>
<b>Impact on human rights:</b>			
List any human rights impacted.	<b>No impact</b>	<b>0</b>	<b>L</b>

**Use the following guidance to inform your responses:**

Indicate:

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- Where you think that the proposal could have a POSITIVE impact on any of the equality groups like promoting equality and equal opportunities or improving relations within equality groups
- Where you think that the proposal could have a NEGATIVE impact on any of the equality groups, i.e. it could disadvantage them
- Where you think that this proposal has a NEUTRAL effect on any of the equality groups listed below i.e. it has no effect currently on equality groups.

It is important to remember that a proposal may be highly relevant to one aspect of equality and not relevant to another.

<p><b>High impact</b> (The proposal or process is very equality relevant)</p>	<p>There is significant potential for or evidence of adverse impact The proposal is institution wide or public facing The proposal has consequences for or affects significant numbers of people The proposal has the potential to make a significant contribution to promoting equality and the exercise of human rights.</p>
<p><b>Medium impact</b> (The proposal or process is somewhat equality relevant)</p>	<p>There is some evidence to suggest potential for or evidence of adverse impact The proposal is institution wide or across services, but mainly internal The proposal has consequences for or affects some people The proposal has the potential to make a contribution to promoting equality and the exercise of human rights</p>
<p><b>Low impact</b> (The proposal or process might be equality relevant)</p>	<p>There is little evidence to suggest that the proposal could result in adverse impact The proposal operates in a limited way The proposal has consequences for or affects few people The proposal may have the potential to contribute to promoting equality and the exercise of human rights</p>

**Step 5 - Mitigating adverse impacts and maximising positive impacts**

5.1	<b>Based on your findings, explain ways you plan to mitigate any unlawful prohibited conduct or unwanted adverse impact. Where positive impacts have been identified, what is been done to optimise opportunities to advance equality or foster good relations?</b>
<p>The Term Dates have a low impact as all schools are consulted with and where possible we wish to mirror the term dates of our immediate LA neighbours.</p>	

## Step 6 – Recommendations and conclusions of the assessment

6.1	<b>Having considered the potential or actual impacts you should be in a position to make an informed judgement on what should be done. In all cases, document your reasoning that justifies your decision. There are four main options you can take:</b>
<p>- <b>No major change to the proposal</b> – the EIA demonstrates the proposal is robust. There is no potential for unlawful discrimination or adverse impact and you have taken all opportunities to advance equality and foster good relations, subject to continuing monitor and review.</p>	

- **Adjust the proposal** – the EIA identifies potential problems or missed opportunities. This involves taking steps to remove any barriers, to better advance quality or to foster good relations.
- **Continue with the proposal** (despite the potential for adverse impact) – you should clearly set out the justifications for doing this and how you believe the decision is compatible with our obligations under the duty
- **Stop and remove the proposal** – if there are adverse effects that are not justified and cannot be mitigated, you should consider stopping the proposal altogether. If a proposal leads to unlawful discrimination it should be removed or changed.

**Important:** If there are any adverse impacts you cannot mitigate, please provide a compelling reason in the justification column.

<b>Option selected</b>	<b>Conclusions/justification</b>
<ul style="list-style-type: none"> <li>- <b>No major change to the proposal.</b></li> </ul>	<ul style="list-style-type: none"> <li>- the EIA demonstrates the proposal is robust. There is no potential for unlawful discrimination or adverse impact and you have taken all opportunities to advance equality and foster good relations, subject to continuing monitor and review.</li> </ul>

**Step 7 – Summary of agreed actions resulting from the assessment**

<b>7.1 What action, by whom, will be undertaken as a result of the impact assessment.</b>			
<b>Impact/issue</b>	<b>Action to be taken</b>	<b>Person responsible</b>	<b>Timescale</b>

**Step 8 - Monitor, review and improve**

<b>8. 1</b>	<b>How will the impact of your proposal be monitored and improved upon going forward?</b> Consider how will you identify the impact of activities on protected characteristics and other marginalised groups going forward? How will any learning and enhancements be capitalised on and embedded?
	We will consider and complete an EIA for each Term Date consultation going forward to take into account the impact of any changes

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