

NOTICE OF MEETING

**Children, Young People & Learning Overview & Scrutiny Panel
Wednesday 17 April 2013, 7.30 pm
Council Chamber, Fourth Floor, Easthampstead House, Bracknell**

To: CHILDREN, YOUNG PEOPLE & LEARNING OVERVIEW & SCRUTINY PANEL

Councillor Mrs Birch (Chairman), Councillor Mrs Hamilton (Vice-Chairman), Councillors Brossard, Gbadebo, Ms Hayes, Heydon, Kensall, Mrs McCracken and Mrs Temperton

Church Representatives (Voting in respect of Education matters only)

Two Vacancies

Parent Governor Representatives (Voting in respect of Education matters only)

Mrs C Murray and Mr R Briscoe

Teachers' Representatives (Non-Voting)

Miss V Richardson

cc: Substitute Members of the Panel

Councillors Allen, Ms Brown, Dudley, Thompson and Virgo

Children's Social Care Representative (Non-Voting)

Mrs C Mitchell

ALISON SANDERS
Director of Corporate Services

There will be a private meeting for members of the Panel at 7.00pm in the Board Room, Easthampstead House

EMERGENCY EVACUATION INSTRUCTIONS

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**Children, Young People & Learning Overview & Scrutiny Panel
Wednesday 17 April 2013, 7.30 pm
Council Chamber, Fourth Floor, Easthampstead House,
Bracknell**

AGENDA

Page No

1. APOLOGIES FOR ABSENCE/SUBSTITUTE MEMBERS

To receive apologies for absence and to note the attendance of any substitute members.

2. MINUTES AND MATTERS ARISING

To approve as a correct record the minutes of the meeting of the Children, Young People and Learning Overview and Scrutiny Panel held on 16 January 2013. Information sought by the Panel at its last meeting has been circulated electronically and is appended to the minutes.

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3. DECLARATIONS OF INTEREST AND PARTY WHIP

Members are requested to declare any disclosable pecuniary or affected interest, including the existence and nature of the Party Whip, in respect of any matter to be considered at this meeting.

Any Member with a Disclosable Pecuniary Interest or an affected interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.

4. URGENT ITEMS OF BUSINESS

Any other items, which pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.

5. PUBLIC PARTICIPATION

To receive submissions from members of the public which have been submitted in advance in accordance with the Council's Public Participation Scheme for Overview and Scrutiny.

6. BRACKNELL FOREST YOUTH COUNCIL

Members of the Youth Council will give a presentation concerning their current activities.

7. CORPORATE PARENTING ADVISORY PANEL

To note the minutes of the meeting of the above advisory panel held on 27 March 2013 and to receive a verbal report in respect of the Life Chances Team Annual Report.

9 - 14

PERFORMANCE MONITORING

8. QUARTERLY SERVICE REPORT

To consider the latest trends, priorities and pressures in terms of departmental performance as reported in the Quarterly Service Report for the third quarter of 2012/13 (October to December 2012) relating to Children, Young People and Learning, giving particular attention to outcomes of Ofsted school inspections, the Family Focus Initiative and youth provision.

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Panel members are, where possible, asked to give advance notice to the Overview and Scrutiny Team of any questions relating to the Quarterly Service Report.

Please bring the previously circulated Quarterly Service Report to the meeting. Copies are available on request and attached to this agenda if viewed online.

OVERVIEW AND POLICY DEVELOPMENT

9. CHANGES AFFECTING SPECIAL EDUCATIONAL NEEDS

A presentation in respect of changes affecting Special Educational Needs will be given.

10. EDUCATION TRANSPORT POLICY 2014/15

To comment on the Education Transport Policy 2014/15 prior to its approval by the Executive Member.

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11. WORKING GROUP UPDATE REPORT

To receive an update in respect of the working group of the Panel reviewing school governance.

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HOLDING THE EXECUTIVE TO ACCOUNT

12. EXECUTIVE KEY AND NON-KEY DECISIONS

To consider scheduled Executive Key and Non-Key Decisions relating to Children, Young People and Learning.

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DATE OF NEXT MEETING

The next scheduled meeting of the Children, Young People and Learning Overview and Scrutiny Panel will be held on 12 June 2013.

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**CHILDREN, YOUNG PEOPLE & LEARNING
OVERVIEW & SCRUTINY PANEL
16 JANUARY 2013
7.30 - 9.40 PM**



Present:

Councillors Mrs Birch (Chairman), Mrs Hamilton (Vice-Chairman), Allen, Brossard, Gbadebo, Ms Hayes, Kensall and Mrs Temperton

Miss V Richardson, Teachers' Representative

Apologies for absence were received from:

Councillors Heydon and Mrs McCracken

Mrs C Mitchell, Children's Social Care Representative

Councillor Dr Barnard, Executive Member for Children, Young People and Learning

Also Present:

Lesley Adams, Senior Admissions Officer

Andrea Carr, Policy Officer(Overview and Scrutiny)

Sandra Davies, Head of Performance Management and Governance

Lorna Hunt, Chief Officer: Children's Social Care

Dr Janette Karklins, Director of Children, Young People & Learning

Alex Walters, Independent Chair, Bracknell Forest Local Safeguarding Children Board

Bob Welch, Chief Officer: Learning & Achievement

29. Substitute Members

The Panel noted the attendance of the following Substitute Member:

Councillor Allen for Councillor Heydon

30. Minutes and Matters Arising

RESOLVED that the minutes of the meeting of the Panel held on 3 October 2012 be approved as a correct record and signed by the Chairman.

The Panel received previously circulated information on school admission appeals and on young people not in education, employment or training (NEET). In response to a Member's question regarding the number of children not offered their first school preference, the Panel was informed that a significant number of parents, particularly those applying for a primary place, expressed a preference for a school that they liked rather than their local school.

31. Declarations of Interest and Party Whip

There were no declarations of interest nor any indications that Members would be participating whilst under the party whip.

32. **Public Participation**

No submissions from members of the public submitted under the Council's Public Participation Scheme for Overview and Scrutiny had been received.

33. **Corporate Parenting Advisory Panel**

The Panel noted the minutes of the Corporate Parenting Advisory Panel meeting of 12 December 2012.

Arising from Members' questions and comments:

- It was agreed to circulate the Life Chances Team Annual Report when available.
- The Panel was informed that social workers were being recruited and it was anticipated that caseloads would reduce once new staff had been appointed. Currently 4 agency staff were employed. The length of agency staff appointment varied, the longest period being for cover for maternity leave.

34. **Bracknell Forest Local Safeguarding Children Board Annual Report 2011/12**

The Independent Chair of Bracknell Forest Local Safeguarding Children Board (LSCB) presented its annual report 2011/12 on the effectiveness of safeguarding and child protection practice in the locality.

The report set out the various ways that the LSCB assessed the effectiveness of local safeguarding arrangements including:

- Section 11 safeguarding self-assessments
- Individual case analysis (including child deaths and Serious Case Reviews)
- Review of safeguarding incidents
- Review of performance management information.

The report also detailed the LSCB's achievements in 2011/12, the challenges faced during this year and provided statistical information giving comparative data with previous years.

Arising from Members' questions and comments, the following points were made:

- The number of first time entrants to the Youth Justice system had increased by 68% between 2010/11 and 2011/12. This was partly due to a Thames Valley Police restructure and the numbers were now reducing. Information in respect of youth offending preventative work would be circulated to the Panel.
- There had been a 16% reduction in the number of sexual offences against those aged 17 and under in 2011/12 compared with the previous year. This continued to be a high priority for the Board.
- There was no direct correlation between the rise in the number of statutory homeless children and the number of first time entrants to the Youth Justice system. However the level of homelessness and the impact on families of changes in the benefit system continued to be monitored closely.
- The composition of the Clinical Commissioning Group was reported.
- It was agreed to circulate information to clarify the graph illustrating the rate of statutory homeless children 2010-2012. It was thought that there were

currently no children in bed and breakfast accommodation outside the Borough.

The Panel noted the Local Safeguarding Children Board 2011/12 Annual Report and thanked Alex Walters, Independent Chair, for her presentation.

35. **2011/12 Annual Report of the Independent Reviewing Officer for Children's Social Care**

The Panel considered the 2011/12 Annual Report of the Independent Reviewing Officer (IRO) for Children's Social Care which set out the work of the IRO Service over the period 1 September 2011 – 31 March 2012.

The report identified a number of areas of good practice and highlighted areas for development within the service for looked after children. These included:

- 100% of the 170 Looked After Children reviews were carried out within the statutory timescales. This was the second consecutive year that all reviews were conducted on time.
- Child participation in reviews had risen to 100% compared with 97.1% in 2010/11.
- The Child Participation Development Officer now sat within the same team as the IRO service, creating increased opportunities for joint working.
- As a consequence of the changes to the Short Break Statutory Guidance in May 2010 there were now fewer children who met the criteria for Short Break Care.
- An increase in the recruitment of local Foster Carers had enabled more children to remain in the local community.

Following further discussion, the Head of Performance Management and Governance agreed:

- to circulate information regarding the number of children who no longer meet the criteria for Short Break Care.
- to consider the inclusion of negative as well as positive comments in future reports.

36. **2013/14 Draft Budget Proposals**

The Director of Children, Young People and Learning presented a report on the key themes and priorities for the Children, Young People and Learning Department as outlined in the Council's Draft Budget Proposals for 2013/14. The key themes included draft budget pressures, draft budget savings, draft budget net position, capital spend, staffing implications, and fees, charges and other income.

It was reported that the Department was subject to budget pressures of approximately £484,000 which were due to an increase in the number of looked after children and an increase in the number of children subject to Child Protection Plans, a significant increase in the workload of the SEN Team and new national funding reforms. In addition the Department was proposing savings of approximately £398,000 in 2013/14..

Arising from Members' questions and comments the following points were noted:

- It was proposed to reduce the Children's Centre budget by £15,000 on the assumption that it would exceed its income targets by this amount.
- A review of the Youth Service would deliver cost reductions and widen the remit of the lead postholder.
- The contract for advice for 13-19 year olds had been reconfigured to deliver a cost saving without impacting on the level of service.
- Efficiencies of £17,000 had been negotiated in relation to fostering agencies and services would be provided locally where there was relevant capacity.

37. **Quarterly Service Report (QSR)**

The Panel considered the Quarterly Service Report (QSR) and progress against Service Plan actions for the second quarter of 2012/2013 (July to September). The Panel also considered a table setting out Ofsted inspection outcomes for the Borough's schools up to December 2012 and a presentation by the Chief Officer Children's Social Care, on permanent placements for children and young people in care.

With regard to the school inspections, the Panel was informed of Ofsted's current priority areas, which included the support given to schools by the local authority. All recent inspection reports had graded the authority's support to schools as good.

The Panel noted the outcome of school inspections and requested that details, including previous inspections, be submitted to future meetings.

Arising from Members' questions and comments on the presentation, the following points were noted:

- As at December 2012, there were 101 Looked After Children (LAC).
- The steady increase in the number of LAC under the age of 10 was partly due to more early intervention.
- There were no children's residential homes in the Borough apart from Larchwood, Short Break Unit for disabled children.
- There was a national shortage of adopters which impacted on placements for older children; sibling groups and children with complex needs.
- Efforts to recruit adopters included adverts in the annual press and informal coffee mornings. Once potential adopters had applied they could attend preparation groups which were held frequently across Berkshire.
- Subject to their suitability, the aim was for potential adopters' applications to be considered by the Adoption Panel as soon as possible and within 8 months. The time taken to place a child with adoptive families varied considerably as it was vital to ensure a suitable match.
- Adoption placements were reviewed by an Independent Reviewing Officer four weeks after being made.
- The Family Placement Team provided support for all children placed by Bracknell Forest (wherever they lived) for 3 years after the adoption order, in accordance with statutory guidelines plus on-going support for those living within Bracknell Forest.
- Special Guardians were often adults known to the child in need of a placement, such as an aunt, grandparent or a current foster carer.
- A bid for an early intervention and prevention grant to fund adoption placements had been successful.

The Panel thanked the Chief Officer Children's Social Care for her presentation.

38. Annual Admission Arrangements 2014/15

The Panel considered the draft annual schools admission arrangements 2014/15 which were currently out for public consultation prior to approval by the Executive in March.

Members suggested that further consideration should be given to the wording of the admissions criteria for primary schools regarding siblings, citing cases where this had an adverse impact on younger siblings. The Panel was informed that, when parents were offered a place for their child at a school outside of their designated area they were told that a place for younger siblings could not be guaranteed. However, Members felt that as some children went to schools outside of their locality because there were no places at the nearest school, the matter should be reviewed.

Members also suggested that, in view of the low response rates to the consultation, consideration should be given to new methods of consulting on the admission arrangements.

39. Working Group Update Report and 2013/14 Work Programme

The Panel considered a report which set out the progress achieved to date by the working group reviewing school governance and noted that the review was progressing well. The Panel was also invited to suggest topics for inclusion in its 2013/14 work programme and suggested the following :

- The Provision of School Places
- Supporting Disadvantaged Children and Families
- Youth Service Provision
- Education Transport Policy
- Transition from Primary to Secondary Schools Update
- Substance Misuse

40. Executive Key and Non-Key Decisions

The Panel noted the scheduled Executive Key and Non-Key Decisions relating to Children, Young People and Learning.

In response to a Member's question, the Panel was informed that the Sensory Consortium contract related to the renewal of pan-Berkshire contract for the provision of specialist support for visually and hearing impaired children.

CHAIRMAN

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Short Breaks

The Guidance around Children receiving Short Breaks was originally defined under the Children Act 1989 as care that lasts for fewer than 120 days per annum, with no period of care for longer than four weeks.

Following the introduction of the Short Break Statutory Guidance in 2010, for implementation in 2011 the guidance and process changed to:

Short Break care is defined as care that lasts for more than 24 hours, fewer than 75 days per annum, does not include a single episode of 17 days or more and is provided in one setting.

Following this change an internal review of the children/young people who were in receipt of short breaks under Section 20(4) of the Children Act 1989 took place in May 2010.

Those who do not come into this category will continue to be provided with accommodation under Section 17(6) of the Children Act 1989 and be reviewed as Children in Need by the Disabled Children's Team Manager and Assistant Team Manager.

There are currently **11 children** who are in this category receiving Short Break Care who would have previously been defined as LAC, who are now reviewed as Children in Need under Section 17 of the Children Act.

YOS Prevention Service

The YOS Prevention Service provides a preventative service to those young people and their parents/carers where the young person is aged 8 – 15 years and is identified as being at risk of entering the Criminal Justice System. The Service receives referrals via the Early Intervention Hub or directly from agencies involved with children and young people who meet the 'at risk of offending' criteria.

Following a comprehensive assessment which considers a wide range of criminogenic factors, an Individual Support Plan is agreed with the young person and his/her parent/carer which addresses the risk factors to offending in each case. Young people referred to the Prevention service receive interventions delivered on a one to one basis, which are most closely related to their risk factors associated with offending and/or anti social behaviour. We have a range of resources specifically designed for working directly with young people which enable our case workers to address issues such as, substance misuse, negative peer group influences, and family relationship difficulties, problems in school, bullying, physical and mental health, and domestic abuse and anger management. The YOS parenting worker, works with the parents and carers of young people, setting out the plan of work needed to assist the parents/carers to make a positive impact in reducing their child's risk of offending.

We also work with other providers to develop pro social leisure activities which promote self esteem, teamwork and positive interaction with others. An example of this was film project that 5 of our young people took part in last summer and the film the young people made has now been nominated for a National award. During school holidays we refer young people to the WAYZ youth provision and John Nike

leisure facility and we have also had young people participate in football projects hosted by Reading Football Club. We are currently planning to work with the Youth Service to access the Duke of Edinburgh program for some of our young people.

At the end of the YOS intervention, an exit strategy to follow on from the work done is often necessary and will involve referral to local partner agencies.

The YOS Prevention Service makes a significant contribution to the overall aim of reducing the numbers of young people entering the Youth Justice System for the first time.

There has been a significant (40%) increase in referrals to this service in the past 6 months which has coincided with a decrease in the number of young people entering the Youth Justice System and the 4 YOS case managers are now all working with this group of young people as well as those young offenders on Statutory court orders. Prevention has therefore become part of our core business in YOS and we have welcomed this change of focus which is consistent with the Department's development of Early Intervention services as a priority in the last year.

Karen Roberts – Head of Youth

Commentary on Homeless Children and Young People.

This indicator is monitored by the LSCB as an indicator of risk in relation to safeguarding. The figures shown in the LSCB Annual report relate to data for the financial year 2011 /12.

The comparative figures for 2011/12 and figures for 2103/14 are shown below, the figure in brackets identifies the actual number of children this related to for the 2013/14 figures.

The calculation is based on the number of children and young people per 10,000 population under 18.

	Q1	Q2	Q3	Q4
2011/12	14.7	18.7	21.0	28.3
2013/14	28.3 (77 chdn)	27.8 (74 chdn)	26.6 (71 chdn)	Not yet available.

Further information on homelessness can be sought from Clare Dorning – Head of Housing Strategy and Needs

**CORPORATE PARENTING ADVISORY
PANEL
27 MARCH 2013
5.00 - 7.00 PM**



Present:

Councillors Mrs Barnard (Vice-Chairman), Mrs Birch, Ms Brown, Heydon and Mrs McCracken (Substitute)

Also Present:

Councillor Dr Barnard

Apologies for absence were received from:

Councillor Ms Hayes

31. Election of Chairman

RESOLVED that Councillor Heydon be elected Chairman.

COUNCILLOR HEYDON IN THE CHAIR

32. Apologies for Absence/Substitute Members

The Panel noted the attendance of the following Substitute Member:

Councillor Mrs McCracken for Councillor Ms Hayes

33. Declarations of Interest

There were no declarations of interest.

34. Minutes and Matters Arising

RESOLVED that the minutes of the meeting held on 12 December 2012 be agreed as a correct record.

35. Care Leavers' Charter

Fiona Gibbins, Team Manager Over 11s and Leaving Care, provided an update on the work of the Over 11s and Leaving Care service against the expectations set by the Care Leavers Charter and to provided information on the Education provision for Care Leavers.

The Care Leavers Charter was issued by Government in Autumn 2012. Local Authorities were asked to use the principles set out in the Charter when they made decisions about young people's lives. The Charter for Care Leavers was designed to raise expectation, aspiration and understanding of what care leavers need and what the government and local authorities should do to be good Corporate Parents.

Local authorities were keen to adopt to Charter for Care Leavers, work had begun regarding this and targets had been set to evidence what was in the Charter.

It was suggested that five sentences: 'Believe in you, Listen, Inform you, Support you, Be a lifelong champion' be added as bullet points at the beginning to summarise the main points of the Charter and for young people reading the Charter to understand its purpose. The Charter had been shown to a care leavers group, and it was felt that an easy read version would be useful. There was a need to consider the impact of the Charter as it would be used to hold services for care leavers to account.

It was suggested that the wording be amended to read 'support you to find a home', rather than 'find you a home'. Young people would be persuaded to remain looked after between the ages of 16 and 18 years. Securing suitable accommodation for care leavers after the age of 18 years could be a challenge.

Care leavers should be encouraged to participate in a wider range of education options such as apprenticeships and vocational qualifications but it was noted that the fees associated with university may not present a desirable option.

The Panel:

- i. **SUPPORTED** the adoption of the Care Leavers Charter as a standard benchmark for Bracknell Forest Council;
- ii. **NOTED** the information provided in attached reports (Appendix B & C) on the current position of Care Leavers against the standards set in the Charter;
- iii. **ENDORSED** the plans to further develop the Virtual Care Leavers multi-agency meeting.

36. **Participation of Children and Young People Annual Report**

Sarah Roberts, Policy and Research Officer, presented a report informing and updating the Panel on progress made in developing children and young people's opportunities and capacity to participate within Children's Social Care.

The Panel noted the Children's Social Care Participation Strategy published in 2010 and a participation action plan, developed annually, with progress made against the 2012/13 Action Plan.

Progress against the 2013 Action Plan included shared values, ensuring participation, participation and advocacy, strategies and structures, systems, and skills and knowledge.

37. **Update on National Adoption Reform Agenda**

Sheila McKeand, Head of Service Looked After Children, presented a report informing and updating the Panel on the Adoption Improvement Reform legislation.

The Adoption Reform legislation had been introduced in 2013 with a view to implementation in law by 2014. However, there was an expectation that aspects of the legislation would be put into practice from April. A grant had been made to all local authorities to assist in improving local practice and encourage innovative developments to meet the increased demand for adoptive placements for children.

Of the £300,000 grant funding, provided for Bracknell Forest Council to increase levels of recruitment via adoption agencies, approximately £85,000 was ring-fenced and £203,000 was not ring-fenced. There was a requirement for the ring-fenced grant

to be spent. It was noted that adoption was just one route for permanence for young people. The aim for the grant to act as a catalyst, to speed up the process of adoption but placements would still be based on need and careful assessment.

38. **LAC Commissioning Strategy**

Sheila McKeand, Head of Service Looked After Children, gave a presentation providing an update on progress on development of the Commissioning Strategy for Looked After Children, Young People and Care Leavers 2013 – 2015.

It was suggested that the vision be amended as follows:

‘Children and young people grow into adults

Our aim is to provide support and service that will enable looked after children and young people to develop the life skills and ability to function as healthy, independent adults who are able to make positive relationships, achieve their full potential, contribute to society and, potentially, become good parents’.

It was suggested that there could be a focus on Early Intervention as an overarching theme and SiLSiP could be one way of incorporating the voice of young people. NEET children could be monitored, provided with access to greater opportunities and training, and encouraged to stay in education or employment. The Looked After Children’s (LAC) Team would now be responsible for assessing care leavers aged 21 to 25 years.

The LAC Team worked well to recruit foster carers within Bracknell Forest and Berkshire rather than in different counties further away, so more children could be placed closer to the Borough.

Challenges included: increased demand, the ages of children becoming looked after and locating affordable and appropriate housing for care leavers. There were changes to legislation regarding housing and benefits which would affect young people, and cultural changes including substance misuse, particularly Mephedrone, and young people remaining dependent for longer.

It was suggested that domestic violence/ abuse and medical needs should be considered, and the impact of the economic climate, for example, that it was more difficult for young people to find employment. Different cultural norms could lead to children being looked after.

The LAC sufficiency plan would be reviewed as it was general practice to offer a choice of two or three placements. An independent/ life skills training pack could be useful for young people and care leavers, and a measure to assess if they achieved certain standards by particular ages.

The presentation slides with the suggested changes would be circulated to the Panel.

39. **Update on Social Workers' Case Loads**

Janette Karklins, Director of Children, Young People and Learning, presented a report on work pressures in relation to Social Workers’ Case Loads.

Actions had been undertaken across Children’s Social Care to address the workload pressures, and innovative new work had been developed. There was some funding

for work regarding Early Intervention and adoption, and the impact of interventions would be monitored. Care and provision would be managed to a high level.

There were more in-house foster carers and social workers had shorter distances to visit looked after children. Plans were being established to recruit more social workers; experienced social workers were particularly difficult to recruit. There were two costs: staff and resources such as placements; and there was a contingency funding arrangement.

40. **"A tool for life: Helping looked after children achieve their potential".**

The Panel noted "A tool for life: Helping looked after children achieve their potential" a letter from Edward Timpson MP, Parliamentary Under Secretary of State for Children and Families.

41. **Ofsted Report - "Edging away from care - how services successfully prevent young people entering care"**

The Panel noted the Ofsted Report: "Edging away from care – how services successfully prevent young people entering care".

42. **Exclusion of Public and Press**

That pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of item 13 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

(3) Information relating to the financial or business affairs of any particular person.

43. **Performance Management Information**

The Panel considered the latest performance management information.

There were currently 104 looked after children and the number remained steady at around 100. There were 11 new looked after children in January and February 2013. Some children achieved permanence. Data showed that looked after children were more likely to come from larger families or families with different ethnic groups within them. In-house foster placements had increased but independent foster agencies were still needed.

A different format for the performance management information would be considered.

The Panel requested further information on trends identified in the performance management information in relation to Ward data of Looked After Children and reasons for refusal of dental checks.

44. **Life Chances Team Annual Report**

Sheila McKeand, Head of Service Looked After Children, presented a report on the process, performance and impact of the multi-agency Life Chances Virtual Team for Looked After Children.

Action plans would be monitored and there was now a CAMHS Family Therapist. The work of the Life Chances Team was being extended.

The Panel:

- i. **NOTED** the work of Life Chances Team and the positive impact and outcomes for looked after children;
- ii. **NOTED** that a similar model of multi-agency working had been established for Care Leavers;
- iii. **NOTED** the proposed actions and developments for the Life Chances team set out in paragraph 22 during the financial year 2013 -2014.

45. **Dates of Next Meetings and Forward Plan**

26 June 2013	Report on trends identified in Performance Management Information
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QUARTERLY SERVICE REPORT

CHILDREN, YOUNG PEOPLE AND LEARNING

Q3 2012-13
October - December 2012

Portfolio holder:
Councillor Gareth Barnard

Director:
Janette Karklins

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Section 1: Director's Commentary

Introduction

We started Quarter 3 with our best ever examination results at Key Stage 2 and GCSE, although the GCSE results were soured with the continuing controversy caused by the system for marking the English papers.

School Improvement

Three primary schools were inspected between October and December 2012. Wildridings Primary School and Owlsmoor Primary School were given an overall judgement of good. Jennett's Park CE Primary School was judged to require improvement. This newly established school is being supported by the School Improvement team and is expected to be good by the time it is next inspected. The LA will work with an HMI assigned to the school to support its progress. One secondary school, Easthampstead Park Community School, was inspected and was also judged to require improvement, having previously been graded as inadequate. A new headteacher takes up her post in the school from January 2013. A new headteacher has also been appointed on a permanent basis to Wildmoor Heath Primary School. This school remains in special measures but a monitoring inspection from Ofsted reported good progress since the previous HMI visit.

The annual report of Her Majesty's Chief Inspector of schools was published and for the first time Local Authorities were ranked according to the percentage of pupils attending good or outstanding primary schools. On this measure, Bracknell Forest was ranked 40th in the country. This figure is set to rise further as one school which was previously in a lower category was deemed to be good in September and other schools currently anticipating inspections are judged to have moved in to the 'Good' category.

We have been successfully using the leadership expertise within our schools. An outstanding Headteacher has joined our LA team as a primary Adviser for one day a week and is supporting three schools as their attached adviser. This has been a welcome addition to the team. The LA also continues to use the expertise of our headteachers as Executive Heads and this has been beneficial to both the schools and the development of leadership capacity within the borough.

ICT developments

The National Curriculum programmes of study for ICT are no longer statutory and many schools have used the opportunity provided by this to develop a range of interesting initiatives. In line with current thinking, there has been an increased focus on aspects of computer science, including the development of a partnership with the University of Reading to facilitate CPD for teachers in primary schools.

English as an Additional Language (EAL)

The English as an Additional Language (EAL) Team has supported primary and secondary schools to meet the needs for the higher than average number of newly arrived pupils. Staff in three primary schools and one secondary school were trained in the use of teaching and learning strategies for EAL pupils.

Looked After Children Education Support (LACES)

The Looked After Children Education Support (LACES) Team has continued to meet its core function through meetings with designated teachers, even though the number of children looked after has increased over the year. In addition, there has also been

a focus on reviewing the support provided to young people to improve their educational outcomes across all key stages and in particular at post-16.

Adult and Community Learning

Bracknell Forest's Community Learning service was inspected by Ofsted in November and graded as good in all four aspects of its work. This was an improvement on the previous inspection in 2011. The report highlighted the good support provided to learners by the team of skilled, well-qualified and enthusiastic tutors resulting in good outcomes. Leadership and management were graded as good and inspectors were particularly complimentary on the very strong and highly effective focus of the service on performance management, performance monitoring and quality improvement. We are all delighted with this outcome which is an improvement from the last inspection which was satisfactory.

Safeguarding

The number of children with child protection plans remains high, currently 120 children have child protection plans (end of December 2012). The categories of abuse are: Emotional: 62 (51%), Neglect: 47 (4%), Physical: 7 (6%), Sexual: 3 (3%), Multiple 1 (1%). The duration of the plans are : <3 months: 45, 3 - 6 months: 29, 6 - 12 months: 23, 12 - 18 months: 14 , 18 - 24 months: 7, 24 - 36 months: 1. All the children with plans for longer than 18- 24 months are also in care proceedings, or in the pre-proceedings process with one case of 4 children recently completing the court process and a review conference booked to end the plan.

Children's Social Care and the Quality Assurance Manager are currently exploring what factors in the wider community may have contributed to this steady increase in child protection numbers, particularly for younger children. The Secretary of State for Education recently spoke about the increases in the number of children in the care system. During the speech he made a profound statement, that we should be more concerned for the causes of horrific neglect and abuse that care can be a rescue from. That is for all of us a very thought provoking statement.

Looked After Children

The Annual LAC Award Ceremony took place at Easthampstead Park Conference Centre in October. This was well attended by looked after children, birth family members, foster carers and professionals. There were over 100 people celebrating the achievements of our LAC.

The Foster Carer conference was held in November, again very well attended. The topic of 'Neurolinguistic programming' was very stimulating, carers were encouraged to consider their own style of communication and how this can have an impact on their relationships with others.

The Adoption Scorecard was published in early December. Bracknell Forest has mixed ratings, partly due to historically small numbers and that the scorecard is taken over a three year period. However recent developments are showing improvements, with two indicators amongst the highest in the country.

Christmas events included a party for fostered children with their foster carer families during which there was a welcome appearance by Santa. This year Care Leavers helped cook a turkey dinner at NRG in Coopers Hill which was shared with staff and was followed by a go-karting trip.

Learning Difficulties and Disabilities (LDD)

The Speech and Language Therapy (SALT) contract for mainstream schools was awarded to the existing provider, Berkshire Healthcare Foundation Trust. The new three year contract commencing April 2013 will provide for some additional support to schools to better meet the demand.

The plans are moving forward to develop a resource unit pilot at Garth Hill College for young people with Speech and Language Therapy needs. It is hoped that where appropriate, children at the Primary Resource Unit at Meadow Vale School will transfer to the new unit at Garth Hill College for their secondary education thus better enabling their needs to be met locally.

The Aiming High Saturday Clubs and Holiday Schemes contract was awarded to the existing providers Kerith Konnections and KIDS. The popular schemes provide a positive experience for children with disabilities and a valuable break for parents of children with disabilities.

Youth Offending Service (YOS)

The YOS has been preparing for the initial implementation of the Legal Aid and Sentencing Act, (LASPO) elements of which came into force on 3rd December 2012. These include changes to the conditions the Court must satisfy before remanding young people into custody, and changes to the arrangements for allocation and care of those who do get remanded into Youth Detention Accommodation. All young people who are remanded into Youth Detention Accommodation will become Looked After Children and YOS have set up arrangements with Children's Social Care to jointly manage these young people. In Bracknell Forest we currently have no young people remanded into custody.

The YOS Prevention Service has been subject to an independent external evaluation which took place in November 2012, and the detailed report of the findings is awaited. There has been a significant increase in referrals to this service during this quarter.

Family Focus

The work on Family Focus continues with good progress made in developing the processes and supporting some of our most vulnerable families.


















Early Intervention Hub

The Early Intervention Hub, developed as a result of an internal review, and a review of the Common Assessment Framework by the CYPL Overview and Scrutiny Panel; was successfully launched in November 2012. The Hub is designed to provide a single coordinated multi-agency forum to ensure early intervention and prevention services are offered to children, young people and families, and is a single point of access for all completed assessments [CAF or Family CAF] which are to be discussed. It is also intended to provide a mechanism for "step up and step down" processes into and out of Children's Social Care and other specialist services where appropriate.

The Hub meets on a fortnightly basis all year round, and has been well attended by practitioners from a wide range of agencies, with many creative solutions being agreed to support children, young people and families. Work is underway to evaluate the impact of the Hub and this will continue into the coming months. In December a new Early Intervention Social Worker was appointed to work with families identified through the Hub and support the Council's Family Focus initiative.

Section 2: Department Indicator Performance

Ind. Ref	Short Description	Previous Figure Q2 2012/13	Current Figure Q3 2012/13	Current Target	Current Status	Comparison with same period in previous year
Children's Social Care – Quarterly						
NI043	Young people within the Youth Justice System receiving a conviction in court who are sentenced to custody (Quarterly)	0	0.00	-		
NI068	Percentage of referrals to children's social care going on to initial assessment (Quarterly)	69.9%	86.0%	70.0%		
CSP9 .01	Reduce the reoffending rate of the Bracknell Forest local cohort of all young offenders (Quarterly)	0	-	-	-	N/A
L092	Number of children on protection plans (Quarterly)	127	120	N/A	N/A	N/A
L123	Initial assessments for children's social care carried out within 10 working days of referral (Quarterly)	87.8%	85.4%	85.0%		
L140	Percentage of children looked after in family placement or adoption (Quarterly)	63%	64%	66%		
L161	Number of looked after children (Quarterly)	104	101	N/A	N/A	N/A
Health and Wellbeing – Quarterly						
CSP9 .03	Prevent a rise in first-time entrants into the Youth Justice System (Quarterly)	9	9	50		
Learning and Achievement – Quarterly						
NI086	Secondary schools judged as having good or outstanding standards of behaviour (Quarterly)	66.6%	66.6%	66.0%		
NI103 .1	Special Educational Needs - statements issued within 26 weeks - excluding exception cases (Quarterly)	100.0%	100.0%	98.5%		
NI103 .2	Special Educational Needs - statements issued within 26 weeks - all cases (Quarterly)	93.5%	90.9%	85.0%		
L139	Schools judged good or better by Ofsted (Quarterly)	74%	72%	71%		
Learning and Achievement – Annual						
NI057	Children and young people's participation in high-quality PE and sport (Annually)	90.0%	90.0%	90.0%		
NI072	Achievement of at least 78 points across the EYF Stage with at least 6 in each of the scales in Personal Social and Emotional Development and CLL (Annually)	53.5%	69.0%	62.0%		
NI073	Achievement at level 4 or above in both English and Maths at Key Stage 2 (Annually)	72.0%	79.0%	76.0%		
NI075	Achievement of 5 or more A(star)-C grades at GCSE or equivalent including English and Maths (Annually)	59.6%	61.2%	62.0%		
NI078	Reduction in number of schools where fewer than 30 percent of pupils achieve 5 or more A(star)-C grades at GCSE(Annually)	0	0	0		
NI092	Narrowing the gap between the lowest achieving 20 percent in the Early Years Foundation Stage Profile and the rest (Annually)	24.9%	25.4%	25.0%		
NI093	Progression by 2 levels in English between Key Stage 1 and Key Stage 2 (Annually)	83.0%	88.0%	84.0%		
NI094	Progression by 2 levels in Maths between Key Stage 1 and Key Stage 2 (Annually)	79.0%	88.0%	82.0%		
NI102 .1	Achievement gap between pupils eligible for free school meals and their peers - Key Stage 2	28.0%	18.0%	20.0%		

	(Annually)					
NI102.2	Achievement gap between pupils eligible for free school meals and their peers - Key Stage 4 (Annually)	23.8%	32.0%	24.0%		
NI104	The Special Educational Needs (SEN)_non-SEN gap - achieving Key Stage 2 English and Maths threshold (Annually)	44.2%	52.0%	46.0%		
NI107	Key Stage 2 attainment for Black and minority ethnic groups (Annually)	74.0%	77.3%	76.0%		
NI108	Key Stage 4 attainment for Black and minority ethnic groups (Annually)	347	354	350		
L153	Percentage of looked after children reaching level 4 in English at Key Stage 2 (Annually)	100.0%	0.0%			
L154	Percentage of children looked after (as at 31st March) reaching level 4 in Maths at Key Stage 2 (Annually)	0.0%	0.0%			
L155	Percentage of children looked after achieving 5 A(star)-C GCSEs (or equivalent) at Key Stage 4 (including English and Maths) (Annually)	11.0%	0.0%			
L158	Reduction in number of schools where fewer than 60% of pupils achieve Level 4 in both english and maths at KS2 (Annually)	4	1	2		
Strategy, Resources & Early Interventions - Quarterly						
NI067	Percentage of child protection cases which were reviewed within required timescales (Quarterly)	95.8%	94.3%	98.0%		
L141	Number of youth centre attendances (Quarterly)	1,868	1,365	1,450		

Note: Key indicators are identified by shading

Traffic Lights

Compares current performance to target

Comparison with same period in previous year

Identifies direction of travel compared to same point in previous year



On, above or within 2.5% of target



Performance has improved



Between 2.5% and 7.5% of target



Performance sustained



More than 7.5% from target



Performance has declined

The following are annual indicators that are not being reported this quarter:

Ind Ref	Short Description
NI019	Rate of proven re-offending by young offenders (Annually)
NI058	Emotional and behavioural health of looked after children (Annually)
NI060	Percentage of core assessments for children's social care that were carried out within 35 days of their commencement (Annually)
NI061	Timeliness of placements of looked after children for adoption following an agency decision that the child should be placed for adoption (Annually)
NI062	Stability of placements of looked after children - number of placements (Annually)
NI063	Stability of placements of looked after children - length of placement (Annually)
NI064	Child Protection Plans lasting 2 years or more (Annually)

NI065	Percentage of children becoming the subject of a Child Protection Plan for a second or subsequent time (Annually)
NI066	Looked after children cases which were reviewed within required timescales (Annually)
NI067	Percentage of child protection cases which were reviewed within required timescales (Annually)
NI068	Percentage of referrals to children's social care going on to initial assessment (Annually)
NI147	Care leavers in suitable accommodation (Annually)
NI148	Care leavers in suitable education, employment or training (Annually)
NI111	First time entrants to the Youth Justice System aged 10-17
NI112	Under 18 conception rate (Annually)
NI117	16 to 18 year olds who are not in education, training or employment (NEET) (Annually)
NI079	Achievement of a Level 2 qualification by the age of 19 (Annually)
NI080	Achievement of a Level 3 qualification by the age of 19 (Annually)
NI081	Inequality gap in the achievement of a Level 3 qualification by the age of 19 (Annually)
NI082	Inequality gap in the achievement of a Level 2 qualification by the age of 19 (Annually)
NI086	Secondary schools judged as having good or outstanding standards of behaviour (Annually)
NI087	Secondary school persistent absence rate (Annually)
NI091	Participation of 17 year-olds in education or training (Annually)
NI105	The Special Educational Needs (SEN_non SEN gap -- achieving 5 A(star)-C GCSEs including English and Maths (Annually)
NI114	Rate of permanent exclusions from school (Annually)
NI052.1	Take up of school lunches - Primary schools (Annually)
NI052.2	Take up of school lunches - Secondary schools (Annually)

Section 3: Complaints

Complaints received

Stage	No. rec'd Q3	Nature of complaints (bulleted list)	Action taken and lessons learned (bulleted list)
Statutory Procedure Stage 1	6	<ul style="list-style-type: none"> • 3 complaints regarding the assessment / investigation process • 2 regarding Staff Decisions / Conduct • 1 for standard of Service 	<ul style="list-style-type: none"> ▪ 2 Complaints were deferred ▪ 1 is within investigation process ▪ 1 complaint was deferred ▪ 1 is within investigation process ▪ Complaint deferred
Statutory Procedure Stage 2	1	<ul style="list-style-type: none"> ▪ Assessment / investigation 	<ul style="list-style-type: none"> ▪ Pending further information
Corporate Procedure Stage 1	4	<ul style="list-style-type: none"> ▪ Complaints regarding the Staff decisions / Conduct of the allocated SW 	<ul style="list-style-type: none"> ▪ 1 was Upheld ▪ 1 was Not Upheld ▪ 1 is within investigation process ▪ 1 complaint was deferred
Local Government Ombudsman	1	<ul style="list-style-type: none"> ▪ Complainant dissatisfied with Council's investigation 	<ul style="list-style-type: none"> ▪ Ongoing

Compliments received for Children's Services Compliments provide valuable information about the quality of our services and help identify the areas in which we are working well.

Across the Children, Young People & Learning Department 38 compliments were recorded for Quarter 3.

NB: It should be noted that this section relates only to the statutory complaints procedure relevant to Children's Social Care.

Section 4: People

Staffing Levels

	Establishment Posts	Staffing Full Time	Staffing Part Time	Total Posts FTE	Vacant Posts	Vacancy Rate
Director	2	2	0	2	0	0
Learning & Achievement (incl Education Library Service)	140	55	85	97.43	3	2.1%
Children's Social Care	142	90	52	121.75	4	2.7%
Strategy, Resources & Early Intervention	167	73	94	112.47	4	2.3%
Department Totals	451	220	231	333.65	11	2.4%

Staff Turnover

For the quarter ending	31 Dec 2012	2.0%
For the last four quarters	1 Jan 2012 – 31 Dec 2012	9.0%

Total voluntary turnover for BFC, 2011/12: 12.69%
 Average UK voluntary turnover 2011: 9.3%
 Average Public Sector voluntary turnover 2011: 6.7%
 (Source: XPerHR Staff Turnover Rates and Cost Survey 2012)

Comments:

There have been 9 voluntary leavers during Quarter 3.

Staff Sickness

Section	Total staff	Number of days sickness	Quarter 3 average per employee	2012/13 annual average per employee
Director	2	0	0	0
Learning & Achievement (incl Education Library Service)	140	215	1.54	3.84
Children's Social Care	142	374	2.63	7.67
Strategy, Resources & Early Intervention	167	193	1.16	3.77
Department Totals (Q3)	451	782	1.73	
Totals (12/13)	451	2256		5.00

Comparator data	All employees, average days sickness absence per employee
Bracknell Forest Council 11/12	5.64 days
All local government employers 2011	8.1 days
All South East Employers 2011	6.4 days

(Source: Chartered Institute of Personnel and Development Absence Management survey 2012)

Comments:

Long Term Sickness cases account for 385 days absence, 49% of the department's absence, which have had a considerable effect of the department's absence statistics.

Learning and Achievement

There have been 4 cases of LTS.

Children's Social Care

There are 2 ongoing cases in this branch.




Strategy, Resources and Early Intervention

There are no ongoing cases.


N.B. 20 working days or more is classed as Long Term Sick.

Section 5: Progress against Medium Term Objectives and Key Actions

Progress has been monitored against the sub-actions, supporting the Key Actions contained in the Children, Young People & Learning Service Plan for 2012 – 2013. This contains 40 actions to be completed in support of 4 Medium Term Objectives. Annex A provides detailed information on progress against each of these actions:

Overall 1 action was completed at the end of Quarter 3 () , while 38 actions are on schedule () and 1 was causing concern () .

The 1 action that was causing concern is:

Ref	Action		Progress
4.2.2	Recruit at least 12 foster carer households in 2012/13		We currently anticipate that 10 Fostering households will be approved by end of March 2013 - another two have not progressed as anticipated. A further two Kinship placements are currently being assessed.

Section 6: Money

Revenue Budget

The original cash budget for the department was £12.809m. Net transfers in of £0.013m have been made bringing the current approved cash budget to £12.822m. In addition to this amount, there is a budget for Dedicated Schools Grant and other income of £76.330m to fund the Schools Budget which is outside the control of the Council. Within the Schools Budget, £13.025m is managed by the Council on behalf of schools. A breakdown of the budget is available in Annex B1, with Annex B2 showing the budget changes processed this quarter.

The forecast outturn for the department is £12.778m (£0.044m under spend on the current approved cash budget). For the ring-fenced Schools Budget, the forecast outturn is for a £0.034m under spending. The Schools Budget has further income of £0.168m from the ring-fenced under spending from 2011-12, making a total forecast under spending of £0.202m, the details of which are set out at the end of Annex B1.

A detailed analysis of the variances this quarter is available in Annex B3.

The department has identified the following as a budget that can pose a risk to the Council's overall financial position, principally because it is vulnerable to significant changes in demand for a service. The current position is as follows:

Service Area	Budget £000	Forecast Outturn £000	Comments
Looked After Children – accommodation, care costs and allowance payments	3,819	4,089	The number of children in care and on the child protection register at the end of November is 215. This compares to 194 in April and additional costs are being incurred as a result of this increase.

There were no limited assurance opinion audits this quarter.

Capital Budget

The original approved capital budget for the department was £18.922m. There has been a further allocation of £2.754m Basic Needs Grant from the DfE to address the shortage of school places, with other sources of funding increasing by £0.048m, resulting in an anticipated budget of £21,724m. These changes are subject to approval of Full Council before they become part of the approved capital budget.

Within the total anticipated budget, £13.011m is expected to be spent on work completed in the current year, with £8.713m slipping forward into 2013/14 to finalise schemes that cross both years. This mainly reflects the timing of large school expansion and maintenance projects that need to be undertaken during the school summer holidays to minimise the disruption to the education of children.

Expenditure to date is £8.077m representing 62% of the budget expected to be spent this year. The department anticipates all of the total approved budget will be spent by the end of the financial year as the programme is weighted towards the second half of the year. A detailed list of schemes together with their budget, subject to approval of proposed virements, and forecast spend is available in Annex B4.

The following schemes are forecast to over/under spend by at least £20k:

Scheme	Over/Under Spend £000	Comments
None	n/a	n/a.

Section 7: Forward Look

Strategy, Resources and Early Intervention

Performance and Governance - Continue planning for the annual LSCB Conference to be held in June 2013. This Conference has been highly successful for a number of years and the theme for this year will be on neglect and the impact this has on outcomes for children, young people and families. We will also be welcoming a new LSCB Business Manager to Bracknell Forest; Jonathan Picken is joining us in January and will be taking up the post previously held by Andrea King, who left Bracknell in September 2012.

We will be reviewing the progress made against Creating Opportunities - our joint strategic plan for children, young people and families in Bracknell Forest 2011 - 2014. This review will tell us what progress has been made and where there is still work to do. This will be the final review of the plan, as we will be undertaking work throughout 2013 to develop a new plan for 2014 onwards.

We will be working on producing our first Annual Report on the work that has been undertaken across the Children, Young People and Learning Department. This will be completed by the end of March 2013.

Youth Service Modernisation Programme – The project is currently in Phase Two of the programme with a focus on the town centre Youth Hub. Young people are part of the Programme Board, including a co-chair, who will be making recommendations in relation to a location for the Hub and also, the type of services young people would like to see delivered.

Improved delivery of **Sexual Health and Substance Misuse Clinics** in schools, and within the community, alongside the contribution to the PHSE programmes in schools focusing on Health and Well-being.

Review the delivery of **more targeted provision** to ensure access for those who are pre-NEET within schools and those who are post 16 NEET, or not in school or education.

Admissions and Property - The statutory consultation on the Council's annual admissions arrangements from September 2014 have commenced and this will run until the end of January 2013.

Capacity projects at Sandy Lane and Holly Spring are on site and progressing well. These are the final phases of work that will complete the expansion of both schools.

Further school capacity projects are being planned at The Pines, Owlsmoor, Meadow Vale, Crown Wood and Cranbourne Primaries, and at Garth Hill College and The Brakenhale School, to meet basic need.

The re-procurement of the Managing Partner contract currently held by EC Harris commenced in December 2012, as the contract is due to expire in November 2013.

Human Resources – Work continues with workforce development with the implementation of the streamlined electronic process for applying for DBS disclosures, supporting workforce implications from the Council's early intervention strategy, commencing recruiting to the 2013/14 newly qualified teacher pool, supporting one school in recruiting a new headteacher, supporting the department in managing budget reductions, reviewing the recruitment and retention of children's social workers, reviewing school HR policies and procedures, reviewing the arrangements for DBS checks across the workforce.

Children's Centres - Advisory Board Conference to take place in March to support members in understanding their roles and responsibilities and to launch a new e-Learning package.

Peer review to take place in Children's Centres in March and support and challenge visits to commence in January

Following the very positive response from a parents' questionnaire at The Oaks, we will be looking to increase the number of parents on the Advisory Board and Forum. In addition, actions will be put in place to take forward suggestions from the survey results.

Childcare - Engage with childminders to increase numbers accessing the free entitlement for 2, 3 and 4 year olds.

Raising attainment and closing the gap – A number of projects will be progressed with schools and nurseries specifically around behaviour support.

Family Focus Initiative - 35 families will be engaged and robust family plans will be in place.

A shared family case file system specification will be completed and ready for development. This will, improve joint working, aid more effective family intervention and help professionals to have the bigger picture and rationalise their visits.

Bespoke frontline training will be developed to strengthen skills and understanding and to ensure that all frontline staff operate in the same way for consistency and increased effectiveness.

A new Information Sharing Protocol is being developed and all partner agencies and LA services will be required to sign up for implementation.

A number of families are being identified through the PRU and a dedicated EP will be working directly with those families to help to change their behaviours.

Finance – Continue to monitor the 2012-13 budget, aiming to continue to reduce the forecast over spending and complete preparations for the 2013-14 budgets, both those relating to the Department and schools.

Identify any schools facing financing difficulties in 2013-14 and develop plans to balance their budgets.

Continue to review trading with schools in the light of the academy programme.

ICT - Implement server upgrades for nine of our Bracknell Forest schools. We will also introduce a change in the operating system used by staff from Windows XP to Windows 7 and introduce Office 2010. This is a drive to ensure that we are in line with a technology roadmap set by our MIS supplier Capita. As a result staff will realise a significant benefit in their use of SIMs and Teachers using curriculum based software in classrooms.

Preliminary work to improve the network infrastructure has started for a number of schools and will continue through the term.

Children's Social Care

Safeguarding - One of the chief recommendations from the Family Justice Review into family law and care proceedings was that care proceedings need to be completed in 6 months. A programme of training and workshops have been organised for all relevant managers and staff to assist in moving towards this change.

Training in the Single Assessment format has been organised for March 2013 for all social workers. The Single Assessment will replace the need for a separate initial and core

assessment and the statutory timescales for the completion of the assessment will be significantly revised or removed altogether. A new process for managing this has not yet been written locally as the revised version of Working Together has not been published by the Department for Education; this is due imminently and a paper supporting the changes will be written shortly afterwards.

Looked After Children - Activity groups for Under 11s and Over 16s are being developed to provide 'voice of the child' forums for younger looked after children and Care Leavers alongside the successful Children in Care Council (SILSIP) which tends to be attended by teens.

The National Charter for Care Leavers is to be adopted by Bracknell Forest Council and launched in this quarter. This sets out for eligible young people the details of how the Council will put into effect the commitment to support them beyond 18 in matters such as education, training or employment, accommodation and emotional support.

In February the Life Chances Team are organising a conference on 'Why Relationships matter in schools' to be presented by Louise Bomber, an attachment specialist. One of the aims of the day is to identify how to embed her approach within schools.

Following on from Louise Bomber the Life Chances Team are developing strategies to improve services offered to adopted children and their families through schools and post adoption services.

Most of the referrals are now going through the Early Intervention Hub and being triaged by a multi professional team.

Learning Difficulties and Disabilities - The Disabled Children's Team, Aiming High for Disabled Children and Larchwood Short Break Unit will remain within Children's Social Care and Sonia Johnson has been appointed as Head of Specialist Support to manage these areas.

A post diagnosis support service for children and young people on the Autistic Spectrum is being put out to tender with expressions of interest due back on 28th January 2013. Through providing early intervention and support it is anticipated that the need for services from the Local Authority will be reduced.

Youth Offending Service - The YOS self assessment of its work with victims and Restorative Justice which has been taking place in Quarter 3 will be completed and a report and action plan will be submitted to the YOS management board.

YOS have commissioned a bespoke training package from Berkshire Autistic Society to help practitioners address the needs of young people within the Criminal Justice System who have Autistic Spectrum Disorders and this will take place in Quarter 4.

Learning and Achievement

Annual Governor Conference - The annual conference for school governors will take place on Saturday 26 January. This year's theme will be 'Leadership - Making a Difference'. In addition, a number of governors will be taking part in a new national training programme for chairs and aspiring chairs of governors.

School Improvement - As part of our Service Level Agreement all primary schools receive a termly visit from their assigned LA adviser. For the spring term 2013 the focus of the meetings will be to review and share an evaluation of the progress that the school has made against identified areas for development agreed on autumn term visit and review the quality of teaching and learning in the school and validate the school's judgement.

In preparation for the meeting, headteachers will be asked to review progress against actions outlined in the school's plans and evaluate their impact.

A major programme to support the teaching of mathematics starts in January and other professional development opportunities have been arranged covering Ofsted inspection, English and ICT.

Bracknell Forest Headteachers' Education Conference - Planning is well advanced for the annual Education Conference in February for headteachers which this year will focus on The Enquiring Head – Following a Lead.

Pupil well being and safeguarding - The Department will be promoting a Safer Internet Day arranged for Tuesday 7 February 2013. This will help highlight for parents the issues associated with children and young people having ready access to on-line materials and social networking sites. In addition we are working with the South East Grid for Learning and the UK Safer Internet Centre to promote a free briefing session on internet safety to be held at our Education Centre in February.







Special Educational Needs - In preparation for changes in legislation relating to children with Special Educational Needs and Disabilities, the Special Educational Needs (SEN) Team will move to the Learning and Achievement Section of the Department. Amanda Wilton, Head of Targeted Services, will lead strategically in this area. Work continues on implementing the developments from the draft legislation related to reform of provision for children and young people with special educational needs. The focus for the spring will be to strengthen joint working with health in order to ensure that the new duty to ensure integration of services across education, health and social care is met. New thresholds for schools to use to access additional funding for pupils with complex special educational needs will be disseminated to schools. We will continue to monitor closely the work of the pathfinder LA's and consult with parents and young people to involve them in the planning of the local offer.









Training will be offered for SENCOs in schools on costed provision mapping as part of a programme of work related to the new funding arrangements which commence from April 2013.










Narrowing the Gap and the Pupil Premium - The Pupil Premium is targeted at specific groups of pupils in order to provide additional support and resources to narrow the attainment gap. School advisers will be working with schools to evaluate the impact of the use of the pupil premium in narrowing the gaps in performance between different groups of children including those eligible for a free school meal, those in the care of the LA and those from a service family. In addition secondary schools will be receiving additional funds for pupils in Year 7 who have not achieved the expected level in English or mathematics. The LA school improvement team will continue to provide examples of how these additional funds can be used by schools and their impact evaluated by senior leaders and school governors.










Support for those Not in Education, Employment or Training (NEET) - Work continues to support Bracknell Forest young people who are not in education, employment and training (NEET) despite a changing economic landscape. The focus of the work is based around two strands of activity; prevention and targeted support. The prevention work uses the risk of NEET indicators (RONI) which are based on quantitative data held on the ONE database. This is used in conjunction with the local intelligence held by schools who are regularly informed of those young people who potentially could become NEET. The second element of work is to engage young people into appropriate education and training. Much of this work is focused on individual young people through the work of the multi-agency participation group. Work is underway to expand the provision for care leavers.









Annex A: Progress on Service Plan Actions






MTO 1: Re-generate Bracknell Town Centre			
Sub-Action	Owner	Status	Comments
1.9.7 Undertake the staff moves within or into Time Square to facilitate the major refurbishment project	CYPL		Active planning of future accommodation needs underway following corporate approval of plans. At the end of March 2013 there will be an interim move of Learning & Achievement, Strategy, Planning & Early Intervention and Learning Difficulties & Disabilities teams to Ocean House. Children's Social Care will move within Time Square later in the year. In mid 2014 all functions will move again so that all teams are based in Time Square. Refresh of ICT and telephony underway with new equipment suited to job roles being made available in Q4. Work continues on destruction of information and resources, with work to introduce electronic document management of other information progressing well.
MTO 4: To support our younger residents to maximise their potential			
Sub-Action	Owner	Status	Comments
4.1 Provide accessible, safe and practical early intervention and support services for vulnerable children and young people in the Borough			
4.1.1 Implement the recommendations of the review of the Common Assessment Framework	CYPL		The Early Intervention Hub was launched on 5 November; it meets on a fortnightly basis throughout the year. A CAF / Early Intervention Support Officer have been successfully recruited, and an Early Intervention Social Worker has also been recruited to support families identified through the Hub and through the Family Focus Initiative.
4.1.2 Implement the Modernisation of the Youth Service Programme	CYPL		Phase Two of the programme remains on target to be completed by the end of the financial year. Activities focus on revised job profiles, commissioning activities and management structure.
4.1.3 Develop and implement the Troubled Families Initiative	CYPL		The new team is now in place, EWO, FIP worker and Social Worker and they are taking case loads. A new virtual team has been developed and will meet monthly to performance manage and review each families progress to ensure that they maintain progress to achieve the agreed outcomes. Wellington College provided us with 22 new bespoke school uniform Christmas parcels for targeted children/young people (this included shoes and stationery). We continue to work with partners to develop a Credit Union. Berkshire TF leads are meeting regularly to set up protocols for cross border issues, joint training and sharing of good practice. Work with specific families has started and initial progress is positive. The first payment by results claim is due in May.
4.2 Increase the number and continue to support foster carers			
4.2.1 Recruit at least 8 adoptive families in 2012/13 to meet the needs of children requiring adoption'	CYPL		We are on target to approve eight adoptive families by end March 2013
4.2.2 Recruit at least 12 foster carer households in 2012/13	CYPL		We currently anticipate that 10 Fostering households will be approved by end of March 2013 - another two have not progressed as anticipated. A further two Kinship placements are

			currently being assessed.
4.2.3 Embed Life Chances Team's systems and processes to ensure timely support to looked after children and their carers	CYPL		The Life Chances team continues to impact on placement stability, education and health outcomes. The new Co-ordinator has been appointed.
4.3 Increase opportunities for young people in our youth clubs and community based schemes			
4.3.1 Increase number of youth work sessions offered by the Youth Service	CYPL		The number of youth work sessions offered by the Youth Service has been sustained over this period. Project work utilising peer education on drug use has begun with students from Easthampstead Park School and staff based at Great Hollands Youth Centre. Initial discussions have begun with young people attending Priestwood Youth Centre on the content of a "personal safety" course.
4.3.2 Contribute to an increase in the number of youth club style sessions in the borough provided by others	CYPL		The Youth Service has worked with South Hill Park to offer arts based sessions on a Friday evening. This will be developed more fully in the new year. Alongside this, Berkshire Youth and other private providers are being engaged to deliver more service. There is the possibility of engaging a partnership of service providers to deliver additional provision in the town centre. Youth centres are currently looking at delivery slots in order to increase provision substantially ie Fuse has already increased its delivery by two sessions per week.
4.3.3 Develop on-line access to information regarding positive activities for young people	CYPL		The proposal for reviewing and developing the Xpresionz web site is progressing. Young people are engaged in this work.
4.3.4 Complete a feasibility study into use of youth facilities in or around the Borough	CYPL		Progress through this period is on target. The project board will make a recommendation as to the preferred town centre youth facility in Q4 as planned.
4.4 Provide specialist support for families in crisis or significant need through our network of Children's Centres			
4.4.1 Provide specialist support for families in crisis or significant need through our network of Children's Centres	CYPL		Registrations continue to increase; reaching 58.5% of all children aged 0-5 living in the Borough. The number of programmes delivered is increasing and the outcomes for attendees are positive.
4.5 Encourage and facilitate enough high quality, affordable inclusive childcare places for those working parents that require one			
4.5.1 Encourage and facilitate enough high quality, affordable, inclusive childcare places for those working parents that require one	CYPL		Discussions continue with a number of providers to look at increasing pre-school provision.
4.6 Support a wide range of flexible respite services for the carers of children and young people in need			
4.6.1 Maintain and develop the existing support for children with disabilities and their carers, through Aiming High for Disabled children and the Disabled Children's Team	CYPL		Activities within the community such as holiday, Saturday and after school clubs continue and these are advertised regularly through the Aiming High Service to parents on the distribution list, schools and professionals working with children with disabilities. Work with voluntary and private organisations such as Kerith and John Nike in particular continues to ensure sustainable activities in the longer term. Following a successful tender process the existing targeted provision for holiday and Saturday clubs with

			Kerith Konnections and Kids will continue from April 2013.
4.7 Prioritise the safety, health and well being of all young residents in all of our plans for them			
4.7.1 Ensure the priorities are communicated across partnerships via meetings, presentations and reports	CYPL		The raising of priorities continues at available opportunities. The Health and Wellbeing Board recently considered the Health and Wellbeing Strategy and it was noted that the priorities for children and young people were well covered in the document.
4.7.2 Ensure performance reporting highlights relevant issues of safety and health and wellbeing through monitoring, inspection and quarterly reporting mechanisms	CYPL		Performance reporting continues to be undertaken on a regular basis. The LSCB have recently received the IRO Annual Report, and the LADO annual report which provides important information on key safeguarding and quality assurance roles.
4.8 Ensure all children and young people feel safe, are protected from harm and abuse, have their views respected and gain confidence as a member of the local community			
4.8.1 Assessment of need and risk are conducted in a timely way	CYPL		
4.8.2 Children's views are listened to and form part of the plan for work with the family	CYPL		In line with the LSCB business plan amendments have been made to all assessments and plans to ensure that children's views are listened to and form part of the plan
4.8.3 All children with a child protection plan are allocated to a qualified Social worker	CYPL		100% of children with CP plans are allocated to a qualified social worker
4.9 Continue to improve outcomes for looked after children in education, health and employment			
4.9.1 Work with the Learning Development and Commissioning Manager 14+ to increase the number of children who are in Employment, Education or Training	CYPL		The Learning Development and Commissioning Manager now attends the monthly Virtual Care Leavers meeting, to improve co-ordination of activities to improve Employment, Education and Training outcomes for looked after children and care leaver
MTO 5: Work with Schools & Partners to educate and develop out Children Young People and Adults as Lifelong Learners			
Sub-Action	Owner	Status	Comments
5.1 Continue to work with early years providers to close the attainment gap			
5.1.1 Continue to work with early years providers to close the attainment gap through specific programmes of targeted support.	CYPL		Analysis continues to inform both planning and targeted work to support schools and settings to further develop writing and communication skills. Settings due for OFSTED inspection received 'mock' inspections by the team to support quality improvement.
5.1.2 Implement robust planning for School Places to accurately forecast future requirements	CYPL		2012-based forecasts of pupil numbers were included in the School Places Plan 2012-17 which was approved by the Executive Member on 6 November. Work continues to further refine the methodology for 2013-based forecasts.
5.1.3 Provide sufficient pupil places through the Education Capital Programme to meet Basic Need	CYPL		Sufficient places are currently available and two capacity projects are currently on site and on programme for completion in the Spring term at Sandy Lane and Holly Spring.
5.2 Increase the number of schools in the Borough rated 'good' or 'outstanding' by Ofsted by raising levels of attainment and progress across all phases of learning for all pupils			

5.2.1 Provide training and support for headteachers and governors in relation to the judgments made by Ofsted and seek to ensure teaching is of the highest quality.	CYPL		Support for schools has continued through visits made by school advisers, training courses and the dissemination of materials from Ofsted and other agencies.
5.2.2 Undertake supported school reviews to ensure that school self-evaluation is accurate and that school's have identified the correct priorities for improvement.	CYPL		LA school advisers have continued to work with schools to review progress and identify areas for further improvement.
5.2.3 Monitor the outcome of inspections of schools and adult learning provision and provide support as appropriate	CYPL		The proportion of schools rated good or outstanding has increased. Support for school leaders in relation to the new Ofsted inspection framework has continued to be provided by members of the LA school improvement team.
5.3 Support school leaders and governors when considering alternative forms of governance, including forming federations or Academy trusts			
5.3.1 Provide information and support to governors and interface with Government agencies and DfE when schools are considering a change of status.	CYPL		Information has been provided to headteachers and governors related to Academy status when requested. No schools have commenced the formal process of conversion.
5.4 Increase the number of young people achieving five or more good GCSE passes including English and mathematics and improve the performance of all underperforming groups of children and young people			
5.4.1 Analysis of secondary schools performance data and track pupil progress in order to plan and implement appropriate interventions.	CYPL		This analysis is undertaken annually and interventions are discussed with schools.
5.4.2 Ensure schools analyse the performance of groups of students at risk of underperforming.	CYPL		The review of performance data takes place annually in the autumn term and provides the agenda for ongoing discussions with schools.
5.5 Increase the average point score of students taking 'A' level examinations			
5.5.1 Analyse post 16 results and option choices and discuss progress with headteachers	CYPL		Analysis takes place annually at the start of the autumn term, and provides the agenda for discussion with headteachers (and other senior leaders as needed).
5.6 Support children and young people with special needs, where possible at appropriate provision within the Borough			
5.6.1 Progress plans to develop local provision through resource units within the Borough	CYPL		Discussions with two secondary schools are ongoing to progress the development of resource units within the borough with a view to this becoming available in September 2013. The pilot sleep clinic is progressing although a few of the families involved have had children in hospital or ill thereby delaying the impact. There are a further 2 professionals who will be trained in April 2013, one from DCT and one from Health.
5.6.2 Continue to support schools to meet the needs of children with Special Educational Needs	CYPL		Good progress has been made on the preparation for implementing the proposals within the draft legislation on "Reform of provision for children and young people with Special Educational Needs". Royal Assent is expected in the spring of 2014. Consultation on the reform of school funding for SEN pupils, in mainstream schools, has been concluded and the draft copy of revised thresholds for additional local authority funding for high needs pupils has been written.

5.7 Complete the refurbishment/building of our special school in Kennel Lane			
5.7.1 Complete the refurbishment/building of our special school in Kennel Lane	CYPL		This project is now complete
5.8 Encourage and support residents to become school governors			
5.8.1 Continue with campaign to recruit school governors through publicising the work of governing bodies and providing support and training.	CYPL		This remains an on-going action. Additional opportunities for advertising have been identified.
5.9 Increase the participation of school leavers in employment, education or training			
5.9.1 Continue to work with schools to identify young people at risk on disengaging in education, employment or training and ensuring appropriate interventions are put in place.	CYPL		We continue to work with schools using our Risk of NEET Indicator (RONI) tool, to identify young people who are at risk of disengaging in education and put interventions in place to ensure that they remain engaged. Interventions vary but are bespoke to meet the needs of individual young people. Examples include but not limited to mentoring, alternative curricular, extended supported work placements.
5.9.2 Work with education providers to ensure that their curriculum offer meets the needs of young people and that progression opportunities are clearly identified.	CYPL		The work of the multi-agency participation group continues to develop curriculum and support young people as they transition in education and training. The relationship with our provider network remains strong and we work closely to develop programmes of curriculum and support to meet the needs of individual young people.
5.10 Encourage all residents to continue as learners, both in relation to future employment and recreation			
5.10.1 Promotion of Lifelong Learning activities available in Bracknell Forest	CYPL		The Spring/Summer brochure has been produced and distributed. Press releases planned to inform local residents of the recent positive Ofsted inspection. Learner numbers for term 1 of the academic year are positive. Open day planned for 11 January to promote learning activity.
5.10.2 Work with strategic partners to ensure a wide and varied offer for residents	CYPL		Third round of Community Learning Project funding is complete. Two current providers successfully bid for funds. Closing of the Shared Services Funding report in December, successful partnership with Wokingham and Bracknell and Wokingham College continuing.
5.10.3 Source alternative funding to support the provision of Lifelong Learning	CYPL		Confirmation that Adult Learning funding will continue into 2013-2014 from Government. No additional funding sourced during the last quarter.
MTO 11: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money:			
Sub-Action	Owner	Status	Comments
11.8 implement a programme of economies to reduce expenditure			
11.8.5 Develop proposals to help the Council produce a balanced budget in 2013/14	CYPL		Budget discussions for 2013-14 are in progress and a timetable for Council decisions has been published.

Status Legend	
Where the action has not yet started but should have been, or where the action has started but is behind schedule	
Where the action has not yet started or where the action has been started but there is a possibility that it may fall behind schedule	
Where the action has started, is not yet completed, but is on schedule	
Where the action has been completed (regardless of whether this was on time or not)	
Where the action is no longer applicable for whatever reason	

Summary Revenue Budget Breakdown

CHILDREN, YOUNG PEOPLE AND LEARNING DEPARTMENT - NOVEMBER 2012								
	Original Cash Budget	Virements & Budget C/Fwds	NOTE	Current Approved Budget	Spend to Date %	Variance Over/(Under) Spend	Variance This Quarter	NOTE
	£000	£000		£000	%	£000	£000	
CHILDREN, YOUNG PEOPLE AND LEARNING DEPARTMENT								
Director								
Departmental Management Team	627	-20	b	607	26%	0	0	
	627	-20		607	26%	0	0	
CO - Learning and Achievement								
School Improvement, Music and Governor Services	860	26		886	39%	-176	-77	3,7
Advice for 13-19 year olds	568	0		568	38%	-31	-31	5
Adult Education	22	2		24	192%	-30	-30	4
Education Psychology	295	-4		291	63%	0	0	
Education Welfare and Support	428	4		432	61%	0	0	
	2,173	28		2,201	48%	-237	-138	
CO - Children & Families: Social Care								
Children's Services & Commissioning	1,744	3		1,747	73%	0	0	
Children Looked After	4,762	3	e	4,765	64%	270	105	1
Family Support Services	1,373	-107	c, d, e	1,266	65%	0	0	
Youth Justice	316	7		323	57%	0	0	
Other children's and family services	1,068	19		1,087	65%	-30	-30	2
Management and Support Services	48	-27		21	271%	0	0	
	9,311	-102		9,209	66%	240	75	
CO - Strategy, Resources and Early Intervention								
Early Years, Childcare and Play	1,969	-28		1,941	48%	-18	-18	7
Youth Service	1,009	-44	a, c	965	58%	0	0	
Performance and Governance	598	125		723	62%	0	0	
Finance Team	394	42		436	58%	-17	-17	7
Human Resources Team	207	1		208	-50%	-12	-12	6
Property and Admissions	300	-17		283	68%	0	0	
Information Technology Team	272	2		274	37%	0	0	
Extended services and support to families	306	6		312	49%	0	0	
School related expenditure	206	20		226	0%	0	0	
Seymour House Office Services	130	0		130	48%	0	0	
	5,391	107		5,498	47%	-47	-47	
Early Intervention Grant	-4,693	0		-4,693	75%	0	0	
TOTAL CYP&L DEPARTMENT CASH BUDGET	12,809	13		12,822	50%	-44	-110	
TOTAL RECHARGES & ACCOUNTING ADJUSTMENTS	8,113	0		8,113	-9%	0	0	
GRAND TOTAL CYP&L DEPARTMENT	20,922	13		20,935	27%	-44	-110	
Memorandum items:								
Devolved Staffing Budget				10,775		-77	-77	

CHILDREN, YOUNG PEOPLE AND LEARNING DEPARTMENT - NOVEMBER 2012

	Original Cash Budget	Virements & Budget C/Fwds	Current Approved Budget	Spend to Date %	Variance Over/(Under) Spend	Variance This Quarter	NOTE
	£000	£000	£000	%	£000	£000	NOTE
<u>Schools Budget - 100% grant funded</u>							
<u>Delegated and devolved funding</u>							
Delegated School Budgets	67,191	1,363	68,554	63%	0	0	
School Grants - Income	-5,249	0	-5,249	41%	0	0	
	61,942	1,363	63,305	65%	0	0	
<u>LEA managed items</u>							
SEN provisions and support services	5,647	452	6,099	52%	668	232	8
Education out of school	1,011	60	1,071	74%	0	0	
Pupil behaviour	527	0	527	45%	-57	-15	9
School staff absence and other items	1,652	-311	1,341	31%	-62	5	10
Combined Service Budgets	591	100	691	63%	-36	2	11
Early Years provisions and support services	3,080	-88	2,992	68%	20	-125	12
Support to schools in financial difficulty	304	0	304	0%	-230	-80	13
Standards Fund LA Managed	0	0	0	0%	0	0	
	12,812	213	13,025	54%	303	19	
<u>Growth to be allocated</u>	1,273	-1,273	0	0%	0	0	
<u>Dedicated Schools Grant</u>	-75,627	-473	-76,100	66%	-337	0	
<u>Change in general balances</u>	-400	170	-230	0%	-168	0	
TOTAL - Schools Budget	0	0	0	0%	-202	19	

Virements and budget carry forwards

Note	Total	Explanation
	£'000	
		<u>DEPARTMENTAL CASH BUDGET</u>
	-36	Amount reported last period
		<u>Corporate Contingency</u>
a	40	An allocation of £0.040m from the Contingency for a Youth Hub feasibility study has been agreed.
b	3	An allocation has been agreed to finance the Leisure Safeguarding Review undertaken by the NSPCC.
		<u>Provision</u>
c	2	Charges relating to the Carbon Reduction Commitment levy have been revised upwards and additional funding has been allocated from the associated provision.
		<u>Inter Departmental transfers</u>
d	5	Updated allocations for revenue related planned maintenance works.
e	-1	Updated allocations for gas and electricity contracts.
	13	Total
		<u>DEPARTMENTAL NON-CASH BUDGET</u>
	0	No changes to report.
	0	Total
		<u>SCHOOLS BUDGET</u>
	0	Amount reported last month
	0	Total

Budget Variances

Note	Reported variance £'000	Explanation
		<u>DEPARTMENTAL BUDGET</u>
	66	Amount reported last period
		<u>CO - Children & Families: Social Care</u>
1	105	This period has seen a significant increase in the numbers and costs associated with children in care. Overall, an additional 6 children are now being looked after. A sibling group of 3 children under 8 have had to be placed in in-house fostering at a forecast cost for the year of £0.021m. A further 3 in-house fostering placements are estimated to cost £0.024m. There have also been two significant changes to existing care packages. One placement in Independent Fostering has broken down and now requires a residential placement at an additional cost of £0.043m. Assessed care needs have also increased by £0.023m for one other child already in a residential placement. There have also been 4 new special guardianship orders that are expected to cost a further £0.014m, which means that gross costs have increased by £0.125m. These will be partially offset by £0.020m additional income earned at Larchwood from fees to be generated from placements made by the PCT and another local authority.
2	-30	The cost of support to care leavers, who are generally aged between 16 and 18, varies depending on their individual circumstances, with those in full time education entitled to an allowance and accommodation support, whereas those on benefits receive less financial support from the Council. Based on the current profile of care leavers, there are fewer than anticipated young people requiring high levels of financial support, which is expected to result in a £0.030m year end under spending.
		<u>Bringing forward 2013-14 savings proposals</u>
		A number of 2013-14 savings proposals relate to maintaining under spendings and additional income earned in 2011-12. This has been successfully managed in the current year and is expected to resulting in the following net savings:
3	-35	Additional income from trading with schools
4	-30	Additional income earned at the Bracknell Open Learning Centre
5	-31	Savings on the Connexions contract that supports 13-19 year olds
6	-12	Recruitment expenses
		<u>Savings on vacant posts</u>
7	-77	Savings on staff costs have arisen on hard to recruit to posts in the School Improvement Team (£0.042m) and general staff turnover in support to 2 year olds (£0.018m) and the Finance Team (£0.017m).
	-44	Grand Total Departmental Budget

Note	Reported variance	Explanation
	£'000	
	0	<u>DEPARTMENTAL NON-CASH BUDGET</u> Amount reported last month
	0	Grand Total Departmental Non-Cash Budget
		<u>SCHOOLS BUDGET</u> The Schools Budget is a ring fenced account, fully funded by external grants, the most significant of which is the Dedicated Schools Grant (DSG). Any under or overspending remaining at the end of the financial year must be carried forward to the next year's Schools Budget and as such has no impact on the Council's overall level of balances. 2012-13 is a one-year budget settlement pending a significant review of Education Funding, which will be implemented from 2013-14.
	-221	Amount reported last month
		<u>SEN provisions and support services</u>
8	232	The costed schedule of pupil places indicates additional spend of £0.131m which arises from an increase in numbers and needs. The latest change reflects changes to placements that started in September and an update of further potential placements where assessments are in progress. Placements are made in non-LEA special schools only after exploring every alternative, and they are all discussed at SEN Panel where there are representatives from schools, the Education Psychologist Service, health professionals and others. The cost forecast includes a further £0.1m for potential placements that based on past experience may arise from January as a result of placement breakdowns, but which at this stage are not certain in numbers or costs. There has also been a £0.088m increase in cost of top up funding paid to maintained schools as the number and needs of pupils with statements of SEN is now higher than that anticipated when the budget was set. There is also a £0.020m cost increase in support to a pupil with medical needs who has just moved into the Borough. A small under spending is anticipated on the aggregate cost of other associated support services.
		<u>Pupil behaviour</u>
9	-15	A number of savings are anticipated on staff and running costs of the Primary Resource Centre at the Pines School which hosts the Behaviour and Education Support Team.

Note	Reported variance £'000	Explanation
10	5	<p><u>School staff absence and other items</u></p> <p>There are four main variances on this service are. A saving of £0.040m is anticipated on the Carbon Reduction Commitment where the provision for the 2011-12 cost was £0.020m greater than the final bill. As the budget remains unchanged, the same saving is anticipated in the current year. The cost forecast for future maternity leave cases has been reduced to reflect current numbers, resulting in a £0.046m reduction in anticipated spend. There has also been a larger increase in in-year pupil numbers than originally anticipated, resulting in additional funding allocations to schools of £0.055m above budget. Furthermore, the £0.040m saving previously reported against the fund created to finance any mobilisation costs arising from the new school meals contract, which it is now known to be at a zero cost, is now proposed to be transferred to an earmarked reserve to be available to apply to any costs arising at the commencement of next contract.</p>
11	2	<p><u>Combined Service Budgets</u></p> <p>There was a vacancy on the SEN contract monitoring post that has now been recruited to that accounts for the forecast under spend.</p>
12	-125	<p><u>Early Years provisions and support services</u></p> <p>The October pupil census return has now been fully analysed and this shows a lower level of take up than expected of 3 and 4 year olds, with the previous cost forecast based on the change between April 2012 and April 2013. This is a volatile demand led budget that is subject to change at short notice.</p>
13	-80	<p><u>Support to schools in financial difficulty</u></p> <p>No schools have requested additional financial support this year, so the expectation is that only schools in, or in danger of entering an Ofsted category are likely to required funding from this budget. Funding is only released where it would be unreasonable for the school to finance any additional expenditure from it's delegated budget.</p>
	-202	Grand Total Schools Budget

Summary Capital Budget Breakdown

CAPITAL MONITORING 2012/13
Dept: Children, Young People and Learning

As at: 30th November 2012

Cost Centre Description	Approved Budget £000's	Cash Budget 2012/13 £000's	Expenditure to Date £000's	Carry Forward 2013/14 £000's	(Under) / Over Spend £000's	Target for Completion	Current status of the project / notes
SCHOOL PROJECTS							
Binfield CE Primary	0.0	0.0	0.0	0.0	0.0	Closed	Project closed
Birch Hill Primary	22.0	22.0	21.2	0.0	0.0	On hold	Masterplan complete. Project on hold
Cranbourne Kitchen	13.4	13.4	0.3	0.0	0.0	Mar-13	Retention outstanding
Cranbourne Primary	54.7	54.7	19.5	0.0	0.0	Mar-13	Masterplan complete. Project in design
Crown Wood Primary	3,380.2	998.2	150.3	2,382.0	0.0	Mar-14	Phase 3 in design
Crowthorne CE Primary	3.9	3.9	3.9	0.0	0.0	On hold	Project on hold
Fox Hill Primary	183.7	183.7	52.8	0.0	0.0	Mar-13	Masterplan complete. Project in design
Great Hollands Primary	152.5	152.5	21.3	0.0	0.0	Mar-13	Masterplan complete. Project in design
Holly Spring Infant & Junior	3,675.6	3,675.6	2,034.9	0.0	0.0	Jan-13	Masterplan complete. Phase 4 on site
Jennett's Park CE Primary	126.2	101.2	101.2	25.0	0.0	Sep-15	Phase 3 complete. Phase 4 on site
Meadow Vale Primary	2,660.2	1,110.1	1,044.0	1,570.1	0.0	Mar-14	FFE & ICT fit-out to various classrooms
Owismoor Primary	797.1	480.3	315.3	188.2	0.0	Sep-13	Phase 2 complete. Phase 2 in design
Pines (The) Primary	318.9	130.7	57.0	0.0	0.0	Mar-14	Masterplan complete. Project in design
Sandy Lane Primary	347.0	347.0	82.2	0.0	0.0	Mar-13	Surge classroom on site
Wildmoor Heath Primary	22.0	22.0	21.3	0.0	0.0	Mar-13	Masterplan complete. Project in design
Wildridings Primary	22.0	22.0	21.4	0.0	0.0	Mar-13	Masterplan complete. Project in design
Winkfield St Mary's CE Primary	6.9	6.9	4.9	-0.0	0.0	Mar-13	Masterplan in design
Wooden Hill Primary	22.0	22.0	21.2	0.0	0.0	On hold	Masterplan complete. Project on hold
Masterplans	0.0	0.0	0.0	0.0	0.0	On hold	Allocated to projects
Educ Capital Programme - Primary	11,828.2	7,346.1	3,972.7	4,482.1	0.0		
Brakenhale Capacity Works	1,705.5	778.5	519.8	927.0	0.0	Mar-14	Phase 3 complete
Edgbarrow - additional places and post 16	128.5	128.5	103.3	0.3	0.0	Mar-13	Retentions outstanding.
Edgbarrow - Expansion	25.0	25.0	6.6	0.0	0.0	Mar-13	Masterplan in design
Garth Hill College Rebuild	300.0	200.0	-71.7	100.0	0.0	Mar-13	Retentions & outstanding defects to resolve
Garth Hill Expansion	1,208.3	6.3	6.3	1,202.0	0.0	Under review	Under review
Wick Hill 14-19 Diplomas	3.0	3.0	3.0	0.0	0.0	Sep-12	Complete
Project Management Overheads	256.1	106.1	0.0	150.0	0.0	Mar-14	To be allocated to projects
Educ Capital Programme - Secondary	3,628.4	1,247.1	567.3	2,381.3	0.0		
Kennel Lane Rebuild	2,291.2	2,291.2	2,181.0	-0.0	0.0	Sep-13	Build complete. Retentions & final account to resolve
Educ Capital Programme - Special	2,291.2	2,291.2	2,181.0	-0.0	0.0		
Retentions - Schools	-9.0	0.3	-6.5	-9.3	0.0	Mar-13	Retentions outstanding.
Devolved Capital	1,153.0	750.0	662.2	403.0	0.0	On-going	In progress
Section 106 Developer Contributions	164.6	0.0	0.0	164.6	0.0	Mar-14	Under review
Section 106 Developer Contributions	164.6	0.0	0.0	164.6	0.0		
SCHOOL PROJECTS	19,056.4	11,634.7	7,376.7	7,421.7	0.0		
Percentages			63.4%		0.0%		

Cost Centre Description	Approved Budget £000's	Cash Budget 2012/13 £000's	Expenditure to Date £000's	Carry Forward 2013/14 £000's	(Under) / Over Spend £000's	Target for Completion	Current status of the project / notes
CAPITAL MAINTENANCE / CONDITION							
Planned Maintenance (Schools)	1,709.8	1,078.0	617.6	631.8	0.0	Sep-13	In progress
Fire Risk Management (Schools)	428.4	107.6	51.5	320.8	0.0	Sep-13	In progress
Fire Risk Management	428.4	107.6	51.5	320.8	0.0		
Asbestos Management (Schools)	25.0	25.0	2.5	0.0	0.0	Mar-13	In progress
Asbestos Management (Schools)	25.0	25.0	2.5	0.0	0.0		
Legionella Management	5.0	5.0	0.0	0.0	0.0	Mar-13	In progress
Legionella Management	5.0	5.0	0.0	0.0	0.0		
Disabled Access (Schools) Management	110.6	104.5	28.4	6.1	0.0	Sep-13	In progress
Disabled Access Management	110.6	104.5	28.4	6.1	0.0		
ROLLING PROGRAMME	2,278.8	1,320.1	700.0	958.7	0.0		

Percentages

53.0%

0.0%

OTHER PROJECTS							
Capita One (EMS) Upgrade	107.9	0.0	0.0	107.9	0.0	Mar-15	Continuing with revised implementation of modules
Education ICT	14.7	0.0	0.0	14.7	0.0	Mar-13	Under review
ICT projects	122.5	0.0	0.0	122.5	0.0		
South Bracknell Youth Centre / 1 Great Hollands S	91.6	0.0	0.0	91.6	0.0	Mar-13	Under review in the context of the planned Youth Hub.
Youth Service Website Development	29.8	0.0	0.0	29.8	0.0	Mar-13	Under review
Youth Facilities	121.4	0.0	0.0	121.4	0.0		
Retentions - Non Schools	0.0	0.0	0.0	0.0	0.0		
Aiming High for Disabled Children	88.6	0.0	0.0	88.6	0.0	Aug-13	Projects in evaluation for completion by Aug 2013
Asbestos Management (Non-Schools)	5.0	5.0	0.0	0.0	0.0	Mar-13	In progress
Brakenhale Minibus External Funding	21.3	21.3	0.0	0.0	0.0	Mar-13	Order placed, awaiting delivery
Larchwood Outdoor Play Surface	30.0	30.0	0.2	0.0	0.0	Mar-13	Site preparation underway
Other	144.9	56.3	0.2	88.6	0.0		
OTHER PROJECTS	388.8	56.3	0.2	332.5	0.0		

Percentages

0.4%

0.0%

TOTAL CAPITAL PROGRAMME	21,724.0	13,011.1	8,076.9	8,713.0	0.0		
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Percentages

62.1%

0.0%

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**TO: CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW & SCRUTINY PANEL
17 APRIL 2013**

**EDUCATION TRANSPORT POLICY 2014/15
Director of Children, Young People and Learning**

1 PURPOSE OF REPORT

- 1.1 To invite the Panel to consider and comment on the attached draft Education Transport Policy 2014/15 prior to its approval by the Executive.

2 RECOMMENDATION

- 2.1 **That the Panel considers and comments on the attached draft Education Transport Policy 2014/15 prior to its approval by the Executive.**

3 REASONS FOR RECOMMENDATION

- 3.1 To enable the Panel to consider and comment on the draft Education Transport Policy 2014/15 prior to its approval by the Executive.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

**5 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS / EQUALITIES
IMPACT ASSESSMENT / STRATEGIC RISK MANAGEMENT ISSUES /
CONSULTATION**

- 5.1 Not applicable.

Background Papers

None.

Contact for further information

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e-mail: david.watkins@bracknell-forest.gov.uk

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Mainstream Education Transport Policy 2014/15

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INTRODUCTION

This document outlines the Council's Policy for providing assistance with education transport for children and young people in Bracknell Forest below 16 years unless they have a statement of special educational needs and are continuing their education at their current establishment. It is not a definitive statement of the law, but takes into account legislation, relevant guidance, regulations, recommended practice and the council's own experience. We provide transport to school in accordance with the statutory provisions of the Education Act 1996, as amended by subsequent enactment. The Policy will also have due regard to the Equality Duty pursuant to the Equality Act 2010.

We provide school transport to assist in enabling children and young people to attend school or their place of education. Some children and young people are eligible by legislation for free assistance with transport. The council may provide assistance for other children and young people too, and this Policy explains the circumstances in which such assistance may be offered. In accordance with legislation, its provisions are based on the presumption that each young person's case and circumstances must be considered individually, and so it is expected that the council will exercise its discretion in particular circumstances.

It explains the council's policy for the provision of school transport to children of statutory school age, as from 1 September 2014. This date is chosen to allow adequate notice for people affected by it, especially those parents choosing secondary schools for their children during the autumn of 2013. Local authorities are required to prepare a statement with regard to transport for each academic year – see S508 of the Education Act.

In all appropriate cases, decisions will be taken in accordance with this Policy where those decisions will come into effect when this Policy is in force.

This Policy on occasion may be changed in the light of changes in legislation and other such circumstances. In considering the date of implementation of any future change, the council will consider the effect on children and students whose school or college attendance or travel arrangements were made in good faith in the light of this or previous policies. However, the council reserves the right to implement any change of policy before the end of the school or college career of any particular child or young person.

Bracknell Forest Council will only consider pupils resident in their area for transport assistance.

Throughout this Policy we use the term *parent* to mean one or both parents and to include the child's main carer(s). We use the term 'assistance' in this Policy because in some cases we may meet only a part of the cost, or because we need to make it easier for a child or young person to attend a school or college.

We explain which children and young people are eligible by legislation to receive assistance with transport. This includes assistance for those children and young people medical needs and other individual or specific needs.

We explain the types of transport that we may provide. We explain how decisions about transport are made, and how to ask for a particular decision to be reviewed. We go on to outline the standards of service that we expect to meet.

Addresses and telephone numbers are given for queries relating to eligibility for transport and for day-to-day matters of the provision of transport and appeals. Queries relating to the

Policy as a whole should be addressed to the Senior Admissions Officer, Bracknell Forest Council, Time Square, Market Street, Bracknell RG12 1JD.

Sections 1 - 5 sets out the regulations regarding Education Transport for all pupils regardless of whether they are attending a mainstream or a special school; and regardless of whether they have a Statement of Special Educational Needs or not. They also set out what is required of parents/carers and children in general when being offered transport assistance.

Section 6 sets out the provision for 14 – 19 transport

Parents or carers are responsible for ensuring that their child regularly receives education, if he/she is of compulsory school age. In England a pupil becomes of compulsory school age on the 1st day of the term following the 5th birthday. A pupil ceases to be of compulsory school age at the end of the last Friday of June following the 16th birthday. Transport assistance is not normally provided for pupils below compulsory school age.

Although the council offers transport assistance, it is still the responsibility of parents in all circumstances to ensure their children get to school and attend school. Where a child fails to attend school the parent/carer may be prosecuted by the council for non-attendance under S.444 of The Education Act 1996. Even where transport is provided they still have a responsibility for the behaviour of the child and will need to play a part in the process.

THIS POLICY SUPERCEDES ALL PREVIOUS POLICIES

TO CONTACT THE INTEGRATED TRANSPORT UNIT:

Commercial Centre
Old Bracknell Lane West
Bracknell
RG12 7QT

Telephone: 01344 352002
Fax: 01344 353235
Email: corporate.transport@bracknell-forest.gov.uk

1. Statutory Free School Transport

1.1 General Entitlement

Transport assistance will normally be provided to all pupils of compulsory school age who are in full time attendance at **mainstream schools** in the following circumstances:

- Pupils aged under 8 if they attend the nearest qualifying** school and live more than two miles from school.
- Pupils aged 8 and under 16 (except for those from low income families – see below) where they attend the nearest qualifying** school and live more than three miles from school.

Transport is not provided for children under compulsory school age i.e. those attending pre-schools or nursery provision.

The distance from the home address to the school is measured by a walking distance from the perimeter of the home address to the front gates of the school.

Please see SEN Transport Policy 2014/15 for details of provision of transport for those children who are under statutory school age but have a Statement of Special Educational Needs.

The law additionally makes provision for children (of compulsory school age) of those families on low income to receive transport assistance in the following circumstances:

****The qualifying school is the designated area school or the nearest school with places to the home address. Transport will only be provided under these sections where there is a place for the child.**

1.2 Low Income Families

The law makes provision for children (of compulsory school age) of the families on low income to receive transport assistance in the following circumstances:

- Pupils from low income families* aged 8 but under 11 are provided with transport assistance if they attend their nearest qualifying** school and they live more than two miles from the school.
- Secondary pupils aged between 11 and 16, from low income families, who are attending one of their three nearest qualifying** schools, which is more than two miles, but less than six miles from their home will be entitled to free transport provision.

These distances are measured by the nearest available walking route, and verified by the council, or its agents, by appropriate means which might include the use of computer generated mapping systems. The council views these distances as an exact measure and they cannot be considered as marginal. The measurements are taken from the curtilage (the front edge of the property) of the home to the main entrance of the school.

***Low Income Family' is defined as a family that is either entitled to free schools meals, or whose families are entitled to the maximum level of Working Tax Credit**

Applicants will be required to provide relevant documents to prove their eligibility to free transport. In the case of those receiving maximum Working Tax Credit they will have to submit their latest Tax Credit Award Notice from HM Revenue and Customs. Other documents will be required and details should be obtained from the Integrated Transport Unit before applying.

Once eligibility on income grounds has been confirmed the pupil will be considered eligible (on these grounds) for the school year for which the assessment has been made. However, if other circumstances change for example they move house then eligibility will be re-assessed. It is parent's responsibility to inform the Integrated Transport Unit of any change of circumstances. Income assessments will be carried out on an annual basis.

Exceptions to the above provision of transport for pupils living under the above distances are only considered on the following basis:

- Medical condition of the child (see Section 2.7)
- Pupils with Statement of Special Educational Needs (See separate SEN Transport Policy)
- A decision on the safety of route (see Annex A)
- Individual decision of the Appeals Committee

Transport is normally only provided at the beginning and end of the school day and from home to school.

1.3 Denominational Transport

Pupils from 'low income families' (as defined above) are also entitled to transport assistance in the following circumstance:

- Pupils from low income families, attending the nearest suitable school*** preferred on grounds of religion or belief, where they live more than 2 miles, but not more than 15 miles from that school will be entitled to free transport provision. Distance is measured using the Bracknell Forest Geographical Information System (GIS) taking a straight line between the home address and the schools. This is based on the co-ordinates of the school and the home as defined in the local Land and Property Gazetteer and based on the Ordnance Survey's national system.

*****The nearest suitable school is the closest school of the parents practising faith. If parents choose to send their child to a school which is not the suitable, or nearest school, free transport will not be provided by the council.**

The council will consider, on an individual basis, whether transport to a denominational school should be provided for a particular child in exceptional circumstances. A preference for being educated in accordance with a particular religion or belief (as defined by S.10 of Equality Act 2010) will not usually constitute exceptional circumstances.

1.4 How to apply

Application Forms are available on line at:

www.bracknell-forest.gov.uk/learning/learn-schools/learn-school-transport.htm

or by contacting the Integrated Transport Unit:

Commercial Centre
Old Bracknell Lane West
Bracknell
RG12 7QT

Telephone: 01344 352002

Fax: 01344 353235

Email: corporate.transport@bracknell-forest.gov.uk

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2.0 INDIVIDUAL REQUIREMENTS

2.1 Pupil's Home Address

Transport to and from school will normally be determined from a single permanent residence. This is normally the address where the child spends most time with the parent/carer and has been used for admission purposes. The council must be notified in writing of all changes of home address.

2.2 Change of Address

If there is a change of address for a pupil then parents must inform the Integrated Transport Unit immediately. If necessary the Integrated Transport Unit will reassess the pupil's entitlement to transport. Proof of residency will be required to ensure the correct entitlement for the pupil.

Please note that a change of address does not mean an entitlement to transport although in exceptional cases, the council may consider that continuing attendance at the current school to be in the child's best interest. In such cases transport will be considered to ensure attendance, for example during the final year of GCSEs. Consideration will also be given as to whether the change of address was entirely outside any parental control. This is at the discretion of the council.

2.3 Moving Into and Within Bracknell Forest

Families moving into Bracknell Forest –

- pupils who apply for but are unable to obtain a place at their designated area school, who are then directed to the next nearest school with places, are entitled to free transport to that school, subject to the "statutory free transport" provision at Section 1.

However, if parents subsequently choose the same school for siblings this would not automatically entitle the siblings to free school transport.

- Families moving *within* Bracknell Forest and wishing for their child to remain at their current school –

Free home to school transport will not normally be provided to a child who moves to an address closer to another suitable school where places are available at the time of moving. However, consideration will be given to extenuating circumstances for example, to cases where children are completing final exams.

2.4 Siblings

Siblings do not have an automatic entitlement to transport. If the Policy has changed since any older sibling received free transport (e.g. for transport to denominational schools or there has been a change to the designated area), then the younger sibling will be subject to the Policy in force at the time of the latter's application and anticipated start date.

2.5 Pupils Living In Temporary Accommodation

If a pupil and its family/carer are placed in temporary accommodation by the council, consideration will be given to the provision of transport for a limited period. Each case will be considered based on the individual circumstances (e.g. reasons for the displacement, age of the child(ren), likely timescales, parent/carer's circumstances). The case will be investigated fully and all the relevant authorities (e.g. Social Services, the police, etc) will be consulted. The council's decision will be final. If transport is provided it may be free or a contribution may be required. In any event transport will cease when the family have been offered suitable accommodation within Bracknell Forest subject to the "statutory free transport" entitlement.

2.6 Starting School

When a parent/carer has applied for a school place for their child for the first time, by the relevant published closing date for the year group (see section 2.7 when to apply), but a school place cannot be offered at any of the preferred schools or the designated area school, the School Admissions Team will offer a place at an alternative school. Transport assistance may be considered if the alternative school is beyond the statutory walking distance stated in Section 1.1. However if a parent/carer does not name the designated area school in their original application then they will not be considered for transport under this criteria.

2.7 When to Apply

If you have applied to the Bracknell Forest School Admissions Team by the closing date of 31 October 2013 for your child to transfer from primary to secondary school for September 2014 then you will be able to apply as an on-time applicant for transport after the offer letter has been received. (or, if appropriate, after a successful appeal). This will be processed subject to the statutory requirements set out in Section 1.

If you have applied to the Bracknell Forest School Admissions Team for your child to start school for the first time and their date of birth is on or between 1 September 2009 and 31 August 2010 and you have applied by the closing date of 15 January 2014 then you be able to apply as an on-time applicant for transport after the offer letter has been received. (or, if appropriate, after a successful appeal). This will be processed subject to the statutory requirements set out in Section 1.

Where the School Admissions Team informs the Integrated Transport Unit that your application for a school place could have been made by the closing date (eg you have not just moved into the area) then your application for transport will be affected. If you have just moved into the area see section 2.3.

Transport is provided in accordance with the age of the child and not the school year in which they are studying unless otherwise agreed by the School Admissions in writing.

2.8 Changing Schools

Where a parent decides to change their child's school after they have started, the parent will be responsible for the transport of their child to that school.

2.9 Medical Conditions

If a pupil or young person has a temporary or enduring medical condition making it impossible to walk to school or college, then assistance may be provided. Applications for assistance on this basis will need to be supported by appropriate evidence from the medical profession. Evidence required by the council may include, but may not be restricted to, a letter from the child or young person's general practitioner or consultant or both and must be supplied at no cost to the council. However, transport will only be provided at the start and the end of the school day.

If you feel your child may be eligible you need to contact the Education Welfare Officer at the school the child normally attends. Education Welfare can be contacted either by telephone on 01344-464720 or by email to Education.Welfare-Service@bracknell-forest.gov.uk

The council reserves the right to require the child or young person to be examined by its own medical adviser and may choose to seek comment from the educational institution or school attended by the child or young person. In an exceptional case the council may choose to substitute the advice from its own adviser for that submitted by a parent. Provision of the assistance will be reviewed from time to time as appropriate.

If the pupil is attending a non-designated school, parents may be required to pay their usual daily cost as a contribution towards the council's costs.

Example of a short term medical condition – broken leg

Example of a long term/permanent medical condition – brittle bone disease.

2.10 Parents' disabilities

Assistance is not normally provided for a child or young person in respect of the disability of either or both of his or her parents. However, each application will be considered on its own merits at the discretion of the council and in compliance with the Equality Act 2010.

2.11 Fair Access Protocol

If a child has been admitted to a school that has been agreed by the Fair Access Panel it may be appropriate for transport to be given. This will usually be in the form of a bus pass. A decision on whether transport will be offered will be made at the Panel meeting.

2.12 School Admission - Social or Medical Application

A very few number of applications for a school place are allowed under the specific criteria of social or medical grounds. If an offer has been made at a school because of this criterion being applied, and this offer would not have been made otherwise, then parents must ensure that they inform the Integrated Transport Unit if this is relevant when making a transport application.

3.0 TRAVEL ARRANGEMENTS

3.1 *Boarding and Alighting Points*

Where the child can be expected to walk to their transport provision then appropriate boarding and alighting points will be determined by the Integrated Transport Unit. Pupils are expected to walk a reasonable distance to and from home to meet their transport. The maximum distance to a boarding point for any pupil will not normally exceed one mile.

Parents are responsible for their children's safety in getting to and from the boarding and alighting point at the appropriate time. They are also responsible for their children when they are waiting for transport and when they leave the transport at the end of the day.

Boarding arrangements for individual pupils will not be altered without prior agreement with the Integrated Transport Unit, in consultation with the relevant school, and then only for reasons restricted to pupils' personal safety. Bus passes will then be reissued as appropriate by the Integrated Transport Unit.

3.2 *Mileage Reimbursement for Parental Transport*

In some cases, transport to and from school may be provided by parents themselves.

This option is only available where there are no existing contracted home to school transport routes. The council may reimburse mileage at a rate to be considered annually, taking into account yearly inflation, for the home to school journeys only, i.e. when the pupil is being transported (see Annex C). It does not cover the parent/carer's return trip when the pupil is not in the car. The rate is fully inclusive and will cover all eventualities, including when a second parent/guardian/carer is required to act as "escort". The council will determine the mileage that can be claimed and payments will be made on a termly in arrears basis.

Where a parent makes their own arrangements and seeks reimbursement this must be agreed in advance before any such arrangement commences.

If a parent chooses not to use the available contracted route then no reimbursement will be available.

The council reserves the right to withdraw the option to pay reimbursement if, at a later stage, a contracted route is available or circumstances change.

In cases where public/commercial transport is available, the council may reimburse mileage on request when it is cost effective to do so, or public transport fares.

3.3 *Fare Paying Scheme*

Pupils who are not entitled to free transport who enquire about transport to schools will be directed to apply for a seat on a public transport route. Pupils may be given the option to apply for a farepaying seat on one of the council's contracted services.

Where spare capacity exists on current vehicles that have been contracted to provide home to school transport for entitled pupils, the council may make these seats available for purchase by non-entitled pupils, subject to the following:

- the seat being withdrawn with FIVE days' notice should it be required for an entitled pupil
- larger and/or extra vehicles will not be contracted specifically for farepayers.
- the council is under no legal obligation to provide transport for non-entitled pupils
- these seats will be allocated on a first come first served basis
- the council's decision on this will be final.

The council may need to withdraw a farepaying seat for a number of reasons, including

- a seat is required for an entitled pupil
- a route is down-sized (ie. a smaller vehicle is being used to operate a route)
- the unacceptable behaviour of the pupil

Should the council need to withdraw a farepaying seat the withdrawal of the service will be in the following order

1. Non Bracknell Forest residents
2. Bracknell Forest farepaying pupils will be removed on the basis of last on, first off

Please note that farepaying seats are not normally available on transport arranged for pupils with special needs.

Details on current rates for this scheme can be obtained found at Annex C. The publication of a scheme seat price does not guarantee availability of a seat.

4.0 TRANSPORT TO ALTERNATIVE SITES

4.1 *Work Experience Placements and Off Site Activities*

Transport is not normally provided for work experience placements or any other off-site courses/activities. This applies to all pupils whether if any special travel arrangements are needed it will be for the parent or the school to make them at their own expense.

Transport is provided for pupils at the start and end of the published school day only; it will not normally be provided for additional activities, e.g:

- **After school activities;**
- **Induction / open day / interview visits;**
- **Medical and dental appointments;**
- **Parental / Carer attendance at school;**
- **Respite Care;**
- **Removal from school following an exclusion**
- **In the event that a child is unwell at school.**

4.2 *Transport to Pupil Referral Unit*

Although the council offers transport assistance, it is still the responsibility of parent/carers in all circumstances to ensure their children get to school this includes the Pupil Referral Unit. Even where transport is provided parent/carers still have a responsibility for the behaviour of the child and will need to play a part in the process.

Transport to the Pupil Referral Unit for those pupils who are not attending mainstream schools will be provided at the start and the end of teaching sessions only.

Transport may be withdrawn from pupils who regularly fail to attend the PRU – responsibility for attendance will then pass to parent/carers.

Parents/carers must be aware that should your child require transport to and from the Pupil Referral Unit at any other time this is your responsibility – this includes exclusions.

4.3 *Pupils excluded from school*

A pupil permanently excluded from a school will be provided with assistance to his or her new school provided it is both the nearest suitable school, as agreed by the Children Young People & Learning Targeted Services Team and is outside the statutory walking distance from home (see section 1.1 General Entitlement). Exceptional arrangements may be made if the pupil attends a Pupil Referral Unit or similar establishment, and these may include assistance with part-time attendance at other educational establishments as required by his or her particular needs.

4.4 *Clubs, detention and extended school*

If a pupil receiving assistance at school, for any reason, either before the start of the normal school day or after the end of the normal school day, the responsibility for conveying that pupil lies with his or her parent/carer and at the expense of the parent/carer.

4.5 Elective Home Education (EHE)

Where parents have made the choice to educate their child at home, no assistance will be available from the council in connection with any transport need arising.

Where the council arranges for a pupil to have education other than in school, the council will provide transport subject to normal eligibility rules on home to school transport.

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5.0 GENERAL REQUIREMENTS FOR PARENTS/CARERS AND CHILDREN USING TRANSPORT

5.1 Behaviour on School Transport

Parents, schools, pupils, transport contractors and the council, working in partnership, all share responsibility for ensuring that acceptable behaviour is maintained to ensure safe and stress free school transport for all.

The provision of transport maybe withdrawn either for a period of time or permanently should a pupil misbehave whilst being transported to or from school. Normally a warning letter will be sent to parents/carers prior to transport being withdrawn. However, in the event that any incident is considered serious enough, following an investigation by the Integrated Transport Unit the withdrawal of transport may be immediate. In this instance the responsibility for ensuring attendance at school will remain with the parent/carer of the child.

5.2 Transport Provided In Error

Where free transport has been provided in error, or, where there have been material changes to the route to school, provision will be withdrawn. However, transport will continue until the end of the term in which the error was notified, in order to allow parents/carers to make alternative arrangements.

5.3 How transport assistance will be offered

In all instances, assistance will be offered in the most cost-effective manner taking into account the route to be covered. The following kinds of assistance are available:

- accompaniment of a learning support assistant during a walk to school
- a car mileage allowance paid to the parent /carer
- A pass for use on public transport (which may be a bus or a train) *
- A council contracted hire vehicle (which may be a coach, minibus or taxi)

*When transport, in the form of a bus pass for use on public transport, is provided for primary students as a result of the nearest school to the home address being full, a pass may also be provided to the parent/carer to travel with the child. This pass will only be valid for the journeys stated on the pass and for journeys to and from the school and may be withdrawn if any attempt is made to use it at any other time.

A passenger transport assistant/escort may be provided, but there is no legal requirement that one should always be provided. Passenger transport assistants/escorts are not normally provided for students over the age of eight attending mainstream schools

There is no requirement that a type of transport once given should be maintained: the type may be changed at short notice.

The council tries to ensure continuity of vehicle, driver and passenger transport assistant/escort, but this can never be guaranteed.

Assistance will be provided for the journey between a pupil's home address or pick-up point and the pupil's registered school. It will not be possible to vary the pick-up or drop-off points. However, transport may be provided to respite care and registered child-minders if this can be done without additional cost to the council. Any such requests must be made in writing. A pupil may be required to walk to a pick-up point, which will be within the statutory walking distance.

Parents/carers will be asked to provide contact telephone numbers, including alternative numbers in the event of the operator or council being unable to contact the parent/carer.

For pupils travelling by minibus/taxi - the parent/carer will be expected to have the child ready for collection by the specified time. The vehicle will wait only for a maximum of three minutes beyond the arrival time, after which time the responsibility for ensuring attendance at school will be with the parent/carer. The parent/carer will be expected to be at home to receive the child at the end of the day. A child may not be taken to another address if the parent/carer is unavailable.

If a child cannot be delivered home, then the driver will deliver the child into the care of Children's Social Care. The parent/carer will then need to make arrangements to collect the child at their own expense. In the event that the pupil cannot be taken to Children's Social Care the driver will proceed to the police station. These measures will be taken only as a last resort. Concurrently with this, every attempt will be made to contact the parent/carer by telephone.

Where a variation from the usual pattern is exceptionally agreed, this will not be treated as a precedent, whether for that child, that address or that circumstance.

5.4 Standards required of Hackney Carriage, Private Hire, Home to School drivers and Passenger Transport Assistants/Escorts providing education transport

The driver and any passenger transport assistant/escort will be required to carry identification at all times. The vehicle will also be expected to have an operational means of contact with its base such as a mobile telephone or two-way radio. It is expected that amongst other things, this will be used to alert the vehicle's operational base to any significant delay so that parents/carers may be informed.

If a pupil is taken ill in the course of journey, the vehicle will either divert to the nearest hospital with an accident and emergency department, or will stop and summon assistance. Arrangements for other pupils in the vehicle to complete their journeys will be made as quickly as possible.

It is a requirement that drivers and passenger transport assistants/escorts should have general training in the requirements of the pupils whom they convey. In addition, the

vehicle operator will be expected to carry individual information including school's and parents/carers contact details, guidelines for working with the pupil in the light of his or her special educational needs, and warnings of any medical conditions. All such information held by the operator and the council is subject to the Data Protection Act.

Drivers and passenger transport assistants/escorts will be expected normally to call in person to introduce themselves to a new pupil and his or her family in advance of the first journey to school. It is accepted that this may not be possible in all instances, such as if an arrangement has to be made quickly, or in the case of a substitute driver or passenger transport assistant/escort. Parents/carers and schools are asked to see the identification of any unfamiliar driver before entrusting a child to his or her care.

The council undertakes relevant checks with the Disclosure and Barring Service for all potential drivers and passenger transport assistants/escorts.

The duties of the driver and passenger transport assistants/escort are limited to the vehicle only. The parent/carer is expected to take the child to and collect the child from the vehicle. At school, a member of the school staff is expected to collect the child from the vehicle and take the child to the vehicle.

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6.0 14 - 19 Transport

A number of developments are being made in education provision for 14 -19 year olds in Bracknell Forest as part of the national reform of education and training for this age group, culminating in a broader entitlement for learners which must be in place by 2013.

These developments may involve young people learning in more than one institution (school or college) and hence have implications for transport. School timetables are being aligned to enable students aged 14 -16 to access a range of provision. Depending on option choices, students may therefore need to spend some of their time each week studying at a second (provider) institution, rather than at their home institution.

Where sessions in a provider institution coincide with the normal start or end of the school day and where practicable, students may be required to make their own way to the provider institution in the same way as they would get to their home school or college. Where this is not possible, transport to and/or from the provider institution will be arranged through the school and will be at no cost to the student or their parents.

The number of students requiring such transport will vary annually depending on the availability of courses and the learning choices made by young people.

At Post-16

Students will normally spend most of their time studying at the institution at which they are registered. A minority of students may choose to study aspects of their curriculum at a second institution. This may be one of their chosen AS or A level courses or a vocational course.

Where sessions in a provider institution coincide with the normal start or end of the school day and where practicable, students may be required to make their own way to the provider institution in the same way as they would get to their home school or college. Where this is not possible, transport to and/or from the provider institution will be arranged through the school and will be at no cost to the student or their parents.

For further information please contact Steve Lambert on 01344 354034

For information regarding Post 16 Transport please refer to the separate Post 16 Transport Policy leaflet.

7.0 DECISIONS, REVIEWING OF DECISIONS, COMPLAINTS AND APPEALS

Decisions as to the eligibility for transport, the mode of transport, and other practical matters of transport will be taken by the council's officers with particular authorisation to do so. These officers may be in the Integrated Transport Team or elsewhere in the council. If a parent is unhappy with a decision that has been made, they should first take it up informally with the officer or Department that made the decision. This may be on the telephone, or in writing, or by way of a meeting in person, as parent and officer may agree. If the matter is complicated, a written query may in any case be necessary. The council will offer assistance with this in the case of a parent with a disability. This does not affect your right to pursue a formal appeal.

If the matter is not resolved informally in this way, then the parent may wish to consider making an appeal to the council's Appeal Panel. The Panel will consider written representations from parents and officers of the council. However the Panel will not hear appeals for the method of transport provided. The method of transport is provided by the council's transport officers based on the best available taking into account the child's needs and the requirement to offer best value. Parents will also have the opportunity of making oral representations at a hearing. Appeals will only be considered on the following grounds:

- Eligibility
- Safety of Route
- Withdrawal of Transport

This is not a statutory appeal, but the council expects to uphold the normal professional standards of such appeal procedures.

If transport is refused then parents can appeal, within 28 days of notification of the decision, against that decision by contacting:

Democratic Services,
Bracknell Forest Council,
Easthampstead House, Town Square,
Bracknell, RG12 1AQ
or telephone 01344 352209 to request an appeal form.

Appeals cannot be heard regarding the change to the provision of transport or the method of transport provided; this should be discussed with members of the Integrated Transport Unit.

Only one appeal will be given for each transport application unless there have been a significant change in circumstances.

If a parent is unhappy then they can follow the council's Complaints Procedure by contacting:

Complaints Manager
Education Transport
Bracknell Forest Council
Easthampstead House
Town Square
Bracknell RG12 1AQ
Tel: 01344 352000

A parent who remains dissatisfied after following this procedure may further complain to the Local Government Ombudsman. The Ombudsman can be contacted at:

PO Box 4771, Coventry CV4 0EH (tel. 0845 602 1983)

Further information is available on the Ombudsman's website: www.lgo.org.uk

Useful Contacts

First Great Western Link

Tel: 01189 083678

Web: www.great-western-trains.co.uk

South West Trains

Tel: 0845 600 650

Web: www.swtrains.co.uk

Thames Travel

Tel: 01491 837988

Web: www.thames-travel.co.uk

Connexions

Responsible for advice and information for 14 – 18 year olds

Tel: 0845 408 5008

Web: www.connexions-berkshire.org.uk

Annex A - Education transport: some frequently asked questions

This Policy applies to those children who are resident of Bracknell Forest. We hope the answers below will be of help, but please bear in mind that every pupil's circumstances are different, and so the answer for a particular child may not always correspond exactly with what is written below. Please discuss your individual queries and requirements with a member of the Integrated Transport Unit for more detailed information.

What is an academic year?

The academic year starts on 1 September in any given year and ends on the 31 August in the following calendar year.

What is statutory or compulsory school age?

Education transport relates to children of compulsory school age. A child becomes of compulsory school age at the start of the term following their fifth birthday. Compulsory school age ceases on the last Friday in June in the school year when the young person reaches the age of 16.

What about parental preference?

Under the Education Act 1996, parents have the right to express a preference for the school they wish their child to attend and for the child to be educated in accordance with the parents' wishes. The council recognises this principle and strives to respect it as far as possible. However, when a parent opts for a school that is not the nearest suitable school (or not one of their 3 nearest suitable schools for those aged over 11 and on a low income), free home to school transport will not be provided and parents must make their own transport arrangements to secure their child's attendance at school. There can be exceptions to this, which are explained in the Policy.

What is a denominational school?

A denominational school is one that has a religious character in its ethos and teachings. Denominational schools enable children from a particular faith to attend a school that complies with parents' religious adherences. Denominational schools may also have their own admission policies. Within the Bracknell Forest Borough, there are no single sex schools nor any catholic secondary denominational schools. For more information about which school is your nearest suitable school or your nearest denominational school please contact the Admissions Team by ringing 01344 354023.

Education Transport is not provided for denominational schools unless the applicant fulfils the requirement under the low income provision. Please refer to section 1.3 for full details.

What if I want my child to attend a grammar school?

Where there is another suitable school that is nearer, which need not be a grammar school, but the parents decide to send the child to a grammar school that is further away, travel will not be provided.

What do I do if I have moved house?

The address used to assess education transport requests will be where the child mainly lives, usually with someone who has parental responsibility. Proof of residence may be requested to confirm that a child and the child's family is resident at a specified address. The following are examples of items that may be used as proof:

- copy of Council Tax Statement
- copy of Rental Agreement

This list of documents above is not exclusive and the council may ask for permission to gain access to other council information, for example Council Tax or Housing Benefit records.

If you move house then it is your responsibility to notify the Integrated Transport Unit of any change of address or telephone number in good time. Failure to do so could result in a request for a refund of the money owed if appropriate.

Do you review routes?

The council reserves the right to review walking and driving routes from time to time. This may include reconsideration of the safety of existing routes and the emergence of new routes perhaps as a result of redevelopment of an area or the adoption of roads. A parent will be given at least two months' notice if such a review causes an eligible child to become ineligible.

How do you check that the routes are safe?

The nearest available walking route is measured taking into account the safety of the route. If the safety of the route is contested, its status will be determined in accordance with the Council Road Safety Officers' Association private publication *Guidelines for the identification of hazards and the assessment of risk and the safety of walked routes to school* (2002).

How are the walking distances measured?

Statutory walking distance has a specific meaning for education transport purposes laid down in legislation. For a child under 8, it is 2 miles. For a child over 8 it is defined as 3 miles. Different distances apply for low income families.

'Walking distance' is measured by the shortest available route that the child could reasonably be expected to take in view of his or her age. Normally, such a route would have a prepared surface (such as tarmac) and there will be a public right of way over it. A route will normally only be 'available' if it can be used throughout the academic year. The council normally expects that where appropriate, a child will be accompanied by a responsible adult.

These are distances laid down by legislation. The two- and three- mile distances are referred to as the 'statutory walking distances'. However, in practice the distances are taken in conjunction with the age of the pupil and nature of the route that the pupil could reasonably be expected to take. Separate distances apply to children who belong to a low-income family (explained below). The council relies on a computer system to measure the nearest available walking route. If there are any disputes about the distance then an independent qualified and/or experienced walking officer will physically measure the route using a pedometer. The nearest available walking route is measured

taking into account the safety of the route. The route is taken from the curtilage (the front edge of the property) of the home address to the main gate of the school.

Can I appeal against a decision?

If you are refused an application for education transport then you have a right to appeal against this decision. However appeals can only be made in respect of a refusal to provide transport and not for a change in an already existing provision or for the mode of transport offered.

Contact 01344 352209 for an appeal form.

What about sibling children?

Whether younger children are entitled to free home to school transport will depend upon whether they meet the usual criteria or if they fall within one of the exceptions. For example, if the sibling has a statement of special educational needs then he or she may be provided with transport whilst other siblings may well be expected to walk to school (if the school is within the statutory walking distance).

If you are unsure about whether sibling children are eligible for home to school transport, please call the Integrated Transport Unit on 01344 352002.

What will happen if I need to change my transport provision at short notice?

The council will attempt to make arrangements at short notice when requested. However, this cannot be guaranteed, and parents of children who rely upon assistance may need to make their own arrangements at their own expense in the case of an emergency. The council will not accept responsibility for any arrangements so made by a parent.

What happens when my child becomes eight years of age during the course of an academic year?

A child achieving the age of eight years within the course of an academic year will be deemed to be less than eight years of age for the rest of that academic year. For example, a child living over two miles but less than three miles from school and receiving assistance will therefore continue to receive assistance until the end of the summer term in the academic year in which he or she becomes eight years of age.

My child is nearly 16. He has received assistance until now. Will he continue to receive assistance when he is over 16 even though he remains at the same school?

Not necessarily. Please see the separate Post-16 Transport Policy.

My child is not entitled to assistance with transport to school – are there any arrangements for purchasing season tickets at preferential rates

The council does have arrangements with a number of transport operators for the bulk purchase of season tickets – please speak to a member of staff in the Transport Team who will be happy to provide you with details.

What if I think that I have exceptional circumstances not adequately covered by the provisions of the Transport Policy?

Please discuss this with an officer of the council. There maybe extenuating circumstances that we need to know about. It is also open to you to appeal against refusal of assistance with transport.

My child has a statement of Special Educational Needs is the Policy different?

Please see separate Special Educational Needs Transport Policy.

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Annex C – Schedule of Charges

The charges shown below are for Mainstream Students for the academic year commencing 1 September 2014

Mileage Allowance

35p per mile for the approved mileage (this is only payable when the pupil is in the car). Please contact the Integrated Transport Unit for further details.

Farepaying Scheme

Please contact the Integrated Transport Unit for details of routes on which farepaying seats may be available.

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Education Transport Policy 2014/15 for Children with a Statement of Educational Needs (SEN)

DRAFT

Version 1.0
October 2012

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1 Introduction

This document outlines the Council's Policy for providing assistance with education transport for children and young people resident in Bracknell Forest, who have a statement of special educational needs. Transport to and from school is provided in accordance with various statutory provisions such as the Education Act 1996, as amended by subsequent enactment and the Equality Duty pursuant to the Equality Act 2010.

The Council provides school transport to assist children and young people to attend school or their place of education in line with their statutory responsibilities or at their discretion. Decisions are made based on the child or young persons individual circumstances.

This document explains the council's policy for the provision of school transport to children of statutory school age, as from 1 September 2014. This date is chosen to allow adequate notice for people affected by it and in line with legislative requirements.

Decisions will be taken in accordance with this Policy where those decisions will come into effect when this Policy is in force.

This Policy on occasion may be changed in the light of changes in legislation and other such circumstances. In considering the date of implementation of any future change, the council will consider the effect on children and students whose school or college attendance or travel arrangements were made in good faith in the light of this or previous policies. However, the council reserves the right to implement any change of Policy before the end of the school or college career of any particular child or young person.

Throughout this Policy we use the term *parent* to mean one or both parents or the child's main carer(s). We use the term 'assistance' in this Policy because in some cases we may meet only a part of the cost, or because we need to make it easier for a child or young person to attend a school or college.

It is still remains the responsibility of parents in all circumstances to ensure their children attend school.

This policy supersedes all previous policies

1.1 Key Contact Numbers

THE INTEGRATED TRANSPORT UNIT

Central Depot

Old Bracknell Lane West

Bracknell

RG12 7QT

Telephone: 01344 352002

Fax: 01344 353235

corporate.transport@bracknell-forest.gov.uk

THE SPECIAL EDUCATIONAL NEEDS (SEN) TEAM:

Seymour House

38 Broadway

Bracknell

RG12 1AU

01344 354048

01344 354001

Sen.education@bracknell-forest.gov.uk

2 Statutory Free School Transport

Decisions in relation to eligibility for home to school transport for children with statements of special educational needs made under s.324 of the Education Act 1996 are normally made by officers of the Special Educational Needs Team of the council as part of the assessment of a pupil's needs in line with the criteria set out below.

The type of transport provided such as a bus pass or a taxi is determined based on the needs of the individual child. In determining the type of transport assistance to be provided, the council will also wish to encourage the independence of the pupil as far as practicable and to ensure that provision is cost effective e.g. making use of shared transport.

The Local Authority strongly recommends parents consider home to school transport issues when determining their school preferences. For instance choosing a school which is not the nearest qualifying* school will, bar exceptional circumstances, mean that assistance from home to school is not available. Further parents will need to consider any practical implications of choosing a particular school, for instance if siblings attend a different school.

Transport is normally only provided at the beginning and end of the school day and from home to school.

2.1 Mainstream Schools Entitlement

Transport assistance will only be provided to all pupils of compulsory school age who are in full time attendance at **mainstream schools** in the following circumstances:

- Pupils aged under 8 if they attend the nearest qualifying* school and live more than two miles from school.
- Pupils aged 8 and under 16 (except for those from low income families – see below) where they attend the nearest qualifying* school and live more than three miles from school.

Miles from schools are defined in terms of walking distances from the perimeter of the home address to the front gates of the School.

There is no statutory responsibility on Local Authorities to provide transport for children under compulsory school age i.e. those attending pre-schools or nursery provisions.

***The qualifying school is the designated area school or the nearest suitable** school with places to the home address. Transport will only be provided under these sections where there is a school place for the child.**

****The nearest suitable school is the closest school to the home address able to meet the child's educational needs. If parents choose to send their child to a school which is not the nearest suitable school, free transport will not be provided by the council.**

2.2 Low Income Families Entitlement

The law additionally makes provision for children (of compulsory school age) of those families on low income to receive transport assistance in the following circumstances:

- Pupils from low income families*** aged 8 but under 11 are provided with transport assistance if they attend their nearest qualifying* school and they live more than two miles from the school.
- Secondary pupils aged over 11 and under 16, from low income families, who are attending one of their three nearest qualifying** schools, which is more than two miles, but less than six miles from their home will be entitled to free transport provision.

These distances are measured by the nearest available walking route, and verified by the council, or its agents, by appropriate means which might include the use of computer generated mapping systems. The council views these distances as an exact measure and they cannot be considered as marginal. The measurements are taken from the curtilage of the home (e.g. the front edge of a property) to the main entrance of the school.

*****Low Income Family' is defined as a family that is either entitled to free schools meals, or whose families are entitled to the maximum level of Working Tax Credit**

Applicants will be required to provide relevant documents to prove their eligibility to free transport. In the case of those receiving maximum Working Tax Credit they will have to submit their latest Tax Credit Award Notice from HM Revenue and Customs. Other documents will be required and details should be obtained from the Integrated Transport Unit before applying.

Once eligibility on income grounds has been confirmed the pupil will be considered eligible (on these grounds) for the school year for which the assessment has been made. However, if other circumstances change for example they move house then eligibility will be re-assessed. It is parent's responsibility to inform the Integrated Transport Unit of any change of circumstances. Income assessments will be carried out on an annual basis.

2.3 Low Income Families and Denominational Schools Entitlement

Pupils from 'low income families' (as defined above) are also entitled to transport assistance in the following circumstance:

- Pupils from low income families, attending the nearest suitable school*** preferred on grounds of religion or belief, where they live more than two miles, but not more than 15 miles from that school will be entitled to free transport provision. Distance is measured using the Bracknell Forest Geographical Information System (GIS) taking a straight line between the home address and the schools. This is based on the co-

ordinates of the school and the home as defined in the local Land and Property Gazetteer and based on the Ordnance Survey's national system.

*****In this instance the nearest suitable school is the closest school to the home address of the parents practising faith. If parents choose to send their child to a school which is not the nearest suitable school, free transport will not be provided by the council,**

The council will consider, on an individual basis, whether transport to a denominational school should be provided for a particular child in exceptional circumstances. A preference for being educated in accordance with a particular religion or belief (as defined by S.10 of Equality Act 2010) will not usually constitute exceptional circumstances.

2.4 Local Authority Special Schools and Resource Units within Bracknell Forest entitlement

Transport assistance will only be provided to all pupils of compulsory school age who are in full time attendance at the nearest suitable special school or resource unit maintained by the Local Authority named in their statement of special education needs in the following circumstances:

- Pupils up to the age of 8 years who live over 2 miles from the special school or resource unit
- Pupils aged 8 and under 16 (except for those from low income families – see above) who live more than 3 miles from the special school or resource unit
- Year 12 up to the end of Year 14 for those children who continue to attend a special school who live over 3 miles from that special school

2.5 Local Authority Special Schools and Resource Units outside Bracknell Forest

Where there is no appropriate school or resource within Bracknell Forest available, children attending the nearest suitable special school or resource unit maintained by another Local Authority named in their statement of special education needs, are entitled to assistance with home to school transport in the following circumstances:

- Pupils up to the age of 8 years who live over 2 miles from the special school or resource unit
- Pupils aged 8 and under 16 (except for those from low income families – see above) who live more than 3 miles from the special school or resource unit
- Year 12 up to the end of Year 14 for those children who continue to attend a special school who live over 3 miles from that special school

2.6 Independent Schools

Where there is no appropriate school, special school or resource unit maintained by Bracknell Forest Council or another Local Authority available, children attending the nearest suitable Independent Special School which is named in their statement of special education needs, are entitled to assistance with home to school transport in the following circumstances:

- Pupils up to the age of 8 years who live over 2 miles from the special school or resource unit
- Pupils aged 8 and under 16 (except for those from low income families – see above) who live more than 3 miles from the special school or resource unit
- Year 12 up to the end of Year 14 for those children who continue to attend a special school who live over 3 miles from that special school

2.7 Pre-Schools

There is no automatic entitlement for free Home to School Transport for children under compulsory school age even though they have been issued with a statement of Special Educational Needs. Transport will only be provided for a child if they are attending a pre school within a special school or resource unit if this is the nearest and most suitable school.

2.8 Discretion

Some children with SEN and/or a disability may, by reason of their SEN and/or disability, be unable to walk even relatively short distances to school. Similarly, children with a mobility problem caused, for example, by a temporary medical condition such as a broken leg, may also be unable to walk to school.

Consideration to the provision of transport for pupils living under the distances outlined above will only be made on the following basis:

- Medical condition of the child (see Section 3.7)
- A decision on the safety of route (see Annex A)

2.9 No Transport Provision

Transport will not normally be provided in the following circumstances:

- If the pupil does not fulfil the criteria
- If there is a change of address following issue of a final or final amended statement
- If the parent/carer request a place that is not the nearest appropriate school at which a place is available
- For children with a statement of SEN where the parents have agreed to make provision for transport
- For after school clubs or school trips
- To work experience placements or other extra curricular activities

- To dental or hospital appointments
- To clinical, medical or non-educational appointments
- In the event of detention and/or exclusions
- To attend school meetings following exclusion from school
- To attend open days and 'taster sessions' at school
- Following persistent misbehaviour occurring on transport.
- In the event that a child is unwell at school.

It is the parent's responsibility to provide transport on these occasions.

2.10 How to apply

If your child is undergoing statutory assessment for special education needs you should discuss any transport requirements with the SEN Team.

If your child has a statement of special educational needs and you feel that he or she may be entitled to transport you should contact the Integrated Transport Unit on 01344 352002 for an Application Form.

Application Forms are also available on line at:

www.bracknell-forest.gov.uk/learning/learn-schools/learn-school-transport.htm

or by contacting the Integrated Transport Unit:

Commercial Centre

Old Bracknell Lane West

Bracknell

RG12 7QT

Telephone: 01344 352002

Fax: 01344 353235

Email: corporate.transport@bracknell-forest.gov.uk

3 Individual Requirements

3.1 Pupil's home address

Transport to and from school will normally be determined from a single permanent residence. This is normally the one where the child spends most time with the parent/carer and has been used for admission purposes. The council must be notified in writing of all changes of home address.

3.2 Change of address

If there is a change of address for a pupil then parents must inform the Integrated Transport Unit immediately. If necessary the Integrated Transport Unit will reassess the pupil's entitlement to transport. Proof of residency will be required to ensure the correct entitlement for the pupil.

Please note that a change of address does not mean an entitlement to transport although in exceptional cases, the council may consider that continuing attendance at the current school to be in the child's best interest. In such cases transport will be considered to ensure attendance, for example during the final year of GCSEs or whether there are no suitable places at the nearest school to the home address. Consideration will also be given as to whether the change of address was entirely outside any parental control. This decision is at the discretion of the council.

Where the change of address affects the designation of the nearest suitable school named in part 4 of a pupil's statement and parents choose to continue the current school placement, parents will be responsible for making suitable transport arrangements and the statement will be amended accordingly in Part 4.

3.3 Moving into Bracknell Forest

Families moving into Bracknell Forest will be subject to the criteria as outlined in section 1.

3.4 Siblings

Siblings of children with statements of special educational needs do not have an entitlement to home to school transport as a result. Further if this Policy has changed since any older sibling received free transport (e.g. for transport to denominational schools or there has been a change to the designated area), then the younger sibling will be subject to the Policy in force at the time of their application and anticipated start date.

3.5 Pupils living in temporary accommodation

If a pupil and its family/carer are placed in temporary accommodation by the council, consideration will be given to the provision of transport for a limited period. Each case will be considered based on the individual circumstances (e.g. reasons for the displacement, age of the child(ren), likely timescales, parent/carer's circumstances). The case will be investigated fully and all the relevant authorities (e.g. Social Care, the Police, etc) will be

consulted. This transport will cease when the family have been offered suitable accommodation within Bracknell Forest and be subject to the criteria outlined in section 1.

3.6 Changing Schools

When considering changing a child's school parents should contact the Special Educational Needs Team to discuss. They will be able to advise on the impact of any change on entitlement to home to school transport.

3.7 Medical Conditions

If a pupil or young person has a temporary or enduring medical condition making it impossible to walk to school or college, then assistance may be provided. Applications for assistance on this basis will need to be supported by appropriate evidence from the medical profession. Evidence required by the council may include, but may not be restricted to, a letter from the child or young person's general practitioner or consultant or both and must be supplied at no cost to the council.

If you feel your child may be eligible you need to contact and discuss this with the SEN Team.

The council reserves the right to require the child or young person to be examined by its own medical adviser and may choose to seek comment from the educational institution or school attended by the child or young person. In an exceptional case the council may choose to substitute the advice from its own adviser for that submitted by a parent. Provision of the assistance will be reviewed from time to time as appropriate.

If the pupil is attending a non-designated school, parents may be required to pay their usual daily cost as a contribution towards the council's costs.

Example of a short term medical condition – broken leg

Example of a long term/permanent medical condition – brittle bone disease.

3.8 Parents' disabilities

Assistance is not normally provided for a child or young person in respect of the disability of either or both of his or her parents. However, each application will be considered on its own merits at the discretion of the council and in compliance with the Equality Act 2010.

4 Travel Arrangements

4.1 Boarding and Alighting Points

Where the child can be expected to walk to their transport provision then appropriate boarding and alighting points will be determined by the Integrated Transport Unit. Pupils are expected to walk a reasonable distance to and from home to meet their transport. The maximum distance to a boarding point for any pupil will not normally exceed one mile.

Parents are responsible for their children's safety in getting to and from the boarding and alighting point at the appropriate time. They are also responsible for their children when they are waiting for transport and when they leave the transport at the end of the day.

Boarding arrangements for individual pupils will not be altered without prior agreement with the Integrated Transport Unit, in consultation with the relevant school, and then only for reasons restricted to child's personal safety. Bus passes will then be reissued as appropriate by the Integrated Transport Unit.

4.2 Mileage Reimbursement

In some cases, transport to and from school may be provided by parents themselves.

However this option is only available where there are not any existing contracted home to school transport routes. The council may reimburse mileage at a rate to be considered annually, taking into account yearly inflation, for the home to school journeys only, i.e. reimbursement of mileage is only available for the mileage when the child is in the vehicle (see Annex B).

Where a parent makes their own arrangements and seeks reimbursement this must be agreed in advance with the Authority before any such arrangement commences.

If a parent chooses not to use the available contracted route then no reimbursement will be available.

The council reserves the right to withdraw the option to pay reimbursement if, at a later stage, a contracted route is available or circumstances change.

In cases where public/commercial transport is available, the council may reimburse mileage on request when it is cost effective to do so, or public transport fares.

See section 7.2 for further information.

4.3 Fare Paying Scheme

Pupils who are not entitled to free transport who enquire about transport to schools will be directed to apply for a seat on a public transport route. Pupils may be given the option to apply for a fare paying seat on one of the council's contracted services.

Where spare capacity exists on current vehicles that have been contracted to provide home to school transport for entitled pupils, the council may make these seats available for purchase by non-entitled pupils, subject to the following:

- The seat being withdrawn with FIVE days' notice should it be required for an entitled pupil
- Larger and/or extra vehicles will not be contracted specifically for fare payers.
- These seats will be allocated on a first come first served basis
- The council's decision on this will be final.

The council may need to withdraw a fare paying seat for a number of reasons, including

- A seat is required for an entitled pupil
- A route is down-sized (ie. a smaller vehicle is being used to operate a route)
- The unacceptable behaviour of the pupil

Should the council need to withdraw a fare paying seat the withdrawal of the service will be in the following order

1. Non Bracknell Forest Residents
2. Bracknell Forest Residents on the basis of last on, first off

Details on current rates for this scheme can be obtained found at Annex B. The publication of a scheme seat price does not guarantee availability of a seat.

5 Transport to Alternative Sites

5.1 Work Experience Placements and Off-Site Activities

Transport is not normally provided for work experience placements or any other off-site courses/activities. This applies to all pupils whether they have special needs or not. If any special travel arrangements are needed it will be for the parent or the school to make them at their own expense.

Free Transport is provided for pupils at the beginning and end of the school day only. It will not normally be provided for additional activities, e.g:

- **After school activities;**
- **Induction / open day / interview visits;**
- **Medical and dental appointments;**
- **Parental / Carer attendance at school;**
- **Respite Care;**
- **Removal from school following an exclusion**
- **In the event that a child is unwell at school.**

5.2 Pupils excluded from school

A pupil permanently excluded from a school will be provided with assistance to his or her new school provided it is in line with the criteria set out in section 1. Exceptional arrangements may be made if the pupil attends a Pupil Referral Unit or similar establishment, and these may include assistance with part-time attendance at other educational establishments as required by his or her particular needs.

5.3 Transport to Pupil Referral Unit

Although the council offers transport assistance, it is still the responsibility of parent/carers in all circumstances to ensure their children get to school this includes the Pupil Referral Unit. Even where transport is provided parent/carers still have a responsibility for the behaviour of the child and will need to play a part in the process.

Transport to the Pupil Referral Unit for those pupils who are not attending mainstream schools will be only provided at the start and the end of teaching sessions.

Transport may be withdrawn from pupils who regularly fail to attend the PRU with the responsibility for attendance being the child's parents.

5.4 Clubs, detention and extended school

If a pupil receiving assistance at school, for any reason, either before the start of the normal school day or after the end of the normal school day, the responsibility for conveying that pupil lies with his or her parent/carers and at the expense of the parent/carers.

5.5 Education otherwise than at school (EOTAS)

Where parents have made the choice to educate their child other than at school, no assistance will be available from the council in connection with any transport need arising.

Where the council arranges for a pupil to have education other than in school, the council will provide transport subject to normal eligibility rules on home to school transport.

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6 General Requirements for Parents / Carers and children using transport

6.1 Behaviour on school transport

Parents, schools, pupils, transport contractors and the council, working in partnership, all share responsibility for ensuring that acceptable behaviour is maintained to ensure safe and stress free school transport for all.

The provision of transport maybe withdrawn either for a period of time or permanently should a pupil misbehave whilst being transported to or from school. Normally a warning letter will be sent to parents/carers prior to transport being withdrawn. However, in the event that any incident is considered serious enough, following an investigation by the Integrated Transport Unit, the withdrawal of transport may be immediate. In this instance the responsibility for ensuring attendance at school will remain with the parent/carer of the child.

6.2 Transport provided in error

Where free transport has been provided in error by the Council, or, where there have been material changes to the route to school, provision will be withdrawn. However, transport will continue until the end of the term in which the error was notified, in order to allow parents/carers to make alternative arrangements.

6.3 How transport assistance will be offered

In all instances, assistance will be offered in the most cost-effective manner taking into account the route to be covered. The following are the kinds of assistance available.

- Accompaniment of a learning support assistant during a walk to school
- A car mileage allowance paid to the parent /carer
- A pass for use on public transport (which may be a bus or a train)
- A council contracted hire vehicle (which may be a coach, minibus or taxi)
- Travel training

A passenger transport assistant/escort may be provided, but there is no legal requirement that one should always be provided. Passenger transport assistants/escorts are not normally provided for students over the age of eight attending mainstream schools even if they have a statement of special educational needs unless deemed necessary by the SEN team. The continued provision of a passenger transport assistant/escort will be discussed at the child's annual review.

There is no requirement that a type of transport once given should be maintained: the type may be changed at short notice.

However the council will try to ensure continuity of vehicle, driver and passenger transport assistant/escort, but this cannot be guaranteed.

In certain circumstances parents of pupils with a statement of special educational needs may be offered the option of a mileage reimbursement. Such circumstances may include there being no suitable contracted routes or operators or their child requiring a high level of medical or social attention. In these instances confirmation will be required by both the SEN Team and the School and will be reviewed annually. Such an arrangement will be deemed to cover all attendant costs of the transport, including the presence of a second adult as an 'escort'. See section 7.2 for further information.

Assistance will be provided for the journey between a pupil's home address or pick-up point and the pupil's registered school. It will not be possible to vary the pick-up or drop-off points. However transport may be provided to respite care and registered child-minders if this can be done without additional cost to the council. Any such requests must be made in writing. A pupil may be required to walk to a pick-up point, which will be within the statutory walking distance.

6.4 Emergency Contact Details

Parents/carers need to provide contact telephone numbers, including alternative numbers in the event of the operator or council being unable to contact the parent/carer before home to school transport can be provided.

6.5 Collection and Return Points

A parent/carer will be expected to have the child ready for collection by the specified time. The vehicle will wait only for a maximum of three minutes beyond the arrival time, after which time the responsibility for ensuring attendance at school will be with the parent/carer. The parent/carer will be expected to be at home to receive the child at the end of the day. A child may not be taken to alternate address given by the parent if they are unavailable.

In the event there is no parent to receive their child, the driver will deliver the child into the care of Children's Social Care. The parent/carer will then need to make arrangements to collect the child at their own expense. In the event that the pupil cannot be taken to Children's Social Care the driver will proceed to the nearest open police station. These measures will be taken only as a last resort. Concurrently with this, every attempt will be made to contact the parent/carer by telephone.

Where a variation from the usual pattern is exceptionally agreed, this will not be treated as a precedent, whether for that child, that address or that circumstance.

6.6 Standards required of all staff providing education transport

The driver and any passenger transport assistant/escort will be required to carry identification at all times. The vehicle will also be expected to have an operational means of contact with its base such as a mobile telephone or two-way radio. It is expected that amongst other things, this will be used to alert the vehicle's operational base to any significant delay so that schools and parents may be informed.

If a pupil is taken ill in the course of journey, the vehicle will either divert to the nearest hospital with an accident and emergency department, or will stop and summon assistance. Arrangements for other pupils in the vehicle to complete their journeys will be made as quickly as possible.

It is a requirement that drivers and passenger transport assistants/escorts should have general training in the requirements of the pupils whom they convey. In addition, the vehicle operator will be expected to carry individual information including school's and parents/carers contact details, guidelines for working with the pupil in the light of his or her special educational needs, and warnings of any medical conditions. All such information held by the operator and the council is subject to the Data Protection Act.

Drivers and passenger transport assistants/escorts will be expected normally to call in person to introduce themselves to a new pupil and his or her family in advance of the first journey to school. It is accepted that this may not be possible in all instances, such as if an arrangement has to be made quickly, or in the case of a substitute driver or passenger transport assistant/escort. Parents and schools are asked to see the identification of any unfamiliar driver before entrusting a child to his or her care.

The council undertakes relevant checks including enhanced Disclosure and Barring Service for all potential drivers and passenger transport assistants/escorts.

The duties of the driver and passenger transport assistants/escort are limited to the vehicle only. The parent/carer is expected to take the child to and collect the child from the vehicle. At school, a member of the school staff is expected to collect the child from the vehicle and take the child to the vehicle.

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7 Transport Provision

Those children eligible for home to school transport may be provided with a bus pass, or shared transport within a taxi or minibus. It is anticipated that some parents of children with statements of special education needs will wish to transport their children to school for which a mileage allowance may be applied for, however, mileage reimbursement will only be made available to parents if there are no contracted routes to the school.

Prior to transport being arranged parents will need to complete an application form detailing the special travel requirements of their child. An appropriate type of transport will then be provided in consultation with the SEN team. These arrangements will be reviewed annually.

It is critical that parents provide up to date telephone numbers, including alternative numbers for use in the event of the operator or the council being unable to contact the parent. In the event of any telephone numbers changing parents should contact either the Integrated Transport Team or SEN team to advise.

7.1 Public Transport

Depending on needs it may be appropriate to encourage pupils to use public transport e.g. to encourage increasing independence for teenagers. In such cases bus or train passes would be provided.

7.2 Parents' own vehicle

Parents/carers of pupils with special educational needs may have the option of being offered a mileage reimbursement/allowance in certain circumstances, these include:

- There are no contracted routes serving the establishment that the pupil will be attending or
- no operator can be found to operate the route or
- There are no suitable public transport routes or
- Pupils who need a high level of medical attention or care

The council may reimburse mileage at a rate to be considered annually, taking into account yearly inflation, for the home to school journeys only. It is only payable when the pupil is in the car e.g. for the trip taking the pupil from home to school and the trip bringing the pupil home from school. It does not cover the parent/carer's return trip when the pupil is not in the car. The rate is fully inclusive and will cover all eventualities, including when a second parent/guardian/carer is required to act as "escort". The council will determine the mileage that can be claimed and payments will be made on a termly in arrears basis.

This option will be reviewed annually and may be withdrawn should circumstances change i.e. a contracted route to the establishment becomes available.

The provision of mileage reimbursement is entirely at the discretion of the Council.

7.3 Transport arranged by the Local Authority

Where transport has been arranged by the council a parent will be expected to have the child ready for collection by the specified time. The vehicle will wait only for a maximum of three minutes beyond the arrival time. The parent will be expected to be at home to receive the child at the end of the day.

If a child cannot be delivered home, then the driver will deliver the child into the care of Children's Social Care. The parent will then need to make arrangements to collect the child at their own expense. In the event that the pupil cannot be taken to Children's Social Care the driver will proceed to the police station. These measures will be taken only as a last resort and every effort will be made by the vehicle operator and/ or council to contact the parent by telephone.

7.4 Variations

Assistance will be provided for the journey between a pupil's home address or pick-up point and the pupil's registered school. It will not be possible to vary the pick-up or drop-off points. However, transport may be provided to respite care and registered child-minders if this can be done without additional cost to the council. Any such requests must be made in writing. A pupil may be required to walk to a pick-up point, which will be within the statutory walking distance.

Where a variation from the usual pattern is exceptionally agreed, this will not be treated as a precedent, whether for that child, that address or that circumstance.

7.5 Journey times

Journey times are expected routinely to be no longer than 60 minutes for a secondary aged pupil or 45 minutes for a primary aged pupil for pupils attending schools **within Bracknell Forest**. All journeys carry the risk of being unexpectedly longer because of temporary roadworks or unforeseen circumstances. If a permanent change in road or other conditions cause a journey permanently to exceed 60 or 45 minutes (as appropriate) this will be discussed with the parent.

Journeys outside Bracknell Forest are likely to take longer than outlined above and whilst the Council will endeavour to keep travelling time to a minimum no guarantees can be given.

7.6 Standards required of Hackney Carriage, Private Hire, Home to School drivers and Passenger Transport Assistants/Escorts providing education transport

The council tries to ensure continuity of service by providing the same vehicle, driver and passenger assistant for a period of time. However this can never be guaranteed, and changes may be needed at short or at no notice. Where possible new drivers and escorts will try and meet with children and their parents prior to the first journey.

The council insists that all drivers and escorts are subject to the relevant checks including an enhanced Disclosure and Barring Service check. Drivers and escorts have to attend

essential training for undertaking their duties and other training is made available where needed e.g. in understanding ASD or managing challenging behaviour.

7.7 Provision of an escort

Some pupils with Statements of Special Educational Needs who qualify for transport may need to be supervised on the transport by an escort. Escort provision is costly and would only be agreed in very specific circumstances. Annual Reviews for pupils who are transported with an escort will pay particular attention to the ongoing need or otherwise for an escort and will make recommendations accordingly to the council. This will be achieved through a review of the actual forms and processes used for the Annual Review to ensure that transport needs are assessed annually. Escorts are only employed if a clear need for supervision is stated in the transport request from the Special Educational Needs Manager. Escorts may be required for:

- Large numbers on mini buses and ambulances
- Individual or small groups who have medical/physical difficulties e.g. those with epilepsy, muscular dystrophy, fragile bones, orthopaedic problems, cerebral palsy
- Children suffering from severe learning difficulty
- Children with severe behavioural problems

See Section 6.3 for further information.

7.8 Vehicle types

The Local Authority uses a variety of different vehicles to meet the needs of children and young people including:

- **Coaches**
Used for transport to and from campus special schools, transporting large numbers of pupils (note: separate transport may be needed for pupils requiring wheelchairs, unless coaches are fitted with a tail-lift).
- **Minibuses**
Suitable for transporting smaller numbers and particularly those with special needs requiring close supervision/care (note: pupils may be transported in mini buses belonging to special schools, which operate under contract).
- **Ambulance (with tail lifts)**
Only provided for pupils with profound physical difficulties and/or complex needs
- **Private Hire Vehicles**
Not used unless there is no other reasonable option, or taxi arrangement is most economical in light of numbers and distance involved.

7.9 Residential schools / Out of area schools

The Local Authority where possible strives to provide education and support locally, however the needs of some children are such that a specialist provision is required outside of

Bracknell Forest. When coming to a decision as to how to best meet the needs of a child the travelling distance to a school and the need for children to board is taken into consideration.

In some cases the distance to a particular school may require a child becoming a residential boarder there.

Where transport is agreed, the duty to provide home to school transport will be as follows.

For young people attending school daily

- a journey from home to school at the start of the school day, and
- a journey from school to home at the end of the school day

For young people boarding weekly

- a journey from home to school at the start of the school week, and
- a journey from school to home at the end of the school week

For young people boarding fortnightly

- a journey from home to school at the start of the school fortnight, and
- a journey from school to home at the end of the school fortnight

For young people boarding termly where there is a half-term holiday

- a journey from home to school at the start of each half-term;
- a journey from school to home at the end of each half-term

For young people boarding termly where there is no half-term holiday

- a journey from home to school at the start of each term;
- a journey from school to home at the end of each term

For young people boarding for more than 38 weeks or so in the year

- journeys home during ordinary school terms will normally be governed by the principles above;
- journeys home outside usual school terms will be provided by arrangement between school and parent reasonably to take account of the particular circumstances of the child;

Where a termly residential school (with or without a half-term holiday) is closed for a long weekend or similar period of leave during the term or half-term, or expects its pupils to take such a period of leave, then transport will be provided for that period of leave. Where no such period of leave is offered, additional journeys may be agreed by school, parents and the council provided that the total number does not exceed four journeys in any one period of three months (one journey being one way between home and school or *vice versa*).

Where a young person boards for more than 38 weeks or so in the year, it will be expected that journeys home will follow the pattern of termly residential schools as far as possible, but with an additional return journey or two to take account of the time spent at the school beyond the period of the usual school year.

In all cases of boarding, the journey from home to school may be made the afternoon or evening before the first day of school where this is more practicable (e.g. on a Sunday afternoon or evening instead of Monday morning). In some cases, it may be necessary for the child so to travel. Where more than one child travels to the same establishment and no

agreement can be reached as to whether to return to school on a Sunday evening or Monday morning then the journeys will be arranged for alternate week to satisfy each student.

In the case of a boarder, it is normal and expected that term-time medical and dental treatment will take place near to the child's school, and that the school will make the necessary arrangements for travel to and from the surgery or hospital or other place of treatment, at no charge to the council. In the case of a day pupil or a boarder who boards part-time, it will be the responsibility of the parent to make the necessary arrangements for such travel, at no charge to the council.

In some cases, transport to and from school may be provided by parents themselves. Where there is no existing home to school transport available, parents can provide their own transport. The council may reimburse mileage at a rate to be considered annually, for the home to school journeys only, i.e. when the pupil is being transported (see Appendix A, Rates). In cases where public/commercial transport is available, the Council may still reimburse mileage on request when it is cost effective to do so.

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8 Decisions, Reviewing of Decisions, Complaints and Appeals

8.1 Decisions

Decisions as to the eligibility for transport, the mode of transport, and other practical matters of transport will be taken by the council's officers with particular authorisation to do so. These officers may be in the Integrated Transport Team or the Special Educational Needs Team or elsewhere in the council.

8.2 Complaints / Appeals Process

8.2.1 Informal

If a parent is unhappy with a decision that has been made, we recommend in the first instance that this is raised with the officer or Department that has made the decision. This could be via the telephone, or in writing, or by way of a meeting in person.

8.2.2 Appeals Panel

If the matter is not resolved informally in this way or if the parent wishes they can appeal to the Council's Appeal Panel. The Panel consists of Bracknell Forest Councillors and will consider written representations from parents and officers of the Council. Parents and officers will have the opportunity of making oral representations at the Appeals Panel.

Appeals will only be considered on the following grounds:

- Eligibility
- Safety of Route
- Withdrawal of Transport

This is not a statutory appeal, but the council expects to uphold the normal professional standards of such appeal procedures. Only one appeal will be given for each transport application unless there have been a significant change in circumstances.

The Panel will not hear appeals with regards the method of transport provided. The method of transport is provided by the council's transport officers based on the best available taking into account the child's needs and the requirement to offer best value. Issues related to the method of transport should be discussed with members of the Integrated Transport Unit.

To make an appeal to the Council's Appeal Panel a parent must contact Democratic Services within 28 days of notification of the decision:

Democratic Services,
Bracknell Forest Council,
Easthampstead House, Town Square,
Bracknell, RG12 1AQ
or telephone 01344 352209 to request an appeal form.

8.2.3 Special Educational Needs and Disability Tribunal

Where the pupil in question holds a statement of special educational need, it may be that a disagreement about transport is part of a wider question of school provision and placement. As mentioned elsewhere in this Policy, in such an instance, it may be necessary for the matter to be considered by the Special Educational Needs and Disability Tribunal. Although this body does not hear appeals specifically about transport, it may consider it as part of a wider appeal regarding placement. Officers of the Special Educational Needs Team will discuss the appropriate means of appeal in each case as necessary.

First Tier Tribunal (Special Educational Needs and Disability)

Mowden Hall
Staindrop Road
Darlington
County Durham
DL3 9BG
01325 392760
sendistqueries@tribunalss.gsi.gov.uk

Corporate Complaints Policy

Parents can also follow the council's Complaints Procedure by contacting:

Complaints Manager
Education Transport
Bracknell Forest Council
Easthampstead House
Town Square
Bracknell RG12 1AQ
Tel: 01344 352000

Local Government Ombudsman

Complaints/ Issues can also be raised with the Local Government Ombudsman at:

PO Box 4771, Coventry CV4 0EH (tel. 0845 602 1983)

Further information is available on the Ombudsman's website: www.lgo.org.uk

Schedule of Charges

The charges shown below are for Students for the academic year commencing 1 September 2013

8.3 Mileage Allowance

35p per mile for the approved mileage (this is only payable when the pupil is in the car). Please contact the Integrated Transport Unit for further details.

8.4 Fare paying Scheme

Please contact the Integrated Transport Unit for details of routes on which fare paying seats may be available.

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**TO: CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW & SCRUTINY PANEL
17 APRIL 2013**

WORKING GROUP UPDATE REPORT

1 PURPOSE OF REPORT

- 1.1 This report sets out the progress achieved to date by the working group of the Panel reviewing school governance.

2 RECOMMENDATION

- 2.1 **That the Panel notes the progress achieved to date by its working group reviewing school governance.**

3 REASONS FOR RECOMMENDATION

- 3.1 To keep the Panel up to date regarding the activities of its School Governance Working Group.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

School Governance

- 5.1 The Panel established this Working Group to review school governance in Bracknell Forest's schools with a view to identifying areas for improvement in the light of the new Ofsted framework which places greater emphasis on the role of school governors and governance arrangements.
- 5.2 The first meeting of the Working Group took place on 13 September 2012 when Members received an introductory briefing from officers, discussed extracts from Ofsted inspections of the Borough's schools relating to governance and considered the scope of the review. The Working Group subsequently agreed the scope and prepared questionnaires for link, parent and chairmen of governors. The questionnaires were used to gain the views of governors on matters including skills gaps in governing bodies, the self-evaluation toolkit and succession planning for chairmen. Governors' views were also gathered at the Link Governors Forum and at arranged meetings with parent and chairmen of governors. The Working Group has considered the outcomes of meetings with governors and their responses to the questionnaires and is beginning to form some conclusions. The Working Group has also considered the effect of new legislation on governing bodies and discussed the best approach to undertaking a skills audit of governors.
- 5.3 The Working Group is currently gathering information concerning the structure and composition of full governing bodies of local schools, including the structure review

frequency and headteachers' views on the effectiveness of the structures. It also proposes to meet the Director of Children, Young People and Learning at its next meeting to discuss its early findings.

**6 **ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS / EQUALITIES
IMPACT ASSESSMENT / STRATEGIC RISK MANAGEMENT ISSUES /
CONSULTATION****

6.1 Not applicable.

Background Papers

None.

Contact for further information

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e-mail: richard.beaumont@bracknell-forest.gov.uk

Andrea Carr – 01344 352122
e-mail: andrea.carr@bracknell-forest.gov.uk

**TO: CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW & SCRUTINY PANEL
17 APRIL 2013**

**EXECUTIVE KEY AND NON-KEY DECISIONS RELATING TO
CHILDREN, YOUNG PEOPLE AND LEARNING
Assistant Chief Executive**

1 PURPOSE OF REPORT

- 1.1 This report presents scheduled Executive Key and Non-Key Decisions relating to Children, Young People and Learning for the Panel's consideration.

2 RECOMMENDATION

- 2.1 **That the Children, Young People and Learning Overview and Scrutiny Panel considers the scheduled Executive Key and Non-Key Decisions relating to Children, Young People and Learning appended to this report.**

3 REASONS FOR RECOMMENDATION

- 3.1 To invite the Panel to consider scheduled Executive Key and Non-Key Decisions.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 Consideration of Executive Key and Non-Key Decisions alerts the Panel to forthcoming Executive decisions and facilitates pre-decision scrutiny.
- 5.2 To achieve accountability and transparency of the decision making process, effective Overview and Scrutiny is essential. Overview and Scrutiny bodies are a key element of Executive arrangements and their roles include both developing and reviewing policy; and holding the Executive to account.
- 5.3 The power to hold the Executive to account is granted under Section 21 of the Local Government Act 2000 which states that Executive arrangements of a local authority must ensure that its Overview and Scrutiny bodies have power to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the Executive. This includes the 'call in' power to review or scrutinise a decision made but not implemented and to recommend that the decision be reconsidered by the body / person that made it. This power does not relate solely to scrutiny of decisions and should therefore also be utilised to undertake pre-decision scrutiny.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

No advice was sought from the Borough Solicitor, the Borough Treasurer or Other Officers or sought in terms of Equalities Impact Assessment or Strategic Risk Management Issues. Such advice will be sought in respect of each Executive Forward Plan item prior to its consideration by the Executive.

7 CONSULTATION

None.

Background Papers

Local Government Act 2000

Contact for further information

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CHILDREN, YOUNG PEOPLE & LEARNING OVERVIEW & SCRUTINY PANEL

EXECUTIVE WORK PROGRAMME

REFERENCE	I037634
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TITLE: Construction Framework Procurement Plan

PURPOSE OF DECISION: To approve the procurement plan for the Construction Framework.

FINANCIAL IMPACT: Within existing budget.

WHO WILL TAKE DECISION: Executive Member for Children, Young People & Learning, Director of Children, Young People & Learning, Director of Corporate Services, Executive Member for Transformation & Finance

PRINCIPAL GROUPS TO BE CONSULTED: Head of Procurement
Category Manager
Assistant Borough Solicitor
Education Capital Programme Board

METHOD OF CONSULTATION: Meetings with interested parties

DATE OF DECISION: Not before 14 Feb 2014

REFERENCE	I038665
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TITLE: Education Transport Policy 2014/15

PURPOSE OF DECISION: To approve the Education Transport Policy for 2014/15.

FINANCIAL IMPACT: Within budget. However with the raising of the participation age no clear guidance has yet been given as to how these changes will affect the regulations surrounding education transport.

WHO WILL TAKE DECISION: Executive Member for Children, Young People & Learning

PRINCIPAL GROUPS TO BE CONSULTED: Published on the Bracknell Forest website, sent to schools and to the Special Education Needs (SEN) Education transport users group.

METHOD OF CONSULTATION: Consultation period to run from 4 February 2013 until 15 March 2013

DATE OF DECISION: 23 Apr 2013

REFERENCE	I040011
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TITLE: Adoption Service Statement of Purpose and Children's Guide 2013

PURPOSE OF DECISION: Under the National Minimum Standards the Local Authority is required to have a clear statement of purpose which is available to and understood by staff, volunteers, children, birth parents and guardians, prospective adopters and adopters and is reflected in any policies, procedures and guidance. This report presents this Statement to the Executive Member for Children, Young People and Learning for approval.

FINANCIAL IMPACT: No financial implications

WHO WILL TAKE DECISION: Executive Member for Children, Young People & Learning

PRINCIPAL GROUPS TO BE CONSULTED: Family Placement Team

CSCMT 9 May 2013

DMT 14 May 2013

METHOD OF CONSULTATION: Bracknell Forest adoptive parents

DATE OF DECISION: 11 Jun 2013

REFERENCE	I040017
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TITLE: Foster Care Service Statement of Purpose 2013

PURPOSE OF DECISION: The purpose of this report is to seek approval for the Annual Statement of Purpose for the Foster Care Service 2013.

FINANCIAL IMPACT: No financial implications

WHO WILL TAKE DECISION: Executive Member for Children, Young People & Learning

PRINCIPAL GROUPS TO BE CONSULTED: Children in Care Council (SiLSIP)

Family Placement Team

CSCMT 9.5.13

DMT 14.5.13

METHOD OF CONSULTATION: Bracknell Forest adoptive parents

DATE OF DECISION: 11 Jun 2013

REFERENCE	I040019
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TITLE: Private Fostering Statement of Purpose 2013

PURPOSE OF DECISION: To review and approve the Statement of Purpose for Private Fostering 2013.

FINANCIAL IMPACT: No financial implications

WHO WILL TAKE DECISION: Executive Member for Children, Young People & Learning

PRINCIPAL GROUPS TO BE CONSULTED: Family Placement Team

CSCMT 9.5.13

DMT 14.5.13

Local Safeguarding Children Board

METHOD OF CONSULTATION: In writing to the Director of Children, Young People and Learning

DATE OF DECISION: 11 Jun 2013

REFERENCE	I040021
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TITLE: Larchwood Short Break Unit Statement of Purpose 2013

PURPOSE OF DECISION: The purpose of this report is to seek approval of the Larchwood Short Break Unit Statement of Purpose for 2013.

FINANCIAL IMPACT: No financial implications

WHO WILL TAKE DECISION: Executive Member for Children, Young People & Learning

PRINCIPAL GROUPS TO BE CONSULTED: Larchwood Staff

CSCMT

DMT (14 May 2014)

Parents of service users (as part of the annual Aiming High for Disabled Children consultation with parents and children / young people)

METHOD OF CONSULTATION: The Statement of Purpose is shared with the staff team at Larchwood for comments, is reviewed and approved by CSCMT (9 May 2013), DMT (14 May 2014) and informed by comments by parents as part of the annual Aiming High for Disabled Children consultation with parents and children / young people.

DATE OF DECISION: 11 Jun 2013

REFERENCE	I040023
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TITLE: Adoption Service Annual Report 2013

PURPOSE OF DECISION: To present the Adoption Service Annual Report 2012 to the Executive Member for approval.

FINANCIAL IMPACT: No financial implications

WHO WILL TAKE DECISION: Executive Member for Children, Young People & Learning

PRINCIPAL GROUPS TO BE CONSULTED: Family Placement Team
Children's Services Management Team 9 May 2013
Departmental Management Team 14 May 2013

METHOD OF CONSULTATION: Bracknell Forest adoptive parents

DATE OF DECISION: 11 Jun 2013

REFERENCE	I040025
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TITLE: Foster Care Service Annual Report 2013

PURPOSE OF DECISION: The purpose of this report is to seek approval for the Annual Report of the Foster Care Service 2013.

FINANCIAL IMPACT: No financial implications

WHO WILL TAKE DECISION: Executive Member for Children, Young People & Learning

PRINCIPAL GROUPS TO BE CONSULTED: Children in Care Council (SiLSIP)
Family Placement Team
Children's Services CMT
Departmental Management Team

METHOD OF CONSULTATION: Meetings with interested parties

DATE OF DECISION: 11 Jun 2013

REFERENCE	I040135
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TITLE: Children's Centre Family Outreach Service

PURPOSE OF DECISION: To seek Executive Member approval to bring in-house the Children's Centre Family Outreach service currently commissioned through 2 Service Level Agreements (SLAs) with Parents and Children Together (PACT) and Action for Children.

FINANCIAL IMPACT: There will be a cost saving made by bringing the Family Outreach Workers in-house as outlined in the detailed report.

WHO WILL TAKE DECISION: Executive Member for Children, Young People & Learning

PRINCIPAL GROUPS TO BE CONSULTED: Family Outreach Workers and Children's Centre Managers.

METHOD OF CONSULTATION: Parents and Children Together (PACT) Service Level Agreement (SLA)

At the beginning of January 2013, in line with the notice period required in their SLA, PACT advised the Local Authority that they would be withdrawing from the service at the end of March 2013. Family Outreach Workers from PACT have been consulted.

Action for Children (AfC) SLA

Family Outreach Workers from AfC have been consulted.

Children's Centre Managers

The four BFC Children's Centre Managers have been consulted regarding taking on line management responsibility for Family Outreach Workers.

Parents, children, wider community.

Not required as service will continue.

DATE OF DECISION: 15 Apr 2013

REFERENCE	I040453
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TITLE: High Bandwidth Services to Schools Award of Contract

PURPOSE OF DECISION: To award the contract for high bandwidth services to schools on behalf of South East Grid for Learning.

FINANCIAL IMPACT: None at this time. Contract is a framework agreement, should an organisation decide to take up a contract with the supplier then individual users will negotiate their own contracts with the supplier.

WHO WILL TAKE DECISION: Executive Member for Children, Young People & Learning

PRINCIPAL GROUPS TO BE CONSULTED: Not applicable

METHOD OF CONSULTATION: None at this time

DATE OF DECISION: 21 May 2013

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