Cabinet

Date: Thursday, 20 February 2020
Time: 1.45 pm
Venue: Committee Room 2, Shire Hall

Membership
Councillor Izzi Seccombe (Chair)
Councillor Peter Butlin
Councillor Les Caborn
Councillor Colin Hayfield
Councillor Kam Kaur
Councillor Jeff Morgan
Councillor Jeff Clarke
Councillor Andy Crump
Councillor Heather Timms

Items on the agenda: -

1. General

(1) Apologies

(2) Members' disclosure of Pecuniary and Non-Pecuniary Interests

(3) Minutes of the Previous Meeting Held on 30 January 2020 — 5 - 14

To approve the minutes of the meeting held on 30 January 2020.

(4) Public Speaking

To note any requests to speak on any items that are on the agenda in accordance with the Council's Public Speaking Scheme (see footnote to this agenda).

2. Treasury Management Strategy and Investment Strategy — 15 - 58

The Council is required to set a Treasury Management Strategy each year and this report sets out the proposed strategy for 2020/21. The key messages around changes are summarised in the report.

3. Determination of Admission Arrangements and Co-ordinated Scheme for the 2021/2022 Academic Year 59 - 146

This report seeks Cabinet approval to the proposed admission arrangements for schools.

4. Economic Growth Strategy 2020 - 2025 147 - 176

This report seeks Cabinet approval of the new Economic Growth Strategy.

5. Exclusion of Members of the Public

To consider passing the following resolution:

'That members of the public be excluded from the meeting for the items mentioned below on the grounds that their presence would involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972'.

6. Exempt Minutes from 30 January 2020 177 - 178

To approve the exempt minutes of the meeting held on 30 January 2020

7. Regional Procurement of Fostering Placement Services from Independent Fostering Agencies through a Regional Framework. 179 - 192

Cabinet is requested to approve the new framework for fostering

Monica Fogarty
Chief Executive
Shire Hall
Feb 2020.

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Disclosures of Pecuniary and Non-Pecuniary Interests

Members are required to register their disclosable pecuniary interests within 28 days of their election of appointment to the Council. A member attending a meeting where a matter arises in which s/he has a disclosable pecuniary interest must (unless s/he has a dispensation):

- Declare the interest if s/he has not already registered it
- Not participate in any discussion or vote
- Must leave the meeting room until the matter has been dealt with
- Give written notice of any unregistered interest to the Monitoring Officer within 28 days of the meeting

Non-pecuniary interests must still be declared in accordance with the Code of Conduct. These should be declared at the commencement of the meeting
The public reports referred to are available on the Warwickshire Web
https://democracy.warwickshire.gov.uk/uuCoverPage.aspx?bcr=1

Public Speaking

Any member of the public who is resident or working in Warwickshire, or who is in receipt of services from the Council, may speak at the meeting for up to three minutes on any matter within the remit of the Committee. This can be in the form of a statement or a question. If you wish to speak please notify Democratic Services in writing at least two working days before the meeting. You should give your name and address and the subject upon which you wish to speak. Full details of the public speaking scheme are set out in the Council's Standing Orders.

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Cabinet

Thursday, 30 January 2020

Minutes

Attendance

Committee Members
Councillor Izzi Seccombe (Chair)
Councillor Peter Butlin
Councillor Les Caborn
Councillor Colin Hayfield
Councillor Kam Kaur
Councillor Jeff Clarke
Councillor Andy Crump
Councillor Heather Timms

Other Members Present

Councillors: Sarah Boad, Richard Chattaway, Jonathan Chilvers, Judy Falp, John Holland, Dave Parsons, Caroline Phillips, Jerry Roodhouse and Pam Williams

1. General

(1) Apologies

Apologies were received from Councillor Jeff Morgan and Councillor Bill Olner.

(2) Members' disclosure of Pecuniary and Non-Pecuniary Interests

None

(3) Minutes of the Previous Meeting

The minutes of the meeting of 16 December 2019 were agreed as an accurate record for signing by the Chair.

(4) Public Speaking

None

2. One Organisational Plan - Quarterly Performance Progress Report - Period under review: April to November 2019

Councillor Kam Kaur (Portfolio Holder for Customer and Transformation) introduced the published report stating that members were in the process of being briefed on the use of the new Microsoft Power BI performance management tool. Cabinet was informed that overall the Council is performing well. A number of areas where performance was not considered satisfactory were highlighted. These include the percentage of children receiving 6-8week health checks, the number of fire related deaths, admissions to permanent nursing care and staff sickness levels.

Councillor Jerry Roodhouse (Leader of the Liberal Democrat Group) observed that resignations from the Council had increased in recent times. He wondered if this could be attributed to the impact of the Transformation Programme. Regarding sickness levels, Councillor Roodhouse reminded Cabinet that a new occupational health provider had been appointed in 2019. When, he asked, would the work of this new provider lead to a reduction in sickness? In response to this latter point the meeting was reminded that a number of health and wellbeing initiatives are being pursued. These address mental and physical health. Mental health champions have been identified from amongst staff and return to work interviews (following periods of sickness) are now expected to consider wider wellbeing issues. Councillor Les Caborn (Portfolio Holder for Adult Social Care and Health) noted the creation of a staff carers support group and thanked staff for their support for mental health initiatives. Councillor Kaur concluded by suggesting that an in-depth review of staff sickness would be of benefit.

Resolved:

That Cabinet notes the progress of the delivery of the One Organisational Plan 2020 for the period as contained in the report.

3. 2019/20 Financial Monitoring as at the end of December 2019 - Capital and Revenue

Councillor Peter Butlin (Deputy Leader – Finance and Property) introduced the published report highlighting that the forecast underspend had been identified earlier in the financial year than previously. An overspend of £0.626m relating to the move by County Fleet Maintenance to Hawke's Point, Leamington was noted. This related to reduced income levels and one-off expenditure. Also highlighted was the forecast overspend of £1.092m in Children and Families. Without additional funding and underspends in some areas this would be increased to £3.832m. Finally, overspends in the areas of SEND and home to school transport were noted.

In response to the introductory comments, Councillor Roodhouse observed that many budgets are showing fluctuations throughout the year. He wondered if this reflected the impact of the Transformation Programme adding that he would wish to see a flatter line next year with evidence that resources were being used to provide services to people and not put into reserves. This view was shared by Councillor Chattaway.

Concerning concessionary travel, Councillor Judy Falp asked if there was a correlation between reduced take up and the fact that WASPI (Women Against State Pension Inequality) women cannot access concessionary travel until the age of 65. In response, Councillor Butlin stated that he was unsure whether WASPI women were being disadvantaged but agreed to find out more and respond to Councillor Falp.

Councillor Izzi Seccombe (Leader of the Council and Chair of Cabinet) noted that it is often the case that government grants come late to the Council and cannot be effectively used by the end of the financial year. In addition, capital projects can be subject to delay the reasons for which are outside of the control of the Council.

Resolved:

That Cabinet:

a) Notes the forecast underspend of £9.118m for the 2019/20 financial year on the Council's revenue budget.

b) Notes the forecast underspend on the 2019/20 capital programme of £14.580m.

c) Approves the carry forward of the underspend on the capital programme of (£14.685m) in 2020/21 and future years and the changes totalling £0.105m to the cost and funding of schemes detailed in the report and Annexes A to M.

4. 2020/21 Budget and 2020-25 Medium Term Financial Strategy - Updated Information

Councillor Peter Butlin explained that the report before Cabinet set out the groundwork ahead of consideration of the budget on 18 February. The meeting was informed that an additional £7m initially provided as a one-off sum is now in the base budget and will therefore recur in the future. Whilst the new homes bonus will bring in additional funds a recent increase in the minimum wage will add an estimated £8m to the Council's salary bill over the next 5 years.

Resolved:

That Cabinet:

1) Notes the latest resource and spending information and the impact on the emerging budget proposals.

2) Notes the Strategic Director for Resources' risk assessment on the level of general reserves, as detailed in Appendix A of the published report.

3) Agrees to publish its 2020/21 budget resolutions for recommendation to Council on 18 February 2020.

4) Authorises the Strategic Director for Resources to incorporate the outstanding resource information into the budget resolutions to be considered by Council on 18 February 2020.

5. Council Plan 2025

In introducing this report Councillor Kam Kaur proposed that the current page 10 of the plan be moved forwards as it sets out the Council's vision. Members' were referred to page 5 of the plan. This, it was explained, set out the challenges to be faced by the Council over the Plan period.

Regarding page 6 of the plan, Councillor Jerry Roodhouse drew Cabinet's attention to the UN Sustainable Development Goals. He asked whether the expectation is for all the subcategories to these goals to be met as well as the main ones. In response he was told that not all of the targets will relate to the work and services of the Council. It was therefore unlikely that it will be appropriate to aim to meet all sub-targets.

Councillor Jonathan Chilvers, referencing the information on page 5 of the plan suggested that highlighting all of the challenges to be faced presented a negative picture. It would be better, he suggested, for the section to be more focused on the solutions to these problems. Councillor Seccombe emphasised the need to display a sense of awareness of the issues. Doing nothing can result in greater challenges to be met.

Councillor Richard Chattaway requested that each Portfolio Holder produce a report stating how they will work to deliver the objectives of the plan.

In closing the Portfolio Holder emphasised the need to ensure that services will meet the needs of Councillors.

Resolved:

That Cabinet approve the Council Plan 2025 for onward consideration by Council on 18 February 2020.

6. Allocation of 2020/21 Dedicated Schools Grant

Councillor Colin Hayfield (Portfolio Holder for Education and Learning) explained that the Dedicated Schools Grant is essentially passported through the Council. However, one area of concern is high needs education which costs the Council more to provide than is funded by government. Cabinet was reminded of the report considered in December 2019 regarding the possibility of the Council retaining part of the high needs block of the DSG for special education. Councillor Richard Chattaway observed that there continues to be a long waiting list for children with high needs for assessment. He counselled that reducing that list could result in greater pressure on schools. Councillor Roodhouse observed that this is a national issue. It would be interesting, he added, to see if the next budget provides additional funding.

Councillor Dave Parsons suggested that there is a need to examine the pressures that mainstream education is under. This is particularly the case with the raising of the minimum age having an impact. He added that CAMHS waiting times continue to be high for young people and that in addition cases of autism are on the rise.

In response to members; concerns the Chair agreed to write to all Warwickshire MPs before the March budget with a request for more funds to be made available.

Councillor Hayfield closed by reiterating the need for more funds to be made available for special and mainstream education.

Resolved:

That Cabinet:

1) Supports the allocation of the Schools Block DSG, as outlined in Section 3, in line with the National Funding Formula for Schools.
2) Supports the continuation of the current Early Years formula of a universal rate of £4.09 per hour and a deprivation rate of £0.07 per hour for eligible children for 2020/21 budget allocations for all early year providers.
3) Approves the proposed allocation of the High Needs DSG budget for 2020/21, as set out in Section 5 of the published report.
4) Requests that a further report is brought to Cabinet in April 2020 on the pressures on the High Needs DSG budget and the detail of the plans for bringing the budget back into balance.
5) Agrees the proposals for allocating the Central School Services DSG budget, as set out in Section 6, for 2020/21 that will go forward for approval by the Schools Forum on 19 March 2020.

7. SEND & Inclusion Strategy Update and Peer Review

Councillor Colin Hayfield informed the meeting that the inspection of SEND was still awaited although it was imminent. He explained that the report before Cabinet provided an update for members of progress with the strategy as well as picking up a number of aspects of the recent peer review. Regarding Education Health and Care Plans (EHCs) he stated that Warwickshire sees slightly more of these compared to its neighbours. EHCs, he added, can set out the future for a child. Schools, however, do not have to wait for an EHC; they can take their own action.

Councillor Jerry Roodhouse stated that he felt that the peer review had been “done to” the Council and parents/carers rather than, “done with”. He felt that more co-production is required if services are to be enhanced.

Councillor Richard Chattaway suggested that the report be considered by the Children and Young People Overview and Scrutiny Committee. He also proposed the development of an action plan.

Councillor Izzi Seccombe confirmed that areas for improvement have been recognised.

Councillor Parsons recognised that the report contained some good news. He did, however, observe that there remain issues with the CAMHS service.

Resolved:

That Cabinet approves the report, updated self-evaluation and SEND & Inclusion strategy delivery plan in response to the Special Education Needs and Disability) (SEND) Peer Review.

8. Adult Direct Payment to Gross Payment

Councillor Les Caborn summarised the purpose behind the report stating that the proposals complied with the overall financial direction of the authority.

Resolved:

That Cabinet agree to commence paying Adult Direct Payments as a Gross payment and invoice all customers for their Social Care financial contribution.

9. Digital and Technology Strategy

Councillor Kam Kaur explained that there is an overall desire for the strategy before Cabinet to be a fundamental part of how the Council delivers its services.

Councillor Richard Chattaway observed that elected members need to be trained in how to use the new digital technology and how to access digital services. Councillor Kaur agreed with this and acknowledged the contribution made by staff in developing and deploying the new technology.

Resolved:

That Cabinet approves the continuation of the Digital and Technology Strategy for the period 2018 to 2021 following its annual review.

10. Warwickshire Rail Strategy 2019-2034

Councillor Jeff Clarke (Portfolio Holder for Transport and Planning) explained that the draft strategy before members was long term. He added that the strategy had been subject to extensive consultation and that many responses had been received. The strategy, he added, illustrates the Council's desire to construct new stations and encourage modal shift.

Councillor Sarah Boad recognised the importance of the document adding that there is a need for more sustainable transport with reliable services. She noted that West Midlands Trains is currently struggling to provide a reliable service and that people are returning to using their cars as a result. Councillor Boad concluded that HS2 will be of little benefit to Warwickshire.

In response to a question from Councillor Dave Parsons, Councillor Clarke noted that the strategy has been developed on the assumption that HS2 will proceed. If HS2 is halted, then the strategy will need to be re-worked and brought back to Cabinet.

Resolved:

That Cabinet:

1) Note the results of the consultation and the resulting modifications made to the draft Warwickshire Rail Strategy.

2) Recommend that the Council endorse the Warwickshire Rail Strategy 2019-2034 and that the document is addended to the Warwickshire Local Transport Plan 2011-2026.

11. Warwickshire County Record Office Collection Development Policy

Councillor Heather Timms (Portfolio Holder for Environment and Heritage & Culture) commenced by thanking officers for putting on a display of historical artefacts prior to the meeting. She then set out the key elements of the report noting the extensive use of digitalisation and the need for additional storage space as the collection grows.

Councillor John Holland noted the success of the Warwick Market Place Museum noting that it was due in part to members' involvement that the lift was installed to provide access to the upper storeys. He added that it is important to encourage people to visit museums and at the same time exhibits should be taken out around Warwickshire.

Councillor Judy Falp expressed her concern over increasing pressures on storage adding that it is important to ensure that storage facilities provide the right environment to ensure that collections are not damaged.

Councillor Timms agreed with the point raised by members.

Resolved:

That Cabinet:

1) endorses the direction for Warwickshire County Record Office (WCRO),
2) approves the draft WCRO Collection Development Policy and
3) notes officers' plans to investigate options for future records storage.

12. Warwickshire Museum Service Collection Development Policy

Councillor Heather Timms introduced the report and commended the museums service for its innovation and quality of its collection.

Resolved:

That Cabinet:

1) Endorses the direction for Warwickshire Museum Service (WMS) and,

2) approves the draft WMS Collection Development Policy.

13. The Report of the Climate Change Mitigation Task and Finish Group

In introducing this report Councillor Heather Timms thanked officers and members for their contributions to the review.

Councillor Jerry Roodhouse informed the meeting that he had recently attended a presentation by UK100 at a CCN event. He suggested that UK100 be invited to the County Council to share their knowledge. One of the challenges for shire counties, he added, is the lack of infrastructure to mitigate against climate change.

Regarding recommendation six, Councillor Richard Chattaway questioned the use of the term, “in principle” adding that this can be open to interpretation. Councillor Chattaway proposed Councillor Helen Adkins to be the Labour representative on the member working group (Recommendation four). Regarding transport strategies he observed that there remains much work to do. The target date should be absolute, and the working group should receive regular updates. Councillor Chattaway concluded by adding that air quality requires urgent attention as people’s health is being adversely affected.

Councillor John Holland reminded Cabinet that in July 2019 Council had unanimously supported the declaration of a climate change emergency. He added that Warwickshire should not contribute to making matters worse and that transport strategies should serve to make cycling and walking safer. Finally, Councillor Holland emphasised the need to work with health providers in managing future hot summers.

Councillor Jonathan Chilvers (Leader of the Green Group) thanked officers for their input but considered that overall the County Council was not addressing the issue robustly enough. He noted that other local authorities are more advanced in their thinking and called for a clear action plan to be developed soon.

Councillor Sarah Boad welcomed the reference to town and parish councils in recommendation five and asked that the County Council promote its objectives through the Warwickshire and West Midlands Association of Local Councils (WALC).

Councillor Timms agreed that there is an urgent requirement to tackle the climate change baseline. The report, she added, focusses primarily on that which has already been done but there remains a need to embed climate change mitigation in everything the Council does. Evidence is required when considering where and when to invest. Meetings have been held with district and borough council leads and town and parish councils will be engaged with also. Councillor Timms concluded by stating that the working group will have to set its own terms of reference and agree when it will report its progress.

Resolved:

That Cabinet agrees to:

1) Provide clear direction through the Council Plan 2020-2025 to work alongside our partners to reduce the Council’s carbon impact and that appropriate resources are dedicated to this work.

2) Make climate change considerations a requirement for all council decisions, including capital investments, projects and commissioning exercises.

3) Develop improved baseline data and metrics so that we can make decisions and prioritise based on a continually improving understanding of our own carbon emissions and the wider impacts of Warwickshire.

4) Establish a cross party group chaired by the Portfolio Holder for Environment and Heritage & Culture, to steer work on both climate change mitigation and adaptation.

5) Work with all partners including Parish and Town Councils, District and Borough Councils, Government, other authorities and the resident and business communities of Warwickshire to achieve real progress on climate change.

6) In principle, adopt the targets and actions set out in the report and in particular Appendix 5, and develop detailed and costed action plans for these, to be agreed and managed as part of the Council's business management processes.

14. Any other Business

None

15. Exclusion of Members of the Public

Resolved:

That members of the public be excluded from the meeting for the items mentioned below on the grounds that their presence would involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

16. Exempt Minutes from 16 December 2019 Meeting

The exempt minutes of the Cabinet meeting held on 16 December 2019 were agreed as an accurate record for signing by the Chair.

17. Educaterers

Councillor Kam Kaur explained that Educaterers is a successful, award-winning company that daily provides healthy meals to schools across Warwickshire.

The resolutions were agreed as set out in the exempt minutes.

18. Land at South West Rugby

Councillor Peter Butlin explained the background to the proposals as set out in the report.

The resolutions were agreed as set out in the exempt minutes.

The Meeting ended at 15.15.

……..
Leader of the Council

Action	Responsible Officer/Member
3. 2019/20 Financial Monitoring as at the end of December 2019 - Capital and Revenue Councillor Falp to be provided with information regarding concessionary travel and the possible impact of delayed eligibility for “WASPI” women.	Councillor Butlin/Mark Ryder
6. Allocation of 2020/21 Dedicated Schools Grant In response to members; concerns the Chair agreed to write to all Warwickshire MPs before the March budget with a request for more funds to be made available.	Councillor Seccombe/Ian Budd/Richard Ennis

Cabinet

20 February 2020

Treasury Management Strategy and Investment Strategy

Recommendations

That:

1. Cabinet recommends to the County Council that the Treasury Management Strategy for 2020/21 (Appendix 1) be approved and that its provisions have effect from 1st April 2020.

2. Cabinet recommends to the County Council that the Investment Strategy for 2020/21 is approved.

3. Cabinet recommends that the County Council requires the Strategic Director of Resources to ensure that gross borrowing does not exceed the prudential level as specified in Appendix 1 Annex B, taking into account current commitments, existing plans, and the proposals in the budget report.

4. Cabinet recommends that the County Council delegate authority to the Strategic Director of Resources to undertake all the activities listed in Appendix 1 Annex H of this report.

5. Cabinet recommends that the County Council requires the Strategic Director of Resources to implement the Minimum Revenue Provision Policy as specified in Appendix 1 Annex I.

6. Cabinet recommends that the County Council requires the Strategic Director of Resources to enact an early payment of pension fund contributions subject to the conditions set out at Section 7.24 of the Treasury Management Strategy being met.

1.0 Introduction

1.1 The Council is required to set a Treasury Management Strategy each year and this report sets out the proposed strategy for 2020/21 at Appendix 1. The key messages around changes are summarised below.

2.0 Key Changes

Target Returns

2.1 The strategy emphasises the intention to access the best rates of return whilst maintaining acceptable levels of risk. The basis of the benchmark rate of return on assets will be changed from the 7 day LIBID rate to the 30 day LIBID rate. The longer dated benchmark reflects the intention to commit funds for on average longer periods of time to access higher returns.

Pension Pre-Payments

2.2 The strategy includes a proposal to pre-pay up front in full £84.5m of pension fund contributions for the 3-year period from 2020-2023 instead of paying in monthly instalments over the 3-year period in order to benefit from higher rates of return. This proposal does entail different risks and these are set out from Section 7.21 of the Treasury Management Strategy.

Investment Limits

2.3 Limits on the amount that can be invested in some funds have been introduced for more funds to improve transparency and to reduce concentration risk where too much cash is held with one institution or one type of fund. These are set out in Annex F of the Treasury Management Strategy.

Ethical Investing

2.4 The Treasury Management Strategy now includes a new reference to ethical investing and climate change at Appendix 1 Annex A Section 8.

Non Treasury Management Investments

2.5 A new separate document entitled “Investment Strategy” has been created in respect of investments that are for non-treasury management purposes. These could be held for serviced or commercial reasons as explained below:

- **Service Investments** – where an investment is primarily for the purpose of supporting the delivery of an organisational or service objective.

- **Commercial Investments** – where an investment is primarily for the purpose of generating an income stream or return to support the overall financial position of the local authority.

2.6 Service and commercial investments are distinct from treasury management in their nature. Local authorities are now required to report these investments in a more pro-active way as a result of some local authorities taking what are considered to be excessive investment risks and/or making investments without having adequate regard to risk and transparency. Appendix 2 sets out an Investment Strategy which encompasses investing for service reasons and commercial reasons.

2.7 The Investment Strategy includes reference to the new Commercial Strategy of the Council and references that the Council intends to consider new commercial approaches to the delivery of services and the generation of income. As opportunities are developed and considered, the Investment Strategy (and if necessary, the Treasury Management Strategy) will be updated as appropriate. In addition, appropriate metrics will be identified and implemented to set out performance expectations, and to ensure transparency around risk.

3. Environmental Implications

3.1 The new ethical investing and climate change policy within the treasury strategy makes reference to the intention to understand the extent to which the investments held may contribute towards climate change, understand exposure to risks driven by climate change, and to keep abreast of potential investment opportunities that have regard to climate change. However, the primary considerations will remain security, liquidity, and yield.

3.2 The Investment Strategy sets out that non treasury management investments have more scope to consider climate change impact as a decision making criteria, for example investments decisions may, depending on their main objective, consider the extent to which a proposal helps to prevent climate

change, or the extent to which a proposal is resilient to the effects of climate change.

Background papers

1. None

	Name	Contact Information
Report Author	Chris Norton	chrisnorton@warwickshire.gov.uk
Interim Assistant Director – Finance	Richard Ennis	richardennis@warwickshire.gov.uk
Strategic Director for Resources	Rob Powell	robpowell@warwickshire.gov.uk
Portfolio Holder	Peter Butlin	cllrbutlin@warwickshire.gov.uk

The report was not circulated to members prior to publication:

Appendix 1

Warwickshire County Council
Treasury Management Strategy Statement
2020/21

Contents

	Annex
A.	Treasury Management Strategy Statement
B.	Prudential and Treasury Indicators
C.	Prudential Term Explanations
D.	Capita Economic Commentary
E.	Treasury Management Scheme of Delegation
F.	Schedule of Specified and Non Specified Investments
G.	Approved Countries for Investments
H.	The Treasury Management Role of the S151 (Responsible) Officer
I.	Minimum Revenue Provision

Annex A

1 Introduction

Background

1.1 Treasury management is defined as:

"The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

1.2 The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing security of capital and sufficient liquidity initially before considering investment return.

1.3 The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure that the Council can meet its capital spending obligations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses. On occasions, debt previously drawn may be restructured to meet Council risk or cost objectives.

Statutory Requirements

1.4 The Local Government Act 2003 (the Act) and supporting regulations require the Council to 'have regard to' the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice to set Prudential and Treasury Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable.

1.5 The Act therefore requires the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy (as required by Investment Guidance subsequent to the Act and included in section 7 of this report). This sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

CIPFA Requirements

1.6 The primary requirements of the Code are as follows:

1. Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management activities.

2. Creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.

3. Receipt by the full Council of an annual Treasury Management Strategy Statement, to include the Annual Investment Strategy and Minimum Revenue Provision Policy for the year ahead, a Mid-year Review Report and an Annual (stewardship) Report covering activities during the previous year.

4. Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.

5. Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Council the delegated body is Resources and Fire & Rescue Overview and Scrutiny Committee.

Treasury Management Strategy for 2020/21

1.9 The proposed strategy for 2020/21 is based upon the treasury officers' views on interest rates, supplemented with leading market forecasts provided by the Council's treasury adviser, Link Asset Services.

1.8 The strategy covers:

- Treasury limits for 2020/21 to 2022/23
- Prudential Indicators
- Prospects for Interest Rates
- Borrowing Strategy
- Debt Rescheduling
- Annual Investment Strategy
- Minimum Revenue Provision Strategy

Balanced Budget Requirement

1.9 Under Section 42B of the Local Government Finance Act 1992, it is a statutory requirement for the Council to produce a balanced budget. In particular, Section 42A states a local authority must include the revenue costs that flow from capital financing decisions in its budget requirement for each financial year. Therefore increases in capital expenditure must be limited to a level whereby charges to revenue derived from increases in interest charges (caused by increased borrowing to finance additional capital expenditure and any increases in running costs from new capital projects) are limited.

MiFID II

1.10 The Markets in Financial Instruments Directive ('MiFID') was introduced due to increasing complexity of financial products and issues related to the 2008 financial crisis. Part two of the directive came into effect in January 2018 and re-classified investors into 'professional' or 'retail' clients. The conditions of being a professional client continue to be met and this has enabled the treasury asset allocation to continue without disruption.

2 Treasury Limits for 2020/21 to 2022/23

2.1 It is a statutory duty under Section 3 of the Act and supporting regulations for the Council to determine and keep under review how much it can afford to borrow. The amount so determined is termed the "Affordable Borrowing Limit". In England and Wales, the Authorised Limit represents the legislative limit specified in the Act.

2.2 The Council must have regard to the Prudential Code when setting the Authorised Limit, which essentially requires it to ensure that total capital investment remains within sustainable limits and the impact upon its future council tax is 'acceptable'.

2.3 Whilst termed an "Affordable Borrowing Limit", the capital to be considered for inclusion in corporate financing is both external borrowing and other forms of liability, such as credit arrangements. The Authorised Limit is to be set, on a rolling basis, for the forthcoming financial year and two successive financial years. Details of the Authorised Limit can be found in Annex B of this report. Explanations of the terminology employed can be found in Annex C.

3 Prudential Indicators for 2020/21 to 2022/23

3.1 The Prudential and Treasury Indicators relevant to the setting of an integrated Treasury Management Strategy are set out at Annex B to this report.

3.2 Council will approve the Prudential Indicators as part of the budget resolution for the 2020/21 budget and associated medium term financial strategy.

3.3 The limit for investments of more than 365 days remains at £60m but total cash balances are expected to reduce and therefore this limit will become a higher proportion of the total investments made. This limit also includes reference to the Threadneedle Social Bond Fund and CCLA Property Fund. Although both of those funds can be liquidated in a shorter timescale than one year they are by their nature longer term invests.

3.4 The prudential indicators will be monitored through the year.

4 Prospects for Interest Rates

4.1 The Council has appointed Link as treasury advisor to the Council and part of their service is to assist the Council to formulate a view on interest rates. The table below sets out Links view on the future Bank Rate.

Link Bank Rate Forecast

	Bank Rate %
Dec 2019 to Feb 2021	0.75
Mar 2021 to May 2022	1.00
Jun 2022 -	1.25

4.2 A detailed view of the current economic background is contained within Annex D to this report.

5 Borrowing Strategy

5.1 The Council has held an over borrowed position, but this is forecast to change based on current forecasts of capital expenditure. The potential need for borrowing will be assessed and kept under review within the borrowing strategy set out below.

5.2 The Link forecasts for the Public Works Loan Board (PWLB) new borrowing rates are as follows:

Annual Average %	**PWLB Borrowing Rates % (including *certainty rate adjustment)**		
	5 year	**25 year**	**50 year**
Dec 2019	2.30	3.20	3.10
Mar 2020	2.40	3.30	3.20
Jun 2020	2.40	3.40	3.30
Sep 2020	2.50	3.40	3.30
Dec 2020	2.50	3.50	3.40
Mar 2021	2.60	3.60	3.50
Jun 2021	2.70	3.70	3.60

Sep 2021	2.80	3.70	3.60
Dec 2021	2.90	3.80	3.70
Mar 2022	2.90	3.90	3.80
Jun 2022	3.00	4.00	3.90
Sep 2022	3.10	4.00	3.90
Dec 2022	3.20	4.10	4.00
Mar 2023	3.20	4.10	4.00

* The Government has reduced by 20 basis points (0.20%) the interest rates on loans to principal local authorities who provide information as required on their plans for long-term borrowing and associated capital spending (the Certainty Rate).

5.3 In view of the above forecast, the Council's borrowing strategy will be based upon the following:

- The cheapest borrowing will be internal borrowing by running down cash balances and foregoing interest earned at historically low rates.
- Internal borrowing will be weighed against potential long term costs that will be incurred if market loans at long term rates are higher in future years.
- Long term fixed rate market loans at rates significantly below PWLB rates for the equivalent maturity period will be considered where available, to ensure the best rates and to maintaining an appropriate balance between PWLB and market debt in the debt portfolio.
- PWLB borrowing for periods under ten years will be considered where rates are expected to be significantly lower than rates for longer periods. This offers a range of options for new borrowing which will spread debt maturities away from a current concentration in longer dated debt.

5.4 Against this background and the risks within the economic forecast, caution will be adopted with treasury operations. The Assistant Director of Finance and ICT Strategy will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances, for example:

- If it was felt that there was a significant risk of a sharp fall in long and short term rates then long term borrowings may be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered
- If it was felt that there was a significant risk of a much sharper rise in long and short term rates than that currently forecast, a likely action will be that fixed rate funding will be drawn whilst interest rates are still lower than they will be in the next few years

Policy on borrowing in advance of need

5.5 The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be considered carefully to ensure value for money can be demonstrated and that the Council can ensure the security of such funds.

5.6 In determining whether borrowing will be undertaken in advance of need, the Council will:

- Ensure that there is a clear link between the capital programme and maturity profile of the existing debt portfolio which supports the need to fund in advance of need;
- Ensure the ongoing revenue liabilities created, and the implications on future plans and budgets have been considered;
- Evaluate the economic and market factors that might influence the manner and timing of any decision;
- Consider the merits and demerits of alternative forms of funding;
- Consider the alternative interest rate bases available, the most appropriate time periods and repayment profiles;
- Consider the impact of temporarily increasing cash balances until cash is required to finance capital expenditure, and the consequent increase in exposure to counterparty and other risks.

Scheme of Delegation

5.7 The scheme of Delegation for Treasury Management Strategy decision making and overview/scrutiny are shown in Annex E.

6 Debt Rescheduling

6.1 As short term borrowing rates are cheaper than longer term rates, there may be opportunities to generate savings by switching from long term debt to short term debt. However, these savings will need to be considered in the light of their short term nature and the cost of debt repayments.

6.2 The reasons for any rescheduling to take place will include:

- The generation of cash savings and/or discounted cash flow savings;
- Helping to fulfil the strategy

- Enhancing the balance of the portfolio, for example reducing concentration of the debt maturity profile.

6.3 Consideration will also be given to identify if there is any potential for making savings by running down investment balances in order to repay debt prematurely as short term interest received on investments is likely to be lower than interest paid on current debt.

6.4 The option to make repayment of some external debt to the PWLB in order to reduce the difference between its gross and net debt position will be kept under review. However, the penalty premiums that would be incurred by doing so means there currently is no net financial benefit from such early repayment. The Municipal Bonds Agency offers loans to local authorities and is on our list of options that we may consider.

6.5 A £20m repayment of PWLB debt is due and will be paid in 2020/21.

6.6 Following the decision by the PWLB to increase their margin over gilt yields by 1% to 1.8% on loans to local authorities, consideration will be given to other options for debt if external borrowing becomes necessary:

- Loans from other local authorities.
- Loans from financial institutions.
- Loans from the Municipal Bonds Agency.
- Loans from Banks.
- Loans from Pension Funds.
- Loans from Insurance Companies.

7 Annual Treasury Investment Strategy

Investment Policy

7.1 The Council will have regard to the MHCLG's Guidance on Local Government Investments ("the Guidance") and the revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code").

7.2 The Council's treasury management investment priorities will be security first, liquidity second and then return.

7.3 In accordance with the above, and in order to minimise the risk to investments, the Council has stipulated in Annex F, the minimum acceptable credit quality of counterparties for inclusion on the lending list. This also includes limits on the amount to be invested in a single counterparty per investment type. The changes to these

criteria are summarised in the table below:

	Specified Investments
Money Market Funds	These are now split into one type for money market funds with an AAA rating, and a separate type for ultra short duration bond funds (USDFs) with an AA rating.
Institutional Limits	The following new limits are proposed to manage exposure to counterparty risk. MMFs - £60m per institution USDF's - £40m per institution Previously there was no set limit.
	Non Specified Investments
Aggregate Limits	A limit of £80m has been placed on the total amount that could be invested in non-specified investments in aggregate.
Fund Limits	Limits on investments per type of fund have been introduced as follows: CCLA Property Fund £15m Threadneedle Social Bond Fund £40m Local Authority Trading Companies £3m All other types of fund £15m

7.4 It is recognised that ratings should not be the sole determinant of the quality of an institution and that it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which the institutions operate. The assessment will also take account of information that reflects the opinion of the markets. The Council will engage with its advisors to assist in this.

7.5 Other information sources used will be used including the financial press, share price and other such information pertaining to the banking sector in order to scrutinise the suitability of potential investment counterparties. The aim of the strategy is to generate a list of highly creditworthy counterparties which will enable diversification and therefore avoid concentration risk. The intention of the strategy is to provide security of investment and minimisation of risk.

7.6 Investment instruments identified for use in the financial year are listed in Annex F under the 'Specified' and 'Non-Specified' Investments categories. Counterparty limits will be as set through the Council's Treasury Management Practices Schedules.

7.7 The Council on occasion will hold long term investments or provide loans for operational policy reasons, for example, to our local authority traded companies. A separate Investment Strategy covers investments for non treasury purposes.

7.8 The Council currently invests in some pooled funds which will are affected by a change in accounting requirements under IFRS9 which will mean that from April 2023 onwards changes in the market value of assets held will be chargeable to the income and expenditure account directly whereas at present they stay in the balance sheet. The CCLA Property Fund falls within this category will be reviewed during 2020 and the potential impact of changes on the income and expenditure account will be stress tested to assess potential future risk. The Council holds a Financial Instruments Reserve to provide the ability to manage volatility and reduce the risk of an unplanned impact on the income and expenditure account. Changes in the Threadneedle Social Bond Fund are already required to be put to the income and expenditure account.

Creditworthiness Policy

7.9 The first principle governing the Council's investment criteria is the security of its investments. To mitigate security risk the Council will ensure that it:

- Maintains a policy covering both the categories and types of investment that can be invested in.
- Maintains criteria for choosing investment counterparties with adequate security.
- Maintains a process for the monitoring of their security.

7.10 The second principle is ensuring liquidity. The Council will ensure that it has sufficient liquidity in its investments. For this purpose it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the Council's prudential indicators covering the maximum principal sum invested

7.11 The Assistant Director of Finance will maintain a counterparty list in compliance with the criteria and will revise and submit the criteria to Council for approval as necessary. These criteria are separate to that which determines which types of investment instrument are either specified or non-specified as it provides an overall pool of counterparties considered high quality which the Council may use, rather than defining what types of investment instruments are to be used.

7.12 Credit rating information is supplied by Link, our external treasury consultants, on all counterparties that comply with the stated criteria. Any counterparty failing to meet the criteria will be deleted from the counterparty lending list. Any rating changes, watches (notification of a likely change), or outlooks (notification of a possible longer term change) are provided to officers almost immediately after they occur and this information is considered before dealing.

Country Limits

7.13 The Council has determined that it will only use approved counterparties from the UK and from countries with a minimum sovereign credit rating of AA from Fitch Ratings

(or an equivalent rating from other agencies if Fitch does not provide). The list of countries that qualify using this credit criteria at the current time are shown in Annex G. This list will be amended by officers as and when ratings change in accordance with this policy.

Investment Strategy (Non Treasury Investments)

7.14 The Council has in-house managed funds that are mainly cash flow derived and a core balance available for investment mostly within periods of one year with some over one year period. Investments will be made with regard to the core balance, cash flow requirements and the outlook for short term interest rates.

7.15 For its cash flow generated balances, the Council will seek to utilise its balances in order to benefit from the compounding of interest.

End of Year Investment Report

7.16 At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Outturn Report.

External Fund Managers

7.17 The County Council uses a number of external managers to spread risk and obtain maximum market exposure. The fund managers will use both specified and non-specified investments and must comply with the terms set out in Annex F. External fund managers actively used during the last year are listed below. Officers will periodically review the position, performance, and costs of external fund managers, and may meet with client relationship managers or fund managers as appropriate.

Fund Manager	**Product/Fund Name**
CCLA	Public Sector Deposit Fund Local Authority Property Fund
Aberdeen Asset Management	Ultra Short Duration fund Liquidity Fund
Federated Investors	Sterling Liquidity Fund
Columbia Threadneedle	UK Social Bond Fund
BlackRock	Government Gilt Fund

Policy on the Use of External Service Providers

7.18 The Council uses Link as its external treasury management advisers. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed, documented and subject to regular review. The Council also takes advice from other advisers from time to time as appropriate, for example from the Pension Fund actuaries and financial advisers in respect of pension fund payments, and may take other external advice in respect of for example interactions with local authority companies.

Role of the Section 151 Officer

7.19 The detailed responsibilities of the Section 151 Officer in respect of Treasury Management are set out at Annex H.

Pension Fund Cash

7.20 This Council will comply with the requirements of The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009, implemented 1 January 2010. With effect 1 April 2010, the Council does not pool pension fund cash with its own cash balances for investment purposes. Any investments made by the pension fund directly with this local authority after 1 April 2010 must comply with the requirements of SI 2009 No 393.

Early Payment of Pension Fund Contributions

7.21 The Council intends to pay its 3-year pension fund contributions for the valuation period 2020/21-2022/23 in one lump sum at the start of the valuation period, with the preference being to do this in April 2020. An early payment in April 2020 will be given a discount rate of 3.7% compared to cash payments made at normal monthly intervals. The benefits, costs, and risks this are set out below:

7.22 Benefits

- Reducing the amount of cash being invested in short term treasury deposits and loans that provide relatively low returns.

- A gross saving of £4.7m in the total cash contributions required over the valuation period.

Total Payments in Normal Monthly Contributions	Total Payment Single Lump Sum Contribution	Gross Difference
£89.2m	£84.5m	£4.7m

- A net one-off saving of £3.3m would be made after having regard to the loss of assumed returns that would otherwise have been made on the cash before it was paid out in pension contributions (refer to Section 7.22 below for alternative returns).
- The total early payment described above relates only to Warwickshire County Council and excludes a small number of independent schools and contractors who if they had been included would see the total early payment figure being £85.8m.

7.22 Early payment entails the following costs and risks:

- Timing / volatility risk – Pension fund investments provide a higher rate of return but at a higher level of volatility. Therefore although over time the returns are likely to be better, at any one moment in time the value of the fund could be unusually high or low and across shorter period of time the return could be more distant above or below the expected average. By placing all the cash into the fund at one moment in time the exposure to volatility and therefore to losses is higher. However making the payments more spread out to reduce this risk would also reduce the opportunity to benefit.

- The pension fund contributions to cover future service costs normally vary with the payroll bill by being calculated as a % of payroll but with an up-front payment this cannot happen naturally. Therefore the pension fund will reserve the right to ask for top up payments if the total payroll costs increase significantly enough. This needs to be planned for but this would amount to a correction for costs that would have to be paid anyway – it would not mean a loss. The Council will undertake to pay any such adjustments and holds a Pension Deficit Reserve to assist in providing cover for future pension fund deficits.

- The County Council will run lower cash balances, however the Council will have the facilities to maintain enough cash to manage its operations. The cash position will also gradually over the 3 year period move back to what it would have been if monthly payments had been made, but adjusted to reflect the lower total amount required to be paid.

- The County Council will earn less interest on cash balances which will offset the benefits. For example, if returns of 1.05% were earned on cash balances (in line with the Quarter 2 position in 2018/19) then the interest foregone would amount to £1.4m and this would offset the reduction in pension fund contribution payments above.

- The Council could not invest this cash in other new investment opportunities. For example if the funds were to be invested in high return stocks or property funds. However other opportunities entail different risks, for example with

property funds entailing liquidity risks and stocks entailing higher volatility risks. As early payment action has an effect over a period of a few years with most of the impact being in the early part of that time frame it does not preclude the Council from considering wider opportunities in the longer term. There is an intention to review wider opportunities during 2020/21.

- Scenarios in which the Council would suffer reductions in benefits or incur losses are:

    - If there is volatility in the pension fund investment valuation – in particular an if there are significant falls in volatile assets after the point of payment.

    - If new treasury investment opportunities with a better risk/return profile become available elsewhere then the cash to pursue those opportunities would be less or would be delayed.

    - If lump sum payment is made later than April 2020 then the expected financial benefit would be less as the duration of the benefit would be less, the amounts would be less, and the discount rate may be less. However exposure to timing and volatility risk would also be less.

    - If a loss were experienced this would manifest in the next pension fund valuation and would be recovered through future contributions to the pension fund as determined by the next valuation.

7.23 The early payment is a cash flow measure, it does not mean the Council is paying more than it should into the pension fund. From the period April 2020 to March 2023 the Council's cash position will gradually move back to the same position that it would have been in March 2023, except for the net benefit or loss arising from the early payment.

7.24 The preference is to make the payment in April 2020, but the strategy is to include the option to make an early payment later if necessary. Payment will only be made subject to the following conditions being met.

- Obtaining legal/counsel confirmation that the payment is lawful.
- That external auditors are content with the payment and its accounting treatment.
- Having the approval of the Section 151 officer and Monitoring Officer.
- Having the agreement of the Pension Fund Actuaries.
- Having a Rates and Adjustment Certificate from the Pension Fund actuaries setting out the amount payable, which may be varied from the above quoted figure to reflect the final Warwickshire County Council related payment.
- That the payment can be accommodated within the overall treasury position, having regard to wider investment and borrowing commitments.

Target Returns

7.25 A weighted average target return on treasury management investments will be set to exceed the 30 day LIBID rate by 0.46%. This will maintain the current overall levels of return above LIBID, having regard to the first priorities being security and liquidity before return. The Council holds an interest rate volatility reserve to manage fluctuations in interest rates.

8. Ethical Investing Policy and Climate Change

8.1 As a responsible investor, the Council is committed to considering environmental, social, and governance issues, and has a particular interest in taking action against climate change and pursuing activities that have a positive social impact.

8.2 However, the treasury management function is controlled by statute and by professional guidelines and the first priorities of treasury must remain security, liquidity, and yield.

8.3 With those priorities kept in place, the following activity will be undertaken in respect of climate change and responsible investing. Steps will be taken to:

- Ensure an understanding of the degree to which investments may contribute towards climate change. This may take the form of measuring the carbon footprint or some similar measure.

- Identify and understand the extent to which investments are exposed to risks driven by climate change, for example investments in assets at risk of weather change (e.g. property or infrastructure at risk of flooding), assets at risk of becoming stranded (e.g. fossil fuel investments), or assets at risk from geopolitical risks driven by climate change (e.g. water access, the capacity for food production, or economic conflict)..

- Keep abreast of new investment opportunities that have regard to ethical investing and climate change as this is a quickly developing arena.

- Understand the ESG policies of funds when considering new investment opportunities.

9. Non Treasury Management Investments

9.1 A separate document entitles “Investment Strategy” covers the Council’s position in respect of non-treasury management investments held for service reasons or commercial reasons.

10 Minimum Revenue Provision

10.1 The Council's policy on Minimum Revenue Provision (MRP) is shown in Annex I.

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Prudential Indicators

Annex B

(1). AFFORDABILITY PRUDENTIAL INDICATORS	2018/19 Actual	2019/20 estimate	2020/21 estimate	2021/22 estimate	2022/23 estimate
	£'000	£'000	£'000	£'000	£'000
Capital Expenditure	84,077	146,555	210,980	94,697	74,319
	%	%	%	%	%
Ratio of financing costs to net revenue stream	6.99	6.78	6.60	7.22	7.67
Gross borrowing requirement	£'000	£'000	£'000	£'000	£'000
Gross Debt	362,274	352,274	332,274	332,275	332,275
Capital Financing Requirement as at 31 March	301,581	304,499	358,877	402,326	416,490
Under/(Over) Borrowing	(60,693)	(47,775)	26,603	70,051	84,215
	£'000	£'000	£'000	£'000	£'000
In year Capital Financing Requirement	(12,367)	2,918	54,378	43,448	14,164
	£'000	£'000	£'000	£'000	£'000
Capital Financing Requirement as at 31 March	301,581	304,499	358,877	402,326	416,490

PRUDENTIAL INDICATOR (2). TREASURY MANAGEMENT PRUDENTIAL INDICATORS	2018/19 estimate	2019/20 estimate	2020/21 estimate	2021/22 estimate	2022/23 estimate
Authorised limit for external debt -	£'000	£'000	£'000	£'000	£'000
Borrowing	516,818	438,231	515,485	543,623	560,620
other long term liabilities	12,000	12,000	12,000	12,000	12,000
TOTAL	**528,818**	**450,231**	**527,485**	**555,623**	**572,620**
Operational boundary for external debt -	£'000	£'000	£'000	£'000	£'000
Borrowing	430,681	365,192	429,570	453,019	467,183
other long term liabilities	10,000	10,000	10,000	10,000	10,000
TOTAL	**440,681**	**375,192**	**439,570**	**463,019**	**477,183**
Upper limit for fixed interest rate exposure					
Net principal re fixed rate borrowing / fixed term investments	100%	100%	100%	100%	100%
Upper limit for variable rate exposure					
Net principal re fixed rate borrowing / fixed term investments	25%	25%	25%	25%	25%
Upper limit for total principal sums invested for over 365 days	£'000	£'000	£'000	£'000	£'000
(per maturity date)	£60,000	£60,000	£60,000	£60,000	£60,000

Maturity structure of new borrowing during year	upper limit	lower limit
under 12 months	20%	0%
12 months and within 24 months	20%	0%
24 months and within 5 years	60%	0%
5 years and within 10 years	100%	0%
10 years and above	100%	0%

Annex C

PRUDENTIAL INDICATORS

Ratio of financing costs to net revenue stream

The ratio of financing costs to net revenue stream shows the estimated annual revenue costs of borrowing, less net interest receivable on investments, plus repayments of capital, as a proportion of annual income from council taxpayers and central government. The estimates of financing costs include current and future commitments based on the capital programme.

Gross Borrowing

Gross borrowing refers to the Authority's total external borrowing and other long term liabilities versus the Capital Financing Requirement.

Actual and Estimated Capital Expenditure

Actual and estimates of capital expenditure for the current and future years.

Capital Financing Requirement

The Capital Financing Requirement (CFR) represents capital expenditure financed by external debt and not by capital receipts, revenue contributions, capital grants or third party contributions at the time of spending. The CFR measures the Authority's underlying need to borrow externally for a capital purpose. The Authority has a treasury management strategy which accords with the CIPFA Code of Practice for Treasury Management in the Public Services.

Authorised Limit

In respect of its external debt, the Authority approves authorised limits for its total external debt gross of investments. These limits separately identify borrowing from other long-term liabilities such as finance leases. Authorised Limits are consistent with the Authority's current commitments, service plans, proposals for capital expenditure and associated financing, cash flow and accord with the approved Treasury Management Policy statement and practices. The Authorised Limit is based on the estimate of most likely prudent, but not necessarily the worst case scenario and provides sufficient additional headroom over and above the Operational Boundary.

Operational Boundary

The Operational Boundary for external debt is based on the same estimates as the authorised limit but reflects the Head of Finance's estimate of the most likely, prudent but not worst case scenario, without the additional headroom included within the authorised limit to allow for unusual cash movements, and equates to the maximum of external debt projected by this estimate. The operational boundary

represents a key management tool for in-year monitoring. Within the operational boundary, figures for borrowing and other long-term liabilities are separately identified.

Limits on Interest Rate Exposure

This means that the Authority will manage fixed and variable interest rate exposure within the ranges. This provides flexibility to take advantage of any favourable movements in interest rates.

Annex D

UK. Brexit. 2019 has been a year of upheaval on the political front as Theresa May resigned as Prime Minister to be replaced by Boris Johnson on a platform of the UK leaving the EU on 31 October 2019, with or without a deal. However, MPs blocked leaving on that date and the EU agreed an extension to 31 January 2020. In late October, MPs approved an outline of a Brexit deal to enable the UK to leave the EU on 31 January. Now that the Conservative Government has gained a large overall majority in the **general election** on 12 December, this outline deal will be passed by Parliament by that date. However, there will still be much uncertainty as the detail of a trade deal will need to be negotiated by the current end of the transition period in December 2020, which the Prime Minister has pledged he will not extend. This could prove to be an unrealistically short timetable for such major negotiations that leaves open two possibilities; one, the need for an extension of negotiations, probably two years, or, a no deal Brexit in December 2020.

GDP growth has taken a hit from Brexit uncertainty during 2019; quarter three 2019 surprised on the upside by coming in at +0.4% q/q, +1.1% y/y. However, the peak of Brexit uncertainty during the final quarter appears to have suppressed quarterly growth to probably around zero. The economy is likely to tread water in 2020, with tepid growth around about 1% until there is more certainty after the trade deal deadline is passed.

While the Bank of England went through the routine of producing another **quarterly Inflation Report,** (now renamed the Monetary Policy Report), on 7 November, it is very questionable how much all the writing and numbers were worth when faced with the uncertainties of where the UK will be after the general election. The Bank made a change in their Brexit assumptions to now include a deal being eventually passed. Possibly the biggest message that was worth taking note of from the Monetary Policy Report, was an increase in concerns among MPC members around weak global economic growth and the potential for Brexit uncertainties to become entrenched and so delay UK economic recovery. Consequently, the MPC voted 7-2 to maintain Bank Rate at 0.75% but two members were sufficiently concerned to vote for an immediate Bank Rate cut to 0.5%. The MPC warned that if global growth does not pick up or Brexit uncertainties intensify, then a rate cut was now more likely. Conversely, if risks do recede, then a more rapid recovery of growth will require gradual and limited rate rises. The speed of recovery will depend on the extent to which uncertainty dissipates over the final terms for trade between the UK and EU and by how much global growth rates pick up. The Bank revised its inflation forecasts down – to 1.25% in 2019, 1.5% in 2020, and 2.0% in 2021; hence, the MPC views inflation as causing little concern in the near future.

The **MPC meeting of 19 December** repeated the previous month's vote of 7-2 to keep Bank Rate on hold. Their key view was that there was currently 'no evidence about the extent to which policy uncertainties among companies and households had declined' i.e. they were going to sit on their hands and see how the economy goes in the next few months. The two members who voted for a cut were concerned that the labour market was faltering. On the other hand, there was a clear warning in the minutes that the MPC were concerned that "domestic unit labour costs have continued to grow at rates above those consistent with meeting the inflation target in the medium term".

If economic growth were to weaken considerably, the MPC has relatively little room to make a big impact with Bank Rate still only at 0.75%. It would therefore, probably suggest that it would be up to the Chancellor to provide help to support growth by way of a **fiscal boost** by e.g. tax cuts, increases in the annual expenditure budgets of government departments and services and expenditure on infrastructure projects, to boost the economy. The Government has already made moves in this direction and it made significant promises in its election manifesto to increase government spending by up to £20bn p.a., (this would add about 1% to

GDP growth rates), by investing primarily in infrastructure. This is likely to be announced in the next Budget, probably in February 2020. The Chancellor has also amended the fiscal rules in November to allow for an increase in government expenditure.

As for **inflation** itself, CPI has been hovering around the Bank of England's target of 2% during 2019, but fell again in both October and November to a three-year low of 1.5%. It is likely to remain close to or under 2% over the next two years and so, it does not pose any immediate concern to the MPC at the current time. However, if there was a hard or no deal Brexit, inflation could rise towards 4%, primarily because of imported inflation on the back of a weakening pound.

With regard to the **labour market,** growth in numbers employed has been quite resilient through 2019 until the three months to September where it fell by 58,000. However, there was an encouraging pick up again in the three months to October to growth of 24,000, which showed that the labour market was not about to head into a major downturn. The unemployment rate held steady at a 44-year low of 3.8% on the Independent Labour Organisation measure in October. Wage inflation has been steadily falling from a high point of 3.9% in July to 3.5% in October (3-month average regular pay, excluding bonuses). This meant that in real terms, (i.e. wage rates higher than CPI inflation), earnings grew by about 2.0%. As the UK economy is very much services sector driven, an increase in household spending power is likely to feed through into providing some support to the overall rate of economic growth in the coming months. The other message from the fall in wage growth is that employers are beginning to find it easier to hire suitable staff, indicating that supply pressure in the labour market is easing.

USA. President Trump's massive easing of fiscal policy in 2018 fuelled a temporary boost in consumption in that year which generated an upturn in the rate of growth to a robust 2.9% y/y. **Growth** in 2019 has been falling after a strong start in quarter 1 at 3.1%, (annualised rate), to 2.0% in quarter 2 and then 2.1% in quarter 3. The economy looks likely to have maintained a growth rate similar to quarter 3 into quarter 4; fears of a recession have largely dissipated. The strong growth in employment numbers during 2018 has weakened during 2019, indicating that the economy had been cooling, while inflationary pressures were also weakening. However, CPI inflation rose from 1.8% to 2.1% in November, a one year high, but this was singularly caused by a rise in gasoline prices.

The Fed finished its series of increases in rates to 2.25 – 2.50% in December 2018. In July 2019, it cut rates by 0.25% as a 'midterm adjustment' but flagged up that this was not intended to be seen as the start of a series of cuts to ward off a downturn in growth. It also ended its programme of quantitative tightening in August, (reducing its holdings of treasuries etc.). It then cut rates by 0.25% again in September and by another 0.25% in its October meeting to 1.50 – 1.75%.. At its September meeting it also said it was going to **start buying Treasuries again**, although this was not to be seen as a resumption of quantitative easing but rather an exercise to relieve liquidity pressures in the repo market. Despite those protestations, this still means that the Fed is again expanding its balance sheet holdings of government debt. In the first month, it will buy $60bn, whereas it had been reducing its balance sheet by $50bn per month during 2019. As it will be buying only short-term (under 12 months) Treasury bills, it is technically correct that this is not quantitative easing (which is purchase of long term debt). The Fed left rates unchanged in December. However, the accompanying statement was more optimistic about the future course of the economy so this would indicate that further cuts are unlikely.

Investor confidence has been badly rattled by the progressive ramping up of increases in tariffs President Trump has made on Chinese imports and China has responded with increases in tariffs on American imports. This **trade war** is seen as depressing US, Chinese and world growth. In the EU, it is also particularly impacting Germany as exports of goods and services

are equivalent to 46% of total GDP. It will also impact developing countries dependent on exporting commodities to China.
However, in November / December, progress has been made on agreeing a phase one deal between the US and China to roll back some of the tariffs; this gives some hope of resolving this dispute.

EUROZONE. Growth has been slowing from +1.8 % during 2018 to around half of that in 2019. Growth was +0.4% q/q (+1.2% y/y) in quarter 1, +0.2% q/q (+1.2% y/y) in quarter 2 and then +0.2% q/q, +1.1% in quarter 3; there appears to be little upside potential in the near future. German GDP growth has been struggling to stay in positive territory in 2019 and fell by -0.1% in quarter 2; industrial production was down 4% y/y in June with car production down 10% y/y. Germany would be particularly vulnerable to a no deal Brexit depressing exports further and if President Trump imposes tariffs on EU produced cars.

The European Central Bank (ECB) ended its programme of quantitative easing purchases of debt in December 2018, which then meant that the central banks in the US, UK and EU had all ended the phase of post financial crisis expansion of liquidity supporting world financial markets by quantitative easing purchases of debt. However, the downturn in EZ growth in the second half of 2018 and into 2019, together with inflation falling well under the upper limit of its target range of 0 to 2%, (but it aims to keep it near to 2%), has prompted the ECB to take new measures to stimulate growth. At its March meeting it said that it expected to leave interest rates at their present levels "at least through the end of 2019", but that was of little help to boosting growth in the near term. Consequently, it announced a **third round of TLTROs**; this provides banks with cheap borrowing every three months from September 2019 until March 2021 that means that, although they will have only a two-year maturity, the Bank was making funds available until 2023, two years later than under its previous policy. As with the last round, the new TLTROs will include an incentive to encourage bank lending, and they will be capped at 30% of a bank's eligible loans. However, since then, the downturn in EZ and world growth has gathered momentum; at its meeting on 12 September it cut its deposit rate further into negative territory, from -0.4% to -0.5%, and announced a **resumption of quantitative easing purchases of debt for an unlimited period.** At its October meeting it said these purchases would start in November at €20bn per month - a relatively small amount compared to the previous buying programme. It also increased the maturity of the third round of TLTROs from two to three years. However, it is doubtful whether this loosening of monetary policy will have much impact on growth and, unsurprisingly, the ECB stated that governments would need to help stimulate growth by 'growth friendly' fiscal policy.

There were no policy changes in the December meeting, which was chaired for the first time by the new President of the ECB, Christine Lagarde. However, the outlook continued to be down beat about the economy; this makes it likely there will be further monetary policy stimulus to come in 2020. She did also announce a thorough review of how the ECB conducts monetary policy, including the price stability target. This review is likely to take all of 2020.

On the political front, Austria, Spain and Italy have been in the throes of **forming coalition governments** with some unlikely combinations of parties i.e. this raises questions around their likely endurance. The latest results of German state elections has put further pressure on the frail German CDU/SDP coalition government and on the current leadership of the CDU. The results of the Spanish general election in November have not helped the prospects of forming a stable coalition.

CHINA. Economic growth has been weakening over successive years, despite repeated rounds of central bank stimulus; medium term risks are increasing. Major progress still needs to be made to eliminate excess industrial capacity and the stock of unsold property, and to address the level of non-performing loans in the banking and shadow banking systems. In

addition, there still needs to be a greater switch from investment in industrial capacity, property construction and infrastructure to consumer goods production.

JAPAN - has been struggling to stimulate consistent significant GDP growth and to get inflation up to its target of 2%, despite huge monetary and fiscal stimulus. It is also making little progress on fundamental reform of the economy.

WORLD GROWTH. Until recent years, world growth has been boosted by increasing **globalisation** i.e. countries specialising in producing goods and commodities in which they have an economic advantage and which they then trade with the rest of the world. This has boosted worldwide productivity and growth, and, by lowering costs, has also depressed inflation. However, the rise of China as an economic superpower over the last thirty years, which now accounts for nearly 20% of total world GDP, has unbalanced the world economy. The Chinese government has targeted achieving major world positions in specific key sectors and products, especially high tech areas and production of rare earth minerals used in high tech products. It is achieving this by massive financial support, (i.e. subsidies), to state owned firms, government directions to other firms, technology theft, restrictions on market access by foreign firms and informal targets for the domestic market share of Chinese producers in the selected sectors. This is regarded as being unfair competition that is putting western firms at an unfair disadvantage or even putting some out of business. It is also regarded with suspicion on the political front as China is an authoritarian country that is not averse to using economic and military power for political advantage. The current trade war between the US and China therefore needs to be seen against that backdrop. It is, therefore, likely that we are heading into a period where there will be a **reversal of world globalisation and a decoupling of western countries** from dependence on China to supply products. This is likely to produce a backdrop in the coming years of weak global growth and so weak inflation. **Central banks are, therefore, likely to come under more pressure to support growth by looser monetary policy measures and this will militate against central banks increasing interest rates**.

The trade war between the US and China is a major concern to **financial markets** due to the synchronised general weakening of growth in the major economies of the world, compounded by fears that there could even be a recession looming up in the US, though this is probably overblown. These concerns resulted in **government bond yields** in the developed world falling significantly during 2019. If there were a major worldwide downturn in growth, central banks in most of the major economies will have limited ammunition available, in terms of monetary policy measures, when rates are already very low in most countries, (apart from the US). There are also concerns about how much distortion of financial markets has already occurred with the current levels of quantitative easing purchases of debt by central banks and the use of negative central bank rates in some countries. The latest PMI survey statistics of economic health for the US, UK, EU and China have all been predicting a downturn in growth; this confirms investor sentiment that the outlook for growth during the year ahead is weak.

INTEREST RATE FORECASTS

The interest rate forecasts provided by Link Asset Services in paragraph 3.3 are **predicated on an assumption of an agreement being reached on Brexit between the UK and the EU.** On this basis, while GDP growth is likely to be subdued in 2019 and 2020 due to all the uncertainties around Brexit depressing consumer and business confidence, an agreement on the detailed terms of a trade deal is likely to lead to a boost to the rate of growth in subsequent years. This could, in turn, increase inflationary pressures in the economy and so cause the Bank of England to resume a series of gentle increases in Bank Rate. Just how fast, and how far, those increases will occur and rise to, will be data dependent. The forecasts in this report assume a modest recovery in the rate and timing of stronger growth and in the corresponding response by the Bank in raising rates.

- In the event of an **orderly non-agreement exit in December 2020**, it is likely that the Bank of England would take action to cut Bank Rate from 0.75% in order to help economic growth deal with the adverse effects of this situation. This is also likely to cause short to medium term gilt yields to fall.
- If there were a **disorderly Brexit**, then any cut in Bank Rate would be likely to last for a longer period and also depress short and medium gilt yields correspondingly. Quantitative easing could also be restarted by the Bank of England. It is also possible that the government could act to protect economic growth by implementing fiscal stimulus.

The balance of risks to the UK

- The overall balance of risks to economic growth in the UK is probably even, but dependent on a successful outcome of negotiations on a trade deal.
- The balance of risks to increases in Bank Rate and shorter term PWLB rates are broadly similarly to the downside.
- In the event that a Brexit deal was agreed with the EU and approved by Parliament, the balance of risks to economic growth and to increases in Bank Rate is likely to change to the upside.

One risk that is both an upside and downside risk, is that all central banks are now working in very different economic conditions than before the 2008 financial crash as there has been a major increase in consumer and other debt due to the exceptionally low levels of borrowing rates that have prevailed since 2008. This means that the neutral rate of interest in an economy, (i.e. the rate that is neither expansionary nor deflationary), is difficult to determine definitively in this new environment, although central banks have made statements that they expect it to be much lower than before 2008. Central banks could therefore either over or under do increases in central interest rates.

Downside risks to current forecasts for UK gilt yields and PWLB rates currently include:

- **Brexit** – if it were to cause significant economic disruption and a major downturn in the rate of growth.
- **Bank of England** takes action too quickly, or too far, over the next three years to raise Bank Rate and causes UK economic growth, and increases in inflation, to be weaker than we currently anticipate.
- A resurgence of the **Eurozone sovereign debt crisis.** In 2018, Italy was a major concern due to having a populist coalition government which made a lot of anti-austerity and anti-EU noise. However, in September 2019 there was a major change in the coalition governing Italy which has brought to power a much more EU friendly government; this has eased the pressure on Italian bonds. Only time will tell whether this new coalition based on an unlikely alliance of two very different parties will endure.
- Weak capitalisation of some **European banks**, particularly Italian banks.
- **German minority government.** In the German general election of September 2017, Angela Merkel's CDU party was left in a vulnerable minority position dependent on the fractious support of the SPD party, as a result of the rise in popularity of the anti-immigration AfD party. The CDU has done badly in recent state elections but the SPD has done particularly badly and this has raised a major question mark over continuing to support the CDU. Angela Merkel has stepped down from being the CDU party leader but she intends to remain as Chancellor until 2021.
- **Other minority EU governments.** Austria, Finland, Sweden, Spain, Portugal, Netherlands and Belgium also have vulnerable minority governments dependent on coalitions which could prove fragile.
- **Austria, the Czech Republic, Poland and Hungary** now form a strongly anti-immigration bloc within the EU. There has also been rising anti-immigration sentiment in Germany and France.

- In October 2019, the IMF issued a report on the World Economic Outlook which flagged up a synchronised slowdown in world growth. However, it also flagged up that there was **potential for a rerun of the 2008 financial crisis**, but his time centred on the huge debt binge accumulated by corporations during the decade of low interest rates. This now means that there are corporates who would be unable to cover basic interest costs on **some $19trn of corporate debt in major western economies,** if world growth was to dip further than just a minor cooling. This debt is mainly held by the shadow banking sector i.e. pension funds, insurers, hedge funds, asset managers etc., who, when there is $15trn of corporate and government debt now yielding negative interest rates, have been searching for higher returns in riskier assets. Much of this debt is only marginally above investment grade so any rating downgrade could force some holders into a fire sale, which would then depress prices further and so set off a spiral down. The IMF's answer is to suggest imposing higher capital charges on lending to corporates and for central banks to regulate the investment operations of the shadow banking sector. In October 2019, the deputy Governor of the Bank of England also flagged up the dangers of banks and the shadow banking sector lending to corporates, especially highly leveraged corporates, which had risen back up to near pre-2008 levels.
- **Geopolitical risks,** for example in North Korea, but also in Europe and the Middle East, which could lead to increasing safe haven flows.

Upside risks to current forecasts for UK gilt yields and PWLB rates

- **Brexit** – if agreement was reached all round that removed all threats of economic and political disruption between the EU and the UK.
- The **Bank of England is too slow** in its pace and strength of increases in Bank Rate and, therefore, allows inflationary pressures to build up too strongly within the UK economy, which then necessitates a later rapid series of increases in Bank Rate faster than we currently expect.

UK inflation, whether domestically generated or imported, returning to sustained significantly higher levels causing an increase in the inflation premium inherent to gilt yields.

Annex E

Treasury Management Scheme of Delegation

(i) County Council

- approval of annual strategy.
- budget consideration and approval.
- approval of the division of responsibilities.

(ii) Cabinet

- scrutinise the proposed annual strategy.
- approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices.
- Receiving and reviewing monitoring reports and acting on recommendations.

(iii) Resources and Fire & Rescue Overview and Scrutiny Committee

- Overview and scrutiny of treasury management policy, practice, and activity as required.

Annex F

Specified Investments

Specified investments are those with a high credit rating and maturities up to maximum of one year. All these investments are sterling denominated.

	Minimum 'High' Credit Criteria (Fitch Ratings)	**Limits Per Institution**	**Use**
DMO Deposit Facility	--	No Limit	In-house
Term deposits: Local Authorities	--	£10m	In-house
Nationalised Banks	Short-term F1, Support 1	£20m	In-house and External Manager
Term deposits: UK Banks	Short-term F1, Long-term A, Viability a, Support 3	£20m	In-house and External Manager
Term deposits: Bank Council uses for current account	--	£20m	In-house and External Manager
Term deposits: UK Building Societies	Top five largest societies as reported annually. (To be continually monitored)	£20m	In-house and External Manager
Term deposits: Overseas Banks	Short-term F1+, Long-term AA, Viability aa, Support 1	£20m	In-house and External Manager
Certificates of deposits issued by UK banks and building societies	Short-term F1, Long-term A, Viability a, Support 3	£20m	External Manager
Money Market Funds CCLA PSDF – LVNAV Aberdeen Liquidity Fund – LVNAV BlackRock – CNAV	AAA	£60m	In-house and External Manager
Ultra Short Dated Bond Funds Aberdeen Short Duration – VNAV Federated - VNAV	AA	£40m	In-house and External Manager
UK Government Gilts, Treasury Bills	--	No Limit	External Manager
Gilt Funds and Bond Funds	Long-term A	No Limit	External Manager

Non-Specified Investments

Non-specified investments are those with lower credit quality, and may be for periods in excess of one year. These investments may be more complex instruments which require greater consideration by members and officers before being authorised for use.

The table below sets out limits for each type of investment (so the total limit when all investments with all institutions are added together).

In addition the total amount invested in non-specified investments is limited to £80m.

	Minimum Credit Criteria	**Limit**	**Use**
Term deposits: UK banks and building societies with maturities in excess of one year with a maximum of three years allowed for in-house deposits	Short-term F1, Long-term A, Viability a, Support 3	£15m	In-house and External Manager
Fixed Term Deposit with Variable Rates and Variable Maturities	Short-term F1, Long-term A, Viability a+, Support 3	£15m	In-house and External Manager
Certificates of Deposits issued by UK banks and building societies	Short-term F1, Long-term A, Viability a, Support 3	£15m	External Manager
UK Government Gilts with maturities in excess of 1 year	--	£15m	External Manager
Local Government Association Municipal Bond Agency	--	£15m	--
CCLA Property Fund	--	£15m	--
Threadneedle Social Bond Fund	--	£40m	--
Local Authority wholly owned trading company	--	£3m	In-house

Annex G

Approved Countries for Investments

AAA

- Australia
- Canada
- Denmark
- Germany
- Luxembourg
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

AA+

- Finland
- U.S.A.

AA

- Abu Dhabi (UAE)
- France
- Hong Kong
- U.K.

Annex H

The Treasury Management Role of the S151 (Responsible) Officer: Strategic Director - Resources

- Recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance.
- Submitting regular treasury management policy reports.
- Submitting budgets and budget variations.
- Receiving and reviewing management information reports.
- Reviewing the performance of the treasury management function.
- Ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function.
- Ensuring the adequacy of internal audit, and liaising with external audit
- recommending the appointment of external service providers.

Annex I

MINIMUM REVENUE PROVISION

1. What is a Minimum Revenue Provision?

Capital expenditure is generally expenditure on assets which have a life expectancy of more than one year e.g. buildings, vehicles, machinery etc. It would be impractical to charge the entirety of such expenditure to revenue in the year in which it was incurred and so such expenditure is spread over several years so as to try to match the years over which such assets benefit the local community through their useful life. The manner of spreading these costs is through an annual Minimum Revenue Provision (MRP).

2. Statutory Duty

Statutory Instrument 2008 no. 414 s4 lays down that:

"A local authority shall determine for the current financial year an amount of minimum revenue provision that it considers to be prudent."

There is no requirement to charge MRP where the Capital Financing Requirement is nil or negative at the end of the preceding financial year.

3. Government Guidance

Along with the above duty, the Government issued guidance in February 2008 which requires that a Statement on the Council's policy for its annual MRP should be submitted to the full Council for approval before the start of the financial year to which the provision will relate.

The Council is legally obliged to "have regard" to the guidance, which is intended to enable a more flexible approach to assessing the amount of annual provision than was required under the previous statutory requirements. The guidance offers four main options under which MRP could be made with an overriding recommendation that the Council should make prudent provision to redeem its debt liability over a period which is reasonably commensurate with that over which the capital expenditure is estimated to provide benefits. The requirement to "have regard" to the guidance therefore means that:

a. Although four main options are recommended in the guidance, there is no intention to be prescriptive by making these the only methods of charge under which a local authority may consider its MRP to be prudent.

b. It is the responsibility of each authority to decide upon the most appropriate method of making a prudent provision, after having had regard to the guidance.

4. Warwickshire County Council Policy

We have decided not to use any of the options outlined in the statutory guidance but to adopt an alternative approach, which we believe is prudent.

The MRP provision will be calculated on the average remaining useful life of the Council's asset portfolio. We will calculate and apply the remaining useful life over two categories of asset:

- Land, buildings and infrastructure;
- Vehicles, plant and equipment.

The proportion of debt outstanding in each category of asset will be determined by the value of assets included in the balance sheet at the end of each financial year.

The 2017 review shows that the remaining useful life of our assets is now 28 years. By using an average life of 28 years for our assets equates to an annual provision of 4% straight line MRP.

For vehicles, plant and equipment, the remaining useful life is assumed to be five years e.g. 5 years average remaining useful life will result in 20% straight line MRP.

Appendix 2 - Investment Strategy

1. Introduction

This Investment Strategy considers non-treasury management investments made for service or commercial purposes:

- **Service Investments** – where an investment is primarily for the purpose of supporting the delivery of an organisational or service objective.

- **Commercial Investments** – where an investment is primarily for the purpose of generating an income stream or return to support the overall financial position of the local authority.

The government definition of an investment covers all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.

The definition of an investment also covers loans made by a local authority to one of its wholly-owned companies or associates, to a joint venture, or to a third party. The term does not include pension funds or trust fund investments, which are subject to separate regulatory regimes.

This strategy sits alongside the Council's Treasury Management Strategy Statement which covers all investments made for treasury management purposes.

This document sets out:

- Non treasury investments currently held.
- New developments around non treasury investments.
- Potential metrics and measures.

2 Non Treasury Management Investments

2.1 Non treasury management investments may take a number of forms:

- Holding shares in companies, for example companies that promote organisational objectives such as protecting the environment.
- Issuing loans to companies, for example promoting economic development.
- Holding non-financial assets (e.g. property) for the sole or primary purpose of making a financial return.

3 Company Shares

3.1 The Council holds shares and debt with some companies for the purposes of promoting the achievement of organisational objectives. These companies may provide a return on investment but that is not the primary reason for their existence. At the time of writing this report such investments included:

- University of Warwick Science Park Innovation Centre Ltd
- Warwick Technology Park Management Company Ltd
- Warwick Technology Park Management Company (No2) Ltd
- Eastern Shires Purchasing Organisation (ESPO)
- SCAPE Group Ltd
- Coventry and Warwickshire Local Enterprise Partnership
- Coventry and Warwickshire Waste Disposal Company
- UK Municipal Bond Agency PLC
- Border to Coast Pension Partnership Ltd

The share value relating to the above companies recorded in the 2018/19 accounts was £2m, with dividend income of £0.8m.

4. Company Loans

In addition to the above the Council currently operates two wholly owned Local Authority Trading Companies:

- Warwickshire Legal Services Trading Ltd
- Educaterers Ltd

The total shareholder value of these companies in their most recent accounts is £147k and there is a £1.5m loan facility in place with Educaterers at a rate of return of 6% until August 2020 to provide support to the company's cash flow.

The capital programme includes allocations available for the purposes of making grants or loans to local businesses who cannot raise funds through other means such as banks. This includes the following capital programme allocations:

- Capital Growth Fund Business Loans and Grants
- Capital Investment Fund / Duplex Fund
- Capital Investment Fund/Small Business Grants

As at Quarter 3 2019/20, £1.5m of funds are planned in the capital programme to invest in 2020/21. Loans and grants are managed via the Coventry and Warwickshire Reinvestment Trust.

5. Property Investments

The Council does not currently invest in property for the purposes of generating commercial income, however the Council does currently hold some assets for the purpose of generating future capital receipts. The value of these assets can change and these assets generate a small amount of incidental income. The properties classified as investment property in 2018/19 had an asset value of £25.6m as at March 2019, out of a full asset value in the balance sheet of £1.128bn.

The Council does receive rental income in relation to some of its properties but properties are not currently acquired or held solely for the purpose of generating income. Total income generated from Investment properties for 18/19 stood at £0.01m.

Table 1 – Investment Land/Property

Description of Investment Property held	Value @ 31st March 2019 £m
NUNEATON/Land at former Holly Tree Farm,	16.3
NUNEATON/Land at former Magistrates Courts, Vicarage Street	0.3
NUNEATON/Land Adjoining 51 Queens Road, Queens Road	0.0
Attleborough Fields Industrial Estate Slingsby Close	0.5
NUNEATON/Former Manor Park Community School, Beaumont Road	1.6
ARLEY/ARC School (Former Herbert Fowler Junior School)	0.9
GRENDON/Former Sparrowdale Special School, Spon Lane	2.1
GRENDON/Former Island Household Waste Facility, Watling Street	0.3
Land at Meadow Farm	0.0
RUGBY/Great Central Industrial Estate, Great Central Way	1.1
ALCESTER/Former Area Library, Priory Road	0.3
ALCESTER/Meadow View H.E.P. (Independently funded), Kinwarton Road	0.0
ASTON CANTLOW/3 The Gables, Burbage Road	0.2
Kineton/ River Meadows Care Home	0.0
WARWICK/Land At Heathcote Hill Farm (Europa Way)	0.0
WARWICK/Former Ridgeway Special School, Montague Road	2.1
	25.6

6. Commercial Strategy

The Council has approved a commercial strategy during 2019/20 that sets out a new approach to operating commercially considering commercial approaches to assist in the achievement of organisational objectives by:

- Optimising our financial sustainability by generating more income, reducing costs and maximising use of our assets: through investment in projects that provide good financial returns, enhancing our traded services and taking a commercial approach to management of costs and assets.
- Doing this in a way that delivers wider outcomes for Warwickshire: commercialism is not an end in itself; as a County Council, our strategic role makes commercialism a key lever for our role in shaping Warwickshire as a great place to live, work and do business, and to maximising social impact and outcomes.

Individual commercial investments/ initiatives will be assessed against their social and environmental benefits in addition to their financial benefits and will be subject to business cases and member approval as necessary. Some potential developments may require changes to the treasury management strategy or the investment strategy and therefore updates to these strategies

will accompany new proposals where required.

7 Measures

To support risk management in the development of future potential investments, measures will be developed to monitor the Council's position and some measures may be used to set controls and limits in alignment with the Council's risk appetite. Examples of key measures may include:

- Total Investment Related Commercial Income. This would provide an indication of the financial value of commercial income upon which the Council revenue budget is reliant.
- Ratio of Investment Related Commercial Income to Net Service Expenditure. This would provide an indication of the proportionality of reliance on commercial income.
- Ratio of Total Debt to Net Service Expenditure.
- Total Assets At Risk – This would provide a measure of the total assets owned for commercial or service purposes which are at risk of loss in value.

8 Investment Policies

a. The Council currently does not have a policy of making investments primarily for the purpose of receiving a financial return, however this position is being kept under review.

b. The Council has no plans to borrow in 2020/21 purely to profit from the investment of the sums borrowed.

c. The Council owns shares and issues debt to companies for service purposes, and holds some investment related property. Existing policies and controls will remain in place for the management of these.

d. New proposals for investment for non-Treasury Management purposes will be required to have direct Council approval or be approved through a delegated framework of controls that would be set out in an updated Investment Strategy and/or Treasury Management Strategy.

e. Section 151 Officer responsibilities in respect of non-treasury management investments are set out in Annex 1.

f. New investment proposals will be formally documented and assessed, including a financial appraisal, and an assessment of risk and risk management which must include consideration of credit risk. External expertise and advice will be sought where appropriate, and monitoring arrangements will include credit risk monitoring.

9.0 Environmental, Social, and Governance Policy

9.1 As a responsible investor, the Council is committed to considering environmental, social, and governance issues, and has a particular interest in taking action against climate change and pursuing activities that have a positive social impact.

9.2 The impact of an investment in respect of climate change may be a consideration for investment decisions, with investments that help to prevent climate change, or help to cope with its impact, or which are resilient to it's effects being desirable. Measurement of impact such as via carbon footprint will be undertaken where practical.

9.3 Investments that have a social impact benefit, either on a local scale or more widely may be considered.

9.4 The ESG policy of fund managers and investment partners may be considered when making decisions, with the preference being for fund managers and partners who share similar values around ESG.

Annex 1

Responsibilities of S151 Officer

- Ensuring that due diligence is carried out on investment proposals in accordance with the risk appetite of the authority.
- Ensuring the proportionality of investments so that the authority does not undertake a level of investing which exposes the authority to an excessive level of risk compared to its financial resources.
- Ensuring an adequate governance process is in place for the approval, monitoring, and ongoing risk management of non-financial investments.

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Agenda Item 3

Cabinet

20 February 2020

Determination of Admission Arrangements and Co-ordinated Scheme for the 2021/2022 Academic year

Recommendations

That Cabinet

1) approves the Admission Arrangements and Co-ordinated Scheme for school admissions during the 2021/2022 Academic year as outlined in the appendices.

2) authorises the Strategic Director for Communities in consultation with the Portfolio Holder for Education and Learning to approve Admission Arrangements and the Co-ordinated Scheme in future years, unless those arrangements or schemes are subject to consultation as outlined in Section 1 below.

1. Key Issues

1.1 All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by the relevant admission authority for that school.

1.2 Warwickshire County Council is the admissions authority for all Community and Voluntary Controlled Schools within Warwickshire.

1.3 Admissions authorities must set (or 'determine') admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. If no changes are made to admission arrangements, they must be consulted on at least once every 7 years.

1.4 No changes are proposed to the 2021/ 2022 Admission Arrangements for any schools where the Local Authority is the admission authority. A full consultation was undertaken prior to the approval of the 2020/2021 Admission Arrangements, therefore in line with the Department for Education School Admissions Code if no changes are proposed consultation is not required until 2026.

1.5 It is proposed that the administration of in-year admissions for 2021/ 2022 remain with the Local Authority. While it is no longer a legal requirement for Local Authorities to process such applications, retaining this function provides numerous benefits in regard to pupil safeguarding, the tracking of vulnerable children and the operation of the Fair Access Protocol. The majority of admission authorities have indicated they wish for the Local Authority to continue to carry out this function on their behalf. No extra resources are required to do this.

2. Financial Implications

2.1 None

3. Environmental Implications

3.1 None

4. Supporting Information

4.1 None

5. Timescales associated with the decision and next steps

5.1 If approved, the proposed admission arrangements will apply to applications received for the 2021 entry year (co-ordination) and for in-year admissions relating to the 2021/22 academic year.

Appendices

1. Appendix A - Admission Arrangements Co-ordinated Scheme for the 2021/2022 Academic year - Primary
2. Appendix B - Admission Arrangements Co-ordinated Scheme for the 2021/2022 Academic year – Secondary
3. Appendix C - Published Admission Numbers - Community and Voluntary Controlled Schools

Background Papers

None

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The report was not circulated to members prior to publication

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Warwickshire County Council
School Admission Arrangements
Coordinated Scheme

Starting school in Reception in September 2021, or transferring to Year 3 at a Junior school

DRAFT

An Equality Impact Assessment/ Analysis on this policy was undertaken on:
1st December 2017

It will be reviewed in December 2020.

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Section 1 – Timetable for Primary, Infant and Junior Coordinated Admissions Scheme, for entry in September 2021

(Including children due to start school in Reception and those transferring to Year 3 in Junior school)

DATE	EVENT
August 2020	Warwickshire School Admissions Service (the 'Admissions Service) to obtain data from Census, Early Years and the NHS, relating to children eligible to start school, or transfer to Year 3 in a junior school, in September 2021.
From Monday 7th September 2020	Information about application process sent to families of children eligible to start school, or transfer to Year 3 in a junior school, in September 2021.
Monday 21st September 2020	Application process opens (online and telephone application processes available). Applications will be received and processed for children due to start school in Reception, and those due to transfer from Year 2 in an infant or primary school to Year 3 at a junior school, in September 2021. *Applications for children in Year 2 at an infant school, who wish to move to a primary school for Year 3 in September 2021, should follow the in-year admissions process, as outlined below, from June 2021. Such applications **will not** be processed as part of the coordinated admissions scheme.* *Applications for children in Year 2 at a primary school, who wish to change to a different primary school for Year 3 in September 2021, should follow the in-year admissions process, as outlined below, from June 2021. Such applications **will not** be processed as part of the coordinated admissions scheme.* Application data will be available via SAM (the School Access Module) to all LA maintained schools, as well as Voluntary Aided, Trust, Foundation schools and Academies who have access to the service.
Friday 4th December 2020	Reminder letter sent to parents who have not applied for a Reception place, and those currently attending Year 2 in an infant school who have not applied for a Junior school place, for entry in September 2021.
Friday 18th December 2020	Deadline for own admission authority schools to request admitting over and above the determined PAN for the relevant entry year, for this to be considered in line with the coordinated admissions process and National Offer Day.
Friday 15th January 2021	Deadline for requesting deferred entry, for those chronologically due to start school in September 2021, but who

	wish to start in September 2022 and request deferment from Year 1 to Reception at that point.
Friday 15th January 2021 (11.59pm)	**National Closing date for on time applications**. Applications received after this date will be considered as late and will not be processed until after National Offer Day (16th April 2021), in line with scheduled reallocation dates (unless the family is moving into the area – residency requirements must be adhered to – see below for more information).
From Monday 25th January 2021	Exchange of ADT files with other local authorities. *(ADT = Electronic files relating to application details)*
Monday 1st February 2021 (11:59pm)	Extended deadline date for families moving into/within the county to have provided proof of their new residence and completed new/amended application for school places for application to be considered as on-time (see residency requirements below). The child **must** be residing in the new property by this date.
From Monday 1st February 2021	SAM will open to all Warwickshire primary, infant and junior schools to begin sibling claim checks. Own admission authority schools who have also adopted staff checks, medical/social grounds, aptitude, or faith as part of their over-subscription criteria must also begin to assign relevant criteria to each application.
Monday 15th February 2021	Special Educational Needs, Disability, Assessment and Review team (SENDAR) to have notified Admissions Service of provisional school offer for children who have an Education, Health and Care Plan (EHCP). Checks to be carried out with secondary schools and surrounding LAs as to out of county children with an EHCP who may be offered a Warwickshire school.
Monday 15th February 2021 (4:00pm)	All Warwickshire mainstream infant, primary and junior schools to have completed sibling claim checks. Own admission authority schools who have also adopted staff checks, medical/social grounds, aptitude, or faith as part of their over-subscription criteria must also have complete assigning relevant criteria to each application. All above tasks must be completed on SAM, where the school has access. Where schools do not have access to this service, then the above must be completed via a ranked and completed Excel spreadsheet. The Reception 2021 and Junior 2021 rounds on SAM will then be closed to schools from 5pm on Monday 15th February 2021.

Friday 26th February 2021	First exchange of ALT files with other local authorities. *(ALT = Electronic files relating to offers of school places)*
By Monday 22nd March 2021	Final exchange of ALT files with other authorities.
Monday 29th March 2021	Provisional offers available to schools, via SAM where possible, and via Excel spreadsheet where the school does not have access to SAM. Schools must notify the Admissions Service of any issues by 4pm on Thursday 1st April 2021. Offer data **must** remain confidential.
Friday 16th April 2021 (Easter holidays)	**National Offer Day.** Offers released to parents by Warwickshire's Admissions Service (Statutory). Late applications will be available to schools after this date, either via SAM or via Excel spreadsheet.
Wednesday 21st April 2021 (11.59pm)	Cut-off date for new applications – or amendments to previous applications - to be made in order to be considered in first reallocation round.
Friday 23rd April 2021 (4:00pm)	All Warwickshire mainstream infant, primary and junior schools to have completed sibling claim checks. Own admission authority schools who have also adopted staff checks, medical/social grounds, aptitude, or faith as part of their over-subscription criteria must also have complete assigning relevant criteria to each application. All above tasks must be completed on SAM, where the school has access. Where schools do not have access to this service, then the above must be completed via a ranked and completed Excel spreadsheet.
Friday 30th April 2021 (11.59pm)	Deadline to accept or decline offer made on 16th April.
Tuesday 4th May 2021	Reminder letter sent to any Warwickshire parents that have not accepted or declined the offer made. If no response received by 11.59pm on Wednesday 12th May 2021 then offer may be withdrawn. Any vacancies created from such an action will be considered in the second reallocation round.
Wednesday 12th May 2021 (11.59pm)	Cut-off date for new applications – or amendments to previous applications - to be made in order to be considered in second reallocation round.
Friday 14th May 2021 (4:00pm)	All Warwickshire mainstream infant, primary and junior schools to have completed sibling claim checks.

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	Own admission authority schools who have also adopted staff checks, medical/social grounds, aptitude, or faith as part of their over-subscription criteria must also have complete assigning relevant criteria to each application. All above tasks must be completed on SAM, where the school has access. Where schools do not have access to this service, then the above must be completed via a ranked and completed Excel spreadsheet.
From Monday 17th May 2021	Second reallocation round commences. Expected completion date = 28th May.
Tuesday 18th May 2021	Deadline by which appeals must be lodged in order to be classed as on time. Appeals lodged by this date will be heard by Tuesday 20th July 2021. Appeals lodged after 20th July 2021 will be heard within 30 school days of the appeal being lodged. Hearings are therefore likely to be scheduled after the start of the new academic year in September 2021.
From Monday 8th June 2020	In-Year applications for infant, primary and junior school places, to start in September 2021, can be **submitted** - Year groups 1, 2, 4, 5 and 6 only, plus Year 3 applications for primary schools. Applications for Reception places at infant and primary schools, as well as Year 3 applications for junior schools, for entry in September 2021, will continue to be processed through the coordinated scheme until 31st August 2021. **IN-YEAR APPLICATIONS WILL NOT BE PROCESSED UNTIL AFTER 14th JUNE 2021. CONFIRMATION OF SCHOOL OFFERS WILL THEN BE SENT TO FAMILIES FROM 18th JUNE 2021.**
Wednesday 1st September 2021	In-Year admissions process commences. All applications made in accordance with the coordinated admissions rounds will be moved to In-Year status and will be held on any relevant waiting lists until 31st December 2021.

Section 2 – Reception and Junior Coordinated Admissions process for entry in September 2021

(including children due to start school and those transferring from Year 2 in an infant or primary school to Year 3 in a junior school)

Terms

The term '**school'**, in this document, refers to maintained schools, and academy and free schools. It does not relate to special schools or private (fee-paying) schools, as these schools have their own admission processes.

The term '**parent'**, in this document, refers to biological parents, all those with Parental Responsibility, and other person with primary care for a child.

The term '**own admission authority**' school, in this document, refers to state schools for whom the local authority is not the admissions authority, including; Academies; Voluntary Aided; Trust; and Foundation schools. The admission authority for such schools is the governing body or the academy trust.

The term '**infant'** school, in this document, refers to any admission authority school which admits children at the beginning of the Reception year until the end of Year 2.

The term '**junior**' school, in this document, refers to any admission authority school which admits children at the beginning of Year 3 until the end of Year 6.

The term '**primary**' school, in this document, refers to any admission authority school which admits children at the beginning of the Reception year until the end of Year 6.

Coordinated Admissions

All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and other mainstream state-funded schools (e.g.: academies) within their area. The term 'school' in this document refers to both maintained schools and own admissions authority schools.

Coordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Coordination establishes a mechanism that ensures that, as far as is reasonably practicable, every parent of a child who has applied for a school place is sent a single offer of a school place by the local authority in which their home address falls (their 'home authority').

Under the system of coordinated admissions, parents apply directly to their home authority and make a single application for a school place. Local authorities and other

admission authorities - such as the academy trust, or the governing body of a Voluntary Aided school - then exchange application data. This is to determine which children can be offered a place at which school. Parents then receive a single offer of a school place from their home authority.

Independent (fee-paying) schools are not part of the coordinated scheme. These schools will have their own admission criteria, application process and scheme for offering places. Parents should contact the relevant school directly if they wish to apply for a place.

Only parents of children who are resident in the county of Warwickshire, or who are able to satisfy the relevant address requirements as laid out in this document, should make an application through the Warwickshire School Admissions Service.

Warwickshire residents must apply for school places through the Admissions Service. Where parents approach schools directly, the school must direct the parent to the Admissions Service. Any Warwickshire resident who does not make an application through the Admissions Service, even if they applied directly to a school, will have any subsequent application which they make through the Admissions Service considered as late, if this is then received after the relevant deadline, as laid out in this document.

The Admissions Service will manage the process of allocating schools places in line with the Coordinated Admissions Scheme. Application data relating to schools in other local authorities will be forwarded via S2S. This system is part of the DfE's Secure Access website and is designed to securely transfer data between local authorities and schools.

Admission Arrangements

All admission authorities are required to have a set of admission arrangements that clearly set out how children will be admitted. These arrangements need to include the criteria that will be applied if there are more applications received than places available at the school for the relevant entry year ('oversubscription criteria'). Admission arrangements are determined by admission authorities, in line with the School Admissions Code (2014).

In Community and Voluntary Controlled schools the local authority is the admission authority and has responsibility for determining admission arrangements. In Voluntary Aided, Trust and Foundation schools, the Governing Body has responsibility for determining admission arrangements. In Academies and Multi-Academy-Trusts, the Trust has responsibility for determining admission arrangements.

A school's admission arrangements must contain:

- The school's **Published Admission Number (PAN)** for each 'relevant age group'. This is the number of places that will normally be offered to children joining the

school at the normal point of entry (for infant and primary schools this is Reception and for junior schools this is Year 3).

- The **school's oversubscription criteria**. These are used to decide which children are offered places when there are more applications than places available. Each child is assigned a criterion with places offered in criteria order to fill the school.

- **Definition of sibling**. Admission authorities must state in their arrangements what they mean by sibling (e.g.: does it include step-siblings). Where priority is given to siblings of former pupils, admission authorities must set out a clear and simple definition of such former pupils. Some schools give priority to siblings of pupils attending another state funded school. Where this is the case, this priority must be clearly set out in the arrangements.

- **Distance from school**. Admission authorities must clearly set out how distance from home to school will be measured, and make it clear how 'home address' will be determined and the point in the school from which all distances are measured. This should include provision for parents who have shared responsibility for a child.

The School Admissions Code also requires that:

- Where a child has an individual Education, Health and Care (EHC) Plan that names a specific school, then that child must be admitted to that school.

- The highest priority in a school's oversubscription criteria must also be given, unless otherwise allowed in the Admissions Code, to Looked After Children and all Previously Looked After Children.

  'Previously Looked After Children' are children who were looked after (i.e.: who were under local authority care – e.g.: placed in foster care) but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

- If a school is not oversubscribed, all applicants must be offered a place (except for designated grammar schools).

The admission arrangements of any school must be such as to enable relevant decisions to be made in line with the timetable of this scheme.

Information for parents

In August of each year, the Admissions Service receives data relating to children who are due to start school in September of the following year. Data is also received from

Infant schools relating to children who are due to transfer to Year 3 in September of the following year. This data is then used to distribute information about the admissions process to the families concerned.

In September of each year, information explaining the school admissions process will be made available to the families of children who are resident in Warwickshire who either:

- Have a child due to start school in Reception in the following September, *or;*
- Have a child attending Year 2 in an infant or primary school.

Important information will be available on the County Council's website. It is expected that all families following the 2021 entry coordinated admissions process, as well as all schools within the county, will have read through the information relating to this process on the website. Schools (as well as nurseries and other childcare providers, in the case of children who are due to start school) are encouraged to inform parents of the need to apply for a school place and make parents aware of the necessary deadlines.

Also available on the Warwickshire County Council website will be the local authority's Composite Prospectus (from September 2020). This incorporates the information that is available online and will also contain the full admission arrangements of each state school in Warwickshire (not independent fee-paying schools or special schools, as applications for these schools are not considered under the coordinated admissions process).

Applying for a school place

Parents apply for school places using a Common Application Form (CAF). Parents are encouraged to apply for a school place using Warwickshire's online application system. This allows parents to complete an electronic version of the CAF. The advantages of the online system are as follows:

- The process is relatively quick and easy.
- Applicants receive an acknowledgment email confirming that their application has been submitted.
- Parents applying online receive their offer of a school place from 08.30am on National Offer Day.

The online application process allows parents to:

- Apply for places at their preferred schools by naming these on the application. Warwickshire parents can name a maximum of six schools on their application.

- Rank their preferred schools in the order they would like their child to be offered a place (parents should name their most preferred school(s) as their first/highest preference on the application).

- Give reasons for each preference.

- Give details of any siblings who will also be attending one of the preferred schools at the point of admission of the child for whom a place is being applied. *Some own admission authority schools will also consider sibling links where the sibling attends the preferred school at the time of application, rather than time of admission of the child for whom the application is being made.*

- Give details of any parent who is a staff member at the school which has been named as a preference, in line with the oversubscription for some own admission authority schools.

- Provide details of social or medical issues, in line with the over-subscription for some own admission authority schools.

- Indicate if the child has an Education, Health and Care Plan.

- Indicate if the child is in receipt of Pupil Premium (including Early Pupil Premium and Service/Military Premium), in line with the over-subscription criteria for local authority maintained schools in Warwickshire.

- Indicate if the child is, or has ever been, classed as a Child in Need or has been subject to a Child Protection Plan through Children's Services, in line with the over-subscription criteria for local authority maintained schools in Warwickshire.

- Confirm details in relation to faith, in line with the oversubscription for some own admission authority schools (faith schools may require additional evidence as part of the application. This should be submitted directly to the school for which a place is being sought. Further information about this can be found in the admission arrangements for each school concerned).

- Confirm if the child falls within the classification of 'Looked After'* or 'Previously Looked After'**, in line with paragraph 1.7 of the School Admissions Code (2014).

**A 'Looked After Child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.*

***'Previously Looked After' refers to a child who was looked after (as outlined above) immediately prior to being adopted or becoming subject to a Child Arrangements Order or a Special Guardianship Order.*

Alternatively, parents can contact the Admissions Service and make an application over the telephone. This allows parents to provide the same information as the online system, but in this case the offer of a school place will be sent via second class post, so may not be received as quickly as an online offer, which will be sent electronically.

Completed application forms, regardless of the method used to make the application, should be received by the home authority (Warwickshire School Admissions Service) by no later than 11:59pm on the national closing date of 15th January 2021. Completed application forms received after the closing date will be considered as late unless suitable evidence of a house move can be provided by the relevant deadline (see 'Changes of address' section below).

Amendments to the application (e.g.: an additional preference being named, or the order of the ranked preferences being changed) will be permitted prior to the closing date of 15th January 2021. Any changes made to an application after this date will be classed as late (unless they are made in line with the requirements detailed below).

Supplementary Information Forms

Some schools require parents to complete a Supplementary Information Form (SIF) in order to assign the oversubscription criteria. If a SIF is required by the admission authority of a school, this will be detailed in the admission arrangements for the school concerned.

Where SIFs are used by admission authorities in Warwickshire, every effort will be made to ensure that only the information that is required in relation to the published oversubscription criteria is requested. This is in accordance with paragraph 2.4 of the School Admissions Code.

SIFs must not ask for any of the information prohibited in paragraph 1.9 of the Admissions code, or:

a) Any personal details about parents and families, such as maiden names, criminal convictions, marital, or financial status (including marriage certificates).
b) The first language of parents or the child.
c) Details about any disability, special educational needs or medical conditions which either the child or a parent has been diagnosed with.
d) Require that parents agree to support the ethos of the school in a practical way.
e) Require that both parents sign the form, or ask for the child to complete the form.

When a school receives a SIF, Warwickshire Admissions Service will not consider the parents to have applied for a place at that school unless the parent has also submitted the Common Application Form and named the school as a preference on that application. SIFs should be submitted directly to the school concerned for their consideration against the oversubscription criteria. Warwickshire Admissions Service

will not process any SIFs.

When a school's admission arrangements require a SIF and one is not completed, but the parent has listed the school on the CAF and submitted this to their home local authority, the application must still be considered without the additional information. If a SIF is not received then the application can only be considered in accordance with the information available to the from the CAF, and this may result in the application being given lower priority for a place, in line with the admission arrangements and oversubscription criteria for that school.

Where a SIF is required it must be returned to the school that is requesting such additional information by the application deadline of 15th January 2021. The school concerned may not process any additional information received after this date. Please contact the school you are interested in directly for further information about the additional information they require.

Evidence of the Child's Home Address

As part of the application process, documentation concerning the child's home address will be requested. If the application is made through the online portal, then such documentation will be requested at the point the application is started. Such documents can be uploaded to the parent's online account.

Acceptable documents to confirm a child's home address will include;

- 2020/2021 Council Tax Bill
- 2020/2021 Council Tax Benefit letter/notice
- Utility bill (gas, water or electric), dated within the last 6 months
- Copy of tenancy agreement or mortgage statement for the property, dated within the last 12 months
- Copy of most recent Child Tax Credits or Child Benefit letter

Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, cannot be considered as the child's home address, unless the child sleeps at that property for the majority of the school week (i.e. at least 3 out of 5 nights, Monday to Friday).

Where a school place is offered based on an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn. Cases will be assessed on an individual basis and in discussion with any schools named on the application that are their own admission authority.

There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term (September 2021) in relation to the coordinated admissions process.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

The Local Authority (acting on behalf of the school, in some cases) may request further documents regarding the child's home address at any time. The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits.

Changes of address

School places will be allocated using the home address that is named on the Common Application Form, unless any of the following three conditions are met:

1. **House move prior to 15th January 2021**: Where the home address changes before the closing date for applications, parents must notify the Admissions Service of the change of address and will be permitted to amend their school preferences. Parents will need to contact the Admissions Service to update the application.

   Some admission authorities may have additional residency requirements which parents must abide by in order for their application to be classed as on time. See each school's admission arrangements for clarification.

2. **House move after 15th January 2021, but on, or before, 1st February 2021**: Where the home address changes after the closing date for applications, but before the extended deadline for families who are moving (either within or into the county), parents should contact the School Admissions Service to make a new application, or amend an existing application. This includes notifying the service of the child's new address. Such changes will be permitted, as long as this is done before 11:59pm on 1st February 2021.

   The child must be residing (living) in the new property by the deadline of 1st February 2021.

3. **House move after 1st February 2021**: Where an application is made by the national closing date of 15th January 2021, but a house move happens after this date and no evidence could be submitted by the extended deadline of 1st February 2021, then the application will be processed and considered in line with the address information and school preferences submitted as part of the application as it stood on 15th January. Such changes can be updated after 16th April 2021, when the family may contact the Admissions Service and ask them to amend the address details on the child's secondary school application and may also amend their preferences. A change of address in this case will result in the application being considered afresh for all the schools named on the application

at that point and the application will, therefore, be classed as late

Proof of Address

Address details will not be updated on an application until suitable documentation has been received by the Admissions Service that shows that the family, including the child for whom the application is being made, is resident in the property.

Suitable proof of address in these circumstances can include either: a full copy of the signed tenancy agreement (which should terminate on, or after, 1st September 2021), or a letter from the family's solicitor confirming that there has been an exchange of contracts on the new property.

It is the family's responsibility to ensure that such documents are received by the Admissions Service.

All emails sent to the service will be automatically acknowledged. If you wish to send documents via post then we would strongly recommend that you use a recorded delivery method.

If you have any difficulty in submitting any of the documents stated above then please contact the Admissions Service, who can advise you further.

Where a house move has occurred after the 1st February deadline, and no application has previously been made to Warwickshire, an application must be made and suitable documentation to confirm the new address must be submitted.

In this case, the application will be classed as late and will not be considered in the first round of offers, which will be released on 16th April 2021. However, the application will be given consideration in one, or both, reallocation rounds (depending on when the application is received), if both the application for a school place **and** suitable proof of the new address are received by the relevant reallocation round deadlines.

Applications received after 11.59pm on 12th May 2021 will be processed on an ad hoc basis.

Applications for schools in other local authorities and applications for Warwickshire schools from families living in other local authorities

Applications for schools in other local authorities, and any relevant additional / supplementary information, will be electronically forwarded to the relevant coordinating local authority, in line with the timetable found at the beginning of this document.

Warwickshire School Admissions Service will also receive applications from other local authorities in line with the timetable found at the beginning of this document. These will be recorded and passed to admission authorities, as appropriate. If the application is for

a Community or Voluntary Controlled school then the Admissions Service will give consideration for places alongside other applicants, in line with the relevant oversubscription criteria.

Multiple applications made by the same parent / household

If more than one application is made prior to the closing date of 15th January 2021, by the same parent / household, then only the newest application will be processed (i.e.: the last application made before the deadline). Any applications made previously will not be processed.

If the newest application is submitted after the closing date then it will be treated as a late application (unless there has been a change of address, in line with the requirements detailed above) and will not be processed until after 16th April 2021.

Following National Offer Day, the School Admissions Service will accept new applications and, if required, further amendments to existing applications. If a child has an existing offer of a place, this will not be withdrawn until confirmation of an offer from the new/amended application can be made.

Where a school place has been offered, the applicant must choose either to accept the offer or not. Where an offer is not accepted within a reasonable time, it may be withdrawn by the Admissions Authority. If an applicant choose to make a further application after having received the offer of a place, this application can only be processed where the applicant has declined to accept the place that has been offered.

Any further application will be classified as a late application, and will be processed after all of the first round offers have been made to applicants who applied on time. If it is possible to offer the applicant's child a place at the school which is the subject of the further application, a place will be offered.

Parents who have received the offer of a place but who decline the offer in favour of making a further application risk not being offered a place a place at the school which they have applied to subsequently. In these cases, the local authority may offer a place at any maintained school which has vacancies.

Multiple applications made by Separated Parents

The Admissions Service will not become involved in disputes between parents, or parties, regarding applications for school places.

Where parents cannot agree on either the home address or the school preferences to name on an application (or both), the Admissions Service will contact both parents to inform them of the situation and to request that they confirm between themselves, and to the local authority, which application and school preferences to take forward. This may require the involvement of the courts, if necessary.

If this fails to resolve the matter then the Admissions Service reserves the right to consider only the application made by the parent with whom the child resides for the majority of nights during the school week.

Where the child spends 50% of their time with each parent, and a decision cannot be reached by the relevant closing date for the submission of applications, the local authority will intervene and act on their behalf. The local authority uses a computer 'random generator' to select either parent A or parent B's application. This process is carried out by two Admissions officers in the presence of a local authority solicitor. Parent A and B are advised which application will be processed.

How offers are determined

Subject to the above, admission authorities must consider all applications. If there are more applications received for a school than there are places available, then the relevant oversubscription criteria for the school will be assigned to each application.

If a school is oversubscribed then the admission authority must produce an intake list, in ranked order, which must include all those who have expressed a preference for the school. The ranked list must be returned to Warwickshire Admissions Service. Where it has been agreed that the Admissions Service will carry out this function for an own admission authority school, it is the admission authority's responsibility to ensure that they agree with the intake list. Any issues must be raised with the Admissions Service by the date set out in the timetable at the beginning of this document.

In the case of Community and Voluntary Controlled schools, the Admissions Service will apply the oversubscription criteria.

In most cases, and where possible, the aim will be to offer a place at the school named as the highest preference. Where it is possible to offer a place at more than one of the preferred schools named on the application, a place will be offered at the school listed as the highest preference out of the schools where an offer can be made. Any applications for schools which are listed as lower preferences than the school offered will then be automatically withdrawn.

Where the Admissions Service is unable to allocate a place at any preferred school, a place will be allocated at the next nearest school which has availability. This includes schools who are classed as their own admission authority, who are not maintained by Warwickshire County Council, and may include academies, free schools, and faith schools. The next nearest school with availability will be identified based on distance, calculated as set out below.

A single school place should be identified for each child by the end of the coordinated admissions process.

Distance

Distance will be calculated by a straight-line measurement from the address point location coordinate of the applicant's home address to the centre point ('centroid') of the school in question. The centroid is a pre-determined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data. *

**Mapping data is subject to change at any time, utilising information from sources such as (but not limited to); Map X, the Local Land and Property Gazetteer (LLPG), Royal Mail, Ordnance Survey, and the National Land and Property Gazetteer (NLPG).*

Published Admission Number (PAN)

Where schools have more applications to consider than there are places available, offers will be made in accordance with the school's Published Admission Number (PAN), as part of the coordinated admissions process. Where an admission authority wishes to admit over its PAN, as part of the coordinated process, the process outlined in the following paragraph – 'Offers over PAN' - should be followed.

Offers over PAN

Where an admission authority wishes to admit children over and above their PAN, as part of the coordinated admissions scheme, they must make this request in writing to the Admissions Service by no later than the end of the Autumn term prior to the relevant entry year (i.e.: 18th December 2020 for September 2021 entry). The Local Authority will agree to such requests, where the request is received in good time (i.e.: by the above deadline), where the admission authority can show that the school has capacity and finances to support admitting over PAN, and where admitting over PAN would not adversely affect offers made for other schools in the local area.

Where such a request is received after the date outlined above then the determined PAN will be honoured, in relation to the coordinated admissions scheme, and offers made up to PAN (where possible) in line with National Offer Day – 16th April 2020. The request will then be taken into account in line with the specified reallocation dates, where possible to do so, and only where the admission authority can show that the school has capacity and finances to support admitting over PAN, and where admitting over PAN would not adversely affect offers made for other schools in the local area.

Where further capacity is required to provide every child in Warwickshire with an appropriate school place, a discussion will be held with relevant schools by members of the Admissions team and officers in School Place Planning to reach an agreement on offering additional places above PAN. This will include the local authority approaching own admission authority schools to take additional pupils, over and above

their PAN.

Notification of offers

National Offer Day is 16th April 2021.

Warwickshire Admissions Service will communicate to all parents who are resident within the county, who have made an **on-time** application (i.e.: by the deadline of 15th January 2021 or the extended deadline for a house move), regarding the school place that has been offered. This applies to schools offered within either Warwickshire or another local authority and will give the reason as to why schools that were named as higher preferences have not been offered, if applicable.

All applicants who made an on-time application online will receive notification of the school place offered, **after** 8.30am on 16th April 2021. These offers will be available to view via the online parent portal system.

Offer letters will only be sent to applicants who completed an application over the telephone or via paper copy. Letters will be sent second class, with the intention of them being received by the recipient **after** 16th April 2021.

When an applicant is not offered their first preference school, they will be provided with (or directed to) the following information. This may be via an electronic link to such documents, where the offer is sent by email:

a) Information about their right of appeal against any refusal of a place,
b) A breakdown of the offers made for each school,
c) Information about the waiting list process.

Appeals

Where applicable, parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference where they have received a refusal. However, applicants cannot appeal for a place at a school listed as a lower preference than the school place offered. This is because the application will not have been considered for the school listed as a lower preference than the school offered and will have been automatically withdrawn.

Appeals for places at Community and Voluntary Controlled Schools can be lodged on the Warwickshire County Council website. For other schools which do not have Warwickshire County Council as its admission authority, such as academies and voluntary aided schools, parents should contact the school directly for details of the appeals process. A list of these schools is available on the Warwickshire County Council website.

Late applications

Every effort will be made to remind parents to submit their application by the closing date of 11.59pm on 15th January 2021. However, if an application is received after this deadline then it will be classed as late (unless the rules on a change of address prior to 1st February 2021 apply). Late applications will not be processed until **after** National Offer Day on 16th April 2021.

Late applications will be considered as part of the relevant reallocation round, depending on when the application is received. Late applications will be considered on the reallocation dates listed in the timetable at the beginning of this document.

If the applicant requests that new preferences are added to the application, and the 15th January 2021 deadline has passed, such amendments will be classed as **late**. Any schools named on the application prior to 15th January 2021 deadline will not be affected and will remain as on time.

Each application will be limited to a maximum of six active preferences at any one time during the coordination admissions process. Where adding a further school preference, at the request of the applicant, would cause the application to contain more than six preferences, then a preference of the applicant's choosing must first be withdrawn from the process, otherwise the new preference school will not be added to the application.

In respect of own admission authority schools, information about late applications will be made available through SAM (School Access Module) after National Offer Day, for consideration as part of the reallocation rounds. The admission authorities will be required to assign relevant oversubscription criteria, as well as carrying out any relevant checks, and they will also be made aware of any offers made through the reallocation process.

In the case of a late application, where it is possible to offer a place at more than one of the preferred schools through one of the reallocation rounds, a place will be offered at the school listed as the highest preference on the application.

'Unplaced' offers

Where the local authority is unable to allocate a place at any of the preferred schools named on the child's application, either on National Offer Day or through any of the reallocation rounds, a place will be allocated at the next nearest school which still has availability at that time. The next nearest school with availability will be identified based on distance calculated by straight line measurement. This school offer will be referred to as 'unplaced' as it will be an offer for a school which the family did not name – 'place' - on their application.

Waiting lists

Where a school is offered on National Offer Day, and this was named as a lower preference school on the application than a re-offer that can be made as part of one of the reallocation rounds (or any point afterwards), the parent who made the application will be notified that a higher preference school can offer a place and a set period of time will be given to consider whether they wish to accept the new offer. This will usually be 5 working days.

If the parent does not confirm their decision as to whether they accept the re-offered school within the time period set by the Admissions Service, then that re-offer will be released and re-offered to the next child on the waiting list. The school place offered previously, and accepted by the parent, will not be affected.

Where the re-offered, higher preference, school is then accepted by the parent, the previous school offered will be automatically withdrawn. Only one school place can be offered and accepted as part of the coordinated admissions process.

Children will automatically be added to the waiting lists of any non-selective schools listed as a higher preference than the school at which a place is initially offered.

The waiting lists for Warwickshire schools will not order children based on the date the application was received, so there will be no distinction between on time applications and those which have been classed as late. Waiting lists will be held in the order of the admission authority's oversubscription criteria.

Waiting lists will be re-ranked prior to each reallocation round, and when a new application is received thereafter. Admission authorities will be required to assist the local authority in assigning oversubscription criteria and carrying out relevant checks, where new applications are received, or when a previous application is amended (e.g.: a change of address).

The local authority will continue to operate the coordinated admission scheme, in relation to processing new applications and allocating places, where this is appropriate, up to and including 31st August 2021.

For every over-subscribed infant, primary and junior school, Warwickshire Admissions Service will retain a waiting list until the end of the Autumn term (31st December 2021).

At that point, all waiting lists for community or voluntary controlled schools (where the local authority is the admission authority) will be cleared and all applicants will be removed from the lists. If a parent wishes for their child to be added back on to the waiting list after this period then they will need to complete and submit a Change of School application, which can be done on the online parent portal, through the County Council's website.

Where an infant, primary or junior school is an own admission authority school, it will be the decision of the school to determine if they wish to keep a waiting list for the remainder of that academic year, and if they wish for a waiting list to be held either with school directly or with the local authority, on the school's behalf.

Applying for a place in a junior school

The normal point of entry to a Junior school is Year 3. The local authority coordinates the process of allocating places to these schools.

Parents who have a child in Year 2 at an Infant school, who will need to transfer to Year 3 in a Junior school from September 2020, will be eligible to apply for a place through this coordinated admissions scheme using the Common Application Form (CAF).

Applications will also be received and processed in line with the coordinated admissions scheme, for children in Year 2 at a primary school who wish to transfer to Year 3 at a junior school.

As Year 3 is not the 'normal point of entry' in a primary school, applications for children in Year 2 at an infant school, who wish to move to a primary school for Year 3 in September 2021, should follow the in-year admissions process, from 7th June 2021. Such applications will not be processed as part of the coordinated admissions scheme.*

Applications for children in Year 2 at a primary school, who wish to change to a different primary school for Year 3 in September 2021, should also follow the in-year admissions process, from 7th June 2021. Such applications will not be processed as part of the coordinated admissions scheme.

**Please note that the Local Authority may request that a small number of primary schools within the county make 'unplaced' offers to children, as part of the coordinated admissions process, where it is concluded that there is not enough capacity within junior schools in the local area to satisfy need. This will be an agreement made between the Local Authority and the schools concerned only.*

Accepting the school place offered

Warwickshire parents will be asked to respond to the offer of a school place by the deadline of 30th April 2021. Acceptance of the place can be done through the online application portal, or via email, or over the telephone through the Admissions Service.

Failure to respond to the offer by the deadline stated above will result in a letter being sent to the family on, or around, 4th May 2021, giving a further deadline to respond and confirm acceptance or a decline of the school place offered.

Failure to respond to this further correspondence may then result in the school offer being withdrawn from the child. Parents will continue to receive correspondence from Warwickshire County Council regarding the child's school destination for September

2021 and may also be referred to Warwickshire's Attendance Service (WAS), who may take legal action against a parent, where deemed necessary.

Where an offer is made through one of the specified reallocation rounds, or thereafter, the family will be notified, in writing, of the deadline to accept or decline the offer. Failure to comply may result in the offer being withdrawn and the child will retain their previous offer of a school place.

Declining the school place offered

Where a family wish to decline the place offered, this cannot be done via the online portal and must be done either over the telephone or via email through the Admissions Service.

The Admissions Service will not process a decline for a school place unless suitable alternative provision can be confirmed by the parent, for example, a school place has been secured for the child at a private school. Evidence of such may also be requested.

Coordination after National Offer Day

The School Admissions Code makes it clear that parents must continue to apply through their home authority for school places as part of the coordinated admissions scheme (i.e.: between 16 April and 31 August for Reception, Infant and Junior transfers). This will ensure that, as places become available, they are re-allocated effectively and duplicate offers are avoided. All admission authorities must continue to follow the coordinated scheme until 1st September 2021 and not begin allocating school places themselves during this period.

Cooperation between admission authorities will ensure that each child is offered only one school place and that it is the highest preference possible that can be offered from the child's application.

From 1st September 2021 the coordinated scheme will cease, and the In-Year Admissions process will begin.

Applications from overseas residents

UK Military families/Crown Servants

For families of UK Service Personnel with a confirmed posting within the county, or crown servants returning from overseas to live in the county, admission authorities:

- **Must** allocate a place in advance of the family arriving in the area, provided

the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child.

- **Must** ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.
- **Must not** refuse a service child a place because the family does not currently live in the area, or cannot provide documentary evidence of residence at a particular property
- **Must not** reserve blocks of places for these children.

The application will follow the coordinated admissions process in all other respects, as outlined in this document.

Families moving to, or back to, the UK (Non-Military)

There is no legal requirement to process applications from other families coming from overseas who are not yet resident within Warwickshire, except as set out above.

Applications from overseas families in all other cases will therefore only be processed in line with the coordinated scheme once the family, including the child for whom the application is being made, can show evidence that they will be residing in Warwickshire imminently. Proof of residence may be requested at any time during the application process and the application will only be processed once enough documentation, that confirms a Warwickshire address, has been provided to the Admissions Service.

Where both an application for school places AND documentation relating to the family's new address is provided by the extended deadline of 1st February 2021 for families moving into the county, then the application will be treated as on time and processed alongside all other applications. Applications and/or enough residency documentation received after this deadline will be treated as late and will not be processed until after 16th April 2021.

Where schools are their own admission authority, they may operate additional residency requirements, but this will be stated in the admission arrangements for those schools concerned.
As part of the local authority's coordinated admissions scheme, for entry in to Reception (or Year 3, if transferring to a junior school), in September 2021, there is an expectation that the child and applicant will still be in residence at the address used on the application from the start of term in September 2021, at least. Short-term house

moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn, even if the child has started at the school concerned.

Deferred entry into Reception and Starting school on a part-time basis

As required by the School Admissions Code, Warwickshire County Council operates a process for the admission of all children to start school in Reception in the September following their 4th (fourth) birthday. However, legally, a child does not have to start attending school until they reach what is known as 'Compulsory School Age' (CSA). Children can also start school but attend on a part-time basis until they reach CSA.

Compulsory School Age is defined as the start of the term after the child's 5th (fifth) birthday, as indicated in the table below. Once a child has reached CSA, they must be attending school on a full-time basis, or be receiving full-time schooling through Elective Home Education.

Children born between:	**…will reach Compulsory School Age (CSA) by the beginning of the:**	**…and must be attending school on a full-time basis by:**
1st September 2016 and 31st December 2016	Spring Term 2022	Tuesday 4th January 2022**
1st January 2017 and 31st March 2017	Summer Term 2022	Tuesday 19th April 2022**
1st April 2017 and 31st August 2017*	Autumn Term 2022	Thursday 1st September 2022** (*or the next school day, if the 1st has been designated as a Teacher Training Day)*
*Where a child who is born between April and August is offered a Reception place as part of the 2021 entry coordinated admissions process, the child must have taken up that place and started at the school by the beginning of the Summer term. If they do not, then the parent will have to make a new application for the child to start school in Year 1 in September 2022. There is no guarantee that the same school, or any other preferred school, will be able to offer the child a place at that stage. ***Term dates to be confirmed in due course.*		

Therefore, parents can decide to defer their child's start in Reception until later in the academic year, but not beyond the point at which the child reaches Compulsory School Age. Parents will retain their free entitlement to early years' provision throughout the period that the child has not started to attend school.

Parents can also decide that their child will attend school on a part-time basis until they reach Compulsory School Age. However, if parents decide to send their child to school on a part-time basis and then send that child to an alternative childcare provider – for

example, a nursery – for any other portion of the school week, then the child's free entitlement will end, as that funding will be automatically allocated to the school that the child is attending. It will be the responsibility of the parents to cover any costs incurred through their child attending the alternative childcare provider.

In either case, an application for a school place must be made in line with the 2021 entry coordinated admissions process, and all relevant deadlines adhered to, so that a school place can be offered for the child to start either in September 2021 or later on during the 2021/2022 academic year. Once the offer has been accepted, the parent should speak to the head teacher of the school concerned about their decision to defer their child's admission to school until later in the school year, or for them to initially attend on a part-time basis. The relevant admission authority of the school will also be informed of the parent's decision in such cases so that suitable arrangements can be put in place, where required.

In the case of children born between 1st April and 31st August, who wish to defer their entry to school, the school place offered as part of the 2021 entry coordinated admissions process can only be held up to the beginning of the Summer term in April 2022. If the child has not taken up that place by the first day of the summer term, then the parent will have to make a new application for the child to start school in Year 1 in September 2022. There is no guarantee that the same school, or any other preferred school, will be able to offer the child a place at that stage. An application for a Year 1 place, to start in September 2021, should be made through the local authority's 'In-Year Admissions' process, as outlined on our website. The application can also be completed online at: www.warwickshire.gov.uk/admissions

Summer-born children

Additionally, in the case of a child defined as 'summer-born' (ie: those with dates of birth from 1st April to 31st August), Compulsory School Age would fall in September 2022, when they would be due to start Year 1. This is a whole year later than when peers in their normal age year group would have started school in Reception, in September 2021.

The parents of a summer-born child can choose not to send that child to school until September 2022; the term after the child's 5th (fifth) birthday and may request that the child is admitted into Reception at that point rather than Year 1.

Whilst parents have a legal right to decide not to send their child to school until they reach Compulsory School Age, they cannot insist their child is admitted to a particular year group. Therefore, the local authority (who coordinate the admissions process for entry into Reception for all Warwickshire state schools) operates a specific process in relation to summer-born children. Where parents have decided that their child will not start school until they reach Compulsory School Age in September 2022, this process offers parents the opportunity to make a request for their child to start school in

Reception at that time rather than Year 1. If the request is agreed to, then the child will be classed as being 'educated out of year group' when they start school.

How to make a request for a summer-born child to start in Reception at Compulsory School Age rather than Year 1

Requests for a summer-born child to be educated out of year group must be made in line with the relevant deadline for making a school application: 15th January 2021. Requests received after this date may not be given consideration until after National Offer Day for the normal year of entry: 16th April 2021.

Parents should also submit a 2021 entry Reception application for their child, as this will ensure that the child does not miss out on a school place in the normal age group if the request is not agreed by the relevant admission authority (or authorities, where the request concerns more than one school).

As part of this process requires the view of the head teacher to be considered, for each of the schools concerned in each individual case, parents should take all reasonable steps to ensure that they have discussed their request with the head teacher of each of their preferred schools. A specific section within the formal request form is available to then be completed by each head teacher and given back to the parent, who should then send the full, completed form to the Admissions Service by the deadline of 15th January 2021 to be processed. It is unlikely that an incomplete request form will result in a request for a child to be educated out of year group being agreed.

An agreement for a child to be educated out of year group is **not** a guarantee of an offer at a school. Rather, where such a request is agreed, parents will be eligible to apply for a Reception place for their child as part of the 2021 entry coordinated admissions process. Further information about this process will be sent to families in September 2020.

Parents do not need to seek additional evidence other than that which they may already have, however, it is important that parents, head teachers, medical professionals, educational professionals - and any other parties or persons who will be involved in the request for the child to be educated out of year group - read the local authority's guidance related to such before completing the request. This is available on our website: www.warwickshire.gov.uk/admissions

The form for parents to complete in order to request that their summer-born child be considered for entry into Reception in September 2022, rather than Year 1 (due to the parents taking the decision that the child will not start school until they reach Compulsory School Age) can also be found on our website.

Such requests will be considered on an individual basis by a panel of colleagues from within Warwickshire County Council, from services including (but not limited to): School Admissions, Statutory Assessment, the Integrated Disability Service and Early Years.

Whilst all final decisions will be at the discretion of the admission authority of each of the schools consulted with as part of the parents' request, the factors below will also be considered as part of the local authority's process in order to assess the child's individual needs and abilities and to consider whether these can best be met in reception or year one. It will also involve taking account of the potential impact on the child of being admitted to year one without first having completed the reception year. The views of the head teacher will be an important part of this consideration.

- If the child shows a delay and/or slow progress in their personal and emotional development;

- If the child has social skills that are not appropriate to their chronological age group;

- If the child shows delay and/or slow progress in intellectual development/educational skills across the subject area, to an extent that it is not reasonable to expect curriculum differentiation within their chronological year group to be successful;

- Whether the child is a summer-born child (in particular, but not exclusively, whether the child was also born prematurely and would otherwise have been placed in the subsequent chronological year group);

- If there is agreement from parents, and any professionals involved - including the head teacher of any preferred schools - that it would substantially increase the probability of successful inclusion, in the short, medium and long term, if the child was educated outside of their normal year group, and there is clear evidence of this;

- In accordance with the DfE's advice on the admission of summer born children (December 2014), that regardless of which year group the child is educated in, that they will have the opportunity to take full advantage of the Early Years Foundation Stage, whether delivered in a school or an early years setting, with an emphasis on learning through play.

However, the process will not be limited to just the factors outlined above, and any additional information and/or evidence provided to support such requests will also be considered as part of this process.

Parents will be notified once a decision has been reached, along with the reasons for the decision. Where such requests are submitted by the deadline of 15th January 2021,

parents will be notified, in writing, of the decision made in their case by the end of February 2021.

The decision letter will also provide further information that parents should be aware of if their request is agreed. This may include:

- Information relating to early year's provision;
- The process that will need to be followed in relation to applying for school places;
- What to do if a parent changes their mind about their child starting school at CSA;
- What will happen when the child moves schools, including the fact that the admission authority of any new school will be responsible for deciding which year group the child will be placed in.

Home-to-School Transport Assistance

An offer of a school place does not necessarily mean that home-to-school transport assistance will be automatically provided to the child.

Applications for home-to-school transport assistance – usually in the form of a free bus pass – are assessed in line with the relevant Transport Policy. The criteria set out in that policy is different to the criteria and policy which is followed in relation to the school admissions process, and the time of making an application for transport assistance can also have an impact on the outcome, as this will not necessarily correlate with the school admissions process.

If transport assistance has been approved, but an alternative school can be offered from a waiting list, then this assistance may be stopped if the place from the waiting list is not taken up. Where transport assistance is requested in the case of a child who has been given an 'unplaced' school offer, such cases will be considered on an individual basis.

It is important that parents consider their child's transport options to and from school when making an application for school places. Where families are not eligible for home-to-school transport assistance then it is the legal responsibility of the parent / carer to ensure that the child gets to and from school each day, not the local authority and not the school that the child will be attending.

Information on applying for transport assistance, and the criteria used when assessing applications, can be found on the Warwickshire website at:
www.warwickshire.gov.uk/schooltravel

Section 3 - Warwickshire County Council Oversubscription Criteria for Community and Voluntary Controlled Primary, Infant and Junior Schools

2021 entry Coordinated Admissions Scheme

Some schools – academies, voluntary aided, foundation and free – are classed as their own admission authority. These schools must have their own set of admission arrangements in place for each relevant entry year, however, they must all adopt the local authority's process for coordinated admissions, as set out in Sections 1 and 2 of this document.

Where a school is over-subscribed (i.e.: they receive more applications than they have places available), criteria will be assigned to each application, with each criterion given a different order of priority. Places available at the school will then be filled in priority order, according to the criteria assigned to each application.

Warwickshire schools that are maintained by the local authority – community or voluntary controlled schools – will all adopt the criteria as set out below. The admission authority for these schools is Warwickshire County Council.

Own admission authority schools may also choose to adopt the over-subscription set by the local authority, as set out below, or they may choose to adopt their own criteria. However, this must be fully documented in the school's admission arrangements for the relevant entry year.

Please note:

a) Children with an Education, Health and Care (EHC) Plan that names a school will be admitted first. In this event, the number of places that remain for allocation will be reduced.

b) Children attending, or with a place at, a nursery class do not have a higher priority for - and are not guaranteed - a place at the attached primary school.

c) 'PAN' = Published Admission Number
The PAN for each individual school is confirmed in the local authority's documentation relating to the 2021 entry year, which can be found online at: **www.warwickshire.gov.uk/schoollacriteria**

Primary Schools
(Reception entry)

If a Warwickshire Community or Voluntary Controlled **primary** school is over-subscribed, then the following over-subscription criteria will be used when allocating places. Additional information relating to categories 1 – 3 can be found further on in this document.

Criterion 1a: Looked after children and all previously looked after children;

Criterion 1b: Children who have been adopted through a CVAA UK agency;

Criterion 2: Children who receive the Early Years Pupil Premium for their early years provider;

Criterion 3: Children who are currently, or have been at any point since 1st September 2015, subject to a Child in Need Plan or a Child Protection Plan

Criterion 4: Children living in the priority area for the school, who will have a sibling attending the same school in Years 1 - 6 at the time of admission in September 2021;

Criterion 5: Other children living in the priority area for the school;

Criterion 6: Children living outside the priority area for the school, who will have a sibling attending the same school in Years 1 – 6 at the time of admission in September 2021;

Criterion 7: Other children living outside the priority area for the school.

Infant Schools

(Reception entry)

If a Warwickshire Community or Voluntary Controlled **infant** school is over-subscribed, then the following over-subscription criteria will be used when allocating places. Additional information about criterion can be found below.

Criterion 1a: Looked after children and all previously looked after children;

Criterion 1b: Children who have been adopted through a CVAA UK agency;

Criterion 2: Children who receive the Early Years Pupil Premium for their early years provider;

Criterion 3: Children who are currently, or have been at any point since 1st September 2015, subject to a Child in Need Plan or a Child Protection Plan

Criterion 4a: Children living in the priority area for the school, who will have a sibling attending the same school in Year 1 or 2 at the time of admission in September 2021;

Criterion 4b: Children living in the priority area for the school, who will have a sibling attending the partner junior school in Years 3 - 6 at the time of admission in September 2021*;

Criterion 5: Other children living in the priority area for the school;

Criterion 6a: Children living outside the priory area for the school, who will have a sibling attending the same school in Year 1 or 2 at the time of admission in September 2021**;**

Criterion 6b: Children living outside the priory area for the school, who will have a sibling attending the partner junior school in Years 3 - 6 at the time of admission in September 2021*;

Criterion 7: Other children living outside the priory area for the school.

**If you are also applying for a Year 3 place at the partner junior school for another child, for entry in September 2021, please be aware that they will not be considered as a sibling link for the infant school applicant until after that child has been offered a place at the junior school and you have confirmed your acceptance of the Year 3 place.*

Junior Schools
(Year 3 entry)

If a Warwickshire Community or Voluntary Controlled **junior** school is over-subscribed, then the following over-subscription criteria will be used when allocating places. Additional information about criterion can be found below.

Criterion 1a: Looked after children and all previously looked after children;

Criterion 1b: Children who have been adopted through a CVAA UK agency;

Criterion 2: Children who receive the Pupil Premium, or Service Premium, through their current school, or who have done so at any point since starting school in Reception;

Criterion 3: Children who are currently, or have been at any point since 1st September 2015, subject to a Child in Need Plan or a Child Protection Plan

Criterion 4: Children who currently attend the partner infant school and who intend to remain at that school until the end of the 2020/2021 academic year in July 2021;

Criterion 5: Children living in the priority area for the school, who will have a sibling attending the same school in Years 4, 5 or 6 at the time of admission in September 2021;

Criterion 5: Children living in the priority area for the school, who will have a sibling attending the partner infant school at the time of admission in September 2021*;

Criterion 6: Other children living in the priority area for the school;

Criterion 7a: Children living outside the priority area for the school, who will have a sibling attending the same school in Years 4, 5 or 6 at the time of admission in September 2021;

Criterion 7b: Children living outside the priority area for the school, who will have a sibling attending the partner infant school at the time of admission in September 2021*;

Criterion 8: Other children living outside the priority area for the school.

**If you are also applying for a Reception place at the partner infant school for another child, for entry in September 2021, please be aware that they will not be considered as a sibling link for the junior school applicant until after that child has been offered a place at the infant school and you have confirmed your acceptance of the Reception place.*

Further information on Categories 1 – 3 of Warwickshire's 2021 entry over-subscription for primary, infant and junior schools

1a. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangement order or special guardianship order).;
(a copy of the interim / full care order, or a copy of the adoption certificate, or other applicable documents, may be requested at any time during the admissions process)

1b. Children who have been adopted, either through a local authority or through a voluntary adoption agency that is registered with CVAA UK. This category applies to all adoptions which do not fit within Category 1a, including those which take place outside of English law;
(a copy of any relevant documents may be requested at any time during the admissions process)

2. Children who are in receipt of the Early Years Pupil Premium through their early years' provider, with no more than 14%* of the places available to be allocated under this category. The child must be in receipt of the premium at the time the application is made;
Check your eligibility at: www.warwickshire.gov.uk/freeschoolmeals

**14% represents the national figure (13.7%) of children in receipt of Free School Meals, as stated within the Department for Education's Statistical Publication entitled, 'Schools, Pupils and their Characteristics', issued in June 2018.*

If the number of places from the percentage results in a decimal number, then this will be rounded down to a whole number if .4 or below and rounded up to a whole number if .5 or above.
E.g.: 14% of 30 = 4.2. In this case, the number of places available to allocate within this category would be a rounded down to a whole number of 4.

3. Children who are subject to a Child in Need Plan or a Child Protection Plan at the time of making the application, or who have been at any point since 1 September 2015, with no more than 9% of the places available to be allocated under this category;
Further checks will be undertaken by Warwickshire County Council to confirm circumstances for children who are considered under this category. Relevant documents may also be requested from applicants at any time during the admissions process.

***9% represents an average figure (8.7%) within the local authority of children either in need or on a child protection plan (where the conference stage commenced), when compared with cohort sizes of children aged 4 – 16, resident in Warwickshire within the 2017/18 academic year. Data obtained from the Department for Education's statistical publication entitled, 'Characteristics of Children in Need', which contains analysis of data obtained in March 2017.*

If the number of places from the percentage results in a decimal number, then this will be rounded down to a whole number if .4 or below and round up to a whole number if .5 or above.
E.g.: 9% of 30 = 2.7. In this case, the number of places available to allocate within this category would be a rounded up to a whole number of 3.

If there are more applicants who comply with either category 2 or 3 than the number of places available under that category, places will be allocated based on the distance between home and school, in line with the rules set out in these criteria for 'Priority within each over-subscription criterion'.

The following terms and definitions apply to all categories in Warwickshire's 2021 entry over-subscription criteria for primary, infant and junior schools

- **Priority Areas**

Each community and voluntary controlled school has an area identified as its priority area (this is sometimes referred to as a 'catchment area').

A small number of schools share priority areas; these are known as 'shared priority areas'. Full details of priority areas are available on the Warwickshire County Council website and can be viewed using interactive maps.

Infant and Primary School Priority Area Maps can be accessed at:
http://www.warwickshire.gov.uk/mapinfantprimaryschools

Junior and Primary School Priority Area Maps can be accessed at:
http://www.warwickshire.gov.uk/mapjuniorprimaryschools

Some own admission authority schools do not have a priority ('catchment') area. Full details can be found in the individual admission arrangements for own admission authority schools.

- **Priority within each over-subscription criterion**

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).

Distance will be calculated by using a straight-line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

Transport Assistance will not be approved on the sole basis that the school offered is the catchment school and will only be provided in accordance with Warwickshire County Council's Home-to-School Transport Policy. This may mean that the nearest appropriate school – for transport purposes – may be a school in a different priority area.

- **Sibling, i.e. brother or sister, attending the school at the time of admission**

Sibling is defined as: a full brother or sister; a half brother or sister; an adopted brother or sister; a child living in the same address who is being Looked After by a local authority; a step-brother or sister; or the child of a parents' partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

- **Definition of Home Address**

Where the child normally resides during the school week and where they sleep for at least 50% of the week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire County Council using a random number generator to determine which application to process.

Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is offered based on an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn. Cases will be assessed on an individual basis and in discussion with any schools named on the application which are their own admission authority.

There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term (September 2020) in relation to the coordinated admissions process.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

Where a child's address changes after National Offer Day, the Local Authority (acting on behalf of the school, in some cases) may request an explanation for the house move and documentary evidence that the child is resident at the new property. The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits

- **Postal Address File (PAF)**

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

- **Applications made from the same multiple dwelling which shares a single Postal Address File (PAF), *and;***

- **Other applications where the distance from home to school is identical**

Where required, individual priority for such applicants within a criterion will be determined by a random number generator allocation. The draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

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Warwickshire Infant and Junior schools

Area	Infant schools	*PARTNER OF*	Junior schools
Nuneaton & Bedworth			
	Abbey C of E Infant School	*PARTNER OF*	Queen's C of E Academy
	Arden Forest Infant School (Bulkington)	*PARTNER OF*	St James C of E Academy (Bulkington)
	Chilvers Coton Community Infant School and Nursery	*PARTNER OF*	Queen's C of E Academy
			Middlemarch (Foundation) Junior School
	Exhall Cedars Infant School, Exhall	*PARTNER OF*	St Giles Junior School, Bedworth
	Galley Common Infant School	*PARTNER OF*	Michael Drayton Junior School (Hartshill)
	Nathaniel Newton Infant School		
	Glendale Infant School	*PARTNER OF*	Croft Junior School
			Middlemarch Junior School
	Race Leys Infant School (Bedworth)	*PARTNER OF*	Race Leys Junior School (Bedworth)
	Whitestone Infant School	*PARTNER OF*	Chetwynd Junior School
East (Rugby)			
	Abbots Farm Infant School	*PARTNER OF*	Abbots Farm Junior School

	Bawnmore Community Infant School	*PARTNER OF*	Bilton C of E Junior School
	Bilton Infant School		
	Boughton Leigh Infant School	*PARTNER OF*	Boughton Leigh Junior School
	Brownsover Community Infant School		
	Dunchurch (Foundation) Infant School	*PARTNER OF*	Dunchurch Boughton C of E (Aided) Junior School
	Leamington Hastings C of E Academy		
	Henry Hinde Infant School	*PARTNER OF*	Henry Hinde Junior School
Central/South			
	Briar Hill Infant School, Whitnash	*PARTNER OF*	St Margaret's C of E Junior School, Whitnash
	Emscote Infant School, Warwick	*PARTNER OF*	All Saint's C of E Junior School, Warwick
	Telford Infant School, Leamington	*PARTNER OF*	Telford Junior School, Leamington
	Thorns Community Infant School, Kenilworth	*PARTNER OF*	Park Hill Junior School, Kenilworth
	Studley Community Infant School	*PARTNER OF*	Studley St Mary's C of E Academy, Studley

Warwickshire County Council

Secondary School Coordinated Scheme

Year 7 Admission in September 2021

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An Equality Impact Assessment/ Analysis on this policy was undertaken on:

1st December 2017

It will be reviewed in December 2020.

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Section 1 – Timetable for Secondary Coordinated Admissions Scheme, for entry in September 2021

DATE	EVENT
April 2020	Warwickshire School Admissions Service (the 'Admissions Service) to obtain data of Warwickshire children due to start secondary school in September 2021. Data obtained from schools, other local authorities and Independent schools located in Warwickshire.
From 11th May 2020	Information about application process sent directly to parents of children due to transfer to Secondary school in September 2021. Information also available on WCC website.
Monday 11th May 2020	Online registration opens for Warwickshire 2021 entry 11+ Selection Test – available to residents of any local authority.
Friday 12th June 2020 (11.59pm)	Deadline for parents to request special testing arrangements for their child for 11+ test, due to special educational needs and/or medical issues. Relevant 'Special Testing Requirements' form to be completed and received by the Admissions Service by 11.59pm on this date. Special testing arrangement request forms received after this date may not be considered but the child will still be able to sit the 2021 entry 11+ test under normal conditions. Parents who submit such requests by this deadline will be notified of the outcome of their access arrangements request for the 11+ test by the end of July 2020.
Monday 29th June 2020 (11.59pm)	Warwickshire 2021 entry 11+ Test registration deadline, in order to be classed as on time. Registrations received after this date will be considered as late, unless the family are/will be moving into/within the county by 31st December 2020.
From Monday 10th August 2020	11+ test session invitation packs sent to families who have registered their child to sit the Warwickshire 2021 entry 11+ selection test by the deadline of 29th June 2020. Packs will be sent in batches throughout the month of August. If you registered your child for the 11+ test by the published deadline and you have not received an invitation pack by Friday 28th August 2020 then you must contact the Admissions Service as a matter of urgency.

Monday 4th September 2020	2021 entry Secondary school application process opens (online and telephone applications). Application data will be available via SAM (the School Access Module) to all LA maintained schools, as well as Voluntary Aided, Trust, Foundation schools and Academies who have access to the service.
September 2020 (Dates TBC in August 2020)	11+ testing sessions – morning and afternoon sessions will be conducted on various dates, with each candidate being allocated one session to attend. The allocated sessions will be at the decision of the local authority.
Monday 14th September 2020	Parents must inform the Admissions Service, by no later than 11.59pm, if their child was not fit or well to attend the 11+ selection test on 12th or 13th September.
Wednesday 16th September 2020	Proof of the illness/condition must be received by the Admissions Service by no later than 11.59pm on 16th September, for the child to remain as an on-time candidate for the 11+ testing. If sufficient evidence is not received by this date, then the registration for the child to sit the 11+ test will be withdrawn. If the family still wishes for the child to sit the Warwickshire 11+ test, then they must submit a new 11+ registration and this will be classed as late. Late candidates will not be tested until after 1st March 2021.
September 2020	Supplementary 11+ test date *(at least one testing session, dependent on numbers)* 11+ testing session for children who were initially invited to testing on either 12th or 13th September but could not attend due to illness or prior engagements, and evidence has been submitted of such. *Further testing sessions will be scheduled as and when this is necessary, for example, for on time candidates who move into, or within, the county prior to 31st December 2020.*
Monday 5th October 2020	Reminder sent to Warwickshire parents who have not applied for a 2021 entry Secondary school place. Schools will also be contacted at this time, asking them to remind parents of the need to apply for a school place.
From Monday 12th October 2020	11+ results will be sent to all families where children have sat the Warwickshire 11+ selection test, as on time candidates, in the previous month of September 2020. Results may be sent via email or via post.

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Saturday 31st October 2020 (11.59pm)	**National Closing date for on time 2021 entry secondary school applications.** Applications received after this date will be considered as late and will not be processed until after National Offer Day (1st March 2021), in line with scheduled reallocation dates (unless the family is moving into the area – residency requirements must be adhered to – see below for more information).
From Monday 9th November 2020	Exchange of ADT files with other local authorities. *(ADT = Electronic files relating to application details)*
From Monday 16th November 2020	SAM will open to all Warwickshire secondary schools to begin sibling claim checks. Own admission authority schools who have also adopted staff checks, medical/social grounds, aptitude, or faith as part of their over-subscription criteria must also begin to assign relevant criteria to each application.
By 4th December 2020	Further (additional) proof of address documentation will be requested for all children where a Warwickshire grammar school has been named on the application. This is regardless of which home authority they reside in.
Friday 18th December 2020	Deadline for own admission authority schools to request admitting over and above the determined PAN for the relevant entry year, for this to be considered in line with the coordinated admissions process and National Offer Day.
Friday 18th December 2020	All Warwickshire secondary schools to have completed sibling claim checks on SAM. Own admission authority schools who have also adopted staff checks, medical/social grounds, aptitude, or faith as part of their over-subscription criteria must also have complete assigning relevant criteria to each application. The Secondary 2021 round on SAM will then be closed to schools from 5pm on Friday 18th December 2020.
Thursday 31st December 2020 (11.59pm)	Extended deadline date for families moving into/within the county to have provided proof of their new residence and completed new/amended application for secondary school for application to be considered as on-time (see residency requirements below). The child **must** be residing in the new property by this date.
Thursday 31st December 2020 (11.59pm)	Sufficient proof of address documentation to have been received by the Admissions Service, where at least one Warwickshire grammar school has been named on the child's secondary school application. Failure to comply with this deadline, and supply the correct documentation requested, will result in the application for the relevant grammar school(s) being classed as late. See the individual schools' admission arrangements for further information.

W/C: Monday 4th January 2021	11+ testing sessions will be held during this week for candidates who moved house prior to the 31st December 2020 deadline, and who provided sufficient evidence of such, and who registered for the 11+ test by 31st December 2020, and who have not sat the 2021 entry 11+ test previously.
Monday 11th January 2021	First exchange of ALT files with other local authorities. *(ALT = Electronic files relating to offers of school places)*
Monday 25th January 2021	Second exchange of ALT files with other local authorities.
Monday 1st February 2021	Provisional offers available to all secondary schools via SAM. Schools must notify Warwickshire Admissions Service of any issues by Friday 5th February 2021 Offer data **must** remain confidential.
Monday 15th February 2021	Special Educational Needs, Disability, Assessment and Review team (SENDAR) to have notified Admissions Service of provisional secondary school offer for children who have an Education, Health and Care Plan (EHCP). Checks to be carried out with secondary schools and surrounding LAs as to out of county children with an EHCP who may be offered a Warwickshire school.
Monday 15th February 2021	Final exchange of ALT files with other authorities.
Monday 1st March 2021	**National Offer Day.** Offers released to parents by Admissions Service (Statutory). Late applications will be available for secondary schools to view via SAM after this date.
W/C: 1st March 2021	11+ testing sessions for late candidates will be scheduled to take place during this week, as required. Further testing sessions, to accommodate additional late candidates, will be arranged on an ad hoc basis.
Wednesday 10th March 2021 (11.59pm)	Cut-off date for new applications – or amendments to previous applications - to be made in order to be considered in first reallocation round.
Friday 12th March 2021 (11.59pm)	Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks and considered all faith/other supporting documentation provided for late applications to be considered in first reallocation round.
Friday 12th March 2021 (11.59pm)	Deadline to accept or decline offer made on 1st March.
Monday 15th March 2021	Reminder sent to Warwickshire families who have not confirmed their acceptance or decline of the offer made on 1st March. If no response received by 11.59pm on Friday 26th March, then the place offered may be withdrawn. Any vacancies created from such an action will be considered in the second reallocation round.

Monday 15th March 2021	First reallocation round commences, expected to be completed by Thursday 1st April.
Monday 29th March 2021 (11.59pm)	Deadline by which appeals must be lodged in order to be classed as on time. Appeals lodged by this date will be heard by Tuesday 15th June 2021. Appeals lodged after 15th June 2021 will be heard within 30 school days of the appeal being lodged. Appeals received after 15th June 2021 may not be heard before the start of the new academic year in September 2021.
Wednesday 21st April 2021	Cut-off date for new applications to be made in order to be considered in second reallocation round.
Friday 23rd April 2021 (11.59pm)	Own admission authority schools to have completed all allocations of over-subscription criteria, sibling checks, staff checks etc. via SAM, as well as considered all faith/other supporting documentation (in line with each school's over-subscription criteria) for late applications in second reallocation round.
Monday 26th April 2021	Second reallocation round commences. Expected completion date = Friday 7th May. Late applications received after 21st April will be processed as and when they are received, up to, and including, Tuesday 31st August 2021. The in-year admissions process will then commence from Wednesday 1st September 2021.
From Monday 26th April 2021	Appeal hearings commence, for Year 7 entry in September 2021.
From Monday 7th June 2021	In-Year applications for secondary school places, to start in September 2021, can be submitted. (Year groups 8 -11 only) Applications for Year 7 places for entry in September 2021 will continue to be processed through the coordinated scheme until 31st August 2021. **IN-YEAR APPLICATIONS WILL NOT BE PROCESSED UNTIL AFTER 14th JUNE 2021. CONFIRMATION OF SCHOOL OFFERS WILL THEN BE SENT TO FAMILIES FROM 18th JUNE 2021.**
Tuesday 15th June 2021	Appeals lodged by 11.59pm on 29th March 2021 will be heard by this date.
Wednesday 1st September 2021	In-Year admissions process commences. All applications made in accordance with the coordinated admissions rounds will be moved to In-Year status and will be held on any relevant waiting lists until 31st December 2021.

Section 2 - Secondary (Year 7) Coordinated Admissions process For entry in September 2021

Terms

The term '**school'**, in this document, refers to both maintained schools and own admission authority schools. It does not relate to special schools or private (fee-paying) schools, as these schools have their own admission processes.

The term '**parent'**, in this document, refers to biological parents, all those with Parental Responsibility, and any other person with primary care for a child.

The term '**own admission authority**' school, in this document, refers to state schools for whom the local authority is not the admissions authority, including; Academies; Voluntary Aided; Trust; and Foundation schools. The admission authority for such schools is the governing body or the academy trust.

The term '**secondary'** school, in this document, refers to any admission authority school which admits children at the beginning of Year 7 until (at least) the end of Year 11.

The terms '**UTC'** and '**Studio schools'**, in this document, refer to schools which admit children at the beginning of Year 10.

Coordinated Admissions

All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and other mainstream state-funded schools (e.g.: academies) within their area.

Coordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Coordination establishes a mechanism that ensures, as far as is reasonably practicable, every parent of a child who has applied for a school place is sent a single offer of a school place by the local authority in which their home address falls (their 'home authority').

Under the system of coordinated admissions, parents apply directly to their home authority and make a single application for a school place. Local authorities and other admission authorities - such as the academy trust, or the governing body of a Voluntary Aided school - then exchange application data. This is to determine which children can

be offered a place at which school. Parents then receive a single offer of a school place from their home authority.

Independent (fee-paying) schools are not part of the coordinated scheme. These schools will have their own admission criteria, application process and scheme for offering places. Parents should contact the relevant school directly if they wish to apply for a place.

Only parents of children who are resident in the county of Warwickshire, or who can satisfy the relevant address requirements as laid out in this document, should make an application through the Warwickshire Admissions Service.

Warwickshire residents must apply for school places through the Admissions Service. Where parents approach schools directly, the school must direct the parent to the Admissions Service. Any Warwickshire resident who does not make an application through the Admissions Service, even if they applied directly to a school, will have any subsequent application which they make through the Admissions Service considered as late, if this is then received after the relevant deadline, as laid out in this document.

The Admissions Service will manage the process of allocating school places in line with the Coordinated Admissions Scheme. Application data relating to schools in other local authorities will be forwarded via the DfE's Secure Access website and is designed to securely transfer data between local authorities and schools.

This scheme primarily relates to children who are due to start secondary school (Year 7) in September 2021. However, the deadlines and key dates for applications and offers also apply to Warwickshire residents who wish to apply for a Year 10 place in a 14-19 UTC or Studio School, for entry in September 2021, as well as those who wish to transfer to Year 9 at a high school (three-tier systems). Such applications will be processed in line with this scheme, where appropriate.

Admission Arrangements

All admission authorities are required to have a set of admission arrangements that clearly set out how children will be admitted. These arrangements need to include the criteria that will be applied if there are more applications received than places available at the school for the relevant entry year ('oversubscription criteria'). Admission arrangements are determined by admission authorities, in line with the School Admissions Code (2014).

In Community and Voluntary Controlled schools, the local authority is the admission authority and has responsibility for determining admission arrangements. In Voluntary Aided, Trust and Foundation schools, the Governing Body has responsibility for determining admission arrangements. In Academies and Multi-Academy-Trusts, the Trust has responsibility for determining admission arrangements.

A school's admission arrangements must contain:

- The school's **Published Admission Number (PAN)** for each 'relevant age group'. This is the number of places that will normally be offered to children joining the school at the normal point of entry (for secondary schools this is Year 7).

- The **school's oversubscription criteria**. These are used to decide which children are offered places when there are more applications than places available. Each child is assigned a criterion with places offered in criteria order to fill the school.

- **Definition of sibling**. Admission authorities must state in their arrangements what they mean by sibling (e.g.: does it include step-siblings). Where priority is given to siblings of former pupils, admission authorities must set out a clear and simple definition of such former pupils. Some schools give priority to siblings of pupils attending another state funded school. Where this is the case, this priority must be clearly set out in the arrangements.

- **Distance from school**. Admission authorities must clearly set out how distance from home to school will be measured, and make it clear how the 'home address' will be determined and the point in the school from which all distances are measured. This should include provision for parents who have shared responsibility for a child.

The School Admissions Code also requires that:

- Where a child has an individual Education, Health and Care (EHC) Plan that names a specific school, then that child must be admitted to that school.

- The highest priority in a school's oversubscription criteria must also be given, unless otherwise allowed in the Admissions Code, to Looked After Children* and all Previously Looked After Children**.

- If a school is not oversubscribed, all applicants must be offered a place (except for designated grammar schools).

**A 'Looked After Child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.*

***'Previously Looked After' refers to a child who was looked after (as outlined above) immediately prior to being adopted or becoming subject to a Child Arrangements Order or a Special Guardianship Order.*

The admission arrangements of any school must be such as to enable relevant decisions to be made in line with the timetable of this scheme.

Information for parents

In April of each year, the Admissions Service receives data from Warwickshire County Council's Commissioning Support Service, MIS Team, other local authorities and Independent schools located in Warwickshire, relating to children due to start secondary school in September of the following year. This data is then used to distribute information about the admissions process to the families concerned.

In May of each year, information explaining the coordinated school admissions process is made available to the parents of children resident in Warwickshire who are due to start secondary school in September of the following year.

Important information will also be available on the County Council's website. It is expected that all families following the 2021 entry secondary school coordinated admissions process, as well as all schools within the county, will have read through the information relating to this process on the website. Schools are encouraged to inform parents of the need to apply for a school place and make parents aware of the necessary deadlines.

Applying for a school place

Parents apply for school places using a Common Application Form (CAF). Parents are encouraged to apply for a school place using Warwickshire's online application system. This allows parents to complete an electronic version of the CAF. The advantages of the online system are as follows:

- The process is relatively quick and easy.
- Applicants receive an acknowledgment email confirming that their application has been submitted.
- Parents applying online receive their offer of a school place from 9.00am on National Offer Day.

The online application process allows parents to:

- Apply for places at their preferred schools by naming these on the application. Warwickshire parents can name a maximum of six schools on their application.

- Rank their preferred schools in the order they would like their child to be offered a place (parents should name their most preferred school(s) as their first/highest preference on the application).

- Give reasons for each preference.

- Give details of any siblings who will also be attending one of the preferred schools at the point of admission of the child for whom a place is being applied.
  Some own admission authority schools will also consider sibling links where the sibling attends the preferred school at the time of application, rather than time of admission of the child for whom the application is being made.

- Give details of any parent who is a staff member at the school which has been named as a preference, in line with the oversubscription for some own admission authority schools.

- Provide details of social or medical issues, in line with the oversubscription for some own admission authority schools.

- Indicate if the child has an Education, Health and Care Plan.

- Confirm details in relation to faith, in line with the oversubscription for some own admission authority schools (faith schools may require additional evidence as part of the application. This can be attached to online application, when the school is named. Alternatively, paper copies can be submitted directly to the school for which a place is being sought. Further information about this can be found in the admission arrangements for each school concerned).

- Confirm if the child falls within the classification of 'Looked After'* or 'Previously Looked After'**, in line with paragraph 1.7 of the School Admissions Code (2014).

**A 'Looked After Child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.*

***'Previously Looked After' refers to a child who was looked after (as outlined above) immediately prior to being adopted or becoming subject to a Child Arrangements Order or a Special Guardianship Order.*

Alternatively, parents can contact the Admissions Service and make an application over the telephone. This allows parents to provide the same information as the online system, but in this case the offer of a school place will be sent via second class post, so may not be received as quickly as an online offer, which will be sent electronically.

Completed application forms, regardless of the method used to make the application, should be received by the home authority (Warwickshire Admissions Service) by no

later than 11:59pm on the national closing date of 31st October 2020. Completed application forms received after the closing date will be considered as late unless suitable evidence of a house move can be provided by the relevant deadline (see 'Changes of address' section below).

Amendments to the application (e.g.: an additional preference being named will be permitted prior to the closing date of 31st October 2020. Any changes made to an application after this date will be classed as late (unless they are made in line with the change of address requirements detailed below).

Supplementary Information Forms

Some schools require parents to complete a Supplementary Information Form (SIF) in order to assign the oversubscription criteria. If a SIF is required by the admission authority of a school, this will be detailed in the admission arrangements for the school concerned.

Where SIFs are used by admission authorities in Warwickshire, every effort will be made to ensure that only the information that is required in relation to the published oversubscription criteria is requested. This is in accordance with paragraph 2.4 of the School Admissions Code.

SIFs must not ask for any of the information prohibited in paragraph 1.9 of the Admissions code, or:

a) Any personal details about parents and families, such as maiden names, criminal convictions, marital, or financial status (including marriage certificates).
b) The first language of parents or the child.
c) Details about any disability, special educational needs or medical conditions which either the child or a parent has been diagnosed with.
d) Require that parents agree to support the ethos of the school in a practical way.
e) Require that both parents sign the form or ask for the child to complete the form.

When a school receives a SIF, Warwickshire Admissions Service will not consider the parents to have applied for a place at that school unless the parent has also submitted the Common Application Form and named the school as a preference on that application. SIFs should be submitted directly to the school concerned for their consideration against the oversubscription criteria. Warwickshire Admissions Service will not process any SIFs.

When a school's admission arrangements require a SIF and one is not completed, but the parent has listed the school on the CAF and submitted this to their home local authority, the application must still be considered without the additional information. If a SIF is not received then the application can only be considered in accordance with the

information available to the from the CAF, and this may result in the application being given lower priority for a place, in line with the admission arrangements and oversubscription criteria for that school.

Where a SIF is required it must be returned to the school that is requesting such additional information by the application deadline of 31st October 2020. The school concerned may not process any additional information received after this date. Please contact the school you are interested in directly for further information about the additional information they require.

Evidence of the Child's Home Address

As part of the application process, documentation concerning the child's home address will be requested. If the application is made through the online portal, then such documentation will be requested at the point the application is started. Such documents can be uploaded to the parent's online account.

Acceptable documents to confirm a child's home address will include;

- 2020/2021 Council Tax Bill
- 2020/2021 Council Tax Benefit letter/notice
- Utility bill (gas, water or electric), dated within the last 6 months
- Copy of tenancy agreement or mortgage statement for the property, dated within the last 12 months
- Copy of most recent Child Tax Credits or Child Benefit letter

Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, cannot be considered as the child's home address, unless the child sleeps at that property for the majority of the school week (i.e: at least 3 out of 5 nights, Monday to Friday).

Where a school place is offered based on an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn. Cases will be assessed on an individual basis and in discussion with any schools named on the application which are their own admission authority.

There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term (September 2021) in relation to the coordinated admissions process.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

The Local Authority (acting on behalf of the school, in some cases) may request further documents regarding the child's home address at any time. The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits.

14 – 19 UTCs and Studio Schools (Year 10 applications)

Warwickshire County Council does not yet contain any 14-19 schools, such as University Technical Colleges (UTCs) and Studio Schools, which admit students from the beginning of Year 10.

However, the Admissions Service will write to all Year 9 students attending a Warwickshire state-funded secondary school in September 2020 to inform them of their eligibility to apply for a 14-19 school place, for entry into Year 10 at such schools in September 2021.

Applications for Year 10 places at these schools (in other authority areas) should be made through the Local Authority (through the Admissions Service), either over the telephone or by using the appropriate paper application form (copies available on request from the Admissions Service or on the County Council's website).

Such applications will be processed in line with the deadlines and processes associated with Warwickshire's secondary coordinated admissions process, where possible, and in liaison with the schools/authorities concerned.

Where such applications are received by the deadline of 31st October 2020 (for September 2021 entry) they will be processed in line with this coordinated scheme and offers will be released to parents on National Offer Day – 1st March 2021.

Applications received after 31st October 2020 will be processed when possible, in liaison with the schools/authorities concerned, and may be treated as late applications.

For any application for a place in Year 10 of a school which does not have Year 10 as the 'normal point of entry' for that school, the in-year admissions process should be followed. Applications, for places for Year 10 entry in September 2021, can be made on or after 7th June 2021. Such applications will not be processed before this date.

If the family are happy for the child to remain at their current secondary school when they transfer from Year 9 to Year 10 then there will be no further action required and the student will transfer into the next year group automatically.

Changes of address

School places will be allocated using the child's home address that is named on the

Common Application Form, unless any of the following three conditions are met:

1. **House move prior to 31st October 2020**: Where the home address changes before the closing date for applications, parents must notify the Admissions Service of the change of address and will be permitted to amend their school preferences. Parents will need to contact the Admissions Service to update the application.

   Some own admission authority schools may have additional residency requirements that parents must abide by for their application to be classed as on time. See each school's admission arrangements for clarification.

2. **House move after 31st October 2020, but on, or before, 31st December 2020**: Where the home address changes after the closing date for applications, but before the extended deadline for families who are moving (either within or into the county) parents should contact the School Admissions Service to make a new application, or amend an existing application. This includes notifying the service of the child's new address. Such changes will be permitted as long as this is done before 11.59pm on 31st December 2020.

The child must be residing (living) in the new property by the deadline of 31st December 2020.

3. **House move after 31st December 2020**: Where an application is made by the National Closing date of 31st October 2020, but a house move happens after 31st December 2020 and no evidence of the move could be submitted by that date, the application will be considered using the address that was originally named at the time the application was made, prior to the 31st October 2020 deadline. A secondary school offer will be made on this basis and published to the applicant on 1st March 2021.

After 1st March 2021, the family may contact the Admissions Service and ask them to amend the address details on the child's secondary school application and may also amend their preferences. A change of address, in this case, will result in the application being considered afresh for all the schools named on the application at that point and the application will, therefore, be classed as late.

Proof of Address

Address details will not be updated on an application until suitable documentation has been received by the Admissions Service that shows that the family, including the child for whom the application is being made, is resident in the property.

Suitable proof of address in these circumstances can include either: a full copy of the signed tenancy agreement (which should terminate on, or after, 1st September

2021), or a letter from the family's solicitor confirming that there has been an exchange of contracts on the new property.

It is the family's responsibility to ensure that such documents are received by the Admissions Service.

All emails sent to the service will be automatically acknowledged. If you wish to send documents via post, then we would strongly recommend that you use a recorded delivery method.

If you have any difficulty in submitting any of the documents stated above then please contact the Admissions Service, who can advise you further.

Where a house move has occurred after the 31st December 2020, and no application has previously been made to Warwickshire, an application must be made and suitable documentation to confirm the new address must be submitted.

In this case, the application will be classed as late and will not be considered in the first round of offers, which will be released on 1st March 2021. However, the application will be given consideration in one, or both, reallocation rounds (depending on when the application is received), if both the application for a school place **and** suitable proof of the new address are received by the relevant reallocation round deadlines.

Applications received after 11.59pm on 21st April 2021 will be processed on an ad hoc basis.

Applications for schools in other local authorities and applications for Warwickshire schools from families living in other local authorities

Applications for schools in other local authorities, and any relevant additional / supplementary information, will be electronically forwarded to the relevant coordinating local authority, in line with the timetable found at the beginning of this document.

Warwickshire Admissions Service will also receive applications from other local authorities in line with the timetable found at the beginning of this document. These will be recorded and passed to admission authorities, as appropriate. If the application is for a Community or Voluntary Controlled school then the Admissions Service will give consideration for places alongside other applicants, in line with the relevant oversubscription criteria.

Multiple applications made by the same parent / household

If more than one application is made prior to the closing date of 31st October 2020, by the same parent / household, then only the newest application will be processed (i.e.: the last application made before the deadline). Any applications made previously will

not be processed.

If the newest application is submitted after the closing date then it will be treated as a late application (unless there has been a change of address, in line with the requirements detailed above) and any previous applications will be disregarded.

Following National Offer Day, the School Admissions Service will accept new applications and, if required, further amendments to existing applications. If a child has an existing offer of a place, this will not be withdrawn until confirmation of an offer from the new/amended application can be made.

Where a school place has been offered, the applicant must choose either to accept the offer or not. Where an offer is not accepted within a reasonable time, it may be withdrawn by the Admissions Authority. If an applicant choose to make a further application after having received the offer of a place, this application can only be processed where the applicant has declined to accept the place that has been offered.

Any further application will be classified as a late application, and will be processed after all of the first round offers have been made to applicants who applied on time. If it is possible to offer the applicant's child a place at the school which is the subject of the further application, a place will be offered.

Parents who have received the offer of a place but who decline the offer in favour of making a further application risk not being offered a place a place at the school which they have applied to subsequently. In these cases, the local authority may offer a place at any maintained school which has vacancies.

Multiple applications made by Separated Parents

The Admissions Service will not become involved in disputes between parents, or parties, regarding applications for school places.

Where parents cannot agree on either the home address or the school preferences to name on an application (or both), the Admissions Service will contact both parents to inform them of the situation and to request that they confirm between themselves, and to the local authority, which application and school preferences to take forward. This may require the involvement of the courts, if necessary.

If this fails to resolve the matter, then the Admissions Service reserves the right to consider only the application made by the parent with whom the child resides for the majority of nights during the school week.

Where the child spends 50% of their time with each parent, and a decision cannot be reached by the relevant closing date for the submission of applications, the local authority will intervene and act on their behalf. The local authority uses a computer 'random generator' to select either parent A or parent B's application. This process is carried out by two Admissions officers in the presence of a local authority solicitor. Parent A and B are advised which application will be processed.

How offers are determined

Subject to the above, admission authorities must consider all applications. If there are more applications received for a school than there are places available, then the relevant oversubscription criteria for the school will be assigned to each application.

If a school is oversubscribed then the admission authority must produce an intake list, in ranked order, which must include all those who have expressed a preference for the school. The ranked list must be returned to Warwickshire Admissions Service. Where it has been agreed that the Admissions Service will carry out this function for an own admission authority school, it is the admission authority's responsibility to ensure that they agree with the intake list. Any issues must be raised with the Admissions Service by the date set out in the timetable at the beginning of this document.

In the case of Community and Voluntary Controlled schools, the Admissions Service will apply the oversubscription criteria.

In most cases, and where possible, the aim will be to offer a place at the school named as the highest preference. Where it is possible to offer a place at more than one of the preferred schools named on the application, a place will be offered at the school listed as the highest preference out of the schools where an offer can be made. Any applications for schools which are listed as lower preferences than the school offered will then be automatically withdrawn.

Where the Admissions Service is unable to allocate a place at any preferred school, a place will be allocated at the next nearest school which has availability. This includes schools who are classed as their own admission authority, who are not maintained by Warwickshire County Council, and may include academies, free schools, and faith schools. The next nearest school with availability will be identified based on distance, calculated as set out below.

A single school place should be identified for each child by the end of the coordinated admissions process.

Distance

Distance will be calculated by a straight-line measurement from the address point location coordinate of the applicant's home address to the centre point ('centroid') of the school in question. The centroid is a pre-determined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data. *

**Mapping data is subject to change at any time, utilising information from sources such as (but not limited to); Map X, the Local Land and Property Gazetteer (LLPG), Royal Mail, Ordnance Survey, and the National Land and Property Gazetteer (NLPG).*

Published Admission Number (PAN)

Where schools have more applications to consider than there are places available, offers will be made in accordance with the school's Published Admission Number (PAN), as part of the coordinated admissions process. Where an admission authority wishes to admit over its PAN, as part of the coordinated process, the process outlined in the following paragraph 'Offers over PAN' should be followed.

Offers over PAN

Where an admission authority wishes to admit children into Year 7, over and above their PAN, as part of the coordinated admissions scheme, they must make this request in writing to the Admissions Service by no later than the end of the Autumn term prior to the relevant entry year (i.e.: 18th December 2020 for September 2021 entry). The Local Authority will agree to such requests, where the request is received in good time (i.e.: by the above deadline), where the admission authority can show that the school has capacity and finances to support admitting over PAN, and where admitting over PAN would not adversely affect offers made for other schools in the local area.

Where such a request is received after the date outlined above then the determined PAN will be honoured, in relation to the coordinated admissions scheme, and offers made up to PAN (where possible) in line with National Offer Day – 1st March 2021. The request will then be considered in line with the specified reallocation dates, where possible to do so, and only where the admission authority can show that the school has capacity and finances to support admitting over PAN, and where admitting over PAN would not adversely affect offers made for other schools in the local area.

Where further capacity is required to provide every child in Warwickshire with an appropriate school place, a discussion will be held with relevant schools by members of the Admissions team and officers in School Place Planning to reach an agreement on offering additional places above PAN. This will include the local authority approaching own admission authority schools to take additional pupils, over and above their PAN.

Notification of offers

National Offer Day is 1st March 2021.

Warwickshire Admissions Service will communicate to all parents who are resident within the county, who have made an **on-time** application (i.e.: by the deadline of 31st October 2020, or the extended deadline for a house move), regarding the school place that has been offered. This applies to schools offered within either Warwickshire or another local authority and will give the reason as to why schools that were named as higher preferences have not been offered, if applicable.

All applicants who made an on-time application online will receive notification of the school place offered, **after** 8.30am on 1st March 2021. These offers will be available to view via the online parent portal system.

Offer letters will only be sent to applicants who completed an application over the telephone or via paper copy. Letters will be sent second class, with the intention of them being received by the recipient **after** 1st March 2021.

When an applicant is not offered their first preference school, they will be provided with (or directed to) the following information. This may be via an electronic link to such documents, where the offer is sent by email:

a) Information about their right of appeal against any refusal of a place,
b) A breakdown of the offers made for each school,
c) Information about the waiting list process.

Appeals

Where applicable, parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference where they have received a refusal. However, applicants cannot appeal for a place at a school listed as a lower preference than the school place offered. This is because the application will not have been considered for the school listed as a lower preference than the school offered and will have been automatically withdrawn.

Appeals for places at Community and Voluntary Controlled Schools can be lodged on the Warwickshire County Council website. For other schools which do not have Warwickshire County Council as its admission authority, such as academies and voluntary aided schools, parents should contact the school directly for details of the appeals process. A list of these schools is available on the Warwickshire County Council website.

Additional information is also available on the website concerning appeals heard in previous years and the number successful, or not successful, for each school (where the local authority administers this process on behalf of the school).

Late applications

Every effort will be made to remind parents to submit their application by the closing date of 11.59pm on 31st October 2020. However, if an application is received after this deadline then it will be classed as late (unless the rules on a change of address prior to 31st December 2020 apply to the applicant). Late applications will not be processed until **after** National Offer Day on 1st March 2021.

Late applications will be considered as part of the relevant reallocation round, depending on when the application is received. Late applications will be considered on the reallocation dates listed in the timetable at the beginning of this document.

If the applicant requests that new preferences are added to the application, and the 31st October 2020 deadline has passed, these amendments will be classed as **late**. Any schools named on the application prior to 31st October 2020 deadline will not be affected and will remain as on time.

Each application will be limited to a maximum of six active preferences at any one time during the coordination admissions process. Where adding a further school preference, at the request of the applicant, would cause the application to contain more than six preferences, then a preference of the applicant's choosing must first be withdrawn from the process, otherwise the new preference school will not be added to the application.

In respect of own admission authority schools, information about late applications will be made available through SAM (School Access Module) after National Offer Day, for consideration as part of the reallocation rounds. The admission authorities will be required to assign relevant oversubscription criteria, as well as carrying out any relevant checks, and they will also be made aware of any offers made through the reallocation process.

In the case of a late application, where it is possible to offer a place at more than one of the preferred schools through one of the reallocation rounds, a place will be offered at the school listed as the highest preference on the application.

'Unplaced' offers

Where the local authority is unable to allocate a place at any of the preferred schools named on the child's application, either on National Offer Day or through any of the reallocation rounds, a place will be allocated at the next nearest school which still has availability at that time. The next nearest school with availability will be identified based on distance calculated by straight line measurement. This school offer will be referred to as 'unplaced' as it will be an offer for a school which the family did not name – 'place' - on their application.

Waiting lists

Only one school place will be offered as part of the coordinated admissions process.

Where a school is offered on National Offer Day, and this was named as a lower preference school on the application than a re-offer that can be made as part of one of the reallocation rounds (or any point afterwards), a re-offer for the higher preference school that can be offered from the waiting list will be made.

Where the re-offered, higher preference, school is then accepted by the parent, the previous school offered will be automatically withdrawn. The Admissions Service will attempt to contact the family prior to any re-offer being made, to obtain the family's continued interest in an alternative school, where possible.

Children will automatically be added to the waiting lists of any non-selective schools listed as a higher preference than the school at which a place is initially offered.

The waiting lists for Warwickshire schools will not order children based on the date the application was received, so there will be no distinction between on time applications and those which have been classed as late. Waiting lists will be held in the order of the admission authority's oversubscription criteria.

Waiting lists will be re-ranked prior to each reallocation round, and when a new application is received thereafter. Admission authorities will be required to assign oversubscription criteria where new applications are received, or a previous application is amended (e.g.: a change of address).

Applications made for selective (grammar) schools in Warwickshire, where a place has not been offered, will only be placed on to the relevant waiting list if the academic criteria, as set through a Local Review Process, have been met. This usually means that there is a minimum 11+ test score required for a child to be placed on to the waiting list for each grammar school. Further information about this will be made available to families on National Offer Day, where their child has sat the 2021 entry Warwickshire 11+ test.

The local authority will continue to operate the coordinated admission scheme, in relation to processing new applications and allocating places, where this is appropriate, up to and including 31st August 20210.

For every over-subscribed secondary school, Warwickshire Admissions Service will retain a waiting list until the end of the Autumn term (31st December 2021). At that point, it will be the decision of each school to determine if they wish to keep a waiting list for the remainder of that academic year, and if they wish for a waiting list to be held either with school directly or with the local authority, on the school's behalf.

Accepting the school place offered

Warwickshire parents will be asked to respond to the offer of a school place by the deadline of 12th March 2021. Acceptance of the place can be done through the online application portal, or via email, or over the telephone through the Admissions Service.

Failure to respond to the offer by the deadline stated above will result in a letter being sent to the family on, or around, 15th March 2021, giving a further deadline to respond and confirm acceptance or a decline of the school place offered.

Failure to respond to this further correspondence may then result in the school offer being withdrawn from the child. Parents will continue to receive correspondence from Warwickshire County Council regarding the child's school destination for September 2021 and may also be referred to Warwickshire's Attendance Service (WAS), who may take legal action against a parent, where deemed necessary.

Where an offer is made through one of the specified reallocation rounds, or thereafter, the family will be notified, in writing, of the deadline to accept or decline the offer. Failure to comply may result in the offer being withdrawn and the child will retain their previous offer of a school place.

Declining the school place offered

Where a family wish to decline the place offered, this cannot be done via the online portal and must be done either over the telephone or via email through the Admissions Service.

The Admissions Service will not process a decline for a school place unless suitable alternative provision can be confirmed by the parent, for example, a secondary school place has been secured for the child at a private school. Evidence of such may also be requested.

Coordination after National Offer Day

The School Admissions Code makes it clear that parents must continue to apply through their home authority for school places as part of the coordinated admissions scheme (i.e.: between 1 March and 31 August for Secondary transfer). This will ensure that, as places become available, they are re-allocated effectively, and duplicate offers are avoided. All admission authorities must continue to follow the coordinated scheme until 1st September 2021 and not begin allocating school places themselves during this period.

Cooperation between admission authorities will ensure that each child is offered only one school place and that it is the highest preference possible that can be offered from the child's application.

From 1st September 2021 the coordinated scheme will cease, and the In-Year Admissions process will begin.

Applications from overseas residents

UK Military families/Crown Servants

For families of UK Service Personnel with a confirmed posting within the

county, or crown servants returning from overseas to live in the county, admission authorities:

- **Must** allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child.

- **Must** ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.

- **Must not** refuse a service child a place because the family does not currently live in the area, or cannot provide documentary evidence of residence at a particular property

- **Must not** reserve blocks of places for these children.

The application will follow the coordinated admissions process in all other respects, as outlined in this document.

Families moving to, or back to, the UK (Non-Military)

There is no legal requirement to process applications from other families coming from overseas who are not yet resident within Warwickshire, except as set out above.

Applications from overseas families in all other cases will therefore only be processed in line with the coordinated scheme once the family, including the child for whom the application is being made, can show evidence that they will be residing in Warwickshire imminently. Proof of residence may be requested at any time during the application process and the application will only be processed once sufficient documentation, that confirms a Warwickshire address, has been provided to the Admissions Service.

Where both an application for secondary school places AND documentation relating to the family's new address is provided by the extended deadline of 31st December 2020 for families moving into the county, then the application will be treated as on time and processed alongside all other applications. Applications and/or sufficient residency documentation received after this deadline will be treated as late and will not be processed until after 1st March 2021.

Where schools are their own admission authority, they may operate additional residency requirements, but this will be stated in the admission arrangements for those schools concerned.

As part of the local authority's coordinated admissions scheme, for Year 7 entry into a

secondary school in September 2021, there is an expectation that the child and applicant will still be in residence at the address used on the application from the start of term in September 2021, at least. Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn, even if the child has started at the school concerned.

Children educated outside of their chronological year group

As required by the School Admissions Code, Warwickshire County Council operates a process for the transfer of all children to secondary school (Year 7) in the September following their eleventh birthday.

However, some parents may feel their child is not ready to start in a secondary school at that point, perhaps due to a medical issue which has caused them to miss a significant amount of time in primary education, or a special educational need.

A child's current school may have agreed for them to be accelerated to the year group above and the family/school may wish for this arrangement to continue as part of the child's secondary school education. Other children may be educated outside of their chronological year group for alternative reasons, under which circumstances it may be appropriate for this arrangement to continue.

It is important that parents, head teachers, medical professionals, educational professionals, and any other parties or persons who will be involved in the request for the child to be educated out of year group, read the local authority's guidance related to such before completing the request. This is available on our website: www.warwickshire.gov.uk/admissions

Requests for a child to be educated out of year group must be made in line with the relevant deadline for making an application for the child's normal year group. As an example, where a child should chronologically be transferring to secondary school in September 2020, but the family wishes to defer entry for a year, the deadline to make such a request (for entry in September 2021) is 31st October 2019.

Requests received after this deadline may not be given consideration until after National Offer Day on 2nd March 2020.

Parents should also submit a 2020 entry application for their child, as this will ensure that the child does not miss out on a school place in the normal age group if the request is not agreed by the relevant admission authority (or authorities, where the request concerns more than one school).

Part of this process requires the views of the head teacher(s) of the school(s) concerned to be considered, so parents should take all reasonable steps to ensure that they have

discussed their request with the head teacher of each of their preferred schools. A specific section within the formal request form is available to then be completed by the head teacher and given back to the parent, who should then send the full, completed form to the Admissions Service by the deadline of 31st October 2019 to be processed. It is unlikely that an incomplete request form will result in a request for a child to be educated out of year group being agreed.

An agreement for a child to be educated out of year group is **not** a guarantee of an offer at a school.

Home-to-School Transport Assistance

An offer of a school place does not necessarily mean that home-to-school transport assistance will be automatically provided to the child.

Applications for home-to-school transport assistance – usually in the form of a free bus pass – are assessed in line with the relevant Transport Policy. The criteria set out in that policy is different to the criteria and policy which is followed in relation to the school admissions process, and the time of making an application for transport assistance can also have an impact on the outcome, as this will not necessarily correlate with the school admissions process.

If transport assistance has been approved, but an alternative school can be offered from a waiting list, then this assistance may be stopped if the place from the waiting list is not taken up. Where transport assistance is requested in the case of a child who has been given an 'unplaced' school offer, such cases will be considered on an individual basis.

It is important that parents consider their child's transport options to and from school when making an application for school places. Where families are not eligible for home-to-school transport assistance then it is the legal responsibility of the parent / carer to ensure that the child gets to and from school each day, not the local authority and not the school that the child will be attending.

Information on applying for transport assistance, and the criteria used when assessing applications, can be found on the Warwickshire website at:
www.warwickshire.gov.uk/schooltravel

Section 3 – LA Suggested Over-subscription Criteria for the 2021 entry Coordinated Admissions Scheme

Currently, Warwickshire County Council is not the admission authority for any mainstream secondary schools within the county. This means that all these schools are classed as their own admission authority.

Own admission authority schools must have their own set of admission arrangements in place for each relevant entry year, however, they must all adopt the local authority's process for coordinated admissions, as set out in Sections 1 and 2 of this document.

Where a school is over-subscribed (i.e.: they receive more applications than they have places available), criteria will be assigned to each application, with each criterion given a different order of priority. Places available at the school will then be filled in priority order, according to the criteria assigned to each application.

Whilst some own admission authority schools will choose to adopt their own set of over-subscription criteria for this entry year, the local authority offer the below, suggested criteria for school's to utilise. Full details about a school's over-subscription criteria must be outlined in their individual admission arrangements for the relevant entry year, even if they decide to adopt the local authority's suggested criteria.

1. **Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order);**

2. **Children living in the priority area who will have a sibling at the school at the time of admission;**

3. **Other pupils living in the priority area;**

4. **Children living outside the priority area who will have a sibling at the school at the time of admission;**

5. **Other children living outside the priority area.**

Please note:

a) Children with an Education, Health and Care (EHC) Plan that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.

b) Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

The following terms and definitions will apply to the oversubscription criteria named above, where this is adopted by any Warwickshire Secondary School.

- **Priority Area / Catchment Area**

Many of the secondary schools in Warwickshire have an area identified as their priority area (some admission authorities refer to this as a 'catchment area').

Full details of priority areas are available on the Warwickshire County Council website and can be viewed using interactive maps.

Secondary School Priority Area Maps can be accessed at:
http://www.warwickshire.gov.uk/mapsecondaryschools

Secondary School Priority Area Descriptions can be accessed at:
http://www.warwickshire.gov.uk/wp-content/uploads/2013/02/SecondarySchoolPriorityAreaDetails1.pdf

- **Priority within each oversubscription criterion**

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).

Distance will be calculated by using a straight-line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

Transport Assistance will not be approved on the sole basis that the school offered is the catchment school and will only be provided in accordance with Warwickshire County Council's Home-to-School Transport Policy. This may mean that the nearest appropriate

school – for transport purposes – may be a school in a different priority area.

- **Sibling, i.e. brother or sister, attending the school at the time of admission**

Sibling is defined as: a full brother or sister; a half brother or sister; an adopted brother or sister; a child living in the same address who is being Looked After by a local authority; a step-brother or sister; or the child of a parents' partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

- **Definition of Home Address**

Where the child normally resides during the school week and where they sleep for at least 50% of the week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire County Council using a random number generator to determine which application to process.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

Where a child's address changes after National Offer Day, the Local Authority (acting on behalf of the school, in some cases) may request an explanation for the house move and documentary evidence that the child is resident at the new property. The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits.

- **Postal Address File (PAF)**

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

- **Applications made from the same multiple dwelling which shares a single Postal Address File (PAF), *and;***

- **Other applications where the distance from home to school is identical**

Where required, individual priority for such applicants within a criterion will be determined

by a random number generator allocation. The draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

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Appendix C – Published Admission Numbers - Community and Voluntary Controlled Schools

DfE Number	School Name	PAN 2019/20	PAN 2020/21	PAN 2021/22	Type	Address	Telephone	E-mail	School Start Age	Leave Age	Establishment Type	Admission Authority/Arrangements
3103	**Abbey C of E Infant School**	60	60	60	Infant	Aston Road, Nuneaton, Warwickshire, CV11 5EL	024 7638 6101	admin3103@welearn365.com	4	7	Voluntary Controlled	WCC
2410	**Abbots Farm Infant School**	60	60	60	Infant	Abbotts Way, Rugby, Warwickshire, CV21 4AP	01788 543093	admin2410@welearn365.com	4	7	Community	WCC
2421	**Abbots Farm Junior School**	66	66	66	Junior	Abbotts Way, Rugby, Warwickshire, CV21 4AP	01788 576074	admin2421@welearn365.com	7	11	Community	WCC
3154	**All Saints C of E Junior School, Warwick**	60	60	60	Junior	Nelson Avenue, Warwick, Warwickshire, CV34 5LY	01926 492991	admin3154@welearn365.com	7	11	Voluntary Controlled	WCC
3101	**All Saints C of E Primary School and Nursery, Nuneaton**	30	30	30	Primary	Knebley Crescent, Nuneaton, Warwickshire, CV10 7AT	024 7638 2123	admin3101@welearn365.com	4	11	Voluntary Controlled	WCC
3002	**Alveston C of E Primary School**	30	30	30	Primary	Knight's Lane, Tiddington, Stratford-upon-Avon, Warwickshire, CV37 7BZ	01789 293412	admin3002@welearn365.com	4	11	Voluntary Controlled	WCC
2630	**Arden Forest Infant School**	60	60	60	Infant	Weston Lane, Bulkington, Bedworth, Warwickshire, CV12 9RT	024 7631 5913	admin2630@welearn365.com	4	7	Community	WCC
2012	**Arley Primary School**	45	45	45	Primary	Gun Hill, New Arley, Coventry, Warwickshire, CV7 8HB	01676 540347	admin2012@welearn365.com	4	11	Community	WCC
2423	**Bawnmore Community Infant School**	60	60	60	Infant	Bawnmore Road, Rugby, Warwickshire, CV22 6JS	01788 810065	admin2423@welearn365.com	4	7	Community	WCC

3011	**Bidford-On-Avon C of E Primary School**	45	45	45	Primary	Bramley Way, Bidford-on-Avon, Alcester, Warwickshire, B50 4QG	01789 773201	admin3011@welearn365.com	4	11	Voluntary Controlled	WCC
3205	**Bilton C of E Junior School**	105	105	105	Junior	Plantagenet Drive, Bilton, Rugby, Warwickshire, CV22 6LB	01788 810675	office@biltonjuniorschool.co.uk	7	11	Voluntary Controlled	WCC
2420	**Bilton Infant School**	60	60	60	Infant	Magnet Lane, Bilton, Rugby, Warwickshire, CV22 7NH	01788 811549	admin2420@welearn365.com	4	7	Community	WCC
2626	**Binley Woods Primary School**	30	30	30	Primary	Coombe Drive, Binley Woods, Coventry, Warwickshire, CV3 2QU	024 7654 3754	admin2626@welearn365.com	4	11	Community	WCC
2014	**Bishops Itchington Primary School**	30	30	30	Primary	Ladbroke Road, Bishops Itchington, Southam, Warwickshire, CV47 2RN	01926 612297	admin2014@welearn365.com	4	11	Community	WCC
3141	**Bishops Tachbrook C of E Primary School**	30	30	30	Primary	Kingsley Road, Bishops Tachbrook, Leamington Spa, Warwickshire, CV33 9RY	01926 426020	admin3141@welearn365.com	4	11	Voluntary Controlled	WCC
2603	**Bishopton Primary School**	60	60	60	Primary	Drayton Avenue, Stratford-Upon-Avon, Warwickshire, CV37 9PB	01789 205058	admin2603@welearn365.com	4	11	Community	WCC
2598	**Boughton Leigh Infant School**	90	90	90	Infant	Wetherell Way, Brownsover, Rugby, Warwickshire, CV21 1LT	01788 571679	admin2598@welearn365.com	4	7	Community	WCC
2590	**Boughton Leigh Junior School**	120	120	120	Junior	Wetherell Way, Brownsover, Rugby, Warwickshire, CV21 1LT	01788 577914	admin2590@welearn365.com	7	11	Community	WCC

3215	**Bournebrook C of E Primary School**	20	20	20	Primary	Coventry Road, Fillongley, Coventry, West Midlands, CV7 8ET	01676 540390	admin3215@welearn365.com	4	11	Voluntary Controlled	WCC
3014	**Brailes C of E Primary School**	15	15	15	Primary	Lower Brailes, Brailes, Banbury, Oxfordshire, OX15 5AP	01608 685253	admin3014@welearn365.com	4	11	Voluntary Controlled	WCC
2327	**Briar Hill Infant School**	90	90	90	Infant	Coppice Road, Whitnash, Leamington Spa, Warwickshire, CV31 2JF	01926 422834	admin2327@welearn365.com	4	7	Community	WCC
2053	**Bridgetown Primary School**	60	60	60	Primary	Byron Road, Stratford- Upon-Avon, Warwickshire, CV37 7JP	01789 205092	admin2053@welearn365.com	4	11	Community	WCC
2330	**Brookhurst Primary School**	60	60	60	Primary	Ullswater Avenue, Leamington Spa, Warwickshire, CV32 6NH	01926 420051	admin2330@welearn365.com	4	11	Community	WCC
2616	**Brownsover Community Infant School**	60	60	60	Infant	Webb Drive, Brownsover, Rugby, Warwickshire, CV23 0UP	01788 547660	admin2616@welearn365.com	4	7	Community	WCC
3143	**Burton Green C of E Primary School**	15	15	15	Primary	Hob Lane, Burton Green, Kenilworth, Warwickshire, CV8 1QB	024 7646 4130	admin3143@welearn365.com	4	11	Voluntary Controlled	WCC
2640	**Camp Hill Primary School**	60	60	60	Primary	Holly Stitches Road, Nuneaton, Warwickshire, CV10 9QA	024 7638 3230	admin2640@welearn365.com	4	11	Community	WCC
2581	**Chetwynd Junior School**	90	90	90	Junior	Caroline Close, Nuneaton, Warwickshire, CV11 4SE	024 7634 0154	admin2581@welearn365.com	7	11	Community	WCC
2103	**Chilvers Coton Community Infant School**	60	60	60	Infant	Fitton Street, Nuneaton, Warwickshire, CV11 5RB	024 7638 7001	admin2103@welearn365.com	4	7	Community	WCC

2312	**Clapham Terrace Community Primary School and Nursery**	30	30	30	Primary	Clapham Terrace, Leamington Spa, Warwickshire, CV31 1HZ	01926 423404	admin2312@welearn365.com	4	11	Community	WCC
2017	**Claverdon Primary School**	30	30	30	Primary	Breach Lane, Claverdon, Warwick, Warwickshire, CV35 8QA	01926 842403	admin2017@welearn365.com	4	11	Community	WCC
3177	**Clifton-Upon-Dunsmore C of E Primary School**	30	30	30	Primary	Station Road, Clifton-upon-Dunsmore, Rugby, Warwickshire, CV23 0BT	01788 542027	admin3177@welearn365.com	4	11	Voluntary Controlled	WCC
2308	**Clinton Primary School**	30	30	30	Primary	Caesar Road, Kenilworth, Warwickshire, CV8 1DL	01926 852334	admin2308@welearn365.com	4	11	Community	WCC
2623	**Coten End Primary School**	90	90	90	Primary	Coten End, Warwick, Warwickshire, CV34 4NP	01926 491329	admin2623@welearn365.com	4	11	Community	WCC
3021	**Coughton C of E Primary School**	25	25	25	Primary	Coughton Lane, Coughton, Alcester, Warwickshire, B49 5HN	01789 762444	admin3021@welearn365.com	4	11	Voluntary Controlled	WCC
2601	**Croft Junior School**	90	90	90	Junior	Northumberland Avenue, Stockingford, Nuneaton, Warwickshire, CV10 8ER	024 7638 7319	admin2601@welearn365.com	7	11	Community	WCC
3144	**Cubbington C of E Primary School**	30	30	30	Primary	Church Hill, Cubbington, Leamington Spa, Warwickshire, CV32 7JY	01926 422967	admin3144@welearn365.com	4	11	Voluntary Controlled	WCC
2502	**Curdworth Primary School**	17	17	17	Primary	Farthing Lane, Curdworth, Sutton Coldfield, West Midlands, B76 9HF	01675 470379	admin2502@welearn365.com	4	11	Community	WCC
2415	**Eastlands Primary School**	30	30	30	Primary	Lansdowne Place, Rugby, Warwickshire, CV21 3RY	01788 575328	admin2415@welearn365.com	4	11	Community	WCC

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2332	**Emscote Infant School**	60	60	60	Infant	All Saints' Road, Warwick, Warwickshire, CV34 5NH	01926 491433	admin2332@welearn365.com	4	7	Community	WCC
3024	**Ettington C of E Primary School**	30	30	30	Primary	Churchill Close, Ettington, Stratford- Upon-Avon, Warwickshire, CV37 7SP	01789 740236	admin3024@welearn365.com	4	11	Voluntary Controlled	WCC
2635	**Exhall Cedars Infant School**	60	60	60	Infant	Trenance Road, Exhall, Coventry, West Midlands, CV7 9FJ	024 7631 6034	admin2635@welearn365.com	4	7	Community	WCC
2107	**Galley Common Infant School**	54	54	54	Infant	Plough Hill Road, Galley Common, Nuneaton, Warwickshire, CV10 9NZ	024 7639 2219	admin2107@welearn365.com	4	7	Community	WCC
2585	**Glendale Infant School**	90	90	90	Infant	Skye Close, Nuneaton, Warwickshire, CV10 7LW	024 7634 9672	admin2585@welearn365.com	4	7	Community	WCC
2634	**Goodyers End Primary School**	60	60	60	Primary	Bowling Green Lane, Bedworth, Warwickshire, CV12 0HP	024 7636 4448	admin2634@welearn365.com	4	11	Community	WCC
2024	**Great Alne Primary School**	16	16	16	Primary	School Road, Great Alne, Alcester, Warwickshire, B49 6HQ	01789 488247	admin2024@welearn365.com	4	11	Community	WCC
3031	**Hampton Lucy C of E Primary School**	15	15	15	Primary	Church Street, Hampton Lucy, Warwick, Warwickshire, CV35 8BE	01789 840398	admin3031@welearn365.com	4	11	Voluntary Controlled	WCC
3032	**Harbury C of E Primary School**	30	30	30	Primary	Mill Street, Harbury, Warwickshire, CV33 9HR	01926 612656	admin3032@welearn365.com	4	11	Voluntary Controlled	WCC
2569	**High Meadow Infant School**	30	30	30	Infant	Norton Road, Coleshill, Birmingham, West Midlands, B46 1ES	01675 462312	admin2569@welearn365.com	4	7	Community	WCC

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2628	**Hillmorton Primary School**	60	60	60	Primary	Watts Lane, Hillmorton, Rugby, Warwickshire, CV21 4PE	01788 544309	admin2628@welearn365.com	4	11	Community	WCC
2032	**Hurley Primary School**	30	30	30	Primary	Heanley Lane, Hurley, Atherstone, Warwickshire, CV9 2HY	01827 872207	admin2032@welearn365.com	4	11	Community	WCC
3035	**Ilmington C of E Primary School**	15	15	15	Primary	Back Street, Ilmington, Shipston-On-Stour, Warwickshire, CV36 4LJ	01608 682212	beard.j1@welearn365.com	4	11	Voluntary Controlled	WCC
3596	**Kingsbury Primary School**	45	45	45	Primary	Bromage Avenue, Kingsbury, Tamworth, Staffordshire, B78 2HW	01827 872275	admin3596@welearn365.com	4	11	Community	WCC
2638	**Kingsway Community Primary School**	30	30	30	Primary	Baker Avenue, Leamington Spa, Warwickshire, CV31 3HB	01926 426896	admin2638@welearn365.com	4	11	Community	WCC
3147	**Lapworth C of E Primary School**	30	30	30	Primary	Station Lane, Lapworth, Solihull, West Midlands, B94 6LT	01564 783225	admin3147@welearn365.com	4	11	Voluntary Controlled	WCC
2064	**Lighthorne Heath Primary School**	13	13	13	Primary	Stratford Road, Lighthorne Heath, Leamington Spa, Warwickshire, CV33 9TW	01926 640326	admin2064@welearn365.com	4	11	Community	WCC
2621	**Lillington Nursery and Primary School**	60	60	60	Primary	Cubbington Road, Lillington, Leamington Spa, Warwickshire, CV32 7AG	01926 425114	admin@lillingtonschool.org	4	11	Community	WCC
3211	**Long Itchington C of E Primary School**	30	30	30	Primary	Stockton Road, Long Itchington, Southam, Warwickshire, CV47 9QP	01926 814819	admin3211@welearn365.com	4	11	Voluntary Controlled	WCC

2405	**Long Lawford Primary School**	90	90	90	Primary	Holbrook Road, Long Lawford, Rugby, Warwickshire, CV23 9AL	01788 543332	admin2405@welearn365.com	4	11	Community	WCC
3040	**Loxley C of E Community Primary School**	6	6	6	Primary	Loxley, Warwick, Warwickshire, CV35 9JT	01789 840211	admin3040@welearn365.com	4	11	Voluntary Controlled	WCC
3041	**Mappleborough Green C of E Primary School**	17	17	17	Primary	Henley Road, Mappleborough Green, Studley, Warwickshire, B80 7DR	01527 852240	admin3041@welearn365.com	4	11	Voluntary Controlled	WCC
2028	**Michael Drayton Junior School**	150	150	150	Junior	The Woodlands, Hartshill, Nuneaton, Warwickshire, CV10 0SZ	024 7639 2272	admin@mdjs.co.uk	7	11	Community	WCC
2631	**Milby Primary School**	60	60	60	Primary	Milby Drive, Nuneaton, Warwickshire, CV11 6JS	024 7638 2587	admin2631@welearn365.com	4	11	Community	WCC
2606	**Milverton Primary School**	45	45	45	Primary	Greatheed Road, Leamington Spa, Warwickshire, CV32 6ES	01926 424043	admin2606@welearn365.com	4	11	Community	WCC
2029	**Nathaniel Newton Infant School**	90	90	90	Infant	Victoria Road, Chapel End, Hartshill, Nuneaton, Warwickshire, CV10 0LS	024 7639 2236	admin2029@welearn365.com	4	7	Community	WCC
3214	**Newbold And Tredington C of E Primary School**	15	15	15	Primary	Manor Farm Road, Tredington, Shipston-On-Stour, Warwickshire, CV36 4NZ	01608 661568	admin3214@welearn365.com	4	11	Voluntary Controlled	WCC
2325	**Newburgh Primary School**	60	60	60	Primary	Kipling Avenue, Warwick, Warwickshire, CV34 6LD	01926 775453	admin2325@welearn365.com	4	11	Community	WCC
2633	**Newdigate Primary School**	60	60	60	Primary	Anderton Road, Bedworth, Warwickshire, CV12 0HA	024 7636 1662	admin2633@welearn365.com	4	11	Community	WCC

2417	**Northlands Primary School**	30	30	30	Primary	Pinder's Lane, Rugby, Warwickshire, CV21 2SS	01788 542440	admin2417@welearn365.com	4	11	Community	WCC
2001	**Nursery Hill Primary School**	25	25	25	Primary	Ansley Common, Nuneaton, Warwickshire, CV10 0PY	024 7639 2318	admin2001@welearn365.com	4	11	Community	WCC
2083	**Outwoods Primary School**	60	60	60	Primary	Southlands, Atherstone, Warwickshire, CV9 1EH	01827 712372	admin2083@welearn365.com	4	11	Community	WCC
2625	**Paddox Primary School**	90	90	90	Primary	Fareham Avenue, Rugby, Warwickshire, CV22 5HS	01788 572340	admin2625@welearn365.com	4	11	Community	WCC
2309	**Park Hill Junior School**	66	66	66	Junior	Parkfield Drive, Kenilworth, Warwickshire, CV8 2JJ	01926 855974	admin2309@welearn365.com	7	11	Community	WCC
2605	**Priors Field Primary School**	30	30	30	Primary	Clinton Lane, Kenilworth, Warwickshire, CV8 1BA	01926 853015	admin2605@welearn365.com	4	11	Community	WCC
3212	**Provost Williams C of E Primary School**	30	30	30	Primary	Sodens Avenue, Ryton-on-Dunsmore, Coventry, West Midlands, CV8 3FF	024 7630 2166	admin3212@welearn365.com	4	11	Voluntary Controlled	WCC
2043	**Quinton Primary School**	30	30	30	Primary	Lower Quinton, Stratford-Upon-Avon, Warwickshire, CV37 8SA	01789 720317	admin2043@welearn365.com	4	11	Community	WCC
2614	**Race Leys Infant School**	60	60	60	Infant	Hurst Road, Bedworth, Warwickshire, CV12 8AD	024 7631 2221	admin2614@welearn365.com	4	7	Community	WCC
3152	**Radford Semele C.Of E. Primary School**	30	30	30	Primary	School Lane, Radford Semele, Leamington Spa, Warwickshire, CV31 1TQ	01926 426940	admin3152@welearn365.com	4	11	Voluntary Controlled	WCC
3597	**Rokeby Primary School**	30	30	30	Primary	Anderson Avenue, Rugby, Warwickshire, CV22 5PE	01788 814399	admin3597@welearn365.com	4	11	Community	WCC

3056	**Salford Priors C of E Primary School**	15	15	15	Primary	School Road, Salford Priors, Evesham, Worcestershire, WR11 8XD	01789 772497	admin3056@welearn365.com	4	11	Voluntary Controlled	WCC
3057	**Shottery St. Andrew's C of E Primary School**	15	15	15	Primary	Hathaway Lane, Shottery, Stratford- Upon-Avon, Warwickshire, CV37 9BL	01789 551508	admin3057@welearn365.com	4	11	Voluntary Controlled	WCC
2637	**Shrubland Street Community Primary School**	30	30	30	Primary	Shrubland Street, Leamington Spa, Warwickshire, CV31 2AR	01926 426976	admin2637@welearn365.com	4	11	Community	WCC
3207	**Shustoke C of E Primary School**	30	30	30	Primary	Forge Road, Shustoke, Coleshill, Birmingham, B46 2AU	01675 481319	admin3207@welearn365.com	4	11	Voluntary Controlled	WCC
2046	**Snitterfield Primary School**	15	15	15	Primary	School Road, Snitterfield, Stratford- Upon-Avon, Warwickshire, CV37 0JL	01789 731301	admin2046@welearn365.com	4	11	Community	WCC
2571	**St. Giles' Junior School**	60	60	60	Junior	Hayes Lane, Exhall, Coventry, West Midlands, CV7 9NS	024 7631 3375	admin2571@welearn365.com	7	11	Community	WCC
2620	**St. John's Primary School and Nursery**	30	30	30	Primary	Mortimer Road, Kenilworth, Warwickshire, CV8 1FS	01926 854450	admin2620@welearn365.com	4	11	Community	WCC
3157	**St. Margaret's C of E Junior School**	90	90	90	Junior	Coppice Road, Whitnash, Leamington Spa, Warwickshire, CV31 2JF	01926 426216	admin3157@welearn365.com	7	11	Voluntary Controlled	WCC
3213	**St. Matthew's Bloxam C of E Primary School**	30	30	30	Primary	Webb Ellis Road, Rugby, Warwickshire, CV22 7AU	01788 542610	admin3213@welearn365.com	4	11	Voluntary Controlled	WCC
3146	**St. Nicholas C of E Primary School, Kenilworth**	60	60	60	Primary	The Blundells, Priory Road, Kenilworth, Warwickshire, CV8 2PE	01926 853257	admin3146@welearn365.com	4	11	Voluntary Controlled	WCC

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3106	**St. Paul's C of E Primary School, Nuneaton**	60	60	60	Primary	Wiclif Way, Stockingford, Nuneaton, Warwickshire, CV10 8NH	024 7638 3323	admin3106@welearn365.com	4	11	Voluntary Controlled	WCC
2121	**Stockingford Primary School**	120	90	90	Primary	Cross Street, Nuneaton, Warwickshire, CV10 8JH	024 7638 2277	admin2121@welearn365.com	4	11	Community	WCC
2049	**Stockton Primary School**	18	18	18	Primary	School Street, Stockton, Rugby, Warwickshire, CV47 8JE	01926 812483	admin2049@welearn365.com	4	11	Community	WCC
2055	**Studley Community Infant School**	60	60	60	Infant	High Street, Studley, Warwickshire, B80 7HJ	01527 852491	admin2055@welearn365.com	4	7	Community	WCC
2622	**Sydenham Primary School**	60	60	60	Primary	Calder Walk, Sydenham, Leamington Spa, Warwickshire, CV31 1SA	01926 339138	admin2622@welearn365.com	4	11	Community	WCC
2326	**Telford Infant School**	90	90	90	Infant	Kelvin Road, Lillington, Leamington Spa, Warwickshire, CV32 7TE	01926 425544	admin2326@welearn365.com	4	7	Community	WCC
2315	**Telford Junior School**	90	90	90	Junior	Telford Avenue, Lillington, Leamington Spa, Warwickshire, CV32 7HP	01926 424664	admin2315@welearn365.com	7	11	Community	WCC
3066	**Temple Grafton C of E Primary School**	15	15	15	Primary	Church Bank, Temple Grafton, Alcester, Warwickshire, B49 6NU	01789 772384	admin3066@welearn365.com	4	11	Voluntary Controlled	WCC
2610	**Temple Herdewyke Primary School**	15	15	15	Primary	Falkland Place, Temple Herdewyke, Southam, Warwickshire, CV47 2UD	01926 641316	admin2610@welearn365.com	4	11	Community	WCC
3216	**The Dassett C of E Primary School**	30	30	30	Primary	Memorial Road, Fenny Compton, Southam, Warwickshire, CV47 2XU	01295 770267	admin3216@welearn365.com	4	11	Voluntary Controlled	WCC

3210	**The Ferncumbe C of E Primary School**	30	30	30	Primary	The Green, Hatton, Warwick, Warwickshire, CV35 7EX	01926 484318	admin3210@welearn365.com	4	11	Voluntary Controlled	WCC
3204	**The Willows C of E Primary School**	60	60	60	Primary	The Willows North, Stratford-upon-Avon, Warwickshire, CV37 9QN	01789 205811	admin3204@welearn365.com	4	11	Voluntary Controlled	WCC
2052	**Thomas Jolyffe Primary School**	60	60	60	Primary	Clopton Road, Stratford-upon-Avon, Warwickshire, CV37 6TE	01789 267015	admin2052@welearn365.com	4	11	Community	WCC
2307	**Thorns Community Infant School**	60	60	60	Infant	Blackthorn Road, Kenilworth, Warwickshire, CV8 2DS	01926 853875	admin2307@welearn365.com	4	7	Community	WCC
3068	**Tysoe C of E Primary School**	30	30	30	Primary	Saddleton Street, Tysoe, Warwick, Warwickshire, CV35 0SH	01295 680244	admin3068@welearn365.com	4	11	Voluntary Controlled	WCC
2618	**Water Orton Primary School**	45	45	45	Primary	Attleborough Lane, Water Orton, Birmingham, West Midlands, B46 1SB	0121 747 2851	admin2618@welearn365.com	4	11	Community	WCC
2632	**Weddington Primary School**	60	60	60	Primary	Winchester Avenue, Nuneaton, Warwickshire, CV10 0DR	024 7634 0729	admin2632@welearn365.com	4	11	Community	WCC
2058	**Welford-on-Avon Primary School**	30	30	30	Primary	Headland Road, Welford-on-Avon, Stratford-upon-Avon, Warwickshire, CV37 8ER	01789 750214	admin2058@welearn365.com	4	11	Community	WCC
3073	**Wellesbourne C.Of E. Primary School**	60	60	60	Primary	Mountford Close, Wellesbourne, Warwick, Warwickshire, CV35 9QG	01789 840311	admin3073@welearn365.com	4	11	Voluntary Controlled	WCC

Appendix C – Published Admission Numbers - Community and Voluntary Controlled Schools

2629	**Wembrook Primary School**	90	90	90	Primary	Avenue Road, Nuneaton, Warwickshire, CV11 4LU	024 7638 2961	admin2629@welearn365.com	4	11	Community	WCC
2322	**Westgate Primary School**	30	30	30	Primary	Bowling Green Street, Warwick, Warwickshire, CV34 4DD	01926 492015	head2322@welearn365.com	4	11	Community	WCC
2021	**Wheelwright Lane Primary School**	30	30	30	Primary	Wheelwright Lane, Ash Green, Coventry, West Midlands, CV7 9HN	024 7636 4505	admin2021@welearn365.com	4	11	Community	WCC
2123	**Whitestone Infant School**	90	90	90	Infant	Magyar Crescent, Nuneaton, Warwickshire, CV11 4SQ	024 7634 7813	admin2123@welearn365.com	4	7	Community	WCC
2324	**Whitnash Primary School**	45	45	60	Primary	Langley Road, Whitnash, Leamington Spa, Warwickshire, CV31 2EX	01926 426773	admin2324@welearn365.com	4	11	Community	WCC
3192	**Wolston St. Margaret's C of E Primary School**	30	30	30	Primary	Brookside, Main Street, Wolston, Coventry, West Midlands, CV8 3HH	024 7654 2212	admin3192@welearn365.com	4	11	Voluntary Controlled	WCC
3193	**Wolvey C of E Primary School**	30	30	30	Primary	Bulkington Road, Wolvey, Hinckley, Leicestershire, LE10 3LA	01455 220279	admin3193@welearn365.com	4	11	Voluntary Controlled	WCC
3074	**Wootton Wawen C of E Primary School**	24	24	24	Primary	Alcester Road, Wootton Wawen, Solihull, West Midlands, B95 6AY	01564 792574	admin3074@welearn365.com	4	11	Voluntary Controlled	WCC

Agenda Item 4

Cabinet

20 February 2020

Economic Growth Strategy 2020-2025

Recommendation

That Cabinet approve the Economic Growth Strategy 2020-2025.

1.0 Key Issues

1.1 Warwickshire has a strong and growing economy. Indeed, since the recession of 2008/ 2009, the County has experienced some of the strongest economic growth (as measured by Gross Value Added (GVA)[1]) of any upper tier local authority area in the country.

1.2 The growth in the economy has led to a very strong labour market, with our employment rate (the proportion of working age residents in employment) rising strongly to the highest levels seen this century, and unemployment at its lowest levels.

1.3 However, challenges remain. There is significant diversity across the county and highly variable levels of economic performance. In Nuneaton & Bedworth, GVA per head of population is just one third that of Warwick District, and average median annual wages are much lower in Nuneaton & Bedworth (£28,061 in 2018) than the best performing area of Warwick (£32,952).

1.4 Furthermore, while Warwickshire has seen strong rates of growth, it still lags behind better performing areas in the South East. Warwickshire's GVA per head has grown by 43.96% since 2009 compared to growth of 16.57% and 28.03% in Berkshire and Oxfordshire respectively. However, these two areas still have GVA per head of £41,727 and £34,016 compared to GVA per head in Warwickshire of £30,245 (2017 figures).

1.5 Warwickshire therefore needs to continue to build on and maximise its economic strengths, whilst also addressing areas of underperformance in order to fulfil our full potential. We also need to ensure that Warwickshire's economy is able to embrace future economic, social and environmental changes and opportunities, both in the shorter term as we deal with the uncertainties around future trading arrangements following Brexit, and in the medium and longer term through climate change and continued technological advancements.

[1] Gross Value Added (GVA) is the measure of the total value of all good and services produced in an area, industry or sector of an economy.

1.6 The Council Plan 2025 has a clear vision to make Warwickshire the best it can be, sustainable now and for future generations. One key action is the development of a new Economic Growth Strategy setting out how the County Council will deliver the priority outcome in the Council Plan around the economy – that *"Warwickshire's economy is vibrant and supported by the right jobs, training, skills and infrastructure"*.

2.0 Options and Proposal

2.1 The new Economic Growth Strategy has been developed during 2019/ 2020 following a review of the evidence base, consideration of the key issues and opportunities, a period of internal consultation, and engagement with key stakeholders and partners. The Strategy has the following ambition:

"Our ambition is for the strong economic growth that Warwickshire has experienced over the past decade to continue into the future, and that our levels of productivity both soon exceed the national average and also achieve parity with the best performing local economic areas in the South East of England.

"However, we do not want this growth at any cost. We also want the county to take a path that is sustainable and inclusive. We will strive to ensure that we move towards a low carbon future, and that the whole of the population of Warwickshire benefits from the economic growth secured."

2.2 Seven priorities have been identified in order to achieve this ambition. These are:

- Maximising the county's economic strengths – building on our particular strengths in relation to automotive technology, advanced manufacturing, digital creative, video game development and tourism.
- A green and sustainable economy – helping enable and support our businesses to transition to the low carbon economy.
- Supporting business growth – pro-actively helping businesses start, grow and scale up, providing the right environment and support to enable this to happen consistently.
- A well and appropriately skilled population – skills activity closely aligned with the needs of businesses, now and into the future; working to build a strong pipeline of diverse talent to support our future economic growth.
- Inclusive Growth – ensuring that all residents - particularly our more vulnerable - have the support and opportunity to benefit from economic growth in the county.
- A network of diverse and vibrant places – celebrating our diversity, supporting growth across all areas, securing the future of our town centres, and tackling areas of disadvantage and lower economic performance.
- A connected county – ensuring we have the right physical and digital infrastructure to facilitate and enable future economic growth.

2.3 The Strategy itself (**Appendix**) provides more detail on the rationale for each of the identified priorities.

2.4 The Strategy sets out the high-level actions that the County Council will take to achieve the key corporate ambition and to deliver the priorities identified. It also sets out our approach including the importance of working with partners. The Strategy links to, and aligns with, the West Midlands Local Industrial Strategy (LIS), the Coventry and Warwickshire Local Enterprise Partnership's priorities and local level strategies, (e.g. Stratford-on-Avon's Industrial Strategy).

2.4 The Warwickshire economy makes a major contribution to the performance of these larger economic areas. The Strategy, therefore, seeks to set out the contribution that the County Council can make to the implementation of wider economic strategies such as the West Midlands LIS and the Government's national growth agenda whilst recognising and promoting our particular needs and opportunities. Similarly, the Strategy and associated action plan set out the role the County Council plays in supporting economic growth at the local level.

2.5 Finally, the Strategy sets out how it can support – or influence – the delivery of other County Council or Warwickshire-wide strategies and plans.

2.6 It is recommended that Cabinet approves the Economic Growth Strategy in the **Appendix**.

3.0 Financial Implications

3.1 There are no direct financial implications with the development of the new Economic Growth Strategy. However, it should be noted that there are indirect implications as the Strategy sets out our ambition, priorities and high-level actions for the short, medium and longer-term.

3.2 In a large number of cases, there are no additional financial requirements. The actions and activities identified will utilise identified budgets. In other cases, there are potential implications as budgets will need to be identified. Any new investment by the County Council in support of the Strategy will be considered in the context of the Medium-Term Financial Strategy and will be subject to approval.

3.3 In addition, opportunities for Government and other external funding will continue to be explored along with the potential to align and integrate activities commissioned by the County Council with those of our partners.

4.0 Timescales associated with the decision and next steps

4.1 An action plan will be developed for each priority. This will set out key actions in the short (one year or less), medium (one to three years) and longer term

(more than three years). A small number of key performance indicators will be used to track progress of the Strategy and monitor impact/ success.

4.2 An Annual Economic Review made up of quantitative statistics, a qualitative review of WCC activities and case studies will be produced and reported to Cabinet.

Background Papers

None

Appendix

Economic Growth Strategy

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This report was circulated to the following members prior to publication:

Councillors Boad, Birdi, Warwick, Chilvers, O'Rourke, Butlin, Chattaway

Economic Growth Strategy 2020-25

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Warwickshire County Council

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1. Foreword

Warwickshire has a strong economy which continues to grow. Since the end of the 2008/09 recession the county has seen some of the highest economic growth in the country, due to the strength, depth and diversity of its business expertise.

Cllr Izzi Seccombe
Leader and Portfolio Holder for Economic Development

This growth has led to our employment rate reaching its highest levels this century while unemployment dropped to its lowest levels. In a number of sectors, Warwickshire has become a 'go-to' location - not just for businesses within the UK but internationally. We have so much to be proud of.

A prime reason for that enviable position is the ability of businesses - and organisations like ourselves which strive to support them - to constantly meet evolving challenges. Especially in the tech sector in which Warwickshire is a leader, it is vital to move with or, ideally, ahead of the times. There is no time to sit on your laurels.

Businesses small and large, across the sectors in all parts of Warwickshire, never do that. Neither do we at Warwickshire County Council and that is why we have compiled this Economic Growth Strategy through to 2025.

The Strategy outlines in detail how we will deliver one of the three priority outcomes in the Council Plan: "That Warwickshire's economy is vibrant and supported by the right jobs, training, skills and infrastructure." It is our aspiration to become the UK's top-performing shire county.

We will continue to trigger, encourage and drive business growth while tackling the Skills Gap and maximising career opportunities for our young people. Warwickshire's economy is strong - let's all work together to make it stronger.

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1. Foreword

Warwickshire County Council recognises the importance of a strong local economy and this document sets out in detail our Strategy for the five years which immediately follow a time of uncertainty in the UK.

Monica Fogarty
Chief Executive
Warwickshire
County Council

Many businesses have told us over the last three years that the backdrop of uncertainty over Brexit was not helpful. In those circumstances, for Warwickshire's economy to have entered 2020 in a position of such strength is real testament to the skills and resilience of our business community.

Now the priority is to further strengthen. This Strategy outlines our objectives for the next five years as we as strive to build on the sectors and areas where the county is strong and address the challenges where they remain.

I am very proud of all the staff we have working on economic growth activities across Warwickshire County Council, and the experience, knowledge, skills and sheer hard work they pour into supporting employers and education-providers throughout the county. We will continue to work hard, in partnership with other organisations, to sustain growth in Warwickshire.

Our relatively small county is a major contributor to the region's economy. It is our intention that Warwickshire remains an integral part of the economic powerhouse that is the West Midlands.

This Strategy lays out how we will deliver that intention while addressing the short-term uncertainties which remain from Brexit and longer-term priorities such as climate change.

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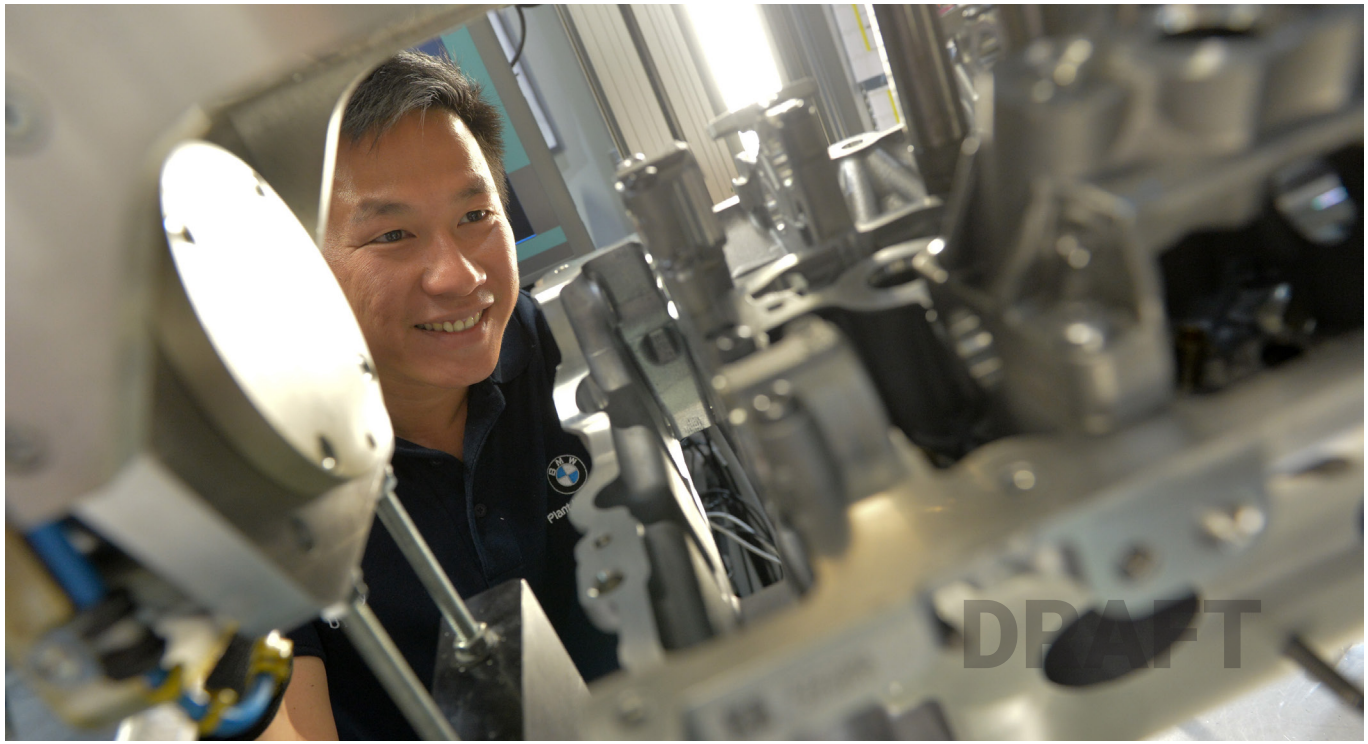
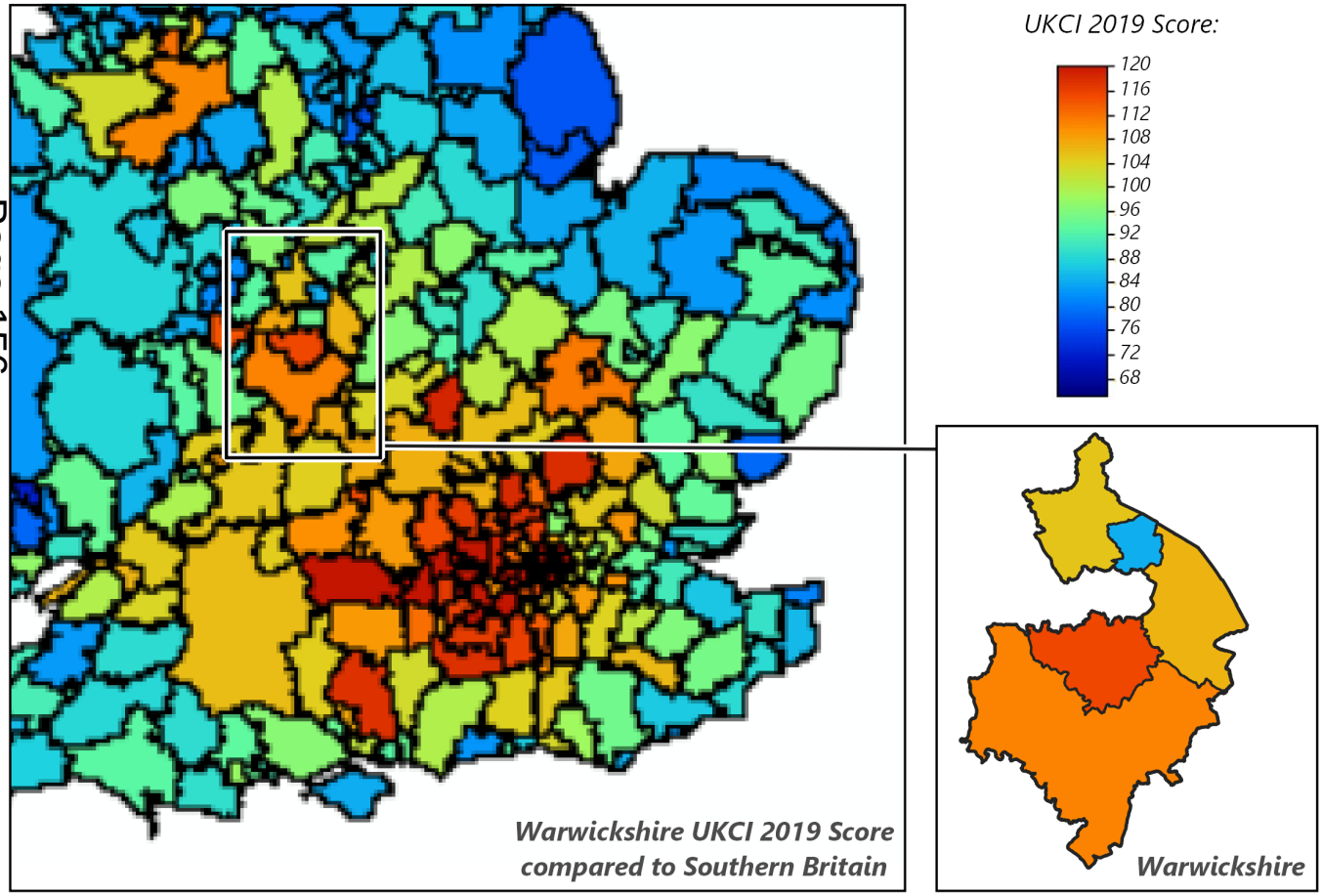
2. *Why do we need an economic growth strategy?*

Warwickshire has a strong and growing economy. Indeed, since the end of the 2008-2009 recession, the County has experienced some of the strongest economic growth (as measured by Gross Value Added) of any upper local authority in the country. Warwickshire sits on the edge of both the manufacturing heartland of the Midlands and the knowledge-intensive more service sector-based economy of the South East, and in many ways acts as a bridge between the two. It is, therefore, no coincidence that the area is becoming globally renowned for its strength and depth in the automotive technology sector, marrying innovation, technology, digital and manufacturing and leading the way in future mobility. Warwickshire is also home to one of the UK's strongest clusters of gaming companies in and around Leamington Spa (dubbed "Silicon Spa" as a result), which is driving wider growth in the digital creative sector; and has long been a focus for the UK tourism industry given our unique history through William Shakespeare and assets such as Warwick Castle.

This growth in the economy has led to a very strong labour market, with our employment rate (the proportion of working age residents in employment) rising strongly to the highest levels seen this century, and unemployment falling to its lowest levels. Warwickshire's employment rate now stands at 80.2% (up from 77.7% in 2015/ 2016) which is 4.6% above the national average whereas unemployment is just 2.3% compared to 3.8% nationally. The number of job vacancies in Warwickshire posted online has also been growing significantly, and the ratio of vacancies to the working population is significantly above – and almost double – the national average. Warwickshire had 227 job vacancies per 1,000 population in 2018 compared to 121 job vacancies per 1,000 population nationally. Median residential earnings have also been growing with four of our five district and borough areas (and Warwickshire overall) now having median residential earnings which are above the national average.



The 2019 UK Competitiveness Index – which benchmarks the competitiveness of local authority areas across a range of economic indicators to give an overall score - shows the strong performance of the Warwickshire economy as well as the huge variation across the county.



However, challenges remain. There is significant diversity across the county and highly variable levels of economic performance. Warwick District is the 37th most economically competitive local authority area out of 379 areas nationally according to the recent UK Competitiveness Index produced by the University of Cardiff and Nottingham Business School – and the highest-ranking area in the whole of the West Midlands. Stratford-on-Avon (54th), Rugby (76th) and North Warwickshire (84th) are also ranked in the top 100. In contrast, Nuneaton and Bedworth is ranked 300th nationally – and the worst-ranking area in the West Midlands. Similarly, Gross Value Added (GVA) per head of population in Nuneaton and Bedworth is just one third that of Warwick District.

At the same time, whilst Warwickshire has seen strong rates of growth, it still lags significantly behind better performing areas in the wider South East economy. Warwickshire's GVA per head has grown by 43.96% since 2009 compared to growth of 16.57% and 28.03% in Berkshire and Oxfordshire respectively. However, these two areas still have GVA per head of £41,727 and £34,016 compared to GVA per head in Warwickshire of £30,245.

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Warwickshire therefore needs to continue to build on and maximise its economic strengths, whilst also addressing areas of under-performance in order to fulfil our full potential. We also need to ensure that Warwickshire's economy is ready and able to embrace future economic, social and environmental changes and opportunities, both in the shorter term as we deal with the uncertainties around future trading arrangements following Brexit, and in the longer term through climate change and continued technological advancements.

Warwickshire County Council recognises the importance of a strong local economy. A strong local economy creates wealth and prosperity whilst creating jobs for our residents and generating tax revenue. Work – as recognised in the Director of Public Health Annual Report 2019 – is proven to make people, on the whole, happier and healthier thus reducing demands on WCC (and other public) services.

The Council Plan 2025 has a clear vision to make Warwickshire the best it can be, sustainable now and for future generations. This Economic Growth Strategy sets out how the County Council will deliver one of the three priority outcomes in the Council Plan – that "Warwickshire's economy is vibrant and supported by the right jobs, training, skills and infrastructure".

Our ambition is for the strong economic growth that Warwickshire has experienced over the past decade to continue into the future, and that our levels of productivity both soon exceed the national average and also achieve parity with the best performing local economic areas in the South East of England.

However, we do not want this growth at any cost. We also want the county to take a path that is sustainable and inclusive. We will strive to ensure that we move towards a low carbon future, and that the whole of the population of Warwickshire benefits from the economic growth secured.

This Strategy sets out the priorities and high-level actions that the County Council will undertake to achieve this key corporate priority and ambition. It also sets out our approach including the importance of working with our partners. However, this is not an economic strategy for the whole of Warwickshire. Other strategies play this role either across a larger geographical area (i.e. the West Midlands Local Industrial Strategy, or the Coventry and Warwickshire Local Enterprise Partnership's priorities) or at a local level (i.e. Stratford-on-Avon's Industrial Strategy), and it is important that this strategy both connects with and influences the development and implementation of these wider plans.

The Warwickshire economy also makes a major contribution to the performance of these larger economic areas. The Strategy and associated action plan, therefore, seek to set out the contribution that the County Council can make to the implementation of wider economic strategies such as the West Midlands Local Industrial Strategy (and indeed the Government's national growth agenda) whilst recognising and promoting our particular needs and opportunities. Similarly, the Strategy and action plan set out the role the County Council plays in supporting economic growth at the local level.

Finally, the Strategy sets out how it can support – or influence – the delivery of other County Council or Warwickshire-wide strategies and plans. These strategies and plans include:

- WCC's Capital Strategy 2020-2030 – Investing in Warwickshire
- WCC's Commercial Strategy
- WCC's Visitor Economy Forward Plan 2018-2022
- Warwickshire Education Strategy 2018-2023
- Warwickshire Careers Strategy 2019/ 2020 – 2024/ 2025
- Warwickshire's Health and Wellbeing Strategy (2018-2020 Refresh
- Connecting Communities: WCC's Voluntary and Community Sector Strategy 2020-2025

- Warwickshire's Heritage & Culture Strategy 2020-2025
- Warwickshire Local Transport Plan 2011-2026
- Warwickshire Rail Strategy 2019-2034
- WCC's Electric Vehicle Charging Infrastructure Strategy 2017-2026
- WCC Digital Infrastructure Strategy
- WCC's work on Climate Change Mitigation & Adaptation

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3.

Our Key Priorities For The Warwickshire Economy

1

Building on a review of the evidence, consideration of the key issues and opportunities and discussion with key stakeholders and partners, we have identified seven key priorities for the Warwickshire economy.

Maximising the county's economic strengths – building on our particular strengths in relation to automotive technology, advanced manufacturing, digital creative, video game development and tourism.

Warwickshire has a number of recognised national and international strengths. We are home to the largest concentration of automotive technology activity in the UK, directly employing over 35,000 people in the wider sub-region. Uniquely in the UK, it is possible – through the local supply chain – to design, engineer, test, manufacture and market vehicles all in one location. In recent years, the Warwickshire and Coventry cluster has become a leading centre of low carbon propulsion and future mobility including electric vehicles, autonomous vehicles, rail, aerospace and last mile delivery. Warwickshire is now a popular location for test-beds for autonomous vehicles such as the "Midlands Future Mobility" project which is trialling connected vehicle technology, infrastructure and services in real-life conditions on roads in Coventry and Warwickshire. The County Council also has its own Electric Vehicle Charging Infrastructure Strategy setting out how it will support the implementation of EV infrastructure in Warwickshire and promote the adoption of electric vehicles. Future mobility is identified as a key economic growth opportunity for the UK in the Government's National Industrial Strategy, and also within the West Midlands Industrial Strategy.

Warwickshire is home to world-class and leading R&D and technology sites across a number of sectors including the largest concentration of automotive technology activity in the UK.

R&D and Technology Sites in Warwickshire

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Warwickshire is also home to one of the UK's strongest clusters of video games companies. "Silicon Spa" – the area in and around Leamington Spa – has over 80 studios and 8,000 people employed in 'computer programming, consultancy and related activities', and many more in the wider, thriving digital creative sector. This sector has huge future growth potential, with new immersive technologies such as virtual, augmented and mixed reality changing how we experience the world around us – from entertainment to art, to shopping and classrooms. "Creative content, technologies and techniques" has been identified as a key opportunity for economic growth within the West Midlands Industrial Strategy, which has a large focus on Warwickshire's unique assets. Warwickshire is also well placed to benefit from the growth of this artificial intelligence and data-driven economy – another of the four Grand Challenges in the Government's Industrial Strategy, and businesses could seek to exploit opportunities arising from "Industry 4.0" (also known as the "Fourth Industrial Revolution") – the trend towards automation and data exchange in manufacturing technologies and processes.

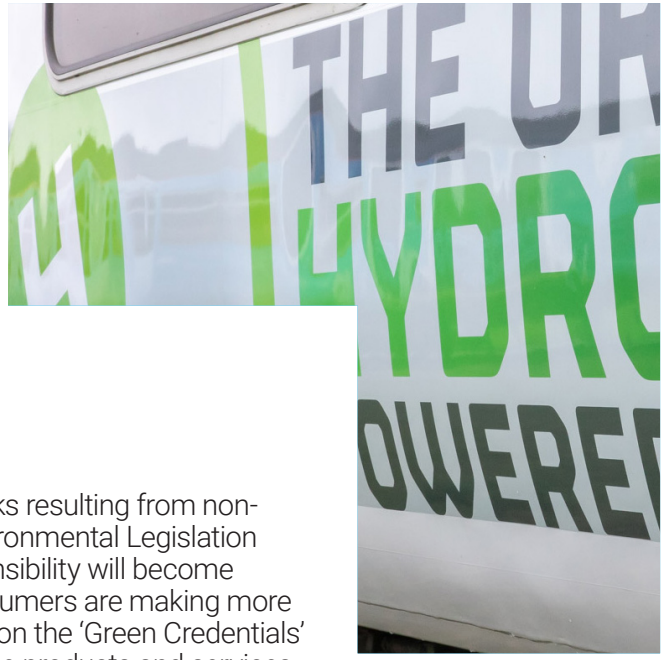
Warwickshire has long been a focus for the UK tourism industry given our unique history through William Shakespeare, assets such as Warwick Castle and newer attractions such as the Rugby Hall of Fame. There were nearly 16,806,000 visits to Warwickshire in 2018 – up by 6% since 2009 – and the average spend per visit has increased by 82% over the same period. Tourism is now worth over £1 billion to the local economy and it employs over 20,000 people – approximately 6% of all employment in Warwickshire. Indeed, the automotive technology, advanced manufacturing, digital creative, video game development and tourism sectors account for 20% of all employment in Warwickshire and they have seen 25% growth since 2009 – faster than that of total employment.

In addition, while a relatively small direct contributor to the economy in absolute terms, the farming and agricultural sector plays a huge role in making Warwickshire the rural, green and attractive location that underpins and supports our wider economic base, and particularly our tourism offer. Moreover, the sector will face new challenges and opportunities following Brexit, and growth potential through the development and utilisation of innovative new technologies. Local, artisan food & drink is also growing in popularity, and will play a key role in reducing food miles and our collective desire to reduce the carbon footprint of Warwickshire's economy. The farming, food and drink sector is therefore another priority sector for Warwickshire that we will proactively look to help and support going forward.

In order to maximise the county's economic strengths, the County Council will deliver the following high-level actions. We will:

- **Investor development –** Proactively engage and work with businesses in these key sectors, both directly and via providers such as CW Growth Hub, to develop Sector Growth Plans to help ensure that businesses have access to the land, premises, infrastructure, skills and wider support that they need to locate or grow in Warwickshire.
- Work with partners to design, commission and support the delivery of **innovation advice and support**, linking businesses with the strong local knowledge and research base around these key sectors to facilitate and accelerate the development of new products and services.
- Work with partners to design, commission and help deliver **business support programmes** that meet the needs of our priority sectors.
- Explore the potential of creating a dedicated "zone" to encourage and support the **development and roll-out of EV technology.**
- **Attract and secure new inward investment –** Maximise Warwickshire's success in attracting FDI (foreign direct investment) and build on our position as the leading Midlands location for investment from foreign-owned companies. We will work with partners to promote our unique sector strengths and consolidate our position as the home of the UK automotive technology sector and the go to location outside London for games development studios.
- Use our knowledge of these sectors and demand for commercial space to **provide evidence to promote strategic land supply** for planning authorities.
- Use our knowledge of these sectors to help identify current and future **skills requirements** to shape and inform local training provision, and promote opportunities for employment for residents, including students, parents and careers advisors.

Our Key Priorities For The Warwickshire Economy



2

A green and sustainable economy – helping enable and support our businesses to transition to the low carbon economy.

Our towns and villages are already evolving in reaction to digital, planning and global changes. The environmental agenda is likely to further accelerate this evolution and we will continue to work across our communities to support and assist this change.

The County Council has reduced its direct carbon emissions by 53% over five years by delivering environmental and financial savings and the authority declared a climate change emergency in June 2019. A plan to drive further improvement is being developed and some actions are already underway such as a switch to flexible working and the adoption of new technology in order to reduce our environmental impact whilst increasing our social and economic impact through improved productivity and efficiency. Through its own words and actions the Council will share its knowledge and act as a beacon for other organisations in Warwickshire.

As the predicted effects of Climate Change become a reality (i.e. much hotter or wetter conditions) organisations need to adapt their working practices and reduce energy and water consumption. They will need to look for ways to 'green' their supply chains and review distribution and transport arrangements. The financial and reputational risks resulting from non-compliance means that Environmental Legislation and Corporate Social Responsibility will become increasingly important. Consumers are making more purchasing decisions based on the 'Green Credentials' of a company and sustainable products and services are in demand.

There are many business opportunities which could arise from embracing environmental sustainability. The County Council will aim to identify and highlight some of these benefits – particularly those which meet the recommendations of the proposed DEFRA National Resource & Waste Strategy which requires businesses to have actions in place by 2023. Suggested measures from this report include recycling from businesses (incorporating food waste), extended producer responsibility and the deposit return scheme. We will seek to build on the positives in order to create economically viable ways of doing business in the most 'sustainable and environmentally positive' way possible for Warwickshire.

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In order to help businesses transition to a low carbon economy and realise some of the economic benefits of this change the County Council will deliver the following high-level actions. We will:

- Work with partners to develop, commission and support the delivery of **business support programmes that help companies reduce energy use and waste,** and help transition to a low carbon economic model. We will explore new funding opportunities that may arise from the Government's new Shared Prosperity Fund to further advance this agenda.
- Through our new **Local Transport Plan and associated Area Strategies,** we will continue to seek to encourage greater modal shift towards more sustainable transport options and invest in new infrastructure such as new segregated cycle routes.
- Continue to implement our **Electric Vehicle Charging Infrastructure Strategy,** helping create a comprehensive network of EV charge points across the county to encourage and accelerate uptake of electric vehicles. Work with our strong local business sector in automotive technology to explore further actions Warwickshire County Council can take to ensure the county is leading the way in the uptake of electric vehicles.
- Work with key partners and stakeholders to **support the wider growth and development of new technology,** particularly in areas such as battery technology, connected and autonomous vehicles, very light rail, and renewable energy.
- Work with business to help implement the forthcoming **National Resource and Waste Strategy,** and likely extended producer responsibilities and deposit return schemes.

Our Key Priorities For The Warwickshire Economy

3

Supporting business growth – proactively helping businesses start, grow and scale and providing the right environment and support to enable this to happen consistently.

Warwickshire has good start-up rates – 58.8 business births per 10,000 population in 2018 compared to 53 for the West Midlands region. However, there are significant variations across the county with Rugby, Warwick and Stratford being significantly above the average (63.9, 63.8 and 61.5 business births per 10,000 population respectively) whilst Nuneaton & Bedworth and North Warwickshire are both below it (51.2 and 47.8). There are also certain groups who are underrepresented relative to their share of the overall population. For example, only 17% of businesses nationally are majority female-led and only 5% are minority ethnic group-led (whilst minority ethnic groups make up 14% of the population). There is a wealth of evidence to show that entrepreneurs and small businesses that access business start-up support at an early stage are more likely to survive, grow and prosper than those who do not. A recent review of business support in Coventry and Warwickshire highlighted the market failure in the provision of start-up support and identified the continued need for public sector investment in start-up programmes locally.

While we perform relatively well in terms of new start-ups, the number of businesses scaling up and achieving £1 million plus turnover after three years is below the national average. Our average business size is also smaller than the UK average – which together with a trend of businesses being less "growth inclined" and those which face barriers to growth – could limit the future growth of the Warwickshire economy. A small number of key issues are identified as holding back business growth:

- Access to finance – both the availability of the right type of finance at the different stages of business growth and the business skills to access it;
- Access to land & property (the recent Coventry and Warwickshire Employment Market Signals Study identified an acute shortage of premises, particularly for start-ups and small businesses);
- Access to suitably skilled labour;
- Access to knowledge and innovation support.

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In order to support business growth in Warwickshire, the County Council will deliver the following high-level actions. We will:

- Continue to support the **Coventry & Warwickshire Growth Hub** as the "one-stop shop" for information, diagnostic and brokerage to business support programmes in the area
- **Start-Up Support –** Increase the number of sustainable new businesses by utilising external funding to commission a business start-up service across Warwickshire, and other specialist start-up support programmes.
- **Business Support –** Increase the growth capacity of established businesses by working with partners to commission and (where appropriate) deliver business support programmes which address specific barriers to growth (e.g. access to finance, creative sector, digital, retail, rural, social enterprise, tourism).
- **Scale-Up Support –** Increase the scale-up capacity of tech-based and other innovation-led micro and small businesses by working with University of Warwick Science Park to deliver the "Business Ready" programme.
- **Access to Finance –** Increase the number of businesses able to access the finance they need to grow by continuing to invest in our programme of business loans and capital grants and identifying new opportunities in support of the County Council's Commercial Strategy.
- **Business Space –** Increase the number of start-up and small businesses able to find the accommodation they need to start, grow and scale by maximising the use of our existing Business Centre portfolio, opening a new business centre in Nuneaton town centre, and identifying opportunities for additional centres or light industrial space in support of the County Council's Commercial Strategy.
- **Employment & Skills Support –** work with businesses to help identify skill requirements, support training and recruitment activity, promote the utilisation of apprenticeships (and continue to invest in the WCC Apprenticeship Levy Share Programme), and work with training providers and partners to shape education and training provision to better meet the local needs of businesses
- **Future Business Support –** work with businesses and partners to identify specific local barriers to growth and design, commission and support delivery of new provision as required. Work with partners to shape the new UK Shared Prosperity Fund and other Government programmes in order to secure funding to support future business support programmes.

Our Key Priorities For The Warwickshire Economy

4

A well and appropriately skilled population – skills activity closely aligned with the needs of businesses, now and into the future; working to build a strong pipeline of diverse talent to support our future economic growth.

Two thirds of businesses in Warwickshire are reported to have skills shortages in their workforce, which is holding back their growth potential. At the same time changing technology, the rise of automation and a shift to higher level skills mean significant changes are needed to the local skills base. Warwickshire could be particularly impacted by automation with 46.9% of jobs in the County identified as being in occupations which have a medium to high risk of automation by 2030, compared to 41.9% nationally. Whilst our local education and training provision acknowledges these changes, due to the speed of change and complexity of some skills needs, it is difficult for providers to maintain an offer which is current and meets future demand. Businesses also report that the current offer of apprenticeships, multiple training programmes and funding streams is difficult to understand and access.

Rapidly changing technology and working practices highlight the importance of continual skills development within the workforce and residents of Warwickshire. In particular, there is a need to support businesses and communities to develop the digital skills and tools they need in an increasingly digital economy. However, recent surveys from the Learning and Work Institute suggest that, nationally, the proportion of adults engaged in some form of learning has been decreasing in recent years and the latest data (2019) found the lowest number engaged since they started the survey some twenty years ago. It is therefore vital that we continue to promote, encourage and support our businesses to invest in training, and our workforce and residents to engage in learning and development opportunities.

It is also important that we develop and build a strong pipeline of talent by working proactively with our schools, colleges, local universities and business community to ensure that our local education provision and careers support is well aligned with, and supportive of, our particular local growth opportunities (particularly, but not exclusively, within our key strengths and priority sectors). Greater integration between learning opportunities and local business needs, both within the education sector and beyond into adult learning, is at the heart of our recent Warwickshire Careers Strategy.

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In order to promote a well and appropriately skilled population, the County Council will work with partners to deliver our new Careers Strategy and will focus on the following high-level actions. We will:

- **Awareness of Opportunities –** Increase awareness of the range of career and employment opportunities locally by developing a new localised careers information service and providing more detailed local labour market information. Work with local employers to increase the amount of work tasters/ work experience available for young people and delivering campaigns which showcase career opportunities.
- **Alignment of Demand and Supply –** Improve the alignment of demand and supply of skills by working with education and training providers to influence and help shape skills provision in Warwickshire in recognition of local needs including our priority sectors.
- **Business Skills Support –** Increase the growth capacity of established businesses by providing impartial advice and brokerage on skills, apprenticeships and recruitment, and continue to invest in the County Council's Apprenticeship Levy share programme.
- **Wider Talent Pool –** Tackle skills shortages by encouraging and enabling businesses to recruit from a richer and wider talent pool and undertaking training and development of their own employees.
- **Graduate retention –** Retain talent and improve graduation retention rates by working with local universities and businesses to deliver campaigns.
- **Adult Community Learning –** continue to invest in adult community learning and engage with those residents least likely to participate in learning and enable them to access high quality learning opportunities that are aligned with local economic needs and opportunities.
- **Future Skills Provision –** Ensure that future skills provision recognises Warwickshire's local needs by working with partners to shape the new UK Shared Prosperity Fund and other Government programmes and designing and commissioning new provision as required.

Our Key Priorities For The Warwickshire Economy

5

Inclusive Growth – ensuring that all residents – particularly our more vulnerable – have the support and opportunity to benefit from economic growth in the county.

Whilst Warwickshire has seen good levels of economic growth in recent years, it is recognised that the benefits of this growth are not always shared equally across society. Changing technology, employment patterns and working practices can create new opportunities for people to undertake work that fits better with their circumstances, but it can also create more insecure and lower paid work for others. In common with the national picture, but somewhat more marked in Warwickshire, we have seen the higher earners in society experience faster rates of growth in their wages while lower earners have seen limited increases in real wages (I.e. income adjusted for inflation) since the end of the recession.

Furthermore, certain groups of society are more likely to miss out on the benefits of economic growth and the employment opportunities being created. As set out in our recent Director of Public Health Report, "Working for Wellbeing in Warwickshire", evidence shows that work is inherently a good thing, and those in employment are, on average, more likely to be happier and healthier, and have less need for public sector support.

Vulnerable learners have on average poorer positive outcomes from education. For example, the proportion of 16 & 17 year old Children Looked After who were Not in Education, Employment or Training (NEET) in 2017/ 2018 was just under 20% in Warwickshire compared to an average for all 16 & 17 year olds of just 3.8%. Vulnerable groups also experience much lower employment rates. For example, according to the British Association of Supported Employment, only 5.7% of people with Special Educational Needs and Disability (SEND) go into paid employment, despite 78% people with SEND wanting to work. Not only is this a huge waste of potential talent within the workforce, it creates extra costs and demands on the public sector. For example, the National Audit Office has calculated that enabling a young person with a learning disability to develop effective life and employability skills so that they can live semi-independently could reduce lifetime support costs to the public sector of around £1m, as well as helping generate additional tax revenue.

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Warwickshire also has an ageing population with 118,000 people – or 20% of the population – now aged 65 or above. This group has grown by 25% since 2009 whereas the total population has only grown by 5%. The over-55s can face particular difficulties in finding employment, and the over 55s are now the largest group on Jobcentre Plus schemes for people looking for work. Finally, there is a need to support our residents of all ages to develop the digital skills and tools they need in an increasingly digital economy.

In order to ensure that all residents have the support and opportunity to benefit from economic growth in the county, the County Council will deliver the following high-level actions. We will:

- **Support those who are unemployed to move into employment** by working with the Department for Work and Pensions, Education Skills Funding Agency and other funders to commission appropriate employment support programmes in Warwickshire and supporting partners with the delivery of employment projects and services.
- **Improve education outcomes** by providing targeted support and help to our most vulnerable learners including people with Special Educational Needs and Disabilities (SEND), Children Looked After and young people Not in Education, Employment or Training (NEET).
- Continue to utilise our **Supportive Employers Forum** to engage and work with businesses to provide work experience, supported internships and apprenticeship programmes for our most vulnerable learners, with a particular focus on those with Special Educational Needs and Disabilities (SEND).
- Develop a new strategy and commissioning framework for **employment support for vulnerable adults.**
- **Self-Employment –** Improve enterprise rates in communities with low levels of enterprise and increase the participation of vulnerable groups in enterprise by working with partners to commission specialist start-up support programmes.
- **Commission for 'social value'** – Work to secure economic, social and/ or environmental benefits when buying services to the advantage of disadvantaged groups.

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Our Key Priorities For The Warwickshire Economy

6

A network of diverse and vibrant places – celebrating our diversity, supporting growth across all areas, securing the future of our town centres and tackling areas of disadvantage and lower economic performance.

Warwickshire is a diverse County with a strong network of Towns and Villages; each with their own unique footprint of social, economic, cultural and historical features. There are, however, wide variations in levels of economic performance and earnings across the County but it is recognised that, due to the unique character of each place, there is no 'one size fits all' solution.

In Nuneaton and Bedworth, Gross Value Added (GVA) per head of population (a standard measure of relative prosperity) is just one third that of Warwick District, whilst median residential annual earnings in 2019 ranged from £33,649 in Warwick District to £28,061 in Nuneaton & Bedworth. There is a need to ensure we are supporting each location to play to its strengths whilst at the same time identifying opportunities to develop the right environment for sustainable growth. Whilst Warwickshire is one of the least deprived upper tier local authorities in England (121st out of 151) according to the recently published 2019 Index of Multiple Deprivation there are huge variations across the county. Nuneaton and Bedworth is the 96th most deprived district and borough whilst Stratford-on-Avon is the 266th least deprived out of 317 areas. There are also local variations within all five of district and borough areas.

Town centres play a very visible and pivotal role in the identity and sense of place of an area. However, consumer behaviour has markedly changed with the growth of online, digital and out of town shopping, and our town centres are evolving and will have to adapt in response to this. There is a need to embrace the opportunities borne out of this change to reinvent and re-purpose their role, whilst maintaining what is unique and special about our network of centres. We are also committed to supporting our vibrant and diverse rural economy. Nearly a third of our population live in rural areas and just over a third of our businesses are based there. In addition, Warwickshire has an ageing population which means we need to ensure our places are 'fit for purpose' and accessible to all.

In recognition of this we will take a more place-based approach to provide a tailored blend of support for each location, underpinned by the core strategic approach set out in the rest of this strategy.

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In order to support growth; tackle disadvantage; improve economic performance and help future proof our network of towns & villages, the County Council will deliver the following high-level actions. We will:

- **Visioning, Development and Planning –** Improve our towns and villages through collaborative working with the private sector and partners to develop and deliver programmes or projects appropriate to each place (e.g. Transforming Nuneaton Programme, Leamington Vision, Bedworth Vision, Henley Street Stratford)

- **Business Improvement Districts (BIDs) & Town Partnerships –** Maximise our outputs with the BIDs (new and proposed) to enhance town centre business communities, attract investment and increase footfall. We will continue to deliver and build the Warwickshire Towns Network as a knowledge sharing and peer support platform for place practitioners across the County, providing a voice and at sub regional, national and international level for Warwickshire Towns and Villages and look to develop and commission tailored support programmes for the retail sector where needed.

- **Funding & Investment –** Work with partners to secure funding (e.g. Future High Streets, Towns Fund, Heritage Action Zones) which will contribute and enhance the attractiveness of place or experience in our towns and villages. We will drive county-wide funding programmes where appropriate, and work with the private sector to explore potential new delivery vehicles for the investment and growth of Warwickshire's assets, linking to our new Commercial Strategy.

- **County-wide Events –** We will look to continue to raise the profile of Warwickshire, and seek to attract and host/partner national sporting and cultural events which will have a lasting and positive socio-economic impact on the area – such as Womens Cycling Tour, Midlands Velo, Commonwealth Games events, Coventry City of Culture 2021 activites, etc. We will also support and organise events which promote particular sectors such as the Warwickshire Food & Drink Festival.

- **Country Parks –** Utilise our Country Parks as hubs for environmental, social and economic activity recognising their role in supporting the health and well-being of their visitors.

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Our Key Priorities For The Warwickshire Economy

7

A connected county – ensuring we have the right physical and digital infrastructure to facilitate and enable future economic growth.

Warwickshire is well located on the strategic transport network, making the county very accessible by road, rail and air. Many of the country's major road and rail routes also pass through the county. However, the right infrastructure into the future is vital to Warwickshire's ongoing ability to function with residents and businesses alike relying on good transport connectivity. Good transport infrastructure and services are also key to mitigate, support and unlock housing and employment growth. At the same time, it is important that we invest in transport measures that encourage more sustainable and healthy travel habits. The County Council, as the Highway and Transport Authority, plays a key role not least in ensuring that our transport planning links to, and supports, economic growth and place-shaping. We also have an important role in encouraging greater use of sustainable transport modes thereby helping reduce carbon and improve air quality. For example, the County Council now has its own Electric Vehicle Charging Infrastructure Strategy setting out how we will support the implementation of EV infrastructure in the county and promote the adoption of electric vehicles. The Authority has led by example in this area by investing in its own fleet of hybrid and electric vehicles for employee use.

Digital infrastructure is equally important in today's inter-connected world. The County Council has invested heavily in the roll-out of superfast broadband with funding from Government, the European Union and local authority partners in order to achieve 98% coverage by the end of 2020. However, the focus is now shifting to full fibre, particularly as full fibre enables the 5G network to be built which will bring huge technological and service improvements as well as open up major new market opportunities. Coverage of full fibre nationally currently stands at just 7%. The Future Telecoms Infrastructure Review published by the Government in 2018 sets ambitious targets of 15 million premises connected to full fibre by 2025 with nationwide coverage by 2033. It is vital that Warwickshire continues to invest in the digital infrastructure needed to support future economic growth or we risk losing our competitive advantage to those places which do so.

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In order to ensure we have the right physical and digital infrastructure to facilitate and enable future economic growth, the County Council will deliver the following high-level actions. We will:

- **Local Transport Plan and Area Strategies –** Undertake a comprehensive review of the Local Transport Plan and prepare Area Transport Strategies for each part of the County. These will both identify the transport infrastructure and services necessary to mitigate and support the housing and employment growth proposals contained within Local Plans, and identify and set out a pipeline of transport schemes which address current and future transport issues within Warwickshire, including measures that encourage more sustainable and healthy travel habits, reduce carbon and improve air quality.

Superfast Broadband & Full Fibre Infrastructure – continue to increase the number of premises able to access superfast (30 Mbps) fibre broadband via the CSW Broadband project, enable delivery of full fibre infrastructure to rural areas via the Government's Rural Gigabit Connectivity (RGC) programme, and deliver full fibre infrastructure to 224 public buildings in Warwickshire as part of the Government's Local Full Fibre Network (LFFN) programme

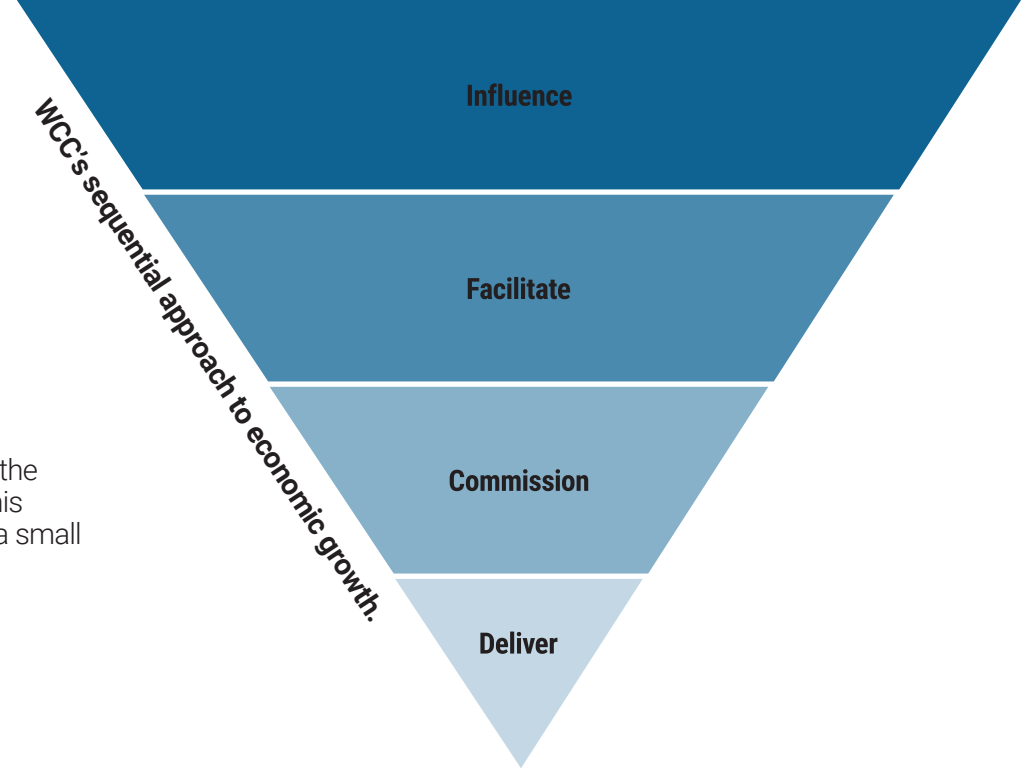
- **Strategic Road and Rail Network –** Work with Midlands Connect, Highways England, Network Rail and the West Midlands Rail Executive to identify, develop and lobby for investment in the strategic road and rail network to improve connectivity and support the cumulative impacts of growth across the Midlands. Work with Local Highway/Transport Authorities and Sub-National Transport Bodies in adjoining areas to co-ordinate transport infrastructure delivery and ensure where possible that their strategic transport infrastructure proposals support and enhance connectivity for Warwickshire residents and businesses

- **Local Transport Schemes – HS2 and UK Central –** Work with partners to deliver a package of transport improvements to support access to the HS2 interchange and wider UK Central area in order to ensure that Warwickshire residents and businesses are able to take advantage of the economic opportunities arising from these proposals.

- **5G Digital Networks –** Work with partners and industry to maximise opportunities for Warwickshire from the roll-out of 5G digital networks

4.

Our Priorities



Our approach to supporting the growth of the Warwickshire economy – and delivering this Economic Growth Strategy – is based on a small number of guiding principles:

- Our work is to be evidence-based.
- We remain partnership and collaboration focused.
- We will take a sequential approach to economic growth.
- We will where appropriate take a place-based approach which recognises there is no 'one size fits all' solution.
- We will seek to shape and inform what others do, facilitating and supporting where needed.

Warwickshire County Council itself will only undertake delivery when:

- A market failure exists.
- Others will not undertake the delivery.
- There is a strategic or commercial case to do so.

The Strategy and associated action plan also support – or influence – the delivery of other County Council or Warwickshire-wide strategies and plans. These strategies and plans include:

- WCC's Capital Strategy 2020-2030 – Investing in Warwickshire
- WCC's Visitor Economy Forward Plan 2018-2022
- Warwickshire Education Strategy 2018-2023
- Warwickshire Careers Strategy 2019/ 2020 – 2024/ 2025
- Warwickshire's Health and Wellbeing Strategy (2018-2020 Refresh)
- Connecting Communities: WCC's Voluntary and Community Sector Strategy 2020-2025
- Warwickshire's Heritage & Culture Strategy 2020-2025
- Warwickshire Local Transport Plan 2011-2026 (currently being reviewed)
- Warwickshire Rail Strategy 2019-2034
- WCC's Electric Vehicle Charging Infrastructure Strategy 2017-2026
- WCC Digital Infrastructure Strategy
- WCC work on Climate Change Mitigation & Adaptation
- WCC's Commercial Strategy

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5.

Monitoring Impact and Success

An action plan will be developed for each priority. This will set out key actions in the short (one year or less), medium (one to three years) and longer term (more than three years).

The following key performance indicators will be used to track progress of the Strategy and monitor impact / success:

Economy and Business

- Total GVA (economic output)
- GVA per head of population (relative prosperity)
- GVA per job filled (productivity)
- Variation in productivity across Warwickshire
- Employment in priority sectors
- Average median wages of employees

Employment and Skills

- Employment Rates
- Unemployment Rate
- % of residents with Level 4+ qualifications
- % of residents with no qualifications
- Number of apprenticeships (under 24 yr olds)
- Average median wages of residents

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Agenda Item 6

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Agenda Item 7

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