

Portfolio Holder Decisions/Leader Decisions

Date: Friday 25 November 2022

Time: 12.00 pm

Venue:

Membership

Councillor Kam Kaur

Items on the agenda: -

- | | | |
|----|--|---------|
| 1. | SEND and Inclusion Home to School Transport | 3 - 12 |
| 2. | SEND and Inclusion Service Reviews | 13 - 28 |
| 3. | School Admissions Arrangements 2024/25 | 29 - 32 |

Monica Fogarty
Chief Executive
Warwickshire County Council
Shire Hall, Warwick

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Portfolio Holder Decision Permission to Consult: SEN Home to School Transport Service & Policy

Portfolio Holder	Councillor Kaur
Date of decision	25 November 2022
	Signed

1. Decision taken

That the Portfolio Holder for Education and Learning agrees to go to public consultation on proposals to change the SEN Home to School Transport Service & Policy as provided for in the Appendices to this Report.

2. Reasons for decisions

2.1 As part of the SEND & Inclusion Change Programme, Council officers have been reviewing current arrangements for SEND Home to School Transport. This included an external review.

2.2 The SEND Home to School Transport Service is seeing an increase in demand year on year. In addition, costs are increasingly significantly driven by inflationary pressures on transport operators.

2.3 A number of changes to internal processes were recommended as part of the review which are being implemented. Three items are proposed for public consultation as two items make changes to the process for a vulnerable group (children with SEND) and the final item is to clarify the Council policy.

3. Background information

3.1 As part of the SEND & Inclusion Change Programme the current arrangements for SEND Home to School Transport have been reviewed. A series of changes are taking place through the implementation project. Three areas of change are proposed for public consultation:

- i. A new Needs Assessment Matrix Framework
- ii. A simplified application process
- iii. Clarifications to the transport policy

3.2 **A new Needs Assessment Matrix Framework (NAMF).** The process in analysing potential options for transport is based on Risk Assessors knowledge within transport and SEND. A tool

is proposed to better aide potential transport options for young people based on their need and ensure consistency of decision-making. Based on the child's needs the tool would identify the appropriate mode of transport (eg. bus, multi-person taxi) and other viable options to be offered (eg. direct travel payments). The tool would also identify if a young person should be considered for independent travel training. The introduction of this tool would help standardise travel options based on needs and ability but also make the decision-making process more efficient.

- 3.3 **Simplified Application Process.** The transport service needs to better manage the demand coming into the service. Currently the process does not allow this as applications come in June – August ready for September. Having such a short timescale means the team cannot review the application, eligibility, need and options sufficiently resulting in increased use of single taxis to going to the same settings.
- 3.4 The new proposed process would remove the need for parents and carers to apply or choose their home to school transport options. Instead, the Special Education Needs transport team would complete the assessments and present the options at a set time in the academic year, following school placements being confirmed in the issuing or update of the EHC plan (by the SENDAR team). This would allow for better management of the demand coming into the service as the process will begin much earlier on in the year. This would contribute to the reduction of the SEND Home to School Transport overspend, increase alignment to preparation for adulthood and provide more efficient processes.
- 3.5 **Clarifications to the transport policy.** It is proposed to clarify the Home to School and College Transport Policy to allow a clear understanding for both Parents/Carers, schools and settings, and Transport internally. In particular, clarity is required on the deployment of passenger assistants (to be subject to a risk assessment) and post 19 policy and implementation.
- 3.6 Council officers are seeking permission to consult on the proposed changes to the SEND Home to School Transport service and policy identified above. Appendix A sets out the Public Consultation Document on the SEND Home to School Transport Service and Appendix B sets out the questions to be asked in the consultation.
- 3.7 The consultation is proposed to run 3rd December 2022 to 26th February 2023 and would run separately, but concurrently with, the consultation on the SEN Service Review.
- 3.8 The consultation will engage with the public and key stakeholders in a number of ways:
- a) Information and an online questionnaire will be publicly available on Warwickshire County Council's consultation and engagement hub
 - b) Drop-in sessions will be held in educational settings
 - c) Meetings will be held with key stakeholders
- 3.9 It is proposed that final proposals will be presented to Cabinet for decision on 26th April 2023 with implementation by 1st September 2023.

4. Financial implications

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5. Environmental implications

N/A

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Portfolio Holder	Councillor Kaur cllrkaur@warwickshire.gov.uk Tel: 01926 410410

Urgent matter?	
Confidential or exempt?	
Is the decision contrary to the budget and policy framework?	

List of background papers

Appendix 1
Appendix 2

Members and officers consulted and informed

Portfolio Holder – Councillor

Corporate Board –

Legal –

Finance –

Equality –

Democratic Services –

Councillors –

Local Member(s):

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APPENDIX B

DRAFT: SEND Home to School Transport Questions for Public Consultation

Available online at www.warwickshire.gov.uk/ask

Background questions (Shared first section with service reviews)

1. What is your main reason for completing this survey? (Required)

- General public
- Parent, guardian or carer
- Pupil/student
- Early years staff or childminder
- Special school staff
- Primary school staff
- Secondary school staff
- College/Further education staff
- Transport Provider
- Other specialist staff (Please specify below)
- Other (Please specify below)

2. Are you responding as an individual or providing a formal response on behalf of an organisation? (Required)

- My own individual response
- Official response for an organisation (Please specify)

1.A Please select the Warwickshire district or borough where you live.(Required)

- North Warwickshire Borough
- Nuneaton & Bedworth Borough
- Rugby Borough
- Stratford on Avon District
- Warwick District
- Countywide
- I live outside Warwickshire
- Other (please specify below)
- Prefer not to answer

2.B Please select the Warwickshire district or borough where you work.(Required)

- North Warwickshire Borough
- Nuneaton & Bedworth Borough
- Rugby Borough
- Stratford on Avon District
- Warwick District
- Countywide
- I live outside Warwickshire

- Other (please specify below)
- Prefer not to answer

3. How did you find out about this consultation? (Select all that apply)

- Local media (newspaper, radio or TV)
- Social media (Facebook, Instagram, LinkedIn or Twitter)
- Warwickshire County Council website
- Warwickshire County Council newsletter
- Email from Warwickshire County Council
- Email from a local partner organisation or SEND setting
- Email from your child's school / education setting
- From Warwickshire County Council staff
- Through working at Warwickshire County Council
- Word of mouth
- Local Councillor
- Local Parish / Town Council
- Other (please give details below):

Please tell us about your current use of SEND transport

(Respondents will see this section and indicate if they want to respond to the transport consultation)

4. Do you or the child (person you care for) currently access SEND transport? (Required)

- Yes
- No

3.B Which Year Group is your child or children or young person in? (Please check all that apply)

- | <u>Year</u> | <u>Age</u> |
|---------------------------------|--------------------------------|
| <input type="radio"/> Year 13 | <input type="radio"/> Post 19 |
| <input type="radio"/> Year 12 | <input type="radio"/> 17 to 18 |
| <input type="radio"/> Year 11 | <input type="radio"/> 16 to 17 |
| <input type="radio"/> Year 10 | <input type="radio"/> 15 to 16 |
| <input type="radio"/> Year 9 | <input type="radio"/> 14 to 15 |
| <input type="radio"/> Year 8 | <input type="radio"/> 13 to 14 |
| <input type="radio"/> Year 7 | <input type="radio"/> 12 to 13 |
| <input type="radio"/> Year 6 | <input type="radio"/> 11 to 12 |
| <input type="radio"/> Year 5 | <input type="radio"/> 10 to 11 |
| <input type="radio"/> Year 4 | <input type="radio"/> 9 to 10 |
| <input type="radio"/> Year 3 | <input type="radio"/> 8 to 9 |
| <input type="radio"/> Year 2 | <input type="radio"/> 7 to 8 |
| <input type="radio"/> Year 1 | <input type="radio"/> 6 to 7 |
| <input type="radio"/> Reception | <input type="radio"/> 5 to 6 |
| | <input type="radio"/> 4 to 5 |

5. What type of SEN transport do you access?

- Taxi

- Mini Bus
- Coach

Updates to our Needs Assessment Matrix Framework

This is an aide that has been designed to help Transport to identify potential travel options for a young person, based on their level of need and ability to travel. Warwickshire County Council are consulting on the NAMF as it will be an aide used by transport for proposing potential transport options to parents/ carers. The introduction of this tool will help standardise travel options based on needs and ability but also make the decision making process more efficient. Warwickshire County Council is consulting on the implementation of the tool, not on the content of the tool as this tool will develop over its lifecycle.

See document below for more detail:

[NAFM Leaflet.docx](#)

Proposed introduction of a Needs Assessment Matrix Framework to identify travel options based on individual level of need

6. To what extent do you agree that the proposed Needs Assessment Matrix / Framework is a good decision making tool to help identify which travel options are available for a pupil, based on their level of need?-(As set out in the leaflet and on page *** of the full strategy document)

Strongly Disagree Disagree Neither Agree or Disagree Agree Strongly Agree

Please use this space to explain your answer:

Proposed changes to the SEN Home to School Transport application process

The proposed new application process will remove the need for parents/ carers to apply for Home to School transport. This will be done by parents/ carers expressing interest for Home to School transport when they apply for school places through a yes or no tick box as outlined in the [Application Process Leaflet \(Page 2\)](#).

This will enable the Special Education Needs Transport team at Warwickshire County Council to better plan their transport requirements while also removing the need for parents to fill in lengthy documents. Warwickshire County Council is consulting on the proposed application process as Warwickshire County Council is proposing that parents no longer choose their home to school transport options, the Special Education Needs transport team will now complete the assessments and present the options.

See document below for more detail:

[Application Leaflet.docx](#)

7. To what extent do you agree with the proposed change to the SEND home to school transport application process?

Strongly Disagree Disagree Neither Agree or Agree Strongly Agree
Disagree

Please add any comments here as to why you selected this option

Updates to our SEND Home to School Transport Policy

The Policy regarding Home to School Transport 2020 has been identified as a potential change, specifically around young people who are 19+. Warwickshire County Council have identified the current policy is not clear or well structured, therefore new wording and structure is being proposed. Warwickshire wishes to consult on the clarifications outlined in the Policy Leaflet attached.

See document below for more detail:

[H2ST Policy Leaflet.docx](#)

8. Are the changes made to the draft Transport Policy easy to understand?

I don't know	Not at all easy	Not very easy	Somewhat Easy	Very Easy
If you find it difficult to understand please use this space to suggest how we could make it clearer				

Other comments

9. Is there anything that we have missed in proposing the above changes to SEND Home to School Transport? (eg. the potential impact on certain groups of children and families).

Please use this space to respond

10. Do you have any other comments or feedback about any of these proposals?

Please note that concerns regarding an individual case will not be responded to from this consultation, but should be raised either with your school or with the SENDAR team at sen@warwickshire.gov.uk

Please use this space to provide any other comments or anything else you think we need to consider:

Standard monitoring questions to be inserted

Thank you for taking the time to share your views with us. We appreciate your feedback and your time.

Portfolio Holder Decision Permission to Consult: WCC SEND and Inclusion Services

Portfolio Holder	Councillor Kaur
Date of decision	25 November 2022
	Signed

1. Decision taken

That the Portfolio Holder for Education and Learning agrees to commence public consultation on proposals for changes to the service offer of WCC SEND and Inclusion Services, as provided for in the Appendices to this report.

2. Reasons for decisions

2.1 The SEND & Inclusion Change Programme included a project titled 'Service Reviews' to review each County Council SEND & Inclusion team to ensure the local offer was value for money and supporting the objectives already of the change programme. External reviews of services identified statutory responsibilities and where improvements could be made to the service offer.

2.2 The Council has also taken external advice on whether any changes to the Service Offer require public consultation. The Council is also mindful that in the SEND Local Area Inspection in 2021, one of the areas for improvement was to improve '*the fractured relationships with parents and carers and lack of clear communication and co-production at a strategic level*'. It is therefore considered that as best practice, a public consultation on the Service Offer is advisable.

2.3 To be clear, the Council must consult if elements of the current Service Offer are being withdrawn but no activities are proposed for withdrawal. Therefore a public consultation is not mandatory.

2.4 In providing clarity on the local SEND & Inclusion Service Offer, the Council will achieve the following objectives:

- Have a service offer consistent with putting the child and family at the centre of our services (Children and Families Strategy)

- Provide a contribution to the 'graduated response' from schools and settings to deliver early intervention for children without EHC plans to build capacity
- Ensure the best outcomes are achieved from allocated resources
- Ensure services operate across all ages 0-25

2.5 In addition, it considered that transparency from this process will contribute to building confidence with parents and carers of children with SEND.

3. Background information

3.1 The proposals are set out in Appendix A (Draft Public Consultation Document). The proposal to the Portfolio Holder is that the Council goes out to public consultation on the Service Offer for SEND & Inclusion. This Service Offer is made up of:

- The statutory offer (not up for consultation)
- The core offer (new and existing activities proposed for comment through public consultation)
- The traded offer (existing activities proposed for comment through public consultation)

3.2 No activities currently offered by the Council are to be withdrawn.

3.3 The consultation would propose new activity in a core offer including the following areas:

- An allocation of paid-for Educational Psychologist time for schools (currently fully traded to schools)
- The introduction of annual conversations and SEND audits to improve planning and evaluation of SEND in Warwickshire schools
- An annual paid-for training offer to schools
- Increasing the offer of support services up to the age of 25

3.4 In providing this support, paid-for by the Council, it is considered that schools would be able to identify and support SEND at an earlier stage as part of a graduated response.

3.5 These proposals would be resourced through appointing to current vacancies that have been carried for a number of years and future restructure to services.

3.6 The percentage of children with special educational needs and disabilities (SEND) continues to increase. The percentage of children identified with SEND at SEN Support (non-statutory level) has increased from 11.4% in 2017 to 12.9% in 2022 at school age. The percentage with EHC plans (statutory support) has risen from 3.1% to 3.8% over the same period. This reflects national trends.

3.7 In response to this increased demand for support, Council officers consider it is appropriate that the Council reviews its own Service Offer and refines it as appropriate.

- 3.8 Based on those reviews, the service managers reflected on what the offer of SEND & Inclusion Services should be and how this should be delivered. A common theme from the reviews, consistent with the Impower report previously, was the importance of a non-statutory offer to ensure that children with special educational needs are identified and supported early. Ofsted also highlighted in the SEND Local Area Inspection the need for schools to be more inclusive, and the pilot inspection from Ofsted highlighted that children at SEN Support (non-statutory support) was an area for improvement.
- 3.9 The reviews also commented on how services worked together (or not) and how they understood their own offer of services.
- 3.10 A period of engagement with staff and stakeholders then took place over the summer term on clarifying the what the SEND & Inclusion Service Offer is. This is made up of the statutory offer, the core (non-statutory) offer and the traded offer. The service also engaged on how it could deliver such a Service Offer more efficiently. Engagement has taken place with staff, school leaders, parent carer forum, young people’s forum and hard to reach groups.
- 3.11 In clarifying and developing a ‘core offer’ (separate to the statutory and traded offer) the service has then tested the affordability of all proposed activities.
- 3.12 The service is now ready to propose a new Service Offer.
- 3.13 Appendix A sets out the Public Consultation Document on the SEND & Inclusion Service Offer. Appendix B sets out the questions to be asked in the consultation.
- 3.14 The consultation is proposed to run 3rd December 2022 to 26th February 2023 and would run separately, but concurrently with, the consultation on SEN transport.
- 3.15 The consultation will engage with the public and key stakeholders in a number of ways:
- a. Information and an online questionnaire will be publicly available on Warwickshire County Council’s consultation and engagement hub
 - b. Drop-in sessions will be held in educational settings
 - c. Meetings will be held with key stakeholders
- 3.16 It is proposed that final proposals will be presented to Cabinet for decision on 26th April 2023 with implementation by 1st September 2023.

4. Financial implications

5. Environmental implications

N/A

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Urgent matter?	
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APPENDIX B DRAFT

Special Educational Needs and Disabilities Inclusion Services

Questions for Public Consultation

Available online at www.warwickshire.gov.uk/ask

Welcome to the SEND & Inclusion Service Offer consultation.

This consultation seeks to clarify what the County Council offer of services is for children and young people with Special Educational Needs & Disabilities (SEND). The consultation focusses only on education services.

What Warwickshire County Council provides through its own staff are an important part of ensuring that Warwickshire can deliver this vision. The Council is proposing changes to its current 'core offer' of services.

In most circumstances, the County Council acts as an enabling service, training and advising early years settings, schools and colleges on how to support children and young people with SEND.

There are some things that the Council **must** do. These are statutory and legal requirements. This will be referred to as the **Statutory Offer**. Please note, as the statutory offer are statutory obligations on the County Council we are not consulting on these services.

There are some things that the Council **should** do. These are not legally required but are worthwhile activities to ensure the system of support for children and young people with SEND works well. This will be referred to as the **Core Offer**.

Finally, there are things that the Council **could** provide if other agencies (such as schools) wish to pay for them. This will be referred to as the **Traded Offer**.

We would like you to help us shape our service offer by providing your views on the County Council's proposals. Responses are invited from a range of partners and stakeholders to include parents and learners, WCC colleagues, health and social care professionals, schools, colleges, early years providers and parent and carer groups.

The consultation will inform the final decision about the service offer for children and young people with SEND. If approved the new service

offer will be implemented from 1st September 2023.

Please note that an Equalities Impact Assessment has been prepared and is available for you to review.

We would like to know whether you think the proposals will create any equalities or other impacts, and if so, what these might be and how you think they will affect you or other people. We would also like you to tell us if you have any ideas on how we could overcome or reduce these impacts.

The Equalities Impact Assessment will be updated after the consultation taking account of the feedback we receive.

Questions

1. What best describes your primary role in responding to this survey?

(Required)

- General public
- Parent, guardian or carer
- Pupil/student
- Early years staff or childminder
- Special school staff
- Primary school staff
- Secondary school staff
- College/Further education staff
- Other specialist staff (Please specify below)
- Other (Please specify below)

2. Please select the Warwickshire district or borough where you live (or work if you are responding on behalf of an organisation).

(Required)

- North Warwickshire Borough
- Nuneaton & Bedworth Borough
- Rugby Borough
- Stratford on Avon District
- Warwick District
- Countywide
- I live outside Warwickshire
- Other (please specify below)
- Prefer not to answer

A. New activities

Warwickshire County Council is seeking to confirm a 'core offer' of SEND & Inclusion Services to schools. These are activities that are not legally required but are worthwhile activities to ensure the system of support for children and young people with SEND works well. These activities contribute to the 'graduated response' from school to supporting children with SEND and seek to build capacity within schools. These will be paid-for by the County Council.

[Note – information descriptors from the Public Consultation Document will be added as a drop down box to the online survey]

Do you agree that the following activities should be added as part of a 'core offer' of the County Council's SEND & Inclusion Services.						
	Strongly disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree	Not applicable
1. Increased educational psychologists' sessions paid for by the County Council to early years settings, schools and colleges* to ensure we provide the right support at the right time						
2. An Annual Planning Conversation with each school and college offered in the autumn term led by the educational psychologist to plan SEND priorities for the year, with a review in the summer term						
3. A SEND Audit of each school and college's SEND provision offered at least every three years to identify particular areas of good practice and areas for improvement through a combination of self and external evaluation						
4. Extend the offer of paid-for services for young people up to						

25* for those with active EHC plans (specifically sensory services for Hearing Impairment, Visual Impairment, Multi-Sensory Impairment and Physical Disability)						
5. Transition support into Reception Year for those with SEND						
6. Training in SEND & Inclusion for Early Career Teachers (ECT)						

If you wish to add further comment on your response to this question, please do so here:

How important are the following activities that are proposed to be added as part of a 'core offer' of the County Council's SEND & Inclusion Services.						
	Not very important at all	Slightly Important	Important	Fairly important	Very important	Not applicable
1. Increased educational psychologists' sessions paid for by the County Council to early years settings, schools and colleges* to ensure we provide the right support at the right time						
2. An Annual Planning Conversation with each school and college offered in the autumn term led by the educational psychologist to plan SEND priorities for the year, with a review in the summer term						
3. A SEND Audit of each school and college's SEND provision offered at least every three years to identify particular areas of good practice and areas for improvement through a combination of self and external evaluation						
4. Extend the offer of paid-for services for young people up to 25* for those with active EHC plans (specifically sensory services for Hearing Impairment, Visual Impairment, Multi-Sensory Impairment and Physical Disability)						
5. Transition support into Reception Year for those with SEND						

6. Training in SEND & Inclusion for Early Career Teachers (ECT)						
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If you wish to add further comment on your response to this question, please do so here:

B. Existing activities proposed to continue

How important are the following activities that are proposed to be continue as part of a 'core offer' of the County Council's SEND & Inclusion Services.						
	Not very important at all	Slightly Important	Important	Fairly important	Very important	Not applicable
1. Coordination of support to schools to prevent exclusion and manage behaviour (eg. Significant Adults)						
2. Developing and commissioning alternative education provision for children in exceptional circumstances or as part of a plan to reintegrate to school						
3. Support for children and families when a critical incident is declared						
4. A core offer of training and capacity building available to all early years settings, schools and colleges (currently Autism Education Trust training, Mental Health First Aid, Youth Mental Health Awareness, Restorative Practice) to be reviewed each year						
5. Support to prevent a child's 'placement breakdown' in a school and planned reintegration into school						
6. Support schools to arrange exam entries for children with medical needs						
7. Delivery of a 'Portage' service to support families with children with SEND in early years						
8. Paid-for observation, assessment, review and advice for						

children with physical disabilities in early years settings and mainstream school by a specialist teacher						
9. Coordination of SENCO networks						
10. Deployment of Inclusion Mentors to build capacity in schools to support individual children and transitions						
11. Support for schools to meet the needs of children from Gypsy & Roma Traveller families and for children with English as an Additional Language (EAL)						

If you wish to add further comment on your response to this question, please do so here:

C. The County Council will also provide a ‘traded offer’ of activities to schools and other educational settings.

How important are the following activities that are proposed to be part of a ‘traded offer’ of the County Council’s SEND & Inclusion Services.						
	Not very important at all	Slightly Important	Important	Fairly important	Very important	Not applicable
1. Observation, assessment, review and advice from educational psychologists and specialist teachers to support a graduated approach to meeting needs						
2. Training courses not included within the core offer						
3. Pre-Ofsted checks and post-Ofsted action planning for schools and other education settings						
4. Interim SENCO Support						

If you wish to add further comment on your response to this question, please do so here:

D. ANY OTHER COMMENTS

Is there anything that we have missed in proposing the core offer and traded offer? (eg. the potential impact on certain groups of children and families).

Please provide any further comments you may have about the proposed service offer. Are there any further issues or considerations we need to take into account?

Please note that concerns regarding an individual case will not be responded to from this consultation, but should be raised either with your school or with the SENDAR team at sen@warwickshire.gov.uk

Thank you for taking part in the consultation. We appreciate your feedback and your time.

[Standard Equalities Monitoring questions and privacy statement to be inserted]

Portfolio Holder Decision

Portfolio Holder	Education
Date of decision	25/11/2022
	Signed

1. Decision taken

The Portfolio Holder approves the commencement of a 6 week consultation on Admission Arrangements, Co-ordinated Scheme and In Year process for school admissions for the 2024/2025 Academic year

2. Reasons for decisions

- 2.1 Under the school Admission Code 2021 when changes are proposed to admission arrangements, all admission authorities must consult on their admission arrangements that will apply for admission applications the following school year.
- 2.2 Minor changes are proposed for the 2024/2025 Admission Arrangements concerning decreasing the published admission number (PAN) at four Warwickshire maintained schools to bring the PAN in line with the class organisation of those individual schools.
- 2.3 Clarification is required to the in year application process to better reflect operational changes within the admissions process.

3. Background information

- 3.1 The changes proposed reflect the current class organisation at Long Lawford Primary and Exhall Junior School to support those schools' long term financial planning along with a change at Brownsover Infant School support the existing approval by Cabinet in July 2022 to reorganise to a primary school, details are given below.

3.2 Long Lawford Primary school

Proposal to change PAN from 90 to 60

It is proposed to reduce the published admission number (PAN) from 90 to 60, subject to consultation.

Pupil forecast data suggests that while pupil numbers in the Rugby area are expected increase for key stage 2 and in secondary schools there is expected to be surplus places in reception and KS1. There have been low intakes at Long Lawford Primary School over the past few years due to parental preference in an area where surplus places are usually available in alternative schools in neighbouring planning areas. Currently both reception and year 1 have less than 60 children on roll and operate with two classes in each year group.

However, as the current PAN is 90 should either year group reach 61 children the school would be required to employ an additional teacher and operate as three smaller classes to comply with infant class size legislation, which places a maximum number of 30 children per teacher.

This change seeks to assist the school to plan for long-term stability, a consistent structure, and a sustainable financial position. Governors are concerned that operating three classes in Reception with low pupil numbers will be financially unsustainable, reducing the PAN to 60 provides greater certainty that only two classes will be required, allowing for better financial stability.

As there is no proposed reduction in the physical capacity of the school buildings the option remains for the school to increase PAN again in the future should pupil numbers increase in the local area.

3.3 Exhall Junior School

Proposal to change PAN from 60 to 45

It is proposed to reduce the published admission number (PAN) from 60 to 45, subject to consultation.

Pupil forecast data suggests that while pupil numbers in the Rugby area are expected increase for key stage 2 and in secondary schools there is expected to be surplus places in reception and KS1.

There have been low intakes at Exhall Junior School over the past few years due to parental preference in an area where surplus places are usually available in alternative schools in the area. The low intakes are mirrored in the partner infant school, Exhall cedars Infant School, which has less than 45 children on roll in each year group. Exhall Cedars infant is the direct feeder into Exhall Junior School, there are no other Infant and junior schools in the immediate local area. This change seeks to assist the school to plan for long-term stability, a consistent structure, and a sustainable financial position.

The school has confirmed they are currently organised into a Lower KS2 phase and Upper KS2 phase, consisting of six classes. There are three classes in each phase:

- Lower KS2 – has three classes with mixed Year 3 and Year 4 children
- Upper KS2 – has three classes with mixed Year 5 and Year 6 children

Formal reduction of the PAN to 45 will support this organisation to continue long term reducing the overall number of classes and teachers that will be required

permanently, allowing for better financial stability.

As there is no proposed reduction in the physical capacity of the school buildings the option remains for the school to increase PAN again in the future should pupil numbers increase in the local area.

3.4 Brownsover Infant School

Proposal to change PAN from 60 to 30

In July 2022 Cabinet approved the change of age range at Brownsover Community Infant School from age 3 to 7 to age 3 to 11 with effect from September 2026, to allow the school to convert from an infant school to a primary school. Consultation was previously undertaken on this change of age range ahead of the July 2022 cabinet approval. As part of this change the school's intake will be reduced from 60 to 30.

Capital funding as also approved in July 2022 to support three of the existing infant class bases being converted to accommodate KS2 children, and one further class base being delivered as part of the capital project to provide appropriate accommodation for a 210 place primary school.

In order to ensure only one class, or 1fe, of children transfer to year 3 in September 2026, when the school formally becomes a 1fe primary school, a reduction in the reception intake has been agreed by the school adjudicator for September 2023. This approval by the school adjudicator is for the intake of September 2023 only and therefore consultation is required to permanently reduce the school's intake from 60 to 30 to enable the conversion from 2fe infant school to 1fe primary school.

3.5 Senior leaders and governing bodies at all schools concerned are aware of and support the proposed changes.

4. Financial implications

4.1 None

5. Environmental implications

5.1 none

Report Author	Bern Timings
Assistant Director	Chris Baird
Strategic Director	Nigel Minns
Portfolio Holder	Portfolio Holder for Education

Urgent matter?	<i>No</i>
Confidential or exempt?	<i>No</i>
Is the decision contrary to the budget and policy framework?	<i>No</i>

List of background papers
Admission arrangements 2023/24

Members and officers consulted and informed
<p>Portfolio Holder – Councillor Kam Kaur</p> <p>Corporate Board –</p> <p>Legal – Guy Darvill</p> <p>Finance – Andrew Felton</p> <p>Equality –</p> <p>Democratic Services –</p> <p>Councillors –</p>