



Agenda for a meeting of the Executive to be held on Tuesday, 6 March 2018 at 10.30 am in Committee Room 1 - City Hall, Bradford

Members of the Executive – Councillors

LABOUR
Hinchcliffe (Chair)
V Slater
I Khan
Ross-Shaw
Ferriby
Jabar

Notes:

- This agenda can be made available in Braille, large print or tape format on request by contacting the Agenda contact shown below.
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- If any further information is required about any item on this agenda, please contact the officer named at the foot of that agenda item.

From:

Michael Bowness

Interim City Solicitor

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To:

A. PROCEDURAL ITEMS

1. DISCLOSURES OF INTEREST

(Members Code of Conduct - Part 4A of the Constitution)

To receive disclosures of interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

Notes:

- (1) Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (2) Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*
- (3) Members are also welcome to disclose interests which are not disclosable pecuniary interests but which they consider should be made in the interest of clarity.*
- (4) Officers must disclose interests in accordance with Council Standing Order 44.*

2. MINUTES

Recommended –

That the minutes of the meeting held on 6 February 2018 be signed as a correct record (previously circulated).

(Jill Bell / Yusuf Patel - 01274 434580 434579)

3. INSPECTION OF REPORTS AND BACKGROUND PAPERS

(Access to Information Procedure Rules – Part 3B of the Constitution)

Reports and background papers for agenda items may be inspected by contacting the person shown after each agenda item. Certain reports and background papers may be restricted.

Any request to remove the restriction on a report or background paper should be made to the relevant Strategic Director or Assistant Director whose name is shown on the front page of the report.

If that request is refused, there is a right of appeal to this meeting.

Please contact the officer shown below in advance of the meeting if you wish to appeal.

(Jill Bell / Yusuf Patel - 01274 434580 434579)

4. RECOMMENDATIONS TO THE EXECUTIVE

To note any recommendations to the Executive that may be the subject of report to a future meeting. (Schedule to be tabled at the meeting).

(Jill Bell / Yusuf Patel - 01274 434580 434579)

B. STRATEGIC ITEMS

LEADER OF COUNCIL & CORPORATE

(Councillor Hinchcliffe)

5. BRADFORD DISTRICT PARTNERSHIP GOVERNANCE CHANGES

1 - 10

The Assistant Director for the Office of the Chief Executive will submit a report (**Document “BE”**) which outlines the proposed changes to the governance arrangements of the Bradford District Partnership (BDP). This would see the strengthening of the Health and Wellbeing Board’s role and the relationship between all of the BDP Strategic Delivery Partnerships. The consequence of this would be no future need for the BDP Board to meet.

Recommended –

That the Executive welcome and approve the changes to the Bradford District Partnership arrangements.

Overview and Scrutiny: Corporate

(Kathryn Jones - 01274 434664)

6. SUPPORT FOR FINANCIALLY VULNERABLE RESIDENTS

11 - 22

Poverty and the effects of poverty, particularly on children and young people, present some of the biggest challenges for the district and its residents.

The Interim Director Corporate Resources will submit a report (**Document “BF”**) which sets out proposals to change the Council’s Local Welfare Assistance scheme so that it continues to work effectively as a safety net for the Districts most vulnerable.

Recommended –

That Executive

- (1) Approve the revisions to the Local Welfare Assistance Scheme as set out in Sections 3.4 to 3.12 to Document “BF” inclusive and instruct the Strategic Director Corporate Resource to implement the revised scheme from 1 April 2018.**
- (2) Asks the Strategic Director Corporate Resource, in conjunction with the Portfolio Holder, to review the operation and effectiveness of the 2018/19 Local Welfare Assistance Scheme and, if necessary, make further proposals to develop the scheme.**
- (3) Request that the Anti-Poverty Coordination Group explores ways of deepening the District’s understanding of poverty and the impact it has on individuals and families to inform the design, coordination and targeting of support activity.**

Overview and Scrutiny Committee: Corporate

(Martin Stubbs - 01274 432056)

C. PORTFOLIO ITEMS

<p style="text-align: center;">EDUCATION, EMPLOYMENT & SKILLS PORTFOLIO</p>
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(Councillor I Khan)

7. PRIMARY AND SECONDARY ADMISSIONS, PROPOSED PRIMARY SCHOOL EXPANSION AND PROPOSED CHANGE OF AGE RANGE OF SECONDARY SCHOOL 23 - 82

The Strategic Director Children's Services will submit a report (**Document "BG"**) which asks the Executive to determine the admission arrangements for September 2019 including:

- Approving the Admission Arrangements for Community and Voluntary Controlled Schools
- Approving the Co-ordinated Admission Schemes
- Approving the In-Year Co-ordinated Admission Scheme
- Approving the proposals to enlarge Low Ash Primary School premises by increasing the capacity of the school from 420 to 630 from 1 September 2019
- Approving the proposal to alter the upper age range of Carlton Bolling College changing the age range from 11-18 to 11-16 removing the sixth form provision and approve the increase in the school's Published Admission Number (PAN) from 240 to 300 from 1 September 2018
- Noting the "own admission authority schools" proposing changes to their admission policies
- Noting Published Admission Numbers

Recommended –

- (1) That the Executive approve the Primary and Secondary Admission Arrangements.**
- (2) That the Executive approve the Primary and Secondary Co-ordinated Admissions Scheme.**
- (3) That the Executive approve the In-Year Co-ordinated Admissions Scheme.**
- (4) That the Executive approve the proposals to enlarge the premises of Low Ash Primary School by increasing the capacity of the school premises from 420 to 630 from 1 September 2019 (subject to the granting of planning permission).**

- (5) That the Executive approve the proposal to alter the upper age range of Carlton Bolling College changing the age range from 11-18 (inclusive) to 11-16 (inclusive) removing the sixth form provision and approve the increase in the PAN from 240 to 300 for statutory aged pupils from 1 September 2018.
- (6) That the Executive note the proposed changes to the admissions oversubscription criteria for own admission authority schools listed in section 3.3 to Document “BG”.
- (7) That the Executive note the Published Admission Numbers contained in Appendix F to Document “BG”.

Overview and Scrutiny: Children’s Services

(Judith Kirk - 01274 431078)

**REGENERATION, PLANNING & TRANSPORT
PORTFOLIO**

(Councillor Ross-Shaw)

8. BRADFORD DISTRICT'S ECONOMIC GROWTH STRATEGY

83 - 88

The Strategic Director Place will submit a report (**Document “BH”**) which seeks endorsement from Executive on the District’s Economic Growth Strategy. The purpose of the strategy is to provide a framework for joint activity, across a range of partners, to drive economic growth across Bradford District that everyone can contribute to and benefit from.

Recommended –

It is recommended that:

- (1) Members recognise the changes in partnership arrangements.**
- (2) Members acknowledge the oversight role of the Bradford District Economic Partnership in delivering the Economic Strategy.**

Overview and Scrutiny Committee: Regeneration and Economy

(Shelagh O’Neill 0 01274 432076)

9. MINUTES OF THE WEST YORKSHIRE COMBINED AUTHORITY

89 - 100

To receive the minutes of the meeting(s) of the West Yorkshire Combined Authority held on 14 December 2017 (attached).

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Report of the Assistant Director, Office of the Chief Executive to the meeting of the Executive to be held on Tuesday 6 March 2018.

BE

Subject:

Bradford District Partnership Governance Changes

Summary statement:

This report outlines the proposed changes to the governance arrangements of the Bradford District Partnership (BDP). This would see the strengthening of the Health and Wellbeing Board's role and the relationship between all of the BDP Strategic Delivery Partnerships. The consequence of this would be no future need for the BDP Board to meet.

Alison Milner
Assistant Director, Office of the Chief Executive

Portfolio:

Corporate

Report Contact: Kathryn Jones,
Policy Officer
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E-mail: k.jones@bradford.gov.uk

Overview & Scrutiny Area:

Corporate

1. SUMMARY

This report outlines the proposed changes to the governance arrangements of the Bradford District Partnership (BDP). This would see the strengthening of the Health and Wellbeing Board's role and the relationship between all of the BDP Strategic Delivery Partnerships. The consequence of this would be no future need for the BDP Board to meet.

2. BACKGROUND

- 2.1 The strength of partnership working has been commended time and again by independent bodies, inspection and audit teams visiting the district. A time when the public sector is shrinking is a time to commit not just to meeting as partnerships but to taking decisions together, thinking beyond organisational boundaries and behaving collegiately in order to make the most of our resources. Partnerships are the route to identify shared priorities and opportunities to meet the economic, social and environmental wellbeing of the district and to work in new ways across our different organisations and sectors. We recognise the need for our family of partnerships to work in parallel, with strong links and clear communication between partnerships to focus energy on our most promising opportunities and our most significant challenges.
- 2.2 The Bradford District Partnership (BDP) is a non statutory family of partnerships which at a local level brings together different parts of the public, private, voluntary and community sectors, allowing different initiatives and services to support each other so that they can work together more effectively. This partnership arrangement has been one way through which Bradford Council has exercised its wider community leadership role.
- 2.3 The BDP has to date been made up of four strategic delivery partnerships with an executive lead group called the BDP Board. The BDP Board has provided leadership and strategic direction to the wider BDP family of partnerships on issues that influence the quality of life of those who live in, work in and visit Bradford. The Strategic Delivery Partnerships (SDPs) are:
- Bradford and Airedale Health and Wellbeing Board - statutory (Health and Social Care Act 2012).
 - Safer and Stronger Communities Partnership - statutory (Crime and Disorder Act 1998).
 - Children's Trust - this isn't statutory; however local authorities and partners continue to have a wider duty to co-operate to improve children's wellbeing (Children Act 2004).
 - Bradford Economic Partnership – non statutory.
- 2.4 The BDP's family of partnerships' main purpose has been to oversee the development and delivery of the five outcomes of the District Plan 2016-20. Responsibility for each outcome has been devolved to one of the four SDPs.
- 2.5 The BDP also receives input from the Bradford District Assembly who provide an important and influential voice for the voluntary and community sector. They undertake this through a network of thematic forums and strategic representation on the Strategic Delivery Partnerships.

3. OTHER CONSIDERATIONS

- 3.1 The district needs a robust, inclusive and lean partnership arrangement that is capable of bringing together the assets, the knowledge and the skills that lie within our communities, and in our different sectors and our large anchor organisations. As such our partnership arrangements are regularly reviewed to ensure they continue to reflect the needs of the district and focus conversations and relationships in an efficient and effective way.

Benchmarking

- 3.2 A recent review has established that arrangements in other Local Authority areas follow a variety of forms, which have informed the proposals in this paper. Full details can be found at appendix 1.
- 3.3 In summary arrangements vary from one area to another, with some such as North Yorkshire and Calderdale having disbanded their formal partnership arrangements with others continuing, such as Manchester, Rotherham and Sheffield. Those without formal arrangements often hold annual summits to help shape their area's priorities and strategic outcomes.
- 3.4 Barnsley no longer have formal arrangements, but have put in place a structure which requires their statutory partnerships to report in to their Health and Wellbeing Board. All the partnerships are then answerable to the local authority's Executive.

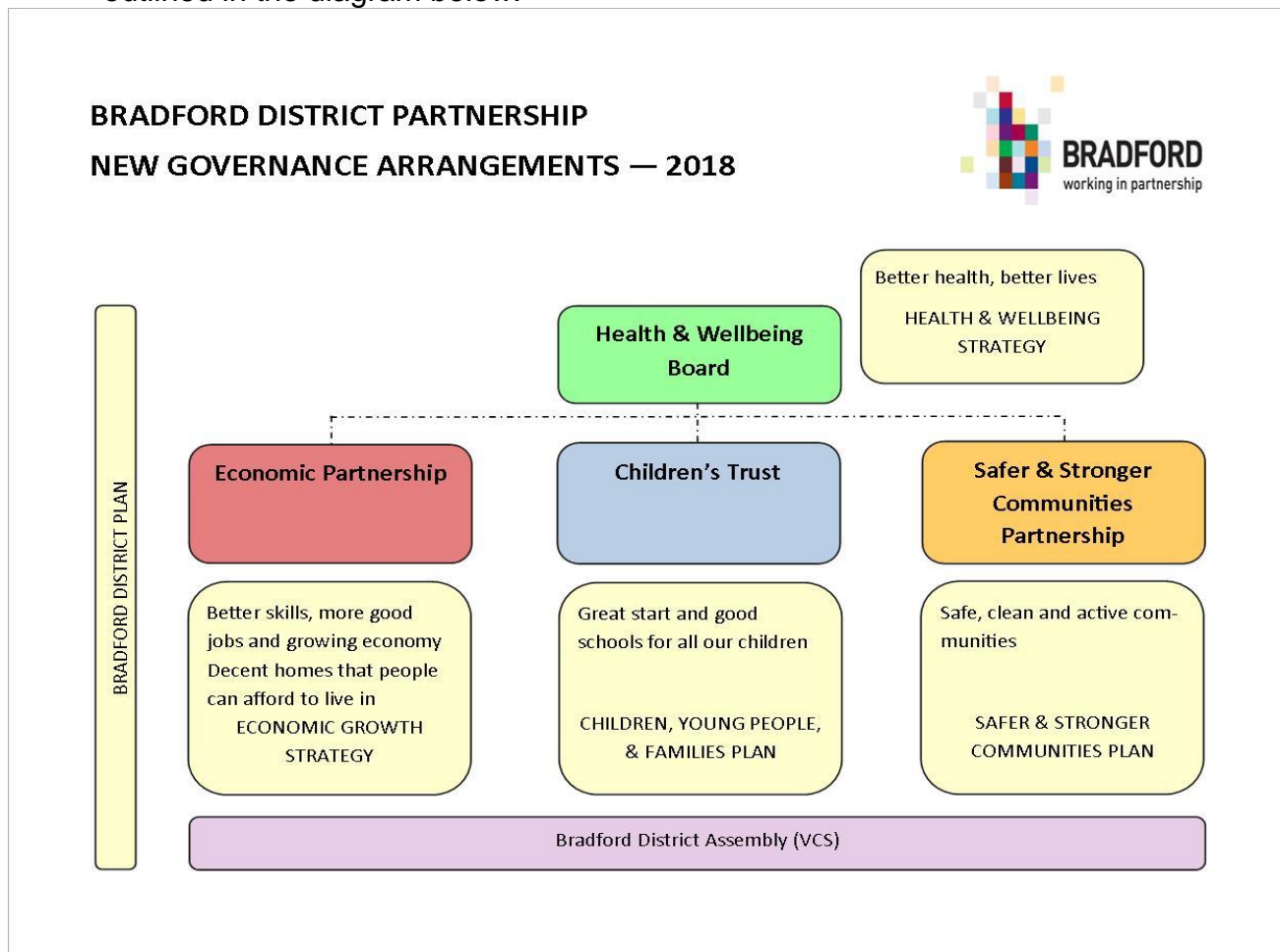
Proposed change

- 3.5 It is proposed that the Bradford and Airedale Health and Wellbeing Board (HWB) take a new lead role within the BDP family with a stronger focus on the many determinants of wellbeing through closer joint working with the three other Strategic Delivery Partnerships (SDPs).
- 3.6 To ensure this is effective the membership of the HWB is being broadened to focus across all the wider determinants of wellbeing. This would create an opportunity for more effective intervention by the Board with stronger links between the sectors and partnerships who lead the work on economy, housing, children and safer and stronger communities. The membership would in particular now include West Yorkshire Fire and Rescue, West Yorkshire Police, Incommunities and Bradford Council's Department of Place.
- 3.7 As such there would no longer be a need for the BDP Board to meet in its current guise, as each current member would continue to have a voice through at least one of the current SDPs. This in turn would make better use of decision makers' time and avoid duplication of discussions and decisions. Each partnership will continue to have its own clear lead role for thematic areas of strategy and for any statutory duties that fall within its remit.
- 3.8 The HWB would take on the overarching responsibility and leadership for the delivery of the Bradford District Plan (2016-2020) alongside its existing responsibility for the Health and Wellbeing Strategy. The HWB would also provide the district wide oversight to the prevention and early intervention/early help agenda.

3.9 In summary it is intended that the above arrangements would realise the following benefits:

- Removal of one layer of governance, reducing duplication of membership and strategic discussions.
- Reviewing, streamlining and improving support arrangements across the HWB and three remaining SDPs.
- Leadership and governance of prevention and early help/intervention through a single partnership.
- The potential to establish a consistent and co-ordinated approach to the wider determinants of poor health and wellbeing, to accelerate health and wellbeing improvement and see maximum benefit from a healthier population to the other district priorities.
- Opportunity to embed the improvement of wellbeing across partnership agendas and arrangements.

3.10 The proposed structural change (with outcome and key strategy responsibilities) is outlined in the diagram below.



Practicalities and working arrangements

- 3.11 Changes to the agenda setting and reporting processes associated with the HWB and other strategic partnerships would be implemented. This would be shaped through intra-partnership thematic meetings and workshops to address cross cutting issues and allow shared reporting and forward planning. It would also enable cross partnership problem solving and assessment of performance. Mechanisms would be set up to provide mutual accountability through common goals and measures between partnerships, with clarity on the additional focus of each partnership. The ambition would be to have a common data set.
- 3.12 It is intended that an annual meeting of partnership chairs alongside senior lead officers be held to assess progress on the Bradford District Plan. This would also provide an opportunity to assess arrangements and relationships across the whole Bradford District Partnership family, away from the individual business of each partnership and the formal Health and Wellbeing Board meetings.

Next steps

- 3.13 In support of the proposals in this paper it is intended that the following changes will be implemented with immediate effect.
- Updates to the terms of reference of the Health and Wellbeing Board to reflect the changes outlined in this paper (to be presented on 17 April 2018).
 - Continued work on cementing the structures and work of the Bradford Economic Partnership including its terms of reference. This would tie in with the launch of the Economic Growth Strategy on 6 March 2018.
 - Governance and Audit Committee will be requested to make a recommendation to full Council, confirming the Health and Wellbeing Board terms of reference including membership and voting arrangements (to be presented by end April 2018).
 - Once the proposals are formally agreed the Bradford District Partnership web site will be updated.
- 3.14 There is however also ambition to realise some longer term goals.
- Assessment of opportunities around joint commissioning across partnerships.
 - Assessment of opportunities for stronger connections with the district's safeguarding boards.
 - Connectivity of the District Plan and the Health and Wellbeing Strategy.
 - A review of the Bradford District Assembly (VCS) structures.

4. FINANCIAL & RESOURCE APPRAISAL

There are no financial or resource implications from this report.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

This report sets out new governance arrangements for the Bradford District Partnership as a means of strengthening the Partnerships, improving connectivity and reducing duplication of effort.

6. LEGAL APPRAISAL

The Bradford District Partnership is not a statutory arrangement in itself and as such there are no legal implications arising from proposed changes to it. However, it is noted that the reporting and working arrangements of statutory partnerships within the BDP will change, but these can only strengthen how the legal obligations held by them are discharged. In summary the statutory partnerships are:

- Health and Wellbeing Board (Health and Social Care Act 2012).
- Safer and Stronger Communities Partnership (Crime and Disorder Act 1998).
- Children's Trust - this partnership is not statutory, however, local authorities and partners continue to have a wider duty to co-operate to improve children's wellbeing (Children Act 2004).

A further report will be presented to Governance and Audit Committee by the end of April 2018 to seek their recommendation to full Council for changes to the terms of reference and possible voting arrangements for the Health and Wellbeing Board.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

Equality impacts were assessed as part of discussions on the new BDP arrangements, and it was concluded that there was no disproportionate impacts on any protected characteristic groups. However further assessments would be undertaken to realise the outcomes of the District Plan, the delivery of which is overseen by the Bradford District Partnership.

7.2 SUSTAINABILITY IMPLICATIONS

There are no sustainability implications from this report.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

There are no greenhouse gas impacts from this report.

7.4 COMMUNITY SAFETY IMPLICATIONS

There are no direct community safety implications from this report. However the strengthened partnership arrangements will enable improved work between the Safer and Stronger Communities Partnership and the other BDP partnerships, leading to more effective outcomes for the district on community safety.

7.5 HUMAN RIGHTS ACT

There are no human rights act implications from this report.

7.6 TRADE UNION

There are no trade union implications from this report.

7.7 WARD IMPLICATIONS

This report comments on district wide partnership arrangements and as such does not impact on any particular ward.

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

9.1 That the Executive welcome and approve the changes to the Bradford District Partnership arrangements.

9.2 That the Executive recommend other or no amendments to the current arrangements for the Bradford District Partnership.

10. RECOMMENDATIONS

10.1 That the Executive welcome and approve the changes to the Bradford District Partnership arrangements.

11. APPENDICES

Appendix 1 – Summary of other Local Authority partnership arrangements.

12. BACKGROUND DOCUMENTS

None

Appendix 1 – Summary of other Local Authority partnership arrangements.

A desktop review was undertaken to establish the partnership arrangements of other Local Authorities. This led to a number of more detailed direct conversations with some of them.

A number of Authority areas still retain formal partnership arrangements, with the number of partnerships varying from a minimum with just statutory partnerships through to some with more complex structures.

a) Disbanded Partnership Structures

- **Calderdale** disbanded their partnerships and set up the Calderdale Assembly in its place to ensure continued engagement with a wide and inclusive range of stakeholders on the development and agreement of Calderdale's high-level priorities. Meetings of the Assembly usually take place at 6-monthly intervals and follow a conference style format. They have covered issues such as the development of the area's community strategy and more detailed work on their high level priorities.
- **North Yorkshire** primarily relies on their Local Government chief officers meeting to discuss issues relating to their community strategy. The links and reporting from their remaining statutory strategic partnerships are relatively ad-hoc. Their intention going forward is to replace their CS with a short summary of the key partnership groups in place and their strategic objectives and interdependencies. Any exceptions/areas of concern would then be addressed by the Chief Executives group. They are reliant on Local Government funding to support these arrangements with minimal input from partners.
- **North East Lincolnshire Council** has a flat structure of thematic statutory partnership boards, with sufficient overlap of strategic membership across the Boards to maintain communication. These boards then feed in to the democratic process through the Council's Executive/Cabinet for decisions and their Overview and Scrutiny functions for monitoring performance.

b) Health and Wellbeing Board as lead partnership

- **Barnsley** no longer relies on formal partnership arrangements. Their statutory partnerships feed in to the Council's Cabinet (Executive). Their Children's Trust and Stronger Board are all directly accountable to the HWB Board. Their Stronger Board has a strong focus on early help and low level health and wellbeing, rather than cohesion and prevent, which makes the connections more direct. HWB receives performance reports by exception from the Chairs of the Partnerships and may scrutinise specific areas of work. They have no community strategy, but rely on the sum of the individual thematic strategies. Resourcing of the partnership arrangements comes from the Council with occasional contributions from partners. There are no formal reporting arrangements between Safer Board and Economic Board to the HWB. Information is however shared and members will work on projects of mutual interest together.

c) Maintained formal partnership structures

A number of areas continue with their partnership arrangements, some with the minimum

statutory partnerships, and some investing in much broader structures. Examples include Blackburn with Darwen, Birmingham, York, Leeds, Sheffield, Gateshead, Coventry, Doncaster, East Riding of Yorkshire and Wakefield.

- **Kirklees** having disbanded their partnerships and executive board have in 2017 reconvened it as a means of providing a strategic steer to existing strategic boards and once again includes an executive board.
- **Rotherham** in 2015 tightened and strengthened their partnership arrangements to ensure stronger leadership for their area.
- **Manchester** continues to have a formal partnership structure, called the Manchester Partnership, which is a team of public, private and third sector organisations that work together on delivering Our Manchester, the area's community strategy launched in 2016. They are led by the Our Manchester Forum (previously the Manchester Leaders Forum), with a membership made up of senior stakeholders from a range of sectors across the area. The Forum was established in 2014 with the express intention of shaping Manchester's long-term strategy and monitoring its implementation. The Health and Wellbeing Board is responsible for leading a collaborative approach to improving the health and wellbeing of Manchester residents and reducing health inequalities. The Board forms part of the Manchester Partnership

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Report of the Interim Director of Corporate Resources to the meeting of the Executive Committee to be held on 6 March 2018

BF

Subject:

Support for financially vulnerable residents

Summary statement:

Poverty and the effects of poverty, particularly on children and young people, present some of the biggest challenges for the district and its residents.

This reports sets out proposals to change the Council's Local Welfare Assistance scheme so that it continues to work effectively as a safety net for the Districts most vulnerable

Parveen Akhtar
Interim Director of Corporate
Resources

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Portfolio:

Leader of the Council

Overview & Scrutiny Area:

Corporate

1. SUMMARY

Poverty and the effects of poverty, particularly on children and young people, present some of the biggest challenges for the district and its residents.

This reports sets out proposals to change the Council's Local Welfare Assistance scheme so that it continues to work effectively as a safety net for the Districts most vulnerable

2. BACKGROUND

Reductions in Council funding have impacted significantly on the type and level of support that the Council, with its partners, is able to provide for those in financial need. Most significantly, the Governments Revenue Support Grant, which amounted to £183m in 2013/14, is being reduced to zero by 2020/21.

Poverty and the effects of poverty, particularly on children and young people, present some of the biggest challenges for the district and its residents; and for those that seek to reduce poverty and support those in greatest financial need. Latest figures show that 15% of households in the district are in fuel poverty, and that 29% of children are living below the poverty line.

Executive, 7 March 2017, approved a revised Discretionary Housing Payments Policy for 2018/19 which prioritises support for families to ensure more stability of tenure; and encourages, where appropriate, claimants to undertake skills training or to access other work-orientated support to household income.

In response to the reduction in the Revenue Support Grant and other, increasing, financial pressures, Council Decision, 16 January 2018, was to introduce a revised Council Tax Reduction (CTR) scheme for 2018/19. The revisions to the scheme mean that entitlement to support is reduced for all claimants. The Council has sought to mitigate the impact of these changes on those in greatest financial need;

- A limit to the reduction in CTR entitlement has been set so that no current claimant will be paying more than £15 per week in Council Tax in 2018/19 than they did in 2017/18
- A Discretionary Support Scheme is being introduced for 2018/19 to mitigate the impact of the changes to the scheme on current CTR claimants. Arrangements are being developed with advice providers for additional support for disabled claimants

The Current Local Welfare Assistance Scheme (LWA) replaced the old Discretionary Payments Scheme of Community Care Grants and Crisis Loans in April 2015 and acts as a safety net for those facing the greatest difficulty in managing their income, and to enable a more flexible response to unavoidable need.

In response to consultation and the need to ensure provision is still adequate for those families and individuals affected by Welfare Benefit and Council Tax Reduction Scheme (CTR) changes the scheme requires updating. This report sets out the current position and makes some proposals to enhance the scheme and ensure best use of the remainder of the fund set aside in 2015 which currently stands at £1.6m

3 OTHER CONSIDERATIONS

3.2 The LWA scheme is the safety net that vulnerable residents can use when they find themselves in severe difficulties. It has operated in its current form for three years and has supported thousands of people in that time. However particularly in the area of new goods, take-up has been low.

3.3 It is important that the scheme continues to meet the needs of the District and following consultation in 2017 with partners and stakeholders including the 3rd sector, customers and staff administering the scheme, there have been changes identified that will ensure it continues to be effective. These are as follows:-

PROPOSALS TO UPDATE CURRENT SCHEME

ASSISTED PURCHASE SCHEME

3.4 The scheme is to be retained, both for new and second hand goods, but extended to include the installation of those goods. This will remove those situations where essential goods are not taken because the resident is unable to afford to have it installed

3.5 The affordability criteria will be removed; which means that those on the very lowest incomes can now access the necessary goods.

FUEL SUPPORT SCHEME

3.6 The current Fuel Top Up scheme will be merged with the discontinued 'Warmer Homes, Healthy People' scheme, so that a comprehensive 'Fuel Assistance Scheme' is available

3.7 The new scheme will give greater priority to families with children than single people or couples, although would not exclude this group

3.8 Fuel top up vouchers will be available to those presenting at advice centres requiring support with their fuel meters.

3.9 Fuel arrears payments will be re-introduced, for those presenting at advice centres at risk of disconnection during the winter months.

3.10 Support (either top up or payment against arrears) will only be given if the person accepts financial advice on avoiding a repeat need. Corporate Overview and Scrutiny Committee were keen to suggest to the Executive Committee that any advice should include ensuring that recipients are supported towards the best tariff available at the time the advice is given.

3.11 There is a need for improved management information about both schemes, so that underlying causes can be established and the success (or otherwise) of the scheme, judged.

PROVISION OF FOOD AND ESSENTIAL NON FOOD ITEMS

3.12 That a scheme, similar to the current one, that provides an amount of funding for

emergency food provision is retained and extended to include essential non-food items.

Other Matters

3.13 There are significant financial and operational challenges for all agencies involved in supporting those living in poverty; be they public, private, social or charitable organisations or groups. It is important, therefore, that agencies work together effectively to tackle both the causes of poverty and to support those in financial need.

3.14 The Anti-Poverty Group has been established to develop and coordinate a strategic approach to tackling poverty and the causes of poverty across the Bradford District. This multi-disciplinary partnership includes representation drawn from the public, private, faith, voluntary and community sectors.

3.15 The work of the group will, therefore, need to ensure that support arrangements such as LWA are targeted and coordinated to better support the District's residents.

4. FINANCIAL & RESOURCE APPRAISAL

There is currently £1.6m in an earmarked reserve to fund the current scheme as it stands. The cost of creating a new scheme for an initial 5 year period is difficult to gauge as it will be driven by demand. Initial thinking suggests a cost of between £135,000 and £165,000 per year.

Therefore a scheme for five years would cost between £675,000 & £825,000, not accounting for inflation. Even adding something for inflation and administration this would still leave between £600,000 and £700,000 available to spend in other ways in support of those on low incomes

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

None

6. LEGAL APPRAISAL

The Government did not place a Duty on the Council in respect of the use of funding provided in 2013/14 and 2014/15 in respect of Local Welfare Assistance. However, it did make explicit its intention that the funding be used to help those facing greatest difficulty in managing their income, and to enable a more flexible response to unavoidable need.

The Local Welfare Assistance scheme is a discretionary scheme and there is no right of appeal conferred on any member of the public or someone acting on their behalf. However, the inclusion of a review process as part of the arrangements to support the scheme provides evidence of good governance, performance management and process control.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

An Equalities Impact Assessment is attached to The provision of support described in this

report is based on need and income, and access to support by people with protected characteristics is not restricted. Provision is available to all low income households. Research indicates that Black and Ethnic Minorities communities are more likely to live in poverty, and in the district, there are substantial populations of these communities. In the absence of other support networks, these communities could be more likely to access the scheme than other communities.

7.2 SUSTAINABILITY IMPLICATIONS

The schemes support improvement in the well being of individuals and families. It helps people to return to, or maintain themselves in, the community which helps people to remain within their community and support networks; thereby supporting the development of more sustainable communities.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

There are no greenhouse gas emissions impacts

7.4 COMMUNITY SAFETY IMPLICATIONS

Helping to keep residents in their own homes, keeping families together, supporting the vulnerable or the elderly in the local community and assisting citizens through personal and difficult events all contribute towards improving community safety.

7.5 HUMAN RIGHTS ACT

The Bradford Council Local Welfare Assistance scheme complies with both the legislation and the Department for Work and Pensions best practice guide which has not raised any significant Human Rights implications.

7.6 TRADE UNION

No implications.

7.7 WARD IMPLICATIONS

No implications

7.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS (for reports to Area Committees only)

Not applicable

8. NOT FOR PUBLICATION DOCUMENTS

Not applicable

9. OPTIONS

None

10. RECOMMENDATIONS

That Executive

- Approve the revisions to the Local Welfare Assistance Scheme as set out in Sections 3.4 to 3.12 inclusive and instruct the Strategic Director Corporate Resource to implement the revised scheme from 1 April 2018
- Asks the Strategic Director Corporate Resource, in conjunction with the Portfolio Holder, to review the operation and effectiveness of the 2018/19 Local Welfare Assistance Scheme and, if necessary, make further proposals to develop the scheme.
- Request that the Anti-Poverty Coordination Group explores ways of deepening the District's understanding of poverty and the impact it has on individuals and families to inform the design, coordination and targeting of support activity.

11. APPENDICES

Appendix 1 Current LWA scheme details

Appendix 2 Equality Impact Assessment

12. BACKGROUND DOCUMENTS

None

CURRENT PROVISION

ASSISTED PURCHASE SCHEME (APS)

This loan scheme assists low income households to buy or replace essential household items such as cookers and beds in order to maintain their own health and wellbeing or that of their family. Both new and second hand items are available through the scheme. Applicants could be

- those leaving a care home, prison, hospital or similar e.g. a women's refuge, to become established in the community
- those who are at risk of entering a care home, hospital or similar if they are not able to obtain certain essential items
- those fleeing domestic violence
- those who are experiencing extreme financial pressure

The Council assesses whether the applicant is eligible under the scheme, and if so, provides the applicant with details of how to proceed with making a loan application, through Smarterbuys for new goods, or through the Council (via CHAS/St Vincent's, Newlands Furniture Project or the British Heart Foundation), for used goods,. The loan amount normally includes the cost of delivery but not installation/professional fitting of goods.

Loans are repayable at affordable levels, however, where it is determined that such a payment would not be possible, loans are declined.

Since the APS scheme was introduced there have been 2,520 applications for assistance. Of those applications 73% (1,840) have been successful in meeting the qualifying criteria for either new or used goods. The 27% (680) have been unsuccessful for a variety of reasons, including, a cash payment being required, the items requested were not part of the current offering or the applicant was assessed as unable to repay a loan. Those applicants who are rejected, based on their ability to make repayment are currently signposted to local organisations, who can often provide donated goods.

FUEL TOP UP

This was originally set up in partnership with the Community Advice Network (CAN) and delivered by the following advice agencies who were part of that network: CAB, CHAS, Cancer Support, Family Action, Girdlington Advice Centre, Holmewood Advice Centre, Karmand Community Centre, Manningham Project, Ravenscliffe Advice Centre, Royds Community Centre, South Bradford Community Centre, West Bowling Community Centre and Windhill Community Centre.

The scheme allows the debt advice agencies to make a payment for a fuel top (up to a maximum of £80 per year) to any applicant who is in severe financial difficulties and pays for their fuel through a pre-payment card. The award is conditional on the applicant receiving tailored debt advice, to help the applicant be better able to manage their financial affairs and to avoid the need for regular top-ups. The advice agencies reclaim any payments they make, in these circumstances, from the Council.

Since the scheme was introduced in April 2015, to 31 March 2017 spend has totalled c£80,000 and estimated spend for the year ending 31 March 2018 is estimated to be £50,000

Whilst the CAN network ceased at the end of last year, this has had no impact on the individual agencies who, continue to offer this service.

The Council has no way of knowing who is receiving these payments and we rely on the advice agencies to ensure advice is given and our £80 limit is followed. Whilst this makes administration easy, it does not provide any oversight, nor the ability to respond to need in the District; for instance, we do not know how many of those receiving a top up are in work, out of work, pensioners, families etc

PROVISION OF FOOD AND ESSENTIAL NON FOOD ITEMS

In 2015 the Council made a financial contribution of £10,000 to the Metropolitan Food Bank, ensuring that food parcels were available at the first point of contact. Take up of food parcels in the District continues, but there is evidence to suggest that there are a greater number of locally based organisations giving food in the form of parcels and/or hot meals and this is reflected in the number of parcels handed out. No additional funding has been requested since 2015, indicating that the current provision is sufficient.

However, the provision of essential non-food items such as cleaning materials, toiletries, sanitary products and baby products is not currently included in the scheme. Anecdotally, this need is unfilled at the moment.



Equality Impact Assessment Form

Reference –

Department	Revs, Bens and Payroll	Version no	1
Assessed by	Paul Bland	Date created	22/2/2018
Approved by		Date approved	
Updated by		Date updated	
Final approval		Date signed off	

The Equality Act 2010 requires the Council to have due regard to the need to

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups

Section 1: What is being assessed?

1.1 Name of proposal to be assessed.

Update of the current Local Welfare Assistance (LWA) Scheme

1.2 Describe the proposal under assessment and what change it would result in if implemented.

The LWA scheme is the safety net that vulnerable residents can use when they find themselves in severe difficulties. It has operated in its current form for three years and has supported thousands of people in that time. There are two main strands help with purchasing essential furniture and white goods via an Assisted Purchase Scheme and immediate help for the financially most vulnerable with support to pay for fuel and the provision of food. The proposal updates the scheme to assist further those financially worse off and provide additional support and advice for those in fuel arrears. There is also additional provision of essential non food items.

Section 2: What the impact of the proposal is likely to be

2.1 Will this proposal advance equality of opportunity for people who share a protected characteristic and/or foster good relations between people who share a protected characteristic and those that do not? If yes, please explain further.

Yes

Research indicates that Black and Ethnic Minorities communities are more likely to live in poverty, and in the district, there are substantial populations of these communities. In the absence of other support networks, these communities could be more likely to access the scheme than other communities.

Those on low incomes will have opportunities to purchase goods which previously may not have been possible and establish homes in communities of choice where children have the opportunity to go to and remain at schools of choice and adults have a base from which to seek and retain employment opportunities

2.2 Will this proposal have a positive impact and help to eliminate discrimination and harassment against, or the victimisation of people who share a protected characteristic? If yes, please explain further.

Yes for the reasons outlined above

2.3 Will this proposal potentially have a negative or disproportionate impact on people who share a protected characteristic? If yes, please explain further.

No

2.4 Please indicate the level of negative impact on each of the protected characteristics?

(Please indicate high (H), medium (M), low (L), no effect (N) for each)

Protected Characteristics:	Impact (H, M, L, N)
Age	N
Disability	N
Gender reassignment	N
Race	N
Religion/Belief	N
Pregnancy and maternity	N
Sexual Orientation	N
Sex	N
Marriage and civil partnership	N

Additional Consideration:	
Low income/low wage	N

2.5 How could the disproportionate negative impacts be mitigated or eliminated?
 (Note: Legislation and best practice require mitigations to be considered, but need only be put in place if it is possible.)

Not applicable

Section 3: Dependencies from other proposals

3.1 Please consider which other services would need to know about your proposal and the impacts you have identified. Identify below which services you have consulted, and any consequent additional equality impacts that have been identified.

N/a

Section 4: What evidence you have used?

4.1 What evidence do you hold to back up this assessment?

Extensive data on those assisted by the current scheme
 Detailed report from External Consultants with recommendations leading to these proposals

4.2 Do you need further evidence?

No

Section 5: Consultation Feedback

5.1 Results from any previous consultations prior to the proposal development.

None

5.2 The departmental feedback you provided on the previous consultation (as at 5.1).

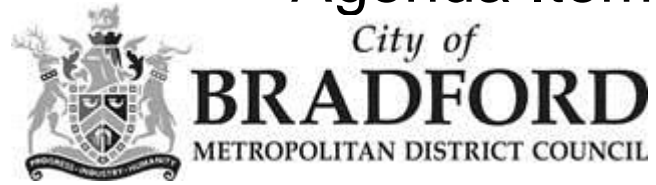
None

5.3 Feedback from current consultation following the proposal development (e.g. following approval by Executive for budget consultation).

None

5.4 Your departmental response to the feedback on the current consultation (as at 5.3) – include any changes made to the proposal as a result of the feedback.

None



Report of the Strategic Director of Children's Services to the meeting of Executive Committee to be held on 6 March 2018

BG

Subject:

Primary and Secondary Admissions, Proposed Primary School Expansion and Proposed Change of age range of Secondary School

Summary statement:

This report asks the Executive to determine the admission arrangements for September 2019 including:

- Approving the Admission Arrangements for Community and Voluntary Controlled Schools
- Approving the Co-ordinated Admission Schemes
- Approving the In-Year Co-ordinated Admission Scheme
- Approving the proposals to enlarge Low Ash Primary School premises by increasing the capacity of the school from 420 to 630 from 1 September 2019
- Approving the proposal to alter the upper age range of Carlton Bolling College changing the age range from 11-18 to 11-16 removing the sixth form provision and approve the increase in the school's Published Admission Number (PAN) from 240 to 300 from 1 September 2018
- Noting the "own admission authority schools" proposing changes to their admission policies
- Noting Published Admission Numbers

Michael Jameson
Strategic Director – Children's
Services

Portfolio:

Education, Employment and Skills

Report Contact: Judith Kirk
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Overview & Scrutiny Area:

Children's Services

1. SUMMARY

This report asks the Executive to determine the admission arrangements for September 2019 including:

- Approving the Admission Arrangements for Community and Voluntary Controlled Schools
- Approving the Co-ordinated Admission Schemes
- Approving the In-Year Co-ordinated Admission Scheme
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- Approving the proposal to alter the upper age range of Carlton Bolling College changing the age range from 11-18 to 11-16 removing the sixth form provision and approve the increase in the school's Published Admission Number (PAN) from 240 to 300 from 1 September 2018
- Noting the "own admission authority schools" proposing changes to their admission policies
- Noting Published Admission Numbers

2. BACKGROUND

- 2.1 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 admission authorities.
- 2.2 The Local Authority is the admission authority for community and voluntary controlled schools in the area. As such, the Local Authority is required to determine admission arrangements for these schools by complying with the relevant statutory procedures. Voluntary Aided, Foundation schools and academies are responsible for determining their own admission arrangements. Under Section 14 of the Education Act 1996 the Local Authority also has a general duty to secure sufficient primary and secondary school places.
- 2.3 When changes are proposed to admission arrangements, all admission authorities must consult on the admission arrangements that will apply for admission applications the following academic year. If no changes are proposed or made to admission arrangements they only need to be consulted on at least every 7 years. For admission arrangements for entry in September 2019 consultation must be for a minimum of 6 weeks and must take place between 1 October and 31 January of the school year before these arrangements are to apply. All admission authorities must determine the admission arrangements every year even if they have not changed from the previous year and a consultation has not been required. Admission authorities must determine admission arrangements for entry in September 2019 by 28 February 2018.
- 2.4 There are no changes proposed to the admission arrangements for community and voluntary controlled schools. **Appendix A** shows the Admission Arrangements for Community and Voluntary Controlled Primary Schools for 2019/20. **Appendix B** shows the Admission Arrangements for Community Secondary schools for 2019/20.

- 2.4.1 The Co-ordinated Admissions Scheme for primary schools, secondary schools and in-year admissions can be found in **Appendix C, D and E**. The only changes from the 2018/19 scheme are the dates for 2019/20.
- 2.4.2 Published admission numbers (PANs) for Primary and Secondary schools for entry in September 2019 are shown in **Appendix F**.
- 2.4.3 **Proposal to change the PAN of Low Ash Primary School and to enlarge the school premises**
- 2.4.4 Using data from previously published forecasts, the Local Authority proposed to increase the PAN at Low Ash Primary School from 60 to 90 for September 2019. An increase in PAN is not a change requiring statutory proposals. However, for a community school, the Local Authority (as admission authority) must consult at least the governing body of the school where it proposes to increase the PAN.
- 2.4.5 For some schools where an increase in PAN has been proposed there will also be the need to enlarge the premises which would increase the physical or net capacity of the school. For some enlargements which are significant changes there is a requirement to publish statutory proposals. Statutory proposals are required for proposed enlargements of premises of schools where the capacity of the school is increased by both more than 30 pupils and by 200 pupils or 25% of the existing capacity, whichever is the lesser. For all enlargements less than this, publication of statutory notices is not required. Any incremental increases in the last 5 years must be taken into account when calculating the overall size of the enlargement.
- 2.4.6 There is no longer a prescribed pre-publication consultation period for significant changes. However, DfE guidance states that there is a strong expectation on schools and Local Authorities that they consult interested parties in developing their proposals prior to publication, as part of their duty under public law to act rationally and to take into account all relevant considerations. All responses received to such consultation must then be considered in deciding whether to publish the necessary statutory proposals.
- 2.4.7 If there is a proposal to increase the PAN which would involve a statutory proposal to enlarge the premises increasing the physical capacity of the school, there are two related consultation processes:
- i) Consultation on the proposal to increase the PAN
 - ii) Consultation on the proposal to enlarge the premises increasing the physical capacity of the school prior to the publication of statutory proposals.
- 2.4.8 **Proposal to alter the upper age range of Carlton Bolling College removing the sixth form provision and to increase the PAN from 240 to 300**
- 2.4.9 A review was undertaken by the Department for Education (DfE) on sixth form provision; the outcome is that they are proposing to launch new level 3 vocational qualifications. These Technical or Tech level qualifications will be broad based programmes designed to be the equivalent to 'A' levels, leading to degree level vocational studies or high level apprenticeships. There is likely to be a need for additional resources to deliver these changes, however, Carlton Bolling feel it would be difficult for them to provide this new range of programmes. Removal of sixth form would give them the opportunity to increase the intake for statutory aged pupils (11-

16 year olds) by increasing the PAN from 240 to 300 which would help to meet the demand for school places.

2.4.10 The judgement following the recent Ofsted inspection of Carlton Bolling shows the school is 'Outstanding'. Increasing the PAN would allow more pupils to access the high quality education provided by this school.

2.4.11 The Education Skills and Funding Agency (ESFA) approved the opening of two new sixth form colleges for 2019. These colleges will eventually hold a total of 2000 students. This new provision is to be provided by two well performing, reputable post 16 establishments who will be able to offer a wider, more specialised and high quality range of courses. Pupils from Carlton Bolling will have the opportunity to apply for a greater range of courses and places at these colleges.

3. OTHER CONSIDERATIONS

Consultation

3.1 Low Ash Primary School

3.1.1 Consultation on the proposal to increase the PAN at Low Ash Primary School and the proposal to enlarge the premises by increasing the physical capacity of the school was undertaken between 8 September 2017 and 20 October 2017. See **Appendix G** for a copy of the consultation letter.

3.1.2 The list of those consulted is shown in **Appendix I**. The local media publicised the consultation and details were placed on the Bradford Council website, Bradford Schools Online, Facebook and Twitter.

3.1.3 At its meeting on 5 December 2017, Executive approved the increase on the PAN from 60 to 90 from 1 September 2019 and authorised the publication of statutory proposals to enlarge the premises of the school by increasing the capacity from 420 to 630 from September 2019.

3.1.4 Statutory proposals were published on 4 January 2018 for the enlargement of the premises at Low Ash Primary School by increasing the capacity of the school from 420 to 630 from 1 September 2019. **See Appendix L**

3.1.5 During the representation period of 4 weeks any person or organisation could submit comments on and objections to the proposal to the Local Authority to be taken into account by the decision maker.

3.1.6 Only one response to the statutory proposal was received. Whilst agreeing with the need to increase the school, the respondent has raised concerns regarding traffic and parking and suggested an alternative parking option and a new entrance to the school may alleviate the increase in traffic. The Local Authority would work with the school to try and mitigate any adverse impact on traffic and parking. These concerns were also raised during the initial consultation and were considered by the Executive before making the decision to approve the publication of statutory proposals. **See Appendix N**

3.2 Carlton Bolling College

- 3.2.1 Consultation on the proposal to close the sixth form provision and increase the PAN from 240 to 300 was carried out between 11 September 2017 and 20 October 2017.
- 3.2.2 The list of those consulted is shown in **Appendix I**. The local media publicised the consultation and details were placed on the Bradford Council website, Bradford Schools Online, Facebook and Twitter.
- 3.2.3 At its meeting on 5 December 2017, Executive authorised the publication of statutory proposals to alter the upper age range of Carlton Bolling College from 11-18 to 11-16 to remove the sixth form and increase the PAN from 240 to 300 from 1 September 2018.
- 3.2.4 Statutory proposals were published on 4 January 2018 for the change of age ranges from 11-18 (inclusive) to 11-16 (inclusive) from 1 September 2018. **See Appendix M**
- 3.2.5 During the representation period of 4 weeks any person or organisation could submit comments on and objections to the proposal to the Local Authority to be taken into account by the decision maker.

3.3 Own admission authority schools

The following own admission authority schools have consulted on changes to their admission policies. Details can be found on individual school websites and will be published in the Guide to Parents booklet in the Autumn term:

- Appleton Academy removal of sixth form
- Beckfoot Upper Heaton removal of sixth form
- Buttershaw Business and Enterprise College removal of sixth form
- Dixons City Academy
- Dixons McMillan Academy
- Dixons Trinity Academy
- Immanuel College amendment to Priority Area
- St John's CE Primary School and introduction of defined Priority Areas
- St Oswald's CE Primary School

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 Schools receive funding through the Fair Funding Formula which allocates funding to schools based on the number of pupils attending the school.
- 4.2 Basic Needs Funding would be used for the proposed expansion of Low Ash Primary School subject to approval by the Executive and responses to the publication of Statutory Proposals.
- 4.3 The estimated cost of the proposed enlargement of Low Ash Primary School currently stands at £3.6m.

- 4.4 There would be no cost to the Local Authority for the proposed changes at Carlton Bolling College.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 Individual risks associated with the Low Ash Expansion programme will be managed as part of the project to deliver the extra places.

6. LEGAL APPRAISAL

- 6.1 The Local Authority is the admission authority for community and voluntary controlled schools in the area, and is required to determine arrangements for those schools by complying with the relevant statutory procedures. Voluntary aided, foundation, trust schools and academies are responsible for determining their own admission arrangements.
- 6.2 The School Standards and Framework Act 1998, and associated regulations, required admission authorities to determine the admission arrangements on an annual basis, including the admission criteria that will be used if a school is oversubscribed, for the schools for which they are responsible.
- 6.3 In accordance with the School Admissions Code 2014, when changes are proposed to admission arrangements for entry in September 2019, the admissions authority must consult on those arrangements. Consultation must be for a minimum of 6 weeks and must take place between 1 October and 31 January of the school year before those arrangements are to apply. If no changes are made to admission arrangements, they must be consulted on at least once every seven years.
- 6.4 All admission authorities must determine their admission arrangements even if there have been no changes and no consultation has taken place. Admission Authorities must determine their admission arrangements for entry in September 2019 by 28 February 2018. Once admission authorities have determined their admission arrangements, they must notify the appropriate bodies and must publish a copy of the determined arrangements on their website displaying them for the whole school year in which offers for places are made.
- 6.5 Own admission authorities are not required to consult on their Published Admission Numbers (PAN) where they propose to either increase or keep the same PAN. For a community or voluntary controlled school the Local Authority (as admissions authority) must consult at least the governing body of the school where it proposes to either increase or keep the same PAN. All admission authorities must consult where they propose a decrease to the PAN. Own admission authorities must notify the Local Authority of their intention to increase the school's PAN and refer to the change on the school's website.
- 6.6 Each year all local authorities must formulate and publish on their website a scheme by 1 January in the relevant determination year to co-ordinate admission arrangements for all publicly funded schools within their area. Where the scheme is substantially different from the scheme adopted for the previous academic year, the local authority must consult the other admission authorities in the area and any other local authorities it determines. Where the scheme has not changed from the previous year there is no requirement to consult, subject to the requirement that the

- local authority must consult on the scheme at least once every seven years even if there have been no changes in that period. There is no requirement for local authorities to co-ordinate in-year applications but they must provide information in the composite prospectus on how in-year applications can be made and will be dealt with.
- 6.7 Under section 14 of the Education Act 1996, the Local Authority has a statutory duty to provide sufficient school places for all pupils in its area.
- 6.8 There is no longer a statutory pre-publication period for proposed significant changes to schools. However, statutory DfE guidance states that there is a strong expectation on schools and Local Authorities that they consult interested parties in developing their proposals prior to publication as part of their duty to act rationally and to take into account all relevant considerations. All responses received to such consultations must be considered in deciding whether to publish the necessary statutory proposals on the basis proposed.
- 6.9 Local Authorities must follow a statutory process when a proposed enlargement to the premises of a school is permanent (longer than 3 years) and would increase the capacity by both more than 30 pupils and by 25% of the existing capacity or 200 pupils, whichever is the lesser.
- 6.10 For proposed changes that are expected to be in place for more than two years Local Authorities must follow a statutory process when they propose a change to the age range of 1 year or more for community schools including the removal of sixth form provision.
- 6.11 *At its meeting on 5 December 2017 Executive approved the publication of statutory proposals to enlarge the premises of Low Ash Primary Schools by increasing the capacity and to alter the upper age range of Carlton Bolling College so as to remove 6th form provision. Statutory proposals were published on 4 January 2018 with a four week Representation Period during which period any person or organisation could submit comments on or objections to the proposals to the Council to be taken into account by the decision maker. These will be considered by the Executive in its capacity as decision-maker when it determines the proposals at the end of the Representation Period. Executive can decide to reject, approve, approve with modifications, or approve subject to certain conditions e.g. granting of planning permission.*
- 6.12 *The following factors need to be considered in deciding whether or not to approve Statutory Proposals. The Executive should:-*
be satisfied that: appropriate consultation and representation period has been carried out
all comments and objections received must be considered by the Executive
consider the quality and diversity of schools in the relevant areas
consider the demand for new school places
In assessing demand consider proposal admission arrangements have regard to the Public Sector Equality Duty
consider impact on community cohesion
be satisfied that travel and accessibility has been properly taken in to account
be satisfied that any land, premises or capital required to implement the proposal will be available

consider if the schools will be able to fulfil the legal requirement that suitable outdoor space can be provided in order to enable physical education is provided to pupils in accordance with the school curriculum; and that pupils play outside. The provision may be fulfilled by access to suitable facilities off-site

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

The Local Authorities admission policy and admission criteria must not discriminate directly or indirectly against any group or individual. Equalities impact assessment was completed on 10 October 2017 (Appendix O).

7.2 SUSTAINABILITY IMPLICATIONS

None

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

The proposals would not impact on greenhouse gas emissions. If more children are able to attend their local school this could lead to a reduction in emissions.

7.4 COMMUNITY SAFETY IMPLICATIONS

Parking and traffic issues have been raised as concerns by respondents to the initial consultations. The Local Authority will work with both schools to try and mitigate any adverse impact on traffic and parking.

7.5 HUMAN RIGHTS ACT

There are no direct Human Rights implications arising from this report.

7.6 TRADE UNION

Trade Unions have been informed of the proposals. The proposed increase in the PANs at Low Ash Primary School and Carlton Bolling College may lead to an increase in staffing levels even with the proposed removal of the sixth form provision at Carlton Bolling.

7.7 WARD IMPLICATIONS

Ward Councillors have been consulted about the proposed changes to the schools in their wards.

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

Considering the results of the consultation the Executive can decide to:

9.1 Low Ash Primary School

- a) Approve the proposal to enlarge the premises of Low Ash Primary School by increasing the capacity of the school premises from 420 to 630 from 1 September 2019 onwards (subject to the granting of planning permission).

OR

- b) Reject the proposal to enlarge the premises of Low Ash Primary school.

9.2 Carlton Bolling College

- a) Approve the proposal to alter the upper age range of Carlton Bolling College changing the age range from 11-18 (inclusive) to 11-16 (inclusive) removing the sixth form provision and approve the increase in the PAN from 240 to 300 for statutory aged pupils from 1 September 2018.

OR

- b) Retain the upper age range and sixth form provision at Carlton Bolling College, continuing to provide education for 11-18 (inclusive) year olds and retain the current PAN at 240.

10. RECOMMENDATIONS

- 10.1 That the Executive approve the Primary and Secondary Admission Arrangements.
- 10.2 That the Executive approve the Primary and Secondary Co-ordinated Admissions Scheme.
- 10.3 That the Executive approve the In-Year Co-ordinated Admissions Scheme.
- 10.4 That the Executive approve the proposals to enlarge the premises of Low Ash Primary School by increasing the capacity of the school premises from 420 to 630 from 1 September 2019 (subject to the granting of planning permission).
- 10.5 That the Executive approve the proposal to alter the upper age range of Carlton Bolling College changing the age range from 11-18 (inclusive) to 11-16 (inclusive) removing the sixth form provision and approve the increase in the PAN from 240 to 300 for statutory aged pupils from 1 September 2018.
- 10.6 That the Executive note the proposed changes to the admissions oversubscription criteria for own admission authority schools listed in section 3.3
- 10.7 That the Executive note the Published Admission Numbers contained in Appendix F

11. APPENDICES

- Appendix A: Admission arrangements for community and voluntary controlled primary schools 2019-2020
- Appendix B: Admission arrangements for community secondary schools 2019-2020
- Appendix C: Co-ordinated admissions scheme for primary schools 2019-2020
- Appendix D: Co-ordinated admissions scheme for secondary schools 2019-2020
- Appendix E: In-year co-ordinated admissions scheme for 2019-2020
- Appendix F: Schools Published Admission Numbers (PANs)
- Appendix G: Sample consultation letter Low Ash Primary School
- Appendix H: Sample consultation letter Carlton Bolling College
- Appendix I: List of Consultees
- Appendix J: Summary of comments previously submitted in response to consultation on Low Ash Primary School
- Appendix K: Summary of comments previously submitted in response to consultation on Carlton Bolling College
- Appendix L: Copy of Statutory Proposal to enlarge the premises of Low Ash Primary School
- Appendix M: Copy of Statutory Proposal to alter the upper age range at Carlton Bolling College
- Appendix N: Response to Low Ash Statutory Notices
- Appendix O: Equalities Impact Assessment

12. BACKGROUND DOCUMENTS

- School Admissions Code 2014
- School Organisation Plan
- Executive Report 5 December 2017

Admission Arrangements for Community and Voluntary-Controlled Primary Schools 2019/2020

ENTITLEMENT

All three and four year olds are entitled to a free early education place before they reach statutory school age (the beginning of the school term immediately following the child's fifth birthday). Some two year olds are also entitled to free education if they meet the entitlement criteria.

Children are admitted into Reception in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age. The admission criteria will apply to all children seeking a school place, whatever their term of entry. The place offered will be reserved on condition that it is taken up within the same school year.

Admissions of summer born children may be deferred to the following September but in those cases children may be offered a place to enter Year 1 unless an application has been made and agreed by the LA or the admitting authority in advance. The Local Authority will consider any application for a deferred entry into Reception of summer born children for the September following their fifth birthday. Such requests will be considered in accordance with the Local Authority's 'Guidance on the admission of summer born children' and DfE Advice.

Children attending a school's nursery are not guaranteed a place in the reception class and a separate application must be made.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a separate procedure. Such children are dealt with through a separate legislative process and without reference to the oversubscription criteria below. Children who have an EHCP which names a specific school, will be admitted to the school.

TIE BREAK

When demand exceeds places in any of the following policies, the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

TWINS AND TRIPLETS

Where a family of twins or triplets request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

ADMISSION POLICIES

A) Schools with Priority Admission Areas

The following schools have priority admission areas; maps of these areas can be viewed at the respective schools or on the Bradford Council website:

Addingham, Ben Rhydding, Cottingley Village, Eldwick, Long Lee primary schools.

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1. *Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see Note 1)*
2. Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
3. *Children who have a brother or sister, living at the same address and who will still be attending the school at the time of admission. (see Note 2)*
4. Children whose home address is within the school's priority admission area*. (see Note 3)
5. Children whose home address is outside the school's priority admission area.

* For Cottingley Village and Eldwick primary schools, criterion 4 above will apply first for the whole of priority area one and then for the whole of priority area two; if there are remaining unallocated places, criterion 5 will then be applied.

B) All other community schools and All Saints CE (Bradford)

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

- 1 Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see Note 1).
- 2 Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
- 3 Sisters and brothers of children living at the same address, who are at present on roll at the school, and will still be attending the school at the time of admission (see Note 2).
- 4 Other children.

C) Bowling Park Primary School (Community School)

Application Procedure

Bowling Park Primary School operates on two sites: 60 places at the New Cross Street site and 30 places at the Usher Street site. In addition to listing the school on the common application form, applicants must complete a supplementary information form to indicate which of these two sites they prefer. Where the number of preferences for either site exceeds the number of places available at that site, the oversubscription criteria below will first be applied in relation to that site to determine which applicants for that site will be offered places. In the event of a place not being offered at the preferred site, the oversubscription criteria will then be applied in relation to the other site.

Oversubscription Criteria

- 1 Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see *Note 1*).
- 2 Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
- 3 Sisters and brothers of children living at the same address, who are at present on roll at the school, and **based at the preferred site** and will still be attending that site at the time of admission (see *Note 2*).
- 4 Sisters and brothers of children living at the same address, who are at present on roll at the school, and will still be attending the school at the time of admission (see *Note 2*).
- 5 Other children.

Late and refused applications and in-year admissions

Late or refused applicants and applicants for any other year group that is full, may be placed on a waiting list for Bowling Park School. The oversubscription criteria above will be used to determine who will be given an available place at either site. In some circumstances, this may result in places being offered to siblings at different sites. In those circumstances, parents can request that their child be moved to the preferred site at a later stage if a place becomes available.

Appeals

Where a place cannot be offered at either site, parents have the right to appeal for a place at Bowling Park Primary School to the Independent Appeals Panel. Parents do **not** have the right to appeal for place at a particular site. Where a place at the school is granted on appeal, the headteacher will decide at which site the pupil will be placed. Every effort will be made to place siblings at the same site.

E) Voluntary-controlled Church of England schools

The admission criteria below apply for the following schools:

Burley & Woodhead CE
Low Moor CE
St Luke's CE

St Matthew's CE
Woodlands CE
Wycliffe CE

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (see *Note 1*).
2. Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
3. Sisters and brothers of children living at the same address who are at present on roll at the school and will still be attending the school at the time of admission (see *Note 2*).

4. Children of parents who are members* of the Church of England or other Christian denominations for whom the preferred school is the nearest Church of England school to the home address (see * below).
5. Other children.

** For admission under criterion 4, parents will be asked to demonstrate membership of the appropriate Christian denomination by submitting with their application, a letter from their minister or other church leader confirming the parents' regular and frequent attendance at church.*

F) All Saints CE Primary School (Ilkley) - voluntary-controlled

Where the number of preferences for the school exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order.
2. Siblings of children resident at the same address who are at present on roll at the school and who will still be attending the school at the time of admission.
3. Up to 50% of the remaining places will be allocated to the children of parents who are practicing members of the Church of England or other Christian denominations for whom All Saints' C of E Primary School Ilkley is the nearest Church of England school to the home address in the following priority order. (refer to notes below for additional information*)
 - a. Weekly Worship
 - b. Fortnightly Worship
 - c. Monthly Worship
4. Remaining places will be allocated to other applicants.

When demand exceeds places for any one of the above criteria, the shortest distance between home and school, measured by a straight line, from the main entrance of the home to the main entrance of the school building, will be used to decide who is given a place.

** In order to meet this criterion, parents will be required to complete a supplementary application form, signed by their minister or church leader, confirming their attendance at church at least fortnightly over the last three years. The form is available from the school or the Local Authority and must be returned to the school or the Admissions Team by the closing date.*

NOTES

1. A 'looked after child' is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989).
2. The terms "siblings" refers to children who live with the same family at the same address. Children living with the same family e.g. foster children and step-sisters and brothers are also included.
3. In order to meet this criterion, parents will be required to complete a Supplementary Information Form (SIF) (attached), signed by their Vicar or Church Leader, confirming their attendance at the church over the last two years. This requires the personal involvement of the family, including the child for whom the application is made, in the worship and life of a Church of England Church, or that of any member of the Churches Together in Britain and Ireland, or any other recognised Trinitarian Church. Priority will be given on the basis of how frequent attendance at worship.

4. "Home address" refers to the child's permanent home at the date of admission. Where the child lives with parents with shared responsibility, it is the address where the child lives the majority of the school week.
5. "Nearest Church of England School" is measured by a straight line distance from the main entrance of the home to the main entrance of the nearest Church of England primary school, including those in other local authorities.
6. Proximity to school is used as a tie-breaker, those living closest being given priority. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection by the Local Authority.
7. Twins or triplets – where a family of twins or triplets request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.
8. Pupils will not be admitted above the published admission numbers for the school unless:
 - Twins and children from multiple births when one of the siblings is the last child to be admitted,
 - Where additional school places need to be provided, or the pupil is admitted as part of the fair access protocol, agreed with all schools in the area.

Admission Arrangements for Community Secondary Schools 2019/2020

These arrangements apply to Carlton Bolling College and Titus Salt School.

Pupils with an Education, Health and Care Plan

The admission of pupils with an Education, Health and Care Plan is dealt with by a separate procedure. Such children will be admitted to the named school named without reference to the oversubscription criteria below.

Tie Break

When demand exceeds places in any of the following criteria, the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

Twins and triplets

Where a family of twins or triplets request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

Oversubscription Criteria

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

4. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order (*see Note 1*).
5. Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support.
6. Children whose home address in the school's priority admission area who have a brother or sister, attending from the same address, who are at present in years 7 – 10 and who will still be attending the school at the time of admission. (*see Notes 2 and 3*).
7. Other children whose home address is in the school's priority admission area (*see Note 3*).
8. Children whose home address is outside the school's priority admission area who have a brother or sister, attending from the same address, who are at present in years 7 – 10 and who will still be attending the school at the time of admission. (*see Notes 2 and 3*).
9. Other children whose home address is outside the school's priority admission area (*see Note 3*).

NOTES

1. A *'looked after child'* is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions.
2. The term *'sisters' and 'brothers'* refers to children who live with the same family at the same address. Children living with the same family e.g. foster, adopted children and step-sisters and brothers are also included.
3. *'Home address'* refers to the child's permanent home at the date of admission. Where the child lives with parents with shared responsibility, it is for the parents to determine which address to use when applying for a primary school. Proof of residency may be required at any time during or after the allocation process.

Admission Policy for Entry into Sixth Form

Entry requirements are set by each school and full details of these can be found in the respective schools' sixth form prospectus. Students not currently on roll of the school who wish to join the sixth form must complete an application form and return it to the school by the date specified.

Year 11 students currently on roll at the school may proceed to Year 12 where the entry requirements are met.



**Co-ordinated Admission
Scheme for the Bradford Metropolitan District
Area**

**For applications made during the normal admissions
round
for Primary Schools
2019-2020**

1. INTRODUCTION

This scheme has been prepared in accordance with The Schools Standards and Framework Act 1998 as amended by the Education Act 2002 and the School Admissions (Co-ordination of Admission Arrangements) Regulations 2007 (as amended). The regulations state that all local authorities (LAs) must draw up a scheme which co-ordinates admission arrangements covering all maintained primary schools (but not special schools) in its area.

The co-ordinated scheme is designed to ensure that every parent of a pupil living in the Bradford district, who has applied for a primary school place during the normal admission round, receives an offer of one school place on the same day. All preferences must be expressed by an online application via their local authority website or in exceptional circumstances on a 'paper' form and the offer of a place is the responsibility of the 'home LA'.

Each LA is required to exchange information on preferences for a school outside the LA in which the pupil lives, with the 'home' authority. Bradford will co-ordinate with its neighbouring authorities: Kirklees, North Yorkshire, Calderdale and Leeds. There is an agreed timetable between the neighbouring authorities and own admission authority schools and academies within the Bradford Metropolitan District. The scheme requires that all primary school allocations must be communicated to parents on the national offer date which is 16 April (or the next working day) each year.

2. APPLYING FOR A SCHOOL PLACE

- a) All Bradford Metropolitan District Council (BMDC) residents must apply for any primary school maintained by BMDC, or any infant, primary or junior school in any other local authority on the **common application form** (CAF) by using the online application system via the Bradford Council website, www.bradford.gov.uk. Paper forms will only be available in exceptional circumstances from the Admissions Team, Margaret McMillan Tower, Princes Road Bradford BD1 1NN from mid November. Parents of children resident within the Bradford district but attending a nursery school within another authority or attending any private pre-school setting will be sent an Admissions booklet by post (based on data provided from various sources), however it remains the parents legal responsibility to ensure they apply online and on time, regardless of whether they receive any information from the Local Authority.
- b) Any parents applying for a church aided school or academy for faith reasons will need to fill in a **supplementary information form (SIF)** in addition to completing the **CAF** online. This form is only to be used where additional information is required in order for the governing body to apply their admission criteria, i.e. faith grounds. Copies of SIFs are available from individual schools. The completed SIFs must be returned by the specified closing date to the relevant school. If a CAF has been completed but not a SIF, the preference is still valid and must be considered. Applicants who have not completed a SIF or who have done so but not provided the required evidence of their faith, would be ranked lower than those that have provided evidence of their faith. An application cannot be considered without a completed CAF.
- c) Dixons Music Primary require parents applying for one of the six music places to complete their SIF which must be returned to the school by their specified closing date (see their admission policy).
- d) Applicants for Bowling Park Primary School need to complete a SIF form to indicate which site they would prefer.
- e) For pupils resident in another LA, parents must use the online CAF or complete a paper CAF through their home LA.
- f) The closing date for all applications is **15 January**.

- g) It is the responsibility of each pre-school setting to distribute admissions information to parents of children attending their nursery. Primary schools should also contact any parent who has expressed an interest in a reception place, whose child is not attending the nursery, informing them that information is available from school, is on the Bradford Council website and is also available from the Admissions Team.
- g) All early years providers must ensure that a child starting their nursery during the school year is given a booklet and advised to complete an online application. Parents applying after the closing date or due to an offset request the previous year can only apply on a paper CAF and cannot apply online. All paper CAFs and late applications must be forwarded to the Admissions Team as soon as possible.

3. PROCEDURE

Stage 1

- a) **Week beginning 12 November 2018**, summary information for parents in the form of a booklet will be available to parents of nursery children and will be distributed to all Bradford LA nursery, primary schools and early years settings. Parents will be required to apply online except in exceptional circumstances when a paper form will be available through the Admissions Team. It is the school or nursery's responsibility to ensure that the booklets are given to all relevant aged pupils in their nursery. Full details of the admissions process and arrangements are in the 'Guide for Parents' which is available on the Bradford Council website.
- b) Parents may apply for up to **five** primary schools and must apply online or return the CAF to their child's primary school, to their first preference school or to the Admissions Team by **15 January**.
- c) Parents are required to return the completed SIFs to the relevant school by **15 January at the latest or by the closing date outlined in the individual schools admissions policy** (e.g. Dixons Music Academy's).
- d) Any supporting evidence for an application regarding looked after or formerly looked after children or from relevant professionals for children applying under social or medical needs must be sent to the Admissions Team by the **15 January**.

Stage 2

- a) By **Friday 8 February 2019**, the Admissions Team will forward preferences for schools within other LAs. Other LAs will send the Admissions Team preferences made by parents resident in their LA for a Bradford school. These details will be sent via the secure data transfer website.
- b) By **Friday 15 February 2019**, the Admissions Team will forward preferences (including those from out-of-authority pupils) to own admission authority schools for them to apply their admission criteria. The order of preference will not be included as this is not relevant when schools are applying their admission criteria. These details will be uploaded on to Bradford Schools Online for schools to view.
- c) By **Friday 1 March 2019**, each admission authority school will apply its own admission criteria and return to the Admissions Team a list of all applicants, in rank order, in accordance with the admission criteria. The information can be sent via the secure data transfer website or by email if password protected.

Stage 3

- a) By **Friday 8 March 2019**, in the first cycle of exchange of information, the Admissions Team will have:
- notified other LAs whether a place can be offered in a Bradford school to applicants resident in their LA;
 - received information from other LAs regarding offers of places to a Bradford resident;
 - made provisional decisions based on information from other admission authorities and the ranked order of schools applied for. Where a child is eligible for a place at more than one school, they will be offered the one ranked higher on the application form.

- b) By **Thursday 21 March 2019**, in the final exchange of offers with other LAs, places will be allocated for all Bradford district pupils, including those not given any of their preferred schools.
- c) By **Friday 12 April 2019**, pupil allocation lists will be available on Bradford Schools Online for primary schools to view.
- d) On **16 April** parents who applied online will receive emails confirming their allocated school. All other applicants will receive a letter after 16th April via Royal Mail.
- e) On **16 April** any applicant requiring a letter should receive the offer in writing. All letters will be posted to the child's home address. Where the allocated school is not the highest ranked school, the email/letter will explain the reasons why. The email/letter will also inform parents about the waiting lists and their statutory rights of appeal against the decisions to refuse places at their preferred schools.
- f) By **30 April 2019**, parents must accept the place offered by completing and returning an acceptance slip to the allocated school. Waiting list forms must be returned to the Admissions Team by the same date.
- g) **Monday 3 June 2019**, deadline by which parents should return appeal forms.
- h) Appeals received by the deadline date will be heard within 40 school days during **June, July and by 9 September 2019 at the latest**, in accordance with the School Appeals Code of Practice

4. LATE APPLICATIONS AND CHANGES OF PREFERENCE

Where circumstances justify (exceptional circumstances supported by proof and agreed by two senior officers and/or school staff) a late application, will be considered as 'received on time' and dealt with as those received by the deadline. Any form received by primary schools after the deadline should be date stamped and returned to the Admissions Team as soon as possible. Once parents have made their five preferences, they cannot be changed without an exceptional reason/ change in circumstances for doing so, for example if the family has recently moved address and the preferences are no longer 'local'.

Once preferences have been sent to other admission authorities and LAs, late applications will be considered after all those that were accepted as on time.

After allocations have been completed, an unsuccessful application or dissatisfaction with the allocated school will not be considered reasons to allow further applications to be made during the 'normal admissions round', ie until 31 August each year. However, parents may submit a late application for an under-subscribed school or where a parent has applied for less than five schools, late applications up to a total of five preferences will be accepted.

5. WHERE PREFERENCES CANNOT BE MET

In the event that an offer cannot be made for any of the preferences expressed by a parent resident in the Bradford LA area, a place will be allocated to their child at another school with places available. This may include church schools or a single-sex school. The Admissions Team consider which is the most appropriate alternative school taking into consideration all children without a school place, where applicants live, schools with available places and available bus routes (if applicable).

6. WAITING LISTS

Community schools

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until the end of the 2019-2020 academic year. Parents can request that their child is placed on the waiting list for any of the schools for which they have applied.

A vacancy occurs when the allocated number falls below the Published Admission Number (PAN) for that school. Places will be allocated from the waiting list in accordance with the admission criteria and not when a name is entered on the list. It is possible for names to fall down the list if other names are added from later applicants who rank higher on the admission criteria.

Voluntary-aided, Foundation, Trust schools and Academies

The School Admissions Code states that waiting lists must be maintained at least until the end of the Autumn term (December). Once the allocation letters have been sent out by the Admissions Team on behalf of all admission authorities, any questions about waiting lists should be made to the relevant school. If there is pupil movement after allocations have been made and voluntary-aided, foundation schools and academies are able to offer additional places, they **must** inform the Admissions Team. It is for each admission authority to determine whether they will maintain waiting lists beyond the Autumn term.

By agreement, the Admissions Team will maintain waiting lists for voluntary-aided, foundation, trust schools or academies, if requested to do so.

7. RIGHT OF APPEAL

- a) Any parent whose child has been refused a place at any of the schools applied for, has the right to appeal against that decision to an independent appeal panel. Parents cannot appeal for schools for which no application has been made or for changes of preferences that have not been permitted.
- b) A parent who applies late and is refused their preferred school has the right of appeal. Whilst we will endeavour to process all appeals as soon as possible, applications and/or appeals received after the relevant deadline dates may not be heard until after the start of the academic year.
- c) Repeat appeals will not be considered for the same school within the same academic year unless there has been a significant change in circumstances such as a house move. Repeat appeals are authorised by senior officers within the Admissions Team or the relevant governing body (for own admission authority schools).

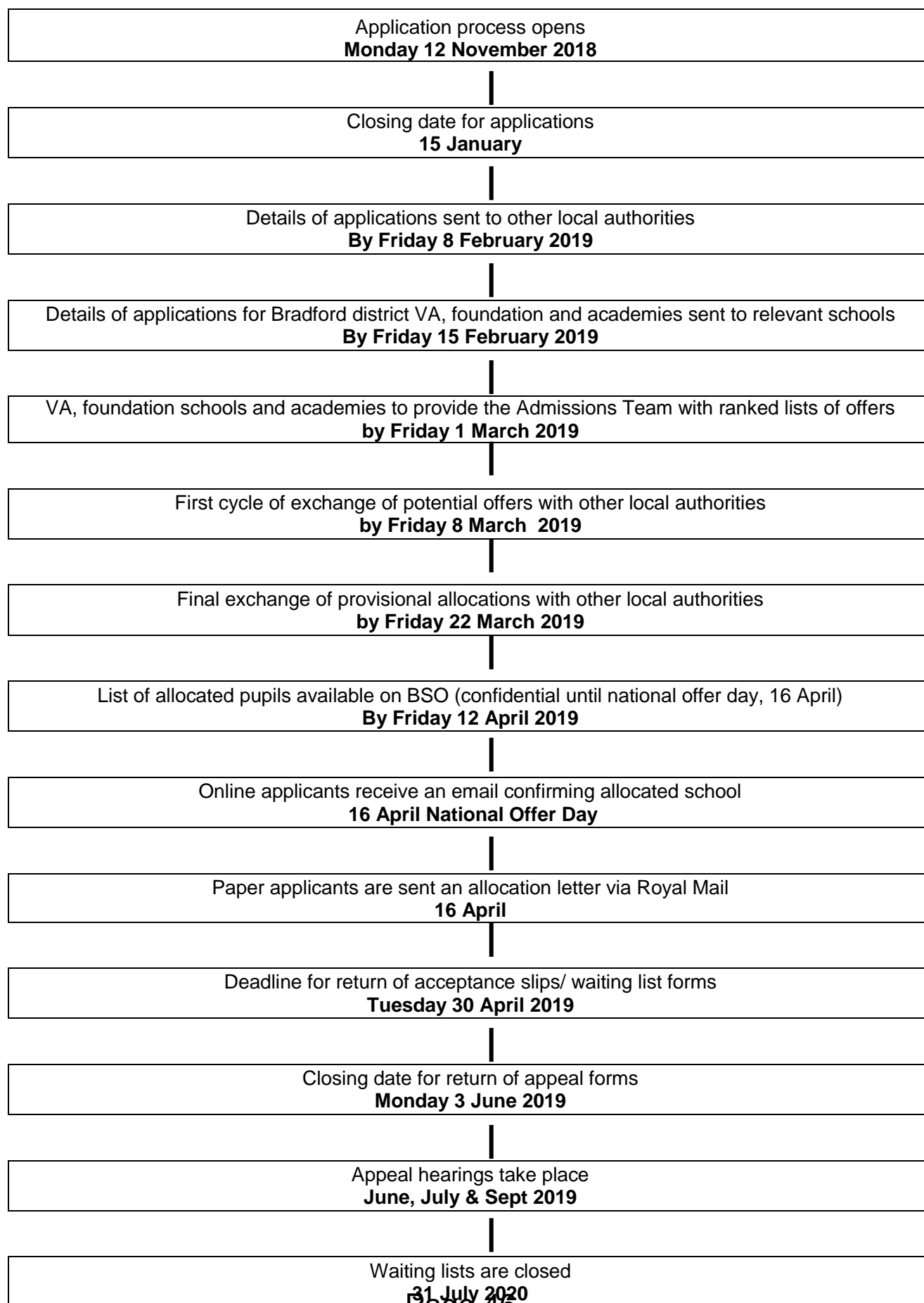
8. IN-YEAR APPLICATIONS AND TRANSFERS

- a) 'In-year applications' are defined as applications for admission to Reception which are submitted on or after the first day of the school year of admission, or applications for any other year group.
- b) A separate co-ordinated scheme for in-year admissions sets out this process, however all Catholic schools and some Church of England VA schools deal with their own in-year applications.
- c) Parents who wish their children to go to a different school once he or she has started should discuss this with the child's current headteacher. Transfers can only normally take place at the start of a full term, unless there are special reasons.

9. FAIR ACCESS PROTOCOL

Each LA must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The Fair Access Protocol also ensures that all schools admit their 'fair share' of children with challenging behaviour and who are vulnerable. In these circumstances, all schools may admit above their PAN but must not breach class size unless it is an excepted pupil, as outlined in the Code. The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under normal in-year admission procedures, even following the outcome of an appeal. The protocol can be viewed on the Bradford Council website.

PRIMARY SCHOOL ADMISSIONS TIMETABLE 2019-2020





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2. INTRODUCTION

This scheme has been prepared in accordance with The Schools Standards and Framework Act 1998 as amended by the Education Act 2002 and the School Admissions (Co-ordination of Admission Arrangements) Regulations 2007 (as amended). The regulations state that all Local Authorities (LA's) must draw up a scheme which co-ordinates admission arrangements covering all maintained secondary schools (but not special schools) in its area.

The co-ordinated scheme is designed to ensure that every parent of a pupil living in the Bradford district, who has applied for a secondary school place during the normal admission round, receives an offer of one school place on the same day. All preferences must be made by an online application via their local authority website or on a paper common application form and the offer of a place is the responsibility of the 'home LA'.

Each LA is required to exchange information on preferences for a school outside the LA in which the pupil lives, with the 'home' authority. Bradford will co-ordinate with its neighbouring authorities: Kirklees, North Yorkshire, Calderdale and Leeds. There is an agreed timetable between the neighbouring authorities and own admission authority schools and academies within the Bradford Metropolitan District. The scheme requires that all secondary school allocations must be communicated to parents on the national offer date which is 1 March (or the next working day).

The scheme does not apply to special schools or sixth form applications.

Wherever the phrase '**common application form**' (**CAF**) is used, this refers to the online application system www.bradford.gov.uk/admissions. A paper version is available from the LA but only for those who can demonstrate an inability to use the online system. Parents are able to use computers in public Local Authority buildings e.g. libraries or make an appointment with officers from the Admissions Team for assistance.

2. APPLYING FOR A SCHOOL PLACE

- a) All Bradford Metropolitan District Council (BMDC) residents must apply for any secondary school maintained by BMDC or by any other LA on a CAF. Parents should apply online via the Bradford Council website, www.bradford.gov.uk. Paper forms are available from the Admissions Team, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN. Parents of pupils resident within the Bradford district but attending a primary school within another authority will be sent an admissions booklet by post (based on data provided by other LA's).
- b) Any parents applying for a school or academy, for faith reasons or that require fair banding assessments; will need to fill in supplementary **information forms (SIF's)** in addition to completing the common application form. Supplementary information forms are only to be used where additional information is required in order for the governing body to apply their admission criteria. The SIF is available from individual schools. The completed SIF must be returned by the closing date specified by the relevant school. If a CAF has been completed but not a SIF, the preference is still valid and must be considered. Applicants who have not completed a SIF or who have done so but not provided the required evidence of their faith, will be ranked lower than those that have provided evidence of their faith. An application **cannot** be considered without a completed CAF.
- c) The Dixons Academies, and Bradford Girls Grammar School use 'Fair Banding' and require applicants to complete a SIF in order to register for the non-verbal reasoning tests.
- d) For pupils resident in another LA area but attending a Bradford LA primary school, parents should apply online through their home LA.

- e) **The closing date for applications is 31 October. Parents should consult individual schools regarding the closing date for SIF.**
- f) Primary schools should ensure that a child starting in year 6 during the school year is given a booklet advising parents how they apply online. If this is after the closing date a paper form will need to be completed. All late applications must be forwarded to the Admissions Team as soon as possible.
- g) Catholic secondary schools should liaise with their feeder catholic primary schools to ensure that all year 6 pupils are supplied with a SIF.

3. PROCEDURE

Stage 1

- a) **Week beginning 3 September 2018**, a booklet containing summary information for parents will be distributed to all Bradford LA primary schools for their Year 6 children. Parents will be required to apply online except in exceptional circumstances when a paper form will be available through the Admissions Team. It is the schools' responsibility to ensure that these are given to all Year 6 pupils in their school. Full details of the admissions process and arrangements are in the 'Guide for Parents' which is available on the Bradford Council website.
- b) Parents may apply for up to **five** secondary schools and must apply online or return the completed CAF to their child's primary school or to the Admissions Team **by 31 October**.
- c) Parents are required to return the completed SIF to the relevant school or academy by the specified closing dates.
- d) Any required evidence regarding looked after or adopted children or from relevant professionals for children with social or medical needs must be sent to the Admissions Team **by 31 October**.

Stage 2

- a) **By Monday 19 November 2018**, the Admissions Team will forward preferences for schools within other LAs. Other LAs will send the Admissions Team details of preferences made by parents resident in their LA for a Bradford school. These details will be sent via the secure data transfer website.
- b) Week commencing **26 November 2018**, the Admissions Team will forward details of preferences (including those from out-of-authority pupils) to 'own admission authority' schools and academies for them to apply their own admission criteria. The order of preference will not be included as this is not relevant when schools are applying their admission criteria. These details will be uploaded on to Bradford Schools Online (BSO) for schools to view.
- c) By **Friday 14 December 2018**, each admission authority school will apply its own admission criteria and return to the Admissions Team a list of all applicants, in rank order, in accordance with the admission criteria. The information can be sent via the secure data transfer website or by email if password protected.

Stage 3

- a) By **Friday 18 January 2019**, in the first cycle of exchange of information, the Admissions Team will have:
 - notified other LAs whether a place can be offered in a Bradford maintained secondary school to applicants resident in their LA;
 - received information from other LAs regarding offers of places to a Bradford resident;

- made provisional decisions based on information from other admission authorities and the ranked order of schools applied for. Where a child is eligible for a place at more than one school, they will be offered the one ranked higher on the application form.
- d) By **Monday 11 February 2019**, in the final cycle of exchange of offers with other LAs, places will be allocated for all Bradford district pupils, including those not given any of their preferred schools.
 - c) On **Monday 25 February 2019**, final allocation lists will be available on Bradford Schools Online for primary and secondary schools to view. Parents who apply online will be sent an email on **1 March National Offer Day**. Parents who applied on a paper form will be sent a letter on 1 March via Royal Mail, as will any parent who applied online but who indicated they did not wish to receive an email, Parents who are unable to access their email or who are waiting for their letter to be delivered via the Royal Mail, will not be informed over the telephone of their allocated school. Where the allocated school is not the highest ranked school, the letter will explain the reasons why. The letter will also inform parents about waiting lists and their statutory rights of appeal against the decisions to refuse places at their preferred schools.
 - d) Some schools within Bradford and other LAs may require parents to accept the offer. It will be made clear where this is the case and failure to accept the place by the specified deadline may result in the place being withdrawn and offered to another child.
 - e) **By Friday 15 March 2019**, parents need to accept offers of places (if required) and return waiting list forms for their preferred schools to the Admissions Team.
 - f) **Friday 29 March 2019**, deadline by which parents should return appeal forms if they wish to have them heard before the end of the academic year.
 - g) **May – July 2019** appeal hearings take place.

4. LATE APPLICATIONS AND CHANGES OF PREFERENCE

After allocations have been made on 1 March, an unsuccessful application or dissatisfaction with the allocated school will not be considered reasons to allow further applications to be made during the 'normal admissions round', i.e. until 31 August each year. However, parents may submit a late application for an under-subscribed school or where a parent has applied for less than five schools, late applications up to a total of five preferences will be accepted.

Where circumstances justify (exceptional circumstances supported by proof and agreed by two senior officers and/or school staff) a late application, will be considered as 'received on time' and dealt with as those received by the deadline. Any form received by primary schools after the deadline should be date stamped and returned to the Admissions Team as soon as possible. Once parents have made their five preferences, they cannot be changed without an exceptional reason/ change in circumstances for doing so, for example if the family has recently moved address and the preferences are no longer 'local'.

Once preferences have been sent to other admission authorities and LAs, late applications will be considered after all those that were accepted as on time.

5. WHERE PREFERENCES CANNOT BE MET

In the event that an offer cannot be made for any of the preferences expressed by a parent resident in the Bradford LA area, a place will be allocated to their child at another school with places available. This may include church schools or a single-sex school. The Admissions

Team consider which is the most appropriate alternative school taking into consideration all children without a school place, where applicants live, schools with available places and available bus routes (if applicable).

7. WAITING LISTS

Waiting lists must be maintained for all schools until 31st December 2018, in accordance with the Code of Practice.

Community schools

The Admissions Team will maintain waiting lists for all community and voluntary-controlled schools until the end of the 2019-2020 academic year. Parents can request that their child is placed on the waiting list for any of the schools for which they have applied.

A vacancy occurs when the allocated number falls below the Published Admission Number (PAN) for that school. Places will be allocated from the waiting list in accordance with the admission criteria and not when a name is entered on the list. It is possible for names to fall down the list if other names are added from later applicants who rank higher on the admission criteria.

Voluntary-aided, Foundation, Trust schools and Academies

Once the allocation letters have been sent out by the Admissions Team on behalf of all admission authorities, any questions about waiting lists should be made to the relevant school. If there is pupil movement after allocations have been made and voluntary-aided, foundation schools and academies are able to offer additional places, they **must** inform the Admissions Team. It is for each admission authority to determine whether they will maintain waiting lists beyond the Autumn term.

By agreement, the Admissions Team will maintain waiting lists for voluntary-aided, foundation, trust schools or academies, if requested to do so.

7. RIGHT OF APPEAL

- a) Any parent whose child has been refused a place at any of the schools applied for, has the right to appeal against that decision to an independent appeal panel. Parents cannot appeal for schools for which no application has been made or for changes of preferences that have not been permitted.
- b) A parent who applies late and is refused their preferred school has the right of appeal. Whilst we will endeavour to process all appeals as soon as possible, applications and/or appeals received after the relevant deadline dates may not be heard until after the start of the academic year.
- c) Repeat appeals will not be considered for the same school within the same academic year unless there has been a significant change in circumstances such as a house removal. Repeat appeals are authorised by senior officers within the Admissions Team or the relevant governing body (for own admission authority schools).

8. IN-YEAR APPLICATIONS AND TRANSFERS

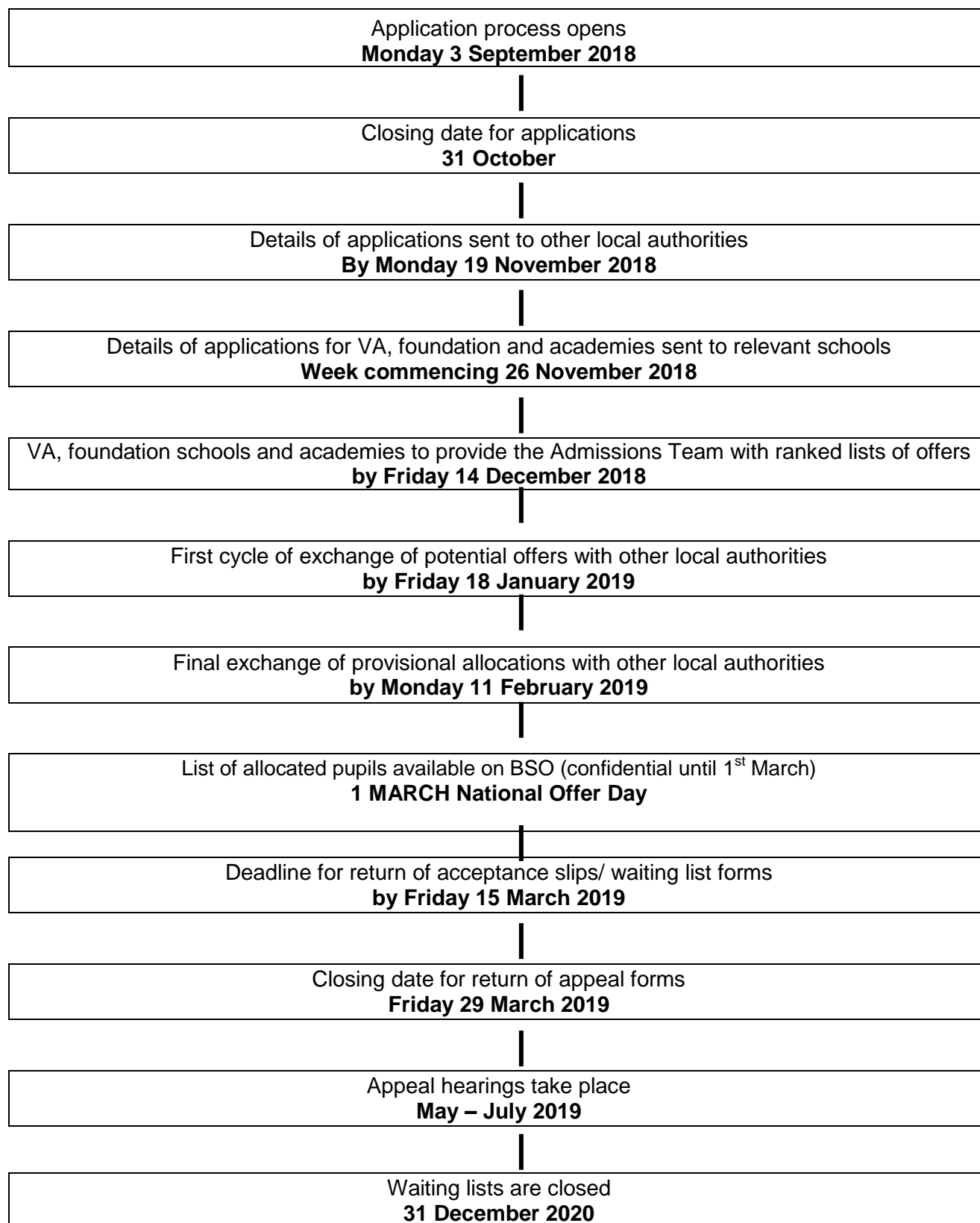
- a) 'In-year applications' are defined as applications for admission to Year 7 which are submitted on or after the first day of the school year of admission, or applications for any other year group.

- b) A separate co-ordinated scheme for in-year admissions sets out this process; however some secondary schools who are their own admitting authority deal with their own In Year Admissions directly. Please refer to the In Year and Mid Year Admissions policies for further details.
- c) Parents who wish their children to go to a different school once he or she has started should discuss this with the child's current headteacher. Transfers can only normally take place at the start of a full term, unless there are special reasons.

10. FAIR ACCESS PROTOCOL

Each LA must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The Fair Access Protocol also ensures that all schools admit their 'fair share' of children with challenging behaviour and who are vulnerable. In these circumstances, all schools may admit above their PAN but must not breach class size unless it is an excepted pupil, as outlined in the Code. The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under normal in-year admission procedures, even following the outcome of an appeal. The protocol can be viewed on the Bradford Council website.

**SECONDARY SCHOOL ADMISSIONS TIMETABLE
2019-2020**





In-year Co-ordinated Admissions Scheme

**For applications and mid-term transfers during
the school year for all schools in the Bradford
Metropolitan District Area
2019-2020**

1. INTRODUCTION

Although there is no legal requirement to co-ordinate in year admissions, the Local Authority will continue to do so for all community and voluntary-controlled schools and any own admission authority school that wishes to participate in co-ordination. The In Year Co-ordinated Admissions Scheme explains this process and is reviewed annually.

An 'in-year admission' is defined as admissions to a school outside the normal transfer times or for a year group that is not the normal year of entry. For community and voluntary controlled schools, Bradford LA will co-ordinate admissions. The scheme does not apply to nursery schools, special schools or sixth form applications.

2. APPLICATION FORMS

- 2.1 Bradford District residents who wish to apply for a community or voluntary-controlled school must complete the **common in year application form**. Applications for own admission authority schools (voluntary-aided, foundation, trust schools and academies) for which the LA administer their in year applications, should also be made using the LA's application form. The in year application form is available from the Admissions Team at Margaret McMillan Tower, Princes Way Bradford BD1 1NN. A copy of the form can also be downloaded from the Council's website (www.bradford.gov.uk).
- 2.2 Parents/carers will be asked to give reasons why they wish their child to transfer. The form also lists the Fair Access categories and the parent is required to tick any that apply to their child. Where a parent has requested a transfer of school within the Bradford district or from another authority but has not moved house, the Head of Year or a member of the Senior Leadership Team at the child's current school, must complete Part Two of the form which asks for further information on the child to establish whether the transfer request should be dealt with through the Fair Access Protocol. If Part 2 is not completed the application process may be delayed if Fair Access placement is required.
- 2.4 Parents must return the completed application form to the Admissions Team. If any community or voluntary-controlled school receives an application or a request for a place direct from the parent, whether the school has places or not, the application should be forwarded to the Admissions Team.
- 2.6 Applications for any Catholic school, Idle CE and Shipley CE primary schools, must be made on the individual school's application form which are available from the school and returned directly to the school.
- 2.7 **In accordance with the School Admissions Code, these schools must inform the LA's Admission Team of every application made for their school and the outcome of the application and provide copies of any letters sent to the parent.**

3 NUMBERS ON ROLL

All schools and academies are required to communicate the availability of places to the LA's Admission Team when requested to do so. Admission officers will request updated numbers on roll in each year group from all schools on a regular basis, i.e. fortnightly. This will enable the Admissions Team to offer accurate advice to parents on the availability of school places in their area. In addition, schools should routinely inform the Admissions Team each time a child leaves the school and whether children allocated have been admitted.

4 APPLICATION PROCEDURES

4.1 Applications for community and voluntary-controlled schools

- 4.1.1 The LA's Admissions Team (as the Admissions Authority for community and voluntary-controlled schools) will determine whether an applicant can be offered a place in any of these schools. If there are more applications than places available in the year group, the Admissions Team will consider the application against its published 'oversubscription criteria'.
- 4.1.2 Where a community or voluntary-controlled school is ranked higher on the application form and a place can be offered, the Admissions Team will aim to process the application within **20** school days from receipt of the form.
- 4.1.3 If more than one school listed can be offered, the applicant will be offered a place at the school ranked highest on the application form.
- 4.1.4 If none of the schools listed can be offered, a place will be offered at an alternative available school, unless the child's current school is within a reasonable distance. If this is the case, no other school will be offered.
- 4.1.5 Where any school has **more than two places** in the relevant year group and the parent has approached the school directly, the child may be admitted and the school then send notification of the application and the start date to the Admissions Team, **if the school knows there is no waiting list**. If only one place is available or there is a waiting list, the school **must** contact the Admissions Team to establish whether there are any other applicants waiting to be processed.

4.2 Applications for own admission authority schools for whom the LA co-ordinates admissions

- 4.2.1 The Admissions Team will forward details of the application to the relevant school. This will be done within 7 school days of receipt of the application and where the school is ranked higher than a community or voluntary-controlled school that could be offered.
- 4.2.2 The governing body (or delegated persons to determine the application), as the admission authority, will determine whether the applicant can be offered a place at their school. If, at any one time, there are more applicants than there are places in the year group or a waiting list, the school's oversubscription criteria must be used to determine who will be offered the place.
- 4.2.3 Following receipt of the application, the school must inform the Admissions Team whether the applicant can be offered a place within a maximum of **five** school days. (If the year group is full, the school should inform the Admissions Team immediately.) The applicant may be kept on the school's waiting list if one is maintained.
- 4.2.4 Following receipt of the school's decision, the Admissions Team will write to the parent informing them of the outcome of their application within **five** school days. An offer of an alternative school will be made where appropriate.
- 4.2.5 Where any school has **more than two places** in the relevant year group and the parent has approached the school directly, the child may be admitted and the school then send notification of the application and the start date to the Admissions Team, **if the school knows there is no waiting list**. If only one place is available or there is a waiting list, the school must contact the Admissions Team to establish whether there are any other applicants waiting to be processed.

4.3 Applications for Catholic schools and other own admission authority schools dealing with their own in year admissions

4.3.1 Applications should be made on the school's own in year application form.

4.3.2 Once any application has been considered by the school, the Admission Team **must** be notified of the details and outcome of the application and provided with copies of all correspondence sent to the parent regarding the outcome of the application.

4.3.3 Where a place is not available, the school must send details to the Admissions Team, **with a copy of the refusal letter sent to the parent**, who will then offer an alternative school.

4.4 Applications for schools in other local authorities

4.4.1 Parents resident in the Bradford district who wish to apply for a school maintained by another local authority must make direct contact with the relevant authority. Parents will be informed of the outcome of their application either by the relevant authority or the school applied for.

4.4.2 Residents in other local authorities who would like their child to attend a school in the Bradford LA must complete a Bradford In Year Application form. Parents will be informed by the Bradford Admissions Team, of the outcome.

4.4.3 Bradford will accept applications from other LA's where parents are yet to move into the local area, in order to facilitate the allocation of a school place in a timely manner. If parents living in Bradford who are moving to other LA's wish to make their applications through Bradford LA we will facilitate this, however it may be quicker for parents to approach those LA's directly as not all LA's co-ordinate In Year applications.

5 OFFERS OF SCHOOL PLACES

5.1 Where the application is for a community, voluntary-controlled school or another admission authority school that the LA is co-ordinating admissions for, the Admissions Team will write to parents informing them of the result of their application. Parents will be given the opportunity to place their child on a waiting list and informed of their right of appeal if not given their preferred school.

5.2 When a school has been allocated, the Admissions Team will inform the relevant school that the offer has been made.

5.3 Parents will be required to contact the school to make an appointment, within **five** school days of the decision letter being sent. The school must contact parents to chase up any parents who have failed to make an appointment or agree a start date. If a parent refuses the allocated school and no other school is available the allocation will remain unless the place is required due to a shortage of places in an area. Any appeal hearing will be informed of the refused allocation and of the nearest school with places. If an appeal for the preferred school is refused, the case may be referred to the Education Social Work Service.

5.4 Where the application is for a Catholic school or an own admission authority school that is dealing with its own in year admissions, they **must** confirm the offer in writing **and** inform the LA's Admissions Team immediately.

6 ADMISSION TO SCHOOL

Once a school place has been determined and the allocated school informed, the pupil should be admitted to the school within the following timescales:

i) Pupils new to the district or who have moved house

Pupils new to the Bradford district or who have had a significant house move (two miles under the age of eight, three miles over the age of eight) should normally be admitted to school within ten school days of the offer being made.

ii) Pupils transferring from another local school

The authority's *'Mid Term Transfer Policy'* which is attached to this document, states that pupils who are transferring from one local school to another may only do so at the beginning of a new term. Therefore, in the case of such applicants, the offer of the school place will be from the start of the following term after the application has been made unless in exceptional circumstances the child may be admitted sooner by agreement between the schools and the Admissions Team. Year group numbers will be amended to take into account the allocation and the reserved place.

7 WAITING LISTS

Parents can request that their child is placed on a waiting list for their preferred school(s), once a term, in writing. The Admissions Team will maintain waiting lists for all year groups for community and voluntary-controlled schools until the end of the school year in which the application was received (for primary schools) and the end of the term (for secondary schools).

Schools which are their own admission authority may choose to keep waiting lists or not. All waiting lists must be maintained in the order of the oversubscription criteria unless a place is requested through the Fair Access Protocol. If places become available during the year, all offers must be made in accordance with the Mid Term Transfer Policy.

8 CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN (EHCP)

Applications for these children will be dealt with by the Special Educational Needs Team (01274 435750) who will liaise with parents and schools to determine which schools can meet the child's needs.

9 FAIR ACCESS PROTOCOL

All LA's **must** have a Fair Access Protocol (FAP), agreed with the majority of schools in its area to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The FAP ensures that all schools admit their fair share of children with challenging behaviour and children who arrive outside the admissions round who may have difficulty securing a school place. In these circumstances, all schools may be asked to admit above their published admission number. The operation of the FAP is triggered when a parent of an eligible child has not secured a school place under normal in-year admission procedures, including after an appeal hearing.

Schools dealing with their own in year admissions must refer unsuccessful applications to the LA's Admission Team as soon as possible as the application may need to be dealt with through the FAP. **All** schools must participate in admitting children through the FAP in accordance with the Code of Practice for School Admissions 2014.

Pupil Mid-Term Transfer Policy

1. Introduction

This policy clarifies the roles of headteachers and the Local Authority when parents make a request to change school during the school year and sets out the process for dealing with such requests.

The aim of this policy is to enhance pupil progress by encouraging a considered approach to changes of school and provides a framework for the exchange of pupil information. The majority of pupil transfers take place for legitimate reasons, such as a change of address and the aim is not to inhibit parents' rights to express a preference for another school in appropriate circumstances.

2. Background

There is an expectation that pupils will remain at school for the usual period of time and only change schools at the end of the primary phase. Both primary and secondary schools liaise closely to ensure smooth transition and pastoral arrangements are aimed at providing pupils with continuity between phases. However, many schools in the Bradford District experience high levels of pupil mobility during the school year which impacts on the attainment and achievement of pupils and on school staff in terms of induction, administration and tracking pupils' progress. This mobility undermines the pupil's continuity of progress and that of other pupils when school staff has to manage pupils leaving or joining classes mid-year. It can also impede financial and staff planning.

There is evidence that mid-year movement is often disruptive to the statutory SEN process. This is particularly important during a child's early years at school, when the first steps towards assessing educational needs are taken. If this process is delayed because of changes of school, the result is often a lack of appropriate support throughout the remaining phase of education.

3. Legal Framework

Under the Schools Standards and Framework Act (1998) as amended by the Education Act 2002, a parent has the right to express a preference for a place at a school at any time. The LA (or in the case of VA, foundation schools and academies, the governing body) has a legal duty to comply with the parents' preference to admit the pupil on to the school roll, unless to do so would 'prejudice the provision of efficient education, or efficient use of resources'. This means that the school must admit the pupil unless that particular year group is at or above the published admission number.

While it is essential that children who have no school place are found one quickly, section 433 of the Education Act 1996, permits deferment of admission until the start of a school term, subject to certain exceptions (see paragraph 5). This would particularly be the case where requests for school transfer has been made that do not involve a house move or where there is no need for an immediate move (see exceptions below). In such cases, schools can arrange for a child to start at the beginning of the next term. This does not conflict with the parent's right to 'express a preference', but does allow schools to manage the movement of pupils transferring mid-year.

The LA has powers to direct admission to a foundation or voluntary-aided school in its area and can refer matters to the Education & Skills Funding Agency for consideration in relation to academies and free schools.

4. **School Transfer Process**

Any in-year admission request (whether the child is already attending a Bradford District school or is new to the area) shall be co-ordinated by the local authority. An *'In Year Common Application Form'* is available from the Admissions Team or can be downloaded from the Bradford Council website and must be returned to the Admissions Team.

For all applications, parents will be required to ask the Head of Year or a member of the Senior Leadership Team at the child's current school to complete Part Two of the application form. This section asks for information such as attendance, reasons for the transfer request and other factors which may have affect the child's education and therefore the suitability of a school place. The information provided by the current school will assist in determining whether the transfer request may require being dealt with under the Fair Access Protocol and/or by LA officers to determine whether the transfer request comes under one of the exceptions given below.

If the preferred school has places in the appropriate year group and the school does not refer the application through the Fair Access process, the Admissions Team will inform parents that a place is allocated and arrangements can then be made for the admission to take place at the start of the next school term.

5. **Exceptions**

Mid-term transfer of a pupil may only take place sooner than the start of the next term, if:

- the headteachers of the current **and** receiving schools agree that it is in the best interests of the pupil that transfer should take place sooner;
- the pupil has moved house to live more than three miles from the present school (if the pupil is aged over eight years) or over two miles (if the pupil is aged under eight years);
- the pupil has been unable to transfer at the start of the term as a result of illness or for other reasons beyond the parents' control;
- the admission is into Year 7 and Reception only, where a place becomes available from the waiting list during the autumn term only;
- it has been determined that the admission of the pupil comes under the 'Fair Access Protocol' or other significant circumstances apply which identify the child as vulnerable; and
- the admission is due to a successful appeal heard by an independent appeals panel.

When a request for transfer has been agreed and the offer of a place made, the receiving school must liaise with the current school regarding the agreed admission date and pupil data.

For pupils with an Education, Health & Care Plans (EHCP), any change of school must be made through a review of the EHCP by the school / SEN Team. Children with EHCPs are not dealt with through the admissions process as they have their own process enshrined in legislation.

6. **Information for parents**

Guidance notes that accompany the 'in-year common application form' informs parents of the detrimental effects that changing schools has on their child's progress and that such decisions should not be taken without careful consideration. Governors may wish to add similar statements to their school booklets and websites.

Primary School Published Admission Numbers (PANs)

School	PAN
ADDINGHAM	30
ALL SAINTS' CE (BFD)	90
ALL SAINTS' CE (ILK)	60
APPLETON	60
ASHLANDS	60
ATLAS COMMUNITY PRIMARY	30
BAILDON CE	60
BANKFOOT	30
BARKEREND	90
BECKFOOT ALLERTON	60
BECKFOOT HEATON PRIMARY	90
BECKFOOT PRIESTTHORPE	30
BEN RHYDDING	30
BLAKEHILL	60
BOWLING PARK	90
BRACKENHILL	60
BRADFORD ACADEMY	60
BRADFORD GIRLS GRAMMAR	52
BURLEY & WOODHEAD CE	30
BURLEY OAKS	60
BYRON	90
CARRWOOD	60
CAVENDISH	60
CHRIST CHURCH PRIMARY ACADEMY	30
CLAYTON ST JOHN'S CE	60
CLAYTON VILLAGE PRIMARY	30
COPTHORNE	60
COTTINGLEY VILLAGE PRIMARY	60
CROSSFLATTS	60
CROSSLEY HALL	90
CULLINGWORTH	45
DENHOLME	30
DIXONS ALLERTON ACADEMY	60
DIXONS MANNINGHAM ACADEMY	60
DIXONS MARCHBANK ACADEMY	60
DIXONS MUSIC ACADEMY	60
EAST MORTON CE	30
EASTBURN JUNIOR & INFANT	30
EASTWOOD	60
ELDWICK	75
FAGLEY	30
FARFIELD	60
FARNHAM	60
FEARNVILLE	60
FEVERSHAM	60
FOXHILL	30

School	PAN
FRIZINGHALL	60
GIRLINGTON	60
GLENAIRE	30
GREEN LANE	90
GREENGATES	30
GROVE HOUSE	60
HARDEN	30
HAWORTH	45
HEATON ST BARNABAS' CE	60
HIGH CRAGS	60
HILL TOP CE	30
HOLLINGWOOD	60
HOLYBROOK	30
HOLYCROFT	60
HOME FARM	60
HORTON GRANGE	90
HORTON PARK	60
HOYLE COURT	45
IDLE CE	60
INGROW	60
IQRA	90
KEELHAM	15
KEIGHLEY ST ANDREW'S CE	60
KILLINGHALL	90
KNOWLESWOOD	60
LAPAGE	90
LAYCOCK	15
LEES	30
LEY TOP	60
LIDGET GREEN	90
LILYCROFT	60
LISTER PRIMARY	60
LONG LEE	60
LOW ASH	60
LOW MOOR CE	60
LOWER FIELDS	60
MARGARET McMillan	90
MARSHFIELD	60
MENSTON PRIMARY	60
MERLIN TOP	45
MIRIAM LORD COMMUNITY	60
MYRTLE PARK	30
NESSFIELD	60
NEWBY	60
NEWHALL PARK	60
OAKWORTH	60

School	PAN
OLDFIELD	8
OUR LADY & ST BRENDANS CATHOLIC	30
OUR LADY OF VICTORIES CATHOLIC	30
OXENHOPE CE	30
PARKLAND	30
PARKWOOD	30
PEEL PARK	90
POPLARS FARM	60
PRINCEVILLE (temp)	60
RAINBOW (subject to consultation)	60
REEVY HILL	30
RIDDLESDEN ST MARY'S CE	60
RUSSELL HALL	30
RYECROFT	60
SALTAIRE	60
SANDAL	60
SANDY LANE	45
SHIBDEN HEAD	60
SHIPLEY CE	30
SHIRLEY MANOR	30
SILSDEN PRIMARY	90
SOUTHMERE	60
ST ANNE'S CATHOLIC	30
ST ANTHONY'S CATHOLIC (Clayton)	30
ST ANTHONY'S CATHOLIC (Shipley)	18
ST CLARE'S CATHOLIC	30
ST COLUMBA'S CATHOLIC	50
ST CUTHBERT & THE FIRST MARTYR'S	30
ST FRANCIS' CATHOLIC	30
ST JOHN THE EVANGELIST	30
ST JOHN'S CE	60
ST JOSEPH'S CATHOLIC (BFD)	40
ST JOSEPH'S CATHOLIC (BING)	30
ST JOSEPH'S CATHOLIC (KLY)	45
ST LUKE'S CE	30
ST MARY'S & ST PETER'S CATHOLIC	30
ST MATTHEW'S CATHOLIC	30
ST MATTHEW'S CE	60
ST OSWALD'S CE	60
ST PAUL'S CE	30
ST PHILIP'S CE	30
ST STEPHEN'S CE	60
ST WALBURGA'S CATHOLIC	30
ST WILLIAM'S CATHOLIC	30
ST WINEFRIDE'S CATHOLIC	60
STANBURY VILLAGE SCHOOL	15
STEETON PRIMARY	45

School	PAN
STOCKS LANE	30
SWAIN HOUSE	60
THACKLEY	60
THE ACADEMY AT ST JAMES	60
THE SACRED HEART CATHOLIC	30
THORNBURY	90
THORNTON	90
THORPE	30
TRINITY ALL SAINTS CE	60
VICTORIA	45
WELLINGTON	60
WESTBOURNE	60
WESTMINSTER CE	90
WHETLEY	90
WIBSEY	90
WILSDEN	60
WOODLANDS CE	15
WOODSIDE	60
WORTH VALLEY	30
WORTHINGHEAD	30
WYCLIFFE CE	60

Secondary School Published Admission Numbers (PANs)

School	PAN
Appleton Academy	165
Beckfoot Oakbank	300
Beckfoot School	270
Beckfoot Thornton	260
Beckfoot Upper Heaton (subject to consultation)	145
Belle Vue Girls	180
Bingley Grammar	300
Bradford Academy	230
Bradford Forster Academy	210
Bradford Girls' Grammar School	104
Buttershaw	330
Carlton Bolling (subject to Executive approval)	300
Dixons Allerton Academy	240
Dixons City Academy	165
Dixons Kings Academy	160
Dixons McMillan	112
Dixons Trinity Academy	112
Feversham College	120
Grange Technology College	300
Hanson School	300
Ilkley Grammar	300
Immanuel College	300
Laisterdyke	180
Oasis Academy Lister Park	160
One In A Million	75
Parkside	210
Queensbury (subject to consultation)	210
St Bede's & St Joseph's Catholic	290
The Holy Family	165
The Samuel Lister	180
Titus Salt	240
Tong	270
University Academy Keighley	180



Department of Place

Education Client Services
Margaret McMillan Tower
Princes Way
Bradford
BD1 1NN

All Parents and Carers of children attending:

Low Ash Primary School

Tel: (01274) 43 9346
Fax: (01274) 320003
Email: Nina.Mewse@bradford.gov.uk

Date: 8 September 2017

Dear Parent/Carer

Consultation on the Expansion of Low Ash Primary School in order to increase the Published Admission Number (PAN) of the school

This letter is to seek your views on the proposed enlargement of Low Ash Primary School.

We are proposing to increase the Published Admission Number (PAN) at Low Ash Primary School from 60 to 90. The net capacity of the school is currently 420 and would be increased to 630.

The demand for reception places in this area continues to increase particularly with regard to the number of housing developments approved or awaiting a decision. Some homes have been completed and children have been accommodated in other recently expanded schools.

Actual numbers (May census) at Low Ash and other schools within a reasonable distance are shown in the table below. The PAN is the intake number (438 as shown below) and clearly shows a shortfall in reception and year 3.

School	PAN	Rec	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
BLAKEHILL PRIMARY SCHOOL	60	62	60	62	58	61	59	56
Christ Church CE Academy	30	30	23	28	29	30	26	28
Grove House Primary School	60	60	56	60	61	60	59	60
High Craggs Academy	60	55	55	48	60	58	53	56
Low Ash Primary	60	64	59	60	58	59	60	56
POPLARS FARM PRIMARY SCHOOL	30	29	30	30	34	30	30	29
SHIPLEY C of E PRIMARY SCHOOL	30	30	30	25	32	30	29	31
St Anthony's Catholic Primary School	18	19	18	16	18	16	19	16
St Francis Catholic Primary School	30	32	29	30	31	28	28	28
Swain House Primary School	60	61	60	63	64	64	65	60
Total	438	442	420	422	445	436	428	420

Primary schools are grouped into 26 planning areas as required by the Department for Education (DfE) in order to produce pupil forecasts. The forecasts for the planning areas which include the above schools show a shortfall of places in the future. Please note that the Council is only allowed to include additional children expected in the pupil forecasts once housing developments have been granted planning permission. The Council is however aware of significant developments over which a decision has not yet been made and recent completed developments that may not yet be occupied. Examples of developments within a reasonable distance to the school are shown in the table below:

Site	Number of dwellings	Status
Arthur Street	41	Pending
Ashfield Road	35	Pending
Bolton Woods Quarry	700	Pending
Cavendish Road	29	Granted
Dock Lane	10 apartments, 70 houses	Pending
Fagley Quarry	600	Granted
Frizinghall Road	18 apartments, 24 houses	Pending
Livingstone Road	59	Granted
Norman Lane	27 apartments	Granted
Otley Road	17	Granted
Poplars Park Road	145	Pending
Roundwood Avenue	440	Completed
Valley Road, Wallbank Drive	38	Pending
Wrose Brow Road	10	Granted

If all these pending developments are granted, it will place additional pressure on school places in the area and could mean children are placed at schools a considerable distance from their homes.

Low Ash Primary is in Shipley 1 planning area and currently there are 168 places available per year group. The health authority data showing the number of children registered, which is used for pupil forecasting shows the following:

Planning Area	Age 0	Age 1	Age 2	Age 3	Age 4	Age 5	Age 6	Age 7	Age 8	Age 9	Age 10
Shipley 1	191	191	190	192	201	185	174	200	180	177	176
Reception year	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010

This data indicates that there are more children registered with the health authority than there are places and therefore children have had to travel to schools in other planning areas. The neighbouring planning area North East 2 also shows a shortfall (in the table below) as there are currently only 330 places available per year group, although following consultation we are to expand Poplars Farm Primary School to admit an additional 30 per year group. 2019 however will still show a shortfall.

Planning Area	Age 0	Age 1	Age 2	Age 3	Age 4	Age 5	Age 6	Age 7	Age 8	Age 9	Age 10
North East 2	341	380	336	361	343	351	362	370	334	346	333
Reception year	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010

Low Ash Primary School is a popular school and usually applications exceed the number of places available. Their most recent Ofsted inspection rated the school as 'Good'.

The school has sufficient space to be expanded, the Council would work closely with the school to ensure that educational requirements continue to be met and that least disruption is caused to the pupils and staff during expansion. Any expansion would of course be subject to planning permission.

There would be no changes to the admission arrangements for the school other than increasing the number of reception children allocated each year to 90 as from September 2019.

This letter is therefore to gain your views and comments, on the Council's proposed enlargement of the school premises and an increase in the school's published admission number, as part of the overall consultation prior to any decision being made. We will also be informing the local community and other stakeholders in the area.

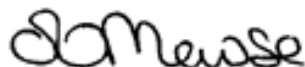
The consultation process will continue until 20 October 2017 after which a full analysis will be carried out and a report with recommendations will be made to the Executive of the Council in December 2017.

Letters of consultation are also to be sent to all schools within the District, to parents of known Early Years children in the area, the Catholic and Church of England Diocese, the Muslim Association and other relevant bodies and Local Authorities.

Any comments or suggestions can be made on the response form which is included. This should be forwarded to Nina Mewse at the above address or alternatively emails may be sent to: educationconsultation@bradford.gov.uk quoting changes to Low Ash Primary School.

Online responses can be made on the Bradford Council [consultation website](#) under current consultations.

Yours sincerely



Nina Mewse
Senior Provision and Places Officer

Response form

Please complete details and return to:

Nina Mewse

**Senior Provision and Places Officer, Education Client Services,
1st Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN by 20 October 2017 at
the very latest**

Consultation on the expansion of Low Ash Primary School in order to increase the Published Admission Number of the school

Name (optional)

Full postcode (of your home address) *eg* BD1 1NN

Please indicate which of the following applies to you - *please tick all that apply*

- Parent/carer
- Member of school staff
- School Governor at Low Ash Primary
- School Governor at another school
- Local Councillor
- Member of the Local Community
- Parent of a younger child, not yet attending a primary school
- Other

If other please give details

Please indicate your response to this consultation below

- I agree that Low Ash Primary School should be expanded to enable it to increase its admission number from 60 to 90
- I disagree that the school should be expanded and feel the admission number should remain at 60

Please add any further comments below



All Parents and Carers of children attending
 Carlton Bolling College

Department of Place

Education Client Services
 Margaret McMillan Tower
 Princes Way
 Bradford
 BD1 1NN

Tel: (01274) 43 9346
 Fax: (01274) 320003
 Email: Nina.Mews@bradford.gov.uk

Date: 11 September 2017

Dear Parent/Carer

Consultation on the proposed closure of Sixth Form Provision at Carlton Bolling College and increase the Published Admission Number of the school to 300.

This letter is to seek your views on the proposal to close the sixth form at Carlton Bolling College and increase the published admission number (PAN) from 240 to 300 per year group. The total capacity of the school would remain the same.

A review was undertaken by the Department for Education (DfE) on sixth form provision, the outcome is that they are proposing to launch new level 3 vocational qualifications. These Technical or Tech level qualifications will be broad based programmes designed to be the equivalent to 'A' levels leading to degree level vocational studies or high level apprenticeships. There is likely to be a need for additional resources to deliver these changes.

Bradford Council also commissioned a review of post 16 Education producing [a report](#) 'A joint approach to post-16 education improvement in Bradford and the need for change' in July 2016, which is available on the Council's website. The report sets out a new approach into how post-16 education should be delivered in the future so that young people are offered high quality 'A' level and vocational education and training.

Carlton Bolling College are requesting permission to close their sixth form as it would be difficult for them to provide this range of programmes particularly as their provision is currently 70% vocational. The school also feel that should the sixth form close it would give them the opportunity to increase their intake for 11 to 16 year olds (statutory ages) which in turn would help to meet the increase in demand for school places.

The Education Skills and Funding Agency (ESFA) approved the opening of 2 sixth form colleges for 2019. These colleges will hold a total of 2000 students initially but could expand further. Students requiring post 16 courses could therefore be accommodated at these colleges who will be able to offer a wider, high quality and more specialised range of courses.

The capacity of Carlton Bolling College is currently 1564 although a new school building is due to open with a similar capacity. The May 2017 census indicated that there were 1511 pupils attending the school of which nearly 300 were in the sixth form.

If the PAN was increased to 300 this would mean 5 year groups of 300 totalling 1500 pupils.

Secondary schools are grouped into 8 planning areas as required by the DfE in order to produce pupil forecasts. Carlton Bolling is in the Bradford East planning area which includes Feversham, Hanson, Immanuel, Laisterdyke and One In A Million secondary schools. The forecast for this planning area shows a shortfall of places in the future unless additional places are provided. Please note that Bradford Council is only allowed to include additional pupils expected in the pupil forecast once housing developments have been granted planning permission. The Council is however aware of significant developments over which a decision has not yet been made and recent completed developments may not be occupied.

Currently the number of year 7 places available for children moving from primary school to secondary schools in this area is 1155. Both Immanuel and One In A Million are to increase their intakes by 60 and 25 respectively which will give a total of 1240 places. Over recent years there has been a significant increase in the number of primary aged children. These children are now working through the primary school year groups and will require secondary school places in the future.

The pupil forecast shows the following number of places will be required up to 2023.

School year	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Pupils	1315	1345	1357	1311	1281	1257

Although we are working with schools that may make changes in this and other planning areas, increasing the numbers of places available at Carlton Bolling College by another 60 will help to meet some of the demand for places.

There would be no changes to the admission arrangements for the school other than increasing the number of year 7 pupils admitted each year from 240 to 300.

If this proposal is approved there would be no provision of level 3 courses for year 12 students in academic year 2018-19 although a smaller cohort of year 12 students taking level 2 courses would be admitted. The last entry for level 3 courses would be those starting in September 2017.

The sixth form would close once these students complete their courses in July 2019.

This letter is therefore to gain your views and comments, on the Council's proposal to close sixth form provision at Carlton Bolling College and increase the school's published admission number, as part of the overall consultation prior to any decision being made. We will also be informing the local community and other stakeholders in the area.

The consultation process will continue until 20 October 2017 after which a full analysis will be carried out and a report with recommendations will be made to the Executive of the Council in December 2017.

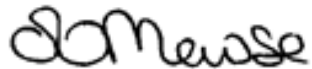
Letters of consultation are also to be sent to all schools within the District, the Catholic and Church of England Diocese, the Muslim Association and other relevant bodies and Local Authorities.

Any comments or suggestions can be made on the response form which is included. This should be forwarded to Nina Mewse at the above address or alternatively emails may be

sent to: educationconsultation@bradford.gov.uk quoting changes to Carlton Bolling College.

Online responses can be made on the Bradford Council [consultation website](#) under current consultations.

Yours sincerely

A handwritten signature in black ink that reads "Nina Mewse". The signature is written in a cursive, flowing style.

Nina Mewse
Senior Provision and Places Officer

Response form

Please complete details and return to:

Nina Mewse

**Senior Provision and Places Officer, Education Client Services,
1st Floor, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN by 20 October 2017 at
the very latest**

Consultation on the proposed closure of Sixth Form Provision at Carlton Bolling College
and increase the Published Admission Number of the school to 300

Name (optional)

Full postcode (of your home address) *eg* BD1 1NN

Please indicate which of the following applies to you - *please tick all that apply*

- Parent/carer
- Member of school staff
- School Governor at Carlton Bolling College
- School Governor at another school
- Local Councillor
- Member of the Local Community
- Parent of a younger child, not yet attending a secondary school
- Other

If other please give details

Please indicate your response to this consultation below

- I agree that Carlton Bolling College should close its' sixth form provision to enable it to increase its' admission number from 240 to 300
- I disagree and feel that the school should retain its' sixth form and that the admission number should remain at 240

Please add any further comments below

List of Consultees

Director/ADs Children's Services
Director/ADs PLACE
All Councillors
All Neighbourhood Forums
All Schools
Bradford Achievement Service
Bradford Youth Service
Catholic Diocese
CE Diocese
Children's Services Managers
Council for Mosques
Early Years Officers
Education Client Service
Head /Chair Governors
Media
MPs
Muslim Association
Neighbouring Local Authorities - Leeds
Other Officers: Planning; Highways
Parents/Carers
Parish Councils
Playgroups and other Early Years providers
Private/Independent schools
School Staff
Unions/OJC
Wider public audience: Bradford Schools Online (BSO), Bradford Council Website, Facebook, Twitter

Summary of responses to consultation on Low Ash Primary school expansion

Consultation was open between 8 September 2017 and 20 October 2017.

A total of 55 responses were received, where provided, these were mainly from current parents of children attending the school and local people living in the BD18 area of the District.

Breakdown of responses:

Group	Agree	Disagree	Other
Parent Including Staff member	9	26	2
Staff member	2		
Low Ash School Governor	2		
Other School Governor			
Councillor	4		
Member of Local Community	1	4	
Parent of younger child			
Other/Unknown	4		1
Total	22	30	3

It does appear that some parents have sent multiple responses without names, it is not however a referendum.

Summary of those agreeing with the proposal:

- Reduce the number of children needing to travel to schools further away.
- Expanding the school would provide a greater opportunity for the school to enable it to continue work carried out by this high achieving school for more local children.
- There were however a number of observations that the respondents feel need to be addressed, i.e. parking facilities, access routes and careful building planning.

The Wrose Parish Council, whilst agreeing with the proposal, also suggested the Highcroft Youth Centre on Snowden Road could serve as an annexe for Low Ash Primary School catering for children in reception and year 1. This would mean there would be approx. 450 children attending the current site and 180 children attending the Highcroft site and felt that this would help to ease the problems of trying to accommodate 630 children onto the existing site

Summary of those against the proposal

- Parking and high volume of cars.
- 3 form entry schools far too big.
- Disruption to pupils.
- Only 1 entrance to the school.
- Size of school site.
- Size of dining hall.
- Funding.
- Too many children at school so they will struggle to find their friends at playtime.
- Large school could be daunting for younger children.
- Possible impact on playground and sports field.

Summary of responses to consultation on Carlton Bolling College removal of sixth form provision and increase Published Admission Number

Consultation was open between 11 September 2017 and 20 October 2017.

A total of 50 responses were received, where provided, these were mainly from current parents of children attending the school and local people living in the BD3 Concerns raised re transition to University from college.

Breakdown of responses:

Group	Agree	Disagree	Other
Parent	1	34	
Staff member	1		
Carlton Bolling School Governor			
Other School Governor		1	
Councillor	1		
Member of Local Community			1
Parent of younger child		6	1
Other/Unknown	1	3	
Total	4	44	2

Some responses by parents appear to be duplicates.

Although no responses from the Governing Body have been received, the School and Governing Body discussed the issue and originally made the proposal to the Council.

Summary of those agreeing with the proposal:

- The proposal was felt to be an excellent idea and would be supported.

Summary of those against the proposal

- Concerns raised re transition to University from college.
- There could be difficulty finding alternative sixth form provision.
- Inconvenient for students to have to travel to other providers.
- Unsettling for students and loss of relationships with teachers, staff and others, i.e. changes to current routines.
- FE Colleges and standalone sixth form colleges do not give students the same level of support as schools with sixth form provision.

Statutory proposal for a prescribed alteration**Proposal to Enlarge the Premises of Low Ash Primary School****School and Local Authority details:**

Low Ash Primary School, Wrose Road, Shipley BD18 1AA. This is a community school.

Local Authority - City of Bradford Metropolitan District Council, City Hall, Bradford BD1 1HY

Description of alteration:

The proposal is that the school should be enlarged to increase the capacity of the school premises from 1 September 2019. The proposal is to expand the school from 2 to 3 forms of entry to admit 90 children per age group.

The current capacity of the school is 420 pupils and the proposed increased capacity will be 630 pupils (ie 7 year groups of 90 pupils). The current number of pupils registered at the school is 422.

The current admission number for the school is 60 pupils and the proposed admission number is 90 pupils. They would enter the reception year in September 2019 (aged four on 31 August 2019) and each following year until all age groups can admit 90 pupils.

No new or additional site is required for this change. Some additional building and/or remodelling of existing buildings would be required. This would be phased by agreement with the school, and be subject to the normal planning permission process.

Evidence of demand:

There are currently 168 reception places in the Shipley 1 Primary School planning area with a total of 1176 across all year groups. The schools in the planning area include Christ Church CE Primary School, High Craggs Academy, Low Ash Primary School and St Anthony's Catholic Primary School. The total number of pupils currently attending the Shipley 1 primary schools is 1123.

Forecasts using Health Authority data and demographic trends predict that the demand for reception school places will continue over the next few years. All other schools in this area are almost at capacity.

Consultation:

The Local Authority consulted interested parties and the consultation process started on 8 September 2017 and closed on 20 October 2017. A summary of the responses to the consultation is attached.

Objectives:

The objective of the proposal is to create additional capacity to accommodate the increasing demand for primary school places caused by the growing local population and number of housing developments.

The proposal would build on the good standards for teaching and learning already in place at the school and provide additional local places for local children without having any negative impact on other schools, academies and educational institutions in the area. This would also increase parental choice in the area.

Implementation and any proposed stages for implementation:

The additional places proposed would enable the school to admit 90 reception children in a phased development targeted from 1 September 2019 onwards.

All pupils entering the reception year and each year thereafter would stay on roll until the end of Year 6 when they transfer to secondary school. It is proposed that all year groups in the school would be established and would have 90 pupils by September 2025.

Project Costs:

The final design solution is subject to detailed design and development and it is not therefore yet possible to estimate the full cost of delivery. The project will be funded by the Local Authority using basic needs funding. The updating of the fabric of the building would achieve long term value for money.

Objections and comments:

Within four weeks from the date of publication of this proposal, i.e. by 5pm on 1 February 2018, any person or organisation may object, support or make comments on the proposal by sending them to Nina Mewse, School Provision and Places Officer, 1st Floor Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN or email educationconsultation@bradford.gov.uk

Statutory proposal for a prescribed alteration**Proposal to Alter the Age Range at Carlton Bolling College by Removing Sixth Form Provision****School and Local Authority details:**

Carlton Bolling College, Undercliffe Lane, Bradford BD3 0DU. This is a community school.

Local Authority - City of Bradford Metropolitan District Council, City Hall, Bradford BD1 1HY

Description of alteration:

The proposal is to alter the upper age limit from age 18 to 16 at Carlton Bolling College by removing sixth form provision for new pupils to the school with effect from 1 September 2018. The transitional arrangements below would apply to current pupils who will finish their studies at the school by July 2019.

The school currently caters for pupils aged 11 to 18 (inclusive) and the proposal is to alter the age range to cater for pupils aged 11 to 16 (inclusive). The proposal would not affect existing sixth form pupils already enrolled on Level 3 courses (A Level, NVQ, International Baccalaureate) who would finish their studies at the school by July 2019. There would also be a small cohort of the current Year 11 pupils staying on at the school for Level 2 courses (GCSE retakes, BTEC, NVQ) who would also complete their studies by July 2019.

The current net capacity of the school is 1564. The current number of pupils registered at the school is 1542. The number of pupils currently enrolled in the sixth form at the school is 238.

The proposed alteration and removal of sixth form provision at the school would enable the admission number for pupils admitted into Year 7 at the school to be increased from 240 to 300 from September 2018 and each following year until all age groups (aged 11 to 16) can admit 300 pupils.

No new or additional site is required for this change.

Evidence of demand:

Following a review undertaken by the Department for Education (DfE) on sixth form provision they are now proposing to launch new Level 3 vocational qualifications. The Local Authority also commissioned a review of post 16 education in July 2016, resulting in a report which recommends that sixth forms should be larger to enable a wider range of courses to be delivered.

The ESFA (Education & Skills Funding Agency) in 2016 approved that two new sixth form colleges (free schools) be established in Bradford. These sixth form colleges will cater for 2000 students with a target opening date of September 2019.

It is envisaged that these free school sixth form colleges will attract significant numbers of students currently attending secondary schools within the District and offer a wider curriculum. The Government's proposal to introduce new Tech Level qualifications will be broad based programmes, designed to be the equivalent in rigour to 'A' levels, leading to

degree level vocational studies or high level apprenticeships. By virtue of their broad focus and specialist nature, it would be practically impossible for the school to provide the facilities for these programmes, which require the scale of a sixth form college or other post 16 college. Considering that 70% of Key Stage 5 provision (pupils age 16 to 18) at Carlton Bolling College is vocational, these changes would render sixth form provision untenable.

A number of other secondary schools in the Bradford district have already consulted on and are proposing or have removed sixth form provision. These schools which have already consulted on or closed their sixth forms had very small sixth forms.

There is spare capacity in the sixth forms at a number of other secondary schools in the area.

Consultation:

The Local Authority consulted interested parties and the consultation process started on 11 September 2017 and closed on 20 October 2017. A summary of the responses to the consultation is attached.

Objectives:

The objectives of the proposal are to change the age range of the school from age 11 to 18 to age 11 to 16 by removing sixth form provision at the school. The Government's proposal to introduce new Tech Level qualifications will be broad based programmes, designed to be the equivalent in rigour to 'A' levels, leading to degree level vocational studies or high level apprenticeships. By virtue of their broad focus and specialist nature, it would be practically impossible for the school to provide the facilities for these programmes, which require the scale of a sixth form college or other post 16 colleges. Considering that 70% of Key Stage 5 provision (pupils age 16 to 18) at Carlton Bolling College is vocational, these changes would render sixth form provision untenable.

In addition the demand for statutory age secondary school provision is increasing in the area. The proposal would enable the capacity of the school to be better utilised by accommodating the increasing demand for statutory aged pupils caused by the growing local population and number of housing developments. Removal of the sixth form provision at Carlton Bolling College would enable the school to increase its intake of pupils aged 11 to 16 to ensure the Council meets its statutory duty of providing sufficient school places in the district.

The proposal would build on the good standards for teaching and learning already in place at the school and provide additional local places for local children without having any negative impact on other schools, academies and educational institutions in the area. This would also increase parental choice in the area.

Implementation and any proposed stages for implementation:

The proposal is to alter the upper age limit from age 18 to 16 at Carlton Bolling College by removing sixth form provision for new pupils to the school with effect from 1 September 2018 and the transitional arrangements below would apply to current pupils who will finish

their studies at the school by July 2019.

The proposal would not affect existing sixth form pupils already enrolled on Level 3 courses (A Level, NVQ, International Baccalaureate) who would finish their studies at the school by July 2019. There would also be a small cohort of the current Year 11 pupils staying on at the school for Level 2 courses (GCSE retakes, BTEC, NVQ) who would also complete their studies by July 2019.

The number of pupils currently attending the sixth form at Carlton Bolling College has been reducing and the type of courses offered by the school has changed to mainly Level 2 rather than Level 3 A Level courses. Future pupils would have more post 16 options moving on from Year 11 at either larger school sixth forms or the new sixth form colleges as well as Bradford College and existing apprenticeship schemes.

Project Costs:

There would be no costs to the Local Authority to implement the proposed changes to the age range at Carlton Bolling College.

Objections and comments:

Within four weeks from the date of publication of this proposal, i.e. by 5pm on 1 February 2018, any person or organisation may object, support or make comments on the proposal by sending them to Nina Mewse, School Provision and Places Officer, 1st Floor Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN or email educationconsultation@bradford.gov.uk

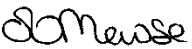
Response to Low Ash Statutory Notice

Whilst agreeing that Low Ash is a first class school and understanding the need for children to be able to attend their local school as no doubt you will be aware parking is a major concern. We live in Wrose Grove and although parking permit measures are in place at school start and finish this restriction is always flouted as drivers search for places to park near the school. Traffic wardens also struggle to police the parking permit measures. The situation on Wrose Grove is becoming dangerous as children and cars struggle to avoid each other as they navigate off the Grove, made worse by the bus stop, passengers, street light and trees which obscure exit from the Grove and Wrose Grove itself being a dead end. This of course raises the question of where will the other parents/guardians park when an enlarged influx of children take place?

Could some of the field adjacent to Gaisby Lane (the bottom field of Wrose Recreation Ground) be utilised to form space for car parking and maybe also a new entrance to the school be created this would ease the traffic on an already congested Wrose Road at a time when so many vulnerable children are in the area.

Initial Equalities Impact Assessment

Department: School Organisation and Place Planning, Children's Services	Completed by (lead): Nina Mewse	Date of initial assessment: 06.02.18
Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)	Report to the Executive for Primary and Secondary Admissions, Proposed Primary School Expansion and Proposed Change of age range of Secondary School	
Is this existing or new function/policy, procedure, practice or decision?	Decision	
What evidence has been used to inform the assessment and policy? (please list only)		
Pupils forecasting, number of applications and appeals for the school. Sixth form review.		

1. Describe the aims, objectives or purpose of the function/policy, practice, procedure or decision and who is intended to benefit.	The use of Basic Need Funding would enable the Local Authority to work with Low Ash Primary School to increase the capacity of the school and enable it to admit additional pupils. There is a need to provide additional secondary school places, removing the sixth form to admit additional statutory aged pupils at Carlton Bolling would assist the Local Authority in its statutory duty of providing sufficient secondary school places.			
The Public Sector Equality Duty requires the Council to have "due regard" to the need to:- (1) eliminate unlawful discrimination, harassment and victimisation; (2) advance equality of opportunity between different groups; and (3) foster good relations between different groups (see guidance notes)	2. What is the level of impact on each group/protected characteristics in terms of the three aims of the duty? Please indicate high (H) medium (M), low (L), no effect (N) for each.	3. Identify the risk or positive effect that could result for each of the group/protected characteristics?	4. If there is a disproportionately negative impact what mitigating factors have you considered?	
Protected characteristics	Age	L	n/a	n/a
	Disability	L	n/a	n/a
	Gender reassignment	L	n/a	n/a
	Race	L	n/a	n/a
	Religion/Belief	L	n/a	n/a
	Pregnancy and maternity	N	n/a	n/a
	Sexual Orientation	L	n/a	n/a
	Sex	L	n/a	n/a
	Any other area	n/a	n/a	n/a
5. Has there been any consultation/engagement with the appropriate protected characteristics?			YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
6. What action(s) will you take to reduce any disproportionately negative impact, if any?			None required	
7. Based on the information in sections 2 to 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)			YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Assessor signature: 	Approved by:	Date approved:		

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**Report of the Strategic Director of Place to the meeting
of Executive to be held on 6 March 2018.**

BH

Subject:

Bradford District's Economic Strategy

Summary statement:

This report updates Executive Members on work to progress the District's Economic Strategy and changes to partnership arrangements. The purpose of the strategy is to provide a framework for joint activity, across a range of partners, to drive economic growth across Bradford District that everyone can contribute to and benefit from.

Steve Hartley
Director of Place

Report Contact: Shelagh O'Neill
AD Department of Place
Phone: (01274) 432076
E-mail: [\[e-mail address\]@bradford.gov.uk](mailto:[e-mail address]@bradford.gov.uk)

Overview & Scrutiny Area:
Regeneration and Economy

1. SUMMARY

- This report updates the Council's Executive Committee on work undertaken to develop a new economic strategy for Bradford district. The Executive have previously received a detailed report on progress and development of the strategy and agreed the overall approach, revised partnership arrangements, core principles and priority themes (10 Oct 2017).
- The purpose of the strategy is to support inclusive economic growth across the Bradford District and provide a focus for joint activity across a range of partners.
- Delivery of the strategy will be overseen by the Bradford Economic Partnership
- Executive is asked to endorse the Strategy in advance of its launch and formally acknowledge the future oversight role of the Economic Partnership.

2. BACKGROUND

- The strategy is based on robust economic intelligence and research and substantial input from local and city region partners. These include the Chambers of Commerce, the University of Bradford, Bradford College, the Voluntary and Community Sector and the West Yorkshire Combined Authority. Additional input on direction of travel has been provided by Civil Servants from the Cities and Local Growth Unit.
- It has been drafted to reflect the changing nature of both the local and national economic context, particularly in response to the inclusive growth agenda, the Government's Industrial Strategy and the results of the Brexit referendum. All of which provide opportunities and challenges for local economic growth.
- The Economic Strategy offers a framework for delivery to maximise the growth potential identified in our four key opportunities.

Our young and enterprising population: ensure all our people are equipped with the skills and confidence to succeed.

Our distinctive offer: use our unique architecture, heritage and cultural assets to create compelling investment propositions and an environment for growth.

Our growth potential: build on our business and sector strengths to drive innovation, increase productivity and create wealth.

Our globally connected district: Improve our transport infrastructure and digital connectivity to strengthen our trading links and access to new markets.

- We have identified these areas of growth potential through detailed economic analysis and through substantial input from businesses and other local and regional partners to understand what is important to them.
- These opportunities, in conjunction with an inclusive growth agenda, will accelerate growth and boost the economic output of the District to the national average, generating an additional £4bn for the economy and bringing an additional 20,000

people into employment.

- This will require an emphasis on co-ordinating and aligning delivery across a range of partner organisations, which has resulted in a review of existing arrangements and the creation of a new economic partnership, with responsibility for overseeing delivery.
- The development of the strategy and appointment of a new Chair to the Producer City Board has also provided an opportunity to review current delivery and partnership arrangements. Therefore, to support delivery of the new economic strategy it is also proposed that the Producer City Board is realigned to the aims and objectives of the new strategy and is renamed the Bradford District Economic Partnership.

3. OTHER CONSIDERATIONS

- Launch events for the Economic Growth Strategy have been scheduled for 6th (local) and 21st (National) of March.
- The 6th March date will see the launch of the Bradford District Economic Partnership, under the chair of David Baldwin, as the primary oversight body for the economic strategy. This event will focus on the impact of local delivery and how partners can contribute.
- The 21st March date is focused on re-positioning Bradford as an ambitious and confident place to invest and conduct business. This event is aimed at key national influencers and policy makers, as well as funders and investors.
- Both events provide an opportunity to showcase the district and the growth strategy and will be supported by aligned social media and communications activity.
- It is intended that a series of workshops, focussing on delivery, will be scheduled at locations across the district for late Summer.

4. FINANCIAL & RESOURCE APPRAISAL

- Budget support for development has come from internal Economy and Development resources with staffing support from the Office of the Chief Executive and Economy and Development
- Design of the strategy and associated collateral is being handled externally due to capacity and time constraints.
- Resources for the launch events are also coming from Economy and Development.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- Risk management processes have been put in place during the development and drafting of the strategy, with oversight remaining with the current Producer City Board.
- Appropriate delivery and partnership arrangements have been put in place for the next phase of the strategy.

6. LEGAL APPRAISAL

- The Bradford District Economic Strategy has been prepared under the Local Authority's General Power of Competence as provided in the Localism Act 2011, Section 1.
- While there is no statutory duty on Local Authorities to produce an economic strategy they are free to determine the breadth and depth of assessments of the economic condition of their area, ensuring a reflection of local priorities.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

- Inclusive growth is one of the major principles of the Economic Strategy. If required, equality impact assessments will be considered as part of the delivery framework.
- The strategy will drive actions that specifically target under-represented groups (e.g. BME women) and specific areas of deprivation. Delivery of this nature will be underpinned by the principles of inclusive growth, ensuring greater economic participation and opportunity.

7.2 SUSTAINABILITY IMPLICATIONS

- The main driver of the Economic Strategy is to achieve sustainable and long term economic growth through relevant interventions and investment. This includes consideration of sustainable use of resources, innovation approaches to best use of assets and resources and a commitment to inclusive growth, ensuring an economy that everyone can contribute to and benefit from.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

- The goal of the strategy is to create inclusive economic growth that has a positive impact on the environment. Actions and implications to support energy infrastructure and emissions will be reviewed as part of the delivery of the strategy.

7.4 COMMUNITY SAFETY IMPLICATIONS

- No implications identified

7.5 HUMAN RIGHTS ACT

- No implications identified

7.6 TRADE UNION

- No implications identified

7.7 WARD IMPLICATIONS

- This is a district wide economic strategy which focuses on understanding and

supporting the economic role of all communities and wards across Bradford. .

**7.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS
(for reports to Area Committees only)**

- Not applicable

8. NOT FOR PUBLICATION DOCUMENTS

- None

9. OPTIONS

- Members recognise the changes in partnership arrangements
- Members acknowledge the oversight role of the Bradford District Economic Partnership in delivering the Economic Strategy.

10. RECOMMENDATIONS

- It is recommended that:
- Members recognise the changes in partnership arrangements
- Members acknowledge the oversight role of the Bradford District Economic Partnership in delivering the Economic Strategy.

11. APPENDICES

- None

12. BACKGROUND DOCUMENTS

- None

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**MINUTES OF THE MEETING OF THE
WEST YORKSHIRE COMBINED AUTHORITY
HELD ON THURSDAY, 14 DECEMBER 2017 AT COMMITTEE ROOM A,
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

Present:

Councillor Susan Hinchcliffe (Chair)
Councillor Tim Swift (Vice-Chair)
Roger Marsh OBE
Councillor Nicola Turner
Councillor Andrew Waller
Councillor James Lewis
Councillor Shabir Pandor

Bradford Council
Calderdale Council
Leeds City Region Enterprise Partnership
Kirklees Council
City of York Council
Leeds City Council
Kirklees Council

In attendance:

Councillor Robert Light
Ben Still
Caroline Allen
Angela Taylor
Kersten England
Heather Waddington
Ruth Chaplin

Chair, WYCA Overview & Scrutiny Committee
WYCA
WYCA
WYCA
Bradford Council (minute 69 only)
WYCA (minute 73 only)
WYCA

61. Apologies for Absence

Apologies for absence were received from Councillors J Blake, P Box, A Carter, S Cooke, D Sheard and K Wakefield.

62. Declarations of Disclosable Pecuniary Interests

There were no pecuniary interests declared by members at the meeting.

63. Exempt Information - Possible Exclusion of the Press and Public

Resolved: That in accordance with paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, the public be excluded from the meeting during consideration of the appendices to Agenda Item 15 on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information and for the reasons set out in the report

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that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

64. Minutes of the Meeting of the Combined Authority held on 5 October 2017

Resolved: That the minutes of the meeting held on 5 October 2017 be approved and signed by the Chair.

65. Capital Spend and Project Approvals

The Authority considered a report of the Director of Delivery on the progression and funding for the following schemes through WYCA's Assurance Process in line with WYCA's Assurance Framework:

- Leeds City Region Enterprise Zones Programme
- Steeton and Silsden A629 Foot/Cycle Crossing
- East Leeds Outer Ring Road Junctions
- Warm Homes Programme
- WYCA Website

It was noted that the Warm Homes Grant Fund and WYCA Website projects had proceeded directly to WYCA because of either timescales relating to their delivery or governance requirements of the funding stream.

The Authority also considered the following two schemes which had exception reports assessed in line with WYCA's Assurance Framework:

- A641 – Bradford to Huddersfield Corridor
- Strategic Inward Investment Fund

Details of the schemes were outlined in the submitted report.

Resolved:

- (i) In respect of the **Leeds City Region Enterprise Zones Programme (Decision Point 2)** –

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That the Leeds City Region Enterprise Zones Programme proceeds through Decision Point 2 and work commences on Activity 3 (Outline Business Case) for the Phase 2 sites outlined in the submitted report and Activity 4 (Full Business Case) for Phase 1 Leeds EZ.
- (b) That an indicative approval to the £20.000m programme cost is



given from the Local Growth Fund with Full Approval to spend being granted to individual sites once they have progressed through the Assurance Process to Decision Point 5 (Full Business Case with Finalised Costs).

- (c) That development costs of up to £0.302m from the Local Growth Fund are approved in order to progress Phase 2 sites to Decision Point 3 (Outline Business Case).
- (d) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in the submitted report. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(ii) In respect of **Steeton and Silsden A629 Foot/Cycle Crossing (Decision Point 2)** –

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That the Steeton and Silsden A629 Foot/Cycle Crossing proceeds through Decision Point 2 (Case Paper) and work commences on Activity 3 (Outline Business Case).
- (b) That approval to the total project value of £0.210m is given from the CCAG Fund (which incorporates the DfT Grant) for Activity 3 (Outline Business Case) only.
- (c) That WYCA enters into a Funding Agreement with City of Bradford Metropolitan District Council for expenditure of up to £0.210m from the CCAG Fund.
- (d) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in the submitted report including that Decision Point 3 approval be delegated to WYCA's Managing Director. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(iii) In respect of **A641 – Bradford to Huddersfield Corridor (Activity 1 Exception)** –

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That further development costs of up to £0.630m be approved from the West Yorkshire plus Transport Fund to enable further Expression of Interest development, in order to progress the scheme to Decision Point 2 (Case Paper), taking the total project approval to £0.730m.

- (b) That WYCA enters into an addendum to the existing funding agreement with Calderdale Council for A641 – Bradford to Huddersfield Corridor for additional expenditure of up to £0.630m from the WY+TF.
- (c) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in the submitted report. This will be subject to the scheme remaining within the tolerances outlined in the report.

(iv) In respect of **ELOR Leeds Outer Ring Road Junctions (Decision Point 5) –**

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That the East Leeds Outer Ring Road Junctions Project (part of the East Leeds Orbital Road Package of schemes) proceeds through Decision Point 5 (Full Business Case with Finalised Costs) and work commences on Activity 6 (Delivery).
- (b) That approval be given to WYCA's contribution of £14.047m (which will be funded from the West Yorkshire plus Transport Fund), taking the total project approval for the full ELOR package of schemes to £25.857m (£14.047m plus £3.900m for design and preparation for Phase 1 and the Outline Business Case for the ELOR project plus £6.750m for land costs and a £1.160m contribution from funding approved by WYCA to commence development work on WY+TF projects before the growth deal was established (all funded from the WY+TF)).
- (c) That WYCA enter into an addendum to the existing Funding Agreement with Leeds City Council for expenditure of up to £25.857m from the WY+TF.
- (d) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in the submitted report following a recommendation by WYCA's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.

(v) In respect of the **Strategic Inward Investment Fund (Activity 6 Exception) –**

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That the exception is approved to change the Strategic Inward Investment Fund lower limit for applications from £250,000 to GBP

equivalent (at time of application) to €200,000.

- (b) That the exception is approved to amend the assurance and approval processes for applications of £250,000 or below as outlined in the submitted report, so that these decisions are delegated to the WYCA Managing Director.

(vi) In respect of **The Leeds City Region Warm Homes Programme –**

That WYCA approves:

- (a) That the Warm Homes project proceeds through Decision Point 2 (Case Paper) and work commences on Activity 5 (Full Business Case with Finalised Costs).
- (b) That indicative approval is given to the total project cost of £2,909,600 and WYCA's contribution of £1,619,960 (to be funded from the National Grid Warm Homes Fund).
- (c) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in the submitted report including at Decision Point 5 through a delegation to WYCA's Managing Director following a recommendation by WYCA's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.

(vii) In respect of the **WYCA Website (Web3) –**

That WYCA approves:

- (a) That the WYCA Website (Web3) project proceeds through Decision Point 2 and work commences on the Full Business Case with Finalised Costs (Activity 5); an indicative funding allocation of £0.300m from part of the Authority's overall capital programme, (with the funding source coming from cash, eligible programmes and/or borrowing) with full approval to spend once the scheme has progressed through the Assurance Process to Decision Point 5 (Full Business Case with Finalised Costs).
- (b) That future approvals are made in accordance with the Assurance Pathway with Full Business Case with Finalised Costs (Activity 5) approval made through a delegation to WYCA's Managing Director following a recommendation by WYCA's Programme Appraisal Team. This approval route will be subject to the scheme remaining within the tolerances outlined.



66. Project Beta

The Authority considered a report of the Executive Head of Economic Services which advised of the situation relating to Project Beta and proposed support to the future provision of grant funding of up to £3 million.

Members were given an overview and discussed the proposals regarding the application from a company which was seeking support to establish a new UK-based drug manufacturing facility and the benefits this would bring to the Leeds City Region. It was reported that the request for the grant from the Strategic Inward Investment Fund had been considered and recommended for approval by the Investment Committee. The continued support and approval of the grant will be subject to applications progressing through the WYCA Assurance Process.

Resolved: That support be given in principle to the provision of grant funding of up to £3 million to Project Beta subject to the scheme's progression through WYCA's Assurance Process.

67. HS2 and Connectivity

The Authority considered a report of the Head of Transport Policy which:

- provided an update on the LCR HS2 Growth Strategy
- provided an overview of the LCR HS2 Connectivity Strategy
- sought support to the development of Inclusive Growth Corridor Plans as part of the next stage in work.

Members noted the three emerging strands of the Connectivity Strategy which were detailed in the submitted report. In discussing the regional/pan-northern HS2 'Inclusive Growth Corridors' which had been identified, it was requested that the Bradford corridor be amended to 'Bradford – Halifax – Calder Valley and beyond'. It was noted that York had also been identified as a corridor and the importance of the East Coast Main Line and York as a key hub was recognised. The corridors will connect major communities, including some of the most deprived to HS2 and the importance of providing services to smaller stations in outlying areas was recognised. Members discussed the work being undertaken on the Leeds City Region's Housing Strategy and the need to ensure that this was linked with the HS2 plans for connectivity and inclusive growth.

Resolved:

- (i) That the progress on the LCR HS2 Growth Strategy be noted.
- (ii) That the emerging principles of the LCR HS2 Connectivity Strategy be endorsed.
- (iii) That the development of Inclusive Growth Corridor Plans as part of the next stage in development be endorsed.



68. HS2 and Skills

The Authority considered a report of the Executive Head of Economic Services which provided an update on the skills strategy needed to ensure the most is made of HS2 and to seek endorsement to develop the strategy into an implementation plan.

The report provided a summary of the skills work being undertaken and the strategy for ensuring people have the right skills to make the most of the HS2 opportunity. It also provided an overview of the Skills and Supply Chain Growth Strategy and a summary which provided further detail regarding the proposed programmes was attached at Appendix 1 to the submitted report.

Members discussed the strategy which built on the objectives detailed in the LCR Employment & Skills Plan and the work that WYCA and partners were already doing to support the development of a skilled workforce. It was intended to submit the Skills Strategy to Government as part of the HS2 Growth Strategy and then to turn the strategy into an implementation plan. It was noted that the approach to implementation would depend on how far the Government supports the plan financially and an initial meeting was being arranged with them in the near future.

Resolved: That the HS2 Skills Strategy be endorsed and an implementation plan be developed.

69. Transforming Cities Fund

The Authority considered a report of the Head of Transport Policy which provided an update on the Budget announcement in respect of the Transforming Cities Fund.

It was noted that the £1.7 billion fund was to support transport investment and the Chancellor had set out that half the fund would be allocated via competition for transport projects in cities and the remaining half allocated to the 6 combined authorities with elected metro mayors.

It was expected that guidance would be published in the New Year with bids to be submitted during Spring 2018. It was proposed that a range of options for the bid be considered and developed with partners including the suitability of schemes which came forward in the 'call for projects' and those on the local prioritised corridors as identified in the HS2 Connectivity Strategy.

It was noted that should a devolution deal be agreed for the region, the Transforming Cities Fund would automatically deliver significant additional capital investment for the Mayor to invest in transport.

A report would be brought to a future meeting once further details are known.

Resolved: That the financial position around the Transforming Cities Fund be noted.

70. Local Inclusive Industrial Strategy Update

The Authority considered a report of the Head of Economic Policy which:

- provided an update on the development of a single, bold city region strategy, owned by both WYCA and LEP Board with inclusive growth at its core;
- provided an overview of the headline messages from the national Industrial Strategy White Paper that was launched on 27 November 2017;
- provided an update on the outcome of the LEP Board meeting of 29 November 2017 and sought agreement to the LEP Board's decision to begin the development of Local, Inclusive Industrial Strategy (LIIS) as a replacement for the Strategic Economic Plan (SEP); and
- set out an indicative timetable for the development of a local, inclusive, industrial strategy that reflects national guidance whilst recognising the LEP's ambition around delivering at pace.

It was reported that the proposals to update and replace the SEP with a LIIS were agreed at the LEP Board meeting on 29 November 2017. Members discussed the key themes and messages emerging from the City Region's submission to the Industrial Strategy Green Paper, Autumn Budget and Industrial Strategy White Paper to inform the development of a local inclusive and place based industrial strategy. An emerging vision and statement of intent for the City Region emphasising that good growth delivers good outcomes would be developed in January/February 2018. This would be used as a mechanism for engagement with Government and local stakeholders. A full LIIS would be produced in March 2019 aimed at driving growth, boosting productivity and earning power for a post-2030 economy.

Resolved: That WYCA agree to formally commit to beginning the development of a single, bold Local Inclusive Industrial Strategy (LIIS) as a replacement for the Strategic Economic Plan (SEP), which will be owned by both the LEP and WYCA with inclusive growth at its core.

71. Inclusive Growth in the Leeds City Region

The Authority considered a report of the Managing Director which sought approval for funding the last 6 months of the secondment for the Project Director for Inclusive Growth.

Members noted the progress of the work undertaken to embed inclusive growth across Leeds City Region and of the development of a second work programme. The proposed activities for the next six months were set out in Appendix 1 and it was agreed that the remaining 6 months of the secondment be funded by WYCA. A

report would be prepared for a future meeting outlining appropriate next steps for resourcing after the secondment ends.

Resolved:

- (i) That the work accomplished to date be noted.
- (ii) That the funding of a secondment by WYCA for 6 months until 14 May 2018 be approved.

72. Business Planning & Budget 2018/19

The Authority considered a report of the Director of Resources advising members of the work underway on business planning and budgeting for 2018/19.

Members discussed and noted the latest position regarding business planning and the medium term financial strategy and the successes of the past year. The report also set out a draft budget proposal for 2018/19 and consideration was given to the draft three year position on the revenue budget which was attached at Appendix 2 and the initial capital programme figures for the next two years at Appendix 3.

A full report incorporating the budget and levy for 2018/19 will be brought to the next meeting.

Resolved: That the work being undertaken on the medium term financial strategy and business planning and budget for 2018/19 be noted.

73. Update on WYCA Procurement Strategy 2018-2021

The Authority considered a report of the Director of Resources which provided an update on progress regarding the development of the new WYCA Procurement Strategy.

It was noted that a new procurement function had been created at WYCA and it was proposed that the strategy would outline the vision and work required for the next 3 years in this area.

Members were advised that through the Inclusive Growth Steering Group, work was being undertaken across the region to assist local authorities and other key anchor institutions in defining a set of common principles that will underpin procurement and other activities. Workshops and a meeting had been held with the Heads of Procurement across the region and number of discussions have also been undertaken with the wider Inclusive Growth programme.

It was acknowledged that the final strategy must support the organisation in meeting the key agreed elements and be in line with the new National Procurement Strategy which was being finalised by the LGA and details were outlined in the submitted report.



Members welcomed the progress being made and it was proposed to submit the final Procurement Strategy to the next meeting. It was noted that an update on the Contract Standing Orders would also be required to implement the strategy.

Resolved:

- (i) That the progress made on Procurement within WYCA be noted.
- (ii) That the elements outlined in the submitted report be accepted as forming the basis of the Procurement Strategy document.
- (iii) That the planned update to Contract Standing Orders to implement the new Procurement Strategy be noted.

74. Governance Arrangements

The Authority considered a report of the Director of Resources on the following issues in respect of appointments:

- To note a change to the City of York Council's appointment to WYCA.
- To approve the appointment of private sector and advisory co-optees onto WYCA's Advisory Panels and to appoint the Chair of the Employment & Skills Panel and the Green Economy Panel.
- To approve the appointment of local authority co-optees on the Business Innovation & Growth Panel and the Employment & Skills Panel following receipt of revised nominations.
- To approve a change in membership of WYCA's Governance & Audit Committee.
- To note that the Director of Policy, Strategy & Communications is leaving WYCA at the end of the calendar year and to approve the appointment of an interim Director.

It was reported that Councillor Andrew Waller replaced Councillor Keith Aspden on WYCA with effect from 9 October 2017 and the Chair welcomed him to his first meeting.

Members noted the appointments to WYCA's Advisory Panels which were set out in paragraph 2.5 of the report and Appendix 1 and agreed the appointments of Rashik Parmar as Chair of the Employment & Skills Panel and Simon Pringle as Chair of the Green Economy Panel.

In respect of the Governance & Audit Committee, it was agreed that Councillor Hinchcliffe replace Councillor Sheard.

It was noted that Rob Norreys, Director of Policy, Strategy & Communications was leaving WYCA at the end of the year. Members expressed their gratitude to Rob for his hard work, contributions and support during his long and distinguished service

and the important role he had played in building the foundations for the City Region, creation and development of the LEP and WYCA and in securing significant Local Growth funds.

A process for an internal interim replacement had been undertaken and it was agreed that Liz Hunter be appointed as interim Director of Policy & Strategy.

Resolved:

- (i) That the termination of the City of York Council's appointment of Councillor Keith Aspden and the appointment of Councillor Andrew Waller be noted.
- (ii) That WYCA co-opts members to the Advisory Panels as set out in Appendix 1, and to the Land and Assets Panel, as set out in paragraph 2.5 of the submitted report.
- (iii) That Rashik Parmar be appointed as Chair of the Employment & Skills Panel and Simon Pringle as Chair of the Green Economy Panel.
- (iv) That WYCA notes Wakefield Council's revised nomination to the Business Innovation & Growth Panel and co-opts Councillor Darren Byford onto the Panel in place of Councillor David Jones.
- (v) That WYCA notes North Yorkshire County Council's revised nomination to the Employment & Skills Panel and co-opts Councillor Patrick Mulligan onto the Panel in place of Councillor Cliff Lunn.
- (vi) That WYCA replaces Councillor Sheard with Councillor Hinchcliffe on the Governance & Audit Committee.
- (vii) That WYCA notes that the Director of Policy, Strategy & Communications is leaving WYCA at the end of the calendar year.
- (viii) That the appointment of Liz Hunter as interim Director of Policy & Strategy be approved.

75. European Structural & Investment Funds - Sustainable Urban Development

The Authority considered a report of the Director of Resources on European Structural & Investment Funds – Sustainable Urban Development (ESIF SUD).

It was noted that WYCA has a role, as Intermediate Body, in the consideration and recommendation of projects to be funded through ESIF SUD. The Investment Committee had considered the detail of each project and endorsed the advice and decision at parts 3 and 5 of each of the project assessment forms. They had also considered and were recommending to WYCA the prioritisation list which was detailed in the exempt Appendix 1. Members discussed the outline applications which were attached to the submitted report as exempt Appendices 2-6 and



accepted their recommendations and approved the advice, the selection decision and the prioritisation list.

It was noted that the Managing Authority, DCLG, will finalise the assessment and make its final decision with regard to those projects which will now be asked to progress to the next stage.

Resolved: That WYCA, in its role as the Intermediate Body for the SUD part of the ESIF programme, approves the advice included in the outline assessment forms at Part 3 of each exempt Appendix 2-6, the decision and any respective conditions outlined in Part 5a and the prioritisation list for SUD included in exempt Appendix 1.

76. Minutes of the Meeting of the Transport Committee held on 8 September 2017

Resolved: That the minutes of the meeting of the Transport committee held on 8 September 2017 be noted.

77. Minutes of the Meeting of the Green Economy Panel held on 14 September 2017

Resolved: That the minutes of the meeting of the Green Economy Panel held on 14 September 2017 be noted.

78. Minutes of the Meeting of the Overview & Scrutiny Committee held on 20 September 2017

Resolved: That the minutes of the meeting of the Overview & Scrutiny Committee held on 20 September 2017 be noted.

79. Draft Minutes of the Land & Assets Panel held on 13 October 2017

Resolved: That the draft minutes of the Land & Assets Panel held on 13 October 2017 be noted.

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