

**Service Plans 2001-2002:**

**Name of Service Plan Area: Pupils, Students & Families. Service Plan Ref: ED8**

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**Part 1 Description of service**

**Purpose of service**

To co-ordinate and manage effectively within Education those services which provide or aid access to education provision, including for those families who have pupils with special educational needs. In the case of students of post compulsory school age, the service also provides assessments for government mandatory awards and post 16 school grants. The service acts as client to Environmental Service to facilitate provision of adequate transport services.

The purpose is underpinned by the values in the Council Plan and is to assist the delivery of Council Plan Strategic Aims 8 and 9.

The service works with schools and alongside the Learning Support and School Organisation services in the organisation of placement and appropriate support of individual children including the provision of information and guidance for parents. Co-ordination and joint planning with Social Services and Health is essential.

The priority is to ensure that all pupils are placed appropriately and attend school regularly whilst raising the achievement of all pupils with special educational needs.

**Description of Service**

The following services comprise Pupils, Students and Families:

- Admissions Team - This team consists of 17.67 staff. It provides admission procedures for Primary and Secondary schools, organises the selection process and ensures that all parents receive accurate information on Buckinghamshire schools and admissions policies.
- Student Support - This service consists of 21 staff and provides for both Buckinghamshire and Milton Keynes Councils. It provides assessments on behalf of the government for mandatory awards and student support to students attending Higher Education and post 16 school grants, provides a telephone advice service, information booklets and application forms.
- Home to School Transport - This team has 12.1 allocated staff within the Passenger Transport Team in the Environmental Services Department. The team determines the entitlement of applications to free or subsidised home-to-school transport for mainstream pupils in accordance with County Council policies. It also secures, administers and oversees Education Transport for those entitled to free or subsidised travel and for those who pay a fare.

- Pupil Support - The Pupil Support service is currently being formed by the integration of the Education Welfare and Special Educational Needs (SEN) services. The SEN team consists of 23 staff. It co-ordinates the assessment and provision of statements within Code of Practice timelines, the placement of pupils out of county, the tracking of all pupils who are excluded or who are Educated Other than at School. It allocates additional resources to mainstream schools and funds school departments and special school places. It also provides a Parent Partnership and Conciliation Service, consisting of 3.6 staff.

The Education Welfare Team consists of 22.5 staff. It works with schools, Pupil Referral Units and families to improve attendance and reduce exclusions. It supports work on Youth Justice, Child Protection and other multi-agency work. It administers work permits, child performances Matrons' Licences and clothing grants.

The service contributes to both a number of Education Department working groups and to inter-agency groups including Social Services, Health Authorities, Voluntary Organisations and other councils.

### **What are the statutory parameters that regulate how the service operates?**

*Each team within the service has a number of statutory duties which include:*

- School Standards and Framework Act 1998.
- DfEE Code of Practice on School Admission Appeals.
- DfEE Code of Practice on School Admissions.
- Education (Mandatory Awards) Regulations 2000.
- Education (Student Support) Regulations 2000.
- Local Education Authority (Post Compulsory Education Awards) Regulations 1999.
- Children's Act 1989 for Child Protection and Juvenile Employment.
- Children and Young Persons' Act and the Children Performance Regulations 1968.
- Education Act 1996 regulations on attendance, free school meals and clothing grants.
- Transport Act 1985, Further and Higher Education Act 1992, Education Act 1996 prescribe minimum levels of home to school transport and indicate discretionary and self-financing supplementary provision possible.
- Transport service competitive tendering securing contracts for commercial bus, coach, taxi and train operators.
- Education Act 1996 determining the assessment process and provision of statements for pupils with special needs. Additionally, confers duty to provide for under 5s special needs.
- DfEE Circular 1/98 – Behaviour Support Plans.
- DfEE Guidance SEN: A Programme of Action.
- DfEE Circulars 10/99 & 11/99 School Inclusion.
- Crime & Disorder Act 1999.
- Human Rights Act 2000.

### **Chairman of Policy and Resources 2001/02 Policy Steer(s) relevant to the service**

1. The Council must live within its means next year and over the medium term.
2. All budgets managers are expected to deliver 2% efficiency gains.
3. Service planning should assume the council tax does not increase beyond the average income for other similar authorities (ie 5% to 6%)
5. The Council will fully pass on (ie 'passport') the increased resources for Education it has received from Government but expects service plan options to be developed which:
  - ◆ 'lock in' the benefits of existing school funding by meeting future inflation and increases in pupil numbers;
  - ◆ maximise additional resources for schools, over and above inflation, which can be best targeted to raise achievement and reduce the risk of failing schools by linking further increases in funding to individual schools based on individual targets for improvements;
  - ◆ ensure the Council achieves at a minimum the statutory minimum targets for delegation of monies directly at schools;
  - ◆ show in detail and with costings how special needs funding can best be controlled and deployed to achieve specified desired results in a cost effective fashion.

### **Supporting Policies relevant to the service**

8b, c, d, e, f, g.

9c, d, f, g.

### **Volume of service (2001/2)**

Number of customers/users All schools and pupils (and their families).

The service supports a wide range of clients including children, students, families, schools, headteachers, colleges, support groups, multi-agency groups, councillors and MPs. Where appropriate, the service liaises and works to co-ordinate this support with Social Services, Health Authorities and the police.

- New SEN Statements during academic year 99/00 were issued to 354 pupils
- Out-County placements were provided for 256 SEN pupil (financial year 99/00)
- Short term Support Assistance was provided to 501 pupils
- Additional Education Resources supported 380 MLD/SPLD pupils
- Annual Reviews were carried out for 1,660 pupils
- SEN Assessments were carried out for 325 pupils
- Free school meals were established for 5112 pupils
- Clothing grants were issued to 864 families
- Children's licences to perform were granted for 616 pupils
- Licences for chaperones: 75
- Children's permits to work for 1365 pupils
- Case work for permanent exclusions supported 95 pupils
- Case work for temporary exclusions supported 17 pupils, 145 Home visits, PSP meetings to support 97 pupils
- Welfare visits to support schools totalled 1,060 & Home visits 5,500
- Admissions processed 11+/12+ testing (and admissions) for 12,000 pupils (8,000 at 11+ and 4,000 at 12+)
- Admissions hear for 11+/12+ 800 reviews
- Admissions provided evidence for 800 appeals
- Admissions supported transfer for 1,200 pupils
- Admissions dealt with pupil entry and transfer of 9,000 pupils (5,500 at rising 5 and 3,500 at

7+/8+/9+)

- Home to School Transport arranged 747 transport contracts
- Home to School Transport arranged transport for 15,942 pupils
- Student Support and Mandatory Awards were processed by BCC/MK for 14,500 students
- Discretionary Awards were processed in BCC/MK for 35 students
- Post-16 Access Fund grant for pupils in schools covered by BCC/MK for 125 pupils

Number and location of sites County Hall and 2 teams in outstations  
 Number of staff (FTE) 99.87

Revenue budget: £21,050K

**Special Factors**

New SEN Code of Practice (2001).  
 SEN Review for next 5 years.

**Part 2 Performance of Service**

| THREE YEAR OUTCOME  | MEASURE OR INDICATOR   | PERFORMANCE 2000/1         | TARGET 2001/2       | TARGETS BEYOND 2001/2  |
|---|--|----------------------------|---------------------|--|
| <b>A.</b> Reduction in children out of school through permanent exclusion or unauthorised absence | % of pupils permanently excluded per 1000 pupils (Audit Commission)  | Target 0.65<br>(46 pupils) | 0.58<br>(41 pupils) | Not required<br>Actual based on 1999/2000<br>0.94<br>(68 pupils) |
|   | Rate of unauthorised absence (primary)   | 0.13%                      | 0.1%                | Not required<br>Actual based on 1999/2000<br>0.21%               |
|   | Rate of unauthorised absence (secondary)   | 0.29%                      | 0.2%                | Not required<br>Actual based on 1999/2000<br>0.43%               |
|   | Percentage of permanently excluded pupils attending alternative tuition of:  |                            |                     |  |
|   | a) under 10 hours  | 74.0%                      |                     | 0.0%   |
| b) 10-24 hours  | 26.0%  |                            | 0.0%                |  |
| c) 25 hours or more   | 0.0%   |                            | 100.0%              |  |
| <b>B.</b> To meet the Special Educational Needs of Bucks children promptly and satisfactorily     | Percentage of statements of special educational need prepared within 18 weeks<br>(a) excluding and including those affected by "exceptions to the rule" under the SEN Code of Practice | a) 88%<br>b) 83%           | 90%<br>85%          | 93%<br>88%   |

### **Part 3 For more information**

#### **Associated County Council Business Plans, and links with other Service Plans or Statutory Plans**

**When is the service due for a Best Value Review?**

#### **Underpinning business plans**

**The following business plans provide detailed information on the operation of the service, its effective and efficient use of resources, procedures for monitoring and evaluating objectives and staff training and development:**

- Admissions Team
- Student Support Team
- Education Welfare Service
- Home to School Transport
- Passenger Transport
- Parent Partnership
- Pupil Support Team
- Conciliation Service

#### **Key linkages**

The following are key plans, papers or external parties:

- The Council Plan.
- Education Service – Strategy and Strategic Planning Framework 1998-2001.
- Education Development Plan.
- Behaviour Support Plan ( plus review).
- Children’s Services Plan.
- Early Years Development Plan.
- School Organisation Plan.
- White Paper ‘Excellence in Schools’.
- Green Paper ‘Excellence for All Children’.
- Learning Support Services Plan
- Quality Protects

#### **Key linkages**

DfEE ‘SEN – A programme of action’.

- Audit Commission – ‘Special Educational Needs – BCC Audit 1997/98’.
- Mandatory Award Regulations.
- Milton Keynes Awards Joint Agreement.
- Business Plans.

DfEE Draft Code of Practice (SEN).

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