

Communications / Consultation Plan – Review of School Organisation and Admission Arrangements

Details of type of activity						
Date	Priority	Comm's - type	Consultation type / form	To whom / with	Action / comments	Completed
9 th June	-			Tri-Partite	Meeting to discuss aims and objectives of the review	Y
19 th June	-		Initial paper	CYP Scrutiny	Presentation of scope and project plan to agreed - agreed	Y
16 th July	All		Update report	CYP Scrutiny	Background / context setting report tabled	Y
17 th September	All		Update report	CYP Scrutiny	Update report tabled but not discussed due to time – proposed new meeting (see below)	N
25 th September	All		Update report	CYP Scrutiny	Update report tabled and discussed.	Y
7 th October			Update report	Tri-Partite	Update meeting	Y
8 th October	2a.		Informal	Head Teacher – Myton Park Primary – Elisabeth Lee	JW met with Head Teacher to discuss proposed admission zone changes.	Y
10 th October	2a.		Informal	Head Teachers – Barley Fields; Ingleby Mill; St Francis of Assisi; St Therese of Liseux and Whinstone.	JW and KT of School Admissions met with head Teachers to discuss proposed admission zone changes.	Y
15 ^h October	All		Update report	CYP Scrutiny	Presentation	Y
w/c 20 th October	2b.		Discussion	Secondary Head Teacher	Lynda Brown discussed proposal regarding South of the Borough zone changes that affect Egglecliffe and All Saints CE Academy with relevant head teachers.	Y
20 th October	2a.		Informal	Head Teacher – Lana Totty and Chair of Governor of Ingleby Mill Primary	Discussion regarding proposed zone changes.	Y
w/c 27 th October	2a.		Informal	Parents of IB primary schools	Prepare script for informal school sessions – background, current position and proposed position – maps shared with Head Teacher and Governing Body only. Script to include simple question that will be used in formal consultation.	Y
3 rd November	2a.		Informal	Myton Park Primary	Informal meeting with Chair & Governing Body followed by parents of children attending JW and KT met firstly with HT and Governing body to discuss proposal – suggested amends to admission zone taken away to be considered. Also agreed that LA should not amend current oversubscription criteria for 2016. Parent evening attended by 15 and views also agreed with HT and Governing body to not amend oversubscription policy.	Y
4 th November	2a.		Informal	Ingleby Mill Primary	Informal meeting with Governing Body followed by parents of children attending JW and DC met firstly with HT and Governing body to discuss proposal – suggested amends to admission zone taken away to be considered. Also agreed that LA should not amend current oversubscription criteria for 2016. Parent evening attended by 23 and views also agreed with HT and Governing body to not amend oversubscription policy.	Y
5 th November	2a.		Informal	Whinstone Primary	Informal meeting with Governing Body followed by parents of children attending JW and KT met firstly with HT and Governing body to discuss proposal – suggested amends to admission zone taken away to be considered. Also agreed that LA should not amend current oversubscription criteria for 2016. No parents attended the session.	Y
6 th November	2a.		Informal	Barley Fields Primary	Informal meeting with Chair & Governing Body followed by parents of children attending JW and DC met firstly with HT and Governing body to discuss proposal – suggested amends to admission zone taken away to be considered. Also agreed that LA should not amend current oversubscription criteria for 2016. Parent evening attended by 14 and views also agreed with HT and Governing body to not amend oversubscription policy.	Y
6 th November	All		Meeting	Secondary Heads and Principals	LB attended meeting to explain CYP review and to seek their views on South of borough approach in light of the Free School and in the impact on places particular Egglecliffe School and whether LA should amend oversubscription criteria. Heads agreed to the proposed Egglecliffe approach re processing applications and to not amend current oversubscription policy for 2016.	Y

w/c 3 rd November	2a and 2b		Meeting	IBIS Cllrs	A follow meeting to update Cllrs on proposed amends to IB zones and potential South of the Borough secondary amends DC to e-mail Cllrs to propose 2 dates during w/c 10 th Nov. Will book room. 11 th November - LB, JW and DC met with 4 IBIS Cllrs regarding the proposed IB primary school admission zone arrangements – discussed all options proposed and agreed a slightly amended approach to zones. Updated Cllrs re priority 2b regarding South of Borough and accepted option tabled. Cllrs also supported decision not to amend the current oversubscription criteria for 2016.	Y																				
w/c 10 November	All		Formal		Agree number of questions and type for use on Survey Monkey. Agreed two questions namely: <u>Consultation questions</u> Priority 2a - Ingleby Barwick Primary Admission zones To what extent would you agree with the proposed changes to the primary admission zones in Ingleby Barwick? <table border="1"> <tr> <td>Strongly agree</td> <td>Agree</td> <td>Neither agree/disagree</td> <td>Disagree</td> <td>Strongly disagree</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> Priority 2b - Secondary Admission zone arrangements for south Stockton and Ingleby Barwick To what extent would you agree with the proposal to introduce a zone based admissions arrangement for Egglecliffe Secondary? <table border="1"> <tr> <td>Strongly agree</td> <td>Agree</td> <td>Neither agree/disagree</td> <td>Disagree</td> <td>Strongly disagree</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> Comments In the space below, please provide brief comments to help clarify your answers to the above or to tell us something that you have not been able to say elsewhere in the form:	Strongly agree	Agree	Neither agree/disagree	Disagree	Strongly disagree						Strongly agree	Agree	Neither agree/disagree	Disagree	Strongly disagree						
Strongly agree	Agree	Neither agree/disagree	Disagree	Strongly disagree																						
Strongly agree	Agree	Neither agree/disagree	Disagree	Strongly disagree																						
10 th November	All		Meeting	Update with Chair of CYP to discuss	To update Chair re progress in preparation of CYP meeting on the 19 th and agree approach																					
12 th November	2a and 2b		Meeting	IBIS Cllr Harrington	LB and JW met with Cllr Harrington regarding the proposed IB primary school admission zone arrangements – discussed all options proposed including slightly amended approach to zones from other Cllr meeting. Updated Cllr re priority 2b regarding South of Borough and accepted option tabled. Cllr also supported decision not to amend the current oversubscription criteria for 2016.																					
20 th November	All		Update report	CYP Scrutiny	Report to be tabled regarding process to determine final Consultation document To include: Briefing paper – including consultation questions Consultation Plan Full Consultation document including appendices and maps Seek views from CYP to agree the above and the approach to public meetings																					
w/e 28 th November	All	Media		Members and General Public	Prepare a briefing paper / press release pre Cabinet decision on Consultation																					
4 th December	All		Final Consultation Report	Cabinet	Report to be tabled regarding final Consultation document																					
w/c 8 th December	All	Media		Members and General Public	Prepare a briefing paper / press release post Cabinet decision on what will be Consulted upon including details on public meetings and how members and public can comment etc Prepare a standard script / statement for any queries from public etc regarding 'her to listen to their views' and to take views on board only – not offer opinions																					

15 th December	All		Start of Formal Consultation	<ul style="list-style-type: none"> • parents of children between the ages of two and eighteen; • other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions; • all other admission authorities within the relevant area (except that primary schools need not consult secondary schools); • whichever of the governing body and the local authority who are not the admission authority; • any adjoining neighbouring local authorities where the admission authority is the local authority; and • in the case of faith schools, the body or person representing the religion or religious denomination • all Parish Councils as appropriate. 	Consultation document sent to all those listed	
January	All		Public meetings	General public and other interested parties.	To seek views from CYP regarding number and nature of any public meetings.	
26 th February	All		Update report	CYP Scrutiny	Final update paper following Consultation	
12 th March	All		Final Report	Cabinet	Final report for approval	

Priorities:

1. To undertake a borough wide review beginning in the municipal year of 2015/16 concluding in 2016/17
2. The priorities that require further work and impact on the September 2016 admission round to be considered during 2014 namely:
 - a. Ingleby Barwick Primary admission zones;
 - b. Secondary Admission zone arrangements for south Stockton and Ingleby Barwick;
 - c. Primary places for north/central Stockton;
 - d. Increase the number of places at Ash Trees Primary School for September 2015 from 124 to 150.
3. The current process for School Admissions – opportunity to comment upon and improve arrangements.
4. Consideration of the current oversubscription criteria, specifically in relation to sibling link and distance.
5. Policy on in year transfers and movers.