

Communications / Consultation Plan – Review of School Organisation and Admission Arrangements – Appendix 1

Details of type of activity					
Date	Comm's - type	Consultation type / form	To whom / with	Action / comments	Completed
10 th March		Initial scoping paper	CMT	Children & Young People (CYP) Select Committee work programme suggested review pro forma completed and taken to CMT for discussion and agreement.	Y
9 th June		Discussion	Tri-Partite	To discuss aims and objectives of the review.	Y
19 th June		Meeting	CYP Scrutiny	Presentation of scope and project plan agreed.	Y
16 th July		Meeting	CYP Scrutiny	Background / context setting report tabled.	Y
17 th September		Meeting	CYP Scrutiny	Update report to be tabled but not discussed due to time – proposed new meeting (see below)	N
25 th September		Meeting	CYP Scrutiny	Update report tabled and discussed.	Y
7 th October		Update report	Tri-Partite	Update meeting.	Y
8 th October		Informal discussion	Head Teacher – Myton Park Primary – Elisabeth Lee	JW met with Head Teacher to discuss proposed admission zone changes.	Y
10 th October		Informal discussion	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 th October		Meeting	CYP Scrutiny	Update report presented	Y
w/c 20 th October		Informal 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		Informal discussion	Head Teacher – Lana Totty and Chair of Governor of Ingleby Mill Primary	Discussion regarding proposed zone changes.	Y
w/c 27 th October		Informal discussion	Parents of IB primary schools	Prepared 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		Informal discussion	Myton Park Primary	Discussion 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		Informal discussion	Ingleby Mill Primary	Discussion 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		Informal discussion	Whinstone Primary	Discussion 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

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6th November		Informal discussion	Barley Fields Primary	Discussion 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																														
6th November		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		Informal discussion	IBIS Cllrs	A follow discussion 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				<p>Agreed number of questions and type for use on Survey Monkey. Agreed two questions namely:</p> <p>Consultation questions</p> <p>Priority 2a - Ingleby Barwick Primary Admission zones</p> <p>To what extent would you agree with the proposed changes to the primary admission zones in Ingleby Barwick?</p> <table border="1"> <thead> <tr> <th>Strongly agree</th> <th>Agree</th> <th>Neither agree/disagree</th> <th>Disagree</th> <th>Strongly disagree</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Priority 2b - Secondary Admission zone arrangements for south Stockton and Ingleby Barwick</p> <p>To what extent would you agree with the proposal to introduce a zone based admissions arrangement for Egglecliffe Secondary?</p> <table border="1"> <thead> <tr> <th>Strongly agree</th> <th>Agree</th> <th>Neither agree/disagree</th> <th>Disagree</th> <th>Strongly disagree</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Comments</p> <p>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:</p>	Strongly agree	Agree	Neither agree/disagree	Disagree	Strongly disagree											Strongly agree	Agree	Neither agree/disagree	Disagree	Strongly disagree											Y
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10 th November		Informal discussion	Chair of CYP	Updated Chair re progress in preparation of CYP meeting on the 20th and agree approach	Y																														
12 th November		Informal discussion	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.	Y																														

Details of type of activity					
Date	Comms - type	Consultation type / form	To whom / with	Action / comments	Completed
20 th November		Meeting	CYP Scrutiny	Report tabled regarding process to determine final Consultation document Included: 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	Y
w/e 28 th November	Media		Members and General Public	Prepare a briefing paper / press release pre Cabinet decision on Consultation – not required	N
4 th December		Meeting	Cabinet	Report tabled regarding final Consultation document – agreed.	Y
w/c 8 th December	Media		Members and General Public	Prepared 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 Prepared 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	Y Y
15 th December		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	Y

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Date	Comms – type	Consultation type / form	To whom / with	Action / comments	Completed
15 th December	Media		Press release	'Have your say on future School Admission Policy' http://www.stockton.gov.uk/news/localnews/year2014/december/haveyoursayonfutureschooladmissionpolicy#sthash.Qa3AeqRz.dpbs	Y
8 th January		Email	All Cllrs	DL email sent to all Cllrs informing of the Consultation	Y
14 th January		Email & Leaflet	IB Primary Heads	Email sent to all schools to circulate electronically an invitation to all parents to attend Public Meetings	Y
14 th January		Email & Leaflet	IBIS Cllrs	Email sent to IBIS Cllrs to invite them to attend the Public Meetings	Y
16 th January		Leaflet	For all parents of IB children informing them of two forthcoming public meetings	Leaflets hand delivered to all schools for circulation to compliment electronic message	Y
19 th January		Spring briefing	Chairs and Governing body representatives	Presentation to Governing Bodies included papers and link to Consultation sent out (as above) to all Chairs plus also as part of their pack for briefing event	Y
20 th January	Media		Press release	'Parents called to have their say on school admission arrangements' http://www.stockton.gov.uk/news/localnews/year2015/january/parentsalledtohavetheirsayonschooladmissionarrangements#sthash.gVVPF6uP.dpbs	Y
20 th January		Update of Appendix 2	For all	Following above Governors briefing – updated Appendix on website and re-circulated to Chairs.	Y
21 st January		Consultation event	General public and other interested parties.	To seek views from parents regarding proposals held at Barley Fields Primary School. In attendance where 3 IBIS Cllrs and 9 parents	Y
26 th January		Consultation event	General public and other interested parties.	To seek views from parents regarding proposals held at Barley Fields Primary School. In attendance where 4 IBIS Cllrs, Louise Baldock (Lab), Frances Lynch and 50 parents.	Y
27 th January			Extended Consultation deadline and agreed to organise four more public meetings.	Following latest public meeting, it was agreed to extend the Consultation from 13 th February 2015 to until 28 th February 2015. A further 4 public meetings were also arranged.	Y
28 th January		Letter	All parents of children residing IB in Egglecliffe School zone	A letter of invitation sent to all parents of children known to LA attending either Nursery or a Primary school approx 800.	Y
28 th January		Letter	All parents of children residing in Egglecliffe and Western Parish villages	A letter of invitation sent to all parents of children known to LA attending either Nursery or a Primary school approx 800.	Y
28 th January	Media		Press release	'Council extends school admissions consultation' http://www.stockton.gov.uk/news/localnews/year2015/january/schoolconsultationextended#sthash.vlnju8zz.dpbs	Y
4 th February	Media		Press release	Release regarding extension to admissions consultation 'School admissions meetings give parents a chance to have their say' http://www.stockton.gov.uk/news/localnews/year2015/february/schooladmissionsmeetings#sthash.t3lFL8fS.dpbs	Y
5 th February		Consultation event	General public and other interested parties	To seek views from parents regarding proposals held at All Saints CE Academy. In attendance where James Wharton MP (Con), 5 IBIS Cllrs and approx. 100 parents.	Y
9 th February		Consultation event	General public and other interested parties	To seek views from parents regarding proposals held at Egglecliffe School. In attendance where one local Hartburn Cllr (Con), Primary Head Teacher from William Cassid CE and approx. 20 parents.	Y
11 th February		Consultation event	General public and other interested parties	To seek views from parents regarding proposals held at Wilson Centre, Long Newton. In attendance where local Parish Cllrs and approx. 40 parents.	Y
12 th February		Consultation event	General public and other interested parties	To seek views from parents regarding proposals held at The Links Primary School. In attendance where one local Egglecliffe Cllr (Con) and approx. 10 parents.	Y
15 th February		End of formal Consultation	General public and other interested parties	Final date for public views and comments. This was extended until the 28 th February 2015 (see previous note above)	Y

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Date	Comms - type	Consultation type / form	To whom / with	Action / comments	Completed
16 th February		Briefing	CMT Discursive	Paper to be prepared – no longer required	N
26 th February		Meeting	CYP Scrutiny	Final update paper following Consultation – meeting no longer required	N
28 th February		End of formal Consultation	General public and other interested parties	Final date for public views and comments.	
3 rd March		Meeting	CYP Scrutiny	Final report to be tabled regarding process followed. Document to include: Briefing paper – including detail on priorities, consultation outcome etc (needs to link into Cabinet Paper) Appendices Seek views from CYP to agree the above and the approach to public meetings	
12 th March		Meeting	Cabinet	Final report for approval linked to CYP final report	
15 th April		Email / letter	DfE / Secretary of State	As per admissions code make 2016/17 Admission arrangements known to DfE	
1 st May		SBC Website	General Public and other interested parties	Make available on School Admissions web page the agreed 2016/17 Admission arrangements	
September		Booklet	General public	Primary & Secondary Admissions 2016 Guidance Booklet to be updated and available to public and on website	

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.