

**ICT17038**

**Supply of an Early Years and Education Management Information System and Associated Services**

**Appendix A**

**Children’s Services - Service Area Descriptions**

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# Children’s Services - Service Area Descriptions

## **Admissions and Transport Team**

The Council has a statutory duty to ensure that there is a clear school admissions process for all Schools (including voluntary aided foundations) and that there is transparency in dealing with applications and any subsequent appeal regarding decisions on School places. The Council provides this service via the School Admissions and Transport Team. The team is required to co-ordinate applications and decisions on School places with other local authorities and ensures that every Derbyshire child is allocated an appropriate School place.

Each year the School Admissions and Transport Team deals with around 8,300 applications for children transferring from primary to secondary School. The team also co-ordinates applications for children starting reception class (approximately 8,200 applications) and children transferring from infant to junior School (approximately 3,100 applications). In addition to the reception, junior and secondary intakes, the Council also co-ordinates around 7,000 in-year applications each academic year which relate to children moving Schools at other times than the normal intake point.

The School Admissions Team use the existing system to manage waiting lists and appeals. Over 1,200 appeals are lodged annually in relation to refusals for Schools.

The Council receives approximately 1,800+ applications for home to School transport assistance annually; around 10,000 children are currently in receipt of assistance.

## **Autism Outreach and Sensory and Physical Support**

The Autism Outreach Team works with children, young people and their families, offering information and support where a young person has a diagnosis of autism and the condition is affecting the young person’s learning or development. Assessments are undertaken on the young person and advice offered to Schools on teaching strategies and managing the needs of the pupil accessing the curriculum.

The Sensory and Physical Support Service works with children, young people and their families, offering information and support where visual, hearing or physical difficulties may impede learning or development. Assessments are undertaken on the young person with diagnosed sensory or physical needs and advice is offered to Schools on teaching strategies and managing the needs of the pupil accessing the curriculum.

Both services also monitor the needs and progress of, and provision for, the pupil.

## **Behaviour Support**

Behaviour Support Service is available to all Schools. It comprises a team of specialist teachers who support Schools, children and young people and parents to improve outcomes for learning, social and emotional well-being and build the capacity within Schools to promote positive behaviour and reduce exclusion.

It is a referral based service, offering support to Schools on the identification, assessment of children and young people with SEMH and/or who present with challenging behaviour which may result in their exclusion from School. Advice is provided on teaching strategies and managing the needs of the pupil with SEMH and/or challenging behaviour to access the curriculum. Training is delivered to support the development of practice across staff and settings. On behalf of the Council the service delivers Derbyshire’s preferred model for managing incidents of challenging and dangerous behaviour: PROACT-SCIPr-UK® training to Schools (http://www.proact-scipr-uk.com/proact-scipr-uk).

The service functions as a partially Traded Service within the Council:

* Primary Schools and academies receive a core service at no cost to the School, subsidised by the Council for children with the highest level of social, emotional and behaviour needs which are a priority to the Council. Chargeable services are offered in addition to this work and take the form of identification, assessment and formulation of personalised plans; in addition to training and developing practice across staff and settings.
* Secondary Schools and academies receive a core service at no cost to the School, subsidised by the Council for children and young people who have an EHCP where Behaviour Support Service is a named service under provision. Chargeable services take the form of identification, assessment and formulation of personalised plans; in addition to training and developing practice across staff and settings.

## **Catering**

The Council, with the assistance of colleagues in settings, encourages all parents/carers to register to check for eligibility for both free School meals for their child and Pupil Premium for the School.

The Catering Team operates as a Traded Service, checking applications for free School meals and Pupil Premium for all pupils in settings from nursery age through to leaving at 18. Applications are submitted by parents/carers via telephone, online, or on paper forms.

Initially, an application is checked for eligibility and, where appropriate, the applicant is advised of the outcome. Applicants who apply online have the option to receive an email response, and telephone applicants are informed verbally of the outcome. However, no response is currently sent to applicants who apply via the paper form applications, due to environmental, financial and resource overhead.

All records are ‘batch’ checked for eligibility on a monthly basis; a report is produced, and circulated to all settings that trade via the secure portal. The reports display all pupils for whom data has been submitted. All pupils will appear in one of three sections: eligible, no longer eligible (necessary for Ever 6) and not eligible (not been eligible in previous 6 years).

## **Early Years Team**

The Early Years Team delivers the Council’s statutory duties to provide information, advice and guidance  for all Ofsted registered early-years or childcare providers, such as Schools (including nursery, reception, pre-schools, and day nurseries), childminders, out of school provision, holiday schemes, home childcarers and local authority crèches, championing high standards for all children, young people and families in Derbyshire.

The team also provides tailored support and training to further develop and sustain high quality provision, to improve outcomes for all children in receipt of funded education places for two, three and four year olds, especially those in areas of disadvantage.

Data is shared with other services, specifically Integrated Workforce Development Team, Early Years Finance, FIS, Virtual School and SEND.

The sufficiency duty requires the Council to carry out a number of duties, including the production of an annual performance report that is available to the Council and the public. This reviews the supply and demand for high quality registered Early Years settings compared to population data and potential demand, impact of workforce knowledge, workforce recruitment and demand for SEND places.

The Early Years Sufficiency Team provides information and guidance to parents and early years Ofsted registered providers in relation to the funded hours for children aged, two, three and four years.

## **Early Years Finance**

The Early Years Finance Team is responsible for data collection, validation, reporting and payments of two, three and four year old nursery funding for both universal and extended entitlements, for approximately 15,000 children, to approximately 620 PVI providers across Derbyshire. The team is also responsible for payment to the PVI sector of Early Years Pupil Premium and social deprivation payments based on the index of multiple deprivation, and cross-checking this data against data supplied by Schools for the same cohort, to prevent double funding. Delivery of this is done in accordance with the code of practice issued by the DfE and an internally produced Provider Agreement which includes strict rules on what can be claimed.

Providers submit data of child attendances within their settings via a portal, and funding is delivered twice a term (6 times a year). Payments are made on an estimate (80%) and actual (20%) payment basis. The Council’s own internal policies dictate that freedom of movement for children is allowed between providers, so the payments are often recalculated mid-term according to when children move.

The process of delivering funding is time consuming and complex; a full term takes approximately 12-14 weeks to deliver and payments made this autumn term total in excess of £7 million.

The nature of the PVI sector means that a lot of time is spent liaising with and supporting providers either via telephone or email. The Council also co-operates with other authorities to ensure children are not claiming more than they are entitled to.

The directory of providers that the Council pays is maintained by the FIS via communication with Ofsted.

## **Education Welfare Team**

The Education Welfare Service supports parents, services and Schools to ensure all children of statutory school age in Derbyshire receive their full educational entitlement through regular attendance at School or otherwise (elective home education or attending alternative provision) ensuring they are safe and to enable them to achieve their full potential.

The Council has a statutory responsibility to monitor School attendance and consider court action against parents/carers whose children do not attend regularly.

The Education Welfare team also manages a range of statutory functions including: child employment, children in entertainment and children missing from education.

**Legal Interventions**

* Penalty notices – Manage and instigating penalty notices process for none school attendance and holidays in term time.
* Prosecution – Manage and instigating legal action for unpaid penalty notices and non-school attendance.
* School attendance orders – Issue School attendance orders for children not receiving a suitable education.
* Education supervision orders – Apply for education supervision orders where appropriate to support attendance matters.

**Young Employment**

* Children in part-time work – Monitor, investigate and issue permits for children over 13 years who work part-time.
* Performance licences – Monitor, investigate and issue child performance licences for children taking part in public performances or modelling and sporting events where children are being paid.

**Children Missing from Education**

* Children missing – Monitor and track children who are missing from education, working with other services and Local Authorities to ensure they return to education at the earliest opportunity.
* Removal from School roll – Monitor and track children in Derbyshire who are deleted from School roll during term time to ensure that they are removed appropriately, minimise the amount of time children are out of education and ensure they do not get lost in the system.

## **Educational Psychology**

The Educational Psychology Service is situated in four bases across the county and links to every school in Derbyshire. It provides advice for the local authority for EHCP Needs Assessments.

The Council’s Educational Psychologists are qualified to work with children and young people aged 0–25 and parents and staff, and are registered to practise by the Health and Care Professions Council. They are skilled in understanding children’s development and School and family systems. They focus on improving outcomes for children and young people in their learning and social/emotional development and have a strong skill set based on the best available evidence of strategies that will impact on outcomes.

## **Elective Home Education**

Parents can choose to provide their children with an education and decide not to send their children to School. Some parents do this for all of the children’s compulsory education (aged 5-16) and others home-educate having decided to be no longer registered at a School. Schools are required to let the Council know of the latter. Currently, parents are not required to register with the Council if they choose to home educate and never send their children to School. The main work of the Elective Home Education team centres on the suitability of the education arranged by the parents. This usually involves home education visits and sometimes parents proving education reports. There are some statutory responsibilities around Council intervention where it appears there is an unsuitable education. Links are essential, in particular between Education Welfare/MAT, Children Missing Education, Special Education Needs (SEN) and Elective Home Education. The Council manages and monitors its safeguarding responsibilities through the use of the existing system.

## **Families Information Service (FIS)**

FIS provides a range of information for children, young people and families, including childminders, day nurseries, playgroups and crèches, childcare providers that pick up and/or drop off from Schools, and providers of free early education places for two, three and four year-olds. It also provides information for the Derbyshire Local Offer, including leisure and activity providers, health and care services, education providers and support groups for children and young adults with SEND and their families.

FIS maintains the directory of providers via communication with Ofsted and Childcare Sufficiency. Providers currently use the FIS Provider Portal module to submit information for the statutory DfE Early Years census.

## **Governor Support**

The Governor Support Service provides support and guidance to governing boards. These boards make the key strategic decisions for Schools and ensure that all statutory duties are met. The success of the boards is dependent on the quality of the governors and how effectively they work together. They are made up of several categories of School governors who are elected or appointed in different ways. These include staff governors, parent governors, co-opted governors and, where applicable, foundation and partnership governors.

Derbyshire governing boards should:

* Ensure a clarity of vision, ethos and strategic direction;
* Hold the head teacher to account for the performance of the School and its pupils, and the performance management of staff; and
* Oversee the financial performance of the School and make sure its money is well spent.

The Council has a legal duty to nominate local authority governors for the Schools in Derbyshire.

## **Information and ICT**

Children’s Services Information and ICT Service provides overall data management of the core pupil database for other services and teams to use. There is currently in excess of 320,000 individual pupil records held within the core pupil database. The service imports weekly data received from Schools. This includes details of pupils leaving, changes to addresses, sessional attendance data and fixed term exclusions. Changes and leavers from the pupil census are also imported three times a year. The service also imports CIC information to ensure that it matches details held within the Social Care Case Management system. In addition to this, the service is starting to import files received from Schools that are sent to advise of new starters and children being removed from School roll during term time (statutory duty since 2016). The Information and ICT also maintains the Schools records within the system and manages any duplicate pupil records identified.

The Information and ICT Service manages the system users in terms of user account set up, permissions and audit. There are currently 500 users in total across all system modules. The service also manages access to the Schools Admissions Module.

The Council’s strategic approach to business intelligence and reporting across Children’s Services is to schedule extracts of information directly from core systems into reporting tables held within SQL. These systems include the Social Care Case Management system and central pupil database. This information is linked together, where applicable, to provide a holistic view of children and young people, and utilises SQL Server Reporting Services to deliver reports to end users to support operational practice, statutory returns, inspection preparation and performance management. This approach is supported by the Information and ICT Service.

## **Inclusion**

The Inclusion Team (IT) is the first point of contact for Schools to notify the Council of all fixed and permanent exclusions, and provides advice and guidance on school exclusion processes which includes: the production of standardised School and Local Authority letters, parents’ exclusion guidance and governors’ exclusion guidance. The team also utilises the data on fixed term exclusions and provides an 'early alert' to agencies with the aim of supporting pupils whose exclusion has exceeded 20 sessions (10 days) within a seasonal School term.

The IT has administrative responsibility for allocating and monitoring funding to Schools to support individual pupils at risk of exclusion. Schools’ delegated budgets are taken into consideration before any additional funding is agreed. Schools are expected to provide evidence of planning, interventions and agency involvement.

Data is collected on young people who are without education and are not on a School roll. The minutes and points allocated/removed from Schools are recorded and the information is used for tracking and reporting purposes.

Data is collected six times per academic year from a range of agencies including School Admissions, Out of School Tuition Service, SEN, Youth Offending Team, Children Missing Education, Integration Pathways Team, Virtual School and Fair Access Panel colleagues.

## **Integrated Workforce Development Team**

The Integrated Workforce Development Team provides support, delivers and records training, including conferences, for all Ofsted registered early-years or childcare providers, including School, nursery/reception, pre-schools, day nurseries, childminders, out of school provision, holiday schemes, home childcarers and Council and private crèches. It also provides training to non-Ofsted registered individuals including parents within and outside Derbyshire.

It is a Traded Service that works in conjunction with the Early Years Team, Early Years Finance, FIS (information currently populates the system directly from Ofsted), SEND, Early Years SEN and safeguarding.

The existing system is used to support all training documentation – emails, letters, booking confirmation and produces certificates, and it provides current and historical training records for individual and group care. The promotion and marketing aspect of the service is undertaken via the use of other systems such as spread sheets.

## **IPT and Out of School Tuition**

The IPT is multi-disciplinary and works countywide to support and reintegrate children and young people who have been permanently excluded from school, or are from other vulnerable groups, including children in care, pupils with SEND awaiting placement and other young people at risk of missing out on their educational entitlement.

Another aspect of the service is the Out of School Tuition Team which is responsible for delivering the Council’s statutory requirement to meet the educational needs of children who are unable to attend School because of their health needs. Although focus is on children with medical needs, the service also supports children who are unable to access education for other reasons, including School age mothers and children with an EHCP awaiting placement in suitable education. On-line learning forms part of the educational offer to children and young people out of School.

## **Special Educational Needs and Disabilities (SEND)**

The Children and Families Act 2014 specifies the functions that the Council must carry out in relation to disabled children and young people and those with special educational needs (SEN). The SEND Service comprises 6 SEND locality teams, working from two different bases, with each team having between 4 and 7 individual team members, a SEND central team, based at County Hall, Matlock comprising of 9 individual team members and a Head of Service, also based at County Hall. The Council works in partnership with Schools and also has specialist support teams to ensure delivery of statutory responsibilities relating to children and young people with SEND in Derbyshire. This includes:

* Allocation of additional resources to Schools for high needs learners who do not have an EHCP;
* Assessment of a child or young person’s SEND within statutory timescales;
* The development of an EHCP within statutory timescales, where appropriate; and
* Formal review and adjustments to EHCPs.

## **Support Services for Special Educational Needs (SSSEN)**

The Support Service for Special Educational Needs (SSSEN) works directly with pupils with Statements of SEN: Education, Health and Care (EHC) Plans and GRIP Plans in primary Schools within Derbyshire. The service aims to ensure the inclusion and achievement of children and young people with SEN and the building of expertise and capacity within Schools in Derbyshire, in line with current local and national strategies.

## **Virtual School**

The Virtual School has the overall responsibility for monitoring, supporting and providing or resourcing interventions to ensure Children in Care aged 0 – 25 achieve their best possible educational outcomes. The Council strives to do this by:

* Coordinating and quality assuring all PEPs;
* Monitoring and challenging schools to make effective use of Pupil Premium in line with guidance;
* Tracking the academic progress, attendance and exclusions of CIC;
* Using tracking data to highlight individuals who are not on target to achieve;
* Ensuring SEND needs are identified and supported appropriately;
* Implementing a range of targeted interventions to raise academic standards;
* Providing support and challenge to students, Schools, advisors, social workers and carers;
* Ensuring effective transition between settings, Schools and specialist providers; and
* Encouraging young people to have high aspirations about their futures and removing barriers to education.