

AGENDA

Meeting: Cabinet
Place: Council Chamber - Council Offices, Monkton Park, Chippenham, SN15 1ER
Date: Tuesday 20 March 2012
Time: 10.30 am

Membership:

Cllr John Brady	Cabinet Member for Finance Performance and Risk
Cllr Lionel Grundy OBE	Cabinet Member for Children's Services
Cllr Keith Humphries	Cabinet Member for Public Health and Protection Services
Cllr John Noeken	Cabinet Member for Resources
Cllr Fleur de Rhe-Philippe	Cabinet Member for Economic Development and Strategic Planning
Cllr Jane Scott OBE	Leader of the Council
Cllr Toby Sturgis	Cabinet Member for Waste, Property, Environment and Development Control Services
Cllr John Thomson	Deputy Leader and Cabinet Member for Adult Care, Communities and Housing
Cllr Dick Tonge	Cabinet Member for Highways and Transport
Cllr Stuart Wheeler	Cabinet Member for Transformation, Culture, Leisure and Libraries


Please direct any enquiries on this Agenda to Pam Denton, of Democratic Services, County Hall, Trowbridge, direct line 01225 718024 or email yamina.rhouati@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225)713114/713115.

All public reports referred to on this agenda are available on the Council's website at www.wiltshire.gov.uk

Part I

Items to be considered while the meeting is open to the public

Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

1. **Apologies**

2. **Minutes of the previous meeting** (*Pages 1 - 12*)

To confirm and sign the minutes of the Cabinet meeting held on 15 February 2012.

3. **Declarations of Interest**

To receive any declarations of personal or prejudicial interests or dispensations granted by the Standards Committee.

4. **Leader's announcements**

5. **Public participation**

The Council welcomes contributions from members of the public. This meeting is open to the public, who may ask a question or make a statement. Written notice of questions or statements should be given to Yamina Rhouati of Democratic Services by 12.00 noon on Friday 16 March 2012. Anyone wishing to ask a question or make a statement should contact the officer named above.

6. **School Admission 2013/14** (*Pages 13 - 70*)

Report of the Corporate Director is circulated

7. **Joint Strategic Assessment Programme** (*Pages 71 - 90*)

Report of the Director of Public Health and Public Protection NHS Wiltshire and Wiltshire Council is circulated

8. **Urgent Items**

Any other items of business, which the Chairman agrees to consider as a matter of urgency

9. **Exclusion of the Press and Public**

To consider passing the following resolution:

To agree that in accordance with Section 100A(4) of the Local Government Act

1972 to exclude the public from the meeting for the business specified in Item Number10 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

Part II

Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed

10. Highways and Amenities Works Contract (Pages 91 - 116)

 Report of the Corporate Director is circulated

The items on this agenda reflect the key goals of Wiltshire Council, namely 'Work together to support Wiltshire's Communities', 'Deliver high quality, low cost, customer focused services and 'Ensure local, open, honest decision making'

This page is intentionally left blank

CABINET

MINUTES of a MEETING held in SALISBURY GUILDHALL, THE MARKET PLACE, SALISBURY, SP1 1JH on Wednesday, 15 February 2012.

Cllr John Brady	Cabinet Member for Finance Performance and Risk
Cllr John Noeken	Cabinet Member for Resources
Cllr Fleur de Rhe-Philipe	Cabinet Member for Economic Development and Strategic Planning
Cllr Jane Scott OBE	Leader of the Council
Cllr Toby Sturgis	Cabinet Member for Waste, Property Environment and Development Control Services
Cllr John Thomson	Deputy Leader and Cabinet Member for Adult Care, Communities and Housing
Cllr Stuart Wheeler	Cabinet Member for Transformation, Culture, Leisure and Libraries

Also in Attendance:	Cllr Trevor Carbin
	Cllr Nigel Carter
	Cllr Richard Clewer
	Cllr Christopher Cochrane
	Cllr Mary Douglas
	Cllr Richard Gamble
	Cllr Mike Hewitt
	Cllr Jon Hubbard
	Cllr Jerry Kunkler
	Cllr Alan Macrae
	Cllr Bill Moss
	Cllr Ricky Rogers

25. Apologies

Apologies for absence had been received from the following:

- Councillor Dick Tonge
- Councillor Lionel Grundy
- Councillor Keith Humphries
- Councillor Laura Mayes.

The Leader noted that Councillor Humphries and Councillor Grundy were both unwell, and wished them both a speedy recovery.

26. **Minutes of the previous meetings**

The minutes of the two meetings held on 17 January 2012 and the meeting held on 30 January 2012 were presented.

Resolved:

To approve as a correct record and sign the minutes of the two meetings held on 17 January 2012, and the meeting held on 30 January 2012.

27. **Minutes - Capital Assets Committee**

The minutes of the meeting of the Cabinet Capital Assets Committee held on 18 January 2012 were received and noted.

28. **Declarations of Interest**

There were no declarations of interest.

29. **Leader's announcements**

The Leader announced that she would be bringing item 11 (Formation of a School Company) forward to immediately after item 6, as Mr Andy Packer (Headteacher of John of Gaunt Secondary School, Trowbridge) was in attendance for this item.

30. **Public participation**

No one had registered to speak, however the Leader reported that she would be happy for members of the public present to participate in the discussion on items on the agenda.

At this point Councillor Bill Moss raised an issue where a pensioner who was also a Council house tenant had been charged for pest control work. The Leader requested that the details be put in writing and passed to Corporate Directors who would investigate the matter.

31. **Formation of a School Company**

In the absence of Councillor Lionel Grundy (Cabinet Member for Children's Services), Carolyn Godfrey, Corporate Director, presented a report which outlined a proposal from the Trowbridge Cluster of Schools to establish a company limited by guarantee with charitable status to deliver a number of services across the Trowbridge area, and proposed that the local authority become the supervising authority for maintained schools who join the company.

At the Chairman's invitation, Mr Andy Packer, Headteacher of John of Gaunt Secondary School, Trowbridge, spoke on the proposal, explaining that the formation of a company would consolidate the good work to date within the Trowbridge Cluster of schools. The proposed company would also operate as a social enterprise, so any surplus would be reinvested for the benefit of the schools.

The Leader asked Mr Packer to provide the Cabinet with an update in a year's time on how the company was progressing.

Resolved:

- a) That the local authority (LA) approves the formation of a schools company Collaborative Schools Ltd.**
- b) The LA becomes the supervising authority for the company.**
- c) The LA instructs the Clarendon College that it must not become a formal member of the company whilst it is in Special Measures.**

Reason for Decision

The Trowbridge schools have proposed the establishment of a school company as the most effective method for ensuring the continued delivery of extended services and collaboration between schools.

The company must have a supervising authority which would normally be the local authority in whose area the schools are located.

32. Budget Monitoring Period 9 December 2011

Councillor John Brady, Cabinet Member for Finance, Performance and Risk, presented a report which advised the Cabinet of the revenue budget monitoring position as at the end of Period 9 (December 2011) for the financial year 2011/2012 and highlighted significant new cost pressures or changes since the last report on 13 December 2011. Councillor Brady noted that the current position showed revised potential cost pressures of £0.279 million at Period 9, and was confident that this could be addressed to provide a balanced budget by the end of the financial year.

The Cabinet thanked all those who had worked to provide a balanced budget for the Council.

Resolved:

To note the outcome for the Period 9 (December 2011) budget monitoring and to receive updated movements since the previous report in December.

Reason for Decision

To inform effective decision making and ensure a sound financial control environment.

33. Treasury Management Strategy 2012-13

Councillor John Brady, Cabinet Member for Finance, Performance and Risk, presented a report which presented the Treasury Management Strategy for 2012-13 including:

- a) The Prudential and Treasury Indicators (Prls and Trls) for the next three years;
- b) Other debt management decisions required for 2012-13 that do not feature within the Prls or Trls; and
- c) The Annual Investment Strategy for 2012-13.

Resolved:

To recommend that the Council:

- a) **adopt the Prudential and Treasury Indicators (Appendix A);**
- b) **adopt the Annual Investment Strategy and approve the changes in the Strategy, resulting from the replacement of Fitch Ratings individual credit ratings with new bank viability ratings (Appendix B, paragraph 22) and the updated guidance on the determination of the maturity of LOBO loans (a detailed explanation is shown below in paragraphs 21 to 24 of this report);**
- c) **delegate to the Chief Finance Officer the authority to vary the amount of borrowing and other long term liabilities within both the Treasury Indicators for the Authorised Limit and the Operational Boundary;**
- d) **authorise the Chief Finance Officer to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long term portfolio;**
- e) **agree that short term cash surpluses and deficits continue to be managed through temporary loans and deposits; and**
- f) **agree that any long term surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Chief Finance Officer the authority to select such funds.**

Reason for Decision

To enable the Council to agree a Treasury Management Strategy for 2012-13 and set Prudential Indicators that comply with statutory guidance and reflect best practice.

34. Treasury Management Strategy 2011-12 - Revision January 2012

Councillor John Brady, Cabinet Member for Finance, Performance and Risk, presented a report which presented the revised Treasury Management Strategy for 2011-12 to reflect the need to borrow for HRA (Housing Revenue Account) self-financing due to the statutory change under the Localism Bill and includes:

- a) the revised Prudential and Treasury Indicators (PrIs and TrIs) for the next three years; and
- b) the revised Annual Investment Strategy for 2011-12.

For clarity, and the benefit of the members of the public who were present, Councillor John Thomson (Deputy Leader and Cabinet Member for Adult Care, Communities and Housing) explained the background to the proposal to increase the Council's borrowing on this basis. Under previous legislation, Councils were required to pay a portion of their income from Housing rents to central government for redistribution as part of the Housing subsidy scheme. However, under the Localism Act 2011, Councils could buy out of this scheme, and retain all rental income, along with the responsibility to support, maintain and develop their own housing stock. This self-financing would require a payment from the Council to the Department for Communities and Local Government (DCLG) of £119.356 million in March 2012, increasing the Council's level of indebtedness by just over 50%. This option would leave the Council's HRA around £3 million better off per year.

In response to comments made regarding the proposed rent increase, it was confirmed that this figure had been set by central government, although other fees and charges were being kept at existing levels to minimise the impact on tenants. It was noted that Housing Association rents tended to be higher than Council rents; Councillor Thomson undertook to provide details on this to the Tenants' Panel.

In addition, the Leader undertook to investigate a submission sent to the Council's Housing department and to write a letter to the Housing Minister setting out the impact of rent increases on Wiltshire Council tenants.

Following discussion regarding garage rents, Councillor Thomson undertook to provide information on garage tenancy rates to Councillor Jon Hubbard.

Resolved:

To recommend that the Council:

- a) adopt the revised Prudential and Treasury Indicators (Appendix A);**
- b) adopt the revised Annual Investment Strategy (Appendix B);**
- c) delegate to the Chief Finance Officer the authority to vary the amount of borrowing and other long term liabilities within both the Treasury Indicators for the Authorised Limit and the Operational Boundary;**
- d) authorise the Chief Finance Officer to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long term portfolio;**
- e) agree that short term cash surpluses and deficits continue to be managed through temporary loans and deposits; and**
- f) agree that any long term surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Chief Finance Officer the authority to select such funds.**

Reason for Decision

To enable the Council to agree a revised Treasury Management Strategy for 2011-12 and set revised Prudential Indicators to address the issues arising from the Housing Reform initiative, whilst retaining the required compliance with statutory guidance and reflecting best practice.

35. Wiltshire Council's Business and Financial Plan Update 2012/13

Councillor Jane Scott, Leader of the Council, presented a report which provided an assessment of Cabinet's draft proposals to Council to set a budget for 2012/13, and the impact on Council Tax, rents, fees and charges, the capital programme, schools, as well as reserves.

Joint Overview and Scrutiny had met on 9 February 2012 to appraise and scrutinise the proposals, as well as officers' conclusions, and comments from this meeting were presented in a tabled report, copies of which had been made available to the press and public.

The Leader, referring to the recommendations as set out in the report, moved an amendment that free swimming would be offered to all under 16 year olds during the Easter and summer holidays. This proposal was to contribute towards the County's legacy from the London 2012 Olympics and to address issues identified in the recent Joint Strategic Assessment (JSA), tackling child obesity and child poverty, as well as keeping children active during the school holidays. It was emphasised that schools did an excellent job of keeping children active during term time. The cost of this proposal would be around

£145,000, depending on take up, but it was reported that the publicity would be targeted at those who needed it most, and also through GPs and school nurses.

In response to a question, it was noted that the Council received a “bonus” from the government for keeping Council tax to a 0% increase. This bonus was the equivalent of a 2.5% increase, or £5.5 million.

Resolved:

That Cabinet, following consideration of comments and recommendations arising from the Director of Finance and Corporate Directors’ statements, Scrutiny and public consultations, makes the following recommendations to Council on 28th February 2012:

- a. To endorse the update of the 2012-15 Business and Financial Plan.
- b. To recommend to Council, for approval, that the savings and investment proposals summarised at Sections 9 and 7 respectively of this report and Sections 4 and 5 of Cabinet’s proposed Financial Plan at Appendix 1 of this report, provides a net revenue budget for 2012/13 of £326.655 million.
- c. To recommend to Council to:
 - i. Freeze Wiltshire Council’s element of the Band D council tax for 2012/13 £1,222.43, as calculated in accordance with statute, as set out in Section 10 of this report.
 - ii. Set the Council’s total net expenditure budget for 2012/13 at £326.655 million.
 - iii. Adopt the changes introduced by Government and move from the current subsidy funding system to one of self-financing when local authorities take on responsibility for the current debt & repayment.
 - iv. Set a 6.4% increase for dwelling rents in accordance with rent restructuring.
 - v. Set the HRA Budget for 2012/13 (original) as set out at Appendix F of Cabinet’s proposed Financial Plan at Appendix 1 of this report.
 - vi. That all other rent or service charges related to the HRA be frozen at 2011/12 levels.
 - vii. The Capital programme proposed at Appendix E of Cabinet’s proposed Financial Plan, attached to this report at Appendix 1.

- viii. **Set the changes in fees and charges set out in detail at Section 6 of Cabinet's proposed Financial Plan at Appendix 1 of this report.**
- ix. **To provide £145,000 to offer free swimming for under 16 year olds during the Easter and summer holidays.**

Reason for Decision

The Cabinet, following Scrutiny and consultation, is required to forward recommendations to Council to enable it to:

- Set its revenue, capital, housing revenue accounts, fees and charges, levels of reserves and resultant Council Tax for 2012/13 to then issue Council Tax and rent bills.
- Provide the Council with a strong business and financial plan for sustainable delivery for the remaining three years of those plans.

36. Business Plan Scorecard Report

Councillor John Brady, Cabinet Member for Finance, Performance and Risk, presented a report which provided a summary of progress against Wiltshire Council's Business Plan, including:

- Performance indicators for Community Results and Council Performance for the period April to December 2011.
- The status of the Council's main programmes.

Comments and questions were raised on the plan as follows:

- Ref 2005 – Concern was raised in relation to the low figure for the number of children in care getting 5 A*-C GCSEs. However, Scrutiny had identified that this was due to children in care often taking their exams in different timescales, which the monitoring did not take into account.
- Ref 2001 – It was noted that there was a constant need for volunteers as foster carers, and another recruitment campaign would be run.
- Ref 3007 – Councillors welcomed the high number of volunteers in the Library Service, commenting that this was a great example of using community involvement in running and extending service availability.
- Ref 5001 – Concern was raised over the fall in customer telephone call connection rates. This was being addressed and figures had improved since November 2011.
- Ref 6001 – Concern was raised over the high level of alcohol related hospital admissions. It was noted that the licensing service was taking action against irresponsible licensees who sold alcohol to under 18s, and to people who were already drunk, and there had been a number of

successes in this area recently. However, it was noted that licensees were under pressure to maintain sales due to rents and prices increasing, and were also faced with difficulties caused by fake IDs. It was reported that the Touch2ID scheme had proved successful in the Melksham area.

Resolved:

To note progress against the Business Plan.

Reason for Decision

To provide Cabinet with a summary of progress against the Business Plan.

37. Salisbury Central Car Park and Maltings

Councillor Fleur de Rhé-Philippe, Cabinet Member for Economic Development and Strategic Planning, presented a report which set out the process taken in accordance with European Procurement Regulations, and following approval by Cabinet in December 2010, to identify a preferred development partner for the retail led mixed development project at Salisbury Central Car Park and Maltings. The report invited the Cabinet to consider whether to award 'Preferred Bidder' status to the highest scoring bidder.

It was emphasised that the process had been extremely rigorous, and the three competitive bids had been evaluated against the criteria agreed in advance by Cabinet.

In addition, it was noted that this process was to select a development partner, and not to select a scheme; this would be produced following an extensive public consultation.

It was recommended that the meeting move into Part II to receive a detailed report on the outcome of the evaluation, to protect commercially sensitive information.

38. Urgent Items

There were no urgent items.

39. Exclusion of the Press and Public

Resolved:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified

in Item Number 16 (minute 40 below) because it was likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

40. Salisbury and the Maltings Car Park

Mark Hunnybun, Strategic Projects and Development Manager, presented the Part II report which had been tabled for Councillors, following which there were a number of questions and comments on the process and the detail of the bids.

Resolved:

- (i) To award 'Preferred Bidder' status to Stanhope PLC, the shortlisted bidder with the highest score against the evaluation criteria.**
- (ii) That Stanhope PLC embarks on an agreed public consultation programme at the earliest opportunity.**
- (iii) To delegate authority to the Director, Economy and Enterprise, in consultation with the Cabinet Member for Economic Development and Strategic Planning to develop the scheme with the preferred bidder including finalising terms of the development agreement and bring it back to Cabinet for final approval in due course.**

Reason for Decision

The award of 'Preferred Bidder' status to Stanhope PLC will enable a scheme to be worked up in detail, in full consultation with the public and stakeholders, which will meet the objectives of the Council's Core Strategy and those of the Salisbury Vision.

Admission of Press and Public

At this point the meeting reverted to open session and re-admitted the press and public to the meeting.

Councillor de Rhé-Philippe announced the decision for the benefit of the press and public.

The Leader offered thanks to those involved in the process so far, particularly to Richard Walters, Salisbury Vision Director and Sir Christopher Benson, Chairman of Salisbury Vision Board, commenting that this was a huge step forward in achieving the investment which Salisbury deserved.

(Duration of meeting: 3.00 - 5.23 pm)

<p>These decisions were published on the 20 February 2012 and will come into force on 28 February 2012</p>
--

The Officer who has produced these minutes is James Hazlewood, of Democratic Services, direct line 01722 434250 or e-mail james.hazlewood@wiltshire.gov.uk
Press enquiries to Communications, direct line (01225) 713114/713115

This page is intentionally left blank

Wiltshire Council

Cabinet

20 March 2012

Subject: School Admissions 2013/14

Cabinet member: Councillor Lionel Grundy – Children’s Services

Key Decision: No

Executive Summary

This report has been produced as part of the statutory process for the determination of admission arrangements to maintained schools.

The Local Authority has a statutory duty to formulate and operate schemes to co-ordinate the admissions to all maintained (or state schools) within its area. We are proposing two co-ordinated schemes; one covers primary schools (including infants and juniors) and the other is for secondary schools. The co-ordination of admissions has been successful in past years and the schemes proposed for 2013/14 are substantially the same as those operating for the current academic year, however, some changes have been made to reflect the changes in the New School Admissions Code which came in to force on 1 February 2012.

The Local Authority is the statutory admission authority for the Voluntary Controlled and Community Schools (VC & C) in its area. As such it is required to formulate admission arrangements which outline how it will admit children to those schools. There are two proposed schemes one for secondary and one for primary (including infant and junior schools).

The schemes and arrangements have been approved by the School Admissions Forum following a period of consultation with schools, parents, neighbouring authorities and Senior Officers at Wiltshire Council. The consultation period ended on Tuesday 28 February 2012.

Cabinet is required to approve the four documents which are appended to this report which then will become the determined admission policy for Wiltshire for 2013/14.

The admissions process for the intakes in September 2013 begins in September 2012.

Proposal

That Cabinet approves and determines:

- a) the proposed scheme for the co-ordination of admission to secondary schools for 2013/14.
- b) the proposed scheme for the co-ordination of admissions to primary schools for 2013/14.
- c) the proposed admission arrangements for Voluntary Controlled & Community secondary schools for 2013/14.
- d) the proposed admission arrangements for Voluntary Controlled & Community schools for 2013/14.

Reason for Proposal

The Local Authority has a statutory duty to have a determined admission policy for 2013/14 in place on or before 15 April 2012.

Carolyn Godfrey
Corporate Director

Wiltshire Council

Cabinet

20 March 2012

Subject: School Admissions 2013/14

Cabinet member: Councillor Lionel Grundy – Children’s Services

Key Decision: No

Purpose of Report

1. The Local Authority has a statutory duty to act in accordance with the School Admissions Code. There is a requirement to have in place schemes for the co-ordination of admissions to the schools within Wiltshire.
The Local Authority is the Admissions Authority for all Voluntary Controlled and Community Schools (VC & C) within Wiltshire and as such is required to determine a set of admission arrangements for those schools.
The report presents the four elements of the admissions policy which have to be determined by Cabinet.

Background

2. The purpose of co-ordinated arrangements is to make the application process simpler for parents by ensuring that each child gets one offer for one school place. This requires the School Admissions team to work with colleagues in academies, foundation and aided schools and in other local authorities.
3. The co-ordinated process is accepted by schools and the scheme does not need substantial revision at this time. The proposed schemes are substantially the same as those currently being used. In line with the New School Admissions Code, all four schemes have been revised as the requirement for Local Authorities to co-ordinate In Year Admissions cross border has now been removed.
4. The LA is the admissions authority for all Voluntary Controlled and Community (VC & C) schools in the county. The governing bodies of academies, aided and foundation schools are their own admissions authority.
5. Each admission authority has to determine the arrangements which are used when allocating school places. These proposed arrangements will be used solely for admissions to Voluntary Controlled and Community schools. They incorporate the criteria used to prioritise applications in situations when a school is oversubscribed (i.e. when more applications are received than the school’s admission number allows) as well as showing how all admissions will be processed.

Main Considerations for the Council

6. The proposed co-ordinated schemes and admission arrangements have been sent out to all maintained schools and other neighbouring admission authorities for consultation. The documents were sent out in January 2012 which invited comments to be received up until 28 February 2012.
7. From consultations it is clear that the general issue of co-ordinating arrangements is not questioned. There is confidence that with suitable communication systems being in place, the co-operation between the admissions team and the foundation, aided schools and academies which is essential for the smooth operation of a co-ordinated scheme, will be forthcoming.
8. The proposed timetable for both the primary and secondary co-ordinated scheme is based on that used in previous years and so is familiar to schools and the admissions team in DCE.
9. The statutory regulations give clear deadlines to which the co-ordinated admissions schemes have to adhere.
 - Secondary Deadline 31st October 2012
 - Primary Deadline 15th January 2013
 - Secondary Notification Date 1st March 2013

Consequential adjustments have been made to the proposed timetables for the co-ordination of admissions.

As there is currently no statutory offer date for Primary Schools, Wiltshire will be sending out offers on 19th April 2013.

10. The co-ordinated schemes include the provision to co-ordinate all admissions to all schools for the main years of entry. From September 2013 and in line with the New School Admissions Code, there is no longer the requirement for In Year applications to be co-ordinated cross border. It is proposed however in the attached schemes that all In Year applications continue to be made directly to Wiltshire Council so that we can monitor which children are potentially out of the school system for safeguarding purposes.
11. The co-ordinated scheme for primary schools mirrors that which operates for secondary schools. Wiltshire residents may apply for an out of county school on a Wiltshire form. Out of county residents can apply for a Wiltshire school through their own local authority.
12. From consultations responses, it is clear that there is widespread agreement with the proposed admission arrangements for VC&C schools which are considered to be fair and objective as required by the School Admissions Code.
13. There have been no objections received to date to the proposed oversubscription criteria which have worked well for many years. These give priority to Children in Care as required by the School Admissions Code. Children living within a school's designated area are given priority over children from outside that area.

The tie break used if a school is oversubscribed within any criterion is that of distance from the school.

14. The returns from the consultation period were presented to the Admission Forum at their meeting on 05 March 2012. After full consideration the Forum recommends that these schemes and admission arrangements be agreed.
15. The proposed co-ordinated schemes and admission arrangements are in accordance with the requirements of the New School Admissions Code which came in to force on 1 February 2012.
16. The admission arrangements for VC & C schools will be operated within the appropriate co-ordinated scheme for admissions within Wiltshire and are compatible with the timetables laid down by the co-ordinated schemes.
17. Once determined the schemes and admission arrangements will be circulated to all schools in Wiltshire and to our nine neighbouring local authorities. They will be implemented from September 2012 when the process of admitting children to the intake year in 2013 starts.

Environmental Impact of the Proposal

18. The admission policy of the local authority is to give local children priority when applying for their local school. This policy of 'local schools for local children' has been maintained for many years and is a way of encouraging parents to consider the environmental impact of long journeys to school.
Should the Admissions Team not be able to offer a place at a child's designated school and the child's lives further than the statutory safe walking distance for the child's age, then free transport would be provided to the next nearest school with available places, the number of children this currently applies to in Wiltshire is 0.7%.

Equality Impact of the Proposal

19. Although not part of the proposed co-ordinated schemes or admission arrangements, it should be noted that all application forms can be and are produced in different languages on request.
20. The online system for applications to be made has developed since it was introduced in 2006. Over 50% of applications for September 2012 intakes were received electronically.

Risk Assessment

21. Were the Local Authority not to determine co-ordinated schemes for its maintained schools, the Secretary of State would impose a scheme on us.
22. The Office of the Schools Adjudicator has a monitoring role to play in regard to admission arrangements and it is a statutory duty to have these in place by 15 April 2012 for admissions to schools in 2013.

Financial Implications

23. There have been additional costs associated with co-ordinated admission arrangements. These have been recognised by the Cabinet on a previous occasion. Additional staffing and software has been provided for the school admissions team.
24. There will also be increased printing costs since the required forms will be produced and printed by Wiltshire Council rather than by individual admission authorities. These costs will be managed within existing resources.
25. Academies receive funding from the Government to enable them to be part of the co-ordinated arrangements and therefore appropriate charging mechanism will be put in to place.

Legal Implications

26. The Local Authority has a statutory duty to determine schemes for the co-ordination of admissions and admission arrangements for voluntary controlled and community schools. If it fails to do so the Secretary of State would impose schemes on us.

Options Considered

27. It is a legal requirement to have these policies in place and so no alternative has been considered.
28. The schemes and arrangements as presented have been sent out to all schools for consultation and no alternative suggestions to date have been received.

Conclusion

29. Cabinet is asked to approve the appended schemes which will become the determined admission policy for Wiltshire for 2013/14.

Carolyn Godfrey
Corporate Director

Report Author
Debbie Clare – Admissions Coordinator - School Buildings and Places

Background Papers

The following unpublished documents have been relied on in the preparation of this report: None

Appendices

- a) Proposed Scheme for the Co-Ordination of Secondary Admissions 2013/14
- b) Proposed Scheme for the Co-Ordination of Primary Admissions 2013/14
- c) Proposed Admission Arrangements for VC&C Secondary Schools 2013/14
- d) Proposed Admission Arrangements for VC&C Primary Schools 2013/14
- e) Types of Schools - Background Information

This page is intentionally left blank



Co-ordinated Scheme for Secondary School Admissions for 2013/14

Status : Proposed Secondary Co-ordinated Scheme 2013/14

Proposed Co-ordinated Admissions Scheme for secondary school admissions for year 2013/14

Introduction

1. This scheme for co-ordinated admissions is pursuant to section 89(b) of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to secondary schools within the LA area. It applies to secondary schools in Wiltshire with effect from September 2013 intakes. There will be an annual review of the scheme as per the School Admissions Code in force at the time.

Interpretation and Glossary

2. In this scheme –

“the LA” means Wiltshire Council acting in their capacity as a local (education) authority;

“the LA area” means the County of Wiltshire;

“primary education” has the same meaning as in section 2(1) of the Education Act 1996;

“secondary education” has the same meaning as in section 2(2) of the Education Act 1996;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means a community, voluntary controlled, foundation or voluntary aided school, other than special schools, which is maintained by the LA;

“Academy” means a state funded, non fee paying independent school set up under a Funding Agreement between the Secretary of State and the proprietor of an Academy (most commonly, and hereafter, referred to as an Academy Trust). Academy Funding Agreements require them to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need.

“admission authority” in relation to a community or voluntary controlled school means the LA and, in relation to a foundation or voluntary aided school means the governing body of that school;

“the specified year” means the school year beginning in September 2013

“admission arrangements” means the determined arrangements which govern the procedures and decision making for the purposes of admitting pupils to a school;

“late admission” means any application for a place in the first year of secondary education that is received between 31 October 2012 and 24 July 2013;

“additional application” means any application for a place in the intake year of secondary education that is received after 24 July 2013 or for any other year group in the school up to and including Yr 11;

“eligible for a place” means that a child’s name has been placed on a school’s ranked list within the school’s published admission number.

The Scheme

The Normal Admissions Round

3. In Wiltshire a child usually transfers to secondary school in the September following their eleventh birthday. A child who is sixteen on or after 1 September 2013 may leave secondary school no earlier than 30 June 2014. On this date the child ceases to be of compulsory school age.
4. Parents will be able to make an online application. Online applications will be made directly to County Hall, Trowbridge. If an online application has been submitted, a written application is not necessary. The online facility will be available at least from 1 September 2012 up until the deadline of 31 October 2012.
5. There will be a standard form for written applications known as the Secondary Common Application Form (SCAF) used for the admission of pupils into the first year of secondary education in the specified year.
5. The SCAF must be used as a means of expressing one or more preferences by a parent wishing to apply for a school place for their child either within or outside the county. The child must live in Wiltshire.
6. The LA will make arrangements to ensure
 - a) the SCAF is accompanied by written guidance notes explaining the coordinated admissions scheme, and
 - b) that copies are available on request from the LA and from all primary and secondary schools in the LA area, and
 - c) that an electronic version of the form is available for parents to make an online application.
7. The SCAF and accompanying guidance notes will invite the parent to express up to three preferences in rank order (schools may be inside or outside Wiltshire), and to give their reasons for each preference, explain that the parent will receive no more than one offer of a school place and specify the closing date and the address to which it must be returned. They will also confirm that:
 - a) a place will be offered at their highest ranked school at which they are eligible to be offered a place; or
 - b) if a place cannot be offered at any one of their preferred schools, and the child is living in Wiltshire, a place at an alternative school will be allocated.
8. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude enable decisions to be made in accordance with the scheme's timescale as set out in the Appendix.
9. The governing body of an Academy, Foundation or Voluntary Aided School can ask parents who have expressed a preference for their school on the SCAF, to provide additional information on a supplementary form only if the additional information is required in order to apply their oversubscription criteria to the application. Where a supplementary form is required it is the responsibility of the individual governing body

to provide a copy to each parent who has expressed a preference for the school on a SCAF and who has requested such a form.

10. Where a school receives a supplementary form it may not be regarded as a valid application unless the parent has also completed a SCAF which expressed a preference for that school. The SCAF or an online application must have been returned to the LA. It is the responsibility of schools using supplementary forms to inform the applicant that they must submit a SCAF to the LA.
11. The closing date for applications is **noon 31 October 2012**. All completed SCAFs are to be returned directly to the LA. Any SCAFs which are incorrectly returned to schools must be forwarded to the LA to be received by the deadline. Forms returned to schools and not received by the LA by noon 31 October 2012 will be treated as late applications.
12. The LA will send out an acknowledgement of receipt for each SCAF and all online applications. Applicants will be advised to contact the LA if they have not received an acknowledgement within fifteen school days of posting their application.

13. Shared Responsibility.

Where two adults have shared responsibility for a child they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or when two application forms are submitted, the LA will process the application received from the adult with whom the child is living the majority of the school week. The address shown on the child benefit notification letter will be taken as evidence of residency. If this is not available then the address showing on the child's NHS medical card can be used as evidence of residency.

Determining offers

14. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the SCAFs. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the SCAF where-
 - a. it is acting in its separate capacity as an admission authority, or
 - b. an applicant is eligible for a place at more than one school, or
 - c. an applicant is not eligible for a place at any of the schools for which a preference was expressed.
15. The process by which the LA will allocate places is explained at paragraphs 19 -20.
16. **By 21 November 2012** where parents have nominated a secondary school outside the LA area, the LA will notify the relevant LA.
17. **By 28 November 2012** the LA will notify all Academies, Foundation and VA schools of every preference that has been expressed for that school.

18. **Noon 7 January 2013:** Exceptional circumstances deadline

19. **By 8 January 2013** the LA will provide a final list to all other admissions authorities of every preference that has been expressed for their school(s) including those considered as exceptional as outlined in paragraph 31 and those resident in other LA areas.

20. **By 16 January 2013** all Academies, foundation and voluntary aided schools must have considered all of the preferences for their school, and provide the LA with a ranked list of all applicants in accordance with the oversubscription criteria.

21. The LA will then match this ranked list against all other ranked lists and:

- Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
- Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
- Where the child is not eligible for a place at any of the nominated schools (and they live in Wiltshire), the child will be allocated a place at their designated school unless an alternative place is available within the safe statutory walking distance from their home address. Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.

22. **By 4 February 2013** the LA will inform other LAs of any places in Wiltshire schools which will be offered to their residents.

23. **By 28 February 2013** the LA will inform Wiltshire schools of the pupils to be offered places at their schools.

24. **On 1 March 2013** letters will be despatched to all parents who submitted an application form by noon 31 October 2012 offering a place at one school.

25. These offer letters will give the following information:

- a. The name of the school at which a place is offered;
- b. The reasons why the child is not being offered a place at any of the other schools nominated on the SCAF;
- c. Information about their statutory right of appeal against any decisions to refuse places at other preferred schools;
- d. Contact details for the LA and the schools for which they expressed a preference.

26. **18 March 2013** is the deadline for parents to accept the place offered. Parents will be asked to respond to the LA. If they do not respond by this date it will be assumed that the place offered has been declined.

27. **22 March 2013:** the LA will send every maintained school a list of those pupils who have accepted an offer at the school.

28. By **10 April 2013:** all schools must inform the LA of any places that have been accepted via the school directly

Testing

29. Where a selection test of any kind is part of the school's admission arrangements, the admission authority is required to allow the child to sit the entrance exam and inform parents of the outcome prior to preferences being made.

Late Applications for normal round of admissions

30. Late applications, ie those received after the deadline for the normal admissions round, will not be considered until after all of those which were received on time have been processed.

31. Only in exceptional circumstances such as those listed here will a late application be considered at the same time as applications received by the deadline of noon 31 October 2012

- a. The illness/death of a close relative such that meeting the deadline was not possible.
- b. Where there has been a change of family circumstances after the deadline date which has a significant effect on the preferences given on the original application. (If this is a house move this must have been completed with an exchange of contracts before noon 7 Jan 2013.)
- c. A move into Wiltshire from outside the county after the deadline date but before noon 7 January 2013. Confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement) must be provided before noon on 7 January 2013.
- d. Service Personnel moving to a Wiltshire address after the deadline date. A posting notice must be provided before noon 7 January 2013.
- e. Any application for a Wiltshire school from outside the county which was lodged before the closing date of the home authority.
- f. Where there has been a delay in the LA receiving the application due to an administrative error by a school or/and DCE staff.
- g. Where a common application form has not been received by the LA but the parent can provide proof of postage – NB the return of a tear off slip to the present school will not constitute a proof of postage.
- h. Where written evidence from a specialist (such as the Ethnic Minority Achievement Service) is available showing that it would be detrimental to the family unit to split siblings.

Such late applications can only be considered if they are received by the LA before noon on **7 January 2013**.

Documentary evidence should be provided with the application (or at the latest by noon 7 January 2013) to verify the circumstances which caused the late application to be made. If evidence cannot be provided, the application will not be treated as an exception.

32. Any applications received by a maintained school after noon 31 October 2012 should be sent to the LA on receipt.

Applications Received between 31 October 2012 and 1 March 2013

33. Any late applications (except those covered by paragraph 31) received by the LA will not be considered before 2 March 2013. All applications received between 31 October 2012 and 1 March 2013 will be considered together with any applicant previously refused a place and if necessary will be prioritised using the oversubscription policy in place at that time.

34. For any applications received by 1 March 2013, the LA will send out a list to any Academy, Foundation or Voluntary Aided School named as a preference **on or before 19 March 2013**. A, VA and F schools should return a confirmation as to whether or not a place can be offered for each applicant. If more than one application has been received then a ranked list will be returned to the LA no later than 19 April 2013.

35. The LA will then match the returns from all schools and will make an allocation of one place for each applicant:

- Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
- Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.

36. Where the child is not eligible for a place at any of the nominated schools and the child lives in Wiltshire, they will be allocated a place at a school. This will be their designated school or may be at another school to which there would be an entitlement to free school transport if it were outside the statutory three mile distance from the home.

37. On or before 9 May 2013 letters will be despatched by the LA to all parents who submitted an application form which was received between noon on 31 October 2012 and 1 March 2013. The letter will offer a place at one school.

Applications received after 1 March 2013

38. Any applications received by the LA for a maintained school received after 1 March 2013 will be dealt with as soon as possible with allocations to a single school being made and offer letters sent out from the LA as soon as is practically possible.

39. The LA will contact all Foundation, Aided schools and Academies named as a preference on an application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school unless an alternative place is available within the safe statutory walking distance from their home address.

40. On or before 31 August 2013 the LA will send out a list to all maintained schools in Wiltshire showing those pupils expected to start in the school at the beginning of the 2013/14 school year.
- 41. In-Year Transfer Applications (for years outside the normal intake for the school)**
42. The LA will make available copies of the Admissions Guide and SCAF through all primary and secondary schools and on request from County Hall.
43. All applicants for a school place must complete an application form which should be returned to the LA. The applicant may or may not live in Wiltshire.
44. Should a parent living in Wiltshire wish to apply for a school in another authority, they must contact that authority directly to apply.
45. Where a maintained school receives an in year application form expressing a preference for that school the form should be forwarded to the LA within 5 school days of receipt.
46. Where the LA receives an in year application form expressing a preference for a Academy, Foundation or VA school the application will be forwarded to the school within 5 school days of receipt.
47. For an Academy, Foundation or VA school, the school's governing body is responsible for deciding the outcome of the application and advising the LA accordingly within 10 school days of the date on which the information was received by the school.
48. In all cases, a decision letter will be sent out by the local authority within twenty school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.
49. If an application has been passed on to a selective school, it is recognised that such a school will not be able to make a response to the LA until after the result of an appropriate selection test has been received. The selective school will inform the LA of the outcome of the application as soon as practicable after the result of any selection test is known. A decision letter will be sent out by the LA and will provide information, if appropriate, about the statutory right of appeal.
50. Children not placed at one of their preferred schools will be considered under the Fair Access Protocol.
51. Waiting lists for schools must be kept and will be managed as per the admission arrangements for the particular school involved. Waiting lists will be kept in order of the relevant oversubscription criteria and not in date order of receipt.
52. In accordance with paragraph 2.21 /2.22 of the new School Admissions Code the Local Authority is now required to provide parents on request of the availability of school places within its area. All schools must provide the LA with this information. This must be done on a fortnightly basis with the first return to be sent by 6 September 2013.

Applications for transfer at a future date

53. Applications for transfer will be considered a maximum of one traditional term in advance. Where early applications are received the admission authority will advise the parent that their application will not be considered until a specified later date. Details of early applications received directly by the LA will be sent on to all Foundation, VA schools and Academies at the earliest date they are eligible for consideration.

Children from overseas.

54. Children who hold a full British Citizen passport or children whose passport has been endorsed to show they have the right of abode in the country are entitled to apply for a place at a maintained school. The passport or visa should be made available for inspection before an offer of a school place can be made. Asylum Seekers should make available evidence of their right of abode as provided by the National Asylum Support Service.

55. Applications on behalf of children currently living outside the UK will be considered but until the children are resident in the country their home address will be considered as being their place of residence outside the UK. Exceptions to this would be instances where the children are of parents returning from foreign postings, such as UK service personnel and other crown servants (including diplomats) who have been posted abroad on a fixed term contract and who are returning to live within the UK. Proof of the future UK residency (or a service unit's postal address) will be required if application is made to an oversubscribed school.

Fair Access Protocol

This policy is currently under review

56. Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children and includes those children and young people of compulsory school age in some or all of the following categories:-

those who are in care of a Local Authority Children in Care (Looked After Children) a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989).

- ◆ those attending a YPSS centre who need to be reintegrated back into mainstream education;
- ◆ those who are permanently excluded*;
- ◆ those who are out of education for longer than one school term.
- ◆ those whose parents have been unable to find them a place after moving into the area because of a shortage of places;
- ◆ those refused admission to a school which itself has been identified by Ofsted as requiring significant improvement and has been given a notice to improve;
- ◆ those withdrawn from schools by their family following fixed term exclusions and unable to find another place.

- ◆ those who are refugees or asylum seekers;
- ◆ those who are homeless;
- ◆ those without a school place and with a history of serious attendance problems;
- ◆ those with unsupportive family backgrounds, where a place has not been sought;
- ◆ those known to the police or other agencies;
- ◆ those who are carers;
- ◆ those who have special educational needs (SEN) but without statements;
- ◆ those who are travellers; and/or
- ◆ those with disabilities or medical conditions.
- ◆ Children of UK service personnel and other Crown Servants.

* Exception to this protocol- The Local Authority (Wiltshire) has the legal power to direct a school to admit a child in its care to a school best suited to that child's needs. This action will be taken in the best interests of the child. Other local authorities have the power to direct a Wiltshire school to admit a child in their care if the school is best suited to his or her needs.

57. In the vast majority of cases children and young people requiring a school place will continue to be admitted in accordance with the usual admission procedures rather than through this protocol.

Service Families

58. Applications for children of service personnel with a confirmed posting to the county, or crown servants returning from overseas to live in the county, will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

59. An official letter, such as a posting note or letter of support from the commanding officer, should be sent to the local authority as soon as possible. This should include the relocation date and Unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').

60. Until a fixed address is available, the Unit postal address or quartering area address will be used and a school place allocated accordingly.

61. The local authority will not refuse a service child a place because the family does not currently live in the area, and will not reserve blocks of places for these children.

62. Children will be considered to be siblings if any brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly.

Admitting in area children above PAN

63. Wiltshire Council will always try and allocate a space at a child's designated school whenever this is possible. It must be noted we cannot reserve places at any school nor can we guarantee that a space will be available at the designated school. Having

enough spaces in schools for local children is a service priority for the School Buildings and Places team.

64. The local authority has responsibility for the strategic management of school places across the county and has to ensure admissions do not compromise its ability to provide efficient and effective use of resources. It is often more economic to admit local children to their designated school because this does not incorporate an additional transport cost which would be required were an alternative school to be allocated.
65. For some schools, the next nearest school does not provide a reasonable alternative because it is beyond the statutory walking distance or the route to it is unsafe or there is no available transport. Any children who move into these areas might have to be admitted to the designated school despite any existing pressures upon it.
66. It may not always be possible to find a space at the designated school if this is already oversubscribed. In area children will be given priority on any waiting list. If the designated area school is unable to accommodate any more children within the year group then the Council will allocate an alternative school which will be the next nearest school which has available places.
67. Transport would be made available for any children who had to be allocated a school because their designated school was full.

Appendix: 2013/14 Timetable for Secondary Co-ordination (WILTSHIRE)

- Noon 31 October 2012:** Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications must be received by the LA by noon on this date.
- 21 November 2012: Details of applications which include preferences for schools in other LAs to be sent to those LAs. Details of applications to selective schools in Wiltshire sent to those schools.
- 28 November 2012 : Details of applications to be sent to Academies, Foundation and VA schools.
- Noon 7 January 2013: Last date for any exceptional applications to be considered.
- 8 January 2013: Final list sent out from LA to all admission authorities.
- 16 January 2013: Academies, Foundation and VA schools to provide the LA with ranked lists of applicants.
- Between 14 January and 4 February, the LA will match the ranked lists of all the schools and allocate places as described at paragraph 16.
- 4 February 2013: The LA will inform other LAs of any offers of places at Wiltshire schools to be made to applicants resident in their areas.
- 28 February 2013: By this date the LA will provide schools which details of those children to be offered places at the school.
- 1 March 2013:** **Notification letters despatched and sent to parents.**
- 18 March 2013: Last date for offers to be accepted by parents. Acceptances sent to LA
- 19 March 2013: Details of applications received after deadline and before 1 March to be sent to Academies, Foundation and VA schools.
- 22 March 2013: The LA will send list of pupils accepting a place to every school.
- 10 April 2013: School must inform LA of any pupils who have accepted places via the school.
- 19 April 2013: LA notified by schools of decisions regarding applications received after deadline and before 1 March 2013.
- 22 April 2013: LA to send out chaser letters to parents who have not yet accepted or decline offered made on 1 March 2013.
- 29 April 2013: **Final letters to be sent to parents who have not responded informing them that offer is being withdrawn. Parents have the right to appeal.**

- 9 May 2013: Notification letters sent out by LA for all applications received between deadline noon 31 October 2012 and 2 March 2013.
- LA continues to send out notification letters to all applicants for all schools.
- 30 August 2013: LA will send out a list to all maintained schools showing the pupils expected to join the school at beginning of 2013/14 school year.



Co-ordinated Scheme for Primary School Admissions for 2013/14

Status : Proposed Primary Co-ordinated Scheme 2013/14

Proposed Co-ordinated Admissions Scheme for Primary schools within Wiltshire for year 2013/14.

Introduction

1. This scheme for co-ordinated admissions is pursuant to section 89(b) of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to Primary schools within the LA area. It applies to Primary schools in Wiltshire with effect from September 2013 intakes. There will be an annual review of the scheme as per the School Admissions Code in force at the time.

Interpretation and Glossary

2. In this scheme –

“the LA” means Wiltshire Council acting in their capacity as a local (education) authority;

“the LA area” means the County of Wiltshire;

“primary education” has the same meaning as in section 2(1) of the Education Act 1996;

“Primary education” has the same meaning as in section 2(2) of the Education Act 1996;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“Primary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means a community, voluntary controlled, foundation or voluntary aided school, other than special schools, which is maintained by the LA;

“Academy” means a state funded, non fee paying independent school set up under a Funding Agreement between the Secretary of State and the proprietor of an Academy (most commonly, and hereafter, referred to as an Academy Trust). Academy Funding Agreements require them to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need.

“admission authority” in relation to a community or voluntary controlled school means the LA and, in relation to an academy, foundation or voluntary aided school means the governing body of that school;

“the specified year” means the school year beginning in September 2013

“admission arrangements” means the determined arrangements which govern the procedures and decision making for the purposes of admitting pupils to a school;

“late admission” means any application for a place in the first year of primary or infant education or the first year of junior education that is received after noon on 15 January 2013.

“In - Year application” means any application for any other year group in the school up to and including Yr 6;

“eligible for a place” means that a child’s name has been placed on a school’s ranked list within the school’s published admission number.

The Scheme

The Normal Admissions Round

3. Starting School

There is a legal entitlement for all three and four years olds to have access to fifteen hours free early education per week - available from registered childminders, school-based childcare, Sure Start centres, pre-schools, day nurseries, playgroups, or nursery schools.

A child must be in full-time education in the term following their fifth birthday. In Wiltshire children can start school at the earliest from the September following their fourth birthday. Full time provision will be made available in all reception classes for all children from September 2013.

4. Parents will be able to make an online application. Online applications will be made directly to County Hall, Trowbridge. If an online application has been submitted, a written application is not necessary. The online facility will be available at least from 1 September 2012 up until the deadline of noon on 15 January 2013.
5. There will be a standard form for written applications known as the Primary Common Application Form (PCAF) used for the admission of pupils into the first year of Primary education in the specified year.
6. Unless an online application has been made, the PCAF must be used as a means of expressing one or more preferences by a parent wishing to apply for a school place for their child either within or outside the county. The child must live in Wiltshire.
7. The LA will make arrangements to ensure
 - a) the PCAF is accompanied by written guidance notes explaining the coordinated admissions scheme, and
 - b) that copies are available on request from the LA and from all Primary schools in the LA area, and
 - c) that an electronic version of the form is available for parents to make an online application.
8. The PCAF and accompanying guidance notes will invite the parent to express up to three preferences in rank order (schools may be inside or outside Wiltshire), and to give their reasons for each preference, explain that the parent will receive no more than one offer of a school place and specify the closing date and the address to which it must be returned. They will also confirm that:
 - a) a place will be offered at their highest ranked school at which they are eligible to be offered a place; or
 - b) if a place cannot be offered at any one of their preferred schools, and the child is living in Wiltshire, a place at an alternative school will be allocated.
9. Split Site Schools. Where a school operates from separate bases and at each base provides for the full primary age range (ie both Key Stage 1 and Key Stage 2), the two sites will be treated as separate schools for admissions purposes. This means that an

application must name the site preferred. An applicant can use two preferences to name both sites.

10. The governing body of a foundation or voluntary aided school can ask parents who have expressed a preference for their school on the PCAF, to provide additional information on a supplementary form only if the additional information is required in order to apply their oversubscription criteria to the application. Where a supplementary form is required it is the responsibility of the individual governing body to provide a copy to each parent who has expressed a preference for the school on a PCAF and who has requested such a form.
11. Where a school receives a supplementary form it may not be regarded as a valid application unless the parent has also completed a PCAF which expressed a preference for that school. The PCAF or an online application must have been returned to the LA. It is the responsibility of schools using supplementary forms to inform the applicant of the need to submit a PCAF to the LA.
12. The closing date for applications is **noon on 15 January 2013**. All Completed PCAFs are to be returned directly to the LA. Any PCAFs which are incorrectly returned to schools must be forwarded to the LA to be received by the deadline. Forms returned to schools and not received by the LA by noon on 15 January 2013 will be treated as late applications.
13. The LA will send out an acknowledgement of receipt for each PCAF and all online applications. Applicants will be advised to contact the LA if they have not received an acknowledgement within fifteen school days of posting their application.

14. Shared Responsibility.

Where two adults have shared responsibility for a child they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or when two application forms are submitted, the LA will process the application received from the adult with whom the child is living the majority of the school week. The address shown on the child benefit notification letter will be taken as evidence of residency. If this is not available then the address showing on the child's NHS medical card can be used as evidence of residency.

Determining offers

15. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the PCAFs. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the PCAF where-
 - a. it is acting in its separate capacity as an admission authority, or
 - b. an applicant is eligible for a place at more than one school, or
 - c. an applicant is not eligible for a place at any of the schools for which a preference was expressed.
16. The process by which the LA will allocate places is explained at paragraphs 19 -20.

17. Noon 15 January 2013: **Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications must be received by the LA by noon on this date.**
18. **By 08 February 2013** where parents have nominated a Primary school outside the LA area, the LA will notify the relevant LA.
19. **By 22 February 2013** the LA will notify all Foundation and VA schools and Academies of every preference that has been expressed for that school.
20. **By 27 February 2013** the LA will provide a final list to all other admissions authorities of every preference that has been expressed for their school(s) including those resident in other LA areas.
21. **By 11 March 2013** all Foundation and Voluntary Aided Schools and Academies must have considered all of the preferences for their school, and provide the LA with a ranked list of all applicants in accordance with the oversubscription criteria.
22. The LA will then match this ranked list against all other ranked lists and:
 - Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
 - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
23. Where the child is not eligible for a place at any of the nominated schools and the child lives in Wiltshire, they will be allocated a place at a school. This will be their designated school or at another school (to which there would be an entitlement to free school transport if it were outside the statutory safe walking distance from the home). Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
24. **By 08 April 2013** the LA will inform other LAs of any places in Wiltshire schools which will be offered to their residents.
25. **By 18 April 2013** the LA will inform Wiltshire schools of the pupils to be offered places at their schools.
26. On **19 April 2013** letters will be despatched to all parents who submitted an application form by noon on 15 January 2013 offering a place at one school.
27. These offer letters will give the following information:
 - a. The name of the school at which a place is offered;
 - b. The reasons why the child is not being offered a place at any of the other schools nominated on the PCAF;
 - c. Information about their statutory right of appeal against any decisions to refuse places at other preferred schools;
 - d. Contact details for the LA and the schools for which they expressed a preference.

28. **10 May 2013** is the deadline for parents to accept the place offered.
29. By **17 May 2013** the LA will send every school a list of those pupils who has accepted a place at that school.
30. **By 22 May 2013** all schools must inform the LA of any places that have been accepted via the school directly.
31. **W/C 3 June 2013** the LA will send out chaser letters to all parents who have been offered places and not yet responded providing them with a further deadline to respond and informing them that failure to do so will result in the offer being withdrawn.
32. **W/C 10 June 2013: Final letter will be sent to all parents who have not accepted offer made on 19 April 2013 informing them that the offer has been withdrawn. Parents have the right to appeal.**
33. **21 June 2013** the LA will send out the second round offers for applications received between noon 15 January 2013 and 19 April 2013.

Late Applications for normal round of admissions

34. Late applications, ie those received after the deadline of noon 15 January 2013 but before 20 April 2013 for the normal admissions round, will not be considered until after all of those which were received on time have been processed and offer letters will be posted out on 21 June 2013.
35. Any late applications received by the LA will not be considered before 20 April 2013. All applications received after noon on the 15 January 2012 and before 20 April 2013 will be considered together with any applicant previously refused a place and if necessary will be prioritised using the oversubscription policy in place at that time.
36. Any applications received by the LA after 19 April 2013 for a maintained school will be dealt with as soon as possible with allocations to a single school being made and offer letters sent out from the LA as soon as is practically possible.
37. Any applications received by any maintained school should be forwarded to the LA within 5 days of receipt.
38. Any late applications received by the LA after 24 July 2013 which express a preference for an aided, foundation school or an academy will be forwarded to the school within five school days of receipt at which time the process described below for in year applications will apply.
39. On or before 31 August 2013 the LA will send out a list to all maintained schools in Wiltshire showing those pupils expected to start in the school at the beginning of the 2013/14 school year.
40. **Applications received after 20 April 2013**
41. Any applications received by the LA for a maintained school received after 20 April 2013 will be dealt with as soon as possible with allocations to a single school being

made and offer letters sent out from the LA as soon as is practically possible.

42. The LA will contact all Foundation, Aided schools and Academies named as a preference on an application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school unless an alternative place is available within the safe statutory walking distance from their home address.
43. On or before 31 August 2013 the LA will send out a list to all maintained schools in Wiltshire showing those pupils expected to start in the school at the beginning of the 2013/14 school year.

In-Year Transfer Applications (for applications outside the normal intake for the school)

44. The LA will make available copies of the Admissions Guide and SCAF through all primary and secondary schools and on request from County Hall.
45. All applicants for a school place must complete an application form which should be returned to the LA. The applicant may or may not live in Wiltshire.
46. Should a parent living in Wiltshire wish to apply for a school in another authority, they must contact that authority directly to apply.
47. Where a maintained school receives an in year application form expressing a preference for that school the form should be forwarded to the LA within 5 school days of receipt.
48. Where the LA receives an in year application form expressing a preference for a Academy, Foundation or VA school the application will be forwarded to the school within 5 school days of receipt.
49. For an Academy, Foundation or VA school, the school's governing body is responsible for deciding the outcome of the application and advising the LA accordingly within 10 school days of the date on which the information was received by the school.
50. In all cases, a decision letter will be sent out by the local authority within twenty school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.
51. If an application has been passed on to a selective school, it is recognised that such a school will not be able to make a response to the LA until after the result of an appropriate selection test has been received. The selective school will inform the LA of the outcome of the application as soon as practicable after the result of any selection test is known. A decision letter will be sent out by the LA and will provide information, if appropriate, about the statutory right of appeal.
52. Children not placed at one of their preferred schools will be considered under the Fair Access Protocol.

53. Waiting lists for schools must be kept and will be managed as per the admission arrangements for the particular school involved. Waiting lists will be kept in order of the relevant oversubscription criteria and not in date order of receipt.

54. In accordance with paragraph 2.21 /2.22 of the new School Admissions Code the Local Authority is now required to provide parents on request of the availability of school places within its area. All schools must provide the LA with this information. This must be done on a fortnightly basis with the first return to be sent by 6 September 2013.

Applications for transfer at a future date

55. Applications for transfer for VC & C schools will be considered a maximum of one traditional term in advance. Where early applications are received for VC & C schools the Local Authority will advise the parent that their application will not be considered until a specified later date.

56. Applications for transfer for VA & F schools and Academies will be forwarded when received directly to the schools named for consideration in accordance with the schools own admissions policy.

Children from overseas.

57. Children who hold a full British Citizen passport or children whose passport has been endorsed to show they have the right of abode in the country are entitled to apply for a place at a maintained school. The passport or visa should be made available for inspection before an offer of a school place can be made. Asylum Seekers should make available evidence of their right of abode as provided by the National Asylum Support Service.

58. Applications on behalf of children currently living outside the UK will be considered but until the children are resident in the country their home address will be considered as being their place of residence outside the UK. Exceptions to this would be instances where the children are of parents returning from foreign postings, such as UK service personnel and other crown servants (including diplomats) who have been posted abroad on a fixed term contract and who are returning to live within the UK. Proof of the future UK residency will be required if application is made to an oversubscribed school.

Fair Access Protocol

This Protocol is currently under review

59. Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children and includes those children and young people of compulsory school age in some or all of the following categories:-

those who are in care of a Local Authority. Children in Care (Looked After Children) a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked

after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989).

- ◆ those attending a YPSS centre who need to be reintegrated back into mainstream education;
- ◆ those who are permanently excluded*;
- ◆ those who are out of education for longer than one school term.
- ◆ those whose parents have been unable to find them a place after moving into the area because of a shortage of places;
- ◆ those refused admission to a school which itself has been identified by Ofsted as requiring significant improvement and has been given a notice to improve;
- ◆ those withdrawn from schools by their family following fixed term exclusions and unable to find another place.
- ◆ those who are refugees or asylum seekers;
- ◆ those who are homeless;
- ◆ those without a school place and with a history of serious attendance problems;
- ◆ those with unsupportive family backgrounds, where a place has not been sought;
- ◆ those known to the police or other agencies;
- ◆ those who are carers;
- ◆ those who have special educational needs (SEN) but without statements;
- ◆ those who are travellers; and/or
- ◆ those with disabilities or medical conditions.
- ◆ Children of UK service personnel and other Crown Servants.

* Exception to this protocol- The Local Authority (Wiltshire) has the legal power to direct a school to admit a child in its care to a school best suited to that child's needs. This action will be taken in the best interests of the child. Other local authorities have the power to direct a Wiltshire school to admit a child in their care if the school is best suited to his or her needs.

60. In the vast majority of cases children and young people requiring a school place will continue to be admitted in accordance with the usual admission procedures rather than through this protocol.

Service Families

61. Applications for children of service personnel with a confirmed posting to the county, or crown servants returning from overseas to live in the county, will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

62. An official letter, such as a posting note or letter of support from the commanding officer, should be sent to the local authority as soon as possible. This should include the relocation date and Unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').

63. Until a fixed address is available, the Unit postal address or quartering area address will be used and a school place allocated accordingly.

64. The local authority will not refuse a service child a place because the family does not currently live in the area, and will not reserve blocks of places for these children.
65. Children will be considered to be siblings if any brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly.
66. All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

Admitting in area children above PAN

67. Wiltshire Council will always try and allocate a space at a child's designated school whenever this is possible. We cannot reserve places at any school nor can we guarantee that a space will be available at the designated school. Having enough spaces in schools for local children is a service priority for the School Buildings and Places team.
68. The local authority has responsibility for the strategic management of school places across the county and has to ensure admissions do not compromise its ability to provide efficient and effective use of resources. It is often more economic to admit local children to their designated school because this does not incorporate an additional transport cost which would be required were an alternative school to be allocated.
69. For some schools, the next nearest school does not provide a reasonable alternative because it is beyond the statutory walking distance or the route to it is unsafe or there is no available transport. Any children who move into these areas might have to be admitted to the designated school despite any existing pressures upon it.
70. It may not always be possible to find a space at the designated school if this is already oversubscribed. In area children will be given priority on any waiting list. If the designated area school is unable to accommodate any more children within the year group then the Council will allocate an alternative school which will be the next nearest school which has available places.
71. Transport would be made available for any children who had to be allocated a school because their designated school was full.

Appendix: 2013/14 Timetable for Primary Co-ordination (WILTSHIRE)

15 January 2013:	Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications must be received by the LA by noon on this date.
08 February 2013:	Details of applications which include preferences for schools in other LAs to be sent to those LAs.
22 February 2013:	Details of applications to be sent to Foundation, VA schools and Academies.
27 February 2013:	The LA will provide a final list to Foundation, VA Schools and Academies. This will include out of county preferences.
11 March 2013:	Foundation, VA schools and Academies to provide the LA with ranked lists of applicants.
08 April 2013:	The LA will inform other LAs of any offers of places at Wiltshire schools to be made to applicants resident in their areas.
18 April 2013:	By this date the LA will provide schools which details of those children to be offered places at the school.
19 April 2013:	Notification letters despatched and sent to parents.
10 May 2013:	Last date for offers to be accepted by parents. Acceptances sent to LA.
17 May 2013:	The LA will send list of pupils accepting a place to every maintained school.
22 May 2013:	All Schools must inform the LA of any places that have been accepted directly via the school.
W/C 3 June 2013:	LA to send out chaser letters to all parents that have not yet responded informing them that, should they not accept then place will be withdrawn.
W/C 10 June 2013:	Final letter sent to parents who have not responded informing them offer is being withdrawn.
21 June 2013:	Second round of offer letters will be sent out by LA
30 August 2013	LA will send out a list to all maintained schools showing the pupils expected to join the school at beginning of 2013/14 school year.



**Admission Arrangements for Community
and Voluntary Controlled Secondary
Schools for 2013/14**

Status : Proposed Admissions Arrangements 2013/14

SECONDARY ADMISSION ARRANGEMENTS

Wiltshire Council's proposed admission arrangements for admission to Voluntary Controlled and Community (VC and C) secondary schools for the 2013/14 academic year

1. General Information

This policy applies solely to applications for places at Voluntary Controlled (VC) and Community (C) Secondary Schools in Wiltshire. Foundation (F) Voluntary Aided (VA) Schools and Academies (A) are their own admission authorities and the governing bodies are responsible for determining their own procedures and policies.

Arrangements for the co-ordination of secondary admissions are made within the co-ordinated admissions scheme determined for 2013/14.

a. Designated Area

A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children living outside the county boundary are treated as if the children live within Wiltshire but outside the designated area for the school(s) in question. Maps for each designated area are held by the local authority.

b. Preferences

Parents will be invited to state up to three ranked preferences. Each preference will be considered equally. This means that Wiltshire Council will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference the Local Authority (LA) will make an offer at the highest ranked preference school with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Wiltshire, the LA will allocate a place. Allocations will be made after all expressed preferences have been considered. An applicant will normally be offered a place at the designated school for their home address. An alternative school may be allocated in cases where the designated school is full and the alternative school is within the safe statutory 3 mile walking distance and has places available or it is a school to which free home to school transport would be provided.

c. SEN pupils

Pupils with Statements of Special Educational Needs are required to be admitted to the schools named on their statements. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Central SEN Services at which point this policy ceases to apply.

d. Deadline

The closing date for applications is noon 31 October 2012.

All applications received after noon 31 October 2012, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as late applications

and considered only after those applications received before the deadline have been determined.

e. Published Admission Number

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached and this figure will not be exceeded other than in exceptional circumstances. For example, a child living within a school's designated area and for whom no reasonable alternative school place is available, would be allocated a place at the designated school even if this exceeded the PAN. Reasonable in this circumstance is defined as a school within the statutory 3 mile safe walking distance from the child's home address or a school to which free home to school transport would be provided.

f. Shared Responsibility

Where two adults have shared responsibility for a child they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or when two application forms are submitted, the LA will process the application received from the adult with whom the child is living. The address shown on the child benefit notification letter or bank statement will be taken as evidence of residency. If this is not available then the address showing on the child's NHS medical card can be used as evidence of residency.

g. Multiple Births

The LA will endeavour to place siblings born at the same time (eg twins, triplets etc) in the same school. If necessary schools will be required to admit over PAN to accommodate such children.

2. Oversubscription Criteria

Where a secondary school is over-subscribed, places are allocated to children in order of the ranked criteria listed below:

1. Children in Care

Children in Care (Looked After Children) a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989).

2. Vulnerable Children

Children from families registered with the National Asylum Support Service; children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer and the general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred school; children with particular educational needs where written evidence is available from Central SEN services to show that it would be detrimental to the child not to be admitted to the school;

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of application and also living at the same address on a permanent basis. Proof will be required.

3. Designated area and Shared Area Multiple Births

Children who are twins (or other children of multiple births) applying for places at the same time and who are living at the same address which is within the designated area or shared area of the school;

4. Designated Area Siblings and Shared Area Siblings

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives within the designated area or shared area at the same address as the sibling. The sibling must not be in year 12 or 13 of the school at the deadline date. Step, half and foster siblings are included in this category;

5. Other Children from the Designated Area or Shared Area

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

6. Other multiple births

Children who are twins (or children of other multiple births) applying for places at the same time and who live at the same address which is outside the designated or shared area for the school;

7. Other Siblings

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives at the same address as the sibling. The sibling must not be in year 12 or 13 at the deadline date. Step, half and foster siblings are also included in this category;

8. Other children

Children to whom none of the above criteria apply.

Tie Break

If the school is oversubscribed within any of the above categories the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted then the available places will be decided by means of casting lots.

3. Early or Delayed Transfer

Early transfer

Children may only transfer early to a secondary school if it can be shown that they are exceptionally mature and would benefit from accelerated learning. Each such request involves consultation with the current school, the school to which the child wishes to transfer and where appropriate, the Authority's professional adviser(s). The application will not be agreed if one or more parties consider that the transfer would be inappropriate.

Delayed transfer

Children may remain for a further year in a primary-phase school if it can be shown that they have exceptional needs. Each such request involves consultation with the current school, the school to which the child would otherwise wish to transfer and, where appropriate, the LA's professional adviser. The application will not be agreed if one or more parties consider that the delay would be inappropriate and the child's name will be removed from the school roll at the same time as his/her chronological peers.

Reference will be made to the Protocol on Delayed Transfer or Retention of Pupils out of their Chronological Year Group due to Special Educational Needs (as attached as an appendix to these arrangements).

4. Service Families

Applications for children of service personnel with a confirmed posting to the county, or crown servants returning from overseas to live in the county, will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer, should be sent to the local authority as soon as possible. This should include the relocation date and Unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').

Until a fixed address is available, the Unit postal address or quartering area address will be used and a school place allocated accordingly.

The local authority will not refuse a service child a place because the family does not currently live in the area, and will not reserve blocks of places for these children.

Children will be considered to be siblings if any brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly.

5. Waiting Lists

Waiting lists will be maintained for all intake year groups in schools. Children will automatically be added to these lists if a preference higher than the school place offered has been refused. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on the list will be determined by applying the published over-subscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria.

Waiting lists for the all year groups will close on 24 July 2014.

Parents may submit a fresh application for the next academic year group which will be considered from 26 April 2014 onwards.

Places that become available will not be offered to pupils who are not on the waiting list.

If your child is offered a place from a waiting list for any VC, C School then you must accept or decline the place within 10 working days of the date of offer. If the place is not accepted then a further letter will be sent informing the applicant that should they not accept or decline the place

within 5 working days the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

Notes:

- Names will only be removed from the lists if a written request is received or if the offer of a place that becomes available is declined.
- Registration of interest on a school's Pre-Admission List will not be considered as an application for a school place.
- Parents must contact any Voluntary Aided, Foundation school or the Academy concerned to obtain information on the existence and or maintenance of a waiting list.
- Except for Service Families, children will considered to be living within the designated area for a school on receipt of an exchange of contracts or a signed tenancy agreement.
- Except for Service Families, children will not be considered to be a sibling unless their brother or sister is attending the school and is expected to still be in attendance at the chosen start date.

6. Late or in year Applications

These are applications received after the intake deadline and any applications received for other year groups.

Other than in exceptional circumstances and in agreement with the two schools involved, a transfer will, if the applicant is not moving address, only be considered as being for the start of the next traditional term.

Any additional applications will be considered together with any applications already on a school's waiting list.

Applications received at least one traditional term before the term in which admission is being sought are considered together and are ranked using the oversubscription criteria listed in paragraph 2.

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one additional application for a particular school is received on the same date places are allocated to children in order of the ranked criteria as listed above.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three secondary ranked preferences. An offer will be made at the school listed as highest preference which has an available place.

If your child is offered a place at any VC or C School then you must accept or decline the place within 10 working days of the date of offer. If the place is not accepted then a further letter will be sent informing the applicant that should they not accept or decline the place within 5 working days the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

If your child is offered a place at any VC or C School and you accept the place, you must take the place up within 28 working days of the required admissions date stated on the original

application form. Should the place not be taken up within the 28 working days the local authority will then write to the parents informing them that the place has been withdrawn.

Requests for places in year groups other than the one relating to the child's chronological age will only be agreed, if supported by the LA's relevant professional adviser(s) and the school.

SEN

Pupils with statements of Special Educational Needs must be admitted to the school named on their statements. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Central SEN Services at which point this policy ceases to apply.

An admission number, which applies to the normal year of entry, is agreed for each school annually. Applications will generally be agreed until this Published Admission Number (PAN) for the year group in question has been reached or until the net capacity of the school has been reached.

If the governing body of any school refuse admission to a child with challenging behaviour (outside the normal admissions round) the case must be referred to the LA for consideration under the In-Year Fair Access Protocol. This will normally only be the case where the school has a partially high proportion of children with challenging behaviour or previously excluded children.

This provision will not apply to a Child in Care (Looked after Child, a previously looked after child) or a child with a Statement of Special Educational Needs, as these children must be admitted.

Applications for a child's designated school which would exceed the admission number will usually be agreed in cases where a reasonable alternative place is not available. Reasonable in this circumstance means a school within the statutory safe 3 mile walking distance from the child's home address or a school to which free home-to-school transport would be provided.

An application for a school which would exceed the admission number will be agreed if the child has particular learning needs identified by Central SEN Services which cannot be met at an alternative school.

Any child refused a place at a school will be placed on the waiting list for that school (which will be kept in order using oversubscription criteria not date of receipt of application).

7. Sixth Form Admissions

Parents or students wishing to enrol for sixth form courses at Voluntary Controlled or Community Secondary Schools should in the first instance contact the school and ask for a copy of the sixth form prospectus. This will detail the courses offered at the school and any specific entry requirements for any of those courses. The school will require an application form to be completed should the parent or student wish to make a formal application to join the school's sixth form.

8. Appeal Process

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Authority as to the school at which education is to be provided for their child.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Appellants should contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to Democratic and Members Service team at County Hall, Trowbridge. The clerk for the appeals panel will be provided by the D&M Service team.

Once a place has been awarded by the independent appeal panel the place must be taken up within twenty eight days of the required date of admission stated on the original application form.

Should the place not be taken up within the twenty eight days the local authority will then write to the parents informing them that the place has been withdrawn.

9. Further Appeals

Unless there are significant and material changes, as agreed by the Director for Children and Education, in the circumstances of the parent, child or school relevant to a further application, a repeat application during the same academic year will not be considered and no fresh appeal can be made.

Where there have been material changes in circumstances and the repeat application is considered and again refused, the parents will have the right to a fresh appeal.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful with that application.

Appendix A

Protocol on Delayed Transfer or Retention of Pupils out of their Chronological Year Group due to Special Educational Needs

Introduction

The LA in its published admissions arrangements makes reference to delayed transfer of pupils when transferring from primary phase to the next phase of education.

In the admissions arrangements it is noted that children may remain for a further year in a primary phase school if it can be shown that the child is exceptionally immature. Each such request involves consultation with the parents, the current school, the school to which the child would otherwise wish to transfer and, where appropriate, the Admissions Authority's professional adviser. If one or more parties do not agree then the delay would not be appropriate and the child's name will be removed from the school roll at the same time as other pupils within the same chronological year group.

Pupils with Special Educational Needs

The issue of delayed transfer is sometimes raised for pupils with special educational needs, either at the infant/junior transfer or junior/primary/secondary transfer stage. It is not normally considered appropriate to educate pupils out of their year group unless there are exceptional circumstances. In cases where schools or parents are considering educating pupils out of the year group for pupils at School Action Plus or with a Statement of Special Educational Need it is necessary for the following to happen.

The Local Education Team should be involved and a team member together with the school must provide advice on the nature and degree of the pupil's difficulties and:

- a. How these compare to his/her peers i.e. those in the year group which he or she should be educated.
- b. How the delayed transfer or retention of the pupil will help alleviate any difficulties he or she experiences.
- c. The likely emotional, social, academic effects on retaining out of year group.
- d. What steps would be necessary to include the pupil within his/her peer group in order to transfer at the expectant time or remain with his or her chronological year group.

NB. In line with the Code of Practice the schools must make reasonable adjustments to include pupils who have been identified as having a special educational need.

- Where a pupil has a Statement of Special Educational Needs the issue of being retained out of the year group must be addressed at the Annual Review prior to transfer.
- The review prior to secondary transfer should be held in the summer term of Year 5.
- Where a pupil does not have a Statement of Special Educational Needs a School Action Plus review meeting should be held early in the autumn term. In this meeting it would be necessary to provide evidence. (See a-d previously stated) and agreement would need to be reached between all parties involved.
- The implications of delayed transfer or retention should be fully discussed with the current school, the receiving school, parents and Local Education Team member in order to fully explore the long term implications.

- One implication is that the pupil is still legally able to leave school when s/he reaches the statutory leaving age and whilst still in Year 10.
- It should also be noted that whilst a pupil is still in the infant stage of education it may not be obvious they are out of year group, but by the time they are in Year 10 the difference may be more apparent.
- It should also be noted that in the case of some special schools the pupils will automatically be put in their chronological year group rather than out of year group so this may have implications for pupils who require a special school placement in the long term.
- If following detailed discussion there is agreement that delayed transfer or retention is in the pupil's best interest, the notes of the meeting together with individual comments from the various members present should be forwarded to the Assessment & Placement Team for pupils with Special Educational Needs or the Local Education Team Co-ordinator in the case of pupils at School Action Plus.
- Schools will be informed of the outcome of the request at the transfer review stage or in the case of School Action Plus within a month of receipt of the request.
- It will be the responsibility of the school to inform the parents of the decision.

This page is intentionally left blank



**Admission Arrangements for Community
and Voluntary Controlled Primary Schools
for 2013/14**

Status : Proposed Admissions Arrangements 2013/14

PRIMARY ADMISSION ARRANGEMENTS

Wiltshire Council Proposed Admission Arrangements for Admissions to Voluntary Controlled (VC) and Community (C) Primary, Infant, and Junior Schools for the 2013/14 Academic Year

1. General Information

This policy applies solely to applications for places at Voluntary Controlled (VC) and Community (C) Primary, Infant and Junior schools. Foundation (F), Voluntary Aided schools (VA) and Academies (A) are their own admission authorities and the governing bodies are responsible for determining their own procedures and policies.

Arrangements for the co-ordination of primary admissions are made within the co-ordinated admissions scheme determined for 2013/14.

a) Designated Area.

A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children living outside the county boundary are treated as if the children live within Wiltshire but outside the designated area for the school(s) in question. Maps of each designated area are held by the local authority.

b) Preferences

Parents will be invited to state up to three ranked preferences. Each preference will be considered equally. This means that Wiltshire Council will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference the Local Authority (LA) will make an offer at the highest ranked preference school with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Wiltshire, the LA will allocate a place at an alternative school. Allocations will be made after all expressed preferences have been considered. An applicant will normally be offered a place at the designated school for their home address. An alternative school may be allocated in cases where the designated school is full and the alternative school is within the safe statutory walking distance and has places available or it is a school to which free home to school transport would be provided.

c) SEN children

Pupils with a statement of special educational needs are required to be admitted to the school named on their statement. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Central SEN Services at which point this policy ceases to apply.

d) Deadline Date

The closing date for the normal round of applications is noon 15 January 2013.

All applications received after noon on 15 January 2013 will be considered as late applications and will only be considered after all those received by the deadline have been determined, in accordance with the additional admissions policy which follows.

e) Published Admission Number

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached and this figure will not be exceeded other than in exceptional circumstances, for example, a child living in the designated area for whom there is no reasonable alternative place available would be admitted. "Reasonable" in this circumstance is defined as a school within the statutory safe walking distance from the applicants' home address of 2 miles for children aged under 8 and 3 miles for children aged 8 or over or it is a school to which free home to school transport would be provided.

f) Shared Responsibility

Where two adults have shared responsibility for a child they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or when two application forms are submitted, the LA will process the application received from the adult with whom the child is living for the majority of the school week. The address shown on the child benefit notification letter will be taken as evidence of residency. If this is not available then the address showing on the child's NHS medical card can be used as evidence of residency.

g) Multiple Births

The Local Authority will endeavour to place siblings born at the same time (eg twins, triplets etc) in the same school. If necessary schools will be required to admit over PAN to accommodate such children. In accordance with paragraph 2.15 of the new School Admissions Code expected to come into force from February 2012, twins and multiple births will be classed as permitted exceptions to the Infant Class Size Regulations. This will only be the case when one of the siblings is the 30th child admitted.

2. Oversubscription Criteria

Where a school is over-subscribed, places are allocated to children in order of the ranked criteria listed below:

1. Children in Care

Children in Care (Looked After Children) a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989).

2. Vulnerable Children

Children from families registered with the National Asylum Support Service;
Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer and the general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred school.

Children with particular educational needs where written evidence is available from Central SEN services to show that it would be detrimental to the child not to be admitted to the school;

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of application and also living at the same address on a permanent basis. Proof will be required.

3. Linked Infant School (this criterion applies to infant-to-junior transfer applications only)
Children who are pupils attending year 2 at the linked infant school as at the deadline date, irrespective of the status of the infant school, i.e. foundation, aided, community, or voluntary controlled.

4. Designated area and Shared Area Multiple Births
Children who are twins (or other children of multiple births) applying for places at the same time and who are living at the same address which is within the designated area or shared area of the school.

5. Designated Area Siblings and Shared Area Siblings
A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infants' school) as at the deadline date and will continue to attend the school at the time of entry, and where the child lives within the designated area or shared area at the same address as the sibling. Step, half and foster siblings are included in this category.

6. Other Children from the Designated Area or Shared Area
Children resident within the designated area or shared area who do not qualify under one of the criteria above.

7. Other multiple births
Children who are twins (or children of other multiple births) applying for places at the same time and who live at the same address which is outside the designated or shared area for the school.

8. Other Siblings
A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infants' school) as at the deadline date and will continue to attend the school at the time of entry, and where the child lives at the same address as the sibling. Step, half and foster siblings are included in this category.

9. Other children
Children to whom none of the above criteria apply.

Tie Break

If the school is oversubscribed within any category above, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted, then the available places will be decided by means of casting lots (random allocation).

3. Starting School

There is a legal entitlement for all three and four years olds to have access to fifteen hours free early education per week - available from registered childminders, school-based childcare, Sure Start centres, pre-schools, day nurseries, playgroups, or nursery schools.

A school place will be made available for children from the September following their 4th birthday. Full-time education is available to all reception pupils.

Parents have the right to ask that their child attends part time and this will be provided by arrangement with the school governors, (part time provision has been determined as either five mornings or five afternoons a week).

Schools will be responsible for informing parents of the induction arrangements for new entrants to the reception class(es). These may involve a short period of part time provision or a phased entry at the beginning of Term 1, which will normally be a fortnight. Individual children's cases should be discussed by the parent(s) with the school directly.

4. Joint admission arrangements with pre-schools

A small number of schools enter into a formal joint arrangement with a pre-school or nursery to provide education jointly to children before they reach statutory school age. Such an arrangement usually involves each child attending school for some sessions each week and the pre-school or nursery school for the remaining sessions. The admission of a child to a joint arrangement pre-school or nursery school does not give priority in itself for admission to the partner school.

The date on which a child can be admitted to a joint arrangement must be no earlier than the start of the term following his or her 4th birthday but can be later than this.

Registration at any nursery or pre-school unit will not be considered as an application for a school place and no priority will be given to such children.

5. Early, deferred or delayed admission

Early admission

Admission earlier than the autumn term following the child's 4th birthday may be agreed in exceptional circumstances, such as medical or social factors that have an adverse effect on the child. The request must have the approval of the LA's professional adviser and there must be no suitable alternative pre-school provision available. Early admission will be agreed for a maximum of one traditional term before the next available normal entry date.

Deferred admission

A school place in the reception class is available for children from the September of the Academic year in which they are 5. Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to school until later in the school year. The place is held for the child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which admission is sought.

Delayed admission

Where a parent or guardian chooses to delay their child's admission beyond the current school year, the place originally offered cannot be held over and a fresh application is required. Children whose entry is delayed are generally expected to join their chronological peer group, ie year 1. Any request for a Reception place must have the approval of the Authority's professional adviser.

TISM: Transition Inclusion Support Meeting (TISM) is a multi-agency meeting to plan for the anticipatory needs of an individual child on entering mainstream school.

Where children have had a TISM, an outcome may be that a deferred start to school is mutually agreed in the best interests of the child.

6. Service Families

Applications for children of service personnel with a confirmed posting to the county, or crown servants returning from overseas to live in the county, will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer, should be sent to the local authority as soon as possible. This should include the relocation date and Unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').

Until a fixed address is available, the Unit postal address or quartering area address will be used and a school place allocated accordingly.

The local authority will not refuse a service child a place because the family does not currently live in the area, and will not reserve blocks of places for these children.

Children will be considered to be siblings if any brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly.

All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

7. Waiting Lists

Waiting lists will be maintained for all intake year groups in schools. Children will automatically be added to these lists if a preference higher than the school place offered has been refused. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on a list will be determined by applying the published over-subscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria.

Waiting lists for all year groups will close on 24 July 2014.

A fresh application can be made for a place for the next academic year group but this will not be considered before 26 April 2014.

Places that become available will not be offered to pupils who are not on the waiting list.

If your child is offered a place from a waiting list for any VC, C School then you must accept or decline the place within 10 working days of the date of offer. If the place is not accepted then a further letter will be sent informing the applicant that should they not accept or decline the place within 5 working days the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

Notes:

- Names will only be removed from the lists if a written request is received or if the offer of a place that becomes available is declined.
- Registration of interest on a school's pre-admission list will not be considered as an application for a school place.
- Parents must contact any Voluntary Aided, Foundation school or the Academy concerned to obtain information on the existence of a waiting list.
- Except for Service Families, children will be considered to be living within the designated area for a school on receipt of an exchange of contracts or a signed tenancy agreement.
- Except for Service Families, children will not be considered to be a sibling unless their brother or sister is attending the school and is expected to still be in attendance at the chosen start date.

8. Late or In Year Applications

A late application is one received after the deadline date of noon 15 January 2013. An In-Year application is for any year group which is not the normal intake group for the school.

Other than in exceptional circumstances and in agreement with the two schools involved, a transfer will, if the applicant is not moving address, only be considered as being for the start of the next traditional term.

Any additional applications will be considered together with any applications already on a school's waiting list.

Applications received at least one traditional term before the term in which admission is being sought are considered together and are ranked using the oversubscription criteria listed in paragraph 2 above.

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one additional application for a particular school is received on the same date places are allocated to children in order of the ranked criteria as listed above.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three ranked preferences. An offer will be made at the highest preferred school which has an available place.

If your child is offered a place at any VC or C School then you must accept or decline the place within 10 working days of the date of offer. If the place is not accepted then a further letter will be sent informing the applicant that should they not accept or decline the place within 5

working days the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

If your child is offered a place at any VC or C School and you accept the place, you must take the place up within 28 working days of the required admission date stated on the original application form. Should the place not be taken up within the 28 working days the local authority will then write to the parents informing them that the place has been withdrawn. This does not apply to children who are below compulsory school age for further information regarding children who are below compulsory school age, please refer to paragraph 5 above .

Requests for places in year groups other than the one relating to the child's chronological age will only be agreed, if supported by the Authority's relevant professional adviser and the school.

SEN

Pupils with statements of Special Educational Needs must be admitted to the school named on their statements. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Central SEN Services and at this point this policy ceases to apply.

An admission number, which applies to the normal year of entry, is agreed for each school annually. Applications will generally be agreed until this Published Admission Number (PAN) for the year group in question has been reached or until the net capacity of the school has been reached.

If the governing body of any school refuse admission to a child with challenging behaviour (outside the normal admissions round) the case must be referred to the LA for consideration under the In-Year Fair Access Protocol. This will normally only be the case where the school has a partially high proportion of children with challenging behaviour or previously excluded children.

This provision will not apply to a Child in Care (Looked after Child, a previously looked after child) or a child with a Statement of Special Educational Needs, as these children must be admitted.

Applications for a child's designated school which would exceed the admission number will usually be agreed in cases where a reasonable alternative place is not available. "Reasonable" in this circumstance is defined as a school within the statutory safe walking distance from the applicants' home address of 2 miles for children aged under 8 and 3 miles for children aged 8 or over or it is a school to which free home-to-school transport would be provided.

An application for a school which would exceed the admission number will be agreed if the child has particular learning needs identified by Central SEN Services which cannot be met at an alternative school.

Any child refused a place at a school will be placed on the waiting list for that school (which will be kept in order using oversubscription criteria not date of receipt of application).

9. Appeals Procedure

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Authority as to the school at which education is to be provided for their child.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Appellants should contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to Democratic and Members Service team at County Hall, Trowbridge. The clerk to the appeals panel will be provided by the D&M Service team.

Once a place has been awarded by the independent appeal panel the place must be taken up within twenty eight days of the required date of admission stated on the original application form.

Should the place not be taken up within the twenty eight days the local authority will then write to the parents informing them that the place has been withdrawn.

10. Further Appeals

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful.

Unless there are significant and material changes, as agreed by the Director for Children and Education, in the circumstances of the parent, child or school relevant to a further application, a repeat application during the same academic year will not be considered and no fresh appeal can be made.

Where there have been material changes in circumstances and the repeat application is considered and again refused, the parents will have the right to a fresh appeal.

This page is intentionally left blank

Types of Schools – Background Information

There are four types of state school all of which receive funding from the local authority. They all follow the National Curriculum and are regularly inspected by the government; they are said to be “maintained schools”.

Community schools

A community school is run by the local authority, which:

- employs the staff
- owns the land and buildings
- decides which ‘admissions criteria’ to use (these are used to allocate places if the school has more applicants than places)

Community schools look to develop strong links with the local community, sometimes offering use of their facilities and providing services such as childcare and adult learning classes.

There are 61 mainstream community schools in Wiltshire

Foundation schools

Foundation schools are run by their own governing body, which employs the staff and sets the admissions criteria. Land and buildings are usually owned by the governing body or a charitable foundation.

There are 16 foundation schools in Wiltshire

Voluntary-aided schools

Voluntary-aided schools are mainly religious or ‘faith’ schools, although anyone can apply for a place. As with foundation schools, the governing body:

- employs the staff
- sets the admissions criteria

School buildings and land are normally owned by a charitable foundation, often the RC or CE Diocese. The governing body contributes to building and maintenance costs.

There are 60 VA schools in Wiltshire

Voluntary-controlled schools

Voluntary-controlled schools are similar to voluntary aided schools, but are run by the local authority. As with community schools, the local authority:

- employs the school's staff
- sets the admissions criteria

School land and buildings are normally owned by a charity, often the CE Diocese, which also appoints some of the members of the governing body.

There are 74 VC schools in Wiltshire

Academy

An Academy is a self determining school that is included in the co-ordinated admissions scheme and, for admissions purposes, operate in the same way as a foundation school. The Academy trust owns the building and Land.

There are 21 Academies in Wiltshire.

Admission Arrangements explain how children will be admitted to schools and in particular outline the criteria which will be used to allocate places if the school is oversubscribed for the

intake year in September. The local authority sets the admission arrangements for voluntary controlled and community schools.

Co-Ordinated Schemes explain the process which has to happen before an allocation can be made. They say how applications to all maintained schools will be handled. Academies are included in the co-ordinated scheme and, for admissions purposes, operate in the same way as a foundation school.

**Wiltshire Council
Cabinet**

20 March 2012

Subject: Joint Strategic Assessment Programme

Cabinet member: Councillor Keith Humphries – Public Health and Public Protection

Key Decision: No

Executive Summary

To provide an overview of the Joint Strategic Assessment Programme

Proposal(s)

The Cabinet is asked to note this programme update on needs assessments and endorse the recommendation to refresh the JSA for Wiltshire during 2012-13.

Reason for Proposal

The JSA programme is the mechanism of understanding our local population through the assessment of intelligence and information.

Our strategies and plans need to be evidenced based, our evidence base is the JSA programme.

**Maggie Rae
Director of Public Health and Public Protection
NHS Wiltshire and Wiltshire Council**

20 March 2012

Subject: Joint Strategic Assessment Programme

**Cabinet member: Councillor Keith Humphries
Public Health and Public Protection**

Key Decision: No

1. Purpose of Report

The purpose of this paper is update the Cabinet on the Joint Strategic Assessment work programme for Wiltshire.

The JSA programme for Wiltshire, provides a hierarchy of needs assessments. The most strategic being the JSA for Wiltshire, which is underpinned by a range of detailed needs assessments including the JSA for Health and Wellbeing and JSAs for each of our twenty local communities.

2. Background

The JSA is a needs assessment of strategic issues and priorities for Wiltshire for the next three years, and represents a 'single version of the truth' for the county. The JSA is a milestone in our journey to establish a full and agreed understanding of the needs of the local population. The development has been possible by working with key partners and each of the thematic delivery partnerships (TDPs). The assessment identifies key issues for each thematic delivery partnership/ local strategic partnership in Wiltshire including community safety, health improvement, economy, housing, children and young people, resilient communities and transport. The key issues for Wiltshire are summarised in the issues matrix shown in Appendix A below. The Joint Strategic Assessment for Wiltshire is one of the first to be completed nationally.

Joint Strategic Assessment for Wiltshire 2010 – 2011

a single version of the truth



Updated version endorsed by the Public Services Board

Issues						
Health and wellbeing	Outcomes for children and young people	Mortality and morbidity due to cancer and cardio-vascular disease	Lifestyle choices	Health inequalities	Ageing population	
Economy	Broadening the employment base	Business infrastructure provision	Polarised skill base	Resource efficiency		
Children and young people	Resilience of children and young people	Mental well being	Academic achievement	Things for young people to do	Disabled children and young people	
	Young people (post 16) not in education, employment, or training	Domestic abuse	Obesity, healthy eating and exercise	Drugs and alcohol	Sexual health	
Community safety	Violence in the community	Anti-Social Behaviour and criminal damage	Repeat offenders	Drugs and alcohol	High crime / resource intensive areas	Road safety
Housing	Affordable housing	Prevention of homelessness	Rural housing	Making best use of existing housing stock	Rural poverty	Military accommodation
Special planning	Housing delivery	Economic development	Accessible services	Natural and built environment	Climate change and flooding	
Transport	Transport network and economic growth	Transport emissions and climate change	Deaths and serious injuries on the transport network	Inequality in access to services, facilities and employment due to transport links	Effect of traffic on the natural and built environment	
Environment	Biodiversity and the natural environment	Climate change	Waste	Water	Carbon emissions	
Resilient communities	Strong and vibrant voluntary and community sector	Inequalities and disadvantage	Local involvement in decision making	Participation in arts and culture		

The JSA for Wiltshire has for the first time allowed us all to look at and agree the key issues facing the county in one assessment (shown in Appendix A) and provides the evidence base for future plans and strategies designed to deal with these issues.

The JSA was launched for consultation at the Wiltshire Assembly in the autumn of 2010 a final version incorporating feedback from all agencies and contributors was ratified by the Public Services Board in April 2011. We intend to refresh the JSA for Wiltshire during 2012-13.

The JSA for Wiltshire is available on the Wiltshire Intelligence Network website - <http://www.intelligenancenetwork.org.uk/>

3. Main Considerations for the Council

Progress to date

Since the last update there have been a number of significant milestones which include:-

- Publication of the JSA for Wiltshire 2010-11
- Publication of the 20 community level JSAs and the community events assisting community areas to develop community plans based on evidence and need.
- Publication of the JSA for Health and Wellbeing 2011-12
- Forthcoming publication of the JSA for the environment thematic partnership (state of the environment report)
- Forthcoming publication of the JSA for crime and policing (strategic assessment which includes the community safety partnership priorities)

Improving outcomes

The JSA is an example of joint working and using evidence based assessment to develop and commission services for local communities and people.

Since the publication of the first JSA for Wiltshire, there have been improvements in a range of issues and outcomes highlighted within the first Wiltshire assessment. These include:-

- ✓ Improving life expectancy with life expectancy now 79.4 for men and 83.3years for women
- ✓ Reducing levels of childhood tooth decay
- ✓ Improving educational achievement – GCSE results (5A* - C including English and Maths) has improved year on year in Wiltshire, 08-09 53.2%, 09-10 55.4%, 10-11 55.8%
- ✓ Reducing violent crime – Latest figures from Wiltshire Police indicate a 21% decrease between December 2010 and November 2011 in alcohol-related violent crime.
- ✓ Improving recycling levels – the level of recycling has increased from 40.5% in 2009-10 to 41.1% in 2010-11
- ✓ There is also evidence there have been improvements in qualitative indicators, measured through the new What Matters to You survey, preliminary results indicate improved satisfaction with our public services. Wiltshire Council increased from 40.6% (2009) to 56.1% (2011), Police satisfaction has increased from 65.6% to 65.8%, and satisfaction with the Fire service has increased from 80.7% to 86.0%.
- ✓ Also there has been an overall increase in feeling safe after dark which has increased from 67% (2009) to 79.4% (2011).

The full results from the What Matters to You survey will be formally reported at a later meeting.

Refresh JSA for Wiltshire 2012-13

The Wiltshire Public Services Board has approved a proposal to refresh the JSA for Wiltshire during 2012-13.

The refresh will:-

- Review of existing key issues by thematic delivery partnerships considering whether the issue remains current, or whether there are emerging new issues of greater importance
- based on feedback from the first JSA for Wiltshire, partnerships will be asked to consider the introduction of data/ measures
- the inclusion of the 'What Matters to you?' results, enhancing the range of qualitative data available within the JSA
- refresh of the key data to show what has changed since the first JSA for Wiltshire
- headline information from Census 2011

It is proposed to commence this work early in the new financial year (allowing time for year end results for 2011-12 to be available) and publish in the Autumn of 2012.

The Director of Public Health and Public Protection, on behalf of the Wiltshire Public Services Board will lead this programme and will approach all thematic delivery partnerships chairs to ensure continued support and enable this programme to be

built into workplans for 2012-13. Cabinet are asked to endorse this recommendation.

Joint Strategic Assessments for Community Areas (CAJSAs)

In order to build on and further develop the JSA, our ambition this year was to bring this rigour into play at a local level with 'a single version of the truth' for each community area – CA JSAs. This part of the JSA work programme has clear links the development of evidenced based community level area plans and the increasing focus on improving outcomes for our communities.

These JSAs were published in late 2011. For each community area there is a full JSA assessment and also an executive summary. These JSAs are available on the Wiltshire Intelligence Network website - <http://www.intelligencenetwork.org.uk/local-area-profiles/>.

These JSAs for community areas follow the JSA template and branding. These are currently being presented to each community area as part of a programme of community events by the Director of Public Health and Public Protection in partnership with the Corporate Director who has the statutory role of Director of Adult Social Services. These community events are hosted by the Area Board and where appropriate the Community Area Partnership, and enable the intelligence from the JSAs to be shared with the community networks to help communities develop local plans based on evidence and need.

Joint Strategic Assessment of Crime and Disorder in Wiltshire

With the newly elected role of Police and Crime Commissioner set to be in place by late 2012, it is now even more vital than ever for the priorities of both the Police and Community Safety Partnerships to be aligned. This joint assessment is currently being finalised and brings together two separate assessments into one JSA report.

The strategic assessment currently being produced has made use of one threat matrix, producing one control strategy for both Wiltshire Police and Wiltshire and Swindon Community Safety Partnerships, with local priorities being defined where necessary. This strategic assessment, utilises a range of police information and intelligence and utilises information in the JSA assessments such as demographics to ensure a single version of the truth.

The key findings were presented to the Community Safety Partnership executive meeting in late December 2011. Final priorities will be approved March/April 2012.

Joint Strategic Assessments for Health and Wellbeing

There remains a statutory duty for Directors of Public Health, Social Care and Children's services to produce a joint strategic needs assessment (JSNA). In Wiltshire, this will form part of the Joint Strategic Assessment programme, and be known as the JSA for Health and Wellbeing. The JSA for Health and Wellbeing will be an important assessment for the newly formed Health and Wellbeing Boards.

A 2011- 12 refresh of this document started in October 2011. This update was approved by the shadow Health and Wellbeing Board in January 2012, and was published in early 2012 on the Wiltshire Intelligence Network website.

This assessment identifies five key issues for Health and Wellbeing which are:-

- Children and young people
- Cancer and cardiovascular disease
- Lifestyle choices
- Health inequalities
- Ageing population

The JSA for Health and Wellbeing and the executive summary are available on the Wiltshire Intelligence Network website. <http://www.intelligencenetwork.org.uk/health/jsa-hwb/>. The executive summary of the JSA for Health and Wellbeing is attached to this report as Appendix B.

The shadow Health and Wellbeing Board will be responsible for future health needs assessments and will also take on responsibility for the Health and Wellbeing Strategy from April 2013. This strategy will be informed by the refresh of the health and wellbeing assessment during 2012-13.

There are a range of other detailed health needs assessments, including JSAs for Clinical Commissioning Groups which focus in detail on a range of health needs and compare results at CCG and GP practice levels.

4. Environmental and climate change considerations

Environmental and climate change considerations are considered within the Joint Strategic Assessment programme.

5. Equalities Impact of the Proposal

Equality and diversity issues were considered within the Joint Strategic Assessment programme. JSA assessments are in the public domain and the community events are public meetings.

6. Risk Assessment

The JSA programme is dependent on accurate intelligence and the publication is dependent upon the involvement of all thematic delivery partnerships. There are no known current risks associated with this programme.

7. Financial Implications

The JSA programme is delivered within the current financial position. There are no known financial implications.

8. Legal Implications

There are no known legal implications.

9. Options Considered

Wiltshire Council remains committed to using evidence and intelligence to help shape our plans, services and strategies to ensure needs of our population are met

and outcomes improve for our residents. To support this continuation of the JSA programme requires the JSA for Wiltshire to be refreshed.

10. Conclusions

The Cabinet is asked to note this programme update on needs assessments and endorse the recommendation to refresh the JSA for Wiltshire during 2012- 13.

Maggie Rae
Director of Public Health and Public Protection
NHS Wiltshire and Wiltshire Council

Report Author:
Aimee Stimpson
Public Health Intelligence and Improvement Lead
NHS Wiltshire
February 2012

Background Papers

The following unpublished documents have been relied on in the preparation of this report: None

Appendices

Appendix A: JSA for Wiltshire 2010-11 Issues Matrix
Appendix B: JSA for Health and Wellbeing Executive Summary

Appendix A: JSA for Wiltshire 2010-11, Issues Matrix

Issues						
Health and wellbeing	Outcomes for children and young people	Mortality and morbidity due to cancer and cardio-vascular disease		Lifestyle choices	Health inequalities	Ageing population
Economy	Broadening the employment base	Business infrastructure provision		Polarised skill base		Resource efficiency
Children and young people	Resilience of children and young people	Mental well being	Academic achievement	Things for young people to do	Disabled children and young people	
	Young people (post 16) not in education, employment, or training		Domestic abuse	Obesity, healthy eating and exercise	Drugs and alcohol	Sexual health
Community safety	Violence in the community	Anti-Social Behaviour and criminal damage		Repeat offenders	Drugs and alcohol	High crime / resource intensive areas Road safety
Housing	Affordable housing	Prevention of homelessness	Rural housing	Making best use of existing housing stock	Fuel poverty	Military accommodation
Spatial planning	Housing delivery	Economic development	Accessible services	Natural and built environment	Climate change and flooding	
Transport	Transport network and economic growth	Transport emissions and climate change	Deaths and serious injuries on the transport network	Inequality in access to services, facilities and employment due to transport links		Effect of traffic on the natural and built environment
Environment	Biodiversity and the natural environment		Climate change	Waste	Water	Carbon emissions
Resilient communities	Strong and vibrant voluntary and community sector		Inequalities and disadvantage	Local involvement in decision making	Participation in arts and culture	

Wiltshire's Joint Strategic Assessment for Health & Wellbeing

2011-2012



a single version of the truth



WILTSHIRE'S JOINT STRATEGIC ASSESSMENT for HEALTH AND WELLBEING **EXECUTIVE SUMMARY**

We are delighted to present the *Joint Strategic Assessment for Health and Wellbeing 2011-12 for Wiltshire*.

The assessment has been led by Maggie Rae, Director of Public Health and Public Protection in partnership with a number of agencies as listed in the Acknowledgements section of the main report.

The Joint Strategic Assessment for Health and Wellbeing 2011-12 provides a summary of the current and future health and wellbeing needs of people in Wiltshire. It has been developed with a clear ambition to further improve the scope and quality of our data, centred on transforming data into knowledge and knowledge into wisdom to provide a comprehensive picture of local needs.

The document represents an important milestone in an exciting and challenging journey to continuously review and update our understanding of the population of Wiltshire in order to ensure services are commissioned that are relevant, effective and sustainable.

The JSA for Health and Wellbeing has emerged as the assessment tool on which all commissioning decisions for the county are based and, as such, it covers a breadth of topics focusing from health and social needs to wider factors affecting the wellbeing of our community. Such topics include climate change and the economy, recognising the dynamic nature of health and well-being and the factors that influence it. The role of the JSA for Health and Wellbeing includes providing knowledge of such influences in order to enable timely commissioning decisions to build resilient communities for Wiltshire. The JSA for Health and Wellbeing provides an opportunity to look ahead three to five years so that:

- inequalities within our population are reduced
- services are shaped by local communities
- social inclusion is increased
- the above outcomes are maximised at minimum cost

This year's work has been made possible through further consolidating and expanding a strong partnership of collaborative working between local partners.

This assessment has already informed the Joint Strategic Assessment for Wiltshire which contains key issues for each of the current thematic delivery partnerships. During 2011, the JSA for Wiltshire has been replicated at community level area level, and a number of issues raised in the JSA for Health and Wellbeing are detailed at community area level. This information has been presented at community events, and communities are identifying issues and projects which are aimed at improving the quality of lives of people living in these communities.

The continued process of assessment and update, working with all our local partners and stakeholders, will enable identification of priority areas for action for Wiltshire, as

well as provide evidence for future strategic directions and commissioning decisions for NHS Wiltshire, Wiltshire Council, the Police and other local agencies.

The JSA for Health and Wellbeing 2011-12 has been summarised into five key health and wellbeing areas, which are set out below. These issues were also submitted and appear in the first Joint Strategic Assessment for Wiltshire (JSA)¹ with health and wellbeing issues set alongside other strategic issues in Wiltshire. The Joint Strategic Assessment is available online at <http://www.intelligencenetwork.org.uk/joint-strategic-assessment/>



Key health and wellbeing issues for Wiltshire:-

- Children and young people
- Cancer and cardiovascular disease
- Lifestyle choices
- Health inequalities
- Ageing population

¹ Data contained in the Executive Summary may have been updated since publication in the JSA; however the key issues remain unchanged. All data quoted within this executive summary are fully referenced in the JSA and JSA HWB.

The new Health and Wellbeing Board provides a leadership role in taking forward the health and wellbeing agenda in Wiltshire, through policy and strategy development and working collaboratively with other multi-agency Wiltshire Assembly partnership boards and the area boards. The partnership promotes the health and wellbeing agenda across Wiltshire to partners, including the voluntary sector and the wider population, and works with relevant groups and established sub-groups to implement specific action plans and evaluate effectiveness of health and wellbeing programmes through the new Health and Wellbeing Strategies.

Background information on the Health of the population in Wiltshire

One of the purposes of the Health and Wellbeing Board's is to support the people of Wiltshire to lead happy and healthy lives. It aims to do this by:

- supporting more people to have independent and fulfilling lives as part of their local community
- providing strong foundations for children and young people's development
- enabling people to improve their long-term health and wellbeing.

Life expectancy at birth is often used as a measure of the overall health of a population. Life expectancy in all parts of England has increased over the last century and this general trend is continuing². Life expectancy in Wiltshire is higher than in the South West or in England as a whole, at 79.6 years for men and 83.7 years for women (2008-10 figures)³.

Mortality from all causes in the under-75 age group has been declining in Wiltshire, the South West and England. However, in Wiltshire in 2010, there were 1,272 deaths under the age of 75, representing 30.9% of all deaths⁴. The two major causes of premature death nationally, and in Wiltshire, are cardiovascular disease (including coronary heart disease and stroke) and cancers (malignant neoplasms). These accounted for over 65% of all premature deaths (i.e. under 75) in Wiltshire in 2010⁵.

In 2008, 77% of Wiltshire's residents reported that their health was good or very good, although this varied greatly with age⁶. Approximately a third of the population reported that they have a long-standing illness, infirmity or disability; this increases with age⁶.

Each of the five key issues set out above are now explained in more detail below and further supporting information is available in the full JSA for Health and Wellbeing.

² <http://www.parliament.uk/documents/commons/lib/research/rp99/rp99-111.pdf>

A Century of Change: Trends in UK statistics since 1900, Hicks & Allen, House of Commons Library. ISSN 1368-8456.

³ Life Expectancy, 2008-10. The NHS Information Centre for health and social care. © Crown Copyright.

⁴ ONS Vital Statistics 2010. © Crown Copyright.

⁵ ONS Vital Statistics 2010. © Crown Copyright.

⁶ A Report Combining Findings from the Wiltshire Place Survey and Household Survey 2008", Andrew Jack, Corporate Research Team, Wiltshire County Council, February, 2009.

Children and young people

Infant Mortality rates have declined between 2000-2002 and 2007-2009 in Wiltshire and are lower than those of the South West and England, at 3.9 per 1000 live births in 2007-2009. In 2010, the total number of deaths in the under-19 age group was 37, of which 13 were pre-28 days. Unintentional injury accounts for more hospital admissions than any other cause⁷; however in 2010 there were no fatalities from accidents in this age group⁵. Children from deprived backgrounds are 15 times more likely to be injured than those from less deprived backgrounds⁸.

In 2009, Wiltshire had an under-18 conception rate of 29.7 per 1000 females aged 15 to 17, which is the equivalent of one in 34 girls becoming pregnant⁹. This was lower than rates in England and the South West. However, the rate has declined by 7.5% since 1998, compared to a target reduction of 50%.

The proportion of school pupils eating five or more portions of fruit and vegetables a day in Wiltshire is 24%, compared with 19% in England¹⁰.

Wiltshire's rates of childhood obesity are below the national and regional averages. However, 2009/2010 data demonstrates that one in ten boys and one in twelve girls in Reception year and one in five boys and one in seven girls in Year 6 were obese¹¹.



⁷ Audit Commission (2007) Better safe than sorry: preventing unintentional injury to children.

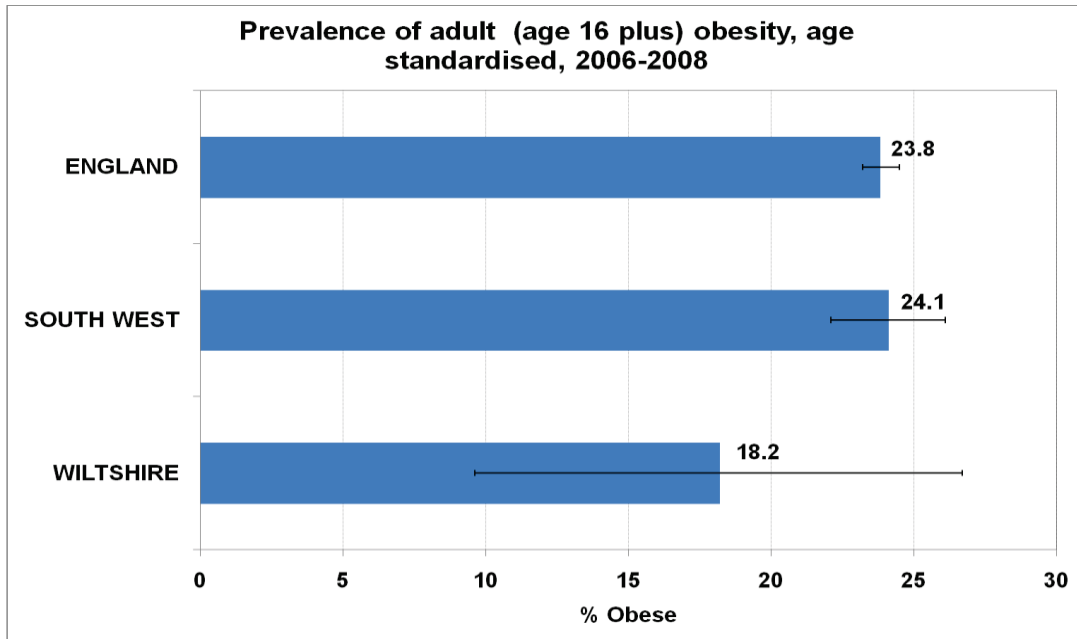
⁸ 'Prevention of injuries to children and young people: the way ahead for the UK.' Towner and Ward (1998) Injury Prevention, 4: 17-25.

⁹ Teenage Pregnancy Unit, ONS, 2009

¹⁰ Tellus survey (2009), DCSF

¹¹ National Child Measurement Programme: England, 2009/10 school year December 2010, The Health and Social Care Information Centre.

Adult Obesity Prevalence



Source: The NHS Information Centre for health and social care. © Crown Copyright; 2009
www.nchod.nhs.uk

There has been a continued decline in the number of young people smoking in Wiltshire. Girls are more likely than boys to smoke¹².

Illegal drug use among Wiltshire's secondary school pupils has declined from 19% in 2002 to 8% in 2008. The same survey identified that 33% of secondary school pupils had consumed at least one alcoholic drink in the previous week¹².

In 2007-2008 children aged five in Wiltshire had an average of 0.95 decayed, filled or missing teeth, which was significantly lower than the figure for England (1.11) and lower than that for the South West¹³.

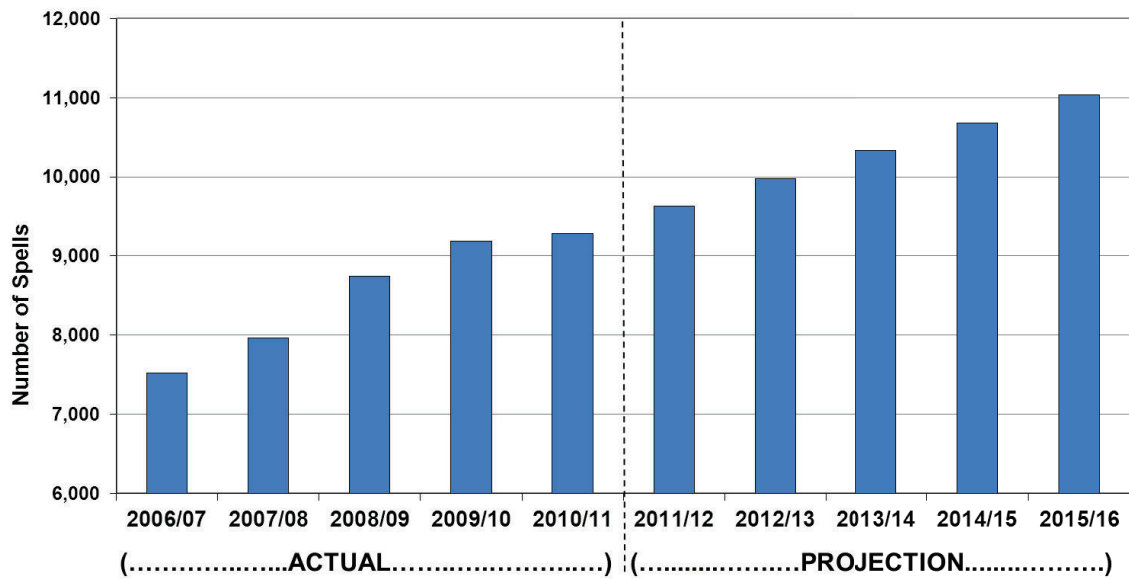
Cancer and cardiovascular disease

A major burden of disease and premature death is related to chronic diseases such as cancers and cardiovascular disease (CVD).

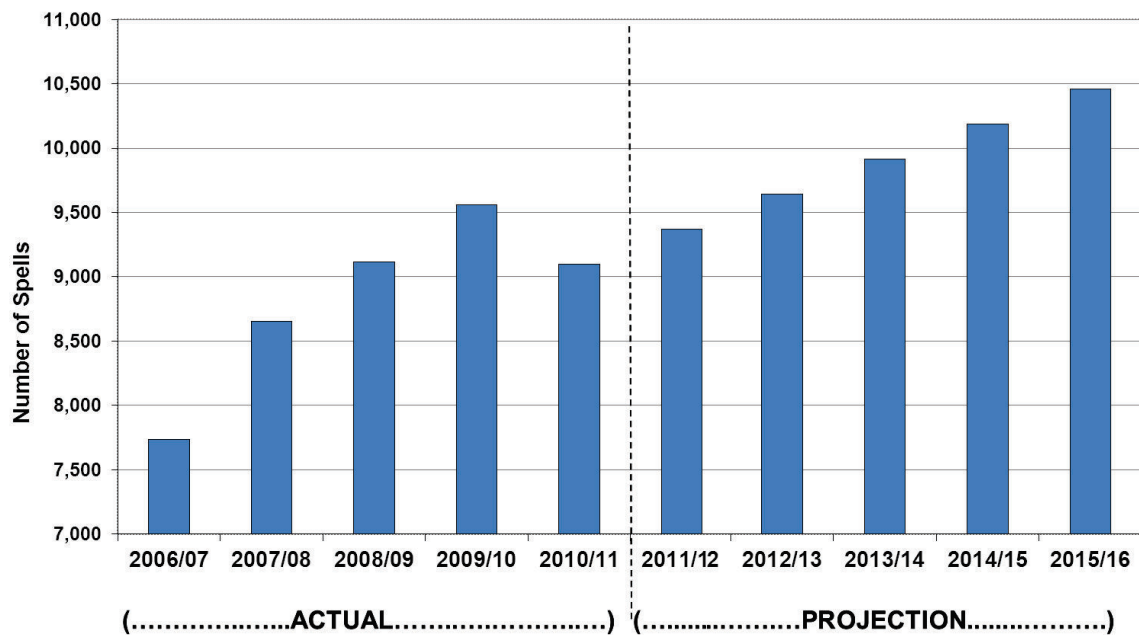
¹² 2008 Health Related Behaviour Survey (Wiltshire)

¹³ NHS Dental Epidemiology Programme for England: Oral Health Survey of 5 year old Children 2007 / 2008 www.nwph.net/dentalhealth October 2009.

Inpatient admissions for Wiltshire patients with a primary diagnosis of cardiovascular disease (CVD)



Inpatient admissions for Wiltshire patients with a primary diagnosis of cancer



Note: These projections are calculated by extrapolating historical data and takes no account of past, present or future activities that may impact on its trajectory.

Source: The Health and Social Care Information Centre courtesy of Dr Foster Intelligence

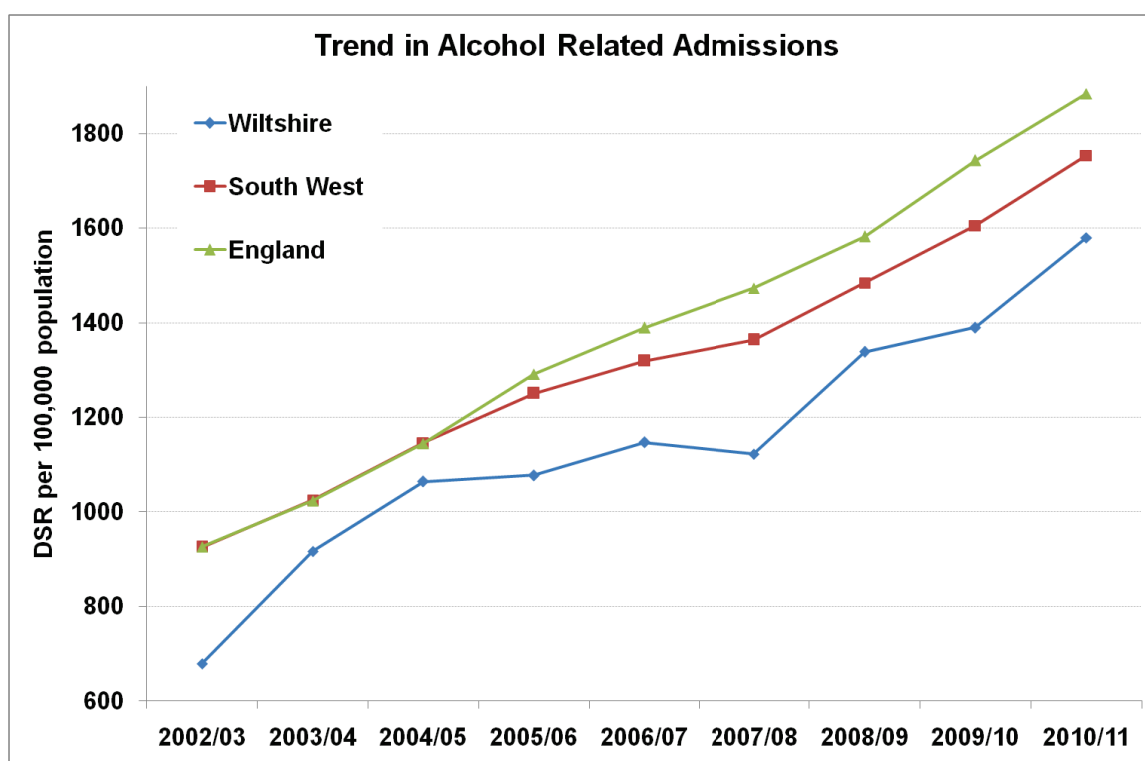
In 2010 in Wiltshire, 53% of deaths under the age of 75 in women, and 43% of deaths under the age of 75 in men, were caused by cancer⁵.

In 2010 in Wiltshire, 16% of deaths under the age of 75 in women, and 30% of deaths under the age of 75 in men, were caused by CVD⁵.

The three sites of cancer causing the highest mortality rates in Wiltshire were, in order, females: breast, lung and colorectal cancer; males: lung, colorectal and prostate cancer. For both males and females, there was a significantly lower rate of mortality from lung cancer compared with England¹⁴.

Lifestyle choices

Both cancer and CVD are strongly associated with lifestyles or health behaviours. These lifestyle risk factors include smoking, alcohol consumption, drug misuse, sexual behaviour, healthy eating, physical activity and obesity.



20.9% of adults in Wiltshire are smokers compared to 19.8% for the South West region, and 21.2% for England in 2009/10¹⁵. 2010/11 estimates suggest 13.4% of pregnant women in Wiltshire are smokers at the time of delivery, in line with England as a whole at 13.5%¹⁶. Smoking levels are significantly higher among routine and manual workers compared to the rest of the population¹⁷.

In 2010/11 there were an estimated 9,155 alcohol-related inpatient¹⁸ hospital admissions in Wiltshire, amounting to 1,580 per 100,000 people¹⁹.

¹⁴ The NHS Information Centre for health and social care. © Crown Copyright; 2009

¹⁵ Integrated Health Survey for England 2009-2010

¹⁶ Smoking at delivery, GP recorded smoking and GP recorded obesity (BMI); quarter 4, 2010/11. Department of Health, NHS IC Omnibus, 2011

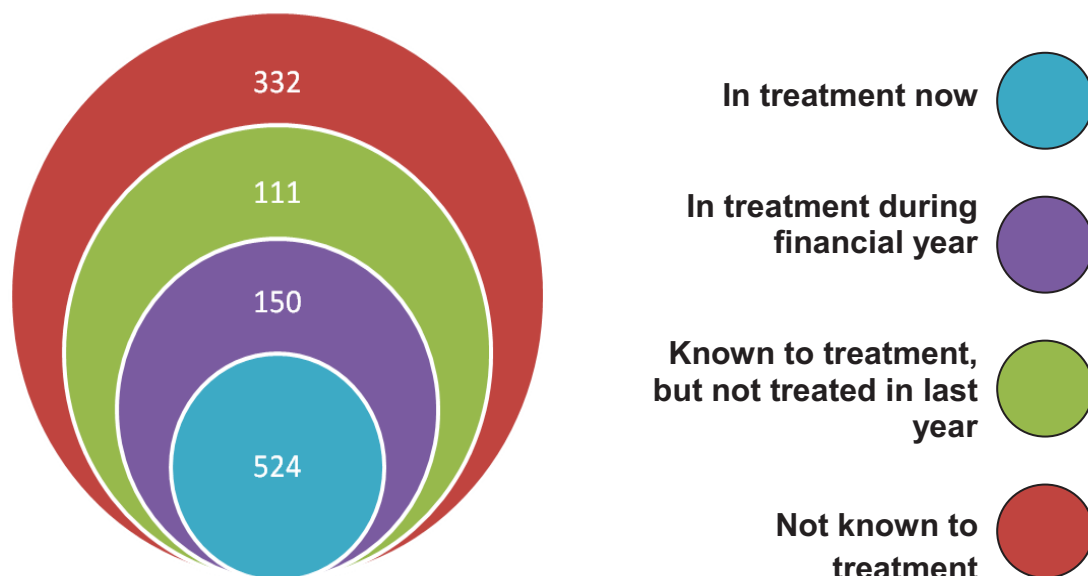
¹⁷ Tackling health inequalities: targeting routine and manual smokers in support of the public service agreement smoking prevalence and health inequality targets, DH / National Support Team – Tobacco Control, June 2009.

¹⁸ i.e. not accident and emergency attendances

¹⁹ Profile of alcohol related harm – Wiltshire, North West Public Health Observatory (<http://www.lape.org.uk/PCTProfile.aspx?reg=q39>)

There were 724 individuals from Wiltshire registered in structured drug treatment between April 2010 and March 2011²⁰.

Estimated “problem” drug users in Wiltshire, 2010/11



It is estimated that in Wiltshire there are currently 22,818 older people (65 plus) who are obese and that this will increase to 35,848 by 2030²¹. Just 14% of adults in Wiltshire have 30 minutes of moderate intensity physical activity on five or more days of the week²². 30.9% of people in Wiltshire meet the healthy eating target of eating five or more portions of fruit or vegetables a day, a similar percentage to the South West (29.6%) and England (28.7%)³.

In 2010 7 people were diagnosed with HIV in Wiltshire. This equates to a rate of 1.5 per 100,000 population²³.

Health inequalities

Although Wiltshire is generally not a deprived area²⁴, the county has pockets of deprivation including five local areas that lie amongst the 20% most deprived in England²⁴. In addition, aspects of rural deprivation are difficult to quantify yet are of particular relevance in this county, in which proportionally more of the population live in a rural setting. Life expectancy is 6 years lower for men and 4 years lower for women in the most deprived areas of Wiltshire than in the least deprived areas. This is low compared to other areas but, nevertheless, represents clear inequalities in health outcomes within the local population. Many major conditions are strongly correlated to deprivation as are the lifestyles that contribute to them. Amongst the

²⁰ Adult Partnership Quarterly Performance Report, 2011/12 Quarter 1

²¹ Projecting Older People Population Information System: <http://www.poppi.org.uk/>

²² Sport England Active People’s Survey 5, 2011.

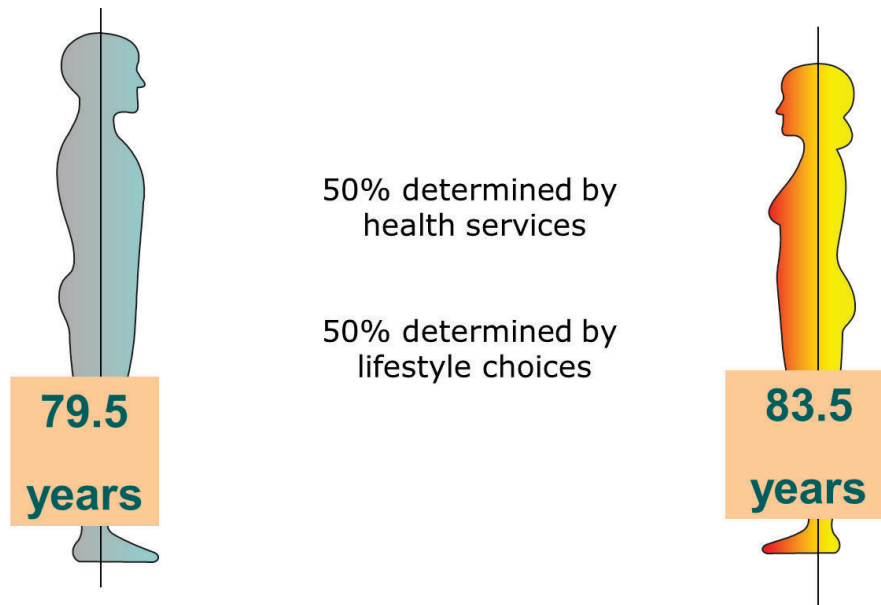
(http://www.sportengland.org/research/active_people_survey/active_people_survey_5.aspx)

²³ SOPHID 2010.

²⁴ Index of Multiple Deprivation 2010, DCLG.

(<http://www.communities.gov.uk/publications/corporate/statistics/indices2010>)

interventions that are evidenced to reduce the life expectancy gap are smoking cessation; statin therapy, use of anti-hypertensives and early detection of cancer²⁵.

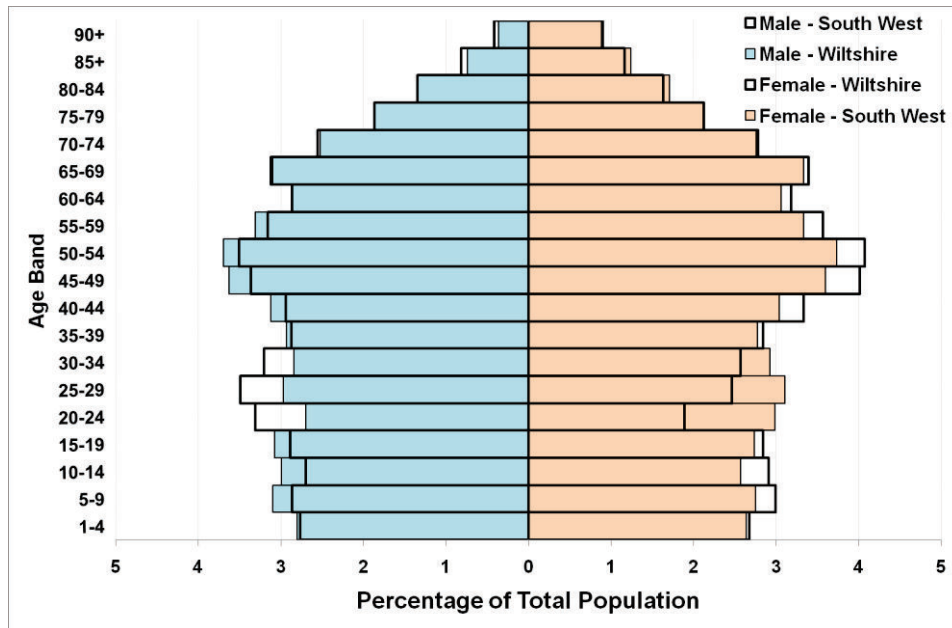


There are a range of wider determinants of health that impact on inequalities including rurality, transport deprivation, service deprivation and housing deprivation. The increased needs of particular groups such as families, young people, the elderly, disabled persons and carers, the military, prisons, black and minority ethnic groups and gypsies and travellers, and the way these are met, can also affect the inequality gap.

Ageing population

The age structure of the Wiltshire population is projected to change in the coming years, with a notable increase in the proportion of the population aged over 65. This will have a significant impact on the health and social care needs of the population.

²⁵ Tackling Health Inequalities: 2004-06 data and policy update for the National Target, Department of Health, Health Inequalities Unit, Dec 2007



The increasing burden of chronic diseases associated with old age will likely increase the demand for health services, reflected in higher numbers of hospital admissions and a higher uptake of adult social care services across all client groups.

An ageing population will also have an impact on neurological, rheumatologic and orthopaedic conditions, dementia and falls. There are around 46,292 carers in Wiltshire with 77% of these of working age and 20.5% aged over 65²⁶. The number of people in Wiltshire in a carer role is expected to increase with a shift in the population structure to that of an ageing population.

²⁶ 2001 Census and 2008 mid-year population estimates, ONS.

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank