

VALE of GLAMORGAN

School Access Team Plan 2013/14



BRO MORGANNWG

Team Manager	Lisa Lewis
Service Plan	School Access Team - Learning & Skills
Date signed off	7 th October 2013
Signed off by	<i>PL Lewis</i>

Outcome: 3	Learning environments are stimulating, safe, healthy, secure and efficient.
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Objective: 9	Learners have access to an appropriate range of high quality provision.
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Context for this objective:	The School Access team is required to provide accurate and timely management information with regard to pupil numbers in order to support the expansion of Welsh Medium education provision.
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
LS09/A081LS1 (CSCYP)		Support the School Organisation and Buildings Manager in the provision of accurate pupil data/ reports.	H	Paula Jones/ Bev Newman	1/4/13	1/4/14	Within existing resources	Welsh medium nursery is now managed via the School Access Team. This will allow for more accurate data with regard to planning for school places in the Welsh Medium Sector.

Outcome: 3	Learning environments are stimulating, safe, healthy, secure and efficient.
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Objective:10	Robust safeguarding arrangements are in place in all learning settings. (CSCYP/A2.10)
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Context for this objective:	The ALN Transport Service is required to ensure that the contractors and employees providing transport adhere to the Safer Recruitment Policy and all other contractual obligations with particular regard to the safeguarding of pupils.
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
	Review the contractual arrangements with transport providers to ensure they meet the requirements of the council with regard to safeguarding	Robust contracts in place that are clear to both parties	H	Lisa Lewis	1/4/13	31/8/13	Within existing resources	75% complete. Several meetings with Legal Service have taken place. Approval of final draft and issuing of contract to be completed in August.
	Monitor the contracts in place rigorously	Robust contracts are in place that are clear to both	H	Julia Ritter	1/9/13	31/3/14	Within existing budget.	

	to ensure compliance	parties. Breaches in contract identified and responded to promptly.					Additional staff hours will be required which will be funded from within the existing ALN Transport budget	
	Ensure appropriate training and guidance is in place for contracted and directly employed transport employees	Trained and well informed contracted transport providers and employees are being used who understand and comply with the safeguarding arrangements in place.	H	Julia Ritter	1/9/13	31/12/13	Within existing resources.	

Outcome: 3	Learning environments are stimulating, safe, healthy, secure and efficient.
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Objective:12	To ensure that learning provision meets changing educational needs.
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Context for this objective:	The School Access Team is required to ensure that it provides an accurate Admissions Service with adherence to the Schools Admission Code in place supporting and responding to the changing educational needs of our schools. The following actions are therefore designed to be supportive of this outcome.
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
LS12/A109LS3	Implement changes to the catchment areas for Penarth Primary Schools	Catchment areas better reflect the pupil population.	M	Lisa Lewis	1/4/13	31/3/14	Within current resources.	
LLS12/A112LS3	Implement changes to the admissions policy in respect of admissions to secondary school.	A fair and transparent policy	M	Lisa Lewis	1/4/13	31/12/14	Within current resources.	
LS12/A113	Evaluate the	Issues	H	Lisa Lewis	1/4/13	30/6/13	Within	

	effectiveness of the online admissions process for the September 2013 reception intake to schools.	identified are addressed prior to further roll out of on-line admissions.					current resources	
LS12/A114	Develop an online admissions process for secondary transfer and nursery process for 2014/15 admissions round.	The admissions process is streamlined and more effective.	H	Lisa Lewis	1/4/13	31/8/13	Within current resources	
LS12/A114	Undertake a full review of the admissions service		H	Lisa Lewis	1/9/13	31/3/14	Within current resources	
	Develop and deliver admissions awareness training for Headteachers and Governors		H	Lisa Lewis	1/9/13	31/3/14	Within current resources	