

**SLOUGH SCHOOLS' FORUM**  
**9 December 2020**

**Directorate of Children, Learning and Skills**

---

**Slough School Admissions and Transport Service**

**1 PURPOSE OF REPORT**

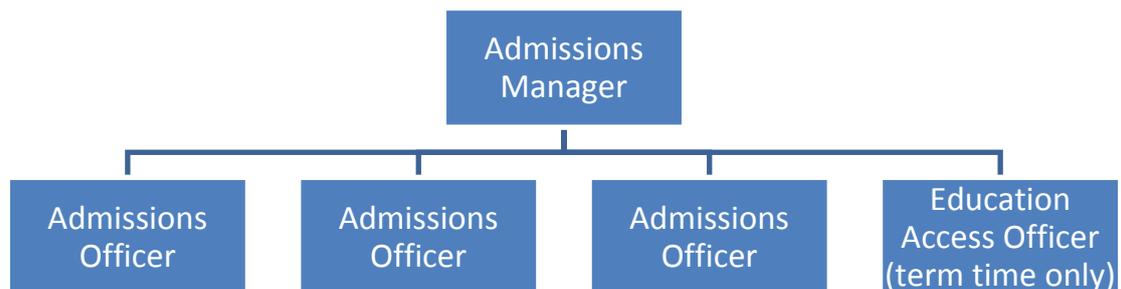
This report outlines the request for additional funds to reorganise the Slough school admissions team to make it more efficient, skilful and beneficial to all Slough schools and to better serve the families and children of Slough.

**2 RECOMMENDATIONS**

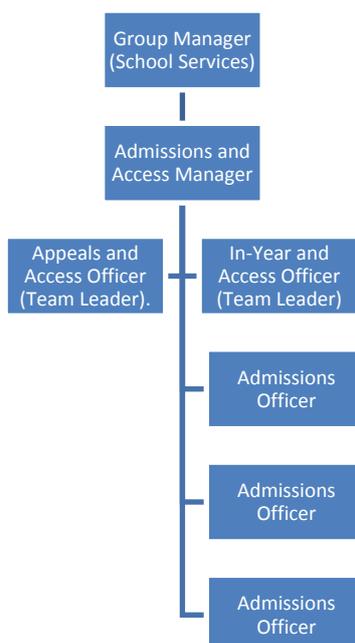
To transfer £100,000 from Schools Block (SB) to Central Schools Services Block (CSSB) in order to fund an additional post of team leader in the Slough admissions team and support the upgrading of the education access officer to a team leader as well as other duties.

It will support the reorganisation of the team for the benefits described above.

The team will reorganise from its current structure:



To the following structure:



### 3 REASONS FOR RECOMMENDATION

The Slough Admissions Team needs updating and refreshing for the following reasons:

- It's a statutory service so will service all schools (including academies).
- Since 2010 there have been 3 new primary schools, 3 new secondary schools and 1 all-through school created in the borough
- The money is needed for the re-organisation of the team to create extra capacity and staffing to support all school admissions
- The reorganisation is intended to have an overall group manager with an Admissions and Access Manager and two team leaders with Admissions and Access Officers below them.
- Slough Council will be subsidising with approximately 160k (which includes a group manager and other support posts not included in diagram above) to create a team more fit for purpose in supporting all schools. So the contribution of schools forum is 39% with the LA contributing 61%.
- The additional staffing will also create additional resource for processing of fair access pupils which impacts all schools. It will also support the monitoring and tracking of vulnerable pupils through the Fair Access Protocol and Managed Move protocol of which all schools are a part.
- Staffing needed to process additional demands for transport pupils within the mainstream and SEND.
- Staffing has remained the same in Slough since at least 2010 despite changes and updates to admissions code and a more complex system
- There has been more complexity in school admissions since the introduction of OAA school admission arrangements.

- Slough has particularly more complex admissions criteria than other LAs with a range of different settings and academies in the town
- Whilst academies, free schools and VA schools are their own admissions authority; and some manage their own in-year admissions, the council still has a responsibility for phase co-ordination and the overall statutory role to get all children into schools..
- Schools that are their own admissions authority will still benefit from expertise and advice from the service.  
Tracking all children to ensure that no children fall through the cracks.
- A new admissions code is in consultation phase and requires more close working between the LA and all schools.
- The DSG criteria for asking for additional funds is in place in particular for the admission service as this is recognised nationally as an area where LAs need funds to support their schools.
- Supporting and monitoring trends in allocations of school places which impact the projections for place planning across the LA (the projections are part of statutory submission to the DfE which attract annual capital grant allocations and also part of the discussions with the developers when requesting 106 contributions).

#### **4 REPORT**

Covered above

#### **5 ALTERNATIVE OPTIONS CONSIDERED**

The staffing is needed to cope with the changes described.

The alternative is to remain the same in its current form but the team will struggle to cope and schools will have an inferior statutory service

#### **6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

Monitoring Officer

- 7 The relevant legal provisions are contained within the main body of this report. IF APPLICABLE

Section 151 Officer – Strategic Director of Resources

- 8 The financial implications of the report are outlined in the supporting information. IF APPLICABLE

#### **9 CONSULTATION**

Contacts for further information

**Johnny Kyriacou**  
**Associate Director, Education & Inclusion**  
[Johnny.kyriacou@slough.gov.uk](mailto:Johnny.kyriacou@slough.gov.uk)