

## Scrutiny review proposal

### **1 What is the review?**

Review of parenting support: Part one of two reviews

School admissions – with focus on reviewing clarity of information available alongside reviewing support networks to help parents negotiate the system

### **2 What outcomes could realistically be achieved? Which agency does the review seek to influence?**

Make appropriate recommendations to Cabinet to improve communication with and support for parents.

### **3 When should the review be carried out/completed? I.e. does the review need to take place before/after a certain time?**

November 2010

### **4 What format would suit this review? (e.g. full investigation, q & a with executive member/partners, public meeting, one-off session)**

### **5 What are some of the key issues that you would like the review to look at?**

- Guidance for parents completing the CAF.
- Step by step guides, especially if there are additional criteria such as church school forms.
- Review of admissions for children where special needs are identified after the CAF has been submitted.
- Numbered receipts to make tracking forms which have been misplaced possible.
- Early attention given to the admissions support issue as parents will be completing CAF forms by the end of next term/January 2011.

### **6 Who would you like to receive evidence and advice from during the review?**

A report and presentation has been requested for 4 October meeting from Children's services officers on the following:

School admissions process and support for parents. This will contain an explanation of the government's guidance on schools admission criteria, the local authority's role in coordinating school admissions and the role of the Admissions Board. An overview of support for parents will be given

The committee will seek evidence from other relevant officers, parents representatives, governors, independent members of the committee, and the Admissions Forums

- 7 Any suggestions for background information? Are you aware of any best practice on this topic?**
- 8 What approaches could be useful for gathering evidence? What can be done outside committee meetings?  
e.g. verbal or written submissions, site visits, mystery-shopping, service observation, meeting with stakeholders, survey, consultation event**

The committee will:

- receive reports from officers
- hold interviews with officers and parents representatives and if possible, any governors in as one-off session
- ask the independent members of the sub-committee to submit any evidence they may have, whether anecdotal or not
- request evidence from the Admissions Forum