

APPENDIX 1

Admissions information - Action Plan 2011/12

No	Recommendation	Owner	Target date	RAG Assessment
1	The guides to starting primary and secondary schools should be made easier to navigate.	Admissions team	Completed For 2011 & ongoing	Completed. On target for 2012
2	There should be more information in the guides on special needs.	SEN and Parent Partnership teams	Ongoing	On target
3	Consideration should be given to producing short simplified versions and/or versions in different languages to meet the needs of parents where English is not the first language.	Admissions, Parent Partnership and SEN teams	Ongoing	On target
4	Next year's draft guide for primary school children should be brought back to the Parent Participation Forum for feedback.	Admissions and SEN teams	May 2012	On target
5	Retain the school preference advisor for outreach and one to one support; particularly focus their work on the needs of parents whose first language is not English and parents of SEN children.	Parent Partnership team	Completed	On target
6	Hold open days at schools, the council's principle offices and in the community; particularly focus these on the needs of parents whose first language is not English, and parents of SEN children.	Admissions, Parent Partnership and SEN teams	ongoing	On target
7	Contact university and hospital nurseries as well as Private, Voluntary and Independent ["PVI"] early years managers.	Admissions, Parent Partnership	ongoing	On target
8	Train workers and keep booklets on the admissions process at settings such as libraries, one stop shops and community centres.	Admissions team	ongoing	On target
9	Use networks and contact details more smartly to distribute information and send reminders (health visitors, children centres, nurseries). Ensure they have sufficient information and CAF forms.	Admissions and Parent Partnership teams	ongoing	On target

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10	Use face to face contact – health visitor 2 ½ year check ups with parents, parent mentors at the Parent Participation Forum, nursery school attendance.	Admissions and Parent Partnership teams	Ongoing	On target
11	Cabinet do everything within its power to introduce a common test for secondary school entry where this is required by schools.	Cabinet and Children's Services Department	Summer term 2012	On target
12	Draw up an open day schedule for parents of children with SEN.	PPS/SEN meetings with follow up by SEN Team with 1:1s	ongoing	On target
13	Ensure that carers and parents with more than one child in the same academic year (who are not multiple births) can make a successful application.	Admissions team	2012 admissions round	Completed
14	Simplify the process so that parents and carers do not have to accept and respond to both the local authority and school to successfully accept or decline a place. Disable the automatic eform acceptance unless it is functional.	Admissions team	March 2012 (secondary) April 2012 (primary)	On target
15	Offer more support around offer day and including additional information explaining waiting lists and managing places.	Admissions, Parent Partnership	March 2012 (secondary) April 2012 (primary)	On target
16	Before the date when allocations are announced, a briefing note be circulated to all members giving information about the process.	Admissions and SEN teams	March 2012 (secondary) April 2012 (primary)	On target
17	Make meeting space available in the council's principle offices, in addition to one-stop shops, for staff to take appointments with parents.	Admissions, Parent Partnership and SEN teams	ongoing	On Target
18	Retain the Admissions Forum.	Admissions	Spring term 2012	On target