

# Action Plan - 1

Action	Service Ownership	Action Taken	Current Status
Adaption required to CAPITA to ensure that a vulnerability flag can be added by the appeals officers when a school application is made	Admissions/ Inclusion	Capita has been updated to enable a risk assessment to be completed on capita for vulnerabilities. All staff will now add an alert and complete the risk assessment for 'vulnerable students'.	Complete Evidence found on Capita individual records that include vulnerability characteristics as below
Further define vulnerability characteristics to enable clearly statement of these that will be shared across officers in teams	Admissions/Inclusion	These include: Numbers of Exclusions; School History; Rapid multiple house; Low Attendance; Social Care involvement; Youth Offending involvement; Risks Around County Lines; and Children who have SEN/EHCP status	Complete Evidence found as above
List to be developed so that children who are vulnerable on application for a school place can be checked off once the school place has been confirmed by the application officer.	Admissions	Tableau data report is in development for service managers to confirm the status of applying students. This will be shared with relevant team managers/members as required.	Complete (Stated in Fair Access Protocol - awaiting Leicestershire Heads sign off March 2021)
Process to be developed between Admissions and Inclusion when pupils have not been checked off within the designated time frames as above and checked by admissions officer to confirm intent to take/attend with the parent/school. This will include training for all Admissions and Inclusion Staff to raise awareness of LGCSO findings	Admissions/Inclusion	Children identified as vulnerable are to be followed up by the admissions officer to see if they have taken up the school place and attended (see below). If they have not the admissions officer will refer to the Inclusions Service as a Child Missing Education.  All service training completed on 3 <sup>rd</sup> February 2021	Complete
Standard email to be developed to request a child to be put on the roll of a school with clear time scales of when the school needs to notify the Admissions Team if this has been done or not	Admissions	Actions that need to be completed by Admissions officers or what has been done to mitigate this.	Complete (Stated in Fair Access Protocol - awaiting Leicestershire Heads sign off March 2021)
Time scale to be identified around schools notifying the Admissions that a child has been put on roll following an application – this will be in line with the new admissions code	Admission	Timeline for the school to notify Admissions is 10 days. If they haven't responded the admissions officer is to follow this up with the school.	Complete (Stated in Fair Access Protocol - awaiting Leicestershire Heads sign off March 2021)

# Action Plan - 2

Action	Service Ownership	Current Status	
Comms to be sent out to all schools stating that all pupils who are removed from roll with no destination must notify the LA immediately via the inclusionpupilsupport@leics.gov.uk and where possible prior to removal from roll.	Inclusion	This has been completed through the Heads Briefing, New Head Induction Session and School Group. This has also been updated on the LCC website.	Complete
Clearer process to be developed for Inclusion Service to challenge school to put back on roll when removal from roll has been done illegally. This needs to include escalation process when needed.	Inclusion	Clear escalation process has been developed. Page 6 of the CME work process protocol.	Complete
Current tracking process for CME to be extended to include children without a roll and waiting for school place	Inclusion	Monthly report has been developed for children with unknown destinations and annual report for deferred school places which are checked and responded to. Report for waiting school places is currently with the Capita ICT team.	In progress
Review of fair access policy and protocol to take place and to include escalation process with time scales when school do not admit following process	Admissions/SEIPs	Fair Access Protocol has been reviewed additional categories of vulnerable groups have been added, flow charts have reviewed and escalations are clear marked out.	Complete (Stated in Fair Access Protocol - awaiting Leicestershire Heads sign off March 2021)
Review and redevelopment of CME policy and protocol to be developed across Leicester, Leicestershire and Rutland across Admissions, Inclusion, SEIPs Schools, Social Care and Police to enable clear parameters and process for children missing education	Inclusion	CME Work Process Protocol has been developed signed off through DMT. This has been shared with Service Managers across CYPS and the Inclusion Service Staff	Complete (awaiting DMT sign off)
Quarterly reports to identify the numbers of children and young people missing education to CYPS scrutiny committee; monthly reporting to CSE/CCE multi agency hub to inform strategic profiling of for missing children, and exceptions reporting to Assistant Director Education and SEND/DMT for specific cases	Admissions/Inclusion	Reports are sent to DMT on a monthly - termly basis (dependant on meeting requirements) to DMT, Lead Members and the LCSB	Complete