

***Hello everyone. Please see below the update following our School Liaison Group meeting with officers on Wednesday 27<sup>th</sup> June 2018. This meeting was focused on just a few key issues, so there is not a long write up this time! As ever, if you have any queries related to any of these items (or indeed any other issue you would like to raise), please contact your local SLG rep using the contact details at the end of this article.***

**1. Key Information Form:**

During the summer term 2017, the Key Information Form (KIF) was introduced. This *should* be sent via the admissions team to the 'sending' school who should then complete and pass it to the 'receiving' school before any pupil takes up a place. We have asked Admissions to ensure consistency, to review and be very clear that it is happening. It is a fair expectation for any NYCC school to request the KIF to be completed by the sending school before they set a start date. This includes taking pupils from other authorities – most of whom use similar.

We have asked that Admissions liaise with secondaries with a view to consulting and introducing across the secondary phase also.

The KIF can be found [HERE](#).

**2. Penalty Notice Applications:**

Since the changes to Holiday in Term time legislation in 2013, schools will have been processing certain leave applications as unauthorised and then passing these in turn to NYCC for processing to Penalty Notice. The process is available [HERE](#) – this applies to both maintained schools and academies. We have asked that a review is undertaken with regard which paperwork is requested and at which point as we are very aware that schools are dispatching 'court bundles' through to Attendance Enforcement even though the majority of cases do not end up in court. We have suggested a possible trial of a 'spreadsheet' approach, where court bundles are then requested just for cases which reach that point. Watch this space!

**3. Pupil Attendance Processes:**

We discussed attendance processes for student absence. Whilst many secondary colleagues may have an attendance admin officer in school and be familiar with Fast-track processes etc, this is less familiar to primaries. On the Attendance page ([HERE](#)) you will find the current guidance including the sample letters to send out to families at initial stages, along with when to refer and to whom. We have suggested that the flow chart, currently on page 16 of the guidance might be placed on the site separately and 'hyperlinked' to appropriate documents as with the Staff Absence Policy. Again, please note this guidance applies to all schools and academies.

**4. Fixed Meal Pricing for primary schools:**

This is an issue which continues to cause a lot of discussion in schools. We have sent through a question-set created by discussion in various areas. In short, we have asked that the questions and issues raised by schools are discussed at NYCC Senior Leadership and that a significant post-implementation review is carried out with 'lessons learned/adaptations made' feedback given to schools.

**5. Fair Access Protocol:**

Thank you to the Craven colleagues who brought this policy to our attention. The In Year Fair Access Protocol has been in place for many years. It is a policy which drives placement of 'hard to place' pupils in an equitable way and in reality has previously only been applied at secondary level. However, it has become clear that a policy review is underway and that the policy *does* apply to all phases. We have asked that any policy be fully consulted at primary level before it is finalised.

**6. Influenza Vaccinations:**

It is really important that schools make best endeavours to engage positively with this programme as to be properly successful it needs at least a 70% uptake across an area. Schools are asked to use all possible means to both advertise and encourage take-up and also to ensure that they have a member of staff available to supervise pupils on the day and support the process. You can find out more [HERE](#).

## 7. School Funding:

The lack of funding available to schools to offset against wage increases, SEND changes and so on is one of the biggest concerns facing school leadership. We are aware through our partnership work, that there is lobbying through to and by elected members, MPs and leadership at all levels. We understand that Stuart Carlton will be writing out to schools in the autumn explaining how NYCC is working on our behalf to ensure a collective school voice is heard on this matter.

## 8. Fronter:

On many occasions over the past few years, we have passed on the message that Fronter is going! This is still very much the plan. We understand that the message being given in some meetings and networks is to download and save content before it goes. However, at the same time, other departments are uploading new content to Fronter! We have asked that when a cut-off date is available, clear communications are sent to schools such as they can effectively archive.

## 9. Policy review cycle:

Schools will of course have in place their own policy review cycle. We have asked NYCC to consider communications with schools to outline wherever possible which central policies will be reviewed and when – this would of course help with school planning processes.

## 10. School Liaison Group structures:

As we move into the 18-19 academic year, the SLG group will be continuing to work hard on your behalf, alongside NYCC officers. We would welcome someone to join our group from the Thirsk and Easingwold general area along with at least one secondary and on special school rep.

## 11. School Liaison Group Conference 2019:

We have started our planning for Conference 2019, following another wonderful event this May. Watch this space, but having had positive feedback on the idea we are planning a wellbeing themed conference with speakers and break-out workshops such as there will be both motivational/inspirational input and real practical ideas about how to best look after your own and others' wellbeing.

***We are always interested in your thoughts, comments, compliments and issues – what is going well, what is causing you concern, how can we help?***

<b>Stuart Anslow</b> (Mid, North & South Craven)	<b>Fiona Beetles</b> (Mid, North & South Craven)	<b>Jane Turner</b> (Harrogate)	<b>Rachel Wells</b> (Central & North Ryedale)
01756 793026 headteacher@waterstreet.n-yorks.sch.uk	01535 633064 headteacher@sutton-in-craven.n-yorks.sch.uk	01423 872407 headteacher@pannal.ycway.uk	01944 728286 headteacher@heslerton.n-yorks.sch.uk
<b>vacancy</b> (Easingwold & Thirsk)	<b>Sally Cowling</b> (Ripon & Rural)	<b>Denise Crosier</b> (Filey & Scarborough)	<b>Richard Linsley</b> (Bedale & Northallerton)
vacancy	01765 677583 headteacher@bishopmonkton.n-yorks.sch.uk	01723 513077 d.crosier@fi.ebor.academy	01609 773524 headteacher@alverton.n-yorks.sch.uk
<b>Sarah Beveridge</b> (Swaledale, Catterick & Wensleydale)	<b>Ian Yapp</b> (Selby, Sherburn & Tadcaster)	<b>Matt Shillito</b> (Boroughbridge & Knaresborough)	<b>Roy Gunning</b> (Whitby & Rural)
01969 623187 headteacher@leyburn.n-yorks.sch.uk	01937 832899 headteacher@riverside.n-yorks.sch.uk	01423 862617 headteacher@goldsborough.n-yorks.sch.uk	01947 820231 headteacher@stakesby.n-yorks.sch.uk

<b>Patricia Lord</b> (Nursery)	<b>Michael Pettavel</b> (Nursery)	<b>vacancy</b> (secondary)	<b>vacancy</b> (special)
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Please do contact us, if you would like to raise queries, concerns or issues for us to discuss or indeed pass on compliments or ideas for improvement. Reps are always happy to liaise via telephone or e-mail and will try and visit your cluster meetings if you would like us to do this. Comment can always be sent through to Ian Yapp, SLG Spokesperson via [headteacher@riverside.n-yorks.sch.uk](mailto:headteacher@riverside.n-yorks.sch.uk)