

## Directorate Scheme of Delegations: Children & Education

### Introduction

In the Constitution, the Mayor and Full Council delegate certain powers and functions to Executive Directors.

This is the Children and Education Directorate Scheme of Delegation to officers. It:

- i) Summarises the powers and functions delegated to the Executive Director, Children and Education in Part 1
- ii) Describes how the Executive Director has delegated these powers and functions to officers in their Directorate to exercise on their behalf, in Part 2.

This scheme is subject to the [Council's Constitution](#), including the Council and Mayoral Schemes of Delegation and the Procurement Rules, the Financial Regulations and Standing Orders.

The Executive Director will delegate to the post that's most appropriate for the exercise of the function. Any direct line manager between the Executive Director and the post delegated the function is also entitled to perform that function, unless otherwise stated in the scheme.

In the event of a civil emergency or a business continuity disruption, all authorities relevant to the management of the incident are delegated to named duty officers, officers attending multi-agency coordination group meetings or officers chairing an Incident Management Team, as appropriate.

Although Executive Directors can delegate functions they remain responsible for and accountable to the Council for the exercise of their delegated powers. On occasions they may still decide to take decisions themselves. Officers may decide to refer delegated powers back to the Executive Director, the Mayor or Full Council. The Mayor and Full Council can also decide to reserve a particular decision to themselves.

This Scheme of Delegation will remain in force until it is amended or revoked by the Executive Director, Children and Education or via changes to the Council and Mayoral Schemes of Delegation.

This Scheme of Delegation will need to be read in conjunction with the Finance Scheme of Delegation.

Guidance for managers and staff on how to use Schemes of Delegation is available on the intranet.

**Part 1: Functions delegated from the Constitution to the Executive Director**

Executive functions (part 3.4.B.5 of the Constitution)

‘Executive’ power rests with the Mayor. They delegate executive power to officers via the Mayoral Scheme of Delegation, which is part of the Constitution. The executive functions delegated to the Executive Director, Children and Education can be found in paragraph 5.2 of the Mayor’s Scheme of Delegations.

Non-executive functions (part 3.2. of the Constitution)

‘Non-executive’ power rests with Full Council. The delegations to officers can be found at Part 3.2C of the Constitution.

Local Choice functions (part 3.3 of the Constitution)

In national legislation, ‘Local Choice’ functions can be either executive or non-executive decisions. Those functions delegated to the Executive Director Children and Education can be found in the table at Part 3.3 of the Constitution.

**Part 2: Delegations to Officers from the Executive Director**

Governance	Post holder authorised to carry out function
Individual performance meetings will be set up in each directorate / division. The relevant director: HR Business Partner and a relevant quality assurance officer (where appropriate) will attend to monitor individual performance (absence management included) measures and actions taken; exception reports will be provided to Executive Director Meetings for senior team scrutiny.	Director Children and Families Services  Director Education & Skills
Where an officer has identified a serious issue which could potentially present significant reputational risk to the council, the officer identifying the risk must inform their Director and the Director inform the Executive Director for discussion on next steps, which may include <ul style="list-style-type: none"> <li>- Informing the relevant Lead Member</li> <li>- Informing the Head of Paid Service</li> <li>- Informing the Mayor / head of Mayors office</li> </ul>	All officers

**2. Children and Families Services**

This scheme of delegation is to be used in conjunction with and to support the Placement and Legal Panel processes.

- *For a child who is ‘accommodated’ under a section 20 voluntary arrangement (‘a looked after child’), the local authority does not have parental responsibility for the child – parental responsibility remains with the parents. However, the authority must*

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*comply with the duties set out in the 1989 Act and with the relevant Regulations. Given the legal context we should work in partnership with parents.*

- *Although a Care Order gives the local authority parental responsibility for the child, any person who is a parent or guardian, Special Guardian, or a step parent who has acquired PR through Court Order or agreement also retains their parental responsibility and may continue to exercise it to the extent that their actions are not incompatible with the Care Order (as set out in section 2(8) and section 33(3)(b) of the 1989 Act).*

<b>Function</b>	<b>Post holder authorised to carry out function</b>
<b>Legal Decisions</b>	
Decision to initiate family court proceedings	Legal Panel, following approval to submit by Head of Service
Decisions to issue proceedings in the Court of Protection Signing of applications to court Signing of care plans to court	Legal Panel Service Manager oversight but signed by Team Manager /Practice Lead/Consultant Social Worker and above
Court directed placements	Approved in retrospect via notification to Permanency Panel within one week.
Decision to apply for discharge of care order	Team Manager/Practice Lead/ Consultant Social Worker and above following CIC Review and appropriate consultation with Head of Service and approval at Legal Panel
Planned accommodation under Section 20 Children Act 1989	Head of Service and then ratification at Legal Panel
Unplanned Section 20 accommodation	Head of Service
Application for an Emergency Protection Order	Head of Service
Application for a Child Assessment Order	Legal Panel, following approval to submit by Head of Service
Approval for Secure - Accommodation	Director Children, Families and Safer Communities (must have Secretary of State's agreement if the child is under 13 years)
Decision to use secure accommodation without the authorisation of a court (up to 72 hours in aggregate over a 28 day period).	Director Children, Families and Safer Communities (must have Secretary of State's agreement if the child is under 13 years).
Decision to end period in Secure Accommodation whilst Court Order is in place.	Director of Children, Families Safer Communities
Decision to place a child on a Care Order or an Interim Care Order at home with parents or person with parental responsibility.	- Head of Service

Application to the Court for authority to refuse contact with a child in care under Section 34(4) Children Act 1989	Area Manager and above
<i>NB Decisions in respect of children who are the subject of Court Proceedings (Civil or Criminal) are not delegated within the department as they remain within the jurisdiction of the Court. Children on a Care Order are those who are on a Care Order</i>	
<b>Functions related to children in need and in need of protection</b>	
Decisions on outcome of referrals and assessments	Consultant Social Worker / Practice Lead / Local Area Designated Officer / Team Manager and above
Responsibility to assess case	Social Worker to assess and-Consultant Social Worker/Team Manager to sign off
Responsibility to call a child's care planning or review meeting	Consultant Social Worker / Practice Lead/ Local Area Designated Officer / Team Manager and above
Chairing of child's care planning (CIN) meeting / Chairing a non CLA review meeting	Consultant Social Worker / Practice Lead / Local Area Designated Officer / Team Manager and above
Decision to close a case or transfer a case to another team	Consultant Social Worker / Practice Lead / Team Manager and above
<p><b>Section 17 Payments</b></p> <p>Cash payments may be made to the families of Children in need under Section 17 of the Children Act 1989, limited to emergency/exceptional situations, which are not covered by national income maintenance arrangements:</p> <p>a) Up to £20 per case per annum  b) Up to £200 per case per annum  c) Up to £2,000 per case per annum  d) To make preventative aid payments up to the appropriate foster rate, inclusive of allowances, for a period of 12 months in any one case</p>	Consultant Social Worker / Practice Lead / Team Manager and above
<b>Functions related to child protection</b>	
Authority to exercise all the duties and functions of the Authority under Parts IV and V of the Children Act 1989, sections 31-52 (including section 47 – local authority's duty to investigate) and all other enabling powers with regard to the care, supervision and protection of children and young people, including determining applications for Residence Orders under Section 8 Children Act 1989. This includes:	
Decision to hold Child Protection strategy meeting.	Consultant Social Worker/Practice Lead/Team Manager and above or Deputy Team Manager within First Assessment Service.
Initiate Section 47 Child Protection enquiries including direct work with the family.	Team Manager and above
Conclude Section 47 enquiries.	Team Manager and above
Decision to convene an Initial Child Protection Conference.	Team Manager and above
Decision to hold Review Child Protection Conference out of timescales	Area Manager Head of Service must be

	informed
Chairing of Child Protection Conferences	Child Protection Conference Chair/Head of Service
Cessation of Child Protection Plans	Child Protection Conference recommends. Area Manager /Head of Service case management decision
Risk decision re: DBS Checks	Area Manager /Head of Service
<b>Consent decisions relating to children in care</b>	
<i>Note: the views of child, anybody with PR, carer and Independent Reviewing Officer must always be considered in making consent decisions.</i>	
Authority to exercise all the duties and functions of the Authority with regard to children and young people under Sections 22 to 24D of the Children Act 1989 and all other enabling powers (maintenance, advice, etc.) including making any decisions reasonably necessary for their health and well-being.	Social Worker and above
Authorisation to place a child outside the area of the responsible authority but within the neighbouring authorities.	Area Manager/Through Care Service Manager and above
Authorisation to place a child outside the area of the responsible authority and where that placement is a distant one.	DCS (in line with statutory requirements)
Authorisation of Placement of Children in Care with Parents etc.	Area Manager in consultation with Head of Service with Court approval if care proceedings are ongoing.
Sign Passport Applications as person with parental responsibility.	Team Manager and above
Consent to holidays or trips abroad in school holidays lasting under a month.	Team Manager and above
Consent for a child who is subject to a Care Order to leave the jurisdiction of the Court for more than a month.	Area Manager with written consent of all persons with PR, or leave of the Court.
Consent to seek agreement for a child who is subject to an interim care order or the subject of court proceedings on no order, to leave the jurisdiction of the Court.	Court decision
Consent to support a young person on a Care Order changing their name.	Area Manager/Through Care Service Manager with written consent of all persons with PR or leave of the Court to change surname.
Consent to join the Armed Forces.	Area Manager/Through Care Service Manager and above
Consent to marriage of 16- or 17-year-old on a Care Order.	Director Children, Families and Safer Communities
Consent for 16- or 17-year-old on a Care Order to live independently.	Team Manager and above
Authorisation to cease being looked after for children (aged 0-15 who have been in care over 20 days) who are being placed for adoption	Agency Decision Maker for Adoption
Authorisation to cease being looked after for children (aged	Area Manager/Through

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0-15 who have been in care over 20 days) who are going home or going to live with family or friends.	Care Service Manager and above
Authorisation of the support plan where a child is to cease being looked after for children (aged 0-15 who have been in care over 20 days) who are subject to special guardianship or child arrangement orders.	Area Manager/Through Care Service Manager and above
Authorisation to cease being looked after for young people aged 16 & 17	DCS in line with statutory requirements
Young person continues to be accommodated after their 18th birthday where in residential provision.	Head of Service
Young person remains in an extended foster placement or a formal 'Staying Put' arrangement.	Head of Service via placement panel
Consent to routine planned health assessments or treatment for looked after children where the Local Authority has parental responsibility.	Delegated to foster carer or children's home as part of Placement Plan.
Consent to common (age-related) health remedies including non-prescription drugs such as ibuprofen and paracetamol.	Delegated to foster carer or children's home as part of Placement Plan.
Consent to health assessments, treatment or other interventions including general anaesthetic for a child on a care order where the parent agrees	Delegated to foster carer or children's home as part of Placement Plan.
Consent to health assessments, treatment or other interventions including general anaesthetic for a child on a care order where the parent disagrees	Head of Service Director Children, Families and Safer Communities must be informed
Consent to health assessments, treatment or other interventions including general anaesthetic for a child accommodated by the Local Authority which does not have parental responsibility.	Parent or other person with parental responsibility (reasonable effort to secure their agreement is required, However the interests of the child are paramount (see below where parent opposes). In urgent cases seek legal advice if consent is unreasonably withheld. If the child is competent their consent will be sought by health professionals.
Consent to medical interventions to deal with life threatening situations.	Delegated to foster carer or children's home as part of Placement Plan and medics for emergency scenarios.
Where there is a high risk associated with medical treatment or procedure and this is a planned intervention	Head of Service - If the child is competent to do so their consent will be sought by health professionals.
Consent to medical interventions to deal with life threatening situations or where there is a high risk associated with the treatment or procedure where the parent or other persons with parental responsibility oppose the intervention.	Director Children, Families and Safer Communities
Acting as a parent for children subject to care orders for the purposes of sectioning under the Mental Health Act 1983 & 2007	Area Manager or Through Care Service Manager who will seek the views of the nearest relative.

Engagement in potentially hazardous leisure or sports activity.	Delegated to foster carer or children's home as part of Placement Plan. Consent from parents must be sought, and Head of Service advised.
Decisions about staying with friends overnight.	Delegated to foster carer or children's home as part of Placement Plan.
Decisions about contact arrangements.	Consultant Social Worker / Practice Lead (in consultation with IRO) or delegated to foster carer or children's home as part of Placement Plan.
Decisions about looked after children under 16 subject to a care order having non-intimate body piercing.	Delegated to foster carer or children's home as part of Placement Plan.
Agreement that long term fostering is the plan for the child.	Consultant Social Worker / Practice Lead in consultation with IRO Ratification of s20 at Legal Panel
Agreement that foster placements are permanent placements for looked after children.	Agency Decision Maker Fostering via Permanency Panel
Decision to consent to looked after children's photographs being used in external publications	Consent from the person with PR, Service Manager and the child.
Decisions re DBS disclosures on Family and Friends, Foster Carers and SGO carers	Area Manager or Through Care Service Manager
Consent to use publicity for child missing from care	Agreed via Missing Procedures by Consultant Social Worker / Practice Lead with Police must alert Area Manager, Director to brief Executive Director Children and Education, Members and Media Team
Delay outside stat. time for LAC REVIEWS	Service Manager Director Children, Families and Safer Communities must be informed
Authorise Care Plans and Pathway Plans	Practice Lead / Consultant Social Worker
<b>Fostering and adoption agency decisions</b>	
Fostering Agency Decision Maker	Service Manager – Placement Services Through Care Service Manager – Service Manager DCSS
Approval of new Foster Carers	Fostering Agency Decision Maker
Approval of Foster Carers following first annual review	Fostering Agency Decision Maker
Continued approval of foster carers following subsequent reviews (unless referred to Fostering Panel)	Fostering Agency Decision Maker

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Authorise emergency placements out of the foster carers terms of approval	Fostering Team Manager
Permanent change of approval	Fostering Agency Decision Maker
Temporary Approval of Foster carers (Regulation 24)	Fostering Agency Decision Maker
Approving adopters as Foster to Adopt carers	Adoption West – Regional Adoption Agency
Termination of Foster Carers Approval	Fostering Agency Decision Maker
Adoption Agency Decision Maker	Head of Service – Permanency and Specialist Services
Approval of new Adopters	Adoption West – Regional Adoption Agency
Approval of the plan for a child to be adopted	Adoption Agency Decision Maker
Approval of a match between a child and adopters	Adoption Agency Decision Maker
Revocation of the plan for a child to be adopted	Adoption Agency Decision Maker
Decision to pay an adoption allowance or lump sum payment	Adoption Business Manager/Area Manager
Review of adopters' approval (unless review at panel)	Adoption West – Regional Adoption Agency
Revocation of adopters' approval	Adoption Agency Decision Maker
<b>Placement Decisions</b>	
Agreement to search for Independent Children's Home/In-house Children's Home	Head of Service Permanency & Specialist Services
Agreement to place in Independent Children's Home	Director Children, Families and Safer Communities
Agreement to place with Independent Fostering Agency	Head of Service – Permanency & Specialist Services
Parent and child assessment placement.	Head of Service Permanency & Specialist Services
Specialist leaving care accommodation (ESA)	Head of Service Permanency & Specialist Services
B&B/Emergency accommodation	Head of Service Permanency & Specialist Services / Head of Services Safeguarding & Quality Assurance Director Children, Families and Safer Communities must be informed
<b>Authorisation to place a child under 16 in an unregistered children's home</b>	Executive Director Children and Education (DCS)
<b>Disabled Children</b>	
Agreement to provide a short breaks personal budget for disabled child	Service Manager - DCSS (Band 6 or above)



	Case Discussion Forum (up to Band 5) Team Manager Families in Focus/Personal Budgets (up to Band 4)
Agreement to request overnight short-break service for a disabled child	Head of Permanency & Specialist Services Service / Service Manager Disabled Children's Service
Agreement to provide Inclusive Play Provision funding to enable settings to meet needs of a specific child	Team Manager, Families in Focus / Service Manager Disabled Children's Service
<b>Notifications</b>	
Death of a child in care <ul style="list-style-type: none"> <li>- If 'out of hours' EDT will inform the Director or DCS (Executive Director Children and Education) if Director unavailable: each will ensure the other is informed</li> <li>- Inform parents</li> <li>- <b>Director will notify the lead member &amp; Executive Director Children and Education (DCS)</b></li> <li>- Director will notify the relevant Head of Service</li> <li>- Team Manager</li> <li>- Head of Service</li> <li>- Director of Education and Skills (director will inform the child's education setting and Education Psychology service to provide support) will notify Ofsted/QA</li> </ul>	Director Children, Families and Safer Communities  Safeguarding and Quality Assurance Manager
<ul style="list-style-type: none"> <li>- Social Work England Disciplinary / suspension notifications</li> <li>- Concerns regarding safety to practice (ex-staff members)</li> </ul>	Director Children, Families and Safer Communities <b>Executive Director Children and Education must be informed</b>
Ofsted notifications <ul style="list-style-type: none"> <li>- Serious incident(s)</li> <li>- Child Safeguarding Practice Reviews – decision to commission</li> <li>- Child Safeguarding Practice Reviews – publication date</li> </ul>	Director Children, Families and Safer Communities <b>Executive Director Children and Education must be informed</b>  Director Children, Families and Safer Communities following discussion at Keeping Bristol Safe Partnership Board
<b>General administration</b>	
<b>Complaints</b> Complaints are to be managed in accordance with the Department's Complaints Procedure, in consultation with the Complaints Manager  Stage 1: review  Stage 2: an investigation with an independent person overseeing it.  Stage 3: a review panel with an independent chair	<b>See Complaints Procedure</b>  Team Manager/ Senior Practitioner Head of Service  Director Children, Families

Complaints against Children & Young People’s Social Care Services: Complaints are to be managed in accordance with Children’s Act 1989 Representations Procedure (England) Regulations 2006, in consultation with the Complaints and Representations Officer	and Safer Communities
<b>Education Decisions regarding Children in Care</b> Should be discussed at Personal Education Plan Meetings (PEPs) wherever possible	
Agreement on school placement for those entering the school system. – Social Worker should apply to nearest good or better OFSTED rated school where accessible or discuss with the Virtual School Head	Social Worker in Collaboration with the Head of the Virtual School
Consultation on Early Years Placement (Childminder, Nursery or Children’s Centre Placement) should have good or better OFSTED unless none such is accessible, then to be discussed with the Virtual School Head	Social Worker in collaboration with / Head of the Virtual School/Head of Learning City
Agreement on school placement for those pupils in transition between key stages where the current school is unable to continue to educate the child (e.g. Between Primary and Secondary School)	Social Worker Virtual School Year group lead/ Head of the Virtual School
Agreement to change a child’s school, e.g. due to a care placement move, new to care	Team Manager (Social Care) Virtual School lead/ Head of the Virtual School
Any Planned school move for a pupil in KS4 cannot be agreed without specific permission from Virtual School Head and Service Director	Head of the Virtual School/ Director Education & Skills on behalf of DCS
LAC Pupil Premium Spend – At the PEP meeting to be approved/ Quality Assured by the Virtual School Head	Head of the Virtual School
Exceptional Permission for Absence in Term time (half a day or more) - Only if Short, unavoidable, and rare.	Head of the Virtual School and Head of Permanency and Specialist Services for approval
Permission for a reduced/ reintegration/transition timetable (any timetable that is less than the statutory required hours (include) - School to submit paperwork to the VSH	Head of the Virtual School
Repeating a school year or placing child in year group not their chronological age.	Agreement required from Education Psychologist & Head of the Virtual School
Exclusions from School – Risk of Permanent Exclusion from School see flowchart	School Headteacher Head of the Virtual School
<b>Safer City</b>	
Ensure BCC meets duties and responsibilities for Community Safety and Crime and Disorder (Legislative)	Director Children, Families and Safer Communities Head of Service Permanency, Specialist Services and Safer Communities Safer Communities Manager
Ensure Bristol meets duties for preventing extremism through Prevent and Channel programs	Director Children, Families and Safer Communities Head of Service Permanency, Specialist Services and Safer

	Communities Safer Communities Manager
Possession action and injunctions against BCC tenants (Housing Act 1985)	Head of Housing Management and Estates Safer Communities Manager Deputy Manager, Safer Communities ASB Officers
Ex. Parte injunctions against BCC tenants (Housing Act 1985)	Head of Housing Management and Estates Safer Communities Manager Deputy Manager, Safer Communities ASB Officers
ASB Tools and powers (ASB and Policing Act 2014) - Fixed Penalty Notices - Community Protection Notices	Director Children, Families and Safer Communities Head of Service Permanency, Specialist Services and Safer Communities Safer Communities Manager Deputy Manager, Safer Communities ASB Officers
<b>Modern Slavery</b>	
Duty to notify Home Office of suspected case of modern slavery Duty to co-operate with anti-slavery commissioner	Safer Communities Manager Safer Communities Manager

### 3. Education and Skills

Function	Post holder authorised to carry out function
<b>Schools Finance</b>	
<b>Education Provision</b> In consultation with schools and partners, develop and implement an Integrated Education and Capital Strategy, consulting with the Learning City Partnership, at the discretion of the director, distributing capital funding to schemes on the basis of need and in accordance with any regulations regarding the use of funding grants.	Executive Director, Children and Education Director, Education & Skills Major Projects Manager (Place)
<b>Schools Forum</b> In accordance with s47A of the 2002 Education Act, establish and maintain a Schools Forum to advise and agree proposals as prescribed in regulations, on the constitution of the forum and the distribution of money between schools and how much should be sent on certain LA-wide functions.	Director Education & Skills Director Finance
<b>Fair Funding Formula</b>	Director Education & Skills

<p>In consultation with schools and Schools Forum, to determine each school's budget share through the development and implementation of a local Fair Funding Formula, subject to any statutory requirements, including reference to the Schools Regulations 2012.</p>	<p>Finance Business Partner – Children and Education</p>
<p><b>Schools Budget Setting</b> Set school budgets in accordance with regulations, including those relating to minimum school budgets and 'passporting' targets.</p>	<p>Finance Business Partner – Children and Education</p>
<p><b>Schools Budget Submission to Secretary of State</b> In accordance with paragraph 66 of schedule 7 to the Local Government Act 2003 submit to the Secretary of State the proposed Schools Budget as required</p>	<p>Director Finance Finance Business Partner – Children and Education</p>
<p><b>Budget Statements</b> To manage the delegation of budget shares to schools, produce a financial statement before the beginning of each financial year ('the budget statement') and after the end of each financial year ('the outturn statement') in accordance with s.52 of the 1998 Act and other related regulations</p>	<p>Director Finance Finance Business Partner – Children and Education</p>
<p><b>Audit dates to Secretary of State</b> In accordance with the Consistent Financial Reporting (England) Regulations) 2003 to report to the Secretary of State each schools' audit date by the August following the end of the financial year.</p>	<p>Chief Internal Auditor</p>
<p><b>Notice of Concern</b></p>	<p>Director Education &amp; Skills and above</p>
<p><b>Staffing and Finance</b> In accordance with S.35(7) of the Education Act 2002 the arrangement for staffing of schools without delegated budgets shall be determined by the LA.</p>	<p>Director Education &amp; Skills</p>
<p><b>Suspension of Delegation of Budget</b></p>	<p>Executive Director Children and Education Finance Business Partner – Children and Education</p>
<p><b>School Admissions</b></p>	
<p><b>Admissions arrangements for maintained schools</b> Subject to the Education (Determination of Admissions Arrangements) (England) Regulations 1999 as amended by the Education (Determination of Admissions Arrangements) (Amendment) (England) Regulations 2002 relating to maintained schools:</p> <p>a) Consult annually about admissions arrangements with governing bodies of admissions authorities of schools.</p> <p>b) Where there are within year variations to (except in a case where their proposed variations fall within any descriptions of variations prescribed – see Education (Variations of Admissions Arrangements) (England) Regulations 2002) refer the proposed variations to the adjudicator and notify the bodies whom it consulted of the proposed variations. Where the LA is the admissions authority for the school, to consult with the governing body before making a reference to the adjudicator.</p> <p>c) When determining admissions arrangements for schools for which the authority is the admissions authority,</p>	<p>Head of Learning City</p>

<p>include determination of the number of pupils in each relevant age group that it is intended to admit to the school in that year, taking into consideration the current capacity of the school and its indicated admission number.</p> <p>d) Where the authority determines an admission number for a relevant age group which is lower than the school's indicated admission number, the authority must undertake additional publication (reg.9 of the 1999 Regulations) of a statutory notice.</p> <p>e) Adoption of the Annual Admissions Policy</p>	
<p><b>Admissions arrangements for nursery schools and early years settings</b> To determine the admissions policy for Local Authority nursery schools and classes and disseminate to schools</p>	Head of Learning City
<p><b>Direction to admit a child to a named school</b> To exercise on behalf of the Authority the power under section 98 of the 1998 Education Act to give direction to a governing body that a child be admitted to a named school within the Authority's area.</p>	Director Education & Skills
<p><b>Coordinated admissions schemes</b> To comply with any requirements made by the Secretary of State to implement a scheme for co-ordinated arrangements for admissions in accordance with section 2002 Education Act, Education (co-ordination of Admissions Arrangements) (Primary Schools) (England) Regulations 2002 as amended by the Education (Co-ordination of Admissions Arrangements) (Primary Schools) (England) (Amendment) Regulations 2003, and the Education (co-ordination of Admissions Arrangements) (Secondary Schools) (England) Regulations 2002.</p>	Head of Learning City
<p><b>Individual pupils and admissions appeals panels</b> To administer arrangements for the admission of individual pupils to primary and secondary schools, including designated areas and other relevant factors and to present the case on behalf of the Authority to admission appeals panels.</p>	School Admissions Lead
<p><b>Functions related to school governance</b></p>	
<p><b>Determination of school term dates</b> In the case of Local Authority, Voluntary Controlled and Special Schools, including residential schools, to determine school term dates after appropriate consultation.</p>	Director Education & Skills
<p><b>Changing the character of a school</b> To authorise commencement of consultation process to change the character of a school prior to formal report to Cabinet. (Education and Inspection Act 2006)</p>	Director Education & Skills
<p><b>Instruments of governance:</b> To approve instruments of governance for schools.</p>	Director Education & Skills
<p><b>Additional governors:</b> To appoint additional governors to schools in special measures</p>	Director Education & Skills
<p>Exercising any human resources, personnel or staffing</p>	Director Education & Skills

functions in relation to schools maintained by the Local Authority that are not exercised by school governing bodies in line with the Education Act 1996 and s.142 of the Education Act 2002.	
<p><b>Maintained settings - Selection of Headteachers and other teaching staff</b></p> <p>To provide advice to schools at all proceedings relating to the selection of a headteacher, and of other teaching staff where required.</p>	Head of Learning City and above
<p><b>Maintained settings - Dismissals and appeals:</b></p> <p>To implement decisions for governing bodies of schools relating to the determination of potential dismissals and any subsequent appeals against such dismissals, which are within the Authority's powers to determine.</p>	Director Education & Skills
<p><b>Voluntary Aided and Foundation schools - Representations regarding appointment of Headteacher or Deputy Headteacher:</b></p> <p>Where the governing bodies of voluntary aided or foundation schools notifies the LEA of the intention to appoint a person to the post of headteacher or deputy headteacher the chief education officer will make written representation within 14 days if the applicant is not suitable for appointment.</p>	Director Education & Skills Head of Learning City
<b>Functions related to school attendance</b>	
<p><b>Education out of school</b></p> <p>To exercise the powers and duties of the Authority as set out in Section 19 of the 1996 Education Act in respect of making arrangements for the provision of suitable education at school or otherwise for children of compulsory school age who, by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements are made.</p>	Head of Inclusive City
<p><b>Enforcement action relating to non-attendance</b></p> <p>To authorise any proceedings necessary to enforce any enactment relating to the non-attendance of pupils at school, or education other than at school with reference to the Education Act 1996 and the Anti-social Behaviour Act 2003.</p>	School Improvement Attendance Officers (Educational Welfare)
<b>Functions related to school curriculum</b>	
<p><b>Requirements for the curriculum</b></p> <p>Under s.79 of the Education Act 2002, to ensure that every school it maintains (including nursery schools and nursery education funded through the LEA) meets the general requirements for the curriculum in particular the National Curriculum (which now includes the Foundation Stage) and religious worship.</p>	Director Education & Skills
<p><b>Monitoring delivery of the curriculum</b></p> <p>To monitor the way in which the assessments and foundation stage profiles are being conducted by teachers to ensure consistency and proper implementation of the statutory provisions (The Education (National Curriculum) (Foundation Stage Profile Assessment Arrangements) (England) Order 2003).</p>	Director Education & Skills Early Years – Leads /Managers Head of Learning City
<p><b>Complaints relating to the curriculum</b></p> <p>In accordance with arrangements approved by the Secretary of State under the Education Act 1996 (s.409) to investigate complaints concerning alleged failures of</p>	Director Education & Skills Head of Learning City

schools to comply with the National Curriculum, including requirements for religious education and collective worship and the arrangements for statutory assessment and moderation of the National Curriculum.	
<p><b>Curriculum experiments</b></p> <p>In accordance with s.90 of the 2002 Education Act, to determine whether applications be made to the Secretary of State to direct that an LA maintained school be authorised to conduct curriculum experiments outside the National Curriculum.</p>	Director Education & Skills
<p><b>Provision of information to the Secretary of State</b></p> <p>To provide on behalf of the Authority any information which the Secretary of State may by regulation require, including through the Education (School Performance Information) (England) Regulations 2001 and the Education (Pupil Information) (England) Regulations 2000.</p>	Director Education & Skills
<b>Functions related to Home to School Travel</b>	
<p><b>School Transport Policy</b></p> <p>To approve the home to school transport policy following consultation as appropriate, and to administer home to school transport.</p>	Director, Education & Skills
<p><b>Transport arrangements</b></p> <p>To ensure that appropriate transport arrangements are made in accordance with the Authority's policies.</p>	Director, Education & Skills – Head of Accessible City
<p><b>Transport for Further Education students</b></p> <p>To determine applications for assistance towards travelling expenses from further education students over the age of 21 who apply on grounds of hardship within the Council's approved scheme.</p>	Director, Education & Skills Head of Accessible City
<b>Functions related to Special Educational Needs</b>	
<p><b>Statutory assessments</b></p> <p>To arrange for children to be assessed in accordance with the requirements of the Education Act 1996 and the SEN and Disability Act 2001, to determine the special educational provision which should be made for them and to maintain and review statements of special educational need in accordance with any regulations concerning these.</p>	Head of Accessible City/SEND Service Manager
<p><b>Statutory appeals tribunals</b></p> <p>To represent the Authority at statutory appeal tribunals in connection with the assessment of special educational needs.</p>	SEND Service Manager
<p><b>Codes of Practice</b></p> <p>To ensure that the requirements of any statutory Codes of Practice, relevant to SEN, or other regulations are complied with.</p>	SEND Service Manager