

**DEFERRED ENTRY, RETAINING AT STAGE AND SCHOOL LEAVING DATES**

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**1.0 EXECUTIVE SUMMARY**

1.1 A policy detailing school leaving dates has been in place since 2012. Since that time some terminology and post titles have changed and related guidance documents directed at parents and professionals has been updated. This revised School Leaving Date Policy makes changes to wording in line with other documentation. There are no material changes to legal requirements or outcomes for children and young people, the revised policy will assist the Education Service's planning for re-opening schools in Argyll and Bute.

**1.2 RECOMMENDATIONS**

It is recommended that Business Continuity Committee agree the updated policy with immediate effect.

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### 2.0 INTRODUCTION

- 2.1 The main purpose of this report is to highlight changes in terminology required within the existing School Leaving Date Policy which has been in place since 2012. The original document was developed in consultation with our own Legal Services, reference to good practice in other local authorities including consideration of feedback provided by Govan Law Centre, an organisation frequently involved in representing parents at Additional Support Needs Tribunals. Since 2012, this policy has been very helpful in ensuring clarity around school leaving dates for schools, young people, parents and carers and partners in adult services to support young people as they make effective transitions post school.

### 3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Business Continuity Committee agree the updated Policy with immediate effect.

### 4.0 DETAIL

- 4.1 Ensuring effective transition for children and young people post school is dependent on a clear understanding of when a young person will move on to further education, training or employment. Significant work has been undertaken across services to ensure our guidance on post school transitions is well understood and implemented effectively to support positive outcomes for young people. This work has been undertaken in collaboration with the Association for Real Change (ARC) Scotland who developed the national document *Principles of Good Transition 3*.

- 4.2 The School Leaving Date Policy is an integral part of this work and requires to be up to date and consistent with other guidance.
- 4.3 Since it was originally written, this document has included the authority position on deferred entry and retaining children at stage, however, this was not reflected in the title. As a result, a change to the title is recommended to ensure consistency of practice across all elements considered within this Policy.
- 4.4 The Additional Support Needs Tribunal for Scotland (ASNTS) is now referred to as the Health and Education Chamber of the First-tier Tribunal for Scotland. This change is detailed in paragraph 3.2.
- 4.5 Provision at the preschool stage is now referred to as Early Learning and Childcare (ELC) which was not the case in 2012. These changes are detailed in paragraph 3.5.
- 4.6 The Area Principal Teachers' job requirements and descriptions have been changes and are now Education Support Officers. This change is detailed in paragraph 3.6.
- 4.7 Previously it had been indicated that recommendations for retaining a child at stage would be referred to the relevant education manager. The structure of the central team has changed since 2012, and to ensure consistency of decision making across Argyll and Bute it is recommended that all requests for retention at stage are considered by the Education Management Team. This change is detailed in paragraph 3.6 bullet point 4.
- 4.8 As described above, this Policy supports the wider guidance on post school transition and this is reflected in the change detailed in paragraph 5.

## **5.0 CONCLUSION**

- 5.1 To ensure consistency of approach and equity for all and to assist the Education Service's planning for the re-opening of schools it is recommended that the minor changes to this Policy are endorsed.

## **6.0 IMPLICATIONS**

- 6.1 Policy – as updated
- 6.2 Financial - none
- 6.3 Legal - none
- 6.4 HR - none
- 6.5 Fairer Scotland Duty: - supports consistency of approach and equity

- 6.5.1 Equalities – children and young people with protected characteristics are supported by consistent application of this policy
- 6.5.2 Socio-economic Duty - none
- 6.5.3 Islands - none
- 6.6. Risk – failure to keep policies updated can result in confusion and diversity of practice leading to inequity of provision
- 6.7 Customer Service - none

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## **APPENDICES**

Appendix 1 - Revised Policy