

## **4.6**

### **Functions delegated to The Assistant Director of SEND and Inclusion**

#### **Definitions**

In this section the following definitions shall apply unless otherwise indicated:

“school” means any community, foundation, voluntary, community special and foundation special school.

“pupil” means any person under 19 for whom education is being provided at a school.

#### **A. General**

1. To exercise the day-to-day functions of the local authority (LA) with regard to the efficient and effective management of Children’s Services, within the agreed policies of the council and budget of the LA whether specifically identified below or otherwise.
2. Any function delegated to the Assistant Director SEND and Inclusion as set out below may be exercised by the Strategic Director of Children’s Services and by any other person authorised by either the Assistant Director SEND and Inclusion or by the Strategic Director of Children’s Services.

#### **B. Pupil welfare**

3. To keep under review and implement the LA’s policy for the provision of free transport and contribution to travelling expenses.
4. To provide clothing for pupils at school.
5. To provide financial assistance (including maintenance allowances for pupils aged between 16-19) to enable children to take advantage of educational facilities.
6. To prepare keep under review and implement the LA policy on provision of school meals.
7. To issue notices prohibiting or restricting the employment of registered pupils and bringing proceedings in relation to offences.
8. To make payments in respect of school expenses, grants and scholarships.

### **C. Attendance**

9. To prosecute, issue orders, issue fixed penalty notices to parents of children who are not receiving suitable education.

### **C. Travel to place of study**

10. To prepare and publish an annual Post 16 Transport Policy Statement to facilitate the attendance of students of 6<sup>th</sup> form age.

### **D. Transfer of schools to academy status**

11. To take any steps (including the disposal of land and assets) which are necessary to enable the council to comply with its statutory obligations relating to the transfer of schools to academy status.

### **E. Children with additional needs**

12. To publish an annual Transport Policy Statement to facilitate the attendance of people aged 19-24 in respect of whom a learning difficulty assessment has been carried out or is required to be carried out
13. To make such transport or other arrangements as they consider necessary or as the Secretary of State directs, for the purpose of facilitating the attendance of learners who are aged 19 and over at certain education institutions.
14. To secure enough suitable full and part time education and training opportunities to meet the reasonable needs of learners aged 19 or over but under 25, who have or should have had a learning difficulty assessment under s139A of the Learning and Skills Act.
15. Duty so far as reasonably practicable to secure educational and recreational leisure time activities and facilities for 20-24 year olds who have a learning difficulty