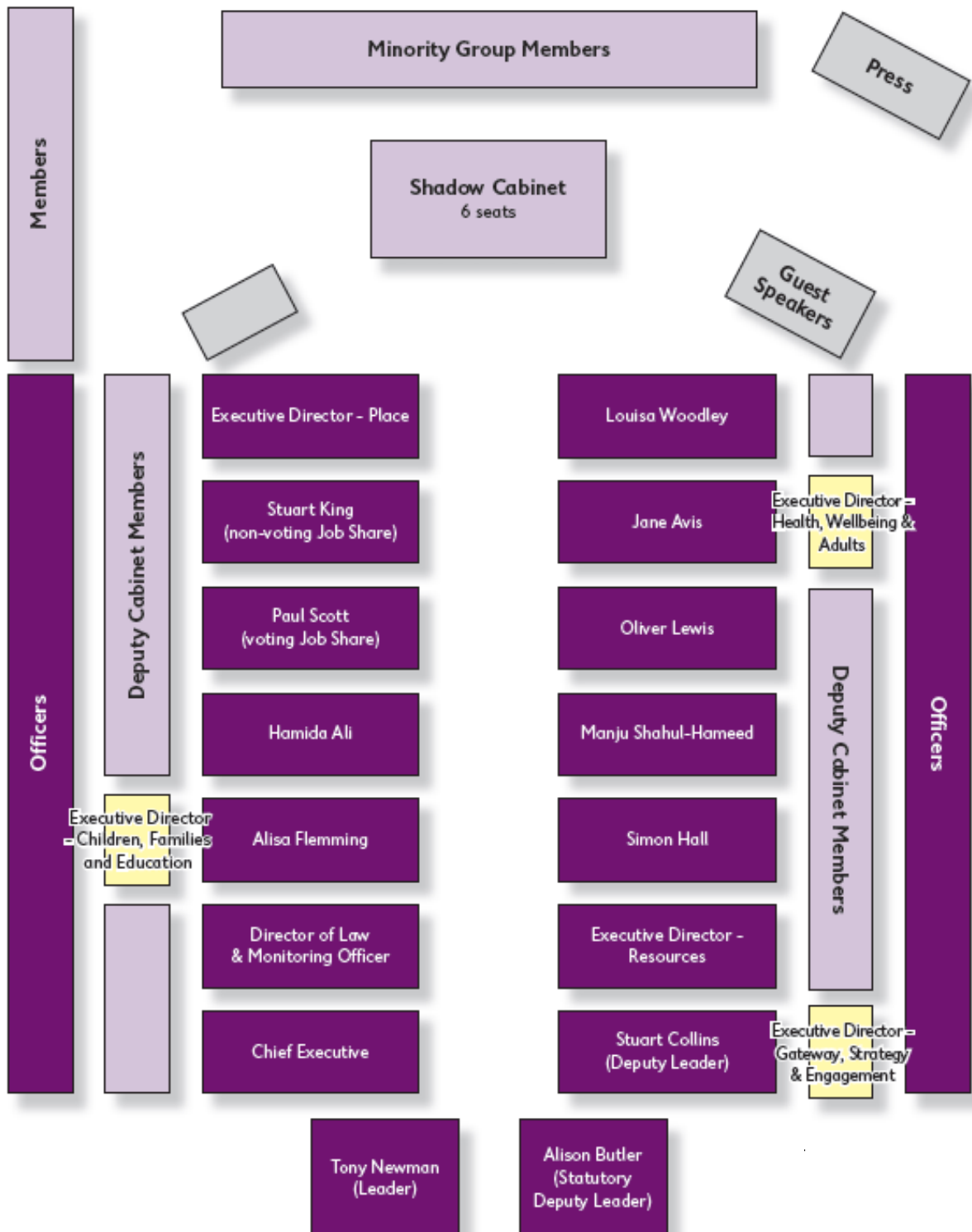




**CABINET  
AGENDA**  
for the meeting  
on  
21 January 2019 at  
6.30 pm

# Cabinet Seating Plan



**To: Croydon Cabinet Members:**

Councillor Tony Newman, Leader of the Council - Budget and Strategic Policy

Councillor Alison Butler, Deputy Leader (Statutory) and Cabinet Member for Homes & Gateway Services

Councillor Stuart Collins, Deputy Leader and Cabinet Member for Clean Green Croydon

Councillor Hamida Ali, Cabinet Member for Safer Croydon & Communities

Councillor Jane Avis, Cabinet Member for Families, Health & Social Care

Councillor Alisa Flemming, Cabinet Member for Children, Young People & Learning

Councillor Simon Hall, Cabinet Member for Finance & Resources

Councillor Stuart King, Cabinet Member for Environment, Transport & Regeneration (non-voting - Job Share)

Councillor Oliver Lewis, Cabinet Member for Culture, Leisure & Sport

Councillor Paul Scott, Cabinet Member for Environment, Transport & Regeneration (voting - Job Share)

Councillor Manju Shahul-Hameed, Cabinet Member for Economy and Jobs

Invited participants:

Councillor Louisa Woodley, Chair of the Health & Wellbeing Board

All other Members of the Council

A meeting of the **CABINET** which you are hereby summoned to attend, will be held on **Monday, 21 January 2019** at **6.30 pm** in **Council Chamber, Town Hall, Katharine Street, Croydon CR0 1NX**

JACQUELINE HARRIS BAKER  
Director of Law and Governance  
London Borough of Croydon  
Bernard Weatherill House  
8 Mint Walk, Croydon CR0 1EA

Victoria Lower  
020 8726 6000 x14773  
victoria.lower@croydon.gov.uk  
www.croydon.gov.uk/meetings  
11 January 2019

Members of the public are welcome to attend this meeting. If you require any assistance, please contact officer as detailed above.

The meeting webcast can be viewed here: <http://webcasting.croydon.gov.uk>

The agenda papers are available on the Council website

[www.croydon.gov.uk/meetings](http://www.croydon.gov.uk/meetings)

## **AGENDA – PART A**

**1. Apologies for Absence**

**2. Minutes of the previous meeting (Pages 7 - 16)**

To approve the minutes of the meeting held on 10 December 2018 as an accurate record.

**3. Disclosure of Interests**

In accordance with the Council's Code of Conduct and the statutory provisions of the Localism Act, Members and co-opted Members of the Council are reminded that it is a requirement to register disclosable pecuniary interests (DPIs) and gifts and hospitality to the value of which exceeds £50 or multiple gifts and/or instances of hospitality with a cumulative value of £50 or more when received from a single donor within a rolling twelve month period. In addition, Members and co-opted Members are reminded that unless their disclosable pecuniary interest is registered on the register of interests or is the subject of a pending notification to the Monitoring Officer, they are required to disclose those disclosable pecuniary interests at the meeting. This should be done by completing the Disclosure of Interest form and handing it to the Democratic Services representative at the start of the meeting. The Chair will then invite Members to make their disclosure orally at the commencement of Agenda item 3. Completed disclosure forms will be provided to the Monitoring Officer for inclusion on the Register of Members' Interests.

**4. Urgent Business (If any)**

To receive notice of any business not on the agenda which in the opinion of the Chair, by reason of special circumstances, be considered as a matter of urgency.

### **Cabinet Member for Safer Croydon & Communities**

**5. Community Safety presentation**

Officer: Shifa Mustafa

Key decision: no

### **Cabinet Member for Culture, Leisure & Sport**

**6. Croydon Creative Enterprise Zone (Pages 17 - 22)**

Officer: Shifa Mustafa

Key decision: no

### **Cabinet Member for Homes & Gateway Services**

7. **Strategic Approach to Community Led Housing Provision** (Pages 23 - 36)  
Officer: Shifa Mustafa  
Key decision: no

### **Cabinet Member for Children, Young People & Learning**

8. **Education Estates Strategy** (Pages 37 - 178)  
Officer: Robert Henderson  
Key decision: yes

### **Leader of the Council**

9. **London Councils Grants Scheme 2019/20** (Pages 179 - 190)  
Cabinet Member: Councillor Hamida Ali  
Officer: Hazel Simmonds

### **All Cabinet Members**

10. **Stage 2 Response to Recommendations arising from Health and Social Care Scrutiny Sub-Committee (25 September 2018) and Streets, Environment & Homes Scrutiny Sub-Committee (9 October 2018)** (Pages 191 - 198)  
Officers: Richard Simpson  
Key decision: no

### **Cabinet Member for Finance & Resources**

11. **Investing in our Borough** (Pages 199 - 206)  
Officer: Richard Simpson  
Key decision: no

12. **Exclusion of the Press and Public**

The following motion is to be moved and seconded where it is proposed to exclude the press and public from the remainder of a meeting:

“That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.”

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## Cabinet

Meeting held on Monday, 10 December 2018 at 6.30 pm in Council Chamber, Town Hall, Katharine Street, Croydon CR0 1NX

### MINUTES

**Present:** Councillor Tony Newman (Chair);

Councillor Alison Butler, Stuart Collins, Hamida Ali, Jane Avis, Alisa Flemming, Simon Hall, Stuart King (non-voting - Job Share), Oliver Lewis, Paul Scott (voting - Job Share) and Manju Shahul-Hameed

**Also Present:** Councillors Muhammad Ali, Jamie Audsley, Janet Campbell, Patsy Cummings, Sean Fitzsimons, Clive Fraser, Maria Gatland, Lynne Hale, Yvette Hopley, Jason Perry, Helen Pollard, Tim Pollard, Joy Prince, Robert Ward, David Wood and Louisa Woodley

**Apologies:** Councillors Mario Creatura, Jason Cummings, Patricia Hay-Justice and Vidhi Mohan

### PART A

104/18 **Minutes of the previous meeting**

The part A minutes of the Cabinet meeting held on 19 November 2018 were received. The Leader of the Council signed the minutes as an accurate record.

105/18 **Disclosure of Interests**

There were none or the following disclosures of interest were made:

106/18 **Urgent Business (If any)**

The Leader informed Members that the Local Government Settlement had been due to be announced following the Brexit deal vote by Parliament; however the Prime Minister had announced that afternoon that the vote would be delayed to an unspecified date. Concerns were raised that it left local government in a very difficult position and the Leader stated that it was unacceptable that no council was aware of what the settlement would be and were having to plan the forthcoming year's budget without details of the settlement. As such, the Leader informed Members that he along with council leaders of other parties across the country would be writing to the government outlining their concerns.

## **Brexit Preparations in Croydon**

The Leader stated that Brexit potentially had a huge impact on Croydon and that it was important to ensure the message of #CroydonIsOpen is well promoted, along with the Mayor of London's #LondonIsOpen campaign.

Members were informed that there were a number of concerns due to the delay in the vote on the Brexit deal by the House of Commons, funding for local government, the fall in value of sterling, and the anticipated additional pressure on the NHS and care market in terms of recruitment. The Leader stated it was important that the council's concerns were registered with ministers to ensure they were taken into account.

Whilst it was noted that the landscape was bleak; there had been an excellent economic summit in Croydon in November at which an RBS representative spoke about how Croydon was well positioned to withstand the potential impact of Brexit on the economy. It was felt that Croydon was reasonably well shielded from the immediate impact; however recruitment remained a concern particularly in the care, hospitality and construction industries; and as such the council would work closely with the sectors in the borough to support them. The Leader informed Members that regular updates would be available on the impact and work that was being undertaken to mitigate it.

The Leader of the Opposition welcomed the paper as it was important to begin contingency planning; however stated that it was important that the administration recognised the national party was at odds with each other whereas it had the opportunity to make a positive impact on Brexit. In response the Leader of the Council noted that the Government had been found in contempt of Parliament, had delayed Parliament's vote on the deal and postponed the decision on the local government funding settlement. The Leader further informed Members that the council had taken the matter very seriously.

In response to Member questions the Leader informed Members that no suppliers had formally requested more money for current contracts. Additionally, the Cabinet Member for Finance & Resources noted that freedom of movement included goods and services; however the drop in the value of sterling had seen suppliers increase charges for services such as SEN transport. With the anticipated recruitment pressures in the care market it was assumed there would also be an increase in the cost of care. The Cabinet Member for Families, Health & Social Care further noted that the care market had reached a tipping point in 2016 and the pressures experienced in the sector had only increased.

Whilst it was noted that pressures had been experienced in the care sector, the Cabinet Member for Economy & Jobs informed Members that an employment and training event had been organised to take place that



week in Thornton Heath with local social care organisations to support the sector.

Members welcomed the report and the strong message that the council valued the contribution of the 28,000 EU residents in the borough. The support that had been provided to staff who were EU nationals was further welcomed as an example of the positive steps the council was making in supporting those affected, and it was hoped that other employers would take note of the approach.

Concerns were raised, however, regarding the cost of the preparations and whether there had been any indication from the Government regarding the support available to councils. The Leader informed Members that there was no confirmed figure for costs; however they would be considered in future.

Further concerns were also raised given the rise in hate crime following the EU referendum, and as such Members noted that the #CroydonIsOpen campaign was important in showing that the council supported all communities.

Members noted that at paragraph 8.25 of the report EU funded projects which had benefited Croydon residents were listed and covered extensive and important areas. It was suggested that the level of detail on the impact of leaving the EU was not clearly available during the EU referendum debate, and that it was important that the information was widely available. The Cabinet Member for Economy & Jobs confirmed there were a number of projects which had been funded by the EU, including those who supported vulnerable communities to enter employment.

In response to Member questions the Cabinet Member for Finance & Resources clarified that the Pension Committee had gifted the council interest in affordable homes and that in 40 years the properties would transfer to the pension fund. The investment had full protection, and if there variations in property values then it would be taken into consideration as part of the triennial review. Members were also informed that pensions were fully protected by the council.

The Leader proposed, and Cabinet supported, amending recommendation 1.7 to include the #CroydonIsOpen campaign.

The Leader of the Council delegated to the Cabinet the power to make the decisions set out below.

**RESOLVED to:**

1. Note the potential impact and responses to Brexit in Croydon, as set out in the report;

2. Endorse the statement that 'Croydon is open' for business and that everyone in our diverse communities is welcome;
3. Authorise officers to make arrangements to keep EU citizens in Croydon aware of the EU Settlement Scheme and work with our partners to ensure those who need it have access to support to apply for settled status;
4. Note that the Council will pay the application fee for Council employees earning less than £35,000 and their partners and children seeking settled status and encourage contractors to do the same;
5. Ensure businesses are aware of the EU citizens' rights to residency and employment as they are confirmed;
6. Agree that regular updates be provided to all councillors and relevant stakeholders for each of the key categories outlined in the report; and
7. Support the Mayor of London's #LondonIsOpen campaign and #CroydonIsOpen campaign.

108/18

### **Economic Growth Strategy**

The Cabinet Member for Economy & Jobs informed Cabinet that a consultation with stakeholders would be undertaken to ensure a meaningful Economic Growth Strategy was written which would enable the Croydon of the future to be developed. It was the ambition of the Cabinet Member to work with all Cabinet Members and parties.

A presentation was given by the Cabinet Member which highlighted the achievements of recent years; including BoxPark opening which had reinvigorated the approach to East Croydon, over 60 events had taken place in 2018, and over 700 people had been supported into work by Croydon Works.

A strong Strategy was necessary as it was an ambition for Croydon to be a strong economic entity in its own right with businesses paying the London Living Wage and for residents to develop the necessary skills for work. It was stated that it was important to create spaces that businesses and people wanted to be in, including good schools, cultural events and excellent public realm.

Whilst work was ongoing to create Business Improvement Districts (BIDs) across the district centres to support local business, Croydon was also working internationally with delegates visiting from China and India to see the work going on in the borough.

A high priority remained to attract the right university to the borough as it was recognised that it was important to ensure there was a higher education presence in Croydon. Additionally, it was noted that it was important to ensure residents had the right skills so both residents and businesses were realising the benefits of the support available. It was noted that Croydon Works had successfully supported residents and businesses. The award winning Apprenticeship scheme was also highlighted as helping residents gain the right skills and experience, whilst also gaining high level qualifications.

Questions were asked as to how the consultation would be undertaken and the Cabinet Member stated that consultation would be undertaken through the Future Place Board, the business network and the three BIDs. Additionally, the consultation would be promoted through social media and the Federation of Small Businesses had also expressed an interest in hosting an event with the council on the consultation. The Cabinet Member further stated that ward councillors knew their wards best, and as such suggested councillor's work together to engage with businesses. The Leader noted that the suggestion the council write to all the businesses would be costly and it was effective for councillors to engage with businesses.

Members thanked the Cabinet Member and officers for the report and noted that local residents in New Addington welcomed the training scheme to support residents to gain the skills to enter the construction industry, so much so that there was a waiting list to join the scheme. Furthermore, Members were pleased to note there was a commitment in the paper to support social enterprise.

The Leader of the Council delegated to the Cabinet the power to make the decisions set out below

**RESOLVED to**

1. Endorse the themes and priorities of the Economic Growth Strategy for Croydon as set out below; and
2. Agree the themes and priorities be used as the basis of consultation with stakeholders and partners following which the final strategy will be prepared and submitted to Cabinet for agreement.

109/18

**Proposal to Join Pan-London Homelessness Prevention Procurement Hub ("Capital Letters")**

The Cabinet Member for Homes & Gateway Services stated the proposal to join "Capital Letters" would lead to improved outcomes for homeless families; including the health and education of those affected. As a not for profit organisation and potential access to £38m of grants for London boroughs, it was hoped that homelessness could be tackled with

accommodation in or near to Croydon being made available as councils would no longer be competing for Croydon accommodation. With London councils working together it was anticipated that economies of scale would also be realised.

The Cabinet Member noted that homelessness had increased by 60% nationally since 2011 with London seeing the biggest increase with a desperate shortage of affordable housing being a contributing factor and a housing allowance freeze which saw the average family being £300 short per month for the rent of their home.

The Opposition stated they welcomed the paper and the opportunity for Croydon families to be offered accommodation closer to home and achieving economies of scale through working with other councils.

In response to Member questions the Cabinet Member stated Croydon was one of the councils coming forward to join the organisation and that it remained an evolving situation. Work would continue to reduce the housing list and it was stated that it remained an ambition to move people into permanent accommodation as soon as possible.

The Head of Housing Solutions confirmed Croydon was the 12<sup>th</sup> council to join this scheme and would provide additional detailed information for the Shadow Cabinet Member on the expectations for Capital Letters in years 1 and 2, and the total number of homes to be provided.

The Leader of the Council delegated to the Cabinet the power to make the decisions set out below

**RESOLVED to**

1. Note the £38 million over three years potentially being made available by MHCLG specifically for pan-London collaboration on the procurement of accommodation for homeless households;
2. Approve the decision to join a Company Limited by Guarantee (provisionally, "Capital Letters London Ltd" Capital Letters) that will be established by the London boroughs to support the aforementioned aims, as an 'A' member;
3. Approve the appointment of the Head of Housing Assessment and Solutions as the Council's Member Representative of Capital Letters; and
4. Delegate authority to the Director of Housing Assessment and Solutions in consultation with the Deputy Leader and Cabinet Member for Homes and Gateway services and the Director of Law and Monitoring to approve operational staffing and arrangements, the final form of agreement and documents and all other matters

pertaining to the Council's membership of and participation in Capital Letters.

110/18

### **Financial Q2 Performance 2018/19**

The Cabinet Member for Finance & Resources informed Members that a £1.26m overspend was forecasted before exceptional items were included. Work was ongoing to ensure that a balanced position was possible before the end of the financial year; however it was noted that the scale of austerity and the increasing level of support residents required contributed to the overspend.

The Cabinet Member highlighted that there had been a shortfall of £7m funding for unaccompanied asylum seekers, £10m of fire safety works had been undertaken which the government had not provided funding for, and £3m remained outstanding for being a Universal Credit pilot authority. The shortfall in funding was stated to be a cause of the financial challenges; however work would continue to balance the budget.

The Leader noted that the administration had a tight grip on the budget despite the pressures that had been experienced. The LGA, it was stated, had recognised that it was national travesty that there was a funding gap for adult and children social care that had not been addressed. Furthermore, the Leader noted that the government would not be announcing the national funding agreement which would cause additional financial pressures.

In response to Member questions the Cabinet Member noted that enforcement income had increased; however it was in relation to the actions of motorists in the borough and the income had been used to help fund freedom passes and other services. The Cabinet Member for Environment, Transport & Regeneration (non-voting – Job Share) noted there had also been an increase in income from parking suspensions when parking bays were suspended to enable utility works to take place. Furthermore, the Cabinet Member for Environment, Transport & Regeneration (non-voting – Job Share) informed Members that a number of residents were requesting additional parking enforcement across the borough which were being considered.

The Cabinet Member for Finance & Resources informed Members that there had been a constant review of whether expenditure was capital or revenue; and as such when it was considered that a scheme was more transformational then the capital budget was used as opposed to the revenue budget.

Members were informed that there were contractual savings within the Veolia waste contract and that work was ongoing to ensure the service was delivered. It was further noted that reductions in the amount of waste going to landfill had been seen which would deliver further savings in landfill tax.

The Leader of the Council delegated to the Cabinet the power to make the decisions set out below

**RESOLVED to**

1. Note the current revenue outturn forecast at the end of the second quarter of 2018/19 of £1.266m, this is before exceptional items of £2.279m, resulting in a total overspend of £3.545m. If the £3.545m is not reduced by the end of the year then the £4.700m contribution to reserves identified in paragraph 2.2 will be reduced to a £1.155m contribution to reserves;
2. Note the ongoing engagement with and lobbying of Government by the Council for additional funding for Croydon, both in general terms and specifically Unaccompanied Asylum Seeking Children given Croydon's gateway status, fire safety measures and mitigation of the impact of the Universal Credit implementation;
3. Note the HRA position of a £0.475m forecast underspend against budget;
4. Note the capital outturn projection of £427.8m, forecast to be an underspend of £19.6m against budget; and
5. Note the changes to the capital programme set out in paragraph 7.6, Table 6 and Appendix 2 of the report.

111/18

**Scrutiny Stage 1: Recommendation arising from Scrutiny & Overview Committee and Streets, Environment & Homes Scrutiny Sub-Committee**

The Chair of Scrutiny Overview Committee noted that a number of recommendations had been made by the scrutiny committees. The Chair highlighted recommendation two at paragraph 3.3 of the report and informed Cabinet that it was expected that all Cabinet Member kept the recommendation trackers up-to-date.

Furthermore, the Chair of Scrutiny & Overview Committee noted that it had been a number of years since a review of the public by-laws had been undertaken and that it was appropriate to ensure they were reviewed and updated where necessary. The Chair also noted that scrutiny had undertaken a review of housing associations and while it was recognised that there had been some good work it was also timely to review the partnership working.

The Leader of the Council delegated to the Cabinet the power to make the decisions set out below

**RESOLVED** to receive the recommendations arising from the Scrutiny and Overview Committee (30 October 2018) & the Streets, Environment and Homes Sub-Committee (6 November 2018) and to provide a substantive response within two months (ie. at the next available Cabinet meeting on **21 January 2019**).

112/18

**Scrutiny Stage 2: Response to recommendations arising from Children & Young People Scrutiny Sub-Committee**

The Leader of the Council delegated to the Cabinet the power to make the decisions set out below

**RESOLVED** to approve the response and action plans attached to this report at Appendix A of the report and that these be reported to the Scrutiny and Overview Committee or relevant Sub-Committees.

113/18

**Investing in our Borough**

The Leader of the Council has delegated to the Cabinet the power to make the decisions set out below

**RESOLVED** to approve:

The procurement strategy which will result in contract awards for the provision of Social Care Assessment Services Approved Provider Panel for a maximum term of four years as set out at agenda item 11a.

**RESOLVED** to note:

1. The contracts over £500,000 anticipated to be awarded by the nominated Cabinet Member, in consultation with the nominated Cabinet Member for Finance and Resources or, where the nominated Cabinet Member is the Cabinet Member for Finance and Resources, in consultation with the Leader;
2. The list of delegated award decisions made by the Director of Commissioning and Procurement, between 13/10/2018 – 09/11/2018;
3. The list of delegated award decisions made by the Nominated Cabinet Member for Finance and Resources for the Good to Great ICT transformation programme.
4. Property acquisitions and disposals agreed by the Cabinet Member for Finance and Resources in consultation with the Leader since the last meeting of Cabinet.

114/18

### **Children's Social Care Assessments Procurement Strategy**

The Cabinet Member for Finance & Resources stated the procurement strategy would ensure high level assessments took place when assessments were required. In response to Member questions the Cabinet Member noted there had been substantial increase in the level of work in the last year which had led to the budget increasing from £1m to £2.5m; however work had begun to create an in-house assessment team and work on early help and prevention would facilitate a reduction in cost.

The Executive Director of Children, Families & Education informed Members that a reverse assessment was a specialist assessment which sought to establish whether it was appropriate for a child to return to the care of family members.

The Leader of the Council has delegated to the Cabinet the power to make the decisions set out below

#### **RESOLVED to**

1. Approve the procurement strategy for a 4 year (2+2) Approved Provider Panel for the delivery of Children's Social Care assessments during the period 1st August 2019 to 30th July 2023 (tentative), at a total estimated annual cost of £2.512m, making a total estimated cost of £10.049m for the 4 years; and
2. Approve the deviation from the Council's Tender and Contract regulation 21 for the reasons set out in section 3.20, to depart from the standard evaluation split of 60:40 (cost: quality) to allow a weighting of 30:70 (cost: quality) for admittance on to the Approved Provider Panel.

115/18

### **Exclusion of the Press and Public**

The item was not required.

The meeting ended at 7.52 pm



**For General Release**

<b>REPORT TO:</b>	<b>CABINET 21 January 2019</b>
<b>SUBJECT:</b>	<b>Croydon Creative Enterprise Zone</b>
<b>LEAD OFFICER:</b>	<b>Shifa Mustafa - Executive Director, Place Paula Murray - Creative Director, Place</b>
<b>CABINET MEMBER:</b>	<b>Cllr Oliver Lewis Cabinet Member for Culture, Leisure &amp; Sport</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY/POLICY CONTEXT:</b>	
<p>The proposals included in this report contribute to achieving the key outcome: We value the arts, culture, sports and activities from Croydon's Corporate Plan.</p> <p>The proposals contained in this report also support the delivery of: Croydon's Community Strategy 2013-18 and the aim to create 'a stronger, fairer borough where no community is held back' from Croydon's Opportunity &amp; Fairness Plan (2016-2020)</p>	
<b>FINANCIAL IMPACT</b>	
<p>The total financial investment in Croydon for Creative Enterprise Zones is circa £1m. This investment is made up of two elements :- £0.5m has been directly awarded to Croydon for the Creative Enterprise Zone Programme, to enable growth of arts in the Borough.</p> <p>A further £0.5m will be directly invested in Croydon by the GLA to procure training and development opportunities for new creative business.</p>	
<b>KEY DECISION REFERENCE NO.</b> This is not a Key Decision	
<p>The Leader of the Council has delegated to the Cabinet the power to make the decisions set out in the recommendations below</p> <p><b>1. RECOMMENDATIONS</b> The Cabinet is recommended to:</p> <p>1.1 Note the contents of this report</p>	

## **2. EXECUTIVE SUMMARY**

- 2.1 Croydon has been successful in becoming one of the first Creative Enterprise Zones named by the GLA in a recent bidding round. The funding and the designation will enable a programme of support for the creative and cultural industries in the heart of Croydon's area of regeneration.

## **3 DETAIL**

- 3.1 Croydon has been successful in its bid submitted earlier this year to the Greater London Authority (GLA) for Creative Enterprise Zone status. Having got through the first round alongside 10 other boroughs out of 25, a full bid was submitted in the summer. The announcement was made in early December and 6 zones were created in the final round, these were:

- Croydon
- Haringey
- Hounslow
- Lambeth
- Lewisham
- Tower Hamlets (who bid jointly with Hackney)

The GLA Creative Enterprise Zone programme has been designed to put measures in place to support cultural and creative organisations, particularly in terms of production, in a designated area.

- 3.2 Croydon's Creative Enterprise Zone (CEZ) sits mainly in the centre of Croydon, an area which is at the very heart of the large scale and transformational change the borough is undergoing over the next few years. The plans for our CEZ put a framework and set of actions in place that will support keeping creative production and cultural activity as a central part of that change.

The central Croydon area will see the largest increase in population proportionately in the borough over the next 5-10 years with 40% of the predicted increase concentrated in this area. It is also probably the best known part of our borough, in terms of urban design, architectural heritage and street art. The National Trust ran a very successful programme with the council in 2016 called Edge City highlighting the 1960s heritage in particular and the centre is much filmed and photographed. It is where most visitors to Croydon come and as such a crucial area for our identity, our profile and wider reputation. The positive impact of a strong and visible presence of creative and cultural industries in this key area cannot be underestimated.

The geography of the proposed cluster is also driven very much by responding to both existing and future opportunities. Audit work undertaken in the preparation of the bid has demonstrated a clear cluster and shoots of creative enterprise in this area. This is coming not only from the council, but from individual local entrepreneurs such as those behind Nexus and The Front Room and cultural organisations such as Artist Studio Company and Conditions who are moving into the area to benefit from the growing cultural infrastructure and network as well as cheaper property prices. The CEZ plans build on this groundswell and help to maximise other existing investment, energy and resources.

- 3.3 Looking beyond the central area, the plans also create a blueprint for how we might extend CEZ impact in the future with a further development of a hub and spokes model. In this first phase, South Norwood is included as the first potential 'spoke' area. The future potential of further localised hubs across the borough is also an exciting prospect. The development of policy and practice in the initial CEZ area will develop proven ways of working and demonstrable outputs that can translate to other areas where there are nascent clusters of activity.
- 3.4 Partnership is a fundamental part of the success of the bid and the plans. The council cannot deliver this vision by itself and the CEZ creates a focus and vehicle to bring together key creative partners and developers with the council. Working in parallel with the formal planning process, it will build relationships with 5 developer partners for example, towards a future Croydon that retains and develops a strong and individual cultural and creative personality in this key area. We have a core group of creative delivery partners on board as well and the CEZ provides the structure and governance for those to come together productively.
- 3.5 The CEZ is not just about the look and feel of Croydon, it is very much about jobs and improved circumstances for our residents and young people. Croydon Works will develop a social inclusion framework for CEZ partners to sign up to as well as managing the extensive internship and traineeship programmes. All our partners have a commitment to Croydon and many such as Turf and Rise Gallery for example, have a long history of in depth work in the area. The community engagement strategy as part of the programme will be resourced to target activity and opportunities where they are most needed ensuring that the benefits are shared.

The bid programme prioritises young people, as the borough with the highest population of under 25s and includes an extensive offer for young people. There is a CEZ wide scheme subsidising studio spaces for under 25s, training schemes including a focus on social media and marketing, paid internship programme paying the London living wage, careers roadshow from the BRIT School and representation from young people in the governance arrangements.

- 3.6 As well as a focus on young people and on production space, the development of the music city model in Croydon over the next 5-10 years is a priority that has emerged from the initial CEZ research work. Croydon will develop its music industry, bringing the expertise and knowledge of associate partner Sound Diplomacy together with the talented individuals, promoters, emerging venues such as The Front Room and re-emerging venues like Fairfield Halls. The fulfilment of Croydon's potential in all aspects of music production, education and promotion has its beginnings in the CEZ process and structure and defined area. The full potential of music as an economic driver for Croydon and vehicle for social and educational change is likely to develop beyond these boundaries, but the CEZ creates a firm basis on which to begin. Croydon has the heritage in music, it has the artists and increasingly the venues and places for production and just needs to build on this in a supported and coherent way.
- 3.7 The value of the award will be around £1million, half of which includes business support and training which will be procured direct by the GLA. However, the GLA have confirmed they will be prioritising CEZ areas for future capital funding over the next couple of years to support those gaps.

- 3.8 The timing of establishing a CEZ for Croydon with the built in ability to expand into a hub and spokes model, with a strong focus on the area of greatest change in the borough and on young people is key. It is now in Croydon that the physical transformations are taking place. If we miss the opportunity here to influence and work with those, Croydon could lose many of the things that make it special and vibrant and different. More broadly, this is an opportunity to embed practice and policy that will safeguard Croydon's cultural growth as a vital part of its development for years to come.

#### **4. CONSULTATION**

- 4.1 The Creative Enterprise Zone bid built on the consultation and engagement that was undertaken for the London Borough of Culture. The CEZ consortium itself consists of 28 members who met several times over the period of the bid development. Further consultation was undertaken with the Croydon Culture Network which meets quarterly.

#### **5 FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS**

- 5.1 The total financial investment in Croydon for Creative Enterprise Zones is circa £1m.

This investment is made up of two elements :-

- £0.5m has been directly awarded to Croydon for the Creative Enterprise Zone Programme, to enable growth of arts in the Borough.
- A further £0.5m will be directly invested in Croydon by the GLA to procure training and development opportunities for new creative business.

Approved by: Lisa Taylor, Director of Finance, Investment and Risk and Deputy S151 Officer

#### **6. COMMENTS OF THE COUNCIL SOLICITOR AND MONITORING OFFICER**

- 6.1 The Solicitor to the Council comments that there are no direct legal implications arising from the recommendations within this report.

Approved by: Sandra Herbert Head of Litigation and corporate Law for and on behalf of Jacqueline Harris-Baker Director of Law and governance and Monitoring Officer.

#### **7. HUMAN RESOURCES IMPACT**

- 7.1 The recruitment of staff will be managed under the Council's recruitment policy and any HR issues will be managed under the Council's policies and procedures as and when they arise.

Approved by: Jannifer Sankar, Head of HR Place on behalf of Sue Moorman, HR Director

## **8. EQUALITIES IMPACT**

- 8.1 As part of the bid programme, Croydon Works will develop a Social Charter for creative businesses to sign up to as a condition of participation which will include targets on BAME and LGBT+ representation.

Approved by Yvonne Okiyo, Equalities Manager

## **9. ENVIRONMENTAL IMPACT**

- 9.1 No specific adverse environmental impacts have been identified resulting from the proposals contained in this report.

## **10. CRIME AND DISORDER REDUCTION IMPACT**

- 10.1 The CEZ area is the 26<sup>th</sup> most deprived area nationally, anti-social behaviour is much higher than across the rest of the borough and it has a mixed demographic with some areas of high need. The CEZ plans do respond in part to these challenges with the community engagement strategy, with the emphasis on the visible aspects of delivery in creating mixed footfall with events and activity and engendering civic pride with curatorial and campaigning programmes.

## **11. REASONS FOR RECOMMENDATIONS/PROPOSED DECISION**

- 11.1 The decision to bid for CEZ status was made on the basis that the policy direction of this fund matched the authority's Corporate Plan and Community Strategy aims, that Croydon had a strong basis for a bid and a good cross section of partners to work with.

## **12. OPTIONS CONSIDERED AND REJECTED**

- 12.1 Not bidding for the CEZ was considered and rejected; the resource needed to make the initial expression of interest was available within existing budgets and work undertaken in preparation for the London Borough of Culture bid was also available to build on. The second stage of the bidding process was funded by GLA.

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**CONTACT OFFICER:** Paula Murray – Creative Director 07436 039215

**APPENDICES TO THIS REPORT:** None

**BACKGROUND PAPERS:** None

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**For General Release**

<b>REPORT TO:</b>	<b>CABINET 21 January 2019</b>
<b>SUBJECT:</b>	<b>Strategic Approach to Community Led Housing Provision</b>
<b>LEAD OFFICER:</b>	<b>Shifa Mustafa – Executive Director</b>
<b>CABINET MEMBER:</b>	<b>Councillor Alison Butler – Deputy Leader and Cabinet Member for Homes &amp; Gateway Services</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY/POLICY CONTEXT/AMBITIOUS FOR CROYDON:</b>	
<p>This report details the strategic approach to the support of Community Led Housing by Croydon Council.</p> <p>The aim is to pilot a selection of sites which will demonstrate how Croydon Council can engage with community-led housing initiatives that generate affordable housing and meet housing need. It therefore supports the following corporate priorities:</p> <ul style="list-style-type: none"> <li>• ‘To provide good, decent homes affordable to all. It also strongly supports the priority of resident involvement and devolution, which is a theme in the operating model</li> <li>• ‘Residents drive what we do’</li> </ul>	
<b>FINANCIAL IMPACT:</b>	
<p>The financial impact for the Council is minimal. £32k of revenue funding for this strategic approach has been secured from the Community Housing Fund and £15k capital funding is available from the regeneration feasibility budget.</p> <p>Brick by Brick will complete the basic due diligence on pilot sites as part of their Corporate Social Responsibility strategy.</p>	
<b>KEY DECISION REFERENCE NO.:</b> Not a key decision	
<b>1. RECOMMENDATIONS</b>	
The Cabinet is recommended to :-	
1.1	Approve the pledge to support community led housing as set out in the report under 2.5.
1.2	Approve the strategic approach to delivery of community led affordable housing commencing with a set of pilot sites as set out in this report.

## **2. EXECUTIVE SUMMARY**

- 2.1 The Council is developing a strategic approach to creating opportunities for community led housing, which is outlined in the pledge set out below.
- 2.2 A pilot process will commence with the selection of up to five sites for development of affordable community-led housing supported by Brick by Brick during 2019-20.
- 2.3 The GLA has resources to assist Croydon to manage this process. Standard document templates may be able to be used for group selection and contracts, and the GLA Small Sites x Small Builders' portal can be used to select groups.
- 2.4 Locally, Croydon Council is continuing to work with London Community Land Trust and Croydon Citizens to support their interest in a community land trust (CLT) scheme for affordable housing.
- 2.5 Croydon Council pledge to commit to:
  - 2.5.1 consider the inclusion of Community Led Housing (CLH) policy in the course of the development of any future Council strategy or planning policy document as appropriate.
  - 2.5.2 develop a process for supporting CLH across the Borough, commencing with a pilot of up to five sites in 2019 for the development of intermediate affordable homes in partnership with Brick by Brick.
  - 2.5.3 work with those interested in CLH to provide advice and support on feasible proposals for CLH schemes that would generate genuinely affordable housing that meets priority housing needs, and signpost them to other appropriate support and guidance as appropriate.
  - 2.5.4 continue to support Croydon organisations to develop proposals for a council site (or sites) on which to develop a CLH scheme, subject to consultation with local residents, the positive outcome of a feasibility study and due planning process.

## **3. DETAIL**

### **3.1 Background**

Croydon Council set up the Housing Commission on Community-Led Housing in September 2016 on behalf of the Co-operative Councils' Innovation Network (CCIN) to encourage local authorities to foster co-operative and community-led solutions to the housing crisis. It produced a report, 'Community-Led Housing: a Key Role for Local Authorities', was published in January 2018, and was brought to cabinet. A draft pledge was included in that cabinet report.

### **3.2 What is Community-Led Housing (CLH)?**

Community-led housing is a generic term to encompass several types of resident-led housing. The definition, agreed between the three major national bodies in the sector



(National CLT Network, UK Co-housing Trust and the Confederation of Co-operative Homes) and adopted by MHCLG and the GLA, is based on 3 core principles:

3.2.1 A requirement that meaningful community engagement and consent occurs throughout the process. The community does not have to initiate and manage the development process, or build the homes themselves, though some do.

3.2.2 The local community owns, manages or stewards the homes and does so in a manner of their choosing.

3.2.3 A requirement that the benefits of the scheme to the local area and/or specified community group are clearly defined and legally protected in perpetuity e.g. through an asset lock.

See Appendix 1 for more detail regarding the range of types of community-led housing. The Council is intentionally taking a broad view of the definition of community-led housing, in order to enable a full range of community groups to engage in the development and management of new homes. It should be noted that the definition of community in this context is not limited by geography, but can encompass communities of interest or practice.

### **3.3 How can Community Led Housing benefit Croydon?**

CLH schemes would be for local people priced out of the housing market and in housing need.

3.3.1 CLH can add to the range of housing delivery options, making a contribution to a broader spectrum of more affordable housing options for residents, beyond the statutory social and intermediate housing offer.

3.3.2 CLH will involve residents in addressing housing need, providing a way for local people to achieve their aspirations for an area and bring forward tricky sites that are otherwise not suitable for development via the open market.

3.3.3 CLH can be a helpful tool for engaging with and empowering local communities, particularly in areas resistant to new development. It can help sustain local economies through skills development and job creation.

See Appendix 2 for details of what other boroughs are doing to engage with the sector and progress proposals for CLH developments.

## **Policy Context**

### **3.4 Local policy**

3.4.1 Facilitating CLH as part of a broader affordable housing mix, supports the key priority of the provision of 'good, decent homes, affordable to all' in the Corporate Plan 2018-22. Supporting groups of residents to commission and/or build their own affordable homes through CLH diversifies the supply of new homes, and ensures those homes built are appropriate for the local community.

3.4.2 Supporting CLH is a means to deliver the priority of 'building new homes' set out in the 'We are Croydon' Vision in the Croydon Community Strategy

2016-21, whilst achieving the parallel priorities of ‘building cohesive and strong communities, connecting our residents, local groups and community organisations’ and directly ‘strengthening and mobilising our community...sector’

### 3.4.3 Croydon Local Plan 2018

- 3.4.3.1 Supporting CLH will facilitate the delivery of intermediate affordable homes in line with Local Plan Policy SP2: Homes, producing ‘different types of homes in the borough and contributing to the creation... of sustainable communities’.
- 3.4.3.2 CLH achieves Strategic Objective 7: ‘...creating spaces and buildings that foster safe, healthy and cohesive communities’.
- 3.4.3.3 Resident involvement in the design of CLH will also ‘promote well designed...community...facilities to meet the aspirations and needs of a diverse community’ as set out in Strategic Objective 6.

### 3.4.4 Localities working strategy

One of the key aims of the localities working strategy is ‘greater collaboration with partners and the voluntary community sector at the local level’. CLH builds trust, and fosters strong ties between the council and local community organisations. It is a means to bring the council and the community in an area closer together, building on what’s already there. The strong social bonds forged by developing housing together results in a strong network of community support, which bolsters ‘preventative activity’, through reduced loneliness and reduced impact on social and health services.

## 3.5 Regional policy

To facilitate the growth of the community-led housing sector in London, the Mayor of London’s Housing Strategy (May 2018) includes the following proposals: ‘Working with councils and others, the Mayor will support Londoners to be involved in planning and delivering new homes. This will include:

3.5.1 setting a target to identify a pipeline of community-led housing schemes by 2021, with capacity to deliver at least 1,000 homes;

3.5.2 supporting the expansion of community-led housing schemes through a new CLH hub for London; and

3.5.3 investing in community-led housing schemes and lobbying Government for a share of the national Community Housing Fund.’

## 3.6 National policy

3.6.1 The Self-build and Custom Housebuilding Act 2015 put a requirement on Local Authorities (Borough Councils in London) to maintain a register of ‘persons seeking to acquire land to build a home’.

3.6.2 The Housing and Planning Act 2016 requires Local Authorities to give 'suitable development permission in respect of enough serviced plots of land to meet the demand for self-build and custom housebuilding in the authority's area arising in each base period'

3.6.3 The Self- and custom-build housing definition encompasses CLH types; but also includes homes that are not affordable, nor for community benefit, for instance individuals building private homes.

### 3.7 Funding Context

3.7.1 MHCLG have allocated a Community Housing Fund over 4 years to support community-led housing.

3.7.2 The GLA has received £38m through the Community Housing Fund for London schemes. The programme will run to 2023 and the fund is split into capital (£30m) and revenue (£8m). Community groups are eligible to apply for this funding directly from the GLA, or through the London Community Led Housing Hub.

3.7.3 Croydon received ca. £44k in 2016/17 from a previous round of the fund: we contributed 25% of our grant (£10,820) via the GLA to the London Community-Led Housing Hub, and have claimed £1,000 for staff time. Ca. £32k of this funding remains.

### **Proposed Strategy for CLH in Croydon**

3.8 Considering the context outlined above, a broad approach to encouraging community-led housing development in the borough is being tested, commencing with a pilot of up to 5 sites in 2019.

We are reviewing the following key work streams to encourage and progress the development of community-led housing in the borough:

#### 1. Consultation and capacity building

- working with the community to identify local organisations or community groups that would be interested in housing development
- continue to work with Croydon community organisations to help them build their capacity to progress with development projects locally, potentially assisting in linking them with an independent professional adviser

2. Test potential for a developer-enabled community land trust model in partnership with Brick by Brick, where CLH homes constitute part of their intermediate affordable housing offer (as at Redbridge – see Appendix 2)

#### 3. Review potential for other models of CLH including

- housing for social-rent in partnership with Croydon Affordable Homes/ local Housing Associations as an enabling/initiating organisation on small sites (<10 homes)
- conversion of suitable council-owned buildings for CLH development, building on research already conducted by Brick x Brick, and in

collaboration with Facilities and Asset Management colleagues (e.g. park lodge sites).

## **Pilot Process**

3.9 The chosen pilot approach to CLH sites is to test a developer-led partnership approach for intermediate affordable housing with Brick by Brick. Brick by Brick are committed to supporting of this type of initiative as part of their Corporate Social Responsibility strategy.

3.9.1 Brick by Brick will support the development process, providing up to five suitable sites from their pipeline, design and development expertise, and will complete basic due diligence on sites to de-risk the process for groups.

3.9.2 Community groups will bid for council-owned sites specifically restricted for CLH through the GLA's Small Sites Small Builders portal in spring 2019, by submitting their track record, the background of the team as well as their financial offer and intentions for the site. Bids will be shortlisted on their offer, followed by a qualitative assessment of the shortlist, to ensure sites are allocated to groups who intend to build high quality, deliverable schemes.

3.9.3 All proposals will incorporate a baseline principle that in relation to council land, any ownership transfer should realise best value within the parameters set, including planning policy, designation for CLH, and designation for intermediate affordable housing. As such, the CLH group will be expected to pay at least the calculated discounted market value for the land.

3.9.4 Standard GLA contracts will be used where possible to reduce administrative resource requirement on officers. Covenants in the lease will ensure genuine affordability of homes, locked in for future generations.

3.9.5 Selected CLH groups will be supported by Brick by Brick and their architecture practice Common Ground Architecture to work up their design to planning stage. Groups will take ownership of sites after planning, and can also choose to be supported through the construction process by Brick by Brick. Groups will have ownership and management of the homes when they are completed.

3.9.6 Development will be tied to the Brick by Brick programme, and should any community group fall away during the development process, or not meet target milestones for key decisions, Brick by Brick would be able to step-in and continue to develop these sites as part of their intermediate affordable housing provision, and their programme would not be delayed. Croydon could also take back the site if it were not built out by a cut-off date in the lease. This will minimise risk to the Council.

3.9.7 Existing groups such as Croydon CLT and Norbury CLT will be encouraged to bid for sites and they will be offered support to build their capacity to progress with developments.

## 4. CONSULTATION

- 4.1 Local community groups who have expressed an interest in community led housing provision have been consulted in a series of engagements.

## 5 FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

- 5.1 The financial requirement from Croydon Council to support this programme of Community Led Housing is minimal.
- 5.2 A total of £32k of funding over the two financial years 2018/19 and 2019/20 from the Community Housing Fund will be used to support staff resources. With a further £15k available from the regeneration feasibility budget allocated for Community Led Housing for 2018/19. Further capital funding could be made available in future years if necessary.
- 5.3 Brick by Brick will complete the basic due diligence on sites to de-risk the process for groups, as part of their Corporate Social Responsibility strategy.
- 5.4 The detailed agreement of the process for the selection of pilot sites is still to be finalised with Brick by Brick, and reviewed for compliance by the legal and procurement teams.

### 1 Revenue and Capital consequences of report recommendations

	Current year	Medium Term Financial Strategy – 3 year forecast		
	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
<b>Revenue Budget available</b>				
Expenditure	16	16		
Income				
<b>Effect of decision from report</b>				
Expenditure	16	16		
Income				
<b>Remaining budget</b>	<u>0</u>	<u>0</u>		
<b>Capital Budget available</b>				
Expenditure	15			
<b>Effect of decision from report</b>				
Expenditure	15			
<b>Remaining budget</b>	<u>0</u>			

### 2 The effect of the decision

The funding is already secured from the Community Housing Fund, and the regeneration feasibility budget, and it is expected that this will be fully spent by

2019/20. Supporting Community Led Housing in Croydon is a way for homes to be delivered in places where people want to live, work and socialise, whilst empowering residents and building resilient communities.

These additional homes will increase much needed housing supply within the borough and enable our residents to live in affordable housing.

### **3 Risks**

The detailed process for the selection of pilot sites is still to be finalised and reviewed for compliance by the legal and procurement teams.

There would be a reputational risk to the council should this approach be agreed, and no CLH be delivered. This risk is considered to be minimal as Brick by Brick are committed to supporting this approach and will step in and continue to develop these sites should the CLH approach fail.

### **4 Options**

Not applicable

### **5 Future savings/efficiencies**

No savings anticipated from this scheme.

Approved by: Lisa Taylor, Director of Finance, Investment and Risk (Deputy S151 Officer)

## **6. COMMENTS OF THE COUNCIL SOLICITOR AND MONITORING OFFICER**

- 6.1 The Solicitor to the Council comments that beyond the statutory and national policy context set out in paragraph 3.6 above at this stage there are no specific legal considerations to note at this stage. Any specific land disposals required as a consequence of the proposals set out in this report will need to be the subject of a separate authorisation process and advice can be given on that at the time. Legal officers will also be available to give advice as necessary through the implementation of the proposals.

Approved by: Sean Murphy, Head of Commercial and Property Law and Deputy Monitoring Officer on behalf of the Director of Law and Monitoring Officer

## **7. HUMAN RESOURCES IMPACT**

- 7.1 There are no direct impacts for LBC workforce with the exception of officer time to manage this process which has been factored in.

Approved by: Sue Moorman, Director of Human Resources

## **8. EQUALITIES IMPACT**

- 8.1 We will ensure equality considerations are integral to the design of the processes involved in the Community Led Housing strategy, and overall, we expect the support of community led housing to have a positive impact on groups that share protected characteristics. An equality analysis will be

completed once sites are chosen, and selection processes are being designed.

Approved by: Yvonne Okiyo, Equalities Manager

**9. ENVIRONMENTAL IMPACT**

9.1 We will ensure that new homes meet good sustainability targets, and encourage energy efficient design.

**10. CRIME AND DISORDER REDUCTION IMPACT**

10.1 We will ensure new homes are designed to meet Secure By Design designing out crime guidance.

**11. REASONS FOR RECOMMENDATIONS/PROPOSED DECISION**

11.1 This strategic approach and pilot process will demonstrate how Croydon Council can engage with community-led housing initiatives that generate affordable housing and meet housing need, and supports the corporate priorities of providing good, decent homes affordable to all, and resident involvement and devolution.

**12. OPTIONS CONSIDERED AND REJECTED**

12.1 Not Applicable

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**CONTACT OFFICER:** Zohra Chiheb, Regeneration Manager  
07864 247 392

**APPENDICES TO THIS REPORT:** Appendix 1: Types of Community Led Housing (CLH)  
Appendix 2: What are other London Boroughs and the GLA doing?

**BACKGROUND PAPERS:** None

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## **Appendix 1: Types of Community Led Housing (CLH)**

There are many different types of CLH across the UK, but this list describes the range of CLH models delivering new homes in London.

### **1. Community Land Trust (CLT)**

CLTs are legal entity set up and run by local people to develop and/or manage homes. Homes are covenanted to remain affordable for future occupiers. Homes can be either for sale or for rent, and can be built in partnership with traditional RSLs, contributing towards the affordable housing allocation on a site.

#### **Example: St Clements- London CLT, Tower Hamlets**

St Clements is London's first CLT, completed 2017. The listed hospital site was built by Linden Homes, with the GLA and Peabody. The project provides 252 homes, 35% affordable - including 58 social rent and 23 CLT homes. 700 people applied for the 23 CLT homes, which were an intermediate affordable product.

### **2. Co-housing**

Co-housing communities are intentional communities, created and run by their residents. Each household has a self-contained, private home as well as shared community space(s).

#### **Example: OWCH co-housing, Barnet**

OWCH (older women's co-housing) is a 25 home cohousing scheme developed by women over 50. The scheme is private ownership, part social rent, achieved through partnering with Hanover Housing Association. OWCH demonstrates the benefits of co-housing, particularly for older people, in terms of reduced loneliness and quality of life.

### **3. The Developer-enabled Model**

Some developers are engaging with the issues being tackled by the CLH sector and producing ownership products that meet the community-led housing criteria in terms of asset-lock and resident engagement.

#### **Example: Naked House, Enfield**

Naked House is an intermediate affordable product, their limit is household incomes of £90,000. In some developments the Local Authority will retain the freehold of the site and Naked House take a long lease, with residents paying a 'land rent' each month to eventually pay off the land value. This greatly improves viability since all up front land costs are removed. Residents are involved in the design of their homes.

### **4. Resident-led Estate Regeneration**

Where estates have a well-organised, well-funded tenant's organisation, there is scope for tenants to initiate regeneration with Local Authority support.

#### **Example: Marklake Court, Leathermarket, Southwark**

The Leathermarket Joint Management Board led the development of social rented homes on land in the centre of the Kipling Estate. Southwark Council transferred the land for £1, and funded the construction costs as a loan. Igloo were hired as development managers. The council accept zero value land transfer because of the

provision of 100% affordable homes, together with community buy-in and devolved decision making.

## Appendix 2: What are other London Boroughs and the GLA doing?

### Lewisham

LB Lewisham are proactive in supporting various types of CLH, and two projects are currently underway. Officers engaged with the community and arranged a walking tour of Lewisham as a mapping exercise – which led to the identification of sites for potential CLH projects. There is a desire to use CLH to contribute to housing delivery alongside their own arms-length housing development.

The following analysis of a site was submitted to LB Lewisham cabinet to demonstrate how number of homes delivered and level of community control varies with different delivery methods.

	1. Outright land sale	2. Council-led housing development	3. Community-led housing development
Scale of development	c. 10 homes	c. 28 homes	c. 28 homes
Estimated tenure break down	10 private sale homes No affordable homes	c. 5 private sale homes (20%) c. 23 social rented homes (80%)	No outright homes 28 affordable homes of a range of types

	1. Outright land sale	2. Council-led housing development	3. Community-led housing development
Scale of council control/ certainty of delivery	The Council would release control at the point of sale, other than through the planning process	Maximum level of control. Lewisham Homes would lead the development in the same manner as is the case for the mainstream New Homes programme	Control may be maintained through the scope of the brief provided for the site, and through a development agreement which would be negotiated with the chosen partner. This would set required outcomes but would delegate control of delivering those to the partner.
Scope of community involvement	Only through the planning process	Some potential for residents to be involved in design and final fit out, but construction would be led by a standard main contractor	Maximum level of involvement. The lead partner would organise residents to submit their ideas in response to the brief in the first instance, and then to decide how best to deliver the Council's requirements for the site. This route also enables the maximum scope for residents to be involved in the development process.

### **Redbridge**

LB Redbridge have committed to deliver 250 Community Land Trust homes. Their housing company will deliver this as part of their affordable mix, in place of shared-ownership or intermediate homes. The council will only undertake CLT homes where it is financially viable. The council will work with communities to develop the design brief, and determine the level of community engagement.

### **Waltham Forest**

LB Waltham Forest are supporting CLH through capacity-building grants of up to £3,000 for formally constituting a group, training or help with developing business cases. They are currently considering various ways of creating opportunities for CLH.

### **Tower Hamlets**

LB Tower Hamlets have set up The Self-Build Forum, which is a meeting between self-build applicants on the register, and Council officers. The Lead Cabinet Members responsible for housing and strategic development also attend. They intend to make small infill sites available to community-led self-build groups through the GLA's Small Sites Small Builders programme, whilst developing larger sites themselves.

### **GLA - Small Sites Small Builders Programme<sup>1</sup>**

The GLA offers a service to public landowners to help identify and bring forward small sites, whilst retaining control over the type of housing output. There is a standardised selection process, with standard contracts for easy comparison and minimal negotiation with small builders. There was a successful pilot project this year with 10 TfL sites, two of which were exclusively available to CLT applicants.

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<sup>1</sup> <https://www.london.gov.uk/what-we-do/housing-and-land/land-and-development/small-sites/support-public-landowners>

**For General Release**

<b>REPORT TO:</b>	<b>CABINET 21 JANUARY 2019</b>
<b>SUBJECT:</b>	<b>Education Estates Strategy</b>
<b>LEAD OFFICER:</b>	<b>Robert Henderson – Executive Director, Children, Families and Education</b>  <b>David Butler – Director, Education and Youth Engagement</b>  <b>Denise Bushay - Head of Service, School Place Planning and Admissions</b>
<b>CABINET MEMBER:</b>	<b>Councillor Alisa Flemming – Cabinet Member for Children, Young People and Learning</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY/POLICY CONTEXT/AMBITIOUS FOR CROYDON:</b>	
<p>Corporate Plan 2018 - 2022</p> <p>The recommendations in this report are in line with the new operating model – ‘getting the basics right for residents’ and will contribute to the delivery of the following key priority / outcome: ‘Our children and young people thrive and reach their full potential:</p> <ul style="list-style-type: none"> <li>• Children and young people in Croydon are safe, healthy and happy, and aspire to be the best they can be</li> <li>• Every child and young person can access high quality education and youth facilities</li> <li>• Ensure there are high quality school places for Croydon’s increasing numbers of children and young people.</li> </ul>	
<b>FINANCIAL IMPACT</b>	
<p>The overall cost of the Education Capital Programme is estimated at £53.515m over the period 2019/20 – 2021/22 as set out in Appendix 5a and includes the ESFA funded new special free school - Addington Valley Academy (on the Timebridge site). This project will be fully funded by the ESFA at a budget of £13.510m.</p>	
<b>KEY DECISION REFERENCE NO.:</b> 0119CAB	
<p>The decision may be implemented from 1300 hours on the 6th working day after the decision is made, unless the decision is referred to the Scrutiny &amp; Overview Committee by the requisite number of Councillors.</p>	

The Leader of the Council has delegated to the Cabinet the power to make the decisions set out in the recommendations below:

**1. RECOMMENDATIONS**

The Cabinet is recommended to:

## **School Place Planning**

- 1.1 Note the review of mainstream school pupil projections undertaken and submitted to the Department for Education (DfE) in July 2018 – available places vs SCAP18 forecasts – Appendix 1.
- 1.2 Early Years Provision  
Note publication of the 2018 Childcare Sufficiency Assessment report – Appendix 2.
- 1.3 Alternative Provision / Pupil Referral Unit (PRU)
- 1.3.1 Note the intention that the Cabinet Member for Finance and Treasury in consultation with the Leader will approve the lease of land from John Ruskin College and to delegate authority to the Executive Director, Children, Families and Education to agree terms and sign the lease.
- 1.3.2 Note the entering in of a licence for refurbishment of the existing Cotelands PRU building at John Ruskin College.
- Special Educational Needs and Disability
- 1.4 Agree the proposed Special Educational Needs and Disability (SEND) School Place Supply Strategy (at paragraph 3.44, Table 1) for the next 3 academic years – 2019/20 to 2021/22.
- 1.5 Consider the responses to statutory consultation and approve the proposed extension of the age range from 4 – 11 to 2 - 11 for Red Gates School from September 2019 – Appendix 3.
- 1.6 Note that the ESFA commissioned Croydon to lead on the delivery of the new special free school - Addington Valley Academy (Timebridge site) which will be fully funded by the ESFA at a budget of £13.510m (paragraphs 3.29-3.31).
- 1.7 Note update on the partnership with Croydon Further Education (FE) college to establish new local post 16 places in an SEN Centre of Excellence (paragraphs 3.32-3.33).
- 1.8 Note the continued planned expansion of secondary autism Enhanced Learning provision at Oasis Arena. (paragraph 3.34).

## **School Admissions**

- 1.9 Agree to recommend to full Council the proposed changes to the admission arrangements for the 2020/21 academic year – Appendix 4 (*Consultation outcomes report*)
- Acceptance of first preference offers as part of the coordinated admission arrangements
  - Pan-London primary and secondary coordinated admissions schemes and post offer process (main rounds of admissions)
  - The processing of overseas applications for admission to school within the normal admissions rounds (excluding Crown servants)
- 1.10 Agree to recommend to full Council that it determine the proposed Community schools Admission Arrangements for the 2020/21 academic year (Appendix 4a),
- adoption of the proposed Pan London scheme for co-ordination of

- admissions to Reception and Junior schools – Appendix 4b; and
- adoption of the proposed Pan London scheme for co-ordination of admissions to secondary schools – Appendix 4c.

### **Capital Programme**

- 1.11 Approve the Capital Programme as set out in Appendix 5a.

### **School Maintenance and Compliance**

- 1.12 Note the detailed proposed Schools' Maintenance Plan for 2019/20 of £2m as set out in Appendix 5 and delegate authority to the Executive Director, Children, Families and Education to vary the plan to reflect actual prices and new urgent issues that may arise, including authorising spend against the allowance for emergency and reactive works. The Executive Director, Children, Families and Education shall report back to members in respect of any exercise of such authority.
- 1.13 Note progress made on fire safety works in Croydon community schools (paragraphs 5.17 – 5.21).

## **2. EXECUTIVE SUMMARY**

- 2.1 The Department for Education (DfE) is responsible for the policy and statutory framework and makes financial contributions to local authorities' costs in delivering school places. Local authorities are statutorily responsible for ensuring that there are sufficient school places, including early years and childcare places in their area. They are also required to co-ordinate the normal admissions round for primary and secondary schools in their area and ensure that school buildings meet the minimum standard.
- 2.2 This report sets out Croydon's strategic direction for three stages of education: Early Years, Primary and Secondary, including Pupil Referral Unit and Special Educational Needs and Disability. The Education Estates Strategy covers: School Place Planning; School Admissions; and Schools' Maintenance & Compliance.
- 2.3 The purpose of the report is to obtain Cabinet's approval for the recommendations/proposals and the associated budget.

### Early Years Provision

- 2.4 Local Authorities are required to 'report annually to elected council members on how they are meeting their duty to secure sufficient childcare, and make this report available and accessible to parents'. Croydon's Childcare Sufficiency Assessment 2018 report indicates that there are sufficient early years and childcare places for families. The Sufficiency Assessment report has been published and can be accessed via <https://www.croydon.gov.uk/community/childcare/cs-assessment> and attached as Appendix 2.

### Primary and Secondary Education

- 2.5 Local authorities have a duty to ensure that sufficient schools are available for their area to provide primary and secondary education. Pupil projections for

Croydon indicate sufficiency of school places borough-wide for the Primary and secondary educational phases for the next 3 years.

Alternative Provision / Pupil Referral Unit (PRU)

- 2.6 The Council has a duty to make arrangements for the provision of suitable education at school or otherwise for each child of school age who for reasons of illness, exclusion or otherwise would not receive it unless such arrangements were made.

*Lease of land from John Ruskin College*

- 2.7 The Council will be required to take a lease of the land from John Ruskin for the relocation of the Springboard Tuition Service with a 15 year term and thereafter 5 year mutual break clause. This lease will run co-terminus with the existing Cotelands lease which was already in place, expiring in 2104. Croydon will be responsible for paying an annual rent of £7,500 (increasing with CPI every five years) together with a service charge to cover grounds maintenance and statutory services, and other associated costs including utilities and business rates.

The plan is to use a 2 phased approach for transferring pupils to the new location in January 2019 in the Cotelands building and new modular unit in April 2019. Cabinet is asked to agree the recommendation for the lease of land.

- 2.8 Special Educational Needs and Disability (SEND)

*Red Gates School*

- 2.9 Local authorities are required by legislation to secure early education places for three and four year olds, as well as disadvantaged two year olds, until the child reaches compulsory school age. During November 2018, Croydon consulted on a proposal to extend the age range (from 4 – 11 years to 2 – 11 years) of pupils at Red Gates School from September 2019.

- 2.10 The results of the consultation have been analysed and overall, of the total of 24 responses received a majority of respondents (71%) supported the proposed extension of the age range for Red Gates School. The proposed change will enable the school to provide specialist education for children with learning difficulties from 2 years old, supporting the Local Authority in meeting duties to provide an offer for 2, 3 and 4 year olds. A detailed consultation outcomes report, including the Council's response to issues is attached at Appendix 3. Cabinet is recommended to approve the proposal to extend the age range at Red Gates School.

**School Admissions**

- 2.11 Proposed changes to Admission Arrangements for 2020/21 academic year  
The Council is statutorily responsible for ensuring that admission arrangements are compliant with the School Admissions Code, 2014. A key part of this is a requirement to determine the Admission Arrangements for its schools annually.
- 2.12 Within the statutory timeframe, Croydon council sought views of stakeholders on the following proposed changes to admission arrangements for community schools and the PAN-London coordinated admissions schemes for the 2020/21 academic year:
- Acceptance of first preference offers as part of the coordinated admission arrangements



- Pan-London primary and secondary coordinated schemes and post offer process (main rounds of admissions)
- The processing of overseas applications for admission to school within the normal admissions rounds (excluding Crown servants)

2.13 Overall we received a total of 96 responses:

- All respondents answered the question relating to acceptance of first preference, of which the majority (69%) support of the proposed change
- 69 respondents answered the question relating to removal from waiting list for higher preference, of which (68%) support the proposed change
- 65 respondents answered the question relating to processing of overseas applications, of which 46% do not support the proposed change, and 19% not sure.

A detailed consultation outcomes report is attached at Appendix 4.

2.14 Cabinet is asked to agree the proposed changes and to recommend that full Council determine the proposed Admission Arrangements:

- The proposed admission arrangements for Croydon community schools is attached at Appendix 4a
- The proposed Pan-London scheme for Co-ordination of Admissions to Reception and Junior is attached at Appendix 4b
- The proposed Pan-London Scheme for Co-ordination of Admissions to secondary schools is attached at Appendix 4c

### **Schools' Maintenance and Compliance**

2.15 The Council has a duty to ensure that its school buildings meet the minimum standard and premises are maintained so that: they are safe, warm and weather tight and provide a suitable learning environment.

#### Schools' Maintenance Plan

2.16 The Schools' Maintenance Plan (Appendix 5) contains the planned repairs and maintenance programme for two years (2019/20 – 2020/21). As part of the maintenance programme for 2019/20, updated condition surveys of the Council community schools will be undertaken to set the maintenance programme of these assets over the next 5 years. The outcomes of these surveys will then inform the programme of maintenance works between 2020 and 2025 including those that have already been identified.

2.17 As in previous years and as part of forward planning we are requesting an allowance of £2m for 2021/22, however this may change dependent on the outcomes of the new surveys.

2.18 Physical internal re-modelling works are required at Kenley Primary School and St Giles School to address safeguarding issues and operational requirements, and the installation of a new kitchen at Elmwood Juniors School. These projects will be fully funded through underspend from the overall Education Capital programme budget.

## **3. DETAIL**

### **School Place Planning**

3.1 Under section 14 of the Education Act 1996, every local authority (LA) has a

statutory duty to provide sufficient school places for all pupils in its area. This includes the planning and reviewing of school places, securing diversity and increasing opportunities for parental choice to ensure the needs of the community are met, as well as managing surplus places.

- 3.2 To fulfil its duties, Croydon forecasts the future demand for school places by splitting the borough into educational planning areas (based on groups of schools): six for the primary phase and two for the secondary phase to reflect reasonable travel distances. In conjunction with our regular review of the demand for school places, we commission the Greater London Authority School Roll Projection service to undertake an annual forecast of the number of pupils who will need a school place in the future. The forecasts of pupil numbers are also essential in providing the Department for Education (DfE) with information to support basic need capital allocations.
- 3.3 Available Places vs SCAP18 forecasts \_ (Appendix 1)  
Based on Croydon's recent School Capacity (SCAP) Survey and forecasts of pupil numbers submitted to the DfE in July 2018, our latest estimates suggest that there will be sufficient places in Croydon primary and secondary schools to accommodate children for the next 3 years. Currently, there is a higher level than necessary of spare capacity / surplus places in some of the primary school planning areas. We are currently working with the relevant schools to manage this spare capacity / surplus places.
- 3.4 Forecasting demand for school places  
In conjunction with our regular review of the demand for school places, we commission the Greater London Authority School Roll Projection service to undertake an annual forecast of the number of pupils who will need a school place in the future. These projections are used by the Council to inform its annual return (SCAP) to DfE for assessment of basic need allocation; and to develop strategies to make sure that the right number of places are in the right locations at the right time, which include either creating additional school places or removing places.
- 3.5 A variety of data sources are used to forecast future demand for places in the primary educational phase, such as, historical trends in admissions, current numbers on roll from the school census data and the historic birth rate. For the secondary educational phase, the main sources of data used are the current numbers on roll and historic trends in admissions from Year 6 in primary schools. Child yield – the likely number of pupils that will require an additional school place - from planned housing developments across the borough is also incorporated in our forecasts of future demand for school places.
- 3.6 School Places Supply Strategy  
In discharging its duty for sufficiency of school places, the Council works in partnership with different education providers – Academy Trusts/Free Schools and Diocesan Authorities – to determine the need for places and to secure diversity in educational provision across the borough, taking into account parental choice. The need for additional school places is determined by assessing the capacity of existing schools and forecasting future demand for places.
- 3.7 The demand for school places is unevenly spread across the planning areas,

with pressure in some areas and spare capacity in others. If the demand for school places increases, the Council can expand existing schools on a temporary or permanent basis, or new schools can be established through the free school presumption. If demand decreases, the number of places at existing schools can be reduced through an in-year variation of the schools' admission number via the Office for Schools' Adjudicator, Education and Skills Funding Agency or through consultation on the admission arrangements.

### 3.8 Changes in demand for school places

The growth in Croydon's population over the last decade has put pressure on primary school places, necessitating a huge expansion in capacity. Several new schools were opened and therefore additional places were provided to meet the growth in demand. There has been a 5% drop in birth rate in 2013 which has resulted in falling school rolls and a higher level than necessary of surplus places in some of the educational planning areas. It is advisable to have between a 5-10% surplus of places to deal with fluctuation in population, unexpected growth in demand, in-year applications and parental preference.

3.9 A large portion of funding received by schools is directly related to the number of pupils attending the school. Too many vacancies in schools mean that schools will not receive the maximum revenue possible. Therefore we are monitoring the admission numbers in schools with falling rolls and working with these schools to manage surplus places through variation of their Published Admission Number. .

3.10 Croydon has a diverse range of educational provision, as outlined below:

- A total of 88 primary schools, of which:
  - 29 are maintained / Community schools
  - 59 are non-maintained: 46 Academies, 2 Free Schools and 11 Voluntary Aided schools
  
- A total of 23 secondary non-maintained schools, of which:
  - 6 are Voluntary Aided schools
  - 16 are Academies
  - 2 Free schools

### **Early Years Provision**

3.11 Under the Childcare Act 2006 local authorities have a statutory duty to secure sufficient childcare for the needs of working parents/carers in their area. The Council's duties around inclusion birth to five are detailed in the Children and Families Act 2014, (section 2 Childcare Act 2016)

3.12 Croydon has a rich and varied provision of funded early years places which work together to offer flexible packages of care for parents/carers. There are currently 9,950 day care places for pre-school children aged 0 to 4 years. This is comprised of 6,703 nursery places in private settings, 2,223 via school provision and 1,024 with childminders.

3.13 Croydon's performance in the Early Years Foundation Stage at age 5 has improved significantly from 2017 (70%) to 73% and is now above our statistical neighbours, (72%) the national average of 70% and in line with London (73%).

3.14 The Early Education and Childcare: Statutory Guidance for Local Authorities, sets out that the local authority should report annually to elected Council Members on how they are meeting their duty to secure sufficient childcare and make this report available and accessible to parents. Cabinet is asked to note Croydon's Childcare Sufficiency Assessment 2018 report can be accessed <https://www.croydon.gov.uk/community/childcare/cs-assessment> and is attached at Appendix 2.

3.15 The Early Years Sufficiency function has been transferred to the Education and Youth Engagement Directorate, Children, Families and Education Department as of 1 October 2018.

#### **Alternative Provision / Pupil Referral Unit (PRU)**

3.16 Under Section 19 of the Education Act 1996 Local Authorities have a statutory duty to arrange suitable education for permanently excluded pupils and for pupils who – because of illness or other reasons – would not receive suitable education without such provision. Education outside of school, when it is arranged by Local Authorities or schools is called alternative provision. In such circumstance, pupils may be admitted to a Pupil Referral Unit (PRU).

3.17 Alternative provision for primary age pupils is provided by the Beckmead Family of Schools, which is Croydon's specialist Social Emotional and Mental Health (SEMH) provision.

3.18 Croydon has a single maintained PRU - Saffron Valley Collegiate (SVC) - which operates over five sites that provides places for secondary age pupils who have been permanently excluded from mainstream; have been offered places because they are considered being at risk of permanent exclusion; or who have been assessed as being emotionally based school refusers (EBSR).

3.19 The PRU provides places for secondary age pupils who have been permanently excluded from mainstream; have been offered places because they are considered being at risk of permanent exclusion; or who have been assessed as being emotionally based school refusers (EBSR).

3.20 The Council in conjunction with SVC have been working on a plan to reduce the number of sites from five to four by relocating and re-providing the Springboard Tuition Service at one of its four other sites from September 2018. However it has not been possible to meet the date due to various legal issues. Cotelands PRU which is located within the boundary of John Ruskin College is being renovated to accommodate the increase of pupils which will be transferred to the new location, works are due for completion by 21 December 2018. The 2nd phase of the programme is the installation of a new modular building which will also be constructed within the boundary of John Ruskin College on an area of leased land. The required planning application has been submitted and awaiting validation, practical completion is programmed for a April 2019.

#### Lease of land from John Ruskin College

3.21 In July 2018, Cabinet agreed to the relocation of Springboard Tuition Service – Pupil Referral Unit - PRU - and delegated authority to the Interim Director, Children, Families and Education in consultation with the Director of Finance and Cabinet Member for Children, Young People and Learning to make

decisions relating to capital funding required for the relocation. Cabinet agreed to commission the necessary works, subject to agreement from the site owner, including feasibility and design development; and capital funding for this relocation. The estimated cost was in the region of £500k.

- 3.22 The Council will be required to take a lease of the land from John Ruskin for the relocation of the Springboard Tuition Service for pupils of statutory school age who unable to access mainstream education. This lease will run co-terminus with the existing lease for Cotelands PRU building, expiring in 2104. Croydon will be responsible for paying an annual rent of £7,500 (increasing with CPI every five years) together with a service charge to cover grounds maintenance and statutory services, and other associated costs including utilities and business rates. A break option of 15 year term and thereafter 5 year mutual break clause is mutually accepted, to provide flexibility should this service no longer be required in the future. An associated licence for alterations for enabling works at the existing Cotelands PRU is also required pursuant to the relocation
- 3.23 In addition to the estimated cost of £500k agreed by Cabinet in July 2018, we have now received confirmation of costs of £700k which include the purchase of the modular unit and associated surveys, design, contractor, Fittings, Furniture & Equipment and Information Communication Technology for both the refurbishment of the Cotelands building and erection of the new modular unit on the lease of land at John Ruskin College. The relocation of the Springboard Tuition Service to the Cotelands site at John Ruskin College will increase capacity enabling Saffron Valley Collegiate to have two cohorts of similarly vulnerable pupils on one site. This will reduce their operating costs over time. The relocation will also enable the premises previously utilised by Springboard to be used to provide much needed additional alternative provision places for primary age pupils.

#### **Special Educational Needs and Disability (SEND)**

- 3.24 The Council as an education authority has specific duties in relation to provision of education for children with special educational needs (SEN). The main duties include: to identify whether a child for whom they are responsible has SEN; and to assess a child who in their opinion has SEN. If the assessment shows that it is necessary to make an EHCP: determining the child's needs and the educational provision required and to ensure the specific provision set out in the Plan is provided. In addition, in carrying out its duties under Part 3 of the Children and Families Act 2014, local authorities must have regard to the importance of providing children and their parents and young people with the information and support necessary to participate in decisions.
- 3.25 Croydon's vision for young people with special educational needs and disabilities is that these young people are included within the community of Croydon and are given the same opportunities as others to access education to live fulfilled lives, gaining employment and living as independently as possible.
- 3.26 On 16<sup>th</sup> December 2018, the Education and Skills Funding Agency announced additional DSG high needs funding allocations across all local authorities for 2018-19 and 2019-20 to help local councils to manage pressures. They also announced additional Special Provision Capital Funding of £100m in 2019/20

(total value now £365m), to create more specialist places in mainstream schools, colleges and special schools. The specific amount for each LA will be published in due course.

#### St Nicholas Special Primary School

- 3.27 Construction has begun on the existing school site in Summer 2018 to expand St Nicholas school by 2FE. The new purpose built building will encompass this expansion and the existing 2FE provision to create a new 4FE school. The new building is due to be completed in April 2020 and the demolition of the existing buildings on site and all external works are due to be completed by September 2020. In the interim and prior to completion, to accommodate demand for places at St Nicholas, temporary accommodation has been leased on the Canterbury Mills site. Twenty children joined two reception classes on this site in September 2018; it is intended that in September 2019 further children join new reception classes run from this site.

#### Croydon new Special Free School

- 3.28 To meet increased demand for special school places for children with autism and learning difficulties (aged 2 -19) the Council successfully bid for capital funding from the Department for Education via the Education and Skills Funding Agency (ESFA) to develop a new free special school.
- 3.29 The ESFA commissioned Croydon to lead on the delivery of the new special free school - Addington Valley Academy – a budget of £13.51m has been agreed by the ESFA. The school will offer 150 places to children aged 2-19 years, with autism and learning difficulties, with the aim of providing a local pathway from the early years to adulthood. The proposed date for the first phase of the school to be opened is September 2020.
- 3.30 Croydon is currently working closely with the ESFA and the Orchard Hill College Academy Trust (the provider) on the feasibility study for the new school and are proposing to submit a planning application, with construction of the new school commencing in early summer 2019 ready for the school to be open in September 2020.

#### SEN Post 16 Centre of Excellence

- 3.31 To provide a specialist further education pathway for young people with SEND and to improve outcomes for these young people, Croydon Council and Croydon FE College are working in partnership to take forward development of a post 16 SEN Centre of Excellence providing education pathways for young people with moderate/severe and profound and multiple learning difficulties. This will include a comprehensive specialist offer that provides Entry Level and accredited pathways to employment, volunteering, supported engagement and independence for Croydon young people in their community. Investment to adapt the existing Croydon College building to provide effective accommodation has been subject to feasibility, with a cost of £3.3m, the plan is for the provision 75 places from September 2022.
- 3.32 From 2019 Croydon Council and Croydon College are planning education provision for young people with complex SEN who are post 19 in temporary accommodation within the Croydon College estate.

- Enhanced Learning Provision
- 3.33 Croydon Council will maintain current Enhanced Learning Provision (ELP) places, implement agreements with providers and establish an effective programme for monitoring quality of education and outcomes for children. The Council will work with providers to provide an enhanced learning specialist offer which is underpinned by practitioners who are suitably qualified and has flexibility to provide for the fluctuating number of children for whom this is a suitable education pathway.
- 3.34 Consultation on proposal to extend the age range at Red Gates School  
Croydon consulted on the proposal to extend the age range of pupils at Red Gates School (from 4 – 11 years to 2 – 11 years of pupils) from September 2019. The statutory consultation took place from 1 November to 29 November 2018. Red Gates School is a maintained primary special school for boys and girls who have severe learning difficulties (SLD). The proposed change will involve transferring the management of the Willow Trees nursery class from Gilbert Scott Primary School to Red Gates School.
- 3.35 Extension of the age range will enable Red Gates School to provide specialist education for children with learning difficulties from 2 years old, supporting the Local Authority in meeting duties to provide a 2 year old and 3 and 4 year old offer.
- 3.36 Analysis of responses to the consultation  
A consultation document, including a questionnaire was used as a basis of informing stakeholders, including parents/carers about the proposed change. A range of modes and methods of communication were used to inform and facilitate feedback from stakeholders e.g. Schools E-Bulletin; Email; Social Media and website. Stakeholders were given the opportunity to express their views in writing – via completion of questionnaire; email; and post.
- 3.37 Overall, a total of 24 responses were received regarding the proposed extension of the age range for Red Gates School. A detailed consultation outcomes report, including the Council's response to issues raised is attached at Appendix 3. The majority of respondents support the proposed change. The results are:
- 71% in support of the proposed change
  - 17% do not support the proposed change
  - 8% not sure
  - 4% were not affected/did not want to answer questions about the proposal
- 3.38 Respondents were mainly concerned about the following issues;
- The negative impact the expansion of Red Gates School could have on Gilbert Scott Primary School.
  - An increase in traffic when there is already a large amount of vehicles on/near the site.
  - A lack of parking.
- Cabinet is asked to approved the proposal to extend the age range of pupils at Red Gates School
- 3.39 Special Provision Fund Allocation  
Croydon's allocated special education provision fund is £968,855 annually; with a total of £2,906,565 being allocated by 2020/21. The allocation is based on

projected population growth. The changing pattern of need and increased number of children at Red Gates School have led to a need to review the suitability of the buildings for provision of more personalized teaching and learning. The special education provision fund has been allocated to the feasibility and re-modelling of Red Gates School as a consequence. Architects are to be appointed to undertake the feasibility in January 2019.

- 3.40 Croydon's Dedicated Schools Grant High Needs Block was overspent at the end of the financial year 2017/18 by £5.7m attributable to increase in numbers of children with an EHCP and an over-reliance on independent school sector placements. The latter being principally due to insufficient local specialist education places. A key focus of the approach to application of the special provision fund will be invest to save.
- 3.41 The five year High Needs Block strategy identifies two key strands of development relevant to school place planning. Firstly the expansion of specialist education in local state-funded special schools and FE colleges to reduce reliance on the independent sector and increase local placement and secondly to increase placement in mainstream schools, with the right provision in place without the need for an EHC Plan whenever possible. The aim is to ensure that investment is focused on development of a coherent pathway that leads to increased numbers of young people with SEN engaged in employment and/or living independently with support in or near their local community. This strategy has been informed by the PPL Demand and Capacity Review (2017).
- 3.42 By way of further development and to inform financial and place planning the Council is reviewing the revenue funding of local state-funded specialist education placements. This work will include bench-marking against other Local Authorities



### 3.43 Table 1 – Proposed 3 year SEND school places supply strategy

1FE (form of entry) for Special schools usually equates to one class of 8 pupils

Academic Year 2019/20	Academic Year 2020/21
<p>Existing schools:</p> <ul style="list-style-type: none"> <li>• 1FE proposed permanent expansion of St Nicholas (age 4-11)</li> <li>• Feasibility and review of suitability of building for delivery of personalized education pathways at Red Gates Primary School</li> </ul> <p>Post 16 SEN provision to be developed in partnership with Croydon College on current site – dependent on outcome of capital bid. Proposed numbers from September 2018/19 – 15 post 19 places.</p> <ul style="list-style-type: none"> <li>• Review and upgrade of aspects of Priory site to ensure suitability of outdoor and indoor learning spaces for personalized education and safety of young people attending (i.e. perimeter fence); internal spaces</li> </ul> <p>Oasis Arena ELP additional 9 places</p> <ul style="list-style-type: none"> <li>• Enhancement of existing ASD ELP (e.g. Meridian) provision to ensure equity of offer.</li> <li>• Review suitability of secondary specialist arrangements – recommendations to education estates board on completion of the review of High Needs Top Up for specialist education.</li> <li>• Review early years specialist provision.</li> </ul>	<p>Proposed new Free Special School:</p> <ul style="list-style-type: none"> <li>• 150 places for boys and girls with Autism and Learning Difficulties (age 2-19) – proposed site Timebridge, Fieldway. Opening in September 2020 with 80 places increasing to 150 over the period up to Sept 2023</li> <li>• St Nicholas continued expansion X 2 classes each year for 6 years from 2020/21</li> <li>• Implementation of outcome of Red Gates and St Giles special school feasibility studies.</li> <li>• Post 16 SEN provision at Croydon FE College 75 from September 2020.</li> <li>• Review suitability and sufficiency of PMLD/physical disability places (e.g. St Giles) – equipment changes and arrangements for building storage etc.)</li> <li>• Review Alternative Provision</li> </ul>

## 4. School Admissions

- 4.1 In line with the Schools Admission Code, 2014, Admission Authorities, including Local Authorities are responsible for ensuring that admission arrangements are compliant with the School Admissions Code. This includes consulting on proposed changes to admission arrangements annually and at least every 7 years where there have been no changes. In addition, Admission Authorities are required to determine their admission arrangements on an annual basis. The admission arrangements include the admission criteria (oversubscription criteria) - the priority order used to decide who to admit to a school if there are more applications than available school places.
- 4.2 The annual school admissions arrangements are part of the Council's policy framework and as such require determination by the full Council. The Council is required by statute and regulations to approve its admissions policies for the schools it is responsible for the 2020/21 academic year. Accordingly Cabinet is requested to recommend to full Council that it determine the proposed Admission Arrangements for Croydon's community schools for the 2020/21 academic year (Appendix 4a).
- 4.3 The Council is also responsible for having in place a scheme for coordinating admission arrangements. Croydon has participated in a Pan London arrangement for the Co-ordinated Admissions rounds for both primary and secondary applications for several years.

### Co-ordinated Scheme

- 4.4 The Co-ordinated Scheme is the process by which local authorities co-ordinate the distribution of offers of places for schools in their area. All local authorities are required to co-ordinate the normal admissions round for primary, junior and secondary schools in their area. Schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome.
- 4.5 Croydon has participated in a Pan London arrangement for the Co-ordinated Admissions rounds for both primary and secondary applications for several years. This arrangement allows all participating boroughs to exchange data and facilitate choice for parents by offering places across borough boundaries within the same parameters and timetable. The Cabinet is recommended to approve the arrangement for the 2020/21 academic year to allow this participation to continue - Appendix 4 b & 4c.

### Admission Authority

- 4.6 The Council is the Admission Authority for Community schools and is therefore responsible for determining the Admission Arrangements for these schools. Admission Arrangements must be determined annually for the next education year. The Admission Arrangements are part of Croydon's policy framework and must be determined by the full Council. Appendix 4a

### Consultation on proposed Admission Arrangements for 2020/21 academic year

- 4.7 Admission Authorities are required to consult on their Admission Arrangements for a minimum of 6 weeks between 1 October 2018 and 31 January 2019. The Council consulted on its 2020/21 Admissions Arrangements for Community

schools from 18 October 2018 to 06 December 2018. There are three proposed changes to the admission arrangements for the 2020/21 academic year:

#### 4.7.1 Acceptance of first preference offers as part of the coordinated admission arrangements

All 96 respondents answered this question

<b>Response</b>	<b>Number</b>	<b>% of respondents</b>
Support	66	69%
Do not support	11	11%
Not sure	17	18%
Do not wish to answer/not affected	2	2%
<b>Total</b>	<b>96</b>	<b>100%</b>

#### 4.7.2 Pan-London primary and secondary coordinated schemes and post offer process (main rounds of admissions)

69 of the 96 respondents answered this question.

<b>Response</b>	<b>Number</b>	<b>% of respondents</b>
Support	47	68%
Do not support	7	10%
Not sure	15	22%
Do not wish to answer/not affected	0	0%
<b>Total</b>	<b>69</b>	<b>100%</b>

#### 4.7.3. The processing of overseas applications for admission to school within the normal admissions rounds (excluding Crown servants)

65 of the 96 respondents answered this question.

<b>Response</b>	<b>Number</b>	<b>% of respondents</b>
Support	19	29%
Do not support	30	46%
Not sure	12	19%
Do not wish to answer/not affected	4	6%
<b>Total</b>	<b>65</b>	<b>100%</b>

#### 4.7.4 A detailed consultation outcomes report is attached at Appendix 4 – Consultation outcomes report – proposed changes to admission arrangements.

## 5. **Schools' Maintenance and Compliance**

- 5.1 School buildings are an important part of the Councils' assets. A school's premises comprise of the land and all the buildings provided for the school, including both permanent and temporary buildings and detached playing fields. The effective maintenance of school buildings is essential to support and enhance the delivery of education.
- 5.2 The Council has a duty to ensure that its school buildings meet the minimum standard and premises are maintained so that: they are safe, warm and weather tight and provide a suitable learning environment; emergencies are dealt with promptly and effectively; and the management and procurement of maintenance works is carried out efficiently. A key objective is to improve the condition and suitability of our buildings with a focused on urgent priorities to prevent the school from closing and disruption of pupils' education. The Schools Compliance and Maintenance Team works in partnership with the Capital Delivery for Homes and Schools Team to support clear decision making regarding ongoing repairs and maintenance activities, capital spending and wider property issues
- 5.3 The Council is responsible for the larger condition and maintenance works in maintained schools. Funding for repairs and maintenance is delegated to schools. The de minimis limit for the definition of capital in terms of what is the responsibility of schools is as follows:
- I. Nursery and PRUs £5k,
  - II. Primary and special schools £10k,
  - III. Secondary £25k
- 5.4 The condition of some of the education estate has improved due to investment in the refurbishment of the building fabric and maintenance / replacement of electrical and mechanical equipment. However, as school buildings age, they present age related issues and the cost of maintaining them is increasing steadily. In addition, some of the buildings are nearing the end of their lives and structural issues are beginning to emerge.
- 5.5 To enable the Council to determine its schools maintenance priorities, condition surveys have been carried out throughout the relevant school estates to determine the condition of the building and the equipment within each school. The nature of the building elements and its equipment is recorded and categorised by its state of repair and or its life expectancy.

### Proposed Maintenance Plan

- 5.6 The proposed School's Maintenance Plan (Appendix 5) has been developed using information from condition surveys commissioned by the Council. These surveys are comprehensive and identify costed items across each school rated from A (good condition) to D (poor condition) as well as assessing the urgency of each (on a scale of 1 to 4, with 1 being the most urgent). As set out these condition surveys are planned to be updated as part of the 2019/20 maintenance programme to ensure that we have the most up-to-date information to inform the programme of works.

- 5.7 Priority projects and reactive works include: boilers, heating, roof works, windows and electricals, gas leak repairs, replacement water tanks, remedial electrical works, structural works and fire safety.
- 5.8 All school buildings should facilitate education within a weather tight and safe environment and the purpose of the Councils School Maintenance plan is to achieve this. As school buildings are important long term assets, it is imperative to have a continuous, robust maintenance plan in place for every type of school building to ensure the health and safety of our children and supports educational performance.
- 5.9 Using TF Cloud, the works have been programmed according to the following criteria:
- D1 needs identification through condition surveys or further inspection. Urgent health and safety issues are items which could lead to school closure (predominantly roofing and heating works).
- 5.10 The proposed Schools' Maintenance Plan and associated budget is set out in Appendix 5. As in previous years £2m for forward planning for major maintenance work to be carried out in 2020/21 and 2021/22.

#### Asbestos Management

- 5.11 It is extremely important that any asbestos present in Croydon schools is managed properly. Failure to follow the Control of Asbestos Regulations 2012 and any corrective measures may put the future health of staff, pupils and visitors at risk.
- 5.12 Where asbestos is present, the council take the following steps to manage the asbestos in our schools ensuring they have the following:
- Management survey of asbestos-containing materials (ACMs)
  - Assess the risks associated with ACMs.
  - A plan for managing asbestos.
  - Make sure staff and visitors know the risks and precautions they need to take.
  - Keep the management of asbestos under continuous review.
- 5.13 At the time of writing, based on these surveys as uploaded onto the Council's Asset Management database, (TF Cloud) there are D items over these limits to a total value of £4.367m awaiting attention of which £2.650m are in the most urgent category. Accordingly, given a limited budget, those works which actually reach the programme will inevitably be those which are likely to lead to school closure if not addressed. They include items such as heating, roofing and windows replacement.

#### Reactive works

- 5.14 Plans will be put in place to use any of the provisions for emergency and reactive works that may be unspent in the final months of the financial year on smaller projects from the programme.
- 5.15 As in previous years, the programmes set out in this report are based on estimated costs and not tendered prices. The Executive Director, Children, Families and Education, should retain the delegated authority to vary the programme to reflect actual prices and new urgent issues that may arise,

including authorising spend against the allowance for emergency and reactive works.

#### Procurement

- 5.16 Once the updated programme has been agreed, the relevant schools concerned will be engaged in detail on the works in advance of final procurement. The procurement strategy will be set for each scheme ensuring best value for money and added social value.

#### Fire Safety in Schools

- 5.17 The Regulatory Reform (Fire Safety) Order 2005 requires schools to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape. These will include ensuring procedures are in place to reduce the likelihood of fire, and maintenance of gas and electrical equipment.
- 5.18 In conjunction with the Council's Corporate Fire Safety strategy, we have commissioned a full fire safety audit in community schools to provide an overview of the fire safety, focusing on the management of fire safety and the condition of the building in terms of fire safety performance to allow a corporate response and strategy to be considered.
- 5.19 The main objectives of the audit are as follows:
- Establish the current Fire Safety measures implemented within LBC Schools.
  - Assess Fire Safety against industry regulations and standards
  - Identify any gaps in schools current Fire Safety
  - Recommend and prioritise corrective actions
  - Cost and programme improvement works
- 5.20 The review of all of the fire safety audits was concluded in October 2018 and identified both management requirements and measures to be undertaken by the school and physical works that need to be undertaken to the building fabric as part of the overall capital programme allowance. The programme of physical works has been broken down in to eight tranches with between 5-7 schools in each tranche. Tranche one has been completed, tranche two is due to commence on site in December 2018 with the remaining tranches to be completed by March 2020.
- 5.21 Due to the complexity of the work that is required to the building fabric the fire safety programme has slipped slightly from its original intended dates and this is reflected in a requirement to slip £1.3m of the original allocated capital funding from 2018/19 to 2019/20.

## 6. **CONSULTATION**

- 6.1 Please see consultation outcome reports – Appendices 3 & 4.

## 7 FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

### 7.1 Revenue and Capital consequences of report recommendations

	Current Budget 2018/19	Medium Term Financial Strategy – 3 year forecast		
		2019/20	2020/21	2021/22
	£'000	£'000	£'000	£'000
<b>Capital Expenditure</b>				
<b>Primary School Places</b>				
-Permanent Expansion	10,751	1,019	508	400
-Bulges	2,003	600	336	
<b>Secondary School Places</b>				
SEN Places	11,152	26,084	11,681	473
Fire Safety	2,000	1,000		
Major Maintenance	3,653	2,000	2,000	2,000
Other Education Schemes	1,206	4,935	272	206
<b>Effect of decision from report (Total)</b>	<b>30,917</b>	<b>35,638</b>	<b>14,797</b>	<b>3,079</b>
<b>Funding sources</b>				
Sources of Funding				
School Condition Funding	3,653	2,000	2,000	2,000
Basic Needs		6,833		
ESFA Invest to Save S106	969	969	969	
ESFA – Addington Valley Academy		10,000	3,510	
Borrowing	26,295	15,236	8,318	1,079
<b>Total</b>	<b>30,917</b>	<b>35,638</b>	<b>14,797</b>	<b>3,079</b>

7.1.1 The table above details the Education Capital Programme for the current and future 3 financial years and the associated funding sources. A detailed breakdown of the projects can be found in Appendix 5a to this report. With a further detailed breakdown of the Schools' Maintenance Programme in Appendix 5.

Due to the nature of the programme it is likely that there will be slippage in the 2018/19 budget detailed above and this will be reported to Cabinet in July 2019 as part of the July Financial review report.

- 7.1.2 On the 16<sup>th</sup> December 2018 the Government announced additional funding of £100m for the Special Provision Capital Fund (total value now £365m), to create more specialist places in mainstream schools, colleges and special schools. The specific amount for each local authority is yet to be published.
- 7.1.3 The ESFA have commissioned Croydon to lead on the delivery of the new special free school - Addington Valley Academy (on Timebridge site). This project will be fully funded by the ESFA at a cost of £13.510m. Both the expenditure and funding for this project is detailed in the table above and the project is listed in Appendix 5a.

### **The effect of the decision**

- 7.2 The use of the free schools route to provide new school places within the borough in the future will result in a reduction in the requirements for future capital funding from the council as this will be funded by central government.

### **Risks**

- 7.3 Due to the nature of this programme there is a risk the projects may overspend and regular monitoring of all projects and the programme will be undertaken and reported to this Cabinet as part of the quarterly financial monitoring reports.
- 7.4 If the costs of Addington Valley Academy are greater than the funding allocated by the ESFA the additional costs will need to be funded by the Council.

### **Future savings/efficiencies**

- 7.5 If additional free school providers are interested in opening schools in Croydon, the cost to the Council could be reduced further in the future years. Also the Council's borrowing requirement may also be reduced if any further funding is allocated by the Department for Education. The fall in birth rate and associated demand for school places would however result in reduced demand and this would be monitored closely to make future savings.
- 7.6 The provision of more school places within the borough will result in a reduction in the need for young people to travel outside of the borough, which will result in financial savings to the SEND transport budget.

Approved by: Lisa Taylor, Director of Finance, Investment and Risk and Deputy S151 Officer

## **8. COMMENTS OF THE COUNCIL SOLICITOR AND MONITORING OFFICER**

- 8.1 The Solicitor to the Council comments that there are no additional legal considerations arising from the Recommendations beyond those set out in the body of the Report.

Approved by: Sandra Herbert, Head of Corporate Litigation and Law, for and on behalf of Jacqueline Harris-Baker the Director of law and the Monitoring Officer.



## **9. HUMAN RESOURCES IMPACT**

- 9.1 There are no direct HR implications arising from this report for Council employees. Any resultant future increases or changes in school staffing structures will be handled by the individual school governing body in accordance with their HR policies and procedures.

Approved by: Debbie Calliste, Head of HR for Health, Wellbeing and Adults, on behalf of the Director of Human Resources

## **10. EQUALITIES IMPACT**

- 10.1 An equality analysis (Appendix 6) has been undertaken to help us to understand whether people with protected characteristics, as defined by the Equality Act 2010, will be disproportionately affected by the proposed changes and recommendations in the Education Estates Strategy report.
- 10.2 The proposed changes in this report will help the Council meet its statutory duty to provide sufficient school places for protected and non-protected groups. Croydon schools provide diverse educational provision in terms of type/category, size and educational sponsors. These include special schools, enhanced learning provisions at mainstream schools; and Academies /Free Schools. Pupils are allocated a school place based on the admissions criteria which aims to promote fair access to schools and are compliant with the School Admissions Code.
- 10.3 The proposed strategy is in line with the Council's Equality and Inclusion Policy and will enable the delivery of the following priorities:
- Make Croydon a place of opportunity and fairness by tackling inequality, disadvantage and exclusion.
  - Close gaps in educational attainment by working with local businesses and community groups to enable people of all ages to reach their full potential through access to quality schools and learning.
  - Work in partnership to lift people out of poverty by increasing employment opportunities across the borough ensuring local people have a pathway into employment, education and training.
- 10.4 The proposed strategy is consistent with the Council's general equality duty to have due regard to the need to eliminate unlawful conduct under the Equality Act 2010; to advance equality of opportunity and foster good relations between persons who share a protected characteristic and those who do not.
- 10.5 The equality analysis has found that the Education Estates strategy, including proposed changes and recommendations do not negatively impact on any protected group and that no major change is required as the strategy meets the general and specific equality duties.

## **11. ENVIRONMENTAL IMPACT**

- 11.1 N/A

## **12. CRIME AND DISORDER REDUCTION IMPACT**

12.1 N/A

## **13. REASONS FOR RECOMMENDATIONS/PROPOSED DECISION**

13.1 The recommendations of this report are set out to ensure that the Council is compliant with its statutory duties as an education authority:

- School Place Planning (s13-14 Education Act 1996) to promote high standards of education and fair access to education; secure sufficient primary and secondary education, including SEN to meet the needs of the population of its area
- School Admissions (School Admission Code 2014) to determine the Admission Arrangements for its community schools annually
- School Maintenance - school buildings meet the minimum standard and premises are maintained so that they provide a suitable learning environment.

## **14. OPTIONS CONSIDERED AND REJECTED**

14.1 There are no current plans to deliver any new/additional mainstream school places. Pupil place projections indicate that there is sufficiency of school places in the primary and secondary educational phases. Future demand for additional school places will be delivered through the free school route or an increase in existing schools' admission numbers.

14.2 A number of schools, including academies have reduced and/or proposed to reduce their admission number due to the disparity between the Published Admission Number and actual number on roll at the schools. The reduction will enable the schools to operate more efficiently and cost effectively.

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**CONTACT OFFICER:** Denise Bushay, Head of School Place Planning,  
Admissions: 0208 604 7231

### **APPENDICES TO THIS REPORT:**

Appendix 1 – Available Places vs SCAP18 forecasts

Appendix 2 – Childcare Sufficiency Assessment

Appendix 3 – Consultation outcomes report – proposed extension of age range at Red Gates School

Appendix 4 – Consultation outcomes report – proposed changes to admission arrangements

Appendix 4a – Proposed admission arrangements for Croydon's community schools

Appendix 4b – Proposed Pan London scheme for co-ordination of admissions to Reception and Junior

Appendix 4c - Proposed Pan London scheme for co-ordination of admissions to secondary schools

Appendix 5 – School Maintenance Plan

Appendix 5a - School Places - Capital Programme Budget Summary

Appendix 6 - Equality Impact Assessment

**BACKGROUND DOCUMENTS:** None

## Primary - Available Places vs SCAP18 forecasts

Planning Area	Academic year	Available places (Year R)	Forecast (Year R)	Surplus	FE	%
North West	2019/20	1470	1248	222	7	15
	2020/21	1500	1265	235	8	16
	2021/22	1500	1299	201	7	13
	2022/23	1500	1273	227	8	15
	2023/24	1500	1265	235	8	16
East	2019/20	1590	1318	272	9	17
	2020/21	1590	1334	256	9	16
	2021/22	1590	1364	226	8	14
	2022/23	1590	1330	260	9	16
	2023/24	1590	1324	266	9	17
Central	2019/20	720	607	113	4	16
	2020/21	720	611	109	4	15
	2021/22	720	633	87	3	12
	2022/23	720	644	76	3	11
	2023/24	720	651	69	2	10
South East	2019/20	360	311	49	2	14
	2020/21	360	318	42	1	12
	2021/22	360	330	30	1	8
	2022/23	360	324	36	1	10
	2023/24	360	324	36	1	10
South	2019/20	630	599	31	1	5
	2020/21	630	601	29	1	5
	2021/22	630	597	33	1	5
	2022/23	630	591	39	1	6
	2023/24	630	590	40	1	6
South West	2019/20	690	634	56	2	8
	2020/21	690	685	5	0	1
	2021/22	690	688	2	0	0
	2022/23	690	650	40	1	6
	2023/24	690	649	41	1	6

## Secondary - Available Places vs SCAP18 forecasts

North

<b>Planning Area</b>	<b>Academic Year</b>	<b>Available Places</b>	<b>Forecast (Year 7)</b>	<b>Surplus</b>	<b>FE</b>	<b>%</b>
<b>North</b>	2019/20	2644	2463	181	6	7
	2020/21	2824	2570	254	8	9
	2021/22	2824	2476	348	12	12
	2022/23	2824	2543	281	9	10
	2023/24	2824	2583	241	8	9
	2024/25	2824	2585	239	8	8
	2025/26	2824	2537	287	10	10

South

<b>Planning Area</b>	<b>Academic Year</b>	<b>Available Places</b>	<b>Forecast (Year 7)</b>	<b>Surplus</b>	<b>FE</b>	<b>%</b>
<b>South</b>	2019/20	1594	1403	192	6	12
	2020/21	1594	1457	137	5	9
	2021/22	1654	1401	253	8	15
	2022/23	1654	1449	205	7	12
	2023/24	1654	1474	180	6	11
	2024/25	1654	1474	180	6	11
	2025/26	1654	1433	221	7	13

# **Croydon's Childcare Sufficiency Assessment 2018**

## Contents

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## **Introduction**

Our council is required by law to ‘report annually to elected council members on how they are meeting their duty to secure sufficient childcare, and make this report available and accessible to parents’.<sup>1</sup> We have prepared this report in order to meet this duty.

Having sufficient childcare means that families are able to find childcare that meets their child’s learning needs and enables parents to make a real choice about work and training. This applies to all children from birth to age 14, and to children with disabilities. Sufficiency is assessed for different groups, rather than for all children in the local authority.

In this report, we have made an assessment of sufficiency using data about the need for childcare and the amount of childcare available, along with feedback from local parents about how easy or difficult it has been for them to find suitable childcare.

We use information about childcare sufficiency to plan our work supporting the local childcare economy.

<sup>1</sup> Statutory guidance on Early Education and Childcare, effective from 1 March 2018.

## Methodology

Quantitative and qualitative data as at 31<sup>st</sup> July 2018 is used within this report and consideration given to supply and demand, availability, affordability, choice and flexibility and quality under three main themes:

- childcare for children aged 0 to 4 years
- childcare for children aged 5 to 14 years and
- childcare for children with disabilities or special needs (all ages)

Analysis of demographic and socio-economic data was conducted by the Council's Information, Data and Monitoring team and provides an indication of how the population is growing and therefore the impact on the childcare market.

Supply information on the number, cost and quality of childcare places was largely gathered from the Ofsted data held within the sufficiency department. Additional data was gathered from childcare providers via telephone calls and email updates.

Please note that all the details in this report were accurate as at July 2018 but that numbers of children, setting details including prices change constantly.

There are a number of factors that affect the demand and ability to pay for childcare. It is necessary to consider these wider issues when considering how demand levels may differ in particular areas of the borough.

Services within the borough are aligned to the three Croydon Best Start planning areas shown below. Please note that the map below shows the old wards and does not take account of the 2017 boundary revisions as services were already commissioned on the basis of the original wards and current data and evaluation for this financial year aligns with the old wards.

Area 1	Area 2	Area 3
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## About Croydon<sup>1</sup>

Croydon is an outer London borough and is in the far south of London, making it London's southern-most borough. It covers an area of 87 square kilometres. To the very north of the borough, the five local authorities of Croydon, Lambeth, Southwark, Bromley and Lewisham meet, whilst to the south Croydon borders Surrey. To the north-east, east and south-east of Croydon the borders are with the London Borough of Bromley, whilst to the west the borders are with the London Boroughs of Sutton and Merton.

Population – Croydon has the largest population of all the London boroughs at 363,378 (at Census 2011), with the ONS mid-2017 population estimates suggesting this had grown to 384,837 residents. The higher birth rate a few years ago means there is an increase in the number of younger children requiring services in the borough.

Croydon has the largest population of young people in London: 22.3% (85,728) of the population are aged 0–15 years. Croydon also has a large population of working age adults, 64.5% of the population are aged 16-64, whilst the proportion of older adults, aged 65+, is much lower than the national average making up only 13.4% of the population<sup>2</sup> (ONS mid-2017 population estimates).

Migration – Around 20,500 people move into the borough each year from the rest of the UK, however a similar number move from Croydon to other areas of the UK. As a result this domestic migration has little impact on the total number of people living in Croydon, however the turnover in the population still has implications for services. Data from 2011 show that over half of the people moving into the borough were from neighbouring local authorities, whilst just over 40% of people moving out of Croydon moved to neighbouring local authorities. The number of international immigrants coming in to Croydon is much lower and has been falling since 2006/07, however the number of people moving into Croydon from outside of the UK is still higher than the number leaving Croydon to live abroad.

Ethnicity – Croydon has a diverse population; its communities speak more than 100 different languages and as with other London boroughs, Croydon has a higher proportion of residents from black and minority ethnic backgrounds than the national average. According to the Census 2011, the younger population is more diverse than the older population in Croydon.

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<sup>1</sup> All Croydon data are taken from the Croydon Observatory (<http://www.croydonobservatory.org/>) specifically the 2018 Borough Profile (<http://www.croydonobservatory.org/wp-content/uploads/2016/11/5-19-CP-Planning-Area-1.pdf>). Further ward data are also available on the Croydon Observatory.

<sup>2</sup> Population estimates available at: <https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/populationestimatesforukenglandandwalesscotlandandnorthernireland>

Economy – The top three industries in Croydon, which accounted for nearly half of all businesses in the area in 2017, were professional, scientific and technical; construction and information and communication<sup>3</sup>.

There are fewer jobs in Croydon per head of population than the London average, with many residents commuting to work in other areas, such as central London. The high proportion of residents commuting to central London is one of the factors that influences the difference between the average earnings of people who work in Croydon and those of people who live in Croydon, although it should be noted there is some overlap between the two groups. The average for men living in Croydon was around £37 a week higher than the average for men working in Croydon in 2017. For female full-time workers the difference in the average earnings for women living in Croydon was £30 more a week than the average for women working in Croydon<sup>4</sup>. In 2017, just under a quarter of jobs in Croydon were estimated to pay below the London living wage<sup>5</sup>.

The proportion of people in Croydon claiming Job Seekers Allowance (JSA) was below the regional and national averages in November 2016 following a decline in claimants. Unemployment remains higher amongst the younger population and there has consistently been a higher proportion of 18-24 year olds in Croydon claiming JSA compared to the regional and national average.

Housing – Based on the 2011 Census, at a borough level 70.8% of Croydon residents lived in one family only households<sup>6</sup>, this was an increase of 2.4% compared to the 2001 figure. 25.3% of all households were married couples or couples in a civil partnership living with dependent children, 5.4% were co-habiting couples living with dependent children. 13.1% were a lone parent living with dependent children; the number of lone parent households increased from 17,347 in 2001 to 23,160 households in 2011. The rest of the households in Croydon were one-person households, aged over 65 or had non-dependent children.

According to the 2011 Census, 60.1% of all Croydon households were owner occupied, 22.1% were private rented or rent free households and 17.8% were households living in social housing. Croydon has the largest borough housing stock in London but its social housing stock is smaller than many other London boroughs. Social housing in Croydon is mainly concentrated in the north and the eastern edge of the borough. According to the 2011 Census, the wards of Fieldway and New Addington had the highest proportions of social housing (council homes and other)

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<sup>3</sup> ONS (2017) UK Business Activity, Size and Location

<https://www.ons.gov.uk/businessindustryandtrade/business/activitysizeandlocation/datasets/ukbusinessactivitysizeandlocation>

<sup>4</sup> ONS Labour Market Profile for Croydon available through <http://www.nomisweb.co.uk/>

<sup>5</sup> ONS (2017) Annual Survey of Hours and Earnings (ASHE) - Number and percentage of employee jobs with hourly pay below the living wage, by parliamentary constituency and local authority, UK, April 2016 and 2017.

<sup>6</sup> <http://www.croydonobservatory.org/document-library/> The Croydon Household Profile provides detailed information from the 2011 Census about the type of households that make up the borough of Croydon. "There are a range of household types that reflect the living arrangements that exist between people. These are: One person households, one family households (couple with or without children; single parents with child (ren), and Other households: multi-person households including unrelated adults sharing, student households, multi-family households and households of one family and other unrelated adults." ONS Households and Household Composition in England and Wales, 2001-11 [http://www.ons.gov.uk/ons/dcp171776\\_361923.pdf](http://www.ons.gov.uk/ons/dcp171776_361923.pdf)

with 60.6% and 42.2% respectively. Waddon was next with 25.5% and Selsdon & Ballards had the lowest percentage of social housing at just 2.0%.

2,449 Croydon residents were recorded as either homeless or in temporary housing as at 31st March 2018<sup>7</sup>. There was a disproportionately high percentage (5 in 10) of homeless people from the Black community. The majority of people in Croydon who applied for help from the council for homelessness were in the 25–44 year old age group (59.9%); this age group only made up 29.5% of the total resident population in 2017 (ONS mid-2017 population estimates). The most common reason for homelessness is parental evictions, followed by exclusions by relatives and friends.

Education and skills<sup>8</sup> – Overall attainment of pupils at primary schools in Croydon is slightly lower than the average for London, however the performance of pupils is improving. The percentage of pupils achieving a good level of development in Croydon in the Early Years Foundation Stage (EYFS) has improved each year. For Key Stage 1 the proportion of pupils in Croydon achieving the expected standard in reading remains in line with the national and regional averages at 77% in 2017. In writing, 69% of pupils achieved the expected standard which is below the London average of 72%. The proportion of Croydon pupils achieving the expected standards in maths was in line with the average for London and the rest of England.

At Key Stage 2 the proportion of pupils achieving the expected standards for reading, writing and maths has improved from 55% to 64%. Performance is above the national average (61%) but remains below the London average (67%).

Until 2016, attainment at Key Stage 4 was measured by counting the number of A\*-C grades at GCSE. This measure has since changed to Average Attainment 8 score per pupil. This measures the average achievement of pupils in up to 8 qualifications. The average Attainment 8 score in Croydon has decreased from 49.9 in 2015 to 45.0 in 2017. Over the last 3 years, Croydon has been in line with the national average but below the London average.

85.3% of college students achieved two or more substantial Level 3 qualifications during 2016/17, slightly above the regional average. 13.1 of A-level students achieved grades AAB or better, an increase from 2016 but below the regional average (20.3%) and national average (22.4%)<sup>9</sup>.

Community Safety – The total number of notifiable offences in Croydon has fallen in recent years and the rate of offences committed in Croydon is near the London average. Despite this overall trend the number of reported violence with injury offences is increasing across London and in Croydon this is also continuing to rise. The number of young people who are victims of serious violence is also increasing. The number of offences in Croydon flagged as gang related remains low.

Croydon has the seventh highest rate of domestic abuse in London, with 19 domestic abuse incidents per 1,000 people in the rolling year to September 2017.

<sup>7</sup> <https://www.croydonobservatory.org/document-library/> Borough Profile 2018 homelessness section p.48

<sup>8</sup> <https://www.croydonobservatory.org/document-library/> Borough Profile 2018 Education and Skills section p.51

<sup>9</sup> DfE SFR03/2018 Revised A level and other Level 3 results in England, 2016/17.

Domestic abuse disproportionately affects females, with latest figures across London showing that three quarters of victims of domestic abuse were recorded as female. As at June 2017, 26% of domestic abuse victims in Croydon were repeat victims which equates to 173 people; on average these victims will have experienced 3 previous incidents of domestic abuse in the previous 12 months. The hotspots are in the north of the borough however there is a higher population in the north and domestic abuse is still widely underreported. The number of reported domestic abuse incidents in Croydon had risen by a third from 6,014 in the year to September 2012 to 7,994 in the year to September 2016. This figure has decreased to 7,327 in the rolling year to September 2017. The number of domestic abuse offences that involved violence with injury increased from 1,220 in September 2016 to 1,328 in the year to September 2017.

Croydon continues to have a higher rate of first time entrants to the youth justice system than the London average. In the year ending March 2015, the rate of first time entrants to the youth justice system per 100,000 of the 10-17 year old population was 595 in Croydon, higher than London (429) and England (402). There is a disproportionately high percentage of young people from a Black or Black British background amongst the first time entrants in Croydon, with figures showing they make up over a third of the first time entrants. Three quarters of first time entrants in Croydon are male which is consistent with the rest of the country. The most common offences committed by first time entrants in Croydon are violence against the person; drug offences and theft and handling, which are also the top three offences across London as a whole.

Health – In the last 20 years life expectancy in Croydon has progressively increased. For males the life expectancy from birth increased from around 74 years in 1991-1993 to 80.3 years in 2014-2016, this is in line with the average for London (80.4) and slightly higher than the England average of 79.5. Similarly life expectancy from birth for females has increased from just over 79 years to 83.6 years in the same period, however this is slightly below the London average of 84.2 years but similar to the England average of 83.1<sup>10</sup>.

Deprivation – Croydon became relatively more deprived compared to other local authorities in England between 2010 and 2015 according to the Index of Multiple Deprivation (produced by DCLG). The Index of Multiple Deprivation looks at a range of different aspects of deprivation: income, education skills and training, employment, health deprivation and disability, barriers to housing and services, crime, and living environment deprivation. There continues to be geographic inequality in the distribution of deprivation in the borough with the north and south-east of the borough remaining more deprived. Some wards have low levels of disadvantage whilst others are amongst the most deprived in England.

The Index Deprivation Affecting Children Index (IDACI) is a supplementary index looking at the proportion of children in an area that are living in families affected by

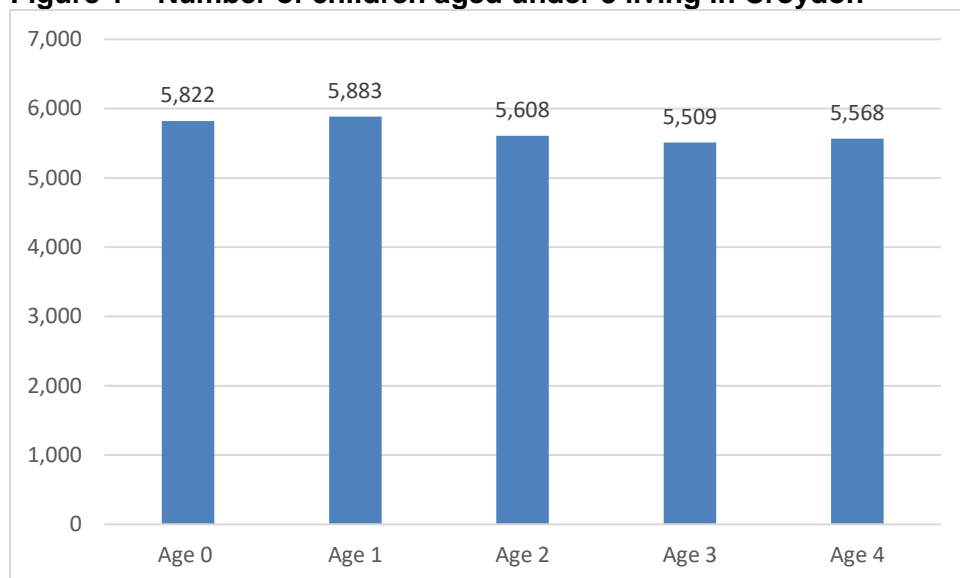
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<sup>10</sup> 1991-1993 data from Borough Profile. 2014-2016 data from PHE's Children and Young People's Health Benchmarking Tool.

income deprivation. In Croydon, 23.2% of children were living in families affected by income deprivation. 4% of the LSOAs were in the top 10 most deprived LSOAs in the country.

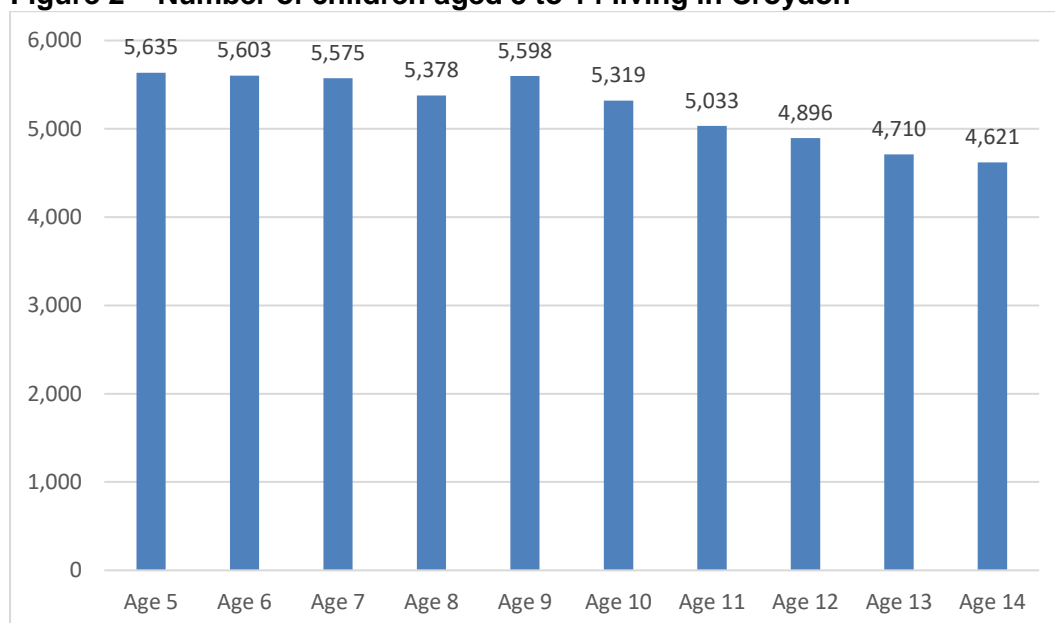
Current population figures – Based on the 2011 census there are 22,044 families with children aged under 5 living in Croydon. Using the latest mid-year population estimates (2017) these have risen to 28,390 children aged under 5 and 52,368 aged 5 to 14 in Croydon. This is detailed in the table below.

**Figure 1 – Number of children aged under 5 living in Croydon**



Source: ONS Mid-2017 population estimates

**Figure 2 – Number of children aged 5 to 14 living in Croydon**



Source: ONS Mid-2017 population estimates

## **Childcare in Croydon**

### **Supply of childcare**

For the purposes of this assessment the supply of formal childcare includes private day nurseries, pre-schools, schools with nursery provision, childminders (funded childminders are accredited to deliver the free entitlement on behalf of the local authority), out of school clubs and holiday clubs.

Schools offering out of school provision are exempt from separate registration on the Ofsted Childcare Register but are included within the data. However crèches are not included as any care of less than three hours is not required to register with Ofsted.

### **Childcare providers**

Across the London Borough of Croydon there are a total of 682 Ofsted/Independent School Inspectorate registered childcare providers. In addition, there are 41 school run breakfast and/or after school and holiday clubs, which come under the school's registration. This gives a total of 723 childcare providers.

The table below shows the geographical distribution of the various types of provision against the 24 wards within Croydon as at July 2018.

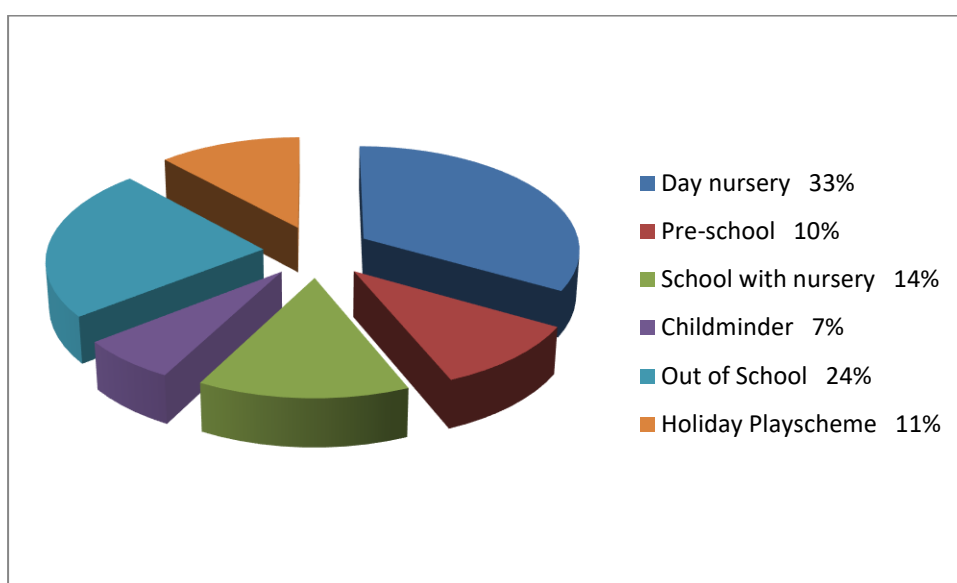
	DN	PS	SCH w N	CM		OOS	HP
				Funded	Not funded		
Bensham Manor	6	0	2	7	16	3	2
Norbury	7	3	1	10	14	3	2
Thornton Heath	6	1	3	6	27	2	1
Upper Norwood	4	3	5	3	19	4	1
West Thornton	6	1	1	4	14	3	2
Addiscombe	4	4	3	9	11	4	1
Ashburton	2	3	2	3	21	3	2
Broad Green	4	4	1	4	11	3	2
Fairfield	6	1	1	2	7	4	2
Selhurst	6	2	6	5	9	5	1
Shirley	4	2	1	6	15	1	0
South Norwood	2	1	2	7	11	3	2
Waddon	6	2	2	0	10	4	3
Woodside	7	1	2	9	21	1	1
Coulsdon East	2	2	1	9	9	4	2
Coulsdon West	5	1	3	1	13	4	0
Croham	6	1	3	3	14	3	0
Fieldway	1	3	4	3	7	4	0
Heathfield	1	2	1	4	11	6	1
Kenley	5	1	1	2	12	5	1
New Addington	2	2	2	1	10	2	0
Purley	3	1	6	1	3	3	1
Sanderstead	3	4	2	6	7	4	0
Selsdon & Ballards	1	2	3	3	10	2	2
<b>Total</b>	<b>99</b>	<b>47</b>	<b>58</b>	<b>108</b>	<b>302</b>	<b>80</b>	<b>29</b>

Key

DN - Day nursery  
 PS - Pre-school or sessional and term time  
 SCH w N - Schools with nursery provision  
 CM - Childminder; funded childminders offer free entitlement places  
 OOS - Breakfast & Out of School club  
 HP - Holiday Playscheme

## Childcare places

In total the 723 providers offer 15,406 childcare places. The distribution of places by provider is shown below.



In Croydon there are an estimated 19 childcare places per 100 children based on 80,758 children aged 0 to 14 years.

## Quality of childcare in Croydon

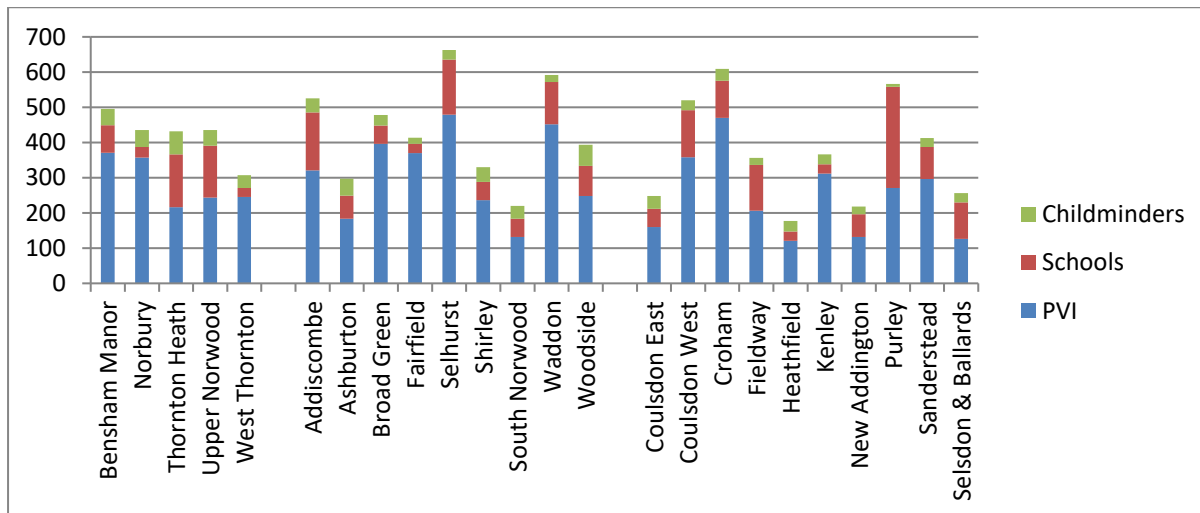
Ofsted inspect all registered provision and the table below shows the current quality judgements along with the national average.

	Outstanding		Good		Sub-total	Requires Improvement		Inadequate		Awaiting	
	Count	%	Count	%		Count	%	Count	%	Count	%
Day nurseries	11	13%	69	78%	91%	5	6%	3	3%	11	n/a
Pre-school	11	26%	31	74%	100%	0	0%	0	0%	5	n/a
Schools with nursery	17	36%	22	47%	83%	8	17%	0	0%	11	n/a
Childminders	42	13%	256	79%	92%	5	1%	22	7%	85	n/a
Out of School	11	17%	44	69%	86%	6	9%	3	5%	16	n/a
Holiday Playschemes	1	6%	17	94%	100%	0	0%	0	0%	11	n/a

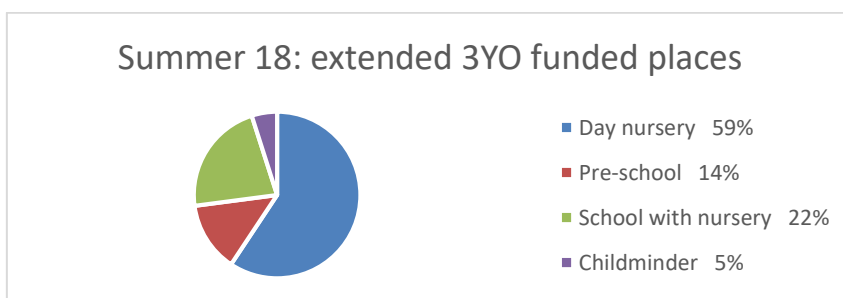
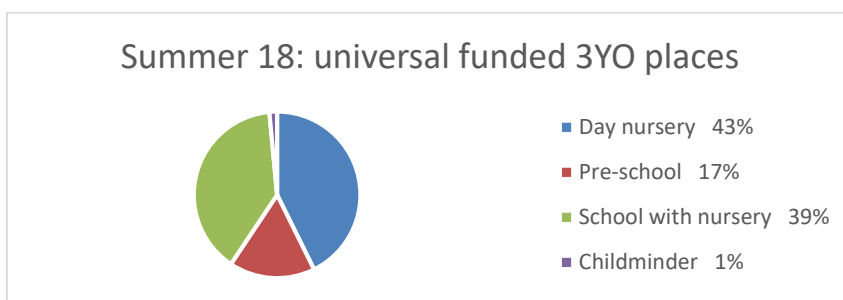
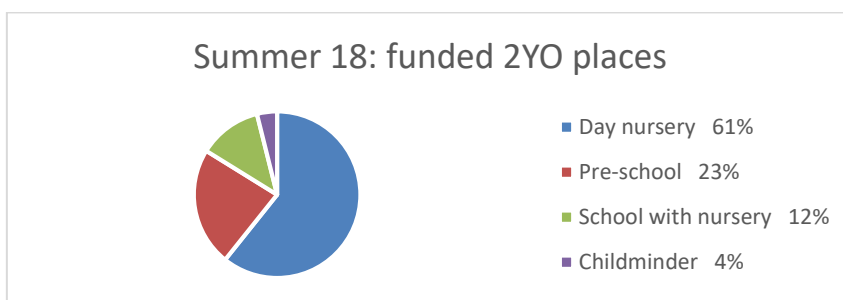
Ofsted's national figures as at 31.3.18 state that the proportion of childcare providers on the Early Years Register judged to be good or outstanding was 94%. This is better than the London average of 92% for childcare on non-domestic premises and 90% for childminders.

## Early Years Childcare

In Croydon there are currently 9,950 day care places for pre-school children aged 0 to 4 years. This is comprised of 6,703 nursery places in private settings, 2,223 via school provision and 1,024 with childminders; please see page 24 for further details. Based on the mid-2017 population estimate of 28,390 this equates to 35 full-time places per 100 children aged 0 to 4 years across the borough.



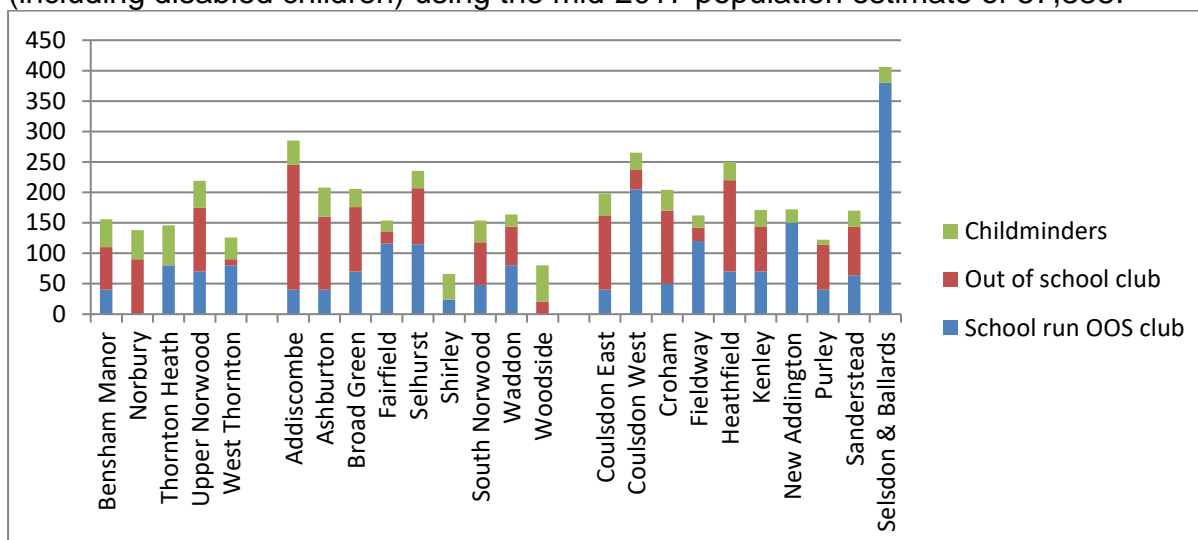
However this varies across the borough but the high concentration of nursery provision in specific areas will also serve families living in neighbouring areas. Therefore any potential over or under supply of places should be considered within this context. The distribution of funded spaces by provider is shown below:





## Out of School Childcare

Out of school childcare comprises of before and after school clubs as well as provision offered by childminders. In total there are 3,637 out of school places available at out of school clubs with up to 820\* additional spaces available with childminders. This equates to 6 places per 100 children aged 5 to 15 years (including disabled children) using the mid-2017 population estimate of 57,338.



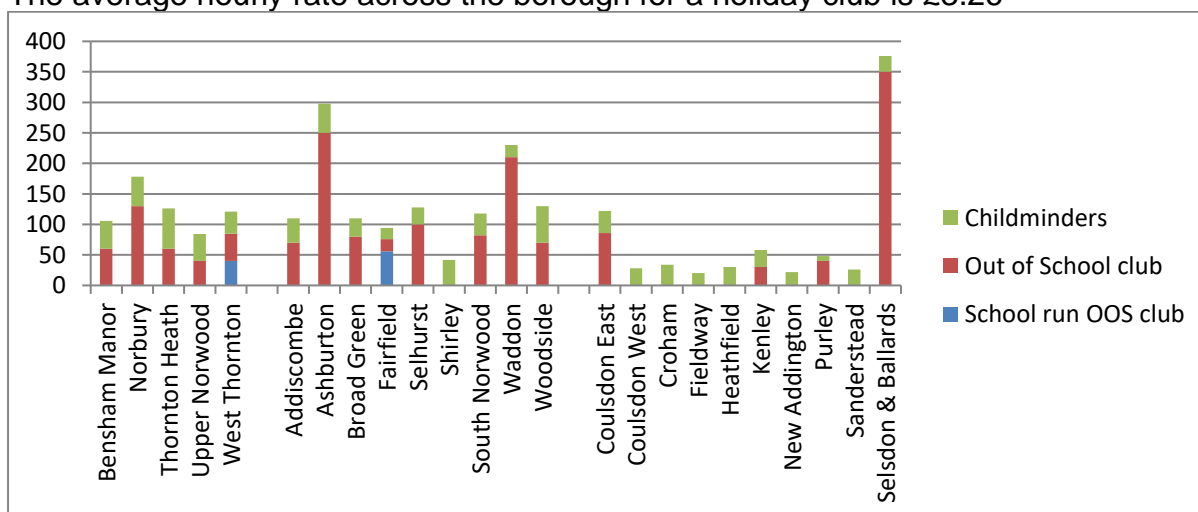
When considering the accessibility of out of school childcare, it is important to consider the number of schools served by individual clubs or childminders rather than a club's proximity to a child's home.

The borough average hourly rate for breakfast clubs is £4.05 and £4.33 for after school.

## Holiday Care

Holiday childcare includes holiday playschemes as well as provision offered by childminders. In total there are 1,819 out of school places available at holiday clubs with up to 820\* additional spaces available with childminders. This equates to 5 places per 100 children aged 5 to 15 years (including disabled children).

The average hourly rate across the borough for a holiday club is £3.26



\* Please note that the figure of 820 childminder places is based on 66% of childminders offering 3 spaces.

## Qualification levels in Croydon

Each year the Department of Education instructs local authorities on what data to collect within the Early Years census, over the last few years the focus has varied as new qualifications have been introduced. However the January 2018 information reverted to a straightforward count of qualified staff.

The current statutory guidance dictates minimum qualified staffing levels and can be summarised as:

For children under 2: 1:3 staff to child ratio

For children aged 2: 1:4 staff to child ratio

For children aged 3 and over: 1:8 staff to child ratio

Irrespective of the child's age, at least one member of staff must hold a full and relevant level 3 qualification and at least half of all other staff must hold a full and relevant level 2 qualification. However please note that for children aged 3 and over this ratio changes to 1:13 when a person with Qualified Teacher Status or Early Years Professional Status (level 6 qualified) is working directly with the children; there is no difference to the ratios for younger children when cared for by a level 6 qualified person.

In addition anyone completing a level 2 or 3 qualification on or after 30<sup>th</sup> June 2016 must also have either a full or emergency Paediatric First Aid certificate within 3 months of starting work to count in qualified staff ratios.

According to census information received in January 2018 staff qualifications in the Private, Voluntary and Independent (PVI) daycare sector can be summarised as shown below.

	Total number of staff	L2 qualified staff	L3 qualified staff	QTS/EYPS/EYT	Unqualified
Day nurseries (96 <sup>1</sup> )	1,228	223 (18%)	669 (54%)	70 (6%)	266 (22%)
Pre-schools (47)	337	39 (12%)	228 (68%)	20 (6%)	50 (14%)
Total	1,565	262 (17%)	897 (57%)	90 (6%)	316 (20%)

In terms of total staff numbers, day nurseries have an average of 60% of total staff team qualified at Level 3 or above and pre-schools have an average of 74% of total staff qualified at Level 3 or above. This produces a Croydon average of 63% of early years' staff qualified at Level 3 or above.

<sup>1</sup>Please note 3 nurseries are not currently signed up to deliver funding which is why there is a difference between the total operating in the borough and reported above.

## Early Years Funding

### Take up of 3 and 4 year old funding

All 3 and 4 year olds are entitled to 15 hours of childcare a week over 38 weeks (570 hours) this is known as the universal offer. Parents can access their entitlement over a longer period of time known as the stretched offer dependent on each setting's individual offer.

In September 2017 the government introduced '30 hours' whereby working parents of 3 and 4 year old children could apply for an additional 570 hours of funded childcare. The criteria is that both parents need to be working and earning the equivalent of 16 hours a week at minimum wage i.e. approximately £125 subject to an income cap of £100,000 per parent. All applications are made online via the HMRC and successful applications receive an eligibility code. These codes need to be renewed every 3 months to ensure the parents still meet the criteria.

The Department for Education latest figures indicate that within England 94% of 3 and 4 year old children take up their universal free entitlement, within London that figure is lower. The figures over the last four years are shown below:

Year	Number 3YOs	%	London average	Number 4YOs	%	London average	Total	%	London average
2015	4850	83%	83%	5240	92%	93%	10090	87%	88%
2016	4805	83%	82%	5118	91%	89%	9923	87%	84%
2017	4581	82%	82%	5104	91%	87%	9685	87%	84%
2018	4540	80%	83%	4741	87%	86%	9281	83%	84%

Taken from national benchmarking tool dated 28.6.18

Based on this year's data Croydon's take up is just below the London average for the universal entitlement.

However the Croydon growth of extended hours has been strong, in Autumn 17 there were 1,169 eligible children accessing, by Spring 18 this number had risen to 1,649 and Summer 18 showed further growth with 2,090 children accessing the extended entitlement. As this is the first year of extended entitlement the DfE have not yet published cross borough comparative statistics.

### Early Years Pupil Premium (EYPP)

In April 2015 the government introduced EYPP for disadvantaged 3 and 4 year olds. Children are eligible if they are receiving their early years' entitlement and meet the benefits related criteria for free school meals or are in/have left the care of the local authority. The setting receives an additional 53p an hour for any eligible children and the intention is that these funds are used to close any developmental gaps the child may have and to enhance provision for these children.

In the summer term we had 600 pupils eligible for EYPP which is the equivalent of 8% of our total number of children accessing early years funding; in January 2017 the DfE's expected percentage for 3YOs was 11%. However the majority of the EYPP children are accessing their entitlement in a nursery provision within a maintained school. Private providers have reported a reluctance on behalf of parents to provide the necessary information to run the checks.

## 2 year old funding (2YO)

40% of 2 year old children are also entitled to 570 hours if the parent is in receipt of:

- Income support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support through part 6 of the Immigration and Asylum Act
- Child tax Credit and/or Working Tax Credit and have an annual income under £16,190
- The guaranteed element of State Pension Credit
- The Working Tax Credit 4-week run on
- Universal Credit

Or if the child:

- Is looked after by the local authority
- Has a current statement of special educational need or an education, health and care plan
- Receives Disability Living Allowance
- Has left care under a special guardianship order, child arrangement or adoption order

The Department for Work and Pensions (DWP) provide lists to local authorities of potentially eligible families but the changes to Universal Credit earlier this year has resulted in increased options when checks are run and in some instances eligibility can only be ascertained on presentation of three months' statements of take home pay.

Parents have always had the opportunity to make an online application but Croydon's online provider decided to stop offering this service in December last year and a new system had to be put in place whereby the sufficiency team took responsibility for checking online applications. To date over 1,100 checks have been run in the first seven months of the year. However in terms of number the funded 2YO take-up remains largely stable at approximately 1,200 2YOs per term.

The Department for Education latest figures indicate that within England 72% of eligible 2YOs are taking up their free entitlement, within London that figure is lower. The figures over the last four years are shown below:

Year	Number of funded Croydon 2YOs	%	London average
2015	1019	38%	46%
2016	1257	53%	57%
2017	1270	66%	58%
2018	1230	82%	61%

Taken from national benchmarking tool dated 28.6.18 and sector Summer 18 funding returns

Based on this year's data Croydon's take up is well above the London average but the fact the total number of children remains relatively constant indicates the fluidity of the Croydon population in terms of eligibility.

## Profile outcomes

Local Authorities have a statutory duty to improve outcomes for children which is known as the Early Years Outcome Duty and is often referred to as ‘school readiness.’ This is measured through the Early Years Foundation Stage Profile at the end of the reception class year when children are 5 years old (or rising 5).

Children who achieve at least “expected” in 12 of the 17 aspects of learning are said to have achieved a Good Level of Development (GLD).

Table 1 shows the percent of children who achieved the GLD in Croydon and nationally. This year’s (2018) non-validated data shows that the number of children is, once again, above the national figure, although there is a slight drop of 0.1% from last year

<b>Percentage of children achieving a GLD</b>		
<b>Year</b>	<b>Croydon</b>	<b>National</b>
<b>2015</b>	64.7 %	66.2 %
<b>2016</b>	70.3 %	69.3 %
<b>2017</b>	73.6 %	70.3 %
<b>2018</b>	73.5% (provisional)	71.4% (provisional)

Table 1

<b>Percentage gap between children eligible for free school meals (FSM) and those not eligible achieving the GLD</b>		
<b>Year</b>	<b>Croydon</b>	<b>National</b>
<b>2015</b>	13 %	18 %
<b>2016</b>	11.5 %	18 %
<b>2017</b>	13.8 %	17%
<b>2018</b>	9.7% (provisional)	Not yet known

Table 2

The gap between those children eligible for FSMs and those not eligible has reduced considerably in Croydon (Table 2). The number of EYFS children assessed who were eligible for FSM has risen again from 14% in 2016 to 18% in 2017 and to 21% in 2018.

## Children with SEND (Special Educational Needs and Disability)

Nurseries, pre-schools and childminders across Croydon are supported in developing and maintaining good inclusive practice, in line with the principles of the Early Years Foundation Stage and the 2015 SEND Code of Practice, by the Best Start teams.

The Best Start Early Learning Collaboration work with settings to ensure that the right amount of support is in place to help children with additional needs and to develop a fully inclusive approach. 107 children were supported by this team, Educational Psychologist and Inclusion Keyworker in 2016-2017 with 35 escalated to the Special Education Needs Disability team (SEND).

The Early Years SEND Team offers a range of services for families whose children, aged 0-5, have significant developmental delay, disabilities and social communication difficulties (SCD) both at home and in Early Years settings. The team ensure that a package of support is delivered that reflects the individual needs of the child and their family and may be a combination of the different services offered by the team. 390 children, including the 35 escalated, were supported by the SEND team in 2017-2018

### Specialised placements

The local authority has commissioned the following places across the borough:

Rainbow Group (planning area 2) 27 places, 15 main cohort and 12 medical unit  
Willow Tree (planning area 3) 12 places  
Winterbourne (planning area 1) 12 places

The SEND Team have overall responsibility for children placed in the specialist nursery provisions named above but do not offer regular support as each setting has an allocated Educational Psychologist.

Numbers of children being supported in a PVI provision are shown below:

	Portage setting support	SCD setting support
Under 2s	2	0
2 year olds	17	10
3 and 4 year olds	72	121
<b>Total</b>	<b>91</b>	<b>131</b>

135 children within 2017-2018 were supported with High Needs Funding packages; these were for children attending PVI and maintained settings.

The number of children supported by Portage are shown below:

	Home support
Under 2s	3
2 year olds	24
3 and 4 year olds	26
<b>Total</b>	<b>53</b>

The number of children supported by Social Communication Disorder (SCD) pathway team members are:

	Home support visit & PRISM course
Under 2s	0
2 year olds	2
3 and 4 year olds	113
<b>Total</b>	<b>115</b>

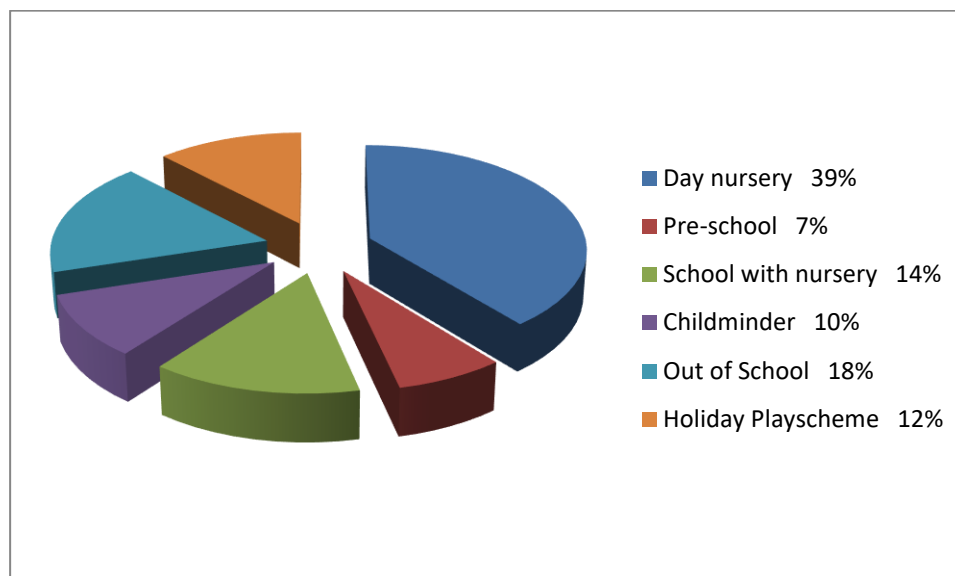
Number of pre-school children (aged 3-4) with an EHCP following support received from EY SEND: 56

Total number of pre-school children (aged 3-4) with an EHCP at time of reporting: 121

Whilst this data represents service delivery for children with SEND at a sustained personalised level, it does not fully depict the wider 'value added' work completed to initially assess needs (within the family home and in settings) in order to ensure that children have received an appropriate graduated response to their SEND. A considerable amount of service delivery involves managing demand and expectation within settings and family intervention for those children whose needs are initially unclear and, through effective, short-term targeted intervention, no longer meet criteria for a long-term intervention. Data is not currently held for this aspect of service delivery but consideration is being given to methods for recording going forward.

## Childcare in Planning Area 1

Planning Area 1 consists of the Bensham Manor, Norbury, Thornton Heath, Upper Norwood and West Thornton wards and contains 192 childcare providers offering 3,084 places. The distribution of places by provider is shown below.



The Ofsted grades are summarised in the following table

	Outstanding		Good		Requires Improvement		Inadequate		Awaiting	
	No.	%	No.	%	No.	%	No.	%	No.	%
Day nurseries	0	0%	24	96%	1	4%	0	0%	4	n/a
Pre-school	1	12%	7	88%	0	0%	0	0%	0	n/a
Schools with nursery	2	17%	9	75%	1	8%	0	0%	0	n/a
Childminders	13	14%	75	79%	2	2%	5	5%	25	n/a
Out of School	4	31%	8	61%	1	8%	0	0%	2	n/a
Holiday Playschemes	0	0%	5	100%	0	0%	0	0%	3	n/a

Ofsted's statistics published on 27.6.18 state that as at 31.3.18 95% of childcare on non-domestic premises was Good (73%) or Outstanding (22%), PA1 total is 96% for day nurseries and 100% for pre-schools. 94% of childminders were Good (78%) or Outstanding (16%), PA1 total is 93%.

Take up of funding in group provision as at 31.7.18

	No. of 2YOs	% within PA1	No. of 3&4YOs	% within PA1	No. of ext. hrs. 3&4 YOs	% within PA1
Day nurseries	230	76%	755	49%	240	64%
Pre-school	30	10%	154	10%	25	7%
Schools with nursery	41	14%	636	41%	110	29%
Total	301		1545		375	

Therefore Planning Area 1's group provision is delivering:

26% of the borough's funded 2YO places

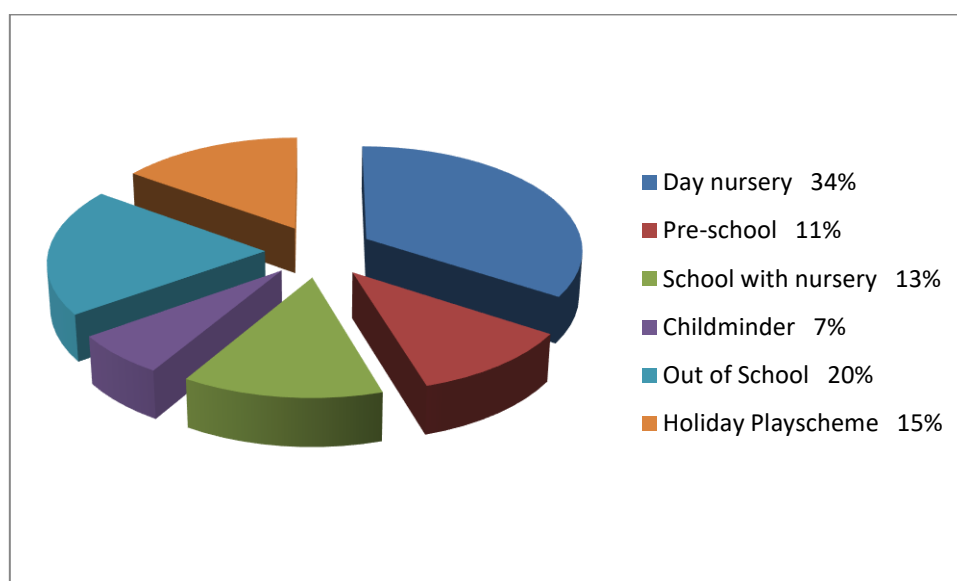
21% of the borough's funded 3 and 4 year old universal places and

19% of the borough's funded 3 and 4 year old extended entitlement places.



## Childcare in Planning Area 2

Planning Area 2 consists of the Addiscombe, Ashburton, Broad Green, Fairfield, Selhurst, Shirley, South Norwood, Waddon and Woodside wards and contains 284 providers offering 6,221 places. The distribution of places by provider is shown below.



The Ofsted grades are summarised in the following table

	Outstanding		Good		Requires Improvement		Inadequate		Awaiting	
	No.	%	No.	%	No.	%	No.	%	No.	%
Day nurseries	4	11%	26	74%	2	6%	3	9%	6	n/a
Pre-school	6	33%	12	67%	0	0%	0	0%	2	n/a
Schools with nursery	3	21%	6	43%	5	36%	0	0%	6	n/a
Childminders	13	10%	98	79%	2	2%	11	9%	37	n/a
Out of School	1	5%	16	76%	3	14%	1	5%	7	n/a
Holiday Playschemes	1	11%	8	89%	0	0%	0	0%	5	n/a

Ofsted's statistics published on 27.6.18 state that as at 31.3.18 95% of childcare on non-domestic premises was Good (73%) or Outstanding (22%), PA2 total is 85% for day nurseries and 100% for pre-schools. 94% of childminders were Good (78%) or Outstanding (16%), PA2 total is 89%.

Take up of funding in group provision as at 31.7.18

	No. of 2YOs	% within PA2	No. of 3&4YOs	% within PA2	No. of ext. hrs. 3&4 YOs	% within PA2
Day nurseries	316	58%	1258	42%	483	64%
Pre-school	155	28%	615	21%	138	18%
Schools with nursery	77	14%	1120	37%	138	18%
Total	548		2993		759	

Therefore Planning Area 2's group provision is delivering:

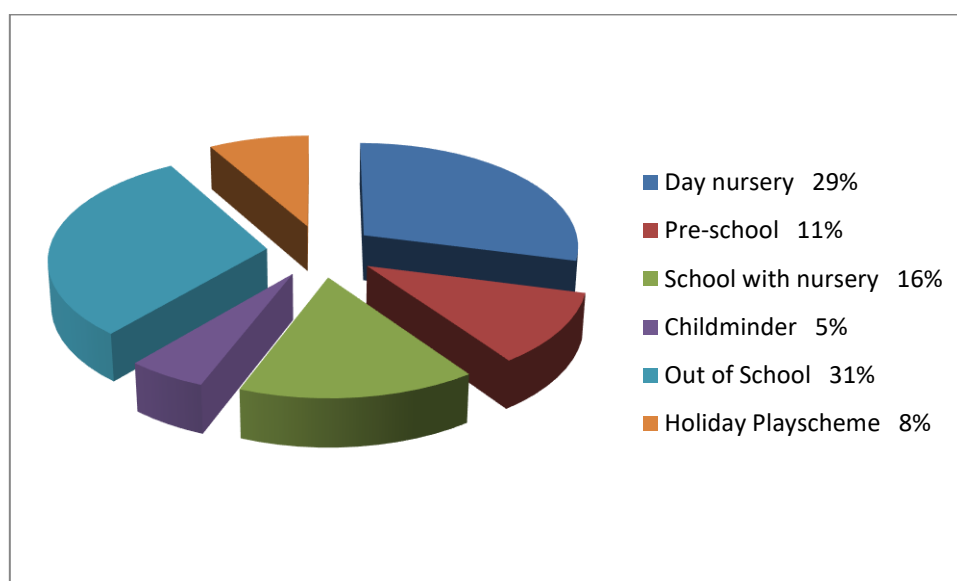
46% of the borough's funded 2YO places

40% of the borough's funded 3 and 4 year old universal places and

38% of the borough's funded 3 and 4 year old extended entitlement places.

### Childcare in Planning Area 3

Planning Area 3 consists of the Coulsdon East, Coulsdon West, Croham, Fieldway, Heathfield, Kenley, New Addington, Purley, Sanderstead and Selsdon & Ballards wards and contains 247 childcare providers offering 6,101 places. The distribution of places by provider is shown below.



The Ofsted grades are summarised in the following table

	Outstanding		Good		Requires Improvement		Inadequate		Awaiting	
	No.	%	No.	%	No.	%	No.	%	No.	%
Day nurseries	7	25%	19	68%	2	7%	0	0%	1	n/a
Pre-school	4	25%	12	75%	0	0%	0	0%	3	n/a
Schools with nursery	12	57%	7	33%	2	10%	0	0%	5	n/a
Childminders	16	15%	83	78%	1	1%	6	6%	23	n/a
Out of School	6	20%	20	66%	2	7%	2	7%	7	n/a
Holiday Playschemes	0	0%	4	100%	0	14%	0	0%	3	n/a

Ofsted's statistics published on 27.6.18 state that as at 31.3.18 95% of childcare on non-domestic premises was Good (73%) or Outstanding (22%), PA3 total is 93% for day nurseries and 100% for pre-schools. 94% of childminders were Good (78%) or Outstanding (16%), PA3 total is 93%.

Take up of funding in group provision as at 31.7.18

	No. of 2YOs	% within PA3	No. of 3&4YOs	% within PA3	No. of ext. hrs. 3&4 YOs	% within PA3
Day nurseries	205	61%	1204	42%	520	61%
Pre-school	116	35%	544	19%	123	14%
Schools with nursery	12	4%	1128	39%	210	25%
Total	333		2876		853	

Therefore Planning Area 3's group provision is delivering:

28% of the borough's funded 2YO places

39% of the borough's funded 3 and 4 year old universal places and

43% of the borough's funded 3 and 4 year old extended entitlement places.

## Cost of childcare

The table below shows the average daily rate for day nurseries and the average sessional rate for pre-schools across each of the three planning areas.

	0-2 years	2-3 years	3-5 years
Planning area 1			
Day nursery	£5.60	£5.24	£5.12
Pre-school	£4.83	£5.69	£5.56
Planning area 2			
Day nursery	£5.47	£5.30	£5.12
Pre-school	n/a	£5.27	£5.14
Planning area 3			
Day nursery	£5.57	£5.27	£5.18
Pre-school	n/a	£5.65	£5.48
Borough average			
Day nursery	£5.55	£5.27	£5.14
Pre-school	£4.83	£5.54	£5.39
Childminder	£5.84	£5.84	£5.84

The current funding rates from the Direct School Grant are as shown:

2YOs are funded at £5.66 per hour

3YOs are funded at £4.50 per hour

However the introduction of the single funding formula requires local authorities to pass through 95% of the government rate, Croydon are paid £5.13 therefore in addition to the above, a group setting will also receive the following additional funds:

Deprivation uplift, this is calculated based on the child's postcode and run against the IDACI scales with payments tiered according to level of deprivation. Band 1 corresponds to postcodes in the 10% most deprived areas and Band 2 to the next 10% to 20% most deprived. This year the amounts paid are £181.30 for those in decile 1 i.e. the 10% most deprived postcodes and £157 for decile 2 i.e. the next 10% to 20% of deprived postcodes. Given the variable nature of postcodes it is almost impossible to anticipate levels of IMD (Index of Multiple Deprivation).

Inclusive Practice, this is paid to all group settings and is calculated based on funded 3 and 4YOs on roll at census day in January and in 2018/19 the amount per child is £49.28

All group settings in Croydon are paid as described above with the exception of the five nursery schools who receive a Maintained Nursery School supplement from central government.

According to the Family and Childcare Trust's Childcare Survey 2018, in Outer London the hourly rate

for a child under 2 is £5.82 and £5.36 for an over 2 in nursery and

for a child under 2 is £5.43 and £5.41 for an over 2 at a childminder.

## **Childcare compared to last sufficiency assessment in 2017**

Croydon continues to have a diverse range of childcare providers – we have several small independent one-site providers, 19 providers who operate more than one setting within Croydon and the neighbouring boroughs including 3 of the large chains each operate two settings within the borough and one franchised nursery.

### **Childminders**

The number of childminders has decreased from 427 to 410, a net overall reduction of 17 which is in keeping with national trends. However we are seeing a steady flow of new childminders with 35 registering in the last year. The percentage of childminders eligible to deliver funding has increased to 26% and their hourly rate has increased by 19p. We do not have current figures on rates charged by childminders who do not deliver funding as many do not openly share this information preferring instead to have this discussion with prospective parents.

### **Pre-schools**

The summer term saw the closure of two pre-schools one of whom had been trading for over 25 years and the other was a church run group which was not financially viable given the church's commitment to the living wage. There are only 6 of the 47 pre-schools who do not offer 30 hours, the vast majority have increased their hours to offer this service to parents. The average hourly cost has risen by 4p which equates to an additional 12p per standard 3 hour session. However the increase in National Minimum Wage and pension auto enrolment has had a direct impact on small independent businesses such as pre-schools who by definition only open for 38 weeks of the year and therefore have reduced capacity to charge for additional services.

### **Day Nurseries**

The number of day nurseries in the borough has stayed the same although 3 have in fact closed but an identical number have opened; two of the new providers are in fact operating out of the previously registered premises. Three nurseries are not accredited to deliver funding but of the remaining 96 only 3 have chosen not to offer the 30 hours of extended entitlement. Average costs per hour have risen by 18p for 0-2 years, 14p for 2-3 years and 15p for 3-5 years, each age band has a different legally stated adult:child ratio. These increases are in fact less than last year's which demonstrates how competitive the market has become given the increase in business rates and staffing costs. Across the borough opening hours remain largely unchanged from last year and although non-core hours can be accessed at various settings it would appear that there is limited demand for very early mornings or late evenings. Weekend care is now only available within the childminder sector as the one nursery who did offer it has removed the offer as it was never requested.

### **Out of school care**

The number of out of school clubs in the borough has fallen by 1 with the average cost of a 1.5 hour breakfast club being £6.07 (up from £5.81) and £12.99 (up from £12.93) for a 3 hour after school club.

The number of holiday schemes in the borough has decreased by 2 and the average daily rate for 10 hours is £32.60, an increase of 20p on last year.

We are however seeing increasing numbers of Tuition Centres registering largely focussing on key skills such as literacy and numeracy across all age ranges.

## Parental Childcare Questionnaire

This year we posted an online childcare questionnaire on the Croydon website for four weeks from 19<sup>th</sup> June to 19<sup>th</sup> July. The questions were taken from the guidance issued to local authorities by the Greater London Authority in February 18 and focus on type of childcare used and knowledge of available funded childcare (see appendix for the actual questionnaire).

The key facts and future considerations are detailed below:

There were 130 respondents which is statistically low given the number of families with children in the borough and interestingly 4 of those responding did not need childcare!

Of the 96% of respondents using childcare, there were more responses from the parents of 1 year olds than any other age group. This may be linked to awareness of early years funding and a desire to find out more detail as:

87% of respondents claimed to be aware of 2YO funding  
93% of respondents claimed to be aware of universal 3YO funding and  
83% of respondents claimed to be aware of the extended entitlement for 3YOs

However there is no way to identify from the figures when multiple answers have been given e.g. if a parent was responding for both early years and school age children and equally when care is shared e.g. a childminder and a pre-school.

Within the early years' sector i.e. 0 to 4 years, the most popular choice of childcare was a day nursery at 58% but 30% of respondents also chose a pre-school with a further 18% using a childminder. However it should be noted that some respondents selected more than one option as childminders often share care with a school nursery. Given the distribution of summer funded places detailed on page 12, schools are under-represented in this survey. In terms of finding childcare 70% of parents found this easy.

The majority of school age responses don't use any childcare (60%) but of those who do, the most popular care was after-school provision. However similar numbers of parents access a breakfast club or childminder as use family or friends. The take up of holiday care is the lowest category but almost a third of responding parents claimed it was difficult to find and potentially this is being addressed by the informal childcare provided by family and friends.

80% of respondents use childcare to facilitate work but half of this number acknowledge that it also benefits the child in terms of education and social enjoyment.

In terms of overall satisfaction the vast majority of parents are happy with their childcare and feel the provider meets the needs of their children and delivers varied activities with satisfaction levels ranging from 86 to 98% across the various questions.

## Identified Issues and Actions

### Workforce

Recruiting quality, qualified staff is an ongoing concern for the sector, this issue has been exacerbated by the continuing changes to eligible qualifications and the lack of delivery on some of the changes originally mentioned in the March 17 Early Years Workforce Strategy. However the new Level 2 Early Years SEND qualification specification has been published and is described as a 'small qualification' and CPD top-up for level 2 staff who qualified before the introduction of L2 Early Years practitioner criteria.

2017 Action	Progress	Status
Monitor BSELC training offer and sector take up rates and participation with the apprentice scheme.	There are various strands to the BSELC training offer - Learning Community events, a training programme for the sector and the apprentice scheme which are reviewed termly as part of the commissioning arrangements. Whilst take up rates vary across the offer there is good participation across the sector.	Ongoing and will be reviewed in April 2019 as part of commissioning arrangements.

### Take up of free entitlement places

As stated earlier Croydon's take up of 2 year old funded places is above the London average (82% vs 61%) but the 3 and 4 year old universal entitlement at 83% is just below the London average of 84%. As yet there have been no published cross borough figures for the extended entitlement but in Croydon we have seen steady growth in take up every term.

2017 Action	Progress	Status
Closely monitor the take up of 30 hour entitlement places as that may have an impact on availability of 15 hour places for children only becoming eligible in the summer term.	The number of funded 2YOs remains relatively constant which is reassuring and in addition the sector have in Summer 18 accommodated 2,090 children via the extended entitlement offer. This is in addition to the 7,526 universal funded children which is slightly lower than last year.	Completed for 2017 but ongoing for 2018 as well as encouraging settings to share vacancy information which will assist parents in finding a funded place that meets their needs.

## Expansion to 30 hours of funded childcare

Despite one or two initial system glitches both internally and with our early years' portal provider Capita, and HMRC changing deadline dates every term, the 30 hours has quickly become another recognised strand of funding with providers and parents. We await the autumn 18 submission with interest to see how numbers compare to last year when the offer was introduced.

2017 Action	Progress	Status
The new portal provides us with better data handling capabilities and we intend to use this to analyse funded take up, especially of the 30 hours.	The portal has provided us with hugely improved data capabilities and we are also able to identify duplicate children much quicker thereby reducing the financial exposure of double funding to the local authority.	Completed
The improved reporting will also help us ensure that the single funding formula and pass through requirements are met.	Our increased direct control over data means that we can run reports and monitor figures at both the beginning and end of term and has been invaluable in allowing us to predict and then compare budgets over the year to ensure the market receive the stated pass through rates.	Completed
Portal information will be fed into our sufficiency analysis and reviewed in conjunction with ward data about tax credits and working families in attempt to identify trends, patterns and potential hot spots.	Unfortunately the ward boundaries changed earlier this year and as the Best Start commissioning was based on the old planning areas we have not yet updated the wards but this issue will be addressed in the near future.	Outstanding
Introduce a new online parental questionnaire.	Please see the information on page 25; going forward we will review the questions with view to reducing the multiple answers that tend to skew the data.	To be reviewed again in June 2019
Encourage settings to provide us with termly vacancy information which again will be very useful for parents.	Ongoing piece of work and we intend to re-launch the Family Space website in the autumn term to highlight the	To be reviewed in January 2019

	recent changes to the sector and encourage them to renew and update their information.	
The Provider Agreement detailing the contract between settings and local authority was updated to include 30 hours and therefore everyone is in the process of re-signing.	Although this was done the change of Data Protection regulations in May means we once again need to re-visit this document along with the Privacy Statement.	Ongoing
Review how effective partnership arrangements between providers are in terms of sharing observations about children and general transition.	This piece of work is still ongoing; the sufficiency team of three is currently only two and therefore some tasks have inevitably been deferred as we have maintained the day to day work of providing information and service.	Ongoing

## 2018 Actions

1. Continue with upgrades to Family Space; parents can now search for schools and Parent & Toddler groups but we need to ensure that all the information posted is current which will also include re-alignment with the new wards. As stated above we also wish to promote the site to the sector and re-introduce Childcare Business Croydon which is now incorporated within Family Space rather than stand alone.
2. In Spring 18 we lost our online 2YO portal and an interim manual process was introduced. However we have now identified an alternative provider which will mean parents will receive an instant response when they check eligibility but settings will once again have to log on to confirm that codes are indeed eligible as anyone using the portal receives a code.
3. As mentioned above the Provider Agreement needs to be updated and in addition we are looking to introduce some additional checks to ensure that providers are fully aware of how the various funding offers work. We also need to strengthen and clarify removal from the directory of providers following audit visits highlight significant areas of concern.
4. Improve the wording of some questions in the Parental questionnaire to assist with analysis as ideally we would want to improve our service in line with parental feedback.
5. Due to an internal restructuring of the SEND service we hope to have improved data on SEN children including numbers and any issues in accessing their funded entitlements.
6. Contact the out of school sector with a view to promoting sign up to Tax Free Childcare as we believe this is an area that could benefit both parents and providers.
7. Finalise the review of effective partnership arrangements between providers when funding is split over more than one setting.



## Parental Childcare questionnaire



This survey is to find out from parents and carers what their experiences and needs are in relation to childcare. The information will be used to inform our Childcare Sufficiency Assessment which helps us review and plan high quality childcare places across the borough.

We estimate this survey will take approximately 5 minutes to complete. The survey will close on 30<sup>th</sup> June 2018.

All of your answers will remain confidential and you will not be identified in any way in the reporting and use of this survey.

**1. How old are your children?**

Age	Number of children	Does your child have a Special Educational Need or Disability?
Under 2 years		
Aged 2 years		
Aged 3 to 4 years		
Primary school age		
Secondary school age		

**2. What type of childcare do you use for your children who are below school age? Please select all that apply.**

Childminder	
Day nursery (open all year round)	
Pre-school (term time)	
Nursery class in school	
Standalone nursery school	
Nanny/Au pair	
Family/Friends	

**3. What type of childcare do you use for your school age children? Please select all that apply.**

Breakfast club	
After school club/activities	
Holiday club	
Childminder	
Nanny/Au pair	

Family/Friends	
None	

4. **If you use childcare, please say why.** Please select all that apply.

So that I can work	
So that I can look for work	
So that I can study/train	
So that I can fulfil other caring responsibilities	
So that I can go shopping/attend appointments/socialise	
For my child's benefit e.g. educational/social/enjoyment	
Other, please specify	

5. **If you do not use any childcare, please say why.** Please select all that apply.

Cannot find an available place	
Too expensive	
Children don't want to go	
I do not need childcare	
I am not happy with the quality available	
Sessions are not available at the times I want	
Transport difficulties getting to a provider	
Other, please specify	

6. **How easy is it to find suitable childcare for your child or children?**

	Early years childcare	School age childcare		
		Before school	After school	Holiday childcare
Very easy				
Quite easy				
Quite difficult				
Very difficult				

7. Please rate the following statements:

	Agree	Disagree	Unsure
My childcare provider is able to meet the needs of my child			
The staff provide a friendly/welcoming atmosphere			
There are always enough staff on duty			
I am happy with the range of activities and resources on offer			
There is enough space available in the setting			
The children have enough access to outdoor space			
The staff keep me well informed about my child's progress			

8. Before today, did you know that some families can get free childcare?

	Yes, I was aware of this	No, I was not aware of this
15 hours of free childcare per week for <b>some</b> 2 year olds		
15 hours of free childcare per week for all 3 and 4 year olds (universal funding)		
30 hours of free childcare per week for <b>some</b> 3 and 4 year olds (extended funding)		

If you would like to [find out more](http://www.childcarechoices.gov.uk) about free childcare entitlements and eligibility, please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

9. Do you use any of the following free childcare offers?

	Eligible & using	Eligible & not using	Unsure if eligible
2 year old funding			
Universal 3 and 4 year old funding			
Extended 3 and 4 year old funding			

10. If you are eligible for free childcare but are not using it, please say why not:

*Thank you for your time.*

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## **Proposal to extend the age range of pupils at Red Gates School consultation outcomes report.**

### **1 Introduction**

- 1.1 The purpose of this report is to provide the Cabinet Member for Children, Young People & Learning and the School's Leadership Team with the outcomes from the consultation to extend the age range of pupils at Red Gates School.
- 1.2 Red Gates School is a primary special school for boys and girls aged 4 - 11 who have severe learning difficulties (SLD). The school is located at Farnborough Avenue, South Croydon, CR2 8HD. Red Gates School has been judged by Ofsted as a good school in all areas.
- 1.3 This report is based on the responses received during the consultation period following the publication of a statutory notice where anyone with an interest could comment on the proposal to extend the age range of pupils at Red Gates School.

### **2 Proposal**

- 2.1 The proposal is to extend the age range of Red Gates School from 4 – 11 years to 2 – 11 years, from September 2019. This will involve transferring the management of the Willow Trees nursery class from Gilbert Scott Primary School to Red Gates School.
- 2.2 The proposed change will enable the school to provide specialist education for children with learning difficulties from 2 years old, supporting the Local Authority in meeting duties to provide an offer for 2, 3 and 4 year olds.

### **3 Background**

- 3.1 Local authorities are the admission authority for community special schools and can propose a change of age range by following the statutory consultation process.
- 3.2 Extension of the age range will enable Red Gates School to provide specialist education for children with learning difficulties from 2 years old and will allow the Council to continue to meet its statutory obligation to provide an offer for 2, 3 and 4 year olds.
- 3.3 The Willow Trees specialist nursery is currently located in Gilbert Scott Primary School. With the extension of the age range for Red Gates School the management of Willow Tree specialist nursery class will be transferred to Red Gates School.

- 3.4 The Schools' Leadership Team, including the Governing Body have agreed in principle to the proposed extension of the age range of pupils at Red Gates School.

#### **4 Consultation**

- 4.1 The statutory process for making prescribed alterations to schools has four stages: publication of statutory notice, four week representation (formal consultation); decision on the proposed change; and implementation of the proposed change, if agreed by the decision maker.

#### **5 Publication/Representation**

- 5.1 In accordance with statutory requirement, a statutory notice was published which started a four week consultation period – 01 November to 29 November 2018 – which invited anyone with an interest to comment on or object to the proposal to extend the age range of pupils at Red Gates School.

#### **6 Communication and Consultation activities**

- 6.1 A consultation document including a questionnaire was used as a basis of informing stakeholders, including parents/carers and local residents about the educational rationale and inviting feedback on the proposal.
- 6.2 Stakeholders were given the opportunity to express their views in writing via a questionnaire, both electronically and via the hard copy attached to the consultation document, by email and post.
- 6.3 A range of modes and methods of communication were used to inform and facilitate feedback from stakeholders regarding the proposal. Communication activities included the circulation of the consultation document, including a questionnaire via;
- The following websites:
    - ✓ Croydon Council
    - ✓ Red Gates School
    - ✓ Gilbert Scott Primary School
    - ✓ 'Get Involved'
  - Schools Bulletin:
    - ✓ Bulletin sent to all schools within Croydon
  - Social Media/Applications:
    - ✓ Twitter
    - ✓ Facebook
    - ✓ 'Your Croydon'
  - Printed documents/Statutory Notice:
    - ✓ Consultation document/questionnaire available from the council
    - ✓ Statutory Notice published in the Croydon Guardian newspaper
    - ✓ Statutory Notice displayed in Selsdon library.

## Equality and Diversity Monitoring

- 6.4 As part of the consultation process, respondents were asked to complete an equality and diversity questionnaire, looking at Gender, Age, Ethnicity and Disability. The information collected will help identify any special requirements and promote equality and diversity.

## Equalities Impact Assessment

- 6.5 An Equalities Impact Assessment (EQIA) has been undertaken as part of the Education Estates Strategy cabinet report on the proposal to extend the age range of pupils at Red Gates School. The Equality analysis enables the Council to target its services and budgets more effectively as well as helping the Council to understand potential impacts on the community. The EQIA indicates that the proposed change will not negatively impact people with protected characteristics.

## **7 Summary of responses**

- 7.1 All responses were received via questionnaire. Overall, a total of 24 completed questionnaires were received.
- 7.2 Of the 24 respondents;
- 17 support the proposed change
  - 4 do not support the proposed change
  - 2 were not sure
  - 1 was not affected/did not want to answer the questions
- 7.3 A detailed analysis of the responses can be found below in Annex A.

## Key issues raised and the council's response

Key issue	Respondents' comments	Council's response
Potential negative impact on Red Gates School	"Whilst I support the proposed change... I am anxious that it will not have any negative impact on the school as it is at present; for example, the nursery draining funds from the main school. I would also like to know how the local authority proposes to support both Willow Tree and Red Gates to integrate successfully whilst remaining in separate buildings."	The respondent has raised two issues; the first relates to the funding of nursery places and the second about the integration and location of the nursery class into Red Gates School. 1: The funding of Red Gates School places and the nursery places will remain separate. The school places are funded on a base and top up

		<p>basis, with the latter dependent on actual pupils on roll; whilst the nursery is funded at an enhanced hourly rate based on the number of places commissioned.</p> <p>2: Red Gates School and the Council are keen to ensure that there is full integration between these provisions so that staff are supported and models of practice shared. The location of the nursery class is expected to be reviewed as part of this process.</p>
<p>Potential negative impact on Gilbert Scott Primary School</p>	<p>“I feel that Croydon Council has continually expanded Red Gates and this has adversely affected the existing primary school. Before Red Gates moved to its current site Gilbert Scott was a larger and more successful school. I believe the council will adversely affect my children’s education if the expansion of Red Gates goes ahead.”</p>	<p>Since the academisation of Gilbert Scott School the boundaries between the two schools have been formalised and will, by the end of April 2019, be divided by fencing. Arrangements about shared areas are set out in an agreement. As such there is no expectation that changes to Red Gates School will impact on Gilbert Scott Primary School.</p> <p>This proposal will not have an impact on the education of children at Gilbert Scott School.</p>
<p>Level of care/Standard of education</p>	<p>“The only [impact] will be if the level of care and education standard is compromised.”</p>	<p>The Council intends that this change will enhance the education provision for children in Willow Trees nursery. Maintaining high standards of care for the children attending Willow Trees nursery is a priority for the Council.</p>



Logistics	“Are you increasing the classes? Where will they go?”	The intention is to maintain the same number of places at Willow Tree nursery, subject to review and needs analysis.
	“Who will lead the Nursery?”	Willow Trees Nursery will come under the leadership of Red Gates School. Staff currently employed will TUPE to Red Gates School.
Traffic and parking	“The School & transport infrastructure cannot cope...it's terrible with the amount of vehicles coming in & the parking is horrendous.”	<p>The change to the age range of Red Gates School should not lead to more transport and/or traffic, as the proposal is to maintain the existing number of places in Willow Tree nursery. By extending the age range of Red Gates School, such that Red Gates manages Willow Tree nursery the traffic should not increase.</p> <p>Whenever possible journey's to and from Red Gates School will be arranged so that transport is shared and traffic is minimised.</p>
	“The only concern I have is the amount of traffic that comes in and out of the school. I see staff from Gilbert Scott outside monitoring the drivers and the speed and care they take but not staff from Red Gates. This concern has been raised by parents from both schools as well as local residents but the council do not seem to enforce anything. At certain times of the day it is dangerous for pupils and	<p>Please see above.</p> <p>The issues raised about traffic and impact on local residents are important to the Council. Both schools should have a school travel plan, which address the health and safety of pupils and actions to mitigate associated risks.</p> <p>The schools are concerned to ensure that</p>

	parents of both schools and this needs to be addressed.”	arrangements for transporting children with special educational needs and disabilities to and from school do not negatively impact on the local area. There are not expected to be any changes to transport arrangements as a consequence of the proposed extended age range.
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Key points made in support of the proposed extension of the age range of pupils at Red Gates School

- 7.4 The points were raised in support of the proposal;
- “Better EYFS [Early Years Foundation Stage] provision.”
  - “Proposed expansion will enable Red Gates School to ensure high quality, effective provision for the 2-5yrs age range and where appropriate enable a smooth transition for the pupils in their next step. This development will also, where appropriate and wanted, offer support to parents at an earlier stage.”
  - “I believe there is a need for children as young as 2 with special [needs] to be supported further. Early intervention is necessary at such a young age.”
  - “I however believe children with special needs...should be given the opportunity to get help earlier than 4 years. It would also mean a lot for the parents.”

**8 Next Steps**

- 8.1 Based on the responses received during the consultation period, balanced against the Council’s duty to provide for children with special educational needs that is driving the extension to the age range of Red Gates School to include children from two years old, the Cabinet Committee will decide whether the proposal to extend the age range of Red Gates School’s pupils should be implemented in September 2019.

## **Annex A**

A total number of 24 responses were received via completed questionnaires during the consultation period.

### **1) Please tell us whether you support/do not support the proposal to extend the age range of pupils at Red Gates School.**

<b>Response</b>	<b>Number</b>	<b>%</b>
I support the proposed change	17	71
I do not support the proposed change	4	17
Not sure	2	8
I am not affected by/do not want to answer	1	4
<b>Total</b>	<b>24</b>	<b>100</b>

- Of the 17 respondents who support the proposed changes:
  - 4 are members of staff/Governing Body at Red Gates School
  - 1 is a member of staff/Governing Body at Gilbert Scott Primary School.
  - 2 are members of staff at a special school
    - 1 of which is a parent/carer of a child/children at Gilbert Scott Primary School.
  - 2 are local residents
  - 2 preferred not to say
  - 6 left the question unanswered
- Of the 4 respondents who do not support the proposed changes:
  - 1 is a member of staff/Governing Body at Gilbert Scott Primary School and a local resident
  - 1 is a parent/carer of a child/children at Gilbert Scott Primary School
  - 2 left the question unanswered
- Of the 2 respondents who were not sure of the proposed changes:
  - 1 preferred not to say
  - 1 left the question unanswered

## **Equality and Diversity**

### **Please tell us who you are.**

Please tick all that apply\*

\* 26 responses were received from 24 respondents.

<b>Response</b>	<b>Number</b>	<b>%</b>
Member of staff/Governing Body at Red Gates School	4	16
Member of staff/Governing Body at Gilbert Scott School	2	8
Member of staff within a special school	2	4
Member of staff/Governing Body within a mainstream school	0	0
Parent/carer of a child/children at Red Gates School	0	0

Parent/carer of child/children at Gilbert Scott	2	8
Parent/carer of a child/children at another special school/nursery	0	0
Parent/carer of a child/children at a mainstream school/nursery	0	0
Local resident	3	12
Prefer not to say	3	12
Other	0	0
No response	10	40
<b>Total</b>	<b>26</b>	<b>100</b>

## Gender

Response	Number	%
Male	2	8
Female	11	46
Transgender	1	4
Prefer not to say	0	0
No response given	10	42
<b>Total</b>	<b>24</b>	<b>100</b>

## Age

Response	Number	%
Under 16	0	0
16-18	1	4
19-25	0	0
26-34	0	0
35-44	5	22
45-54	2	8
55-64	1	4
65+	2	8
Prefer not to say	3	12
No response given	10	42
<b>Total</b>	<b>24</b>	<b>100</b>

## Ethnicity

Response	Number	%
White British	7	30
White Irish	1	4
White European	0	0
Other white	0	0
Mixed white and black Caribbean	0	0
Mixed white and black African	0	0
Mixed white and Asian	0	0
Other mixed background	0	0

Asian or Asian British: Indian	0	0
Asian or Asian British: Pakistani	0	0
Asian or Asian British: Bangladeshi	0	0
Asian or Asian British: Chinese	0	0
Other Asian or Asian British background	0	0
Black or Black British: Caribbean	0	0
Black or Black British: African	2	8
Other Black or Black British background	1	4
Arabic	0	0
Other	0	0
Prefer not to say	3	12
No response given	10	42
<b>Total</b>	<b>24</b>	<b>100</b>

### Disability

Response	Number	%
Yes	2	8
No	11	46
Prefer not to say	1	4
No response given	10	42
<b>Total</b>	<b>24</b>	<b>100</b>

Please tick all that apply\*

\*3 responses received from 2 respondents

Response	Number	%
Mobility	0	0
Visual impairment	0	0
Hearing impairment	2	67
Mental Health	0	0
Learning difficulties	0	0
Prefer not to say	0	0
Other	1	33
No response given	0	0
<b>Total</b>	<b>3</b>	<b>100</b>

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## **PROPOSED ADMISSION ARRANGEMENTS FOR COMMUNITY SCHOOLS FOR THE 2020/21 ACADEMIC YEAR**

### **CONSULTATION OUTCOMES REPORT**

#### **1. Introduction**

- 1.1. The purpose of this report is to provide the Cabinet Member for Children, Young People & Learning with the outcomes from the formal consultation on the proposed changes to the Admissions Arrangements and the Pan-London primary and secondary coordinated admissions schemes for 2020/21.

#### **2. Background**

- 2.1. The Council is the Admission Authority for Community schools and is therefore responsible for consulting on, determining and applying the admission arrangements for community schools
- 2.2. The Council retains the co-ordinating role for reception, junior and secondary transfer. This means that all offers are made by the Council and that every child should receive just one offer. Admission Authorities, including Local Authorities are responsible for ensuring that admission arrangements are compliant with the School Admissions Code 2014.
- 2.3. This includes consulting on any proposed changes to admission arrangements annually or at least every 7 years where there have been no changes. In addition, Admission Authorities are required to determine their admission arrangements on an annual basis

#### **3. Proposed changes to admission arrangements**

- 3.1. The processing of overseas applications for admission to school within the normal admission rounds

We are proposing to accept applications from overseas for processing when this local authority is satisfied there is evidence of a link to an address in its area and that the child will be resident at that address on or before the date of admission (i.e. start of September).

#### **4. Proposed changes to the Pan-London coordinated admissions schemes**

- 4.1. Children who are holding an offer at a lower preference school and who are placed on the waiting list for higher preference schools

This change is proposed to reduce the number of children who are unnecessarily added to waiting lists and to ensure that places are allocated swiftly to children who require a place. The proposed change emphasizes

parents/carers' responsibility to notify the local authority if they no longer wish for their child to remain on the waiting list for a higher preference school.

#### 4.2. Acceptance of first preference offers

The proposed change would mean that if a parent/carer has been offered their first preference school, the place would no longer be automatically recorded as accepted.

### 5. **Statutory Consultation**

5.1. Consultation took place between 18 October 2018 and 6 December 2018. Stakeholders were asked their views specifically on the proposed changes to the Admission Arrangements and to the Pan-London primary and secondary coordinated admissions schemes and also for any other comments they might have.

5.2. A consultation document was provided online and as a paper document to support stakeholders to respond to the consultation.

### 6. **Communication and Consultation activities**

6.1. A consultation document including a questionnaire was used as a basis of informing stakeholders, including parents/carers and local residents, about the proposed changes to the Admissions Arrangements and Coordinated Schemes.

6.2. Communication activities included the circulation of the consultation document, including questionnaire via email to Schools, neighbouring admission local authorities, councillors and local MPs.

#### **Schools E-Bulletin**

- ✓ Schools' e-bulletin to all schools within the borough

#### **Email:**

- ✓ Ward Councillors / MPs
- ✓ schools within neighbouring/adjourning boroughs
- ✓ local residents
- ✓ parents/carers

#### **Website:**

- ✓ Online questionnaire (Get Involved)

### 7. **Summary of responses**

#### 7.1. Consultation questionnaire

A total of 96 completed questionnaires have been received. A detailed breakdown of the responses is attached in Annex A.

Summary of responses for each proposed change:



- Proposal 1 – the processing of overseas applications.  
65 of the 96 respondents answered this question.
  - 19 – Support
  - 30 – Do not support
  - 12 – Not sure
  - 4 – Did not wish to answer/are not affected
  
- Proposal 2 – children on the waiting list for higher preference schools.  
69 of the 96 respondents answered this question.
  - 47 – Support
  - 7 – Do not support
  - 15 – Not sure
  
- Proposal 3 – acceptance of first preference offers.  
All 96 respondents answered this question.
  - 66 - Support
  - 11 – Do not support
  - 17 – Not sure
  - 2 – Did not wish to answer/are not affected

## 8. Key issues raised during the consultation period

Proposed Change	Comments from Respondents	Council Response
<p><b>1: The processing of overseas applications for admission to school within the normal admission rounds</b></p> <p>This change has been proposed in order to achieve commonality with all coordinating boroughs.</p>	<p>“Overseas applications should not be accepted until AFTER all pupils in Croydon have been suitably placed and all appeals dealt with. Priority should always be given to those already resident in the Borough.”</p> <p>“Could make school choice even more fraught...they may not return or come to the UK anyway.”</p> <p>“Schools are already oversubscribed and I feel that we are unable to accommodate those from overseas.”</p> <p>“Open to abuse. You have to surely be resident in the country to apply for your school place.”</p>	<p>Overseas applications will be processed from the overseas address until such time as satisfactory evidence is received that a child is residing in the UK/Croydon area. Such evidence might include:</p> <ul style="list-style-type: none"> <li>• a tenancy agreement showing the date of commencement of tenancy in Croydon</li> <li>• Booked travel tickets</li> <li>• End of lease/notice to tenants in property</li> <li>• Start of employment contract in London/South East area.</li> </ul> <p>As places are allocated strictly in accordance with schools’ oversubscription criteria, there is no risk for a child to be</p>

	<p>“I would want to know what would seem as a link to an address. As people abuse the system and local children could miss out.”</p> <p>“[it’s] so easy to fake details.”</p> <p>“surely until that person is actually residing here then my daughter lives closer and should be offered the place.”</p> <p>“I think that the resource(s) utilised to confirm potential residency may outweigh the resources required to efficiently support UK residents who require a confirmed place for their children by September.”</p> <p>“How will you prove this? It seems a bit tenuous.”</p> <p>“Preference should be given on a geographical radius from the school and allocated a percentage of acceptable applicants who match certain criteria such as returning from an overseas placement; are part of the indigenous population with a known history of association; a work placement.”</p>	<p>disadvantaged over a child who is currently residing in the UK.</p> <p>Any school offer made will be withdrawn in the absence of insufficient evidence of a child’s residency in Croydon being received or should the child fail to start school on the agreed date.</p> <p>If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will be withdrawn and this may be the case even if the child has started the school.</p> <p>Croydon’s admission arrangements for community schools do not allow for a percentage of places to be reserved for overseas applicants. Distance will remain fourth in the order of priority after the admission of looked after children, siblings and children with an upheld medical condition.</p>
	<p><b>Potential impact on schools/education:</b></p> <p>“Many class rooms are oversubscribed reducing the amount of time provided to the students. I am concerned...that the classrooms will be filled up with students from abroad... Especially as Croydon council has a large population of unaccompanied asylum seeking children.”</p> <p>“Permitting overseas applications will lead to late declines, prolonged admission procedures and deferrals...For every school place not filled at October Census, we lose a</p>	<p>No school place will be allocated unless this LA has received sufficient evidence to show that a child will be in Croydon to take up the offer of school on the date of admission in September. In the event that a child cannot start on the agreed date in September, the place will be withdrawn with immediate effect and offered to the next child on the waiting list.</p> <p>Since this policy applies to the main rounds of admission only and not in-year admissions, there will be no impact on the October census. All overseas applicants offered a place at Croydon schools will be expected to start</p>

	<p>minimum of £3156 in funding...The pressure is then on the admissions team and school to fill all places by October Census.”</p> <p>“We have a large number of children who have moved to the UK with their families... [we] receive communication that the child will not be present for the beginning of term / their planned start date due to delayed paperwork. The children miss induction and Home Visit appointments... We have had cases where parents exercised their right to defer due to their documents not coming through in time; they eventually declined and we lost funding for that place”.</p> <p>“The amount of travelling on buses and trams has a negative impact on attendance. It also affects local residents trying to use local transport.”</p>	<p>at the beginning of the academic year in September.</p>
<p><b>2. Children who are holding an offer at a lower preference school and who are placed on the waiting list for higher preference schools</b></p>	<p>“I received 4th preference school. I would not be happy to have this offer withdrawn on the assumption that I would take up the higher preference offer.”</p> <p>“Parents are in an awkward situation if they are compelled to accept a place at a school that was not their first choice. It is the nature of the system that they would hope that a place would become available at their first-choice school later on in the process... Why not allow less choices - 3 schools instead of 6 perhaps, so that parents would be happy for their child to go to any of the 3 schools?”</p>	<p>The local authority is only proposing that parents/carers who are happy with their lower preference offer notify us if they wish their child to be removed from the waiting list for any higher preference school. This will eliminate the risk of the lower preference school offer being withdrawn if a higher preference school offer can be made. This will also ensure that schools’ waiting lists are made up of genuine applicants, will cut down on the time spent chasing parents’ responses to subsequent offers and eliminate the risk of parents holding multiple offers.</p> <p>Parents are under no obligation to accept a place at a school they do not want their child to attend. Although this LA recommends that parents express a preference for as many schools as possible and</p>

		use up their entitlement of up to 6 preferences, parents should not name schools on their application that they do not want. Restricting the number of preferences to 3 would still not guarantee that a school place will be offered at one of the 3 preferences.
<p><b>3. Acceptance of first preference offers as part of the coordinated admission arrangements</b></p> <p>Some parents/carers fail to notify the LA of their refusal of their school place and it is often the case that schools and the LA do not find out that places have been declined until the start of the new academic year when children do not turn up at the school.</p>	<p>“If they stated this as a first preference when applying, then if they get the place it shouldn't be necessary to reconfirm.”</p> <p>“This would contribute more anxiety to parents in an already over-complicated and unfair system.”</p> <p>“This proposal assumes that all parents/guardians are digitally literate; fully aware of the deadline dates; in sufficient physical, mental and emotional health to respond accurately and in a timely manner and that the system is robust enough to record the data.”</p> <p>“It is too easy to log in and miss the accept and confirm buttons and people may believe they have accepted their place, then find they haven't.”</p>	<p>The local authority cannot assume that because a first preference offer has been made that it will be automatically accepted. The current position is that parents who receive an offer at a 2<sup>nd</sup> to 6<sup>th</sup> preference school must accept or decline the offer online. The LA proposes that this applies to parents holding first preference offers too, as this used to be the case. Any declined places can then be reallocated at the earliest opportunity.</p> <p>Evidence has shown that not all parents notify the LA when they wish to decline their first preference offer which results in an unnecessary delay filling any vacancies.</p>
<b>Other comments</b>	“The consultation does not include any proposals regarding extending the priority given to children previously in care in England to children previously in care outside of England as recommended by the guidance issued by the Department of Education (August 2018) and Nick Gibb Minister of State for School Standards (Dec 2017).”	This local authority is not planning to introduce a priority criterion with regards to children previously in care outside of England until this passes as law and becomes a DFE statutory requirement.

## 9. Key points made in support of the proposed changes

Some respondents made comments in support of all the proposed changes:

- *“Anything to help the admissions process become better is a good thing. Admissions in Croydon do an amazing job considering the volume that they have to process.”*

In relation to the processing of overseas applications:

- *“[it] would help people who are intending to move to the UK, especially when for instance one of the parents have lived here already’.*
- *“As long as the evidence part is done rigorously, then I see no issue with overseas entries”*

In relation to children holding lower preference offers and who are placed on the waiting list for higher preference schools:

- *“This is a simple request that will help improve the system.”*
- *“Yes speeds up process. Parents can always remain on list and change their mind at a later date.”*
- *“It should free up more places quicker.”*
- *“This proposal allows the admissions departments allocate places more efficiently and fairly to those who need them in a timely manner.”*

In relation to the acceptance of first preference offers:

- *‘Now notification of places comes via email this new action should be easy to implement’.*
- *“[parents/carers] may change their mind after filling the form and should be allowed that flexibility.”*
- *“A quicker admissions process would benefit parents greatly.”*
- *“It just means one place to go and check about admissions without the need of calling schools or the local borough directly.”*

## **10. Equality Impact Assessment**

- 10.1. An Equality Impact Assessment has been undertaken as part of the Cabinet report to assess the potential impact of the proposed changes on the nine protected characteristics covered under the Equality Act 2010.

## **11. Next Steps**

- 11.1. Following the consultation period, this outcomes report will be presented to the Council's Cabinet Committee on 21 January 2019 for a decision on the proposed changes and determination of the admission arrangements for the 2020/21 academic year for community schools. The admission arrangements will then be presented to full Council on 28 January 2019 for ratification. Subject to approval, the determined admission arrangements for community schools will be published on the Council's website

## Annexe A

A total number of 96 responses were received via completed questionnaires during the consultation period.

\*As respondents were asked to tick all that apply when informing the council of who they are, some respondents have selected multiple options.

**Proposal 1 – Please tell us whether you support/do not support the proposal to this local authority allowing applications from overseas when evidence that a child will be residing at an address in Croydon before the date of admission is received and confirmed.**

Response	Number	%
I support the proposed change	19	29%
I do not support the proposed change	30	46%
Not sure	12	19%
I am not affected by/do not want to answer	4	6%
<b>Total</b>	<b>65</b>	<b>100%</b>

**Of the 19\* who support the proposed change:** 6 are parents/carers of a child/children at a primary school, 5 are local residents, 4 are parents/carers of a child/children at a secondary school, 2 are members of staff at a secondary school and 1 is a member of staff at a primary school. 7 did not specify.

**Of the 30\* who do not support the proposed change:** 14 are local residents, 7 are parents/carers of a child/children at a primary school, 4 are parents/carers of a child/children at a secondary school, 2 are members of staff at a secondary school, 1 is a member of staff at a primary school, 1 is a School Governor at a primary school, 1 is a parent to a toddler, 1 is a Grandparent and 14 did not specify.

**Of the 12\* who are not sure:** 5 are local residents, 5 are parents/carers of a child/children at a primary school, 3 are parents/carers of a child/children at a secondary school, 1 is a Trustee at a primary/secondary school, 1 is a member of staff at a primary school, 1 is a member of staff at a secondary school and 2 did not specify.

**Proposal 2 – Please tell us whether you support/do not support the proposal to parents/carers notifying the local authority immediately after they have received their initial offer at a lower preference school if they no longer wish their child to remain on the waiting list for higher preference schools.**

Response	Number	%
I support the proposed change	47	68%
I do not support the proposed change	7	10%
Not sure	15	22%

I am not affected by/do not want to answer	0	0%
<b>Total</b>	<b>69</b>	<b>100%</b>

**Of the 47\* who support the proposed change:** 16 are local residents, 11 are parents/carers of a child/children at primary school, 7 are parents/carers of a child/children at a secondary school, 4 are members of staff at a secondary school, 2 are members of staff at a primary school, 1 is a School Governor at a primary school, 1 is a Grandparent, 1 is a parent to a toddler and 21 did not specify.

**Of the 7\* who do not support the proposed change:** 4 are local residents, 4 are parents/carers of a child/children at primary school, 2 are parents/carers of a child/children at secondary school and 1 did not specify.

**Of the 15\* who are not sure:** 6 are local residents, 5 are parents/carers of a child/children at primary school, 3 are parents/carers of a child/children at secondary school, 1 is a trustee at a primary/secondary school, 1 is a member of staff at a primary school, 1 is member of staff at a secondary school and 1 is parent looking to place their child in a school. 6 did not specify.

**Proposal 3 – Please tell us whether you support/do not support the proposal to the local authority not recording first preference offers as automatically accepted.**

Response	Number	%
I support the proposed change	66	69%
I do not support the proposed change	11	11%
Not sure	17	18%
I am not affected by/do not want to answer	2	2%
<b>Total</b>	<b>96</b>	<b>100%</b>

**Of the 66\* who support the proposed change:** 23 are local residents, 18 are parents/carers of a child/children at a primary school, 10 are parents/carers of a child/children at a secondary school, 5 are members of staff at a secondary school, 3 are members of staff at a primary school, 1 is a school governor at a primary school, 1 is a Trustee at a primary/ secondary school, 1 is a Grandparent, 1 is a parent looking to put their child in a school and 1 is a parent to a toddler. 28 chose not to specify.

**Of the 11\* who do not support the proposed change:** 6 are local residents, 5 are parents/carers of a child/children at primary school, 3 are parents/carers of a child/children at secondary school and 2 did not specify.

**Of the 17\* who are not sure:** 5 are local residents, 3 are parents/carers of a child/children at primary school, 1 is a member of staff at a primary school, 1 is a School Governor at a secondary school, 1 is the director of Young Minds Matter CIC and 1 is a parent/carer of a child/children at a secondary school. 9 did not specify.

## **Equality and Diversity**

### **Please tell us who you are.**

Please tick all that apply\*

<b>Response</b>	<b>Number</b>	<b>%</b>
Member of staff at primary school	5	4
Member of staff at secondary school	5	4
School Governor at primary school	1	1
School Governor at secondary school	1	1
Parent/carer of a child/children at primary school	27	20
Parent/carer of child/ren at secondary school	14	10
Local resident	35	26
Other	6	5
Prefer not to say	2	1
No response	37	28
<b>Total</b>	<b>133</b>	<b>100</b>

### **Gender:**

67% of respondents disclosed their gender; 46% were female and 11% male.

### **Age:**

58% of respondents disclosed their age. The majority of the 96 respondents (25%) were in the age bracket 35-44. 8% were aged 26-34, 13% aged 45-54, 8% aged 55-64 and 4% aged over 65.

### **Ethnicity:**

53% of respondents disclosed their ethnicity. The majority (33%) were White British, 4% Asian - Indian, 4% Black Caribbean, 3% White European, 3% Black African, 2% Other White, 1% White Irish, 1% mixed White and Black Caribbean, 1% mixed White and Asian, 1% Other background

### **Disability:**

2% of respondents identify themselves as having a disability. Of this 2%, 50% identified as having a disability relating to Mental Health whilst the other 50% was undisclosed.



# DRAFT Proposed Community Schools Admission Arrangements 2020/21

The criteria outlined below apply only to Croydon community schools.

Should any community school convert to academy status prior to September 2020, the admissions arrangements will apply as published below unless stated otherwise in their funding agreement.

Where the number of applications for a community school is higher than the published admission number, the following criteria will be applied in the order set out below to decide the allocation of places:

Children with an Education, Health & Care Plan (EHCP) or statement of special educational needs that names a school will be admitted to the school before the admissions criteria are applied to all other applicants. (See note 7)

1. **Looked-after children and previously looked-after children** (see Note 1).

2. **Linked schools**

Children who are on the roll of their linked infant school at the time of application. (see Note 2).

3. **Siblings:**

Children with a brother or sister who will be in attendance at the school or the linked infant/junior school at the time of enrolment of the new pupil (see Note 3).

4. **Exceptional medical need:**

Pupils with serious medical needs for attending a particular school. (See Note 4)

Supporting professional evidence must provide specific reasons why a particular school is the only school that can meet your child's needs and the detriment that would be caused if your child had to attend another school. Your application must be supported by a GP or consultant.

**For primary age children, their need to attend a particular school because of a parent's serious and continuing medical condition may also be relevant.**

Supporting evidence should be set out on the medical form which is available online at: <https://www.croydon.gov.uk/education/schools-new/school-admissions/in-year-admissions/in-year-admissions-primary> and both the completed medical form and the supporting evidence from the GP or consultant must be submitted with the application (see Note 4). By submitting your

evidence to the local authority you consent to this information being shared with the local authority's medical advisor.

#### 5. Distance:

Priority will be given to pupils living nearest to the school as measured in a straight line (see Notes 5 and 6).

#### Tiebreaker

In the event that the number of applications for places exceeds the number of places available, after application of the admissions criteria, distance will be used to decide between applications. Where distance is the same for two or more applications the authority will use random allocation, which will be independently verified.

**Note 1:** Looked-after children are defined as 'children in public care at the date on which the application is made'. Previously looked-after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately after being looked-after. If an application is made under the 'looked-after' criterion, it must be supported by a letter from the relevant local authority children's services department and/or relevant documents.

**Note 2:** This criteria does not include siblings on the roll of the infant school's nursery class, if it has one.

A list of all infant and junior schools is provided in the table below. The shaded schools are their own admission authority, therefore, please refer to the individual school's admissions policy.

Linked Infant School	Linked Junior School
Beulah Infant	Beulah Junior
Elmwood Infant	Elmwood Junior
The Minster Nursery and Infant	The Minster Junior
Park Hill Infant	Park Hill Junior
St Joseph's Catholic Infant and Nursery	St Joseph's Catholic Junior
St Mary's Catholic Infant	St Mary's RC Junior
Whitehorse Manor Infant and Nursery	Whitehorse Manor Junior
Winterbourne Infant	Winterbourne Junior Girls
Winterbourne Infant	Winterbourne Junior Boys

**Note 3:** A sibling is defined as a brother or sister, half-brother or sister, step brother or sister, foster-brother or sister or adopted brother or sister whose main residence is the same address as the child for whom the school place application is being made.

Children with siblings allocated a place in the Reception or Year 3 class at a linked junior school to start in September will be eligible for priority under the sibling criterion

from 1 August each year when this local authority opens waiting lists for the new academic year.

In the case of in-year admissions, eligibility for sibling priority will apply at the time of an offer.

This criteria does not include siblings on the roll of the school's nursery class, if it has one.

**Note 4:** All schools have experience in dealing with children with a range of medical needs and all schools are required to make reasonable adjustments in order to do this.

In a very few exceptional cases, however, there may be reasons why a child needs to attend a specific school and this could be due to the child's medical need or the medical condition of the parent or the main carer with responsibility for the child. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

If you feel there are exceptional reasons for your child to be considered for a priority placement at a particular school, you must indicate this in the section provided in your application, and complete the medical form which is available online at: <https://www.croydon.gov.uk/education/schools-new/school-admissions/in-year-admissions/in-year-admissions-primary> or you can obtain a paper version from your local Croydon primary school or by contacting the council on 020 8726 6400, setting out the reasons to support your case.

All requests for priority consideration on medical grounds must be supported in writing by a doctor or consultant, and this must make clear which school you are making a special case for, the reason why it is necessary for your child to attend this school in particular, and the difficulties it will cause for your child to attend another school.

It is for you to decide how to support your case and what documents to provide, but these must be submitted, together with the completed medical form and supporting statement by the GP/consultant, by the closing date of **15 January 2020**. The admissions team is not responsible for chasing you to submit medical evidence or for contacting professionals for information about your case. Any decision will be based on documents you submit by the closing date.

The local authority, using guidance received from Croydon's admissions panel (this is comprised of professionals from health and education), will decide whether an application for a school is to be prioritised on medical grounds, in light of the medical evidence submitted by the parent for their child to attend this particular school. Claims for priority of admission on medical grounds submitted after a decision on the original application has been made will only be considered if the documents submitted were not readily available at the time of application or if they relate to a new medical condition. Any submission made after the initial application must be supported by

details of how the circumstances have changed since the original application and by further professional evidence.

Applicants who submit supporting information on medical grounds will not be advised whether their application is likely to be successful prior to the offer of places on 16 April 2020. If evidence is received after the closing date of 15 January 2020, it will not be taken into account until after places have been offered on the 16 April 2020.

**Note 5:** 'Home' is defined as the address where the child normally resides Monday to Friday as their only or principal residence.

Addresses involving child-minding (professional or relatives) are excluded. There have been occasions when parents/carers have tried to use false addresses to obtain a place at a school. To prevent this happening, Croydon Council undertakes checks using an address verification tool called Datatank. If after these checks have taken place, we cannot be satisfied that the address is the parent and child's normal place of residence, the parent/carer will be asked to provide further proof of their home address. In this instance two forms of address verification will be required: a solicitor's letter confirming completion of contract or a tenancy agreement along with a recent utility bill in the applicant's name.

If the parent/carer is found to have used a false address or deliberately provided misleading information to obtain a school place, the offer will be withdrawn.

Should there be doubts about the address to be used, parents/carers may be asked to provide evidence concerning the child's normal place of residence. This could include a court order stating where the child should live during the course of the week. The local authority would expect that the parent/carer with whom the child is normally resident receives the child benefit for the child. This may be used to determine the normal place of residence for the purpose of measuring the home to school distance.

If parents/carers have more than one property they may be required to provide proof of the normal place of residence for the child.

#### **The processing of overseas applications for admission to school within the normal admissions rounds (excluding Crown servants)**

Applications with an overseas address can only be accepted for processing when this local authority is satisfied that there is **evidence of a link to an address in its area** and that **the child will be resident at that address on or before the date of admission** (i.e. start of September). Such evidence must include:

- Booked travel tickets and
- End of lease/notice to tenants in Croydon property or
- Start of employment contract in the Croydon area or
- End of employment contract abroad

The overseas address will apply until such time as there is evidence of a child's return to the linked address. In the event that a family does not return to the linked address provided by the start of September, this local authority will withdraw the application submitted and any offer made.

**Note 6:** The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority.

If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

Distance measurements can be obtained using various internet sources however these do not replicate the system used by Croydon Council. Additionally, the distance measurement which can be obtained from the Croydon website using the 'Find It' link on the home page will not always be identical to that of the measurement obtained using the Croydon school admissions measuring tool (known as GIS) as the 'Find It' link is set up to measure to a range of council facilities and is not set up to measure for school admission purposes. It also does not give measurements to three decimal points.

### **Note 7: Education, Health and Care Plan or Statement of Special Educational Needs**

An Education, Health and Care plan (EHCP) is an integrated support plan for children and young people with complex special needs and disabilities. The plan gives a detailed description of the range of difficulties a child is facing and the level and type of provision required to help the child make progress and achieve positive outcomes.

### **Child minding arrangements:**

Child-minding cannot be taken into account when allocating places at oversubscribed community schools.

### **Children attending a nursery class attached to an infant or primary school**

Parents of children attending the nursery class at an infant or primary school must apply for a reception class place in the usual way. These children are not guaranteed a reception place at the school where they are attending the nursery class.

All applications are considered strictly in accordance with a school's admission criteria. Unless otherwise stated, children on the roll of a school's nursery class are not given priority admission into a reception class.

### **Twins/triplets or other multiple births for admission into an infant class**

If you are applying for twins, or children from a multiple birth, and there is only one place available at the school, legislation allows us to admit them all i.e. all siblings from a multiple birth.

### **Waiting lists**

If you are offered a place at a school through the in-year admissions process and you have also expressed a higher preference for another school or other schools, you will not be placed on the waiting list for your higher preference school/schools. You may request for your child to be added to the waiting list by completing the 'waiting list request' form available on the website.

In-year waiting lists are maintained for one academic year and applicants who have been unsuccessful for their preferred school(s) and who wish to remain on the waiting list are required to re-apply the following academic year.

Waiting lists for community schools for applicants who applied as part of the main admissions rounds are held for the first term of the reception year and thereafter, applicants are required to complete the local authority's in-year common application form (ICAF) if they wish to remain on the waiting list.

### **Admission of children below compulsory school age deferred entry to school**

Parents can defer the date their child is admitted to the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Parents can also take up a part-time place until later in the school year but not beyond the point at which they reach compulsory school age.

A child reaches compulsory school age the term after their fifth birthday. Therefore, if you are offered a reception class place at a school, you can opt to defer your child's start date, but they **MUST** start full time school following their fifth birthday y the dates given below:

- Children born on or between 1 September and the end of December must start full time school by the beginning of the spring term in January
- Children born from 1 January to the end of March must start full time school on 1 April
- Children born from 1 April to the end of August must start school at the beginning of the autumn term in September



The local authority's expectation is that a child born between 1 April and 31 August should start the reception class at the beginning of the summer term at the latest. However, parents may choose that their child does not start school until the September (beginning of the autumn term) following their fifth birthday. Parents must note the place cannot be held open beyond the summer term, this will mean that as their child will be a year one pupil when they join, parents will need to apply for a year one school place, using the in-year application form.

### **Admission of children outside their normal age group**

Parents may request that their child is exceptionally admitted outside their normal age group. The admission authority will decide whether or not the individual child's circumstances make this appropriate on educational grounds.

*It is the expectation of Croydon Council that a child is educated alongside his/her age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group. The responsibility for addressing individual educational needs lies with the school through an appropriately differentiated and enriched curriculum.*

All requests to educate a child outside their normal year group must include written explanation of why this is necessary and where applicable, evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary.

Decisions are made on the basis of the circumstances of each case and in the best interest of the child. This includes taking account of the following:

- Parents' views
- Information relating to the child's academic, social and emotional development, where relevant medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If a child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the head teacher of the school(s) concerned

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## **Appendix 4b**

### **PAN-LONDON CO-ORDINATED ADMISSION SYSTEM**

#### **DRAFT Template LA Schemes for Co-ordination of Admissions to Reception/Junior in Maintained Schools and Academies in 2020/21**

##### Contents

Page 2: Definitions used in this document

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Page 14: Content of Common Application Form - Reception Scheme (Schedule 1)

Page 15: Template outcome letter -Reception Scheme (Schedule 2)

Page 17: Timetable for Reception Scheme (Schedule 3B)

## PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

### DRAFT Template LA Schemes for Co-ordination of Admissions to Reception/Junior in 2020/21

#### Definitions used in the template schemes

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme.
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme.
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order.
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place.
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible.
“the Home LA”	the LA in which the applicant/parent/carer is resident.
“the LIAAG Address Verification Register”	the document containing the address verification policy of each participating LA.
“the Local Admission System”	the IT module for administering admissions in

(LAS)”	each LA and for determining the highest offer both within and between participating Las.
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council.
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed.
“the Mandatory Elements”	those elements of the Template Scheme to which authorities <b>must</b> subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register.
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2.
“the Prescribed Day”	the day on which parents/carers outcome are notified of their outcome. 16 April in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA.
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3.
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to

maintained primary and secondary schools  
and academies.

## PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

### DRAFT Template LA Scheme for Co-ordination of Admissions to Reception/Junior in 2020/21

*All the numbered sections contained in this scheme are mandatory except those marked with an\* which are highly desirable.*

#### Applications

1. Applications from residents of Croydon LA will be made on this LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Croydon LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in a nursery class within a maintained school or academy - in this LA or any other maintaining LA - is informed about how they can access Croydon LA's composite prospectus and apply online. Croydon LA also uses Decaux boards, libraries, schools, early years providers, social media to advertise the closing date for applications. Additionally, this LA offers parents support and assistance with their online application at schools and its offices.  
Parents/carers who do not live in Croydon LA will have access to Croydon LA's composite prospectus which will advise parents/carers to contact their home LA for further information on the application process.
3. The admission authorities within Croydon LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within this LA, Croydon LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
4. Where supplementary information forms are used by admission authorities in Croydon LA, they will be available on this LA's website, on the school's website, or a paper copy of the supplementary information form can be requested directly from the school. Such forms will advise parents that they must also complete their home LA's Common Application Form. Croydon LA's composite prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.

5. Where a school in Croydon LA receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.
6. \*Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA to comply with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. Croydon LA undertakes to carry out the address verification process as defined in the Pan-London Coordinated Admissions Scheme. This will in all cases include validation of resident applicants against Croydon LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where Croydon LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **11 February 2020**.
9. Croydon LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any evidence requested by the maintaining LA in respect of a preference for a school in its area by **5 February 2020**.
10. Croydon LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **5 February 2020**.

### **Processing**

11. Applicant residents within Croydon LA must submit their online Common Application Form to this LA by **15 January 2020**.
12. *Supplementary Information Forms for schools in Croydon LA must be returned directly to the relevant school by the date specified by the school.* Under the requirements of the scheme, parents/carers will not have to complete a supplementary information form where this is not

strictly required for the governing body to apply their admission criteria or where this is not a requirement in a school's admission arrangements.

13. *Schools that require a supplementary information form will check that a supplementary information form has been completed for each child. Schools will contact parents/carers who have not completed a supplementary information form. Schools will also check that parents/carers who have completed a supplementary information form have completed the LA's Common Application Form. If a parent has not completed a Common application Form, schools will share this information with Croydon LA.*
14. *Croydon LA will send own admission authority schools details of Croydon residents' applications on **31 January 2020**. On **7 February 2020**, own admission authority schools will receive new lists containing details of resident applications as well as out of borough applications.*
15. *Any changes to the preferences or the order of preference on a Common Application Form made after **15 January 2020** will not normally be considered until after the initial round of allocation – that is after 16 April 2020.*
16. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Croydon LA's scheme, will be up-loaded to the PLR by **5 February 2020**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
17. *Alternative arrangements will be made by Croydon LA to forward applications and supporting information securely to non-participating LAs.*
18. Croydon LA shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3B, determine its own timetable for the processing of preference data and the application of published oversubscription criteria.
19. \*Croydon LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. *The latest date that an application that is late for good reason can be accepted for a resident of this LA is **10 February 2020**.*
20. Where such applications contain preferences for schools in other LAs, Croydon LA will forward the details to maintaining LAs via the PLR as they are received. Croydon LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
21. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **11 February 2020**.

22. \*Where an applicant moves from one participating home LA to Croydon LA after submitting an on-time application under the terms of the former home LA's scheme, Croydon LA will accept the application as on-time up until **10 February 2020**, on the basis that an on-time application already exists within the Pan-London system.
23. Croydon LA will participate in the application data checking exercise scheduled between **12 and 26 February 2020** in the Pan-London timetable in Schedule 3B.
24. All preferences for schools within Croydon LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraph 1.9 of the School Admissions Code 2014. When the admission authorities within Croydon LA have provided a list of applicants in criteria order to this LA, Croydon LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. This is the 'Equal Preference System'.
25. *Own Admission authority schools must provide Croydon LA with the electronic list of their applicants in criteria order by **02 March 2020**.*
26. Croydon LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in this LA's area before uploading data to the PLR.
27. Croydon LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **20 March 2020**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
28. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **27 March 2020** if this is sooner.
29. Croydon LA will not make any additional offers between the end of the iterative process and **16 April 2020** which may impact on an offer being made by another participating LA.
30. Notwithstanding paragraph 29, if an error is identified within the allocation of places at a maintained school or academy in this LA, Croydon LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Croydon LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to



resolve a multiple offer, or if the impact is too far reaching, Croydon LA will accept that the applicant(s) affected might receive a multiple offer.

31. Croydon LA will participate in the offer data checking exercise scheduled between **30 March and 9 April 2020** in the Pan-London timetable in Schedule 3B.
32. Croydon LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **14 April 2020**. (33 London LAs & Surrey LA only).

### **Offers**

33. Croydon LA will ensure that, if there are places available, each resident applicant who cannot be offered a place at one of the preferences expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.11 of the Schools Admissions Code 2014. *This will usually be the nearest school to the child's home address which has a place available, after the allocation of places has been completed.*
34. This LA's notification of the outcome will include the information set out in Schedule 2.
35. Croydon LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
36. Croydon LA's notification information will include the information set out in Schedule 2.
37. Croydon LA will, on **16 April 2020**, publish online the outcome of resident applications. Resident applicants who applied online will be able to view the result of their application online as well as accept or decline their offer. *Croydon LA will not send out outcome letters in the post.*
38. *Resident applicants who are not successful in their application will be offered the right to appeal.*
39. \*This LA will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2020.

### **Late applications**

40. *\*Croydon LA will accept late applications as 'on-time' only if they are late for a good reason, deciding each case on its own merits. Examples of what will be considered as 'good reason' include when a single parent has*

*been ill for some time, or has been dealing with the death of a close relative; a family who has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within Croydon LA will be required in these cases). Other circumstances will be considered and each case decided on its own merits and it is expected that all requests of this nature will be supported with evidence from someone independent of the applicant.*

41. *The latest date that an application, that is late for good reason, can be accepted for a resident of Croydon LA will be **10 February 2020**. The date for an out-borough resident is fixed by the relevant home LA and is likely to be different for authorities outside the PAN London scheme.*
  
42. *Applications which are late for no good reason and those that are received after 10 February 2020 but before 16 April 2020 will not be considered in the initial allocation round but will be allocated a place after all on-time preferences have been processed. If the application is from a resident of Croydon LA and they cannot be offered a place at one of their preferences, they will be considered for a place at other maintained schools or academies in this LA that have vacancies, in accordance with the school's admissions criteria. If the application is from a resident of another LA, their application will only be considered for the schools to which they have applied.*

### **Post Offer Process**

43. Croydon LA will request that resident applicants accept or decline the offer of a place by **30 April 2020**, or within two weeks of the date of any subsequent offer.
  
44. *If resident applicants do not respond by this date, Croydon LA or the school, where it is its own admission authority, will make every reasonable effort to contact the applicant to find out whether or not they wish to accept the place. Only where the applicant fails to respond and the admission authority can demonstrate that every reasonable effort has been made to contact the applicant, will the offer of a place be withdrawn.*
  
45. Where an applicant resident in Croydon LA accepts or declines a place in a school maintained by another LA by **30 April 2020**, Croydon LA will forward the information to the maintaining LA by **7 May 2020**. Where such information is received from applicants after **30 April 2020**, Croydon LA will pass it to the maintaining LA as it is received.
  
46. Where a place becomes available in an oversubscribed maintained school or academy in Croydon LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.

47. When acting as a maintaining LA, Croydon LA will place an applicant resident in the area of another LA on a waiting list for any higher preference school. Where this is not done automatically, it will be done immediately following a request from the home LA.
48. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.
49. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
50. When acting as a maintaining LA, Croydon LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
51. When acting as a home LA, Croydon LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered. ***As a result, any offer held by the applicant resident at a lower preference school will automatically be withdrawn as a higher preference has been offered. Resident applicants who no longer wish to remain on the waiting list for a higher preference school must notify Croydon LA as soon as they receive their initial offer.***
52. ***When acting as a home LA, Croydon will offer a place at a Croydon maintained school or Academy to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered. The lower preference school offered will automatically be withdrawn as a higher preference school has been offered. Resident applicants who no longer wish to remain on the waiting list for a higher preference school must notify Croydon LA as soon as they receive their initial offer.***
53. When acting as a home LA, when Croydon LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
54. When acting as a home LA, when Croydon LA has agreed to a change of preferences or preference order, it will inform any maintaining LA affected

by the change. In such cases, paragraphs 51 and 53 shall apply to the revised order of preferences.

55. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
56. When acting as a maintaining LA, Croydon LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
57. When acting as a home LA, Croydon will accept applications for additional preferences after National Offer Day before the start of the new term.
58. When acting as a home LA, Croydon LA will endeavour to fill any vacancies that become available after National Offer Day within four weeks from National Offer Day.
59. This LA's admission authorities will maintain a waiting list for at least one term until 31 December 2019. This LA will accept waiting lists requests from other LAs' residents through the maintaining LA.
60. *Croydon LA will maintain waiting lists for each school in its area with the exception of Voluntary Aided Schools who will maintain their own waiting lists. Croydon LA will notify applicants on the waiting list if a place becomes available. Any lower preference previously offered will be automatically withdrawn if an offer is made at a higher preference school.*
61. Resident Applicants who receive an offer at their first preference school will not be placed onto a waiting list for a lower preference school unless there has been a change in circumstances which would need to be supported with relevant evidence. *In accordance with the Pan London agreement and to ensure that Croydon meets its duty to continue to coordinate admissions beyond National Offer Day and comply with the parents' highest possible preference, Croydon will ensure that waiting lists do not contain lower ranked preferences except where it has received a parent's request for a child to be placed on the waiting list for a lower preference school with a valid reason.*
62. *Resident applicants who receive an offer at their first preference school will be able to apply for lower preference schools at the start of the new term through the in-year admission process.*

63. *Resident applicants who are unsuccessful in receiving an offer at one of their preferred schools will be given the opportunity to make late applications to schools they did not originally apply for.*
64. *Applications received after 16 April 2020 will be added to the waiting lists for the schools in this LA. Waiting lists will be ordered in accordance with each school's admission criteria.*
65. *Admission authorities for each school within Croydon LA will share details of their waiting lists with this LA.*
66. *When a vacancy occurs at a school within this LA, the first child on the waiting list will be considered for the place. Croydon LA will liaise with the admissions authority for the school and advise the parent/carer or home LA of the offer.*
67. *Where the first child is a resident of this LA, Croydon LA will issue notification of the outcome to the parent, provided that the school is ranked higher on the Common Application Form than any other school already offered.*
68. *When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of an offer for a maintained school in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.*
69. *When acting as a maintaining LA, Croydon will not inform an applicant resident in another LA that a place can be offered.*
70. *Own Admission Authority schools within Croydon LA will not inform any applicant that a place can be offered.*
71. *Waiting lists for schools in Croydon LA will be held for the first term of the Reception Year only, until **31 December 2020**. Applicants wishing to remain on a school's waiting list after this date must apply using the LA or school's In- Year Application Form in accordance with each admission authority's arrangements. This is to ensure that this LA has the most up to date information for an applicant, including a correct proof of address as at the time of the new application.*
72. *Waiting lists will be maintained and places allocated as they become available, in accordance with each admissions authority's published admission and oversubscription criteria, and without regard to the date the application was received or when a child's name was added to the waiting list.*

**Applications for places in Reception after 31 December 2020 and applications to year groups other than to the Reception class.**

73. *Applications for places in Reception after 31 December 2020 and to year groups other than the normal year of entry to primary school will be treated as in-year admissions (except in the case of applications for transfer from Year 2 in infant schools to Year 3 in junior schools – please refer to Croydon’s primary prospectus ‘Admissions to primary schools 2020/21’ for more information).*
74. *Applications will be made and considered in line with the schools’ admission arrangements. Please refer to Croydon’s website and in-year guidance for more information.*
75. *Once an offer is made applicants will only be added to a waiting list if the parent/carer requests this in writing.*

**DRAFT PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 1**

**Minimum Content of Common Application Form for Admissions to  
Reception/Junior in 2020/21**

**Child's details:**

Surname

Forename(s)

Middle name(s)

Date of Birth

Gender

Home address

Name of current school

**Address of current school (if outside home LA)**

**Parent's details:**

Title

Surname

Forename

Address (if different to child's address)

Telephone Number (Home, Daytime, Mobile)

Email address

Relationship to child

**Preference details (x 6 recommended):**

Name of school

Address of school

Preference ranking

Local authority in which the school is based

**Additional information:**

Reasons for Preferences (including any medical or social reasons)

Does the child have an Education, Health and Care Plan Y/N\*

Is the child a 'Child Looked After (CLA)'? Y/N

Is the child formerly CLA but now adopted or subject of a 'Child Arrangements

Order or 'Special Guardianship Order'? Y/N

If yes, name of responsible local authority

Surname of sibling

Forename of sibling

DOB of sibling

Gender of sibling

Name of school sibling attends

**Other:**

Signature of parent or guardian

Date of signature

\* Where an LA decides not to request this information on the CAF, it must guarantee that no details of a child with an Education, Health and Care Plan will be sent via the PLR.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

**SCHEDULE 2**

**DRAFT Template Outcome Letter for Admissions to Reception/Junior in  
2020/21**

From: Home LA

Date: **16 April 2020**  
(prim)

Dear Parent,

Application for a Primary/Junior School

*I am writing to let you know the outcome of your application for a primary school. Your child has been offered a place at X School. The school will write to you with further details.*

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants has a higher priority than your child under the school's published admission criteria.

*Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.*

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

*Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.*

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.



*Please return the reply slip to me by **30 April 2020 (prim)**. If you have any questions about this letter, please contact me on \_\_\_\_\_.*

Yours sincerely

*(First preference offer letters should include the paragraphs in italics only)*

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 3B**

DRAFT Timetable for Admissions to Reception/Junior in 2019/2020

<b>Wed 15 Jan 2020</b>	Statutory deadline for receipt of applications
<b>Wed 5 Feb 2020</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
<b>Tues 11 Feb 2020</b>	Deadline for the upload of late applications to the PLR.
<b>Wed 12 – Wed 26 Feb 2020</b>	Checking of application data
<b>Fri 20 Mar 2020</b>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
<b>Fri 27 Mar 2020</b>	Final ALT file to PLR
<b>Mon 30 Mar- Thurs 9 Apr 2020</b>	Checking of offer data
<b>Tues 14 Apr 2020</b>	Deadline for on-line ALT file to portal
<b>Thurs 16 April 2020</b>	Outcomes published online.
<b>Thurs 30 Apr 2020</b>	Deadline for receipt of acceptances
<b>Thurs 7 May 2020</b>	Deadline for transfer of acceptances to maintaining LAs



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## **Appendix 4c**

### **PAN-LONDON CO-ORDINATED ADMISSION SYSTEM**

#### **DRAFT Template LA Scheme for Co-ordination of Admissions to Year 7 in Maintained Schools and Academies in 2020/21**

##### Contents

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Page 5: Template scheme for co-ordination of admissions to Year 7 in September 2019

Page 12: Content of Common Application Form -Year 7 Scheme (Schedule 1)

Page 14: Template outcome letter -Year 7 Scheme (Schedule 2)

Page 16: Timetable for Year 7 Scheme (Schedule 3A)

## PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

### DRAFT Template LA Scheme for Co-ordination of Admissions to Year 7 in 2019/20

#### Definitions used in the template schemes

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it)
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Verification Register”	the document containing the address verification policy of each participating LA
“the Local Admission System”	the IT module for administering admissions in

(LAS)”	each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
“the Mandatory Elements”	those elements of the Template Scheme to which authorities <b>must</b> subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which parents/carers are notified of their outcome. 1 March (secondary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3A
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating

arrangements for the admission of children to maintained secondary schools and academies.



## PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

### DRAFT Template Scheme for Co-ordination of Admissions to Year 7 in 2019/20

*All the numbered sections contained in this scheme are mandatory, except those marked with an\* which are highly desirable.*

#### **Applications**

1. Croydon LA will advise home LAs of their resident pupils on the roll of this LA's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Croydon LA will be made on this LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Croydon LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. Croydon LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in their last year of primary education within a maintained school or academy, either in Croydon LA or any other maintaining LA, is informed how they can access Croydon's composite prospectus and apply online. Parents/carers who do not live in Croydon LA will have access to this LA's composite prospectus which will advise parents/carers to contact their home LA for further details on the application process.
4. The admission authorities within Croydon LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Croydon LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
5. Where supplementary information forms are used by admission authorities in Croydon LA, they will either be available on the school's website, on the LA's website or a paper copy of the supplementary information form can be requested from the school directly. Such forms will advise parents that they must also complete their home LA's Common Application Form. Croydon LA's composite prospectus will indicate which schools in this LA require

supplementary information forms to be completed and where they can be obtained.

6. Where an admission authority in this LA receives a supplementary information form, Croydon LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.
7. \*Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA.
8. *Croydon LA will advise applicants that they will receive no more than one offer of a school place on 2 March 2020. Applicants will also be advised that a place will be offered at the highest preference school for which they are eligible for a place. If the parent nominates a school outside of a PAN-London LA, Croydon LA will pass relevant details on to that authority and will make every reasonable effort to resolve any multiple offers with them.*
9. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA in accordance with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Croydon LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
10. Croydon LA undertakes to carry out the address verification process as defined in the Pan-London Coordinated Admissions Scheme. This will in all cases include validation of resident applicants against this LA's primary school data and the further investigation of any discrepancy using Council Tax and Electoral Register records. Where Croydon LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **12 December 2019**.
11. Croydon LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any evidence requested by the maintaining LA in respect of a preference for a school in its area by **13 November 2019**.
12. Croydon LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **13 November 2019**.

## Processing

13. Applicants resident within Croydon LA must return the Common Application Form, which will be available and able to be submitted online, to this LA by **31 October 2019**.
14. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be up-loaded to the PLR by **13 November 2019**. Supporting documentation provided with the Common Application Form will be sent to maintaining LAs by the same date.
15. Croydon LA shall, in consultation with the admission authorities within its area and within the framework of the Pan-London timetable in Schedule 3A, determine and state its own timetable for the processing of preference data and the application of published oversubscription criteria.
16. *Supplementary information forms must be returned directly to the relevant school by the date specified by the school.* Under the requirements of the scheme, parents/carers will not have to complete a supplementary information form where this is not strictly required for the governing body to apply their admission criteria or where this is not a requirement in a school's admission arrangements.
17. *Croydon LA will send admission authorities details of their applications on **20 November 2019**. Schools that require a supplementary form will check that a supplementary form has been completed for each child and will contact parents/carers who have not completed a supplementary information form. Schools will also check that parents/carers who have completed a supplementary information form have completed the LA's Common Application Form. If a parent has not completed a Common Application Form, schools will share this information with Croydon LA.*
18. \*Croydon LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. *The latest date that an application that is late for good reason can be accepted for a resident of this LA is **12 December 2019**.*
19. Where such applications contain preferences for schools in other LAs, Croydon LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
20. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **13 December 2019**.

21. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **12 December 2019**, on the basis that an on-time application already exists within the Pan-London system.
22. *Applications which are late for no good reason and applications received after **12 December 2019** but before **2 March 2020** will be considered after all on-time applications have been processed.*
23. Croydon LA will participate in the application data checking exercise scheduled between **16 December 2019 and 2 January 2020** in the Pan-London timetable in Schedule 3A.
24. All preferences for schools within Croydon LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraphs 1.9 of the School Admissions Code 2014. When the admission authorities within Croydon LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. This is the 'Equal Preference System'.
25. *Schools must provide Croydon LA with an electronic list of their applicants ranked in criteria order by **13 January 2020**.*
26. Croydon LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in this LA's area before uploading data to the PLR.
27. Croydon LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **3 February 2020**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
28. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **14 February 2020** if this is sooner.
29. Croydon LA will not make an additional offer between the end of the iterative process and **2 March 2020** which may impact on an offer being made by another participating LA.
30. Notwithstanding paragraph 29, if an error is identified within the allocation of places at a maintained school or academy in this LA,

Croydon LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Croydon LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.

31. Croydon LA will participate in the offer data checking exercise scheduled between **17 and 24 February 2020** in the Pan-London timetable in Schedule 3A.
32. Croydon LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **25 February 2020**. (33 London LAs & Surrey LA only).

### **Offers**

33. Croydon LA will ensure that, if there are places available, each resident applicant who cannot be offered a place at one of the preferences expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2014. This will usually be the nearest school to the child's home address which has a place available, after the allocation of places has been completed.
34. Croydon LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
35. This LA's online notification will include the information set out in Schedule 2.
36. On **2 March 2020**, *all resident applicants who applied online will be able to view their outcome online as well as accept or decline their offer. Croydon LA will not send outcome letters in the post.*
37. \*Croydon LA will provide primary schools with destination data of its resident applicants by the end of the Summer term 2020.

### **Post Offer**

38. Croydon LA will request that resident applicants accept or decline the offer of a place by **16 March 2020**, or within two weeks of the date of any subsequent offer.

39. Where an applicant resident in this LA accepts or declines a place in a school within the area of another LA by **16 March 2020**, Croydon LA will forward the information to the maintaining LA by **23 March 2020**. Where such information is received from applicants after **16 March 2020**, this LA will pass it to the maintaining LA as it is received.
40. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
41. When acting as a maintaining LA, Croydon LA will place an applicant resident in the area of another LA on a waiting list of any higher preference school in this LA's area. (Where this process is not automatic, it will be done immediately following a request from the home LA).
42. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform Croydon LA of a potential offer, in order that the home LA can offer the place.
43. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
44. When acting as a maintaining LA, this LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
- 45. When acting as a home LA, Croydon LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered. *As a result, any offer held by the applicant resident at a lower preference school will automatically be withdrawn as a higher preference has been offered. Resident applicants who no longer wish to remain on the waiting list for a higher preference school must notify Croydon LA as soon as they receive their initial offer.***
- 46. *When acting as a home LA, Croydon will offer a place at a Croydon maintained school or Academy to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered. The lower preference school offered will automatically be withdrawn as a higher preference school has been offered. Resident applicants who no longer wish to remain on the waiting list for a***

***higher preference school must notify Croydon LA as soon as they receive their initial offer.***

47. When acting as a home LA, when Croydon LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
48. When acting as a home LA, when Croydon LA has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 45 and 47 shall apply to the revised order of preferences.
49. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
50. When acting as a maintaining LA, Croydon LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
51. When acting as a home LA, Croydon will accept applications for additional preferences after National Offer Day before the start of the new term.
52. *Resident applicants who are unsuccessful in receiving an offer at one of their preferred schools will be given the opportunity to make late applications to schools they did not originally apply for.*
53. When acting as a home LA, Croydon LA will endeavour to fill any vacancies that become available after National Offer Day within four weeks from National Offer Day.
54. *Resident applicants who receive an offer at their first preference school will not be placed onto a waiting list for a lower preference school unless there has been a change in circumstances which would need to be supported with relevant evidence. In accordance with the Pan London agreement and to ensure that Croydon meets its duty to continue to coordinate admissions beyond National Offer Day and comply with the parents' highest possible preference, Croydon will ensure that waiting lists do not contain lower ranked preferences except where it has received a parent's request for a child to be placed on the waiting list for a lower preference school with a good reason.*

55. *Resident applicants who receive an offer at their first preference school will be able to apply for lower preference schools at the start of the new term through the in-year admission process.*

### **Waiting lists**

Waiting lists will be maintained by Croydon secondary schools for at least one term until **31 December 2019** and places will be filled in accordance with each school's admission criteria. After this date, parents/carers will need to apply through the in-year application process if they wish their child to remain on a school's waiting list. Parents/carers must also refer to each school's admission policy for more information regarding the management of waiting lists.

Parents/carers' enquiries regarding waiting list positions or appeal procedures must be made directly to the schools.

The PAN London Coordinated Admission Scheme ends on **31 August 2019**. Applications for Year 7 received after this date will be treated as in-year applications. Please refer to Croydon Council's website and the in-year admissions guidance for more information.



**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 1**

**Minimum Content of Common Application Form for Admissions to Year  
7 in 2019/20**

**Child's details:**

Surname

Forename(s)

Middle name(s)

Date of Birth

Gender

Home address

Name of current school

**Address of current school (if outside home LA)**

**Parent's details:**

Title

Surname

Forename

Address (if different to child's address)

Telephone Number (Home, Daytime, Mobile)

Email address

Relationship to child

**Preference details (x 6 recommended):**

Name of school

Address of school

Preference ranking

Local authority in which the school is based

**Additional information:**

Reasons for Preferences (including any medical or social reasons)

Does the child have an Education, Health and Care Plan Y/N\*

Is the child a 'Child Looked After (CLA)'? Y/N

Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order or 'Special Guardianship Order'? Y/N

If yes, name of responsible local authority

Surname of sibling

Forename of sibling

DOB of sibling

Gender of sibling

Name of school sibling attends

**Other:**

Signature of parent or guardian

Date of signature

\*Where an LA decides not to request this information on the CAF, it must guarantee that no details of a child with an Education, Health and Care Plan will be sent via the PL|R.

## PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

### SCHEDULE 2

#### DRAFT Template Outcome Letter for Admissions to Year 7 in 2020/21

From: Home LA

Date: **2 March 2020**  
(sec)

Dear Parent,

Application for a Secondary School

*I am writing to let you know the outcome of your application for a secondary/primary school. Your child has been offered a place at X School. The school will write to you with further details.*

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants has a higher priority than your child under the school's published admission criteria.

Your child's name has been automatically added on the waiting list for any higher preference school you have been unsuccessful.

*Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.*

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

*Please would you confirm that you wish to accept the place at X School by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.*

*Please return the reply slip to me by **16 March 2020 (sec)**. If you have any questions about this letter, please contact me on \_\_\_\_\_.*

Yours sincerely

*(First preference offer letters should include the paragraphs in italics only)*

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME  
SCHEDULE 3A**

DRAFT Timetable for Admissions to Year 7 in 2019/20

<b>Thurs 31 Oct 2019</b>	Statutory deadline for receipt of applications
<b>Wed 13 Nov 2019</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
<b>Fri 13 Dec 2019</b>	Deadline for the upload of late applications to the PLR.
<b>Mon 16 Dec 2019 – Thurs 2 Jan 2020</b>	Checking of application data
<b>Mon 3 Feb 2020</b>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
<b>Fri 14 Feb 2020</b>	Final ALT file to PLR
<b>Mon 17 – Mon 24 Feb 2020</b>	Checking of offer data
<b>Tues 25 Feb 2020</b>	Deadline for on-line ALT file to portal
<b>Mon 2 Mar 2020</b>	Outcomes published online.
<b>Mon 16 Mar 2020</b>	Deadline for return of acceptances
<b>Mon 23 Mar 2020</b>	Deadline for transfer of acceptances to maintaining LAs



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School	Budget 2019-20 £	Works Description
<b>GENERAL BUILDING WORKS</b>		
St. Giles (Special)	£50,000	Remedial Works to the roof
Downsview Primary	£50,000	Retaining wall works
Tunstall Nursery	£25,000	Investigate structural movement to rear extension wall
Gresham Primary	£100,000	<ul style="list-style-type: none"> <li>- Roof replacement to glazed conservatory;</li> <li>- Investigate structural issues and works to be undertaken with bell; tower;</li> <li>- Roof repairs to adjacent bell tower Roof;</li> <li>- Investigate drainage issues</li> </ul>
<b>ELECTRICAL WORKS</b>		
Bensham Manor	£100,000	Replace all loose switchgear and HRC fuse boards with new MCCB panel boards complete with associated sub metering and surge suppression, Allowing for all terminations of existing sub main cabling.
Norbury Manor Primary	£20,000	Replace existing electrical intake service head with new including for associated metering an main switch
Orchard Way Primary	£100,000	Replace all loose switchgear and HRC fuse boards with a new MCCB panel board complete with associated sub metering and surge suppression, Allowing for all terminations of existing sub main cabling.
The Hayes Primary	£50,000	Replace existing with new metal clad MCB/RCBO split load/split metered power and lighting lockable distribution boards and associated sub main cable
Greenvale Primary	£60,000	Replace switch panel with new MCCB wall mounted panel board complete with associated sub distribution metering. Provide all necessary cable junctions/extensions and terminations, install schematic wiring diagram, change of conductor colour notices, circuit charts, resuscitation notices, rubber mat within switch room
Winterbourne Infant & Nursery	£60,000	Replace all loose switchgear and HRC fuse boards with a new MCCB panel board complete with associated metering and surge suppression, Allowing for all terminations of existing sub main cabling.
Woodcote Primary	£25,000	Replace existing 40+ (MEM HRC) & 25+ (Crabtree MCB) year old boards with new metal clad MCB/RCBO split load/split

		metered power and lighting lockable distribution boards.
Purley Oaks Primary	£40,000	Replace existing HRC and 20+ year old MCB distribution boards with new metal clad MCB/RCBO split load/split metered power and lighting lockable distribution boards.
		<b>HEATING &amp; MECHANICAL WORKS</b>
Keston Primary	£50,000	Testing and additional insulation to pipework - HWS
Purley Oaks Primary	£40,000	Survey and testing, repairs and addition insulation to HWS
Ridgeway Primary	£3,000	Survey and testing, repairs and addition insulation to HWS
Bensham Manor	£220,000	Replacement pipe works and radiators to complete heating works
Norbury Manor Primary	£155,000	Replacement pipe works and radiators to complete heating works
Orchard Way Primary	£110,000	Replacement pipe works and radiators to complete heating works
Winterbourne Infant & Nursery	£220,000	Replacement pipe works and radiators to complete heating works
Winterbourne Junior Girls	£245,000	Replacement pipe works and radiators to complete heating works
Elmwood Junior	£35,000	Replace existing trend unit
Crosfield Nursery	£300,000	Boiler replacements, replace heating , pipework, distribution valves and column radiator
The Hayes Primary	£150,000	Upgrade column radiators and review boilers
		<b>OTHER</b>
Condition Surveys	£250,000	Commission survey for all community school to identify work to bring school premises up to a serviceable state of repair
Asbestos Re-inspection Surveys	£20,000	Annual re-inspection surveys/remedial works in schools
Re-active Maintenance	£230,000	Undertake emergency works in schools throughout the year
Historical Defects	£140,000	<b>Woodcote Primary:</b> Replace defective ceiling <b>The Priory:</b> Various historical defect
<b>TOTAL</b>	<b>£2,848,000*</b>	

- Included £848k slippage form 2018/19



School	Budget 2020-21 £	Works Description
<b>GENERAL BUILDING WORKS</b>		
Purley Oaks Primary	£82,500	Replace external Windows - Throughout main school building - excluding the new additions and extensions
Selsdon Primary	£50,000	Survey and replace leaking roof over kitchen
Gresham Primary	£30,250	Replace external aluminium Windows throughout school
<b>ELECTRICAL WORKS</b>		
Greenvale Primary	£120,000	Replace existing luminaries; replace all final circuit wiring and sockets throughout the main building
Forestdale Primary	£70,000	Replace 20 year+ luminaries
Ridgeway Primary	£50,000	Replace main electrical intake
Winterbourne Junior Girls	£130,000	Replace 25 year+ luminaries
Winterbourne Infant & Nursery	£120,000	Replace 25 year+ luminaries
Downsview Primary	£50,000	Replace all final distribution boards and panel. General replacement/maintenance of MCCB switches
Crosfield Nursery	£15,000	Replace existing luminaries
Heavers Farm Primary	£80,000	Replace 20 year+ luminaries
<b>HEATING &amp; MECHANICAL WORKS</b>		
Gresham Primary	£165,000	Replacement radiator and pipework
Greenvale Primary	£300,000	Upgrade main school heating emitters
Forestdale Primary	£180,000	Replace Hot Water Storage & Pipework Distribution (old building)
Purley Nursery	£15,000	Replace hot water storage cylinder

		<b>OTHER</b>
Asbestos Re-inspection Surveys	£20,000	Annual re-inspection Surveys/remedial works in schools
Historical defects	£220,000	Manage repair works in schools after defect period
Fire Safety Programme	£80,000	Undertake statutory fire safety works in schools throughout the year
Re-active Maintenance	£224,250	Undertake emergency works in schools throughout the year
<b>TOTAL</b>	<b>£2,000.000</b>	

Appendix 5a					
Capital Programme Budget summary					
		2019/20	2020/21	2021/22	Totals 2019/20 to 2021/22
Planning Area	Provision Location	£	£	£	£
	<b>Table 1 - Primary School Places</b>				
	<b>Permanent Expansions</b>				
North West	2FE West Thornton Academy, Canterbury Road	159,596	70,000	35,241	<b>264,837</b>
North West	3FE Chestnut Park Academy	45,000	53,338		<b>98,338</b>
Central	3FE Harris Academy, Purley Way	149,756	50,000	43,520	<b>243,276</b>
Central	2FE Heathfield Academy, Aberdeen Road	94,958	65,000	63,467	<b>223,425</b>
East	1FE St John's C of E	57,000	57,000	47,000	<b>161,000</b>
East	1FE Heavers Farm	47,000	47,000	47,130	<b>141,130</b>
South	1FE Christ Church	47,000	47,000	67,667	<b>161,667</b>
South West	1FE Chipstead Valley	47,000	47,000	63,381	<b>157,381</b>
South West	1FE Smitham	72,000	72,000	32,000	<b>176,000</b>
	<b>Bulges</b>				
East	1FE The Robert Fitzroy Academy 2019-20	300,000			<b>300,000</b>
Various	Contingency Provision	600,000	336,173		<b>936,173</b>
	<b>Table 1 Sub-Totals</b>	<b>1,619,310</b>	<b>844,511</b>	<b>399,406</b>	<b>2,863,227</b>
	<b>Table 2 - SEN Places</b>				
South	2FE St Nicholas Special School	13,240,000	7,201,986	472,825	<b>20,914,811</b>
South	1FE(Bulge) Red Gates Special School	20,000			<b>20,000</b>
South	ELP for Boys and Girls with ASD (TBC)	100,000			<b>100,000</b>
South	Enhanced Learning Provision for MLD (14 places)	100,000			<b>100,000</b>
South	John Ruskin College/Springboard	5,000			<b>5,000</b>
Various	Invest to Save Projects – Red Gates Primary School	968,855	968,854		<b>1,937,709</b>
Central	Post 16 SEN Centre of Excellence with Croydon College	1,550,000			<b>1,550,000</b>
South East	Addington Valley Academy ESFA funded project	10,000,000	3,510,000		<b>13,510,000</b>
South East	Timebridge SEN School (LA Support) feasibility	100,000			<b>100,000</b>
	<b>Table 2 Sub-Totals</b>	<b>26,083,855</b>	<b>11,680,840</b>	<b>472,825</b>	<b>38,327,520</b>
	<b>Table 3 - Major Maintenance</b>				
Various	Major Maintenance Works	2,000,000	2,000,000	2,000,000	<b>6,000,000</b>
Various	Fire Safety Works	1,000,000			<b>1,000,000</b>
	<b>Table 4 Sub-Totals</b>	<b>3,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>7,000,000</b>
	<b>Table 4 - Other Education Schemes</b>				
North	Elmwood Juniors Kitchen Replacement	325,000			<b>325,000</b>
South	Kenley Internal Re-modelling Works	120,000			<b>120,000</b>
South	St Giles Internal Re-modelling Works	110,000			<b>110,000</b>
Various	Actual and Planned Expenditure on Other Education Programme Capital Projects	147,000	272,000	206,588	<b>625,588</b>
Various	Basic Need Allocation (Remainder)	4,233,299			<b>4,233,299</b>
	<b>Table 4 Sub-Totals</b>	<b>4,935,299</b>	<b>272,000</b>	<b>206,588</b>	<b>5,413,887</b>
	<b>Totals</b>	<b>35,638,464</b>	<b>14,797,351</b>	<b>3,078,819</b>	<b>53,514,634</b>

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## 1. Introduction

### 1.1 Purpose of Equality Analysis

The council has an important role in creating a fair society through the services we provide, the people we employ and the money we spend. Equality is integral to everything the council does. We are committed to making Croydon a stronger, fairer borough where no community or individual is held back.

Undertaking an Equality Analysis helps to determine whether a proposed change will have a positive, negative, or no impact on groups that share a protected characteristic. Conclusions drawn from Equality Analyses helps us to better understand the needs of all our communities, enable us to target services and budgets more effectively and also helps us to comply with the Equality Act 2010.

An equality analysis must be completed as early as possible during the planning stages of any proposed change to ensure information gained from the process is incorporated in any decisions made.

In practice, the term '**proposed change**' broadly covers the following:-

- Policies, strategies and plans;
- Projects and programmes;
- Commissioning (including re-commissioning and de-commissioning);
- Service review;
- Budget allocation/analysis;
- Staff restructures (including outsourcing);
- Business transformation programmes;
- Organisational change programmes;
- Processes (for example thresholds, eligibility, entitlements, and access criteria).

## 2. Proposed change

Directorate	Children, Families and Education
Title of proposed change	Education Estates Strategy / School Admission Arrangements
Name of Officer carrying out Equality Analysis	Denise Bushay

### 2.1 Purpose of proposed change (see 1.1 above for examples of proposed changes)

Briefly summarise the proposed change and why it is being considered. Please also state if it is an amendment to an existing arrangement or a new proposal.

The proposed Education Estates Strategy will ensure that the Council is compliant with its statutory requirements relating to school place sufficiency duties across three stages of education: early years, primary, and secondary. The Strategy includes:

**School Place Planning** - Early Years; Alternative Provision / Pupil Referral Unit (PRU); Special Educational Needs and Disability (SEND);

**School Admissions** - proposed Admission Arrangements for Croydon's community schools for the 2020/21 academic year and adoption of the proposed Pan London co-ordination arrangements;

**School Maintenance and Compliance** - proposed Schools' Maintenance Plan for 2019/20 and 2020/21 including asbestos management; and fire safety works in Croydon community schools.

All of the proposed changes are amendments to existing arrangements.

The Strategy is submitted/approved by Cabinet, and full Council in relation to Admission Arrangements on an annual basis. An update report is submitted to Cabinet in July.

#### **School Place Planning**

In accordance with the Education and Inspections Act 2006, the Council has a statutory duty to "secure that sufficient schools for providing— (a) primary education, and (b) [secondary] education are available for their area" as well as to "secure diversity and increase opportunities for parental choice when planning the provision of school places" in the borough. The strategy aims to ensure that there are sufficient and suitable school places available for all of Croydon's children; admission arrangements and policies are fair and lawful; the education estate is maintained to a good standard and comply with our duties under equalities and health and safety legislation and compliance with statutory safety legislation and mandatory fire safety requirements.

#### Early Years

Local authorities are required by legislation - Childcare Act 2006 and Children and Families Act 2014 - to secure early education places for three and four year olds, as well as disadvantaged two year olds Early Years, until the child reaches compulsory school age. Croydon has a wide range of provision offering funded places ranging from day nursery, preschool; schools with nursery places and funded childminders. Cabinet has been asked to note the information contained in the Education Estates Strategy report – there are no proposed changes.

#### Alternative Provision / Pupil Referral Unit (PRU)

Under Section 19 of the Education Act 1996 Local Authorities have a statutory duty to arrange suitable education for permanently excluded pupils, and for

pupils who – because of illness or other reasons – would not receive suitable education without such provision. Education outside of school, when it is arranged by Local Authorities or schools is called alternative provision. The Springboard Tuition Service provides 1:1 and small group tuition for pupils of statutory school age who unable to access mainstream education. The re-location of the Service will enable the PRU for primary age pupils to increase their admission numbers. The relocation of Springboard will also enable Saffron Valley Collegiate to reduce their number of sites from five to four. Careful planning and management, including transitional arrangements/mitigation have been considered to ensure no one is disadvantaged by the re-location. The implications of this re-location have been assessed and no adverse impact identified barring that it could increase pupils travel time depending on where they live in the borough although the new location is very accessible via bus and tram.

#### Special Educational Needs and Disability (SEND)

Nationally and in Croydon, about 97% of children are educated in the state-funded school system without the need for help or support beyond that which a mainstream school can provide. Of these children between 11-12% need some additional support at some stage to address a learning need for varying periods of time. The Council as an education authority has specific duties in relation to provision of education for children with special educational needs (SEN). The main duties include: to identify whether a child for whom they are responsible has SEN; and to assess a child who in their opinion has SEN. If the assessment shows that it is necessary, to make an EHC Plan: determining the child's needs and the educational provision required and to ensure the specific provision set out in the Plan is provided. The proposed strategy / changes, including extension of the age range for Red Gates School will contribute to improving outcomes and life chances for all children and young people with Special Educational Needs and/or Disabilities. Consultation has been undertaken on proposal to extend the age range of Red Gates Special School to provide specialist education for children with learning difficulties from 2 years old, supporting the Local Authority in meeting duties to provide a 2 year old and 3 and 4 year old offer.

#### **School Admissions**

In line with the Schools Admission Code, 2014, Admission Authorities, including Local Authorities are responsible for ensuring that admission arrangements are compliant with the School Admissions Code. This includes consulting on proposed changes to admission arrangements annually and at least every 7 years where there have been no changes. In addition, Admission Authorities are required to determine their admission arrangements on an annual basis. Consultation was undertaken on proposed changes to the admission arrangements for community schools for the 2020/21 academic year are as follows:

- 1 **Acceptance of first preference offers as part of the coordinated admission arrangements.** The proposed change would mean that if a parent/carers has been offered their first preference school, the place would no longer be automatically recorded as accepted by this local authority.
- 2 **Pan-London primary and secondary coordinated admissions schemes and post offer process (main rounds of admissions).** The proposed change will speed up the process of reallocating places that become available following National Offer Day by ensuring that schools' waiting lists are made up of genuine applicants.
- 3 **The processing of overseas applications for admission to school within the normal admissions rounds (excluding Crown servants).** In order to achieve commonality with all coordinating boroughs.
- 4 **The definition of the medical criterion (community schools admission arrangements).** The proposed change will make it clearer for parents/carers who wish their child to be considered for a place under the exceptional medical criteria.

#### **School Maintenance**

The Council is the employer for community schools, community special schools, maintained nursery schools and pupil referral units and is responsible for larger condition and maintenance works. It has a duty to ensure that appropriate arrangements are in place to monitor and review any preventative and

protective measures that have been implemented. The programme of works / maintenance plan will ensure that schools are properly maintained and remain open and supports educational performance and the health & safety of pupils, staff and school community.

**3. Impact of the proposed change**

**Important Note:** It is necessary to determine how each of the protected groups could be impacted by the proposed change. If there is insufficient information or evidence to reach a decision you will need to gather appropriate quantitative and qualitative information from a range of sources e.g. Croydon Observatory a useful source of information such as Borough Strategies and Plans, Borough and Ward Profiles, Joint Strategic Health Needs Assessments <http://www.croydonobservatory.org/> Other sources include performance monitoring reports, complaints, survey data, audit reports, inspection reports, national research and feedback gained through engagement with service users, voluntary and community organisations and contractors.

**3.1 Additional information needed to determine impact of proposed change**

**Table 1 – Additional information needed to determine impact of proposed change**

If you need to undertake further research and data gathering to help determine the likely impact of the proposed change, outline the information needed in this table.		
Additional information needed	Information source	Date for completion
<p>Proposed changes relating to admission arrangements. Consultation took place between 17 October 2018 and 05 December 2018, for six weeks in line with statutory requirement. Stakeholders were asked whether they support/do not support the proposed changes; if / how they are impacted by the proposed changes; and what can be done to address any impacts they mentioned. To meet the requirements of the Public Sector Equality Duty / Equality Act 2010, as part of the consultation, we also included a diversity and equality questionnaire and welcomed respondents from a broad range of people and families reflective of our community, including those with protective characteristics.</p> <p>Croydon has a diverse range of educational provision, as outlined below:                      A total of 88 primary schools, of which:</p> <ul style="list-style-type: none"> <li>• 29 are maintained / Community schools</li> <li>• 59 are non-maintained: 46 Academies, 2 Free Schools and 11 Voluntary Aided schools</li> </ul> <p>A total of 23 secondary non-maintained schools, of which:</p> <ul style="list-style-type: none"> <li>• are Voluntary Aided schools</li> </ul>	<p>Consultation Outcomes report</p>	<p>December 2018</p>



<ul style="list-style-type: none"> <li>• 16 are Academies</li> <li>• 1 Free school</li> </ul> <p><u>Findings from consultation</u>          Respondents to the consultation are mixed with:</p> <ul style="list-style-type: none"> <li>- majority supporting the proposed change regarding acceptance of first preference offers as part of the coordinated admission arrangements; and mixed responses regarding Pan-London primary and secondary coordinated admissions schemes and post offer process (main rounds of admissions); and the processing of overseas applications for admission to school within the normal admissions rounds (excluding Crown servants).</li> </ul> <p>However the findings is unlikely to have a negative impact on people with protected characteristics.</p> <p>The Croydon Observatory contains further information around this for example population trends, ward profiles, population groups etc.  <a href="http://www.croydonobservatory.org/">http://www.croydonobservatory.org/</a></p>		
<p>Consultation undertaken on the proposed change to extend the age range at Red Gates Special School. Croydon has a total of 8 special schools, including Red Gates, plus enhanced learning provisions in mainstream schools.</p> <p>In Croydon approximately 3% of the school-age children have long-term complex special needs such that they need additional and different education provision from that which can be provided ordinarily in a mainstream school and for whom assessment for an Education, Health and Care Plan (EHCP) is required.</p> <p>Stakeholders were asked whether they support/do not support the proposal to extend the age range of pupils at Red Gates Special School and if/how you are impacted by the proposed change.</p> <p><u>Findings from consultation</u>          A majority of respondents support the proposed change and the issues cited, e.g. traffic related will be address so there is no adverse impact on any pupil.</p> <p>The Croydon Observatory contains further information around this for example population trends, ward profiles, population groups etc.  <a href="http://www.croydonobservatory.org/">http://www.croydonobservatory.org/</a></p>	<p>Consultation Outcomes report</p>	<p>November 2018</p>

For guidance and support with consultation and engagement visit <https://intranet.croydon.gov.uk/working-croydon/communications/consultation-and-engagement/starting-engagement-or-consultation>

### 3.2 Deciding whether the potential impact is positive or negative

**Table 2 – Positive/Negative impact**

For each protected characteristic group show whether the impact of the proposed change on service users and/or staff is positive or negative by briefly outlining the nature of the impact in the appropriate column. . If it is decided that analysis is not relevant to some groups, this should be recorded and explained. In all circumstances you should list the source of the evidence used to make this judgement where possible.

The primary aim of the Education Estates Strategy is to ensure that as an education authority the Council fulfils its statutory duties relating to school place planning, school admission and school maintenance. Local authorities are required to meet their statutory duty by providing a school place for every child that requires one, regardless of race, ethnicity, gender or disability and the other protected characteristics. Admission arrangements for all Croydon community schools must be determined annually. All schools are required by law to have oversubscription criteria for admissions, which are used to determine the offer of places if a school receives more applications than there are places available. The criteria must be clear, fair and objective in line with the School Admission Code, Equality Act and other relevant legislations, promoting equality and inclusiveness for residents.

One of the key aims of the Education Estates Strategy is to improve diversity and choice of schools, the right amount of and different types of schools to improve parental choice. This will help to ensure that all pupils have equitable access to school and ensure that the Council’s duty to provide sufficient school places for pupils of statutory school age is fulfilled.

The Council is the employer for community schools, community special schools, maintained nursery schools and pupil referral units and is responsible for larger condition and maintenance works ensuring that school buildings meet minimum standards.

Protected characteristic group(s)	Positive impact	Negative impact	Source of evidence
Age	In line with the School Admissions Code, school places are allocated using the agreed/published admissions criteria. The proposed changes relate to children and young people of statutory school age. Admissions to schools are a function that operates within a statutory framework. Croydon is the admission authority for community schools and there are arrangements and criteria for the admission		Consultation outcomes report

	of pupils to nursery, primary and secondary mainstream schools.		
Disability	<p>Children and young people with special educational needs and/or disability are given priority in the admissions criteria or attend special schools. All schools are required to admit a child if their Education and Health Care Plan names the school. The proposed extension of the age range for Red Gates School is a re-provision of specialist nursery places at another school.</p> <p><u>Equality &amp; Diversity Monitoring</u> As part of the consultation process on the proposed change relating to the extension of the age range at Red Gates Special School, respondents were asked to complete an equality and diversity questionnaire, looking at Gender, Age, Ethnicity and Disability. The information collected helps to identify any special requirements; promote equality; and improve choice and diversity.</p>		
Gender	As above, children allocated school place in line with Admissions Code. The proposed changes are not gender specific. The admission arrangements do not contain criteria that impact differently on people with a particular gender.		
Gender Reassignment	As above.		
Marriage or Civil Partnership	N/A		
Religion or belief	The admission arrangements for voluntary aided school could contain a denominational criterion within the policy, to enable priority for children whose parents are active members of the C of E and who request admission to a church school on denominational grounds. However, all	The admission criteria is based on determined admission arrangements compliant with the relevant legislation and is unlikely to discriminate unlawfully.	

	applications, including those with no faith basis for applying, are considered applying the published arrangements.		
Race	The Admission Criteria, based on the Admissions Code, are used to allocate school places and do not include ethnicity or race as criteria. The proposed changes are not intended to have any negative impact on pupils from different ethnic groups		
Sexual Orientation	As above		
Pregnancy or Maternity	As above.		

**Important note:** You must act to eliminate any potential negative impact which, if it occurred would breach the Equality Act 2010. In some situations this could mean abandoning your proposed change as you may not be able to take action to mitigate all negative impacts.

When you act to reduce any negative impact or maximise any positive impact, you must ensure that this does not create a negative impact on service users and/or staff belonging to groups that share protected characteristics.

### 3.3 Impact scores

#### Example

If we are going to reduce parking provision in a particular location, officers will need to assess the equality impact as follows;

1. Determine the Likelihood of impact. You can do this by using the key in table 5 as a guide, for the purpose of this example, the likelihood of impact score is 2 (likely to impact)
2. Determine the Severity of impact. You can do this by using the key in table 5 as a guide, for the purpose of this example, the Severity of impact score is also 2 (likely to impact )
3. Calculate the equality impact score using table 4 below and the formula **Likelihood x Severity** and record it in table 5, for the purpose of this example - **Likelihood (2) x Severity (2) = 4**

Table 4 – Equality Impact Score

<b>Severity of Impact</b>	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
	<b>Likelihood of Impact</b>			

Key

Risk Index	Risk Magnitude
6 – 9	High
3 – 5	Medium
1 – 3	Low

**Table 5 – Impact scores**

<b>Column 1</b>  <b>PROTECTED GROUP</b>	<b>Column 2</b>  <b>LIKELIHOOD OF IMPACT SCORE</b>  Use the key below to <b>score</b> the <b>likelihood</b> of the proposed change impacting each of the protected groups, by inserting either 1, 2, or 3 against each protected group.  <b>1 = Unlikely to impact</b> <b>2 = Likely to impact</b> <b>3 = Certain to impact</b>	<b>Column 3</b>  <b>SEVERITY OF IMPACT SCORE</b>  Use the key below to <b>score</b> the <b>severity</b> of impact of the proposed change on each of the protected groups, by inserting either 1, 2, or 3 against each protected group.  <b>1 = Unlikely to impact</b> <b>2 = Likely to impact</b> <b>3 = Certain to impact</b>	<b>Column 4</b>  <b>EQUALITY IMPACT SCORE</b>  Calculate the <b>equality impact score</b> for each protected group by multiplying scores in column 2 by scores in column 3. Enter the results below against each protected group.  <b>Equality impact score = likelihood of impact score x severity of impact score.</b>
Age	1	1	1
Disability	1	1	1
Gender	1	1	1
Gender reassignment	1	1	1
Marriage / Civil Partnership	1	1	1
Race	1	1	1
Religion or belief	1	1	1
Sexual Orientation	1	1	1
Pregnancy or Maternity	1	1	1

## Equality Analysis

### 4. Statutory duties

#### 4.1 Public Sector Duties

Tick the relevant box(es) to indicate whether the proposed change will adversely impact the Council's ability to meet any of the Public Sector Duties in the Equality Act 2010 set out below.

Advancing equality of opportunity between people who belong to protected groups  x

Eliminating unlawful discrimination, harassment and victimisation  x

Fostering good relations between people who belong to protected characteristic groups  x

**Important note:** If the proposed change adversely impacts the Council's ability to meet any of the Public Sector Duties set out above, mitigating actions must be outlined in the Action Plan in section 5 below.

### 5. Action Plan to mitigate negative impacts of proposed change

**Table 5 – Action Plan to mitigate negative impacts**

Complete this table to show any negative impacts identified for service users and/or staff from protected groups, and planned actions mitigate them.

Protected characteristic	Negative impact	Mitigating action(s)	Action owner	Date for completion
Disability	N/A			
Race	N/A			
Sex (gender)	N/A			
Gender reassignment	N/A			
Sexual orientation	N/A			
Age	N/A			
Religion or belief	N/A			
Pregnancy or maternity	N/A			
Marriage/civil partnership	N/A			

## 6. Decision on the proposed change

Based on the information outlined in this Equality Analysis enter <b>X</b> in column 3 ( <b>Conclusion</b> ) alongside the relevant statement to show your conclusion.		
Decision	Definition	Conclusion - Mark 'X' below
No major change	Our analysis demonstrates that the policy is robust. The evidence shows no potential for discrimination and we have taken all opportunities to advance equality and foster good relations, subject to continuing monitoring and review. <b>If you reach this conclusion, state your reasons and briefly outline the evidence used to support your decision.</b>	X
Adjust the proposed change	We will take steps to lessen the impact of the proposed change should it adversely impact the Council's ability to meet any of the Public Sector Duties set out under section 4 above, remove barriers or better promote equality. We are going to take action to ensure these opportunities are realised. <b>If you reach this conclusion, you must outline the actions you will take in Action Plan in section 5 of the Equality Analysis form</b>	
Continue the proposed change	We will adopt or continue with the change, despite potential for adverse impact or opportunities to lessen the impact of discrimination, harassment or victimisation and better advance equality and foster good relations between groups through the change. However, we are not planning to implement them as we are satisfied that our project will not lead to unlawful discrimination and there are justifiable reasons to continue as planned. <b>If you reach this conclusion, you should clearly set out the justifications for doing this and it must be in line with the duty to have due regard and how you reached this decision.</b>	
Stop or amend the proposed change	Our change would have adverse effects on one or more protected groups that are not justified and cannot be mitigated. Our proposed change must be stopped or amended.	
Will this decision be considered at a scheduled meeting? e.g. Contracts and Commissioning Board (CCB) / Cabinet		Meeting title: Date:



## 7. Sign-Off

<b>Officers that must approve this decision</b>	
<b>Equality lead</b>	<b>Name:</b> _____ <b>Date:</b> _____ <b>Position:</b> _____
<b>Director</b>	<b>Name:</b> David Butler <b>Date:</b> 12.12.2018 <b>Position:</b> Director of Education and Youth Engagement

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# Agenda Item 9

For General Release

<b>REPORT TO:</b>	<b>Cabinet 21 January 2019</b>
<b>SUBJECT:</b>	<b>LONDON COUNCILS GRANTS SCHEME 2019/20</b>
<b>LEAD OFFICERS:</b>	<b>Hazel Simmonds, Executive Director (Gateway, Strategy &amp; Engagement) Gavin Handford, Head of Policy and Partnerships</b>
<b>CABINET MEMBERS:</b>	<b>Councillor Hamida Ali Cabinet Member for Safer Croydon &amp; Communities</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY/POLICY CONTEXT:</b> Approval of the 2019/20 budget for the London Councils Grants Scheme and Croydon Council's contribution to the Scheme	
<b>CORPORATE PRIORITY / POLICY CONTEXT:</b> The London Councils Grants Scheme has allocated funding against three priorities: <ul style="list-style-type: none"><li>• Combatting Homelessness</li><li>• Tackling Sexual and Domestic Violence</li><li>• Tackling Poverty through Employment (European Social Fund match-funded)</li></ul> These align with Croydon Council's Corporate Plan priorities: <ul style="list-style-type: none"><li>• Good, decent homes, affordable to all, including our homelessness prevention actions;</li><li>• Everyone feels safer in their street, neighbourhood and home;</li><li>• Everybody has the opportunity to work and build their career.</li></ul>	
<b>FINANCIAL SUMMARY:</b> Approval of the Council's contribution of £290,784 to the London Councils Grants Scheme for 2019/20. This amounts to an increase of £699 compared with the Council's net contribution to the Scheme in 2018/19.	

The Leader of the Council has delegated to the Cabinet the power to make the decisions set out in the recommendations below

## 1. RECOMMENDATIONS

The Cabinet is recommended:

- 1.1 Cabinet is recommended to agree the recommendation of the London Councils Leaders Committee to:
- (a) Approve the London Councils Grants Scheme budget for 2019/20 of £6.909m; and
- (b) Agree Croydon Council's 2019/20 contribution to the London Councils Grants Scheme budget amounting to £290,784.

## 2. EXECUTIVE SUMMARY

- 2.1 This report seeks approval for the London Councils Grants Scheme (LCGS) budget in 2019/20 set at £6.9m, and Croydon Council's contribution to that budget of £290,784, being the level recommended by the London Councils Leaders' Committee at their meeting on 4 December 2018.

## 3. DETAIL

### 3.1 Budget

- 3.1.1 The London Councils Grants Scheme (the Scheme) was established in accordance with the Local Government Act 1985, following the abolition of the Greater London Council in 1986. The Scheme is now governed by the London Councils Grants Committee and membership comprises all the London Borough Councils and the City of London.

- 3.1.2 Notification has been received from the Chief Executive of London Councils that, following a recommendation as to proposals for expenditure under the Scheme for 2019/20, the London Councils Leaders' Committee agreed on 4 December 2018 to make the following recommendation to constituent Councils:

Overall level of expenditure of £6.909m 2018/19 comprising:

	£m
Grants	6.275
Administrative Expenditure	0.574
London Funders Membership	<u>0.060</u>
	6.909
Income would comprise:	
European Social Fund grant	0.058
Borough contributions	6.668
Transfer from uncommitted Grants Committee reserves	<u>0.183</u>
	6.909

- 3.1.3 The recommendation to constituent councils from the London Councils Leaders Committee proposes an overall budget in 2019/20 of £6.9 million.

This budget will require constituent council contributions of £6.68 million, which is the same as 2018/19.

- 3.1.4 As shown in Appendix A to the London Councils Chief Executive's Circular, in 2018/19 the grant scheme benefited from income of £1m from the European Social Fund. This was used to support projects under priority three of the scheme (see below). In 2019/20, however, there is only £58k remaining from the European Social Fund whilst total council contributions remain unchanged. As a result, the overall budget is reduced with funding focused on priorities 1 and 2. The scheme will be supported by £183k from London Councils reserves.
- 3.1.5 Population changes affect the levels of contribution due from each constituent council. Appendix B to the Circular sets out each borough's contribution.
- 3.1.6 For 2019/20 the apportionment is based on the Office for National Statistics mid-year estimates for 2017 and the overall proposed programme budget as detailed in paragraph 3.1.2 above.

## **3.2 Commissioning 2017-2021**

- 3.2.1 In March 2016, the London Councils Leaders' Committee agreed a revised set of priorities for commissioned services:
  - Priority 1: Combatting Homelessness
  - Priority 2: Tackling Sexual and Domestic Violence
  - Priority 3: Tackling Poverty through Employment (European Social Fund match-funded)
- 3.2.2 The priorities of the scheme are closely aligned with priorities within the Council's Corporate Plan 2018 - 2022.
- 3.2.3 13 projects have been commissioned to deliver pan-London services under Priorities 1 and 2 between April 2017 and March 2021. A full list of these commissioned services is available on the London Councils website at <http://www.londoncouncils.gov.uk/node/30010>. Priority 3 projects were commissioned in 2016 and funded from the boroughs' contributions, matched by the European Social Fund. Applications for priority 3 are currently closed.
- 3.2.4 The grants programme is focussed on the needs of both inner and outer London, which is critical given that as the second most populous borough, Croydon is the second highest contributor to the LCGS. The approach enables boroughs to tackle high priority need where this may be more effective at a pan-London level.
- 3.2.5 The LCGS provides monitoring data to demonstrate the benefits to individual boroughs from commissioned services. LCGS data for April 2017 to September 2018 (the first six quarters of this programme) compare the indicative levels of delivery per borough based on relevant needs data with the actual proportion of new service users.

- 3.2.6 With regard to Priority 1 homelessness services, overall performance was 16% above profile, with particularly strong performance in relation to youth homelessness. Locally, the indicative level for Croydon was 3.80% of service users and the proportion of actual service users who were from Croydon was 3.09% (a reduction from 3.91% in quarters 1-2).
- 3.2.7 With regard to Priority 2 sexual and domestic violence, overall performance was marginally above profile. Locally, the indicative level was 3.36% of users, and the proportion of actual users from the borough was 2.95%, (an increase from 2.89% in quarters 1 and 2). These percentages are both lower than 4.4%, the proportion of the total population of London that lives in Croydon.
- 3.2.8 In relation to Priority 3 tackling poverty through employment, the project originally focused on long term unemployed with multiple or complex barriers to employment. Flexibility was agreed by London Councils to support individuals with multiple or complex barriers regardless of the length of unemployment. This is positive as it provides support at an earlier stage. Performance has been disrupted due to the withdrawal of the service delivery partner for West London.
- 3.2.9 Where London Councils officers identify any boroughs which are below target they work with providers and relevant borough officers to address this. In respect of Priority 1 and 2 projects it is worth noting that it is anticipated that there are likely to be some statistical anomalies in the first year of delivery due to start-up factors.
- 3.2.10 As part of the programme's Commissioning Performance Management Framework, London Councils officers have provided information to relevant borough officers about the providers and a monthly update to inform them of progress.
- 3.2.11 The priorities and projects funded by the LCGS align well with the Council's Corporate Plan. The projects provide additional options for the Council in supporting residents in these priority areas, aligning with local projects, services and support.
- 3.2.12 Croydon council officers and partners are aware of the projects funded by LCGS. The projects provide added value and additional specialist support for people with protected characteristics who are facing homelessness or domestic and sexual violence.
- 3.2.13 However, ongoing work is required to ensure that pan-London projects deliver locally. It is important that local relationships are developed through regular contact between the projects and relevant borough lead officers and partners. The Council will continue to work with London Councils to ensure the programme impact is maximised in Croydon.

#### 4. CONSULTATION

- 4.1 The Council is required by statute to contribute to the London Councils Grants Scheme as set out in paragraph 6 below.

#### 5. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

- 5.1 As set out in paragraph 6 below, the Council is required under statute to contribute to the London Councils Grants Scheme in proportion to the population of the borough. The level of expenditure for the Scheme varies from year to year as does the estimated population of Croydon as a proportion of the total estimated population of Greater London. It is therefore not possible to accurately predict the precise level of the Council's contribution from year to year.

The costs are updated annually and the Council's contribution for 2019/20, based on a population of 384,800 (4.36% of the population of Greater London), results in a gross increase of £699 in the contribution required from Croydon.

- 5.2 Revenue and Capital consequences of report recommendations

	Current year	Medium Term Financial Strategy – 3 year forecast		
	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
<b>Revenue Budget available</b>				
Expenditure	290	291	291	291
Income	0	0	0	0
<b>Effect of decision from report</b>				
Expenditure	290	291	291	291
Income	0	0	0	0
<b>Remaining budget</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Capital Budget available</b>				
Expenditure	0	0	0	0
<b>Effect of decision from report</b>				
Expenditure	0	0	0	0
<b>Remaining budget</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Note – future years have been assumed at 2019/20 amounts; this could be subject to change and will reported to Cabinet in the future once confirmed by London Councils.

### **5.3 Risks**

- 5.3.1 If the Council fails to make a decision by the statutory deadline of 1 February 2019 there is a risk that the Secretary of State will order that the 2019/20 budget should be set at the rate agreed for 2018/19. However, agreement of only 66% of the constituent councils is required for London Councils to set a budget for the scheme. The Secretary of State would only have the power to intervene if eleven councils failed to approve the recommended budget by 1 February 2019.

### **5.4 Options**

- 5.4.1 The Council is required to contribute to the London Councils Grants Scheme under the provisions of the 1985 Local Government Act if the proposals recommended by the Leaders Committee are agreed by two-thirds of the constituent councils by 1 February 2019.

### **5.5 Savings/ future efficiencies**

- 5.5.1 The Council's contribution to the scheme is updated annually dependent upon the agreed level of expenditure, the population of the borough as a proportion of the total population of Greater London and minor variables such as the use of reserves and balances by the Scheme. The Council may influence the total level of expenditure through its membership of the scheme but is bound by the two-thirds majority decision of the London Councils Grants Committee.

Approved by: Ian Geary, Head of Finance- Resources & Accountancy on behalf of the Director of Finance

## **6. COMMENTS OF THE COUNCIL SOLICITOR AND MONITORING OFFICER**

- 6.1 The Council Solicitor comments that under Section 48(3) of the Local Government Act 1985 and Regulation 6(8) of the Levying Bodies (General) Regulations 1992, member authorities are required to contribute financially to the Scheme in proportion to their respective populations.
- 6.2 The Grants to Voluntary Organisations (Specified Date) Order 1992 which came into effect on 2<sup>nd</sup> November 1992 and remains in force, as read with Section 48(3) of the 1985 Act, provides that two-thirds of constituent Councils must agree the London Councils Grants Committee's budget by no later than 1<sup>st</sup> February annually. If it is not so agreed, the overall level of expenditure is deemed to be set at the same level as was approved or deemed to be approved for the preceding financial year, in this instance the sum approved for the 2018/19 year (which was £290,085 for Croydon).
- 6.3 While the Council is not directly responsible for administration of the Scheme, as a participant Council in the Scheme it must still be mindful of its general equalities duty under the Equality Act 2010 and take such steps as are



appropriate to consider this duty. Any such considerations need to be addressed in the equalities impact assessment section below.

Approved by Sandra Herbert, Head of Litigation and Corporate Law, for and on behalf of Jacqueline Harris Baker, Director of Law and Monitoring Officer.

## **7. HUMAN RESOURCES IMPACT**

- 7.1 There are no direct staffing considerations for the Council arising from this report.

Approved by Sue Moorman, Director of Human Resources

## **8. EQUALITIES IMPACT ASSESSMENT**

- 8.1 London Councils is responsible for assessing the impact of individual funding decisions but constituent councils must consider the overall impact of changes to the budget available to the London Councils Grants Committee.

- 8.2 An Equalities Analysis was carried out in 2017/18 (when the commissioned services were originally funded) to ascertain the likely impact of the proposals on groups that share protected characteristics. This indicated that the Council's decision on this matter will have no significant impact on groups that share a protected characteristic

Approved by Yvonne Okiyo, Equalities Manager

## **9. ENVIRONMENTAL AND CRIME AND DISORDER REDUCTION IMPACTS**

- 9.1 There are no additional impacts in these areas arising from the report.

## **10. REASONS FOR RECOMMENDATIONS**

- 10.1 If the Council failed to agree the recommendations of the London Councils Leaders' Committee, there is a risk that the requisite majority of boroughs could fail to agree the proposals by the statutory deadline and the budget would be deemed to be set at the 2018/19 level.

## **11. OPTIONS CONSIDERED AND REJECTED**

- 11.1 The options available to the Council are to agree or reject the recommendations of the London Councils Leaders Committee. If rejection is considered, unless the Council was reasonably sure it could secure the support of at least two-thirds of the constituent councils, it would be futile to seek agreement for an alternative budget. As the Leaders Committee which

put forward the proposals is made up of the Leaders of all the constituent councils, it is extremely unlikely a sufficient number would be minded to support an alternative budget to that which they had already agreed.

11.2 For reasons set out in 10 and 11.1 above, rejecting the recommendation made by the London Councils Leaders' Committee is not the proposed option.

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**REPORT AUTHOR:** Gavin Handford, Head of Policy & Communities  
(ext.: 47507)

**APPENDICES:** Appendix A - Grants Committee Income and  
Expenditure Budget 2018/19  
Appendix B - Borough Subscriptions 2018/19

**BACKGROUND DOCUMENTS:** Initial Equalities Impact Assessment

**Grants Committee Income and Expenditure Budget 2019/20**

Expenditure	Revised Budget 2018/19 £000	Developments £000	Inflation £000	Original Budget 2019/20 £000
<b>Payments in respect of Grants</b>				
London Councils Grants Programme	6,173	0	0	6,173
Membership Fees to London Funders (for all boroughs)	60	0	0	60
European Social Fund Co-Financing	1,880	-1,778	0	102
<b>Sub-Total</b>	<b>8,113</b>	<b>-1,778</b>	<b>0</b>	<b>6,335</b>
<b>Operating (Non-Grants) Expenditure</b>				
<b>Contractual Commitments</b>				
Maintenance of GIFTS Grants IT system	10	0	0	10
	<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>
<b>Salary Commitments</b>				
Officers	353	-61	7	299
Members	19	0	0	19
Maternity provision	10	0	0	10
	<b>382</b>	<b>-61</b>	<b>7</b>	<b>328</b>
<b>Discretionary Expenditure</b>				
Staff training/recruitment advertising	6	1	0	7
Staff travel	2	0	0	2
	<b>8</b>	<b>1</b>	<b>0</b>	<b>9</b>
<b>Total Operating Expenditure</b>	<b>400</b>	<b>-60</b>	<b>7</b>	<b>347</b>
<b>Central Recharges</b>	<b>155</b>	<b>72</b>	<b>0</b>	<b>227</b>
<b>Total Expenditure</b>	<b>8,668</b>	<b>-1,766</b>	<b>7</b>	<b>6,909</b>
<b>Income</b>				
<b>Core borough subscriptions</b>				
Contribution to grant payments	6,173	0	0	6,173
Contribution to non-grants expenditure	495	0	0	495
	<b>6,668</b>	<b>0</b>	<b>0</b>	<b>6,668</b>
<b>Other Income</b>				
ESF Grant Income	1,000	-942	0	58
	<b>1,000</b>	<b>-942</b>	<b>0</b>	<b>58</b>
<b>Transfer from Reserves</b>	<b>1,000</b>	<b>-817</b>	<b>0</b>	<b>183</b>
<b>Central Recharges</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Income</b>	<b>8,668</b>	<b>-1,759</b>	<b>0</b>	<b>6,909</b>
<b>Net Expenditure</b>	<b>0</b>	<b>7</b>	<b>-7</b>	<b>0</b>

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# Borough Subscriptions 2019/20

## Appendix B

ONS Mid-2016 Estimate of Population ('000)	%	2018/19 Base Borough Contribution (£)		ONS Mid-2017 Estimate of Population ('000)	%	2019/20 Base Borough Contribution (£)	Base Difference from 2018/19 (£)
<b>Inner London</b>							
246.18	2.79%	186,799	Camden	253.36	2.87%	191,438	4,639
9.40	0.11%	7,133	City of London	7.65	0.09%	5,780	-1,352
279.77	3.17%	212,286	Greenwich	282.85	3.21%	213,721	1,434
273.53	3.10%	207,551	Hackney	275.93	3.13%	208,492	940
179.65	2.04%	136,316	Hammersmith and Fulham	183.00	2.07%	138,274	1,958
232.87	2.64%	176,699	Islington	235.00	2.66%	177,565	866
156.73	1.78%	118,925	Kensington and Chelsea	155.74	1.76%	117,677	-1,248
327.91	3.72%	248,814	Lambeth	324.05	3.67%	244,851	-3,963
301.87	3.42%	229,056	Lewisham	301.31	3.41%	227,669	-1,387
313.22	3.55%	237,668	Southwark	314.23	3.56%	237,431	-237
304.85	3.45%	231,317	Tower Hamlets	307.96	3.49%	232,694	1,377
316.10	3.58%	239,853	Wandsworth	323.26	3.66%	244,254	4,401
247.61	2.81%	187,884	Westminster	244.80	2.77%	184,970	-2,914
<b>3,189.69</b>	<b>36.14%</b>	<b>2,420,301</b>		<b>3,209.14</b>	<b>36.36%</b>	<b>2,424,817</b>	<b>4,516</b>
<b>Outer London</b>							
206.46	2.34%	156,660	Barking and Dagenham	210.71	2.39%	159,212	2,552
386.08	4.37%	292,953	Barnet	387.80	4.39%	293,021	67
244.76	2.77%	185,721	Bexley	246.12	2.79%	185,968	246
328.25	3.72%	249,072	Brent	329.10	3.73%	248,667	-405
326.88	3.70%	248,033	Bromley	329.39	3.73%	248,886	853
382.30	4.33%	290,085	Croydon	384.84	4.36%	290,784	699
343.20	3.89%	260,416	Ealing	342.74	3.88%	258,973	-1,443
331.40	3.76%	251,463	Enfield	332.71	3.77%	251,395	-68
278.45	3.16%	211,285	Haringey	271.22	3.07%	204,933	-6,352
248.75	2.82%	188,749	Harrow	248.88	2.82%	188,053	-696
252.78	2.86%	191,807	Havering	256.04	2.90%	193,463	1,656
302.47	3.43%	229,511	Hillingdon	302.34	3.43%	228,447	-1,064
271.14	3.07%	205,738	Hounslow	269.10	3.05%	203,331	-2,407
176.11	2.00%	133,630	Kingston upon Thames	174.61	1.98%	131,935	-1,695
205.03	2.32%	155,574	Merton	206.05	2.33%	155,691	116
340.98	3.86%	258,732	Newham	348.00	3.94%	262,948	4,216
299.25	3.39%	227,068	Redbridge	301.79	3.42%	228,032	964
195.85	2.22%	148,609	Richmond upon Thames	195.68	2.22%	147,855	-754
202.22	2.29%	153,442	Sutton	203.24	2.30%	153,568	125
275.84	3.13%	209,304	Waltham Forest	275.51	3.12%	208,175	-1,130
<b>5,598.20</b>	<b>63.44%</b>	<b>4,247,851</b>		<b>5,615.87</b>	<b>63.64%</b>	<b>4,243,335</b>	<b>-4,516</b>
<b>8,787.89</b>	<b>99.58%</b>	<b>6,668,152</b>	<b>Totals</b>	<b>8,825.01</b>	<b>100.00%</b>	<b>6,668,152</b>	<b>0</b>

6,668,152

6,668,152

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<b>REPORT TO:</b>	<b>Cabinet 21 January 2019</b>
<b>SUBJECT:</b>	<b>STAGE 2: RESPONSE TO RECOMMENDATIONS ARISING FROM: HEALTH AND SOCIAL CARE SCRUTINY SUB-COMMITTEE – 25 SEPTEMBER 2018 &amp; STREETS, ENVIRONMENT AND HOMES SCRUTINY SUB-COMMITTEE – 9 OCTOBER 2018</b>
<b>LEAD OFFICERS:</b>	<b>Richard Simpson, Executive Director Resources and S151 Officer</b>
<b>CABINET MEMBERS:</b>	<b>All</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY/POLICY CONTEXT:</b>	<b>The constitutional requirement that Cabinet receives recommendations from scrutiny committees and to respond to the recommendations within two months of the receipt of the recommendations.</b>

The Leader of the Council has delegated to the Cabinet the power to make the decisions set out in the recommendations below:

## 1. RECOMMENDATIONS

Cabinet is recommended to approve the response and action plans attached to this report at Appendix A and that these be reported to the Scrutiny and Overview Committee or relevant Sub-Committees.

## 2. EXECUTIVE SUMMARY

2.1 This report asks the Cabinet to approve the full responses arising from the Stage 1 reports presented to the Cabinet meeting held on 19 November 2018 including:

- Action plans for the implementation of agreed recommendations, or
- Reasons for rejecting the recommendations

and that these be reported to the Scrutiny and Overview Committee or relevant Sub-Committees.

2.2 The Constitution requires that in accepting a recommendation, with or without amendment, from a Scrutiny and Overview Committee or Sub-Committee, the Cabinet shall agree an action plan for the implementation of the agreed recommendations and shall delegate responsibility to an identified officer to report back to the Scrutiny and Overview Committee or Sub-Committee, within a specified period, on progress in implementing the action plan.

## 3. SCRUTINY RECOMMENDATIONS

3.1 The Scrutiny recommendations are contained in the schedule in the appendix to this

report.

- 3.2 The detailed responses including reasons for rejecting recommendations and action plans for the implementation of agreed recommendations are contained in the appendices.

#### **4. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS**

- 4.1 The recommendations in this report may have a financial implication and as each recommendation is developed the financial implication will be explored and approved.

#### **5. COMMENTS OF THE COUNCIL SOLICITOR AND MONITORING OFFICER**

- 5.1 The recommendations are in accordance with the constitution.

#### **6. REASONS FOR RECOMMENDATIONS/PROPOSED DECISION**

- 6.1 These are contained in the appendix to this report.

#### **7. OPTIONS CONSIDERED AND REJECTED**

- 7.1 These are contained in the appendix to this report.

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#### **CONTACT OFFICER:**

Stephen Rowan, Head of Democratic Services  
and Scrutiny  
T: 020 8726 6000 X 62529  
Email: [stephen.rowan@croydon.gov.uk](mailto:stephen.rowan@croydon.gov.uk)

#### **BACKGROUND DOCUMENTS:**

**Background document 1:** Reports to the Health & Social Care Scrutiny Sub-Committee on 25 September 2018.

<https://democracy.croydon.gov.uk/ieListDocuments.aspx?CId=168&MId=1508&Ver=4>

**Background document 2:** Reports to the Streets, Environment & Homes Scrutiny Sub-Committee on 9 October 2018.

<https://democracy.croydon.gov.uk/ieListDocuments.aspx?CId=170&MId=1778&Ver=4>



SCRUTINY RECOMMENDATION	DEPARTMENT AND CABINET MEMBER RESPONDING	ACCEPT/ REJECT RECOMMENDATIONS (inc. reasons for rejection)	IDENTIFIED OFFICER	ANY FINANCIAL IMPLICATIONS	TIMETABLE FOR IMPLEMENTATION OF RECOMMENDATIONS IF ACCEPTED (ie Action Plan)	DATE OF SCRUTINY MEETING TO REPORT BACK
<b>HEALTH AND SOCIAL CARE SCRUTINY SUB- COMMITTEE -</b> At its meeting on 25 September 2018, the Committee <b>RESOLVED</b> to:						
1. That figures for safeguarding concerns and those concerns which result in enquiries are provided to the Sub-Committee.	Councillor Jane Avis  Health, Well-being and Adults	Accept - This needs to be worded slightly differently: "that figures for safeguarding concerns, and those concerns which result in enquiries, are provided to the Sub-Committees."	Nick Sherlock – Head of Adult Safeguarding and QA & James Allen - Performance Intelligence and Data Quality Manager.	N/A	The 2017-18 figures have been provided to the Committee.  The 2018-19 – based on current NHS digital timeline will be provided end of July 2019.	TBC
2. That Cabinet notes that the Sub-Committee had recommended to the Adult Safeguarding Board that evidence for the outcomes from partnerships be presented in the Croydon Adults' Safeguarding Board Annual 2018/19 report.	Councillor Jane Avis  Health, Well-being and Adults	This will be addressed when preparing the next annual report, which will come to Scrutiny Committee in the Summer of 2019.	Denise Snow - CSAB Manager) & Nick Sherlock - Head of Safeguarding & QA	N/A	This will be addressed when preparing the next annual report, which will come to Scrutiny Committee in the Summer of 2019.	Summer 2019; after the Safeguarding Adults Return has been ratified by NHS Digital
3. That Cabinet notes that the Sub-Committee has invited SLaM to return to a meeting of the Sub-Committee in December 2018 to provide an update on the actions that have been put in place in response to the CQC findings.	Councillor Jane Avis  Health, Well-being and Adults	Accept - SLaM will be attending the Sub-Committee in December 2018 to provide an update.	SLaM will be attending Sub-Committee in December 2018 to provide an update.	N/A	SLaM will be attending Sub-Committee in December 2018 to provide an update.	18/12/18
4. That Cabinet notes that the Sub-Committee has requested that as part of its update, SLaM provide explicit reference of line of sight of senior management in order for the Sub-Committee to appropriately hold the	Councillor Jane Avis  Health, Well-being and Adults	Accept - SLaM will be attending Sub-Committee in December 2018 to provide an update.	SLaM will be attending Sub-Committee in December 2018 to provide an	N/A	SLaM will be attending Sub-Committee in December 2018 to provide an update.	18/12/18

SCRUTINY RECOMMENDATION	DEPARTMENT AND CABINET MEMBER RESPONDING	ACCEPT/ REJECT RECOMMENDATIONS (inc. reasons for rejection)	IDENTIFIED OFFICER	ANY FINANCIAL IMPLICATIONS	TIMETABLE FOR IMPLEMENTATION OF RECOMMENDATIONS IF ACCEPTED (ie Action Plan)	DATE OF SCRUTINY MEETING TO REPORT BACK
Executive to account about the visibility of their leadership.			update.			
<b>HEALTH AND SOCIAL CARE SCRUTINY SUB- COMMITTEE</b> - At its meeting on 25 September 2018, the Committee <b>RESOLVED</b> to:						
5. That Cabinet notes that the Sub-Committee has requested that Croydon CCG be asked to include an explicit reference to health inequalities in a revised report to ensure a greater level of accountability in this area.	Councillor Jane Avis  Health, Well-being and Adults	Accept	Stephen Warren - Director of Commissioning Croydon CCG	Addressed through relevant programmes	Built into final version of Commissioning Intentions	TBC
6. Recommendation to Croydon CCG that it should work closely with its partners on promoting access to services and intervention for young people with Mental Health issues	Councillor Jane Avis  Health, Well-being and Adults	Accept	Stephen Warren - Director of Commissioning Croydon CCG	Financial Implications to be picked up through the CAMHS Local Transformation Plan	To be taken forward through the CYP Emotional Wellbeing & Mental Health Board.  HWBB Seminar also held on this topic on 5 <sup>th</sup> December 2018.	TBC
<b>STREETS, ENVIRONMENT &amp; HOMES SCRUTINY SUB- COMMITTEE</b> - At its meeting on 9 October 2018, the Committee <b>RESOLVED</b> to:						
1. Recommend to Cabinet that the Sub-Committee fully supported the retention of the free Bulky Waste Collection service.	Councillor Stuart Collins  Place	Accept	Steve Iles	Yes	Free service is already in place and operating	TBC
2. Recommend to the Cabinet that the Council review its 'one size fits all' policy that has been adopted in deciding the capacity of bins, in particular for households who consistently produced a small amount of waste.	Councillor Stuart Collins  Place	Partially Accept – Whilst the council has put in place a “one size fits all” approach for bin sizes there is flexibility within this insofar as for properties with	Steve Iles	N/A	N/A	TBC

SCRUTINY RECOMMENDATION	DEPARTMENT AND CABINET MEMBER RESPONDING	ACCEPT/ REJECT RECOMMENDATIONS (inc. reasons for rejection)	IDENTIFIED OFFICER	ANY FINANCIAL IMPLICATIONS	TIMETABLE FOR IMPLEMENTATION OF RECOMMENDATIONS IF ACCEPTED (ie Action Plan)	DATE OF SCRUTINY MEETING TO REPORT BACK
		external residual waste bins, these properties are able to retain their existing bins of 80L. The council does recognise that there are properties that need greater capacity for landfill, due to occupancy and therefore there is a criteria in place to increase the current 180L to a larger 240L				
<b>STREETS, ENVIRONMENT &amp; HOMES SCRUTINY SUB- COMMITTEE</b> - At its meeting on 9 October 2018, the Committee <b>RESOLVED</b> to:						
3. Recommend that the Cabinet Member for Clean Green Croydon confirm that there would be no further changes to the waste and recycling collection service timetable.	Councillor Stuart Collins  Place	Partially Accept - It is not possible to confirm there are no further changes for the waste and recycling collection timetable, but as Cabinet Member I can confirm there are no further changes planned.	Steve Iles	N/A	N/A	TBC
4. Recommend that the Council actively engaged with residents to promote the importance of recycling. In order to promote behavioural change the Council should focus on encouraging residents to recycle and working with them in a positive manner.	Councillor Stuart Collins  Place	Accept	Steve Iles	Yes	The education plan is costed and funded as part of the roll out of the new service; engagement with residents has commenced and will continue through	TBC

SCRUTINY RECOMMENDATION	DEPARTMENT AND CABINET MEMBER RESPONDING	ACCEPT/ REJECT RECOMMENDATIONS (inc. reasons for rejection)	IDENTIFIED OFFICER	ANY FINANCIAL IMPLICATIONS	TIMETABLE FOR IMPLEMENTATION OF RECOMMENDATIONS IF ACCEPTED (ie Action Plan)	DATE OF SCRUTINY MEETING TO REPORT BACK
					2018/19.  Excess waste is already being identified via the Veolia crews and this information is passed over to the waste and NSO team to undertake ad-hoc visits.  In addition the waste team have an education outreach team already engaging with schools and this programme is to continue through 2019/20.	
<b>STREETS, ENVIRONMENT &amp; HOMES SCRUTINY SUB- COMMITTEE</b> - At its meeting on 9 October 2018, the Committee <b>RESOLVED</b> to:						
5. Recommend that the Council provides information to residents on the recycling programme, such as producing information on anaerobic digestion so that they are aware that the food waste they recycled was used to generate energy or processed into renewable natural gas and fuel.	Councillor Stuart Collins  Place	Accept	Tom Lawrence	Yes	The council already provide a list of it's reprocessors via waste dataflow. The SLWP are developing information to show the journey of household waste. The timetable is yet to be confirmed but expected to be in the first quarter of 2019/20.	TBC

SCRUTINY RECOMMENDATION	DEPARTMENT AND CABINET MEMBER RESPONDING	ACCEPT/ REJECT RECOMMENDATIONS (inc. reasons for rejection)	IDENTIFIED OFFICER	ANY FINANCIAL IMPLICATIONS	TIMETABLE FOR IMPLEMENTATION OF RECOMMENDATIONS IF ACCEPTED (ie Action Plan)	DATE OF SCRUTINY MEETING TO REPORT BACK
<b>STREETS, ENVIRONMENT &amp; HOMES SCRUTINY SUB- COMMITTEE</b> - At its meeting on 9 October 2018, the Committee <b>RESOLVED</b> to:						
6. Recommend to Cabinet that a review of the Council's Digital Programme be conducted, as there were concerns that the programme which was promised several years ago had not occurred as described or as anticipated.	Councillor Simon Hall  Resources	Accept	Neil Williams	The financial details will be included in the new digital strategy which will come to Cabinet for agreement in the Summer.	A new Chief Digital Officer has been appointed in mid-October and is already reviewing the council's current digital offer and capability.  There is currently a restructure of the ICT team to become the Croydon Digital Service (in the model of GDS).  The CDO will be setting a new digital strategy, which will come to Cabinet for agreement in the Summer.	TBC
7. Recommend to the Council that officers report back to the Sub-Committee on the findings from the review of difficult properties, such as those above commercial premises in the bin roll out programme.	Councillor Stuart Collins  Place	Accept	Tom Lawrence	TBC	February 2019	TBC
8. Recommend to the Council that an update on performance relating to the removal of Graffiti be provided to the Sub-Committee.	Councillor Stuart Collins  Place	Accept	Tom Lawrence	N/A	January 2019	TBC

SCRUTINY RECOMMENDATION	DEPARTMENT AND CABINET MEMBER RESPONDING	ACCEPT/ REJECT RECOMMENDATIONS (inc. reasons for rejection)	IDENTIFIED OFFICER	ANY FINANCIAL IMPLICATIONS	TIMETABLE FOR IMPLEMENTATION OF RECOMMENDATIONS IF ACCEPTED (ie Action Plan)	DATE OF SCRUTINY MEETING TO REPORT BACK
<b>STREETS, ENVIRONMENT &amp; HOMES SCRUTINY SUB- COMMITTEE</b> - At its meeting on 9 October 2018, the Committee <b>RESOLVED</b> to:						
9. Recommend to the Council that an update be provided on the roll out, performance and any changes in the use of Electric Vacuum Cleaners be provided to the Sub-Committee.	Councillor Stuart Collins  Place	Accept	Tom Lawrence	N/A	January 2019	TBC

## Croydon Council

<b>REPORT TO:</b>	<b>CABINET 21<sup>st</sup> January 2019</b>
<b>SUBJECT:</b>	<b>Investing In Our Borough</b>
<b>LEAD OFFICER:</b>	<b>Sarah Warman, Director Of Commissioning &amp; Procurement</b> <b>Richard Simpson, Executive Director Resources &amp; S151 Officer</b>
<b>CABINET MEMBER:</b>	<b>Councillor Simon Hall</b> <b>Cabinet Member For Finance And Resources</b>
<b>WARDS:</b>	<b>ALL</b>
<b>CORPORATE PRIORITY/POLICY CONTEXT/AMBITIOUS FOR CROYDON:</b> Effective outcome based commissioning and prudent financial transactions contribute to all corporate priorities.  The Council's commissioning strategy sets out the approach to commissioning and procurement and puts delivery of outcomes at the heart of the decision making process. As the Council develops more diverse service delivery models, it is important to ensure that our contractual and partnership relationships are not only aligned to our corporate priorities but also represent value for money for citizens and taxpayers, contributing to the growth agenda for Croydon.	
<b>FINANCIAL SUMMARY:</b> There are no direct costs arising from this report.	
<b>KEY DECISION REFERENCE NO.:</b> There are key decisions mentioned in this report, but approval of the Recommendations would not constitute a key decision.	

The Leader of the Council has delegated to the Cabinet the power to make the decisions set out in the recommendations below

### **1 RECOMMENDATIONS**

1.1 The Cabinet is requested to note:

1.1.1 The contracts over £500,000 anticipated to be awarded by the nominated Cabinet Member, in consultation with the nominated Cabinet Member for Finance and Resources or, where the nominated Cabinet Member is the Cabinet Member for Finance and Resources, in consultation with the Leader.

1.1.2 The list of delegated award decisions made by the Director of Commissioning and Procurement, between 10/11/2018 – 11/12/2018.

1.1.3 Property acquisitions and disposals to be agreed by the Cabinet Member for Finance and Resources in consultation with the Leader since the last meeting of Cabinet.

1.2 The Cabinet is requested to recommend:

1.2.1 To the Leader of the Council, that prior to the next meeting of Cabinet in February, the Cabinet Member for Families, Health and Social Care, in consultation with the Cabinet Member for Finance and Resources be authorised to agree the awards of contracts related to the Crosfield House redevelopment for the purposes set out in the procurement strategy approved by Contracts & Commissioning Board on 17th December 2018 (decision reference CCB1442/18-19). The reasons for this delegation are set out in paragraphs 4.4.1 to 4.4.3 and any awards made under this delegation will be notified in the standard contracts report at future Cabinet meetings.

## **2 EXECUTIVE SUMMARY**

2.1 This is a standard report which is presented to the Cabinet, for information, at every scheduled Cabinet meeting to update Members on:

- Delegated contract award decisions made by the Director of Commissioning and Procurement 10/11/2018 – 11/12/2018;
- Contract awards and strategies to be agreed by the Cabinet at this meeting which are the subject of a separate agenda item;  
[As at the date of this report there are none]
- Contracts anticipated to be awarded under delegated authority from the Leader by the nominated Cabinet Member, in consultation with the Cabinet Member for Finance and Resources and with the Leader in certain circumstances, before the next meeting of Cabinet;
- Property acquisitions and disposals to be agreed by the Cabinet Member for Finance and Resources in consultation with the Leader since the last meeting of Cabinet;
- Partnership arrangements to be agreed by the Cabinet at this meeting which are the subject of a separate agenda item.  
[As at the date of this report there are none]

## **3 DETAIL**

3.1 Section 4.1 of this report lists those contracts that are anticipated to be awarded by the nominated Cabinet Member.

3.2 Section 4.2.1 of this report lists the delegated award decisions made by the Director of Commissioning and Procurement, between 10/11/2018 – 11/12/2018.

3.3 Section 4.3 of this report lists the property acquisitions and disposals to be agreed by the Cabinet Member for Finance and Resources in consultation with the Leader since the last meeting of Cabinet.



- 3.4 The Council's Procurement Strategy and Tender & Contracts Regulations are accessible under the Freedom of Information Act 2000 as part of the Council's Publication Scheme. Information requested under that Act about a specific procurement exercise or contract held internally or supplied by external organisations, will be accessible subject to legal advice as to its commercial confidentiality, or other applicable exemption, and whether or not it is in the public interest to do so.
- 3.5 Section 4.4 of this report outlines the rationale for the delegation being requested for Crosfield House redevelopment for delivering the strategy approved by CCB (ref: CCB1442/18-19).

#### **4 FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS**

##### **4.1 Proposed Contract awards**

- 4.1.1 Revenue and Capital consequences of contract award decisions to be made between £500,000 to £5,000,000 by the nominated Cabinet Member in consultation with the Cabinet Member for Finance and Resources or, where the nominated Cabinet Member is the Cabinet Member for Finance and Resources, in consultation with the Leader.

<b>Contract Title</b>	<b>Contract Revenue Budget</b>	<b>Contract Capital Budget</b>	<b>Dept/Cabinet Member</b>
People's ICT Services Implementation Delivery Partner		£607,156	Finance & resources / Cllr Hall Families, Health and Social Care / Cllr Avis Children, Young People and Learning / Cllr Flemming

##### **4.2 Contract Awards**

- 4.2.1 Delegated award decisions made by the Director of Commissioning and Procurement.

Revenue and Capital consequences of delegated decisions made by the Director of Commissioning and Procurement for contract awards (Regs. 18, 27 a & b) between £100,000 & £500,000 and contract extension(s) previously approved as part of the original contract award

recommendation (Reg. 27.d) and contract variations (Reg.29).

<b>Contract Title</b>	<b>Contract Revenue Budget</b>	<b>Contract Capital Budget</b>	<b>Dept/Cabinet Member</b>
Utilities Collaboration		£242,500	Environment, Transport & Regeneration / Cllr Scott
Educational estates – Fire safety delivery – Tranche 2		£396,854	Children, Young People and Learning / Cllr Flemming

<b>CONTRACT VARIATIONS &amp; EXTENSIONS</b>					
<b>Contract Title</b>	<b>Value of Contract to Date</b>	<b>Value of Extension Term</b>	<b>Total Revenue value including extension term</b>	<b>Contract Capital Budget</b>	<b>Dept/Cabinet Member</b>
Open Access Counselling for Children & Young People (Off The Record)	£68,000	£34,000 (Croydon Spend + £139,000 CCG Spend) (Contract length 1yr)	£241,000 (aggregate)		Children, Young People and Learning / Cllr Flemming
Open Access Counselling for Children and Young People (Croydon Drop In)	£150,000	£150,000 (Croydon Spend + £50,000 CCG Spend) (Contract length 1yr)	£350,000 (aggregate)		Children, Young People and Learning / Cllr Flemming
Octavo Extension	£4,087,066	£1,037,498 (Contract length 1yr)	£5,124,565		Children, Young People and Learning / Cllr Flemming

<b>CONTRACT VARIATIONS &amp; EXTENSIONS</b>					
<b>Contract Title</b>	<b>Value of Contract to Date</b>	<b>Value of Extension Term</b>	<b>Total Revenue value including extension term</b>	<b>Contract Capital Budget</b>	<b>Dept/Cabinet Member</b>
Provision of Electronic Payment Services, contract extension	£315,000	£315,000 (Contract length 2yr)	£630,000		Finance and Resources / Cllr Simon Hall

### 4.3 Property Acquisitions and Disposals

4.3.1 Revenue and Capital consequences of property acquisitions and disposals over £500,000 to be agreed by the Cabinet Member for Finance and Resources in consultation with the Leader of the Council.

<b>Contract Title</b>	<b>Disposals</b>	<b>Acquisitions</b>	<b>Dept/Cabinet Member</b>
Disposal of 178 Orchard Way	Please refer to background document		Finance and Resources / Cllr Hall in Consultation with the Leader of Council

### 4.4 Contract Award Delegation Request(s)

4.4.1 The Crosfield House Redevelopment will enable the Community Equipment Services (CES) currently based at a council asset in Boulogne Road to relocate to Crosfield House. The CES provides clinical assessment and medical equipment to adults and children with disability and medical needs. The relocation to Crosfield House will allow the CES to grow their trading activities to generate further incremental profit of £954k over the next five years and extend their services to house Croydon's Independent Living Centre and Wheelchair Services. As a result of the relocation of the CES, the existing site at Boulogne road will be surrendered to the GLA for housing development which will in turn generate a capital receipt to the Council.

4.4.2 The GLA requires possession of the Boulogne site on the 16th of September 2019. The estimated construction period for the development of Crosfield House is between 7-8 months. In order to be able to complete the redevelopment of the Crosfield House for the relocation of the CES in line with the GLA requirement, a contractor must be appointed to commence the redevelopment works by the 18th of February. As per the procurement strategy set out in the approved RP2 report (CCB1442/18-19), an invitation to tender was issued on the 17th of December 2018 to procure a contractor via Constructionline to carry out the redevelopment works. The tendering and evaluation process to select a preferred bidder is scheduled to be completed on the 13th of February 2019. The scheduled Cabinet and CCB meeting dates fall outside of the period in which a contract award recommendation needs to be made to meet the timeline for the delivery of the project.

4.4.3 The delegation of contract award decisions will provide the flexibility required and ensure timely decisions can be made for the project to be delivered to the required timescales.

Approved by: Lisa Taylor, Director of Finance, Investment and Risk and Deputy Section 151 Officer.

## **5 COMMENTS OF THE COUNCIL SOLICITOR AND MONITORING OFFICER**

5.1 The Solicitor to the Council comments that the information contained within this report is required to be reported to Members in accordance with the Council's Tenders and Contracts Regulations and the council's Financial Regulations in relation to the acquisition or disposal of assets.

Approved by: Sean Murphy, Head of Commercial and Property Law and Deputy Monitoring Officer on behalf of the Director of Law and Monitoring Officer.

## **6 HUMAN RESOURCES IMPACT**

6.1 There are no immediate HR issues that arise from the strategic recommendations in this report for LBC staff. Any specific contracts that arise as a result of this report should have their HR implications independently assessed by a senior HR professional.

Approved by: Sue Moorman, Director of Human Resources

## 7 EQUALITY IMPACT

- 7.1 An Equality Analysis process has been used to assess the actual or likely impact of the decisions related to contracts mentioned in this report and mitigating actions have been defined where appropriate.
- 7..2 The equality analysis for the contracts mentioned in this report will enable the Council to ensure that it meets the statutory obligation in the exercise of its functions to address the Public Sector equality duty (PSED). This requires public bodies to ensure due regard to the need to advance equality of opportunity; foster good relations between people who share a “protected characteristic” and those who do not and take action to eliminate the potential of discrimination in the provision of services.
- 7..3 Any issues identified through the equality analysis will be given full consideration and agreed mitigating actions will be delivered through the standard contract delivery and reporting mechanisms.

Approved by Yvonne Okiyo, Equalities Manager

## 8 ENVIRONMENTAL IMPACT

- 8.1 Any issues emerging in reports to the relevant Cabinet member will require these considerations to be included as part of the standard reporting requirements, and will not proceed without full consideration of any issues identified.

## 9 CRIME AND DISORDER REDUCTION IMPACT

- 9.1 Any issues emerging in reports to the relevant Cabinet Member will require these considerations to be included as part of the standard reporting requirements, and will not proceed without full consideration of any issues identified.

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### CONTACT OFFICER:

<b>Name:</b>	Rakhee Dave-Shah
<b>Post title:</b>	Head of Commissioning and Procurement (Corporate)
<b>Telephone no:</b>	63186

### BACKGROUND DOCUMENTS:

The following public background reports are not printed with this agenda, but are available as background documents on the Croydon Council website agenda which can be found via this link [Cabinet agendas](#)

- *People’s ICT Services Implementation Delivery Partner award report*
- *Disposal of 178 Orchard Way*

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