

For General Release

REPORT TO:	CABINET 22 January 2018
SUBJECT:	Education Estates Strategy
LEAD OFFICER:	Barbara Peacock - Executive Director, People David Butler – Director, Education and Youth Engagement Denise Bushay - Head of Service, School Place Planning and Admissions
CABINET MEMBER:	Cllr Flemming, Children, Young People and Learning
WARDS:	All
CORPORATE PRIORITY/POLICY CONTEXT/AMBITIOUS FOR CROYDON: The recommendations in this report contribute to achieving priority 3 of the independence strategy to provide people with the best opportunity to maximise their life chances and have a good quality of life through the provision of high quality universal services, including an excellent learning offer.	
FINANCIAL IMPACT The overall cost of the Education Capital Programme is estimated at £106.72m over the period 2017/2018 – 2020/2021. This includes a request for additional £3m for Fire Safety works in community schools and as in previous years an additional £2m for Major Maintenance Works for 2020/21. Appendix 1 provides a detailed breakdown of the scheme costs and funding.	
KEY DECISION REFERENCE NO.: 0118CAB (For recommendations 1.1 & 1.7) This is a Key Decision as defined in the Council's Constitution. The decision may be implemented from 1300 hours on the expiry of 5 working days after it is made, unless the decision is referred to the Scrutiny & Overview Committee by the requisite number of Councillors.	

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 agree Croydon's School Place Supply Strategy (tables 1, 2 & 3) for the next 3 academic years – 2018/19 to 2020/21 - and the funding to deliver these additional places (Appendix 1 – Capital Programme Budget summary)
- 1.2 note the review of pupil projections undertaken in July – projections vs available school places – Appendix 2.

Special Educational Needs

- 1.3 note update on Croydon's new special free school that has been approved by Department for Education (DfE)
- 1.4 note proposed partnership with Croydon Further Education (FE) college to establish new local post 16 places in an SEN Centre of Excellence
- 1.5 note the continued planned expansion of secondary autism Enhanced Learning Provision at Oasis Coulsdon and Oasis Arena.

School Admissions

- 1.6 agree to recommend to full Council that it determine the proposed Admission Arrangements for Croydon's community schools for the 2019/20 academic year (Appendix 3), including the responses to consultation on the proposed reduction of the PAN for Norbury Manor and Monks Orchard Primary Schools (Appendix 3a) and adoption of the proposed Pan London co-ordination arrangements (Appendix 3b).

School Maintenance and Compliance

- 1.7 approve the proposed Schools' Maintenance Plan for 2017/18 and 2018/19 – Appendix 4 – including an additional £3m for fire safety works in community schools and as in previous years £2m for the 3 year programme for major maintenance work to be carried out in 2020/21.

2. EXECUTIVE SUMMARY

School Place Planning

- 2.1 In accordance with the Education and Inspections Act 2006 ("EIA") 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 Council also has statutory duty to manage a potential surplus of schools places.
- 2.2 The proposed School Places Supply Strategy (tables 1 & 2) is based on officers' projection of the number of additional places that will be required at planning area level, over the next 3 academic years to ensure sufficiency of school places. Over the 3 year period, in the primary educational phase, an additional 8 forms of entry (FE) (240 reception places) will be provided, including 2 new free schools; and 12FE (an additional 360 Year 7 places) through the establishment of 2 new secondary Free Schools. Appendix 2 sets out the Council's projections versus available places.
- 2.3 In consultation / agreement with the School Leadership Team at Norbury Manor School Primary, the Office for Schools Adjudicator (OSA) approved an in-year variation / reduction of the school's PAN, from 90 to 60 for the 2017/18 and 2018/19 academic years. Officers are also in the process of applying to the OSA regarding in-year variation of Monks Orchard Primary school's PAN from 90 to 60. Following statutory consultation, we are recommending the reduction of the PAN for Norbury Manor and Monks Orchard Primary schools, by 1FE, for the 2019/20 academic year. Overall, a total of 29 responses were received during the consultation for both schools regarding the proposed reduction of the schools admission number. The results are mixed with:

Monks Orchard Primary school

- 28% in support of the proposed change
- 38% do not support the proposed change
- 10% not sure

Norbury Manor Primary school

- 31% in support of the proposed change
- 38% do not support the proposed change
- 12% not sure

2.3.1 Respondents were mainly concerned about the impact of the proposal on transfer from nursery to primary, siblings, increase in demand and job losses.

2.3.2 A detailed outcomes report, including the Council's response to concerns is attached at Appendix 3a.

Special Educational Needs and Disability (SEND)

2.4 The Local Authority has a duty to provide education for young people for whom the Education, Health and Care (EHC) Plans are maintained. The local school places need to provide education which is suitable and an efficient use of public resources, having due regard to parental preference. The Council has a vision for young people such that they have access to local education that is good or outstanding.

2.5 Following Croydon's successful bid to DfE for a new Special Free School to be opened in the Borough, officers have now sought and received proposals from potential sponsors. The DfE/Regional Schools Commissioner (RSC) and Croydon will interview shortlisted proposers, determine and national announcements will be made in March/April about the providers appointed to deliver the education in the 19 new schools across the national Wave 12 programme. 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.

2.6 Over the next 3 years, in addition to the new special free school which will provide 150 places, additional places will be provided through the expansion of existing special schools, Academies and working with the local FE college to provide 75 places including post 19 transition year for those young people with complex needs to provide pathways to independence and supported employment in Croydon.

School Admissions

2.7 The Council is the admissions authority for all community schools within the borough and is therefore 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 even if they have not changed from previous years, and to consult on proposed change or at least once every 7 years if there has been no change in that period.

2.8 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.

- 2.9 There are no proposed changes to the oversubscription criteria currently in place for Croydon's community schools. However there are proposed changes relating to reduction of the PAN for Norbury Manor and Monks Orchard Primary schools for the 2019/20 academic year by 30 reception places each, as part of the community schools' published admission arrangements – Appendix 3.
- 2.10 The Council consulted stakeholders, including parents/carers, on the proposed reduction of Norbury Manor and Monks Orchard Primary schools' PAN between 8 November and 20 December 2017. A detailed outcomes report is attached at Appendix 3a.
- 2.11 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 2019/20 academic year (including Published Admissions Numbers – PANs) by 28 February 2018. Accordingly Cabinet is requested to recommend to full Council that it determine the proposed Admission Arrangements for Croydon's community schools for the 2019/20 academic year (Appendix 3), including the responses to consultation on the proposed reduction of the PAN for Norbury Manor and Monks Orchard Primary Schools (Appendix 3a) and adoption of the proposed Pan London co-ordination arrangements (Appendix 3b).

Schools' Maintenance and Compliance

- 2.12 The effective maintenance of school buildings is essential to support and enhance the delivery of education. School buildings are an important part of the Councils' assets. 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.
- 2.13 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 Council, under the current scheme for financing schools, is responsible for items valued at over £10,000 for primary schools and £25,000 for secondary schools.

Schools' Maintenance Plan

- 2.14 The Schools' Maintenance Plan (Appendix 4) contains the planned repairs and maintenance programme for two years (2017/18 – 2018/19). Some of the condition-related works e.g. heating, and electrical, listed in the plan are classified as priority because they have a direct bearing on schools' ability to function and are prioritised to prevent schools from closing. As such, it is important that capital is set aside on an annual basis to address the most pressing of these demands. The Plan has been developed using information from the Council's commissioned condition surveys. The capital allocation proposed by this report will deal with over half of Priority 1 issues identified in maintained schools' condition surveys. As in previous years and as part of forward planning, we are seeking £2m to cover major maintenance in community school buildings.

Fire Safety in Schools

- 2.15 The Council has commissioned a fire safety review of the Croydon's community school estate to gain a comprehensive overview of the fire safety position so that current and future needs can be identified and plans put in place to address any identified issues. This is additional to the fire safety rectification works undertaken as part of the planned maintenance programme. This review will be focusing on the management of fire safety and the condition of the building in terms of fire safety performance. To date, officers have obtained Fire Risk Assessments (FRAs) from community schools and are working with the Homes and Schools Improvement Team to deliver a fire safety regularisation programme to ensure that all community schools are safe and continuously compliant. The FRAs are being used to conduct a desktop analysis of fire safety in schools which will be followed by site visits. We are therefore seeking a total of an additional £3m to cover fire safety works that will be carried out in community schools during 2018/19 (£2m) and 2019/20 (£1m) after this 2 year period, fire safety will be part of the major maintenance programme.

Asbestos Management

- 2.16 School buildings may contain asbestos if any part was built before 2000. The Control of Asbestos Regulations 2012 set out the steps to be followed to manage asbestos in schools, including keeping the management of asbestos under review. Croydon has successfully commissioned full asbestos management surveys within its community schools estate. Where asbestos is present, the necessary works will be undertaken to manage or remove as required. This will be maintained through annual asbestos inspections. .
- 2.17 The delivery of the programme is managed by the Homes and Schools Improvement Team and Facilities Management with oversight from the School Places Team.

3. DETAIL

School Place Planning

- 3.1 Local Authorities are under a statutory duty to secure sufficient education provision within their areas and to promote higher standards of attainment. In its strategic role as commissioner of school places, the Council must respond to changes in demand over time by either increasing or removing school places.
- 3.2 To fulfil its duties, the Council is required to manage the supply and demand for school places by forecasting future demand for school places within the educational planning areas – 6 for the primary phase and 2 for the secondary phase. This may result in the need for additional places when demand increases, or reduction of places when demand decreases. 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 The Education Act 2011 changed the arrangements for establishing new schools (now section 6A EIA) and introduced the academy and free school presumption. This means that where a local authority thinks a new school needs to be established, the local authority is under a duty to seek proposals to establish an academy (free school).
- 3.4 Projections vs Available places (Appendix 2)

Based on Croydon's recent School Capacity (SCAP) Survey and forecasts of pupil numbers submitted to the DfE in July 2017, 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 surplus places in some of the primary planning areas. We are currently working with the relevant schools to manage this surplus.

Forecasting demand for school places

- 3.5 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 the Department for Education (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.
- 3.6 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.

School Places Supply Strategy

- 3.7 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.
- 3.8 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 or through consultation on the admission arrangements.
- 3.9 The School Places Supply Strategy (tables 1 & 2) –the provision of additional school places takes account of projects previously planned / agreed and includes those that will be provided through the free school route. These places will be in areas where demand for school places can be expected to increase in the future. The demand for school places is unevenly spread across the planning areas, with pressure in some areas and spare capacity in others.

Proposed reduction of Published Admission Number

- 3.10 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 high 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.

3.11 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.

3.12 To date, an agreement has been reached with the School Leadership Team at Norbury Manor School Primary and the Office for Schools Adjudicator has approved an in-year variation / reduction of the school's PAN from 90 to 60 for the 2017/18 and 2018/19 academic years. Following statutory consultation, officers are recommending the reduction of the PAN for Norbury Manor and Monks Orchard Primary schools by 1FE – 30 reception pupils - for the 2019/20 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 for the 2019/20 academic year (Appendix 3), the responses to consultation on the proposed reduction of the PAN for Norbury Manor and Monks Orchard Primary Schools (Appendix 3a) and adoption of the proposed Pan London co-ordination arrangements (Appendix 3b).

3.13 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
 - 1 Free school
- A total of 8 Special schools

3.14 Croydon's School Places Strategy for primary and secondary schools is outlined below and in tables 1 & 2:

3.15 **Proposed number of additional places to be provided in the Primary phase to meet demand:**

- 2018/19 academic year, an additional 2FE (60 reception places)
- 2019/20 academic year, an additional 6FE (180 reception places)
- 2020/21 academic year, no additional places planned

Table 1 - Proposed 3 year primary school supply strategy

Planning Area	Academic Year 2018/19	Academic Year 2019/20	Academic Year 2020/21
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North West		New Free School: Ark Bayes Primary 3FE (90 Reception places)	
East		Existing School: Robert Fitzroy Academy: 1FE (30 additional Reception places)	
Central	Existing Free School: Krishna Avanti Primary:1FE (30 additional Reception places)		
South East			
South		New Free School: Collegiate Free Primary: 2FE (60 Reception places)	
South West	Existing School Permanent Expansion: Smitham Primary 1FE (30 additional Reception places)		

In 2018/19, a total of 60 Reception places will be available at Krishna Avanti which is the original intended PAN for the school. This increase has been deferred from 2017/18 to 2018/19.

In 2019/20, Robert Fitzroy Academy will revert to its original higher PAN of 120 Reception places as per the academy's Funding Agreement.

3.16 Proposed number of additional places to be provided in the Secondary phase to meet demand

- 2018/19 academic year, an additional 6FE (180 Year 7 places)
- 2019/20 academic year, no additional places planned
- 2020/21 academic year, an additional 6FE (180 Year 7 places)

Table 2 - Proposed 3 year secondary school supply strategy

Planning Area	Academic Year	Academic Year	Academic Year
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	2018/19	2019/20	2020/21
North			New Free School: Ark Blake: 6FE (180 Year 7 places)
South	New Free School: 6FE (180 Year 7 places)		

The opening of Ark Blake Academy has been deferred from 2019/20 to 2020/21.

3.17 **Special Educational Needs and Disability**

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. 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.

- 3.18 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.

New Special Free School

- 3.19 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 Education and Skills Funding Agency (ESFA) to develop a new free special school. Croydon was one of 19 Councils which were successful in having bids approved. The competition for providers to apply to run these special schools is being coordinated in partnership nationally by the ESFA and locally by Croydon Council.
- 3.20 The process for selecting the special school provider is underway. A local launch to attract a suitable free special school provider was held on 27th September 2017. Potential providers submitted applications by the deadline of 24 November. Currently a process of short-listing is being undertaken, this will be concluded both locally and nationally by the end of December 2017.
- 3.21 Providers who are successful in being shortlisted for Croydon's new special free school will be interviewed in mid-January. Announcements about the appointment of providers will be made nationally by Easter.
- 3.22 The proposed site of the new SEN free school is the Timebridge Community

Centre, Field Way, New Addington, subject to Local Plan adoption in early 2018 and subsequent planning consent. Croydon Council is keen to secure a state of the art building which includes facilities which can be shared with the community. The Council has applied to self-deliver the new building by September 2020 ready for opening.

3.23 The planned increase in specialist places for children with autism continues to be addressed through previously agreed expansion of ELP places. From September 2018, Oasis Academy Coulsdon will have a further 5 places taking the total to 25 places within the ELP. Oasis Academy Arena will increase by 12 ELP places taking the total number of places to 24.

3.24 There will be an increase in commissioned places at Bramley Bank Key Stage 2 Pupil Referral Unit long and short stay provision. The increase is from 18 to 34, with 18 long stay and 16 short stay.

3.25 Bensham Manor Special School

Specialist secondary places at Bensham Manor have been heavily over-subscribed for September 2018/19 with 50 applications for 30 places. To meet sufficiency duties the school will provide additional places for September 2018 in bulge classes within existing facilities.

Post 16 SEN places

3.26 There has been a rise in the number of students with complex Special Educational Needs and Disabilities (SEND), including, in particular, autism. The number of children and young people for whom the Borough maintains an Education, Health and Care Plan (EHCP) has risen from 1800 to 2500 (2010-2017). Currently approximately 70% of these young people who are post 16 attend school or FE college travel outside of the Borough to access specialist SEN provision due to the lack of facilities in Croydon.

3.27 To deliver 75 SEN specialist post 16 education places by 2021. Croydon Council and Croydon FE College are submitting bids for capital funding to develop an SEN post 16 Centre of Excellence which will enable the establishment of the specialist education and training needed to enable young people with SEN to have their needs met in Croydon. This will reduce the number of young people leaving the borough for their education and increase the number of young people with SEND who have real opportunities for sustained employment in or near their local community. There will also be a saving from already increasing transport costs as a result of educating more young people in the borough.

3.28 The Borough's funding for children with an EHCP has become increasingly under pressure due to increased volume and cost. Where the Borough lacks capacity to provide special educational needs education, placements have been made in the independent sector at a high cost. Consequently the Borough's High Needs Block is forecast to overspend by £7.8 million, an increase of more than £3 million on last years' spend. The final report supporting a five year High Needs Funding strategy is awaited, early feedback has signaled key areas for development:

- Increase autism specialist school and Enhanced Learning Provision (ELP) places
- Increase post 16 FE SEN specialist places

3.29 New provision for post-16 SEN students at Croydon College would have the benefits of:

- Enabling students to learn closer to home
- Enabling engagement with local employers
- Reducing demand on the SEN transport budget, resulting in budget savings.

3.30 We are ambitious for our young people with SEND. The FE education provided by Croydon College will be for students with autism and complex learning difficulties and/or disabilities. The development will be phased over a period between 2018/19 - 2020/21. The proposed SEN Supply Strategy is at table 3.

Special Provision Fund Allocation

3.31 In March 2017 the Government announced the allocation of a special provision fund for Local Authorities to support capital investment in provision for pupils with special educational needs and disabilities. The funding will be allocated on an annual basis over a three year period 2018-2021.

3.32 The fund is to be used to create new places and make improvements to facilities and can be applied to mainstream, special schools, nurseries, colleges and other education provisions. The use of the fund needs to be consistent with the strategic plan that is drawn up for children with high needs and must address the Local Authority's statutory duty under the Children & Families Act 2014 to keep education provision for children with SEN under review including its sufficiency. It will complement the high quality places that have already been delivered including Beckmead College which opened in September 2017.

3.33 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.

3.34 Croydon's Dedicated Schools Grant High Needs Block was overspent at the end of the financial year 2016/17 by £5.7m attributable to increase in numbers of children with an EHC Plan 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.

3.35 The outcome will be a five year strategic plan which is based on careful analysis of data and the views of stakeholders. The plan will inform future education place planning and short breaks commissioning. 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.

Demand and Capacity Review

3.36 Consultants PPL (Private, Public Limited) have undertaken the 0-25 SEND Demand and Capacity Review which was DfE grant funded. The full report including a recommended approach for future five year modelling of High Needs funded places is due imminently and will be reported in full in the July 2018 Education Estates Report.

Table 3 – Proposed 3 year SEND school places supply strategy

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

The proposed additional 1FE permanent expansion of St Nicholas Special School in 2019/20 would be further to the 1FE 2017/18 permanent expansion

Planning Area	Academic Years 2017/18/19	Academic Year 2019/20	Academic Year 2020/21
Additional SEN provision	<p>Existing schools:</p> <ul style="list-style-type: none"> • 2FE permanent expansion of St Nicholas • Nurture provision in 2 primary schools for pupils with SEMH – 24 places • 2FE temporary expansion of Red Gates (age 4-11) • Beckmead Family of schools – • Chaffinch Brook School – increase to include Year 9 • Beckmead School (Tharreo House) increase of 14 places (social, emotional, mental health and/or anxiety, stress, phobia related learning difficulties). • Beckmead College – 12 places for young people age 14-19 years. KS5 vocational offer (working towards filling 50 places) – new building to open Jan 2017 • ELP at Oasis Coulsdon and Arena increasing by 5 (total 25) and 6 places respectively (total 12). 	<p>Existing schools:</p> <ul style="list-style-type: none"> • 1FE proposed permanent expansion of St Nicholas (age 4-11) <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"> • Oasis Arena ELP additional 6 places • Proposed special school satellite (15 places) in mainstream secondary to provide local places for YP seeking Bensham Manor places • Enhancement of existing ASD ELP (e.g. Meridian) provision to ensure equity of offer. • Review suitability of secondary specialist arrangements – recommendations to education estates board. • Review early years specialist provision. 	<p>Proposed new Free Special School:</p> <ul style="list-style-type: none"> • 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 <p>Visit www.croydon.gov.uk/freeschool/</p> <ul style="list-style-type: none"> • St Nicholas continued expansion X 2 classes each year for 6 years from 2020/21 • Post 16 SEN provision at Croydon FE College (dependent on capital funding) 35 places from Sept 2019 and 70-75 from September 2020. • Review suitability and sufficiency of PMLD/physical disability places (e.g. St Giles) – equipment changes and arrangements for building storage etc.) • Review and ensure sufficiency of Alternative Provision

which was approved at January 2016 Cabinet (therefore it is proposed that the school would ultimately grow by a total of 2FE from the current numbers).

3.37 Since ASD is often associated with learning difficulties, pupils are also often placed in a Moderate Learning Difficulties (MLD) or Severe Learning Difficulties (SLD) school adding to the pressure on places at these schools while a significant number attend specialist ASD schools in the independent sector outside the borough representing 30% of all independent sector placements.

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 Co-ordinated Scheme

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.

4.3 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 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 2019/20 academic year to allow this participation to continue.

Admission Authority

4.4 The Council is the Admission Authority for Community schools as set out in Appendix 3 to this report 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.

Admission Arrangements

4.5 Admission Authorities are required to consult on their Admission Arrangements for a minimum of 6 weeks between 1 October 2017 and 31 January 2018. The Council consulted on its 2019/20 Admissions Arrangements for Community schools - Appendix 3 – from 08 November to 20 December 2017. The proposed arrangements are the same as those which applied for the 2018/19 academic year, except for the proposed reduction of Norbury Manor and Monks Orchard Primary Schools' PAN by 1FE each. Cabinet and full Council is recommended to agree/determine the proposed Admission Arrangements for Croydon's community schools for the 2019/20 academic year.

4.6 The Council consulted on the proposed reduction of Norbury Manor and Monks Orchard Primary Schools admission number from 08 November to 20 December 2017. A total of 29 completed questionnaires were received for both schools.

4.7 Monks Orchard Primary - all respondents (29) commented on the proposed reduction of Monks Orchard Primary School admission number. The results are mixed:

- I support the proposed changes = 8
- I do not support the proposed changes = 11
- Not Sure = 3
- Not affected by/do not want to answer = 7

4.8 Norbury Manor Primary - 16 responses received to questions relating to the proposed reduction of Norbury Manor Primary School admission number.

- I support the proposed changes = 5
- I do not support the proposed changes = 6
- Not Sure = 2
- Not affected by/do not want to answer = 3

4.9 A detailed consultation outcomes report is attached at Appendix 3a.

5. **Schools' Maintenance and Compliance**

5.1 Local Authorities have responsibility to maintain school buildings so that they are safe, warm and weather tight and provide a suitable learning environment, including dealing with emergencies promptly and effectively and managing and procuring maintenance works efficiently. 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.

5.2 As school buildings age, they present age related issues and there is a continuing need to maintain the buildings to the required standard to provide a safe and encouraging learning environment.

5.3 The Council is responsible for the larger condition and maintenance works in maintained schools. The Council, under the current scheme for financing schools, is responsible for items valued at over £10,000 for primary schools and £25,000 for secondary schools.

5.4 The Schools Compliance and Maintenance Team have a good understanding of our school estate to support clear decision making regarding ongoing repairs and maintenance activities, capital spending and wider property issues.

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.

5.6 The School's Maintenance plan 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).

- 5.7 Priority projects and reactive works include: boilers, heating, roof works, windows and electricals, Gas leak repairs, replacement Water tank remedial electrical works and fire doors replacements.

Fire Safety in Schools

- 5.8 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.

- 5.9 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. This is additional to the fire safety rectification works undertaken as part of the planned maintenance programme.

- 5.10 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

- 5.11 In order to achieve the objectives identified above, a survey has been developed which consists of a review of the current fire safety management and a visual non-intrusive inspection of the school using the schools' Fire Risk Assessment (FRAs) to identify potential gaps in each school's current fire safety. This will allow corrective actions to be identified, prioritised and then costed. This will be followed by site visits to undertake the physical visual inspection of the schools' building condition. An additional budget of £3m is being requested to carry out the necessary works based on the schools' Fire Risk Assessment, over 2018/19 and 2019/20, after which fire safety will be part of the major maintenance programme.

Asbestos Management

- 5.12 It is extremely important that any asbestos present in Croydon schools are 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.

- 5.13 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.

5.14 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 £2.65m 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.

Proposed Schools' Maintenance Plan – Appendix 4

5.15 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.

5.16 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).

5.17 The resulting 2017/18 and 2018/19 programme is set out in Appendix 4. The programme for 2018/19 is set at the level of just over £3m per year based on the valuation of identified works. In addition, we are seeking an additional £3m for Fire Safety works that will be carried out in Croydon's community schools for works to be completed between 2018/19 and 2019/20. As in previous years £2m for forward planning for major maintenance work to be carried out in 2020/21. The Central Government published the School's Condition Allocation for 2017/18-2018/19 was £3,771,786). The allocated funding will be added to next year's schools' maintenance budget and the programme of works will be presented to the Cabinet for approval. A more detailed programme for 2019/20 will be provided in the July cabinet update report.

5.18 In reviewing this programme we have increased the proportion of the budget for 2017/18 (£400,000) for the reactive works on major maintenance projects which comprise only the most serious works to emergency and reactive works and included the slippages and retention of £650,000 from last year's work.

Reactive works

5.19 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.

5.20 As in previous years, the programmes set out in this report are based on estimated costs and not tendered prices. The Executive Director, People, 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.

- 5.21 Procurement 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.

6. CONSULTATION

- 6.1 N/A

7 FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

7.1 Revenue and Capital consequences of report recommendations

	Current year	Medium Term Financial Strategy – 3 year forecast		
	2017/18	2018/19	2019/20	2020/21
	£'000	£'000	£'000	£'000
Capital Budget available				
Permanent Expansion – Primary places	35,094	11,639	896	
Secondary places	689			
SEN places	4,626	16,750	8,612	969
Major maintenance	2,724	3,020	2,000	2,000
Fire safety works		2,000	1,000	
Other education schemes	5,750	2,118	6,833	
Effect of decision from report (Total)	48,883	35,527	19,341	2,969
Funding sources				
School Condition Funding	7,316	3,770		
Basic Needs	5,841*	0	6,833	
EFA Invest to Save	0	969	969	969
S106	963			
Borrowing		30,788	11,539	2,000

Total	48,883	35,527	19,341	2,969
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*includes amounts slipped from 2016/2017

The effect of the decision

- 7.2 The use of free schools to provide school places within the borough has led to a reduction in the requirements from the future capital programme.

The Council has not been granted any Government funding for the delivery of school places in 2018/2019. Slippage has meant that the grant for Basic Needs and Schools Condition Funding has been carried forward into 2017/2018. Additional Government funding available in 2018/2019 is an allocation from the School Conditions fund. The government's Soft Drinks Levy may result in a further allocation in 2018/2019, but this has not been confirmed. There will also be a further Basic Need Allocation in 2019/2020. The majority of the funding for 2018/2019 will be provided through Council borrowing.

Risks

- 7.3 If the proposed expansion projects are not approved, there is likely to be a shortage of primary school places and SEND for the 2018/2019 and 2019/2020 academic years, resulting in the Council not fulfilling its statutory duty.

Additional budget is being sought for fire safety measures in order to carry out the works as identified in the Fire Risk Assessments. The total cost of this work has yet to be fully quantified and will be updated in future budget requests. If this work is not carried out, there would remain gaps in schools' fire safety measures.

Future savings/efficiencies

- 7.4 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 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.
- 7.5 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)

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 Litigation and Corporate Law for and on behalf of Jacqueline Harris-Baker, the Director of Law and Monitoring Officer

9. HUMAN RESOURCES IMPACT

- 9.1 There are no direct HR implications arising from this report. Any resultant future increases or changes in staffing will be handled by schools' governing bodies in accordance with the appropriate school/council policy and procedures.

Approved by: Debbie Calliste, Head of HR – People Department, on behalf of the Director of Human Resources

10. EQUALITIES IMPACT

- 10.1 An equality analysis (Background paper 1) 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 does 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 education duties:
- 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 Detailed consideration has been given to how additional school places should be proposed for delivery. Projection information has been used to inform the council of the geographical areas where places should be delivered. Previous Education Estates Report have set out the new schemes to deliver new school places through the free school route.
- 14.2 The proposed reduction in the admission number at Norbury Manor and Monks Orchard Primary schools is due to the disparity between the Published Admission Number and actual number of roll at the schools. The proposed reduction will enable the schools to operate more efficiently and cost effectively. This is part of a wider review of school places across the borough.

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

APPENDICES TO THIS REPORT

[appendices to be attached to this report must be listed in number order below]

Appendices printed separately:

Appendix 1 – School Places - Capital Programme Budget Summary

Appendix 2 – Projections vs Available school places

Appendix 3 - Proposed Admission Arrangements 2019/20

- proposed reduction of the Published Admission Number (PAN) for Norbury Manor and Monks Orchard Primary schools (Appendix 3a
- proposed Pan London co-ordination arrangements (Appendices 3b & 3c)

Appendix 4 – Proposed Schools Maintenance Plan

Background paper 1 – Equality Impact Assessment

Capital Programme Budget Summary						APPENDIX 1
Planning Area	Provision Location	Cashflow Budgets				
		2017/18	2018/19	2019/20	2020/21	Totals
		£	£	£	£	£
Table 1 - Primary School Places						
Permanent Expansions						
North West	2FE West Thornton Academy, Canterbury Road	7,478,959	4,225,819	-	-	11,704,778
North West	3FE Chestnut Park Academy	826,211	50,000	-	-	876,211
North West	3FE Ark Bayes New Free School (2019-20)	-	-	-	-	-
Central	3FE Harris Academy, Purley Way	5,240,109	584,161	-	-	5,824,270
Central	2FE Heathfield Academy, Aberdeen Road	5,812,153	271,521	-	-	6,083,674
Central	1FE Ark Oval Academy	778,913	-	-	-	778,913
East	1FE St John's C of E	1,648,859	169,742	-	-	1,818,601
East	1FE Heavers Farm	1,315,519	190,701	-	-	1,506,220
South	1FE Christ Church	1,907,585	283,875	-	-	2,191,460
South	2FE Collegiate New Free School (2019-20)	-	-	-	-	-
South West	1FE Chipstead Valley	2,723,136	-	-	-	2,723,136
South West	1FE Woodcote	4,774,668	182,611	-	-	4,957,279
South West	1FE Smitham	2,587,874	5,080,436	-	-	7,668,310
Bulges						
Central	1FE Krishna Avanti Free School 18-19	-	-	-	-	-
East	1FE The Robert Fitzroy Academy 2019-20	-	-	300,000	-	300,000
Various	Contingency Provision	-	600,000	595,798	-	1,195,798
Table 1 Sub-Totals		35,093,986	11,638,866	895,798	-	47,628,650
Table 2 - Secondary School Places						
North	6FE School at Arena	683,115	-	-	-	683,115
North	2.3FE Archbishop Lanfranc - Priority School Building Programme 2 (PSBP2)	5,818	-	-	-	5,818
North	6FE Ark Blake New Free School Morland Road (2019-20)	-	-	-	-	-
North	6FE New Free School - Harris Academy (Site TBC)	-	-	-	-	-
South	6FE Coombe Wood Free School (Wallington County Free School - Site TBC) (2018-19)	-	-	-	-	-
Table 2 Sub-Totals		688,933	-	-	-	688,933
Table 3 - SEN Places						
South	2FE St Nicholas Special School	1,376,646	13,425,000	7,543,385	-	22,345,031
South	2FE(Bulge) Red Gates Special School	1,062,573	391,633	-	-	1,454,206
South	Additional Primary ELP for Boys and Girls with ASD (TBC)	35,000	915,000	50,000	-	1,000,000
South	Enhanced Learning Provision for MLD (14 places) (TBC)	35,000	915,000	50,000	-	1,000,000
South	Proposed New Free School Post 19 Provision for PMLD (TBC)	-	-	-	-	-
South	Proposed New Free Special School (120-150 places) for ASD (Site TBC)(2019-20)	-	-	-	-	-
North	Beckmead School on Tension Road	252,135	-	-	-	252,135
South East	Girls Provision at Salcott Crescent	497,187	134,207	-	-	631,394
Various	Nurture Provision in 3 Primary Schools	1,367,116	-	-	-	1,367,116
Various	Invest to Save Projects	-	968,855	968,855	968,854	2,906,564
Central	Post 16 SEN Provision with FE College	-	-	-	-	-
Table 3 Sub-Totals		4,625,657	16,749,695	8,612,240	968,854	30,956,446
Table 4 - Major Maintenance						
Various	Major Maintenance Works	2,724,358	3,019,870	2,000,000	-	7,744,228
Various	Fire Safety Works (Additional Funding Requirement)	-	2,000,000	1,000,000	-	3,000,000
Various	Major Maintenance Works 2020/21 (Additional Funding Requirement)	-	-	-	2,000,000	2,000,000
Table 4 Sub-Totals		2,724,358	5,019,870	3,000,000	2,000,000	12,744,228
Table 5 - Other Education Schemes						
Various	Actual and Planned Expenditure on Other Education Programme Capital Projects***	5,749,676	2,118,250	-	-	7,867,926
Various	Basic Need Allocation	-	-	6,833,299	-	6,833,299
Table 5 Sub-Totals		5,749,676	2,118,250	6,833,299	-	14,701,225
Totals		48,882,610	35,526,681	19,341,337	2,968,854	106,719,482
					check	106,719,482
					double check	106,719,482
KEY						
	Free schools - primary, secondary and SEN.					
***	This refers to all other planned expenditure within the overall Education Capital Programme and Budget and, in order to be consistent with financial reporting generally, has been included in this Appendix A, as supported by Finance. Other Education Schemes comprise:					
	DDA Works - £0.08m					
	Cypress Juniors Replacement Kitchen Accommodation - £1.39m					
	Fixed Term Expansion (FTE) Schemes - £1.67m					
	Two Year Old Entitlement Schemes - £0.64m					
	Grant Funded Kitchen Works - £0.18m					
	Capitalisation/Asset Resources - £0.39m					
	Other Primary and Secondary Projects - £2.26m					
	Other SEN Projects - £0.87m					
	Beckmead Garden Room - £0.39m					
	Total £7.87m					
of which circa 75% is currently programmed be expended in the current financial year, 2017-18.						

Projections vs available primary school places (Reception) – APPENDIX 2

Planning area	Academic year	Available places (Year R)	Projections (Year R)	Surplus/Deficit	FE	%
North West	2018/19	1530	1392	138	5	9
	2019/20	1620	1387	233	8	14
	2020/21	1620	1406	214	7	13
	2021/22	1620	1410	210	7	13
	2022/23	1620	1404	216	7	13
East	2018/19	1590	1376	214	7	13
	2019/20	1620	1371	249	8	15
	2020/21	1620	1387	233	8	14
	2021/22	1620	1385	235	8	15
	2022/23	1620	1381	239	8	15
Central	2018/19	720	620	100	3	14
	2019/20	720	620	100	3	14
	2020/21	720	640	80	3	11
	2021/22	720	653	67	2	9
	2022/23	720	657	63	2	9
South East	2018/19	360	261	99	3	28
	2019/20	360	265	95	3	26
	2020/21	360	276	84	3	23
	2021/22	360	287	73	2	20
	2022/23	360	293	67	2	19
South	2018/19	630	588	42	1	7
	2019/20	690	580	110	4	16
	2020/21	690	579	111	4	16
	2021/22	690	578	112	4	16
	2022/23	690	577	113	4	16
South West	2018/19	690	619	71	2	10
	2019/20	690	668	22	1	3
	2020/21	690	640	50	2	7
	2021/22	690	637	53	2	8
	2022/23	690	631	59	2	9

Projections vs available secondary school places (Year 7) – APPENDIX 2

Borough wide

Academic Year	Available Places	Projections (Year 7)	Surplus	FE	%
2018/19	4470	4106	364	12	8
2019/20	4470	4257	213	7	5
2020/21	4650	4226	424	14	9
2021/22	4650	4295	355	12	8
2022/23	4650	4355	295	10	6
2023/24	4650	4346	304	10	7
2024/25	4650	4267	383	13	8

Based on School Capacity and Forecast (SCAP) – July 2017

Proposed Community Schools Admission Arrangements 2019/20

The local authority uses the equal preference model for deciding which school is offered. This means that all school preferences are considered together and the admissions criteria applied equally. The order of preference will be used only if it is possible to offer more than one of the preferences. The highest preference offer available will be made, except where the authority is unable to offer any of the preferences, in which case, a place at the nearest school with a place available will be offered.

The criteria outlined below apply only to Croydon community schools.

Should any community school convert to academy status prior to September 2019, 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. **Medical:**
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
Wolsey Infant	Wolsey Junior

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.

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 2019**. 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 2019. If evidence is received after the closing date of 15 January 2019, it will not be taken into account until after places have been offered on the 16 April 2019.

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.

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

Children who receive an offer at a lower preference school through the normal admission process (admission to Reception and Infant to Junior transfer) will be automatically placed on the waiting list for higher preference schools. Waiting lists for community schools 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.

Children who apply for a school place through the in-year admission process and who receive an offer at a lower preference school will not automatically be placed on the waiting list for higher preference schools. Parents/carers would be required complete the waiting list request form available on the LA website in order to be added to waiting lists.

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.

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 by 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 work with each family to determine whether or not it is in the best interests of their child to be educated outside their chronological year group.

All requests to educate a child outside their normal year group should 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 year group, if it were not for the child being born prematurely
- Views of the head teacher of the school(s) concerned

Appendix 3a

Proposal to Reduce Norbury Manor and Monks Orchard Primary schools Published Admission Number for the 2019/20 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, and the School's Leadership Team with the outcomes from the consultation on the proposed reduction of Norbury Manor Primary and Monks Orchard Primary Schools' Published Admission Number (PAN) for the 2019/20 academic year.
- 1.2 The proposal is to reduce the PAN for Norbury Manor Primary School and Monks Orchard Primary School by one form of entry (1FE) – 30 Reception pupils each from September 2019 as part of the community schools' published admission arrangements.
- 1.3 Norbury Manor Primary is a community school located at Abingdon Rd, London SW16 5QR and sits within the North West primary planning area. The school normally admits 3 classes (90 Reception pupils) per year. However, due to a decrease in the demand for school places, we are proposing to reduce the school's PAN to 60 for the 2019/20 academic year.
- 1.4 Monks Orchard Primary School is a community school located at The Glade, Croydon CR0 7UF and sits within the East primary planning area. The school normally admits 3 classes (90 Reception pupils) per year. Due to a decrease in the demand for school places, we are proposing to reduce the school's PAN to 60 for the 2019/20 academic year.
- 1.5 This report is based on responses received during the consultation period following the publication of a statutory notice where anyone with an interest could object, support or comment on the proposal to reduce the PAN for Norbury Manor and Monks Orchard Primary Schools by 30 Reception places each.

2. Background

- 2.1 The growth in Croydon's population over the last decade put pressure on primary school places, resulting in a huge expansion in capacity to meet the growth in demand. Borough-wide, we have since seen a decrease in the birth rate which has contributed to a higher than necessary level of surplus places in some educational planning areas; including the North West and East planning areas, where Norbury Manor and Monks Orchard Primary Schools are situated.

- 2.2 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. We are therefore proposing to reduce the number of available places to enable the schools to operate more efficiently and cost effectively.
- 2.3 Due to the number of vacancies in the Reception year groups at the beginning of the 2017/18 academic year in each school, we expect sufficient places to still be available for local children if the PANs are reduced at Monks Orchard and Norbury Manor Primary Schools.
- 2.4 The council will closely monitor the number of primary applications received. In the event there is an increase in demand for primary school places and an additional classroom is required, Monks Orchard Primary School and/or Norbury Manor Primary School will revert to their original PAN.
- 2.5 The Schools' Leadership Teams, including the Governing Bodies at both Monks Orchard Primary School and Norbury Manor Primary School have agreed to the proposed reduction in PAN.

3. Consultation

- 3.1 In accordance with paragraph 1.42 of the School Admissions Code, December 2014, a statutory notice was published which started a six week consultation period – 08 November to 20 December – which invited anyone with an interest to comment or object to the proposal.
- 3.2 The statutory notice was published in the local Croydon Guardian newspaper and displayed on the school gates at Monks Orchard Primary School and Norbury Manor Primary School. The notice was also displayed in the libraries most local to the schools – Norbury and Ashburton libraries.
- 3.3 A consultation document and questionnaire were used as the basis of informing stakeholders of the proposal to reduce the PAN at Monks Orchard and Norbury Manor Primary Schools.
- 3.4 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;
- Email:
 - ✓ Ward Councillors/MPs
 - ✓ Neighbouring Local Authorities
 - ✓ Trade Unions
 - Schools Bulletin:
 - ✓ Bulletin sent to all schools within Croydon
 - Website:

- ✓ Summary of the proposal as well as the consultation document, and questionnaire published on the Croydon website
- ✓ Consultation document and questionnaire on Monks Orchard and Norbury Manor Primary Schools' websites
- ✓ Consultation document and online questionnaire – Get Involved

- Printed documents:
 - ✓ Consultation document/questionnaire available at the schools and from the Council
 - ✓ Statutory Notices displayed on Monks Orchard and Norbury Manor Primary Schools' gates, in the libraries most local to the schools and Croydon Guardian newspaper
- Social Media/Applications:
 - ✓ Twitter
 - ✓ My Croydon App

3.5 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.

3.6 Equality and Diversity Monitoring

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; promote equality; and improve choice and diversity. This information will only be retained and used for as long as is necessary. Where data is no longer required, it will be destroyed in line with relevant destruction policies and processes.

3.7 Equalities Impact Assessment

An Equalities Impact Assessment (EQIA) has been undertaken for the proposed reduction in PAN at Monks Orchard and Norbury Manor Primary Schools. The equality analysis enables the Council to target its services, and budgets, more effectively and understand how they affect all our communities.

3.8 The conclusion of the EQIA is that reducing the PAN of Monks Orchard Primary School and Norbury Manor Primary Schools is likely to have a positive or neutral impact on protected groups. The full EQIA was attached to the Delivering New School Places report for the 18 October 2017 Cabinet meeting.

4. **Summary of responses**

4.1 All responses were received via questionnaire. Overall, a total of 29 completed questionnaires were received for both schools – Norbury Manor and Monks Orchard Primary.

4.2 A summary of the responses for each school can be found below.

5. Monks Orchard Primary School

5.1 All of the 29 respondents commented on the proposal to reduce the admission number of Monks Orchard Primary School. Of the 29 respondents:

- 8 support the proposed changes
- 11 do not support the proposed changes
- 3 not sure
- 7 not affected by/do not want to answer

5.2 A detailed analysis of the responses relating to Monks Orchard can be found attached below at Annex A.

5.3 Key issues raised regarding the proposed reduction of PAN at Monks Orchard Primary School

- 'There are already over 60 children in the nursery many of whom have siblings in the school and ultimately most families will want to apply for the same school. If numbers are reduced, the most affected are ones that live furthest away and already have a sibling in the school'.
- Plans to increase the amount of housing will increase the demand for school places in the area.
- Potential for the Council to reduce the PAN at Monks Orchard Primary School only to have to then increase the PAN at other local schools following an increase in demand.
- A large amount of money has been spent expanding schools within Croydon.
- 'Job losses for staff'.

5.4 Response to concerns

5.4.1 Admissions criteria/transfer from nursery to primary school/distance

Generally, everyone who applies for a school place at Norbury Manor and Monks Orchard Primary schools will be allocated a place if the school has enough places. We are aware that demand for places at particular schools can vary each academic year so we undertake regular review to ensure that supply at least matches demand. If there are more applications than places available, places will be offered in accordance with the school's Admission criteria:

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.

1. Looked-after children and previously looked-after children.

2. Linked schools: Children who are on the roll of their linked infant school at the time of application. Note: This criteria does not include siblings on the roll of the infant school's nursery class, if it has one.
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.
4. Medical: Pupils with serious medical needs for attending a particular school.
5. Distance: Priority will be given to pupils living nearest to the school as measured in a straight line.¹

As the above criteria show, children considered under the sibling criterion are granted higher priority than children measured solely on the distance from their home to the school.

Children attending a nursery class attached to an infant or primary school, must still apply. There is no automatic transfer into Reception class. All applications to a school are considered strictly in accordance with the school's admission criteria. Unless otherwise stated, children on the roll at a school's nursery class are not given priority admission into a Reception class.

It is not always the case that a child in attendance at a nursery, will apply for a Reception place at the linked infant/primary school.

Please note that for children who already have a place at the school in other year groups there will be no change.

5.4.2 Increase in housing/demand for primary places

We understand that housing developments can have a big impact on the demand for school places at individual schools and across the borough. Croydon's place planning methodology takes into account new housing developments and potential pupil yield – the average number of primary pupils that a new housing development can be expected to generate – in their projections for future demand for school places.

Looking at the most recent projections and comparing these to the number of available places following the proposed reduction in PAN at Monks Orchard Primary School, the Council expects there to still be a sufficient number of primary places available to meet demand.

The Council will closely monitor the number of applications received for Monk Orchard. In the event there is an increase in demand for primary school

¹ Extract taken from Croydon's *Applying to Primary 2018/19* prospectus. For full details on the Community Schools Admission Arrangements, please refer to pages 35-39 of Croydon's 2018/19 primary prospectus as published on Croydon Council's website.

places that requires an additional classroom, the school can revert to its original admission number of 90.

5.4.3 Changes in demand

The borough is split into 6 educational planning areas - Central, East, North West, South, South East, and South West – for the primary education phase. It is possible to have surplus places in a school whilst another school is oversubscribed. Parents have a right to express a preference for a particular state school, and all schools (except grammar schools) must offer a place to every child who has applied if they have enough places. But where schools are oversubscribed, the Council, as the admission authority for community schools must use oversubscription criteria to determine admissions in accordance with the School Admissions Code.

If the demand for primary schools places increases and additional classrooms are required in the area, Monks Orchard Primary School will be able to revert to its original admission number of 90, by using the existing capacity within the school.

5.4.4 Loss of jobs

The timing of the consultation on the proposed reduction of admission number at Monks Orchard Primary School for 2019/20 during the 2017/18 academic year, will allow the school sufficient time to review staff structure.

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.

5.5. Key points made in support of the proposed reduction in PAN

- Reducing the PAN will increase the likelihood of schools being able to access the maximum financial support available.
- 'If the proposal means smaller classes, this will benefit the children'.

6. Norbury Manor Primary School

6.1 A total of 16 respondents commented on the proposal to reduce the admission number of Norbury Manor Primary School. Of the 16 respondents:

- 5 support the proposed changes
- 6 do not support the proposed changes
- 2 not sure
- 3 not affected by/do not want to answer

6.2 A detailed analysis of the responses relating to Norbury Manor can be found attached below at Annex B.

6.3 Key issues raised regarding the proposed reduction of PAN at Norbury Manor Primary School

- The school is improving and now the Council is reducing the PAN.
- There is a large hostel close to the school where families are placed and children may require a school place.
- A large number of new places have been created in the borough, however, now the Council is proposing to reduce PANs.
- 'There aren't many good non-religious schools available in the area'.
- 'Reduces parental choice'.

6.4 Response to concerns

6.4.1 Reducing the PAN at an improving school

The current admission number for the Reception year group at Norbury Manor Primary School is 90. At the beginning of the 2017/18 academic year, a total of 51 children were registered at the school in Reception.

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 proposing to reduce the number of available places to enable the schools to operate more efficiently and cost effectively.

If the demand for school places increases at Norbury Manor or within its planning area, the admission number can revert to its original number.

6.4.2 Families within temporary accommodation local to Norbury Manor Primary School

The Council's supply strategy allows for some surplus of school places that may be required by children who move into the borough throughout the academic year.

As stated above, if demand increase the school can revert to its original admission number.

6.4.3 New places have been created / proposing to reduce PANs

The growth in Croydon's population over the last decade put pressure on primary school places, necessitating a huge expansion in capacity. Several new schools, and therefore new school places were provided to meet the growth in demand.

A 5% drop in birth rate in 2013, has contributed to a high level than necessary of surplus places in some educational planning areas

6.4.4 Diversity and quality of primary school places

The Council's aim is to provide a diverse education of a high standard. The Education Act 2011 changed the arrangements for establishing new schools and introduced the free school presumption. Where the Council thinks a new school needs to be established in their area, it must in the first instance seek proposals to establish an academy (free school). The Department for Education (DfE) /Education and Skills Funding Agency (ESFA) is the decision maker.

6.4.5 Parental choice

A reasonable level of surplus school places are planned to allow for parental choice. The forecast of future demand for school places indicates that there will be a sufficient number of places to support parental choice.

6.5 Key points made in support of the proposed reduction in PAN

- 'Smaller classes, mean better learning environment for the children'.
- The school may have additional space to utilise in a way they deem best e.g. for children with additional needs.

7. Next Steps

- 7.1 Based on the responses received during the consultation period, balanced against the ability for schools to be able to operate effectively and efficiently whilst remaining financially viable, the Council's Cabinet/ full Council will decide whether the proposal to reduce the PANs of Monks Orchard and Norbury Manor Primary Schools should be implemented.

Annex A

Monks Orchard Primary School – Detailed Analysis of Responses

A total number of 29 completed questionnaires were received during the consultation period of which all 29 responded to questions relating to the proposed reduction of Monks Orchard Primary School's PAN.

Please tell us whether you support/do not support the proposal to reduce Monks Orchard Primary School's PAN from 90 to 60.

Response	Number	%
I support the proposed changes	8	28
I do not support the proposed changes	11	38
Not sure	3	10
I am not affected by/do not want to answer	7	24
Total	29	100

- Of the 8 number of respondents who supported the proposed changes:
 - 2 were a parent/carer of a child at another school
 - Of which 1 was also a local resident
 - 1 was a pupil at another school
 - 2 were a local resident
 - 3 did not declare who they were

- Of the 11 respondents who did not support the proposed changes:
 - 1 was a member of staff at Monks Orchard Primary School
 - 2 were a parent/carer of a child at another school
 - Of which 1 were also a local resident
 - 3 were a local resident
 - 2 selected 'other'
 - 3 did not declare who they were

- Of the 3 respondents who were not sure of the proposed changes:
 - 3 did not declare who they were

Equality and Diversity

Please tell us who you are.

Please tick all that apply*

*35 responses received from 29 respondents answering questions on the proposed reduction in PAN at Monks Orchard Primary School.

Response	Number	%
Member of staff at Monks Orchard Primary School	1	3
School Governor at Monks Orchard Primary School	0	0
Parent of a child/children at Monks Orchard Primary School	0	0

Pupil at Monks Orchard Primary School	0	0
Member of staff at Norbury Manor Primary School	0	0
School Governor at Norbury Manor Primary School	0	0
Parent of a child/children at Norbury Manor Primary School	1	3
Pupil at Norbury Manor Primary School	0	0
Local resident	10	28
Parent/carer of a child at another school	5	14
Member of staff at another school	0	0
Pupil at another school	2	6
Prefer not to say	0	0
Other	2	6
No response	14	40
Total	35	100

Gender

Response	Number	%
Male	3	10
Female	12	42
Transgender	0	0
Prefer not to say	0	0
No response given	14	48
Total	29	100

Age

Response	Number	%
Under 16	0	0
16-18	0	0
19-25	1	3
26-34	3	10
35-44	5	17
45-54	4	15
55-64	1	3
65+	0	0
Prefer not to say	1	3
No response given	14	49
Total	29	100

Ethnicity

Response	Number	%
White British	5	18
White Irish	1	3
White European	1	3

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	1	3
Asian or Asian British: Pakistani	1	3
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	2	8
Black or Black British: African	0	0
Other Black or Black British background	0	0
Arabic	0	0
Other	0	0
Prefer not to say	3	10
No response given	15	52
Total	29	100

Disability

Response	Number	%
Yes	2	7
No	10	35
Prefer not to say	1	3
No response given	16	55
Total	29	100

Response	Number	%
Mobility	2	100
Visual impairment	0	0
Hearing impairment	0	0
Mental Health	0	0
Learning difficulties	0	0
Prefer not to say	0	0
Other	0	0
No response given	0	0
Total	2	100

Annex B

Norbury Manor Primary School – Detailed Analysis of Responses

A total of 16 respondents commented on the proposal to reduce the admission number of Norbury Manor Primary School.

Please tell us whether you support/do not support the proposal to reduce Norbury Manor Primary School's PAN from 90 to 60.

Response	Number	%
I support the proposed changes	5	31
I do not support the proposed changes	6	38
Not sure	2	12
I am not affected by/do not want to answer	3	19
Total	16	100

- Of the 5 respondents who supported the proposed changes:
 - 2 were a parent/carer of a child at another school
 - Of which 1 was also a local resident
 - 2 were a local resident
 - 1 was a pupil at another school

- Of the 6 respondents who did not support the proposed changes:
 - 3 were a parent/carer of a child at another school
 - Of which 2 were also a local resident
 - 2 were a local resident
 - 1 did not declare who they were

- Of the 2 respondents who were not sure of the proposed changes:
 - 1 was a parent of a child/children at Norbury Manor Primary School
 - 1 did not declare who they were

Equality and Diversity

Please tell us who you are.

Please tick all that apply*

*22 responses received from 16 respondents answering questions on the proposed reduction in PAN at Norbury Manor Primary School.

Response	Number	%
Member of staff at Monks Orchard Primary School	1	5
School Governor at Monks Orchard Primary School	0	0
Parent of a child/children at Monks Orchard Primary School	0	0
Pupil at Monks Orchard Primary School	0	0
Member of staff at Norbury Manor Primary School	0	0

School Governor at Norbury Manor Primary School	0	0
Parent of a child/children at Norbury Manor Primary School	1	5
Pupil at Norbury Manor Primary School	0	0
Parent/carer of a child at another school	5	22
Member of staff at another school	0	0
Pupil at another school	2	9
Local resident	10	45
Prefer not to say	0	0
Other	2	9
No response	1	5
Total	22	100

Gender

Response	Number	%
Male	3	19
Female	12	75
Transgender	0	0
Prefer not to say	0	0
No response given	1	6
Total	16	100

Age

Response	Number	%
Under 16	0	0
16-18	0	0
19-25	1	6
26-34	3	19
35-44	5	32
45-54	4	25
55-64	1	6
65+	0	0
Prefer not to say	1	6
No response given	1	6
Total	16	100

Ethnicity

Response	Number	%
White British	5	31
White Irish	1	6
White European	1	6
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	1	6
Asian or Asian British: Pakistani	1	6
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	2	13
Black or Black British: African	0	0
Other Black or Black British background	0	0
Arabic	0	0
Other	0	0
Prefer not to say	3	19
No response given	2	13
Total	16	100

Disability

Response	Number	%
Yes	2	12
No	10	63
Prefer not to say	1	6
No response given	3	19
Total	16	100

Response	Number	%
Mobility	2	100
Visual impairment	0	0
Hearing impairment	0	0
Mental Health	0	0
Learning difficulties	0	0
Prefer not to say	0	0
Other	0	0
No response given	0	0
Total	2	100

End

Appendix 3b

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Template LA Schemes for Co-ordination of Admissions to Reception/Junior in Maintained Schools and Academies in 2019/20

Contents

Page 2: Definitions used in this document

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

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

Template LA Schemes for Co-ordination of Admissions to Reception/Junior 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 must 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

Template LA Scheme for Co-ordination of Admissions to Reception/Junior in 2019/20

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 and schools 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 2019**.
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 2019**.
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 2019**.

Processing

11. Applicant residents within Croydon LA must submit their online Common Application Form to this LA by **15 January 2019**.
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 2019**. On **7 February 2019**, 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 2019** will not normally be considered until after the initial round of allocation – that is after 16 April 2019.*
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 2019**. 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 **08 February 2019**.*
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 2019**.

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 **08 February 2019**, 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 2019** 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 **01 March 2019**.*
26. Croydon LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS 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 **21 March 2019**. 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 **28 March 2019** if this is sooner.
29. Croydon LA will not make any additional offers between the end of the iterative process and **16 April 2019** 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 **29 March and 10 April 2019** 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 **11 April 2019**. (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 2019**, 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 2019.

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 **08 February 2019**. 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 08 February 2019 but before 16 April 2019 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 2019**, 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 2019**, Croydon LA will forward the information to the maintaining LA by **7 May 2019**. Where such information is received from applicants after **30 April 2019**, 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. 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.
48. 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.
49. 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.
50. 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.
51. 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.
52. When acting as a home LA, when Croydon LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 48 and 49 shall apply to the revised order of preferences.
53. 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.
54. When acting as a maintaining LA, Croydon LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
55. *Acceptances and declines from out-borough residents will be passed onto the appropriate schools once received by Croydon LA.*
56. 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.

Waiting lists

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. Applicants on the waiting list will be notified by Croydon LA if a place becomes available and will be asked to confirm their acceptance. Where the place is accepted, any lower preference previously offered will be withdrawn.

57. 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.*

First preference offers will be automatically recorded as accepted. Parents are required to notify the LA in writing if they wish to decline an offer.

58. *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.*
59. *Applications received after 16 April 2019 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.*
60. *Admission authorities for each school within Croydon LA will share details of their waiting lists with this LA.*
61. *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.*
62. *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.*
63. *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.*
64. *When acting as a maintaining LA, Croydon will not inform an applicant resident in another LA that a place can be offered.*

65. *Own Admission Authority schools within Croydon LA will not inform any applicant that a place can be offered.*
66. *Waiting lists for schools in Croydon LA will be held for the first term of the Reception Year only, until **31 December 2019**. 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.*
67. *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 2019 and applications to year groups other than to the Reception class.

68. *Applications for places in Reception after 31 December 2019 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 2019/20' for more information).*
69. *Applications will be made and considered in line with the local Authority's admission arrangements. Please refer to Croydon's website and in-year guidance for more information.*
70. *Once an offer is made applicants will only be added to a waiting list if the parent/carer requests this in writing.*

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

**Minimum Content of Common Application Form for Admissions to
Reception/Junior 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 PLR.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 2

**Template Outcome Letter for Admissions to Reception/Junior in
2019/20**

From: Home LA

Date: **16 April 2019**
(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 2019 (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**

Timetable for Admissions to Reception/Junior in 2019/2020

Tues 15 Jan 2019	Statutory deadline for receipt of applications
Tues 5 Feb 2019	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Mon 11 Feb 2019	Deadline for the upload of late applications to the PLR.
Tues 12 – Tues 26 Feb 2019	Checking of application data
Thu 21 Mar 2019	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Thur 28 Mar 2019	Final ALT file to PLR
Tues 29 Mar- Wed 10 Apr 2019	Checking of offer data
Thurs 11 Apr 2019	Deadline for on-line ALT file to portal
Tues 16 April 2019	Outcomes published online.
Tues 30 Apr 2019	Deadline for receipt of acceptances
Tues 7 May 2019	Deadline for transfer of acceptances to maintaining LAs

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

**Template LA Scheme for Co-ordination of Admissions to Year 7 in
Maintained Schools and Academies in 2019/20**

Contents

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

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

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

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 must 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

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 1 March 2019. 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 2018**.
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 2018**.
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 2018**.

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 2018**.
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 2018**. 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 **21 November 2018**. 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 **10 December 2018**.*
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 **12 December 2018**.

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 **10 December 2018**, 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 **10 December 2018** but before **1 March 2019** will be considered after all on-time applications have been processed.*
23. Croydon LA will participate in the application data checking exercise scheduled between **13 December 2018 and 2 January 2019** 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 **14 January 2019**.*
26. Croydon LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS 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 **1 February 2019**. 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 2019** if this is sooner.
29. Croydon LA will not make an additional offer between the end of the iterative process and **1 March 2019** which may impact on an offer being made by another participating LA.
30. Notwithstanding paragraph 24, 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 **15 and 22 February 2019** 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 **22 February 2019**. (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 **1 March 2019**, *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 2019.

Post Offer

38. Croydon LA will request that resident applicants accept or decline the offer of a place by **15 March 2019**, 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 **15 March 2019**, Croydon LA will forward the information to the maintaining LA by **22 March 2019**. Where such information is received from applicants after **15 March 2019**, 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. 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.
42. 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.
43. 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.
44. 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.
45. 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.
46. When acting as a home LA, when Croydon LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 42 and 43 shall apply to the revised order of preferences.
47. 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.
48. When acting as a maintaining LA, Croydon LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

49. *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.*

First preference offers will be automatically recorded as accepted. Parents are required to notify the LA in writing if they wish to decline a first preference offer.

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

Template Outcome Letter for Admissions to Year 7 in 2019/20

From: Home LA

Date: **1 March 2019**
(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 **15 March 2019 (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**

Timetable for Admissions to Year 7 in 2019/20

Wed 31 Oct 2018	Statutory deadline for receipt of applications
Tues 13 Nov 2018	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Wed 12 Dec 2018	Deadline for the upload of late applications to the PLR.
Thurs 13 Dec 2018 – Wed 2 Jan 2019	Checking of application data
Fri 1 Feb 2019	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Thu 14 Feb 2019	Final ALT file to PLR
Fri 15 – Fri 22 Feb 2019	Checking of offer data
Mon 25 Feb 2019	Deadline for on-line ALT file to portal
Fri 1 Mar 2019	Outcomes published online.
Fri 15 Mar 2019	Deadline for return of acceptances
Fri 22 Mar 2019	Deadline for transfer of acceptances to maintaining LAs

School	Budget 2017-18 £	Forecast 2017-18 £	Works Description
			HEATING
Beckmead SEN	263,000	340,000	Heating (D1) pipework and radiators previously planned to be carried out in 2 phases over 2017/18 & 2018/19
Bensham Manor	350,000	140,000	Heating (C2) 2x Boilers and gas main replacement
Cypress Infants	150,000	130,000	Heating (C2) pipework and radiators
Cypress Juniors	150,000	130,000	Heating (C2) pipework and radiators
Elmwood Juniors	250,000	50,000	Temporary works only. Heating (D1) pipework and radiators to be transferred to 2 phases in 2018/19 & 2019/20
Howard Primary	260,000	300,000	Heating (C2) Replacement of pipework and radiators, this was designed and tendered in 2014/15 but not done due to other works being carried out in the school.
Monks Orchard	229,000	15,000	New boiler and associated works to Nursery in 2017-18. Remainder Heating (C2) Boiler, Gas main, pipework and radiators to be replaced over two years 2018/19 & 2019/20
Selsdon Primary	100,000	100,000	Heating (C2) Boilers and controls. This is an end of life replacement and requires action in 2017/18
Winterbourne Junior Girls'	260,000	140,000	Heating (C2) main school boilers need replacing with the pipework and radiators to be phased over three years 2017/18, 2018/19 & 2019/20
			ELECTRICAL
Cypress Infants	25,000	25,000	Replacing loose switchgear and distribution boards in switch room (D1)
Tunstall Nursery	25,000	-	Rewiring back to Main Distribution Boards (D1). Transferred to 2018-19
			OTHER WORKS
Cypress Juniors	20,000	20,000	Works to correct water ingress onto stairs and adjacent corridor through retaining wall
Asbestos Management Surveys	118,965	120,000	Survey required to meet statutory H/S requirements in schools. Phase surveys over 2017/18 and 2018/19
Red Gates	100,000	90,000	Re-roofing works
Fire Doors	150,000	150,000	Commissioning fire risk assessments of schools.
Reactive Fund	400,000	324,358	
Slippages	650,000	650,000	Works slipped from 2016/17 programmes and retention fees
Total	3,500,965	2,724,358	

School	Budget 2018-19 £	Works Description
		HEATING
Elmwood Juniors	450,000	Heating (D1) pipework and radiators to be carried out in 2018/19
Gresham Primary	160,000	Heating (C2) Boilers and Controls are a priority and need to be done now, as failure of these is likely to affect the schools heating and potentially shut the school. In addition the pipework and radiators need to be replaced but would have to be carried out over three years 2018/19, 2019/20 & 2020/21
Monks Orchard	443,000	Heating (C2) Boiler, Gas main, pipework and radiators to be replaced in 2018/19
Norbury Manor	225,000	Heating (C2) pipework and radiators. This would complete the heating works that have carried out over past years
Orchard Way Primary	140,000	Heating (C2/3) pipework and boilers require replacement but not considered a priority at this time. Works to be phased over two years 2018/19 & 2019/20
Selsdon Primary	250,000	Year 1 and Reception new boiler, radiators and associated pipework
Winterbourne Infants	320,000	Heating (C2) main school boilers need replacing with the pipework and radiators to be phased over two years 2018/19 & 2019/20
Winterbourne Girls'	210,000	Heating (C2) replacement of pipework and radiators. Works to be phased over two years 2018/19 & 2019/20.
		ELECTRICAL
Beulah Juniors	50,000	Replacing loose switchgear and distribution boards in switch room (D1)
Gresham Primary	50,000	(C2) Incoming main, end of life.LV switchgear, end of life
St.Giles	100,000	(C2) Main fire alarm, obsolete. Boiler room switchgear. Replace HRC fuse boards throughout school
Kenley Primary	50,000	Rewire small power. New fire alarm
Tunstall Nursery	25,000	Rewiring back to Main Distribution Boards (D1). Transferred from 2017-18
		OTHER WORKS
Beaumont Primary	150,000	IKO to carry out a roofing survey in 2017/18
Downsview	50,000	Retaining wall works
Fire Risk Assessments	50,000	Completion of fire risk assessments of schools
Asbestos Management Surveys	c60,000	Survey required to meet statutory H/S requirements in schools. Phase surveys over 2017/18 and 2018/19
Slippage	c800,000	Works slipped from 2017/18 programme and retention
St. Giles (Special)	c50,000	IKO to carry out roofing survey for leaking roof

Proposed Schools' Maintenance Plan (including assigned budgets)

APPENDIX 4

Sub-Total	3,633,000	
Reactive Fund	363,300	
	(3,996,300)	
Additional Budget Requirement for Fire Safety Works	2,000,000	Works to be ascertained following the current Fire Risk Assessments
Total	5,996,300	