

<p><b>Key communications Implications (Informal Cabinet only)</b></p>	<p>The proposals outlined in this report will ensure that the Council is compliant with its School place planning duties (s13-14 Education Act 1996) to promote high standards of education and fair access to education; secure provision for children with SEN; and respond to parental preference.</p> <p>This report focuses on 3 of Croydon’s main statutory responsibilities as an education authority:</p> <ul style="list-style-type: none"> <li>• <b>School Admissions</b> – determination of admission arrangements for all Croydon community schools for admission in 2023/24; and Pan London co-ordination arrangements;</li> <li>• <b>School Place Planning</b> – ensuring a sufficient supply of school places to enable the Council to fulfil its statutory duties;</li> <li>• <b>School Maintenance</b> – ensuring that school buildings meet minimum standards.</li> </ul>
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**For General Release**

<b>REPORT TO:</b>	<b>CABINET 24 JANUARY 2022</b>
<b>SUBJECT:</b>	<b>Education Estates Strategy</b>
<b>LEAD OFFICER:</b>	<p><b>Debbie Jones - Interim Corporate Director Children, Young People and Education</b></p> <p><b>Shelley Davies – Director, Education and Youth Engagement</b></p> <p><b>Denise Bushay – Head of Service, School Place Planning, Admissions and Early Years</b></p>
<b>CABINET MEMBER:</b>	<b>Cllr Flemming, Children, Young People and Learning</b>
<b>WARDS:</b>	<b>All</b>

<p><b>CORPORATE PRIORITY/POLICY CONTEXT/ AMBITIOUS FOR CROYDON</b></p> <p>The recommendations in this report are in line with the new corporate priorities and new Ways for renewing Croydon:</p> <ul style="list-style-type: none"> <li>- We will live within our means, balance the books and provide value for money for our residents.</li> <li>- We will focus on tackling ingrained inequality and poverty in the borough.</li> <li>- We will focus on providing the best quality core service we can afford.</li> </ul> <p>This report sets out the draft education estates strategy for the three year period 2021-2024. The strategy aims to minimise council borrowing to an absolute minimum.</p> <p><a href="#">Appendix D - Administration Priorities for the Croydon Renewal Plan</a></p>
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## **FINANCIAL IMPACT**

The overall cost of the Education Capital Programme is estimated at £18,741m over the period 2022/23 – 2024/25 as set out in Appendix 3.

## **FORWARD PLAN KEY DECISION REFERENCE NO.: 0121CAB**

The notice of the decision will specify that the decision may not be implemented until after 13.00 hours on the 6th working day following the day on which the decision was taken unless referred to the Scrutiny and Overview Committee.

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

### **1. DRAFT RECOMMENDATIONS**

The Cabinet is recommended to

For approval

#### **School Admission**

- 1.1 agree to recommend to full Council that it determine the proposed community schools' Admission Arrangements for the 2023/24 academic year (Appendix 1);
- 1.2 approve the continued adoption of the proposed Pan London scheme for co-ordination of admissions to Reception and Junior schools – Appendix 1a; and adoption of the proposed Pan London scheme for co-ordination of admissions to secondary schools – Appendix 1b.

#### **School Place Planning**

- 1.3 approve the Capital Programme Budget summary (Appendix 3).

School Maintenance and Compliance

- 1.4 approve the proposed Schools' Maintenance Plan (Appendix 4) for 2022/23 with an overall budget cost of £3.7m
- 1.5 Delegate authority to the Interim Corporate Director – Children, Young People and Education to vary the proposed Schools' Maintenance Plan to reflect actual prices and new urgent issues that may arise, including authorising spend against the allowance for emergency and reactive works. The Corporate Director, Children, Young People and Education shall report back to members in respect of any exercise of such authority.

For information

#### **School Place Planning**

- 1.6 note comparison between the available School Places vs 2021 School Capacity (SCAP) Projections Pupil Projections Appendices 2 (primary) and 2a (secondary).

- 1.7 Academy conversion  
note the change of status of Kenley Primary School to an academy.
- 1.8 Early Years  
note the 2021 Childcare Sufficiency Assessment report – Appendix 5.
- Special Educational Needs and Disability(SEND)
- 1.9 note that the SEND Estates strategies are contributing positively to the development of local provision maintaining some of our most challenging and vulnerable children and young people with SEND within their families and communities.
- Alternative Provision / Pupil Referral Unit (PRU)
- 1.10 note information on Alternative Provision / PRU.

## **2. EXECUTIVE SUMMARY**

2.1 This report outlines the Council’s Education Estates Strategy for three stages of education: Early Years, Primary and Secondary, including Pupil Referral Unit and Special Educational Needs and Disability. It covers: School Place Planning; School Admissions; and Schools’ Maintenance and Compliance.

### **2.2 Key Points**

- We are not proposing any changes to the previously agreed admission arrangements for community schools.
- There is sufficiency of school places to meet demand at primary and secondary education phases.
- There has been a decline in birth rate resulting in a high level of unfilled places in some schools, especially in the North West of the Borough.
- The new Addington Valley Academy Special School opened in September 2021.
- The review of the Special Educational Needs estate conditions surveys have been completed.
- There is sufficiency of early years provision.

### **2.3 School Admission**

Admission authorities, including local authorities, are responsible for admissions and must act in accordance with the School Admission Code, and the School Admission Appeals Code. All admission authorities must determine (i.e. formally agree) admission arrangements every year, by 28 February. As part of determining their admission arrangements, all admission authorities must set an admission number for each ‘relevant age group’. The Council is also responsible for having in place a scheme for coordinating admission arrangements. The admission arrangements are part of the policy framework and are therefore reserved to full Council for decision. There are no proposed change to the admission arrangements that have been previously determined in January 2021 that requires consultation.

2.4 All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more

applications than places at the school. Academies, foundation schools and voluntary aided schools are their own admission authority.

## 2.5 In-Year Admission

Croydon School Admissions manage the in-year admissions for the majority of primary schools in Croydon either because they are a community school or on behalf of the governing body of an academy, Voluntary Aided, Foundation or Free school.

## 2.6 **School Place Planning**

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. A report which will outline the council’s strategy for managing surplus school places will be submitted to cabinet in the new year.

## 2.7 School Maintenance and Compliance

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 Schools’ Maintenance Plan (Appendix 4) contains the planned repairs and maintenance programme for 2022/23.

## 2.8 Special Educational Needs and Disability

The SEND Estates strategies are contributing positively to the development of local provision maintaining some of our most challenging and vulnerable children and young people with SEND within their families and communities. In turn, this contributes to the High Need Fund Recovery Plan as agreed previously by Cabinet. These include:

2.9 Addington Valley Academy for severe and complex children with Autism Spectrum Conditions is completed and opened September 2021.

2.10 St. Nicholas Special School was completed and the school moved in over the last academic year. This has supported the increase of provision by additional 15 places for September 2021. Further scheduled growth is planned for 20 places in September 2022 and September 2023.

2.11 Croydon College Coulsdon Pathways provision for students with SEND aged 19-25 is now in its fourth year. The partnership with Waddon is proving successful and in demand.

2.12 The review of the SEND estate – Red Gates / St. Giles / Priory - in terms of its quality, safeguarding and feasibility as approved by Cabinet in January 2020 is underway. Conditions surveys have been undertaken.

- 2.13 Mainstream / Community / Voluntary Aided Schools  
Feasibility is being undertaken at Gresham Primary to see if a permanent bulge class is practical and achievable for 2022/23 due to projected increase in demand for school places in the South of the borough. Currently, there is no other plan to create additional school places, however, we are reviewing our strategy following consultation and a decision on the Local Plan in order to assess the likely number of pupils that new housing developments will generate and the number of additional school places that may be required.
- 2.14 Kenley Primary school changed its status to an academy, and it is now part of The Collegiate Trust, effective 1st September 2021.
- 2.15 Virgo Fidelis Convent Senior School, a Roman Catholic voluntary aided secondary school for girls aged 11–18 that was located in Upper Norwood, formally closed on 31st August 2021.
- 2.16 Early Years  
Local Authorities are required to report annually to elected council members on how they are meeting their duty to secure sufficient childcare, and make this report available and accessible to parents. Croydon's Childcare Sufficiency Assessment 2021 report indicates that there are sufficient early years and childcare places for families. The Sufficiency Assessment report is attached as Appendix 5.
- 2.17 Alternative Provision / Pupil Referral Unit (PRU)  
The Council has a duty to make arrangements for the provision of suitable education at school or otherwise for each child of school age who for reasons of illness, exclusion or otherwise would not receive it unless such arrangements were made.

### **3. DETAIL**

#### **3.1 School Admissions**

Croydon is the Admission Authority for Community schools and is therefore responsible for determining the Admission Arrangements for these schools. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years. Croydon is not proposing any changes to the previously agreed admission arrangements

- 3.2 Admission authorities must determine admission arrangements for entry in September 2023 by 28 February 2021. The proposed Admission Arrangements for Community schools include the criteria by which schools places are allocated when a school receives more applications than places. The council is not proposing any significant changes to the previously agreed admission arrangements, barring additional information relating to looked-after children added from the DfE guidance which do not require consultation:

- This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.
- 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 or
  - evidence which demonstrates that a child was in state care outside of England and left that care as a result of being adopted.

3.3 The Council is also responsible for having in place a scheme for coordinating admission arrangements. Croydon has participated in a Pan London arrangement for the Co-ordinated Admissions rounds for both primary and secondary applications for several years.

3.4 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 2023/24 academic year (including Published Admissions Numbers – PANs). Accordingly Cabinet is requested to recommend to full Council that it determine the proposed Admission Arrangements for Croydon's community schools for the 2023/24 academic year (Appendix 1) and adoption of the proposed Pan London co-ordination arrangements (Appendix 1a & Appendix1b).

3.5 The governing bodies of voluntary aided, foundation schools and academies are their own admission authorities and therefore responsible for determining their own admission arrangements.

3.6 In-year admissions

An in-year admission is when parents/carers apply to a school outside the normal admissions round and at a time when their child should already be attending school. In-year admissions generally arise when a parent/carer wants their child to transfer between schools or when a child moves into the area.

3.7 Local authorities must, on request, provide information to prospective parents about the places still available in all schools within their area. To enable them to do this, the admission authorities for all schools in the area must provide the local authority with details of the number of places available at their schools whenever this information is requested, to assist a parent/carer in seeking a school place.

3.8 The council is not required to co-ordinate in-year applications for schools for which they are not the admission authority. However, Croydon School

Admissions manage the in-year admissions for the majority of primary schools in Croydon either because they are a community school or on behalf of the governing body of an academy, Voluntary Aided, Foundation or Free school.

#### 4. **School Place Planning**

Under section 14 of the Education Act 1996, every local authority (LA) has a statutory duty to provide sufficient school places for all pupils in its area. This includes the planning and reviewing of school places, securing diversity and increasing opportunities for parental choice to ensure the needs of the community are met, as well as managing surplus places.

##### 4.1 Pupil Projections for SCAP 2021

Like most London Boroughs, Croydon commissions the Greater London Authority (GLA) School Roll Projection (SRP) service to forecast future demand for school places. The GLA methodology generally has provided a more accurate and credible set of pupil projection numbers to support better pupil places planning for Croydon. The projections are also used to complete the council's annual statutory School Capacity (SCAP) return to the Department for Education.

4.2 The projections are designed to give a strategic-level indication of where additional demand may arise in future. It is not intended that the projections be considered as definitive evidence that additional provision is required in a particular planning area. We apply local knowledge to ensure that local factors are taken into account to enhance the robustness of the projected figures.

4.3 Currently, there are more places than pupils at both primary and secondary levels, but the balance between the two varies across the borough, within educational planning areas and particularly school-by-school.

4.4 Shortages of places at popular schools can exist alongside surplus places at others. And over the next three years, the expected growth in pupil numbers varies widely: in some places, numbers are expected to increase due to pupil yield from planned housing developments; in others, particularly in the primary phase, they are expected to be a decrease due to fall in birth rates.

4.5 Pupil projection indicates sufficiency of mainstream school places for both primary and secondary schools for the next 3 years. There is the potential for some schools across the borough, both primary and secondary, to have higher levels of unfilled places. Appendices 2 (primary) and 3 (secondary) contain a table that shows a comparison between the Available School Places vs 2021 School Capacity (SCAP) Projections Pupil Projections.

##### 4.6 Changes in demand

Across London, local authorities are trying to manage a high level of unfilled places which in part is due to a drop in birth rate. Between 2012-13 and 2018-19, the number of live births across London decreased by 10%. The number of births in an area will have a direct effect on the number of children on roll four years later. Anecdotal evidence in relation to the potential effect of the COVID-19 pandemic on future birth rates suggests that the pandemic may lead to an acceleration in the decline of the birth rate in the UK.

### Surplus Places

- 4.7 In 2012, there was unprecedented increase in demand for school places in Croydon with these children starting school in either 2016/17 or 2017/18 academic years. However, not all children attend school in their borough of residence. Since 2013, there has been a fall in birth rate nationally and locally which has resulted in a drop in demand for school places, and a high level of surplus school places in some schools across the borough. This can have a negative impact on schools finance as schools are funded on a per pupil basis and unfilled places mean that schools will get less funding which could affect the quality of education as schools might have to reduce staff and resource.
- 4.8 To allow for unexpected in-year growth in demand and parental choice, and provide some leeway in case the projections underestimate the actual level of demand, the Council aim to allow approximately 5% surplus places across the borough.
- 4.9 The school place planning team has been and will be in contact with affected schools to discuss / agree potential solutions for the drop in demand for school places, including proposed reduction of published admission number and alternative use of empty classrooms. Some of the surplus places will be taken up by asylum seeking children and child yield from planned housing developments across the borough. It is important to note that the council has already taken steps to remove some of the surplus places, mainly through the reduction of affected schools' Published Admission Number. A report outlining the council's strategy for managing surplus school places will be submitted to cabinet in the new year. This will include:
- the use of up to date and accurate data to inform the school organisation process and to enable accommodation to be used to the best effect
  - school roll projection for future demand of school places
  - ensuring that admission arrangements are applied effectively
- However, it is important to highlight that it is not realistic and possibly undesirable to aim for a perfect match of pupils and places at each school as not all unfilled places are surplus and not all surplus places can be removed in a cost-effective way.
- 4.10 Primary Schools  
Following London's rapid population growth, in 2013, Croydon experienced an unexpected drop in birth rate. In Croydon, the birth rate dropped by 5% which later impacted the 2017/18 Reception intake. Between 2014 and 2016, Croydon's birth rate recovered however, since 2017, the rate has consistently fallen each year. This is expected to affect the 2021/22 – 2023/24 Reception cohorts
- 4.11 Croydon has six educational planning areas – North West, East, Central, South East, South, South West - for the primary phase pupil of place planning; each with its own distinct demographic profile and migration patterns. A significant number of schools in the North West planning area have experienced the biggest fall in the demand resulting in the highest number of surplus places. To date, 1260 places have been removed, across primary year groups (Reception – Year 6). Most of these unfilled places, were in the North West and East planning area.

4.12 For the 2021/22 academic year - the percentage of first preference offers is up by 1% this year to 85%. The percentage of parents/carers receiving one of their first three preference schools is 96.5% (96% last year). There also has been a decrease of 7.12% in the number of primary applications received on-time with 4472 pupils applied for primary school places, compared to 4815 in 2020.

4.13 The demand for places in Croydon's primary phase is not restricted to the rising 5's, nor does the on-time admissions round adequately provide an accurate picture of the number of places that will be required during the following education year. 'In year' applications create an all year pressure to find additional places, and since families who make these applications characteristically have young families with primary aged children, there is a continued pressure across the whole primary estate.

4.14 Secondary Schools

There are two secondary educational phase planning areas, North and South, which reflect home to school journeys tend to travel further to school independently due to good transport links.

4.15 The majority of the additional primary aged pupils have now moved through the year groups and transitioned into the secondary phase. Within three years, the bulge will have fully transitioned and the drop in demand that was seen by primary schools will be felt in the secondary phase. Between 2014 and 2019, Croydon's transition rate fell from 90% to 84%. There has been an increase by 2.1% in the number of secondary applications received for the 2021 intake (compared to 2020). This year, 4667 pupils applied for secondary school places, compared to 4571 in 2020. Across the secondary school estate, 180 Year 7 additional places were created through a new free secondary school in the North for 2020/21.

4.16 Mainstream / Community schools

A mainstream school is a maintained school or academy which is not a special school. A Community School is a school that is controlled and run by the Local Authority (LA). The LA owns the land/building and determines the admission arrangements. Croydon has a total of 87 mainstream primary schools of which 22 are maintained / community schools. None of Croydon's 23 secondary schools are maintained by the Local Authority.

4.17 Academy Conversion

Academies and free schools are state-funded, non-fee-paying schools in England, independent of local authorities. They operate in accordance with their funding agreements with the Secretary of State. Where the Secretary of State makes an Academy Order under the Academies Act 2010, the local authority (LA) is obliged to cease to maintain the school following conversion. The council is legally obliged to transfer the school to the relevant Academy under a 125 year lease with an associated Commercial Transfer Agreement (CTA).

4.18 Kenley Primary school has changed its status to an academy, and it is now part of The Collegiate Trust, effective 1<sup>st</sup> September 2021. The lease and CTA for

Kenley has been agreed between the Council's in-house legal team and the solicitors acting for The Collegiate Trust.

#### 4.19 School Maintenance

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. The Council is responsible for the larger condition and maintenance works in maintained schools.

4.20 The condition of some of the education estate has improved due to investment in the refurbishment of the building fabric and maintenance / replacement of electrical and mechanical equipment. However, as school buildings age, they present age related issues and the cost of maintaining them is increasing steadily. In addition, some of the buildings are nearing the end of their lives and structural issues are beginning to emerge.

4.21 The 2022/23 annual maintenance capital budget (Appendix 4) currently stands at £3.7m which is sufficient to only undertake the highest ranked projects; those categorised as the worst defects and designated D1 in the condition survey report. The council retains a percentage of its annual maintenance capital budget to address unexpected and urgent works in schools.

4.22 The School's Maintenance plan (Appendix 4) 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). School Condition surveys have been undertaken in 2021, they will be reviewed and validated to inform the 5 next years school maintenance programme.

#### 4.23 Asbestos Management in Community Schools

Where asbestos is present, the council will take the following steps to manage the asbestos in our schools ensuring they have the following:

- a) Management survey of asbestos-containing materials (ACMs)
- b) Assess the risks associated with ACMs.
- c) A plan for managing asbestos.
- d) Ensure staff and visitors know the risks and precautions they need to take.
- e) Keep the management of asbestos under continuous review

#### 4.24 Statutory compliance Inspections

Both the Council and maintained schools are required to ensure school buildings are meeting the statutory standards by regularly undertaking statutory tests which includes Legionella Risk Assessment, Gas Safety Checks, Fire Alarm tests, NICEIC 5 Year Periodic Inspections, NICEIC Emergency Lighting, Fire Risk Assessment and Asbestos Management. The Council ensures that the policies and the condition of the school estate are compliant with appropriate legislation by requesting and checking the relevant certification.

#### 4.25 Fire Safety

Cabinet approved an additional £3m from 2018/19 through to 2019/20, extended to 2020/21 to undertake fire safety remedial works at schools for which it is the responsible body. This works programme will now conclude in 2022/23 due to challenges that have arisen in delivering the works on-site. The works are progressing well across the estate with significant progress made in 2020/21. The remaining works are currently being reviewed against other planned / agreed works to ensure the works are coordinated and minimise disruption to teaching and learning.

4.26 Special Educational Needs and Disability (SEND)

The new Addington Valley Academy Special School opened in September 2021. It provides a school and setting of high quality and currently supports 80 children and young people across Reception and Key Stages 1 – 3. In addition, OHCAT also supports Post 16 students on a 2 year programme within the school. The school will expand to 120 places for Croydon children and young people from September 2022.

4.27 The new St Nicholas school provides outstanding facilities for the school population and has extended place numbers for September 2021 by 15. There is further growth planned of 20 places for September 2022 and 2023.

4.28 Croydon College Coulsdon Pathways provision for students with SEND aged 19-25 is now in its fourth year and has been a great success. The accommodation to support the delivery of this programme is in place until September 2022 to allow time for provision options to be further explored.

4.29 Development of St. Giles to become a 2-19 aged provision has progressed with relevant staff TUPE processes completed. The Early Years specialist nursery is now housed in the modular build which provides a high quality environment at the heart of the school.

4.30 The review of the SEND estate – Red Gates / St. Giles / Priory - in terms of its quality, safeguarding and feasibility as approved by Cabinet in January 2020 is underway. A conditions survey has been undertaken and the report is now under consideration.

4.31 All of the aforementioned SEND Estates strategies are contributing positively to the development of local provision maintaining some of our most challenging and vulnerable children and young people with SEND within their families and communities. In turn, this contributes to the High Need Fund Recovery Plan as agreed previously by Cabinet.

4.32 Early Years

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

4.33 For the purposes of this assessment the supply of formal childcare includes private day nurseries, pre-schools, schools with nursery provision, childminders (funded childminders are accredited to deliver the free entitlement on behalf of the local authority), out of school clubs and holiday clubs. In total, there are 739

childcare providers in our local authority, offering 14,667 childcare places.

4.34 In Croydon there are an estimated 17 childcare places per 100 children based on 86,290 children aged 0 to 14 years. Ofsted’s national figures as at 31.8.20 state that the proportion of childcare providers on the Early Years Register judged to be good or outstanding was 96%.

4.35 Alternative Provision / Pupil Referral Unit (PRU)

Under Section 19 of the Education Act 1996 the Local Authority has a statutory duty to make arrangements for the provision of suitable full time education to those pupils who are unable to attend a mainstream school due to illness, exclusion or otherwise.

4.36 In this context, Alternative Provision in Croydon is provided by separate specialist providers for each of the Primary and Secondary settings, a Medical Tuition Service and the London Borough of Croydon supplement this with provision commissioned from the independent sector as required. The number of commissioned places from the Independent Sector varies according to need. All of this place funded provision is good or outstanding. The number of places available at each setting is:

- Medical 90 places
- Primary 48 places
- Secondary 190 places

**5. CONSULTATION**

5.1 Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

**6. PRE-DECISION SCRUTINY**

6.1 This report will go to a Scrutiny meeting.

**7 FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS**

**7.1 Revenue and Capital consequences of report recommendations**

	Budget	Medium Term Financial Strategy – 3 year forecast		
	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000
<b>Capital Budgets</b>				
Permanent expansions	425	44	0	0
FTE / Bulges	69	3,243	0	0

SEN provision	11,109	2,226	506	0
Major Maintenance	2657	9,261	2,558	0
Fire Safety Works	450	902	0	0
Other schemes	454	0	0	0
<b>Effect of decision from report (Total)</b>	<b>15,164</b>	<b>15,676</b>	<b>3,065</b>	<b>0</b>

<b>Funding sources</b>				
School Condition Allocation	3,107	10,163	2,558	0
Special Provision Capital Funding	1,833	1,689	147	0
Basic Need Funding	949	3,287	0	0
ESFA	5,934	210	0	0
S106	240	0	0	0
Borrowing	2,801	0	0	0
CIL	300	327	360	0
<b>Total</b>	<b>15,164</b>	<b>15,676</b>	<b>3,065</b>	<b>0</b>

- 7.1.1 The table above details the Education Capital Programme for the current and future three financial years and the associated funding sources. The spend in the 2022/23 and 2023/24 may increase dependent on the outcome of the following:
- a) The completion of the Condition Surveys across all of our community schools. This will determine the required level of funding over the coming years to ensure that our schools are compliant and safe.
  - b) Conclusion of the viability study of the SEN estate; Red Gates, Priory and St Giles.
  - c) The outcomes of the Croydon Local Plan Consultation.
- 7.1.2 A detailed breakdown of the projects can be found in Appendix 4 to this report. With a further detailed breakdown of the Schools' Maintenance Programme in Appendix 3.
- 7.1.3 The ESFA have commissioned Croydon to lead on the delivery of the new special free school - Addington Valley Academy (on Timebridge site). This project is predominately funded by the ESFA. Both the expenditure and funding for this project is detailed in the table above and the project is listed in Appendix 3.

## 7.2 The effect of the decision

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

### **7.3 Risks**

- 7.3.1 Due to the nature of this programme there is a risk that projects may overspend and regular monitoring of all projects and the programme will be undertaken and reported to this Cabinet as part of the quarterly financial monitoring reports.

### **7.4 Future savings/efficiencies**

- 7.4.1 If additional free school providers are interested in opening schools in Croydon, the cost to the Council could be reduced further in the future years. Also the Council's borrowing requirement may also be reduced if any further funding is allocated by the Department for Education. The fall in birth rate and associated demand for school places would however result in reduced demand and this would be monitored closely to make future savings.
- 7.4.2 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 budget.

Approved by: Phil Herd, Interim Head of Finance, CYPE

## **8. LEGAL CONSIDERATIONS**

- 8.1 School place planning duties (s13-14 Education Act 1996).
- 8.2 The Council as an education authority has a duty to promote high standards of education and fair access to education. It also has a general duty to secure sufficient schools in their area, and to consider the need to secure provision for children with SEN. This should be sufficient in number, character and equipment to provide for all pupils the opportunity of appropriate education. This includes a duty to respond to parents' representations about school provision. These are referred to as the school place planning duties.

Approved by: on behalf of Interim Director of Legal Services & Interim Deputy 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.
- 9.2 Approved by: Gillian Bevan, Head of HR – Resources and Assistant Chief Executives

## **10. EQUALITIES IMPACT**

- 10.1 An equality analysis has been undertaken as part of the January 2022 report 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 supports the Council's Equality and Inclusion Policy by extending the existing provision to accommodate students with an SEND need. This will support Croydon's aspiration to:
- Make Croydon a place of opportunity and fairness by tackling inequality, disadvantage and exclusion.
  - Promote provisions that 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 greater opportunity to 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 supports 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 indicates that the proposed changes and recommendations will not negatively impact on any groups that share protected characteristics and that no major change is required as the strategy meets the general and specific equality duties as required by the Equality Act. An Equality Analysis Impact is attached at Appendix 6. Furthermore there is a written commitment in the Equality Analysis to continue to keep the strategy under review and make changes as appropriate should the need arise.

Approved by: Denise McCausland, Equality Programme Manager

## **11. ENVIRONMENTAL IMPACT**

- 11.1 Through the delivery of the Education Capital Programme of works the Council will strive to deliver energy efficient solutions through design and construction methodologies with the intention to reduce energy use and associated carbon emissions in our schools.

11.2 The Council will work with schools to monitor the energy performance post works so that this can be captured in lessons learnt for future projects

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

12.1 Children being in school will help prevent criminal and anti-social behaviour or being victim of such behavior and reduce the number of children and young people in the criminal justice system.

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

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

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

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

14.1 In relation to mainstream schools, there are no confirmed plans to deliver any new/additional mainstream school places. A review of demand will be undertaken following consultation and decision on the Local Plan to ensure that any potential increase in demand is included in future pupil place projections. Future demand for new schools will be delivered through the free school route.

## **15. DATA PROTECTION IMPLICATIONS**

15.1 **WILL THE SUBJECT OF THE REPORT INVOLVE THE PROCESSING OF 'PERSONAL DATA'?**

No.

15.2 **HAS A DATA PROTECTION IMPACT ASSESSMENT (DPIA) BEEN COMPLETED?**

No.

This report does not include any personal data.

The Director of Education comments that this report is an overview of education estates and does not contain any personal data.

Approved by: Shelley Davies, Director of Education, Children Families and Education

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**CONTACT OFFICER:**

Denise Bushay – Head of Service, School Place Planning, Admission and Early Years, 07850882628; Kathy Roberts – Interim Head of 0-25 SEN Service, 0208 604 7263

**APPENDICES TO THIS REPORT:**

Appendix 1 – Community Schools Admission Arrangements

Appendix 1a – Pan London Co-ordination – Reception and Junior

Appendix 1b – Pan London Co-ordination – Secondary

Appendix 2 – Available Primary School Places vs SCAP 2021 Pupil Projections

Appendix 2a - Available Secondary School Places vs SCAP 2021 Pupil Projections

Appendix 3 – Capital Programme Budget Summary

Appendix 4 - Schools Maintenance Plan

Appendix 5 – Early Years Childcare Sufficiency Assessment report

Appendix 6 – Equality Impact Assessment

**BACKGROUND DOCUMENTS:**

None

# DRAFT - Community Schools Admission Arrangements 2023/24

The criteria outlined below apply only to Croydon community schools.

Should any community school convert to academy status prior to September 2023, 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) that names a school will be admitted to the school before the admissions criteria are applied to all other applicants. (See note 7)

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

2. **Linked schools**

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

3. **Siblings:**

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

4. **Exceptional medical need:**

Pupils with a serious medical need 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/applications-due-to-a-medical-need> 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.

**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. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

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 or
- evidence which demonstrates that a child was in state care outside of England and left that care as a result of being adopted.

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

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

Linked Infant School	Linked Junior School
Beulah Infant	Beulah Junior
Elmwood Infant	Elmwood Junior
The Minster Nursery and Infant	The Minster Junior
Park Hill Infant	Park Hill Junior
St Joseph's Catholic Infant and Nursery	St Joseph's Catholic Junior

St Mary's Catholic Infant	St Mary's RC Junior
Whitehorse Manor Infant and Nursery	Whitehorse Manor Junior
Winterbourne Infant	Winterbourne Junior Girls
Winterbourne Infant	Winterbourne Junior Boys

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

Children with siblings allocated a place in the Reception or Year 3 class at a linked junior school to start in September will be eligible for priority under the sibling criterion from 1 August each year when this local authority opens waiting lists for the new academic year.

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

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

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

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

If you feel there are exceptional reasons for your child to be considered for a priority placement at a particular school, you must indicate this in the section provided in your application, and complete the medical form which is available online at :

<https://www.croydon.gov.uk/education/schools-new/school-admissions/applications-due-to-a-medical-need> 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 2023**. 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 a 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 17 April 2023. If evidence is received after the closing date of 15 January 2023, it will not be taken into account until after places have been offered on 17 April 2023.

**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. If the residence is split equally between both parents, the home address may be determined to be the address where the child is registered with the doctor. This may be used to determine the normal place of residence for the purpose of measuring the home to school distance.

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

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

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

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

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

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

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

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

### **Note 7: Education, Health and Care Plan**

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

### **Child minding arrangements:**

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

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

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

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

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

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

## **Waiting lists**

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

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

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

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

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

A child reaches compulsory school age the term after their fifth birthday. Therefore, if you are offered a reception class place at a school, you can opt to defer your child's start date, but they **MUST** start full time school following their fifth birthday 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 decide whether or not the individual child's circumstances make this appropriate on educational grounds.

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

Parents must submit their request for their child to be educated outside their normal year group by completing the local authority online form at:

<https://www.croydon.gov.uk/education/schools-new/school-admissions/admission-outside-of-normal-year-group/admission-outside-normal-year-group-request>

Parents should include evidence from a relevant professional detailing their child's needs and circumstances which make education outside the normal age group necessary. This could include:

- Evidence from a health or social care professional who is involved in the care or treatment of the child e.g. speech and language therapist, social worker, paediatrician.
- The view of any nursery or other early years setting the child attends and any records of the child's development.
- The progress the child has made in an early years setting, including the rate of progress.
- Whether the child's premature birth has caused health problems or developmental delays that mean the child would benefit from a delayed school start.

Decisions are made on the basis of the circumstances of each case and in the best interest of the child. This will require the admission authority to take account of the child's individual needs and abilities and to consider whether these can best be met in

reception or year one. It will also involve taking account of the potential impact on the child of being admitted to year one without first having completed the reception year. The admission authority will consider:

- 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 a child being educated outside of their normal age group.
- If a child was born prematurely, the age group the child would have fallen if the child had been born on time.
- Views of the head teacher of the school(s) concerned.

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

## **Template LA Schemes for Co-ordination of Admissions to Reception/Junior in Maintained Schools and Academies in 2023/24**

### Contents

Page 2: Definitions used in this document

Page 5: Template scheme for co-ordination of admissions to Reception in September 2023

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 2023/24

#### Definitions used in the template schemes

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

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

maintained primary and secondary schools  
and academies.

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

### **Template LA Scheme for Co-ordination of Admissions to Reception/Junior in 2023/24**

*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 libraries, schools, early years' providers, social media to advertise the closing date for applications. Additionally, this LA offers parents support and assistance with their online application at schools and its offices. Parents/carers who do not live in Croydon LA will have access to Croydon LA's composite prospectus on the Council's website. It 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 2021.
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 2021.
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 2021. 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 set out in its entry in the LIAAG Address Protocol. 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 **10 February 2023**.
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 additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **3 February 2023**.
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 **3 February 2023**.

### **Processing**

11. Applicants resident within Croydon LA must submit their online Common Application Form to this LA by **15 January 2023**.
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. *Admission authority schools will start seeing details of their applications on **21 January 2023**.*
15. *Any changes to the preferences or the order of preference on a Common Application Form made after **15 January 2023** will not normally be considered until after the initial round of allocation – that is after 17 April 2023, unless there is a change of circumstances.*
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 **3 February 2023**. 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 **9 February 2023**.*
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 **10 February 2023**.

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 **9 February 2023**, 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 **13 and 17 February 2023** 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 2021. 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 2023**.*
26. Croydon LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in this LA's area before uploading data to the PLR.
27. Croydon LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **16 March 2023**. 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 **24 March 2023** if this is sooner.
29. Croydon LA will not make any additional offers between the end of the iterative process and **17 April 2023** 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 **27 March and 6 April 2023** 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 **12 April 2023**. (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 2.12 of the School Admissions Code 2021. *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 **17 April 2023**, 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.*

### **Late applications**

39. *\*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.*

40. *The latest date that an application, that is late for good reason, can be accepted for a resident of Croydon LA will be **9 February 2023**. 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.*
  
41. *Applications which are late for no good reason and those that are received after 9 February 2023 but before 17 April 2023 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 admission 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**

42. Croydon LA will request that resident applicants accept or decline the offer of a place by **2 May 2023**, or within two weeks of the date of any subsequent offer.
  
43. *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. Where the applicant fails to respond and the admission authority can demonstrate that every reasonable effort has been made to contact the applicant, the offer of a place be withdrawn.*
  
44. Where an applicant resident in Croydon LA accepts or declines a place in a school maintained by another LA by **2 May 2023**, Croydon LA will forward the information to the maintaining LA by **9 May 2023**. Where such information is received from applicants after **2 May 2023**, Croydon LA will pass it to the maintaining LA as it is received.
  
45. 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 2.15 of the School Admissions Code 2021.
  
46. When acting as a maintaining LA, Croydon LA will place an applicant resident in the area of another LA on a waiting list for any higher

preference school. Where this is not done automatically, it will be done immediately following a request from the home LA.

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. ***As a result, any offer held by the applicant resident at a lower preference school will automatically be withdrawn as a higher preference has been offered. Resident applicants who no longer wish to remain on the waiting list for a higher preference school must notify Croydon LA as soon as they receive their initial offer.***
51. ***When acting as a home LA, Croydon will offer a place at a Croydon maintained school or Academy to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered. The lower preference school offered will automatically be withdrawn as a higher preference school has been offered. Resident applicants who no longer wish to remain on the waiting list for a higher preference school must notify Croydon LA as soon as they receive their initial offer.***
52. 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.
53. When acting as a home LA, when Croydon LA has agreed to a change of preferences or preference order, it will inform any maintaining LA affected by the change. In such cases, paragraphs 51 and 52 shall apply to the revised order of preferences.

54. 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.
55. When acting as a maintaining LA, Croydon LA will accept a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
56. When acting as a home LA, Croydon will accept applications for additional preferences after National Offer Day before the start of the new term.
57. Croydon LA, when acting as a home LA, will allow applicants to express up to three additional preferences before the start of the new term.
58. When acting as a home LA, Croydon LA will endeavour to fill any vacancies that become available after National Offer Day within four weeks from National Offer Day.
59. This LA's admission authorities will maintain a waiting list for at least one term until 31 December 2023. This LA will accept waiting lists requests from other LAs' residents through the maintaining LA.
60. *Croydon LA will maintain waiting lists for each school in its area with the exception of Voluntary Aided Schools who will maintain their own waiting lists. Croydon LA will notify applicants on the waiting list if a place becomes available. Any lower preference previously offered will be automatically withdrawn if an offer is made at a higher preference school.*
61. *Resident Applicants who receive an offer at their first preference school will only be placed onto a waiting list for a lower preference school in exceptional 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 in exceptional circumstances.*
62. *Resident applicants who receive an offer at their first preference school will be able to apply for lower preference schools at the start of the new term through the in-year admission process.*
63. *Resident applicants who are unsuccessful in receiving an offer at one of their preferred schools will be given the opportunity to make late applications to schools they did not originally apply for.*

64. *Applications received after 17 April 2023 will be added to the waiting lists for the schools in this LA. Waiting lists will be ordered in accordance with each school's admission criteria.*
65. *Admission authorities for each school within Croydon LA will share details of their waiting lists with this LA.*
66. *When a vacancy occurs at a school within this LA, the first child on the waiting list will be considered for the place. Croydon LA will liaise with the admissions authority for the school and advise the parent/carer or home LA of the offer.*
67. *Where the first child is a resident of this LA, Croydon LA will issue notification of the outcome to the parent, provided that the school is ranked higher on the Common Application Form than any other school already offered.*
68. *When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of an offer for a maintained school in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.*
69. *When acting as a maintaining LA, Croydon will not inform an applicant resident in another LA that a place can be offered.*
70. *Own Admission Authority schools within Croydon LA will not inform any applicant that a place can be offered.*
71. *Waiting lists for schools in Croydon LA will be held for the first term of the Reception Year only, until **31 December 2023**. Applicants wishing to remain on a school's waiting list after this date must apply using the LA or school's In- Year Application Form in accordance with each admission authority's arrangements. This is to ensure that this LA has the most up to date information for an applicant, including a correct proof of address as at the time of the new application.*
72. *Waiting lists will be maintained and places allocated as they become available, in accordance with each admissions authority's published admission and oversubscription criteria, and without regard to the date the application was received or when a child's name was added to the waiting list.*

**Applications for places in Reception after 31 December 2023 and applications to year groups other than to the Reception class.**

73. *Applications for places in Reception after 31 December 2023 and to year groups other than the normal year of entry to primary school will be treated as in-year admissions.*

74. *Applications will be made and considered in line with the schools' admission arrangements. Please refer to Croydon's website and in-year guidance for more information.*
75. *Once an offer is made applicants will only be added to a waiting list if the parent/carer requests this by completing a new in-year application form.*

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

**Minimum Content of Common Application Form for Admissions to  
Reception/Junior in 2023/24**

**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 2023/24**

From: Home LA

Date: **17 April 2023**  
**(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 **2 May 2023(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 2023/2024

<b>Sun 15 Jan 2023</b>	Statutory deadline for receipt of applications
<b>Fri 3 Feb 2023</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
<b>Fri 10 Feb 2023</b>	Deadline for the upload of late applications to the PLR.
<b>Mon 13 – Fri 17 Feb 2023</b>	Checking of application data
<b>Thur 16 Mar 2023</b>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
<b>Fri 24 Mar 2023</b>	Final ALT file to PLR
<b>Mon 27 Mar- Thur 6 Apr 20223</b>	Checking of offer data
<b>Wed 12 Apr 2023</b>	Deadline for on-line ALT file to portal
<b>Mon 17 April 2023</b>	Outcomes published online.
<b>Tues 2 May 2023</b>	Deadline for receipt of acceptances
<b>Tues 9 May 2023</b>	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/Year 10 in Maintained Schools and Academies in 2023/24**

### Contents

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Page 5: Template scheme for co-ordination of admissions to Year 7 in September 2023

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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/Year 10 in 2023/24

#### Definitions used in the template schemes

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

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

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

## PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

### Template Scheme for Co-ordination of Admissions to Year 7/Year 10 in 2023/24

*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 2021.
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 2021.
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 2023. 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. This is to comply with paragraph 1.9 of the School Admissions Code 2021 which states that admission authorities must not give extra priority to children whose parents rank preferred schools in particular order, including 'first preference first' arrangements. 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 set out in its entry in the LIAAG Address Protocol. 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 2022**.
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 additional evidence on receipt of a reasonable request by the maintaining LA in respect of a preference for a school in its area by **14 November 2022**.

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 **14 November 2022**.

## 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 2022**.
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 **14 November 2022**. 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. *Admission authorities will start seeing details of their applications on the Schools Access Module (SAM) from **4 November 2022**. 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 **9 December 2022**.*
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 2022**.
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 **9 December 2022**, 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 **9 December 2022** but before **1 March 2023** 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 2022 and 3 January 2023** 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 2021. 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 **16 January 2023**.*
26. Croydon LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS for all maintained schools and academies in this LA 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 **31 January 2023**. 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 **13 February 2023** if this is sooner.

29. Croydon LA will not make an additional offer between the end of the iterative process and **1 March 2023** which may impact on an offer being made by another participating LA.
30. Notwithstanding paragraph 29, if an error is identified within the allocation of places at a maintained school or academy in this LA, Croydon LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Croydon LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
31. Croydon LA will participate in the offer data checking exercise scheduled between **14 and 22 February 2023** 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 2023**. (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 2021. 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 2023**, *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. \*All maintained primary schools and academies in this LA will be able to view destination data of their resident applicants on the SAM portal by the end of the summer term 2023.

## Post Offer

38. Croydon LA will request that resident applicants accept or decline the offer of a place by **15 March 2023**, 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 2023**, Croydon LA will forward the information to the maintaining LA by **22 March 2023**. Where such information is received from applicants after **15 March 2023**, 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 2.15 of the School Admissions Code 2021.
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 44 and 45 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 a change of preferences or preference order (including reinstated or additional preferences) from home LAs for maintained schools and academies in its area.
49. 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.
50. This LA, when acting as a home LA, will allow applicants to express additional preferences before the start of the school term, after National Offer Day. The number of additional preferences will be unrestricted.
51. Croydon LA, when acting as a home LA, will aim to start filling any vacancies which become available after 1 March 2023 within four weeks of National Offer Day. Secondary schools will be asked to rank all applicants on their waiting list, including late applications received after 31 October 2022, in accordance with their oversubscription criteria. Secondary schools will then advise Croydon LA of the offers to be made.
52. *Resident applicants who receive an offer at their first preference school will only be placed onto a waiting list for a lower preference school in exceptional 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 following a change of circumstances.*

## **Waiting lists**

Waiting lists will be maintained by Croydon secondary schools for at least one term until **31 December 2023** 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 2023**. 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/Year 10 in 2023/24**

#### **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 Year 7/Year 10 in 2023/2024**

From: Home LA

Date: **1 March 2023**  
**(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 2023(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/Year 10 in 2023/24

<b>Mon 31 Oct 2022</b>	Statutory deadline for receipt of applications
<b>Mon 14 Nov 2022</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
<b>Mon 12 Dec 2022</b>	Deadline for the upload of late applications to the PLR.
<b>Tues 14 Dec 2022 – Tues 3 Jan 2023</b>	Checking of application data
<b>Tues 31 Jan 2023</b>	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
<b>Mon 13 Feb 2023</b>	Final ALT file to PLR
<b>Tues 14 – Tues 21 Feb 2023</b>	Checking of offer data
<b>Wed 22 Feb 2023</b>	Deadline for on-line ALT file to portal
<b>Wed 1 Mar 2023</b>	Outcomes published online.
<b>Wed 15 Mar 2023</b>	Deadline for return of acceptances
<b>Wed 22 Mar 2023</b>	Deadline for transfer of acceptances to maintaining LAs



### Available Primary School Places vs SCAP 2021 Pupil Projections

Planning Area	Academic Year	Available places (Year R)	Forecast (Year R)	Surplus / deficit	FE	%
North West	2021/22	1410	1190	220	7	16
	2022/23	1380	1190	190	6	14
	2023/24	1380	1160	220	7	16
	2024/25	1380	1180	200	7	14
	2025/26	1380	1133	247	8	18
East	2021/22	1470	1191	279	9	19
	2022/23	1410	1161	249	8	18
	2023/24	1410	1096	314	10	22
	2024/25	1410	1106	304	10	22
	2025/26	1410	1058	352	12	25
Central	2021/22	660	665	-5	0	-1
	2022/23	660	658	2	0	0
	2023/24	690	654	36	1	5
	2024/25	690	661	29	1	4
	2025/26	690	641	49	2	7
South East	2021/22	360	282	78	3	22
	2022/23	360	294	66	2	18
	2023/24	360	286	74	2	20
	2024/25	360	297	63	2	17
	2025/26	360	297	63	2	17
South	2021/22	630	581	49	2	8
	2022/23	630	602	28	1	4
	2023/24	630	553	77	3	12
	2024/25	630	532	98	3	15
	2025/26	630	517	113	4	18
South West	2021/22	690	694	-4	0	-1
	2022/23	690	641	50	2	7
	2023/24	690	604	86	3	13
	2024/25	690	612	78	3	11
	2025/26	690	608	82	3	12

<b>Planning Area</b>	<b>Academic Year</b>	<b>Available Places</b>	<b>Forecast (Year R)</b>	<b>Surplus</b>	<b>FE</b>	<b>%</b>
<b>Borough Wide</b>	2021/22	5220	4603	617	21	12
	2022/23	5130	4545	585	19	11
	2023/24	5160	4353	807	27	16
	2024/25	5160	4389	771	26	15
	2025/26	5160	4255	905	30	18

**Available Secondary School Places vs SCAP 2021 Pupil Projections**

<b>Planning Area</b>	<b>Academic Year</b>	<b>Available Places</b>	<b>Forecast (Year 7)</b>	<b>Surplus</b>	<b>FE</b>	<b>%</b>
<b>North</b>	2021/22	2654	2359	295	10	11
	2022/23	2654	2351	303	10	11
	2023/24	2654	2352	302	10	11
	2024/25	2654	2282	372	12	14
	2025/26	2654	2244	410	14	15
	2026/27	2654	2248	406	14	15
	2027/28	2654	2280	374	12	14
<b>South</b>	2021/22	1574	1542	32	1	2
	2022/23	1574	1572	2	0	0
	2023/24	1574	1553	21	1	1
	2024/25	1574	1490	84	3	5
	2025/26	1574	1500	74	2	5
	2026/27	1574	1547	27	1	2
	2027/28	1574	1532	42	1	3

<b>Planning Area</b>	<b>Academic Year</b>	<b>Available Places</b>	<b>Forecast (Year 7)</b>	<b>Surplus</b>	<b>FE</b>	<b>%</b>
<b>Borough Wide</b>	2021/22	4228	3902	327	11	8
	2022/23	4228	3923	305	10	7
	2023/24	4228	3906	322	11	8
	2024/25	4228	3772	456	15	11
	2025/26	4228	3744	484	16	11
	2026/27	4228	3795	433	14	10
	2027/28	4228	3812	416	14	10

## Appendix 3 - Capital Programme Budget Summary

Capital Programme Budget Summary						
Planning Area	Project Description	2021-22	2022-23	2023-24	2024-2025	Total
	<b>Permanent Expansions</b>					
North West	Chestnut Primary Academy	37,000				37,000
Central	3FE Harris Purley Way (pka Fiveways)	296,792	25,000			321,792
Central	Heathfield Academy, Aberdeen Road	34,706				34,706
East	1 FE Heavers Farm	1,962				1,962
East	Oasis Shirley Park	13,500				13,500
South West	1 FE Chipstead Valley					-
South West	1FE Smitham Primary School	41,010	19,000			60,010
North West	2 FE West Thornton Academy					-
East	Stroud Green Lodge Primary (Oasis)					-
Various	Primary Programme Feasibility					-
	<b>TOTAL</b>	<b>424,970</b>	<b>44,000</b>			<b>468,970</b>
	<b>Fixed Term Expansions / Bulges</b>					
South	Smitham Primary School (Bulge)	19,252	9,000			28,252
South	Gresham Primary School (Bulge)	50,000	494,000			544,000
Various	Contingency provision ( Basic Need Allocation) - not yet allocated		2,740,031			2,740,031
	<b>TOTAL</b>	<b>69,252</b>	<b>3,243,031</b>			<b>3,312,283</b>
	<b>SEN</b>					
South	St Giles Internal Re-modelling Works	120,000				120,000
South	St Giles 2 Classroom Modular Expansion	427,696	37,000	75,000		539,696
South	St Giles Suctioning Treatment Space	63,067				63,067
South	Red Gates 1 classroom Modular Building Expansion 2018	23,321	25,000	80,000		128,321
South	Red Gates 2 classroom Modular Building Expansion 2019	29,686	30,000	80,000		139,686
South	St Nicholas (112 place SEN primary expansion)	500,386	200,000	200,000		900,386
South	Meridian School improved suitability for ASD secondary ELP	100,000				100,000
South	Castlehill School places for children with ASD at primary ELP	50,000				50,000
North East	Priory School Hermitage Road Site Fencing					-
North East	Priory School Hermitage Road ICT Replacement					-
North East	Priory School Hermitage Road Safeguarding & Suitability Works	46,066				46,066
TBC	Post 16 SEN Permanent Provision	3,000,000				3,000,000
South	Post 16 SEN Temp. Modular - Coulsdon College Site	60,000	60,000	71,705		191,705
South East	Addington Valley Academy (For ESFA)	6,173,681	210,345			6,384,026
South East	Redgates Staffroom Extension	420,739				420,739
South East	Redgates Playground Works	93,552	88,148			181,700
Various	SEN Future Provision					-
Various	High Needs Capital Funding Allocation - not yet allocated		1,576,250			1,576,250
	<b>TOTAL</b>	<b>11,108,193</b>	<b>2,226,743</b>	<b>506,705</b>	<b>-</b>	<b>13,841,642</b>
	<b>Major Maintenance</b>					
Various	Education Major Maintenance Programme	2,657,070	3,729,395	2,558,535		8,945,000
Various	Contingency provision (SCA) - not yet allocated		5,531,708			5,531,708
	<b>TOTAL</b>	<b>2,657,070</b>	<b>9,261,104</b>	<b>2,558,535</b>		<b>14,476,709</b>
	<b>Fire Safety Works</b>					
Various	Fire Safety Works	450,000	901,972			1,351,972
	<b>TOTAL</b>	<b>450,000</b>	<b>901,972</b>	<b>-</b>		<b>1,351,972</b>
	<b>Miscellaneous</b>					
South	Kenley Modular Replacement	366,482				366,482
North	Cypress Junior Kitchen Renewal					-
Central	St Andrews Furniture Removal					-
Central	Elmwood Junior Kitchen Replacement					-
North East	Kensington Avenue					-
South	Kenley Internal Remodelling Works					-
Various	Unidentified					-
Various	Basic Need Spend					-
	<b>TOTAL</b>	<b>366,482</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>366,482</b>
	<b>Secondary Estate</b>					
East	Oasis Arena	87,980.00				87,980
	<b>TOTAL</b>	<b>87,980</b>				<b>87,980</b>
	<b>Totals</b>	<b>15,163,947</b>	<b>15,676,850</b>	<b>3,065,240</b>	<b>-</b>	<b>33,906,037</b>

# Appendix 4 Schools Maintenance Plan 2022-2023

School	Works Description	Budget	Comments:
<b>GENERAL BUILDING WORKS</b>			
Beulah Junior	Installation of new windows - subject to survey	£100,000	
Beulah Junior	Replacement of cast Iron Guttering - rotten brackets subject to survey	£50,000	
Forestdale Primary	New External Access Stairs and Ramp	£40,000	
Howard Primary	Re-instatement of Boundary Wall	£100,000.00	
Howard Primary	Repairs to Flooding Playground	£213,000.00	
Selhurst Nursery	Roof covering - Leaks	£200,000	
Allow for Survey/Design for Projects - 10%		51,300.00	
<b>TOTAL</b>		<b>£754,300.00</b>	
<b>HEALTH &amp; SAFETY COMPLIANCE</b>			
Asbestos - AMP/Re-inspections	Annual re-inspection survey/required remedial works in schools	£50,000.00	
Howard Primary School - Fire safety works	H&S and Compliance Works	£200,000	
Allow for Survey/Design for Projects - 10%		£5,000.00	
<b>Total</b>		<b>£255,000.00</b>	
<b>MECHANICAL WORKS</b>			
School	Description of Issue	Estimated Costs	Comments
Bensham Manor	Hot Water Storage and pipework distribution - deteriorated	£200,000.00	
Bensham Manor	Cold Water Storage and pipework distribution – deteriorated	£200,000.00	
Greenvale Primary	Cold Water Storage and pipework distribution – defective	£40,000.00	
Norbury Manor Primary	Cold Water Storage and pipework distribution – defective	£30,000.00	
St. Giles School	Repair/ Replace solar Thermal panels serving 3-Coil Vaillant Hot water storage cylinder	£10,000.00	
Allow for Survey/Design for Projects - 10%		£48,000.00	
<b>TOTAL</b>		<b>£528,000.00</b>	
<b>ELECTRICAL WORKS</b>			
School	Description of Issue	Estimated Costs	Comments
Beaumont Primary	Replace existing FRG/Rewirable boards with new metal clad MCB/RCBO split load/split metered power and lighting lockable distribution boards.	£10,000.00	
Downsview Primary	LED luminaries throughout school	£50,000	
Elmwood Infant	Replace existing with new metal clad MCB/RCBO split load/split metered power and lighting lockable distribution boards	£20,000.00	
Norbury Manor Primary	Replace all 25+ year luminaries throughout old part of school – end of life	£110,000.00	
Purley Nursery	Replace all 25+ year luminaries throughout nursery – end of life	£10,000.00	
Smitham Primary	Replace all 25+ year luminaries throughout school – end of life	£147,000.00	
Allow for Survey/Design for Projects - 10%		£29,700.00	
<b>TOTALS</b>		<b>£376,700.00</b>	
Fire Safety Works 2022-2023	Easter 2022 - 3 schools Summer 2022 - 7 schools	£856,500	
Re-active Maintenance	Undertake emergency works in schools throughout the year	£224,250	
<b>Grand Total</b>		<b>£2,242,500</b>	
<b>OTHER - Slippage 2021-2022</b>			
Work Area	Description of Works	Estimated Costs	Comments
Slippage Electrical Works	Slippage from 2021-22 programme including retention fees	£119,153	See slippage document
Slippage Mechanical Works	Slippage from 2021-22 programme including retention fees	£610,000	See slippage document
Slippage General Build Works	Slippage from 2021-22 programme including retention fees	£757,742	See slippage document
<b>Total</b>		<b>£1,486,895.22</b>	
<b>Total budget &amp; slippage</b>		<b>£3,729,395.22</b>	

# **Croydon's Childcare Sufficiency Assessment 2021**

# **Croydon Childcare Sufficiency Assessment (CSA)**

**2021**

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## 1. Introduction

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

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

In this report we have made an assessment of sufficiency using data about the need for childcare and the amount of childcare available.

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

The ongoing pandemic this year saw a further lockdown in January which has impacted, like many other areas, on the childcare and early education sector. Whilst schools closed to all pupils to all except vulnerable<sup>2</sup> pupils and children of critical workers, early years settings remained open to all children, offering early education and childcare to their families. However, settings were not immune to Covid and many had to make temporary closures due to staff shortages and/or cases of the virus. Many families chose *not* to send their children to a setting, due to anxiety around the spread of the virus and a reduced need for childcare.

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

<sup>2</sup> Vulnerable children and young people include those who: Vulnerable children and young people  
Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children’s social care services), and who could therefore benefit from continued full-time attendance, this might include:

children and young people on the edge of receiving support from children’s social care services or in the process of being referred to children’s services

adopted children or children on a special guardianship order

those at risk of becoming NEET (‘not in employment, education or training’)

those living in temporary accommodation

those who are young carers

those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)

care leavers

others at the provider and local authority’s discretion including pupils and students who need to attend to receive support or manage risks to their mental health

## 2 Demand for childcare

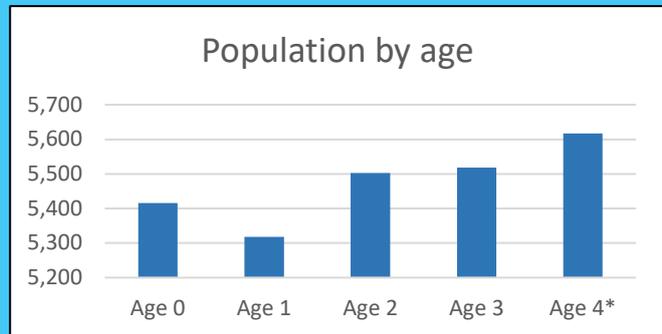
### Population of early years children

In total, there are 27,372 children under the age of five living in our local authority<sup>3</sup>. These children may require early years childcare.

#### Numbers by age

Age	Number of children
Age 0	5,416
Age 1	5,318
Age 2	5,503
Age 3	5,518
Age 4*	5,617

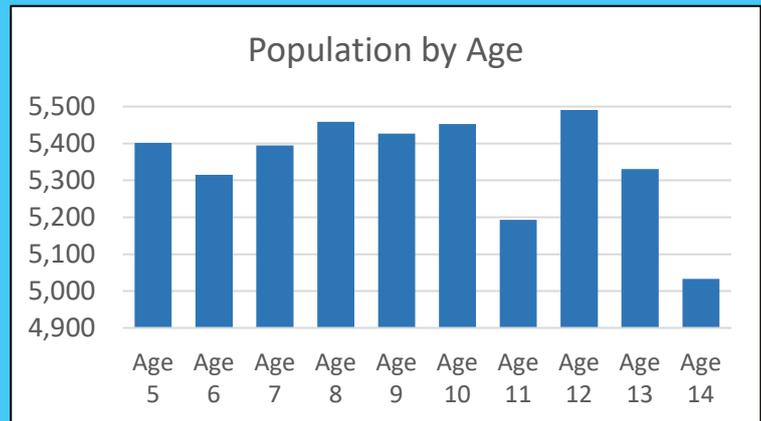
\* Some four-year-olds will have started reception



### Population of school age children

In total there are 37,644 children aged 5-11, and 15,855 children aged 12-14 living in our local authority. These children may require childcare before and after school, and/or during the school holidays.

Age	Number of children
Age 5	5,402
Age 6	5,315
Age 7	5,395
Age 8	5,459
Age 9	5,427
Age 10	5,453
Age 11	5,193
Age 12	5,491
Age 13	5,331
Age 14	5,033



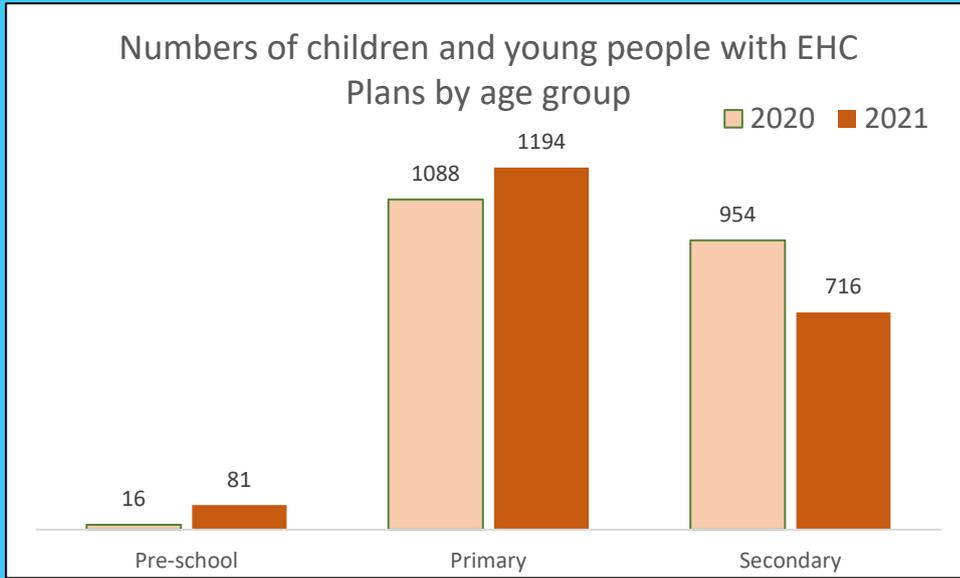
### Number of children with special educational needs and disabilities

Children with special education needs and disabilities (SEND) are entitled to support with childcare up to the age of 19 (age 14 for children who do not have a special need or disability). The number of children with an Education, Health and Care (EHC) plan in our local authority is:

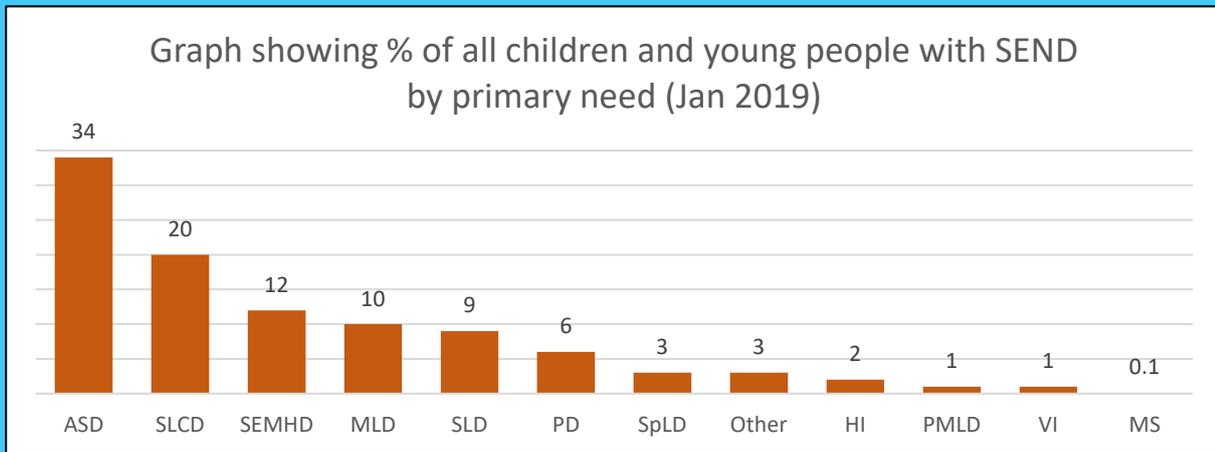
Age	Number of children
Birth to school age	81
Primary school (reception to year six)	1,194
Secondary school (year seven to thirteen)	716

<sup>3</sup> Data from <https://www.croydonobservatory.org/wp-content/uploads/2021/09/SEND-Profile-August-2021.pdf>

The number of children and young people requiring an EHC plan in 2021 has increased overall since 2020, with numbers rising significantly in the pre-school and secondary age groups.<sup>4</sup>



Children’s needs change over time and are identified at different ages. Among the youngest children, SEND may only be identified when they start in childcare or school, and it can take some time from problems being identified to an EHC plan being issued. It is therefore possible that the number of children with SEND aged 0-4 is an underestimate. Some children have SEN but do not have an EHC plan.



Key:

- ASD – Autistic Spectrum Disorder
- SLCD – Speech, Language & Communication Needs
- SEMHD – Social, Emotional, Mental Health Difficulty
- MLD – Moderate Learning Difficulty
- SLD – Severe Learning Difficulty
- PD – Physical Disability
- SpLD – Specific Learning Disability (Dyslexia)
- HI – Hearing Impairment
- PMLD – Profound & Multiple Learning Disability
- VI – Visual Impairment
- MS – Multi Sensory Impairment

Croydon has 3 specialist provision school nursery classes, each providing 12 part-time places. St Giles caters for children with complex physical disabilities, medical needs, speech and language difficulties and a range of associated learning difficulties; Willow

<sup>4</sup> <https://www.croydonobservatory.org/wp-content/uploads/2021/09/SEND-Profile-August-2021.pdf>

Tree caters for children with severe learning difficulties and autism; and Winterbourne caters for children with social communication difficulties

### 3 Supply of childcare

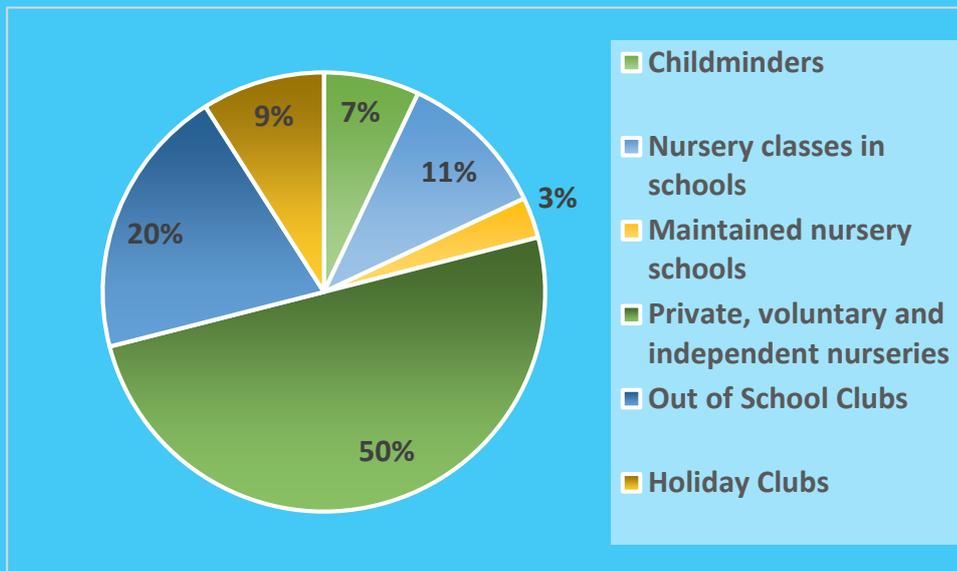
For the purpose of this assessment the supply of formal childcare includes private day nurseries, pre-schools, schools with nursery provision, maintained nursery schools, childminders, out of school clubs and holiday clubs.

#### Number of early years providers and places

In total, there are 739 childcare providers in our local authority, offering 14,667 childcare places.

Type of provision	Number of providers	Number of registered places
Childminders*	396	990
Nursery classes in schools	44	1,562
Maintained nursery schools	5	379
Private, voluntary and independent nurseries	162	7,398
Out of School Clubs	67	2,949
Holiday Clubs	22	1,389
<b>Total</b>	<b>696</b>	<b>14,667</b>

The data in this table is correct as of 17.11.2021



For private, voluntary and independent nurseries and childminders, the number of registered places represents the maximum number of children who can be on the premises at any given time. In practice, many providers choose to operate below their number of registered places.

Children may attend childcare full time or part time. This table records places for children who are attending full time, or for as many hours as the setting is open. In some cases, two or more children attending part time may use one full time equivalent place. For example, one child may attend in the morning and one child may attend in the afternoon.

Although we ask providers to report vacancies to us so we can help promote them. Not all choose to do this. In general, vacancy rates are higher in the autumn, when children move to school.

### **Early years atypical hours**

Childcare is most commonly delivered during the typical working day – between 8am and 6pm on weekdays. Some parents require childcare outside these times in order to fit with their work or other responsibilities.

65 childcare providers in Croydon offer atypical hours on weekdays. These are all from the private, voluntary & independent (PVI) sector. It is unknown how many childminders offer childcare outside of the typical hours or at weekends.

### **Number of school age providers and places**

In total, there are 58 providers of childcare for school age children during term time, and 21 providers of childcare for school age children during the holidays. There are also 396 childminders who may provide care for school age children

Tracking supply of childcare for school age children is difficult because not all of this type of provision is registered with Ofsted. It is possible that we have under-counted the provision of breakfast and afterschool clubs and holiday clubs. Parents may also use provision which is not considered ‘childcare’, for example sports or arts clubs after school or in the holidays.

### **School age atypical**

49 providers offer atypical hours (before 8am and/or after 6pm) during the week for families. These are all out of school clubs. Childminders may also offer atypical hours for school aged children, including weekend hours.

## **4 Funded early education**

All children aged 3 and 4 are entitled to 15 hours per week over 38 weeks (570 hours) until they start reception class in school. This is known as the ‘universal offer’. Parents can access this universal offer over a longer period of time, with less hours per week, depending of each setting’s offer. This is known as a ‘stretched offer’.

Children aged 3 and 4, where both parents are working, or from lone parent families where that parent is working, are **entitled** to 30 hours per week until they start reception class in school<sup>5</sup>

Children aged 2 whose families receive certain benefits (including low income families in receipt of in-work benefits), or those who meet additional non-economic **criteria**, are entitled to 15 hours per week. Nationally, about 40% of 2 year olds are entitled to this offer, but the proportion varies by area.

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<sup>5</sup> Available to families where each parent (or one parent in a single adult household) are earning the equivalent of working sixteen hours per week on the minimum wage to a maximum of £100,000 each.

## Take up of funded early education

The take up of funded places is shown in the tables below:

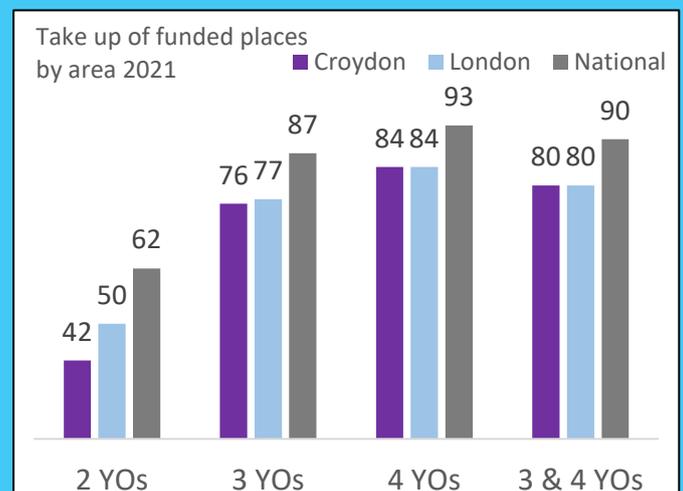
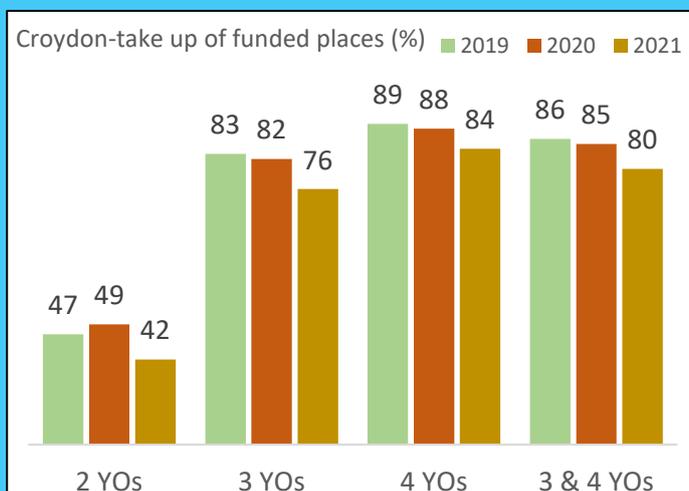
### 3 & 4 year olds take up:

	Number 3 & 4 YOs Croydon	Take up % Croydon	Take up % London	Take up % National
2018	9,409	85	85	94
2019	9,507	86	85	93
2020	9,624	85	84	93
2021	8,935	80	80	90

### 2 year olds take up:

	Number 2 YOs Croydon	Take up % Croydon	Take up % London	Take up % National
2018	1,127	82	61	72
2019	1,021	47	56	68
2020	1,014	49	59	69
2021	761	42	50	62

<https://explore-education-statistics.service.gov.uk/data-catalogue/education-provision-children-under-5>



The Department for Education published figures show that the proportion of eligible children taking up their funded place has dropped significantly since 2020.

<https://explore-education-statistics.service.gov.uk/data-tables/education-provision-children-under-5>

## Early Years Pupil Premium (EYPP)

Children are eligible for EYPP if they are receiving their early years' entitlement and meet the benefits related criteria for free school meals or are in/have left the care of the local authority. In Croydon, the setting where the child is receives £0.53 per hour EYPP plus a deprivation uplift of £1.02, resulting is an additional payment of £1.55 per hour. In January 2021, 453 children received EYPP funding.

## 5 Prices

### Prices of early school years childcare

For early years childcare outside the funded entitlements, we report on average prices per hour, reported to us by settings. There may be variations to prices based on the number of hours a family uses, with reductions for longer hours, or discounts for sibling groups. There may be additional payments for additional services, e.g. lunch and other meals which are not included in these prices.

Average fees charged per hour as of August 2021	Private, voluntary and independent nurseries	School and maintained nursery schools which make charges to parents	Childminders
0 and 1 year olds	£6.20	N/A	£6.20*
2 year olds	£5.90	N/A	£6.20
3 and 4 year olds	£5.40	£5.50	£6.20

\*based on fees of funded CMs only

### Prices of school age childcare

The cost of childcare for school aged children varies greatly. The costs detailed below are for a daily sessions. (Please note that the daily sessions vary in length)

Fees charged as of August 2021	Highest price	Lowest price	Average price
Breakfast club per day	£11.00	£1.00	£4.88
After-school club per day	£20.25	£6.00	£12.80
Holiday club per day	£55.00	£12.00	£31.50

## 6 Quality of childcare in Croydon

### Ofsted inspection grades

All childcare providers must register with and be inspected by Ofsted, who give them an overall grade for the quality of their provision. Childminders and private and voluntary providers are on the Early Years Register, and schools and standalone maintained nursery schools are on the Schools register. The grades for both registers are equivalent. Schools with nurseries have an overall inspection grade for the whole school and most also have a separate early years grade.

Both schools and early years providers have four possible Ofsted grades: 'outstanding', 'good', 'requires improvement', and 'inadequate'.<sup>6</sup> Some providers are still awaiting their first full inspection. These providers are excluded from our calculation.

<sup>6</sup> For more information see <https://reports.ofsted.gov.uk/about-our-inspection-reports>

Nursery classes in independent schools do not generally have an Ofsted grade.

The table below shows the Ofsted judgements by type of provision and inspection grade

	Outstanding		Good		Requires Improvement		Inadequate		Awaiting	
Day nursery	6	5%	77	65%	3	2.5%	6	5%	27	23%
Pre-school	7	16%	27	63%	0	0%	1	2%	8	19%
School nursery*	4	8%	33	66%	3	6%	0	0%	10	20%

\* early years grade if available, otherwise overall school grade

When providers do not have any children on site at the time of their first inspection, they are given an Ofsted grade of 'met' or 'not met'. This shows whether they are meeting the requirements for Ofsted registration, and usually happens when new providers are being set up.

	Outstanding		Good		Requires Improvement		Inadequate		Met		Not Met		Awaiting	
Childminder	31	8%	154	39%	4	1%	1	0%	72	18%	18	5%	116	29%
Out of School	6	9%	27	40%	1	1%	0	0%	3	5%	2	3%	28	42%
Holiday Club	1	5%	5	22%	0	0%	0	0%	6	27%	3	14%	7	32%

Data from Croydon Early Years Sufficiency and Marketing Team

## 7 Parents and providers views of sufficiency in our local area

This year we did not complete a parental questionnaire. These are usually carried out during the summer term, but due to the uncertainties around the pandemic, we did not feel it appropriate.

Feedback from providers shows us that, currently we have ample childcare in Croydon. A few day nurseries are reporting low numbers of children returning post-Covid restrictions and we will monitor the situation with them. Many settings are reporting issues with staffing. This appears to be a London wide issue as settings struggle to engage qualified staff.

## **Other formats and languages**

For a large print, Braille, disc, sign language video or audio-tape version of this document, please contact us at the address below:

### **Public Liaison Unit**

Greater London Authority

City Hall

The Queen's Walk

More London

London SE1 2AA

Telephone **020 7983 4000**

**[www.london.gov.uk](http://www.london.gov.uk)**

You will need to supply your name, your postal address and state the format and title of the publication you require.

If you would like a summary of this document in your language, please phone the number or contact us at the address above.

## 1. Introduction

### 1.1 Purpose of Equality Analysis

The council has an important role in creating a fair society through the services we provide, the people we employ and the money we spend. Equality is integral to everything the council does. We are committed to making Croydon a stronger, fairer borough where no community or individual is held back.

Undertaking an Equality Analysis helps to determine whether a proposed change will have a positive, negative, or no impact on groups that share a protected characteristic. Conclusions drawn from Equality Analyses helps us to better understand the needs of all our communities, enable us to target services and budgets more effectively and also helps us to comply with the Equality Act 2010.

An equality analysis must be completed as early as possible during the planning stages of any proposed change to ensure information gained from the process is incorporated in any decisions made.

In practice, the term '**proposed change**' broadly covers the following:-

- Policies, strategies and plans;
- Projects and programmes;
- Commissioning (including re-commissioning and de-commissioning);
- Service review;
- Budget allocation/analysis;
- Staff restructures (including outsourcing);
- Business transformation programmes;
- Organisational change programmes;
- Processes (for example thresholds, eligibility, entitlements, and access criteria).

## 2. Proposed change

<b>Directorate</b>	<b>Children, Families and Education</b>
<b>Title of proposed change</b>	<b>Education Estates Strategy / School Admission Arrangements</b>
<b>Name of Officer carrying out Equality Analysis</b>	<b>Denise Bushay</b>

## 2.1 Purpose of proposed change (see 1.1 above for examples of proposed changes)

Briefly summarise the proposed change and why it is being considered. Please also state if it is an amendment to an existing arrangement or a new proposal.

The proposed Education Estates Strategy will ensure that the Council is compliant with its statutory requirements relating to school place sufficiency duties across three stages of education: early years, primary, and secondary and in relation to special school provision. The Strategy includes:

**School Place Planning** - Early Years; Alternative Provision / Pupil Referral Unit (PRU); Special Educational Needs and Disability (SEND);

**School Admissions** - proposed Admission Arrangements for Croydon's community schools for the 2021/22 academic year and adoption of the proposed Pan London co-ordination arrangements;

**School Maintenance and Compliance** - proposed Schools' Maintenance Plan for 2020/21 including asbestos management; and fire safety works in Croydon community schools.

All of the proposed changes are amendments to existing arrangements.

The Strategy is submitted/approved by Cabinet, and full Council in relation to Admission Arrangements on an annual basis. An update report is submitted to Cabinet in July.

### **School Place Planning**

In accordance with the Education and Inspections Act 2006, the Council has a statutory duty to "secure that sufficient schools for providing— (a) primary education, and (b) [secondary] education are available for their area" as well as to "secure diversity and increase opportunities for parental choice when planning the provision of school places" in the borough. The strategy aims to ensure that there are sufficient and suitable school places available for all of Croydon's children; admission arrangements and policies are fair and lawful; the education estate is maintained to a good standard and comply with our duties under equalities and health and safety legislation and compliance with statutory safety legislation and mandatory fire safety requirements.

### Early Years

Local authorities are required by legislation - Childcare Act 2006 and Children and Families Act 2014 - to secure early education places for three and four year olds, as well as disadvantaged two year olds Early Years, until the child reaches compulsory school age. Croydon has a wide range of provision offering funded places ranging from day nursery, preschool; schools with nursery places and funded childminders. Cabinet has been asked to note the information contained in the Education Estates Strategy report. There are no proposed changes.

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

Under Section 19 of the Education Act 1996 Local Authorities have a statutory duty to arrange suitable education for permanently excluded pupils, and for pupils who – because of illness or other reasons – would not receive suitable education without such provision. Education outside of school, when it is arranged by Local Authorities or schools is called alternative provision. There are no immediate proposed changes.

### Special Educational Needs and Disability (SEND)

Nationally and in Croydon, about 97% of children are educated in the state-funded school system without the need for help or support beyond that which a mainstream school can provide. Of these children between 11-12% need some additional support at some stage to address a learning need for varying periods of time. The Council as an education authority has specific duties in relation to provision of education for children with special educational needs (SEN). The main duties include: to identify whether a child for whom they are responsible has SEN; and to assess a child who in their opinion has SEN. If the assessment shows that it is necessary, to make an EHC Plan: determining the child's needs and the educational provision required and to ensure the

specific provision set out in the Plan is provided. The proposed strategy / changes, include change of provider of Rainbow nursery from September 20120 with a related consultation on the extension of the age range for St Giles School. This change will contribute to improved care, and early years educational outcomes and life chances for all children with Special Educational Needs and/or Disabilities. Consultation will be undertaken on a proposal to extend the age range of St Giles Special School to provide specialist education for children with learning difficulties from 3 - 4 years old, to enable Croydon's offer of early education to be provided effectively for all children.

The Council is undertaking feasibility studies and suitability/quality survey of a number of special schools (Red Gates; Priory and St Giles Schools) to inform options for the development of the Education Estate, specifically to ensure equality of opportunity to access good or outstanding special education provision in the Borough for children and young people with a wide range of special educational needs and disabilities.

### School Admissions

In line with the Schools Admission Code, 2014, Admission Authorities, including Local Authorities are responsible for ensuring that admission arrangements are compliant with the School Admissions Code. This includes consulting on proposed changes to admission arrangements annually and at least every 7 years where there have been no changes.

### School Maintenance

The Council is the employer for community schools, community special schools, maintained nursery schools and pupil referral units and is responsible for larger condition and maintenance works. It has a duty to ensure that appropriate arrangements are in place to monitor and review any preventative and protective measures that have been implemented. The programme of works / maintenance plan will ensure that schools are properly maintenance and remain open and supports educational performance and the health & safety of pupils, staff and school community.

## 3. Impact of the proposed change

**Important Note:** It is necessary to determine how each of the protected groups could be impacted by the proposed change. If there is insufficient information or evidence to reach a decision you will need to gather appropriate quantitative and qualitative information from a range of sources e.g. Croydon Observatory a useful source of information such as Borough Strategies and Plans, Borough and Ward Profiles, Joint Strategic Health Needs Assessments <http://www.croydonobservatory.org/> Other sources include performance monitoring reports, complaints, survey data, audit reports, inspection reports, national research and feedback gained through engagement with service users, voluntary and community organisations and contractors.

### 3.1 Additional information needed to determine impact of proposed change

**Table 1 – Additional information needed to determine impact of proposed change**

If you need to undertake further research and data gathering to help determine the likely impact of the proposed change, outline the information needed in this table.		
Additional information needed	Information source	Date for completion
Croydon has a diverse range of educational provision, as outlined below:		


For guidance and support with consultation and engagement visit <https://intranet.croydon.gov.uk/working-croydon/communications/consultation-and-engagement/starting-engagement-or-consultation>

### 3.2 Deciding whether the potential impact is positive or negative

**Table 2 – Positive/Negative impact**

For each protected characteristic group show whether the impact of the proposed change on service users and/or staff is positive or negative by briefly outlining the nature of the impact in the appropriate column. . If it is decided that analysis is not relevant to some groups, this should be recorded and explained. In all circumstances you should list the source of the evidence used to make this judgement where possible.

The primary aim of the Education Estates Strategy is to ensure that as an education authority the Council fulfils its statutory duties relating to school place planning, school admission and school maintenance. Local authorities are required to meet their statutory duty by providing a school place for every child that requires one, regardless of race, ethnicity, gender or disability and the other protected characteristics. Admission arrangements for all Croydon community schools must be determined annually. All schools are required by law to have oversubscription criteria for admissions, which are used to determine the offer of places if a school receives more applications than there are places available. The criteria must be clear, fair and objective in line with the School Admission Code, Equality Act and other relevant legislations, promoting equality and inclusiveness for residents.

One of the key aims of the Education Estates Strategy is to improve diversity and choice of schools, the right amount of and different types of schools to improve parental choice. This will help to ensure that all pupils have equitable access to school and ensure that the Council's duty to provide sufficient school places for pupils of statutory school age is fulfilled.

The Council is the employer for community schools, community special schools, maintained nursery schools and pupil referral units and is responsible for larger condition and maintenance works ensuring that school buildings meet minimum standards.

Protected characteristic group(s)	Positive impact	Negative impact	Source of evidence
Age	In line with the School Admissions Code, school places are allocated using the agreed/published admissions criteria. The proposed changes relate to children and young people of statutory school age. Admissions to schools are a function that operates within a statutory framework.		

	Croydon is the admission authority for community schools and there are arrangements and criteria for the admission of pupils to nursery, primary and secondary mainstream schools.		
Disability	<p>Children and young people with special educational needs and/or disability are given priority in the admissions criteria or attend special schools. All schools are required to admit a child if their Education and Health Care Plan names the school. The proposed extension of the age range for St Giles School is a re-provision of specialist nursery places at a mainstream nursery school.</p> <p><u>Equality &amp; Diversity Monitoring</u> As part of the consultation process on the proposed change relating to the extension of the age range at St Giles Special School, respondents will be asked to complete an equality and diversity questionnaire, looking at Gender, Age, Ethnicity and Disability. The information collected will help to identify any special requirements; promote equality; and improve choice and diversity.</p>		
Gender	As above, children allocated school place in line with Admissions Code. The proposed changes are not gender specific. The admission arrangements do not contain criteria that impact differently on people with a particular gender.		
Gender Reassignment	As above.		
Marriage or Civil Partnership	N/A		
Religion or belief	The admission arrangements for voluntary aided school could contain a denominational criterion within the policy, to enable priority for children whose parents are active members of the C of E and who request admission to a church school on denominational grounds. However, all	The admission criteria is based on determined admission arrangements compliant with the relevant legislation and is unlikely to discriminate unlawfully.	

	applications, including those with no faith basis for applying, are considered applying the published arrangements.		
Race	The Admission Criteria, based on the Admissions Code, are used to allocate school places and do not include ethnicity or race as criteria. The proposed changes are not intended to have any negative impact on pupils from different ethnic groups		
Sexual Orientation	As above		
Pregnancy or Maternity	As above.		
<p><b>Important note:</b> You must act to eliminate any potential negative impact which, if it occurred would breach the Equality Act 2010. In some situations this could mean abandoning your proposed change as you may not be able to take action to mitigate all negative impacts.</p> <p>When you act to reduce any negative impact or maximise any positive impact, you must ensure that this does not create a negative impact on service users and/or staff belonging to groups that share protected characteristics.</p>			

### 3.3 Impact scores

#### Example

If we are going to reduce parking provision in a particular location, officers will need to assess the equality impact as follows;

1. Determine the Likelihood of impact. You can do this by using the key in table 5 as a guide, for the purpose of this example, the likelihood of impact score is 2 (likely to impact)
2. Determine the Severity of impact. You can do this by using the key in table 5 as a guide, for the purpose of this example, the Severity of impact score is also 2 (likely to impact )
3. Calculate the equality impact score using table 4 below and the formula **Likelihood x Severity** and record it in table 5, for the purpose of this example - **Likelihood (2) x Severity (2) = 4**

**Table 4 – Equality Impact Score**

<b>Severity of Impact</b>	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
	<b>Likelihood of Impact</b>			

**Key**

Risk Index	Risk Magnitude
6 – 9	High
3 – 5	Medium
1 – 3	Low

**Table 5 – Impact scores**

<p><b>Column 1</b></p> <p><b>PROTECTED GROUP</b></p>	<p><b>Column 2</b></p> <p><b>LIKELIHOOD OF IMPACT SCORE</b></p> <p>Use the key below to <b>score</b> the <b>likelihood</b> of the proposed change impacting each of the protected groups, by inserting either 1, 2, or 3 against each protected group.</p> <p><b>1 = Unlikely to impact</b> <b>2 = Likely to impact</b> <b>3 = Certain to impact</b></p>	<p><b>Column 3</b></p> <p><b>SEVERITY OF IMPACT SCORE</b></p> <p>Use the key below to <b>score</b> the <b>severity</b> of impact of the proposed change on each of the protected groups, by inserting either 1, 2, or 3 against each protected group.</p> <p><b>1 = Unlikely to impact</b> <b>2 = Likely to impact</b> <b>3 = Certain to impact</b></p>	<p><b>Column 4</b></p> <p><b>EQUALITY IMPACT SCORE</b></p> <p>Calculate the <b>equality impact score</b> for each protected group by multiplying scores in column 2 by scores in column 3. Enter the results below against each protected group.</p> <p><b>Equality impact score = likelihood of impact score x severity of impact score.</b></p>
Age	1	1	1
Disability	1	1	1
Gender	1	1	1
Gender reassignment	1	1	1
Marriage / Civil Partnership	1	1	1
Race	1	1	1
Religion or belief	1	1	1
Sexual Orientation	1	1	1
Pregnancy or Maternity	1	1	1

## 4. Statutory duties

### 4.1 Public Sector Duties

Tick the relevant box(es) to indicate whether the proposed change will adversely impact the Council's ability to meet any of the Public Sector Duties in the Equality Act 2010 set out below.

Advancing equality of opportunity between people who belong to protected groups  x

Eliminating unlawful discrimination, harassment and victimisation  x

Fostering good relations between people who belong to protected characteristic groups  x

**Important note:** If the proposed change adversely impacts the Council's ability to meet any of the Public Sector Duties set out above, mitigating actions must be outlined in the Action Plan in section 5 below.

## 5. Action Plan to mitigate negative impacts of proposed change

**Table 5 – Action Plan to mitigate negative impacts**

Complete this table to show any negative impacts identified for service users and/or staff from protected groups, and planned actions mitigate them.

Protected characteristic	Negative impact	Mitigating action(s)	Action owner	Date for completion
Disability	N/A			
Race	N/A			
Sex (gender)	N/A			
Gender reassignment	N/A			
Sexual orientation	N/A			
Age	N/A			
Religion or belief	N/A			
Pregnancy or maternity	N/A			
Marriage/civil partnership	N/A			

## 6. Decision on the proposed change

Based on the information outlined in this Equality Analysis enter <b>X</b> in column 3 ( <b>Conclusion</b> ) alongside the relevant statement to show your conclusion.		
Decision	Definition	Conclusion - Mark 'X' below
No major change	Our analysis demonstrates that the policy is robust. The evidence shows no potential for discrimination and we have taken all opportunities to advance equality and foster good relations, subject to continuing monitoring and review. <b>If you reach this conclusion, state your reasons and briefly outline the evidence used to support your decision.</b>	<b>X</b>
Adjust the proposed change	We will take steps to lessen the impact of the proposed change should it adversely impact the Council's ability to meet any of the Public Sector Duties set out under section 4 above, remove barriers or better promote equality. We are going to take action to ensure these opportunities are realised. <b>If you reach this conclusion, you must outline the actions you will take in Action Plan in section 5 of the Equality Analysis form</b>	
Continue the proposed change	We will adopt or continue with the change, despite potential for adverse impact or opportunities to lessen the impact of discrimination, harassment or victimisation and better advance equality and foster good relations between groups through the change. However, we are not planning to implement them as we are satisfied that our project will not lead to unlawful discrimination and there are justifiable reasons to continue as planned. <b>If you reach this conclusion, you should clearly set out the justifications for doing this and it must be in line with the duty to have due regard and how you reached this decision.</b>	
Stop or amend the proposed change	Our change would have adverse effects on one or more protected groups that are not justified and cannot be mitigated. Our proposed change must be stopped or amended.	
Will this decision be considered at a scheduled meeting? e.g. Contracts and Commissioning Board (CCB) / Cabinet		Meeting title: Date:

## 7. Sign-Off

# Equality Analysis

<b>Officers that must approve this decision</b>	
<b>Equality lead</b>	<b>Name:</b> _____ <b>Date:</b> _____ <b>Position:</b> _____
<b>Director</b>	<b>Name:</b> _____ <b>Date:</b> _____ <b>Position:</b> Director of Education

DRAFT