



**COUNCIL
AGENDA**
for the meeting
on
25 January 2021 at
6.30 pm

To: To All Members of the Council

Date: 15 January 2021

A meeting of the **COUNCIL** which you are hereby summoned to attend, will be held on **Monday, 25 January 2021** at **6.30 pm**. This meeting will be held remotely

PLEASE NOTE: Members of the public are welcome to remotely attend this meeting via the following web link: <https://webcasting.croydon.gov.uk/meetings/11424>

JACQUELINE HARRIS BAKER
Council Solicitor and Monitoring Officer
London Borough of Croydon
Bernard Weatherill House
8 Mint Walk, Croydon CR0 1EA

Democratic Services
Democratic.Services@croydon.gov.uk
www.croydon.gov.uk/meetings
15 January 2021

The agenda papers for all Council meetings are available on the Council website www.croydon.gov.uk/meetings

If you require any assistance, please contact the officer as detailed above.

AGENDA – PART A

1. Apologies for Absence

To receive any apologies for absence from any Members.

2. Disclosure of Interests

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

3. Urgent Business (if any)

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

4. Announcements

To receive Announcements, if any, from the Mayor, the Leader, Head of Paid Service and Returning Officer.

5. Croydon Question Time (Pages 5 - 8)

a) Public Questions (30 minutes)

To receive questions from the public gallery and questions submitted by residents in advance of the meeting.

b) Leader and Cabinet Member Questions (105 minutes)

To receive questions from Councillors.

6. Governance Review Implementation

For Members to receive a report on the implementation of the Governance Review.

7. Council Debate Motions

To debate any motions submitted in accordance with Council Procedure Rules.

8. Recommendations of Cabinet or Committees to Council for decision (Pages 9 - 132)

To consider the recommendations made by Cabinet or Committees since the last ordinary Council meeting relating to the following matters:

- i. Education Estates Strategy; and
- ii. General Fund Capital Programme 2020-2024

9. Exclusion of the Press and Public

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

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

REPORT TO:	COUNCIL 25 JANUARY 2021
SUBJECT:	CROYDON QUESTION TIME: A) PUBLIC QUESTIONS B) LEADER AND CABINET QUESTIONS
LEAD OFFICER:	Jacqueline Harris Baker, Executive Director Resources and Monitoring Officer
WARDS:	ALL
CORPORATE PRIORITY/POLICY CONTEXT: The business reports of the Leader and Cabinet are prepared in accordance with the Council Procedure Rules at Part 4A of the Constitution.	

1. EXECUTIVE SUMMARY

- 1.1 This report outlines the process for:
- a) public questions; and
 - b) questions to the Leader and Cabinet from Councillors.

2. BACKGROUND

- 2.1 Part 4A of the Constitution details the process that allows for the Leader and Cabinet Members to take oral questions. Question Time is split into two part; public questions and Councillors' questions to the Leader and Cabinet.

Public Questions

- 2.2 Public questions can be asked of the Leader or Cabinet Members on issues of policy at the Meeting as set out within the Constitution Part 4A, Sections 3.12 – 3.15. Any questions of a purely factual or of a detailed nature that cannot be answered on the evening shall be noted and shall receive a written response within three weeks following the meeting. The responses shall be published on the Council's website.
- 2.3 Public Questions shall only be taken at Ordinary Council meetings and shall be allocated a total time of 30 minutes. This timeframe shall include both the questions and responses by the relevant Cabinet Members or Leader.
- 2.4 The Mayor has absolute discretion to decline to allow any question to be dealt with under this procedure on the grounds that it addresses matters that would be inappropriate to consider at the meeting, including where the questions being asked are repetitive or have already been addressed.

- 2.5 Following advice from the Government and Public Health England to enforce social distancing and prevent the spread of Coronavirus, it is not possible at the current time to hold public meetings in the Town Hall. The Coronavirus Act 2020 passed on 25 March 2020 and subsequent regulations have made it possible for Councils to hold virtual meetings. As a result, Members of the Public are unable to ask questions from the public gallery in the Council Chamber.
- 2.6 However, in accordance with Part 4A, paragraph 3.15(ii), the Mayor may also accept questions from Members of the Public submitted by email to the designated email address by 12 noon on the Friday prior to an ordinary Council meeting. The Mayor will put questions received by email to the Leader or the relevant Cabinet Member and, where a number of questions are received on the same subject, the Mayor may put a summary of those questions instead.

Leader and Cabinet Questions:

- 2.7 This item is to enable Members to ask questions of the Leader and Cabinet on issues of policy. Any questions of a purely factual or of a detailed nature that cannot be answered on the evening shall be noted and shall receive a written response within three weeks following the meeting. The responses shall be published on the Council's website.
- 2.8 Questions which relate to a current planning or licensing matter or any matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment shall not be permitted. In addition, questions shall not be received or responded to where they pertain to anticipated or ongoing litigation, conciliation or mediation or any employment or personnel related issues or disputes.
- 2.9 The Leader shall be the first to respond to questions under this item and the total time allocated to questions by Members to, and responses from the Leader, shall be 15 minutes. The first two minutes of the Leader's 15 minute slot may be used by the Leader to make any announcements.
- 2.10 Cabinet Members, divided up into three 'pools' of three Members each, shall thereafter respond to questions by other Members of the Council. The total time allocated to each 'pool' of Cabinet Members shall be 30 minutes. The three Cabinet Members shall each be permitted to use two minutes of this 30 minute slot to make announcements.
- 2.11 The 'pools' for this meeting will be as follows:

Pool 1

Name	Portfolio
Stuart King	Deputy Leader and Cabinet Member Croydon Renewal
Muhammad Ali	Cabinet Member for Sustainable Croydon
Callton Young	Cabinet Member for Resources & Financial Governance

Pool 2

Name	Portfolio
Oliver Lewis	Cabinet Member for Culture & Regeneration
Alisa Flemming	Cabinet Member for Children, Young People & Learning
Janet Campbell	Cabinet Member for Families, Health & Social Care

Pool 3

Name	Portfolio
Jane Avis	Deputy Leader and Cabinet Member for Homes & Gateway Services
David Wood	Cabinet Member for Communities, Safety & Resilience
Manju Shahul-Hameed	Cabinet Member for Economy Recovery & Skills

- 2.12 Representatives of political groups may give advance notice to the Council Solicitor by 12 noon on the Friday preceding an ordinary Council Meeting, the names of the first two Members of their respective political group that they wish the Mayor to call to ask a question of each Member of the Cabinet, including the Leader of the Council.
- 2.13 After those Members have been called, the Mayor will call Members that indicate they have a question, with a presumption of inviting questions from as many different Members as possible. Each Member asking a question will also be allowed to ask a supplementary questions.

CONTACT OFFICER:

Victoria Lower
Senior Democratic Services and Governance Officer –
Cabinet & Executive
Ext 14773

BACKGROUND DOCUMENTS: None

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REPORT TO:	COUNCIL 25 January 2021
SUBJECT:	GOVERNANCE REVIEW IMPLEMENTATION
LEAD OFFICER:	Jacqueline Harris Baker Executive Director of Resources and Monitoring Officer
WARDS:	All
COUNCIL PRIORITIES 2021-2024: <p>The recommendations of the Governance Review support the aim “to become a much more transparent, open and honest Council”. The recommendations detailed in this report, which seek to ensure the most efficient way to implement the findings of the Governance Review, are in keeping with the priority “we will live within our means, balance the books and provide value for money for our residents”.</p>	
FINANCIAL IMPACT: <p>There are no new additional costs arising from the recommendations detailed in this report.</p>	

1. RECOMMENDATIONS

Council is recommended to:

- 1.1 Agree that the implementation of recommendations agreed at Council on 12 October 2020 (Minute No. 125/20 refers), specifically to amend the Constitution to establish Cabinet Member Advisory Committees; to amend the definition of Key Decisions; and to amend the procedure for Council rules, be delayed until the 2021/22 municipal year, subject to appropriate resources and capacity being available in the Council budget 2021/22; and
- 1.2 Note that the delivery of the recommendations of the Governance Review will be managed as part of the Croydon Renewal Improvement Plan as agreed by Council at its meeting on 30 November 2020.

2. EXECUTIVE SUMMARY

- 2.1 This report seeks Council’s approval to delay the introduction of three previously agreed recommendations of the Governance Review until May 2021.

3. BACKGROUND

- 3.1 In March 2020, Council agreed the recommendations detailed in the final report of the Governance Review Panel and subsequently established a cross-party Implementation Working Group to oversee the implementation of those recommendations.

3.2 The first tranche of those recommendations was presented to Council at its meeting on 12 October 2020 and sought approval to:

- i) Introduce Cabinet Member Advisory Committees (CMACs);
- ii) Amend the definition of Key Decisions;
- iii) Introduce a new Forward Plan protocol; and
- iv) Amend the procedure rules for the running Council meetings.

3.3 In agreeing these recommendations, Council agreed that they would be introduced during the period January to May 2021.

4. THE CHANGING CROYDON CONTEXT

4.1 Following the Council meeting held on 12 October 2020, significant issues relating to the Council's financial position, financial governance and overall effectiveness as an organisation have been raised both internally and externally. This has included the issuing of a Report in the Public Interest by the Council's external auditors, which has been fully accepted by the Council, and the Council issuing two Section 114 reports that state that the Council will be unable to balance its budget in 2020/21 or in 2021/22 without external support.

4.2 At its meeting on 30 November 2020, Council agreed a number of recommendations in support of the significant work required to change the Council to one that is efficient and effective within a financially sustainable budget.

4.3 Those recommendations included the submission of a proposal for a capitalisation direction to the Ministry for Housing, Communities and Local Government, which detailed the Croydon Renewal Plan. That plan includes a wide range of actions that the Council will take deliver the significant improvements required and its proposals for financial recovery. The recommendations also included the adoption of new Council Priorities and Ways of Working, which replaced the Council's Corporate Plan 2018-2022, under which the Governance Review had been commissioned.

5. IMPACT UPON DELIVERING GOVERNANCE REVIEW RECOMMENDATIONS

5.1 The scale and scope of the issues facing the Council have inevitably had an impact on its ability to implement the recommendations agreed by Council on 12 October 2020. The focus of the Council's Members and officers has been on the immediate priority of responding to the need to deliver rapid and wide-reaching improvements to the Council's financial governance, financial position and the development and implementation of a long-term recovery plan.

5.2 One of the impacts of the Council issuing two Section 114 reports is that, until such time as the Council is able to balance its budget, expenditure is only permitted on delivering its statutory functions. This has further reduced the capacity available to the Council to support the planned implementation of

those Governance Review recommendations and the Council is not currently permitted to commit the new expenditure that would be required to facilitate their implementation.

- 5.3 To that end, the Council currently does not have capacity or resources to implement the introduction of CMACs, the amendments to the definition of Key Decisions or the amendments to the Procedure Rules for Council meetings from January 2021 as previously agreed.
- 5.4 The implementation of the new forward plan will continue to be delivered as planned between January and May 2021.

6. FUTURE DELIVERY OF GOVERNANCE REVIEW RECOMMENDATIONS

- 6.1 At its meeting on 30 November 2020, Council agreed to the development of the Croydon Renewal Improvement Plan. This plan brings together all of the different strands of work and recommendations from the recent internal and external reviews of the Council and includes the outstanding recommendations from the Governance Review.
- 6.2 The recommendations relating to CMACs, Key Decisions and Council meetings will also be incorporated into the Croydon Renewal Improvement Plan with a view to their implementation in the 2021/22 municipal year.
- 6.3 The Financial Recovery Plan agreed at the 30 November Council meeting also removed the previous budget allocation of £250k per annum for the implementation of Governance Review recommendations and committed the Council to delivering them on a financially neutral basis. Given the current uncertainties regarding the Council's budget for the 2021/22 financial year, Members should also note that delivery of those recommendations will be subject to identifying equivalent savings and the capacity required to facilitate their implementation.

7. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

- 7.1 The recommendations detailed in the report are in keeping with the Council's current Section 114 financial restrictions and the Financial Recovery Plan.
- 7.2 The delivery of Governance Review recommendations will be on a cost neutral basis by refocusing existing resources onto the growth areas detailed in the recommendations. This approach has enabled a saving of £250k in the 2021/22 budget and an in-year underspend of £202,426 in the current financial year.
- 7.3 A reduction in existing meetings and frequencies will need to be identified to make the recommendations cost neutral and be implemented before the Governance Review recommendations can be implemented without requiring budget growth.

- 7.4 The implementation of the Governance Review recommendations will be subject to funding decisions that will be contained in the 2021/22 Council budget.
- 7.5 Approved by Lisa Taylor, Director of Finance, Investment and Risk and s151 Officer.

8. LEGAL CONSIDERATIONS

- 8.1 The Head of Litigation and Corporate Law comments on behalf of the Council Solicitor and Monitoring Officer that the recommendations of the Governance Review Panel did not propose a formal 'legal' change to the Council's governance model but more a re-positioning of the current model. As a result there are no legal implications arising from the proposed recommendations to defer implementation of the agreed outcomes and for delivery to be managed by the Croydon Renewal Implementation Panel.

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

9. HUMAN RESOURCES IMPACT

- 9.1 There are no direct implications for LBC workforce as a result of this report.

Approved by: Sue Moorman, Director of Human Resources

10. EQUALITIES IMPACT

- 10.1 The recommendations detailed in this report relate to creating and extending opportunities within the Council's decision making process and there are no equality impacts arising from the report.
- 10.2 Where there are pre-existing issues relating to residents who are unable to access new documentation online, existing Council mitigations will also apply, such as the production of documents in paper format, other formats such as braille or in other languages being made available.
- 10.3 Approved by: Yvonne Okiyo, Equalities Manager

11. DATA PROTECTION IMPLICATIONS

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

- 11.1 There will be no processing of personal data as a direct consequence of this report.

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

11.2 As there is no processing of personal data as a direct consequence of this report, completion of a DPIA was not required.

11.3 Approved by Jacqueline Harris Baker, Executive Director of Resources and Monitoring Officer.

CONTACT OFFICER: Stephen Rowan, Head of Democratic Services and Scrutiny

BACKGROUND DOCUMENTS: None.

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REPORT TO:	COUNCIL 25 JANUARY 2021
SUBJECT:	RECOMMENDATIONS OF CABINET REFERRED TO THE COUNCIL FOR DECISION
LEAD OFFICER:	Jacqueline Harris Baker Executive Director of Resources and Monitoring Officer
WARDS:	ALL
CORPORATE PRIORITY/POLICY CONTEXT: The Recommendations of Cabinet referred to the Council for decision report is prepared in accordance with the Council Procedure Rules at Part 4A of the Constitution.	

1. RECOMMENDATIONS FROM CABINET HELD ON 18 January 2021

Subject to decision at the Cabinet meeting held on 18 January 2021 Council is asked to approve the following recommendations:

Education Estates Strategy

- 1.1 Agree the proposed community schools' Admission Arrangements for the 2022/23 academic year (Appendix 1 to this report).

General Fund Capital Programme 2020-2024

- 1.2 Approve amendments to the in-year capital programme.

2. EXECUTIVE SUMMARY

- 2.1. The Recommendations of Cabinet and Committees referred to the Council for decision report comprises of matters of business formally undertaken by the Leader and Cabinet as well as Committees since the last ordinary meeting of the Council that require Full Council approval.

3. BACKGROUND

- 3.1. Part 4A of the Constitution requires that Cabinet and Committees include any recommendations that it has made to Council within this report.
- 3.2. These rules do not apply to any recommendations contained in the Annual Report of the Scrutiny and Overview Committee.
- 3.3. The Leader or Chair of the Committee making the recommendation may exercise a right to introduce the recommendation; in so doing the Leader or

Chair of the Committee shall speak for a maximum of 3 minutes.

- 3.4. The recommendation shall be seconded without any further speakers and if not deferred for debate shall immediately be put to the vote.
- 3.5. Any Member supported by a seconder, may ask that a recommendation be deferred for debate and the recommendation shall immediately stand deferred.
- 3.6. In the event that any Cabinet or Committee recommendations have not been reached when the time limit for the meeting has expired, those recommendations shall immediately be put to the vote without further debate.
- 3.7. Attached at **Appendix 1** is the **Education Estates Strategy** report which is due to be considered at the **Cabinet** meeting held on 18 January 2021. The relevant appendices to this report is also included. These are **Appendix 1A** (Community Schools Admission Arrangements), **Appendix 1B** (Pan London Co-ordination – Reception and Junior), **Appendix 1C** (Pan London Co-ordination – Secondary), **Appendix 1D** (Capital Programme Budget Summary), **Appendix 1E** (Schools Maintenance Plan), **Appendix 1F** (Early Years Childcare Sufficiency Assessment report) and **Appendix 1G** (Equality Impact Assessment).
- 3.8. Attached at **Appendix 2** is **General Fund Capital Programme 2020-2024** report which is due to be considered at the **Cabinet** meeting to be held on 18 January 2021. The relevant appendix to this report is also included. This is **Appendix 2A** (Indicative Capital Programme and draft funding).

CONTACT OFFICER:

Victoria Lower,
Senior Democratic Services and Governance Officer
– Council & Regulatory
Ext. 14377

APPENDICES:

Education Estates Strategy

Appendix 1: Education Estates Strategy

Appendix 1A: Community Schools Admission Arrangements

Appendix 1B: Pan London Co-ordination – Reception and Junior

Appendix 1C: Pan London Co-ordination – Secondary

Appendix 1D: Capital Programme Budget Summary

Appendix 1E: Schools Maintenance Plan

Appendix 1F: Early Years Childcare Sufficiency Assessment report

Appendix 1G: Equality Impact Assessment

General Fund Capital Programme 2020-2024

Appendix 2: General Fund Capital Programme 2020-2024

Appendix 2A: Indicative Capital Programme and draft funding

BACKGROUND DOCUMENTS: None

REPORT TO:	CABINET 18 JANUARY 2021
SUBJECT:	Education Estates Strategy
LEAD OFFICER:	Debbie Jones - Interim Executive Director, Children, Families and Education Shelley Davies – Interim Director, Education and Youth Engagement Denise Bushay – Interim Head of Service, School Place Planning and Admissions
CABINET MEMBER:	Councillor Flemming, Cabinet Member for Children, Young People and Learning
WARDS:	All
CORPORATE PRIORITY/POLICY CONTEXT/ AMBITIOUS FOR CROYDON <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"> - We will live within our means, balance the books and provide value for money for our residents. - We will focus on tackling ingrained inequality and poverty in the borough. - We will focus on providing the best quality core service we can afford. <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>Administration Priorities for the Croydon Renewal Plan</p>	
FINANCIAL IMPACT <p>The overall cost of the Education Capital Programme is estimated at £20,962m over the period 2021/22 – 2023/24 as set out in Appendix 2.</p>	
FORWARD PLAN KEY DECISION REFERENCE NO.: 0121CAB <p>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.</p>	

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

1. RECOMMENDATIONS

The Cabinet is recommended to

For approval

School Admission

- 1.1 agree to recommend to full Council that it determine the proposed community schools' Admission Arrangements for the 2022/23 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 2).

School Maintenance and Compliance

- 1.4 approve the proposed Schools' Maintenance Plan (Appendix 3) for 2021/22 with an overall budget cost of £2.945m.
- 1.5 Delegate authority to the Executive Director, Children, Families 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 Executive Director, Children, Families and Education shall report back to members in respect of any exercise of such authority.

For information

School Place Planning

- 1.6 Academy conversion
note the change of status of Woodcote Primary to an academy.
- 1.8 Early Years
note the 2020 Childcare Sufficiency Assessment report – Appendix 4.
- 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. For example, the:
- 1.10 new special school – Addington Valley Academy - for severe and complex children with Autism Spectrum Conditions is underway and on schedule.

- 1.11 new school build for St. Nicholas Special School was completed and the school moved in over the last academic year.
- 1.12 Croydon College Coulsdon Pathways provision for students with SEND aged 19-25 is now in its third year and has been a great success.
- 1.13 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.
- 1.14 Alternative Provision / Pupil Referral Unit (PRU)
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. Future reports might separate out the different aspects of this report for ease.

2.2 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. 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.

2.3 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.

2.4 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 3) contains the planned repairs and maintenance programme for 2021/22.

2.5 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:

- the new special school – Addington Valley Academy
- The new school build for St. Nicholas Special School
- Croydon College Coulsdon Pathways provision for students with SEND aged 19-25 is now in its third year and has been a great success.
- Development of St. Giles to become a 2-19 aged provision has progressed with relevant staff transfer processes completed.
- 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.

2.6 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.

2.7 Woodcote Primary school changed its status to an academy, and it is now part of The Pioneer Academy, effective 1st November 2020.

2.9 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 2020 report indicates that there are sufficient early years and childcare places for families. The Sufficiency Assessment report is attached as Appendix 4.

2.10 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 significant changes to the previously agreed admission arrangements, barring additional information added from the DfE guidance:

- parents must submit their request for their child to be educated outside their normal year group by completing the local authority online; and
- parents should include evidence from a relevant professional detailing their child's needs and circumstances which make education outside the normal age group necessary.

- 3.2 Admission authorities must determine admission arrangements for entry in September 2022 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. There are no proposed change to the admission arrangements that have been previously determined in January 2020.
- 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 2022/23 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 2022/23 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.

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 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.
- 4.2 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. 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 surplus places.

4.3 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.

4.4 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).

- 4.5 Woodcote Primary school has changed its status to an academy, and it is now part of The Pioneer Academy, effective 1st November 2020. The lease and CTA for Woodcote has been agreed between the Council's in-house legal team and the solicitors acting for the Pioneer Academy.

4.6 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.

- 4.7 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.

- 4.8 The 2021/22 annual maintenance capital budget (Appendix 2) currently stands at £2.945m 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.

- 4.9 The School's Maintenance plan (Appendix 3) 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). The next condition surveys will be undertaken in 2021.

4.10 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

4.11 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.

4.12 Fire Safety

Cabinet has 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.

4.13 Special Educational Needs and Disability (SEND)

The development of the new provision for severe and complex children with Autism Spectrum Conditions is underway and on schedule. Addington Valley Academy – part of the Orchard Hill Academy Trust – opened in September 2020 for 20 Year 7 Croydon pupils. They are currently operating on a temporary site at Canterbury Road Recreation Ground. The main new build is progressing well and on schedule. It is due to open with capacity of up to 80 pupils from September 2021. This information was submitted to the ESFA by their deadline of the 13th November 2020 to ensure appropriate place funding is made.

4.14 The new school build for St. Nicholas Special School was completed and the school moved in over the last academic year. Formal opening activities were curtailed by the Covid 19 safety restrictions. The new school provides outstanding facilities for the school population.

4.15 Croydon College Coulsdon Pathways provision for students with SEND aged 19-25 is now in its third year and has been a great success. 53 students have been supported through the programme which is now in much demand. In order to sustain this provision an application is being submitted for permission to extend planning for the temporary accommodation base at Coulsdon to

remain in situ until September 2022. This is welcomed by Croydon College who are committed to developing this provision further in partnership with us.

- 4.16 Development of St. Giles to become a 2-19 aged provision has progressed with relevant staff TUPE processes completed. The Early Years specialist nursery, as approved by Cabinet in January 2020, is still operating out of its existing accommodation at Malling Close. This split site operation is presenting additional challenges to the head teacher and staff. It also means the young children do not have access to the facilities within the main school as was intended in the original planning. Permission for a temporary modular build based at St Giles is being sought and is currently with the Spending Review Panel for consideration.
- 4.17 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.
- 4.18 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.
- 4.19 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).
- 4.20 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 the 630 providers offer 14,555 childcare places.
- 4.21 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%.
- 4.22 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.
- 4.23 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 did not go a Scrutiny meeting.

7 FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

7.1 Revenue and Capital consequences of report recommendations

	Budget 2020/21 £'000	Medium Term Financial Strategy – 3 year forecast		
		2021/22 £'000	2022/23 £'000	2023/24 £'000
Capital Budgets				
Permanent expansions	413	180	44	0
FTE / Bulges	2,477	260	34	0
SEN provision	15,647	8,892	352	555
Major Maintenance	7,902	2,945	3,000	3,000
Fire Safety Works	1,000	1,200	300	0
Other schemes	650	200	0	0
Effect of decision from report (Total)	28,089	13,677	3,730	3,555
Funding sources				
School Condition Allocation	8,902	4,145	3,300	3,000
Special Provision Capital Funding	1,626	897	152	355
Basic Need Funding	3,540	640	78	0

ESFA	9,750	5,003	0	0
S106	316	362	0	0
Borrowing	1,955	2,330	0	0
CIL	2,000	300	200	200
Total	28,089	13,677	3,730	3,555

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 approved budget in the September Cabinet Report on the Quarter 1 Financial Performance was £40.986mn. This included the approved budget of 25.283mn and slippage of £15.874mn. The table above shows the reprofiled budget, revised to £28.089m. 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 3 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.

7.3.2 If the costs of Addington Valley Academy are greater than the funding allocated by the ESFA the additional costs will need to be funded by the Council above and beyond the already £678,000 committed.

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: Matthew Davis, Interim Deputy S151 Officer on behalf of Lisa Taylor, Director of Finance, Investment & Risk and S151 Officer

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 includes a duty to respond to parents' representations about school provision. These are referred to as the school place planning duties.

Approved by: The Head of Social Care & Education Law on behalf of the Council Solicitor and Monitoring Officer.

9. HUMAN RESOURCES IMPACT

- 9.1 There are no direct HR implications arising from this report. Any resultant future increases or changes in staffing will be handled by schools' governing bodies in accordance with the appropriate school/council policy and procedures.
- 9.2 Approved by: Nadine Maloney, Head of HR Children, Families and Education, on behalf of the Director of Human Resources.

10. EQUALITIES IMPACT

- 10.1 An equality analysis has been undertaken as part of the January 2021 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: Yvonne Okiyo, Equalities 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.
- 14.2 Special Educational Needs and Disability
- 14.3 The specialist nature of this early years provision is such that no other options were considered. The need for provision of suitable specialist education that leads to coherent specialist pathways is a key determinant in this decision-making.
- 14.4 Alternative options should not be identified purely for the purposes of the report. The report should merely reflect the various alternatives considered in the course of developing the project or initiative

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, Interim Director of Education

CONTACT OFFICER:

Denise Bushay – Interim Head of Service,
School Place Planning & Admission,
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 – Capital Programme Budget Summary

Appendix 3 - Schools Maintenance Plan

Appendix 4 – Early Years Childcare Sufficiency Assessment report

Appendix 5 – Equality Impact Assessment

BACKGROUND DOCUMENTS:

None

DRAFT - Community Schools Admission Arrangements 2022/23

The criteria outlined below apply only to Croydon community schools.

Should any community school convert to academy status prior to September 2022, 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. If an application is made under the ‘looked-after’ criterion, it must be supported by a letter from the relevant local authority children’s services department and/or relevant documents.

Note 2: This 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 2022**. The admissions team is not responsible for chasing you to submit medical evidence or for contacting professionals for information about your case. Any decision will be based on documents you submit by the closing date.

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

Applicants who submit supporting information on medical grounds will not be advised whether their application is likely to be successful prior to the offer of places on 16 April 2022. If evidence is received after the closing date of 15 January 2022, it will not be taken into account until after places have been offered on 16 April 2022.

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 the 'waiting list request' form available on the website.

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

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

Admission of children below compulsory school age deferred entry to school

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

A child reaches compulsory school age the term after their fifth birthday. Therefore, if you are offered a reception class place at a school, you can opt to defer your child's start date, but they **MUST** start full time school following their fifth birthday 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 2022/23

Contents

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

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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 2022/23

Definitions used in the template schemes

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

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

maintained primary and secondary schools
and academies.

PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

Template LA Scheme for Co-ordination of Admissions to Reception/Junior in 2022/23

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/carers who is resident in this LA and has a child in a nursery class within a maintained school or academy - in this LA or any other maintaining LA - is informed about how they can access Croydon LA's composite prospectus and apply online. Croydon LA also uses Decaux boards, libraries, schools, early years' providers, social media to advertise the closing date for applications. Additionally, this LA offers parents support and assistance with their online application at schools and its offices.
Parents/carers who do not live in Croydon LA will have access to Croydon LA's composite prospectus 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 2014.

4. Where supplementary information forms are used by admission authorities in Croydon LA, they will be available on this LA's website, on the school's website, or a paper copy of the supplementary information form can be requested directly from the school. Such forms will advise parents that they must also complete their home LA's Common Application Form. Croydon LA's composite prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.

5. Where a school in Croydon LA receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.
6. *Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA to comply with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. Croydon LA undertakes to carry out the address verification process as defined in the Pan-London Coordinated Admissions Scheme. This will in all cases include validation of resident applicants against Croydon LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where Croydon LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **11 February 2022**.
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 **4 February 2022**.
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 **4 February 2022**.

Processing

11. Applicants resident within Croydon LA must submit their online Common Application Form to this LA by **15 January 2022**.
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 2022**.*
15. *Any changes to the preferences or the order of preference on a Common Application Form made after **15 January 2022** will not normally be considered until after the initial round of allocation – that is after 19 April 2022, 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 **4 February 2022**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
17. *Alternative arrangements will be made by Croydon LA to forward applications and supporting information securely to non-participating LAs.*
18. Croydon LA shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3B, determine its own timetable for the processing of preference data and the application of published oversubscription criteria.
19. *Croydon LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. *The latest date that an application that is late for good reason can be accepted for a resident of this LA is **10 February 2022**.*
20. Where such applications contain preferences for schools in other LAs, Croydon LA will forward the details to maintaining LAs via the PLR as they are received. Croydon LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
21. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **11 February 2022**.

22. *Where an applicant moves from one participating home LA to Croydon LA after submitting an on-time application under the terms of the former home LA's scheme, Croydon LA will accept the application as on-time up until **10 February 2022**, 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 **14 and 18 February 2022** in the Pan-London timetable in Schedule 3B.
24. All preferences for schools within Croydon LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraph 1.9 of the School Admissions Code 2014. When the admission authorities within Croydon LA have provided a list of applicants in criteria order to this LA, Croydon LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. This is the 'Equal Preference System'.
25. *Own Admission authority schools must provide Croydon LA with the electronic list of their applicants in criteria order by **01 March 2022**.*
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 **17 March 2022**. 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 2022** if this is sooner.
29. Croydon LA will not make any additional offers between the end of the iterative process and **19 April 2022** 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 **25 March and 6 April 2022** in the Pan-London timetable in Schedule 3B.
32. Croydon LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **11 April 2022**. (33 London LAs & Surrey LA only).

Offers

33. Croydon LA will ensure that, if there are places available, each resident applicant who cannot be offered a place at one of the preferences expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2014. *This will usually be the nearest school to the child's home address which has a place available, after the allocation of places has been completed.*
34. 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 **19 April 2022**, 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 **10 February 2022**. 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 10 February 2022 but before 19 April 2022 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 **4 May 2022**, 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 **4 May 2022**, Croydon LA will forward the information to the maintaining LA by **11 May 2022**. Where such information is received from applicants after **4 May 2022**, 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 2.14 of the School Admissions Code 2014.
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 2022. 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 19 April 2022 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 2022**. 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 2022 and applications to year groups other than to the Reception class.

73. *Applications for places in Reception after 31 December 2022 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 in writing.*

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

**Minimum Content of Common Application Form for Admissions to
Reception/Junior in 2022/23**

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 2022/23

From: Home LA

Date: **19 April 2022**
(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 **4 May 2022 (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 2022/2023

Sat 15 Jan 2022	Statutory deadline for receipt of applications
Fri 4 Feb 2022	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Fri 11 Feb 2022	Deadline for the upload of late applications to the PLR.
Mon 14 – Fri 18 Feb 2022	Checking of application data
Thur 17 Mar 2022	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Thur 24 Mar 2022	Final ALT file to PLR
Fri 25 Mar- Wed 6 Apr 2022	Checking of offer data
Mon 11 Apr 2022	Deadline for on-line ALT file to portal
Tues 19 April 2022	Outcomes published online.
Wed 4 May 2022	Deadline for receipt of acceptances
Wed 11 May 2022	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 2022/23

Contents

Page 2: Definitions used in this document

Page 5: Template scheme for co-ordination of admissions to Year 7 in September 2022

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

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

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

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Template LA Scheme for Co-ordination of Admissions to Year 7/Year 10 in 2022/23

Definitions used in the template schemes

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

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

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

PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

Template Scheme for Co-ordination of Admissions to Year 7/Year 10 in 2022/23

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/carers who is resident in this LA and has a child in their last year of primary education within a maintained school or academy, either in Croydon LA or any other maintaining LA, is informed how they can access Croydon's composite prospectus and apply online. Parents/carers who do not live in Croydon LA will have access to this LA's composite prospectus which will advise parents/carers to contact their home LA for further details on the application process.
4. The admission authorities within Croydon LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Croydon LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
5. Where supplementary information forms are used by admission authorities in Croydon LA, they will either be available on the school's website, on the LA's website or a paper copy of the supplementary information form can be requested from the school directly. Such forms will advise parents that they must also complete their home LA's Common Application Form. Croydon LA's composite prospectus will indicate which schools in this LA require

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

6. Where an admission authority in this LA receives a supplementary information form, Croydon LA will not consider it to be a valid application unless the parent/carers has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.
7. *Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA.
8. *Croydon LA will advise applicants that they will receive no more than one offer of a school place on 1 March 2022. 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 2014 which states that admission authorities must not give 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 defined in the Pan-London Coordinated Admissions Scheme. This will in all cases include validation of resident applicants against this LA's primary school data and the further investigation of any discrepancy using Council Tax and Electoral Register records. Where Croydon LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **10 December 2021**.
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 **12 November 2021**.

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 **12 November 2021**.

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 2021**.
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 **12 November 2021**. 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 **5 November 2021**. 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 2021**.*
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 **10 December 2021**.
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 2021**, on the basis that an on-time application already exists within the Pan-London system.
22. *Applications which are late for no good reason and applications received after **10 December 2021** but before **1 March 2022** 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 2021 and 4 January 2022** in the Pan-London timetable in Schedule 3A.
24. All preferences for schools within Croydon LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraphs 1.9 of the School Admissions Code 2014. When the admission authorities within Croydon LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. This is the 'Equal Preference System'.
25. *Schools must provide Croydon LA with an electronic list of their applicants ranked in criteria order by **14 January 2022**.*
26. Croydon LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
27. Croydon LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **31 January 2022**. 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 **11 February 2022** if this is sooner.

29. Croydon LA will not make an additional offer between the end of the iterative process and **1 March 2022** 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 2022** 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 **23 February 2022**. (33 London LAs & Surrey LA only).

Offers

33. Croydon LA will ensure that, if there are places available, each resident applicant who cannot be offered a place at one of the preferences expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2014. This will usually be the nearest school to the child's home address which has a place available, after the allocation of places has been completed.
34. Croydon LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
35. This LA's online notification will include the information set out in Schedule 2.
36. On **1 March 2022**, *all resident applicants who applied online will be able to view their outcome online as well as accept or decline their offer. Croydon LA will not send outcome letters in the post.*
37. *Croydon LA will provide primary schools with destination data of its resident applicants by the end of the summer term 2022.

Post Offer

38. Croydon LA will request that resident applicants accept or decline the offer of a place by **15 March 2022**, 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 2022**, Croydon LA will forward the information to the maintaining LA by **22 March 2022**. Where such information is received from applicants after **15 March 2022**, this LA will pass it to the maintaining LA as it is received.
40. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
41. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform Croydon LA of a potential offer, in order that the home LA can offer the place.
42. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
43. When acting as a maintaining LA, this LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
44. When acting as a home LA, Croydon LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
45. When acting as a home LA, when Croydon LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
46. When acting as a home LA, when Croydon LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 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 filing any vacancies which become available after 1 March 2022 within four weeks of National Offer Day. Secondary schools will be sent their waiting list and will be asked to rank all applicants, including late applications received after 31 October 2021, 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 2022** 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 2022**. 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 2022/23**

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 2022/2023

From: Home LA

Date: **1 March 2022**
(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 2022 (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 2022/23

Sun 31 Oct 2021	Statutory deadline for receipt of applications
Fri 12 Nov 2021	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Fri 10 Dec 2021	Deadline for the upload of late applications to the PLR.
Mon 13 Dec 2021 – Tues 4 Jan 2022	Checking of application data
Mon 31 Jan 2022	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Fri 11 Feb 2022	Final ALT file to PLR
Mon 14 – Tues 22 Feb 2022	Checking of offer data
Wed 23 Feb 2022	Deadline for on-line ALT file to portal
Tues 1 Mar 2022	Outcomes published online.
Tues 15 Mar 2022	Deadline for return of acceptances
Tues 22 Mar 2022	Deadline for transfer of acceptances to maintaining LAs

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Capital Budget Programme Summary

Capital Programme Budget Summary						
Planning Area	Project Description	2020-21	2021-22	2022-23	2023-24	Total
	Table 1 - Primary School Places					
	Permanent Expansions					
North West	Chestnut Primary Academy	38,000				38,000
Central	3FE Harris Purley Way (pka Fiveways)	225,000	75,000	25,000		325,000
Central	Heathfield Academy, Aberdeen Road	100,000	65,000			165,000
East	1 FE Heavers Farm	3,000				3,000
South West	1 FE Chipstead Valley	7,000				7,000
South West	1FE Smitham Primary School	40,000	40,000	19,000		99,000
	Subtotal	413,000	180,000	44,000		637,000
	Fixed Term Expansions / Bulges					
South	Smitham Primary School (Bulge)	10,000	10,000	9,000		29,000
South	Gresham Primary School (Bulge)	75,000	250,000	25,000		350,000
Various	Contingency provision (Basic Need Allocation)	2,392,000				2,392,000
	Subtotal	2,477,000	260,000	34,000		2,771,000
	Table 1 Subtotal	2,890,000	440,000	78,000		3,408,000
	Table 2 SEN					
South	St Giles Internal Re-modelling Works	25,000	75,000			100,000
South	St Giles 2 Classroom Modular Expansion	700,000	42,000	37,000	75,000	854,000
South	St Giles Suctioning Treatment Space	15,000	25,000			40,000
South	Red Gates 1 classroom Modular Building Expansion 2018	30,000	25,000	25,000	80,000	160,000
South	Red Gates 2 classroom Modular Buidling Expansion 2019	50,000	30,000	30,000	80,000	190,000
South	St Nicholas (112 place SEN primary expansion)	3,700,000	400,000	200,000	200,000	4,500,000
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	55,000				55,000
North East	Priory School Hermitage Road ICT Replacement	66,000				66,000
North East	Priory School Hermitage Road Safeguarding & Suitability Works	25,000	75,000			100,000
TBC	Post 16 SEN Permanent Provision	500,000	2,500,000			3,000,000
South	Post 16 SEN Temp. Modular - Coulsdon College Site	60,000	60,000	60,000	120,000	300,000
South East	Addington Valley Academy (For ESFA)	10,066,000	5,365,000			15,431,000
South East	Redgates Staffroom Extension	30,000	270,000			300,000
South East	Redgates Playground Works	175,000	25,000			200,000
	Table 2 Subtotal	15,647,000	8,892,000	352,000	555,000	25,446,000
	Table 3 - Major Maintenance					
Various	Education Major Maintenance Programme	2,882,000	2,945,000	3,000,000	3,000,000	11,827,000
Various	Contingency provision (SCA)	5,020,000				5,020,000
	Table 3 Subtotal	7,902,000	2,945,000	3,000,000	3,000,000	16,847,000
	Table 4 - Fire Safety Works					
Various	Fire Safety Works	1,000,000	1,200,000	300,000		2,500,000
	Table 4 - Subtotal	1,000,000	1,200,000	300,000	-	2,500,000
	Table 5 - Other Education Schemes					
South	Kenley Modular Replacement	650,000	200,000			850,000
	Table 5 - Subtotal	650,000	200,000	-	-	850,000
	Totals	28,089,000	13,677,000	3,730,000	3,555,000	49,051,000

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School Maintenance Plan

School	Works Description	Budget 2020/21
	GENERAL BUILDING WORKS	
Bensham Manor	Replace defective windows to front of main school building	£175,000.00
Crosfield Nursery	Main roof replacement works following survey	£75,000.00
Elmwood Infants	Additional drainage outlets to flat roof	£15,000.00
Greenvale Primary	Pedestrian tarmac footway replacement works	£8,000.00
Heavers Farm Primary	Replace roof light and damaged canopy glass	£15,000.00
Priory School	External emergency staircase cladding works	£100,000.00
Purley Nursery	Party wall fencing and drainage works	£20,000.00
Purley Oaks	Acoustic tile replacement works	£45,000.00
Purley Oaks	School window replacement works	£350,000.00
Purley Oaks	Window lintel repair works	£125,000.00
Red Gates Primary	Main hall roof replacement and roof light replacement	£40,000.00
Red Gates Primary	Boxing in of electrical cable trays along corridors	£15,000.00
Red Gates Primary	Mezzanine timber floor works and staircase replacement	£15,000.00
Red Gates Primary	Roof covering/roof light and roof drainage – water ingress/wear and tear	£40,000.00
St Giles School	Replacement of flat roof sections, timber louvres, minor repairs to pitched roof and roof lights between pitched roofs	£310,000.00
St Giles School	Soffit replacement works to car park canopy	£12,000.00
St Giles School	External pedestrian ramp replacement	£15,000.00
St Giles School	Replacement flooring vinyl in particular locations	£10,000.00
The Hayes	Boundary fencing and gate works	£70,000.00
Tunstall Nursery	Rubber crumb surfacing replacement	£15,000.00
	ELECTRICAL WORKS	
Elmwood Infants	Replace distribution boards/switchgear and incoming supply and metering – end of life	£32,000.00
Elmwood Juniors	Replace distribution boards/switchgear and incoming supply and metering – end of life	£83,000.00
Forestdale Primary	Replace incoming supply and metering – end of life	£15,000.00
Howard Primary	Replace distribution boards through school – end of life	£50,000.00
Purley Nursery	Review and replace small power where required	£15,000.00
Ridgeway Primary	Replace distribution boards throughout school – end of life	£50,000.00
Ridgeway Primary	Replace switchgear	£40,000.00

Ridgeway Primary	Replace incoming supply and metering – end of life	£25,000.00
Selsdon Primary	Replace incoming supply and metering – end of life	£10,000.00
Smitham Primary	Replace distribution boards throughout school – end of life	£15,000.00
Thornton Heath Nursery	Replace distribution boards throughout nursery – end of life	£10,000.00
Thornton Heath Nursery	Replace switchgear – end of life	£10,000.00
Thornton Heath Nursery	Replace incoming supply and metering – end of life	£7,000.00
Winterbourne Girls	Replace distribution boards throughout school – end of life	£70,000.00
Winterbourne Girls	Replace incoming supply and metering – end of life	£15,000.00
Winterbourne Girls	Replace switch gear – end of life	£10,000.00
	HEATING & MECHANICAL WORKS	
Downsview Primary	Hot Water storage and pipework distribution - defective	£10,000.00
Elmwood Juniors	Incoming water supply – replacement	£10,000.00
Norbury Manor	Hot water storage and pipework distribution - defective	£50,000.00
Ridgeway Primary	Heating and emitter replacement through-out school (2021/22 and 2022/23)	£200,000.00
Red Gates Primary	Cold Water Service Insulation	£8,000.00
Selhurst Nursery	Hot water storage and pipework distribution - defective	£20,000.00
St Giles School	Hot Water storage and pipework distribution - defective	£200,000.00
Tunstall Nursery	Heating and emitter replacement through-out school	£130,000.00
	OTHER	
Asbestos	Annual re-inspection surveys/remedial works in schools	£40,000.00
Historical defects	Manage repair works in schools after defect period	£100,000.00
Re-active Maintenance	Undertake emergency works in schools throughout the year	£250,000.00
TOTAL		£2,945,000.00

Croydon's Childcare Sufficiency Assessment 2020

CROYDON
www.croydon.gov.uk

Contents

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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'.¹ We have prepared this report in order to meet this duty.

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

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

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

As a result of the COVID-19 virus, England has been in various stages of lockdown since March 2020. This has impacted on everyone and childcare is no exception, Ofsted suspended inspections in March, there was no moderation of the Early Years Foundation Stage profiles and childcare businesses continue to be directly impacted.

Although the majority of providers re-opened in June as requested, not all did and the guidance around which businesses can re-open, childcare 'bubbles' and social distancing has had a significant impact on the out of school sector in particular.

In addition, the ongoing spread of the virus and temporary closures means that provision is even more fluid than normal but in November we completed an update on all current registered provision in the borough which is reflected in this report. However there is no question that 2020 is an exceptional year and that the hard work and dedication of all Croydon childcare workers should be celebrated.

¹ Statutory guidance on Early Education and Childcare, effective from 1 March 2018.

2. Methodology

Quantitative and qualitative data as at 30th November 2020 is used within this report and consideration given to supply and demand, availability, affordability, choice and flexibility and quality under three main themes:

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

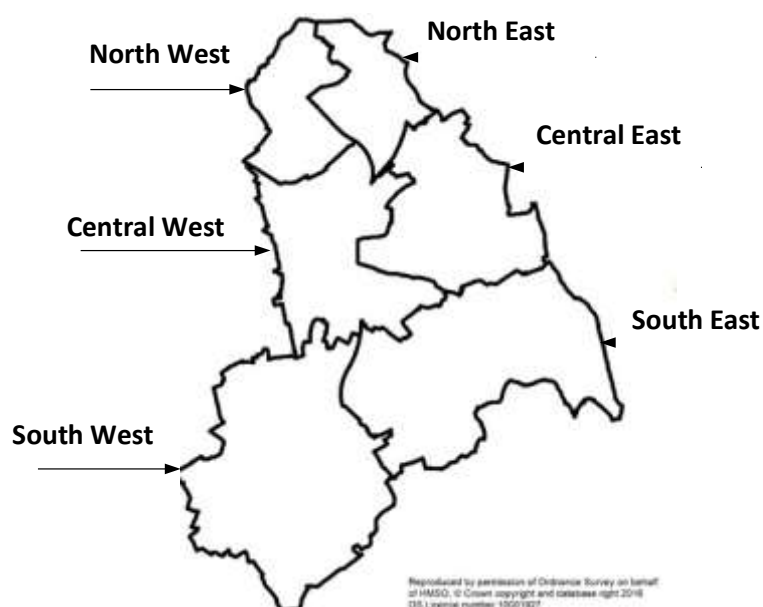
Analysis of demographic and socio-economic data was conducted by the Early Intervention Performance and Strategic Intelligence team and provides an indication of how the population is growing and therefore the impact on the childcare market.

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

Please note that all the details in this report were accurate as at November 2020 but that numbers of children, setting details including prices change constantly.

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

As part of the strategy to deliver services more effectively, the borough has been re-aligned into six locality areas with the intention of bringing services closer to the communities they serve. These localities replace the Planning Areas previously in place. Please see page 11 for the detailed ward breakdown by locality.



3. About Croydon¹

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

Population – Croydon has the second largest population of all London Boroughs at 386,710 just behind Barnet. Croydon has the 4th largest population of young people in London: 22.2% (85,672) of the population are aged 0–15 years. Croydon also has a large population of working age adults, 64.0% of the population are aged 16-64, whilst the proportion of older adults, aged 65+, is much lower than the national average making up only 13.8% of the population² (ONS mid-2019 population estimates).

Migration – Based on the latest figures for 2018, domestic migration has had little impact on the growth of the Croydon population. 22,897 people moved into the borough whilst 27,263 people left the borough to go to other areas of the UK. The international inflows into Croydon continue to exceed the international outflows and this results in more migrants from outside the UK. For 2018, the ONS has estimated that around 17.1% of the Croydon population is made up of non-British residents.

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

Economy – The top three industries in Croydon, which accounted for nearly half (43.6%) of all businesses in the area in 2019 were professional, scientific and technical; construction and information and communication³.

There are fewer jobs in Croydon per head of population than the London average, with many residents commuting to work in other areas, such as central London. The high proportion of residents commuting to central London is one of the factors that influences the difference between the average earnings of people who work in Croydon and those of people who live in Croydon, although it should be noted there is some overlap between the two groups. The average gross earnings for male full-

¹ Unless stated Croydon data are taken from the Croydon Observatory (<http://www.croydonobservatory.org/>) and the latest Borough profile. Further ward data are also available on the Croydon Observatory.

² Population estimates available at:

<https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/populationestimatesforukenglandandwalesscotlandandnorthernireland>

³ ONS (2019) UK Business Activity, Size and Location

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

time workers is about £45 higher a week for those who work in Croydon than those who live in Croydon. For female full-time workers it is higher by about £12 a week⁴.

In October 2020, there was an estimated 22,765 people in Croydon claiming out of work benefits. The number is more than double what it was a year earlier and is as a direct result of the Covid-19 pandemic with a significant increase since April 2020, as the table below shows. The proportion of out of work claimants is higher than the London and national (GB) proportion.

TABLE 1: Total Out of Work Claimants

Date	Croydon (%)	London (%)	Great Britain (%)	Croydon
Jun-19	4.1	2.8	2.7	10,270
Jul-19	4.1	2.8	2.8	10,230
Aug-19	4.2	2.8	2.8	10,415
Sep-19	4.2	2.9	2.8	10,475
Oct-19	4.3	2.9	2.9	10,540
Nov-19	4.3	2.9	2.9	10,555
Dec-19	4.2	3.0	2.9	10,525
Jan-20	4.2	3.0	2.9	10,440
Feb-20	4.4	3.1	3.0	10,820
Mar-20	4.4	3.1	3.1	10,835
Apr-20	6.8	5.0	5.1	16,790
May-20	8.8	7.5	6.4	21,860
Jun-20	8.7	7.5	6.2	21,520
Jul-20	8.8	7.6	6.4	21,855
Aug-20	9.2	7.8	6.5	22,720
Sep-20	9.2	7.9	6.4	22,890
Oct-20	9.2	7.9	6.3	22,765

Source: ONS claimant count by sex and age

Note: % is number of claimants as a proportion of resident population of area aged 16-64 and gender

Housing – Based on the 2011 Census, at a borough level 70.8% of Croydon residents lived in one family only households⁵, this was an increase of 2.4% compared to the 2001 figure. 25.3% of all households were married couples or couples in a civil partnership living with dependent children, 5.4% were co-habiting couples living with dependent children. 13.1% were a lone parent living with dependent children; the number of lone parent households increased from 17,347 in

⁴ ONS (2018) Annual Survey of Hours and Earnings (ASHE)

⁵ <http://www.croydonobservatory.org/document-library/> The Croydon Household Profile provides detailed information from the 2011 Census about the type of households that make up the borough of Croydon. "There are a range of household types that reflect the living arrangements that exist between people. These are: One person households, one family households (couple with or without children; single parents with child (ren), and Other households: multi-person households including unrelated adults sharing, student households, multi-family households and households of one family and other unrelated adults." ONS Households and Household Composition in England and Wales, 2001-11 http://www.ons.gov.uk/ons/dcp171776_361923.pdf

2001 to 23,160 households in 2011. The rest of the households in Croydon were one-person households, aged over 65 or had non-dependent children.

According to the 2011 Census, 60.1% of all Croydon households were owner occupied, 22.1% were private rented or rent free households and 17.8% were households living in social housing. Croydon has the largest borough housing stock in London but its social housing stock is smaller than many other London boroughs.

For the quarter ending 31st December 2019, there were 1,980 households in temporary accommodation. In these households children made up 77.1% of the total which is an increase of 4.5% on the same time last year.

There remains a disproportionately high percentage (5 in 10) of homeless people from the Black community. The majority of people in Croydon who applied for help from the council for homelessness were in the 25–44 year old age group (58%); One in 5 (22%) are aged between 16 and 24 years and one in 5 (20%) are aged 45-59 years. There are very few people aged 60 years and over. The most common reason for homelessness is parental evictions, followed by exclusions by relatives and friends.

Education and skills – 49% of the eligible 2 year old population benefitted from a funded early education place in January 2020⁶. 85% of 3 and 4 year olds benefitted from a funded early education place in January 2020⁶. For both age groups, take up is below the London and England averages.

In 2019 74.6% of pupils achieved a good level of development in Croydon in the Early Years Foundation Stage (EYFS) in line with London and above England (71.8%)⁷. For Key Stage 1 the proportion of pupils in Croydon achieving the expected standard in reading (77%) in 2019 remains in line with the regional average (77%) but higher than the national average of 75%. In Croydon, 72% of pupils achieved the expected standard in writing in line with the outer London average (72%) and better than the national average (69%).

At Key Stage 2 the proportion of pupils achieving the expected standards for reading, writing and maths has improved from 55% in 2016 to 67% in 2019. Performance is above the national average (65%) but remains below the London average (71%)⁸.

Until 2016, attainment at Key Stage 4 was measured by counting the number of A*-C grades at GCSE. This measure has since changed to Average Attainment 8 score per pupil. This measures the average achievement of pupils in up to 8 qualifications. The average Attainment 8 score in Croydon has decreased from 49.9 in 2015 to 45.5% in 2019. Over the last 3 years, Croydon has been in line with the national average but below the London average.

⁶ Early Years Census, School Census, School Level Annual School Census 2019

⁷ Early Years Foundation Stage Profile attainment data

⁸ DfE LAIT, data released October 2020.

The latest figure for 2019 showed that 84.1% of young people in Croydon had achieved a Level 2 qualification by the age of 19. This is a poorer performance compared to the previous year (84.7%) but is above the national average of 81.8%. 10.1% of A-level students achieved grades AAB or better in 2019, up on the previous year (8.7%) but still significantly below the London average (19.2%) and national average (21.3%)¹¹.

Community Safety – The overall number of offences committed in Croydon has fallen in recent years based on the last 10 financial years of reporting. There is a high number of offences in Croydon but the borough has one of the largest populations in London which means that the overall rate of offences per 1,000 population in Croydon is not as high as other parts of London. The number of victims of serious youth violence has increased slightly in recent years.

Croydon is in the top third of London councils for highest domestic abuse incidents with a rate of 21.5 per 1,000 of population for the 12 months rolling to 30th September 2020. Of the total victims of domestic abuse in Croydon, 76% were female. One in 3 (33%) of those subjected to domestic abuse were in the 25-34 year age band. 23% were in the 35-44 year band and 18% were in the 18-24 year band.

There were 1,152 proven offences committed by children age 10-17 in Croydon during the year ending 31st March 2018⁹. This is an increase of 29% on the previous year. By far the highest proportion of proven offences committed is violence against the person. In Croydon, 88% of the youth offenders are male. There is a greater proportion of youth offenders, aged 10-17 years, who are from BAME backgrounds (68.9%). This is above the proportion of BAME offenders in London (63.5%). The proportion for England and Wales is much lower at 25.6% for the same period. There continues to be a disproportionately high percentage of young people from a Black or Black British background amongst the first time entrants in Croydon.

Health – Low birth rate is classified as any weight less than 2,500 grams. The Public Health Profile for 2018 shows that the percentage of low birth weight babies in Croydon was 3.52%. This is higher than the previous year figure of 3.31%. The national average figure for 2018 at 2.86% is also higher than the previous year's figure of 2.82%.

In 2017/2018, childhood immunisation rates in Croydon remained statistically lower than both the London average and the England average for all immunisations. For the year, Croydon failed to meet a single child immunisation national target set at 90% coverage¹⁰.

The proportion of Croydon pupils in Reception year (aged 4-5) measured as having excess weight was 21.8% in the latest year (2019/2020)¹¹. This is lower than both

⁹ Youth Justice Board.

¹⁰ PHE, Public Health Outcomes Framework (based on NHS Cover of Vaccination Evaluated Rapidly (COVER) data)

¹¹ PHE, NCMP Profiles (based on National Childhood Measurement Programme data)

the London average at 24.6% and the national rate at 23.0%. The proportion of Croydon pupils in Year 6 measured as having excess weight was 39.5% (2019/2020) and remains in line with the London average (38.2%) but higher than the England average (35.2%).

In the last 10 years life expectancy in Croydon has progressively increased. For males the life expectancy from birth increased from 79 years in 2008-2010 to 80.4 years in 2017-2019, this is in line with the average for London (80.9) and slightly higher than the England average of 79.8. Similarly life expectancy from birth for females has increased from 82.5 years to 83.9 years in the same period, however this is slightly below the London average of 84.7 years but similar to the England average of 83.4¹².

Deprivation – Croydon became relatively less deprived compared to other local authorities in England between 2015 and 2019 according to the Index of Multiple Deprivation (produced by DCLG). The Index of Multiple Deprivation looks at a range of different aspects of deprivation: income, education skills and training, employment, health deprivation and disability, barriers to housing and services, crime, and living environment deprivation. There continues to be geographic inequality in the distribution of deprivation in the borough with the north and south-east of the borough remaining more deprived. Some wards have low levels of disadvantage whilst others are amongst the most deprived in England.

Five of the seven deprivation domains indicate that there is less deprivation in Croydon relative to the previous index. The domains of barriers to housing and services and the living environment have shown more deprivation since IMD2015.

The Index Deprivation Affecting Children Index (IDACI) is a supplementary index looking at the proportion of children in an area that are living in families affected by income deprivation. In Croydon, 23.2% of children were living in families affected by income deprivation according to the IMD 2015 yet this was down to 18.5% with the IMD 2019 results.

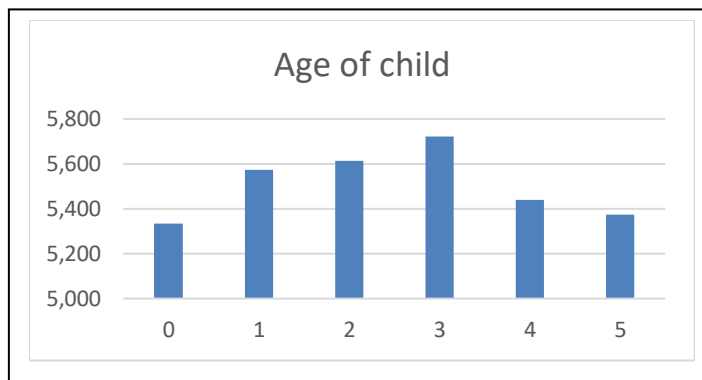
Current population figures – Based on the 2011 census there are 22,044 families with children aged under 5 living in Croydon. Using the latest mid-year population estimates (2019) these have risen to 33,056 children aged under 5 and 53,234 aged 5 to 14 in Croydon.

¹² 2017-2019 data from PHE's Children and Young People's Health Benchmarking Tool.

Table 1 – Number of children aged under 5 living in Croydon

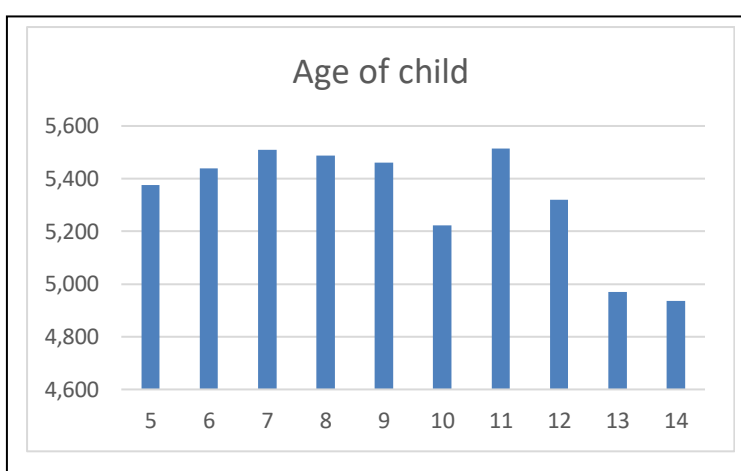
Name	Croydon
0	5,333
1	5,574
2	5,613
3	5,721
4	5,440
5	5,375

Source: ONS Mid-2019 population estimates

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

Name	Croydon
5	5,375
6	5,438
7	5,510
8	5,488
9	5,460
10	5,222
11	5,515
12	5,320
13	4,971
14	4,935

Source: ONS Mid-2019 population estimates

**4. Childcare in Croydon**

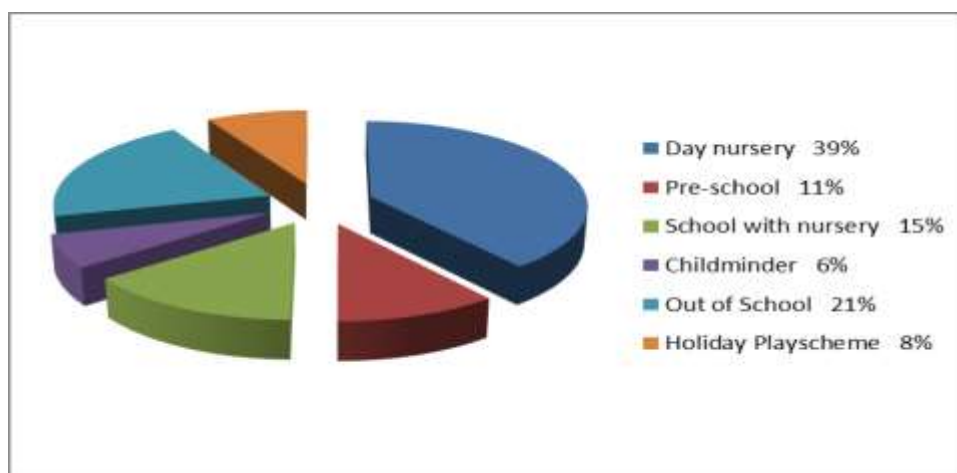
Supply of childcare

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

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

Childcare places

In total the 630 providers offer 14,555 childcare places. The distribution of places by provider is shown below.



In Croydon there are an estimated 17 childcare places per 100 children based on 86,290 children aged 0 to 14 years.

Quality of childcare in Croydon

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

	Outstanding		Good		Sub-total	Requires Improvement		Inadequate		Awaiting	
Day nurseries	10	12%	74	87%	99%	0	0%	1	1%	22	n/a
Pre-school	7	18%	31	82%	100%	0	0%	0	0%	8	n/a
Schools with nursery	12	26%	30	65%	91%	4	9%	0	0%	11	n/a
Childminders	32	11%	226	79%	90%	4	2%	23	8%	85	n/a
Out of School	9	18%	37	76%	94%	2	4%	1	2%	21	n/a
Holiday Playschemes	1	7%	11	79%	86%	0	0%	2	14%	7	n/a

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%. However, the proportion of providers judged outstanding has decreased by 3 percentage points since 31 August 2019.

Childcare providers

Across the London Borough of Croydon there are a total of 630 Ofsted/Independent School Inspectorate registered childcare providers. In addition, there are 41 school run breakfast and/or after school and holiday clubs, which come under the school's registration. This gives a total of 671 childcare service providers.

The table below shows the geographical distribution of the various types of provision against the 28 wards within Croydon as at November 2020.

	Locality	DN	PS	SCH w N	CM		OOS	HP
					Funded	Not funded		
Bensham Manor	NW	5	0	2	5	12	2	1
Norbury Park	NW	5	2	3	6	12	3	1
Norbury & Pollards Hill	NW	4	3	1	10	5	0	0
West Thornton	NW	6	1	1	6	15	5	1
Crystal Palace & Upper Norwood	NE	3	2	4	3	9	4	1
South Norwood	NE	3	2	3	6	6	4	2
Thornton Heath	NE	8	1	3	7	22	3	0
Addiscombe West	CW	3	4	3	6	7	2	0
Broad Green	CW	5	2	2	3	12	2	0
Fairfield	CW	7	2	1	1	1	2	2
Selhurst	CW	5	2	2	4	7	3	2
South Croydon	CW	9	1	4	5	13	4	0
Waddon	CW	7	1	2	0	7	3	2
Addiscombe East	CE	3	1	0	3	8	2	1
Park Hill & Whitgift	CE	2	0	0	1	1	1	1
Shirley North	CE	1	4	2	8	10	2	0
Shirley South	CE	4	0	0	2	8	4	1
Woodside	CE	5	1	2	9	15	1	1
Coulsdon Town	SW	3	1	3	5	15	2	1
Kenley	SW	4	0	1	2	7	5	0
Old Coulsdon	SW	2	2	1	7	6	2	1
Purley & Woodcote	SW	3	2	4	0	10	4	1
Purley Oaks & Riddlesdown	SW	2	0	2	1	6	0	1
New Addington North	SE	0	2	4	1	10	3	0
New Addington South	SE	2	2	2	6	9	2	0
Selsdon & Addington Village	SE	0	2	2	1	8	1	1
Selsdon Vale & Forestdale	SE	3	2	1	4	6	2	0
Sanderstead	SE	3	4	2	5	6	2	0
Total		107	46	57	117	253	70	21

Key

DN – Day nursery

PS – Pre-school or sessional and term time

Sch w N – School with nursery provision

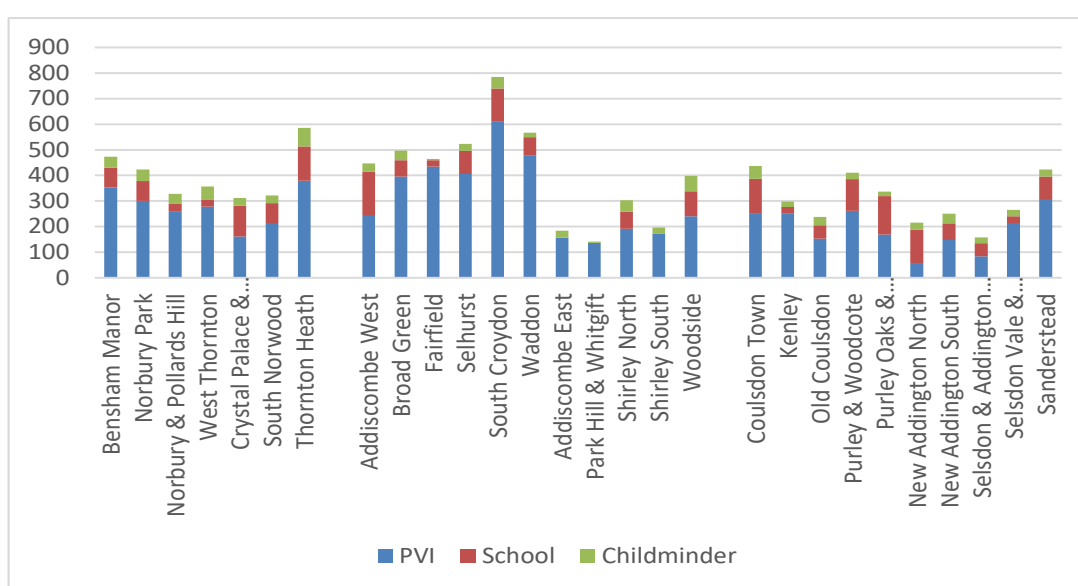
CM – Childminder; funded childminders offer free entitlement places

OOS – Out of School club

HP – Holiday playscheme

Early Years Childcare

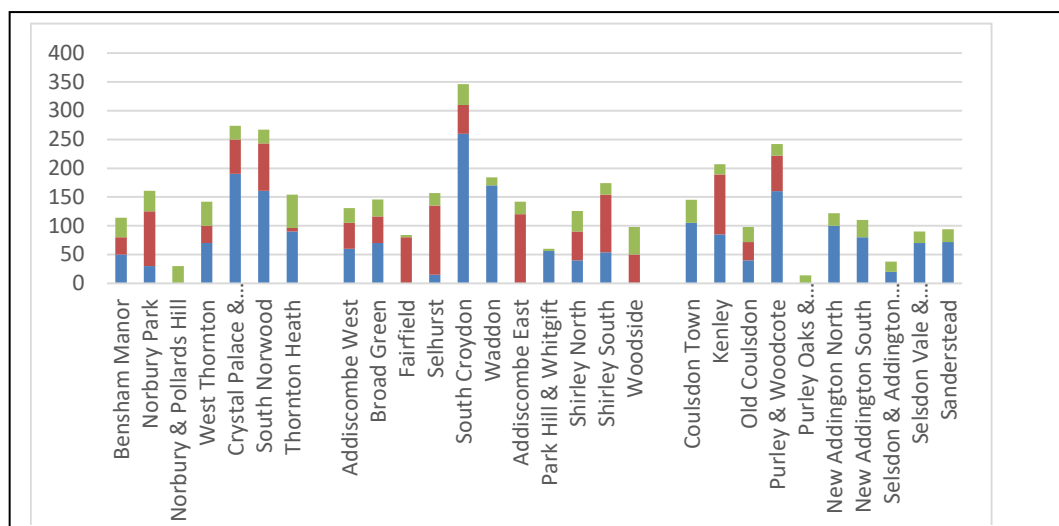
In Croydon there are currently 10,339 day care places for pre-school children aged 0 to 4 years. This is comprised of 7,298 nursery places in private settings, 2,116 via school provision and 925 with childminders; full details on previous page. Based on the mid-2019 population estimate of 27,681 this equates to 37 full-time places per 100 children aged 0 to 4 years across the borough.



However this varies across the borough but the high concentration of nursery provision in specific areas will also serve families living or travelling to neighbouring areas. Therefore any potential over or under supply of places should be considered within this context, please see North, Central and South specific breakdowns later in the report for more information.

Out of School Childcare

Out of school childcare comprises of before and after school clubs as well as provision offered by childminders. In total there are 3,210 out of school places available at out of school clubs with up to 740* additional spaces available with childminders. This equates to 7 places per 100 children aged 5 to 14 years (including disabled children) using the mid-2019 population estimate of 53,234.



*

Please note that the figure of 740 childminder places is based on 66% of childminders offering 3 spaces.

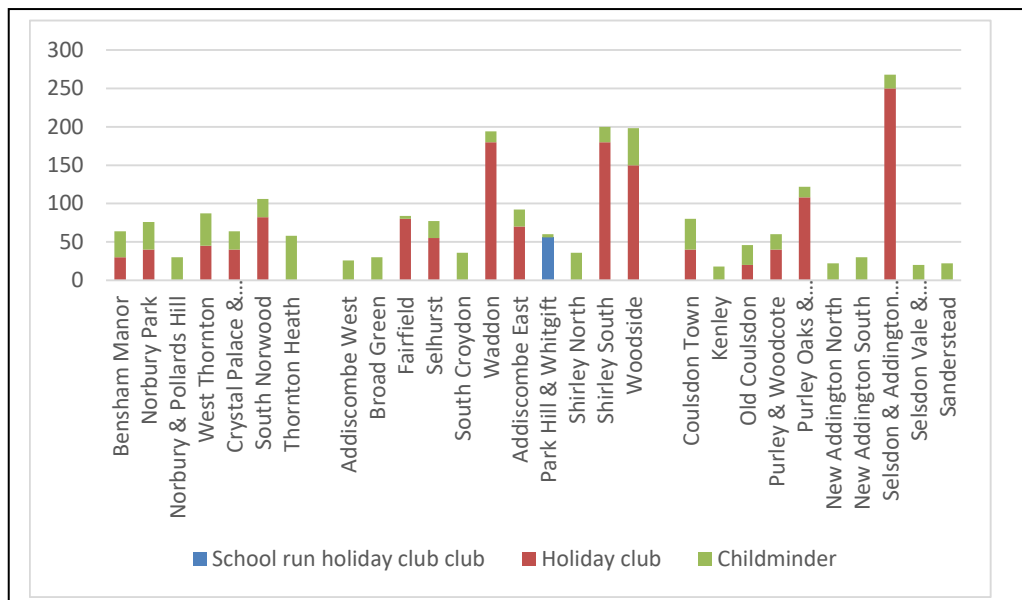
When considering the accessibility of out of school childcare, it is important to consider the number of schools served by individual clubs or childminders rather than a club's proximity to a child's home.

The borough average hourly rate for breakfast clubs is £4.30 and £4.59 for after school.

This year many out of school clubs did not run during the summer because of issues around 'bubbles' and government guidance recommending children only attending one childcare provider where at all possible.

Holiday Care

Holiday childcare includes holiday playschemes as well as provision offered by childminders. In total there are 1,466 out of school places available at holiday clubs with up to 740* additional spaces available with childminders. This equates to 4 places per 100 children aged 5 to 14 years (including disabled children). The average hourly rate across the borough for a holiday club is £3.62



*Please note that the figure of 740 childminder places is based on 66% of childminders offering 3 spaces.

This year as a direct result of the pandemic, many holiday clubs did not run during the summer.

5. Qualification levels in Croydon

Each year the Department of Education instructs local authorities on what data to collect within the Early Years census and in January 20 the information replicated the straightforward count of qualified staff requested in 2019.

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

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

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

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

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

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

Over the last 3 years our January census submissions for the Private, Voluntary and Independent sector have shown increasing numbers of staff and high level qualifications. However recruitment continues to be an issue for the whole sector as there is a shortage of quality, qualified childcare practitioners.

	Total number of staff	L2 qualified staff	L3 qualified staff	QTS/EYPS/EYT	Unqualified
2020	2,005	318 (16%)	1,103 (55%)	149 (7%)	435 (22%)
2019	1,795	283 (16%)	981 (55%)	101 (5%)	430 (24%)
2018	1,793	273 (15%)	1,022 (57%)	136 (8%)	362 (20%)

6. Early Years Funding

Take up of 3 and 4 year old funding

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

In September 2017 the government introduced '30 hours' whereby working parents of 3 and 4 year old children could apply for an additional 570 hours of funded childcare.

The Department for Education latest figures indicate that within England 93% of 3 and 4 year old children take up their universal free entitlement, within London that figure is lower. The figures over the last four years are shown below:

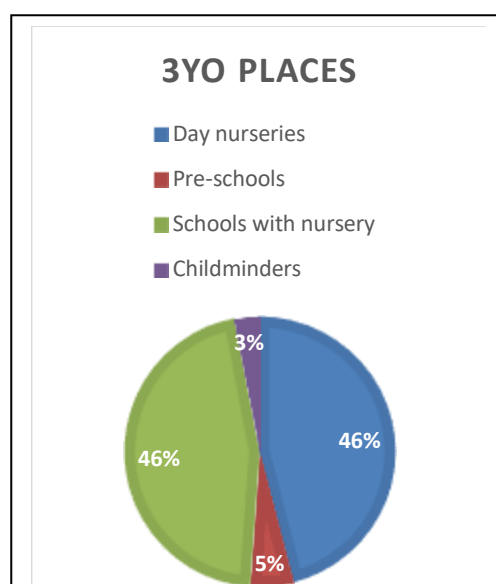
Year	Number 3YOs	%	London average	Number 4YOs	%	London average	Total	%	London average
2020	4692	82%	82%	4932	89%	87%	9624	85%	84%
2019	4622	80%	82%	4721	86%	86%	9343	83%	84%
2018	4540	80%	83%	4741	87%	86%	9281	83%	84%
2017	4581	82%	82%	5104	91%	87%	9685	87%	84%

<https://explore-education-statistics.service.gov.uk/find-statistics/education-provision-children-under-5> & published 29.7.20

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

The take up of extended hours continues to grow, in Summer 19 32% of 3 and 4 year olds were eligible for extended hours, in Summer 20 it had grown to 35% which represents 2,608 children were accessing additional funded hours.

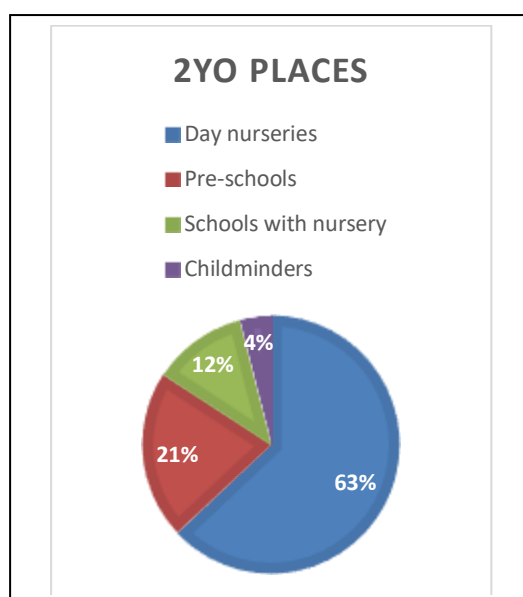
The distribution of funded spaces in Summer 20 by provider is shown below:



Early Years Pupil Premium (EYPP)

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

EYPP criteria effectively matches the 2YO funding criteria and as the graph below shows the majority of 2YO places are delivered by private providers therefore those children would be eligible for EYPP when they turn 3 unless their home circumstances have changed.



In Summer 19 we had 470 pupils claiming EYPP, in Summer 20 we had 660 pupils and we anticipate this figure continuing to rise. EYPP pupils now also attract an additional deprivation uplift of £1.02 per hour therefore in total an additional £1.55 per hour can be claimed for eligible pupils. Historically the majority of EYPP claims have been from the school sector but for the first time ever in Summer 20 the PVI sector had 53% of the EYPP pupils, up from 32% last year.

2 year old funding (2YO)

Some 2 year olds are also entitled to 570 hours of funded childcare. This funding stream targets low income families (below £15,400) and applications are assessed by HMRC based on the information attached to their National Insurance number. In Croydon there is an online checker on Family Space Croydon which was used by over 2,000 parents and carers in 2019 but this figure includes some duplicates as parents often run more than one check.

2 year old funding is also available if the child:

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

In 2019 additional criteria were also introduced:

- Children of Zambrano Carers
- Children of families with no recourse to public funds with a right to remain in the UK on grounds of private and family life under Article 8 of the European Convention on Human Rights
- Children of a subset of failed asylum seekers (supported under section 4 of the Immigration and Asylum Act 1999)

The Department for Work and Pensions (DWP) continue to provide lists to local authorities of potentially eligible families in order to target marketing.

The Department for Education latest figures indicate that within England 69% of eligible 2YOs are taking up their free entitlement, within London that figure is lower. The figures over the last four years are shown below:

Year	Number of funded Croydon 2YOs	%	London average
2020	1014	49%	59%
2019	1021	47%	56%
2018	1230	82%	61%
2017	1270	66%	58%

<https://explore-education-statistics.service.gov.uk/find-statistics/education-provision-children-under-5> & published 29.7.20

Croydon's 2YO take up figure has been largely stable but we have seen a slight reduction in numbers alongside the introduction of the extended hours.

According to DWP figures in November 1,801 families may be eligible and in Summer 20 905 2 year olds accessed a funded place. Marketing is now being done direct by the sufficiency team within the local authority rather than children's centres and it is hoped that will increase take up.

During 2019 2,038 parents used our online portal to confirm eligibility but not all then chose to go on to take up a place. We continue to monitor 2YO numbers closely but as there is no reported shortage of place and the actual number of children remains broadly constant no additional action is necessary.

7. Profile outcomes

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

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

Table 1 shows the percent of children who achieved the GLD in Croydon and nationally. There is no national or local data for 2020. Due to the pandemic, all assessments were cancelled.

Percentage of children achieving a GLD		
Year	Croydon	National
2015	64.7 %	66.2 %
2016	70.3 %	69.3 %
2017	73.6 %	70.3 %
2018	73.5%	71.5%
2019	74.6%	71.8%

Table 1

Percentage gap between children eligible for free school meals (FSM) and those not eligible achieving the GLD		
Year	Croydon	National
2015	13 %	18 %
2016	11.5 %	18 %
2017	13.8 %	17%
2018	8%	18%
2019	11.2%	18.5%

Table 2

It was noted in the 2019 data that outcomes for Croydon children in the area of Communication & Language were lower than for children nationally. This area is a focus for the coming year.

8. Children with SEND (Special Educational Needs and Disability)

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

The Early Years Inclusion and Intervention Team supports private, voluntary and independent settings and childminders through a range of services for children, aged 0-5, who have identified special educational needs and disabilities. These range in severity from mild learning disabilities to profound multiple learning difficulties. The team ensure that a package of support is delivered that reflects the individual needs of the child. This may include individual support packages or whole setting training. The team also provide strategic support to the maintained nursery schools.

The Portage service was reinstated in Croydon in September 2018 following a review of the Early Years SEND provision. Within this review a need to provide parental support and intervention for preschool children with disabilities who were not in education was identified. Prior to the reinstatement of the Portage service families of those children had received educational advice and transition support into nursery or school. The intention is that the Portage model delivers support and advice with sufficient frequency to make an impact on children's developmental progress.

In the academic year 2019-2020 a total of 358 new referrals were received through SPOC by the team. Of these 266 were children supported within the settings and 92 within the home.

When a health care professional identifies that a young child, under 5, may have a special educational needs and/or disabilities they are required by law to tell the local authority. There were a total of 188 health notifications received via direct meetings with Gill Brock, Designated Medical Officer.

Specialised placements

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

St Giles Nursery (Central)	12 places
Willow Tree (South)	12 places
Winterbourne (North)	12 places

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

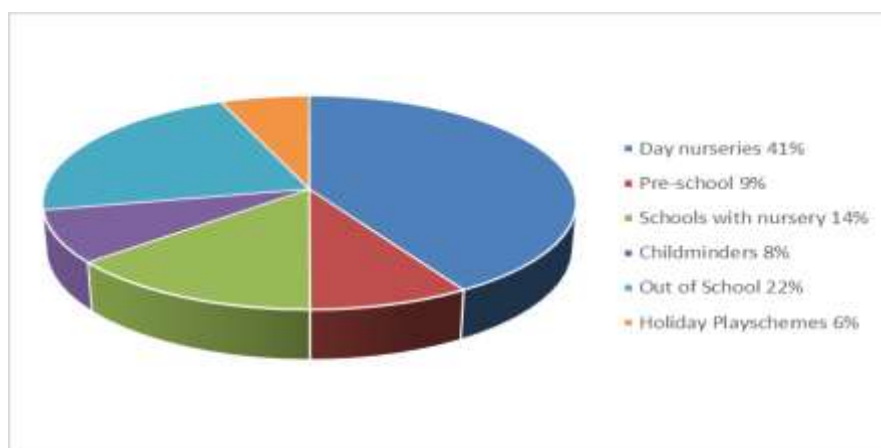
There were 90 new applications for personalised funding agreed and 37 for targeted funding for children attending PVI and maintained settings.

Whilst this data represents service delivery for children with SEND at a sustained personalised or targeted level, it does not fully depict the wider 'value added' work completed to initially assess needs (within the family home and in settings) in order to ensure that children have received an appropriate graduated response to their SEND. A considerable amount of service delivery involves managing demand and expectation within settings and family intervention for those children whose needs

are initially unclear and, through effective, short-term targeted intervention, no longer meet criteria for a long-term intervention. Data is not currently held for this aspect of service delivery but consideration is being given to methods for recording going forward.

9. Childcare in the North

There are seven wards in the North – Bensham Manor, Norbury Park, Norbury & Pollard's Hill and West Thornton constitute the North West and the wards Crystal Palace & Upper Norwood, South Norwood, Thornton Heath are designated as North East. In the North there are 213 childcare providers offering 3,895 places. The distribution of places by provider is shown below.



The Ofsted grades are summarised in the following table

	Outstanding		Good		Requires Improvement		Inadequate		Awaiting	
Day nurseries	0	0%	26	100%	0	0%	0	0%	8	n/a
Pre-school	1	14%	6	86%	0	0%	0	0%	4	n/a
Schools with nursery	2	13%	11	74%	2	13%	0	0%	2	n/a
Childminders	9	10%	74	79%	0	0%	11	11%	30	n/a
Out of School	4	29%	10	71%	0	0%	0	0%	7	n/a
Holiday Playschemes	0	0%	5	100%	0	0%	0	0%	1	n/a

Ofsted's statistics published on 31.8.20** state that as at 31.3.20, 96% of childcare on the Early Years Register was Good (79%) or Outstanding (17%) In the North only Schools (87%) and Childminders (89%) are below this figure.

Take up of funding in group provision as at 31.8.20

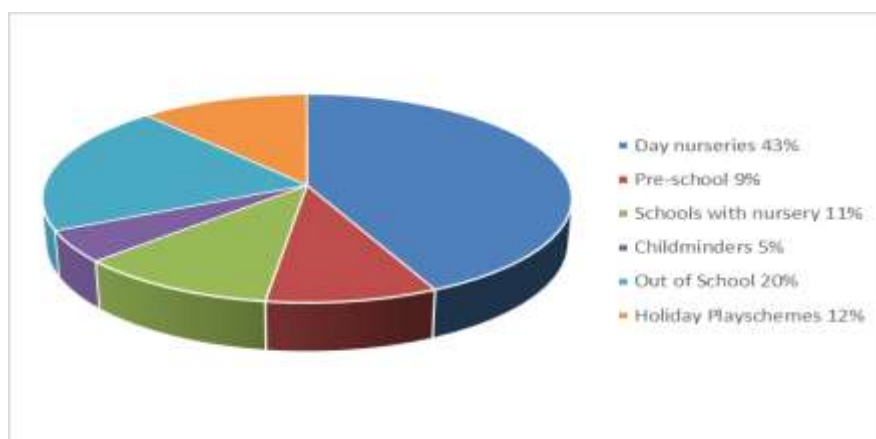
	No. of 2YOs	% within North	No. of 3&4YOs	% within North	No. of ext. hrs. 3&4 YOs	% within North
Day nurseries	175	71%	863	53%	336	69%
Pre-school	34	14%	184	11%	42	8%
Schools with nursery	37	15%	591	36%	111	23%
Total	246		1638		489	

In 2019 North was home to 30% of the under 5s in 2020 group provision delivers:
 27% of the borough's funded 2YO places
 22% of the borough's funded 3 and 4 year old universal places and
 19% of the borough's funded 3 and 4 year old extended entitlement places.

**<https://www.gov.uk/government/publications/childcare-providers-and-inspections-as-at-31-august-2020/main-findings-childcare-providers-and-inspections-as-at-31-august-2020>

10. Childcare in Central

There are eleven wards in Central – Addiscombe West, Broad Green, Fairfield, Selhurst, South Croydon and Waddon constitute Central West and the wards Addiscombe East, Park Hill & Whitgift, Shirley North, Shirley South and Woodside are designated as Central East. In Central there are 254 providers offering 6,620 places. The distribution of places by provider is shown below.



The Ofsted grades are summarised in the following table

	Outstanding		Good		Requires Improvement		Inadequate		Awaiting	
Day nurseries	6	15%	32	82%	0	0%	1	3%	12	n/a
Pre-school	3	20%	12	80%	0	0%	0	0%	3	n/a
Schools with nursery	3	20%	10	67%	2	13%	0	0%	3	n/a
Childminders	9	9%	83	80%	3	3%	8	8%	28	n/a
Out of School	3	14%	15	71%	2	10%	1	5%	5	n/a
Holiday Playschemes	0	0%	6	75%	0	0%	2	25%	2	n/a

Ofsted's statistics published on 31.8.20** state that as at 31.3.20, 96% of childcare on the Early Years Register was Good (79%) or Outstanding (17%) In Central only Day nurseries (97%) and Pre-schools (100%) achieve this figure.

Take up of funding in group provision as at 31.8.20

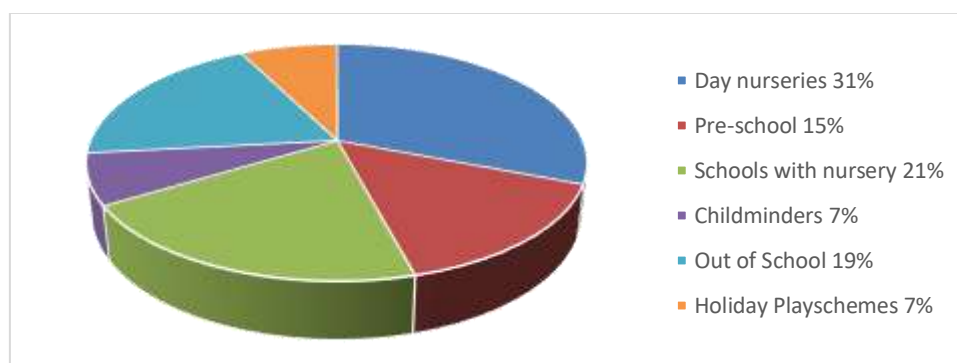
	No. of 2YOs	% within Central	No. of 3&4YOs	% within Central	No. of ext. hrs. 3&4 YOs	% within Central
Day nurseries	289	67%	1749	51%	774	66%
Pre-school	93	21%	607	18%	138	12%
Schools with nursery	54	12%	1070	31%	255	22%
Total	436		3426		1167	

In 2019 Central was home to 42% of the under 5s, in 2020 group provision delivers:
 48% of the borough's funded 2YO places
 46% of the borough's funded 3 and 4 year old universal places and
 45% of the borough's funded 3 and 4 year old extended entitlement places.

**<https://www.gov.uk/government/publications/childcare-providers-and-inspections-as-at-31-august-2020/main-findings-childcare-providers-and-inspections-as-at-31-august-2020>

11. Childcare in the South

There are ten wards in the South – Coulsdon Town, Kenley, Old Coulsdon, Purley & Woodcote and Purley Oaks & Riddlesdown constitute the South West and the wards New Addington North, New Addington South, Selsdon & Addington Village, Selsdon Vale & Forestdale and Sanderstead are designated as South East. In the South there are 202 childcare providers offering 4,136 places. The distribution of places by provider is shown below.



The Ofsted grades are summarised in the following table

	Outstanding		Good		Requires Improvement		Inadequate		Awaiting	
Day nurseries	4	20%	16	80%	0	0%	0	0%	2	n/a
Pre-school	3	19%	13	81%	0	0%	0	0%	1	n/a
Schools with nursery	7	44%	9	56%	0	0%	0	0%	6	n/a
Childminders	14	16%	69	78%	1	1%	4	5%	27	n/a
Out of School	2	14%	12	86%	0	0%	0	0%	9	n/a
Holiday Playschemes	1	100%	0	0%	0	0%	0	0%	2	n/a

Ofsted's statistics published on 31.8.20** state that as at 31.3.20, 96% of childcare on the Early Years Register was Good (79%) or Outstanding (17%) In the South only Childminders (94%) are below this figure.

Take up of funding in group provision as at 31.8.20

	No. of 2YOs	% within South	No. of 3&4YOs	% within South	No. of ext. hrs. 3&4 YOs	% within South
Day nurseries	106	57%	830	38%	430	54%
Pre-school	65	35%	484	22%	159	20%
Schools with nursery	16	8%	884	40%	213	26%
Total	187		2198		802	

In 2019 South was home to 27% of the under 5s, in 2020 group provision delivers:
 21% of the borough's funded 2YO places
 30% of the borough's funded 3 and 4 year old universal places and
 31% of the borough's funded 3 and 4 year old extended entitlement places.

**<https://www.gov.uk/government/publications/childcare-providers-and-inspections-as-at-31-august-2020/main-findings-childcare-providers-and-inspections-as-at-31-august-2020>

12. Cost of childcare

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

	0-2 years	2-3 years	3-5 years
North			
Day nursery	£6.03	£5.78	£5.65
Pre-school	n/a	£7.22	£6.81
Central			
Day nursery	£5.84	£5.67	£5.51
Pre-school	n/a	£5.71	£5.62
South			
Day nursery	£5.89	£5.86	£5.65
Pre-school	n/a	£5.77	£5.58
Borough average			
Day nursery	£5.92	£5.77	£5.60
Pre-school	n/a	£6.23	£6.00
Childminder	£6.19	£6.19	£6.19

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

2YOs are funded at £5.74 per hour

3YOs are funded at £4.87 per hour

However the introduction of the single funding formula requires local authorities to pass through 95% of the government rate, Croydon are paid £5.21 therefore 95% is £4.95. The difference is used to fund a deprivation uplift. Traditionally we calculated deprivation using children's postcodes but this year we have attached the deprivation uplift to those children eligible for EYPP. This ensures that the additional funding directly follows the child, the current deprivation rate is £1.02 per hour on a child's universal entitlement and is paid in full in arrears at the end of term.

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

According to the Coram Family and Childcare's "Childcare Survey 2020", in Outer London the hourly rate

for a child under 2 is £6.24 and £6.04 for an over 2 in nursery and

for a child under 2 is £6.00 and £5.98 for an over 2 at a childminder.

13. Childcare compared to last sufficiency assessment in 2019

Croydon continues to have a diverse range of childcare providers – we have several small independent one-site providers, 21 providers who operate more than one setting within Croydon and/or the neighbouring boroughs including 4 of the large chains and two franchised nurseries.

Childminders

The number of childminders has decreased from 394 to 370, a net overall reduction of 16 which is in keeping with national trends. However we are seeing a steady flow of new childminders with 37 registering in the last year. The percentage of childminders eligible to deliver funding has again increased from 29% to 32% despite being significantly less than their average hourly rate which has increased by 10p. Childminders are the only sector to offer weekend care.

Pre-schools

Although the number of pre-schools has reduced by one, there have been changes in ownership since the last assessment and one pre-school provider has moved premises and now offers full day care. In addition a new provider is offering outdoor pre-school sessions but currently has reduced opening hours due to limited demand. There are only 3 pre-schools who do not offer more than 15 hours. A small number of pre-schools are unable to offer a full 30 hour service because of shared premises and the halls being used for other activities but most offer 30 hours. The average hourly cost has risen significantly again but this average is distorted by the high cost of the outdoor pre-school sessions.

Day Nurseries

The number of day nurseries in the borough has again increased this year, up by 8, including registration of a number of new sites. Only one provider closed as a result of the pandemic but one local chain has also not yet opened one site. Three of the new nurseries are not yet accredited to deliver funding and only two providers have chosen not to offer the 30 hours of extended entitlement. Average costs per hour have risen by 37p for 0-2 years, 50p for 2-3 years and 46p for 3-5 years, each age band has a different legally stated adult:child ratio. These increases represent an annual increase of approximately 8% which while higher than inflation reflects the additional costs being placed on individual businesses in terms of increased cleaning and hygiene practices resulting from Covid-19. Across the borough opening hours remain largely unchanged from last year and although non-core hours can be accessed at various settings, there is limited demand for very early mornings, late evenings or weekends.

Out of school care

The number of out of school clubs in the borough has fallen by 3 with the average cost of a 1.5 hour breakfast club being £4.30 and £4.59 for a 3 hour after school club.

The number of holiday schemes in the borough has decreased by 1 and the average daily rate for 10 hours is £36.20, an increase of £4.90 on last year.

The number of Tuition Centres often focussing on key skills such as literacy and numeracy across all age ranges continues to increase, up 4 to 24 this year.

Parental Childcare Questionnaire

This year we did not complete a parent questionnaire. We normally conduct our Childcare Sufficiency Assessment in the summer term but this year there was so much uncertainty stemming from the pandemic we did not feel it appropriate to canvas either the market or parents. However as almost all providers re-opened in the autumn and parent confidence has grown during the autumn we have completed our audit of provision.

We have ample childcare places available and although during lockdown we did experience some challenge over wrap around care this was largely due to central government restrictions on 'bubbles'. Although out of school and holiday provision are not back at pre-pandemic levels the increased flexibility in parental working patterns along with limited social contact has meant that many families are managing within their own childcare bubbles.

Our hope is that in 2021 we can conduct a more detailed parental survey.

Identified Issues and Actions

2019 Action	Progress	Status
Continue to monitor the take up of 30 hour entitlement places and the impact this may have on overall market capacity.	Take up of the extended hours has increased steadily and is being accommodated within the sector, as such further monitoring will occur within the annual sufficiency assessment.	Completed
Introduce a new online parental questionnaire.	Deferred due to increased work relating to Covid-19 and initial uncertainty over sustainability of childcare sector.	Outstanding
Update the Provider Agreement to reflect recent developments including privacy statements, term time only claims, removal from the directory of providers.	Unfortunately this task was deferred due to additional reporting requirements relating to the pandemic.	Outstanding
Family Space Croydon upgrade	Website was re-configured to improve presentation on a mobile phone which is how the site is most commonly accessed. We also have improved upload abilities which has been particularly useful in light of all the Covid-19 updates.	Completed
Promote Family Space Croydon to parents	Systems now in place for regular vacancy updates and the sufficiency team have once again taken over promotion of 2YO funding which signposts all parents to the site.	Completed

2020 Actions and Overview

1. This year has largely focussed on Covid-19. Initially we had to ensure that sufficient places were available for key workers and the PVI sector. We had several day nurseries who stayed open throughout and they were able to accommodate children whose original setting was not open. Central government introduced weekly monitoring of take up. In June the vast majority of PVI providers welcomed the children back as did a few of the school nursery classes. In the autumn everyone was initially struggling with low numbers but these have continued to grow through the term, the actual autumn headcount closed on 15th December and we will compare with last year's totals. The sector has seen intermittent closures due to confirmed cases but these have been few and far between. Overall the response from Croydon childcare providers to the pandemic has been excellent and Croydon are fortunate to have such hard working and resilient providers. We will continue to monitor the long term impact on the childcare sector.
2. The early years services had been commissioned from the Best Start Early Learning Collaboration but this contract is being terminated on 5th February

2021 as part of cost saving measures and the service delivered in-house.
The local authority is committed to supporting the sector.

3. Although local authorities have a duty to ensure that there is sufficient childcare, they have limited mechanisms to affect the supply as the majority of funded places in Croydon are delivered by the private sector. Financial factors clearly play an important role in what type of funded offer is available and although the Early Years National Funding Formula guaranteed a 95% pass through rate for providers, it also effectively removed the ability for local authorities to incentivise and support places e.g. 2 year old places that may be less cost effective.
4. Demand for early years' places is also difficult to predict as early education is not statutory and while there is a wealth of research about the benefits of early education, ultimately it is still a parental choice. Price and availability of specific hours will also play a part and are inextricably linked to demand as full day providers offer a variety of funded offers to parents that also need to accommodate business considerations and while pre-schools offer more affordable packages they are by definition term-time.
5. At this point in time we believe we have sufficient childcare available across the borough. However ongoing uncertainty in relation to Covid-19 and ever-changing guidance make predictions more challenging. Based on the sector's performance and resilience to date and the steady stream of new providers to the borough we believe we already have sufficient capacity to continue to nurture and care for Croydon's children. We continue to see a net export of children from North and South into Central where there are more settings but also all the main transport links.
6. Although Croydon are constantly reviewing their property portfolio, there are currently no vacant council properties available from which a childcare business could be run. Therefore any providers hoping to open a childcare business in Croydon should first establish if there is a local demand for their service and then source their own premises and contact Ofsted regarding registration; the local authority does not offer any pre-registration support nor site visits. However once registered as Active, all providers will be contacted and asked for information to advertise their service on our Family Space Croydon website to which all parents are signposted and offered a programme of support.

1. Introduction

1.1 Purpose of Equality Analysis

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

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

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

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

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

2. Proposed change

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

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

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

The proposed Education Estates Strategy will ensure that the Council is compliant with its statutory requirements relating to school place sufficiency duties across three stages of education: early years, primary, and secondary 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 2022/23 academic year and adoption of the proposed Pan London co-ordination arrangements;

School Maintenance and Compliance - proposed Schools' Maintenance Plan for 2021/22 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.

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 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.

School Maintenance

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

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.

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. .

3. Impact of the proposed change

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

3.1 Additional information needed to determine impact of proposed change

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

If you need to undertake further research and data gathering to help determine the likely impact of the proposed change, outline the information needed in this table.		
Additional information needed	Information source	Date for completion
<p>Croydon has a diverse range of educational provision:, as outlined below:</p> <ul style="list-style-type: none"> • Mainstream community schools • Community special schools • Academies / free schools • Pupil Referral Unit/Alternative provision 		

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

<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

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	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.		
Gender	As above, children allocated school place in line with Admissions Code. The proposed strategies 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	The admission criteria is based on determined admission arrangements compliant with the relevant legislation and is unlikely to discriminate unlawfully.	

	members of the Church of England or Catholic and who request admission to a church school on denominational grounds. However, all 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>Important note: You must act to eliminate any potential negative impact which, if it occurred would breach the Equality Act 2010. In some situations this could mean abandoning your proposed change as you may not be able to take action to mitigate all negative impacts.</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

Severity of Impact	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
	Likelihood of Impact			

Key

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

Equality Analysis

Table 5 – Impact scores

Column 1	Column 2	Column 3	Column 4
PROTECTED GROUP	<p>LIKELIHOOD OF IMPACT SCORE</p> <p>Use the key below to score the likelihood of the proposed change impacting each of the protected groups, by inserting either 1, 2, or 3 against each protected group.</p> <p>1 = Unlikely to impact 2 = Likely to impact 3 = Certain to impact</p>	<p>SEVERITY OF IMPACT SCORE</p> <p>Use the key below to score the severity 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>1 = Unlikely to impact 2 = Likely to impact 3 = Certain to impact</p>	<p>EQUALITY IMPACT SCORE</p> <p>Calculate the equality impact score 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>Equality impact score = likelihood of impact score x severity of impact score.</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 ☐

Eliminating unlawful discrimination, harassment and victimisation ☐

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

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 X in column 3 (Conclusion) 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. If you reach this conclusion, state your reasons and briefly outline the evidence used to support your decision.	X
Adjust the proposed change	We will take steps to lessen the impact of the proposed change should it adversely impact the Council's ability to meet any of the Public Sector Duties set out under section 4 above, remove barriers or better promote equality. We are going to take action to ensure these opportunities are realised. If you reach this conclusion, you must outline the actions you will take in Action Plan in section 5 of the Equality Analysis form	
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. 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.	
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: Cabinet / Full Council Date: 18 January 2021

7. Sign-Off

Officers that must approve this decision			
Equality lead	Name:	Yvonne Okiyo	Date: 18.12.20
	Position:	Equalities Manager	
Director	Name:		Date:
	Position:	Interim Director of Education	

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REPORT TO:	CABINET 18th January 2021
SUBJECT:	General Fund Capital Programme 2020-2024
LEAD OFFICER:	Katherine Kerswell, Head of Paid Service and Interim Chief Executive Lisa Taylor, Director of Finance, Investment and Risk (Section 151 Officer) Jacqueline Harris – Baker, Executive Director of Resources and Monitoring Officer
CABINET MEMBER:	Cllr Stuart King, Cabinet Member for Croydon Renewal Cllr Callton Young, Cabinet Member for Resources and Governance
WARDS:	All
CORPORATE PRIORITY/POLICY CONTEXT/ AMBITIOUS FOR CROYDON The Council's capital programme underpins the capital resource allocation for all corporate priorities and policies for the residents of the Borough of Croydon. This report sets out the draft capital programme for the three year period 2021-2024 and amendments to the 2020/21 capital budget.	
FINANCIAL IMPACT The draft capital programme would result in borrowing over the Medium Term Financial Strategy (MTFS) of £90.546m. It is in addition to the borrowing required for the capitalisation direction if approved by central government. This report sets out a request for additional capital budget in this financial year of £2.228mn relating to budget amendments and additional capital works. Where budgets are approved, this is to ensure that any spending approved under the S114 Spending Control panel have followed the financial regulations.	
FORWARD PLAN KEY DECISION REFERENCE NO.: This is not a key decision	

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

1. RECOMMENDATIONS

The Cabinet is recommended to:

- 1.1 Note the draft capital programme, which excludes the Housing Revenue Account capital programme. Note the final capital programme will be presented for Full Council approval as part of the budget setting process.
- 1.2 Recommend that Full Council approve amendments to the in year capital programme.

- 1.3 Note the changes to the Public Works Loan Board (PWLb) borrowing requirements, include the need to provide an outline capital strategy to central government before any further borrowing is permitted.
- 1.4 Note the proposal to review the Highways budgets alongside the Highways Strategy in the new financial year.
- 1.5 Cease the Asset Investment Board, as the Asset Acquisition Programme has stopped.

2. EXECUTIVE SUMMARY

- 2.1. The London Borough of Council is required, by law, to be a financially balanced and sustainable council. It faces significant challenges to achieve this, caused primarily by financial and other governance failures as highlighted in the Report in The Public Interest and other previous reports to Cabinet and Council.
- 2.2. In order to move the Council to a financial sustainable footing, work continues on reviewing operational and service delivery costs to bring them to a more appropriate level. This includes a review of the capital programme, to ensure that it better reflects the Council's priorities in light of its ongoing financial challenges.
- 2.3. The Council needs to balance its budget in the short and long term. While it works to reshape its service offer and bring costs down, the Council is seeking a direction to capitalise £70m of revenue expenditure in the current year and up to £80m over the subsequent three years, so that it can contain spending within available resources and build sufficient resilience to support its improvement journey. Clearly, there are revenue implications associated with this borrowing and this has an impact on the Council's ability to afford borrowing for its capital programme. The cost of this borrowing is built in to the council's MTFS and detailed in section 12 of this report.
- 2.4. This paper outlines an indicative capital programme for the General Fund, which will be completed as part of the budget setting cycle in February 2021. In order to finalise the programme, there is a need to review and challenge key projects and programmes in greater detail to ensure that they provide value for money for the Council and the residents of Croydon.
- 2.5. The capital programme for the Housing Revenue Account will be updated and reported to Cabinet in February 2021 as part of budget setting process. Work is underway to update the 30 year business plan which underpins the cycle of works to maintain council housing stock.

3. BACKGROUND

- 3.1. The financial regulations require a three year Capital Programme to be approved by Full Council, as part of the budget setting cycle. The Capital Programme is primarily funded by borrowing, with additional funding from developer contributions such as s106 agreements and the Community Infrastructure Levy and grants from external bodies. The Capital Programme is typically made up of:
 - 3.1.1. Recurring key projects and programmes linked to the Council's statutory duties. These include the Highways Maintenance programme and the Education Estates Programme;
 - 3.1.2. Recurring elements to ensure that the Council's infrastructure is repaired and maintained. This includes digital infrastructure, the corporate property programme;
 - 3.1.3. One – off elements linked to the Council's corporate priorities.
- 3.2. In recent years, the Capital Programme has also included borrowing for commercial investment for financial return or investment in commercial entities. These investments have a long term impact on the Council's financial position and performance, as has been reported to Cabinet as part of the strategic review of companies.

4. INDICATIVE DRAFT THREE YEAR CAPITAL PROGRAMME

- 4.1. The Council is working to re-align the capital programme to ensure that it is in proportion to its corporate priorities in light of the current financial challenges. There is a priority to ensure that programmes meet the Council's statutory objectives. Other projects which are already in progress will be scaled back accordingly.
- 4.2. **Appendix 1** sets out the indicative capital programme and the draft funding for the programme

CAPITAL PROGRAMME UPDATES

- 4.3. In the July 2021 review, the 2021/2024 capital programme will be updated for projects and programmes from the current financial year which are expected to slip. These amounts will be confirmed as part of the year end accounts close process.
- 4.4. The indicative programme will also be updated for:
 - 4.4.1. A review of any revised borrowing requirement of Brick by Brick. Further borrowing is likely to be required and this will be in line with value for money criteria and will be detailed and approved in future Cabinet reports;

- 4.4.2. A review of the assumptions underpinning the Growth Zone, which may impact on the profile and shape of the scheme; and
- 4.4.3. A review of other projects and programmes in light of the Croydon's financial position, revised priorities and Croydon Renewal Plan.
- 4.5. Programmes which were previously approved by Council will no longer be pursued and, therefore, removed from the programme. These are the Asset Acquisition Strategy and Sustainability measures.
- 4.6. In order to strengthen the governance around the capital programme, an officer Capital Board has been set up. This will ensure that adequate challenge is in place before any recommendations to Council are made on the shape and nature of the capital programme.

HIGHWAYS CAPITAL PROGRAMME

- 4.7. The Highways network is the highest value asset in the Council's portfolio, with a gross replacement value of £1.6 billion. The Highways' Strategy, published in September 2020, set out how the highways service will deliver against the Council's priorities.
- 4.8. Recent stock condition surveys indicate that the capital programme does not reflect the investment levels required to maintain a steady state. There is therefore a need for Council to consider different investment options and adopt the most appropriate one, taking into account the revised priorities in light of the Council's current financial position and Croydon Renewal Plan.
- 4.9. In order to achieve this, the Highways Service will bring a report to Cabinet in the new financial year, which sets out the Highways Strategy and associated budget proposals. The indicative capital programme currently reflects the previously approved Highways capital budgets and will need to be updated accordingly.

5. FUNDING THE PROGRAMME

- 5.1. The Capital Programme is funded by a mix of borrowing, developer contributions and external grants. As part of finalising the draft capital programme, the borrowing implications will be confirmed and the revenue implications factored into the MTFS. However, based on the indicative programme, the potential borrowing of £48.7m for 2021/22, for the programme of an estimate £77.4m but this is likely to change when the programme is updated for slippage. In line with the financial regulations, slippage is approved after the financial year end when outturn is finalised.

- 5.2. The Council holds balances of developer contributions known as the Community Infrastructure Levy and S106 contributions, which can be used to fund elements of the capital programme. In previous years, the Council expects to use CIL funding towards the Education Estates Programme. The Council also aims to use CIL towards key infrastructure in line with the underlying regulations governing CIL with the Council's internal Infrastructure Group. S106 contributions will be used in line with the associated agreements.
- 5.3. At the start of 2020/21, the borough CIL balance was £11.78m, with over £2m collected so far in the financial year. At least £6.8m will be allocated to the Council's capital programme in accordance with annual Council budget setting, but this will be amended each year based on funding available. The final amount to be allocated is decided in quarter 4 each year once there is certainty over the amount of CIL collected and the level of actual capital spend on programmes.

6. TRANSPORT FOR LONDON FUNDING

- 6.1. A number of capital schemes receive funding from Transport for London, including amounts under the Local Implementation Plan. Transport for London's financial position has been severely impacted by a decline in public transport use, due to the Coronavirus pandemic and the need to discourage public transport use for public health reasons. The financial situation has meant that TfL has also had to put most of the design, development and funding projects on pause, in addition to the safe stop on construction, with limited exceptions for safety and operationally critical expenditure. This pause has included pre-planned Local Implementation Plan funded and other borough programmes.
- 6.2. This therefore creates uncertainty within the capital programme as we are not able to confirm TfL LIP allocations for 2021/22. The programme will be updated once allocations are confirmed. This, in particular, has an impact on the Walking and Cycling Programme, which was funded through a combination of Growth Zone funding, TfL LIP and a small amount of capital borrowing.

7. CHANGES TO PWLB BORROWING CONDITIONS

- 7.1. As noted, the Capital Programme is mainly funded by borrowing. The Council obtains most of its borrowing from the Public Works Loans Board (PWLB). The PWLB's lending facility is operated by the UK Debt Management Office (DMO) on behalf of HM Treasury and provides loans to local authorities, and other specified bodies, from the National Loans Fund, operating within a policy framework set by HM Treasury.

- 7.2. The terms and arrangements for borrowing are determined by HM Treasury. Since 2004, under the prudential regime, local authorities are responsible for their own financial decision making. They were free to finance capital projects by borrowing, provided they can afford to service their debts out of their revenues. In deciding how much debt is affordable, local authorities are required by law to "have regard" to the Prudential Code, published by the Chartered Institute of Public Finance and Accountancy (CIPFA), but have discretion to decide how to fulfil this statutory requirement.
- 7.3. Decisions over which capital projects to pursue and whether to borrow for these investments are the responsibility of the elected Council of each local authority.
- 7.4. In response to local authorities using borrowing to fund investments in return for a yield, HM Treasury has announced targeted interventions which make some changes to the PWLB lending arrangements. Taking effect on 26 November 2020, these are:
 - 7.4.1. As a condition of accessing the PWLB, local authorities will be asked to submit a high-level description of their capital spending and financing plans for the following three years, including their expected use of the PWLB;
 - 7.4.2. As part of this, the PWLB will ask the S151 Officer to confirm that there is no intention to buy investment assets primarily for yield at any point in the next three years. This assessment is based on the finance director's professional interpretation of guidance issued alongside these lending terms.
 - 7.4.3. PWLB will not lend to a local authority that plans to buy investment assets primarily for yield anywhere in their capital plans, regardless of whether the transaction would notionally be financed from a source other than the PWLB.
 - 7.4.4. When applying for a new loan, the local authority will be required to confirm that the plans they have submitted remain current and that the assurance that they do not intend to buy investment assets primarily for yield remains valid.
 - 7.4.5. If HM Treasury has concerns that a loan may be used in a way that is incompatible with HM Treasury's own duties to ensure that public spending represents good value for money to the taxpayer, the department will contact the local authority to gain a fuller understanding of the situation. Should it transpire that an LA has deliberately misused the PWLB, HM Treasury has the option to suspend that LA's access to the PWLB, and in the most extreme cases, to require that loans be repaid. In practice such an eventuality is highly unlikely and would only occur after extensive discussion with the local authority in question.

8. IN-YEAR CAPITAL PROGRAMME

- 8.1. One of the work streams implemented by the Finance Review Panel was to look at the in-year capital programme to identify if projects could be paused, delayed or stopped in order to achieve immediate savings. As a result, the 2020/21 capital programme was reduced to £187.7m compared to £301.5m approved by Council in March 2020. The most significant reduction related to the cessation of the Asset Acquisition programme, which had assumed £100m of borrowing in the current year.
- 8.2. During the year, as part of the quarterly monitoring cycle, budget adjustments to the Capital Programme will need to be approved by Full Council.
- 8.3. **Table 3** in Appendix 1 outlines the changes to the current year programme that are recommended for Council approval. **Table 4** sets out the changes made to the Capital Programme which were reported to Cabinet in September 2020 in the Quarter 1 Financial Performance Report. This includes the £155m of budget adjustments made as part of the immediate measures actions under the Finance Review. Cabinet are asked to note that all spend against capital budgets are under the remit of the S114 notice and will continue to be subject to challenge by the S151 Officer as part of the Spending Control Panel mechanism. A budget increase does not, therefore, provide authority to spend but ensures the financial regulations must be adhered to, which stipulates that capital programme spend is within approved budgets.

9. RISKS ASSOCIATED WITH THE CAPITAL PROGRAMME

- 9.1. The Council will need to ensure that it is aware of the following risks when considering the final capital programme:
 - 9.1.1. The capitalisation direction has an impact on affordability of the capital programme as it will significantly increase the Council's borrowing;
 - 9.1.2. The cost of borrowing may change in future, which could have a revenue implication;
 - 9.1.3. PWLB will require the Council to provide a summary capital programme before any borrowing is agreed.
 - 9.1.4. As experienced by many other organisations, individual projects and programmes may be subject to the risk of overspend and delays. Regular monitoring and challenge is needed to help offset this. Any budget increases require Full Council approval.

- 9.2. There will also be key risks associated with individual programmes. These will be reported to Cabinet as part of the standard governance procedures and monitored in line with the Council's risk management framework.

10. CONSULTATION

- 10.1 The capital programme will require further review and due diligence along with specific processes for implementation including consultation with all relevant stakeholders.

11. PRE-DECISION SCRUTINY

- 11.1. This item has not been to a Scrutiny meeting for pre-decision debate. When a more up to date and complete programme is ready, it will be invited for scrutiny and challenge by the Scrutiny and Overview Committee as part of the overall budget setting process.

12. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

- 12.1. The annual revenue borrowing costs associated with the capital programme will depend on the life of the underlying assets and policy for minimum revenue provision. Based on an average life of 33 years, £50m of borrowing will result in revenue costs of £1.97m in the first year, made up of £815k of interest and £1.156m for the minimum revenue provision. This assumes a borrowing rate of 1.63%. Once the capital programme is finalised, the revenue costs associated with the borrowing will be updated. The Medium Term Financial Strategy currently includes an annual revenue budget of £9.847m, which covers the costs of the minimum revenue provision associated with existing borrowing. An additional £2.989m has been included to cover the minimum revenue provision associated with the MHCLG capitalisation direction.

12.2 Risks

The report sets out the risks in section 9.

12.3 Options

There are no options presented in this report.

12.4 Future savings/efficiencies

The work to finalise the capital programme will seek to ensure that it is in accordance with value for money requirements and the revised service offer.

Approved by: Interim Deputy S151 Officer Matt Davis on behalf of Lisa Taylor, Director of Finance, Investment and Risk and S151 Officer

13. LEGAL CONSIDERATIONS

- 13.1. The Interim Director of Law & Governance comments that, as mentioned earlier in this report, the Council is under a duty to ensure that it maintains a balanced budget and to take any remedial action as required in year.
- 13.2. The Local Government Act 1972 Section 151 states that each local authority has a statutory duty to make arrangements for the proper administration of their financial affairs. In addition, the Accounts and Audit Regulations 2015 impose an explicit duty on the Council to ensure that financial management is adequate and effective and that they have a sound system of internal control, including arrangements for the management of risk.
- 13.3. “Proper administration” is not statutorily defined; however, there is guidance, issued by CIPFA on the responsibilities of the Chief Finance Officer (CFO). This states that local authorities have a corporate responsibility to operate within available resources and the CFO should support the effective governance of the authority through development of corporate governance arrangements, risk management and reporting framework. Regular monitoring of the Council’s actual expenditure to budget and forecasting of the expenditure for the full year is part of the proper administration and governance of the Council.

Approved by Sean Murphy, Interim Director of Law and Governance and Deputy Monitoring Officer

14. HUMAN RESOURCES IMPACT

- 14.1. There are no immediate implications for the workforce in respect to the recommendations.

Approved by: Sue Moorman, Director of Human Resources

15. EQUALITIES IMPACT

- 15.1. An equality analysis will be undertaken to ascertain the potential impact the programme will have on groups that share protected characteristics as part of the budget setting cycle. In order to finalise the programme, there is a need to review and challenge key projects and programmes in greater detail to ensure that they provide value for money for the Council and do not have any adverse impact on vulnerable residents and groups that share protected characteristics

Approved by: Yvonne Okiyo, Equalities Manager

16. ENVIRONMENTAL IMPACT

- 16.1. For each proposal within the Capital Programme, an environmental impact assessment will be carried out.

17. CRIME AND DISORDER REDUCTION IMPACT

- 17.1. For each proposal within the Capital Programme, an environmental impact assessment will be carried out.

18. REASONS FOR RECOMMENDATIONS/PROPOSED DECISION

- 18.1. To set out a draft capital programme for 2021-2024 and update the in year capital budget to ensure that any spending decisions have associated budget cover.

19. OPTIONS CONSIDERED AND REJECTED

- 19.1. No other existing options were considered.

20. DATA PROTECTION IMPLICATIONS**20.1 WILL THE SUBJECT OF THE REPORT INVOLVE THE PROCESSING OF 'PERSONAL DATA'?**

This reports presents high-level financial data only.

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

No

CONTACT OFFICER:

Lisa Taylor, Director of Finance Investment and Risk and S151 Officer

APPENDICES TO THIS REPORT:

Appendix 1 – indicative capital programme and the draft funding

BACKGROUND PAPERS:

None

Table 1: Indicative MTFS Capital Programme

Description	Budget 2021/22	Budget 2022/23	Budget 2023/24	Total MTFS budget	Three year funding source			
	£000s	£000s	£000s	£000s	Funding Borrow - ing	Funding Growth Zone	Other fundin g (Grant s, CIL, other)	Total
Disabled Facilities Grant	2,400	2,400	2,400	7,200	0	0	7,200	0
Empty Homes Grants	500	0	0	500	500	0	0	0
Bereavement Services - burial land	600	0	0	600	600	0	0	0
Bereavement services - crematorium	465	0	0	465	465	0	0	0
Health, Wellbeing and Adults	3,965	2,400	2,400	8,765	1,565	0	7,200	8,765
Education – Fire Safety Works	1,200	300	0	1,500	0	0	0	0
Education – Fixed term expansion	260	34	0	294	0	0	0	0
Education – Major Maintenance	2,945	3,000	3,000	8,945	0	0	0	0
Education – Permanent Expansion	180	44	0	224	0	0	0	0
Education – Special Educational Needs	8,892	352	555	9,799	0	0	0	0
Education - other	200	0	0	200	0	0	0	0
Education Funding	0	0	0	0	2,330	0	18,632	20,962
Children, Families and Education Sub Total	13,677	3,730	3,555	20,962	2,330	0	18,632	20,962
Asset Management	155	0	0	155	155	0	0	155
Clocktower chillers	462	0	0	462	462	0	0	462

Appendix 2a

Corporate Property	2,000	2,000	2,000	6,000	6,000	0	0	6,000
Feasibility Fund	330	330	330	990	990	0	0	990
Fieldway Cluster (Timebridge community centre)	121	0	0	121	121	0	0	121
Grounds Maintenance Insourced Equipment	1,200	0	0	1,200	1,200	0	0	1,200
Leisure centre invest to save	140	70	0	210	210	0	0	210
Libraries Investment	1,610	0	0	1,610	1,610	0	0	1,610
Measures to mitigate illegal encampments	73	73	73	219	219	0	0	219
Museum archives	100	0	0	100	100	0	0	100
Parking	475	475	0	950	950	0	0	950
Play equipment	815	0	0	815	505	0	310	815
Safety - Digital Upgrade of CCTV	655	0	0	655	655	0	0	655
SEN Transport	1,275	0	0	1,275	1,275	0	0	1,275
Signing	112	0	0	112	112	0	0	112
Waste and Recycling	1,558	0	0	1,558	1,558	0	0	1,558
Waste and Recycling - Don't Mess with Croydon	768	0	0	768	768	0	0	768
Place sub-total	11,849	2,948	2,403	17,200	16,890	0	310	17,200
ICT Refresh & Transformation	6,200	6,200	6,200	18,600	18,600	0	0	18,600
People ICT Programme	1,521	0	0	1,521	1,521	0	0	1,521
Uniform ICT upgrade	0	0	3,719	3,719	3,719	0	0	3,719
Finance and HR System	400	0	0	400	400	0	0	400

Appendix 2a

Resources sub-total	8,121	6,200	9,919	24,240
Programmes under review				
Highways	17,231	8,051	tbc	25,282
Electric Vehicle Charging Points	500	0	0	500
Growth Zone	10,900	21,000	14,000	45,900
RIF - Brick by Brick Borrowing	tbc	tbc	tbc	tbc
New Addington wellbeing centre	2,979	10,833	0	13,812
Park Life	3,758	4,773	0	8,531
South Norwood Regeneration	1,323	849	74	2,246
Walking and Cycling strategy	tbc	tbc	tbc	tbc
Asset management - Stubbs mead	3,132	0	0	3,132
TFL projects	tbc	0	0	0
Total under review	39,823	45,506	14,074	99,403
Total General Fund Capital Programme	77,435	60,784	32,351	170,570
MHCLG capitalisation direction request	50,000	25,000	5,000	80,000

24,240	0	0	24,240
25,282	0	0	25,282
100	0	400	500
0	45,900	0	45,900
0	0	0	0
13,812	0	0	13,812
2,400	0	6,131	8,531
795	0	1,451	2,246
tbc	tbc	tbc	tbc
3,132	0	0	3,132
tbc	0	0	0
45,521	45,900	7,982	99,403
90,546	45,900	34,124	170,570
80,000	0	0	80,000

Table 2: Draft indicative funding

	Budget 2021/22	Budget 2022/23	Budget 2023/24	Total MTFS budget
	£000s	£000s	£000s	£000s
Borrowing	48,654	29,570	12,322	90,546
Borrowing - GZ	10,900	21,000	14,000	45,900
TfL	-	-	-	-
S106	771	-	-	771
CIL	400	200	200	800
School Condition Allocation	4,145	3,300	3,000	10,445
Special Provision Capital Funding	897	152	355	1,404
Basic Need Funding	640	78	-	718
ESFA	5,003	-	-	5,003
Other grant - DFG	2,400	2,400	2,400	7,200
Other grant - Football Foundation	2,000	3,073	-	5,073
Other grant - London Marathon	250	250	-	500
Other Grant - ORCS	300	-	-	300
Historic England	374	511	74	959
Other grants - GLA	701	250	-	951
	77,435	60,784	32,351	170,570
MHCLG capitalisation direction	50,000	25,000	5,000	80,000

Table 3 In year changes requiring Full Council approval

Service area	Description	Amount
		£000s
Health, Wellbeing and Adults Department		
Angel Lodge	Project over-spent against original budget	46
Place Department		
Highways Tree Works	Subject to works being approved by the SCP, the service has scheduled work which would be funded by Council £182k borrowing required. £39k of this acts as match funding leverage for a further £287k external funding from GLA. The original 5 yr programme agreed to £179k Council borrowing per annum.	182
Leisure	£180k required as per Leisure contract with GLL. Under the original terms of the leisure contract, the Council committed to fund capital works which would reduce the revenue payments to the leisure provider	180
Leisure	Budget correction	308
Asset Management programme	Fund to support Asset Strategy plan	310
Resources Department		
Corporate Property Program	Additional budget required for repairs.	682
Finance and HR system	Further bid requested to maintain the interim support arrangements for the Finance and HR system	524
	Total	2,232

Table 4 – Capital Programme reported to September Cabinet in the Quarter 1 Financial Performance report

Category	Original budget 2020/21 £000's	Revised Slippage 2019/20 £000's	Budget adjustments £000's	Revised budget 2020/21 £000's	Actuals 2020/21 £000's	Forecast 2020/21 £000's	Variance 2020/21 £000's
Adults ICT	0	284	0	284	0	284	0
Angel lodge conversion to MHO	100	0	0	100	0	100	0
Bereavement Services	0	900	0	900	0	900	0
Disabled Facilities Grants	2,400	2,013	0	4,413	168	4,413	0
Provider Services - Extra Care	500	0	0	500	0	500	0
Sheltered Housing	0	938	0	938	0	938	0
Health, Wellbeing and Adults including Gateway and Housing Sub Total	3,000	4,135	0	7,135	168	7,135	0
Education – Fire Safety Works	1,000	954	0	1,954	0	1,954	0
Education – Fixed term expansion	59	140	0	199	108	199	0
Education – Major Maintenance	2,882	1,929	0	4,811	362	4,811	0
Education – Miscellaneous	1,444	5,650	0	7,094	44	7,094	0
Education – Permanent Expansion	1,091	817	0	1,908	53	1,908	0
Education – Secondary Schools Estate	0	0	0	0	47	0	0
Education – Special Educational Needs	18,807	4,908	0	23,715	2,204	23,715	0
Education – SEN Centre of Excellence	0	1,305	0	1,305	0	1,305	0
Early Help Centre	0	0	0	0	73	78	78
Children, Families and Education Sub Total	25,283	15,703	0	40,986	2,891	41,064	78
Affordable Housing Programmes	40,000	0	(40,000)	0	0	0	0
Allotments	0	332	0	332	0	332	0
Brick by Brick programme	75,510	0	492	76,002	0	76,002	0
Community Ward Budgets	576	1,272	0	1,848	0	1,848	0
CALAT	0	619	0	619	52	619	0
Devolution initiatives	912	0	(912)	0	0	0	0
Electric Vehicle Charging Points	2,400	0	(1,200)	1,200	0	1,200	0
Empty Homes Grants	500	0	0	500	-20	500	0
Feasibility Fund	330	20	0	350	30	350	0
Fieldway Cluster (Timebridge Community Centre)	0	5,204	0	5,204	40	5,204	0

Appendix 2a

Fiveways junction	0	0	0	0	0	0	0
Growth Zone	15,000	0	(8,327)	6,673	0	6,673	0
Grounds Maintenance Insourced Equipment	1,500	0	(1,500)	0	0	0	0
Highways - maintenance programme	6,000	0	0	6,000	33	6,000	0
Highways - maintenance programme (staff recharges)	567	0	0	567	0	567	0
Highways – flood water management	565	663	0	1,228	0	1,228	0
Highways – bridges and highways structures	575	423	0	998	0	998	0
Highways – Tree works	299	0	(299)	0	9	0	0
Measures to mitigate illegal encampments in parks and open spaces	0	0	0	0	0	0	0
Leisure centres equipment upgrade	0	0	0	0	0	0	0
Libraries investment – general	650	1,405	0	2,055	386	2,055	0
Libraries investment – South Norwood library	0	522	0	522	0	522	0
Neighborhood Support Safety Measures	50	0	0	50	0	50	0
New Addington wellbeing centre	3,000	0	(1,525)	1,475	121	1,475	0
Parking	2,825	113	0	2,938	0	2,938	0
Park Life	0	412	0	412	0	412	0
Play Equipment	0	730	0	730	3	730	0
Safety – digital upgrade of CCTV	250	309	0	559	0	559	0
Section 106 Schemes	0	0	4,973	4,973	66	4,973	0
SEN Transport	1,460	0	0	1,460	0	1,460	0
Signage	0	25	0	25		25	0
Sustainability Programme	2,500	0	(1,875)	625	0	625	0
TfL LIP	2,462	0	(2,462)	0	0	0	0
Unsuitable Housing Fund	0	30	0	30	0	30	0
Walking and cycling strategy	750	125	0	875	0	875	0
Waste and Recycling Investment	0	1,558	0	1,558	0	1,558	0
Waste and Recycling – Don't Mess with Croydon	768	0	0	768	0	768	0
Place Sub Total	159,449	13,762	(52,635)	120,576	720	120,576	0
Asset strategy – Stubbs Mead	0	200	0	200	0	200	0
Asset Strategy Programme	0	460	0	460	55	460	0
Asset Acquisition Fund	100,000	0	(100,000)	0	0	0	0

Appendix 2a

Corporate Property Programme	2,000	0	0	2,000	41	2,000	0
Crossfield (relocation of CES)	0	0	0	0	0	0	0
Emergency Generator (Data Centre)	0	0	0	0	0	0	0
Finance and HR system	0	0	431	431	0	431	0
ICT Refresh & Transformation	6,200	187	0	6,387	138	6,387	0
People ICT	2,014	7,128	0	9,142	364	9,142	0
Uniform ICT Upgrade	3,600	0	(3,600)	0	7	0	0
Resources Sub Total	113,814	7,975	(103,169)	18,620	605	18,620	0
GENERAL FUND TOTAL	301,546	41,575	(155,804)	187,317	4,384	187,395	78