



Meeting of the

CABINET

Wednesday, 5 June 2013 at 5.30 p.m.

AGENDA – SECTION ONE

VENUE

Committee Room, 1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent, London, E14 2BG

Members:

Mayor Lutfur Rahman	– (Mayor)
Councillor Ohid Ahmed	– (Deputy Mayor)
Councillor Rofique U Ahmed	– (Cabinet Member for Regeneration)
Councillor Shahed Ali	– (Cabinet Member for Environment)
Councillor Abdul Asad	– (Cabinet Member for Health and Wellbeing)
Councillor Alibor Choudhury	– (Cabinet Member for Resources)
Councillor Shafiqul Haque	– (Cabinet Member for Jobs and Skills)
Councillor Rabina Khan	– (Cabinet Member for Housing)
Councillor Rania Khan	– (Cabinet Member for Culture)
Councillor Oliur Rahman	– (Cabinet Member for Children's Services)

[Note: The quorum for this body is 3 Members].

Committee Services Contact:

Matthew Mannion, Democratic Services,
Tel: 020 7364 4651, E-mail: matthew.mannion@towerhamlets.gov.uk

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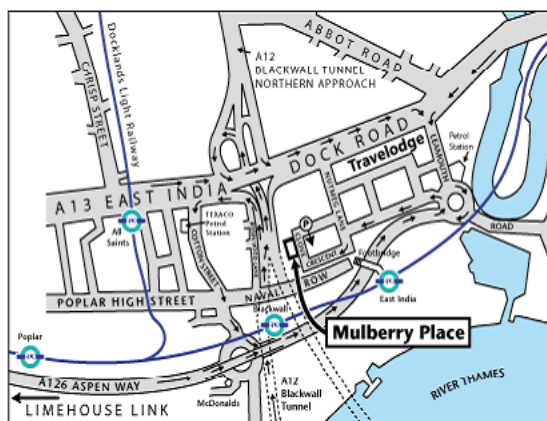
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LONDON BOROUGH OF TOWER HAMLETS

CABINET

WEDNESDAY, 5 JUNE 2013

5.30 p.m.

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

PUBLIC QUESTION AND ANSWER SESSION

There will be an opportunity (up to 15 minutes) for members of the public to put questions to Cabinet members before the Cabinet commences its consideration of the substantive business set out in the agenda.

Send any questions to Matthew Mannion, Democratic Services, Town Hall, Mulberry Place, Poplar, E14 2BG or email matthew.mannion@towerhamlets.gov.uk by 5pm the day before the meeting.

2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS (Pages 1 - 4)

To note any declarations of interest made by Members, including those restricting Members from voting on the questions detailed in Section 106 of the Local Government Finance Act, 1992. See attached note from the Monitoring Officer.

3. UNRESTRICTED MINUTES

PAGE NUMBER	WARD(S) AFFECTED
5 - 14	

The unrestricted minutes of the Cabinet meeting held on 8 May 2013 are presented for information.

4. PETITIONS

To receive any petitions.

5. OVERVIEW & SCRUTINY COMMITTEE

5.1 Chair's advice of Key Issues or Questions in relation to Unrestricted Business to be considered

- 14. EXEMPT / CONFIDENTIAL MINUTES**
- 15. OVERVIEW & SCRUTINY COMMITTEE**
- 15 .1 Chair's advice of Key Issues or Questions in relation to Exempt / Confidential Business to be considered.**
- 15 .2 Any Exempt / Confidential Decisions "Called in" by the Overview & Scrutiny Committee**

(Under provisions of Article 6 Para 6.02 V of the Constitution).

EXEMPT / CONFIDENTIAL REPORTS FOR CONSIDERATION

- 16. A GREAT PLACE TO LIVE**
- 17. A PROSPEROUS COMMUNITY**
- 18. A SAFE AND COHESIVE COMMUNITY**
- 19. A HEALTHY AND SUPPORTIVE COMMUNITY**
- 20. ONE TOWER HAMLETS**
- 21. ANY OTHER EXEMPT/ CONFIDENTIAL BUSINESS CONSIDERED TO BE URGENT**
- 22. EXEMPT / CONFIDENTIAL REPORTS FOR INFORMATION**

Agenda Item 2

DECLARATIONS OF INTERESTS - NOTE FROM THE MONITORING OFFICER

This note is for guidance only. For further details please consult the Members' Code of Conduct at Part 5.1 of the Council's Constitution.

Please note that the question of whether a Member has an interest in any matter, and whether or not that interest is a Disclosable Pecuniary Interest, is for that Member to decide. Advice is available from officers as listed below but they cannot make the decision for the Member. If in doubt as to the nature of an interest it is advisable to seek advice **prior** to attending a meeting.

Interests and Disclosable Pecuniary Interests (DPIs)

You have an interest in any business of the authority where that business relates to or is likely to affect any of the persons, bodies or matters listed in section 4.1 (a) of the Code of Conduct; and might reasonably be regarded as affecting the well-being or financial position of yourself, a member of your family or a person with whom you have a close association, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected.

You must notify the Monitoring Officer in writing of any such interest, for inclusion in the Register of Members' Interests which is available for public inspection and on the Council's Website.

Once you have recorded an interest in the Register, you are not then required to declare that interest at each meeting where the business is discussed, unless the interest is a Disclosable Pecuniary Interest (DPI).

A DPI is defined in Regulations as a pecuniary interest of any of the descriptions listed at **Appendix A** overleaf. Please note that a Member's DPIs include his/her own relevant interests and also those of his/her spouse or civil partner; or a person with whom the Member is living as husband and wife; or a person with whom the Member is living as if they were civil partners; if the Member is aware that that other person has the interest.

Effect of a Disclosable Pecuniary Interest on participation at meetings

Where you have a DPI in any business of the Council you must, unless you have obtained a dispensation from the authority's Monitoring Officer following consideration by the Dispensations Sub-Committee of the Standards Advisory Committee:-

- not seek to improperly influence a decision about that business; and
- not exercise executive functions in relation to that business.

If you are present at a meeting where that business is discussed, you must:-

- Disclose to the meeting the existence and nature of the interest at the start of the meeting or when the interest becomes apparent, if later; and
- Leave the room (including any public viewing area) for the duration of consideration and decision on the item and not seek to influence the debate or decision

When declaring a DPI, Members should specify the nature of the interest and the agenda item to which the interest relates. This procedure is designed to assist the public's understanding of the meeting and to enable a full record to be made in the minutes of the meeting.

Where you have a DPI in any business of the authority which is not included in the Member's register of interests and you attend a meeting of the authority at which the business is considered, in addition to disclosing the interest to that meeting, you must also within 28 days notify the Monitoring Officer of the interest for inclusion in the Register.

Further advice

For further advice please contact:-

Isabella Freeman, Assistant Chief Executive (Legal Services), 020 7364 4801; or
John Williams, Service Head, Democratic Services, 020 7364 4204

APPENDIX A: Definition of a Disclosable Pecuniary Interest

(Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, Reg 2 and Schedule)

Subject	Prescribed description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Member in carrying out duties as a member, or towards the election expenses of the Member.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to the Member's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

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LONDON BOROUGH OF TOWER HAMLETS

MINUTES OF THE CABINET

HELD AT 5.36 P.M. ON WEDNESDAY, 8 MAY 2013

**COMMITTEE ROOM, 1ST FLOOR, TOWN HALL, MULBERRY PLACE, 5 CLOVE
CRESCENT, LONDON, E14 2BG**

Members Present:

Mayor Lutfur Rahman	(Mayor)
Councillor Ohid Ahmed	(Deputy Mayor)
Councillor Rofique U Ahmed	(Cabinet Member for Regeneration)
Councillor Shahed Ali	(Cabinet Member for Environment)
Councillor Abdul Asad	(Cabinet Member for Health and Wellbeing)
Councillor Alibor Choudhury	(Cabinet Member for Resources)
Councillor Shafiqul Haque	(Cabinet Member for Jobs and Skills)
Councillor Rabina Khan	(Cabinet Member for Housing)

Other Councillors Present:

Councillor Kabir Ahmed	(Executive Advisor to the Mayor and Cabinet)
Councillor Marc Francis	
Councillor Peter Golds	(Leader of the Conservative Group)
Councillor Ann Jackson	(Chair, Overview & Scrutiny Committee)
Councillor Gulam Robbani	(Executive advisor to the Cabinet and Mayor on adult social care)
Councillor Md. Maium Miah	(Advisor to the Mayor and Cabinet on Third Sector and Community Engagement)

Officers Present:

Anne Canning	(Interim Corporate Director Education Social Care and Wellbeing)
John Coker	(Strategic Housing Manager, Development & Renewal)
Aman Dalvi	(Corporate Director, Development & Renewal)
Barbara Disney	(Service Manager, Strategic Commissioning, Adults Health & Wellbeing)
Isabella Freeman	(Assistant Chief Executive - Legal Services, Chief Executive's)
Stephen Halsey	(Head of Paid Service and Corporate Director Communities, Localities & Culture)
Numan Hussain	(Political Advisor to the Mayor, Executive Mayor's Office, Chief Executive's)
Frances Jones	(Service Manager One Tower Hamlets, Chief Executive's)
Paul Leeson	(Finance Manager, Development & Renewal)
Jackie Odunoye	(Service Head, Strategy, Innovation & Sustainability, Development & Renewal)

Diana Warne
Matthew Mannion

(Head of Secondary Learning and Achievement)
(Committee Services Manager, Democratic
Services, Chief Executive's)

1. APOLOGIES FOR ABSENCE

RESOLVED

Apologies for absence were received on behalf of:

- Councillor Oliur Rahman (Cabinet Member for Children's Services)
- Robin Beattie (Service Head, Strategy and Resources)

2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

No declarations of Disclosable Pecuniary Interest were made. However, Councillor Ann Jackson, Chair of the Overview and Scrutiny Committee, declared a Non-Pecuniary Interest in Agenda Item 9.2 "Learning Disability Day Opportunities – Modernisation Programme" as a family member worked for one of the organisations mentioned and she would leave the room and not take part in the discussion of that item.

3. UNRESTRICTED MINUTES

The unrestricted minutes of the Cabinet meeting held on 10 April 2013 were presented for information.

4. PETITIONS

No petitions were received.

5. OVERVIEW & SCRUTINY COMMITTEE

5.1 Chair's advice of Key Issues or Questions in relation to Unrestricted Business to be considered

Councillor Ann Jackson, Chair of the Overview and Scrutiny Committee (OSC), provided an update on their meeting the previous evening.

She reported that they had discussed a number of issues including:

- The Mayoral Decisions about virements of funding for the Mayor's Support Office and East End Life in respect of their earlier request for a report from the Monitoring Officer and Section 151 Officer about whether the decisions were contrary to the Budget and Policy Framework and whether they should have been considered as Key Decisions. They accepted that they would await the response of the Executive.
- In respect of the decision to review East End Life the Committee also questions why the review would need to take 9-12 months.
- The required savings in the adult social care budget were examined and the ability of the directorate to make those savings was explored.

Whilst noting the reassurances from the new Interim Corporate Director it was considered that the Health Scrutiny Panel may well continue to scrutinise the issue.

- The Call-In of the Mayoral Decision on Sutton Street Depot was also debated. This was to be referred back to the Mayor for further consideration.

The **Mayor** thanked Councillor Jackson for her contribution.

5.2 Any Unrestricted Decisions "Called in" by the Overview & Scrutiny Committee

The Clerk advised that no requests had been received by the Assistant Chief Executive (Legal Services) to 'call-in' for further consideration, by the Overview and Scrutiny Committee, any provisional decisions taken by the Mayor in Cabinet, at the Cabinet meeting held on 10 April 2013.

6. A GREAT PLACE TO LIVE

6.1 HRA Capital Estimates Report

Councillor Rabina Khan, Cabinet Member for Housing, introduced the report welcoming the works that were planned.

There was a general discussion about the report and, whilst the programme was generally welcomed, a number of concerns were expressed of the need to ensure that the contractors properly completed the works and to the required standard. Problems were noted with previous work where, for example, showers had been fitted but did not actually work.

The **Mayor** thanked the Lead Member for the report and welcomed the investment. He noted the discussion and agreed with the concern over the need to monitor contractor performance. He noted the Cabinet Member for Housing's reassurance that this would be done.

RESOLVED

1. To agree the proposed works for the three year Decent Homes programme for 2013-14 to 2015-16.
2. To agree the proposed works for the 2013-14 non-Decent Homes programme, subject to satisfactory leaseholder consultation.
3. To adopt the reprofiled Capital Estimates for years 3, 4 and 5 of the Decent Homes Programme totalling £148.19 million, to bring the total Capital Estimate for the backlog and on-going Decent Homes programme to £181.37 million (paragraphs 5.1 to 5.5).
4. To adopt capital estimates for the Mainstream Capital Programme incorporating the schemes set out in Appendix 2, totalling £6,615,000,

to be managed in accordance with resource availability under the HRA self-financing regime (paragraphs 5.6 to 5.12), and a contingency of £600,000 for urgent works (see paragraph 5.13).

5. To adopt a capital estimate of £500,000 to fund Overcrowding Reduction Initiatives as outlined in paragraph 5.14.
6. To adopt capital estimates for the Aids and Adaptations programme (£750,000), the Capitalisation of Voids (£1.5 million) and the Capitalisation of Fees and Salaries (£650,000) as outlined in paragraph 5.15.
7. To authorise the Assistant Chief Executive (Legal), to enter into all necessary documents to implement the decisions made in respect of this report.

7. A PROSPEROUS COMMUNITY

7.1 Woolmore Primary School - Proposed Expansion

The report was introduced by Anne Canning, Interim Corporate Director Education, Social Care and Wellbeing who noted the objection that had been received to the original plan.

The **Mayor** welcomed the proposals and wider regeneration as much needed for the area and agreed the recommendations.

RESOLVED

1. To agree that statutory proposals for the enlargement of Woolmore Primary School to admit 90 pupils in each year from September 2014 should be implemented as published.

7.2 Review of the Council's Discretionary Awards Determination for the 2013/14 financial year and discretionary award policies

The **Mayor** introduced the report, welcoming it as a good news story for the Borough.

Responding to questions Anne Canning, Interim Corporate Director Education, Social Care and Wellbeing stated that the Higher Education grants would have a significant impact and she would explore how the impact of the grants in general could be recorded and reported back to Cabinet Members. She also stated that publicity was planned both direct from the Council and via partners such as schools to make sure students were aware of the schemes.

The **Mayor** agreed the recommendations listed in the report.

RESOLVED

1. To agree that the Council takes up the power to make the Mayor's discretionary awards in respect of specified groups of students over compulsory school age in 2013/2014.
2. To approve the policy in Appendix 1 for the provision by the Council of The Mayor's school clothing grants in 2013/2014 within the budget specified in paragraph 5.2 of this report.
3. To approve the policy in Appendix 2 for the provision of the Mayor's Budget Holding Lead Professional Scheme for Attendance Support in 2013/2014 within the budget specified in paragraph 5.2 of this report.
4. To approve the policy in Appendix 3 for the provision by the Council of the Mayor's discretionary awards in support of education travel in 2013/2014 within the budget specified in paragraph 5.2 of this report.
5. To approve the policy in Appendix 4 for the provision by the Council of the Mayor's Education Award (MEA) until the end of 2013/2014 academic year.
6. To approve the policy in Appendix 5 for the provision of the Mayor's Higher Education Award Scheme.

8. A SAFE AND COHESIVE COMMUNITY

Nil items.

9. A HEALTHY AND SUPPORTIVE COMMUNITY**9.1 Towards a Healthier Tower Hamlets: Health and Wellbeing Plan**

Councillor Abdul Asad, Cabinet Member for Health and Wellbeing, introduced the report and welcomed it as a vision to reduce health inequality and promote choice and independence. He highlighted the extensive consultation that had taken place.

The **Mayor** also noted the focus on partnership work set out in the Plan and he agreed the recommendations set out in the report.

RESOLVED

1. To endorse Towards a Healthier Tower Hamlets: Health and Wellbeing Plan, contained in Appendix 1, and the delivery plan in Appendix 2.

9.2 Learning Disability Day Opportunities - Modernisation Programme

Councillor Abdul Asad, Cabinet Member for Health and Wellbeing, introduced the report noting that the Programme had followed a vigorous process with full involvement of the Legal Services department.

The **Mayor** agreed the recommendations as set out in the report.

RESOLVED

1. To approve the award of the block contract, for a three-year period from the date of contract award, for the provision of the Supported Employment, Training and Social Enterprise Service.
2. To approve the award of contracts, for a three-year period for the Community Hub Preferred Provider list from the date of contract award subject to an annual review as part of the evaluation exercise.

1. Contract 4221: Supported Employment, Training and Social Enterprise (Block)
Tower Project
2. Contract 4179: Community Hubs – Preferred Provider List (Spot)
Suppliers (in order of score rating)
1. Apasenth
2. RCHL

3. Whilst this is a part B service for the purposes of the relevant European Union and UK Legislation on competition, good practice dictates that contract award cannot be confirmed until conclusion of a standstill period, which is 10 days from the date that the intention to award contracts is communicated to bidders to allow for settling challenges from unsuccessful bidders.

10. ONE TOWER HAMLETS

10.1 Strategic Plan 2013/14

Councillor Alibor Choudhury, Cabinet Member for Resources, introduced the report. He highlighted the key priorities for the year ahead and how they linked with the Mayor's stated priorities and pledges.

The **Mayor** welcomed the report and agreed the recommendations.

RESOLVED

1. To approve the Strategic Plan (appendix 1)

2. To authorise the Service Head Corporate Strategy and Equality to make any appropriate and necessary amendments prior to publication.

11. ANY OTHER UNRESTRICTED BUSINESS CONSIDERED TO BE URGENT

Nil items.

12. UNRESTRICTED REPORTS FOR INFORMATION

12.1 Exercise of Corporate Directors' Discretions

The **Mayor** reviewed the report and agreed the recommendation.

RESOLVED

To note the exercise of Corporate Directors' discretions as set out in Appendix 1.

13. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That pursuant to regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the press and public be excluded from the remainder of the meeting:

- (a) As it was likely, in view of the nature of the business to be transacted in Section Two of the agenda, that if members of the public were present during consideration of this business there would be disclosure of exempt information.
- Exempt information is defined in section 100I and, by reference, Schedule 12A of the Local Government Act 1972 ("the 1972 Act"). To be exempt, information must fall within one of the categories listed in paragraphs 1 to 7 of Schedule 12A, must not fall within one of the excluded categories in paragraphs 8 and 9 and the public interest in maintaining the exemption must outweigh the public interest in disclosing the information.
 - Agenda item 14 "Exempt/ Confidential Minutes" – contained information relating to the financial or business affairs of any particular person (including the authority holding that information). In particular information relating to the financial affairs
 - Agenda item 21.1 "Reports of the Monitoring Officer and the Section 151 Officer in respect of Mayoral Virements" as the discussion of those reports was likely to contain information relating to the financial or business affairs of any particular person (including the authority holding that information). In

particular information relating to the financial affairs of the Council.

(b) As although there is a public interest favouring public access to local authority meetings, in this case the Cabinet concluded that given the information contained in:

- Agenda item 14 “Exempt/ Confidential Minutes” – contained information relating to the financial or business affairs of any particular person (including the authority holding that information). In particular information relating to the financial affairs
- Agenda item 21.1. “Reports of the Monitoring Officer and the Section 151 Officer in respect of Mayoral Virements” contained information relating to the financial or business affairs of any particular person (including the authority holding that information). In particular information relating to the financial affairs of the Council.

that the public interest in maintaining the exemption on the information outweighed the public interest in disclosing it.

14. EXEMPT / CONFIDENTIAL MINUTES

The Exempt/Confidential minutes of the Cabinet meeting held on 10 April 2013 were presented for information.

15. OVERVIEW & SCRUTINY COMMITTEE

15.1 Chair's advice of Key Issues or Questions in relation to Exempt / Confidential Business to be considered.

Nil items.

15.2 Any Exempt / Confidential Decisions "Called in" by the Overview & Scrutiny Committee

Nil items.

16. A GREAT PLACE TO LIVE

Nil items.

17. A PROSPEROUS COMMUNITY

Nil items.

18. A SAFE AND COHESIVE COMMUNITY

Nil items.

19. A HEALTHY AND SUPPORTIVE COMMUNITY

Nil Items.

20. ONE TOWER HAMLETS

Nil items.

21. ANY OTHER EXEMPT/ CONFIDENTIAL BUSINESS CONSIDERED TO BE URGENT

21.1 Reports of the Monitoring Officer and Section 151 Officer in Respect of Mayoral Virements

The **Mayor** considered two **tabled** reports by the Monitoring Officer and Section 151 Officer in relation to Individual Mayoral decisions taken to vire money to provide funding to (a) East End Life and (b) the Mayor's Office.

AGREED

1. The two reports confirm that the Mayoral decisions were not in breach of the Budget and that I had taken the appropriate considerations into account in respect of my decision that they were not 'key decisions'. The Executive accepts the reports and has nothing further to add. I ask that the officers prepare a report for submission to the next Overview and Scrutiny Committee meeting confirming this response.

22. EXEMPT / CONFIDENTIAL REPORTS FOR INFORMATION

Nil items.

The meeting ended at 6.16 p.m.

Chair, Mayor Lutfur Rahman
Cabinet

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Agenda Item 7.1

Committee/Meeting: Cabinet	Date: 5 June 2013	Classification: Unrestricted	Report No: CAB 001/134
Report of: Corporate Director (Education, Social Care and Wellbeing) Originating officers Terry Bryan, Head of Pupil Admissions and Exclusions Anne Canning, Service Head: Learning and Achievement		Title Determination of School Admission Arrangements for 2014/15 Wards affected: all	

Lead Member	Cllr Oliur Rahman
Community Plan Theme	A Prosperous Community
Strategic Priority	Improving educational aspiration and attainment

1. **SUMMARY**

- 1.1 This report presents recommendations for Cabinet to agree the Council's school admission arrangements for Tower Hamlets Community Schools and those schools for whom the Council acts as the admission authority.

2. **DECISIONS REQUIRED**

The Mayor in Cabinet is recommended to:-

- 2.1 **Agree** the admission criteria for Tower Hamlets primary and secondary community schools in 2014/15, as set out in Appendices 1 and 2.
- 2.2 **Agree** the scheme for co-ordinating admissions to Reception and Year 7 for 2014/15, as set out at Appendix 3.
- 2.3 **Agree** the scheme for co-ordinating 'In-Year' Admissions for 2014/15, set out at Appendix 4.
- 2.4 **Agree** the planned admission number for each Tower Hamlets School in 2014/15, set out at Appendix 5.
- 2.5 **Agree** the revised constitution of the Tower Hamlets School Admission Forum as outlined in in Appendix 6.

3. **REASONS FOR THE DECISIONS**

- 3.1 The Council's aim is to determine and implement its school admission arrangements through local consultation, enabling it to fully understand and meet circumstances in its area. In doing so, the Council seeks to provide a clear framework intended to ensure arrangements are both lawful and fair, ensuring that every effort is made to meet the needs of all children.

3.2 The Council is particularly concerned that its school admission arrangements should promote and enable fair access to educational opportunity, secure choice and diversity as well as respond to parental and community representations. Each recommendation in this report is consistent with the Council's Statutory Duties as set out in the current School Admissions Code.

4. ALTERNATIVE OPTIONS

4.1 The Council has a statutory duty to annually determine admission arrangements for its community and voluntary controlled schools and to formulate a complying scheme for coordinating admissions at the main points of entry (i.e. reception, Year 3 for junior schools and Year 7 for transfer from primary to secondary school). If Cabinet fails to take such action the Council would be acting contrary to the law.

4.2 The recommendations in this report have been prepared with regard to the need for arrangements to be clear, objective and fair. Due consideration has been given to alternative admission arrangements, but any alternative action could lead to inequality and leave the Council open to legitimate complaint and legal challenge. If Cabinet wished to consider adoption of alternative arrangements, then full consideration would need to be given to the guidance provided in the report, particularly as to the legal requirements.

5. BACKGROUND

5.1 Following revisions to the School Admissions Code in 2012, a Local Authority must now consult on its school admission arrangements every seven years, unless it is proposing changes. Last year the Council, following consultation, made changes to its schools admission arrangements to take effect for admissions in 2013/14. There were no significant changes being proposed for 2014/15, but the Council did consult stakeholders on the arrangements that were previously determined. These stakeholders included parents, schools, community organisations and neighbouring authorities. Although there were no responses received regarding the general arrangements, two responses were received from schools concerning the new Bow School, which will change from boys only to a mixed school. This is explained in paragraphs 7.1 – 7.2.

5.2 The Tower Hamlets School Admission Forum, a group representative of stakeholders, was separately consulted on: the proposed school admissions criteria; co-ordinated schemes; and planned admissions numbers. The forum endorsed all the recommendations pertaining to these items in this report.

5.3 For the 2013/14 school year, 93 per cent of families applying to primary school gained a place at one of their top three school choices in Tower Hamlets. 84 per cent of Tower Hamlets families secured a place at their first choice school. This outcome means that Tower Hamlets has performed significantly above the London average since this measure was introduced. A further key performance indicator is that the majority of children will have access a local school place, under the Authority's new admission system.

- 5.4 Although the results are extremely positive, the Authority continues to work to address the need for more primary school places. 285 additional places have been created since 2008 and a further 60 places have been agreed for September 2014. Strategies continue for both school place planning and school admission arrangements to work in harmony, to ensure that as many children as possible are able to access a local school place

6. ADMISSION TO PRIMARY SCHOOLS

- 6.1 For primary school admissions in 2013/14 the Council introduced a new Catchment area system. A system designed to create a more even distribution across the available school place provision, enabling as many children as possible to have access to a local school place. The early outcomes of the new system are not yet known. It is therefore not possible to determine what modifications, if any, will be needed for 2014/15.
- 6.2 The Council will keep the catchment system under review in order to ensure that, as far as possible, pupil numbers closely match the number of places available in each area. However, no changes are being proposed for the oversubscription criteria for admission to community primary schools 2014/15, as set out in Appendix 1.

7. ADMISSION TO SECONDARY SCHOOLS

- 7.1 There are no proposals to alter the existing oversubscription criteria for admission to secondary schools, which are set out in Appendix 2. However, the enlargement and change of character of Bow School necessitates the use of transitional arrangements to deal with admissions to Year 7. These were presented separately to Cabinet on 10 April 2013 and were agreed by the Mayor. Under normal admission arrangements and taking account of equalities duties, it is not possible to restrict or cap the number of places in a mixed school for either gender. However, where the intention is to support the school with the change of character, transitional arrangements are able to assist the promotion of a balanced roll of boys and girls over time.
- 7.2 For four years from September 2014, girls will only be admitted to Bow School at Year 7, until the year groups have both girls and boys. The Year 7 places will be designated equally with 135 places for girls and 135 places for boys. The places will be filled in this priority order:
- Pupils who apply from each gender will be considered in accordance with banding arrangements and the admissions criteria for community schools up to a maximum of 135 places for boys and 135 places for girls. This may mean that some pupils may be initially refused a place because the target number for that gender has been filled.
 - Any places remaining after national offer day and applications received outside the normal point of entry will be filled in accordance with the admission criteria regardless of gender.
 - After September 2018, the school will operate the normal admission arrangement for community schools in Tower Hamlets.

- 7.3 Secondary headteachers have expressed concern that the creation of mixed places at an expanded Bow School will mean there will be twice the number of places available each year in single sex girls schools than in single sex boys schools. This is likely to have an impact on the gender distribution of those applying for places at mixed schools, adversely affecting the ability of mixed schools to have a reasonably balanced roll.
- 7.4 The Authority recognises this concern, but is also mindful of the need for more school places overall, which cannot be provided in a way that will give balance to the provision of mixed and single sex places. The Council is also mindful that the geographical location of the relocated and mixed Bow School will provide opportunity for a school place nearer to home for more children than previously, particularly girls.
- 7.5 The Authority has agreed to undertake a modelling exercise to look at the likely impact and to see how admission arrangements might be modified to promote a more equal gender balance in mixed schools, taking account of projected capacity requirements and the necessary equalities legislation.

8. **UNDER FIVES AND SIXTH FORM ADMISSIONS**

- 8.1 The responsibility for determining the admissions arrangements for nursery schools/classes and sixth forms in community schools is that of the local authority. Administration of nursery and sixth form admissions is delegated by the Authority to schools. It will be necessary to make adjustments to the under-fives policy as a result of changes in national policy. Sixth form policies will be reviewed in line with new School Admissions Code and in consultation with the relevant schools, to ensure compliance with applications timelines, entry criteria and place offer arrangements. The wider issues to consider are the introduction of funded places for 2 year olds and the raising of the participation age for sixth form age pupils.

9. **CO-ORDINATED ADMISSION ARRANGEMENTS AND TIMETABLE**

- 9.1 The Local Authority is responsible for administering a co-ordinated scheme for its area, in relation to all Tower Hamlets schools, including academy and free schools. The purpose of a co-ordinated admission scheme is to ensure that (as far as is reasonably practicable) every parent of a child living in Tower Hamlets, who has applied for a school place in the normal admission round, receives an offer of a school place as early as possible.
- 9.2 **Primary and Secondary Co-ordination:** For admissions to the reception year and Year 7 of secondary School the process and timescales have not altered from the previous year. They are in line with national closing and offer dates and the procedures for cross-borough applications to be made through the home local authority.
- 9.3 The existing schemes for Primary and Secondary Co-ordination in 2014/15 are set out in Appendix 3 to this report.

- 9.4 **In-Year Co-ordination:** From September 2013 there is no longer a statutory requirement for a local authority to co-ordinate the admission of children to school outside the normal points of entry i.e. reception and Year 7. However, the Authority recognises that co-ordinated admissions provides the most effective way for ensuring that children out of school are tracked and placed as quickly as possible. This safeguarding element has been a particular strength of in-year co-ordination since its introduction and there is a significant risk that children may slip through the net if things revert back to a system whereby applicants submit applications direct to individual schools.
- 9.5 The Authority will therefore continue to co-ordinate in-year admissions as a maintaining local authority and in accordance with the scheme set out in Appendix 4 to this report. However, if schools that are their own admission authority decided not to co-ordinate centrally, they could not be compelled to do so. This could lead to safeguarding issues, very likely lead to duplicate offers and uncertainty for schools on whether or not children would take up places offered. The Authority has therefore written to schools that are their own admission authority requesting that they support the Council's measures to safeguard children by agreeing to the proposed scheme for 2014/15.
- 9.6 The Authority is aware that the main issue schools have with in-year admissions is the time taken to centrally co-ordinate the process. This concern has led to the Authority developing new procedures and software to minimise delay, as well as provide the flexibility for schools that are their own admission authority to administer their admissions in conjunction with the Authority's Pupil Admissions Team. This gives schools the option of having a greater involvement in the central admissions process and enables the Authority to have a better overview on the provision and demand for school places in the area. The software has been rolled out to over half of Tower Hamlets schools and the feedback has been very positive. The remaining schools are due for completion by the end of the 2013 calendar year.

10. PLANNED ADMISSION NUMBERS

- 10.1 The Authority is required to consult annually on the planned admission numbers (PAN) for its community schools. The School Admissions Code now permits own admission authority schools to increase their PAN without consulting. However, for the normal years of entry, these schools must notify the Authority in good time so that it can carry out its co-ordination duty. Community schools can also ask for their PAN to be raised. If the Authority refuses the matter can be referred to the School Adjudicator, and the assumption will be that the school will be allowed to raise its PAN. Particularly, a school that is rated by Ofsted as good or outstanding.
- 10.2 A document, which specifies the maximum number of pupils that can be admitted to a school in the 2014/15 year of entry, is attached as Appendix 5. Cabinet's attention is drawn particularly to those schools where proposed changes are indicated. These changes reflect the demand for school places in those areas. The consultation responses did not raise any objections.

11. SCHOOL ADMISSION FORUM

- 11.2 The function of the School Admissions Forum is a strategic one, to consider and promote a fair and effective schools admission system, which advances social equity and ensures local parental views are addressed; and to advise the Local Authority and other admission authorities on admissions related issues. The forum should therefore represent and engage all the key stakeholders: parents, schools (including academies and free schools), diocesan authorities, the Council of Mosques and local community organisations, such as, those supporting vulnerable children and families. This is especially important, given the new statutory frameworks and the many different agencies now involved in the provision of school places. The forum can therefore play a key role in ensuring that equalities issues remain at the heart of the school admissions process.
- 11.3 Given the on-going and growing public interest in school admissions and the Admissions Forum's now defined role in representing the community and influencing decisions on its behalf, the revised constitution allows for the addition of two members from the newly established Tower Hamlets Parents Council, a further representative from a community/voluntary organisation, and a local authority education appeals panel member. The aim is for the forum to acquire a more strategic and independent role and provide greater opportunity for sufficient participation and influence from parents and the wider community.

12. COMMENTS OF THE CHIEF FINANCIAL OFFICER

- 12.1 This report informs cabinet of the proposals for determining the admission arrangements to community and voluntary controlled primary and secondary schools in Tower Hamlets for 2014/15.
- 12.2 There are no financial implications for future years in respect of pupil numbers which are fully funded by the Dedicated Schools Grant. The admissions arrangements were revised for 2013/14 to include catchment areas in primary schools which will assist in lessening the requirement to provide travel assistance to families who are not successful in getting a school place close to home. Officers will be monitoring the impact of admission patterns on the home-school travel budget on an on-going basis, but savings in the travel budget may take up to 7 years to be realised.

13. CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL SERVICES)

- 13.1 Section 88C of the School Standards and Framework Act 1998 requires the Council in its role as admission authority to determine the admission arrangements that will apply in line with regulations (currently, the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 (*"the Admission Regulations 2012"*) and the mandatory requirements of the School Admissions Code 2012.
- 13.2 The Council is required, as an admission authority, to set ("determine") admission arrangements annually by 15 April every year, even if the arrangements have not changed from previous years (Regulation 17 of the School Admission Regulations). Where changes are proposed to admission arrangements, the Council must first publicly consult on those arrangements.

The report states that there have been no significant changes proposed for 2014/15 but that the Council did consult stakeholders on the arrangements that were previously determined for 2013/14.

- 13.3 Once the Council has determined its arrangements it must notify the appropriate bodies, set out in the Code, and must publish a copy of the determined arrangements on its website by 1 May in the determination year for the whole offer year, for any school or Academy in Tower Hamlets (Regulation 18 of the School Admission Regulations).
- 13.4 In determining its admission arrangements, the Council is required by section 84(3) of the School Standards and Framework Act 1998 to act in accordance with the relevant provisions of the School Admissions Code 2012, which applies to admissions to all maintained schools. The report states that all requirements of the Code have been taken into account in preparing the admission arrangements.
- 13.5 In determining the admission arrangements, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who don't. Information is provided in the One Tower Hamlets section of the report relevant to these considerations.

14. ONE TOWER HAMLETS CONSIDERATIONS

- 14.1 An Equalities Impact Assessment was conducted when the Authority last proposed changes to its admission arrangements for community schools. As no general changes have been proposed to the admission arrangements, a further analysis has not been carried out.
- 14.2 The Council aims to establish and promote admission arrangements that seek to eradicate inequality and maximise the accessibility of school places. These policies are circumscribed by law and statutory guidance. They comply with equalities legislation and, as far as possible, are inclusive of the community. The Council is also mindful of its duty to ensure that school admission decisions meet parental preference, where possible. It therefore monitors outcomes to ensure that any proposed policy change explains the background, identifies the issues of concern and highlights the potential benefits.
- 14.2 A further equalities analysis has been carried out in relation to the transitional admission arrangements, following proposals for the enlargement and change of character to Bow School, which will admit boys and girls from September 2014. That analysis is set out in Appendix 7 and shows that the proposed transitional admission arrangements for Bow School enable some justifiable, temporary support to the school to assist achieving a balanced roll as far as possible as the school undertakes the process of the change of character.

15. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 15.1 The underpinning principle for the admission policy to community schools is to provide local places for local children. This reduces the need for pupils to travel long distances to school. The existing admission arrangements aligned with proposed school expansions seeks to alleviate the pressure on school places in parts of Tower Hamlets and reduce the number of children who are

travelling out of their immediate areas to access the nearest available school place.

16. RISK MANAGEMENT IMPLICATIONS

- 16.1 Admission arrangements must be reviewed periodically in accordance with the DfE School Admissions Code. Failure to do so could lead to legal challenge and a loss of confidence in the Council as an admission authority.
- 16.2 Although, in practice, the Council reaches a high standard in ensuring that 93% of families obtain a place at one of their preferred schools, there is still the need for it to regularly monitor and review its school admissions arrangements. It is incumbent upon the Council to ensure that these arrangements continue to provide fair and equal access to school places for all children. The risk of not implementing the proposed changes could mean that the Council arrangements would no longer reflect these underlying social equity principles.

17. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 17.1 There are no crime and disorder implications.

18. EFFICIENCY STATEMENT

- 18.1 The Council seeks to ensure there is an adequate level of accessible school place provision. Reducing surplus places whilst at the same time ensuring the delivery of efficient education and the efficient use of resources. It will therefore continue to review its arrangements so that policies are adequately resourced to ensure effective service delivery.

18. APPENDICES

- Appendix 1 Proposed admission criteria for Tower Hamlets community primary schools in 2014/15
- Appendix 2 Proposed admission criteria for Tower Hamlets community secondary schools in 2014/15
- Appendix 3 Proposed scheme for co-ordinating admissions to Reception and Year 7 for 2014/15
- Appendix 4 Proposed scheme for co-ordinating 'In-Year' admissions for 2014/15
- Appendix 5 Planned Admission Number for each Tower Hamlets School (2014/15)
- Appendix 6 The revised constitution for the Tower Hamlets School Admission Forum
- Appendix 7 Equality analysis for Bow transitional arrangements
-

**Local Authorities (Executive Arrangements) (Access to Information) (England)
Regulations 2012**

List of “Background Papers” used in the preparation of this report

List of “background papers”

Name and telephone number of holder
and address where open to inspection.

Equality analysis for last significant amendments
to the admissions scheme

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TOWER HAMLETS EDUCATION SOCIAL CARE AND WELLBEING Admissions Arrangements for Community Primary Schools 2014/15



Version: 1.0
Date issued: January 2013
Prepared by: Terry Bryan
Head of Pupil Admissions
and Exclusions



1. Foreword

Tower Hamlets Local Authority seeks to operate an admissions system that provides equal and fair opportunities to all applicants. This includes having due regard to children living in areas where there are limited options in applying for a local school place.

The Local Authority's community school admissions policy has been determined following an extensive public consultation and approval by the Council's Cabinet of elected members. It is reviewed annually by the School Admission Forum, with representation from all key stakeholders including parents, headteachers, school governors, diocesan bodies and community organisations.

2. Oversubscription Criteria

If a community school receives more applications than places available, children with a statement of special educational needs, which names the school applied to, will be placed before all other applicants.

The remaining places will be filled in the following priority order:

- 1) Children looked after by the local authority including adopted children who were previously looked after and children who leave care under a special guardianship or residence order;
- 2) Children for whom it is deemed there is strong medical or social reason to attend the school applied to ([See Note 1](#));
- 3) Children living within the catchment area who have a sibling attending the school (including the school of separate infants and junior schools) and who will continue to do so on the date of admission ([See note 2](#));
- 4) Children who live within the catchment area of the school;
- 5) Children living outside of the catchment area of the school applied to.

In the event of oversubscription within categories 3 and 4 and 5, priority will be given, firstly, to children who live the furthest distance to the nearest alternative school within their catchment area; secondly, to children outside the catchment area, by the shortest walking distance ([See note 3](#)).

Note 1: can include the parents', carers' or other family members' medical conditions and the family's social needs. Parents must complete the relevant section on the application form and attach medical and/or social reports from a suitable professional (e.g. a doctor or social worker) to support the application.

Note 2: includes the sibling of child who does not live within the school's catchment area, but who was admitted before the start of the 2013/14 school year. For this purpose "sibling" means a whole, half or step-brother or step-sister resident at the same address.

Note 3: A digitised Ordnance Survey map is used to measure the distance from the home address to the school's designated official entrance.

3. Catchment area

The school catchment area is the defined area in which a school is located. It is generally bounded by major roads and/or railway/canal. The catchment area for each Tower Hamlets Community school is defined by the Local Authority and is designed to ensure that each address in the borough falls into the catchment area of local school. Details of the catchment areas for community schools and the schools within the catchment area for a particular address can be viewed on the Local Authority's website: <http://www.towerhamlets.gov.uk/equalchance>.

4. Age of Admission

Children born on and between 1 September 2009 and 31 August 2010 would normally start primary school in Reception in the school year beginning in September 2014. All Tower Hamlets infant and primary schools provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday.

Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in the school year. A child's attendance at school does not become compulsory until the start of the term following their fifth birthday. Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Where parents choose to defer entry, a school may reasonably expect that the child would start at the beginning of a new school term/half term. Where a parent of a 'summer-born' child (15 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to re-apply for a place at the correct time.

5. Nursery Provision

Some schools have a nursery class or deliver pre-school nursery education. The admission arrangements set out in this document do not apply to applications for the school's nursery. Parents of children who are admitted to a nursery provision at a school must apply in the normal way for a place at the school, if they want their child to transfer to the reception class. Attendance at the nursery or co-located children's centre will not guarantee admission to the school.

6. Applying for a Place

How to apply for a primary school place is set out in the Local Authority's school admissions booklet, Starting School in Tower Hamlets. Applications are then co-ordinated for all the schools in the Tower Hamlets area in accordance with the Authority's published scheme. The scheme can be viewed [here](#).

The closing date for applications is the **15 January 2014** and the date on which families are sent notification of the outcome is the **16th April 2015**.

7. Late Applications

Applications received after the 15 January 2014 closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time. A new preference or change in the order of preferences will not be accepted after the closing date unless the circumstances are deemed to be exceptional. Late applications will be given a lower priority and will be dealt with after all on time applications in the first round of offers on 16 April 2014. Where a school is oversubscribed late applications will be refused and placed on the waiting list in accordance with the admission criteria.

Where the Local Authority has determined there are exceptional circumstances for the late submission of an application it will be treated as 'on time' and, where possible, considered alongside existing applications.

8. Twins and Multiple Births

For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the Local Authority will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the Local Authority will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place.

9. Waiting List

The Local Authority's Pupil Admissions Team will hold waiting lists for all oversubscribed community schools until the end of the autumn term and continue to allocate places from these lists if spaces become available. Applicants will be ranked on these waiting lists in priority order, according to the school's admission criteria. The Local Authority will not maintain waiting lists beyond the end of the first term, but parents will have the opportunity to register their continued interest in a place.

10. Infant to Junior Applications

Parents of children in Year 2 of an infant school have to make an application to transfer to the partner junior school. A child is guaranteed a place at the partner junior school provided an application for that place is made by the closing date and the child is still in attendance at the school at the time applications are determined. For parents who wish their child only to transfer to the partner junior school the application simply involves completing and returning a form provided by the Local Authority. Parents who wish to apply for a Year 3 place at schools other than the partner junior school will need to complete the Local Authority's In-Year school admission application form.

TOWER HAMLETS EDUCATION SOCIAL CARE AND WELLBEING

Admissions Arrangements for Community Secondary Schools (Central Foundation Girls School, George Greens School and Bethnal Green Academy)

2014/15



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Date issued: January 2013
Prepared by: Terry Bryan
Head of Pupil Admissions
and Exclusions



1. Foreword

Tower Hamlets Local Authority seeks to operate an admissions system that provides equal and fair opportunities to all applicants. This includes having due regard to children living in areas where there are limited options in applying for a local school place.

The Local Authority's community school admissions policy has been determined following an extensive public consultation and approval by the Council's Cabinet of elected members. It is reviewed annually by the School Admission Forum, with representation from all key stakeholders including parents, headteachers, school governors, diocesan bodies and community organisations.

2. Oversubscription Criteria

Firstly, children with a statement of special educational need naming the school must be offered a place, unless there are particular reasons why the Local Authority is unable to do so. The place will be provided in the appropriate band. (See note 1).

A quarter of the total places available at these schools are allocated to each of the four bands. If any of these are oversubscribed in any band, the admission criteria below will be used (in descending order of priority) to allocate places:

- 1) Children looked after by the local authority including adopted children who were previously looked after and children who leave care under a special guardianship or residence order; (See note 2)
- 2) Pupils who have a strong medical or social reason to attend the school applied to. This can include the parents', carers' or other family members' medical conditions and the family's social needs. Parents must complete the relevant section on the application form and attach medical and/or social reports from a suitable professional (e.g. a doctor or social worker) to support the application. (See note 3).
- 3) Pupils living nearest the school who are the first born of their sex in the case of a single sex school, or the eldest child in the case of a mixed school. The number of children admitted under this category will reflect 25% of the intake of the school in each band.
- 4) Pupils who have a brother or sister at the school at the time of admission. (See note 4).
- 5) Pupils who live nearest to the school by the shortest walking route. (See note 5).

In categories 3, 4 and 5 above, a higher priority will be given to pupils who live in the priority geographical areas of south Wapping or west Bethnal Green applying to one of the designated schools. (See 'Priority Areas' below).

Note 1: Parents of children with statements of special educational need should note that Tower Hamlets LA seeks to ensure that pupils with statements do not, at secondary transfer time, become unduly concentrated in a few schools. Experience indicates that this can compromise the efficient education of children and the efficient use of resources. This means that if any particular school receives a large number of applications for pupils with statements, some of these may be refused. All applications for pupils with statements will be considered by the Special Educational Needs Panel.

Note 2: Confirmation of a child's looked after status will be required.

Note 3: Applications under this category are considered by the Primary to Secondary Transfer Committee, comprising a Headteacher, a member of the Attendance and Welfare Service and a school governor. The Committee will decide whether the application should be given priority under this category.

Note 4: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address. The address used should be the one that the child usually lives at and attends school from.

Note 5: Home to school distances will be measured by the shortest walking route from the home address to the nearest available pupil entrance in constant use to the school, using a computerised digitised map.

3. Priority areas

The south Wapping priority area is the area south of Cable Street and Royal Mint Street, west of Butcher Row, north of the Thames and east of Mansell Street and Tower Bridge Approach. Children living in this area will have priority for admission to the designated schools, which are Mulberry and Stepney Green.

The west Bethnal Green priority area is the area south of Quaker Street, west of Brick Lane, north of Whitechapel High Street and east of Middlesex Street. Children living in this area will have priority for admission to the designated school, which is Swanlea.

4. Exceptional Medical or Social Reasons

Where there is a very strong medical or social reason for attending a particular school priority may be given for admission. Parents must complete the relevant section on the transfer form and attach medical and/or social reports signed by a doctor or social worker to the form. These reports must be received by the closing date on 31st October 2013. The application will be considered by the Primary / Secondary Transfer Committee.

5. Confirmation of Address

Parents may be required to provide acceptable independent proof of their child's address. They must make sure that the application form they complete is accurate and to contact Pupil Admissions or tell their child's headteacher if there are relevant changes after it is submitted. Places may be withdrawn if false information is entered on the application form. Parents who do not provide evidence of their child's address as requested, or provide conflicting or inconclusive information, may have the place withdrawn, even if it has already been accepted. When parents live separately, the address used should be the one that their child usually lives at and attends school from. If a child lives equally with both parents at different addresses, it is the parents' responsibility to make this clear on the application form. Parents may be asked to provide acceptable proof that this is the case.

6. Siblings in the same year group transferring

Where two or more siblings are in the same year group (e.g. twins), and it is the parent's wish that the siblings should attend the same school, if one sibling can be offered a place at a school, the other will automatically be offered so as not to separate them.

7. Changing Preferences

Parents and carers may not change their preferences unless there is exceptional and genuine reasons for doing so, for example, change of address. Requests to change preferences must be made in writing giving the full reasons.

TOWER HAMLETS EDUCATION SOCIAL CARE AND WELLBEING

PROPOSED SCHEMES for CO-ORDINATION OF ADMISSIONS TO RECEPTION and YEAR 7 IN 2014/15



Version: 1.0

Date issued: January 2013

Prepared by: Terry Bryan
Head of Pupil Admissions
and Exclusions



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DEFINITIONS USED IN TOWER HAMLETS 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.
“the Business User Guide (BUG)”	the document issued annually to all LAs participating in the Pan-London Co-ordinated Scheme.
“the Common Application Form”	this is the form that parents must use to make their applications, 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 offered a place at more than one school within an LA, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered.
“the Highly Recommended Elements”	the elements of Pan London 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 (local authority) in which the applicant/parent is resident.
“the Address Verification Register	the document containing the address verification policy of each participating LA.
“the Local Admission System (LAS)”	the IT module for administering admissions and for determining the highest offers within Tower Hamlets and between neighbouring authorities.
“the 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 to which an applicant has applied.

“the Mandatory Elements”	those elements of the Pan-London Scheme to which participating authorities must subscribe.
“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 school, which is attached as Schedule 2.
“the Prescribed Day”	the day on which outcome letters are posted to parents Reception (Primary Schools): 16th April 2014 Year 7 (Secondary Schools): 3rd March 2014
“the Pan-London Register (PLR)”	the computer database that transmits application and offer data between each LA’s Local System.
“the Pan London Timetable”	the framework for making and processing applications 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 Pan London 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.

Proposed Scheme for the Co-ordination of Admissions to Reception in 2014/15

When children can start primary school in Tower Hamlets

All children of reception age (i.e. those born between 1st September 2009 and 31st August 2010) can start school in September 2014. However, parents can ask for their child's entry to be deferred until later in the school year. When a place is deferred the LA cannot offer it to another child. Parents will be advised of their right to defer in the Starting School brochure and in the letter notifying them of the school of which a place can be offered.

ADMISSIONS NUMBERS

A list of admission numbers for each primary school is published in the LA's composite prospectus for school admissions.

APPLICATIONS

1. All primary schools, nurseries and early years centres will advise Tower Hamlets LA of all children on roll that are eligible for admission in the following academic year. Tower Hamlets LA will forward details of Out of Borough residents to the home LA
2. Tower Hamlets residents will make their applications on the Tower Hamlets LA Common Application Form (CAF), which will be available from 1 November 2013 and will be able to be submitted on-line. The form will include all the fields and information specified in Schedule 1. Applications to Out of Borough schools can also be made on this CAF. Supplementary Forms may be provided to non-Tower Hamlets residents who apply to Tower Hamlets schools if further information is required to consider the application against the Tower Hamlets admission policy.
3. Tower Hamlets LA will take reasonable steps to ensure that the parent(s) of a child living in Tower Hamlets due to start primary school in 2014/15 receives a copy of the 'Starting School' booklet and CAF, including details of how to apply online. The booklet will also be available to parents who do not live in Tower Hamlets and will contain information on how non-Tower Hamlets residents access their home LA'S booklet and CAF.
4. Tower Hamlets residents will be able to express a preference for a maximum of six schools whether the schools are in Tower Hamlets or in another Local Authority
5. The separate admission authorities within this LA will use supplementary information forms where there is not sufficient information on the CAF for consideration of the application against the published oversubscription criteria. This will normally only be in circumstances where schools require additional information relating to membership of a particular faith. The supplementary form will be available on the school's website and should be completed and returned to the school concerned. The LA will seek to ensure that supplementary forms only collect information that is required by the published oversubscription criteria, in accordance with paragraph 2.4 the School Admissions Code 2012.
6. Where a school in Tower Hamlets receives a supplementary information form, it will not be considered as a valid application unless the parent has also listed the school on their CAF, in accordance with the School Admissions Code of Practice. All Supplementary Forms will be made available on the Tower Hamlets website and details of Tower Hamlets School requiring a Supplementary Form will be stated in the Starting School booklet.

7. All preferences expressed on the CAF for maintained schools will be valid preferences. The order of preference given on the CAF will not be revealed before the offer date. If there is a preference to a non-Tower Hamlets school the order of preference for that school will be revealed to the Home LA. This is to ensure that only the highest ranked offer is made.
8. Applicants must return the CAF, which will be available and can be submitted on-line to this LA by **15th January 2014**.
9. Schools which receive the CAF (whether or not the family live in Tower Hamlets) must send these to Tower Hamlets LA by the closing date for applications – **15th January 2014**.
10. All applications made to non-Tower Hamlets Schools containing evidence of any Looked After children will be confirmed to the Home LA, by **3rd February 2014**.
11. All applicants in Tower Hamlets nurseries will have their address verified as set out in the Business User Guide. Pupil Admissions will notify the Home LA of any discrepancies of address for an applicant applying to one of their schools, by **14th February 2014**.
12. Pupil Admissions will advise the maintaining LA of the reason for any preference expressed for a school in its area of a child applying for a school that is born outside of the correct age cohort. All details and information to be forwarded by **3rd February 2014**.

PROCESSING

13. Applicants' resident within Tower Hamlets must return the Common Application Form, which can be completed and submitted on-line, by **15th January 2014**.
14. Application data relating to all preferences for schools in other participating LAs, which have been expressed within the terms of this LA's scheme, will be up-loaded to the PLR by **3rd February 2014**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
15. Pupil Admissions shall, in consultation with the admission authorities within the Tower Hamlets borough and within the framework of the Pan-London timetable in Schedule 3, determine and publish its own timetable for the processing of preference data and the application of published oversubscription criteria.
16. Tower Hamlets LA will accept late applications and treat them as though they were received on time, only if they are late for a good reason. Examples of what will be considered as "good reason" includes: when a single parent has been very ill during the relevant period, or has been dealing with the death of a close relative; a family has just moved into the area. Other circumstances will be considered and each case decided on its own merits
17. If late applications that are being treated as having been received on time include preferences for schools in other LAs, Tower Hamlets LA will forward the details to the maintaining LAs via the PLR as they are received. .

18. The latest date for the upload to the PLR of late applications which are being treated as having been received on-time is **14th February 2014**.
19. 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 **14th February 2014**, on the basis that an on-time application already exists within the Pan-London system.
20. Tower Hamlets will participate in the application data checking exercise scheduled between **17th and 24th February 2014** in the Pan-London timetable in 3A.
21. All preferences for schools within Tower Hamlets 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 2012. When the admission authorities within Tower Hamlets 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'.]
22. Tower Hamlets LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
23. Tower Hamlets LA will upload the highest potential offer available to an applicant for a school in this LA to the PLR by **17th March 2014**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
24. The LAS of Tower Hamlets 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 **21st March 2014** if this is sooner.
25. Tower Hamlets LA will not make an additional offer between the end of the iterative process and the 17 April 2013 which may impact on an offer being made by another participating LA.
26. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of Tower Hamlets LA's schools, this 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) this 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.
27. Tower Hamlets LA will participate in the offer data checking exercise scheduled between **24th March and 10th April 2014** in the Pan-London timetable in 3A.
28. Tower Hamlets LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **11th April 2014**. (33 London LAs and Surrey only).

OFFERS

29. On **16 April 2014** Tower Hamlets LA will send a letter notifying parents of the school place provisionally offered. The letter will advise the following:
 - The name of the school at which a place is provisionally offered.
 - The procedure and documentation required for the parent(s) to accept the offer by **30th April 2014**.
 - If applicable, the reasons why the child is not being offered a place at any of the schools they nominated on the CAF.
30. Parents who do not obtain an offer at a preferred school may apply to schools that still have vacancies. Children who have not been offered a place at any school and late applicants will be offered a place at a school with places remaining.
31. Tower Hamlets LA shall use various forms of the notification letter set out in Schedule 2. Parents will be required to accept or decline the offer with the school at which the place is being offered.
32. Tower Hamlets LA with destination data of all its residents applicants by the end of the Summer term 2014.

POST OFFER

33. **Tower Hamlets** LA will request that resident applicants accept or decline the offer of a place by **30th April 2014**, or within two weeks of the date of any subsequent offer.
34. Where an applicant resident in Tower Hamlets LA accepts or declines a place at a school maintained by another LA by **30th April 2014**, Tower Hamlets LA will forward the information to the maintaining LA by **14th May**. If information is received from applicants after **14th May**, Tower Hamlets LA will pass it to the maintaining LA as it is received.
35. 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 2012.
36. Tower Hamlets will inform the home LA, where different, of an offer for a maintained school in Tower Hamlets 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.
37. When acting as a maintaining LA, Tower Hamlets LA, and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
38. Tower Hamlets LA will offer a place at a maintained school in the area of another LA to an applicant resident in Tower Hamlets area, provided that the school is ranked higher on the Common Application Form than any school already offered.
39. Where Tower Hamlets LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Tower Hamlets 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.

40. Where this LA, acting as a home LA, has agreed to a change of preference order for good reason, it must inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.
41. Tower Hamlets LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
42. Tower Hamlets LA will accept new applications (including additional preferences) from home LAs for maintained schools in its area.
43. Parents who wish their children's names to be placed on the waiting list of a higher ranked school to the one offered or to any of the preferred schools if an offer has not been possible must notify Pupil Admissions by **9th May 2014**.
44. Tower Hamlets will seek to ensure that a place is not offered at a school which is ranked on the CAF as a lower preference than any school already offered to a parent.

APPEALS

45. Parents have the right of appeal against the refusal of a place at any of the schools for which they have applied. Parents wishing to appeal to a Tower Hamlets community school must do so by **9th May 2014**. Tower Hamlets voluntary schools may have different arrangements and parents will be advised to contact the individual school for information.

Proposed Scheme for the Co-ordination of Admissions to Year 7 in 2014/15

When children start the Year 7 of Secondary School in Tower Hamlets

All children of born between 1st September 2002 and 31st August 2003 can start the Year 7 of secondary school in September 2014.

APPLICATIONS

1. Tower Hamlets 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 make application in the forthcoming application year.
2. Applications from residents of Tower Hamlets will be made on the authority's Common Application Form (CAF), which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1. These will be supplemented by any additional fields and information where deemed necessary by this LA to enable admission authorities in Tower Hamlets to apply their published oversubscription criteria.
3. Tower Hamlets will take all reasonable steps to ensure that every parent who is resident in this LA and has a child in their last year of primary education within a maintained school, either in Tower Hamlets or any other maintaining LA, receives a copy of this LA's admissions booklet and CAF, **including details of how to apply online**. The admissions booklet will also be available to parents who do not live in Tower Hamlets, and will include information on how they can access their home LA's CAF.
4. Tower Hamlets LA and the admission authorities within this LA i.e. Bishop Challoner, Raine's and Sir John Cass Foundation Schools will use supplementary forms to collect information which is required by the school's published oversubscription criteria and not available through the CAF. The LA will seek to ensure that information collected is in accordance with paragraph 2.4 of the School Admissions Code 2012.
5. Where Tower Hamlets or the other admission authorities within the LA use a supplementary form, they will be available on the Tower Hamlets website. The Tower Hamlets admission booklet will indicate which schools in Tower Hamlets require supplementary forms to be completed and where they can be obtained. Such forms will advise parents that they must complete their Home LA's CAF. An application will not be considered to be a valid application unless the parent has also listed the school on their home LA's CAF, in accordance with the School Admissions Code 2012.
6. Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside Tower Hamlets.
7. The order of preference given on the CAF will not be revealed to a school within the Authority area in accordance with paragraph 1.9 of the School Admissions Code 2012. 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. Tower Hamlets LA undertakes to carry out address verification process as set out in its entry in the LIAAG Address Verification Register. This will in all cases include the validation of resident applicants against Tower Hamlets primary school data and the further investigation of any discrepancy. Where this 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 the **13th December 2013**.
9. Tower Hamlets LA will confirm the status of any resident child for whom it receives a CAF stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **14 November 2013**.
10. Tower Hamlets LA will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by the **14th November 2013**.

PROCESSING

11. Applicants resident within Tower Hamlets must return the CAF, which will be available and able to be submitted on-line, to this LA by **31st October 2013**. This closing date applies to all LAs participating in the Pan London co-ordinated admissions arrangements. However Tower Hamlets LA will publish information which encourages applicants to submit their application by the **25th October 2013 (i.e. the Friday before half term)**, to allow sufficient time to process and check all applications before the mandatory date when data must be sent to the PLR.
12. Application data relating to all preferences for Tower Hamlets residents applying to maintained schools in the area of other participating LAs, which have been expressed within the term's of the Tower Hamlets scheme, will be up-loaded to the PLR by **14th November 2013**. Supplementary forms mistakenly sent with the CAF will be sent to maintaining LAs and TH admission authorities by the same date, where possible.
13. Tower Hamlets, in consultation with the admission authorities within its area and within the framework of the Pan-London Timetable in Schedule 3B, will determine its own timetable for the processing of application data and the application of published oversubscription criteria.
14. Tower Hamlets will accept late applications only if they are late for a good reason. Examples of what will be considered as good reason include: when a single parent has been ill during the relevant period, or has been dealing with the death of a close relative; a family has just moved into the area. Other circumstances will be considered and each case decided on its own merits.
15. Where such applications contain preferences for schools in other LAs, Tower Hamlets will forward the details to maintaining LAs via the PLR as they are received. Tower Hamlets will accept late applications which are considered to be on time within the terms of the home LA's scheme, providing they are uploaded to the PLR by the latest date i.e. **13th December 2013**.

16. If, after submitting an on-time application, an applicant moves from Tower Hamlets to another participating LA or vice versa, it will be accepted and treated as on-time up to **13th December 2013**. This is on the basis that an on-time application already exists within the Pan-London system.
17. Tower Hamlets LA will participate in the application data checking exercise scheduled between the **16th December 2013 and 2nd January 2014** in the Pan London Timetable in Schedule 3B.
18. All preferences for schools within Tower Hamlets will be considered by the relevant admission authorities without reference to rank order in accordance with paragraph 1.9 of the School Admission Code 2012. Once each Tower Hamlets admission authority has ranked its applicants in criteria order and provided its list to the LA, Tower Hamlets 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']
19. Tower Hamlets LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
20. Tower Hamlets will upload the highest potential offer available to an applicant for a maintained school in this LA to the PLR by **3rd February 2014**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
21. The LAS of Tower Hamlets 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 information between the LAS and the PLR (in accordance the iterative timetable published in the Business User Guide) which will continue until notification that a steady state is achieved (which the PLR will indicate), or until **14th February 2014** if this is sooner.
22. Tower Hamlets LA will not make an additional offer between the end of the iterative process and **3rd March 2014**, which may impact on an offer being made by another participating LA.
23. Notwithstanding paragraph 22, if an error is identified within the allocation of places at one of Tower Hamlets schools, Tower Hamlets LA will attempt to manually resolve the allocation to the correct the error. Where this impacts on another LA (either as home or maintaining LA) Tower Hamlets LA will liaise with the other LA in an attempt to resolve the correct offer and any multiple offers. However, if the other LA is unable to resolve a multiple offer, or is the impact is too far reaching, Tower Hamlets LA will accept that the applicants affected might receive a multiple offer.
24. Tower Hamlets LA will participate in the offer data checking exercise scheduled between the **17th and 26th February 2014** in Pan London timetable in Schedule 3B.

25. Tower Hamlets LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **27th February 2014**. (33 London LAs and Surrey only).

OFFERS

26. Tower Hamlets LA will inform all residents applicants of their highest offer of a school place and, where relevant, the reason why higher preferences were not offered. Whether they were for schools in Tower Hamlets or in other participating LAs.
27. For Tower Hamlets residents for whom a place cannot be offered at any of the schools listed on the CAF on the **3rd March 2014**, there will be an opportunity to state further preferences between March and Mid-April. Parents of pupils still unplaced by the week ending **18th April 2014** will be notified of a school at which a place is reserved.
28. The Tower Hamlets LA outcome letter will include the information set out in schedule 2.
29. On **3rd March 2014**, Tower Hamlets LA will send by first class post notification of the outcome to resident applicants.
30. Tower Hamlets will provide its primary schools with destination data of its resident applicants by the end of February and provide updates at regular intervals throughout the summer term of 2014.

POST OFFER

31. Tower Hamlets secondary schools must contact successful applicants immediately after the **4th March 2014** to confirm the offer of a place and the arrangements for admission. They will notify Tower Hamlets LA of any pupils for whom an offer of place is declined and the reasons for this.
32. Tower Hamlets LA will request that its resident applicants, who have been offered a place at a school maintained by another LA, accept or decline the offer by the **17th March 2014**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in Tower Hamlets LA accepts or declines a place in a school maintained by another LA by **17th March 2014**, Tower Hamlets LA will forward the information to the maintaining LA by **24th March 2014**. Where such information is received from applicants after **17th March**, Tower Hamlets LA will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in Tower Hamlets LA, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2012.
35. When acting as a maintaining LA, Tower Hamlets LA will inform the home LA, where different, of an offer for a maintained school or Academy in the Tower Hamlets 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.
36. When acting as a maintaining LA, Tower Hamlets LA, and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.

37. When acting as a home LA, Tower Hamlets 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.
38. When acting as a home LA, when Tower Hamlets LA is informed by a maintaining LA of an offer which can be made to an applicant resident in Tower Hamlets 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.
39. When acting as a home LA, Tower Hamlets 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 35 and 36 shall apply to the revised order of preferences.
40. When acting as a maintaining LA, Tower Hamlets LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
41. When acting as a maintaining LA, Tower Hamlets LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
42. The Tower Hamlets LA secondary admissions booklet explains how waiting lists operate. In-Year admissions will be in accordance with the co-ordinated in-year admission scheme.

SCHEDULE 1

This LA's Common Application Form for Admissions to Reception and Year 7 will contain the following fields as a minimum.

Child's details:

Surname
Forename(s)
Middle name(s)
Date of Birth
Gender
Home address
Name of current nursery, school or under 5s provision
Address of current school (if outside home LA)

Parent(s) / Carer(s) details:

Title
Surname
Initials or Forename
Address (if different to child's address)
Telephone Number (Home, Daytime, Mobile)
Email address
Relationship to child

Preference details (up to 6)

Name of school
Address of school
Preference ranking
Local Authority in which the school is based

Additional information:

Reasons for preference (including any medical or social reasons)
Does the child have a statement of SEN? Y/N*
Is the child in the public care of a local authority / looked after? Y/N
Is the child formerly CLA but now adopted or subject of a 'Residence Order' or 'Special Guardianship Order'? Y/N
If yes, name of responsible authority
Surname of sibling
Forename of sibling
DOB of sibling
Gender of sibling
Name of school sibling attends

Other:

Declaration and signature of parent or carer
Date of signature

Tower Hamlets Co-ordinated Admission Scheme
(Template Outcome Letter for Admissions to Reception and Year 7 in 2014/15)

From: Home LA

Date: **3 March 2014 (sec)**
16 April 2014 (prim)

Dear Parent,

Application to School

I am writing to advise you that there is a place for «pupil_firstname» «pupil_surname» at _____ School for September 2014. This offer is subject to you providing the school with proof of your child's date of birth and current address by the 30th April 2014.

This was the school you named as your _____ preference on the application form and the Headteacher will soon be in contact with you to make the necessary arrangements for «pupil_firstname» admission in September.

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

I am sorry that a place could not be offered at any of the schools you listed as higher as a higher preference on your application form. For each of these schools there were more applications than places available and other applicants had a higher priority than your child under the school's admission policy. 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 Tower Hamlets are attached to this letter. If the school is outside Tower Hamlets, the admission authority will either be the borough in which the school is situated, or the school itself.

If you would like your child's name to be placed on the waiting list(s) for a Tower Hamlets community school you must contact Pupil Admissions telephone 020-364 5006 or e-mail: schooladmissions@towerhamlets.gov.uk.

You have the right of appeal against the decision not to offer a place at your preferred school(s). If the appeal is for a Tower Hamlets school Please use the enclosed appeal form. You **must** state your reasons for appealing and return it in the reply paid envelope by _____. You should use a separate appeal form for every school you appeal for.

If your appeal is for a school that is not in Tower Hamlets, you should contact the admission authority for that school for information on the waiting list and appeal procedures. It is in your interests to do so as soon as possible.

** If you are unable to take up the place at _____ for any reason, please contact the Pupil Admissions Team immediately on 020-7364 5006 or email schooladmissions@towerhamlets.gov.uk.*

Yours sincerely

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

*** The following paragraph will replace the one above for Tower Hamlets parents who receive an offer of a place at a school outside of Tower Hamlets:**

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 by 17th March 2014 (sec) / 30 April 2014 (pri).

SCHEDULE 3A**Key dates in the timetable for the Co-ordination of Admissions to Reception**

15 Jan 2014	Statutory deadline for receipt of applications
3 Feb 2014	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
14 Feb 2014	Deadline for the upload of late applications to the PLR.
17 Feb – 24 Feb 2014	Checking of application data
17 Mar 2014	Deadline for the transfer of potential offer information from the maintaining LAs to the PLR (ALT file).
21 Mar 2014	Final ALT file sent to PLR
24 Mar – 10 Apr 2014	Checking of offer data
11 Apr 2014	Deadline for on-line ALT file to portal
16 Apr 2014	Notification letters posted.
30 April 2014	Deadline for receipt of acceptances
9 May 2014	Deadline to request a place on a school Waiting List
9 May 2014	Closing date for appeals to be lodged
14 May 2014	Deadline for transfer of acceptances to maintaining LAs

SCHEDULE 3B

Key dates in the timetable for the Co-ordination of Admissions to Year 7

25 Oct 2013	Published closing date (Friday before half-term)
31 Oct 2013	Statutory deadline for submission of the Common Application Form by parents to home local education authority.
14 Nov 2013	Deadline for the transfer of application information by the Home LA to the PLR.
13 Dec 2013	Deadline for the upload of late applications to the PLR.
16 Dec 2013 - 2 Jan 2014	Checking of application data
3 Feb 2014	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR.
14 Feb 2014	Final ALT file to PLR
17 - 26 Feb 2014	Checking of offer data
27 Feb 2014	Deadline for on-line ALT file to portal
3 Mar 2014	The Offer Day – the date on which notification letters are sent out.
17 Mar 2014	Deadline for Tower Hamlets residents to confirm acceptance of a place at an out-borough school.
24 Mar 2014	Deadline for transfer of acceptances to maintaining LAs



SCHEDULE 6

Secondary Transfer 2014 (Supplementary Information Form)

This form provides information needed for applications from parents who do not live in Tower Hamlets to the following schools: Bow; Central Foundation; George Greens; Langdon Park; Morpeth; Mulberry; Oaklands; Swanlea; St Paul’s Way; Stepney Green.

You must complete the application form issued by your home Local Authority as well as this form. If you do not complete both forms your application cannot be fully considered.

Child’s first name(s)

Surname

Date of birth **Is this your eldest child?** Yes No

Male **Is this your eldest son?** Yes No

Female **Is this your eldest daughter?** Yes No

Child’s address:

Home Local Authority: **Telephone:**

Name & Borough of primary school: **Name:** **Borough:**

Please enter your child’s score from the Year 5 Optional SATs Tests

Reading Score **Maths Score** **Band**

Is your child undergoing a statutory assessment of Special Educational Needs? Yes No

Does your child have a statement of special educational needs? Yes No

Please list below the Tower Hamlets schools you are applying to.

<p>1st <input style="width: 370px; height: 25px;" type="text"/></p> <p>2nd <input style="width: 370px; height: 25px;" type="text"/></p> <p>3rd <input style="width: 370px; height: 25px;" type="text"/></p>	<p>4th <input style="width: 420px; height: 25px;" type="text"/></p> <p>5th <input style="width: 420px; height: 25px;" type="text"/></p> <p>6th <input style="width: 420px; height: 25px;" type="text"/></p>
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I am the person with parental responsibility for the child named above and the information given is true. I understand that false or misleading information may result in the offer of a place being withdrawn.

Parent’s Name, address and tel: (if different from above)

TOWER HAMLETS EDUCATION SOCIAL CARE AND WELLBEING PROPOSED SCHEME FOR IN-YEAR ADMISSIONS in 2014/15



Version: 1.0
Date issued: 1st January 2013
Prepared by: Terry Bryan
Head of Pupil Admissions
and Exclusions



THE TOWER HAMLETS LA SCHEME FOR CO-ORDINATED IN-YEAR ADMISSIONS IN 2014/15

DEFINITIONS

“the LA”	the Local Authority
“the Maintaining LA”	the LA which maintains a school to which an applicant has applied
“the Home LA”	the LA (local authority) in which the applicant/parent is resident
“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 LA In-Year Admission Form”	this is the LA form that all parents must use to make their applications, set out in ranked order
“the Equal Preference System”	the model whereby all preferences listed by parents on the In-Year Admission Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
“the Code”	the School Admissions Code imposes mandatory requirements on LAs and Councils in England and refers to statutory requirements which all admission authorities must comply with. A copy can be found at http://www.education.gov.uk/schools/adminandfinance/schooladmissions/a00195/current-codes-and-regulations
“the Local Admission System (LAS)”	the IT module for administering admissions and for determining the highest offer within Tower Hamlets
“the Notification Letter”	the agreed form of letter sent to an applicant that communicates any determination granting or refusing admission.
‘Own Admission Authority’	Schools that are responsible for setting their own admissions criteria and determining admissions themselves i.e. voluntary aided, academies and free schools.

INTRODUCTION

This document outlines the co-ordinated In-Year school admissions arrangements in the London Borough of Tower Hamlets for the 2014/15 academic year. These arrangements are set out in accordance with the mandatory requirements in the School Admissions Code (Feb 2012) and apply to admission arrangements determined in 2013 for admission in the school year 2014/15.

In line with changes in the school admission regulations, the Tower Hamlets co-ordinated admission arrangements no longer require **own admission authority** (i.e. academies, free and voluntary aided schools) schools to receive their in-year applications via the LA. However, following consultation with its Admission Forum, the LA believes that co-ordinating in-year admissions is the most effective way for ensuring that children out of school are tracked, monitored and placed in education as quickly as possible. This safeguarding element has been a particular strength of in-year coordination since its introduction and there is a substantial risk that vulnerable children and young people may 'slip through the net', if the LA reverts back to a system whereby applications are made direct to individual schools. **Own admission authority** schools are therefore urged to abide with the LA's procedures for co-ordinating the application stage of the process, whilst being able to issue the outcome direct to the applicant and notify the LA accordingly.

Tower Hamlets Local Authority will therefore continue, as far as possible, to coordinate in-year admissions as the maintaining Local Authority. Full details of the scheme are below, but the key features are as follows:

- § Applicants wanting to apply for schools and academies within Tower Hamlets **must** apply on the LA's Common Application Form. Applicants can name up to three schools in order of preference.
- § Tower Hamlets residents wishing to apply for schools in other boroughs **must** apply through that borough's admission arrangements.
- § The formal notification of the application outcome is made by the maintaining LA/**own admission authority** school.
- § The Tower Hamlets Pupil Admissions Team will continue to directly administer community and voluntary controlled school admissions, including waiting lists.
- § **Own admission authority** schools will continue to administer their own waiting lists and determine whether a place can be offered. VA schools and Canary Wharf College Free School will retain a supplementary form (for applicants applying for a place on faith grounds).
- § It is critical for the Pupil Admissions Team to hold up-to-date information about school vacancies so that correct advice can be provided to parents. The Admissions Team will collect data from its schools on a regular basis to confirm the roll numbers for each year group.
- § Schools are reminded that they are legally obliged to fill vacancies in any year group where the number of pupils on roll is below the published admission number.
- § Unsuccessful applicants have a right of appeal to an independent appeal panel. Own admission authority schools must make arrangements for hearings although the LA will be able to facilitate this for them for a charge.

ADMISSION NUMBERS

The admission numbers of all primary and secondary schools are set out in LA's composite prospectus.

APPLICATIONS

1. This scheme applies to all applicants for maintained schools and academies within Tower Hamlets.
2. Applications must be made on the **LA In-Year Application/Transfer Form**, which will be available from the Pupil Admissions Team, Tower Hamlets schools and academies.
3. Applicants will be able to express a preference for up to three maintained schools and academies within Tower Hamlets.
4. Applicants must return the **LA In-Year Application/Transfer Form** to the Pupil Admissions Team.
5. Any preferences made for own admission authority schools in Tower Hamlets will be passed to the respective school(s) within 5 school days using a secure means of exchange. If own admission authority school receive applications direct they must notify the Pupil Admissions Team immediately and advise the applicant they must complete the application form issued by the LA.
6. The order of preference given on the **LA In-Year Application/Transfer Form** will not be revealed to individual schools.
7. **Own admission authority schools** within Tower Hamlets may use supplementary information forms where there is not sufficient information on the LA Form for consideration of the application against the published oversubscription criteria. **This must only be in circumstances where schools require additional information relating to membership of a particular faith.** The supplementary form should be completed and returned to the school concerned. The LA will seek to ensure that supplementary forms only collect information that is required by the published oversubscription criteria, in accordance with the Admissions Code of Practice (February 2012).
8. Where an own admission authority school in Tower Hamlets receives a supplementary form, it will advise the parent/carer to complete the **LA In-Year Application/Transfer Form** to formally register their application.
9. Tower Hamlets LA will notify the Home LA of all applications submitted for children who are not borough residents, in accordance with the agreed protocol for the exchange of information between London LAs. This procedure is to ensure the Home LA has an overview of children without a school place and school to school transfer requests and retains its safeguarding responsibilities.
10. Tower Hamlets LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a child looked after, became subject to an adoption, residence, or special guardianship order, and will notify the Home LA if the child is not resident in Tower Hamlets.

PROCESSING

11. To determine the availability of places, all Tower Hamlets schools and academies will be required to provide the Pupil Admissions Team, on request, their roll number, vacancies and waiting list numbers (own admission authority schools) for each year group.
12. The Pupil Admissions Team will carry out the following functions to process applications for schools and academies:
 - § where the **LA In-Year Application/Transfer Form** is not fully completed, the applicant will be notified the application is invalid until all the information is received.
 - § refer to the Local Admissions Pupil Database (LAPD) to validate any current school the child may attend, if the application is a 'school to school' transfer request, or current/most recent education provision has not been provided.
 - § use a secure means to exchange data with its schools, academies and other LAs.
13. Where an applicant has expressed a preference for one or more schools/academies outside of Tower Hamlets, a copy of the application form will be passed to the maintaining LA to process for the schools applied for in that borough.

NOTIFICATION OF OUTCOME

14. Pupil Admissions will aim to notify the outcome of an application made for community and voluntary controlled schools by letter within **10 school days**. The letter will advise the following:
 - a. The name of the school at which a place is provisionally offered
 - b. The procedure and documentation required for the parent(s) to accept the offer including the requirement for them to provide the schools with the necessary proof of address and guardianship.
 - c. If applicable, the reasons why the child is not being offered a place at any of the other schools they named on the application form, the opportunity to be added to a waiting list and details of their right of appeal.
15. Where it is evident that more than one school place can be offered, Pupil Admissions will eliminate all but the highest ranked offer where an applicant has ranked schools in order of preference on the **LA In-Year Application/Transfer Form**. Any lower preferences will be withdrawn at this point.
16. Where it is evident that more than one school place can be offered as a result of liaison with applications made to school(s) in other LAs, Pupil Admissions will contact the family to establish which offer will be accepted and free up any potential multiple offers.

17. **Own admission authority schools** can notify parents/carers direct on the outcome of applications referred by LA. However, they will need to advise the Pupil Admission Team beforehand so that decisions are co-ordinated and that the LA is able to ensure that children are not missing education.
18. Where an offer can be made for a child currently on roll at another Tower Hamlets school, Pupil Admissions will notify the child's current school when the offer is made.
19. Where a child resident in another borough, the Pupil Admissions Team will notify the parent of the outcome and, where necessary, advise about the waiting list and their right of appeal. The contact details for the Home LA will be provided in the notification letter. The Home LA will be informed of the outcome of the application, in accordance with the agreed protocol for the exchange of information between London LAs.

CHILDREN WITHOUT THE OFFER OF A SCHOOL PLACE

20. Parents of Tower Hamlets children who cannot be offered a place at any of their preferred schools, and who do not already have a school place, will be advised of the school at which a place has been reserved, which may be a community, voluntary or academy school.

[Explanatory note: S3.15 of the School Admissions Code of Practice requires the governing body of own admission authority school to implement any decision of the local authority to admit a child to the school, to ensure that no child remains without the offer of a school place for a significant length of time.]

21. All Tower Hamlets schools (including **own admission authority schools**) must also adhere to the requirement to admit children referred by Pupil Admissions under the provision of the locally agreed Fair Access Protocol, as required by 3.12 of the School Admissions Code.
22. Schools will be required to admit such pupils within 10 school days of the date of the notification letter.

POST OFFER

23. Schools and academies will normally be required to admit children within **10 school days** of the date of the notification letter except in cases of transfer between schools in Tower Hamlets. In these circumstances, the transfer should take place at the beginning of the next half term.
24. Where a child does not take up the place within the relevant timeframe the school must notify the Pupil Admissions Team. Pupil Admissions will then make effort to contact the family to find out whether or not they wish to accept the place, and notify the offered school. Only where there is no response, and it can be demonstrated that every effort has been made to contact the family, will the offer of a place be withdrawn.
25. In cases where an offer of a school place has been rejected and it is evident that no alternative provision has been arranged for the child by the parent/carer, the Pupil Admissions Team will refer the family's details to the Attendance and Welfare Service or the Home LA, if the child is not resident in Tower Hamlets.

26. For children not in receipt of education, delay in a straightforward admission to a school where a vacancy has been identified should be avoided. The Pupil Admissions Team will work closely with its schools to place the child on roll as soon as reasonably practical.
27. Where Pupil Admissions receives notification of an accepted offer for a child not resident in Tower Hamlets, this information will be shared with the Home LA.

APPEALS

28. Parents have the right of appeal against the refusal of a place at any of the schools for which they have applied. **Own admission authority schools** must therefore ensure they inform parents of their right of appeal, and the arrangements for doing so, if they are unable to offer a place.
29. **Own admission authority schools** should also notify Pupil Admissions of all appeals that are lodged for the school along with the outcome, as soon as this is determined.
30. Where Pupil Admissions receives notice on the outcome of an appeal for a school in its area, this information will be shared with the Home LA for a child not resident in Tower Hamlets.

WAITING LISTS

31. The waiting lists for all Tower Hamlets **community and voluntary controlled** schools will be held and administered by the Pupil Admissions Team for all year groups and will be ordered in accordance with the published admission criteria. Parents/carers that approach community schools direct, that want to be added to a waiting list, will be required to complete **LA In-Year Application/Transfer Form**.
32. **Own admission authority schools** will maintain their own waiting lists. When a place can be offered, the school will provide the Pupil Admissions Team with the details of the child that they have determined as the next eligible child on the list in accordance with their published admission criteria. Where, necessary, the child's current school will be notified of the offer by the Pupil Admissions Team and the child will transfer at the beginning of the next half-term.
33. Children who are subject of a direction by the local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

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Appendix 5

PLANNED ADMISSION NUMBERS FOR TOWER HAMLETS SCHOOLS IN 2014/15

No.	Primary Schools	Address	Post Code	No. of Places
1	Arnhem Wharf	Arnhem Wharf	E14 3RP	90
2	Bangabandhu	Wessex Street	E2 0LB	60
3	Ben Jonson	Harford Street	E1 4PZ	90
4	Bigland Green	Bigland Street	E1 2ND	60
5	Blue Gate Fields Infants	King David Lane	E1 0EH	90
6	Blue Gate Fields Juniors	King David Lane	E1 0EH	90
7	Bonner (main site) Bonner (Mile End Annexe)	Stainsbury Street Ropery Street	E2 0NA E3 4TA	120' (60 places available at each site)
8	Bygrove	Bygrove Street	E14 6DN	30
9	Canary Wharf College	197 East Ferry Road	E14 3BA	40
10	Canon Barnett	Gunthorpe Street	E1 7RO	45
11	Cayley	Aston Street	E14 0NP	90 ⁱⁱ
12	Chisenhale	Chisenhale Road	E3 5QY	45
13	Christ Church	Brick Lane	E1 6PU	30
14	Clara Grant	Knapp Road	E3 4BU	60
15	Columbia	Columbia Road	E2 7RG	60
16	Constable Education Trust	Coburn Street	E3 2AB	50
16	Cubitt Town Infants	Manchester Road	E14 3NE	90
17	Cubitt Town Juniors	Manchester Road	E14 3NE	90
18	Culloden	Dee Street	E14 0PT	90 #
19	Cyril Jackson	Three Colt Street	E14 8HH	60 #
20	Elizabeth Selby	Old Bethnal Green Road	E2 6PP	75
21	English Martyrs	St Mark Street	E1 8DJ	30
22	Globe	Gawber Street	E2 0JH	45 #

23	Guardian Angels	Whitman Road	E3 4RB	30	
24	Hague	Wilnot Street	E2 0BP	30	#
25	Halley	Halley Street	E14 7SS	30	
26	Harbinger	Cahir Street	E14 3QP	45	
27	Harry Gosling	Fairclough Street	E1 1NB	60	
28	Hermitage	Vaughan Way	E1W 2PT	45	
29	John Scurr	Cephas Street	E1 4AX	60	
31	Kobi Nazrul	Settles Street	E1 1JP	30	
32	Lansbury Lawrence	Cordelia Street	E14 6DZ	60	
33	Lawdale	Mansford Street	E2 6LS	75	
34	Malmesbury	Coburn Street	E3 6LS	75	
35	Manorfield	Wyvis Street	E14 6QD	90	
36	Marion Richardson	Senrab Street	E1 0QF	60	
37	Marnar	Devas Street	E3 3LL	90	
38	Mayflower	Upper North Street	E14 6DU	45	
39	Mowlem	Mowlem Street	E2 9HE	30	
40	Old Ford	Wrights Road	E3 5LD	90	
41	Old Palace	St Leonard's Street	E3 3BT	60	
42	Olga	Lanfranc Road	E3 5DN	30	
43	Osmani	Vallance Road	E1 5AD	60	
44	Our Lady & St Joseph's	Wade's Place	E14 0DE	60 ⁱⁱⁱ	
46	Redlands	Redman's Road	E1 3AQ	60	
47	St Agnes	Rainhill Way	E3 3ER	30	
48	St Anne's	Underwood Road	E1 5AW	45	
49	St Edmund's	Westferry Road	E14 3RS	30	
50	St Elizabeth	Bonner Road	E2 9JY	60	
51	St John's	Peel Grove	E2 9LR	30	
52	St Luke's	Saunders Ness Road	E14 3EB	60	
53	St Mary & St Michael	Sutton Street	E1 0BD	60	
54	St Matthias	Bacon Street	E2 6DY	30	

55	St Paul's	Wellclose Square	E1 8HY	30
56	St Paul's with St Luke's	Leopold Street	E3 4LA	30
57	St Peter's	Garnet Street	E1W 3QT	30
58	St Saviour's	Chrisp Street	E14 6BB	30
59	Seven Mills	Malabar Street	E14 8LY	30
60	Shapla	Wellclose Square	E1 8HY	30
61	Sir William Burrough	Salmon Lane	E14 7PQ	45
62	Smithy	Smithy Street	E1 3BW	60
63	Stebon	Burdett Road	E14 7AD	60
64	Stepney Greencoat	Norbitton Road	E14 7TF	30
65	Stewart Headlam	Tapp Street	E1 5RE	60
66	Thomas Buxton	Buxton Street	E1 5AR	60
67	Virginia	Virginia Road	E2 7NQ	30
68	Wellington	Wellington Way	E3 4NE	60
69	William Davis	Wood Close	E2 6ET	30
70	Woolmore	Woolmore Street	E14 0EW	90 ^{iv}

No.	Secondary Schools	Address	Post code	No. of Places
1	Bethnal Green Academy	Gosset Street	E2 6NW	180
2	Bishop Challoner Boys	Hardinge Street	E1 0AB	120
3	Bishop Challoner Girls	Hardinge Street	E1 0AB	150
4	Bow School	Gillender Street, E3	E3	270 ^v
5	Central Foundation Girls	Harley Grove Campus	E3 2AR	240
6	George Green's	100 Manchester Road	E14 3DW	210
7	Langdon Park	Byron Street	E14 0RZ	180
8	Morpeth School	Portman Place	E2 0PX	240
9	Mulberry School for Girls	Richard St,	E1 2JP	210
10	Oaklands	Old Bethnal Green Road	E2 6PR	120
11	Raine's Foundation	Approach Road	E2 9LY	150
12	Sir John Cass's Foundation	Stepney Way	E1 0RH	180
13	St. Paul's Way Trust	125 St Paul's Way	E3 4FT	240 #
14	Stepney Green	Ben Jonson Road	E1 4SD	180
15	Swanlea	31 Brady Street	E1 5DJ	210
16	Wapping High School	153-157 Commercial Road	E1 2DA	81

These schools have places reserved for hearing impaired children or those with speech and language SEN

ⁱ Bonner will increase from 60 to 120 in Sept 2013 subject to the outcome of a separate statutory consultation

ⁱⁱ Cayley will increase from 60 to 90 in Sept 2013

ⁱⁱⁱ Proposal for Our Lady's and Holy family schools to amalgamate as ur Lady's and St Joseph School from Sept 2014. This is subject to a separate statutory consultation

^{iv} Woolmore School to increase from 30 to 90 in Sept 2014, subject to a separate statutory consultation

^v Bow School will increase from 125 to 270 when it moves to its new site in Sept 2014, subject to a separate statutory consultation

Appendix 6

TOWER HAMLETS SCHOOL ADMISSION FORUM (Constitution, Terms of Reference and Membership)



Version: 1.0
Date issued: 1st April 2013
Prepared by: Terry Bryan
Head of Pupil Admissions
and Exclusions



1. Purpose

The Local Authority School Admission Forum is community led advisory group representative of key stakeholders in the school admission process, including parents, schools, diocesan authorities, the Council of Mosques and local community representatives.

The forum's primary purpose is to consider and promote a fair and effective schools admission system, which advances social equity and inclusion, ensuring that the interests of local parents and children come first. It will discuss and **give advice** to the Local Authority and other admission authorities on a range of school admissions issues including:

- a) Considering existing and proposed admissions arrangements;
- b) Promoting local agreement on admission issues;
- c) Considering improvements to admissions processes;
- d) Reviewing admissions guidance for parents;
- e) Promoting agreement on arrangements for dealing with in-year admissions including arrangements for vulnerable and looked after children;
- f) Publishing advice representing the agreed views of the Forum, this is distributed to the governors of all schools which are their own admission authorities;
- g) Having regard to guidance published from time to time by the Secretary of State, particularly the revised Codes of Practice on School Admissions, School Admission Appeals and 'Hard to Place' Pupils.

The forum does not have a remit with individual admissions cases.

2. Obligations and Responsibilities

The Forum shall:

- promulgate its advice and recommendations to all admission authorities, maintained schools and Academies within the area of the LA, and
- make available such advice and recommendations to any other persons with an interest.

The LA and Admission Authorities

The LA and the admission authorities within the area of the LA shall have regard in carrying out their functions, to any relevant advice given to them by the Forum.

3. Core Membership

The Forum comprises a core membership of 20 representatives, nominated by the following groups and appointed by the LA:

Four parent representatives, (two from the Tower Hamlets Parent Council, one from the Collective of Bangladeshi Governors and one parent governor)

One Local Authority (LA) Education Appeal Panel Member

One community representative from the Parents' Advice Centre (Inclusion/SEN)

One community representative from the Early Years/Childcare Partnership

One representative from a local voluntary/community organisation

One representative from the Council of Mosques

One representative from the Church of England Diocese

One representative from the Roman Catholic Diocese

One headteacher representing community primary schools

One headteacher representing community secondary schools

One headteacher representing voluntary aided primary schools

One headteacher representing voluntary aided secondary schools

One headteacher representing nursery schools

One headteacher/representative from primary free school/academy sector

One headteacher/representative from secondary free school/academy sector

The Headteacher of Tower Hamlets PRU

One Local Authority Officer

4. ALTERNATE MEMBERS

4.1 If a member is unable to attend they should nominate an alternate member who should be fully briefed before attending the meeting of the forum in their absence with the following provisos:

- a) LA members may only nominate an alternate member who is a member of the LA.
- b) A Parent member may only nominate an alternate member who is also a Parent with a child(ren) between the ages of 2 – 16 years.
- c) A school member may only nominate an alternate member who is a headteacher or from the same sector and phase as the school of which the Member in question is a headteacher.
- d) Diocesan and Council of Mosque members may only nominate an alternate member with the consent of the appropriate Diocese/Council.

4.2 Written notice of the attendance of an alternate member must be provided to the LA's nominated officer at least 2 days prior to any meeting.

5. Term of Office

The term of office for members of the Admission Forum shall be four years subject to them remaining eligible. A member may resign at any time and is required to leave if he or she ceases to be eligible in the capacity in which he or she has been appointed.

There is no limit to the number of terms of office to which a member may be nominated or re-nominated if still eligible. Where a member is replaced, the new member serves for the remainder of the term of office.

Diocesan and Council of Mosque representatives must stand down if the body that nominated them decides they should do so and notifies the Clerk to the Forum.

Schools Members and the LA nominated local community member must stand down if, following a recommendation from the Core Members, the LA decides that the member should no longer be a member of the Forum.

Core Members will become ineligible for membership in the following circumstances:

- Community members – if they cease to be a member of the organisation they represent;
- LA Education Appeal Panel Members - if they cease to be an Education Appeal Panel Member.
- School Members – if they cease to be a Headteacher of a school in the schools group;
- Parent member – if he/she ceases to be a qualifying parent.

Any member may resign at any time by giving written notice to the Clerk to the Forum.

It will be a condition of appointment for all members that a member will cease to be a member of the Forum if they do not attend three consecutive meetings unless they have sought their apologies and those apologies have been accepted by the majority of the Forum members present at the meeting.

6. Conduct

In carrying out their functions, members of the Admission Forum are expected to act in accordance with the seven principles of public life set out in the first report of the Committee on Standards in Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership www.public-standards.gov.uk.

Members of the Admission Forum are required to declare an interest in any individual proposal or matter which directly affects the school at which they are a governor, member of staff or which their children attend, or in which they might have a direct pecuniary interest.

7. Clerk of the Forum

The Admission Forum will be clerked by a representative of the Local Authority's Pupil Admissions Team.

8. Election of Chair and Vice Chair

Core members must elect a Chairman and Vice-Chairman at the first annual meeting of the Admissions Forum by a majority of votes cast by core members. Where possible, the chair and vice chair should not be drawn from the same membership group unless this is unavoidable. The term of office for the Chair and Vice Chair is one year. However, in keeping with the principle of representation and influence from the widest possible category of members, it is anticipated that the chair and vice-chair will be drawn from a different representative group each year.

When electing a Chairman and Vice-Chairman, those members nominated for office will be asked to withdraw and a secret ballot taken where appropriate. In the event of there being the same number of votes for two or more candidates a second ballot will be taken. If the voting remains the same a coin will be tossed.

A chair or vice chair will cease to hold office if they resign by giving notice to the Clerk of the Admission Forum, or if they cease to be a member of the Forum. Where a casual vacancy arises there will be a vote at the next meeting of the Forum.

The Officer representing the Local Authority on the forum is not permitted to stand for election as chair/vice chair, or vote in the elections

9. Role of the Chair

The Chair or, in his/her absence, the Vice-Chair, will have the following role:-

- (a) to preside over meetings of the Admission Forum so that its business can be carried out efficiently and with regard to the rights of members and the interests of parents, schools, admission authorities and the community;
- (b) to ensure that meetings provide an opportunity for the debate of matters of concern to parents, schools, admission authorities and the community;
- (c) overseeing preparations of the record of the meeting, liaising with the LA Officers and the Clerk on the agenda for forthcoming meetings

10. Quorum

The quorum for the Admissions Forum is 7 core members.

11. Meetings and Proceedings

The Forum normally meets between 4 and 5 times a year during term-time. Members decide the time and location of meetings, but meetings take place during the day. Meetings of the Forum are held in private.

The Clerk will ensure that meetings of the Forum are convened by giving a minimum of 5 working days' notice in advance of the meetings, with a full agenda. Forum members will need to avail themselves of the time to read the agenda and accompanying papers and can expect each meeting to last for up to two hours.

Forum members are required to declare any pecuniary or other interest they might have that is greater than the interests of other members of the Forum in any matter on the agenda for discussion.

12. Publication and Circulation of Meeting Minutes

The minutes of Forum meetings will be published on the Tower Hamlets website. Members of the Forum are free to circulate copies within the bodies they represent. The Forum's Agendas and Minutes are included on the LA's Publication List required under the Freedom of Information Act 2000.

Additional Information

The Forum will undertake the following programme of work in the 2013/14 school year.

- Give its views on the LA's Consultation on School Admission Arrangements
- Give its views on the Consultations of School Admission Arrangements for own admission authority schools
- Monitor and review the LA's co-ordinated admissions schemes
- Monitor the Local Authority's arrangements for the planning and provision of school places
- Review advice for parents and schools on deferring primary school entry
- Review the LA's Admission brochures
- Monitor and Review the LA's Fair Access Protocol

Equality Analysis (EA)

Section 1 – General Information (Aims and Objectives)

Name of the proposal including aims, objectives and purpose:

(Please note – for the purpose of this doc, ‘proposal’ refers to a policy, function, strategy or project)

Proposal: Pupil Place Planning for the new Bow School.

Aims/objective: To transform Bow School from a single-sex boys only school to a coeducational establishment when relocated to its new site.

Who is expected to benefit from the proposal?

The construction of the new Bow School is intended to benefit local pupils living in the North East of the borough where it is predicted that pupil numbers are set to grow, in part due to new housing developments. This would consequently increase the demand for more secondary school places, and a coeducational school would provide parents the option of local provision for girls who would otherwise have to travel further afield.

A new school would also have state of the art modern facilities and be more accessible to a wider range of pupils with varying needs including those with a disability.

Service area:

Learning and Achievement

Team name:

Head of Pupil Admissions and Exclusions

Service manager:

Terry Bryan

Name and role of the officer completing the EA:

Sasta Miah, Schools Workforce Development Manager

Section 2 – Evidence (Consideration of Data and Information)

What initial evidence do we have which may help us think about the impacts or likely impacts on service users or staff?

Bow School is currently a single sex boys only school that is located in Paton Close, which as part of the Building Schools for the Future programme, Tower Hamlets council and the school governing body have proposed major changes in the redevelopment of the school. These proposals include relocating the existing school to a new purpose built site on Gillender Street from September 2014, expanding the number of school places from 125 places to 270 places in each year group, the offer of a new 6th form and the admission of girls to the school roll.

Tower Hamlets has been witnessing a steady increase in demand for primary school places, which the local authority has responded to by expanding provision in existing primary schools, building new schools and developing plans for more school places (see appendix 1).

Marnar Primary School, one of the feeder schools for Bow School has already increased its form of entry from 60 to 90 and there are expansion plans for Culloden Primary. There is also approval pending for a new two form entry primary school near the Tesco development site in Bromley by Bow and a proposal to redevelop Bromley Hall.

It is anticipated that with the growth in pupil numbers and the increased housing developments in the North East of the borough there is a need to offer more secondary school places. The forecast is that the borough will need an additional 13,000 new school places between the period 2012-2020 of which 5,500 of these will need to be secondary school places. Currently there are a total of 14 secondary schools in the borough, of which there are 2 boys, 2 girls and 10 mixed schools.

The new Bow School site would provide female pupils the opportunity to access a local secondary school within reasonable distance from their home. The secondary schools nearest to Bow School include, Central Foundation, Langdon Park and St Pauls Way.

In order to try and achieve a balanced gender intake for the new Bow School, the Council proposes a Transitional Exemption Order under the Equality Act 2010 from September 2014 to September 2018. The proposed admission arrangements for girls to the new school will be over the course of four years, with girls admitted at Year 7 until each year group has both girls and boys. The gradual build up over time of girls will allow the school to manage this transition and help the girls to integrate. The 270 Year 7 places will be equally split between girls and boys and will be filled in the following priority order:

- Pupils who apply from each gender up to a maximum of 135 for either boys or girls. Consequently some pupils may initially be refused a place due to the target number for each gender.
- Any places remaining after national offer day and applications received outside the normal point of entry will be filled regardless of gender.
- After September 2018 the normal admission arrangements for community schools in Tower Hamlets will apply.

In line with other secondary schools in the borough, it is anticipated that the new Bow School will have a slight imbalance in terms of the gender ratio for the school roll. This is due to the provision of single sex schools and pupils either moving out of the borough or to the non-state sector, in particular single sex faith schools. See appendix 2 for the current rolls of mixed schools at January 2012.

Whilst there is concern that a new mixed school will impact on the gender distribution of all other schools to have a balanced roll, this needs to be considered alongside the current location and distribution of secondary schools and the impact that this has for families in the Bow area wanting a school within reasonable travel distance from home.

The issue of travel distance to a secondary school is particularly significant for girls in Bow who, on average have to travel the furthest distance by almost 2km. A girl living in Bow East would travel almost three times the distance compared to a girl living in another part of the borough. See appendix 3 for the average distance travelled by pupils who secured a place at their 1st choice secondary school in 2012.

A new school in the Bow area would provide pupils of all backgrounds particularly those with a disability, access to a school with state of the art facilities and designed and planned to cater for the needs of a wide range of pupils with differing needs, thereby helping to reduce social exclusion and improving community cohesion.

The admissions criteria for the new school will be similar to the existing criteria for community schools in the borough, and includes banding to establish a balanced intake. However, to ensure that local children have fair access, a linked primary schools' criteria will be included based on Bow's existing feeder schools, which are as follows:

- Clara Grant Primary School
- Malmesbury Primary School
- Marner Primary School
- Old Ford Primary School
- Old Palace Primary School
- Wellington Primary School

If more children from 'linked' schools apply than there are places available, places will be allocated on the basis of proximity. Whilst the new school will increase the provision of school places in the borough, until the full demand for places is reached the designated 'linked' primary schools will retain their priority status for a period of at least seven years, regardless of how many children are being transferred from each Year 6 cohort.

An initial consultation was undertaken between 7 January to 15 February 2013 with the proposed building design on display in the school for parents and pupils. A consultation paper was widely circulated to all relevant stakeholders concerning the proposals for the new Bow School including parents and carers, school staff and governors, other headteachers and chair of governors, trade unions, elected officials, neighbouring local authorities, the diocesan boards as well as being hosted on the council's website.

The response to the consultation paper has been limited. In total there were 18 responses returned either as a form or completed online. A total of 14 respondents agreed with the proposal to admit girls to the new school with three people disagreeing and one person unsure. See appendix 4 for the full consultation results.

In addition, a parents' meeting was held at the school during the consultation period for both parents with children currently at the school as well as with prospective parents. Although the turn-out was low, the parents who did attend were able to have their concerns and questions addressed by the headteacher and representatives from the local authority.

Section 3 – Assessing the Impacts on the 9 Groups

How will what you're proposal impact upon the nine Protected Characteristics?

For the nine protected characteristics detailed in the table below please consider:-

- **What is the equality profile of service users or beneficiaries that will or are likely to be affected?**

-Use the Council's approved diversity monitoring categories and provide data by target group of users or beneficiaries to determine whether the service user profile reflects the local population or relevant target group or if there is over or under representation of these groups

- **What qualitative or quantitative data do we have?**

-List all examples of quantitative and qualitative data available
(include information where appropriate from other directorates, Census 2001 etc)

-Data trends – how does current practice ensure equality

- **Equalities profile of staff?**

-Indicate profile by target groups and assess relevance to policy aims and objectives e.g. Workforce to Reflect the Community. Identify staff responsible for delivering the service including where they are not directly employed by the council.

- **Barriers?**

-What are the potential or known barriers to participation for the different equality target groups? Eg, communication, access, locality etc

- **Recent consultation exercises carried out?**

-Detail consultation with relevant interest groups, other public bodies, voluntary organisations, community groups, trade unions, focus groups and other groups, surveys and questionnaires undertaken etc. Focus in particular on the findings of views expressed by the equality target groups. Such consultation exercises should be appropriate and proportionate and may range from assembling focus groups to a one to one meeting.

- **Additional factors which may influence disproportionate or adverse impact?**

-Management Arrangements - How is the Service managed, are there any management arrangements which may have a disproportionate impact on the equality target groups

- **The Process of Service Delivery?**

-In particular look at the arrangements for the service being provided including opening times, custom and practice, awareness of the service to local people, communication

Please also consider how the proposal will impact upon the 3 One Tower Hamlets objectives:-

- Reduce inequalities
- Ensure strong community cohesion
- Strengthen community leadership.

Please Note -

Reports/stats/data can be added as Appendix

Target Groups	Impact – Positive or Adverse	Reason(s)
Race	Positive	<p>By admitting girls to the school roll of the proposed new Bow School, girls of all ethnic backgrounds will have access to a local secondary school in the Bow area and thereby improve race relations in the community.</p>
Disability	Positive	<p>A new purpose built school in the Bow area will be better able to meet the needs of a wide range of pupils, including those with a disability. This will help to promote greater community cohesion and reduce inequalities as pupils with diverse needs will be integrated in to the school community, reducing social exclusion and breaking down stereotypes. In addition, disabled pupils will have access to a local secondary school that is in closer proximity to home.</p>
Gender	Positive	<p>A mixed school will enable pupils to prepare for adulthood and develop their social interaction skills. Whilst it is acknowledged that changing the school to a coeducational one will reduce parental choice for those electing for a single sex school for boys, the benefits of a new mixed school in the locality may extend to a much wider group of pupils.</p>
Gender Reassignment	Positive	<p>Pupils beginning to explore their sexual identity may feel more comfortable in a mixed school setting where there may be less pressure to conform to gender stereotypes. This may also help to reduce instances of homophobic bullying.</p>
Sexual Orientation	Positive	<p>Pupils beginning to explore their sexual identity may feel more comfortable in a mixed school setting where there may be less pressure to conform to gender stereotypes. This may also help to reduce instances of homophobic bullying.</p>
Religion or Belief	Positive	<p>Pupils of different religious beliefs or no beliefs will be able to interact with each other and thereby discourage closed communities and increase community cohesion.</p>
Age	Positive	<p>The new school will offer younger pupils living in the catchment area, particularly those in year 7 a school place that is in closer proximity to home. The provision of a new sixth form will also widen the</p>

What impact will the proposal have on specific groups of service users or staff?

Reason(s)

- Please add a narrative to justify your claims around impacts and,
- Please describe the analysis and interpretation of evidence to support your conclusion as this will inform decision making

Please also how the proposal will promote the three One Tower Hamlets objectives?

- Reducing inequalities
- Ensuring strong community cohesion
- Strengthening community leadership

By admitting girls to the school roll of the proposed new Bow School, girls of all ethnic backgrounds will have access to a local secondary school in the Bow area and thereby improve race relations in the community.

A new purpose built school in the Bow area will be better able to meet the needs of a wide range of pupils, including those with a disability. This will help to promote greater community cohesion and reduce inequalities as pupils with diverse needs will be integrated in to the school community, reducing social exclusion and breaking down stereotypes. In addition, disabled pupils will have access to a local secondary school that is in closer proximity to home.

A mixed school will enable pupils to prepare for adulthood and develop their social interaction skills. Whilst it is acknowledged that changing the school to a coeducational one will reduce parental choice for those electing for a single sex school for boys, the benefits of a new mixed school in the locality may extend to a much wider group of pupils.

Pupils beginning to explore their sexual identity may feel more comfortable in a mixed school setting where there may be less pressure to conform to gender stereotypes. This may also help to reduce instances of homophobic bullying.

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Pupils of different religious beliefs or no beliefs will be able to interact with each other and thereby discourage closed communities and increase community cohesion.

The new school will offer younger pupils living in the catchment area, particularly those in year 7 a school place that is in closer proximity to home. The provision of a new sixth form will also widen the

		options for those wishing to pursue further education and will facilitate a smoother transition and continuity of education.
Marriage and Civil Partnerships.	N/A	
Pregnancy and Maternity	N/A	
Other Socio-economic Carers	Positive	Young carers will be able to access a local secondary school provision that is nearer to their home, thus making their caring responsibilities easier. This will also reduce the time it takes to travel from school to home, thus increasing safety for all pupils.

Section 4 – Mitigating Impacts and Alternative Options

From the analysis and interpretation of evidence in section 2 and 3 - Is there any evidence of or view that suggests that different equality or other protected groups (inc' staff) could have a disproportionately high/low take up of the new proposal?

No

If yes, please detail below how evidence influenced and formed the proposal? For example, why parts of the proposla were added/removed?

(Please note – a key part of the EA process is to show that we have made reasonable and informed attempts to mitigate any negative impacts. AN EA is a service improvement tool and as such you may wish to consider a number of alternative options or mitigation in terms of the proposal.)

Section 5 – Quality Assurance and Monitoring

Have monitoring systems been put in place to check the implementation of the proposal and recommendations?

Yes

How will the monitoring systems further assess the impact on the equality target groups?

Each year the pupil intake will be monitored and determined on the basis of the admission criteria previously set out in order to try and create a balanced intake and to ensure that pupils from the linked primary schools are given priority admission.

Does the policy/function comply with equalities legislation?
(Please consider the [OTH objectives](#) and [Public Sector Equality Duty](#) criteria)

Yes

If there are gaps in information or areas for further improvement, please list them below:

How will the results of this Equality Analysis feed into the performance planning process?

The equality analysis will be submitted as supporting evidence alongside the statutory consultation proposal for the new Bow School.

Section 6 - Action Plan

As a result of these conclusions and recommendations what actions (if any) **will** be included in your business planning and wider review processes (team plan)? Please consider any gaps or areas needing further attention in the table below the example.

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Example				
1. Better collection of feedback, consultation and data sources	1. Create and use feedback forms. Consult other providers and experts	1. Forms ready for January 2010 Start consultations Jan 2010	1.NR & PB	
2. Non-discriminatory behaviour	2. Regular awareness at staff meetings. Train staff in specialist courses	2. Raise awareness at one staff meeting a month. At least 2 specialist courses to be run per year for staff.	2. NR	

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Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Conversion of Bow School from a single sex boys school to a mixed school	Cabinet receives a report on the initial consultation and decides on publishing formal statutory proposals Statutory proposals published with 6 weeks allowed for comments The decision will be taken to implement the proposals either by	10 April 2013 22 April – 31 May 2013 By 31 July 2013		

	<p>the Council's Cabinet if there are objections; or, if there are no objections, by the Corporate Director of Education, Social Care & Wellbeing</p> <p>Additional pupils and girls admitted to year 7</p>	September 2014		
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Section 7 – Sign Off and Publication

<p>Name: (signed off by)</p>	
<p>Position:</p>	
<p>Date signed off: (approved)</p>	

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Section 8 Appendix – FOR OFFICE USE ONLY

This section to be completed by the One Tower Hamlets team

Page

Policy Hyperlink :

Equality Strand	Evidence
Race	
Disability	
Gender	
Gender Reassignment	
Sexual Orientation	
Religion or Belief	
Age	
Marriage and Civil Partnerships.	
Pregnancy and Maternity	
Other Socio-economic Carers	

Link to original EQIA	Link to original EQIA
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EQIAID (Team/Service/Year)	
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Agenda Item 9.1

Committee/Meeting: Cabinet	Date: 5 June 2013	Classification: Unrestricted	Report No: CAB 002/134
Report of: Anne Canning, Corporate Director, Education, Social Care and Wellbeing		Title: Adult Autism Services – Commissioning an Adults Autism Diagnostic and Intervention Service	
Originating officer: Deborah Cohen, Service Head of Commissioning and Strategy		Wards Affected: All	
Lead Member	Councillor Abdul Asad		
Community Plan Theme	A health and supportive community		

1. **SUMMARY**

- 1.1 The first national autism strategy 'Fulfilling and Rewarding Lives' was published in March 2010 following landmark legislation in the form of the Autism Act in 2009¹. This ensured the Government's commitment to transforming the way in which autism was addressed in England.
- 1.2 In Tower Hamlets a multi-disciplinary Project Team (across education and social care with NHS partners and carers of people with autism) was established to drive forward delivery of services for adults with autism in line with the Act (2009), the National Autism Strategy (2010) and subsequent statutory guidance also published in 2010.

This report sets out a summary of work undertaken to date and seeks approval to commission an Adult Autism Diagnostic and Intervention Service within the Borough. This would be a new service that fills a gap in provision. This is a key component in the work:

Increase awareness and understanding of autism; Develop a clear and consistent pathway for diagnosis;

Improve access to the services and support people need to live independently within the community;

2. **DECISIONS REQUIRED**

- 2.1 The Mayor in Cabinet is recommended to approve the following proposals to:
- (i) Establish a new Adults Diagnostic and Intervention Service (Appendix 1); in partnership with Tower Hamlets Clinical Commissioning Group using NHS section 256 funding, commissioned via NHS procurement procedures and

¹ <http://www.autism.org.uk/Working-with/Autism-strategy.aspx>

- (ii) Commission this service through the Council with advice from clinical commissioners within the NHS.

3. REASONS FOR THE DECISIONS

3.1 The proposed changes support:

- (1) Meeting statutory obligations of the National Autism Act 2009;
- (2) Delivering reforms set out in the Children’s and Families Bill 2013²; and
- (3) Having services in place to meet the needs of residents who meet eligibility criteria (Fair Access to Care Services³).

4. ALTERNATIVE OPTIONS

4.1 People who have a learning disability as their primary identified need, as well as Autism, are usually seen by the Community Learning Disability Services but it is unlikely that they will have access to the specialist service they need. There is currently a lack of capacity within the Community Learning Disability Service (CLDS) or local mental health services, to take on of the additional role of delivering a clear and consistent pathway for autism diagnosis through the offer of a diagnostic and post-diagnostic support service. People who are high functioning, including those with Asperger’s Syndrome who often have an average or above average IQ, are often undiagnosed until a time of crisis, which may be a mental health breakdown or their carer not being able to cope. Access to a range of support, including “talking therapies”, behavioural support can greatly increase goals and aspirations for individuals and their families and carers. Consultation with local carers at drop-in sessions and learning from visits to national best practice (the Liverpool Asperger Service) also shows that people with autism (a social communication disorder) identify better with specialist autism services and not those associated with having a learning disability or mental health condition. For this reason, a reconfiguration or expansion of the Community Learning Disabilities Service is not recommended as viable at this time.

4.2 Due to the legislative requirement to have these services not implementing the proposed option presents the following risks:

A large undiagnosed population of young people in transition and adults with autism not able to access and receive services appropriate to need. Due to the lack of services for adults, once young people with autism leave school they can become dislocated from support services, isolated and not able to access social and economic opportunities that can lead to fulfilling and rewarding lives; Tower Hamlets not meeting its obligations under the National Autism Act 2009 (particularly in relation to developing a clear and consistent path for diagnosis);

² www.education.gov.uk/a00221161/children-families-bill

³ www.towerhamlets.gov.uk/lgs/251-300/287_who_can_get_support.aspx

Tower Hamlets rated as red for delivery against aims of the national autism strategy (monitored up to now through the Public Health Observatory) and Autism Self-Assessment Framework; and Carers of people with autism not accessing appropriate community based support with the potential for their condition to escalate into requiring more costly high need support. The Royal College of General Practitioners report that 40% of carers will experience depression or mental health problems.⁴

5. **BACKGROUND**

- 5.1 Autistic Spectrum Disorder (ASD) is a lifelong developmental disorder characterised by impairments in social interaction, social imagination and communication. Although some people may live relatively independently, others will have high dependency needs requiring a lifetime of specialist care.
- 5.2 The spectrum includes autism and Asperger's syndrome. People with ASD may have a range of very different needs; some people may be non-verbal or have a severe learning disability, whilst those with Asperger's syndrome often have an average or above average IQ.
- 5.3 Characteristics of ASD include:
- Difficulty with social relationships
 - Difficulty with understanding others' intentions or viewpoints
 - Difficulty with both verbal and non-verbal communication
 - Difficulty with interpersonal play and imagination
 - Difficulty in understanding sub-texts and abstract meanings
 - Repetitive patterns of behaviour
 - Resistance to change in routine
 - Hypersensitivity to stimuli (e.g. sound, touch, pain, light, etc.)
- 5.4 ASD is often under-diagnosed, under-reported and misdiagnosed, largely due to the social and communication difficulties listed above.

Autism Act 2009

- 5.5 The Autism Act received Royal Assent in November 2009; it was the first legislation to focus on a particular disorder and ensured that the Government made a commitment to improving service provision and support for those with autism.
- 5.6 Statutory guidance published in 2010 covered: training of staff, identification and diagnosis of autism in adults, planning in relation to the provision of services to the people with autism and local planning and leadership in relation to the provision of services for adults with autism.
- 5.7 The guidance notes that although it provides direction, the ultimate aim is that

⁴ <http://www.guardian.co.uk/society/2013/may/11/carers-monitored-mental-health-problems>

local areas apply it to reflect local needs, existing strengths in service provision and the landscape they work in.

- 5.8 As the guidance is **statutory**, local councils and local health bodies have a legal duty to implement it. Where the guidance says that a local area **should** do something, this means that they will have to do it by law, unless they have a strong reason not to. Lack of money will not necessarily be a strong reason. If they do not follow guidance they can be challenged through the courts.
- 5.9 The 2009 Act did not come with any additional funding for the Council and local NHS to implement.
- 5.10 Progress nationally to deliver against obligations of the 2009 Act has been slow due to its staged introduction, via statutory guidance in 2010, and introduction of a national Self-Assessment Framework in 2011 at a time of severe pressure on resources in the public sector.
- 5.11 In April 2011 NHS London carried out an exercise to map progress on delivery against the 2009 Autism Act. This was delivered through the introduction of a new Autism Self-Assessment Framework with findings published in March 2012⁵.

LBTH participated in the Self-Assessment Framework return. This showed work was required locally to meet obligations of the 2009 Autism Act, particularly to put in place a clear pathway to diagnose and assess adults with autism reflecting recent 'National Institute for Health and Clinical Excellence' (NICE) guidelines for recognition, referral, diagnosis and management of adults on the autism spectrum⁶. This would include where appropriate working with young people leaving school and moving into adult life (moving through "transition").

Children and Families Bill 2013

- 5.12 The Children's and Families Bill was published by the Department for Education on Tuesday, 5 February 2013 and is at Committee stage in the House of Commons⁷.
- 5.13 The main elements of the Bill to consider locally for children with special educational needs and disabilities are:

Replacing Special Educational Needs (SEN) statements and Learning Disability Assessments (for 16-25 year olds) with a single, simpler 0-25 assessment process and Education, Health and Care Plan from 2014;
Providing statutory protections comparable to those currently associated with a statement of SEN to up to age 25 in further education - instead of being cut off at age 16;
Requiring that local authorities and health services jointly plan and commission services that children, young people and their families

⁵Public Health England: www.improvinghealthandlives.org.uk/news.php?nid=1892

⁶Clinical guidelines, CG142 - Issued: June 2012: <http://www.nice.org.uk/CG142>

⁷Parliament Children and Families Bill: <http://services.parliament.uk/bills/2012-13/childrenandfamilies.html>

need; and
Giving parents or young people the right to a personal budget for their support.

Local Planning

- 5.14 It is estimated that there are 1990 adults aged 18+ with ASD in Tower Hamlets and 765 adults with ASD and no additional learning disability. There are 296 young people aged 3 to 18 in local schools with an autism diagnosis as their most prevalent condition. The Joint Strategic Needs Analysis Factsheet⁸ attached at Appendix 1 sets out a more detailed breakdown of local population data.
- 5.15 There is an Autism Assessment Service for children and a wide range of support services in place, from special schools and Special Education Need Co-ordinators, through to a commissioned National Autistic Society family support service. There is no specialist adult autism assessment service in the Borough.
- 5.16 Due to this gap in service, once young people with autism leave school they can become dislocated from support services, isolated and not able to access social and economic opportunities that can lead to fulfilling and rewarding lives. The Educational Psychology Service maintains data on young people with autism to support service planning and commissioning intentions. Public Health has also published a factsheet on Autism Spectrum Disorder which is attached as Appendix 2.
- 5.17 Not taking into account the current adult population with autism; in the next 10 years a minimum of 130 young people with a Statement of Educational Need (SEN) listing autism as their most prevalent condition⁹ will move from children to adult services and require some level of support and guidance. This may be a conservative estimate given that it only counts young people with statements and omits those with special needs below the statementing threshold.
- 5.18 A recent review of autism services in LB Southwark showed that there were a similar number of pupils with autism reported through school CENSUS data to those who were identified through having a statement of need with autism as the primary condition. This would confirm the accuracy of the using numbers of stated children as the basis for planning services.
- 5.19 Linking in with a planned adult autism diagnostic and post diagnostic support services and using this information to actively plan the journey from children's into adult services will be a key mechanism to identify, offer a diagnosis and support people with ASD in future.

⁸Tower Hamlets JSNA Autism Factsheet: http://www.towerhamlets.gov.uk/lgs/701-750/732_jsna.aspx

⁹ Data as per LBTH Impulse database @ 15/01/13

6. PROPOSAL TO DEVELOP SERVICES: Local Diagnostic and Intervention Services

- 6.1 An LBTH Autism Project Team was established in 2011 to oversee the development of local adult autism services. The Project Team is chaired by the Service Head for Adult Social Care and has membership from education, Public Health, NHS, Phoenix School, carer and social care commissioning representatives.
- 6.2 In addition to the Project Team, work is informed by a 'Clinical & Practitioner Reference Group' established within the Community Learning Disability Service. This group has membership across social work, speech and language therapy, psychology and psychiatry and includes staff from the transition service. The group is specifically tasked with developing a clear and consistent pathway for diagnosis and ensuring that health and social care staff make reasonable adjustments to services to meet the needs of adults with autism.
- 6.3 The Project Team has been pro-active in putting in place a number of initiatives to ensure LBTH delivers against obligations of the Autism Act 2009 and Children's and Family Bill 2013 reforms. These include:

Training 150 front-line adult social care staff in autism awareness during 2012/13 with eight more training sessions planned for 2013/14;
Working closely with the Phoenix School to review training and employment opportunities for young people with autism leaving school;
Specialist autism support within the local Jobs, Enterprise and Training service to improve access to education and work;
Set up of a local Autism Drop-in for carers and people with autism which offers the opportunity to disseminate information and advice whilst facilitating peer to peer support. The drop-in is closely linked with the Phoenix School and Special Educational Needs outreach team to offer support to carers who have children moving from children to adult services ensuring a continuum of support;
Establishing a local Autism Partnership Board;
Developing an outcome monitoring tool to assess change in wellbeing and quality of life for adults with autism accessing new services; and
Wide ranging consultation to inform local planning via workshops in each paired Local Area Partnership Area and web based consultation and questionnaire available in main community languages¹⁰.

- 6.4 The Council has worked with the National Autistic Society to develop the plans presented in this paper.
- 6.5 A key element in local planning is to set-up a **local Adult Autism Diagnostic and Intervention Service**. This will be done through a three year partnership with the Tower Hamlets NHS Clinical Commissioning Group. The Council will

¹⁰Tower Hamlets Autism Consultation:
www.towerhamlets.gov.uk/lgs/851-900/867_consultation/autism_consultation.aspx

lead on the procurement of this service. The service will cost up to £333k per annum, £1m over the proposed three year period, and will be funded from NHS Section 256 monies that have been agreed with the NHS. Because the future of this funding is not confirmed beyond 2015/16 it is proposed over the first two years of the new service, to carry out a review of the existing Community Learning Disability Services, which are part Council, part NHS funded, to identify the extent to which either the Autism service can be moved into the wider LD Service (as is the case in some boroughs) or to reallocate resources, working with the NHS

The Council (including Public Health) and NHS colleagues have worked in partnership to agree a service delivery plan to support some of the most vulnerable people living in the Borough. The service specification and method statement will be drafted by LBTH with input from NHS professionals and clinicians and will ensure that London Living Wage, local employment and other community benefits apply. Service outcomes and outputs will be monitored through the local Autism Partnership Board which is chaired by the Council's Service Head of Adult Social Care. The contract will have an annual break clause in it and will be subject to close monitoring, including a full review 6 months into the contract, as is appropriate to a brand new service to ensure that activity levels and outcomes are meeting expectations.

7. COMMENTS OF THE CHIEF FINANCIAL OFFICER

- 7.1 The report seeks approval to create a three year partnership with Tower Hamlets Clinical Commissioning Group for the provision of a new Diagnostic and Intervention Service for clients that have autism. This will allow the Council to meet some of its obligations under the Autism Act 2009.
- 7.2 The cost of this three year contract is £1m and will be met from existing resources negotiated with the NHS under a section 256 agreement.
- 7.3 Work to identify funding to continue a service beyond the three years of the contract will be initiated in year 1 of the contract.

8. CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL SERVICES)

- 8.1 Section 2 of the Autism Act 2009 ("the 2009 Act") required the Secretary of State to issue guidance to local authorities about the exercise of their social services functions (within the meaning of the Local Authority Social Services Act 1970). The Council is required to carry out its social services functions under the statutory guidance. This means that the Council should act in accordance with the statutory guidance and only depart from it where the authority considers that there is good reason to do so, for example because the authority can show that it is providing an equivalent or better alternative
- 8.2 The statutory guidance which is entitled Implementing "Fulfilling and rewarding lives, Statutory guidance for local authorities and NHS Bodies to

support implementation of the autism strategy” was issued in December 2010. The guidance reminds authorities of the relevant policies, and their existing duties and responsibilities, and sets out additional guidance to help authorities to implement the strategy.

8.3 The Children & Families Bill referred to in the report is not yet law. The Committee stage of the Bill was completed on 25 April 2013 and the report stage and third reading will take place on a date to be announced. As drafted, the Bill contains the following reforms –

- Transforming the system for young people with special educational needs (“SEN”) including those who are disabled.
- Extending the SEN system from birth to age 25.
- Replacing the current system of assessment and statements of SEN with assessments of the education, health care and social care (“EHC”) needs of young persons and EHC plans.
- A number of provisions which are aimed at improving co-operation between all the services that support children and their families, and in particular requires that local authorities and health authorities work together for this purpose.

8.4 Section 3 of the Local Government Act 1999 requires best value authorities, including the Council, to “make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness”.

8.5 The Public Services (Social Values) Act 2013 came into force on 31st January 2013. This requires the Council to consider how the services it commissions and procures might improve the economic, social and environmental wellbeing of the area.

8.6 The contracts for this type of service are Part B Services and so the full provisions of the Public Contract Regulations 2006 do not apply. However they are still expressly subject to the equality and transparency obligations under the Regulations and there is a requirement to have a fair and transparent process. There are also requirements arising from duties under the Equalities Act. This report explains how that will be achieved.

8.7 Before transforming or commissioning services, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who don't. Some form of equality analysis will be required in order to ensure that due regard is given.

9. ONE TOWER HAMLETS CONSIDERATIONS

9.1 An Equalities Impact Assessment (EqIA) has been completed and is in place as part of the 9th February 2011 and 8th February 2012 Cabinet reports on

Modernising Learning Disability Services. A recent update on this EqIA has been submitted as part of the Council's corporate monitoring process.

9.2 The EqIA recognised that that these proposals will affect some of the most vulnerable people living in LBTH. It was completed with input from the Adults, Health and Wellbeing Departmental Equalities Focus Group and Head of Scrutiny and Equalities. The EqIA has an action plan in place to ensure the modernisation programme does not adversely impact upon anyone with a learning disability or autism regardless of their race, disability, age, gender, socio-economic status, sexual orientation, religion or belief. The EqIA also has a number of actions in place to ensure the views of parents and carers of people with autism are taken into account and they are not adversely impacted upon as part of proposed plans.

9.3 Plans have been developed in on-going consultation with:

- Carers of People with Autism
- People with Autism
- Clinical Commissioning Group
- East London Foundation Trust
- Adults and Children's Clinician and Practitioner Teams
- Commissioning and Health Senior Management Team
- Education, Social Care and Wellbeing Departmental Management Team
- Local and current providers of autism services
- Local schools

9.4 Consultation is on-going via the following methods:

- Through membership on the Autism Project Team (and on-going Autism Partnership Board)
- Consultation via questionnaire and workshop sessions in each paired LAP (Local Area Partnership Area)
- Website page set up: www.towerhamlets.gov.uk/lgs/851-900/867_consultation/autism_consultation.aspx
- Set up of local drop-in services (established and on-going)
- Via East End Life and other local press
- Local Provider forum
- Phoenix School will be the hub for the consultation with young people and their parents/carers

10. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

10.1 The design, construction and running of any new facilities will follow best practice and the Council's Environmental Strategy.

11. RISK MANAGEMENT IMPLICATIONS

11.1 The key risks in taking forward these proposals to modernise autism services in Tower Hamlets are:

- (i) Section 256 funding for the Diagnostic and Intervention Service is non-recurrent. The proposed total funding in this paper totals £1m for a three year contract and at present there is no identification of recurrent funding. In the light of this it is proposed that over the first two years of the service, to carry out a review of the existing Community Learning Disability Services, which are part Council, part NHS funded, to identify the extent to which either the service can be moved into the wider LD Service (as is the case in some boroughs) or to reallocate resources from the Community Learning Disability Service;
- (ii) Being in breach of statutory obligations under Autism Act 2009 as set out in paragraph 4.2 above (particularly in relation to developing a clear and consistent path for diagnosis). This is mitigated by the proposed Diagnostic and Intervention Team; and
- (iii) The final endorsement of the plan for 13-14 s256 funding is expected in July 2013. Approval is expected as the NHS locally is a partner to these plans for the Autism Services.

12. CRIME AND DISORDER REDUCTION IMPLICATIONS

12.1 Modernisation plans will ensure that the safety and welfare of people with autism will be fully considered in the development of any new services. Partnership working with the Community Safety Team will ensure that people with autism are safe, not only in new services to be delivered, but also during any travel undertaken to attend new services.

13. EFFICIENCY STATEMENT

13.1 The model proposed will significantly increase the range and quality of services, whilst having the added benefit of meeting statutory obligations of the National Autism Act 2009.

14. APPENDICES

Appendix 1 – Diagnostic and Intervention Team

Appendix 2 – Joint Strategic Needs Analysis - Autism Factsheet

Brief description of “background papers”:

Equalities Impact Assessment (EqIA) as part of the 9th February 2011 and 8th February 2012 Cabinet reports on Modernising Learning Disability Services, including recent update on this EqIA

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Appendix 1 - Adult Autism Diagnostic and Intervention Team

Data on numbers of people locally living with autism¹

- § Estimated adult population with autism – 1,990
- § Number of people with autism confirmed on GP registers - 348
- § Pupils with Statement of Need (SEN) having Autistic Spectrum Disorder (ASD) as most prevalent condition - 296
- § In transition from children's to adult services with autism – 29 pupils
- § Number of young people with ASD moving from children's into adult services in next 10 year period – 130

Team Disciplines

- § Social Work*
- § Speech and Language*
- § Psychology*
- § Post Diagnostic Support*
- § Psychiatry* (Clinical Lead)
- § Administration

*All trained in autism diagnosis

Access

- § The service will be available to Tower Hamlets residents aged eighteen and over
- § Access could be through a GP or other health professional, school or college, social care, carers or self-referral
- § It is envisaged that the individual will be assessed through a "triage" service and support offered dependent on need
- § Service provision for individuals will be reviewed in line with goals/aspirations agreed at initial assessment.

Positive Impact

1. Service able to offer a local diagnostic service
2. Three year contract offers potential for an established service within the local health economy which will maximise local diagnostic offer
3. Close links with Public Health via Autism Project Team to review and assess service outcomes based on quality of life indicators

¹Tower Hamlets JSNA Autism Factsheet: http://www.towerhamlets.gov.uk/jgs/701-750/732_isna.aspx

<p>Risks</p> <ol style="list-style-type: none"> 1. Limited post diagnostic and specialist intervention support available 2. Potential for limited access to service with waiting lists / high entry criteria 	<p>Mitigating Actions</p> <ol style="list-style-type: none"> 1. Working closely with existing commissioned providers to develop post diagnostic support available and review of contract at end of year one operation 2. Close monitoring of service throughput in first 3, 6 and 9 months of operation to ensure quality standards and open referral are able to be maintained with resources available
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Autistic Spectrum Disorder: Factsheet

Tower Hamlets Joint Strategic Needs Assessment 2010-2011

Executive Summary

People with Autistic Spectrum Disorder (ASD) often experience impairments in social interaction, social imagination and communication. Care pathways and service provision for children with ASD are reasonably well established in Tower Hamlets, whereas those for adults with ASD are less so.

There is currently work underway to implement the national autism strategy for adults in Tower Hamlets in accordance with Department of Health guidance. The first priority areas are:

- Autism awareness training (for all health and social care staff).
- Diagnostic pathways.
- Transition to adult services.
- Planning and leadership/ needs assessment (with a strong focus on filling some of the extensive knowledge gaps around adults with autism in the borough).

1. What is autistic spectrum disorder?

Autistic Spectrum Disorder (ASD) is a lifelong developmental disorder characterised by impairments in social interaction, social imagination and communication. The spectrum includes autism and Asperger's syndrome. People with ASD may have a range of very different needs; some people may be non-verbal or have a severe learning disability, whilst those with Asperger's syndrome often have an average or above average IQ.

Characteristics of ASD include:

- Difficulty with social relationships
- Difficulty with understanding others' intentions or viewpoints
- Difficulty with both verbal and non-verbal communication
- Difficulty with interpersonal play and imagination
- Difficulty in understanding sub-texts and abstract meanings
- Repetitive patterns of behaviour
- Resistance to change in routine
- Hypersensitivity to stimuli (e.g. sound, touch, pain, light, etc)

ASD is often under-diagnosed, under-reported and misdiagnosed, largely due to the social and communication difficulties listed above.

2. What is the local picture?

There are thought to be around 1,910 adults with ASD in Tower Hamlets in 2011, approximately 765 of whom do not also have a learning disability.

Recent estimates suggest that there are approximately 400,000 adults with Autism in England (approximately 1% of the population¹). Prevalence is thought to be higher among men (1.8%) than among women (0.2%), which is consistent with patterns found in childhood population studies.

¹ *Autism Spectrum Disorders in adults living in households throughout England: Report from the Adult Psychiatric Morbidity Survey 2007*, published by the Health and Social Care Information Centre in 2009.

It is thought that approximately 40% of these individuals do not have additional learning disabilities (Baird et al., 2006; Brugha et al, 2009). This group is often referred to as having higher-functioning autism or Asperger's syndrome, and is the main focus of this factsheet.

This equates to around 1,910 adults in Tower Hamlets with ASD in 2011 and 765 adults with ASD and no additional learning disability.

The National Autistic Society states that 'estimates of the proportion of people with autism spectrum disorders (ASD) who have a learning disability, (IQ less than 70) vary considerably, and it is not possible to give an accurate figure. Some very able people with ASD may never come to the attention of services as having special needs, because they have developed strategies to overcome any difficulties with communication and social interaction, and found fulfilling employment. Other people with ASD may be able intellectually, but have need of support from services, because the degree of impairment they have of social interaction hampers their chances of employment and achieving independence.'

Table 1 Different estimates of ASD nationally and in Tower Hamlets

Estimate	Prevalence or number of people	Source
Prevalence of ASD in adults (national)	1.0%	<i>Adult Psychiatric Morbidity Survey 2007</i>
Prevalence of ASD in adult men (national)	1.8%	<i>Adult Psychiatric Morbidity Survey 2007 – Men</i>
Prevalence of ASD in adult women (national)	0.2%	<i>Adult Psychiatric Morbidity Survey 2007 – Women</i>
Number of adults in Tower Hamlets with ASD (all)	1,910	National prevalence and local population estimates, 2011 ²
Number of adults in Tower Hamlets with ASD and no learning disability	765	Baird et al., 2006; Brugha et al, 2009; local population estimates, 2011
Number of adults with ASD known to social care in Tower Hamlets	50-60	National Audit Office Census
Number of children in Tower Hamlets with ASD (all)	220	Special Educational Needs Data, 2010

Using the national estimated prevalence rates from the Adult Psychiatric Morbidity Survey (2007) applied to GLA population estimates, the number of adults with ASD (including those with an IQ below 70) in Tower Hamlets will increase by around 9% over the next five years, from 1,910 in 2011 to 2,085 in 2016. This number is expected to increase by 19% over a ten year period, from 1,910 in 2011 to 2,265 in 2021.

In 2010/11³ there were 205 children aged 18 and under in Tower Hamlets with an Autistic Spectrum Disorder alone, and a further 65 children with an ASD in combination with another disability.

Table 2 Number of children with Autistic Spectrum Disorder in Tower Hamlets

Disability	Number of Children
ASD	205
ASD with Severe Learning Disability	3

² Estimates based on the above national prevalence rates from the Adult Psychiatric Morbidity Survey (2007) and applied to GLA population estimates for 2011.

³ Tower Hamlets Special Educational Needs Data, 1st April 2011.

ASD with Behavioural/ Social/ Emotional Difficulty	2
ASD with Moderate Learning Disability	16
ASD with Other Disability	2
ASD with Physical Disability	1
ASD with Speech, Language and Communication Needs	39
ASD with Specific Learning Disabilities	2
Total ASD in Tower Hamlets	270

Source: Tower Hamlets Special Educational Needs Data, 2011

Emotional and behavioural difficulties associated with ASD often worsen dramatically during adolescence. In 2011 there are 80 young people aged between 13 and 18 years (inclusive) with ASD in Tower Hamlets.

ASD has been recorded more accurately in Special Educational Needs (SEN) data since 2007. Data available from 2007 onwards illustrates a disproportionate rise of 69.8% in the number of children aged 18 and under with ASD in Tower Hamlets, from 159 children in 2007 to 270 children in 2011. This compares to just a 5.4% increase in the total population aged 18 and under over the same period of time. It is difficult to ascertain whether this relates to real increases in incidence of ASD or improved recording of SEN data.

In March 2008, it was estimated that there were approximately 50-60 adults who meet London Borough of Tower Hamlets FACS eligibility criteria with ASD known to services⁴. It may be that this simply corresponds with the number of people with a moderate or severe learning disability who have ASD and receive services for their learning disability. It is likely however, that a substantial number of people who have ASD in the borough have not received a correct diagnosis, or that the diagnosis has not been correctly recorded.

There are currently no GP registers for autism in Tower Hamlets, which makes it difficult to establish the number of adults with a diagnosis.

3. What are the effective interventions?

The National Audit Office (NAO) report '[Supporting People with Autism through Adulthood](#)' (2009) highlights the importance of Local Authorities and NHS Trusts systematically recording numbers of both adults with 'low functioning' and those with 'high functioning' Autism.

The NAO report and [research conducted by the National Autism Society \(NAS\)](#)⁵ suggest that there are gaps in local training, planning and service provision for people with ASD across the country.

NAS request that a 'Specialist Autism Team' (SAT) be established in every local authority, jointly funded and delivered by health and social care⁶. As well as improving diagnostic services, the SAT would provide ongoing training to health and social care staff, provide sign-posting and brokerage, provide low level services (to reduce social exclusion and facilitate employment), and support social services with care assessments in more complex cases. It is also recommended that each locality set up an Autism Planning Group, comprising learning disability and mental health commissioners and managers, representatives from the SAT, voluntary sector and children's services, and adults with ASD and carers for those with ASD. The Planning Group would liaise with the JSNA process to develop appropriate services to meet the needs of the local population with ASD.

The national autism strategy [Fulfilling and Rewarding Lives](#) was published in March 2010. The long term vision of the strategy is that "All adults with autism are able to live fulfilling and rewarding lives within a society that

⁴ Taken from return to the NAO Census *Supporting People with Autism through Adulthood*

⁵ Rosenblatt, Mia. (2008) *I Exist: The message from adults with autism in England*. London: The National Autistic Society.

⁶ Tom Madders (2009) *A Better Future: consultation response from the National Autistic Society*.

accepts and understands them. They can get a diagnosis and access support if they need it, and they can depend on mainstream public services to treat them fairly as individuals, helping them make the most of their talents”⁷.

[Statutory guidance](#) on implementing the strategy⁸ was published in December 2010, and highlights four priority areas:

1. **Autism awareness training** for health and social care staff
 - General autism awareness training should ultimately be available for everyone working in health and social care.
 - Specialised training for staff working in key roles, such as GPs, those responsible for conducting community care assessments, and those in local leadership roles.
2. **Identification and diagnosis** of autism in adults, leading to assessment of needs for relevant services (including carer's assessment)
 - Clear pathway should be put in place locally for diagnosis of autism, from initial referral to assessment of needs.
 - National Institute for Health and Clinical Excellence (NICE) is developing new clinical guidelines for adults with autism, setting out a model care pathway - to be published July 2012.
 - After diagnosis and assessment of need, the NHS body or NHS Foundation Trust providing healthcare to the adult should inform (with consent) the relevant local authority adult services department promptly to ensure that a community care assessment (if desired) is carried out within a reasonable time period.
3. Planning in relation to the provision of services to people with autism as they move from being **children to adults** (with Connexions services responsible for overseeing delivery of the transition plan)
 - There is a forthcoming Department for Education Green Paper on improving the support available to children with Special Educational Needs (SEN) and disabilities, and their families.
 - Local authorities must arrange assessments of needs and the provision that will be required to meet those needs for all young people with statements who are thinking of going on to further education or training. The most effective transition support is available from age 13 to 25.
 - Adult and children's services should work with schools, families and young people to identify support needs during transition and enable positive outcomes.
 - Transition planning should be individually tailored and include career preparation up to age 16 and plans for education, employment, training, transport, housing and leisure from 16 to 19 and beyond.
 - Plans should be reviewed and updated each year.
4. **Local planning and leadership** in relation to the provision of services for adults with autism (including JSNA, reasonable adjustments, etc)
 - The Equality Act 2010 requires all public service organisations to make reasonable adjustments for people with disabilities. This includes people with autism.
 - Adults with autism who are FACS eligible should be able to access personal budgets and direct payments, in line with the assessment of their needs.
 - Local authorities are encouraged to explore how to support volunteer and community groups, and social enterprises, in planning and commissioning services locally (with a particular focus on advocacy and buddy schemes).

4. What is being done locally to address this issue?

Primary Care

GPs in Tower Hamlets currently do not systematically record presence of autism to keep a register (as is the case

⁷ Department of Health (2010) Fulfilling and Rewarding Lives: The Strategy for adults with autism in England, p.6.

⁸ Department of Health (2010) Implementing “Fulfilling and Rewarding Lives”: Statutory guidance for local authorities and NHS organisations to support implementation of the autism strategy.

for patients with a learning disability).

Secondary Care

Adults may currently be referred by GPs or Consultant Psychiatrists to the [Behavioural Disorders Service](#) at Bethlem Royal Hospital (South London and Maudsley NHS Foundation Trust) for diagnosis. The service also provides evidence-based treatment and collaborative care for adult males who present with high functioning autism spectrum disorder and co-morbid mental health or behavioural problems. The service is one of only two NHS units in the country that specialise in this area.

There is no clear diagnostic pathway in place for adults with autism in Tower Hamlets.

Community services

There are no specific community health services for adults with autism in Tower Hamlets. The Community Learning Disabilities Service (CLDS) supports some adults with autism and learning disabilities but not those without a learning disability. Some CLDS clients who meet FACS eligibility criteria receive social care whilst others will only receive input from CLDS health teams.

Social Care and Prevention

Services for Children and Young People with autism and their carers

- [Mindbuilders Project \(Bethnal Green\)](#): Early Bird Intervention Autism Project; a family centred approach to autism, offering parent groups and individual support work.
- [Parents Advice Centre \(Stepney\)](#): providing information, support and advice to parents and carers of children with special educational needs.
- [Child Development Team \(Mile End\)](#): providing assessment and co-ordination service for children under the age of 18 with multiple disabilities and their families. A referral criterion is evidence of delay in two or more areas of development.
- [Phoenix Outreach Service \(Bow\)](#): team of specialist teachers, teaching assistants and speech and language therapists to work with children on the autistic spectrum. Supporting children aged 3-16yrs with ASD in mainstream education.
- [NAS Autism Support Tower Hamlets \(Spark Centre, Bethnal Green\)](#): providing information, advice and support to parents, carers and young people with ASD; offering help with behavioural, emotional and practical challenges that living with a child with ASD can present.
- [Sparkle Under Fives Play and Activity Service](#): providing weekly sessions for children aged 18 months to 5 years who have a disability, including ASD.
- [‘Aut and About’](#): providing group based activities in the community on Saturdays for children aged 8-13 years (junior group) and young people aged 14-19 years (senior group) with ASD- has a long waiting list.
- [Autism Parents Support Group \(Phoenix School, Bow\)](#): providing support to parents and carers of autistic children.

Services for Adults with autism and their carers

- [The Tower Project, First Start \(Isle of Dogs\)](#): Day service for FACS eligible adults with ASD who display challenging behaviour. Provides day trips, leisure activities, sensory room, and 1:1 support for every service user.
- [National Autistic Society Befriending Scheme](#): Befriending service for children or adults with autism and their families.
- [The Carers Centre](#): providing support to carers, including those of people with ASD.

London Borough of Tower Hamlets has a duty to support adults with social care needs assessed as either critical or substantial (in line with FACS eligibility criteria). Many adults with ASD will not meet social care eligibility thresholds. It is therefore important that they are adequately supported to access ‘universal’ and mainstream

services such as those facilitating social inclusion, e.g. advocacy, information and advice, and employment support.

A steering group has been established to explore implementation of the national autism strategy in Tower Hamlets. This group is focusing on training opportunities for health and social care professionals and on mapping diagnostic pathways across Inner North East London.

5. What evidence is there that we are making a difference?

First Start is a service for FACS eligible adults, currently running at maximum capacity with 20 service users attending five days per week⁹. Service users attending First Start all present challenging behaviour and require 1:1 support, limiting capacity with current staff levels. The service has recently started to accept referrals of children of school age who have been excluded from mainstream education. Four young people currently attend First Start. Some referrals are also accepted from neighbouring boroughs, including Hackney and Newham. Despite growing interest from parents, referrals are only accepted from social services. The majority of these come from CLDS, with some from Mental Health services. There is a long waiting list for First Start, and current capacity does not meet the growing demand for services for adults with ASD in Tower Hamlets.

6. What is the perspective of the public on support available to them?

Over 100 people with autism (or suspected of having autism), carers, and professionals in Inner North East London contributed to a consultation by East London NHS Foundation Trust on the national autism strategy (in 2009). The majority of this consultation focused on the needs of people with High Functioning Autism or Asperger's Syndrome (AS) and were grouped into the themes below.

Carers

- Most carers of people with AS are not eligible for Carers Allowance, due to the low number of hours that they regularly provide formal care. However, most provide a large amount of informal care, e.g. emotional support. This often takes place by telephone if the person with AS and carer do not share an accommodation.
- People don't understand the family isolation
- There is a high cost because parents can't work
- Carers are exposed to a lot of 'subjective' stress.

Respite

- Traditional respite is not always geared towards people with AS, because they focus on respite away from the home or away from their carers.

Communication

- Services need to be able to understand the communication needs of people with ASD. Technology should be used across the spectrum. There are people with little or no verbal communication, who use augmented communication. People prefer to use email rather than the telephone.
- Documentation could be more appropriate. Most seems to be geared towards mental health or physical disabilities.

Parenting

- There are no specific services for people with autism who are parents. They often require parenting support or information.

⁹ 2010

Other comments included:

- Frustration with an over-emphasis on 'functioning level' terminology and on IQ during diagnosis;
- Frustration with having a diagnosis but no services available;
- Experience of mainstream services as having 'no patience' for people with Asperger's Syndrome.
- There needs to be better awareness of ASD amongst health and social care professionals in Tower Hamlets, in order to facilitate diagnosis and improve accessibility of services.

7. What more do we need to know?

There are substantial knowledge gaps in the number of people with ASD known to health and social care services (including on GP registers). Without the systematic recording of people with ASD in GP practices or using social care services it is impossible to obtain accurate information about the group. It is possible that further research at a national level will allow local estimates of information such as:

- Need for support to live independently
- Age profile of people with autism in the area
- Employment status
- Likely to need employment support in order to work
- Placed in the area (and funded by) other local authorities
- Placed out of borough
- In hospital
- Living at home independently and not receiving health and social care services
- Living with older family carers
- Gender
- Ethnicity
- Religion
- Sexual orientation

8. What are the priorities for improvement over the next 5 years?

There is currently work underway to implement the national autism strategy in Tower Hamlets in accordance with Department of Health guidance. The working group established locally is chaired by the Adult Health and Wellbeing Service Head for Disability and Health, and membership includes representation from commissioning, psychiatry, social work and strategy and policy. The first priority areas are:

- Autism awareness training
- Diagnostic pathways
- Transition to adult services
- Planning and leadership/ needs assessment

9. Key Contacts & Links to Further Information

- For general JSNA queries email: JSNA@towerhamlets.gov.uk
- Factsheet contact Natalia Clifford, Public Health Strategist: Natalia.clifford@thpct.nhs.uk

Information for professionals on how to refer to the Behavioural Disorders Service:

<https://www.national.slam.nhs.uk/wp-content/uploads/2010/09/Referral-Guide-Behavioural-Disorders.pdf>

Poster produced by South London and the Maudsley NHS Foundation Trust and the Estia Centre providing basic advice to professionals supporting people with autism:

<http://www.estiacentre.org/docs/ASCposter.pdf>

National Autistic Society, Tower Hamlets Befriending scheme, tel. 020 8980 0093, THamsBefriending@nas.org.uk

Belinda Foster, Autistic Day Service Manager, First Start, The Cedar Centre, 17 Arden Crescent, Timber Wharves, Isle of Dogs, London, E14 9WA, tel. 020 7538 4600, Belinda@towerproject.org.uk

Tower Hamlets Job Enterprise Training, Unit 2, Candy Wharf, 22-32 Copperfield Road, E3 4RL, tel. 020 8980 3500, <http://www.towerhamlets-jobhunters.org.uk/>

Date updated:	31/03/11	Updated by:	Lizzy Gatrell	Next Update Due:	
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Date signed off by Senior JSNA Leads:	April 2011	Signed off by (Public Health Lead):	Dr Somen Banerjee	Date signed off by Strategic Group:	28/02/11	Sign off by Strategic Group:	Tower Hamlets Autism Strategy Group
		Signed off by (LBTH Lead):	Deborah Cohen				

Agenda Item 12.1

Committee: Cabinet	Date: 5 th June 2013	Classification: Unrestricted	Report No: CAB 003/134	Agenda Item: 12.1
Report of: Corporate Director Resources Originating officer(s) Oladapo Shonola Chief Financial Strategy Officer; Lisa Stone Finance Officer		Title: Exercise of Corporate Directors' Discretions Wards Affected: All		

1. SUMMARY

- 1.1. This report sets out the exercise of Corporate Directors' discretions under Financial Regulation B8 which stipulates that such actions be the subject of a noting report to Cabinet if they involve expenditure between £0.100 million and £0.250 million.

2. DECISIONS REQUIRED

The Mayor in Cabinet is recommended to:-

- 2.1 Note the exercise of Corporate Directors' discretions as set out in Appendix 1.

3. REASONS FOR DECISIONS

- 3.1 Financial Regulations requires that regular reports be submitted to Council/Committee setting out financial decisions taken under Financial Regulation B8.
- 3.2 The regular reporting of Corporate Director's Discretions should assist in ensuring that Members are able to scrutinise officer decisions.

4. ALTERNATIVE OPTIONS

- 4.1 The Council is bound by its Financial Regulations (which have been approved by Council) to report to Council/Committee setting out financial decisions taken under Financial Regulation B8.

4.2 If the Council were to deviate from those requirements, there would need to be a good reason for doing so. It is not considered that there is any such reason, having regard to the need to ensure that Members are kept informed about decisions made under the delegated authority threshold and to ensure that these activities are in accordance with Financial Regulations.

5. BACKGROUND

5.1 Regulation B8 sets out the Cabinet Reporting Thresholds for specific financial transactions.

6. FINANCIAL REGULATION B8

6.1 Financial Regulation B8 sets out the reporting thresholds for the following financial transactions: -

Virements

Capital Estimates

Waiving Competition Requirements for Contracts and Orders (Subject to EU threshold)

Capital Overspends

Settlement Of Uninsured Claims

6.2 Under Financial Regulation B8, if the transaction involves a sum between £0.100 million and £0.250 million it can be authorised by the Corporate Director under the scheme of delegation but must also be the subject of a noting report to the next available Cabinet.

6.3 Appendix 1 sets out the exercises of Corporate Directors' discretions, under the stipulations in 4.2 above, that have taken place since the previous Cabinet

7. COMMENTS OF THE CHIEF FINANCIAL OFFICER

7.1 The comments of the Chief Financial Officer have been incorporated into the report and Appendix.

8. CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL SERVICES)

- 8.1. The report sets out the individual exercises of Directors' Discretions as required by Financial Regulations.
- 8.2 The legal implications of each of the individual decisions would have been provided as part of the decision making process. These will be recorded on the "Record of Corporate Directors' Actions" maintained by Directorates
- 8.3 The procedure for recording and reporting Corporate Director's Actions has recently been revised and strengthened. All proposed actions where the value exceeds £100,000 are now required to be agreed with the Mayor prior to officer's sign off and approval. The revised procedure came into effect in December 2011.

9. ONE TOWER HAMLETS CONSIDERATIONS

- 9.1 This report is concerned with the notification of officers' discretions under Standing Orders and has no direct One Tower Hamlets implications. To the extent that there are One Tower Hamlets Considerations arising from the individual actions, these would have been addressed in the records of each action.

10. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 10.1 There are no Sustainable Action for A Greener Environment implications arising from this report.

11. RISK MANAGEMENT IMPLICATIONS

- 11.1 The risks associated with each of the Corporate Directors' discretions as set out in Appendix 1 would have been identified and evaluated as an integral part of the process, which lead to the decision.

12. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 12.1 There are no Crime and Disorder Reduction Implications arising from this report.

13. EFFICIENCY STATEMENT

- 13.1 The works referred to in the report will be procured in line with established practices, taking account of best value.

14. APPENDICES

Appendix 1 – Exercise of Corporate Directors’ Discretions under Financial Regulation B8

Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000

List of “Background Papers” used in the preparation of this report

Brief description of “background papers”	Name and telephone number of holder and address where open to inspection.
Record of Corporate Directors actions	David Tully, Interim Head of Finance (CSF), Education, Social Care and Wellbeing Ext 4960

Appendix 1: Exercise of Corporate Directors Discretions under Financial Regulation B8

Corporate Director	Amount	Description of Exercise of Discretion	Justification for Action	Contractor's Name and Address (including postcode)	Contact
ESCW (393/2013)	£240,000	Waiving financial regulations to purchase nursing care services for disabled children on a spot purchase basis. This is £150k more than the £90k already agreed under delegated powers for this activity.	These costs will be recouped from the Health Service and the spot purchasing is needed in order for the Authority to fulfil its obligations with the Community Commissioning Group.	PNL Nursing Ltd 30 Angel Gate LONDON EC1V 2PT and PULSE 223 Pentonville Road London London N1 9NG	Karen Badgery (x0287)

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