

Meeting of the

# CABINET

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Wednesday, 5 February 2014 at 5.30 p.m.

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## AGENDA – SECTION ONE

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### 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,  
Town Hall, Mulberry Place, 5 Clove Crescent, London E14 2BG  
Tel: 020 7364 4651, E-mail: [matthew.mannion@towerhamlets.gov.uk](mailto:matthew.mannion@towerhamlets.gov.uk)  
[www.towerhamlets.gov.uk/committee](http://www.towerhamlets.gov.uk/committee)

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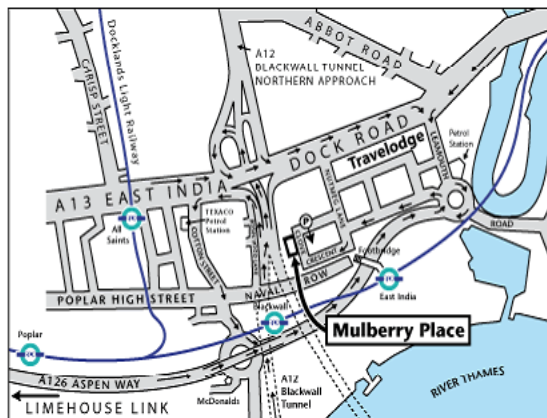
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## A Guide to CABINET

### **Decision Making at Tower Hamlets**

As Tower Hamlets operates the Directly Elected Mayor system, **Mayor Lutfur Rahman** holds Executive powers and takes decisions at Cabinet or through Individual Mayoral Decisions. The Mayor has appointed nine Councillors to advise and support him and they, with him, form the Cabinet. Their details are set out on the front of the agenda.

### **Which decisions are taken by Cabinet?**

Executive decisions are all decisions that aren't specifically reserved for other bodies (such as Development or Licensing Committees). In particular, Executive Key Decisions are taken by the Mayor either at Cabinet or as Individual Mayoral Decisions.

The constitution describes Key Decisions as an executive decision which is likely

- a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
- b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the borough.

Upcoming Key Decisions are published on the website on the 'Forthcoming Decisions' page through [www.towerhamlets.gov.uk/committee](http://www.towerhamlets.gov.uk/committee)

### **Published Decisions and Call-Ins**

Once the meeting decisions have been published, any 5 Councillors may submit a Call-In to the Service Head, Democratic Services requesting that a Key Decision be reviewed. This halts the decision until it has been reconsidered.

- The decisions will be published on: **Friday, 7 February 2014**
- The deadline for call-ins is: **Friday, 14 February 2014**

Any Call-Ins will be considered at the next meeting of the Overview and Scrutiny Committee. The Committee can reject the call-in or they can agree it and refer the decision back to the Mayor, with their recommendations, for his final consideration.

### **Public Engagement at Cabinet**

The main focus of Cabinet is as a decision-making body. However there are opportunities for the public to contribute.

#### 1. Public Question and Answer Session

Before the formal Cabinet business is considered, up to 15 minutes are available for public questions on any items of business on the agenda. Please send questions to the clerk to Cabinet (details on the front page) by **5pm the day before the meeting**.

#### 2. Petitions

A petition relating to any item on the agenda and containing at least 30 signatures of people who work, study or live in the borough can be submitted for consideration at the meeting. Petitions must be submitted to the clerk to Cabinet (details on the front page) by: **Thursday, 30 January 2014 (Noon)**

# LONDON BOROUGH OF TOWER HAMLETS

## CABINET

WEDNESDAY, 5 FEBRUARY 2014

5.30 p.m.

### 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.

#### 1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

#### 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.

	PAGE NUMBER	WARD(S) AFFECTED
3. UNRESTRICTED MINUTES	5 - 16	

The unrestricted minutes of the Cabinet meeting held on Wednesday 8 January 2014 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	17 - 22
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5.2 Any Unrestricted Decisions "Called in" by the Overview & Scrutiny Committee	
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(Under provisions of Article 6 Para 6.02 V of the Constitution).

## UNRESTRICTED REPORTS FOR CONSIDERATION

### 6. A GREAT PLACE TO LIVE

6 .1	Whitechapel Vision Economic and Employment Impacts Study	23 - 58	Bethnal Green South; Spitalfields & Banglatown; St Dunstan's & Stepney Green; Whitechapel
6 .2	Mulberry Place and proposed Civic Centre (to follow)		Blackwall & Cubitt Town
6 .3	Neighbourhood Planning - Application to establish three Neighbourhood Planning Forums and Areas in Limehouse, Shoreditch & Wapping	59 - 90	Limehouse; Shadwell; St Dunstan's & Stepney Green; St Katharine's & Wapping; Weavers

### 7. A PROSPEROUS COMMUNITY

7 .1	Proposed Expansion of Olga School	91 - 106	Bow West
7 .2	Determination of School Admission Arrangements for 2015/16	107 - 256	All Wards

### 8. A SAFE AND COHESIVE COMMUNITY

### 9. A HEALTHY AND SUPPORTIVE COMMUNITY

9 .1	Award of contract for Young People's Substance Misuse Services	257 - 262	All Wards
9 .2	Award of contract for various Social Care services	263 - 276	All Wards

### 10. ONE TOWER HAMLETS

10 .1	Housing Revenue Account Budget Report – 2014/15 (to follow)		All Wards
10 .2	General Fund Capital and Revenue Budgets and Medium Term Financial Plan 2014-2017 (to follow)		All Wards

### 11. ANY OTHER UNRESTRICTED BUSINESS CONSIDERED TO BE URGENT

## 12. UNRESTRICTED REPORTS FOR INFORMATION

- 12 .1 Exercise of Corporate Directors' Discretions 277 - 282 All Wards

## 13. EXCLUSION OF THE PRESS AND PUBLIC

In view of the contents of the remaining items on the agenda, the Committee is recommended to adopt the following motion:

“That, under the provisions of Section 100A of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985, the Press and Public be excluded from the remainder of the meeting for the consideration of the Section Two business on the grounds that it contains information defined as Exempt in Part 1 of Schedule 12A to the Local Government, Act 1972”.

### **EXEMPT/CONFIDENTIAL SECTION (PINK)**

The Exempt / Confidential (Pink) Committee papers in the Agenda will contain information, which is commercially, legally or personally sensitive and should not be divulged to third parties. If you do not wish to retain these papers after the meeting, please hand them to the Committee Officer present.

- |  | <b>PAGE<br/>NUMBER</b> | <b>WARD(S)<br/>AFFECTED</b>            |
|--|------------------------|--|
| <b>14. EXEMPT / CONFIDENTIAL MINUTES</b>   |                        |  |
| Nil items.   |                        |  |
| <b>15. OVERVIEW &amp; SCRUTINY COMMITTEE</b>   |                        |  |
| <b>15 .1 Chair's Advice of Key Issues or Questions in Relation to Exempt / Confidential Business to be Considered.</b> |                        |  |
| <b>15 .2 Any Exempt / Confidential Decisions "Called in" by the Overview &amp; Scrutiny Committee</b>                  |                        |  |
| (Under provisions of Article 6 Para 6.02 V of the Constitution).   |                        |  |
| <b>EXEMPT / CONFIDENTIAL REPORTS FOR CONSIDERATION</b>   |                        |  |
| <b>16. A GREAT PLACE TO LIVE</b>   |                        |  |
| <b>16 .1 Mulberry Place and Proposed Civic Centre (to follow)</b>  |                        | <b>Blackwall &amp;<br/>Cubitt Town</b> |
| <b>17. A PROSPEROUS COMMUNITY</b>  |                        |  |
| Nil items.   |                        |  |

**18. A SAFE AND COHESIVE COMMUNITY**

Nil items.

**19. A HEALTHY AND SUPPORTIVE COMMUNITY**

**19 .1 Young Persons Substance Misuse Tender Award -  
Exempt Report**

**All Wards**

**19 .2 Award of Contracts for Various Social Care Services**

**All Wards**

**20. ONE TOWER HAMLETS**

Nil items.

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

**22. EXEMPT / CONFIDENTIAL REPORTS FOR  
INFORMATION**

Nil items.

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# 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:-

Meic Sullivan-Gould, Monitoring Officer, 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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CABINET, 08/01/2014

## LONDON BOROUGH OF TOWER HAMLETS

### MINUTES OF THE CABINET

HELD AT 5.38 P.M. ON WEDNESDAY, 8 JANUARY 2014

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 Stephanie Eaton	
Councillor Ann Jackson	
Councillor Gulam Robbani	(Executive Advisor to the Cabinet and Mayor on Adult Social Care)
Councillor Motin Uz-Zaman	(Chair, Overview & Scrutiny Committee)
Councillor Marc Francis	

#### Officers Present:

Zamil Ahmed	(Senior Procurement Manager, Category and Contract Management)
Katherine Ball	(Senior Accountant, Development & Renewal)
Robin Beattie	(Service Head, Strategy & Resources & Olympic Impact, Communities Localities & Culture)
Dave Clark	(Acting Service Head Resources, Development and Renewal)
Aman Dalvi	(Corporate Director, Development & Renewal)
Ben Gadsby	(Political Adviser to the Conservative Group)
David Galpin	(Head of Legal Services (Community), Legal Services, Chief Executive's)
Stephen Halsey	(Head of Paid Service and Corporate Director Communities, Localities & Culture)
Everett Haughton	(Third Sector Programmes Manager, Third Sector Team, Development and Renewal)
Chris Holme	(Acting Corporate Director - Resources)
Kevin Kewin	(Service Manager, Strategy & Performance, Chief Executive's)
Ellie Kuper-Thomas	(Strategy, Policy and Performance Officer -

Paul Leeson	Executive Mayor's Office, One Tower Hamlets, Chief Executive's)
Robert McCulloch-Graham	(Finance Manager, Development & Renewal)
Murziline Parchment	(Corporate Director, Education Social Care and Wellbeing)
Takki Sulaiman	(Head of Executive Mayor's Office, Democratic Services, Chief Executive's)
Matthew Mannion	(Service Head Communications, Chief Executive's)
	(Committee Services Manager, Democratic Services, Chief Executive's)

### **NOTE - AGENDA ORDER**

During the meeting the **Mayor** agreed to vary the order of business. To aid clarity, the Minutes are presented in the order that the items originally appeared on the agenda.

The order of business as taken at the meeting was as follows:

Items:

- 1 – Apologies for Absence
- 2 – Declarations of Disclosable Pecuniary Interests
- 3 – Minutes
- 4 – Petitions
- 5 – Overview and Scrutiny Committee
- 10.1 – Strategic Performance, 13/14 General Fund Revenue Budget and Capital Programme Monitoring Q2
- 10.2 – Contract Forward Plan Q4
- 10.3 – Voluntary and Community Sector Strategy
- 10.5 – Council Tax Base Report and Technical Changes
- 10.6 – Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2014-15
- 10.7 – General Fund Capital and Revenue Budgets and Medium Term Financial Plan 2014-17\*
- 10.4 – Fees and Charges 2014/15\*
- 6.1 – Housing Revenue Account First Budget and Rent Setting Report 2014/15\*
- 12.1 – Exercise of Corporate Directors' Discretions

\* These items were considered together.

### **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of:

- Councillor Rania Khan (Cabinet Member for Culture)
- Councillor Oliur Rahman (Cabinet Member for Children's Services)

**2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS**

None were declared.

**3. UNRESTRICTED MINUTES**

The unrestricted minutes of the Cabinet meeting held on 4 December 2013 were noted.

**4. PETITIONS**

Nil items.

**5. OVERVIEW & SCRUTINY COMMITTEE****5.1 Chair's Advice of Key Issues or Questions in Relation to Unrestricted Business to be Considered**

Councillor Motin Uz-Zaman, Chair of the Overview and Scrutiny Committee (OSC), provided an update on the discussions that had taken place at their last meeting.

In particular he reported that:

- The Committee had considered the Call-In on the Community Chest and Community Events Grants (Round 4) Individual Mayoral Decision. He thanked Councillor Ann Jackson for her presentation of the call-in and Councillor Alibor Choudhury for his response on behalf of the administration. He stated that OSC had supported the Call-In in particular around issues of transparency and assessment criteria. The OSC would be providing a response for the Mayor and they requested that he reconsider his original decision.
- There had been a useful discussion on efforts to prevent electoral fraud and that the Committee hoped all parties would be looking to send out a strong message that fraudulent activities were not acceptable.
- There had been an initial discussion around the Council's draft budget and that OSC would consider it in more detail on 20 January.
- The Committee continued to be disappointed that the Mayor had not attended a meeting of the OSC and hoped that he would be coming to the next regular meeting on 4 February 2014.

The **Mayor** thanked Councillor Motin Uz-Zaman for his update and in particular confirmed that the Administration was doing everything it could to prevent electoral fraud.

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

The Clerk advised that no requests had been received to 'call-in' for further consideration, by the Overview and Scrutiny Committee, any provisional

decisions taken by the Mayor in Cabinet at the meeting held on 4 December 2013.

## **6. A GREAT PLACE TO LIVE**

### **6.1 Housing Revenue Account First Budget and Rent Setting Report - 2014/15**

Councillor Rabina Khan, Cabinet Member for Housing, introduced the report. She explained that the government set the rent policy, however, even after the proposed increase of 4.9%, the Council's rent charges would still be the lowest social housing charges in the Borough.

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

#### **RESOLVED**

1. To agree that the Authority will continue to follow current rent restructuring policy, and that therefore, based on the September 2013 RPI (retail price index) figure of 3.2%, the average 2014/15 weekly rent increase for tenanted Council dwellings will be £5.04, and the average weekly tenanted service charge increase will be £0.36 from the first rent week in April 2014.
2. To note that the Housing Revenue Account (HRA) budget will be presented to Cabinet for approval in February 2014.

## **7. A PROSPEROUS COMMUNITY**

Nil items.

## **8. A SAFE AND COHESIVE COMMUNITY**

Nil items.

## **9. A HEALTHY AND SUPPORTIVE COMMUNITY**

Nil items.

## **10. ONE TOWER HAMLETS**

### **10.1 Strategic Performance, 13/14 General Fund Revenue Budget and Capital Programme Monitoring Q2**

Councillor Alibor Choudhury, Cabinet Member for Resources, introduced the noting report. He highlighted the positive progress in many areas such as improving employment opportunities, reducing child poverty and also reducing personal robberies.



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

### **RESOLVED**

1. To review and note the Quarter 2 2013/14 performance; and
2. To note the Council's financial position as detailed in section 4 and Appendices 1-3 of this report.

## **10.2 Contract Forward Plan Q4**

Councillor Alibor Choudhury, Cabinet Member for Resources, introduced the report.

The **Mayor** welcomed the report, particularly noting the planned new homes and schools improvements. He **agreed** that all the proposed contracts could go out to tender.

### **RESOLVED**

1. To approve that all the contracts set out in Appendix 1 can go to tender.
2. That the Corporate Director for the service has delegated power to award the contracts subject to consultation with the Mayor and the relevant lead member and a Head of Legal Services.
3. To authorise a Head of Legal Services to execute all necessary contract documents in respect of the awards of contracts referred to at recommendation 1 above.

## **10.3 Voluntary and Community Sector Strategy**

Councillor Alibor Choudhury, Cabinet Member for Resources, introduced the report. He drew the Mayor's attention to the following amendment to the Strategy at Appendix 1.

Appendix 1 - VCS Strategy: Objectives

Regarding the issue of supporting VCS Organisations to meet a commissioning model approach - the following are examples to be inserted at the end of the paragraph at the top of page 13 (page 63 of agenda pack):

- Providing a 'procurement & contract management readiness toolkit' to enable Third Sector Organisations to prepare themselves for responding to commissioning opportunities

- Ensuring that Contract/Agreement terms and conditions are written in such a way that they are able to be fully understood by organisations without detailed legal understanding/representation
- Minimising the complexity of commissioned services/activities in terms of their packaging
- Offering a brokerage service to bring small interested organisations into bid partnerships/consortia

The Mayor welcomed the report and the vital contribution the voluntary and community sector played in providing services to the Borough's residents. The **Mayor** noted the amendment and **agreed** the recommendations as set out in the report.

### **RESOLVED**

1. To note the aim and objectives of the Strategy.
2. To note the detail of the Strategy including the process of developing annual action plans in order to deliver and achieve agreed vision and objectives.
3. To agree the Strategy on behalf of the Council, with the additional words tabled at the meeting, noting that it has been developed and is to be delivered as a Partnership initiative.

#### **10.4 Fees and Charges 2014/15**

Councillor Alibor Choudhury, Cabinet Member for Resources, introduced the report. He drew the Mayor's attention to the supplementary agenda that included further fees and charges within the Chief Executive's directorate.

The **Mayor** noted the supplementary agenda and **agreed** the reasons for urgency as stated in the original report and the supplementary report and **agreed** the recommendations as set out in the report.

### **RESOLVED**

#### Chief Executives

1. To approve the revised fees and charges as set out in Appendix 1 in the supplementary agenda with effect from 1st April 2014 or at the earliest opportunity.

#### Communities, Localities and Culture

2. To approve the revised fees and charges as set out in Appendix 2 with effect from 1st April 2014 or at the earliest opportunity.

## Development and Renewal

3. To approve the revised fees and charges as set out in Appendix 3 with effect from 1st April 2014 or at the earliest opportunity.

## Education, Social Care and Welfare

4. To approve the revised fees and charges as set out in Appendix 4 with effect from 1st April 2014 or at the earliest opportunity.

## Licencing Charges

5. To agree in principle the Licensing charges in Appendix 6 and refer to the Licensing Committee for final approval.

**10.5 Council Tax Base Report and Technical Changes**

Councillor Alibor Choudhury, Cabinet Member for Resources, introduced the report. He confirmed that it was a necessary technical report relating to the setting of Council Tax charges.

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

**RESOLVED**

1. To approve, in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992, that the amount calculated by the London Borough of Tower Hamlets as its Council Tax Base for the year 2014/15 shall be 74,979.

**10.6 Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2014-15**

Councillor Alibor Choudhury, Cabinet Member for Resources, introduced the report. He highlighted the good performance of the investment strategy.

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

**RESOLVED**

1. To Recommend that Full Council adopt:
  - a. The Treasury Management Strategy Statement set out in sections 6-11 of this report.
  - b. The Annual Investment Strategy set out in section 12 of this report.

c. The Minimum Revenue Provision Policy Statement set out in section 13 of this report, which officers involved in treasury management must then follow.

2. To delegate to the Interim Corporate Director of Resources, after consultation with the Lead Member for Resources, authority to vary the figures in this report to reflect any decisions made in relation to the Capital Programme prior to submission to Budget Council.

## 10.7 General Fund Capital and Revenue Budgets and Medium Term Financial Plan 2014-2017

Councillor Alibor Choudhury, Cabinet Member for Resources, introduced the report. He highlighted the challenges faced by the Council in responding to the government's cuts programme. He reported that the Council had agreed a balanced budget and that no further savings were required to be identified for 2014/15.

In respect of reserves he explained that the Council were maintaining significant reserves this year that the Administration planned to use to help smooth out future funding cuts but that they planned to ensure there was always a minimum £20 million of reserves in line with best practise.

Finally, he explained that despite the cuts the Council was continuing to work to meet the needs of the most vulnerable in society.

The **Mayor** opened the item up to discussion and heard from a number of Cabinet Members. Particular issues raised included:

- The need for an accessible, and cheaper to run, new Town Hall.
- Ways of taking advantage of the opportunities provided by the Crossrail project.
- Welcoming new initiatives to support women looking to re-enter the jobs market, in particular in light of the disproportionate effect that the government's cuts were having on women.

The **Mayor** endorsed the comments he heard. He thanked officers for their hard work, and the importance in protecting residents, as far as possible, from the government's cuts. He also highlighted positive investments made by the Council including Poplar Baths, new youth facilities, new homes, a new Ideas Store and work to deliver jobs and apprenticeships to residents.

Finally, he **agreed** the reasons for urgency as set out in the report and **agreed** the recommendations as set out.

### RESOLVED

1. To agree a General Fund Revenue Budget of £294.663m together with the Outline Strategic Plan identifying the key priority activities which will be delivered within this budget and which will be further developed into the Council's Strategic Plan for 2014/2015.

2. To accept the Council Tax Free Grant available from the Department of Communities and Local Government for 2014/2015 and thereby agree to continue to freeze Council Tax (Band D) at £885.52 for the new financial year.
3. To agree to propose the items listed below for public consultation and consideration by the Overview & Scrutiny Committee in accordance with the Budget and Policy Framework (Section 16). A further report will then be submitted to the next Cabinet meeting in February detailing the results of consultations and inviting the Cabinet to recommend a Budget Requirement and Council Tax for 2014-15 to Full Council.
4. To agree to conduct the Budget consultation in line with Section 16 in the body of the report.
5. To consider and comment on the following matters -

**a. Budget Consultation**

The approach to the budget consultation with the community and Overview and Scrutiny Committee.

**b. Funding**

The funding available for 2014-2015 and the indications and forecasts for future years set out in Section 8.

**c. Base Budget 2014-2015**

The Base Budget for 2014-2015 as £295.732m as detailed in Appendix 1.

**d. Growth and Inflation**

The risks identified from potential inflation and committed growth arising in 2014-2015 and future years and as set out in Section 9 and in Appendix 3.

**e. General Fund Revenue Budget and Medium Term Financial Plan 2014-2015 to 2016-2017**

The initial budget proposal and Council Tax for 2014-2015 together with the Medium Term Financial Plan set out in Appendix 1 and the budget reductions arising.

**f. Savings**

Previously agreed savings items to be included in the budget for 2014-2015 and the strategic approach for future savings to be

delivered are set out in Section 10, Appendix 4 and Paragraph 7.12 of the report.

**g. Capital Programme**

The capital programme to 2016-2017, including the proposed revisions to the current programme as set out in section 14 and detailed in Appendix 8 and Adopt a capital estimate to the value of £3.55m to facilitate Decent Homes Works on the Malmesbury Estate as set out in paragraph 14.6.

**h. Dedicated Schools Grant**

The position with regard to Dedicated Schools Grant as set out in Section 12 and Appendix 6.

**i. Housing Revenue Account**

The position with regard to the Housing Revenue Account as set out in Section 13 and Appendix 7.

**j. Financial Risks: Reserves and Contingencies**

Advise on strategic budget risks and opportunities as set out in Section 11 and Appendices 5.1, 5.2 and 5.3.

**k. Reserves and Balances**

The position in relation to reserves as set out in the report and further detailed in Appendices 5.1 and 5.3.

**l. Mayor Priorities**

An initiative to be included in the budget for 2014-15 is set out in Section 8.29 of this report.

**11. ANY OTHER UNRESTRICTED BUSINESS CONSIDERED TO BE URGENT**

Nil items.

**12. UNRESTRICTED REPORTS FOR INFORMATION**

**12.1 Exercise of Corporate Directors' Discretions**

Councillor Alibor Choudhury, Cabinet Member for Resources, introduced the report and the **Mayor** agreed the recommendation as set out.

**RESOLVED**

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

**13. EXCLUSION OF THE PRESS AND PUBLIC**

No motion to exclude the press and public was passed.

**14. EXEMPT / CONFIDENTIAL MINUTES**

Nil items.

**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**

Nil items.

**22. EXEMPT / CONFIDENTIAL REPORTS FOR INFORMATION**

Nil items.

The meeting ended at 6.49 p.m.

John S. Williams  
SERVICE HEAD, DEMOCRATIC SERVICES



# Agenda Item 5.1

<b>Committee:</b> Cabinet	<b>Date:</b> 05/02/14	<b>Classification:</b> Unrestricted	<b>Report No.</b>
<b>Report of:</b> Motin Uz-Zaman, Chair of Overview and Scrutiny Committee <b>Originating Officer(s):</b> Matthew Mannion, Democratic Services		<b>Title:</b> Overview and Scrutiny Committee Response to Mayor's Initial Budget Proposals 2014/15 <b>Wards: All</b>	

## 1. SUMMARY

- 1.1 The attached document comprises the response of Overview and Scrutiny Committee (OSC) to consultation on the Mayor's initial 2014/15 Budget proposals (as published in the 8 January Cabinet Agenda) following the OSC meeting on 20 January 2014.

## 2. RECOMMENDATION

- 2.1 That the Mayor in Cabinet receive the comments of the OSC that have been submitted in the attached Appendix.

## 3. APPENDICES

Appendix 1 – Notes of the OSC Committee's budget discussion at their meeting on 20 January 2014.

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### Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 List of "Background Papers" used in the preparation of this report

Brief description of "background paper"

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

none

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## OVERVIEW AND SCRUTINY COMMITTEE

### Response to the Draft General Fund Capital and Revenue Budget proposals

Note - The below is the detail of the Committee's consideration of the above proposals at its meeting on 20 January 2014.

#### 5.3 General Fund Capital and Revenue Budgets and Medium Term Financial Plan 2014-2017

The Committee considered the report titled 'General Fund Capital and Revenue Budgets and Medium Term Financial Plan 2014-2017' that had been presented to Cabinet on 8 Cabinet 2014 and had also been initially considered at the OSC meeting on 7 January 2014. Councillor Alibor Choudhury, Cabinet Member for Resources, and Chris Holme (Interim Corporate Director, Resources) and officers from all departments were present to answer questions from the Committee.

Chris Holme provided a summary presentation to the Committee, he reported that:

- The savings requirements due to the reduction in the government's revenue support grant were a significant challenge for the Council.
- The grant was being cut by 40% between 2013/14 and 2015/16 and then by a further 20% between 2015/16 and 2016/17.
- In addition to the support grant reduction there were further changes such as a reduction in the New Homes Bonus.
- Most reductions had been correctly anticipated but the Government's Autumn Statement had resulted in an unexpected ending of the crisis and support fund grants of £1.7 million a year (£1.4 million in grants and £300k towards administration costs) and a few other changes which resulted in a net additional loss to the Council of around £1 million per year.
- There would consequently be an updated Budget report presented to February Cabinet where the changes would be set out in more detail but the overall savings assumptions were unaffected.

Councillor Alibor Choudhury concurred with Mr Holme's introduction and also highlighted that the Council had a balanced budget proposed for 2014/15 and so no further savings needed to be identified for that period but that significant new savings would be required after that.

The Chair opened the item up for discussion and the Committee explored a number of issues to which they sought officer responses, including:

- The Council's strategy for using its reserves. *It was explained that the reserves would be used to smooth out the impact of the grant cuts but that the Council was committed to maintaining a minimum reserve of around 5-7% of overall spend as that was considered good practice.*

- On why there had been a significant increase in Third Party Payments and what they were for. *Chris Holme promised to provide a written response but explained that in many cases it would be because of changes to services, for example, the new public health money would be classed as Third Party Payments.*
- Whether funding was being taken from public health budgets for other projects and whether there had consequently been an impact on service provision. *It was explained that there had been no impact on public health service delivery and that the grant was ring fenced at least until 2015/16. However, the Council was looking at administrative efficiencies and new public health initiatives.*
- Whether plans for personalised homecare were still behind schedule and if the Council still directly employed homecare workers. *Officers explained that there had been a reduction in directly employed staff due to voluntary redundancies and that work was ongoing on developing personalised homecare but that there were issues around needing to develop flexible local markets to make savings against using large, inflexible organisations. Kate Bingham (Acting Service Head, Resources, ESCW) undertook to provide Members with more details on the current situation.*

Members had a detailed discussion on Asset Management, in particular around how asset sales were feeding through to the capital programme, what the funds raised from previous sales were being spent on and whether plans for a new Civic Centre rested on the ability to raise funds from asset sales.

Ann Sutcliffe (Service Head, Corporate Property and Capital Delivery) reported that the Asset Strategy was about to be updated as it had last been reviewed in 2011 and that more details would be available in the next three/four months. In relation to the new Civic Centre she reported that it was necessary to have a civic centre proposal before the lease expired at Mulberry Place. It was expected that moving to a new Civic Centre would prove to be the most cost effective option although a full assessment of the Council's needs was being prepared.

Following further discussion of the Asset Strategy, the Chair requested that officers provide the Committee with a list of assets that the council holds and those that have recently been sold and what the funds were used for.

Next, the Chair introduced a discussion on the Council's Free School Meals programme. In particular the Committee were interested to discover what the cost would be if the scheme was extended to all Primary School children and what the administrative impact of the scheme was. The Committee also sought reassurance that officers were working to ensure that all pupils entitled to Statutory Free School Meals were still being registered correctly to ensure grant funding for other support services was maintained.

Kate Bingham (Acting Service Head, Resources, ESCW), responded that:

- Officers were monitoring the Statutory Free School meals figures to spot inconsistencies and acting accordingly.

- Administrative costs were significant but had so far been absorbed by the Council and officers were undertaking a lot of work with schools to support them as well.

Following the discussion the Chair requested that officers provide more detailed information on the cost of free school meals, both the existing arrangement and also should the scheme be extended to all primary age pupils. The data to be broken down as follows:

- The number of children (years: reception to year 2) currently receiving free school meals (and how many were Statutory recipients)
- The number of pupils (years: 3 and upwards) currently receiving Statutory Free School Meals.
- The additional number of pupils (years 3 and upwards) who would receive the meals if lunches were made free for all primary age children.
- The core cost of providing free school meals at present (total and per child), and the cost of providing free school meals to all primary age children (total and per child).
- The existing administrative cost/impact and the likely increase (if any) in the administrative burden, to the council and schools, should the scheme be extended to all primary school pupils.

The Committee then moved on to discussing the University Grants Programme. Officers reported that the scheme was continuing for a second year in 2014/15 for up to 400 students and that it was a two year funded programme. The Committee heard that no grants had been awarded from year one yet due to the need for students to prove attendance on their courses first. Officers stated that they were on course to award the first grants next week after there had been a slight delay following an extended application period but that they would be paid in accordance with the policy agreed at Cabinet and in line with Pre-election rules.

The Committee discussed the timing of the grant awards and expressed concerns about this, partly due to the approaching run up to the next local elections and partly on how they should be awarded generally. Members expressed views on a number of options for the payment schedules, Councillor Abdal Ullah for example stated he considered the payments should be termly. The Committee finally agreed that paying the awards by 10 February was reasonable but that if there were delays after that then payments should be made at the end of the University year in June/July to avoid the pre-election period. In addition, Kate Bingham promised to provide Members with information on any impact on the university drop-out rate for students and to report on how the grants were awarded (for example, was it a one off grant or paid in instalments).

Following on from the above, officers were asked to ensure that the Pre-Election guidance was properly circulated to all Council staff.

Finally, the Chair drew the Committee's attention to some of the wider concerns that had been expressed over the budget. In particular whether the

savings from the previous budget were being met and also that the Council should be looking to identify additional savings now rather than simply running a balanced budget to help prepare in advance for future savings requirements. The Committee agreed and asked to be assured that there was a proper strategy in place to meet these future challenges.

At the end of the debate the Chair thanked Councillor Alibor Choudhury, Chris Holme and all the other officers who had attended the meeting. He stressed how important their attendance was for the Committee to enable it to ask the questions it needed and to therefore properly scrutinise the budget proposals. He **Moved** that the Committee note the budget report and ask officers to provide the information requested above including on capital assets, free school meals and, in addition, to provide comment on the concerns over planning for future savings and the management of reserves.

All the above information was to be presented to Members before the next meeting.

### **Resolved**

1. That the report be noted.
2. That officers be requested to provide the information set out above to Members of the Committee in advance of the next meeting.

<b>Cabinet</b> 5 February 2014	 <b>TOWER HAMLETS</b>
<b>Report of:</b> Aman Dalvi – Corporate Director Development & Renewal	<b>Classification:</b> Unrestricted
<b>Whitechapel Vision Economic and Employment Impacts Study</b>	

<b>Lead Member</b>	Councillor Rabina Khan
<b>Wards affected</b>	Whitechapel Bethnal Green South Spitalfields and Banglatown St Dunstons and Stepney Green
<b>Community Plan Theme</b>	A Prosperous Community
<b>Key Decision?</b>	Yes

## Executive Summary

- 1.1 The Whitechapel Vision Masterplan Supplementary Planning Document (SPD) will ensure a co-ordinated approach is taken to the physical and socio-economic regeneration of Whitechapel to 2025. It sets out a clear and unique vision for Whitechapel, provides guiding planning principles across the area as a whole and identifies six 'Key Place Transformations' which outline the development priorities on private sites and public land.
- 1.2 The implementation of the masterplan will be likely to have a significant impact on the economy of Whitechapel and more widely in Tower Hamlets, and in particular on the availability of job opportunities. Its delivery could create up to 5,800 net additional jobs in Whitechapel and up to 3,600 net additional jobs in Tower Hamlets as a whole.
- 1.3 The Masterplan recognises the importance of Whitechapel's existing vibrant and diverse business base, including businesses operating as part of Whitechapel market. Delivery of the masterplan will create opportunities to support and grow the existing business base.
- 1.4 The proposed Civic Hub in Whitechapel would have the greatest economic impact of the transformations proposed in the masterplan, creating 2,500 direct jobs and acting as a catalyst for the wider delivery of the masterplan.

## **Recommendations:**

The Mayor in Cabinet is recommended to:

1. Note the contents of the report in terms of the anticipated economic and employment impacts of the delivery of the Whitechapel Vision masterplan; and
2. Note in particular the report's analysis with regard to the likely impacts of the delivery of the new civic hub which the masterplan proposes.

### **1. REASONS FOR THE DECISIONS**

- 1.1 The Whitechapel Vision masterplan itself has been considered by Cabinet separately on 4 December 2013. The implementation of the masterplan will be likely to have a significant impact on the economy of Whitechapel and more widely in Tower Hamlets, and in particular on the availability of job opportunities. The Whitechapel Vision Economic and Employment Impacts Study, which is provided at Appendix One, presents an analysis of these impacts.
- 1.2 This report is presented for noting in order to provide Cabinet members with an opportunity to consider the economic impacts of implementation of the masterplan, and in particular the economic impacts of the delivery of the six "key place transformations" which the masterplan recommends.

### **2. ALTERNATIVE OPTIONS**

- 2.1 Alternative options to the adoption of the Whitechapel Vision masterplan were considered when that document was presented to Cabinet on 4 December 2013. The report presented here identifies potential benefits which may flow from implementation of the masterplan and is for noting only.

### **3. DETAILS OF REPORT**

- 3.1 The Mayor for Tower Hamlets considers Whitechapel and its surroundings as a major development and growth opportunity waiting to happen, linked to the new TfL Crossrail station opening in 2018. It can make a significant contribution to the Mayor's overarching priorities for the Borough, including the delivery of more affordable family homes, promotion of skills and employment, increasing educational attainment, and creating safer, cleaner and inclusive neighbourhoods for all to enjoy.
- 3.2 The Whitechapel Vision masterplan sets out the vision for the area and provides guiding principles to direct and focus regeneration delivery. It recommends six "key place transformations" which it argues will bring about "regeneration through transformational and significant interventions... to make



Whitechapel a world class destination for living, working and visiting.” These are:

1. **Revitalising Whitechapel Road** – supporting the town centre through making the main road easier for pedestrian and cycling movement, as part of a major public realm improvement scheme, including enhancement to the street market and building a new iconic structure.
  2. **New Civic Hub** – bringing back the former Royal London Hospital buildings into civic use to improve the range of public services provided in the town centre, as well as creating wider employment opportunities set around a new civic open space.
  3. **Durward Street Gardens** –a new high quality urban quarter to enliven the area around the new Crossrail Station providing new homes, retail and public spaces, including modernising and redeveloping the leisure centre and building over the station and railway track.
  4. **Med City Campus** – supporting the expansion of the health, bio-tech and life sciences research activities of Queen Mary University of London and the Royal London Hospital based around a new ‘green spine’ open space with a significant number of new homes at the former Bart’s Charity Trust site.
  5. **Raven Row** – a new neighbourhood within Whitechapel centred on residential led development with supporting employment space and open space with improved links to the town centre and hospital.
  6. **Cambridge Heath Gateway** – redevelopment of the Sainsbury’s site with a new larger store, residential and community facilities, including the potential relocation of the leisure centre, focused around a future secondary Whitechapel station entrance and new open spaces linking Brady Street to Cambridge Heath Road.
- 3.5 The Whitechapel Vision Economic and Employment Impacts study was commissioned to assess the likely effects of the masterplan’s delivery on economic opportunity in the area, particularly in terms of jobs. It is anticipated that the implementation of the masterplan will generate economic investment and growth in the area and will have a positive impact on the quantity and variety of employment opportunities and sectors.
- 3.6 The key findings of the Economic and Employment Impacts Study are as follows:
- The Whitechapel Masterplan could create up to 5,800 net additional new jobs in Whitechapel. This figure includes up to 1,800 construction jobs (lasting ten years), 2,500 jobs at the Civic Hub, 270 jobs generated by additional indirect and induced spending related to the Civic Hub and new housing, and up to a further 1,200 jobs generated by the wider catalytic effects of the regeneration scheme, accommodated in the area as a result of the new commercial development. Delivery of the masterplan would also

create opportunities to expand and enhance the existing cluster of biomedical facilities in Whitechapel, which would contribute to the additional jobs created in the area.

- As some of the impacts in Whitechapel will be displaced from elsewhere in Tower Hamlets, the impacts at the borough wide level will be lower. However it is still anticipated that the Whitechapel Masterplan could generate up to 3,600 net additional new jobs in Tower Hamlets.
  - The Civic Hub investment itself would be expected to create 2,500 direct jobs and a further 40 indirect and induced jobs in the Whitechapel area, as well as supporting the wider catalytic impacts of the masterplan (eg increasing inward investment, providing new space for growth sectors), which could generate up to an additional 1,200 net additional jobs.
  - In addition to the economic impacts, the analysis in this study of a series of other civic hub developments highlights that a new civic hub building could provide a range of wider benefits including annual cost savings for the local authority, improved accessibility of public services, enhanced local heritage and civic pride, and demonstrating leadership in developing environmentally sustainable buildings.
- 3.7 The Masterplan recognises the importance of Whitechapel's existing vibrant and diverse business base, including businesses operating as part of Whitechapel market. Delivery of the masterplan will create opportunities to support and grow the existing business base.
- 3.8 Promotion of employment and skills by the Council and other partners will be necessary to maximise the potential for local residents to take up the new job opportunities which may arise as a consequence of the delivery of the Masterplan.
- 3.9 The improved climate for investment in Whitechapel which the development of a new Civic Hub would catalyse may create opportunities to support the "healthy high streets" agenda which is set out in the recent report of the Tower Hamlets Fairness Commission.
- 3.10 The full findings of the assessment are set out in the Study which is provided at Appendix One.

#### **4. COMMENTS OF THE CHIEF FINANCIAL OFFICER**

- 4.1 On 4 December 2013, the Mayor in Cabinet approved the adoption of the Whitechapel Vision Masterplan Supplementary Planning Document. Following this approval, this further report sets out the anticipated economic and employment impact of the delivery of the Masterplan.
- 4.2 As outlined in previous reports to Cabinet, the Whitechapel Vision Masterplan provides a framework to guide development and a programme for infrastructure

delivery within the Masterplan area. It will provide evidence to inform and assist future decisions on resource allocation in this part of the Borough, and will assist the Authority in determining and prioritising contributions due from developers as part of the current Planning Obligations or the future Community Infrastructure Levy systems. All of these factors will contribute towards the potentially significant economic and employment opportunities that will arise within the area. These are summarised in paragraph 3.6 of the report.

- 4.3 The report is for noting, and thus has no immediate significant financial implications. But it makes particular reference to the local economic and employment benefits of the Civic Hub, for location of Borough services. Any further decisions in this regard are likely to have significant capital and revenue finance implications and will need to be addressed in accordance with the Council's budget process.
- 4.4 The costs of preparation of the Economic and Employment Impacts study have been met from within existing budgets.

## **5. LEGAL COMMENTS**

- 5.1. The report outlines the potential economic impact of delivering the Whitechapel Civic Hub. As the information is provided only for noting, there are no legal implications immediately arising. However, re-development of the Royal London Hospital Buildings will require approvals (planning permission for example) and compliance with a number of other statutory regimes, including those relating to capital finance, procurement and best value.

## **6. ONE TOWER HAMLETS CONSIDERATIONS**

- 6.1 An equality analysis has been undertaken in support of the Whitechapel Vision masterplan to meet the Council objective of achieving 'One Tower Hamlets'. The analysis reviews and assesses any impacts of the masterplan relating to the diversity of the borough including, race, gender, disability, age, sexual orientation, faith and deprivation.
- 6.2 The analysis identifies some positive impacts likely to arise from the implementation of the masterplan. In particular it highlights positive impacts relating to the economy and in terms of employment which in turn have the potential to increase the quality and range of economic opportunities available to local communities including members of the ten equalities groups.

## **7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

- 7.1 Delivery of the Whitechapel Vision masterplan will help ensure a greener environment in a number of ways, including: helping improve existing areas of open space and secure new areas of open space; promoting biodiversity;

promoting sustainable transport options; and ensuring new buildings meet the highest environmental standards.

- 7.2 The report on the masterplan itself, which was presented to Cabinet on 4 December 2013, provided detailed information on the masterplan's compliance with regulatory requirements relating to environmental impacts and their assessment.
- 7.3 The Economic and Employment Impacts study which is the subject of this report has found no additional environmental impacts other than those considered in the masterplan itself and in the accompanying report to Cabinet.

## **8. RISK MANAGEMENT IMPLICATIONS**

- 8.1 The Whitechapel Vision Masterplan has being reported through the Council's Asset Management and Strategic Capital Board who consider risk management issues and mitigation. The Board will continue to monitor risk regarding impact on Council services and assets.

## **9. CRIME AND DISORDER REDUCTION IMPLICATIONS**

- 9.1 The Whitechapel Vision Masterplan SPD contains design and publicrealm principles to ensure new development improves security and safety in the area. This is achieved by influencing the siting of new developments, and setting out public realm improvements to create safe living environments.
- 9.2 New developments will also have to satisfy the relevant polices in the Council's Local Plan relating to 'Secured by Design' principles. Development will be required to ensure crime prevention measures are considered to assist with reducing the opportunity for crime and the fear of crime, by creating a safer and more secure environment.
- 9.3 The Economic and Employment Impacts study which is the subject of this report has found no additional implications for crime and disorder reduction other than those considered in the masterplan itself and in the accompanying report to Cabinet.

## **10. EFFICIENCY STATEMENT**

- 10.1 The Whitechapel Vision Masterplan SPD will enable the sustainable regeneration of underused land to maximise the full potential of development opportunities for the area and for local communities. This regeneration will release further S106 and CIL contributions from forthcoming development sites, which in turn will deliver new affordable housing, local enterprise and employment opportunities, public realm enhancements, and community infrastructure.

## **Linked Reports, Appendices and Background Documents**

### **Linked Report**

NONE

### **Appendices**

- Appendix 1: Whitechapel Vision Employment and Economic Impacts Outcomes

### **Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012**

- NONE.

### **Officer contact details for documents:**

- Daniel Fordham, Business Partnerships Manager, Economic Development service – x2864

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Whitechapel Vision -  
Economic and Employment  
Impacts Study

A Final Report by  
Regeneris Consulting

Tower Hamlets Council

## Whitechapel Vision - Economic and Employment Impacts Study

16 December 2013

Regeneris Consulting Ltd  
[www.regeneris.co.uk](http://www.regeneris.co.uk)



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<b>Appendix A - Case Studies</b>	
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## Executive Summary

- i. Regeneris Consulting was appointed by Tower Hamlets Council to undertake a headline assessment of the economic and employment impacts that might be secured by delivery of the Whitechapel Masterplan, and in particular of the New Civic Hub component – one of the six ‘key place transformations’ set out in the Masterplan.
- ii. This assessment used a range of assessment approaches to generate indicative estimates of the employment and economic impacts of range of changes arising from the Masterplan, including new commercial space, new public sector employment, new housing, and improved public realm and connectivity.
- iii. The key findings of the study are outlined below.
  - **The Whitechapel Masterplan could create up to 5,800 net additional new jobs in Whitechapel.** This figure includes up to 1,800 construction jobs (lasting ten years), 2,500 jobs at the Civic Hub, 270 jobs generated by additional indirect and induced spending related to the Civic Hub and new housing, and up to a further 1,200 jobs generated by the wider catalytic effects of the regeneration scheme, accommodated in the area as a result of the new commercial development (including opportunities to expand and enhance the existing cluster of biomedical facilities in Whitechapel).
  - **As some of the impacts in Whitechapel will be displaced from elsewhere in Tower Hamlets,** the impacts at the borough wide level will be lower. However it is still anticipated that **the Whitechapel Masterplan could generate up to 3,600 net additional new jobs in Tower Hamlets.**
  - **The Civic Hub investment itself would be expected to create 2,500 direct jobs and a further 40 indirect and induced jobs in the Whitechapel area,** as well as supporting the wider catalytic impacts of the masterplan (eg increasing inward investment, providing new space for growth sectors), which could generate up to an additional 1,200 net additional jobs.
  - In addition to the economic impacts, the analysis in this study of a series of other civic hub developments highlights that **a new civic hub building could provide a range of wider benefits including annual cost savings for the local authority, improved accessibility of public services, enhanced local heritage and civic pride, and demonstrating leadership in developing environmentally sustainable buildings.**

# 1. Introduction and Overview of the Masterplan

- 1.1 Following its role providing economic inputs to the Whitechapel Masterplan, Regeneris Consulting was appointed to produce a short study setting out the economic and employment impacts of the Masterplan's delivery and specifically the role of the proposed Civic Hub.
- 1.2 This study focuses on three tasks
- A review of the potential economic impact of delivering the Masterplan
  - A review of the economic and employment impacts of Civic Hub development projects elsewhere
  - Drawing conclusions on the potential impact of the Whitechapel Civic hub and why this is important for the delivery of the Masterplan (and LB Tower Hamlets as a whole)

## Whitechapel Masterplan

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- 1.3 The Whitechapel Vision Masterplan Supplementary Planning Document (SPD) is a local planning document to guide new development within the Whitechapel area over the next 15 years. The SPD is a material consideration in the determination of planning applications and will provide greater certainty for developers. The consultant team supporting the development of the Masterplan was made up of BDP, Regeneris, Montagu Evans and Urban Flow; the plan was approved on 4<sup>th</sup> December 2013.
- 1.4 The Masterplan outlines the potential to deliver significant commercial and residential development in the area over the next 15 years. Economically, the plan focusses upon how Whitechapel can generate more value from its existing strengths in Bio-Medical, Creative and Retail Sectors, supporting long term job creation and economic opportunity.

## New Civic Hub

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- 1.5 The Civic Hub Concept was developed after consultees stressed the importance of the Royal London Hospital buildings to the area. With LB Tower Hamlets reviewing their office accommodation strategy, the possibility of the council relocating to Whitechapel and using the RLH site was considered to be a significant opportunity within the context of the Masterplan.
- 1.6 The headline principles underpinning the Civic Hub, as set out in the Masterplan, are:
- Position Borough services at the heart of the community
  - Create significant new employment opportunities in Whitechapel within the public sector
  - Promote other uses within the Civic Hub including retail, leisure and community and cultural facilities to create a new type of town hall
  - Allow the sensitive re-use of the historic former RLH buildings, with retention of the historic frontage

## 2. Assessing the Economic Impact

2.7 The indicative economic impact of the Masterplan and specifically of the Civic Hub component has been assessed at headline level for both Whitechapel and Tower Hamlets, taking account of the following drivers of economic impact:

- **Commercial Development** – the Masterplan will lead to creation of around 75,000 square metres of new or improved office, retail, hotel and leisure space in Whitechapel, with the opportunity to accommodate significantly greater economic activity and employment in the area. Demand for this new space will be driven by the housing, civic hub and wider catalytic impacts (below). The construction activity to develop new premises will also create significant employment over a limited period.
- **New Housing** – demand for new local economic activity will arise from new housing construction, additional spend in the area by new residents, and additional public sector employment generated to meet the needs of the additional residents (eg new teachers, health services etc)
- **Civic Hub** – which will involve direct job creation and new indirect (supply chain) and induced spend (additional local spend generated by new employee)
- **New Employment Generated by Wider Catalytic Impacts** – creating new economic activity and employment (as well as associated indirect and induced impacts), in the new and improved commercial spaces in Whitechapel, as a result of:
  - The clear vision and enhanced attractiveness of the area encouraging inward investment
  - The creation of new spaces supporting growth in important local sectors (Bio-Medical, Creative Production, Culture & Entertainment and Public Services)
  - Provision of new space to support business start-up and enterprise
  - Community and Cultural Space to support new leisure and social activity in the area.

2.8 The Masterplan recognises the importance of Whitechapel's existing businesses, including those operating as part of Whitechapel market, which perform an essential role in providing goods and services for local communities and contributing to the vitality and vibrancy of the area. It proposes the growth and enhancement of the street market, and acknowledges the opportunity to support existing retail and service businesses within Whitechapel to ensure that they are ready to capitalise upon the changing demographic profile and increased demand that will arise as the Masterplan is realised.

### Impacts from Commercial Development

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2.9 It is estimated that, in total, around 75,000 square metres of new or improved retail, office, hotel and leisure floorspace will be brought into use in the Whitechapel area. The breakdown of these uses is shown in Table 2.1 below.

2.10 Using these initial estimates of use class, alongside HCA Employment Densities Guidance (2010) it is estimated that the sum of all commercial uses within the new floorspace created under the Masterplan will **provide working space for around 5,400 jobs**, as shown in Table 2.1 below.

2.11 These estimates set out the gross employment supported in the buildings that would be developed under the Whitechapel Masterplan. While several of these buildings are currently not in use (including the Royal London Hospital buildings), there is economic activity taking place in several of these buildings. Some of these uses may continue in the new or improved premises, while some others may be displaced by new activity.

Table 2.1: Breakdown of Employment Space in Whitechapel under the Masterplan

Use Class		Floorspace (square metres)	Employment Density (sqm per FTE Employee)	Total FTE Employees supported
-	Civic Hub	20,200	8	2,500*
A1	Shops	10,900	18	610
A/B	Offices / Services	17,500	16	1,100
B	Office	10,800	12	900
C1	Hotel	10,800	N/A**	250
D2	Leisure	4,400	65	70
<b>Total</b>		<b>74,500</b>	<b>-</b>	<b>5,430</b>

\*Based on initial local authority estimates. Note that this does not represent the whole Council workforce: the Civic Hub will form one part of the Council's operations.

\*\* Assumed that this will be a 150 room Mid Market Hotel (1 FTE required per 1.67 Bedroom)

2.12 The existing activity in these buildings however, means that not all of the 5,400 jobs to be accommodated in these buildings would be net additional jobs. The scope of this study has not enabled a detailed assessment to be made of current employment in the buildings to be developed under the Masterplan, however Table 2.2 below sets out scenarios for the net additional employment that would be enabled by the new commercial workspace.

2.13 The scenarios remove the economic activity that we know will be net additional for Whitechapel (ie the Civic Hub employment), and then remove a proportion of the remaining gross jobs that would simply be displaced from the local area, including a low displacement scenario (20% displacement assumption), medium displacement scenario (50% displacement assumption) and a high displacement scenario (80% displacement assumption).

Table 2.2: Estimating Net Additional Employment Generation through the Whitechapel Masterplan

Scenario	Gross Jobs Supported within New or Improved Workspace	Assumed Existing Employment on these sites	Net Jobs Supported within New or Improved Workspace
1. Low Displacement Scenario	5,430	590	4,840
2. Medium Displacement Scenario	5,430	1,470	3,970
3. High Displacement Scenario	5,430	2,340	3,090

Note: All figures are rounded to the nearest 10 FTE jobs.

2.14 On the basis of this analysis, we would conclude that **the new commercial development in Whitechapel will enable new workspace to accommodate between 3,000-5,000 net additional employees in Whitechapel.**

## Construction Jobs Created by Commercial Development

- 2.15 As part of the Masterplanning work, Montagu Evans estimated the total cost of commercial and housing developments under the Whitechapel Masterplan to be approximately £900m. For the purposes of this analysis, we have assumed that this total cost is split equally between commercial and housing development, with both to be delivered over a ten year period (housing construction impacts are shown in the following section).
- 2.16 Based on an approximate cost of £450 million, and using data on 'average turnover per full time equivalent employee' for the construction sector, over a 10 year construction period, this would mean that the development would support **approximately 900 FTE construction jobs per annum over a ten year build period<sup>1</sup>**.

## Impacts from New Housing

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- 2.17 Regeneris has used its Housing Impact Model to make assumptions about the additional local spend which could be realised as a result of increase in the resident population delivered through the Masterplan. This modelling is based on the assumption of 3,474 new homes built, accommodating just over 7,000 new residents.
- 2.18 Analysis of additional employment impacts driven by new housing are based on three main effects:
- Employment relating to construction spend
  - Employment relating to increased local household expenditure
  - Additional public sector posts to support new residents.
- 2.19 These impacts have been modelled and in the sections below the estimates of employment impact are set out, along with an overview of the methodology behind this impact modelling.

## Employment Relating to Housing Construction Spend

- 2.20 The potential construction costs of the scheme are estimated at approximately £450 million. Using data on 'average turnover per full time equivalent employee' for the construction sector, over a 10 year construction period, this would mean that the development would support **approximately 900 FTE construction jobs per annum over a ten year build period<sup>1</sup>**.

## Household Expenditure Impacts from New Housing

- 2.21 The impact model estimates the likely income of households in the proposed development based on the breakdown of house types and the likely price range of each house type.
- 2.22 For each income group, the typical expenditure on different categories of goods and services has been determined using data from the local authority retail study (Retail and Leisure Capacity

<sup>1</sup> For the purposes of this study we have assumed that these construction jobs will be primarily based on site or near-to-site and so will be captured in the local area. However, this assumption would need further testing in a full economic impact assessment.

Study, 2009, Roger Tym& Partners). For each category sensible assumptions are made about the proportion of spend spent in Whitechapel, and across the local authority area.

- 2.23 The model then deducts indirect taxation to arrive at a figure for total spend, and converts this to jobs using an estimate of output per full time equivalent employee in different sectors. Finally, we apply indirect and induced multipliers (from Homes and Communities Agency guidance) to arrive at a total jobs figure for each impact area.
- 2.24 Based on this analysis, we estimate that approximately **280 jobs across LB Tower Hamlets** will be supported by additional household expenditure from the 3,474 new houses built through the Whitechapel Masterplan. Of these, it is estimated that up to **110 will be new jobs in the Whitechapel area<sup>2</sup>**.

### Public Sector Jobs Supported Generated by New Housing

- 2.25 Local residents will require a wide range of services including education (pre-school, schooling) and health (dentists, GPs, hospitals).
- 2.26 It is estimated that for every 100 residents of the scheme there would be 4.7 jobs in such services, with the majority in public services but also some private provision. The level of demand generated by the new local resident population of around 7,000 people could support approximately **330 jobs in LB Tower Hamlets**, both directly in the public services themselves and through the induced effects of people in those jobs spending their income in the local area. Of these, it is estimated that approximately **120 will be new jobs in the Whitechapel area**.

### Impacts from Civic Hub Development

- 2.27 The re-development the Royal London Hospital Buildings as a Civic Hub could form a highly important strategic development at the heart of the Whitechapel Masterplan. Use of the building for local authority employment will offer significantly better employment outcomes for the immediate local area than other redevelopment options. The table below provides an overview of potential economic and employment impacts of the Civic Hub and alternative approaches.

Table 2.3: Headline Assessment of Economic Impacts of Alternative Development Options for the Royal London Hospital Buildings

Potential Uses for the Royal London Hospital Buildings	Initial Assessment of Economic and Employment Impacts
Civic Hub	<ul style="list-style-type: none"> <li>The working estimate is that the new Civic Hub facility will support 2,500 FTE employees in Whitechapel.</li> <li>The new Civic Hub would have the potential to act as a catalyst to support the delivery of other aspects of the Masterplan, delivering up to a further 1,200 jobs in the area.</li> <li>In comparison the alternative options for redevelopment of the Royal London Hospital buildings would have significantly less potential to catalyse these wider benefits.</li> </ul>

<sup>2</sup> Note: this data draws on spend retained in the 'Whitechapel' area as defined in the 2009 Retail and Leisure Capacity Study, which covers a wider area than the Whitechapel Masterplan area, hence this figure for jobs created in Whitechapel may be a high estimate.

2.28	T h e	Hotel Development	<ul style="list-style-type: none"> <li>An up-market hotel (similar to the 98 room Bethnal Green Town Hall Hotel), for instance, would support in the region of 80 jobs</li> <li>This development option would also remove this as a public building, reducing the positive impact of a high quality public building, open to the community, in a central position in Whitechapel.</li> </ul>
	p r o p	Leisure Use	<ul style="list-style-type: none"> <li>Market testing as part of the Masterplan has not identified a need for sufficient new leisure uses in the area to justify this as a realistic use for the building.</li> <li>There could be potential for part of the building to be utilised for leisure uses however, alongside the Civic Centre option.</li> </ul>
	O S e d	Residential Conversion	<ul style="list-style-type: none"> <li>The building is unlikely to lend itself well to residential conversion, whilst maintaining the quality of the external building.</li> <li>This development option would also remove this as a public building, reducing the positive impact of a high quality public building, open to the community, in a central position in Whitechapel.</li> <li>This option would create no direct new employment on the land.</li> </ul>
	C i v i c H	Office Conversion	<ul style="list-style-type: none"> <li>Based on employment density guidance (HCA, 2010), it is estimated that this would generate workspace for up to 1,700 new employees.</li> <li>This development option would also remove this as a public building, reducing the positive impact of a high quality public building, open to the community, in a central position in Whitechapel.</li> <li>It is also uncertain that there would be sufficient private sector demand for this level of new office space in Whitechapel area at present.</li> </ul>

ub development at the Royal London Hospital Buildings, would create **2,500 new full time equivalent jobs in Whitechapel**. While these jobs would be new to Whitechapel, they would not be net new jobs across Tower Hamlets, as they would simply be displaced from the current local authority base at East India.

2.29 The new public sector employees and visitors would create additional local expenditure. For the sake of this analysis, we have assumed the following:

- An average of 2,250 employees on-site each day (based on 90% occupancy of workstations and the office size as set out in the Masterplan), each spending an average £6 per day in the local area (including transport, food and drink, other retail)
- An average of 1,000 visitors to the Civic Centre per day<sup>3</sup>, each spending an average of £3 in the local area (including transport, food and drink, other retail).

2.30 This would mean annual total spend with local shops and services of around £4.1m. Taking the average turnover per employee in the retail sector locally, this level of additional spend in Whitechapel would translate to approximately **36 new full time equivalent jobs in Whitechapel**.

2.31 These new jobs would create further indirect and induced benefits in the local area. Based on a local multiplier (1.15 for Whitechapel), it is estimated that this additional expenditure by Council employees and visitors would create around **five further FTE jobs in Whitechapel**.

2.32 It is also possible that local services may be better places to supply goods and services to the Council at a Whitechapel location, however this has not been factored into the assessment at this

<sup>3</sup> At present the Town Hall gets around 500 visitors per day on weekdays and 60 per day on weekends. Given additional frontline services at the Civic Hub, we have assumed that this number would approximately double for the purposes of this assessment. This assumption would need further testing in a full economic impact assessment.



stage, as it is assumed that all businesses across Tower Hamlets would be equally well placed to supply goods and services to the local authority and that location of a business within Whitechapel would not make a significant difference to local authority procurement.

- 2.33 Given that the hospital is currently empty, locally these benefits would almost all be additional. Clearly, however at a borough level, the relocation will not be creating new jobs for the borough - these jobs will primarily be displaced from the current local authority location<sup>4</sup>.

### Wider Catalytic Impacts

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- 2.34 As highlighted above, the commercial development activity under the Masterplan will generate a supply of new and improved workspace in Whitechapel, with opportunity for increased office, retail, leisure and hotel activity. The demand for part of this new space will come from existing users, the direct and indirect effects of local authority employment at the Civic Hub and demand driven by residents in the new housing in this area.
- 2.35 Further demand stimulation will be needed however to ensure this new and improved workspace is fully occupied. The catalytic impacts of the Civic Hub investment and the wider Masterplan will help to create the conditions to stimulate this demand through a range of factors, as set out in the sections below.

### Enhanced Environment for Inward Investment

- 2.36 The clear vision for Whitechapel and enhanced attractiveness of the area is expected to enhance the area as an inward investment location for businesses and developers:
- Currently, the Royal London Hospital Buildings are boarded up and inaccessible, creating a barrier to the Southern part of the Masterplan area. The Civic Hub option provides an opportunity to break these barriers and provide a more coherent, permeable and inclusive solution.
  - The Civic Hub investment would both enhance the attractiveness of the area and demonstrate the Council's commitment to the Whitechapel Masterplan, both of which would contribute to enhancing the area as an investment location.
  - The Council's demonstration of commitment to the area, and the wider investment this would help to catalyse, would also offer an opportunity to support the "healthy high streets" agenda which is set out in the recent report of the Tower Hamlets Fairness Commission. This could include encouraging and promoting "healthy" businesses, particularly in relation to fast food and financial services.

### New Business Space for Growth Sectors

- 2.37 The creation of new and enhanced commercial floorspace in Whitechapel will provide room for the further growth and strengthening of local growth sectors which may previously have been restricted by lack of quality workspace, including:

<sup>4</sup> The new location may offer greater opportunities for associated local expenditure than the current Town Hall, so there may be additional impacts beyond the displaced activity. For the purposes of this assessment however we have assumed that all of this new spend in Whitechapel would be displaced from elsewhere in Tower Hamlets. This assumption would need further testing in a full economic impact assessment.

- Health - given the presence of the Royal London Hospital and over 30 other health related businesses operating within the area
- Education – with several schools, FE providers and Queen Mary University all located in the Masterplan area
- Creative Production, Culture and Entertainment – with a relatively high proportion of creative businesses already operating within the Masterplan study area.

### New Space for Business Incubation

- 2.38 Business incubation space or other small business space could form part of the Civic Hub proposals or be provided in other buildings within the Masterplan area, creating new high quality space for local start-up businesses to set-up in Whitechapel, which may not previously have been available.
- 2.39 Lambeth's New Town Hall (see Appendix A) is an example of a new civic hub facility that will incorporate space for new enterprise start-ups.

### New Community and Cultural Space

- 2.40 Provision of new community and cultural space, particularly within the Civic Hub proposals would provide facilities to enable new leisure activities to take place in Whitechapel, supporting additional employment in this sector.
- 2.41 The other civic hub developments analysed through this study (see Appendix A) incorporated a range of complementary facilities, including conference and banqueting space, space for weddings and civil ceremonies, new libraries, cafes and health and fitness facilities.
- 2.42 It is very difficult to quantify the impacts of these wider catalytic impacts (and is beyond the scope of this headline impacts report), however the summary table in the following section sets out the potential additional employment that could be generated in the Masterplan area as a result of these impacts.
- 2.43 On the basis of the developments set out in the Whitechapel Masterplan, it is reasonable to assume that these net new job creation figures could be achieved, however a more detailed economic impact study would be required to further test this assumption.

## Summary of Impacts

### Net New Job Creation

2.44 Table 2.4 below sets out a summary of net new job creation generated as a result of the Whitechapel Masterplan.

Table 2.4: Net Additional Job Creation as a Result of the Whitechapel Masterplan

	Whitechapel	Tower Hamlets	Notes
Construction Impacts			
Commercial Development - Construction	900	900	Note: these jobs are all assumed to last for ten years.
Housing – Construction	900	900	
Construction - Total	1,800	1,800	
Supply of New Office, Retail, Leisure, Hotel Workspace			
Net additional employment that could be supported	3,970	3,970	Note: this assumes the medium displacement scenario as described above.
Demand for new Economic Activity and Employment			
Civic Hub – direct employment	2,500	0	Note: these jobs would simply be displaced from the current local authority base, so there would be no net new employment across Tower Hamlets
Civic Hub – indirect and induced effects	40	0	
New Housing – new public sector employment required	120	330	Note: these figures will be reached over the course of ten years as new homes are built and new residents gradually move in.
New Housing – local resident spend	110	280	
Catalytic Impacts	Up to 1,200	Up to 1,200	Note: this figure is based on the remaining available workspace created, but will depend on the demand for this space generated by the catalytic benefits described above.
<b>Masterplan Total</b>	<b>Up to 5,770 Net Additional FTE Jobs in Whitechapel</b>	<b>Up to 3,610 Net Additional FTE Jobs in Tower Hamlets</b>	Note: These figures include construction employment, on the basis of full time equivalent jobs over a ten year period.

2.45 The Masterplan acknowledges that promotion of employment and skills through a range of locally-delivered provision will be necessary in order to maximise the potential for local residents to take up the new job opportunities which may arise as a consequence of the delivery of the Masterplan, as well as supporting engagement in the wider London labour market. Delivery partners may include local providers of skills and training, major local employers, and third

## Whitechapel Vision - Economic and Employment Impacts Study

sector organisations, as well as outreach and engagement through the Council's own Employment and Skills Service. The proposed Civic Hub could potentially accommodate employment service functions which would provide a local focus for this activity.

### 3. Wider Benefits of the Civic Hub Development

3.46 In addition to the direct, indirect and catalytic economic and employment benefits of the Civic Hub, the analysis of five case studies (as set out in Appendix A) suggests several areas of additional financial, social and environmental benefits which have been generated by such developments elsewhere. A new Civic Hub in Whitechapel would have the potential to deliver these benefits for Tower Hamlets. These benefits include:

- **Creating Cost Savings** – across the five civic hub schemes reviewed, all aimed to generate annual cost savings for the local authority, ranging from £0.5m to £4.5m annually.
- **Accessibility of Services** - the movement of Tower Hamlets Council to a more accessible location within the borough would make the local authority services more accessible to more residents. The right mix of complementary facilities could also provide enhanced opportunities to engage the boroughs more disengaged residents. The Wigan Life Centre is an example of a civic hub scheme that have taken this further by seeking to bring a wide range of public services together in a single building to enhance accessibility of services.
- **Enhancing Local Heritage and Civic Pride** – improving and maintaining an important historic building, with an aim to enhance local civic pride, was an important factor in the development of the Croydon Civic Hub.
- **Providing Leadership in Developing Environmentally Sustainable Buildings** – all five of the civic hub schemes reviewed aimed for high environmental sustainability in their buildings, with the Croydon and Brent examples in particular aiming to set very high benchmarks for their area in this respect.

## Appendix A - Case Studies

A.1 The sections below set out an overview of five civic hub developments in England and the impacts they generated in the local area:

- Brent Civic Centre
- Camden Civic Centre
- Croydon Civic Centre Complex
- Lambeth New Town Hall
- Wigan Life Centre

## Brent Civic Centre

### Type of Development

- 3.47 Brent Civic Centre opened its doors in June 2013 and was designed to enhance the efficiency of Brent Council through an integrated delivery of services to residents all under one roof, and to accelerate the regeneration of the Northern part of Wembley. The centre includes the new Wembley library “The Drum”, a landscaped garden, exhibition and gallery space and community rooms. The centre has brought all council services, which was previously 14 scattered buildings, under one roof.



### Complementary Uses

- 3.48 The centre hosts various events and exhibitions open to the public. There is a new wedding/ civil ceremony suite, a community hall and winter garden that can be used for conferences, banqueting or community activity, and a range of facilities for different functions.

### Cost Savings

- 3.49 The Civic Centre has been projected to save the council around £2.5m a year.

### Local Benefits

- 3.50 The project team held around 50 community engagement events with schools, local organisations and local disadvantaged or unemployed people, involving over 2,100 people. The project also involved 50 trainees working on the site, and facilitation of over 1,000 weeks' worth of training. Events also included information sessions at local schools and the College of North West London to raise awareness of the construction careers and apprenticeships available and support was provided around interview techniques.
- 3.51 Local employers were used during the construction phase, with around 500 workers on site during the peak of construction, with 24% of the workforce from Brent. Materials were sourced

from local suppliers where possible having a significant positive expenditure and employment effect in the local economy. The use of local suppliers on the project involved 28 local companies with a total spend of over £2.3million.

### Environmental Features

- 3.52 The building is designed as a resource efficient building, being around 70% more efficient than a conventional building. A notable feature is the CHP engine that uses 2<sup>nd</sup> generation waste biofuel to provide the cooling, heating and power base load, running for over 90% of the year. The system is primarily run from fish oil residue and is designed to handle around 10% of the buildings cooling, heating and electrical requirements. (Fish oil residue has been recognised by the Department for Energy and Climate Change and the Office of Gas and Electricity Markets as having the lowest carbon footprint of all current biofuel sources.
- 3.53 A carbon foot printing exercise which was carried out on the building revealed a 26% reduction in the projects carbon emissions as a result of the materials and methods used compared to standard methods and materials. The building achieved BREEAM outstanding<sup>5</sup> rating and significantly exceeded the threshold for this rating by improving the figure to a 72% energy efficiency reduction compared to a national standard building.

<sup>5</sup> Note: A development must achieve a 56% reduction in energy efficiency against the “notional” building to achieve BREEAM “outstanding” rating



## Camden Civic Centre

### Type of Development

- 3.54 The new civic building for Camden Council is anticipated to open its doors in Summer 2014. The centre will enable all of the Council's main service departments to be located in one place, for improved co-ordination and delivery of services to residents. The Contact Camden customer service centre will then support residents in accessing the services they need and will be a contact point for many of the Council's services. The new centre will also feature a main library and a children's library, a café, two swimming pools and a fully equipped gym.



### Complementary Uses

- 3.55 The Contact Camden customer services centre, library, cafe and all leisure services will be open to the public. The sports facilities are aimed at all ages, abilities and needs. The 100 station fitness gym and spacious exercise studios is expected to attract more than 5,000 members. The library is expected to attract in excess of 250,000 customer visits a year.

### Cost Savings

- 3.56 It has been estimated that the Council would need in excess of £77m over a 25 year period to refurbish and maintain the current old and inefficient council buildings. Relocating the Council's main service departments into a new more efficient building, enabling innovative and more efficient ways of working, is estimated to generate year on year savings in the longer-term. The increased environmental efficiency of the new civic centre is projected to enable annual savings of more than £500,000, based on current energy costs.

### Local Benefits

- 3.57 The construction of the new building has created many construction jobs locally. The involvement of the development with local schools and apprentices, will enable further benefits

to be retained locally. The new building will facilitate increased collaborative working and raised productivity within the council and amongst partners, to deliver improved services.

### Environmental Features

- 3.58 The new building is designed to keep maintenance and running costs down, and provide a low carbon, sustainable building to reduce energy costs and support the green agenda. The Council is hoping to achieve an outstanding rating in accordance with the BREEAM rating and has already achieved an outstanding BREEAM rating during the interim stage. Moving to the new site is estimated to achieve an estimated 64% cut in carbon emissions, which is equivalent to the annual carbon footprint of 435 Camden residents.

## Croydon Civic Hub

### Type of Development

- 3.59 The Croydon Civic Hub involves the closure of 11 council buildings and a move of 75 council services (as well as staff from Police, NHS and Jobcentre Plus) as part of the joint move to Bernard Weatherill House to enable all services to come under one roof. Croydon's new civic centre complex is situated in Croydon Town Centre and is made up of both the town hall and clock tower.



### Complementary Uses

- 3.60 As part of the development, the Braithwaite Hall in the clock tower and town hall are being refurbished, and will be available to the public as part of the redevelopment of Croydon's heritage. The complex will also be open for community use such as meetings, conferences and weddings; a cinema space in the clock tower will also be available for hire. The Croydon Adult Learning and Training Centre has moved into the town hall, providing dance and exercise classes in Braithwaite Hall.

### Cost Savings

- 3.61 The move to the Croydon Civic Hub, enabling the provision of Council services under one roof, is estimated to save the taxpayers more than **£2m** a year, due to the cost savings from no longer running numerous separate buildings. The environmentally sustainable features of the new building is also expected to save taxpayers money.

### Local Benefits

- 3.62 Croydon's new civic hub aims to benefit the entire community and support its ambitions to become London's third city. It is expected aid the town in attracting investment and stimulate further redevelopments. The development is aimed at raising Croydon's profile, heritage and build civic pride amongst residents.

## Environmental Features

- 3.63 The new Croydon civic hub complex will strongly support the green agenda through becoming one of the most environmentally friendly public buildings in the country. The building features will include solar panels, green roof, rainwater harvesting and recycling, combined cooling and electric car-charging points, which will help in reducing carbon emissions by around **25%**.

## Lambeth: Your New Town Hall

### Type of Development

- 3.64 The council currently employs more than 3,500 staff across various Council offices. The new Lambeth Town Hall will reduce the number of core Council offices from 14 to just two, and aims to significantly reduce annual revenue costs through reducing the number of operating office buildings. The development aims to get rid of inefficient spare council building capacity, which is likely to worsen with the projected further government funding cuts by 2016. There will be a new centre around the town hall in Brixton and various refurbishment and management changes will be made to enhance the attractiveness of Lambeth and effectiveness of the council.



### Complementary Uses

- 3.65 There will be space for new local enterprises and business and the town hall will be opened up to the community.

### Cost Savings

- 3.66 The development aims to save the council at least £4.5 million a year in running costs from 2017 onwards, resulting from the reduction in operating buildings and increased efficiency of use. This is equivalent to a 59% saving to the council.

### Local Benefits

- 3.67 The scheme is estimated to create 800 construction jobs, including 45 apprenticeships over the development period.
- 3.68 The old office buildings will be used for the creation of some affordable homes, which may enable economic benefits through attracting more people to the area and enabling more people to afford home ownership. The scheme aims to build 275 homes, of which 40% are aimed to be affordable homes. The scheme hopes to build civic pride, by opening up the town hall and enabling the community to use the space and access its facilities.

Environmental Features

- 3.69 The development aims to achieve excellent standards in accordance with One Planet Living and the Building Research Establishment's Environmental Assessment Method (BREEAM), and thus support the sustainability agenda.

## Wigan Life Centre

### Type of Development

- 3.70 The Wigan Life Centre, which opens its doors in the New Year, consist of various community spaces grouped around a central organising hub, bringing council and community services together under one roof. The centre also includes a one-stop health and social care service centre, so that services provided by the Council, the Police, the NHS, the Fire Service and community and voluntary groups will all be accessible under one roof. A key part of the project is linking the service centre to various networks of contact points in each of the boroughs ten townships.



### Complementary Uses

- 3.71 The life centre consists of various community spaces that are now open for public use. The facilities include a health and fitness centre that houses a 25-metre public swimming pool with a moveable floor to adjust the depth of the pool hoist for disabled access and 80 stations with the latest cardiovascular and strength equipment. The pool runs various lessons and activities, and has a 250 spectator viewing area. Other facilities include an information and learning zone, with various library facilities for all age groups.

### Cost Savings

- 3.72 The Life Centre has enabled the reduction of Council offices from 35 buildings to just five and will support them in the commitment to part of the savings they have set out in response to cuts in public funding.

### Local Benefits

- 3.73 Significant efforts have been made to ensure local recruitment of construction workers where possible. From November 2009, two out of three people working on the site are from the Wigan area, equating to around 200 out of the on-site labour force of 300 people in 2010.

Environmental Features

- 3.74 The development will incorporate a centralised combined heat and power plant to reduce energy use; this typically achieves a 35% reduction in energy use. The construction company will use local and recycled materials wherever possible, and will seek to reduce construction waste, transport runs and avoid excavating.





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<p><b>Cabinet Decision</b> 5 February 2014</p>	 <b>TOWER HAMLETS</b>
<p><b>Report of:</b> Aman Dalvi – Corporate Director Development &amp; Renewal</p>	<p><b>Classification:</b> Unrestricted</p>
<p><b>Consideration of applications to establish Neighbourhood Planning Areas and Forums</b></p>	

<b>Lead Member</b>	<b>Councillor Rabina Khan</b>
<b>Wards affected</b>	Shadwell St. Katharine’s and Wapping Weavers
<b>Community Plan Theme</b>	<b>Great Place to Live</b>
<b>Key Decision?</b>	Yes

**Executive Summary**

The Town and Country Planning Act (TCPA) 1990 (as amended by the Localism Act 2011) requires the Council to consider applications made by community organisations to define Neighbourhood Planning Areas and establish Neighbourhood Planning Forums to draw up a Neighbourhood Plan and/or Neighbourhood Development Orders. The Council must formally designate or refuse to designate the Neighbourhood Planning Area and Forum.

This report provides information and recommendations regarding two submitted applications to establish Neighbourhood Planning Areas and Neighbourhood Planning Forums made under the TCPA 1990 and the Neighbourhood Planning (General) Regulations 2012. These applications were submitted on or before 1 October 2013 by the following community organisations:

- East Shoreditch Neighbourhood Planning Forum
- Network Wapping

Application material can be found on the Council’s Neighbourhood Planning consultation [webpage](#).

**Recommendations:**

In respect of the following applications, the Mayor in Cabinet is recommended to:

**East Shoreditch Neighbourhood Planning Forum application:**

1. Designate the submitted Neighbourhood Planning Area for East Shoreditch in its entirety for the area within the London Borough of Tower Hamlets (shown on the plan attached at Appendix 1) pursuant to Section 61G of the Town and Country

Planning Act 1990.

2. Designate the East Shoreditch Neighbourhood Planning Forum as the Neighbourhood Planning Forum for the designated East Shoreditch Neighbourhood Planning Area within the London Borough of Tower Hamlets pursuant to Section 61F of the Town and Country Planning Act 1990.

**Network Wapping application:**

3. Refuse to designate the Neighbourhood Planning Area submitted by Network Wapping but designate part of the submitted area as the Wapping Neighbourhood Planning Area (shown on the plan attached at appendix 1) pursuant to Section 61G of the Town and Country Planning Act 1990 for the reasons stated in section 1 of this report.
4. Refuse to designate Network Wapping as the Neighbourhood Planning Forum for the designated Wapping Neighbourhood Planning Area pursuant to Section 61F of the Town and Country Planning Act 1990. This is because there remains significant objection to the designation of Network Wapping as a Neighbourhood Planning Forum demonstrating a lack of community cohesion in terms of leadership for neighbourhood planning such that the Council is not satisfied that the proposed forum are representative of the local community to an extent that will lead to successful neighbourhood planning within the Wapping area.

## 1. **REASONS FOR THE DECISIONS**

- 1.1 The reasons are based on an assessment of each application and consultation responses. Neighbourhood Planning Areas and Forums were considered separately.

### **East Shoreditch Neighbourhood Planning Forum**

#### Neighbourhood Planning Area

- 1.2. The proposed Area is focused around the Boundary Estate with a portion also within the London Borough of Hackney. The proposed Forum has provided a clear map and comprehensive explanation of how the Area has been defined using a sound spatial planning and urban design methodology that acknowledges the physical, socio-economic and cultural characteristics of the Area. As such the Area is considered to accord with Section 61G of the Town and Country Planning Act 1990.
- 1.3. In addition the Area does not include any Local Plan site allocations and is considered consistent with the delivery of Local Plan and London Plan strategic planning policies.

#### Neighbourhood Planning Forum

- 1.4. The proposed Forum has engaged extensively with planning officers during the preparation of the application which has resulted in a robust submission using the Council's application form. The application to establish the Neighbourhood Planning Forum has been assessed in relation to the criteria stated within Section 61F of the Town and Country Planning Act 1990:

<b>Criteria</b>	<b>Evidence</b>
The Forum is established for the express purpose of promoting or improving the social, economic and environmental well-being of an area;	<ul style="list-style-type: none"> <li>• Provision of an extensive amount of detailed information to demonstrate how the Forum will promote and improve each of these elements while helping to deliver Council priorities and engaging with other local forums.</li> </ul>
The Forum's membership is open to individuals who live in the neighbourhood area, individuals who work there and individuals who are elected members for the area;	<ul style="list-style-type: none"> <li>• Detailed demonstration of undertaking extensive inclusive community engagement activities and events with central government support.</li> <li>• Written constitution enables ongoing open membership.</li> <li>• Commitment to monitoring of membership using demographic data.</li> </ul>
The Forum's membership includes a minimum of 21 individuals each of whom live in the area, work in the	<ul style="list-style-type: none"> <li>• Demonstration of 21 members providing interests, relevant background and postcodes of each</li> </ul>

area or are elected members for the area;	individual. This depicts a membership from different locations within the Area and from different sections of the diverse local community which represents the character of the Area. <ul style="list-style-type: none"> <li>• Complete membership totals 60 individuals.</li> </ul>
The Forum has a written constitution.	<ul style="list-style-type: none"> <li>• Constitution has been developed with central government support and is considered to be appropriate to meet the ongoing needs of the Forum.</li> </ul>

- 1.5. In light of the assessment described above, planning officers consider that the application to establish a Neighbourhood Planning Forum has successfully and comprehensively demonstrated that it meets the requirements of Section 61F(5) and enabled the Council to have regard to the elements defined in 61F(7) of the Town and Country Planning Act (1990) and the Tower Hamlets Neighbourhood Planning Guidance Note (2013).

### **Network Wapping**

#### Neighbourhood Planning Area

- 1.6. The proposed Area of the application as depicted in appendix 1 is focused south of the DLR / National Rail line and north of the River Thames within Wapping and the surrounding areas. The proposed Forum has provided a map with a limited description of the area.
- 1.7. The proposed Area includes the Local Plan London Dock site allocation which is located towards the centre of the proposed area.
- 1.8. The proposed Area also includes St. Katharine Docks. The Friends of St. Katharine Docks, alongside residents, have strongly objected to the inclusion of the area. As the Friends of St. Katharine Docks are the representative group for the St. Katherine Docks area, officers recommend that St. Katharine Docks are removed from the proposed Neighbourhood Planning Area. Officers consider the resulting boundary would offer a clear definition between the local character of St. Katharine Docks and the Wapping Neighbourhood Planning Area.
- 1.9. The proposed Area also seeks to include areas to the north of the Highway. Consultation respondents have strongly objected to the inclusion of this area stating that this area is not perceived to be a part of Wapping and should be excluded. As such, officers recommend that the area north of the Highway is removed from the proposed Neighbourhood Planning Area. Officers consider the resulting boundary would offer a clear definition between the local character of Wapping Neighbourhood Planning Area and areas to the north.
- 1.10. In accordance with Section 61G(5) of the Town and Country Planning Act 1990, to designate an amended boundary, the Council is required to firstly refuse the

submitted application and then designate the Neighbourhood Planning Area. The amended Neighbourhood Planning Area as recommended for approval is depicted in appendix 1.

Neighbourhood Planning Forum

1.11. The proposed Forum has engaged extensively with planning officers during the preparation of the current and previous application. This has resulted in a coherent submission using the Council’s application form. The application to establish the Neighbourhood Planning Forum has been assessed in relation to the criteria stated within Section 61F of the Town and Country Planning Act 1990:

Criteria	Evidence
The Forum is established for the express purpose of promoting or improving the social, economic and environmental wellbeing of an area.	<ul style="list-style-type: none"> <li>• Provision of information demonstrating how the Forum will promote and improve each of these elements while helping to deliver Council priorities and engaging with other local forums.</li> </ul>
The Forum’s membership is open to individuals or live in the neighbourhood area, individuals who work there and individuals who are elected members for the area.	<ul style="list-style-type: none"> <li>• Detailed demonstration of undertaking extensive inclusive community engagement activities and events with Central government support.</li> <li>• Written constitution enables ongoing open membership.</li> </ul>
The Forum’s membership includes a minimum of 21 individuals each of whom live in the area, work in the area or are elected members for the area.	<ul style="list-style-type: none"> <li>• Demonstration of 34 members providing interests, relevant background and postcodes of each individual. This depicts a membership from different locations within the Area.</li> </ul>
The Forum has a written constitution.	<ul style="list-style-type: none"> <li>• Constitution is considered to be appropriate to meet the ongoing needs of the Forum.</li> </ul>

1.12. In light of the assessment described above, planning officers consider that the application to establish a Neighbourhood Planning Forum has successfully demonstrated that it meets the requirements of Sections 61F(5) of the Town and Country Planning Act (1990) and the Tower Hamlets Neighbourhood Planning Guidance Note (2013).

1.13. However, in accordance with Section 61F(7) of the Act (1990), the Council must have regard to whether the proposed Forum’s membership is drawn from different places, is from different sections of the community in the Neighbourhood Planning Area and whether the Forum’s purpose reflects the character of the Area.

1.14. The Forum has demonstrated through its application material that it has received substantial levels of support which includes support beyond the forum

membership. However, this is also joined by significant levels of consultation responses objecting to the proposal (detailed in the two Consultation Summary Reports in Appendix 2).

- 1.15. In line with the legislation an assessment as to whether the membership of the Forum is drawn from different sections of the community is required. As set out in the Consultation Summary Reports (appendix 2) the original application lodged by Network Wapping attracted 111 objections. Because of the high number of objections, Network Wapping asked for additional time to carry out further engagement with the community and during this period a further 39 objections were received (9 being resubmissions). The Council remained concerned about the level of opposition and as a result Network Wapping decided to withdraw their application. The current application was submitted by Network Wapping on 1 September 2013 and the Council carried out a new round of consultation. In the consultation documents the Council indicated that previous representations would be considered by the Council when the application was determined. Consultation on the second application attracted 43 objections (12 being resubmissions from the first consultation period). It should be acknowledged that a number of the objections related to the inclusion of St Katherine's Dock within the neighbourhood planning area, and as officers are recommending that the boundary of the area is altered to exclude this area, objections in this regard would be resolved.
- 1.16. A high level of objections does not on its own demonstrate that membership is not drawn from different sections of the community, but it is clear that there are opposing groups in the area and that not all of the community are represented by this group. Whilst it is not necessary for a forum to represent **all** sections of the local community (and this could be difficult to achieve) the high levels of objection in this case is a cause for concern particularly given that one of the main functions/powers of a forum is to develop a Neighbourhood Plan. It is clear that Network Wapping have sought to involve a cross section of the community in their forum and on balance it is considered that this requirement of the legislation is met. However, the consultation responses demonstrate a diversity of community opinion within Wapping relating to leadership for Neighbourhood Planning. This has raised concerns about the representativeness of the forum and its ability to respond to the diversity of community views. This is a matter of concern for the Council having regard to the function of a forum, which the Council would want to see delivered effectively and as efficiently as may reasonably be expected. There needs to be further local engagement activities to ensure that any forum that comes forward reflects the social character of the Area and has wider community support so that the Council can be satisfied that it is representative of the local community and will lead to successful neighbourhood planning within the Wapping area.
- 1.17. Officers are keen to ensure the sustainable implementation of Neighbourhood Planning within the Wapping area and are concerned that the significant level of opposition will be maintained and may result in a future Neighbourhood Plan failing to gain the necessary support in the required local referendum. The Council are only required to adopt a Neighbourhood Plan if in the applicable referendum, more than half of those voting have voted in favour of the plan. If a



neighbourhood development plan failed to gain the necessary support in a referendum this would result in an inefficient use of the Forum's and Council's resources that would be required to develop the Plan.

- 1.18. In light of the above, officers recommend that the designation of the Neighbourhood Planning Forum is refused. Further local engagement between relevant parties will be expected to deliver a Forum for the proposed amended Wapping Neighbourhood Planning Area that represents interested involved parties. Officers would expect Network Wapping to be involved in this process and support to bring the groups/interests together can be provided by the Council.

## **2. ALTERNATIVE OPTIONS**

### East Shoreditch Neighbourhood Planning Forum

- 2.1 Given the comprehensive high level of quality of East Shoreditch Neighbourhood Planning Forum's application an alternative option was not considered necessary. Alternative options were considered for Network Wapping.

### Network Wapping

- 2.2 The option for designating the Neighbourhood Planning Forum was considered and discounted because of concerns that this would not be conducive to community cohesion in terms of neighbourhood planning or lead to the successful adoption of neighbourhood planning in this area. Specifically, this would not have addressed the objections from the community and may constrain the delivery of a Neighbourhood Plan.

## **3. DETAILS OF REPORT**

### **Neighbourhood Planning Overview**

- 3.1 The Localism Act (2011) amends the Town and Country Planning Act (1990) to enable communities to define Neighbourhood Planning Areas and establish Neighbourhood Planning Forums to draw up a Neighbourhood Plan and/or Neighbourhood Development Orders. The Council is required to facilitate the development of the neighbourhood planning process.
- 3.2 Neighbourhood Plans can only be developed by designated Neighbourhood Planning Forums. These Plans will likely provide planning policies for their defined area and could include planning policies, development principles for sites, community facilities and/or identify areas for public realm improvements. Neighbourhood Development Orders would exempt certain types of development, or development on a particular site, from requiring planning permission. Both these elements need to be in general conformity with the Council's 'Local Plan' (Core Strategy (2010) and Managing Development Document (MDD) (2013)), as well as the London Plan and will form a new spatial layer to the Council's planning policy. Once adopted, Neighbourhood Plans will form part of the Council's statutory 'Development Plan' (comprising the Local Plan and London Plan) and as such will hold significant weight in determining planning applications.

- 3.3 Applications to establish Forums and Areas are required by the Council to be submitted using the Council's local guidance note and application form.
- 3.4 Although the Council requires applications for both Neighbourhood Planning Forums and Areas to be submitted side-by-side, it is also able to designate only a Neighbourhood Planning Area and then determine whether a Forum should be designated at a later date.

#### Neighbourhood Planning Areas

- 3.5 As the Local Planning Authority, the Council has a statutory duty to determine applications to establish Neighbourhood Planning Areas. Neighbourhood Planning Areas can cover areas within Tower Hamlets and across borough boundaries with our neighbouring planning authorities of Hackney, Newham, London Legacy Development Corporation and the City of London. They can be any shape or size however only one Neighbourhood Planning Area can cover one location so there can be no overlapping.
- 3.6 Neighbourhood Planning Areas are initially defined by Neighbourhood Planning Forums and finalised by the Council. The Town and Country Planning Act provides the Council with a broad discretion in planning terms and requires the Council to:
- consider whether the Area is appropriate to be designated; and
  - designate all or part of the initially proposed Area (the Council cannot refuse to designate an Area outright).
- 3.7 Section 61G(5) of the Act requires the Council to refuse an application to establish a Neighbourhood Planning Area before proceeding to designate an amended boundary.
- 3.8 The Council is also able to modify existing boundaries when determining future applications to establish Neighbourhood Planning Forums.

#### Neighbourhood Planning Forums

- 3.9 As the Local Planning Authority, the Council has a statutory duty to determine applications to establish Neighbourhood Planning Forums and is required to provide technical and administrative support to prospective Forums.
- 3.10 The Localism Act sets out four criteria that prospective Neighbourhood Planning Forums need to meet if they are to be designated:
- (a) It is established for the express purpose of promoting or improving the social, economic and environmental wellbeing of an area;
  - (b) Its membership is open to individuals who live in the neighbourhood area, individuals who work there and individuals who are elected members for the area;
  - (c) Its membership includes a minimum of 21 individuals each of whom live in the area, work in the area or are elected members for the area;
  - (d) It has a written constitution.

- 3.11 The Act also requires the Council in determining whether to designate a neighbourhood forum to consider whether the:
- Forum has secured, or taken reasonable steps to secure, its membership includes people who live, work or represent the area;
  - Membership is drawn from different places in the area and different sections of the community in the area; and
  - Purpose of the Forum reflects the character of the area.
- 3.12 Section 61F of the Act provides guidance for the removal of designated Forums. Once designated, a Forum ceases to have effect after 5-years. The Council is also able to withdraw a designation where they consider that the body is no longer meeting the conditions by reference to which it was designated or any other criteria to which the authority were required to have regard in making the designation. Further information about withdrawing a body's designation is provided in Appendix 4.

#### Community Infrastructure Levy

- 3.13 On 26 April 2013, the Government published the Community Infrastructure Levy (CIL) (Amendment) Regulations (2013). This is supplemented by Community Infrastructure Levy Guidance Note (2013).
- 3.14 These two documents guide how CIL receipts can be used in relation to neighbourhood planning in areas with Parish Councils and those without. Tower Hamlets currently does not have any Parish Councils and as such the Council retains the revenue generated by CIL.
- 3.15 The Council may use 15% (capped at £100 per new home) or 25% (uncapped, if a Neighbourhood Plan or a Development Order has been adopted) of this revenue to support development in the Neighbourhood Area by funding:
- infrastructure (including improvements, replacement, operation or maintenance); or
  - anything else that is concerned with addressing the demands that development places on the Area.
- 3.16 If the Council chooses to use this portion of the CIL revenue to fund the above two elements it should engage with recognised / appropriate community groups which may include any designated Neighbourhood Planning Forum.
- 3.17 On this basis any CIL revenue generated in the Neighbourhood Planning Area will be spent at the Council's discretion and there is no obligation on the Council to provide a Neighbourhood Planning Forum with CIL receipts.

#### **Linkages within the Local Community Ward Forums**

- 3.18 Council Planning officers have liaised with officers managing the implementation of the Local Community Ward Forums and Community Champions to ensure that the roles and activities of the two types of Forum are coordinated so far as possible.

- 3.19 Community Champions are included in the membership of each of the two proposed Forums discussed in this report.

#### **Consultation overview**

- 3.20 The Council is required to undertake a 6-week consultation period for the applications. This consultation process was carried out between 14 October to 25 November 2013. These consultation activities were undertaken in accordance with The Neighbourhood Planning (General) Regulations 2012 Parts 5 and 6 and 8 and 9. Activities carried out were:
- Provision of consultation information and application material on the Council's website ([www.towerhamlets.gov.uk](http://www.towerhamlets.gov.uk)).
  - Provision of consultation information and application material in local Idea Stores and libraries.
  - Provision of information to local elected Councillors.
  - Publication of a Public Notice in the Eastend Life newspaper.
- 3.21 A previous consultation period was undertaken for the Network Wapping application submitted on 1 April 2013 (subsequently withdrawn). An overview of the consultation responses for both periods are provided in the Consultation Summary Reports in appendix 2.

#### **4. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 4.1 This report asks the Mayor in Cabinet to consider a number of applications to establish Neighbourhood Planning Forums and associated Neighbourhood Planning Areas in accordance with the statutory requirements of the Localism Act.
- 4.2 The Council will have a duty to provide support and advice to the Area Forums which will incur additional administration costs, and these must be contained within existing budgets. The government has recently announced (in September 2013) that £7.5 million of funding will be made available and that local planning authorities will be able to claim for up to 20 area designations (£100,000) in both 2013/14 and 2014/15, and also claim for up to 5 forum designations (£25,000) in each financial year. Therefore, there is the potential for the Council to recover some costs, although the Borough will be in competition with other Authorities to secure these limited resources.
- 4.3 In certain circumstances Neighbourhood Development Orders would exempt certain types of development, or development on a particular site, from requiring planning permission (paragraph 3.1). If this is the case, the Authority will not receive a planning fee, although it will also not incur the costs of processing and determining the application. It is anticipated that the exemption will only relate to a limited number of smaller developments, so any reduction in planning fee income should be relatively minor, however the impact must be closely monitored once the new system is in place.

## **5. LEGAL COMMENTS**

- 5.1 Neighbourhood planning was introduced through amendments made by the Localism Act 2011 to the Town and Country Planning Act 1990 (“TCPA 1990”). It is a powerful tool intended to allow local people to play a greater role in the planning system by being involved in selecting the right type of development for their community.
- 5.2 Section 61F of the TCPA 1990 provides that the Council may designate an organisation or body as a neighbourhood forum if the authority is satisfied that it meets the conditions set out in subsection (5), which are listed in paragraph 3.10 of this report. The Council must also have regard to the matters set out in subsection (7) as detailed in paragraph 3.11 of this report.
- 5.3 It is considered that both forum applications meet the conditions and requirements set out in Section 61F, however, neither the TCPA 1990 nor the regulations deal with a situation such as that in Wapping where there are high levels of objection to an application for a neighbourhood forum and there is a clear division in terms of the desired leadership for neighbourhood planning. Because the Act provides that the Council ‘may’ designate a forum if it meets the conditions, it is considered that the Council has discretion whether or not to designate a forum, even though the statutory conditions have been met. The legislation does not specify in an exhaustive way the factors the Council may take into account when considering its discretion to designate, nor is there yet any judicial authority on the point. The reasons set out by officers to support their recommendation to refuse the Network Wapping application to become a neighbourhood forum take into account the representativeness of the group, its ability to reflect community views and the results of the consultation. On balance these appear to be relevant considerations to which the Council is entitled to have regard, even though the forum satisfies the basic requirement in the legislation (which the Council must consider) that the forum’s membership is drawn from different sections of the community.
- 5.4 The designation will have effect for a period of 5 years, unless the Council withdraws an organisation or body’s designation as a neighbourhood forum, because the organisation or body no longer meets the conditions or criteria set out. During this time, no other organisation or body can be designated as a neighbourhood forum for the area. The Council may only designate an organisation or body which has applied to be designated and may only designate one organisation or body for a neighbourhood area.
- 5.5 A neighbourhood forum will have the power to make a neighbourhood development plan for the area (or part thereof), neighbourhood development orders and community right to build orders. Any neighbourhood development plan that comes forward will need to be in general conformity with the strategic policies contained in the development plan for the area. Any proposed plan will be subject to independent examination and if adopted following a referendum it will form part of the development plan for the area.
- 5.6 A neighbourhood area is an area which has been designated by the authority as a neighbourhood area on application to the Council. An application can be

made by a parish Council (where one exists) or a body which is capable of being designated as a neighbourhood forum.

- 5.7 Pursuant to Section 61G of the TCPA 1990 where a valid application for a neighbourhood area is made to the Council and some or all of the area has not been designated as a neighbourhood area, the Council have a discretion whether or not to approve the application. Pursuant to this section the Council can refuse the application 'because they consider that the area specified in the application is not an appropriate area to be designated as a neighbourhood area'. However, in these circumstances the Council must exercise their power of designation so as to secure that some or all of the area forms part of one or more areas designated as neighbourhood areas. In other words the Council are required to make a designation but are entitled to deviate from the boundaries set out in the application. Any decision to alter the boundary of a neighbourhood area could be challenged in the Courts and therefore the reasons for doing so must be clearly set out and justified as has been done in this report. No further guidance is given in either in the TCPA 1990 or the regulations as to when an area may be considered appropriate to be designated as a neighbourhood area, however, Legal Services consider that the reasons set out at section 1 of this report (which constitute the officer's reasons for recommending firstly the refusal of the area applied for by Network Wapping and secondly the designation of a neighbourhood area with a different boundary) are relevant considerations to which the Council is entitled to have regard.
- 5.8 The power to designate a neighbourhood area can be exercised by two or more planning authorities where the neighbourhood area proposed crosses the boundaries of more than one authority (Section 61I of the TCPA 1990). As such the area proposed by East Shoreditch must be designated by Hackney Council as well as Tower Hamlets Council for the area to be properly designated.
- 5.9 Consultation in respect of the applications for the neighbourhood planning areas and forums (as detailed in this report) has been carried out in accordance with Regulations 6 and 9 respectively of the Town and Country Planning (General) Regulations 2012. The Council's decisions on both the areas and forums must also be publicised as soon as possible after a decision is taken (Regulations 7 and 10).
- 5.10 When considering whether to designate a neighbourhood forum or a neighbourhood area, 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.

## **6. ONE TOWER HAMLETS CONSIDERATIONS**

- 6.1 The Equality Act 2010 provides protection from discrimination in respect of certain protected characteristics, namely: age, disability, gender reassignment, pregnancy and maternity, race, religion or beliefs and sex and sexual orientation. It places the Council under a legal duty to have due regard to the

advancement of equality in the exercise of its powers including planning powers. Officers have taken this into account in the assessment of the application and Cabinet must be mindful of this duty inter alia when determining all planning applications. In particular the Cabinet must pay due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

6.2 To ensure the One Tower Hamlets aspirations and wider equality issues are addressed, the Council requires applications to establish Neighbourhood Planning Areas and Forums to demonstrate how they will contribute to the Council's One Tower Hamlets objectives/Valuing Diversity Statement and envisage engaging with local people. The Town and Country Planning Act also requires that the membership of a Forum is open to individuals who live, work or represent the Neighbourhood Planning Area. Both applications have successfully demonstrated these elements. The Council would encourage the designated forums to target any protected groups or individuals it considers under represented. In respect of the recommendation in relation to the Network Wapping and the concerns about a lack of representativeness and an inability to reflect the diversity of community views, there is no evidence that these difficulties are related to persons or groups with protected characteristics.

6.3 Once designated, if Forums wish to progress to developing Neighbourhood Plans and Development Orders, these will need to follow the 'Golden Thread' of the Local Plan Equalities Analysis.

## **7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

7.1 Successfully designated Neighbourhood Planning Areas and Forums represent the first stage of the neighbourhood planning process which may identify and deliver local green spaces and greener neighbourhoods through Neighbourhood Plans. This also delivers an opportunity for improving biodiversity and delivering measures to mitigate and adapt to climate change.

## **8. RISK MANAGEMENT IMPLICATIONS**

8.1 The application determination process has been reported through the Development and Renewal Directorate Management Team and the Council's Corporate Management Team to identify and address any arising risks. Should there be a challenge by Network Wapping to the Council's designation decisions then there may be considerable costs associated with defending the claim. Neighbourhood Planning is also identified as an activity in the Council's Strategic Plan and as such is subject to the Council's risk management procedures.

## **9. CRIME AND DISORDER REDUCTION IMPLICATIONS**

- 9.1 Successfully designated Neighbourhood Planning Areas and Forums represent the first stage of the neighbourhood planning process which may identify and deliver specific improvements to the public realm resulting in safer local areas.
- 9.2 Neighbourhood Plans will also need to be in general conformity with the relevant strategic planning policies in the Council's Local Plan relating to 'Secured by Design' principles. Development informed by Neighbourhood Plans will be required to ensure crime prevention measures are considered to assist with reducing the opportunity for crime and the fear of crime, by creating a safer and more secure environment.

## **10. EFFICIENCY STATEMENT**

- 10.1 Successfully designated Neighbourhood Planning Areas and Forums represent the first stage of the neighbourhood planning process which may identify and deliver opportunities to develop land not identified in the Local Plan. This may release S106 and Community Infrastructure Levy contributions aiding the delivery of new affordable housing, local enterprise and employment opportunities, public realm enhancements, and community infrastructure.
- 

### **Linked Reports, Appendices and Background Documents**

#### **Linked Report**

NONE

#### **Appendices for Cabinet**

- Appendix 1: Neighbourhood Planning Area maps for approval
- Appendix 2: Consultation Summary Reports (August 2013 and December 2013)
- Appendix 3: Proposed amended Wapping Neighbourhood Planning Area
- Appendix 4: Role of the Council for managing and monitoring the legal compliance of Neighbourhood Planning Forums

#### **Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012**

- NONE.

#### **Officer contact details for documents:**

- Peter Farnham, Plan Making team x3648





LB Hackney

LB Tower Hamlets

LB Hackney

LB Tower Hamlets

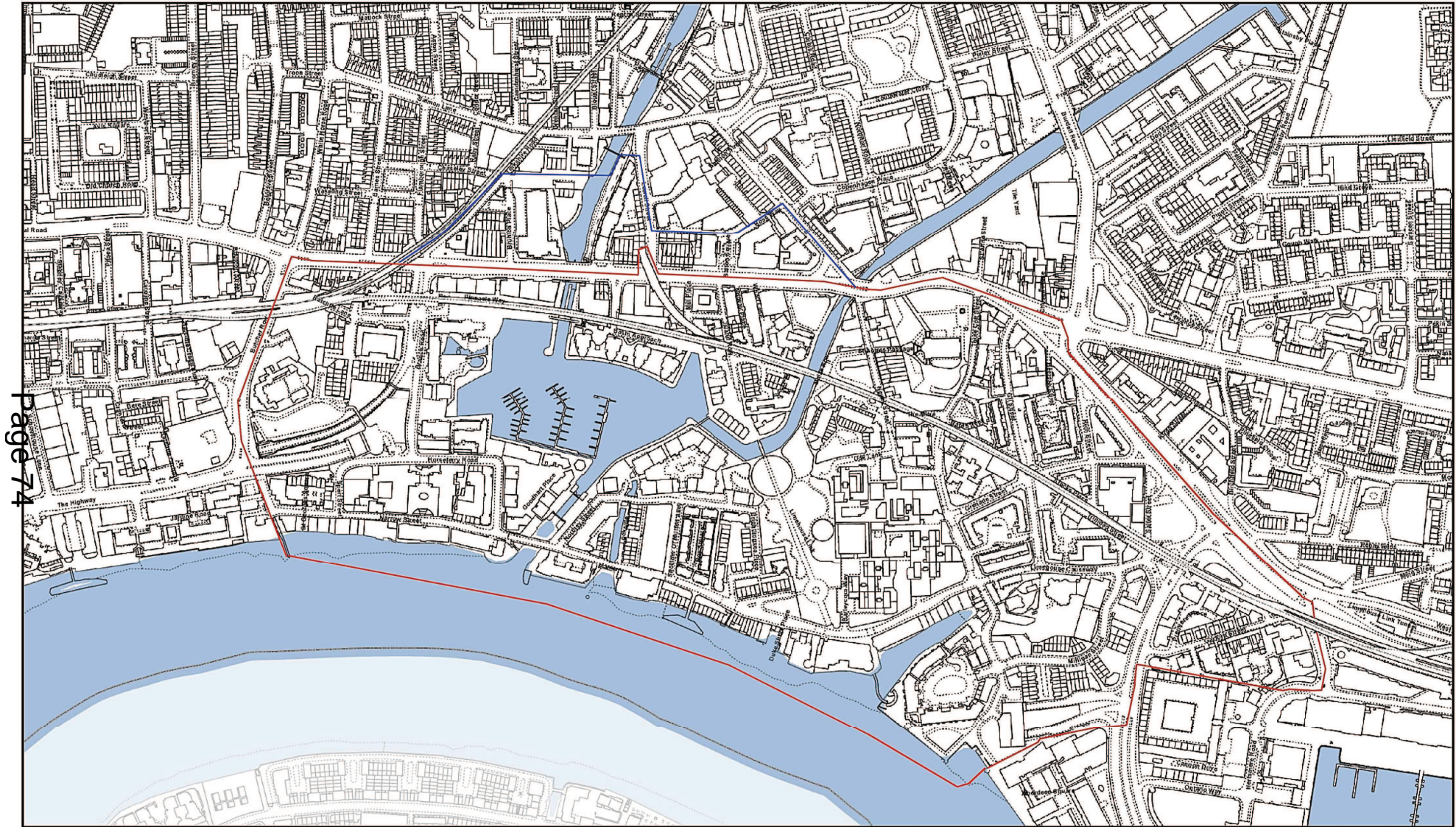
**Proposed East Shoreditch Neighbourhood Plan Boundary**

— Proposed Boundary

- - - - - Borough Boundary




Please note that comments are sought for including the area within both the red and blue lines




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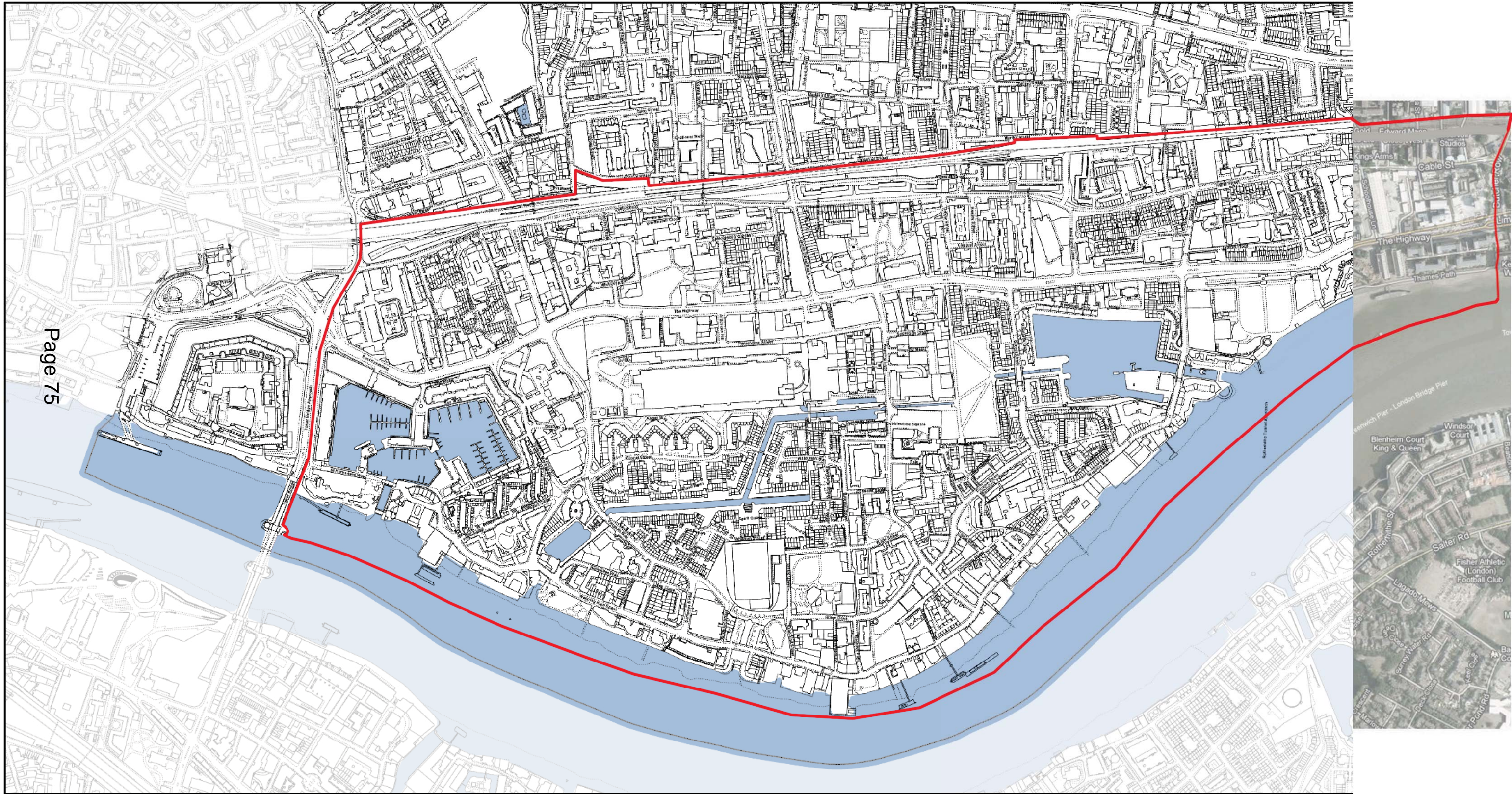


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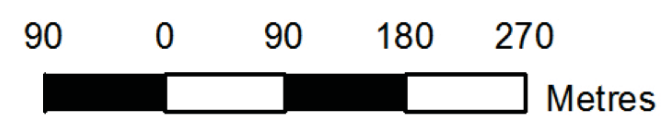


TOWER HAMLETS

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 denotes the boundary of the Wapping and surrounding area Neighbourhood Planning Forum Area



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# London Borough of Tower Hamlets

## Neighbourhood Planning Consultation Summary Report Update

Network Wapping Application to establish a Neighbourhood Planning Forum and Neighbourhood Planning Area

- Formal consultation period – 22 April to 4 June 2013
- Additional period – 5 June to 30 July 2013

August 2013

## Role of this document

This document provides a summary of the issues raised in the consultation responses submitted to the London Borough of Tower Hamlets with regard to the application submitted by Network Wapping on 1 April 2013 to establish a Neighbourhood Planning Forum and Neighbourhood Planning Area. It summarises both the formal consultation period (22 April to 4 June) and the additional period (5 June to 30 July).

It updates the previous version of the Consultation Summary Report published in July.

It has been prepared by the London Borough of Tower Hamlets for public information and does not seek to address any of the issues raised during the consultation period.

## Consultation activities undertaken by the Council

Consultation activities were undertaken in accordance with Neighbourhood Planning Regulations (2012) parts 5&6 and 8&9. Activities carried out were:

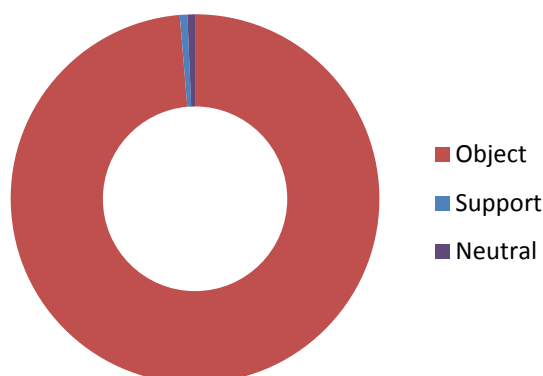
- Provision of consultation information and application material on the Council's website ([www.towerhamlets.gov.uk](http://www.towerhamlets.gov.uk)).
- Provision of consultation information and application material to Watney Markey Idea Store and St. George's Leisure Centre.
- Provision of information to local elected Councillors.
- Publication of a Public Notice in East End Life.
- Officer attendance at two network Wapping consultation events to present an unbiased general overview and introduction to neighbourhood planning.

These activities also follow the principles of the guidance for policy documents set out in the Council's Statement of Community Involvement. It should be noted that the Statement of Community Involvement does not currently make specific reference to neighbourhood planning elements.

## Response figures

The response figures are derived from individual submitted responses. They do not account for submitted responses which are sent on behalf of more than one person.

	Total	Objection	Support	Neutral
Formal consultation period	111	111	0	0
Additional period	41	39	1	1
Total of both periods	152	150	1	1



## **Consultation responses - summaries of key themes**

The following summaries of key themes have been derived from an analysis of the consultation responses from both the formal consultation period and the additional period. The additional period did not present additional key themes. They are presented in no particular order.

### **Proposed boundary**

- The extent of the proposed Area is too large.
- The following areas should be removed from the proposed Area:
  - St. Katharine Docks; and
  - areas of Limehouse.
- Wapping is perceived to be south of the Highway and/or defined by the E1W postcode. As such, the proposed boundary should be amended to reflect this.

### **Consultation**

- The proposed Forum has not sufficiently consulted with individuals and groups within the proposed Neighbourhood Planning Area.

### **Representation**

- The proposed Forum is not representative of the social (including individuals and groups), economic or physical character of its proposed Area.
- The extent of the proposed Area presents challenges in enabling the proposed Forum to be representative of the Area.

### **Transparency**

- The provision of information relating to the administration, activities and aspirations of the proposed Forum has not been made sufficiently available.

### **Skills and resources**

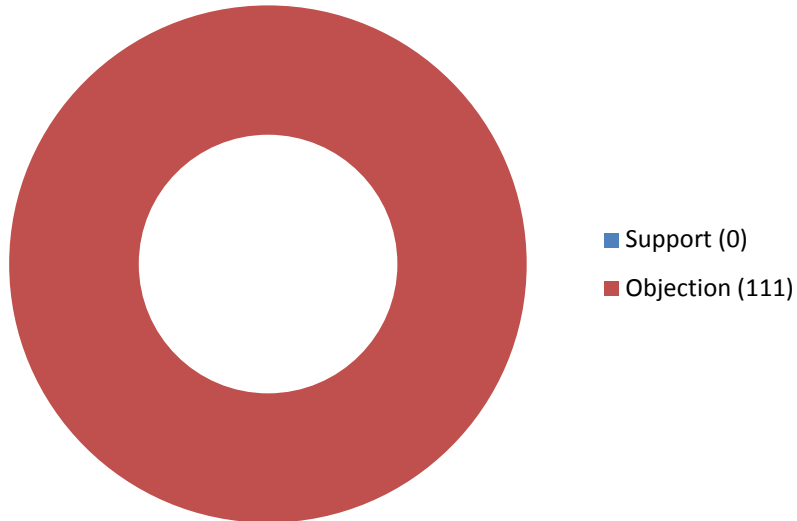
- Members of the proposed Forum lack the skills and resources to successfully deliver Neighbourhood Planning.

### **Written constitution**

- The proposed Forum's written constitution does not:
  - enable membership of the proposed Forum to be open to all; and
  - accord with the guidance stated in the Tower Hamlets Neighbourhood Planning Guidance Note (Stage 1) (February 2013).

## Appendix – Formal consultation period response figures

Total responses	Support	Objection
111	0	111





# London Borough of Tower Hamlets

## Neighbourhood Planning Consultation Summary Report

Applications to establish a Neighbourhood Planning Forum and Neighbourhood Planning Area were submitted by the following local groups:

- East Shoreditch Neighbourhood Planning Forum
- Limehouse Community Forum
- Network Wapping

The formal consultation period ran from 14 October to 25 November 2013

December 2013



## 1) Role of this document

This document provides a summary of the issues raised in the consultation responses submitted to the London Borough of Tower Hamlets during the formal consultation period (14 October to 25 November 2013) regarding the applications to establish a Neighbourhood Planning Forum and Neighbourhood Planning Area submitted by:

- East Shoreditch Neighbourhood Planning Forum;
- Limehouse Community Forum; and
- Network Wapping.

This paper has been prepared by the London Borough of Tower Hamlets for public information and is not intended to address any of the issues raised during the consultation period.

Summaries for each of the applications are presented separately.

In relation to **Network Wapping**, consultation responses submitted in relation to the withdrawn application will be taken into consideration during the determination process of the current application. The Consultation Summary Report relating to Network Wapping's withdrawn application can be accessed [here](#).

## 2) Consultation activities undertaken by the Council

Consultation activities undertaken by the Council were carried out in accordance with Neighbourhood Planning Regulations (2012) parts 5\_&\_6 and 8\_&\_9. Activities that were undertaken were as follows:

- Provision of consultation information and application material on the Council's website ([www.towerhamlets.gov.uk](http://www.towerhamlets.gov.uk)).
- Provision of consultation information and application material to Idea Stores and libraries for inspection.
- Provision of information to local elected Councillors.
- Publication of a Public Notice in East End Life.

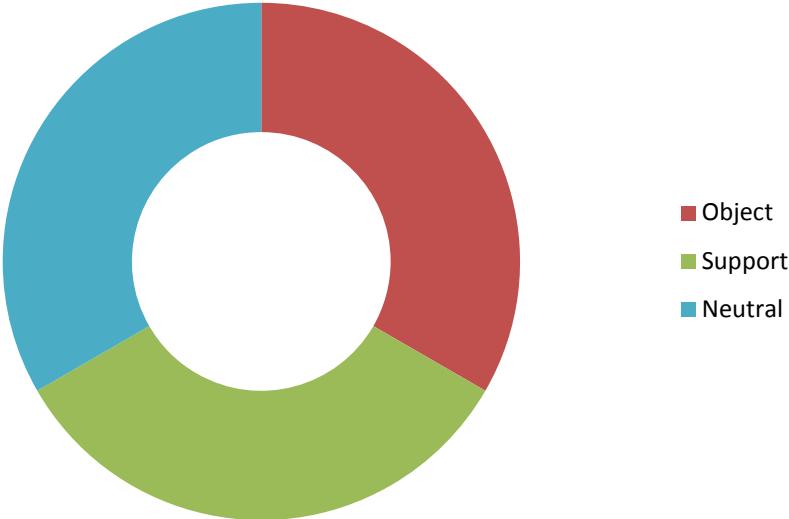
These activities also followed the principles of the guidance for policy documents set out in the Council's Statement of Community Involvement.

### 3) East Shoreditch Neighbourhood Planning Forum

#### Response figures

The response figures are derived from individual submitted responses. They do not account for submitted responses which are sent on behalf of more than one person.

Objection	Support	Neutral	Total
1	1	1	3



#### Consultation responses - summary of key issues

The following summaries of key themes have been derived from an analysis of the consultation responses. They are presented in no particular order.

##### Flood management

Any forthcoming Neighbourhood Plan will need to recognise the requirements to manage the different types of potential flooding.

##### Proposed boundary

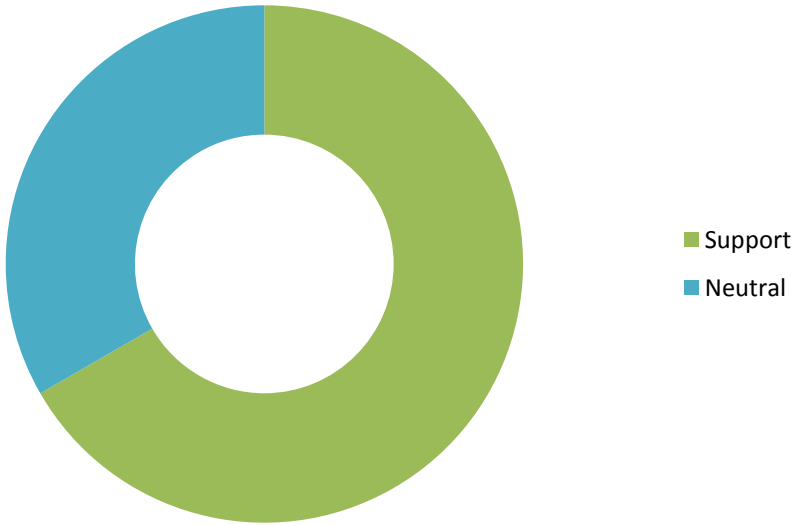
The London Plan Central Activities Zone and City Fringe Opportunity Area should be excluded from the Neighbourhood Planning Area.

# 4) Limehouse Community Forum

## Response figures

The response figures are derived from individual submitted responses. They do not account for submitted responses which are sent on behalf of more than one person.

Objection	Support	Neutral	Total
0	2	1	3



## Consultation responses - summary of key issues

The following summaries of key themes have been derived from an analysis of the consultation responses. They are presented in no particular order.

### Flood management

Any forthcoming Neighbourhood Plan will need to recognise the requirements to manage the different types of potential flooding.

### Engagement

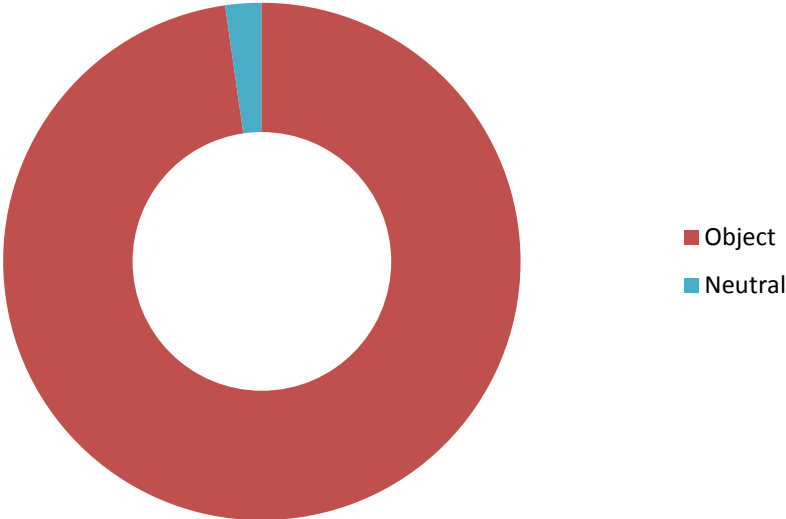
Support was shown for how the group had engaged with two other community groups.

# 5) Network Wapping

## Response figures

The response figures are derived from individual submitted responses. They do not account for submitted responses which are sent on behalf of more than one person.

Objection	Support	Neutral	Total
43	0	1	44



## Consultation responses - summary of key issues

The following summaries of key themes have been derived from an analysis of the consultation responses. The themes continue to reflect the majority of the issues identified in the previous consultation period (22 April to 30 July 2013). They are presented in no particular order.

### Addressing previously identified issues

- Information has been provided by the proposed group to demonstrate how issues identified from the previous consultation period have been addressed, however, concerns remain.

### Proposed boundary

- The following areas should be removed from the proposed Area:
  - St. Katharine Docks; and
  - Area north of the Highway.

### Consultation

- The proposed Forum has not sufficiently consulted with individuals and groups within the proposed Neighbourhood Planning Area.

### Representation

- The proposed Forum is not representative of the social (including individuals and groups), economic or physical character of its proposed Area.

**Transparency**

- The provision of information relating to the administration, activities and aspirations of the proposed Forum has not been made sufficiently available.

**Skills and resources**

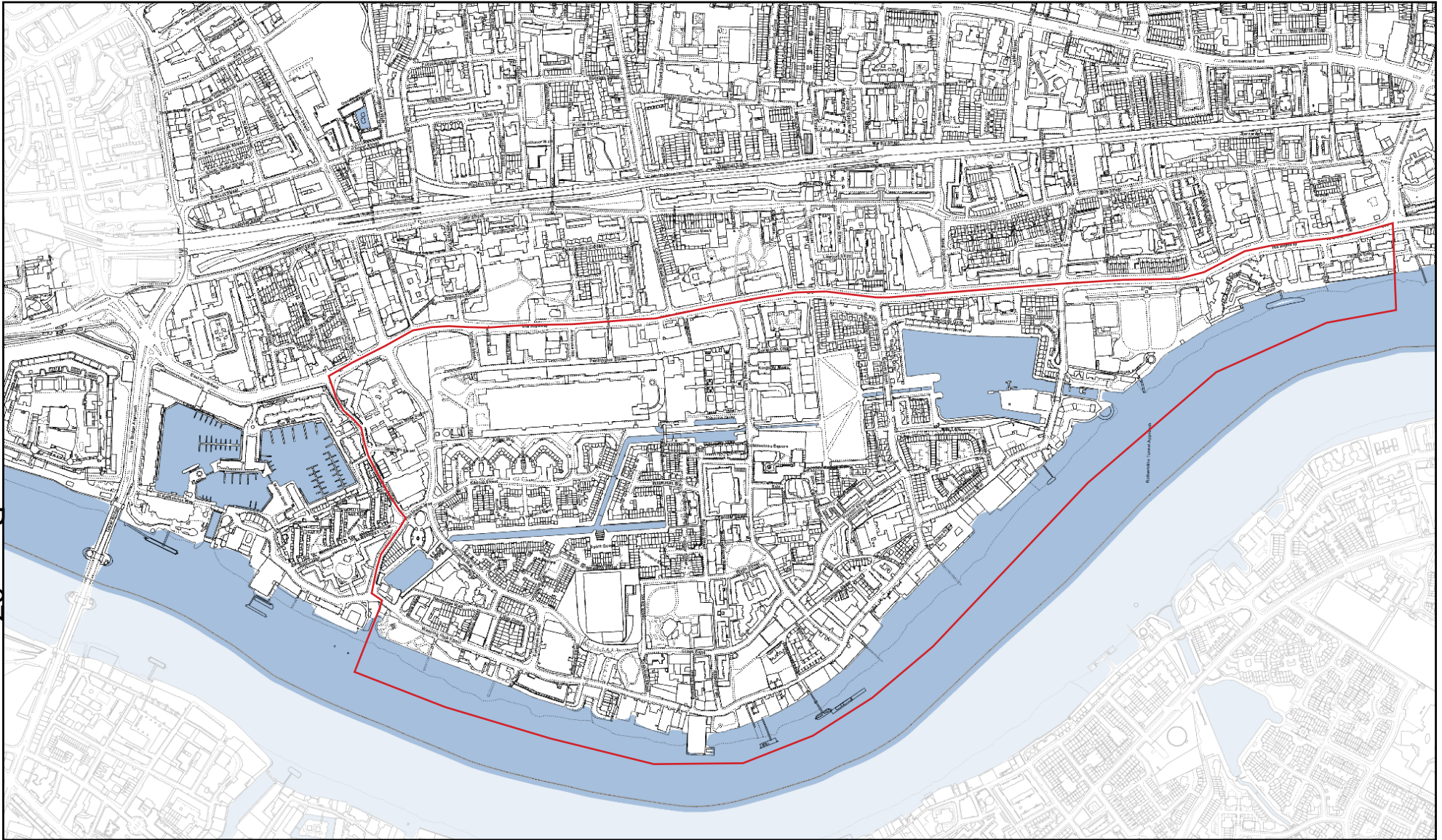
- Members of the proposed Forum lack the skills and resources to successfully deliver Neighbourhood Planning.

**Written constitution**

- The proposed Forum's written constitution enables only the Forum's Committee to have exclusive say in allowing back into membership any member who has previously been suspended.

**Flood management**

- Any forthcoming Neighbourhood Plan will need to recognise the requirements to manage the different types of potential flooding.



Scale 1:9930

90 0 90 180 270



Metres



**TOWER HAMLETS**

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## Appendix 4

### Role of the Council for managing and monitoring the legal compliance of Neighbourhood Planning Forums

TOWER HAMLETS



**Planning  
& Building  
Control**

This Appendix sets out the powers which the Council can utilise to ensure Neighbourhood Planning Forums are open and representative.

#### **1. Legislative provisions enabling the Council to withdraw the designation of Neighbourhood Planning Forums**

The Town and Country Planning Act 1990 Section 61F (9) authorises the Council to withdraw the designation of a Forum if the Council considers that the Forum no longer meets the conditions of the Localism Act.

As such, this provides the Council with strong powers to remove a Forum at any time if they do not meet any of the following conditions:

- A. Promote or improve the social, economic and environmental wellbeing of the Neighbourhood Area.
- B. Has an open membership to anyone who lives in, works in or represents the Neighbourhood Area as an elected Councillor.
- C. Has a membership of at least 21 people who live in, work in or represent the area.
- D. Continued so far as necessary (such as where membership has changed) to secure or taken reasonable steps to secure its membership includes people who live, work or represent the area.
- E. Has a membership drawn from different areas and sections of the community of the Neighbourhood Area.
- F. Its purpose reflects the character of the area.
- G. Has a written constitution.


#### **2. Automatic designation removal**

The designation of a Forum is automatically removed after 5 years as pursuant to Section 61F(8) of the Act.

#### **3. Monitoring the Membership of Neighbourhood Planning Forums**

To ensure the above conditions are continually met, planning officers will monitor the activities of the Forums. Forums will be required to inform planning officers of any change to the original content and intentions detailed in its application form. The Council will review any changes to the Membership of the Forum. Any amendments to the written constitution will require immediate notification.

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<p><b>Cabinet</b> 5 February 2014</p>	 <b>TOWER HAMLETS</b>
<p><b>Report of:</b> Robert McCulloch-Graham, Corporate Director, Education, Social Care &amp; Wellbeing</p>	<p><b>Classification:</b> Unrestricted</p>
<p><b>Proposed Expansion of Olga Primary School</b></p>	

<b>Lead Member</b>	<b>Cllr Oliur Rahman</b>
<b>Wards affected</b>	Bow West
<b>Community Plan Theme</b>	<b>A Prosperous Community</b>
<b>Key Decision?</b>	Yes

### Executive Summary

This report explains the background to the proposals and informs Cabinet of the consultation that has taken place to date. The report recommends that statutory proposals are now published for the enlargement of the school.

### Recommendations:

The Mayor in Cabinet is recommended to:

1. Agree that statutory proposals should be published for the enlargement of Olga Primary School to admit 90 pupils in each year from September 2016.

### 1. REASONS FOR THE DECISIONS

- 1.1 Proposals have been developed to expand Olga Primary School to assist in the LA's programme to provide primary school places to meet growing local need. Initial consultation on the proposals has been held. Cabinet is asked to consider the proposed expansion, the response to the initial consultation and the recommendation that statutory proposals for the expansion should be published. The publication of statutory proposals is required in order to implement this change to the school.

### 2. ALTERNATIVE OPTIONS

- 2.1 In order to meet the rising need for school places, the Council has implemented a number of school expansion projects and continues to develop further schemes to meet need. Longer term development plans for the

borough include proposals for new primary schools. However, further expansion proposals are needed to keep pace with the need, so taking no action would leave the Council at risk of being unable to discharge its statutory functions. The options for expansion have been considered having regard to the factors set out in paragraphs 3.7 to 3.10 of the report.

- 2.2 As referred to in paragraph 3.20, Olga School is included in the Grouped Schools PFI contract. The contractor has a long term interest in the site (until 2027). The cooperation and consent of the PFI contractor and its funders is required in order to carry out the building works and so the PFI contractor will act as the Council's agent to procure the works. This ensures that the scheme is jointly developed. Using an alternative contractor for the works would take more time and create additional costs for the Council in obtaining the relevant consents. It could also lead to potential contractual disputes during the works and in the subsequent delivery of ongoing facilities management services.

### **3. DETAILS OF REPORT**

- 3.1 In September 2013 the Mayor in Cabinet received a report, Planning for School Places, 2013/14 Review. The report set out the projected need for school places and actions in place to meet the need. There is a steeply rising need for additional primary and secondary school places.
- 3.2 Olga Primary School is in Lanfranc Road, E3 . At present it admits 30 pupils in each year group (1 form of entry) and has a maximum capacity of 210 pupils, plus a nursery class. There is a rising need for primary school places in the borough. The greatest pressure for admission to primary schools is being experienced in the central and eastern areas of the borough, including Bow. The Local Authority has to ensure that there are sufficient school places available to meet the needs of the population.

#### Decision-making on school expansion proposals

- 3.3 There is a statutory framework for implementing certain alterations to schools, including enlargements. The requirements are included in the Education & Inspections Act 2006 with associated regulations. For community schools, the Local Authority (LA) can propose certain alterations, including enlargements.
- 3.4 The prescribed process requires a two stage consultation process. The initial, pre-statutory consultation should provide information on the proposals and include a wide range of consultees. The outcome of this stage is then considered and, if the LA agrees, statutory proposals are published for a specified period (usually four weeks). After this period, the LA must consider any responses to the second consultation and decide whether or not to implement the proposals, or modify them in the light of the consultation.
- 3.5 There is a right of appeal to the Schools Adjudicator for certain parties against the LA's decision.

3.6 The timetable for the process is shown in paragraph 3.32, taking into account the legal requirements of the consultation and decision-making process.

### **THE NEED FOR ADDITIONAL PRIMARY SCHOOL PLACES**

3.7 The Planning for School Places – 2013/14 Review report referred to above includes details of the need for additional primary school places and options considered to meet the need.

3.8 The LA keeps the need for additional school places under regular review to ensure that there are sufficient places to meet need. Annual school roll information is used to project the need for places in future years. The projection methodology takes into account the trend in school rolls, actual birth data and population projections. This information is compared with data on the capacity of existing schools and the extent of unfilled places in schools in order to assess if additional capacity has to be planned for, or if there is excess capacity which can be reduced.

3.9 The LA continues to experience pressure on admission to Reception year particularly in the areas in the centre and east of the borough where new residential development has been taking place. Options continue to be developed to meet the steeply rising need for additional places.

3.10 The position for the current year and in the medium term is as follows:

	Places available 2013/14	
Reception	3,476	
	January 2015 projected roll	January 2017 projected roll
Reception	3,581	3,734
Total R-Y6	23,468	24,926

### **IDENTIFICATION OF POTENTIAL SITES FOR EXPANSION**

3.11 The Local Development Framework and Core Strategy indicated that some new primary schools are likely to be required, even after allowing for some schools which are not now completely full and that some schools could be expanded on their existing sites. In managing the best use of its assets and the available finance, the LA has first considered which of the existing school sites could be expanded. Proposals have been or are being implemented to expand a number of primary schools and further options will continue to be investigated.

3.12 In identifying potential sites for expansion, the following factors have been considered:

- the physical capacity of the existing site and buildings to be expanded;
- the location of the school – is it in an area where the need is rising;

- the practical implications of the scheme – can it be implemented with an acceptable level of disruption to the school;
- 3.13 In addition to the above factors, in taking the decision to proceed with the proposals at any site, the LA will consider the strength of the individual school, its popularity and success, and its capacity to adapt to the increase in size.
- 3.14 Having regard to all these factors, expansion at Olga School is considered a suitable option as set out below.

### **Olga School**

- 3.15 The opportunity for Olga School to be expanded was identified as part of the ongoing estate review that the Directorate has undertaken. The school site has capacity for the school to be rebuilt within the site to increase the school size. It is an area of the borough where there is pressure on admission to reception year. There has been considerable redevelopment activity in the area local to the school and more is planned.
- 3.16 A planning application for the new school building has been approved. It is proposed to build a new school to the west of the site. This will create the additional capacity for pupils in significantly enhanced accommodation which will provide an excellent learning environment. The existing pupils will be accommodated in temporary classrooms on the site during the works. It is proposed that work will start in early 2015 to allow occupation of the new school in September 2016.
- 3.17 The proposal has been developed in consultation with the Headteacher and governing body who support the proposal.

### **Funding Implications**

- 3.18 The estimated capital cost of the scheme is £10.7m. At its September meeting, Cabinet agreed a recommendation to adopt a capital estimate of £10.7m for the scheme. The capital costs will be funded from the Basic Need grant from the DfE.
- 3.19 Additional revenue funding will be provided to the school through the LA's funding formula to reflect the increased roll.
- 3.20 Olga School is included in the Grouped Schools PFI contract. The works to implement the expansion are being agreed as a variation to the contract (as in other projects at schools in the contract). The PFI contractor, Tower Hamlets Schools Ltd will act as the agent for the Council to appoint the construction contractor by a competitive process. There will be additional running costs for FM services for the new building which will be agreed and funded through the school's running costs.

### **Implementation of the Expansion**

- 3.21 It is proposed that the increase should take effect from September 2016, subject to the approval of the statutory proposals. This means that the first

increased year group of 90 will be admitted in September 2016. The school will have three nursery classes.

- 3.22 It is proposed to admit the extra pupils to the school at reception year only until all year groups are full to three forms of entry. This will mean that the school has time to gradually adapt to the increase in size and introduce any new management arrangements as the pupil numbers increase.

## CONSULTATION

- 3.23 The initial consultation period was from 18 November to 13 December 2013. The proposed building design was on display in the school for parents and children to see. There had been earlier meetings with governors, parents and staff about the proposals before the planning application was submitted and views were positive. Neighbours of the school were also consulted before the planning application was made and as part of the process of the planning application being determined.

- 3.24 A copy of the consultation paper issued is included as Appendix A. The consultation paper was sent to:
- all parents and carers of children now at Olga School
  - all staff at Olga School
  - all governors of Olga School
  - all headteachers and chairs of governors of primary schools in Tower Hamlets
  - local MPs
  - the London Boroughs of Newham and Hackney
  - the London Diocesan Board for Schools and the Westminster Diocese Education Service
  - local trades unions

- 3.25 The consultation list was determined having regard to the requirements of the Prescribed Alterations Regulations. It is not considered that there are any schools affected by the proposal, but the head teachers and governors of other schools were notified so that they would have an opportunity to provide input.

- 3.26 Consultation meetings were held to discuss the proposals with parents.

- 3.27 The overall response to the proposed expansion of the school was positive. Some of those indicating support for the proposal did comment that they wanted the “family feel” of Olga to be maintained in the expanded school. The consultation paper included a form to return and the analysis of those returned is as follows:

For	Against
14	3

- 3.28 Two parents’ meetings were arranged at the school during the consultation period although the second of these had no attendance. The response from parents who attended the meeting was generally positive and they welcomed the proposal to invest in the school. At the parents’ meeting there were

questions and discussion on a number of issues which were responded to by the LA officers and the headteacher in the meetings:

- impact on the playground during the works
- how will the school be affected by the works on site

### **Response to matters raised in the consultation**

- 3.29 On the response forms, 3 responders indicated they supported the proposals but said that they wanted to retain the family feel of the school. This is a high priority for the governing body and Headteacher and they have confirmed this in the meetings with parents. The LA and governing body therefore support the proposed expansion.
- 3.30 There were 3 response forms stating that the responder did not agree with the proposal but no supporting reasons were given.
- 3.31 The planning for the works on site takes into account how the school will continue to operate in the meantime. Proposals are in place to ensure the safety of children, staff and visitors during works. These matters were explained to parents at the meeting. Parents will be kept up to date with changes to the site arrangements (eg. access points to the school) and progress once works commence. The LA has significant experience of managing such arrangements on a temporary basis during works to schools.

### **Conclusion**

- 3.32 The comments raised in the consultation on the proposed expansion have been noted. The governing body remains committed to maintaining the ethos and character of the school. Temporary disruption to the school during works is manageable. The school places are needed in this area to meet the rising need and Olga School has the capacity to expand. Taking all this into account, it is recommended that the expansion proposal should proceed to the publication of statutory proposals.

### **FURTHER ACTION NOW PROPOSED FOR OLGA SCHOOL**

- 3.33 The consultation that has been conducted complies with the requirements of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 and the Secretary of State's guidance on consultation. The outcome of the consultation has been reviewed and there is support for the proposals.
- 3.34 The Mayor in Cabinet is recommended to agree to publication of statutory proposals for the expansion of Olga Primary School. The statutory proposals will be published in East End Life and made available at the school. Any comments or representations on the proposals should be submitted to the Council by the end of the four week period.



3.35 If there are no objections to the statutory proposals in the four week period, the decision to implement will be dealt with by the Corporate Director, Education, Social Care & Wellbeing in accordance with the scheme of delegation. If there are objections to the proposals, the decision will be referred to Cabinet.

3.36 The timetable for the process is set out below:

Cabinet receives a report on the initial consultation and decides on publishing formal statutory proposals	5 February 2014
Statutory proposals published with 4 weeks allowed for comments	24 February to 21 March 2014
The decision will be taken to implement the proposals either by Cabinet if there are objections; or, if there are no objections, by the Corporate Director, Education, Social Care & Wellbeing	By 20 May 2014
Building works commence	Spring 2015
Additional pupils admitted to Reception year	September 2016
Building works complete	January 2017

#### **4. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 4.1. The capital works for Olga School expansion are due to cost £10.7m in total, with most of the work taking place during 2015/16 – 2016/17 financial years. This will be funded from Department for Education capital grant for basic need.
- 4.2. Future revenue costs of the expanded school will be funded through the school enrolling more pupils and attracting more formula funding through the Dedicated Schools Grant.

#### **5. LEGAL COMMENTS**

- 5.1. One of the Council's duties in respect of education is to secure that sufficient schools are available for primary and secondary education in Tower Hamlets. This obligation arises under section 14 of the Education Act 1996. The schools must be sufficient in number, character and equipment to provide all pupils with the opportunity of appropriate education.
- 5.2. In deciding what provision to make in respect of primary and secondary schools, the Council is required to consider the need to secure diversity in the provision of schools and increasing opportunities for parental choice. This sits alongside the Council's general equality duty, which requires it to 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. Equalities analysis will need to be carried out alongside the development of proposals.

- 5.3. Section 19 of the Education and Inspections Act 2006 provides that where a local authority proposes to make prescribed alterations to a maintained school, it must publish its proposals. The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 ("the Prescribed Alterations Regulations") specify what alterations made by local authorities are prescribed alterations and specify the procedure to be followed when publishing and determining such proposals. The enlargement of a school's premises so as to increase the school's capacity by: (a) more than 30 pupils; and (b) 25% or 200 pupils (whichever is the lesser) is a prescribed alteration. The proposals described in this report fall within that definition so the procedure in the Prescribed Alterations Regulations must be followed.
- 5.4. The Prescribed Alterations Regulations require the Council to follow a two stage process involving consultation prior to publication of a proposal, followed (assuming the Council wishes to proceed) by publication of the proposal. The Council is required to carry out initial consultation with categories of persons specified in the Regulations. The list of persons consulted, as set out in paragraph 3.21 of the report, appears to meet the requirements of the Regulations.
- 5.5. The Council is required to have regard to the Secretary of State's guidance as to consultation on proposals. The guidance recommends that the consultation allows adequate time, provides sufficient information for those being consulted to form a considered view and makes clear how the views can be made known. Proposers must be able to demonstrate how they have taken into account the views expressed during the consultation in reaching any subsequent decision as to the publication of proposals.
- 5.6. The Council will need to consider the results of initial consultation and decide whether to publish a statutory proposal, which would be the second stage of the process prescribed by the Prescribed Alterations Regulations. The Regulations prescribe what information must be specified in a proposal and how it should be publicised. The proposal should be published within a reasonable timeframe following consultation so that it is informed by up to date feedback. A statutory notice containing specified information and stating how complete copies of the proposals can be obtained must be published in a local newspaper, and also posted at the main entrance to the school (and all the entrances if there are more than one) and at some other conspicuous place in the area served by the school (e.g. local library, community centre). It is essential that the published notice complies with the statutory requirements as set out in the Regulations.
- 5.7. The level of spend for this scheme is above the European threshold for works contracts. This means that the Public Contracts Regulations 2006 apply to

the scheme. The Council is negotiating with one supplier only (the PFI Contractor) to provide the works rather than subject this spend to a competitive tender exercise. This is permissible in the circumstances, pursuant to regulation 14, having regard to the PFI contract which is in place and the rights of the Contractor under that contract. However, the Council is still under a legal duty to ensure that best value is obtained when agreeing the final price and scope of the works and must ensure that this is achieved throughout the negotiation. Within the negotiation the Council has the opportunity to ensure that appropriate levels of local benefits are included in the performance of the contract such as ensuring that there is the provision of apprenticeships and local suppliers within the supply chain

## **6. ONE TOWER HAMLETS CONSIDERATIONS**

- 6.1. The expansion of schools is necessary to ensure the Council meets its legal obligation to secure sufficient schools for Tower Hamlets, but will also promote equality of opportunity for children and young people (including within the meaning of the Equality Act 2010).
- 6.2. The provision of school places and the LA's admission arrangements aim to promote fair access to schools particularly in terms of the distance from home and to allow siblings to attend the same school.
- 6.3. The new school building will be fully accessible which will enhance the range of provision available in mainstream schools for children with physical disabilities. The school will be inclusive for children with special education needs.

## **7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

- 7.1 The design of the building and materials proposed to be used for Olga School have taken account of sustainability and energy efficiency. Products to be chosen will offer significant energy saving values; insulation products that have an approved environmental profile; and timber from certified sustainable sources.
- 7.2 The design must comply with Building Regulations, Part L which has strict guidelines in respect of carbon emission levels and energy efficiency.

## **8. RISK MANAGEMENT IMPLICATIONS**

- 8.1 The project at Olga School has a high capital value and close monitoring of the project through the preparatory stages is in place and will continue through implementation stages with appropriate, experienced project management resources. If the proposals do not proceed, there will be a risk to be managed that some children will be without a school place local to their home.

8.2 Procuring the works using Tower Hamlets Schools Ltd (the PFI contractor) ensures that the risks associated with using a separate, external contractor and the associated potential delays are avoided.

**9. CRIME AND DISORDER REDUCTION IMPLICATIONS**

9.1 There are no specific implications arising.

**10. EFFICIENCY STATEMENT**

10.1 The Council is using its assets efficiently by seeking to extend and expand existing school sites to meet the needs of the rising school age population before acquiring land to build a new school

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**Linked Reports, Appendices and Background Documents**

**Linked Report**

- NONE

**Appendices**

- Appendix A - Olga School Consultation Document

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

- NONE

## LB TOWER HAMLETS

# CONSULTATION ON PROPOSALS TO EXPAND OLGA PRIMARY SCHOOL

### Introduction

In Tower Hamlets there is a rising school age population. The Council has to ensure there are sufficient school places so that all resident children can attend school locally. The Council considers that Olga Primary School can be successfully developed to improve facilities and accommodate additional places and this paper is published for consultation on this proposal.

This expansion will allow Olga School to increase from 30 pupils in each year to 90 pupils in each year. The first additional children will be admitted from September 2016.

### Consultation Process

This paper is being sent to:

- all parents and carers of children now at Olga School
- all staff at Olga School
- all governors of Olga School
- all headteachers and chairs of governors of primary schools in Tower Hamlets
- local MPs
- the London Boroughs of Newham and Hackney
- the London Diocesan Board for Schools and the Westminster Diocese Education Service
- local trades unions

This consultation period runs from 18 November to 13 December 2013. A form is included at the end of this paper for the return of your views.

**There will be parents' meetings at the school on Wednesday November 27<sup>th</sup> at 9.00 a.m. and again at 6.00 p.m. on the same day. We hope as many parents as possible will be able to come to one of the meetings to hear about the proposals and let the Council know your views.**

## Why are more school places needed?

In Tower Hamlets there has been considerable development to provide new homes and this is anticipated to continue for some years to come. It is projected that nearly 3,000 new homes will be built on average each year until 2025. The birth rate is rising and it is clear that the population trend will continue to rise. The Council needs to plan for the services that the population will need, including schools.

The Council has already carried out schemes to increase the size of some primary schools to ensure that there are enough places for all the children who need a place. Between 2012 and 2022 the total number of children at primary schools will increase by approximately 7,500 pupils, a rise of 34%. The Council therefore has to continue to make plans for providing extra places.

The main areas where the need for school places is rising are in the central and eastern areas of the borough, including Bow, Poplar and the Isle of Dogs. These areas will benefit from a large amount of the new residential development. In time, the projections of the increase in the school roll will require new primary schools to be built.

## Olga School

Olga School is in an area of the borough where the school age population is rising. The Council has considered the existing school site and buildings and, working with the headteacher and governing body, we have shown that it is possible to build a new building on the site which will allow the school to expand. The Council considers this to be an exciting development opportunity for the school.

The Council believes that a new Headteacher will be able work the school staff to effectively include the increased roll whilst continuing to improve the standards for all children and maintaining the character of the school which parents value. The admissions criteria for the school will not change and so the children at the school will continue to be those who live in the local area.

The Council will spend about £10 million on the expanded facilities for Olga School. This will be a great new opportunity for the local community to ensure that local children have excellent facilities and the best education for their start in life.

Expanding the school will bring additional resources and facilities to the school, so that the range of opportunities for children will be expanded. There will be more teaching and support staff and increased professional development opportunities for existing staff which will help to recruit and retain good quality teaching and non-teaching staff.

The school will get a larger budget for the additional children and to support the extended building.

### The building plans for the school

The Council has been working with the Headteacher and governing body to develop the plans for the school. The building plans are on display in the school during the consultation period.

The new school will enable the Headteacher and staff to build on the character and ethos of Olga. They want to ensure that what parents and children value about the school is maintained as the school expands.

The new school building will provide up to date facilities for the children. There will be new classrooms, a new large hall on the first floor, studio and resources spaces and a parents' room. The new building will be fully accessible. When the new building is completed, the school will move in and the final phase of works will be to create the new playground area.

The construction work will be planned with the highest priority given to the safety of everyone at the school and carried out by a contractor who is very experienced in working on occupied school sites. The Council is working with the Headteacher on the plans for how the works are carried.

### Size of the increase in roll

The school now has 30 places in each year group and a nursery classes. Under the new proposals, there will be 90 places in each year and three nursery classes. The total school roll over time will eventually be 630, plus the nursery classes. There will be no change to the admissions arrangements to the school.

### How will the increase take effect

The extra children will be admitted to the school in Reception year only from September 2016, so that the full increase will arise after 7 years. Additional children will not be admitted above the total of 30 for a year group where 30 was the original year group number, but there may be admissions where there are vacancies in any year group.

### Effect on children now at the school

The increase in roll will happen over a 7 year period which will allow the school to gradually absorb the changes. The children now on roll of the school will be in the existing school during the building works to create the new school. Very careful planning is continuing by the Authority and the Headteacher to ensure that the disruption to school life is kept to the minimum possible. Temporary classrooms will be needed whilst the works are in progress. Some of the existing play area will not be in use during the works and the Headteacher will work out the best way to make sure children can still have good play opportunities during the works.

### Other expansion proposals in the area

The Council is considering other options for schools where it may be possible to expand. Consultation on proposals will take place as they are developed. The eastern part of the borough is one of the areas where the highest levels of new housing are anticipated and it is likely that one or more new primary schools will eventually be built.

### Timing

This consultation runs from 18 November to 13 December 2013. The timetable for consultation and taking decisions following this stage of consultation is:

Initial consultation	18 November to 13 December 2013
The Council's Cabinet receives a report on the consultation and decides on publishing formal statutory proposals	5 February 2014
Statutory proposals published with 4 weeks allowed for comments	24 February to 21 March 2014
The decision will be taken to implement the proposals either by the Council's Cabinet if there are objections; or, if there are no objections, by the Executive Director of Education, Social Care & Wellbeing	By 20 May 2014
Main building works commence	Summer 2015
First additional Reception year pupils are admitted	September 2016
Works completed	Spring 2017

### Next steps

During this current consultation period, the Council wants to hear from as many people as possible. Please let us know your views by completing and returning the form on the next page.

**There will be parents' meetings at the school on Wednesday November 27<sup>th</sup> at 9.00 a.m. and again at 6.00 p.m. on the same day. We hope as many parents as possible will be able to come to one of the meetings to hear about the proposals and let the Council know your views.**



# OLGA PRIMARY SCHOOL

## CONSULTATION ON THE PROPOSED EXPANSION OF OLGA SCHOOL

	Please tick as appropriate
I agree with the proposal to expand the school	<input type="radio"/>
I do not agree with the proposal to expand the school	<input type="radio"/>

Other comments

NAME	
PARENT, GOVERNOR, OTHER (please state)	
DATE	


Please return this page by 13 December 2013 to:

The school office; or

Pat Watson, Head of Building Development, Children's Services, Town Hall,  
Mulberry Place, 5 Clove Crescent, E14 2BG, or

e-mail to: [pat.watson@towerhamlets.gov.uk](mailto:pat.watson@towerhamlets.gov.uk)

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<p><b>Cabinet</b> 5 February 2014</p>	
<p><b>Report of:</b> Robert McCullough Graham Corporate Director (Education, Social Care and Wellbeing)</p>	<p><b>Classification:</b> Unrestricted</p>
<p><b>Determination of School Admission Arrangements for 2015/16</b></p>	

<b>Lead Member</b>	<b>Councillor Oliur Rahman, Cabinet Member for Children’s Services</b>
<b>Originating Officer(s)</b>	Terry Bryan, Head of Pupil Admissions and Exclusions Anne Canning, Service Head, Learning and Achievement
<b>Wards affected</b>	All wards
<b>Community Plan Theme</b>	<b>A Prosperous Community</b>
<b>Key Decision?</b>	Yes

**Executive Summary**

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

**Recommendations:**

The Mayor in Cabinet is recommended to:

- **Agree** the arrangements and oversubscription criteria for admission to Community Nursery Schools/Classes in 2015/16, as set out in Appendix 1.
- **Agree** the arrangements, oversubscription criteria and catchment areas for admission to Community Primary Schools in 2015/16, as set out in Appendices 2 and 3.
- **Agree** the arrangements and oversubscription criteria for admission to Community Secondary Schools in 2015/16, as set out in Appendix 4.
- **Agree** the scheme for co-ordinating admissions to Reception Year of primary school and Year 7 of secondary school for 2015/16, as set out in Appendix 5.
- **Agree** the scheme for co-ordinating ‘In-Year’ Admissions for 2015/16, as set out in Appendix 6.
- **Agree** the planned admission number for each School in Tower Hamlets in 2015/16, as set out in Appendix 7.

## **1. REASONS FOR THE DECISIONS**

- 1.1 The Council decides and implements 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 lawful, reasonable and minimise delay to children accessing education.
- 1.2 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 representation. The proposed schemes, consultation and recommendations in this report are consistent with the Council's statutory duties as set out in the most recent School Admissions Code.
- 1.3 The Council is addressing the rising need for school places and ensuring that both its school admission and school place planning arrangements work in harmony. An additional 285 primary school places have been created since 2008 and a further 90 primary places have so far been agreed for September 2014. The co-ordination of arrangements together with school catchment areas provide a framework to plan the provision of school places more coherently, taking account of existing and future school locations; travelling distance; pupil migration and changes in neighbouring boroughs.

## **2. ALTERNATIVE OPTIONS**

- 2.1 The Council has a statutory duty to determine arrangements for admission to its community schools and to formulate a complying scheme for co-ordinating 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.
- 2.2 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.

## **3. DETAILS OF REPORT**

- 3.1 A Local Authority must consult on its school admission arrangements every seven years, unless it is proposing changes. Last year the Council, following consultation, made minor alterations to its primary school admission arrangements to take effect for admissions in 2014/15. The significant changes proposed for 2015/16 concern the arrangements for admission to community nursery schools/classes and the priority admission (catchment) areas for primary schools. These are explained in paragraphs 3.4 to 3.6.

- 3.2 Between 1<sup>st</sup> of November and 30<sup>th</sup> December 2013 the public and key stakeholders were consulted on the proposed changes and the arrangements that were previously determined. The consultees included parents, schools, and community organisations. A number of communication channels were used to engage stakeholders. There were advertisements and press releases in community newspapers and other publications, including the East End Life newspaper, Bangla Times, Sylheter Khabor, Janomot, London Bangla and Bangla Mirror. Publicity on Council's websites and electronic noticeboards in Libraries, One Stop Shops, Ideas Stores, schools and other Council and Community buildings throughout the borough. A special event was held with the parents of Chisenhale Primary School and views sought from school headteachers and governing bodies through Headteachers Bulletin, forums and meetings. A report and analysis of the responses to the consultation, is attached as **Appendix 8**. The responses are also referred to in this report.
- 3.3 The Tower Hamlets School Admission Forum, which discussed the proposals in detail at its meeting on 11<sup>th</sup> December 2013, has endorsed all the recommendations in this report. The Forum's approval is extremely important, given that it is representative of all the key stakeholders in the admission process, including parents, schools, community organisations, diocesan bodies and the Council of Mosques.
- 3.4 Nursery School Admissions Arrangements – The Council proposes to bring its nursery admission policy in line with arrangements for primary school admissions. To ensure consistency in the way places are offered and that, where possible, children attend their nearest school. The proposals include:
- The introduction of priority admissions (catchment) areas for nursery schools/classes and a new tie-break criterion, which gives priority to families in the catchment area for whom it is their child's nearest nursery school. The proposed nursery oversubscription criteria and catchment areas are attached as **Appendix 1**.
  - A Common Application Form – capturing all relevant information to determine admission under the new policy.
  - Single closing date and borough wide offer day - in response to views from schools/nurseries the proposal was to introduce a standard closing date for all nursery applications and to announce all offers on the same day. This will ensure that as many families as possible receive a nursery offer at the earliest stage.
  - Criteria to determine priority for either a full-time or part-time place – to enable this area of the policy to be applied fairly and consistently, ensuring that priority is given according to the child or family's particular needs.
- 3.5 From 14 respondents to the consultation the majority agreed with the proposals for a common nursery application form, single closing date and the criteria to determine a child's priority for a full or part-time nursery place. Respondents were split equally between whether or not they agreed with the proposed nursery catchment area and admission arrangements. Those who disagreed felt that catchment areas giving priority for children for whom the school is nearest, would limit their options if the preferred school was not the nearest. Those in favour felt that bringing the nursery arrangements in line with primary schools would ensure continuity, minimising the disruption to a child's education by having to change schools between nursery and reception.

- 3.6 The Council recognises the concern that catchment areas and a tie-break criterion, based on the nearest school might limit parental choice. However, the overriding aim is to create a pattern in admissions that help to ensure a more even distribution across the available school place provision. Giving all families fair opportunity to access a nearby school. The use of geographical obstacles (i.e. major roads or canals) as the catchment area boundaries also enables safer walking journeys. It is, perhaps, inevitable that catchment areas designed in this way will limit the opportunities for families who wish to seek admission to a school outside of their catchment area, particularly if the school is a significant distance away from their home. However, Catchment areas can ensure that families, who are not offered a place at their preferred school(s), also have access to an alternative that is within reasonable walking distance to their home.
- 3.7 Primary School Admission Arrangements – The early outcomes of the primary school catchment system introduced last year has been positive with a higher proportion of children gaining a place at a local primary school. However, there will still be the need to make periodic modifications to the school catchment areas, in recognition of the rising pupil population and planned school developments.
- 3.8 The particular focus in the recent consultation was on proposed changes to the catchment areas in Bow and Poplar, to take account of expansions to Stebon and Woolmore Schools in September 2014, the change to enable St Paul's Way Trust to cater for primary pupils from September 2014, and the proposed expansion of Olga Primary School in September 2016. The proposal was to remove the catchment area currently known as Area 3 (Bow South) and replace it by expanding both of the catchment areas currently known as Area 2 (Bow North) and Area 4 (Poplar). This would reduce the number of primary school catchment areas from seven to six and would give families in the Bow and Poplar areas more choice as well as opportunity to access a nearby school.
- 3.9 The consultation took the opportunity to reaffirm the changes made to the tie-break criterion for admission to primary schools last year. In the event of oversubscription within a school catchment area priority is given to children for whom the school applied for is their nearest school and then to children who live nearest to the school by the shortest walking distance. The tie-break gives precedence to families for whom the school is their nearest school, regardless of whether or not other applicants live closer. It seeks to ensure an equal opportunity for those families living in parts of the borough not served by local schools. The proposed primary admissions arrangements and a map detailing the catchment area changes are attached as **Appendices 2 and 3**.
- 3.10 The significant majority of respondents to the consultation agreed with both the existing primary school admissions criteria and the tie-beak criterion. They also agreed with the proposed changes to the catchment areas for Bow and Poplar. The Council recognises the concern for parents to be clearly informed about which school is their nearest and which schools are likely to be oversubscribed prior to making their application. The Council will therefore consult with parents on how this information can be made more accessible.

- 3.11 It is recommended that Cabinet agrees the school admission criteria and the revised catchment areas for admission to community primary schools for 2015/16 school year, as set out in Appendices 2 and 3 to this report.
- 3.12 Secondary School Admission Arrangements There are no proposals to alter the existing arrangements and oversubscription criteria for admission to secondary schools, which are set out in **Appendix 4**. The enlargement and change of character of Bow School necessitated the use of transitional arrangements to deal with admissions to Year 7. These were presented separately to Cabinet on 10 April 2013 and 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.
- 3.13 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.
- 3.14 In response to concerns from secondary headteachers about the potential for an increased gender imbalance in mixed schools, the Authority is undertaking a modelling exercise to consider the likely impact and how secondary admission arrangements could be modified to promote a better gender balance. Any modifications will need to take account of projected capacity requirements and the necessary equalities legislation.
- 3.15 The consultation enabled respondents to raise an issue about the accessibility of local secondary school places for children in the Bow North area. The increasing pupil population and the relocation of Bow Secondary School has led to concern from Bow North residents that there will be limited opportunity to access a nearby secondary school place at secondary transfer. It was proposed that the Council consider implementing a designated priority admission area for a nearby secondary school, such as, Morpeth, or that the 'nearest school' tie-break criterion was introduced for secondary school admissions. This would alleviate the problem for families living in Bow North, given that their distance from the preferred nearby secondary school was generally further away than other applicants at secondary transfer.
- 3.16 In recognition of this concern the Council has therefore decided to carry out an ancillary review of secondary transfer outcomes, further considering the impact of Bow School's relocation for children in the Bow North area. This is with a view to consulting on the introduction of a priority admission area for Morpeth School in 2016/17.

- 3.17 It is recommended that cabinet agree the arrangements and oversubscription criteria for admission to Community Secondary Schools in 2015/16, as set out in Appendix 4.
- 3.18 Co-ordinated Admission Schemes - The Local Authority is responsible for administering a co-ordinated scheme for all Tower Hamlets schools, including academy and free schools. The purpose is to ensure that (as far as is reasonably practicable) every child receives an offer of a school place as early as possible. 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.
- 3.19 The proposed co-ordinated schemes Reception and Year 7 admissions are set out in **Appendix 5**.
- 3.20 There is no longer a statutory requirement 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 provide 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 the Authority will therefore continue to co-ordinate in-year admissions as a maintaining local authority and in accordance with the proposed scheme set out in **Appendix 6**.
- 3.21 The significant majority of respondents agreed with the proposed schemes for co-ordinated admissions in 2015/16. It is recommended that cabinet agrees the arrangements, as set out in Appendices 5 and 6.
- 3.22 Planned Admission Numbers - The proposed planned admissions number (PAN) for schools in Tower Hamlets for the 2015/16 year of entry is attached as **Appendix 7**. 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.
- 3.23 The Authority must consult annually on the PAN for its community schools and a school can ask for its 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.
- 3.24 Own Admission Authority Schools (i.e. academies, free schools, foundation, voluntary aided and trusts) are not required to consult on any proposal to increase their PAN. In the light of this schools/academies may not notify the Council of changes to their admission number until after their admission arrangements have been determined in April 2014.
- 3.25 The significant majority of respondents agreed with the planned school admissions number for 2015/16. It is recommended that cabinet agrees the arrangements, set out in Appendix 7.



#### **4. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 4.1 This report informs Cabinet of the proposals for determining the admission arrangements to community and voluntary controlled nursery, primary and secondary schools in Tower Hamlets for 2015/16.
- 4.2 The capital consequences of the growing number of pupils in schools have already been advised to Cabinet and have been reflected in the Council's capital programme so far as resources permit. There are no revenue financial implications for future years in respect of pupil numbers which are fully funded by the Dedicated Schools Grant. This is with the exception of the costs of home-school travel which have arisen through previous patterns of school place provision and admissions policies.
- 4.3 The recently introduced changes to catchment areas are expected to reduce the number of primary aged pupils whose travel distances exceed two miles. Currently, the authority meets the costs of home-school travel for such pupils; budget provision in 2013/14 is £0.910m. The report refers to the new catchment areas providing more children in local schools. So, these changes will assist in delivering savings in transport costs that have already been agreed as part of the budget for 2014/15 and beyond (-£20k 2014/15 and a further -£70k for 2015/16). In the longer term, it may be possible to achieve greater savings. Changes in patterns of admission, however, may take many years to embed, as pupils already in school may not move until secondary school. Home to school services are provided by the Council's own in-house Transport Service and officers will need to work closely to ensure that the Council's costs are managed downwards as demand falls. Officers will need to keep this under review for the service and resource planning processes for future years.

#### **5. LEGAL COMMENTS**

- 5.1 The Council is the admission authority for all community and voluntary controlled schools in Tower Hamlets. The Council is responsible for administering the co-ordinated scheme for all Tower Hamlets schools, including academy and free schools.
- 5.2 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.
- 5.3 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). 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).

- 5.4 Where changes are proposed to admission arrangements, the Council must first publicly consult on those arrangements. For admission arrangements for the academic year 2015/ 2016 consultation must commence no earlier than 1st November 2013. Consultation must last at least 8 weeks and be completed no later than 1st March in the determination year (by 1 March 2014). During consultation the Council must publish its proposed admission arrangements on its website and send copies on request to specified people and bodies.
- 5.5 Section 3 of the Report (and the appendices referred to) sets out the consultation that has taken place. When considering the proposed admission arrangements (which is intended to be in February 2014), the Council must have due regard to the responses to the consultation and this is also detailed in the report. The consultation must be undertaken with a view to ensuring that the admission of pupils in Tower Hamlets is compatible with other local authorities, as far as reasonably practicable.
- 5.6 The feedback from the consultation (and the findings from the Equality Impact Assessment) have highlighted issues of school accessibility in some parts of the borough which the report has given due regard. A commitment has been made to address those concerns in the future by consulting on the introduction of a priority admission area for 2016/2017 (see paragraphs 3.15 and 3.16). It appears from the comments and recommendations set out in the body of the report and Appendix 8 and that a proper consultation has taken place and due regard has been given to the responses.
- 5.7 Following the consultation the Council must inform the Secretary of State by 15 April whether it has secured the adoption of a qualifying scheme.
- 5.8 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, which applies to admissions to all maintained schools. One requirement of the Code is that the Council must set an admission number (the Planned or Published Admission Number or PAN) for each relevant age group (Appendix 7). For a community or voluntary controlled school, the Council (as admission authority) must consult at least the governing body of the school where it proposes either to increase or keep the same PAN.
- 5.9 The report contains proposals to bring the nursery school admission arrangements into line with the arrangements for primary schools. There is no statutory requirement to do this, but it is good practice. Consultation has been undertaken on the proposals. The outcomes and response to the feedback is set out in the report.
- 5.10 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. Relevant information on these considerations is provided in the One Tower Hamlets section of the report. **The equality analysis referred to in Appendix 9 was not available at the time of clearing this report for MAB. This will need to be provided prior to the report being published for Cabinet and the report will need further legal clearance when the analysis is available.**

## **6. ONE TOWER HAMLETS CONSIDERATIONS**

- 6.1. 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 monitors outcomes to ensure that any proposed policy change explains the background, identifies the issues of concern and highlights the potential benefits.
- 6.2. The proposals in this report, particularly the tie-break criterion for nursery and primary schools and the changes to primary school catchment areas, reflect the findings from the Council's recent equalities impact assessment on school admission arrangements. A background document to this report.

## **7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

- 7.1 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.

## **8. RISK MANAGEMENT IMPLICATIONS**

- 8.1. 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.
- 8.2. 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. The Council also needs 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.

## **9. CRIME AND DISORDER REDUCTION IMPLICATIONS**

- 9.1 There are no crime and disorder implications.

## **10. EFFICIENCY STATEMENT**

- 10.1 The Council's seeks to ensure there is an adequate level of accessible school place provision. Reducing the potential for surplus places whilst providing for the delivery of efficient education and the efficient use of resources. Arrangements are reviewed regularly and policies are adequately resourced to ensure effective service delivery.

## **Linked Report**

- None

## **Appendices**

- Appendix 1 Proposed admission arrangements and oversubscription criteria for Tower Hamlets community nursery classes in 2015/16.
- Appendix 2 Proposed admission arrangements and oversubscription criteria for Tower Hamlets community primary schools in 2015/16.
- Appendix 3 Proposed changes to the catchment areas for community primary schools in 2015/16.
- Appendix 4 Proposed admission arrangements and oversubscription criteria for Tower Hamlets community secondary schools in 2015/16.
- Appendix 5 Proposed scheme for co-ordinating admissions to Reception and Year 7 for 2015/16
- Appendix 6 Proposed scheme for co-ordinating In-Year admissions for 2015/16
- Appendix 7 Planned Admission Number for each Tower Hamlets School in 2015/16
- Appendix 8 An Analysis of the Responses to the Public Consultation
- Appendix 9 Equalities Impact Assessment on the Admission Arrangements for Tower Hamlets Schools (2013) – (includes its own appendices).

## **Background Documents – Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012**

- None

# TOWER HAMLETS CHILDREN SCHOOLS and FAMILIES

## Proposed Admissions Arrangements for Community Nursery Schools and Classes

### 2015/16



**Version:** 1.0

**Date issued:** October 2013

**Prepared by:** Pupil Admissions and Exclusions



## 1. Introduction

Nursery education is provided in a range of settings in Tower Hamlets. This policy is for nursery education provided in community schools. Children will normally attend either a nursery school or a nursery class attached to a primary school. Some schools provide nursery education in an Early Years Unit attached to their school (EYU). The EYUs accept children aged from three to five years inclusive. All of these schools offer a mixture of part time places (either a morning or an afternoon); and full time places.

In this policy the term 'school' refers to a nursery school, a nursery class attached to a primary school or a school with an EYU.

## 2. Nursery Entitlement

All children aged three and four are entitled to 15 hours a week free nursery education during school term times (38 weeks a year), from the term following their third birthday.

Parents considering sending their child to a playgroup as well as a nursery class may wish to think about what impact this would have on their child and how they would cope with the two environments. The adjustment is often very demanding and confusing for children of this age and much of the benefit from either setting could be lost. Once children take up a nursery place, it is in their interests to remain at that school until they have to move on. Children take at least a term to settle and can find it very upsetting to move at this stage. Transfers are only considered if a family has moved from the area or on exceptional grounds.

## 3. Age of Admission to a Nursery School/Class

Parents who would like a nursery place for their child should get in touch with the preferred school when the child reaches the age of two.

The actual age at which a child can start will depend on the number of places available but will not be before the term after they turn three. In exceptional circumstances a child may start in the term they turn three but this will need agreement from the Local Authority.

## 4. Applying for a Place

Applications can be made by parents or carers with parental responsibilities who are residents of Tower Hamlets and professionals with parents' agreement. Application forms are available from schools, nurseries and children centres.

The closing date for applications is **[date to be determined after consultation is complete]** and the date on which families are sent notification of the outcome is **[date to be determined after consultation is complete]**.

Further information on the nursery schools and classes and how to apply for a place is set out in the Local Authority's school admissions booklet, 'Starting School in Tower Hamlets'.

## 5. How Decisions are Made

Individual schools will make decisions on applications for nursery places in accordance with the criteria and arrangements set out below. Children who attend a school's nursery class do not have priority for admission to the reception year as decisions on primary school admissions are taken separately.

## 6. Oversubscription Criteria

If a school receives more nursery applications than places available the decision on whether or not a place can be offered will be made in accordance with the admission criteria set out in priority order below:

- 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 educational, 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; (**See notes 3 and 5**);
- 5) Children living outside of the catchment area of the school applied to. (**See note 3**);

In the event of oversubscription within categories 3 and 4 and 5, priority will be given to children for whom the school applied for is their nearest school within the catchment area; and then by shortest walking distance.

In the event of oversubscription within category 5, priority will be given to children who live nearest to the school by the shortest walking distance.

**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 2015/16 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.

**Note 4:** Private, independent and VA nurseries have their own admission policy.

**Note 5:** Tie- Break - If a school receives more applications for children in the catchment area than there are places available, the school must decide who to offer places to. The 'tie-break' used gives priority to children who apply to their nearest school and then to those who live the shortest walking distance from the school. This reduces the possibility of a family having to undertake an unreasonable journey to a school and provides equal opportunity for families living in parts of the borough where there are a limited number of schools.

## 7. 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>.

## 8. Full and Part-Time Places

Once places are offered, children are then allocated full-time or part-time places. This is done in accordance to the following priorities:

<b>Priority 1</b>	Children with Special Educational Needs
<b>Priority 2</b>	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.
<b>Priority 3</b>	Children for whom it is deemed there is strong medical or social reason.
<b>Priority 4</b>	Children of working parents or parents who are studying.

It is important that the Common Application Form is completed and all relevant information is provided to support your child's application. The information on the form will not only determine admission to the school; it will also help decide whether your child is offered a full-time or part-time place.

## 9. Late Applications

Applications received after the 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 education **[date to be determined after consultation is complete]** 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.

## 10. Waiting List

Schools will hold waiting lists until the end of the school year 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 above criteria. Schools will not maintain waiting lists beyond the end of the school year, but parents will have the opportunity to register their continued interest in a place.



## 11. Appeals

Parents do not have the right of appeal against the decision to refuse a place for their child at a nursery school, nursery class or nursery places at an Early Years Unit.

## 12. 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 school 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 school 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.



# TOWER HAMLETS CHILDREN SCHOOLS and FAMILIES

## Proposed Admissions Criteria and Arrangements for Community Primary Schools

### 2015/16



**Version:** 3.0

**Date issued:** October 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 a 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, priority will be given, to children for whom the school applied for is their nearest school within the catchment area; and then by shortest walking distance. ([See note 3](#)).

In the event of oversubscription within category 5, priority will be given to children who live nearest the school 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 2010 and 31 August 2011 would normally start primary school in Reception in the school year beginning in September 2015. 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 2015** and the date on which families are sent notification of the outcome is the **16<sup>th</sup> April 2016**.

## 7. Late Applications

Applications received after the 15 January 2015 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.



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## TOWER HAMLETS EDUCATION, SOCIAL CARE AND WELLBEING

### Proposed Changes to Catchment Area for Community Primary Schools in 2015/16



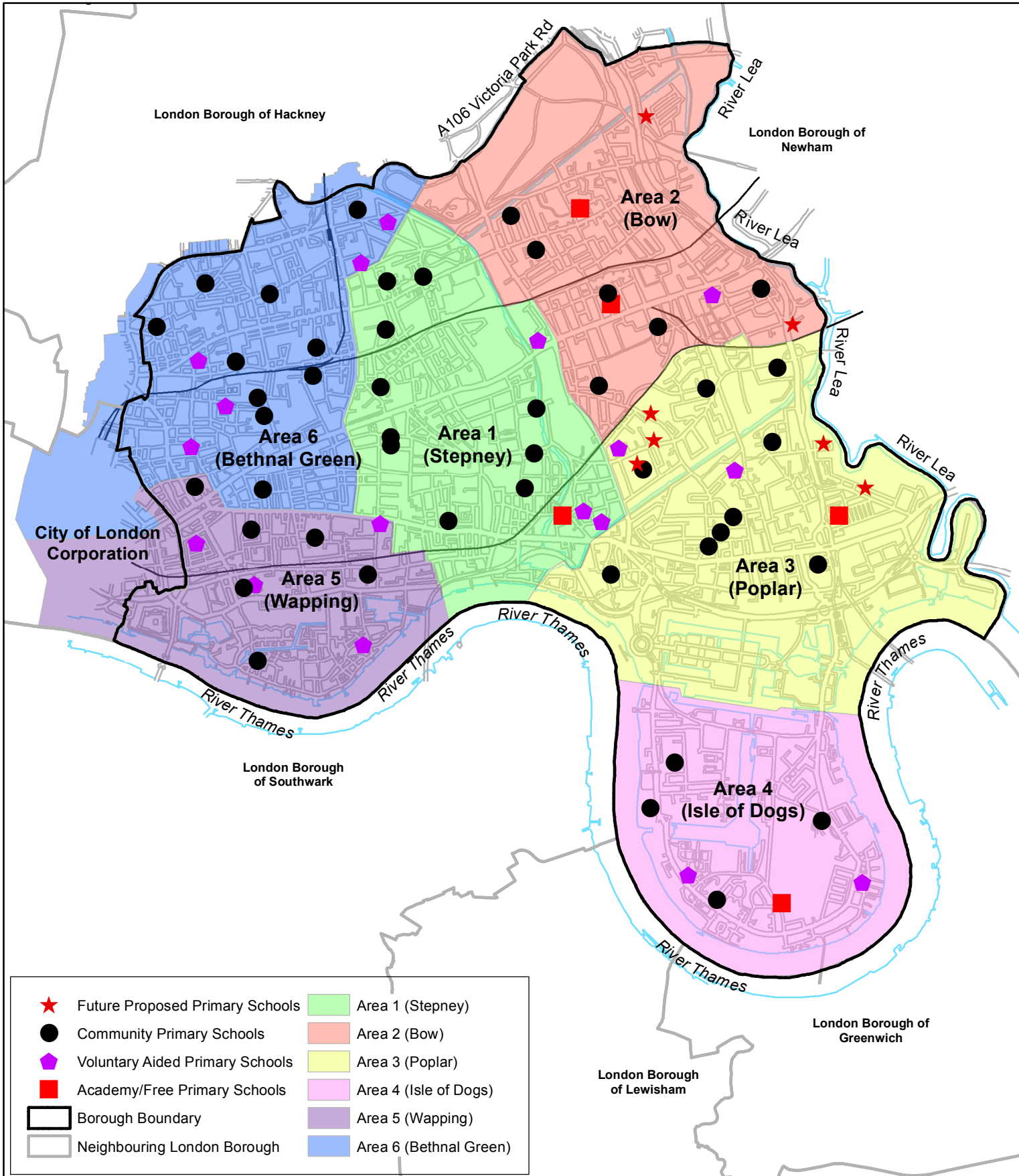
**Version:** 1.0

**Date issued:** October 2013

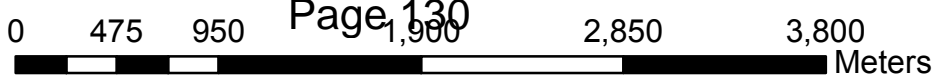
**Prepared by:** Terry Bryan  
Head of Pupil Admissions  
and Exclusions



# Tower Hamlets Community Primary Schools Catchment Area for 2015/16

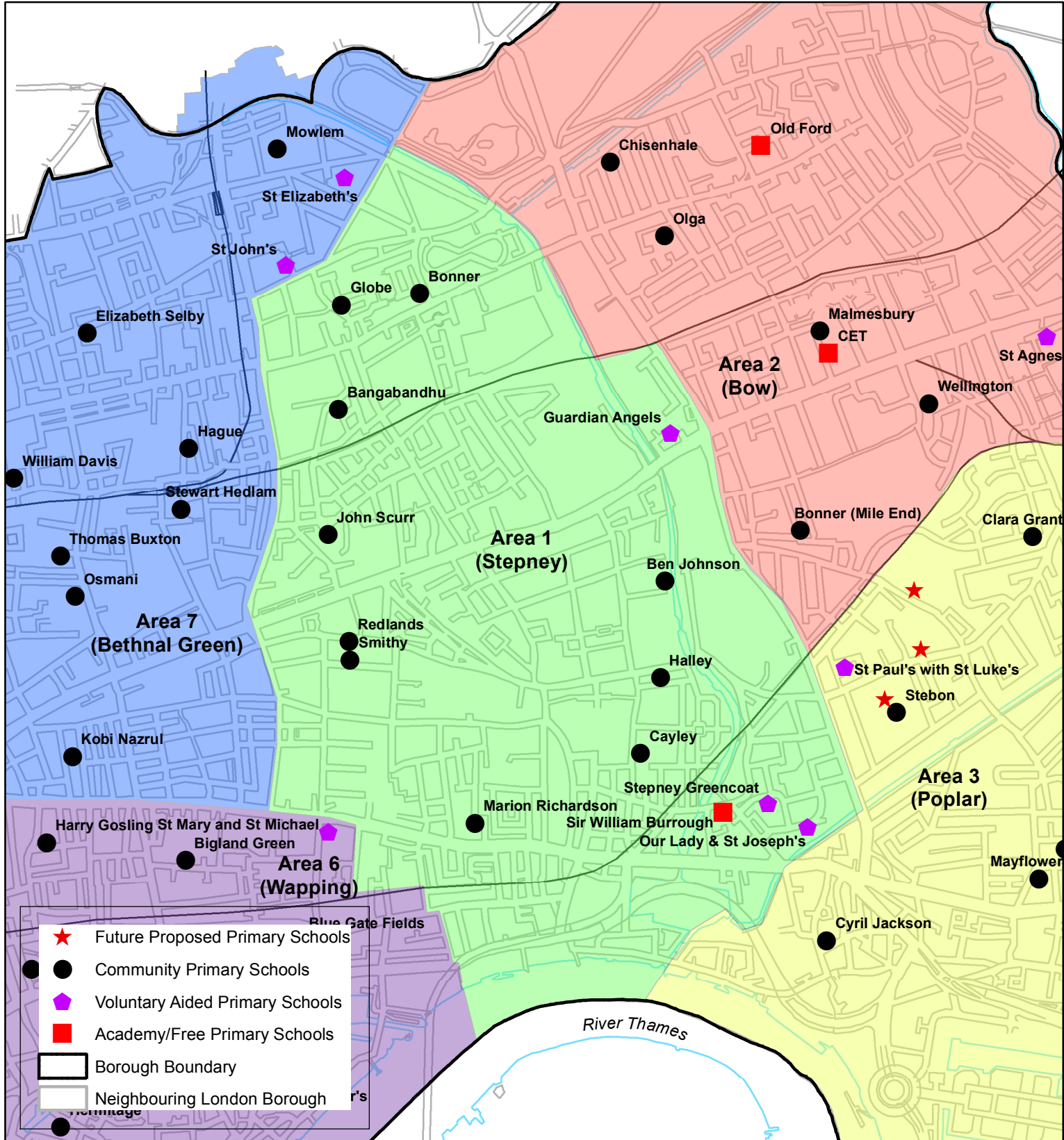


Note: Catchment areas apply to community schools. For own admissions authority (VA/Academy/Free schools) please refer to their admission policy.



# Tower Hamlets Community Primary Schools Catchment Area for 2015/16

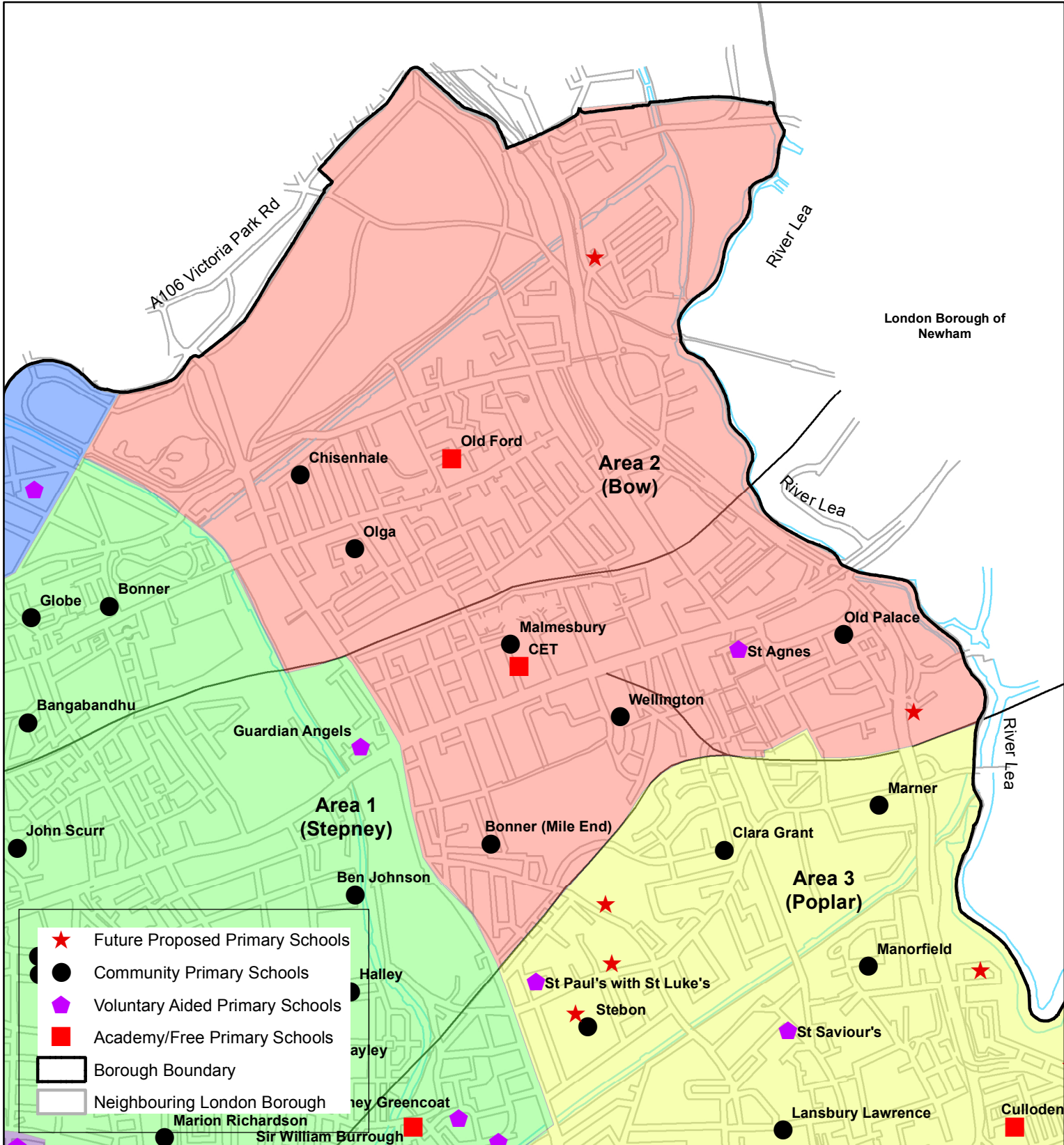
## Catchment Area 1 (Stepney)



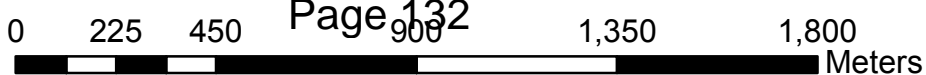
Note: Catchment areas apply to community schools. For own admissions authority (VA/Academy/Free schools) please refer to their admission policy.

# Tower Hamlets Community Primary Schools Catchment Area for 2015/16

## Catchment Area 2 (Bow) previously known as Area 2 (Bow North)

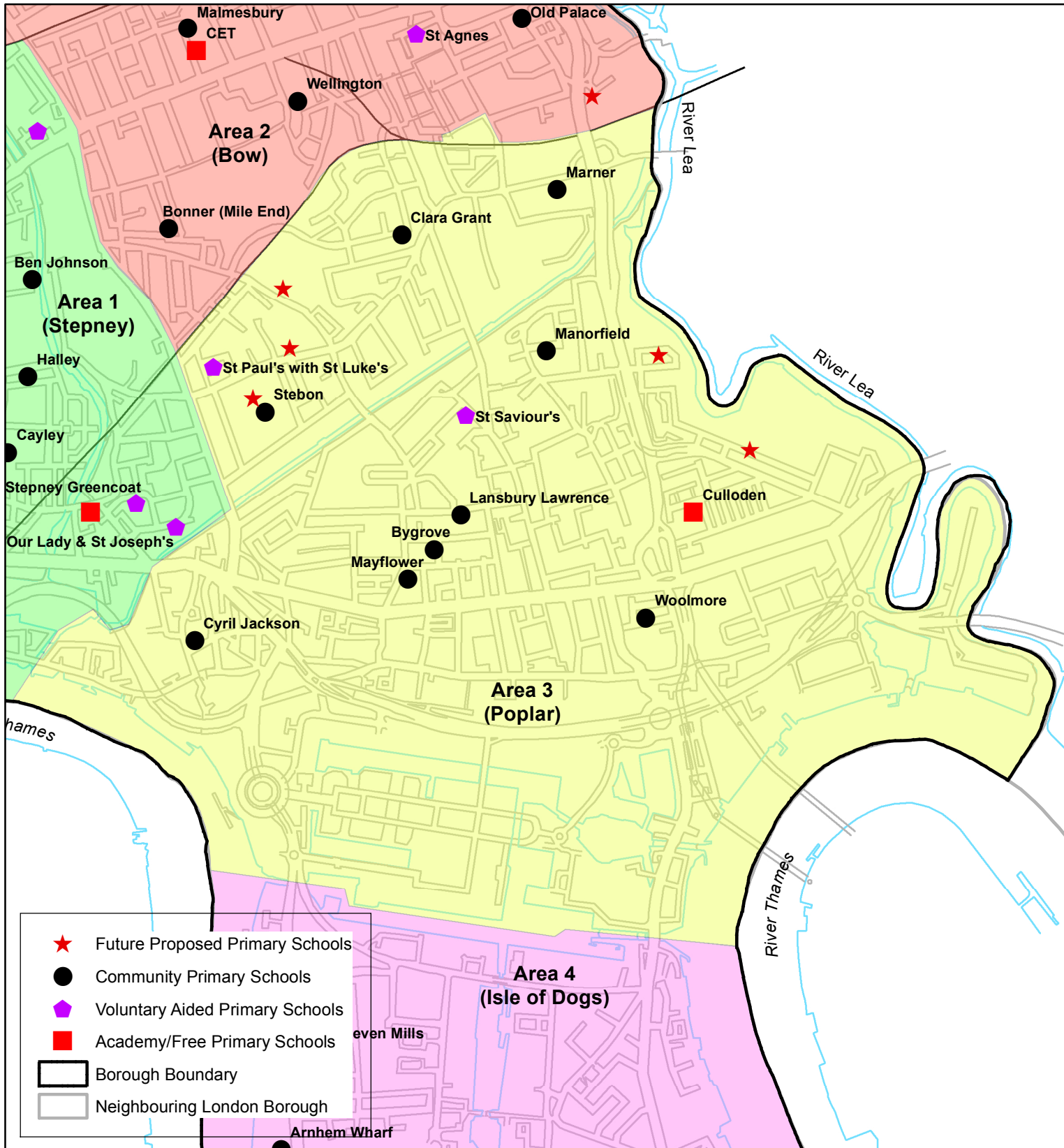


Note: Catchment areas apply to community schools. For own admissions authority (VA/Academy/Free schools) please refer to their admission policy.



# Tower Hamlets Community Primary Schools Catchment Area for 2015/16

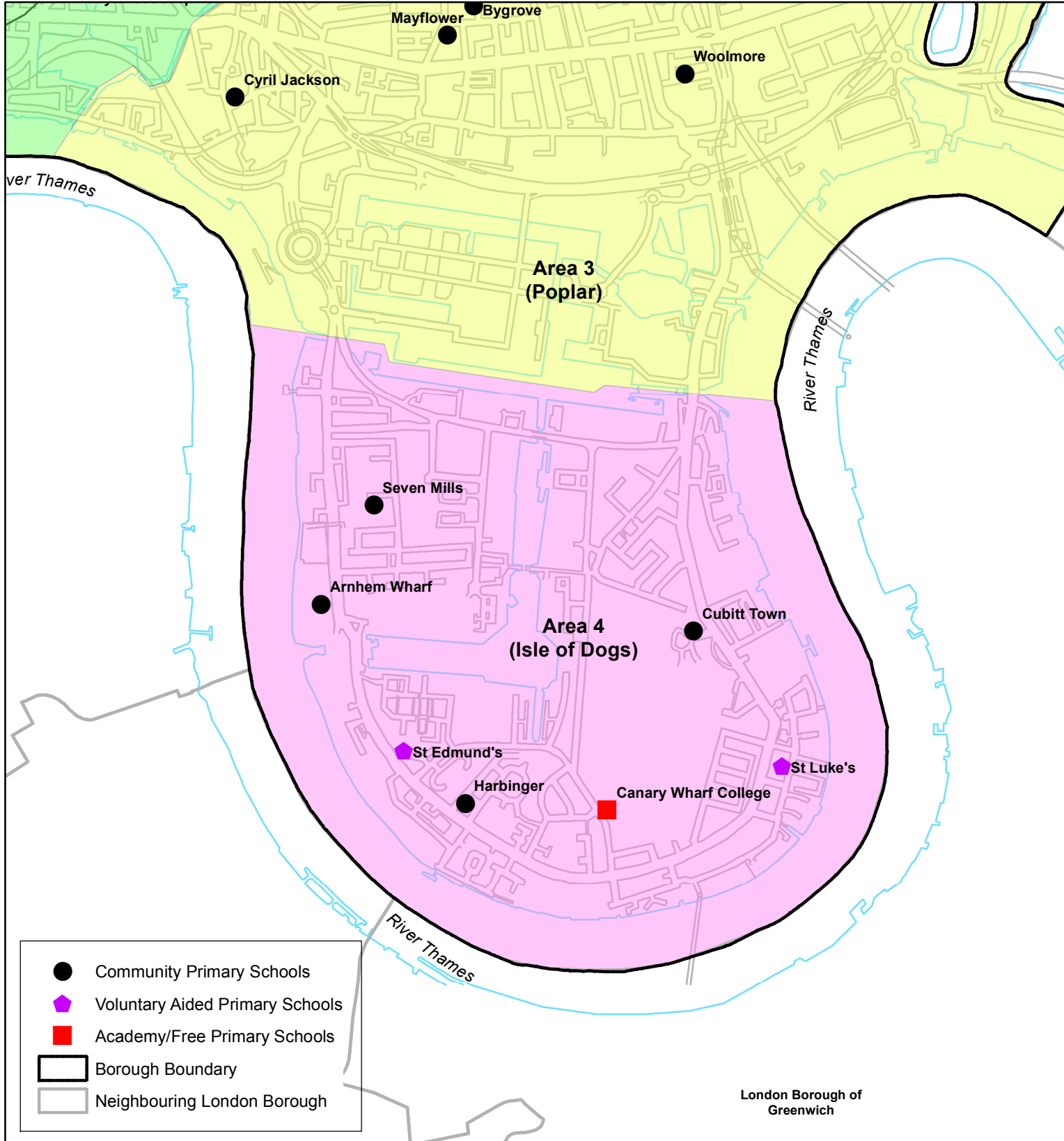
## Catchment Area 3 (Poplar) previously known as Area 4



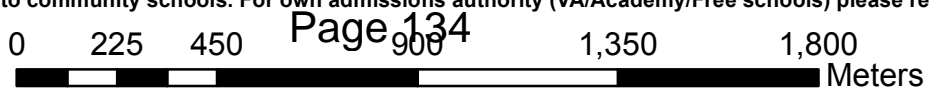
Note: Catchment areas apply to community schools. For own admissions authority (VA/Academy/Free schools) please refer to their admission policy.

# Tower Hamlets Community Primary Schools Catchment Area for 2015/16

## Catchment Area 4 (Isle of Dogs) previously known as Area 5

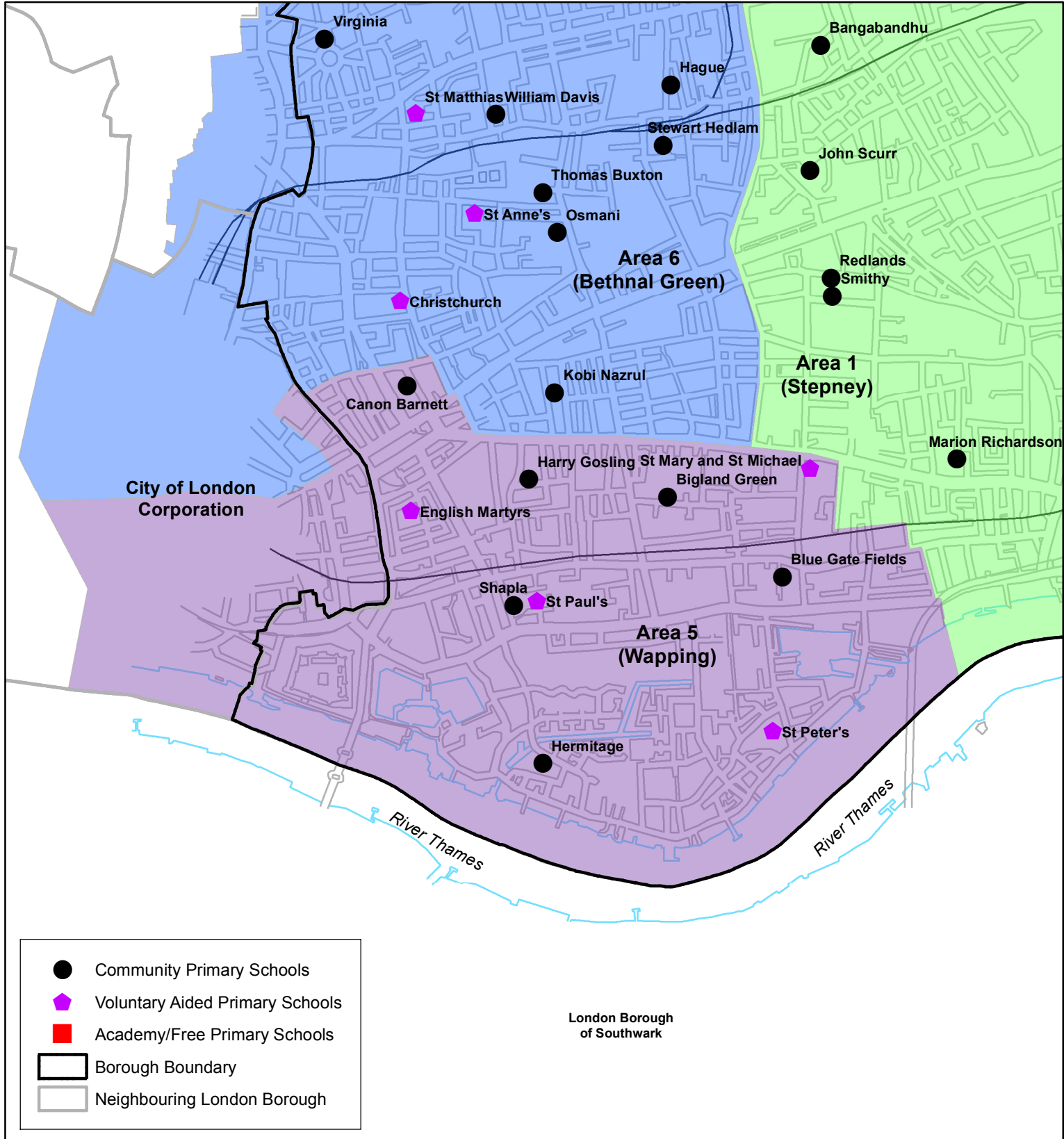


Note: Catchment areas apply to community schools. For own admissions authority (VA/Academy/Free schools) please refer to their admission policy.



# Tower Hamlets Community Primary Schools Catchment Area for 2015/16

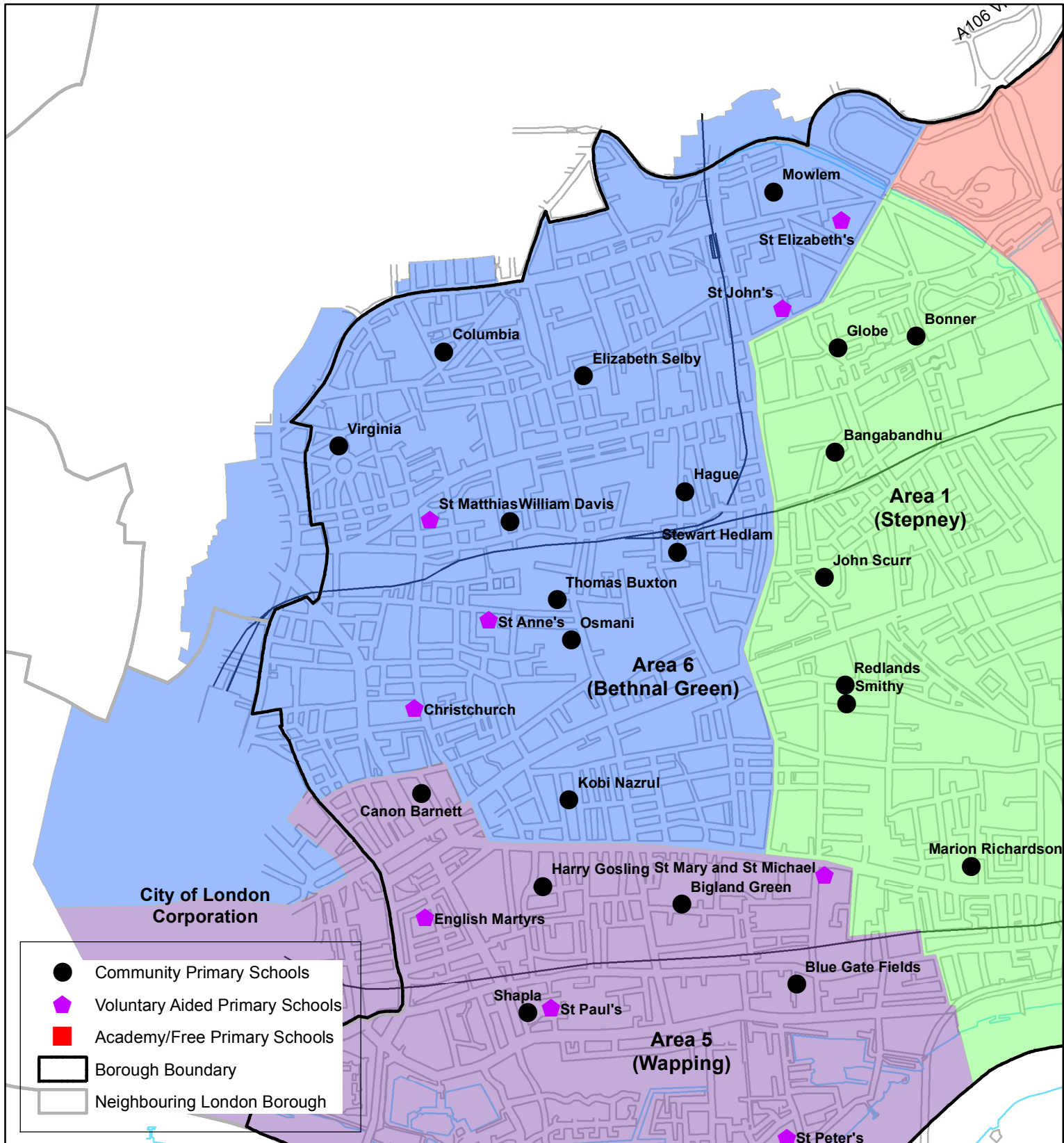
## Catchment Area 5 (Wapping) previously known as Area 6



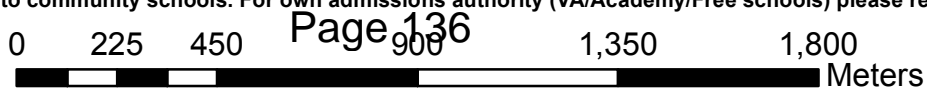
Note: Catchment areas apply to community schools. For own admissions authority (VA/Academy/Free schools) please refer to their admission policy.

# Tower Hamlets Community Primary Schools Catchment Area for 2015/16

## Catchment Area 6 (Bethnal Green) previously known as Area 7



Note: Catchment areas apply to community schools. For own admissions authority (VA/Academy/Free schools) please refer to their admission policy.





## TOWER HAMLETS EDUCATION SOCIAL CARE AND WELLBEING

### Proposed Admissions Criteria and Arrangements for Community Secondary Schools

(Central Foundation Girls School, George Greens School and Bethnal Green Academy)

**2015/16**



**Version:** 2.0

**Date issued:** October 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 senior member of the Attendance and Welfare Service and a medical professional. 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 31<sup>st</sup> October 2014. 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 CHILDREN SCHOOLS and FAMILIES PROPOSED SCHEMES for CO-ORDINATION OF ADMISSIONS TO RECEPTION and YEAR 7 IN 2015/16



**Version:** 1.0  
**Date issued:** October 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): <b>16<sup>th</sup> April 2015</b> Year 7 (Secondary Schools): <b>2<sup>nd</sup> March 2015</b>
“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 2015/16

### When children can start primary school in Tower Hamlets

All children of reception age (i.e. those born between 1<sup>st</sup> September 2010 and 31<sup>st</sup> August 2011) can start school in September 2015. 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 September 2014 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 2015/16 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 **15<sup>th</sup> January 2015**.
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 – **15<sup>th</sup> January 2015**.
10. All applications made to non-Tower Hamlets Schools containing evidence of any Looked After children will be confirmed to the Home LA, by **3<sup>rd</sup> February 2015**.
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 **14<sup>th</sup> February 2015**.
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 **3<sup>rd</sup> February 2015**.

## PROCESSING

13. Applicants' resident within Tower Hamlets must return the Common Application Form, which can be completed and submitted on-line, by **15<sup>th</sup> January 2015**.
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 **3<sup>rd</sup> February 2015**. 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 **14<sup>th</sup> February 2015**.
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 **14<sup>th</sup> February 2015**, 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 **17<sup>th</sup> and 24<sup>th</sup> February 2015** 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 **17<sup>th</sup> March 2015**. 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 **21<sup>st</sup> March 2015** if this is sooner.
25. Tower Hamlets LA will not make any additional offer between the end of the iterative process and 17 April 2015 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 **24<sup>th</sup> March and 10<sup>th</sup> April 2015** 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 **11<sup>th</sup> April 2015**. (33 London LAs and Surrey only).

## OFFERS

29. On **16 April 2015** 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 **30<sup>th</sup> April 2015**.
  - 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 will compile destination data of all its resident applicants by the end of the summer term 2015.

## POST OFFER

33. **Tower Hamlets** LA will request that resident applicants accept or decline the offer of a place by **30<sup>th</sup> April 2015**, 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 **30<sup>th</sup> April 2015**, Tower Hamlets LA will forward the information to the maintaining LA by **14<sup>th</sup> May**. If information is received from applicants after **14<sup>th</sup> 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.



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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 **9<sup>th</sup> May 2015**.
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 **14<sup>th</sup> May 2015**. 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 2015/16

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

All children of born between 1<sup>st</sup> September 2003 and 31<sup>st</sup> August 2004 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 **13<sup>th</sup> December 2014**.
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 2014**.
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 **14<sup>th</sup> November 2014**.

## 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 **31<sup>st</sup> October 2014**. 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 **25<sup>th</sup> October 2014 (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 terms of the Tower Hamlets scheme, will be up-loaded to the PLR by **14<sup>th</sup> November 2014**. 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. **13<sup>th</sup> December 2014**.

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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 **13<sup>th</sup> December 2014**. 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 **16<sup>th</sup> December 2014 and 2<sup>nd</sup> January 2015** 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 **3<sup>rd</sup> February 2015**. 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 **14<sup>th</sup> February 2015** if this is sooner.
22. Tower Hamlets LA will not make an additional offer between the end of the iterative process and **3<sup>rd</sup> March 2015**, 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 **17<sup>th</sup> and 26<sup>th</sup> February 2015** in Pan London timetable in Schedule 3B.

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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 **27<sup>th</sup> February 2015**. (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 **3<sup>rd</sup> 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 **18<sup>th</sup> 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 **2<sup>nd</sup> March 2015** 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 2015.

## POST OFFER

31. Tower Hamlets secondary schools must contact successful applicants immediately after the **3<sup>rd</sup> March 2015** 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 **17<sup>th</sup> March 2015**, 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 **17<sup>th</sup> March 2015**, Tower Hamlets LA will forward the information to the maintaining LA by **24<sup>th</sup> March 2015**. Where such information is received from applicants after **17<sup>th</sup> 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.

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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.

## APPEALS

43. 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 **20<sup>th</sup> March 2015**. Tower Hamlets voluntary schools may have different arrangements and parents will be advised to contact the individual school for information.

## 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

### **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

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**SCHEDULE 2**

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

From: Home LA

Date: **2 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 2015. This offer is subject to you providing the school with proof of your child's date of birth and current address by the 30<sup>th</sup> April 2015.*

*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 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](mailto:schooladmissions@towerhamlets.gov.uk).

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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](mailto: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 17<sup>th</sup> March 2015 (sec) / 30 April 2015 (pri).*



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

<b>15 Jan 2015</b>	Statutory deadline for receipt of applications
<b>3 Feb 2015</b>	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
<b>14 Feb 2015</b>	Deadline for the upload of late applications to the PLR.
<b>17 Feb – 24 Feb 2015</b>	Checking of application data
<b>17 Mar 2015</b>	Deadline for the transfer of potential offer information from the maintaining LAs to the PLR (ALT file).
<b>21 Mar 2015</b>	Final ALT file sent to PLR
<b>24 Mar – 10 Apr 2015</b>	Checking of offer data
<b>11 Apr 2015</b>	Deadline for on-line ALT file to portal
<b>16 Apr 2015</b>	Notification letters posted.
<b>30 April 2015</b>	Deadline for receipt of acceptances
<b>9 May 2015</b>	Deadline to request a place on a school Waiting List
<b>9 May 2015</b>	Closing date for appeals to be lodged
<b>14 May 2015</b>	Deadline for transfer of acceptances to maintaining LAs

**SCHEDULE 3B****Key dates in the timetable for the Co-ordination of Admissions to Year 7**

<b>25 Oct 2014</b>	Published closing date (Friday before half-term)
<b>31 Oct 2014</b>	Statutory deadline for submission of the Common Application Form by parents to home local education authority.
<b>14 Nov 2014</b>	Deadline for the transfer of application information by the Home LA to the PLR.
<b>13 Dec 2014</b>	Deadline for the upload of late applications to the PLR.
<b>16 Dec 2014 - 2 Jan 2015</b>	Checking of application data
<b>3 Feb 2015</b>	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR.
<b>14 Feb 2015</b>	Final ALT file to PLR
<b>17 - 26 Feb 2015</b>	Checking of offer data
<b>27 Feb 2015</b>	Deadline for on-line ALT file to portal
<b>2 Mar 2015</b>	The Offer Day – the date on which notification letters are sent out.
<b>17 Mar 2015</b>	Deadline for Tower Hamlets residents to confirm acceptance of a place at an out-borough school.
<b>24 Mar 2015</b>	Deadline for transfer of acceptances to maintaining LAs



## Secondary Transfer 2015

### Supplementary Form for out-borough pupils applying for Tower Hamlets Secondary Schools



Admissions stamp only

Date received
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ID
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- This supplementary form provides information needed for applications to the schools below from parents who do not live in Tower Hamlets.
- 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.
- You will need a separate supplementary form if you are applying to Raine's, Bishop Challoner or Sir John Cass. These forms are available directly from the schools.

- |                                    |                |                       |
|------------------------------------|----------------|-----------------------|
| • Bethnal Green Technology College | • Langdon Park | • St Paul's Way Trust |
| • Bow School                       | • Morpeth      | • Stepney Green       |
| • Central Foundation               | • Mulberry     | • Swanlea             |
| • George Green's                   | • Oaklands     |                       |

### 1 Child's Detail

First names:

Last name:

Sex: Male  Female  Date of Birth Day  Month  Year

Home address:

Name of your child's primary school:

Borough of primary school:

### 2 Children with additional needs

Is your child undergoing a statutory assessment of special educational needs? Yes  No

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

### 3 Parent's or carer's details

Title:  Mr  Mrs  Ms  Miss

First name:

Last name:

Home address:

(if different from above)





Please complete and return to: Pupil Admissions, Mulberry Place, 5 Clove Crescent, London E14 2BG.  
Fax: 0207 364 4311 by **31<sup>st</sup> October 2014**

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**London Borough of Tower Hamlets**

Pupil Admissions & Exclusions  
Town Hall  
Mulberry Place  
5 Clove Crescent  
E14 2BG







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# TOWER HAMLETS CHILDREN SCHOOLS and FAMILIES PROPOSED SCHEME FOR IN-YEAR ADMISSIONS in 2015/16



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



## THE TOWER HAMLETS LA SCHEME FOR CO-ORDINATED IN-YEAR ADMISSIONS IN 2015/16

### 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”	<p>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</p> <p><a href="http://www.education.gov.uk/schools/adminandfinance/schooladmissions/a00195/current-codes-and-regulations">http://www.education.gov.uk/schools/adminandfinance/schooladmissions/a00195/current-codes-and-regulations</a></p>
“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 2015/16 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 for admission in the school year 2015/16.

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 according to that borough's admission arrangements. This may involve applying directly to the relevant admission authority or via Tower Hamlets.
- § 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 for community schools.
- § **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.
- § All Schools, including own admission authority 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 irrespective of their admissions criteria.

- § 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. If the child is without a school place then an offer or allocation will be made whilst the relevant information is obtained.
  - § 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:

### CHILDREN WITHOUT A SCHOOL PLACE

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. Parents of Tower Hamlets children who cannot be offered a place at any of their preferred schools 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.]*

**Where the LA is not the admission authority, notifications can be made in the following ways:**

18. **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.
19. Where a child is 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.
20. 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.

## CHILDREN WHO ARE CURRENTLY IN SCHOOL (SCHOOL TRANSFER)

21. In most cases, school to school transfers will take place according to the LA's published transfer timetable. Exceptions may be made on cases where children are making an unreasonable journey to a school or where there is an exceptional medical or social need for early transfer, but these will only be agreed following discussion with all parties involved.
22. 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 in accordance with the transfer timetable.

## POST OFFER

23. Schools and academies are 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 carry out a home visit or refer the family's details to the Attendance and Welfare Service or the Home LA, if the child is not resident in Tower Hamlets. The LA will expect schools to attempt to contact families by all means available, including email and letter to the family if there is no response before taking the appropriate action.
26. Once a school offer is made, any other applications/preferences will be withdrawn and families will need to reapply if they wish to be added to the waiting lists for any further schools.
27. If a family refuse more than two transfers in an academic year, without reasonable justification, then their application will be withdrawn and they will not be considered for any further transfers in that academic year. If the application has previously been awarded priority (such as Medical/social or Children who are out of school) on a waiting list, and the family then refuse the offer, the priority status may be removed.
28. 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.
29. 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

30. 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.
31. **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.
32. 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

33. 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**.
34. **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.
35. 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.

## PLANNED ADMISSION NUMBERS FOR SCHOOLS IN TOWER HAMLETS (2015/16)

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

No.	Primary Schools	Address	Post Code	No. of Places	Catchment Area	
23	English Martyrs	St Mark Street	E1 8DJ	30	Area 5	
24	Globe	Gawber Street	E2 0JH	45	Area 1	#
25	Guardian Angels	Whitman Road	E3 4RB	30	Area 1	
26	Hague	Wilmot Street	E2 0BP	30	Area 6	#
27	Halley	Halley Street	E14 7SS	30	Area 1	
28	Harbinger	Cahir Street	E14 3QP	45	Area 4	
29	Harry Gosling	Fairclough Street	E1 1NB	60	Area 5	
30	Hermitage	Vaughan Way	E1W 2PT	45	Area 5	
31	John Scurr	Cephas Street	E1 4AX	60	Area 1	
32	Kobi Nazrul	Settles Street	E1 1JP	30	Area 6	
33	Lansbury Lawrence	Cordelia Street	E14 6DZ	60	Area 3	
34	Lawdale	Mansford Street	E2 6LS	75	Area 7	
35	Malmesbury	Coburn Street	E3 6LS	75	Area 2	
36	Manorfield	Wyvis Street	E14 6QD	90	Area 3	
37	Marion Richardson	Senrab Street	E1 0QF	60	Area 1	
38	Marner	Devas Street	E3 3LL	90	Area 3	
39	Mayflower	Upper North Street	E14 6DU	45	Area 3	
40	Mowlem	Mowlem Street	E2 9HE	30	Area 6	
41	Old Ford	Wrights Road	E3 5LD	90	Area 2	
42	Old Palace	St Leonard's Street	E3 3BT	60	Area 2	
43	Olga	Lanfranc Road	E3 5DN	30	Area 2	
44	Osmani	Vallance Road	E1 5AD	60	Area 6	
45	Our Lady & St Joseph's	Wade's Place	E14 0DE	60	Area 1	
46	Redlands	Redman's Road	E1 3AQ	60	Area 1	
47	Seven Mills	Malabar Street	E14 8LY	60 <sup>[iii]</sup>	Area 4	

No.	Primary Schools	Address	Post Code	No. of Places	Catchment Area	
48	Shapla	Wellclose Square	E1 8HY	30	Area 5	
49	Sir William Burrough	Salmon Lane	E14 7PQ	45	Area 1	
50	Smithy	Smithy Street	E1 3BW	60	Area 1	
51	St Agnes	Rainhill Way	E3 3ER	30	Area 2	
52	St Anne's	Underwood Road	E1 5AW	45	Area 6	
53	St Edmund's	Westferry Road	E14 3RS	30	Area 4	
54	St Elizabeth	Bonner Road	E2 9JY	60	Area 6	
55	St John's	Peel Grove	E2 9LR	30	Area 6	
56	St Luke's	Saunders Ness Road	E14 3EB	60	Area 4	
57	St Mary & St Michael	Sutton Street	E1 0BD	60	Area 5	
58	St Matthias	Bacon Street	E2 6DY	30	Area 6	
59	St Paul's	Wellclose Square	E1 8HY	30	Area 5	
60	St Paul's Way Trust School <sup>[iii]</sup>	St Paul's Way	E3 4FT	60	Area 3	
61	St Paul's with St Luke's	Leopold Street	E3 4LA	30	Area 3	
62	St Peter's	Garnet Street	E1W 3QT	30	Area 5	
63	St Saviour's	Chrip Street	E14 6BB	30	Area 3	
64	Stebon	Burdett Road	E14 7AD	90	Area 3	
65	Stepney Greencoat	Norbitton Road	E14 7TF	30	Area 1	
66	Stewart Headlam	Tapp Street	E1 5RE	60	Area 6	
67	Thomas Buxton	Buxton Street	E1 5AR	60	Area 6	
68	Virginia	Virginia Road	E2 7NQ	30	Area 6	
69	Wellington	Wellington Way	E3 4NE	60	Area 2	
70	William Davis	Wood Close	E2 6ET	30	Area 6	
71	Woolmore	Woolmore Street	E14 0EW	90	Area 3	

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 2QD	270	
5	Central Foundation Girls	Harley Grove Campus	E3 2AR	240	
6	George Green's	Manchester Road	E14 3DW	210	
7	Langdon Park	Byron Street	E14 0RZ	180	
8	London Enterprise Academy	Commercial Road	E1 1LA	120	
9	Morpeth School	Portman Place	E2 0PX	240	
10	Mulberry School for Girls	Richard St,	E1 2JP	210	
11	Oaklands	Old Bethnal Green Road	E2 6PR	120	
12	Raine's Foundation	Approach Road	E2 9LY	150	
13	Sir John Cass's Foundation	Stepney Way	E1 0RH	180	
14	St. Paul's Way Trust	St Paul's Way	E3 4FT	240	#
15	Stepney Green	Ben Jonson Road	E1 4SD	180	
16	Swanlea	Brady Street	E1 5DJ	210	
17	Wapping High School	Commercial Road	E1 2DA	84	

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

[i] Constable Education Trust may move to Solebay Street, E1 from Sept 2014, which is located in Area 1

[ii] Seven Mills School will temporarily increase from 30 to 60 for 2014, 2015 and 2016, subject to a separate statutory consultation

[iii] St Paul's Way Trust School to open a primary school with a capacity of 60 from Sept 2014, subject to separate statutory proposals

## School Admission Admissions 2015/16 - Consultation Survey Response

### 1.0 Introduction

Tower Hamlets Council consulted the public on its school admission arrangements for 2015/16. The aim being to further improve the school admission arrangements for Tower Hamlets schools, so that they are fair and that as many parents as possible gain a place for their child at one of their preferred schools. The consultation covered the following:

- (i) **Proposed Admissions Policies for Tower Hamlets community schools**
- Nursery School/Class Admissions Policy
  - Oversubscription criteria, including the introduction of priority admission (catchment) areas
  - Introduction of a common application form
  - Single 'closing' date and 'offer' date for applications
  - Requirement to provide both part-time and full-time places
  - Primary Schools Admissions Policy
  - Oversubscription criteria, including a change to the priority admission (catchment) areas for community school
  - Secondary Schools Admissions Policy
  - Oversubscription criteria
- (ii) **Proposed planned admission numbers for schools in Tower Hamlets**
- (iii) **Proposed schemes for the co-ordination of admissions for:**
- The reception year of primary school
  - Year 7 of secondary school; and
  - Admissions outside of normal points of entry ('In-Year')

The consultation was launched the 1 November 2013 and ended on 30 December 2013. The consultation lasted for over 8 weeks.

### 2.0 Communication

Below is a list of the communications used to advertise and highlight the consultation survey.

Communication Type	Date
LBTH School Admissions website	01/11/2013
EEL advert	04/11/2013
LBTH Internal Intranet page	04/11/2013
East London Advertiser	05/11/2013
Weekly Bangla Times (ENGLISH AND BENGALI)	08/11/2013
Weekly Sylheter Khabor	08/11/2013
Weekly Janomot	08/11/2013
Weekly Notun Din	08/11/2013
Weekly Bangla Mirror	08/11/2013
Weekly London Bangla (ENGLISH AND BENGALI)	08/11/2013
HTB	13/11/2013
HTB	05/12/2013
Members Bulletin	05/12/2013
Chisenhale School Consultation Meeting	05/12/2013
Admissions Forum	11/12/2013
Media Release	12/12/2013

### **3.0 Results**

To date, we have received 15 responses, all completed online. 11 responses were from parents, 2 were classified as 'other' and one was from a nursery school headteacher. There was one collective response completed by the Admissions Forum. Collective feedback and comments from the Chisenhale primary school consultation meeting and the Admissions Forum have also been included in the comments section.

The following analysis below shows the outcome of the 15 responses:

#### **1a. When do think the borough-wide offer day for nursery schools should take place?**

Of the three options given, 60% of responses (9 people) chose End of May for the Local Authority to notify parents of which nursery school their child has been offered a place at. 20% (3 people) wanted Beginning of June, followed by 20% (3 people) choosing End of June.

#### **1b. Do you think the Common Application Form captures all relevant information?**

The vast majority of the respondents - 87% (13 people) agreed that the Nursery Common Application Form captured all the relevant information. 13% (2 people) disagreed against this question.

#### **1c. Do you agree with Tower Hamlets nursery admissions arrangements including the catchment areas, which has been designed to ensure that children attend their nearest school?**

53% of respondents (8 people) agreed to nursery schools adopting the same admissions arrangements as the primary schools. However, 47% (7 people) were also in disagreement.

#### **1d. Do you agree with the priorities for full-time and part-time places?**

13 of the 14 respondents (93%) agreed with the priorities for full and part-time places. 7% (1 person) disagreed.

The Admissions Forum did not give an answer to this question, their comments are listed below.

#### **2. Do you agree with the proposed oversubscription criteria and tie break criterion for primary school admissions?**

80% (12 people) agreed with proposed oversubscription criteria and using the nearest school tie-break criterion for primary school admissions. 20% (3 people) did not agree to the proposed oversubscription criteria and the use of the nearest school tie-break criterion.

#### **3. Do you agree with the proposed change to the primary school catchment areas which has been designed to take account of the rise in pupil population and planned school developments?**

14 out of 15 (93%) people agreed to the proposed changes to the catchment areas, of removing Area 3, and expanding the existing areas of Area 2 and Area 4. While 7% (1 person) disagreed.

#### **4. Do you agree with the proposed oversubscription criteria and tiebreak criterion for secondary school admissions?**

40% (6 people) agreed to the proposed oversubscription criteria and tie-break criterion for secondary school admissions. However, majority of the respondents, 53% (8 people) did not agree to the oversubscription and tie break criterion.

The Admissions Forum did not give an answer to this question, their comments are listed below.

#### **5a. Do you agree with the Tower Hamlets scheme for co-ordinating both Year 7 and Reception Year admissions for 2015/16?**

93% respondents (14 people) agreed with the scheme for co-ordinating both Year 7 and Reception Year admissions, while 7% (1 person) did not agree.



**5b. Do you agree with the Tower Hamlets scheme for co-ordinating In-Year admissions for 2015/16?**

13 out of the 15 (87%) respondents agreed with the scheme for co-ordinating In-year admissions, while 2 people (13%) did not agree.

**6a. Do you agree with Planned Admission Numbers for Tower Hamlets schools in 2015/16?**

87% respondents (13 people) said they agreed to the planned admissions numbers for schools, whereas 13% (2 people) did not agree.

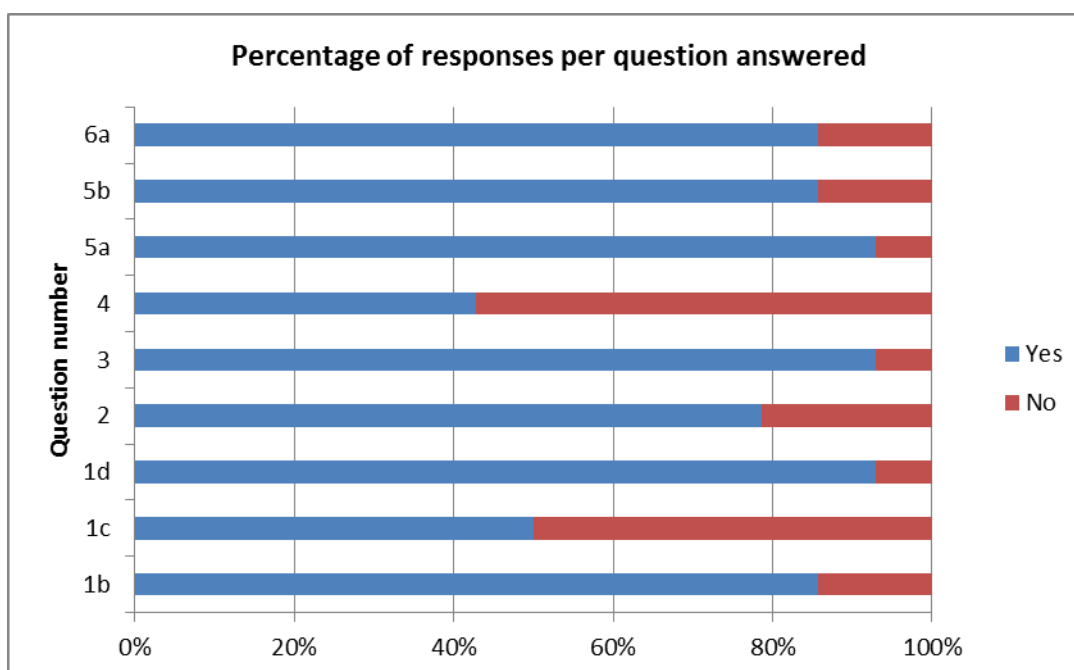
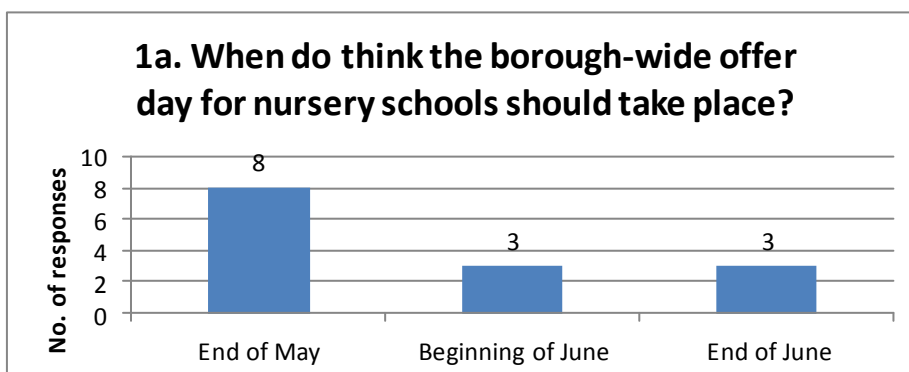
**4.0 Breakdown of survey responses in numbers**

	End of May	Beginning of June	End of June
1a. When do think the borough-wide offer day for nursery schools should take place?	9	3	3
		Yes	No
1b. Do you think the Common Application Form captures all relevant information?		13	2
1c. Do you agree with Tower Hamlets nursery admissions arrangements including the catchment areas, which has been designed to ensure that children attend their nearest school?		8	7
1d. Do you agree with the priorities for full-time and part-time places?		13	1
2. Do you agree with the proposed oversubscription criteria and tie break criterion for primary school admissions?		12	3
3. Do you agree with the proposed change to the primary school catchment areas which has been designed to take account of the rise in pupil population and planned school developments?		14	1
4. Do you agree with the proposed oversubscription criteria and tiebreak criterion for secondary school admissions?		6	8
5a. Do you agree with the Tower Hamlets scheme for co-ordinating both Year 7 and Reception Year admissions for 2015/16?		14	1
5b. Do you agree with the Tower Hamlets scheme for co-ordinating In-Year admissions for 2015/16?		13	2
6a. Do you agree with Planned Admission Numbers for Tower Hamlets schools in 2015/16?		13	2

**Breakdown of responses in percentages**

	End of May	Beginning of June	End of June
1a. When do think the borough-wide offer day for nursery schools should take place?	60%	20%	20%
		Yes	No
1b. Do you think the Common Application Form captures all relevant information?		87%	13%
1c. Do you agree with Tower Hamlets nursery admissions arrangements including the catchment areas, which has been designed to ensure that children attend their nearest school?		53%	47%
1d. Do you agree with the priorities for full-time and part-time places?		87%	7%
2. Do you agree with the proposed oversubscription criteria and tie break criterion for primary school admissions?		80%	20%
3. Do you agree with the proposed change to the primary school catchment areas which has been designed to take account of the rise in pupil population and planned school developments?		93%	7%

	Yes	No
4. Do you agree with the proposed oversubscription criteria and tiebreak criterion for secondary school admissions?	40%	53%
5a. Do you agree with the Tower Hamlets scheme for co-ordinating both Year 7 and Reception Year admissions for 2015/16?	93%	7%
5b. Do you agree with the Tower Hamlets scheme for co-ordinating In-Year admissions for 2015/16?	87%	13%
6a. Do you agree with Planned Admission Numbers for Tower Hamlets schools in 2015/16?	87%	13%



**4.1 Comments from survey**

*Note: Comments were only available to respondents where they answered 'No' in the survey*

Questions	Comments
1b	To offer parents information about how their local Children Centre can support their child in transferring to nursery school we would like a permission box for parents to tick for the CC to contact them
	Fine if you are happy with your nearest school, but restricts choice if that school is not your preference. Would be helpful if it is made clear in advance to parents which their nearest school is.

Questions	Comments
	<p>Academies and free schools are considered equally with community schools. This may actually be reducing choice for some parents. Parents should also be told which is their nearest primary school so that they know which school will be giving them priority.</p> <p>This will benefit parents living close to a primary school that they wish to attend. But if you live close to a primary school but wish to attend another one (a parent raised the issue of not wanting to attend an academy, which was her closest school) you will have little chance of getting a place. Academies and free schools are considered equally with community schools. This may actually be reducing choice for some parents but will be beneficial for parents for which their first preference is also their closest school. All parents should be told which is their nearest primary school so that they know which school will be giving them priority.</p>
1c	<p>The current arrangement means my child doesn't have access to lots of nearby schools</p> <p>I do not agree with the catchment area policy</p> <p>I feel it should be in line with the reception arrangements so as to minimise the disruption to a child's education by having to change schools between nursery and reception</p> <p>This will benefit parents living close to a primary school that they wish to attend. But if you live close to a primary school but wish to attend another one you will have little chance of getting a place. Academies and free schools are considered equally with community schools. This may actually be reducing choice for some parents but will be beneficial for parents for which their first preference is also their closest school. Also parents should be told which is their nearest primary school in advance of the application so that they know which school will be giving them priority.</p>
1d	<p>The priorities need to provide schools with the flexibility of recognising children who may not be socially/emotionally ready for a full time position. Age should be a factor to enable to have a full time place. Lastly; schools have not got the capacity to offer all children a full time place.</p>
2	<p>Only on distance and brother sisters already attending - I do not agree with the catchment area policy</p> <p>See above. align with primary admissions (reception class)</p> <p>Parents need to be clearly informed which is their nearest school. By only having priority to their nearest school parents actually have less choice, particularly if they want their child to attend a community school rather than a free school or academy.</p>
3	<p>Because I think you should be able to apply for any school in tower hamlets and gain access based on siblings and if you live near</p>
4	<p>To be clear I am unaware of secondary school policy</p> <p>Pupils in Bow North (particularly the area bordered by Grove Road, Mile End Road and the A102) where there is only one, girls-only, secondary school have difficulty accessing secondary school places. This situation has now been made worse by the moving of Bow School. This area either needs to be designated a priority geographical area for Morpeth (nearest secondary school) or the 'nearest school' criteria now being applied to primary admissions also needs to be applied to secondary schools admissions. Children in this area rarely get their first preferences for secondary schools as they are always further away than other applicants.</p> <p><i>[This comment was repeated a further 2 times]</i></p> <p>Pupils in Bow North (particularly the area bordered by Grove Road, Mile End Road and the A102) where there is only one, girls-only, secondary school have difficulty accessing secondary school places. This situation has now been made worse by the moving of Bow School out of this catchment area and by the increased building of residential housing in the Hackney Wick area. Bow North either needs to have designated priority for its closest secondary school, i.e.: Morpeth School, a new secondary built in this area to meet the increase in secondary places, or the 'nearest school' criteria now being applied to primary admissions also needs to be applied to secondary school admissions. Children in this area rarely get their first, second or even third preferences for secondary schools as they</p>

Questions	Comments
	are always further away than other applicants.
	The council should consider reviewing the oversubscription criteria, perhaps along the lines proposed for primary schools, to ensure fairness for access to secondary schools. At present, certain areas in the borough such as Bow North are disadvantaged in applications because they are further away from secondaries than others. Applying the same type of 'nearest school' criteria, or the designation of Bow North as a priority geographical area for a particular secondary school would go some way to levelling the playing field as is now proposed for fair access to Primaries.
	I believe that children in North Bow in particular those living within the immediate catchment of Olga and Chisenhale have a disadvantage when applying for secondary school places in relation to distance. This is particularly true now that Bow School has moved to their new site. I feel that pupils from these schools should be given Priority to a designated school (Morpeth) which is closest to this area.
	<p>I do not agree with the proposed arrangements because:</p> <p>Pupils in Bow North (particularly the area bordered by Grove Road, Mile End Road and the A102) where there is only one, girls-only, secondary school have difficulty accessing secondary school places. This situation has now been made worse by the moving of Bow School. This area either needs to be designated a priority geographical area for Morpeth (nearest secondary school) or the 'nearest school' criteria now being applied to primary admissions also needs to be applied to secondary school admissions. Children in this area rarely get their first preferences for secondary schools as they are always further away than other applicants.</p>
5a	I am unaware of this policy
5b	I am unaware of this policy
	It would be quicker for schools to allocate spare places as children move into their area. and simpler/ user friendly for parents to approach the school
6a	I feel angry as a resident of TH that you have allowed a huge number of new dwelling units to be built and yet have not planned for this expansion in terms of basic school places. As a tax payer I am annoyed that I cannot apply for my nearest school, as I fall at the edge of a new catchment boundary, because you have allowed overdevelopment and not enough places.
	It does not show the current levels of secondary admissions or the current numbers of primary school year 6 places. It is therefore impossible to tell if the places to be provided will be sufficient.

#### **4.2 Feedback from Chisenhale Primary School Consultation meeting**

- Parents generally supported the introduction of a nursery policy in line with the introduction of catchment areas and a policy that mirrors the reception phase. The single CAF and offer day was also popular.
- More information was required in the consultation on the planned expansions and new school proposals for 2015/16 in the consultation to allow an informed view to be made.
- There are not enough school places in the Bow catchment area. There is not enough parental choice, given that the majority of schools in Bow are oversubscribed. Parents want more community schools in the Bow catchment area. parents enquired about why the lack of community school places, in particular in the Fish Island area, was not addressed earlier as the Council was aware of the issues for a number of years.
- Academies and Free schools that choose to adopt the LA admissions policy should not be considered as one of the 'nearest schools' when considering priority to parents

that apply to community schools as parents may be against the principals of the academy/free school programme.

- The Local Authority to be more clear that there is an expectation that parents should apply to their nearest school.
- Parents asked why some primary schools did not offer breakfast/after-school clubs that would enable parents to manage school runs (where their children were attending different schools) and why schools were not sympathetic to their difficulties when they were not on time to pick up their child, especially as the demand for school places was public knowledge.
- Parents were concerned that they had difficulty in children accessing a local secondary school during secondary transfer and suggested that a catchment area system or a priority area should be put in place for Morpeth School, enabling them to access this secondary school.

#### **4.3 Feedback from Admissions Forum**

##### **Question 1d. Do you agree with the priorities for full-time and part-time nursery places?**

Forum members, when reviewing the proposed criteria for determining priority for full and part-time nursery provision, recognised that some children were not emotionally ready for a full-time nursery place. It therefore discussed whether consideration of a child's emotional readiness should also be included as part of the criteria to determine a full or part-time offer. Headteacher members of the forum felt that that this decision could then be made by the school's headteacher, under advice from the local authority. The LA agreed to consider this change, but had some reservation, given that it would be subjective with limited provision to ensure the policy would be applied fairly and consistently.

##### **Question 4. Do you agree with the proposed oversubscription criteria and tiebreak criterion for secondary school admissions?**

Forum members discussed the policy wording that explained the allocation of places for children with statements of special educational need. Some members questioned whether this information should be excluded from the policy, given that the admission of children with statements of SEN was separate to the normal admission procedure. The forum recognised and agreed that the SEN advice could be reworded, but should remain in the policy as it offered clarity for parents to understand how all the school's available places would be filled.

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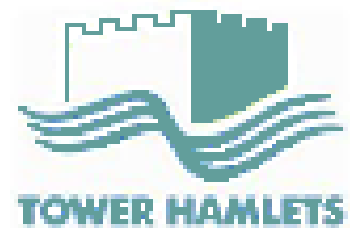
# APPENDIX 9

## CABINET REPORT ON THE DETERMINATION OF SCHOOL ADMISSION ARRANGEMENTS FOR 2015/16 TOWER HAMLETS COUNCIL EQUALITY IMPACT ASSESSMENT



Pupil Admission and  
Exclusions Team

January 2013



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## Equality Analysis (EA)

### Section 1 – General Information (Aims and Objectives)

Name of the proposal including aims, objectives and purpose:

#### **School Admissions in Tower Hamlets**

Admissions to schools are a function that operates within a policy framework. There are arrangements and policies for the admission of pupils to nursery, primary and secondary mainstream schools. By law all schools must have admission policies that are published and made available to parents. In Tower Hamlets, the Council is the admission authority for community schools and the governing bodies are the admission authorities for own admission authority schools i.e. Voluntary Aided, Trust, Academy and Free Schools.

Applications made outside of the September entry point, are referred to in this report as ‘in-year’ admissions. These are coordinated centrally on a half termly basis and follow the respective primary or secondary admissions arrangements. Applications from pupils whom are ‘out of school’ are processed outside of the above timetable and are allocated a place within ten days.

Admission authorities must consult on the admission arrangements in accordance with a statutory timetable, publish information for parents including the procedure and timetable; the oversubscription criteria; the number of places available at each school and the number of applications refused; arrangements for informing parents of the outcome of their applications; and details of how to access further information. The local authority must also consult upon and implement co-ordinated schemes for admissions to the reception year group and secondary transfer.

Primary co-ordinated admissions to the reception year group have operated since the 2006/7 academic year. This is a statutory scheme with the aim of notifying every parent applying to a Tower Hamlets primary school on the same day of a single offer, if possible, at the school ranked highest that is able to offer a place. The decisions are taken by governors in respect of own admission authority schools and community schools apply the Council's over-subscription criteria. Co-ordinated admissions allow the Local Authority (LA) to monitor the decision-making in respect of community schools.

Applications for secondary transfer are dealt with and determined by the LA except for those to the Bishop Challoner Collegiate schools, Raine's Foundation, Sir John Cass, Wapping High and London Enterprise Academy. There are co-ordinated admission arrangements for secondary schools; with the LA working closely with own admission authority schools.

All schools must by law have oversubscription (admission) criteria, which are used to determine the offer of places if a school receives more applications than there are places available. The criteria must be compatible with equal opportunities legislation, have regard to the Authority's responsibility to promote racial equality and as far as possible be inclusive of all the elements of the school's local community. There is also a requirement for the criteria to be clear, fair and objective. For the secondary schools that use the LA's admission policy, banding is used to try to achieve a balance of ability in the intake.

The relevant legislation for the admissions criteria is the School Admissions Code (‘the Code’) issued under the School Standards and Framework Act 1998 (‘SSFA 1998’), the Equality Act 2010 and the Human Rights Act 2008.

Admission authorities have a duty to comply with parental preference whenever that is practicable. The effect is that no influence can be brought to bear on the admissions to under-subscribed schools, as all the applications will be successful. This can result in schools where there is little diversity of intake in terms of ethnicity and significant gender imbalance. A relevant factor in Tower Hamlets in this respect is that single sex education is more popular for girls than for boys.

The voluntary schools have their own admission policies. Generally speaking, they give priority on a denominational basis, although many C of E schools have "open" places for children from other world faiths. Where priority for admission is on denominational grounds and the school is oversubscribed, the admission of pupils from other world faiths may be limited. Whilst the pupil profile in these schools is diverse, in some of the VA schools Bangladeshi children are very significantly underrepresented. In many cases, these schools receive few applications from Bangladeshi parents.

There are also schools with very few non-Bangladeshi pupils. The principle that underpins the Council's admission policy is proximity to school and the location of some schools combined with the local demography can sometimes result in a monocultural intake.

The policies being considered under this Equality Analysis set out the processes and criteria for admitting children to Community schools and how Tower Hamlets Council will coordinate admission applications and outcomes within the Pan London area. In accordance with the School Admissions Code, these policies include processes and criteria that are fair, objective and transparent.

The following policies are contained within the remit of this Equality Analysis.

- Nursery admissions arrangements
- Primary School Admissions arrangements
- Secondary School Admissions arrangements
- In-Year Admissions arrangements

### **Who is expected to benefit from the proposal?**

The Council seeks to use objective admission criteria which maximise equal opportunities and access to education, to create community schools with a balanced intake in terms of ability, gender, ethnicity and socio-economic factors. The purpose of the policy is to ensure equitable access to school for all pupils and to ensure that the duty to provide education to pupils of statutory school age is fulfilled.

The following groups are expected to benefit.

**Parents** – Parents should get an understanding of how to apply for a school place and how school places are allocated.

**Children** – All children receive a place in school at the earliest opportunity, to one of their local schools.

**Schools** - Schools will have a clear policy within which to exercise their responsibilities for admissions.

**Local Authority** - A clear policy against which to make decisions, co-ordinate offers of places and monitor pupil admissions.

**Service area:**

Learning and Achievement

**Team name:**

Pupil Admissions

**Service manager:**

Terry Bryan

**Name and role of the officer completing the EA:**

Terry Bryan, Head of Pupil Admissions and Exclusions

## 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?

Data and information has been used from the following;

- 2011 National Census
- School Census collections (various years)
- Analysis of admissions outcomes (various years)
- Central Pupil Database
- Consultation outcomes (various)
- Transport administration system
- London Development Database
- Equality Impact Assessment Bow School (2013)
- Mode of travel survey (2011)

The residential profile of the Borough is set out in Appendix A. Data from the 2011 national census shows Tower Hamlets is a diverse borough from many different ethnic backgrounds. However it is clear two groups are prominent as shown in Table 2.1. 32.8% are of white origin and 32% are of Bangladeshi origin. The remaining 35.2% are made up of all other groups.

The school population profile using the 2013 spring census, the most recent collection to carry ethnicity data is set out in Appendix A. There are 36,516 numbers of pupils in school, 14.5% of which are from a white background and 63.2% from a Bangladeshi background. In total, there are 18315 males and 18201 females from the school population. 49% of pupils receive free school meals.

### Key Findings

#### Nursery arrangements

The recent consultation (Appendix B) showed that over 50% of the respondents agreed with the nursery admissions arrangements following that of the primary school admissions arrangements. This includes implementing the same catchment areas and 'nearest school' tie-break criterion as the admissions arrangements for primary schools.

At present nursery applications are processed by individual schools. At the point of leaving nursery, pupils do not have automatic priority for the reception year of any connected school. They must enter the applications process at the same point as those pupils that do not attend nursery.

#### Primary Arrangements

Before the introduction of catchment areas, pupils applied to schools in Tower Hamlets with priority given to pupils living closest to the school by shortest walking distance. The introduction of catchment areas gives priority to those pupils living in the catchment area of the school over those living outside. At present there is only one year's data to show the impact of catchment areas. However, other associated indicators such as the reduction in the number of allocated pupils by 50%, whilst the 1<sup>st</sup> – 3<sup>rd</sup> preference success rate remained comparable to the previous year, indicating a shift in the pattern of applications.

## **Mobility**

Safer walking journeys are promoted by avoiding main roads due to the design of the catchment areas. Appendix C shows a map of the catchment areas alongside the major roads in the borough. The catchment areas are designed to enable minimal journey times where parents and children would avoid crossing major roads.

## **Parental Choice**

Catchment areas by their nature create boundaries and due to the geography of the borough, and location of the schools, no two areas can claim to be equal in offering parental choice. Although the catchment areas are designed to accommodate the projected pupil population it is recognised that they could limit choice, especially in areas where there are fewer community schools. This is why the Council is proposing changes to two existing catchment areas, aimed at giving parents in these areas a wider choice of schools over a larger area. This also ensures that families, who are not offered a place at their preferred school(s), also have opportunity to access to an alternative that is within reasonable walking distance to their home

The first two maps in Appendix D show the pattern of applications before the catchment area system was implemented, as well as the pattern of applications a year after its implementation. The shift in the pattern of applications and encouraging parental choice to reflect the catchment area they provides families with an available alternative, in either their own or neighbouring catchment area, if they do not get their preferred school. This will have a positive impact on parents and children as their journey to school is likely to be a shorter one. The remaining two maps show the pattern of applications for a sample of two schools - before and after the catchment area system was implemented. In general, the maps show that a greater number of children were able to access a local school place than under the previous admissions arrangement. This trend is replicated in other primary schools across the borough.

## **Secondary arrangements**

The recent addition of two secondary free schools has contributed to what is a now a somewhat uneven distribution of secondary school capacities, leading to concern about potential access issues for residents in the east and south of the borough, the areas with the fewest number of secondary school places. This is particularly relevant for residents in Bow who wish to send their daughter to a local school.

Based on the 2013 applications data, girls in Bow travelled furthest, with an average distance of more than 1.5km, to access a preferred secondary school. On average, a girl living in Bow would travel more than a girl living in 12 of the remaining 15 borough wards. Only girls living in Blackwall and Cubitt Town, Limehouse and Millwall have to travel further.

The expansion and change of Bow from a boys' school to a mixed school will increase secondary provision for girls in Bow and reduce inequality of choice for parents of girls.

The expansion of Bow school would also address the disproportionate impact on the local community in Bow, in particular those from a BAME background. Across Tower Hamlets, 85% of BAME pupils were able to get their first choice of school, which equates to 2058 pupils out of 2433. However, in the Bow area, only 65% of BAME pupils managed to secure their first choice of school.

Further analysis will need to be undertaken following the 2014/15 secondary schools admissions exercise. To consider whether or not the relocation of Bow School is likely to have an adverse impact on the residents of Bow North in the longer term. There is some concern from residents in Bow North that the rising pupil population could limit opportunities for their children to access a nearby secondary school as the pupil population increases.

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### Information Gap

**The following Data was not available at the time of completing this analysis:**

- RSL data – Registered Social Landlords
  - This data from the Development & Renewal directorate would allow us to identify which properties are social housing, and would have allowed us to analyse what proportion of pupils reside in social housing.
- Although we were able to get a summary level breakdown of ethnicity in the current housing waiting list, this was not broken down by wards, which would have allowed further analysis as to which areas are likely to see pressures in school places
- Data unavailable on sexual orientation of pupils
- Data unavailable on pupils religious background
- Data unavailable on gender reassignment
- Data unavailable on civil partnership in relation to pupils parents/guardians
- Data unavailable on pregnancy and maternity for active pupils
- An up-to-date dataset containing all schools which offer a breakfast and/or after school clubs.

### Section 3 – Assessing the Impacts on the Nine Groups with Protected Characteristics?

#### Parents/Residents

The profile of Tower Hamlets residents can be found in Appendix A, Table 2.1 which is taken from the 2011 National Census.

Based on the 2011 Census data, there are a total of 254,096 people living in Tower Hamlets (aged 0 to 85 and over). The largest ethnic group is 'White' accounting for 32.8% (83,269 people). Residents with a Bangladeshi origin account for 32% of the population (81,377). 12.4% (31,550) are from the 'Other White' ethnic groups, which would include people from eastern Europe. The 'Black/African/Caribbean' ethnic group make up 7.3% (18,629) of the population.

A complete analysis is included in Appendix A, Table 3.1.  
(data from 2011 National Census)

#### Pupils

The 2011 National Census offers an insight into the profile of pupils that are due to enter the education system over the next few years. Analysis of the 0 to 4 age bracket shows there are a total of 18,750 people in the borough at that age group. This equates to 7.38% of the total population of Tower Hamlets.

49.5% (9,280 people) of 0 to 4 year olds are from the 'Bangladeshi' ethnic group, followed by 16.8% (3,153 people) from the 'White' ethnic group. Mixed/multiple ethnic groups and Black/African/Caribbean/ Black British ethnic groups make up for 9.9% (1,851 people) and 9.7% (1,823 people), respectively. A complete analysis is included in Appendix A, Table 3.2.  
(data from 2011 National Census)

A more detailed profile of the school age population is provided by the most recent pupil census that collects ethnicity data which was in Spring 2013, and can be found in Appendix A, Table 3.4.

#### Gender

If the school age pupil population (Nursery to Year 11) is taken as a whole, the gender split is evenly balanced with 49.84% female and 50.16% male students. This information is available in Appendix A, Table 3.5 and Chart 3.1.

#### Other Socio economic factors

Approximately 49% of pupils receive 'Free School Meals'.

#### Primary Schools

Catchment Area	Academy	Free	Community	Voluntary Aided	Grand Total
Area 1	1		10	3	14
Area 2	1	1	3		5
Area 3			6	2	8
Area 4	1		6	1	8
Area 5		2	4	2	8
Area 6			6	4	10
Area 7			11	5	16
<b>Grand Total</b>	<b>3</b>	<b>3</b>	<b>46</b>	<b>17</b>	<b>6</b>

## Secondary Schools

Gender	Academy	Free	Community/ Trust	Voluntary Aided	Grand Total
Girls and Boys	1	2	6	2	11
Girls			1	2	3
Boys			2	1	3

## Qualitative or Quantitative Data

The following Qualitative data is available:

- The record of discussions held with parents at Chisenhale School. There is extensive feedback gathered through the public consultation meeting held at Chisenhale Primary School. Attendees of the consultation meeting included parents, teachers and governors. Notes are in Appendix C.
- Record of discussions at awareness sessions held as part of 2013/14 consultation (March 2012) - Appendix E.
- Record of Admissions Forum discussions. Minutes are available on website. The forum consist of representatives from Community schools, Free schools and Academies, the Church of England and Roman Catholic Diocesan Boards, Council of Mosques as well as community representation from the voluntary sector and parent groups. The forum agreed with the Catchment area and tie break changes and recognises the benefits and impact of these polices. The forum also gave its collective response to the consultations questions, as well as feedback on particular policy areas. This can be found in Appendix C.

## Quantitative

- Outcomes of 2013 admissions with Catchment area
- Consultation outcomes
- School Census (PLASC)
- Admissions statistics on IMPULSE
- Mode of Travel Survey
- London Development Database
- 2011 National Census

Pupil data held on the central pupil database and the data from the termly census enable analysis against the key equality factors.

## Equalities profile of staff

The Pupil Admissions and Exclusions Team are responsible for delivering the service. Of the 18 staff members, 56% (10 people) are Bangladeshi. 22% (4 people) are Black British, and there are 6% (1 person) each from a White, Pakistani, Vietnamese and Mixed ethnic group. Eleven staff members are female and seven are male. The ages range from early 20's to 50's. This is shown in Appendix A, Table 3.6, Table 3.7 and Chart 3.2.



## Barriers

The service is actively trying to widen its accessibility to its service users by continually reviewing its business practices.

The admission brochures are published in English. They have been produced in other languages in the past. Although this may seem to disadvantage sections of the community, there is a multilingual staff group available to explain and advise when needed.

The service operates from 8.00am to 5.30pm on workdays. Some working parents, who may be members of the target groups, may have difficulty accessing the service. However, most services are available online, such as brochures, guidance leaflets, admissions forms and a generic mailbox: [school.admissions@towerhamlets.gov.uk](mailto:school.admissions@towerhamlets.gov.uk) advertised in all publications.

During the holidays when schools are closed families often move into the area and are unable to organise school places for their children during this period. Information is available from Pupil Admissions but sometimes applications cannot be fully determined until schools re-open. The parents or children may be members of the target groups.

The Parents' Advice Centre (PAC) also acts as a point of contact for parents and liaises with Pupil Admissions for information on vacancies and admissions advice. It is an important source of Choice Advice at secondary transfer and stages advice sessions on the school admission appeals process in conjunction with Pupil Admissions. There are Sylheti and Somali speaking PAC Advice Workers.

Communications in the press are often accompanied by press releases to local community papers, predominantly Bengali language papers. East End Life is used to reach the widest possible audience when printing public notices or advertising consultations or policies.

More and more services are being offered online, whilst this is essential it may be inaccessible for certain groups of the community which are not IT literate or do not have access to such facilities. There is no data available to provide analysis on the impact of this barrier.

## Recent consultation exercises carried out

- Consultation for admissions in 2013/14, undertaken in 2011/12
  - o Consultation lasted for over 12 weeks
  - o LA consulted with schools, governing bodies, children centre's (both staff and parents), local community organisations, churches, mosques, GP surgeries, housing associations, local neighbouring local authorities etc.
  - o Consultation was advertised in local and Bengali newspapers
- Consultation for admissions in 2015/16, undertaken in 2013
  - o Consultation lasted for over 8 weeks
  - o LA consulted with schools, governing bodies, admissions forums etc.
  - o Consultation was advertised in local and Bengali newspapers
- Consultation meeting with Primary school teachers and parents, for admissions in 2015/16, undertaken in 2013, with over 30 attendees

## Key Findings from 2015/16 consultation

- 53% of respondents (8 people) agreed to nursery schools adopting the same admissions arrangements as the primary schools. However, 47% (7 people) were also in disagreement.
- 80% (12 people) agreed with proposed oversubscription criteria and using the nearest school tie-break criterion for primary school admissions. 20% (3 people) did not agree to the proposed oversubscription criteria and the use of the nearest school tie-break criterion.
- 14 out of 15 (93%) people agreed to the proposed changes to the catchment areas, of removing Area 3, and expanding the existing areas of Area 2 and Area 4. While 7% (1 person) disagreed.
- 40% (6 people) agreed to the proposed oversubscription criteria and tie-break criterion for secondary school admissions. However, majority of the respondents, 53% (8 people) did not agree to the oversubscription and tie break criterion. The majority who disagreed were families in the Bow North area concerned about the relocation of Bow Secondary School and its effect on their ability to access a nearby secondary school.

Although the turnout was relatively low this year, the responses were in line with other admissions consultations undertaken in the recent past.

## Additional factors which may influence disproportionate or adverse impact?

### Management Arrangements

There are no management arrangements which could be deemed to have a disproportionate impact on any of the equality target groups.

### The Process of Service Delivery

The Pupil Admissions service operates from 8.00am to 5.30pm on workdays. The service is used by parents, schools, governors and other agencies. The team is a collection of diverse individuals well placed to represent the beneficiaries of its service.

Pupil Admissions deal with admissions to schools, including primary and secondary schools in Tower Hamlets and publish the primary and secondary admission brochures. Applications for reception class places and admission to secondary school when pupils are 11 must be made through this service. The team is also responsible for the admission appeals for community schools, the home to school travel pass scheme and issuing the licenses (and work permits) to children and chaperones that are required by child employment law. A register is also kept of children who are home educated.

The majority of children in Tower Hamlets schools are from the Bangladeshi community and this group is well represented in the Team. Their expertise and bi-lingual skills are used to ensure parent's queries are answered competently and that they are confident they have a full understanding of the processes. However, the needs of some parents who use the service cannot always be met by such a small staff group. This is of particular concern for minority groups where English is the second language, for example newer communities from Eastern Europe. If necessary, translation services can be used.

In certain circumstances, home visits are carried out where the parent or guardian may be unable to physically attend an appointment. Facilities for disabled people are available at the Team's location in the Town Hall at Mulberry Place.

Colleagues in other service areas, such as, the 'Family Information Service', School Attendance, Parents Advice Centre and Children's Centres are made aware and kept up to date of significant changes in school admissions. These teams may be the first point of contact for many parents. There is regular communication and training for staff in all schools that have an involvement with admissions, including administrative staff, Heads of Year, Headteachers and governors, whose equalities profiles are not available. Most schools have staff that can speak the community languages. Bengali is very widely available.

As well supporting parents, Pupil Admissions provides services to schools. The use of technology initiatives such as SchoolView, allows schools to monitor their admissions, check pupil information as well as view and update their waiting lists in real time. This has enabled Pupil Admission to form strong partnerships with schools. Sharing information and coordinating efforts ultimately ensures parents receive a proficient and consistent service from multiple contact points. It also ensures children out of school are identified and placed in school quickly.

Involvement with other community groups through collectives such as the admissions forum further reinforce community ties and help to disseminate information about admissions to the wider community.

Awareness sessions for school based staff on the catchment areas and the tie break criterion has strengthened working relationships with key stakeholders ensuring parents receive an informed and consistent message regardless of whom may be their first contact.

Target Groups	Impact	Reason(s)
Race	Positive (Parents and pupils)	<p>The school admissions policies do not discriminate against or show bias towards any particular race. The admissions policies for community schools ensure that all race groups are treated equally, and decisions made accordingly.</p> <p>Analysis of reception applications between 2011 and 2013 show that 85.7% of pupils (12011 pupils) who applied for a school were from a BME group. The remaining 14.3% (2007) were from a White ethnic group. This information was gathered from the Central Pupil Database, and is shown in Table 3.8.</p> <p>Based on the 2013 Spring School census data, concentrating on the four largest ethnic groups, the table 3.9 and the chart 3.3 shows the intake throughout the year groups have remained consistent for each. There are no large fluctuations between the years to suggest that any one group has benefited disproportionately. Table 3.10 shows a breakdown of the different ethnicities per school.</p> <p><b>Reducing inequalities</b></p> <p>Across Tower Hamlets, 85% of BAME pupils were able secure their first choice of school, which equates to 2058 pupils out of 2433. However, in the Bow area, only 65% of BAME pupils managed to secure their first choice of school. A further breakdown of this by individual ward shows that 84 BAME pupils out of 125 (67%) in Bow East and 67 BAME pupils out of 106 (63%) secured their first choice of secondary school. This can be found in Table 2.3.</p> <p>The expansion and change of characteristic for the new Bow school should address the travelling issues faced by residents in most of the Bow area, but further analysis will need to be undertaken to determine whether the school’s relocation will have an adverse effect on the residents of Bow North.</p> <p><b>Ensuring strong community cohesion</b></p> <p>Data from the Spring 2013 census highlights the fact that there are 14 schools where more than 85% of the pupils are from one ethnic group. These schools are largely mono-cultural with very few non-Bangladeshi pupils. The principle that had underpinned the Council's admission policy was proximity to school and the location of some schools combined with the local demography results in a mono-cultural intake. Whilst it is natural for the largest group to be represented in the school population, the ‘nearest school’ tie break alongside school catchment areas may restore some balance and more accurately reflect the local community.</p>

Target Groups	Impact	Reason(s)
Disability	Positive	The school admission arrangements are designed to accommodate the needs of all applicants. The policy seeks to enable pupils and parents with disabilities to receive additional priority to attend a particular school under its ‘medical or social’ criterion, which is the second priority group. A judgement is made on each case based on the evidence provided and its merits.
Gender	Positive	<p><b>Nursery and Primary Schools</b> Gender is not a criterion used for ranking in the policies, therefore all pupils will have to be admitted regardless of Gender.</p> <p><b>Secondary schools</b> The Bow school increases choice for parents of female students in the local area, however Bow has been a boys’ school, one of only three in the borough. The change of school characteristic will reduce the choice for parents wishing to send their sons to single sex boys’ school.</p> <p><b>Reducing inequalities</b> The increase in options for girls in the Bow area will help to reduce inequality of choice for girls in that area.</p> <p>Based on 2013 applications data, girls in Bow travel furthest, with an average distance of more than 1.5km, to access a preferred secondary school. On average, a girl living in Bow would travel more than a girl living in 12 of the remaining 15 wards. Only female pupils living in Blackwall and Cubitt Town, Limehouse and Millwall have to travel further. Furthermore, a girl living in Bow East would travel almost twice the distance to their first choice school compared to a girl living in another area of Tower Hamlets. This is shown in Table 3.11.</p>
Gender Reassignment	Neutral	The school admission arrangements have no gender reassignment criterion. Pupils are admitted regardless of their sexual orientation. However, there is no available evidence to assess the impact of the school admissions policy on groups based on gender reassignment.
Sexual Orientation	Neutral	The school admission arrangements have no sexual orientation criterion. Pupils are admitted regardless of their sexual orientation. However, there is no available evidence to assess the impact of the school admissions policy on groups based on sexual orientation

Target Groups	Impact	Reason(s)
Religion or Belief	Neutral	Community school admission arrangements have no ‘Religion or Belief’ criterion. Pupils are therefore admitted regardless of their religion or belief. There are however voluntary Aided schools that give priority to their religious denomination and are permitted to do so in legislation.
Age	Positive	<p>Pupils of school age are admitted to their respective year group either through the first point of entry to the coordinated admissions round or ‘in-year’ admission.</p> <p><b>Reducing inequalities</b>  Nursery Admissions – The proposal to bring the nursery admissions policy in line with the policy for primary admissions provides for a coherent and consistent approach. It also seeks to enable children to have continuity within the same school setting by minimising the disruption to a child's education by having to change schools between nursery and reception.</p> <p>The introduction of catchment areas for all entry points into school may give clarity and stability to parents, especially those with multiple children. Although sibling priority is offered this is no guarantee of a school place. The addition of the catchment area criteria could further strengthen the ability for local pupils to secure local school places all the way through the education system.</p>
Marriage and Civil Partnerships.	Neutral	The school admission arrangements have no ‘Marriage and Civil Partnership’ criterion. Pupils are admitted regardless of the status of their parents/guardians. However, there is no available evidence to assess the impact of the school admissions policy based on marriage or civil partnership status.
Pregnancy and Maternity	Neutral	The school admission arrangements have no ‘pregnancy’ criterion, but such cases are considered as priority under the medical/social need criteria.
Other Socio-economic Carers	Positive	<p><b>Medical or Social needs</b>  The second priority group in the admissions arrangements gives priority to pupils who apply to a specific school under medical or social grounds. Each case is assessed on its merit.</p>

Target Groups	Impact	Reason(s)
		<p><b>Allocations</b>            Where a pupil has failed to secure their preferred choice of school, either through a low number of preferences or through oversubscription in all of their six preferences, they are allocated the nearest school with a vacancy. In previous years when there were no catchment areas, the pattern of applications was very concentrated for the central schools in the borough whilst the residents on the borders constantly found themselves at the bottom of the waiting lists. Pupils were allocated schools that were more than two miles away and therefore would be eligible to apply for travel assistance. With the introduction of catchment areas the pattern of application is more localised therefore any pupils who fail to secure their preferred school would likely be offered an alternative option nearby.</p> <p>In 2011 there were 272 allocations, This decreased to 182 (33%) in 2012, however the introduction of catchment areas has seen allocations reduce significantly in 2013 from 182 to 90 (50%). This is shown in Table 3.12.</p> <p><b>Mobility</b>            Based on the Mode of Travel survey, which is shown in Appendix A, where each catchment area is broken down by each table from Tables 3.13 to 3.19. The data for Catchment Area 1 (Table 3.13) shows that majority of pupils – 82.09% (3529 out of 4299 pupils) attending a school in Catchment Area 1 walk to school. Of the 3529 pupils, 79.68% (3812) have a walk to school that is less than 500m.</p> <p>Table 3.14 shows that Catchment Area 2 has a total of 1553 pupils out of 1894 (82%) walk to school, 75.40% of which travel less than 500m. Table 3.15 for Catchment Area 3 has 87.68% (1943 out of 2216) pupils walking to school. 85.64% (1664 out of 1943) had a walking distance less than 500m.</p> <p>In Catchment Area 4 (Table 3.16), 77.58% (2263 out of 2917) walked to school, with 76.84% (1739 pupils) walking less than 500m. Catchment Area 5 (Table 3.17) had 73.10% (1049 out of 1435) pupils walking to school, with 71.78% (753 pupils) walking less than 500m.</p> <p>Table 3.18, in Catchment Area 6, 78% of pupils walked to school, with 80.50% (1259) walking less than 500m.</p> <p>Finally, in Catchment Area 7 (Table 3.19), 85.03% of pupils (2403 out of 2826) walked to school, with 79.28% (1905) walking less than 500m.</p>

Target Groups	Impact	Reason(s)
		<p>The general trend from the above analysis shows that majority of pupils live close enough to their school to be able to walk there. The implementation of the catchment area system and the Nearest School tie-break will allow more pupils to attend a school within walking distance, as well as reduce the overall distance they would have to travel to get to a school within the catchment area they live in.</p> <p><b>Travel Assistance</b> Those receiving travel assistance have reduced since the introduction of catchment areas. 137 in 2012 reducing to 98 in 2013. This is shown in Table 3.20 in Appendix A.</p> <p><b>Social housing &amp; new developments</b> With the majority all new developments in Tower Hamlets having units available for social housing, there will be a greater demand for school places from vulnerable groups.</p> <p>The housing demand shows that of the 20,766 people of the housing waiting list, 55.8% (11,592 people) are of an Asian ethnicity, followed by 23.4% (4,851 people) from a White ethnic group, and 12.1% (2,509 people) from a Black ethnic group.</p> <p>Some new developments are on the outskirts of the borough whilst the majority are located in areas which would increase the pressure on residents living in the black spots with no nearby school; without the use of the nearest school tie break these families will find themselves at the bottom of the waiting list for all schools due to their proximity.</p> <p>With the use of the nearest school tie break they will have a fairer chance of securing a place at their nearest school. Appendix F shows the location of planned and completed developments. The shaded areas indicate areas where pupils would be near the bottom of their local schools waiting lists, if the tie break criterion was solely based on proximity to school. The profile of residents on the social housing register and the increased pressure on school places as a result of the new developments indicate there would have been an adverse impact on BAME groups had the catchment areas and nearest school tie break not been implemented.</p>



## 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?

Yes? No? No

If yes, please detail below how evidence influenced and formed the proposal? For example, why parts of the proposal 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.)*

N/A

## Section 5 – Quality Assurance and Monitoring

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

Yes? Yes No?

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

The policy is monitored in a number of ways. Parental preference success rates and admission appeal figures are reported annually to the DfE and are compared with those for other London LAs. The policy is reviewed annually and monitoring reports are used to inform the review, to identify trends, issues and proposals for change.

The Admission Forum monitors the fairness and effectiveness of admission arrangements as well as the Local Authority Fair Access Protocol, which sets the standard for 'in-year' admissions in Tower Hamlets as well as protects the rights and opportunities for the most vulnerable children and families.

The admission policies of the voluntary schools are also subject to consultation and comment from the LA under advice from the Admission Forum. The Office of the Schools Adjudicator collects information from the LA to report to the Secretary of State on the extent to which the admission arrangements are compliant with the mandatory requirements of the School Admissions Code 2012 and other statutory requirements contained in Part 3 of the Schools Standards and Framework Act 1998. The LA is obliged to provide a copy of the admission arrangements for this external scrutiny and for all the admission authorities in Tower Hamlets.

**Monitoring**

The Equal Chance Analysis Report will be used to monitor the impact on the equality target groups from the outcomes of the coordinated admission process.

Report analysis	Indicator
Pupil Preference success rate	Pupils secure preferred school
Distance travelled to school	Pupils securing local school place
Nearest school success rate	Pupils securing local school place
Distance to allocated school	Pupils securing alternative local place
Criteria success rate	Pupils receiving the correct priority
Pupils receiving travel assistance	Admissions pattern by catchment area
Profile of applicants	Impact on race/gender in proportion to population profile
Distance to and catchment area of preferred school	Change in admissions pattern
Distance to and catchment area of preferred school by race	Disproportionate impact on particular ethnic group

Additional FSM analysis to determine if this group is disproportionately affected by the direct and indirect outcomes of the coordinated admission process.

**Quality Assurance**

- Due diligence is carried out on application forms by the Pupil Admissions team
- Validation checks are carried out during the application process to ensure applications contain the required data such as application address
- System checks are carried out to ensure iteration process and ranking has been implemented according to the admissions arrangements

**Report to the Admissions Forum**

It will allow the Local Authority to monitor the impact of the policy and any changes that may occur on a year on year basis. As a result it will assist the Local Authority in steering its outlined action plan in having a positive impact on all target groups.

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

Yes? Yes                      No?

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 exercise has highlighted the need to extend the remit of data collections to effectively monitor the equality target groups.

There is an annual review process subject to a statutory timetable. The process will commence earlier so that the involvement of the parents' panel can be assured and a greater effort made to engage the community.

Consideration will be given to structure future consultation questions to capture the likely impact on the equality groups.

A user survey will be conducted with parents, schools and other key stakeholders.

**Section 6 - Action Plan**

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Greater collaboration with services working with parental groups during the LA's annual admission consultation.	Bring forward the start date of the annual admission consultation to October.  Public sessions held throughout the Borough for discussion and Q and A.	Annual consultation scheduled to take place between in October – December 2014.  Public sessions to take place between October – December 2014.	Terry Bryan	
Provide clear guidance for parents on Nursery admissions.	Publish leaflet as hard copy in English with Bengali and Somali translations available on the web-site.	To be completed by September 2014.	Terry Bryan	
Engage with the Parents Advice Centre and Admissions Forum to review service information and its delivery with user groups.	Conduct user survey with parents, schools and other key stakeholders	To be completed by Sept 2014 with results published by October 2014.	Terry Bryan	
Expand data collection at point of application	Consider including data items on common application form that will enable impact assessment on wider equality target group			
Expand and increase the frequency of data collection from schools.	Capture more frequent data to update the central pupil database			

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Improve the recording of travel assistance data	Travel assistance to be recorded consistently and on the Central Pupil Database to provide opportunity for analysis across the equality target groups.			
Provide further advice and support to parents on merits of choosing nearest school	Guiding parental choice to include the nearest school would help to change the pattern of applications and increase the chance of securing a local school place			
To monitor and report termly to the Admission Forum on the Fair Access Protocol.	Pupil Admissions keep a record of concerns and report them at least monthly to the Service Manager.	Monitoring of the children awaiting school places demonstrates improvement.	Terry Bryan	

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### Section 7 – Sign Off and Publication

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

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**Section 8 Appendix – FOR OFFICE USE ONLY**

This section to be completed by the One Tower Hamlets team

**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
EQIAID (Team/Service/Year)	

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## **Appendix A**

Table 2.1 – Residential profile of Tower Hamlets on all ages  
Ethnicity breakdown based on all ages (Aged 0 to 85 and over)

<b>Ethnicity breakdown</b>	<b>Number of residents</b>		<b>Proportion of residents</b>	
	<b>Age 0 to 85 and over</b>	<b>All Ages</b>	<b>Age 0 to 85 and over</b>	<b>All Ages</b>
<b>All Residents</b>				
<b>All categories: Ethnic group</b>	<b>254,096</b>	<b>254,096</b>	<b>100%</b>	<b>100%</b>
White	83,269	83,269	32.8%	32.8%
Other White	31,550	31,550	12.4%	12.4%
Mixed/multiple ethnic group	10,360	10,360	4.1%	4.1%
Asian/Asian British (excluding Bangladeshi)	23,124	23,124	9.1%	9.1%
Bangladeshi	81,377	81,377	32.0%	32.0%
Black/African/Caribbean/Black British	18,629	18,629	7.3%	7.3%
Other ethnic group	5,787	5,787	2.3%	2.3%

*(National Census, 2011)*

Table 2.2 – School population profile  
Ethnicity breakdown of school population by gender (Nursery to Year 11)

<b>Ethnicity group</b>	<b>F</b>	<b>M</b>	<b>Grand Total</b>
Any Other - Asian Background	121	122	243
Any Other - Black Background	176	177	353
Any Other - Mixed Background	352	390	742
Any Other Ethnic Group	402	377	779
Bangladeshi	11515	11571	23086
Black - African	714	723	1437
Black - Caribbean	321	344	665
Black - Somali	752	742	1494
Chinese	113	100	213
Greek/ Greek Cypriot	7	11	18
Gypsy / Roma	2	2	4
Indian	146	136	282
Information Not Yet Obtained	94	76	170
Pakistani	161	169	330
Refused	11	2	13
Traveller of Irish Heritage	9	11	20
Turkish/ Turkish Cypriot	54	51	105
Vietnamese	91	83	174
White - British	1974	1986	3960
White - European	161	170	331
White - Irish	41	47	88
White - Other	459	461	920
White and Asian	157	155	312
White and Black African	92	82	174
White and Black Caribbean	276	327	603
(blank)	326	312	638
<b>Grand Total</b>	<b>18527</b>	<b>18627</b>	<b>37154</b>

*(School Census, Spring 2013)*

Table 2.3 – Distances for Secondary school pupils  
Average distance travelled by Secondary pupils by gender

	Average distance (m) travelled within Borough	Average distance (m) travelled by Bow residents	Average distance (m) travelled by Bow East residents	Average distance (m) travelled by Bow West residents
Boys	1286.2	1759.1	2122.8	1395.4
Girls	1275.0	1716.0	2155.8	1276.1
<b>Total average</b>	<b>1280.4</b>	<b>1746.5</b>	<b>2144.3</b>	<b>1348.7</b>

(Central Pupil Database, 2013)

Table 2.4 – BAME Ethnicity profile for secondary school pupils  
Analysis of BAME ethnicity of pupils offered a secondary place by ward

	Total Pupils	Total BAME Pupils	% BAME Pupils	BAME Females	BAME Male	% BAME Females	% BAME Males
<b>Borough Overall</b>	2433	2058	84.6%	1026	1032	49.9%	50.1%
Bow East	125	84	67.2%	46	38	54.8%	45.2%
Bow West	106	67	63.2%	31	36	46.3%	53.7%
<b>Bow Overall</b>	<b>116</b>	<b>76</b>	<b>65.2%</b>	<b>39</b>	<b>37</b>	<b>50.5%</b>	<b>49.5%</b>
Bethnal Green North	128	106	82.8%	56	50	52.8%	47.2%
Bethnal Green South	153	138	90.2%	67	71	48.6%	51.4%
Blackwall and Cubitt Town	124	92	74.2%	48	44	52.2%	47.8%
Bromley By Bow	235	202	86.0%	100	102	49.5%	50.5%
East India and Lansbury	230	184	80.0%	100	84	54.3%	45.7%
Limehouse	139	115	82.7%	53	62	46.1%	53.9%
Mile End and Globe Town	157	138	87.9%	68	70	49.3%	50.7%
Mile End East	192	174	90.6%	85	89	48.9%	51.1%
Millwall	108	84	77.8%	43	41	51.2%	48.8%
Shadwell	180	167	92.8%	85	82	50.9%	49.1%
Spitalfields and Banglatown	71	66	93.0%	32	34	48.5%	51.5%
St Dunstons and Stepney Green	205	183	89.3%	87	96	47.5%	52.5%
St Katharine's and Wapping	55	48	87.3%	25	23	52.1%	47.9%
Weavers	106	98	92.5%	47	51	48.0%	52.0%
Whitechapel	119	112	94.1%	53	59	47.3%	52.7%

(Central Pupil Database, 2012)

Table 3.1 Resident Profile of Tower Hamlets  
Full Ethnic breakdown of residents based on all ages (Aged 0 to 85 and over)

Full Breakdown of Ethnicity	Number of residents		Proportion of residents	
	Age 0 to 85 and over	All Ages	Age 0 to 85 and over	All Ages
<b>All Residents</b>				
All categories: Ethnic group	254,096	254,096	100%	100%
<b>White: Total</b>	<b>114,819</b>	<b>114,819</b>	<b>45.2%</b>	<b>45.2%</b>
<i>White: English/Welsh/Scottish/Northern Irish/British</i>	79,231	79,231	31.2%	31.2%
<i>White: Irish</i>	3,863	3,863	1.5%	1.5%
<i>White: Gypsy or Irish Traveller</i>	175	175	0.1%	0.1%
<i>White: Other White</i>	31,550	31,550	12.4%	12.4%
<b>Mixed/multiple ethnic group: Total</b>	<b>10,360</b>	<b>10,360</b>	<b>4.1%</b>	<b>4.1%</b>
<i>Mixed/multiple ethnic group: White and Black Caribbean</i>	2,837	2,837	1.1%	1.1%
<i>Mixed/multiple ethnic group: White and Black African</i>	1,509	1,509	0.6%	0.6%
<i>Mixed/multiple ethnic group: White and Asian</i>	2,961	2,961	1.2%	1.2%
<i>Mixed/multiple ethnic group: Other Mixed</i>	3,053	3,053	1.2%	1.2%
<b>Asian/Asian British: Total</b>	<b>104,501</b>	<b>104,501</b>	<b>41.1%</b>	<b>41.1%</b>
<i>Asian/Asian British: Indian</i>	6,787	6,787	2.7%	2.7%
<i>Asian/Asian British: Pakistani</i>	2,442	2,442	1.0%	1.0%
<i>Asian/Asian British: Bangladeshi</i>	81,377	81,377	32.0%	32.0%
<i>Asian/Asian British: Chinese</i>	8,109	8,109	3.2%	3.2%
<i>Asian/Asian British: Other Asian</i>	5,786	5,786	2.3%	2.3%
<b>Black/African/Caribbean/Black British: Total</b>	<b>18,629</b>	<b>18,629</b>	<b>7.3%</b>	<b>7.3%</b>
<i>Black/African/Caribbean/Black British: African</i>	9,495	9,495	3.7%	3.7%
<i>Black/African/Caribbean/Black British: Caribbean</i>	5,341	5,341	2.1%	2.1%
<i>Black/African/Caribbean/Black British: Other Black</i>	3,793	3,793	1.5%	1.5%
<b>Other ethnic group: Total</b>	<b>5,787</b>	<b>5,787</b>	<b>2.3%</b>	<b>2.3%</b>
<i>Other ethnic group: Arab</i>	2,573	2,573	1.0%	1.0%
<i>Other ethnic group: Any other ethnic group</i>	3,214	3,214	1.3%	1.3%

(National Census, 2011)

Table 3.2 Tower Hamlets Residents Profile  
Ethnicity breakdown of residents aged 0 to 4

Ethnicity Breakdown	Number of residents		Proportion of residents	
	Age 0 to 4	All Ages	Age 0 to 4	All Ages
<b>All Residents</b>				
<b>All categories: Ethnic group</b>	<b>18,750</b>	<b>254,096</b>	<b>100%</b>	<b>100%</b>
White	3,153	83,269	16.8%	32.8%
Other White	999	31,550	5.3%	12.4%
Mixed/multiple ethnic group	1,851	10,360	9.9%	4.1%
Asian/Asian British (excluding Bangladeshi)	1,292	23,124	6.9%	9.1%
Bangladeshi	9,280	81,377	49.5%	32.0%
Black/African/Caribbean/Black British	1,823	18,629	9.7%	7.3%
Other ethnic group	352	5,787	1.9%	2.3%

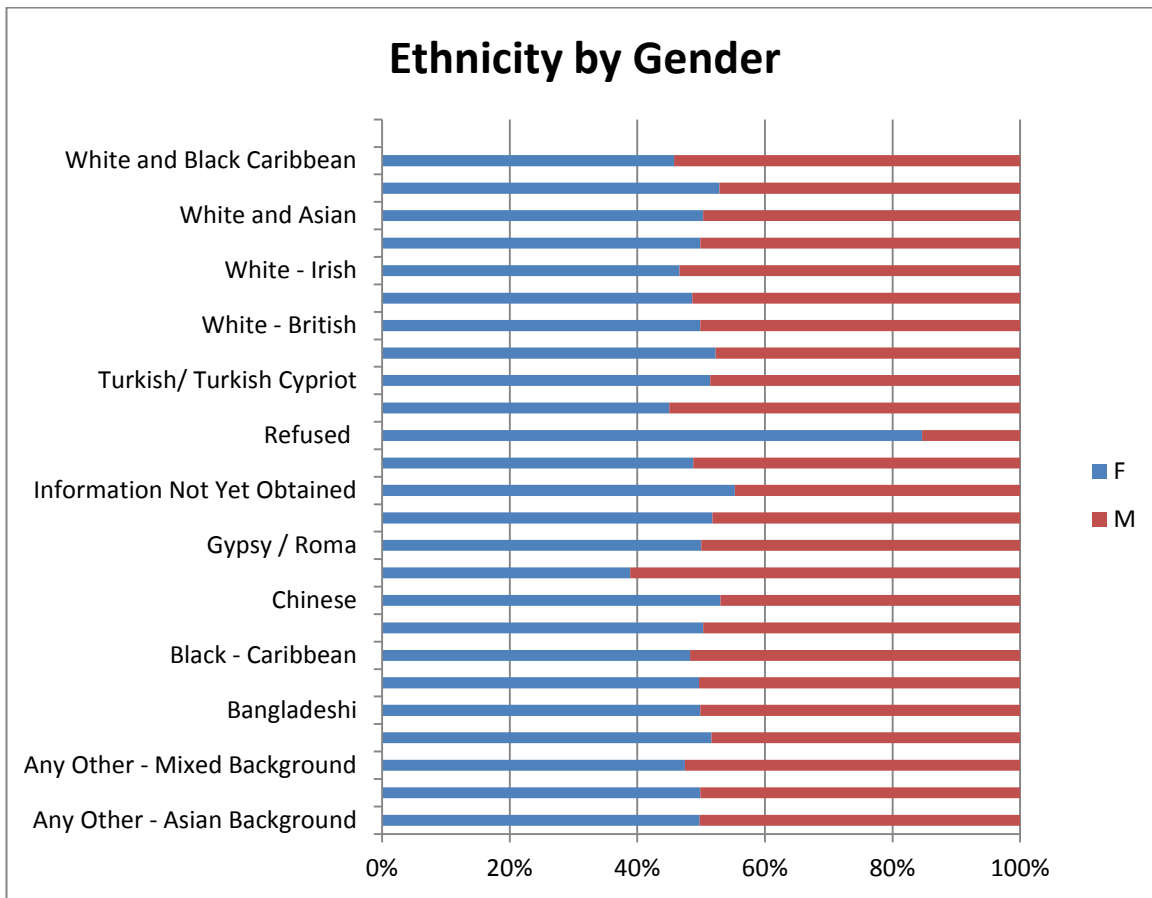
*(National Census, 2011)*

Table 3.3 – Pupil ethnicity profile  
Breakdown of ethnicity by year group

<b>Ethnicity</b>	<b>N1</b>	<b>N2</b>	<b>R</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>Grand Total</b>
Any Other - Asian Background	12	9	25	23	25	14	16	13	27	13	14	19	17	16	243
Any Other - Black Background	12	10	19	30	28	24	26	30	30	20	26	30	36	32	353
Any Other - Mixed Background	46	46	99	83	80	66	69	63	47	31	32	24	31	25	742
Any Other Ethnic Group	48	30	86	105	83	71	72	61	52	35	34	29	37	36	779
Bangladeshi	884	775	1980	1913	1947	1918	1997	1982	1917	1595	1587	1509	1576	1506	23086
Black - African	78	57	111	131	136	100	110	109	101	106	94	113	86	105	1437
Black - Caribbean	20	9	41	52	46	56	39	52	51	50	59	60	54	76	665
Black - Somali	61	45	149	143	153	122	125	112	100	105	94	93	101	91	1494
Chinese	12	14	17	18	24	19	14	18	6	9	9	16	19	18	213
Greek/ Greek Cypriot	1		1	1	1	5	2	3	1		1		2		18
Gypsy / Roma			1				1			1		1			4
Indian	12	15	44	23	40	30	19	10	14	20	13	15	15	12	282
Information Not Yet Obtained	3	4	7	22	17	16	36	27	18	7	8	2	2	1	170
Pakistani	15	5	33	36	38	30	29	22	26	22	17	26	14	17	330
Refused			2				1		1		6	1	1	1	13
Traveller of Irish Heritage	1	1	3	1	2	3	1		1	1	2		2	2	20
Turkish/ Turkish Cypriot	1		1	4	5	4	5	13	9	9	13	13	17	11	105
Vietnamese	7	5	13	9	13	19	15	11	17	7	16	13	7	22	174
White - British	147	133	353	363	336	319	353	289	299	242	269	270	284	303	3960
White - European	7	3	17	22	23	25	22	25	23	41	35	30	29	29	331
White - Irish	1	2	8	3	10	9	12	8	10	5	3	9	5	3	88
White - Other	66	36	134	107	91	82	79	68	66	30	32	49	41	39	920
White and Asian	22	8	34	39	33	34	33	18	16	14	15	21	13	12	312
White and Black African	7	2	14	17	20	15	11	9	6	14	23	14	11	11	174
White and Black Caribbean	13	11	41	64	70	51	45	53	43	38	47	53	41	33	603
(blank)	459	169	10												638
<b>Grand Total</b>	<b>1935</b>	<b>1389</b>	<b>3243</b>	<b>3209</b>	<b>3221</b>	<b>3032</b>	<b>3132</b>	<b>2996</b>	<b>2881</b>	<b>2415</b>	<b>2449</b>	<b>2410</b>	<b>2441</b>	<b>2401</b>	<b>37154</b>

(School Census, Spring 2013)

Chart 3.1 – Pupil profile Chart  
Breakdown of Ethnicity by Gender



(School Census, Spring 2013)

Table 3.4 Pupil Admissions and Exclusions Staff Profile  
 Ethnicity profile of Pupil Admissions and Exclusions Staff members

Ethnicity	No. of staff	% of staff
White	1	6%
Bengali	10	56%
Pakistani	1	6%
Mixed	1	6%
Black British	4	22%
Vietnamese	1	6%
<b>Total</b>	<b>18</b>	<b>100%</b>

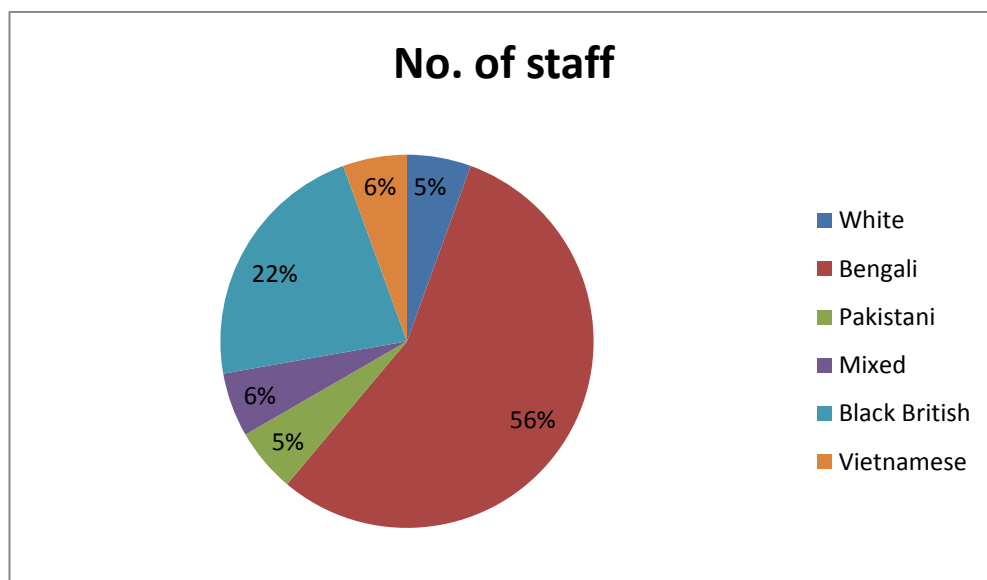
*(Pupil Admissions and Exclusions, 2014)*

Table 3.5 Pupil Admissions and Exclusions Staff Profile  
 Gender profile of Pupil Admissions and Exclusions Staff members

Gender	No. of staff	% of staff
Male	7	39%
Female	11	61%
<b>Total</b>	<b>18</b>	<b>100%</b>

*(Pupil Admissions and Exclusions, 2014)*

Chart 3.2 Pupil Admissions and Exclusions Staff profile chart  
 Ethnicity profile of Pupil Admissions and Exclusions Staff



*(Pupil Admissions and Exclusions, 2014)*



Table 3.6 Pupil ethnicity profile with and without offers  
Breakdown of ethnicity profile for pupils with and without offers from 2011-13

		No. of pupils	% of pupils
Total no. of Pupils from last 3 years		21198	-
Total no. of Pupils with valid Ethnicity recorded in system		14018	66.1%
Total no. of Pupils with valid Ethnicity recorded in system with Offers		13880	65.5%
Without offers	Asian Ethnicity	9578	68.3%
	Black Ethnicity	1407	10.0%
	Mixed Dual Heritage	649	4.6%
	White	2007	14.3%
	Other	377	2.7%
With offers	Asian Ethnicity	9537	68.7%
	Black Ethnicity	1381	9.9%
	Mixed Dual Heritage	637	4.6%
	White	1961	14.1%
	Other	364	2.6%

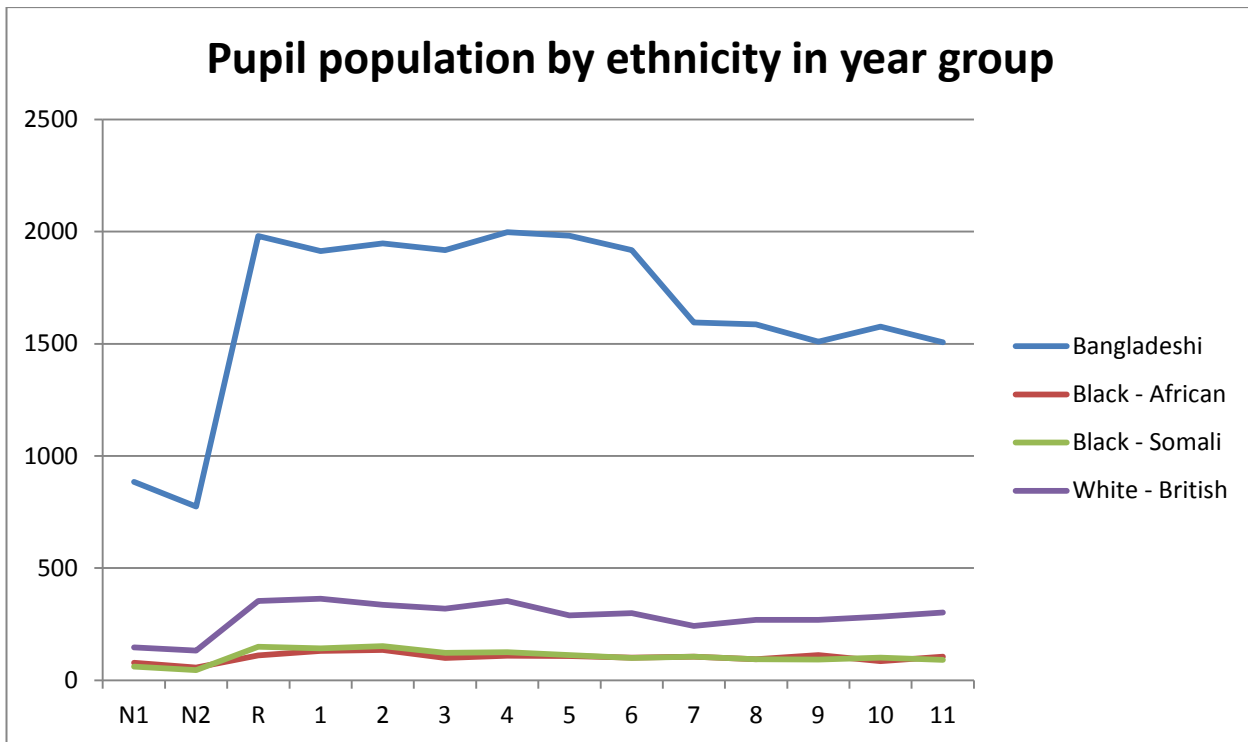
(Central Pupil Database, 2014)

Table 3.7 Target group – RACE  
Pupil population by race in year groups

Year Groups	Bangladeshi	Black - African	Black - Somali	White - British	Grand Total
N1	884	78	61	147	1170
N2	775	57	45	133	1010
R	1980	111	149	353	2593
1	1913	131	143	363	2550
2	1947	136	153	336	2572
3	1918	100	122	319	2459
4	1997	110	125	353	2585
5	1982	109	112	289	2492
6	1917	101	100	299	2417
7	1595	106	105	242	2048
8	1587	94	94	269	2044
9	1509	113	93	270	1985
10	1576	86	101	284	2047
11	1506	105	91	303	2005
<b>Grand Total</b>	<b>23086</b>	<b>1437</b>	<b>1494</b>	<b>3960</b>	<b>29977</b>

(School Census, Spring 2013)

Chart 3.3 Target group – RACE  
 Pupil population by race in year groups



(School Census, Spring 2013)

Table 3.8 Target group – RACE  
Proportion of ethnicity per school

School	Any Other - Asian Background	Any Other - Black Background	Any Other - Mixed Background	Any Other Ethnic Group	Bangladeshi	Black - African	Black - Caribbean	Black - Somali	Chinese	Greek/ Greek Cypriot	Gypsy / Roma	Indian	Information Not Yet Obtained	Pakistani	Refused	Traveller of Irish Heritage	Turkish/ Turkish Cypriot	Vietnamese	White - British	White - European	White - Irish	White - Other	White and Asian	White and Black African	White and Black Caribbean	#N/A	Total
Canary Wharf Academy	0%	1%	17%	7%	0%	6%	2%	0%	8%	0%	0%	9%	0%	0%	0%	0%	0%	0%	24%	4%	1%	16%	3%	3%	1%	0%	100%
CET Primary	0%	4%	1%	4%	13%	4%	1%	0%	1%	0%	0%	0%	28%	1%	1%	0%	0%	0%	19%	0%	0%	13%	3%	1%	4%	0%	100%
Sir William Burrough	2%	1%	4%	0%	68%	2%	2%	0%	1%	0%	0%	1%	0%	0%	0%	0%	0%	1%	16%	0%	0%	3%	0%	0%	0%	0%	100%
St Ford	1%	1%	2%	2%	60%	4%	4%	8%	0%	0%	0%	0%	0%	0%	0%	0%	1%	0%	10%	2%	0%	1%	1%	0%	2%	1%	100%
Mary and St Michael	1%	2%	5%	5%	5%	22%	10%	0%	1%	0%	0%	2%	0%	1%	0%	1%	0%	1%	22%	0%	1%	13%	2%	2%	5%	0%	100%
Elizabeth	0%	6%	6%	4%	1%	11%	7%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	31%	6%	5%	9%	1%	3%	10%	0%	100%
Ansbury Lawrence	0%	0%	3%	3%	71%	2%	0%	5%	0%	0%	0%	1%	0%	1%	0%	0%	0%	0%	8%	0%	0%	2%	0%	0%	2%	0%	100%
Timesbury	0%	1%	2%	2%	64%	3%	1%	5%	1%	0%	0%	1%	0%	1%	0%	0%	0%	1%	12%	1%	0%	3%	1%	0%	1%	0%	100%
Ben Jonson	0%	0%	0%	2%	80%	2%	0%	8%	0%	0%	0%	0%	0%	1%	0%	0%	0%	1%	2%	0%	0%	1%	2%	0%	0%	0%	100%
Bonner	0%	0%	2%	3%	59%	1%	0%	9%	1%	0%	0%	1%	0%	1%	0%	0%	0%	0%	17%	1%	0%	2%	2%	0%	1%	0%	100%
Old Palace	0%	0%	3%	1%	74%	2%	1%	8%	0%	0%	0%	0%	1%	2%	0%	0%	1%	1%	2%	0%	0%	0%	2%	0%	0%	0%	100%
Canon Barnett	0%	0%	2%	3%	73%	5%	1%	7%	0%	0%	0%	0%	0%	2%	0%	0%	0%	0%	3%	1%	0%	2%	0%	0%	0%	0%	100%
Cayley	0%	0%	1%	2%	89%	0%	0%	2%	0%	0%	0%	0%	2%	0%	0%	0%	0%	0%	1%	0%	0%	1%	0%	0%	0%	1%	100%
Blue Gate Fields Junior	0%	1%	0%	1%	93%	3%	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	100%
Chisenhale	0%	0%	5%	4%	34%	4%	2%	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	35%	1%	0%	5%	2%	1%	3%	0%	100%
Columbia	1%	1%	2%	2%	48%	2%	1%	5%	1%	0%	0%	1%	0%	0%	0%	0%	0%	0%	25%	1%	0%	6%	2%	0%	2%	0%	100%
Cubitt Town Junior	5%	1%	1%	2%	48%	4%	0%	3%	1%	0%	0%	1%	0%	1%	0%	0%	0%	1%	23%	1%	0%	4%	1%	1%	2%	0%	100%
Culloden	0%	1%	4%	2%	68%	3%	1%	10%	0%	0%	0%	1%	1%	2%	0%	0%	0%	0%	3%	0%	0%	2%	0%	0%	0%	1%	100%
Cyril Jackson	2%	1%	2%	3%	69%	3%	0%	8%	0%	0%	0%	1%	0%	1%	0%	0%	0%	1%	6%	0%	0%	2%	1%	0%	1%	0%	100%

School	Any Other - Asian Background	Any Other - Black Background	Any Other - Mixed Background	Any Other Ethnic Group	Bangladeshi	Black - African	Black - Caribbean	Black - Somali	Chinese	Greek/ Greek Cypriot	Gypsy / Roma	Indian	Information Not Yet Obtained	Pakistani	Refused	Traveller of Irish Heritage	Turkish/ Turkish Cypriot	Vietnamese	White - British	White - European	White - Irish	White - Other	White and Asian	White and Black African	White and Black Caribbean	#N/A	Total
Clara Grant	0%	1%	2%	3%	79%	2%	0%	5%	1%	0%	0%	0%	0%	1%	0%	0%	0%	1%	4%	0%	0%	1%	0%	0%	1%	0%	100%
Globe	1%	2%	2%	1%	57%	5%	0%	10%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	13%	1%	0%	3%	2%	0%	2%	0%	100%
Hague	0%	1%	2%	0%	90%	1%	0%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%	0%	100%
Harbinger	0%	0%	6%	4%	53%	1%	0%	1%	3%	0%	0%	3%	0%	0%	0%	0%	1%	1%	15%	1%	0%	7%	1%	1%	3%	0%	100%
John Scurr	1%	0%	0%	1%	89%	1%	0%	4%	1%	0%	0%	1%	0%	0%	0%	0%	0%	0%	2%	0%	0%	0%	0%	0%	0%	0%	100%
Lawdale Junior	0%	0%	0%	2%	88%	0%	2%	4%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	2%	0%	0%	0%	0%	0%	0%	0%	100%
Elizabeth Selby Infants	0%	0%	1%	5%	79%	1%	1%	6%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	3%	0%	0%	1%	1%	0%	0%	0%	100%
Marion Richardson	1%	1%	1%	1%	79%	2%	1%	5%	1%	0%	0%	0%	0%	2%	0%	0%	0%	0%	2%	1%	0%	1%	1%	0%	1%	0%	100%
Marner	1%	1%	1%	1%	84%	1%	1%	3%	0%	0%	0%	1%	0%	2%	0%	0%	0%	0%	1%	0%	0%	1%	2%	0%	1%	0%	100%
Mayflower	1%	0%	0%	1%	88%	1%	1%	4%	0%	0%	0%	1%	0%	1%	0%	0%	0%	1%	0%	0%	0%	1%	0%	0%	0%	0%	100%
Mowlem	0%	1%	0%	2%	84%	0%	0%	3%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	3%	0%	0%	3%	0%	0%	0%	0%	100%
Blue Gate Fields Infants'	1%	1%	1%	1%	89%	5%	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	100%
Olga	0%	0%	2%	0%	47%	3%	3%	6%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	28%	1%	2%	1%	3%	0%	3%	0%	100%
Redlands	0%	0%	1%	2%	91%	1%	0%	2%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	1%	0%	0%	1%	0%	0%	0%	0%	100%
Manorfield	1%	1%	3%	4%	55%	3%	1%	6%	1%	0%	0%	0%	1%	1%	0%	0%	1%	1%	15%	0%	0%	2%	1%	0%	3%	0%	100%
Stebon	1%	0%	1%	0%	89%	0%	0%	5%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	1%	0%	0%	1%	0%	0%	0%	0%	100%
Stewart Headlam	1%	0%	3%	3%	76%	2%	0%	6%	1%	0%	0%	1%	0%	0%	0%	0%	0%	0%	2%	1%	0%	2%	1%	0%	0%	0%	100%
Virginia	1%	0%	3%	5%	78%	1%	1%	6%	0%	0%	0%	0%	0%	0%	0%	0%	0%	1%	3%	0%	0%	1%	0%	0%	0%	0%	100%
Wellington	1%	0%	1%	1%	67%	7%	1%	5%	1%	0%	0%	1%	0%	3%	0%	1%	0%	2%	4%	1%	1%	4%	0%	0%	0%	0%	100%
Woolmore	0%	0%	0%	4%	75%	2%	0%	11%	0%	0%	0%	0%	0%	3%	0%	0%	0%	0%	2%	0%	0%	1%	0%	0%	0%	0%	100%
Thomas Buxton	0%	0%	1%	5%	84%	2%	0%	4%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	1%	0%	0%	1%	1%	0%	0%	0%	100%

School	Any Other - Asian Background	Any Other - Black Background	Any Other - Mixed Background	Any Other Ethnic Group	Bangladeshi	Black - African	Black - Caribbean	Black - Somali	Chinese	Greek/ Greek Cypriot	Gypsy / Roma	Indian	Information Not Yet Obtained	Pakistani	Refused	Traveller of Irish Heritage	Turkish/ Turkish Cypriot	Vietnamese	White - British	White - European	White - Irish	White - Other	White and Asian	White and Black African	White and Black Caribbean	#N/A	Total
Seven Mills	1%	0%	2%	3%	66%	0%	1%	6%	1%	0%	0%	1%	0%	1%	0%	0%	1%	1%	9%	0%	0%	4%	0%	0%	3%	0%	100%
Cubitt Town Infants	1%	1%	5%	3%	49%	4%	1%	4%	2%	0%	0%	2%	0%	0%	0%	0%	0%	2%	17%	1%	0%	3%	2%	1%	3%	0%	100%
Osmani	0%	0%	0%	4%	84%	1%	0%	6%	1%	0%	0%	1%	0%	1%	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	100%
Shapla	2%	0%	1%	1%	89%	4%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	2%	0%	0%	0%	0%	100%
Hermitage	0%	0%	4%	5%	64%	2%	1%	0%	0%	0%	0%	3%	0%	1%	0%	0%	1%	0%	6%	1%	1%	5%	2%	1%	2%	0%	100%
Bangabandhu	0%	1%	2%	2%	77%	2%	0%	5%	0%	0%	0%	0%	0%	2%	0%	0%	0%	0%	3%	0%	0%	1%	1%	0%	1%	1%	100%
Holley	0%	0%	0%	2%	87%	3%	0%	1%	0%	0%	0%	0%	0%	3%	0%	0%	0%	0%	2%	0%	0%	0%	1%	0%	0%	0%	100%
England Green	0%	0%	1%	6%	85%	0%	0%	4%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	1%	0%	0%	0%	1%	0%	0%	0%	100%
Kobi Nazrul	0%	0%	1%	2%	89%	0%	0%	2%	0%	0%	0%	0%	0%	4%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	2%	100%
Dorothy Street	0%	0%	1%	3%	83%	2%	0%	4%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	3%	0%	0%	1%	2%	0%	0%	0%	100%
Bygrove	0%	0%	0%	2%	81%	1%	0%	7%	0%	0%	1%	0%	0%	1%	0%	0%	0%	0%	3%	0%	0%	2%	0%	0%	0%	0%	100%
William Davis	1%	1%	2%	4%	74%	2%	0%	6%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	3%	1%	0%	3%	1%	0%	1%	0%	100%
Arnhem Wharf	1%	0%	2%	4%	54%	4%	2%	7%	1%	0%	0%	4%	0%	1%	0%	0%	0%	1%	9%	1%	0%	4%	1%	2%	4%	0%	100%
Harry Gosling	0%	0%	1%	1%	89%	1%	0%	3%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	100%
Christchurch	0%	2%	4%	3%	63%	6%	5%	2%	1%	0%	0%	0%	0%	4%	0%	0%	0%	0%	4%	0%	0%	5%	0%	0%	0%	0%	100%
Guardian Angels	1%	4%	16%	6%	2%	8%	10%	0%	1%	1%	0%	3%	0%	0%	0%	0%	0%	0%	33%	3%	3%	7%	0%	0%	0%	0%	100%
Stepney Greencoat	2%	1%	3%	2%	42%	6%	1%	0%	1%	0%	0%	0%	2%	1%	1%	0%	0%	1%	32%	0%	0%	4%	0%	1%	2%	0%	100%
Our Lady	2%	3%	6%	1%	3%	18%	4%	1%	1%	0%	0%	0%	0%	0%	0%	0%	0%	1%	44%	2%	0%	7%	1%	2%	9%	0%	100%
St Agnes	1%	4%	7%	4%	0%	25%	9%	0%	0%	0%	0%	0%	0%	0%	0%	2%	0%	0%	32%	0%	1%	4%	1%	2%	8%	0%	100%
St Annes	1%	4%	9%	8%	4%	9%	5%	1%	0%	0%	0%	1%	1%	1%	0%	0%	0%	1%	36%	3%	1%	6%	1%	1%	6%	0%	100%
St Edmunds	3%	0%	5%	1%	1%	9%	2%	0%	3%	0%	0%	3%	0%	0%	0%	0%	0%	1%	34%	2%	1%	20%	4%	2%	6%	0%	100%

School	Any Other - Asian Background	Any Other - Black Background	Any Other - Mixed Background	Any Other Ethnic Group	Bangladeshi	Black - African	Black - Caribbean	Black - Somali	Chinese	Greek/ Greek Cypriot	Gypsy / Roma	Indian	Information Not Yet Obtained	Pakistani	Refused	Traveller of Irish Heritage	Turkish/ Turkish Cypriot	Vietnamese	White - British	White - European	White - Irish	White - Other	White and Asian	White and Black African	White and Black Caribbean	#N/A	Total
St John's	0%	3%	3%	3%	31%	7%	5%	2%	0%	0%	0%	1%	1%	0%	0%	0%	0%	0%	33%	1%	0%	2%	0%	0%	6%	0%	100%
St Luke's	1%	3%	5%	1%	26%	8%	2%	2%	4%	0%	0%	7%	0%	1%	0%	0%	0%	1%	29%	1%	0%	5%	1%	1%	3%	0%	100%
St Matthias	1%	1%	3%	2%	46%	5%	6%	1%	0%	0%	0%	2%	0%	1%	0%	0%	1%	0%	18%	3%	1%	4%	1%	0%	1%	0%	100%
Paul with St Luke	0%	1%	2%	0%	36%	5%	3%	0%	0%	0%	0%	1%	40%	1%	0%	0%	0%	2%	6%	0%	0%	3%	0%	0%	1%	0%	100%
Paul's Whitechapel	0%	3%	4%	0%	74%	4%	0%	0%	1%	0%	0%	0%	3%	4%	0%	0%	0%	0%	3%	0%	0%	4%	0%	1%	0%	0%	100%
St Peter's London Docks	2%	2%	8%	3%	34%	2%	3%	0%	2%	0%	0%	1%	0%	2%	0%	0%	0%	1%	24%	0%	0%	6%	8%	0%	3%	0%	100%
Saviour's	0%	0%	6%	0%	3%	8%	2%	0%	1%	0%	0%	0%	0%	0%	0%	0%	0%	1%	68%	1%	0%	1%	2%	1%	4%	0%	100%
English Martyrs	0%	0%	5%	5%	2%	4%	5%	1%	0%	2%	0%	0%	0%	0%	0%	0%	0%	0%	25%	0%	2%	37%	4%	2%	4%	0%	100%
Holy Family	2%	1%	2%	1%	0%	24%	3%	0%	2%	0%	0%	1%	1%	0%	0%	0%	0%	6%	36%	8%	0%	7%	0%	1%	4%	0%	100%

(School Census, Spring 2013)

Table 3.9 Target group – GENDER  
Distance travelled by secondary School pupils, based on 2013 applicants

	Female	Male	Total
<b>Borough Average</b>	<b>1213.3</b>	<b>1229.6</b>	<b>1221.5</b>
Bow East	2119.2	2241.1	2177.4
Bow West	992.7	1572.4	1273.7
<b>Bow Average</b>	<b>1555.9</b>	<b>1906.8</b>	<b>1725.5</b>
Bethnal Green North	722.3	738.4	730.9
Bethnal Green South	822.6	671.8	747.8
Blackwall and Cubitt Town	1586.6	1756.8	1673.7
Bromley By Bow	1458.0	1375.5	1418.4
East India and Lansbury	1282.7	1123.1	1200.2
Limehouse	1930.3	1651.3	1787.9
Mile End and Globe Town	704.9	680.5	691.4
Mile End East	1365.4	1220.9	1292.7
Millwall	2310.7	2676.7	2488.7
Shadwell	911.2	1493.6	1170.1
Spitalfields and Banglatown	1223.4	1212.8	1217.8
St Dunstons and Stepney Green	944.6	688.9	802.2
St Katharine's and Wapping	1466.5	2298.7	1791.2
Weavers	852.3	790.6	819.2
Whitechapel	572.6	1171.1	854.6

*(Central Pupil Database, 2013)*

Table 3.10 Target group – OTHER SOCIO-ECONOMIC CARER  
No. of Local Authority allocations per school from 2011-2013

School	Estab CA	2013	2012	2011
Bangabandhu Primary School	Area 1	6		1
Ben Jonson Primary School	Area 1	13		26
Bonner Primary School	Area 1			
Cayley Primary School	Area 1	13	1	
Globe Primary School	Area 1			8
Halley Primary School	Area 1			
John Scurr Primary School	Area 1	3		7
Marion Richardson Primary School	Area 1			1
Redlands Primary School	Area 1			
Smithy Primary School	Area 1			14
Chisenhale Primary School	Area 2			
Malmesbury Primary School	Area 2			1
Old Ford Primary School	Area 2			
Olga Primary School	Area 2			
Bonner School (Mile End)	Area 3	9	44	
Clara Grant Primary School	Area 3		2	1
Marner Primary School	Area 3			31
Old Palace Primary School	Area 3			
Stebon Primary School	Area 3			
Wellington Primary School	Area 3			22
Bygrove Primary School	Area 4			
Culloden Primary School	Area 4		15	
Cyril Jackson Primary School	Area 4			
Lansbury Lawrence Primary School	Area 4			
Manorfield Primary School	Area 4		8	12
Mayflower Primary School	Area 4			
Woolmore Primary School	Area 4			
Arnhem Wharf Primary School	Area 5	4	2	5
Cubitt Town Infants' School	Area 5		1	
Harbinger Primary School	Area 5	2	2	
Seven Mills Primary School	Area 5			
Bigland Green Primary School	Area 6			
Blue Gate Fields Infants' School	Area 6			
Canon Barnett Primary School	Area 6	12	15	30
Harry Gosling Primary School	Area 6	2		
Hermitage Primary School	Area 6	4	15	10
Shapla Primary School	Area 6			7
Columbia Primary School	Area 7			2
Elizabeth Selby Infants' School	Area 7	6	24	11
Hague Primary School	Area 7		9	1
Kobi Nazrul Primary School	Area 7		1	2
Mowlem Primary School	Area 7	1	1	11



<b>School</b>	<b>Estab CA</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
Osmani Primary School	Area 7	5	9	20
Stewart Headlam Primary School	Area 7	4	9	33
Thomas Buxton Primary School	Area 7	1	22	13
Virginia Primary School	Area 7			
William Davis Primary School	Area 7	5	2	3
Non Community Schools		24	17	29
<b>Total</b>		<b>90</b>	<b>182</b>	<b>272</b>

*(Central Pupil Database, 2013)*

Table 3.11 Mobility of Travel  
Mode of Travel in Catchment Area 1

Mode of Travel to schools in Area 1	Under 500 m	Under 1 km	Under 2 km	Under 3 km	Under 5 km	Under 10 km	Over 10 km	Grand Total
Bicycle	14	4	2					20
Bus	31	19	56	38	7	1		152
Car	266	88	83	39	9	12	8	505
Carshare	11	1	4					16
Other	1			4				5
Rail	2	2		2	5	5	3	19
School Bus	8	6	15	11	11	1	1	53
Walk	2812	439	180	63	24	8	3	3529
<b>Grand Total</b>	<b>3145</b>	<b>559</b>	<b>340</b>	<b>157</b>	<b>56</b>	<b>27</b>	<b>15</b>	<b>4299</b>

(Mode of Travel Survey, 2011)

Table 3.12 Mobility of Travel  
Mode of Travel in Catchment Area 2

Mode of Travel to schools in Area 2	Under 500 m	Under 1 km	Under 2 km	Under 3 km	Under 5 km	Under 10 km	Over 10 km	Grand Total
Bicycle	10	13	3	1				27
Bus	19	9	20	8	3			59
Car	101	73	31	15	7	4	2	233
Carshare	3	3	1	3				10
Other		1	5					6
Rail	1	1					2	4
School Bus		1	1					2
Walk	1171	275	77	12	7	7	4	1553
<b>Grand Total</b>	<b>1305</b>	<b>376</b>	<b>138</b>	<b>39</b>	<b>17</b>	<b>11</b>	<b>8</b>	<b>1894</b>

(Mode of Travel Survey, 2011)

Table 3.13 Mobility of Travel  
Mode of Travel in Catchment Area 3

Mode of Travel to schools in Area 3	Under 500 m	Under 1 km	Under 2 km	Under 3 km	Under 5 km	Under 10 km	Over 10 km	Grand Total
Bicycle	1	1	1					3
Bus	4	8	31	9	1			53
Car	103	40	32	10	4	4	2	195
Carshare	2							2
Other	1	1	1					3
Rail	3	1	3	3	4	2		16
School Bus			1					1
Walk	1664	218	46	7	5	2	1	1943
<b>Grand Total</b>	<b>1778</b>	<b>269</b>	<b>115</b>	<b>29</b>	<b>14</b>	<b>8</b>	<b>3</b>	<b>2216</b>

(Mode of Travel Survey, 2011)

Table 3.14 Mobility of Travel  
Mode of Travel in Catchment Area 4

Mode of Travel to schools in Area 4	Under 500 m	Under 1 km	Under 2 km	Under 3 km	Under 5 km	Under 10 km	Over 10 km	Grand Total
Bicycle	2	6						8
Bus	16	24	35	16	2	1		94
Car	248	129	46	16	8	9	3	459
Carshare	4	1				1		6
Other	2	1						3
Rail	8	4	22	12	1	3	2	52
School Bus	2	3	12	9	6			32
Walk	1739	360	118	25	10	5	6	2263
<b>Grand Total</b>	<b>2021</b>	<b>528</b>	<b>233</b>	<b>78</b>	<b>27</b>	<b>19</b>	<b>11</b>	<b>2917</b>

(Mode of Travel Survey, 2011)

Table 3.15 Mobility of Travel  
Mode of Travel in Catchment Area 5

Mode of Travel to schools in Area 5	Under 500 m	Under 1 km	Under 2 km	Under 3 km	Under 5 km	Under 10 km	Over 10 km	Grand Total
Bicycle	13	4	4	1				<b>22</b>
Bus	21	24	44	28	5	1		<b>123</b>
Car	69	60	48	28	12	7	7	<b>231</b>
Carshare			1					<b>1</b>
Other	1		1					<b>2</b>
Rail	1		1			1		<b>3</b>
School Bus		1	2	1				<b>4</b>
Walk	753	197	65	18	14	1	1	<b>1049</b>
<b>Grand Total</b>	<b>858</b>	<b>286</b>	<b>166</b>	<b>76</b>	<b>31</b>	<b>10</b>	<b>8</b>	<b>1435</b>

(Mode of Travel Survey, 2011)

Table 3.16 Mobility of Travel  
Mode of Travel in Catchment Area 6

Mode of Travel to schools in Area 6	Under 500 m	Under 1 km	Under 2 km	Under 3 km	Under 5 km	Under 10 km	Over 10 km	Grand Total
Bicycle	9	1	1		1			<b>12</b>
Bus	21	8	30	24	34	2		<b>119</b>
Car	70	49	42	25	16	4	11	<b>217</b>
Carshare		1						<b>1</b>
Other	4	3	1		1			<b>9</b>
Rail	5			3	4	1	2	<b>15</b>
School Bus	2		1	6	57	2		<b>68</b>
Walk	1259	184	61	21	38	1		<b>1564</b>
<b>Grand Total</b>	<b>1370</b>	<b>246</b>	<b>136</b>	<b>79</b>	<b>151</b>	<b>10</b>	<b>13</b>	<b>2005</b>

(Mode of Travel Survey, 2011)

Table 3.17 Mobility of Travel  
Mode of Travel in Catchment Area 7

Mode of Travel to schools in Area 7	Under 500 m	Under 1 km	Under 2 km	Under 3 km	Under 5 km	Under 10 km	Over 10 km	Grand Total
Bicycle	6	1	3	1				<b>11</b>
Bus	11	7	31	32	32	11	1	<b>125</b>
Car	79	46	37	24	27	2	10	<b>225</b>
Carshare	1							<b>1</b>
Other	1	2	2	1				<b>6</b>
Rail			1	4		1	3	<b>9</b>
School Bus	2	1	2	10	31			<b>46</b>
Walk	1905	258	119	50	39	20	12	<b>2403</b>
<b>Grand Total</b>	<b>2005</b>	<b>315</b>	<b>195</b>	<b>122</b>	<b>129</b>	<b>34</b>	<b>26</b>	<b>2826</b>

(Mode of Travel Survey, 2011)

Table 3.18 Travel Assistance  
No. of travel assistance granted per ethnic group for 2012 and 2013

ETHNICITY	2013	2012
Bangladeshi	55	87
Indian	3	1
Other Pakistani		1
Other Asian		2
Pakistani		1
Black - African	1	
Other Black African		1
Black - Congolese		
Black Caribbean	1	3
Black European		1
Black - Nigerian	1	
Other Black		2
Black - Somali	4	3
Hong Kong Chinese	1	
Chinese	1	1
Any Other Mixed Background		1
Other Mixed Background		1
White and Any Other Asian Background		1
White and Asian		1
White and Black African		2
White and Any Other Ethnic Group		1
Information Not Yet Obtained	24	15
Arab Other		2
Egyptian	1	
Moroccan	1	
Any Other Ethnic Group		1
White - British	1	7
White - English	2	
White - Irish		1
Turkish	2	
White Western European		1
<b>Grand Total</b>	<b>98</b>	<b>137</b>

*(Pupil Admissions and Exclusions, 2014)*

Table 3.19 Ethnicity for housing waiting list  
 Breakdown of ethnicity for current housing waiting list, as of December 2013

<b>Ethnicity</b>	<b>No. of people</b>	<b>% of people</b>
Asian	11,592	55.8 %
Black	2,509	12.1 %
Dual	521	2.5 %
White	4,851	23.4 %
Other	1,104	5.3 %
REFUSED	189	0.9 %
<b>Total</b>	<b>20,766</b>	<b>100%</b>

*(Housing Options Service, 2013)*

## Appendix B - School Admission 2015/16 Consultation Survey Response

### 1.0 Introduction

Tower Hamlets Council was consulting on its school admission arrangements. The aim is to improve the school admission process for Tower Hamlets schools, so that it is fair and that as many parents as possible gain a place for their child at one of their preferred schools. We were consulting on the following:

#### **(i) Proposed Admissions Policies for Tower Hamlets community schools**

- Nursery School/Class Admissions Policy
- Oversubscription criteria, including the introduction of priority admission (catchment) areas
- Introduction of a common application form
- Single 'closing' date and 'offer' date for applications
- Requirement to provide both part-time and full-time places
- Primary Schools Admissions Policy
- Oversubscription criteria, including a change to the priority admission (catchment) areas for community school
- Secondary Schools Admissions Policy
- Oversubscription criteria

#### **(ii) Proposed planned admission numbers for schools in Tower Hamlets**

#### **(iii) Proposed schemes for the co-ordination of admissions for:**

- The reception year of primary school
- Year 7 of secondary school; and
- Admissions outside of normal points of entry ('In-Year')

The consultation went live on the 1 November 2013 and ended on 30 December 2013. The consultation lasted for over 8 weeks.

### 2.0 Communication

Below are lists of the communications which had gone out to advertise and highlight the consultation survey.

<b>Communication Type</b>	<b>Date</b>
LBTH School Admissions website	01/11/2013
EEL advert	04/11/2013
LBTH Internal Intranet page	04/11/2013
East London Advertiser	05/11/2013
Weekly Bangla Times (ENGLISH AND BENGALI)	08/11/2013
Weekly Sylheter Khabor	08/11/2013
Weekly Janomot	08/11/2013
Weekly Notun Din	08/11/2013
Weekly Bangla Mirror	08/11/2013
Weekly London Bangla (ENGLISH AND BENGALI)	08/11/2013
HTB	13/11/2013
HTB	05/12/2013
Members Bulletin	05/12/2013
Chisenhale School Consultation Meeting	05/12/2013
Admissions Forum	11/12/2013
Media Release	12/12/2013



### **3.0 Results**

To date, we have received 15 responses, all completed online. 14 responses were from parents, 2 were classified as 'other' and one was from a nursery school headteacher. There was one collective response completed by the Admissions Forum.

Collective feedback and comments from the Chisenhale primary school consultation meeting and the Admissions Forum have also been included in the comments section.

The following analysis below shows the outcome of the 15 responses:

#### **1a. When do think the borough-wide offer day for nursery schools should take place?**

Of the three options given, 60% of responses (9 people) chose End of May for the Local Authority to notify parents of which nursery school their child has been offered a place at. 20% (3 people) wanted Beginning of June, followed by 20% (3 people) choosing End of June.

#### **1b. Do you think the Common Application Form captures all relevant information?**

The vast majority of the respondents - 87% (13 people) agreed that the Nursery Common Application Form captured all the relevant information. 13% (2 people) disagreed against this question.

#### **1c. Do you agree with Tower Hamlets nursery admissions arrangements including the catchment areas, which has been designed to ensure that children attend their nearest school?**

53% of respondents (8 people) agreed to nursery schools adopting the same admissions arrangements as the primary schools. However, 47% (7 people) were also in disagreement.

#### **1d. Do you agree with the priorities for full-time and part-time places?**

13 of the 14 respondents (93%) agreed with the priorities for full and part-time places. 7% (1 person) disagreed.

The Admissions Forum did not give an answer to this question, their comments are listed below.

#### **2. Do you agree with the proposed oversubscription criteria and tie break criterion for primary school admissions?**

80% (12 people) agreed with proposed oversubscription criteria and using the nearest school tie-break criterion for primary school admissions. 20% (3 people) did not agree to the proposed oversubscription criteria and the use of the nearest school tie-break criterion.

#### **3. Do you agree with the proposed change to the primary school catchment areas which has been designed to take account of the rise in pupil population and planned school developments?**

14 out of 15 (93%) people agreed to the proposed changes to the catchment areas, of removing Area 3, and expanding the existing areas of Area 2 and Area 4. While 7% (1 person) disagreed.

#### **4. Do you agree with the proposed oversubscription criteria and tiebreak criterion for secondary school admissions?**

40% (6 people) agreed to the proposed oversubscription criteria and tie-break criterion for secondary school admissions. However, majority of the respondents, 53% (8 people) did not agree to the oversubscription and tie break criterion.

The Admissions Forum did not give an answer to this question, their comments are listed below.

#### **5a. Do you agree with the Tower Hamlets scheme for co-ordinating both Year 7 and Reception Year admissions for 2015/16?**

93% respondents (14 people) agreed with the scheme for co-ordinating both Year 7 and Reception Year admissions, while 7% (1 person) did not agree.

#### **5b. Do you agree with the Tower Hamlets scheme for co-ordinating In-Year admissions for 2015/16?**

13 out of the 15 (87%) respondents agreed with the scheme for co-ordinating In-year admissions, while 2 people (13%) did not agree.

**6a. Do you agree with Planned Admission Numbers for Tower Hamlets schools in 2015/16?**

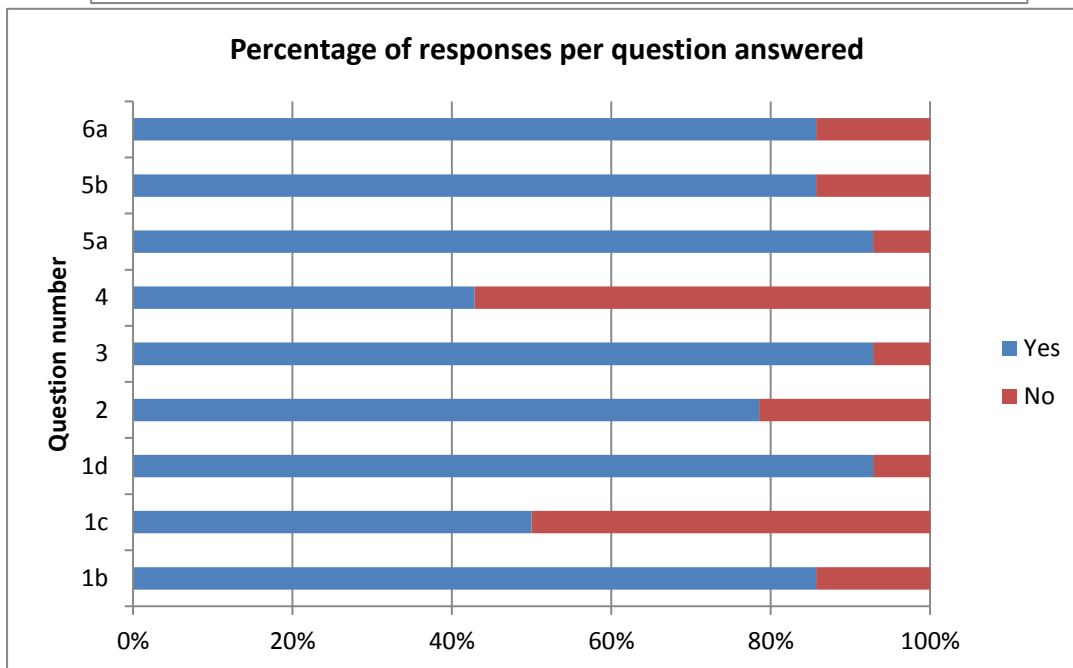
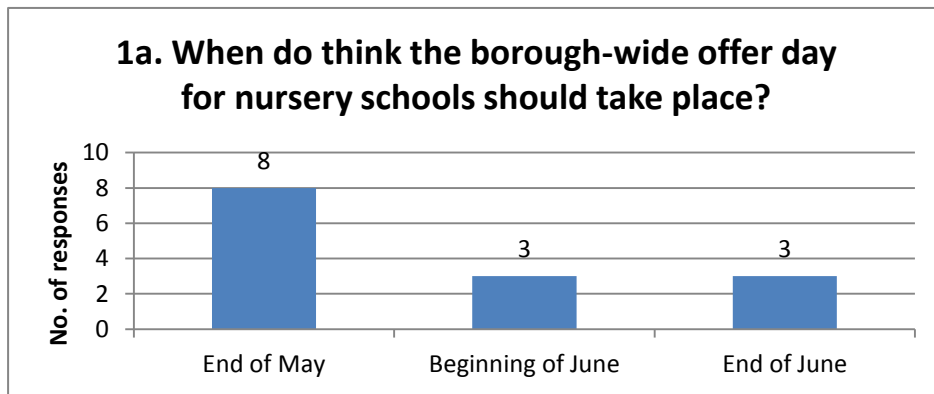
87% respondents (13 people) said they agreed to the planned admissions numbers for schools, whereas 13% (2 people) did not agree.

#### 4.0 Breakdown of responses in numbers

	End of May	Beginning of June	End of June
1a. When do think the borough-wide offer day for nursery schools should take place?	9	3	3
		Yes	No
1b. Do you think the Common Application Form captures all relevant information?		13	2
1c. Do you agree with Tower Hamlets nursery admissions arrangements including the catchment areas, which has been designed to ensure that children attend their nearest school?		8	7
1d. Do you agree with the priorities for full-time and part-time places?		13	1
2. Do you agree with the proposed oversubscription criteria and tie break criterion for primary school admissions?		12	3
3. Do you agree with the proposed change to the primary school catchment areas which has been designed to take account of the rise in pupil population and planned school developments?		14	1
4. Do you agree with the proposed oversubscription criteria and tiebreak criterion for secondary school admissions?		6	8
5a. Do you agree with the Tower Hamlets scheme for co-ordinating both Year 7 and Reception Year admissions for 2015/16?		14	1
5b. Do you agree with the Tower Hamlets scheme for co-ordinating In-Year admissions for 2015/16?		13	2
6a. Do you agree with Planned Admission Numbers for Tower Hamlets schools in 2015/16?		13	2

#### Breakdown of responses in percentages

	End of May	Beginning of June	End of June
1a. When do think the borough-wide offer day for nursery schools should take place?	60%	20%	20%
		Yes	No
1b. Do you think the Common Application Form captures all relevant information?		87%	13%
1c. Do you agree with Tower Hamlets nursery admissions arrangements including the catchment areas, which has been designed to ensure that children attend their nearest school?		53%	47%
1d. Do you agree with the priorities for full-time and part-time places?		87%	7%
2. Do you agree with the proposed oversubscription criteria and tie break criterion for primary school admissions?		80%	20%
3. Do you agree with the proposed change to the primary school catchment areas which has been designed to take account of the rise in pupil population and planned school developments?		93%	7%
4. Do you agree with the proposed oversubscription criteria and tiebreak criterion for secondary school admissions?		40%	53%
5a. Do you agree with the Tower Hamlets scheme for co-ordinating both Year 7 and Reception Year admissions for 2015/16?		93%	7%
5b. Do you agree with the Tower Hamlets scheme for co-ordinating In-Year admissions for 2015/16?		87%	13%
6a. Do you agree with Planned Admission Numbers for Tower Hamlets schools in 2015/16?		87%	13%



**4.1 Comments from survey**

*Note: Comments were only available to respondents where they answered 'No' in the survey*

Questions	Comments
1b	To offer parents information about how their local Children Centre can support their child in transferring to nursery school we would like a permission box for parents to tick for the CC to contact them
	Fine if you are happy with your nearest school, but restricts choice if that school is not your preference. Would be helpful if it is made clear in advance to parents which their nearest school is.
	Academies and free schools are considered equally with community schools. This may actually be reducing choice for some parents. Parents should also be told which is their nearest primary school so that they know which school will be giving them priority.
	This will benefit parents living close to a primary school that they wish to attend. But if you live close to a primary school but wish to attend another one (a parent raised the issue of not wanting to attend an academy, which was her closest school) you will have little chance of getting a place. Academies and free schools are considered equally with community schools. This may actually be reducing choice for some parents but will be beneficial for parents for which their first preference is also their closest school. All parents should be told which is their nearest primary school so that they know which school will be giving them priority.
1c	The current arrangement means my child doesn't have access to lots of nearby schools

Questions	Comments
	I do not agree with the catchment area policy
	I feel it should be in line with the reception arrangements so as to minimise the disruption to a child's education by having to change schools between nursery and reception
	This will benefit parents living close to a primary school that they wish to attend. But if you live close to a primary school but wish to attend another one you will have little chance of getting a place. Academies and free schools are considered equally with community schools. This may actually be reducing choice for some parents but will be beneficial for parents for which their first preference is also their closest school. Also parents should be told which is their nearest primary school in advance of the application so that they know which school will be giving them priority.
1d	The priorities need to provide schools with the flexibility of recognising children who may not be socially/emotionally ready for a full time position. Age should be a factor to enable to have a full time place. Lastly; schools have not got the capacity to offer all children a full time place.
	Only on distance and brother sisters already attending - I do not agree with the catchment area policy
2	See above. align with primary admissions (reception class)
	Parents need to be clearly informed which is their nearest school. By only having priority to their nearest school parents actually have less choice, particularly if they want their child to attend a community school rather than a free school or academy.
3	Because I think you should be able to apply for any school in tower hamlets and gain access based on siblings and if you live near
	To be clear I am unaware of secondary school policy
	<p>Pupils in Bow North (particularly the area bordered by Grove Road, Mile End Road and the A102) where there is only one, girls-only, secondary school have difficulty accessing secondary school places. This situation has now been made worse by the moving of Bow School. This area either needs to be designated a priority geographical area for Morpeth (nearest secondary school) or the 'nearest school' criteria now being applied to primary admissions also needs to be applied to secondary schools admissions. Children in this area rarely get their first preferences for secondary schools as they are always further away than other applicants.</p> <p><i>[This comment was repeated a further 2 times]</i></p>
4	<p>Pupils in Bow North (particularly the area bordered by Grove Road, Mile End Road and the A102) where there is only one, girls-only, secondary school have difficulty accessing secondary school places. This situation has now been made worse by the moving of Bow School out of this catchment area and by the increased building of residential housing in the Hackney Wick area. Bow North either needs to have designated priority for its closest secondary school, i.e.: Morpeth School, a new secondary built in this area to meet the increase in secondary places, or the 'nearest school' criteria now being applied to primary admissions also needs to be applied to secondary school admissions. Children in this area rarely get their first, second or even third preferences for secondary schools as they are always further away than other applicants.</p>
	<p>The council should consider reviewing the oversubscription criteria, perhaps along the lines proposed for primary schools, to ensure fairness for access to secondary schools. At present, certain areas in the borough such as Bow North are disadvantaged in applications because they are further away from secondaries than others. Applying the same type of 'nearest school' criteria, or the designation of Bow North as a priority geographical area for a particular secondary school would go some way to levelling the playing field as is now proposed for fair access to Primaries.</p>

Questions	Comments
	I believe that children in North Bow in particular those living within the immediate catchment of Olga and Chisenhale have a disadvantage when applying for secondary school places in relation to distance. This is particularly true now that Bow School has moved to their new site. I feel that pupils from these schools should be given Priority to a designated school (Morpeth) which is closest to this area.
	I do not agree with the proposed arrangements because:  Pupils in Bow North (particularly the area bordered by Grove Road, Mile End Road and the A102) where there is only one, girls-only, secondary school have difficulty accessing secondary school places. This situation has now been made worse by the moving of Bow School. This area either needs to be designated a priority geographical area for Morpeth (nearest secondary school) or the 'nearest school' criteria now being applied to primary admissions also needs to be applied to secondary school admissions. Children in this area rarely get their first preferences for secondary schools as they are always further away than other applicants.
5a	I am unaware of this policy
5b	I am unaware of this policy  It would be quicker for schools to allocate spare places as children move into their area. and simpler/ user friendly for parents to approach the school
6a	I feel angry as a resident of TH that you have allowed a huge number of new dwelling units to be built and yet have not planned for this expansion in terms of basic school places. As a tax payer I am annoyed that I cannot apply for my nearest school, as I fall at the edge of a new catchment boundary, because you have allowed overdevelopment and not enough places.  It does not show the current levels of secondary admissions or the current numbers of primary school year 6 places. It is therefore impossible to tell if the places to be provided will be sufficient.

#### **4.2 Feedback from Chisenhale Primary School Consultation meeting**

- Parents generally supported the introduction of a nursery policy in line with the introduction of catchment areas and a policy that mirrors the reception phase. The single CAF and offer day was also popular.
- More information was required in the consultation on the planned expansions and new school proposals for 2015/16 in the consultation to allow an informed view to be made.
- There are not enough school places in the Bow catchment area. There is not enough parental choice, given that the majority of schools in Bow are oversubscribed. Parents want more community schools in the Bow catchment area. parents enquired about why the lack of community school places, in particular in the Fish Island area, was not addressed earlier as the Council was aware of the issues for a number of years.
- Academies and Free schools that choose to adopt the LA admissions policy should not be considered as one of the 'nearest schools' when considering priority to parents that apply to community schools as parents may be against the principals of the academy/free school programme.
- The Local Authority to be more clear that there is an expectation that parents should apply to their nearest school.
- Parents asked why some primary schools did not offer breakfast/after-school clubs that would enable parents to manage school runs (where their children were attending different schools) and why schools were not sympathetic to their difficulties when they were not on time to pick up their child, especially as the demand for school places was public knowledge.
- Parents were concerned that they had difficulty in children accessing a local secondary school during secondary transfer and suggested that a catchment area system or a priority area should be put in place for Morpeth School, enabling them to access this secondary school.

#### **4.3 Feedback from Admissions Forum**

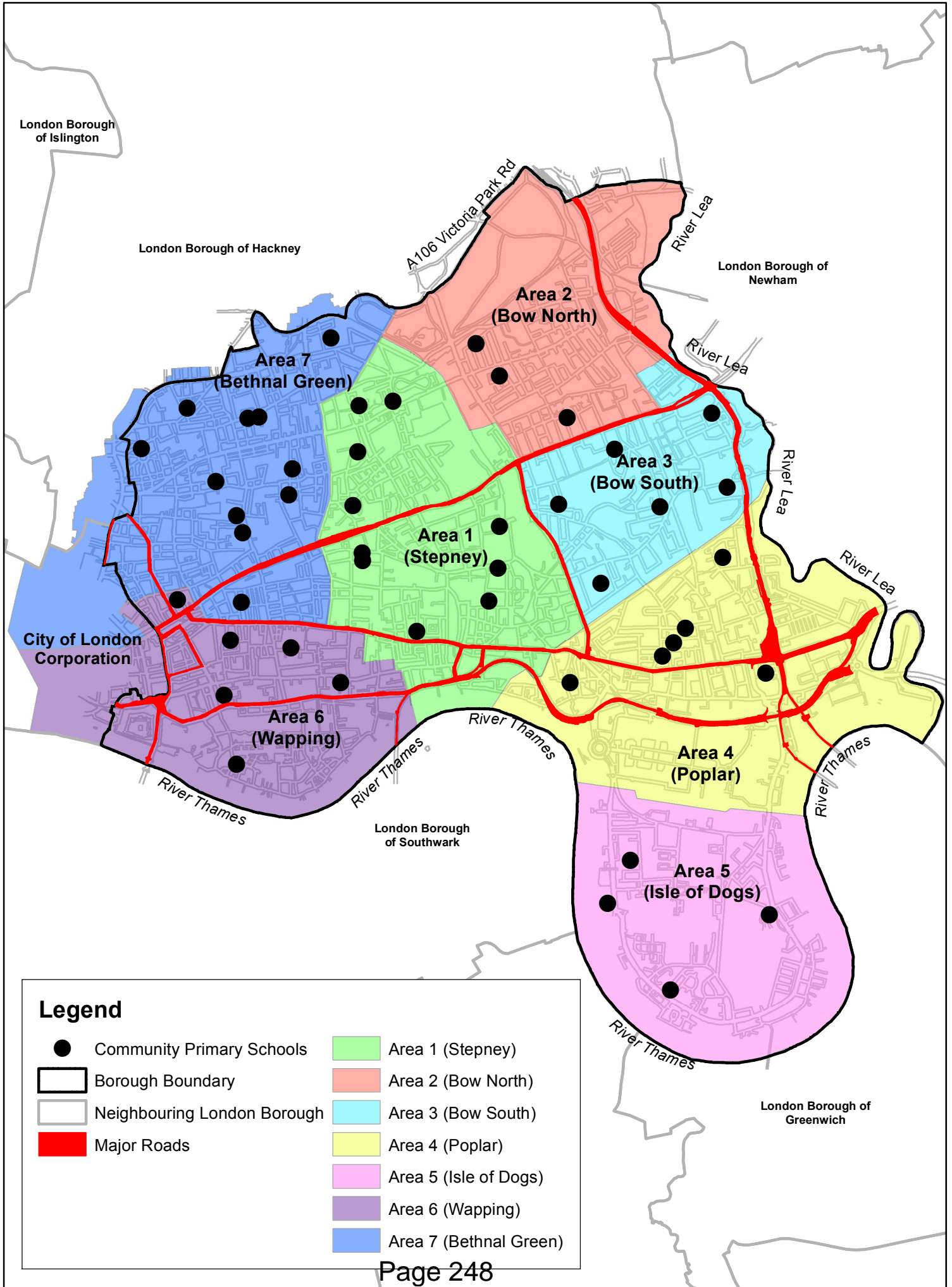
##### **Question 1d. Do you agree with the priorities for full-time and part-time places?**

The Forum members discussed the criteria in relation to Item 8 and the priority for offering full and part-time places. Members expressed concerns that some children were not emotionally ready for full-time places. It was suggested that children's emotional readiness should form part of the criterion. Members commented that the judgement of whether a child is ready or not should be based on professional judgement of Headteachers. It was suggested that this could form part of the medical/social reasons and a note should be included to provide further clarification.

##### **Question 4. Do you agree with the proposed oversubscription criteria and tiebreak criterion for secondary school admissions?**

The Forum members discussed the policy wording in relation to the allocation of places for children with statements of special educational need. The Forum questioned whether information on admission of children with statement (as included in Note 1) should be included as part of this process as this was a separate process and parents may be confused about the inclusion of this in this policy. It was agreed with this should remain in the policy as it will offer clarity for all parents and make them aware about how places are offered. Members asked that the wording of Note 1 be revised to offer further clarification.

# Primary admissions catchment area with major roads highlighted

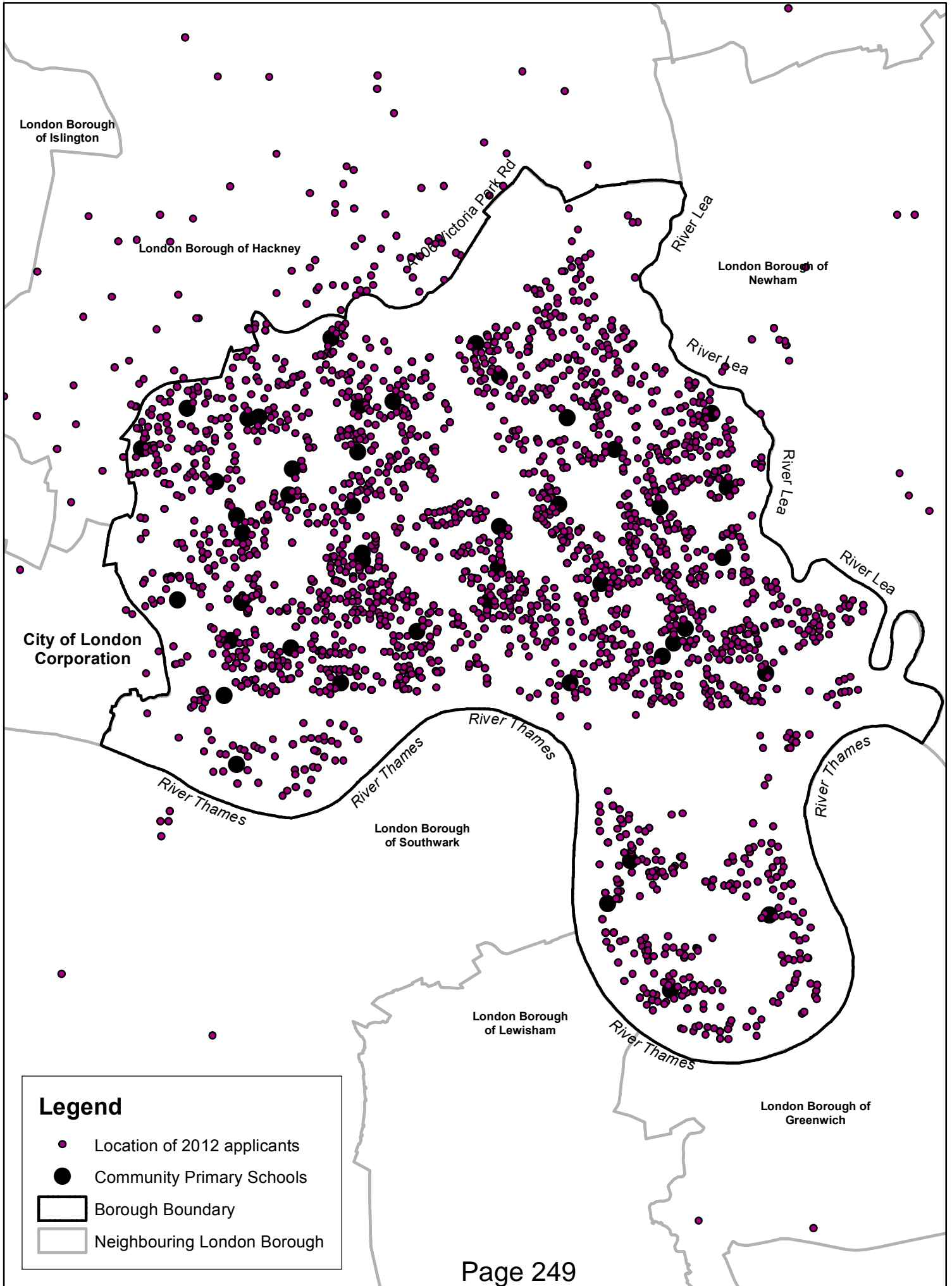


**Legend**

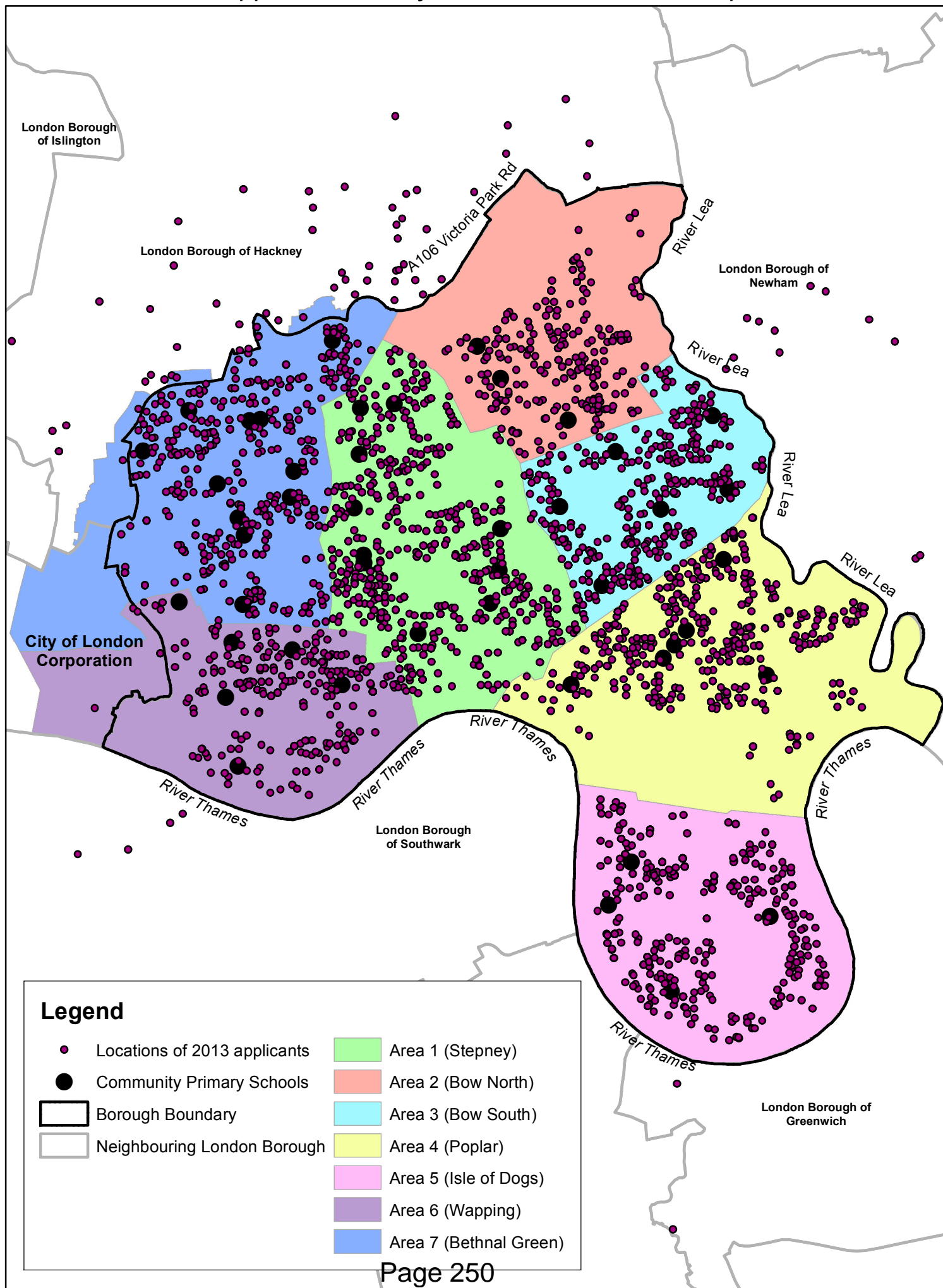
- Community Primary Schools
- ▭ Borough Boundary
- ▭ Neighbouring London Borough
- ▭ Major Roads
- ▭ Area 1 (Stepney)
- ▭ Area 2 (Bow North)
- ▭ Area 3 (Bow South)
- ▭ Area 4 (Poplar)
- ▭ Area 5 (Isle of Dogs)
- ▭ Area 6 (Wapping)
- ▭ Area 7 (Bethnal Green)



# Pattern of applications before catchment area implementation



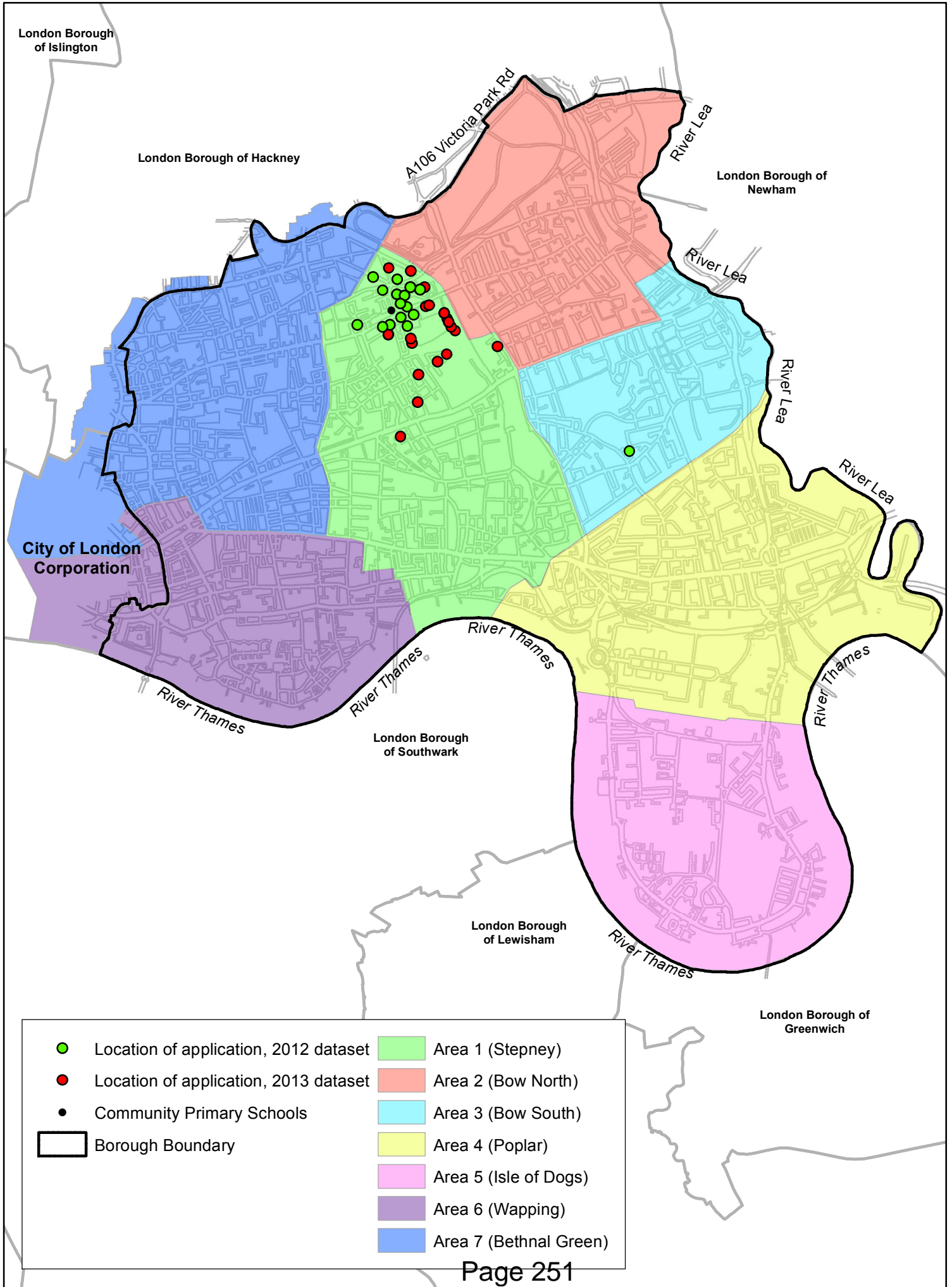
# Pattern of applications 1st year of catchment area implementation



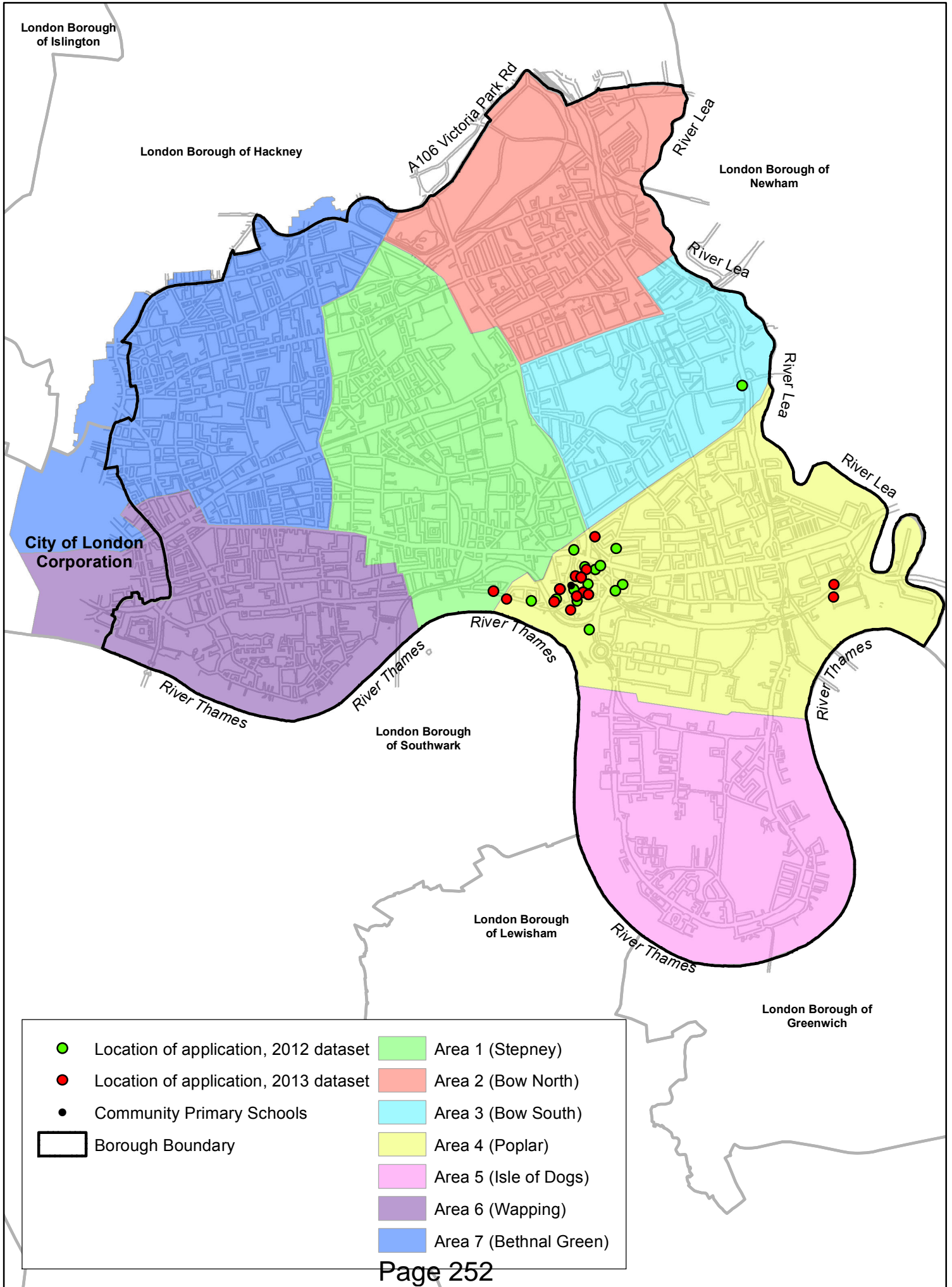
**Legend**

- Locations of 2013 applicants
- Community Primary Schools
- ▭ Borough Boundary
- ▭ Neighbouring London Borough
- Area 1 (Stepney)
- Area 2 (Bow North)
- Area 3 (Bow South)
- Area 4 (Poplar)
- Area 5 (Isle of Dogs)
- Area 6 (Wapping)
- Area 7 (Bethnal Green)

# Pattern of application to Bonner Primary School (Bethnal Green), with Catchment/Distance criteria code



# Pattern of application to Cyril Jackson Primary School, with Catchment/Distance criteria code



## Summary of Responses for the 2013/14 School Admissions Consultation

The consultation ended on 10<sup>th</sup> March 2012, 255 surveys were completed.

Responses from the survey show:

- 62% of the 255 respondents completed a paper survey. Although 135 surveys were started online, only 98 were fully completed, 38% of the total.
- 92% (234) of the surveys were completed by parents. The remaining 8% (21) were completed by a mixture of head teachers and school governors.
- 36% of respondents identified their ethnicity as 'Bangladeshi', 22% as 'White English' and 14% as 'Other White'. 9% of respondents chose not to provide their ethnicity information.
- 72% of respondents identified their gender as female.

### 1. Catchment area boundary lines

- § Majority of respondents agreed with the school catchment area boundary lines in their area/school, 68% of the 255 respondents agreed<sup>1</sup>.
- § Quotes from respondents –
- § *'I think the boundary line should be extended to Burdett road'.*
- § *'I think it would be better if the families could choose a school of their own choice, as long as it's within the borough. Because they are given 6 choices anyway on the application form. Catchment area really narrows the choice of parents but leave them with a plan to move where there is a good school (if they can afford to move).'*
- § *'With Catchment area system, there is a chance of all good performing schools in one Catchment area and not accessible to children in other area.'*
- § *'I don't agree with catchment areas as some times the schools closest to the child aren't up to the standard that the parents would like them to be, therefore they would prefer to make the extra journey so that their child receives a better education.'*
- § *'Equal amount of "Good" (Ofsted report) schools in each catchment areas'.*
- § *'Other circumstances should be taken into account when allocating places. eg - access to good public transport / does the family have a car / are both parents working and able to get their child to a school further away'.*
- § *'Area three catchment is very small with limited numbers of schools and this will lead to a lot of competition therefore effort should be put in place to build more schools or include more school in the catchment area'.*

## 2. Sibling priority

83% of the 255 respondents were in favour of the new policy giving priority to children who already have an older brother or sister in the school, even though they do not live within the catchment area for that school.

Quotes from respondents:

- § *'Siblings should attend same school as it is a lot easier for parents to do school runs'*
- § *'I personally feel there should be a lot of consideration looked at, living locally, having other siblings'*
- § *'I don't disagree with the catchment area but I totally opposed the idea of not giving priority to siblings. As it would be humanly impossible two have to children in different schools. My daughter is in school now, therefore it wouldn't affect me, but it would offer families with no children in school and I don't believe that the proposal facilitates the equal opportunities idea as they would maybe have to find extra childcare or they wouldn't be able to consider moving home due to the fear of having two children if different schools.'*
- § *Does this child have a sibling in the 1st choice school? If so s/he should be given priority to their 1st choice school even if their alternative school is closer than Child 2.*

## 3. Random Allocation or 'Nearest Alternative School'

78% of the 255 respondents agreed with using the 'nearest alternative' as the preferred tie-break criterion 20% opted for the electronic ballot system with 2% not sure.

Quotes from respondents:

- § *Regarding the Electronic Ballot it doesn't make any sense as people leaving (living) [sic] closest to a school my (might) [sic] end up having to travel to a further school.'*
- § *'The nearest alternative works only if the nearest alternative school is one of the preferences as I believe parents select schools for a reason'*

### Response of the Tower Hamlets Admissions Forum (key points)

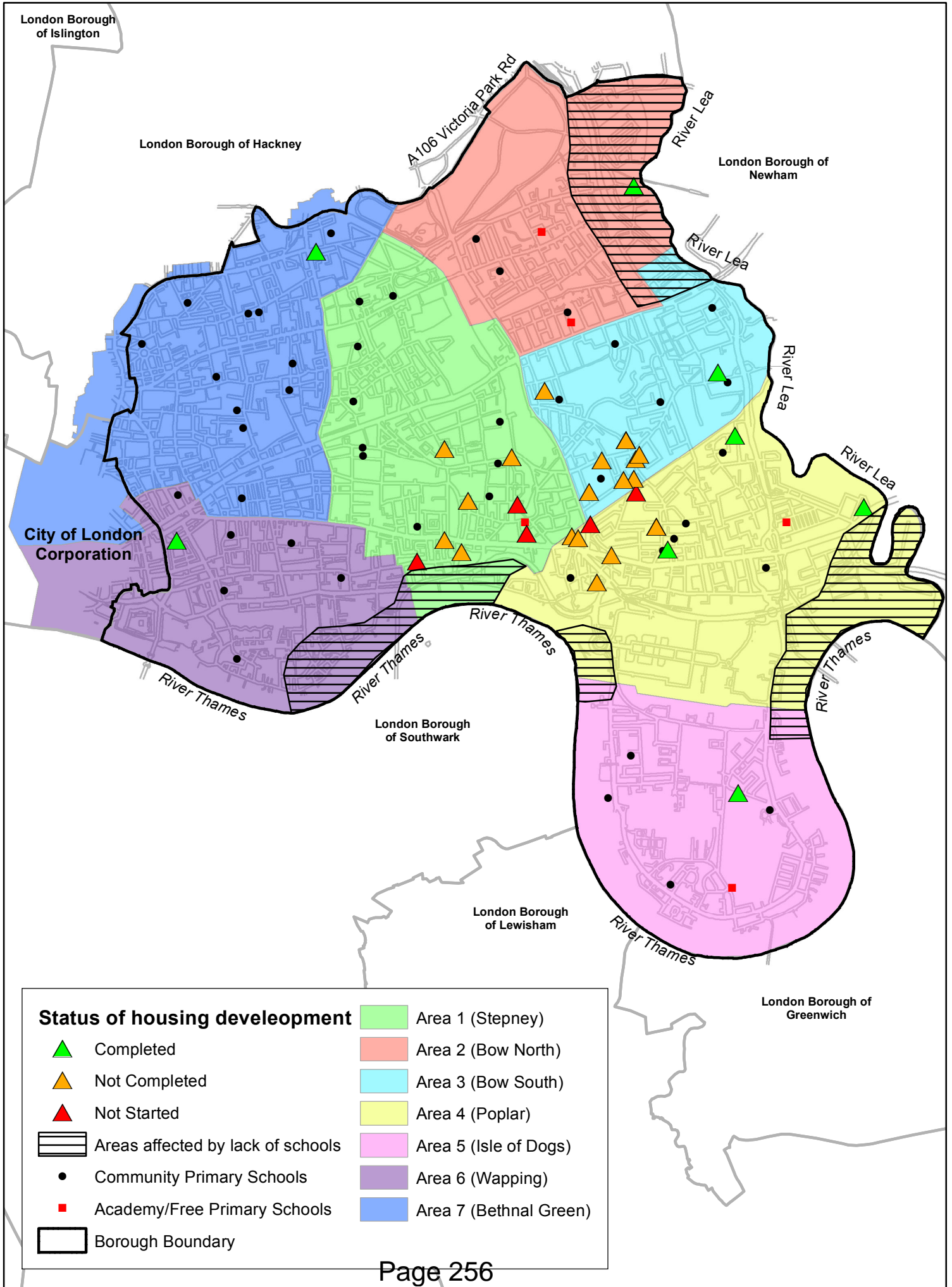
- Forum agreed with proposed catchment area boundary lines. Also that they should match parish boundary lines where possible.
- Forum agreed with sibling priority be retained for children outside the catchment area.
- The forum preferred the tie break option of an electronic ballot

### Responses from Neighbouring Local Authorities (key points)


- Proposed changes to the wording on the proposed admissions policy to clarify the definition of a 'Looked After Child'.
- Concern that school catchment area boundaries did not adversely affect families living in neighbouring boroughs whose the nearest primary school is in Tower Hamlets

<b>Count of responses</b>		<b>255</b>		
1. Do you agree with the school catchment area boundary lines in your area/school? (see breakdown above)	<b>Not sure</b>	<b>Yes</b>	<b>No</b>	
	6	172	77	
	2%	68%	30%	
2. Do you think that the new policy should give priority to children who already have an older brother or sister in the school, even though they do not live within the catchment area for that school?	<b>Not sure</b>	<b>Yes</b>	<b>No</b>	
	7	211	37	
	3%	83%	14%	
3. Which tie-break criteria would you consider to be a fairer option?	<b>Not sure</b>	<b>Nearest Alt</b>	<b>Ballot</b>	
	5	200	50	
	2%	78%	20%	
<b>Ethnicity</b>	<b>Count</b>	<b>Percentage</b>		
Asian / Asian British - Bangladeshi	91	35.7%		
White – English	56	22.0%		
White – Other	36	14.1%		
Prefer not to say	22	8.6%		
Asian / Asian British - Indian	9	3.5%		
Black / Black British - Somali	6	2.4%		
Asian / Asian British - Other	5	2.0%		
White – Scottish	4	1.6%		
Asian / Asian British - Vietnamese	4	1.6%		
Other ethnic background	4	1.6%		
White – Irish	3	1.2%		
Black / Black British - Other African	3	1.2%		
Asian / Asian British - Chinese	3	1.2%		
Mixed / Dual Heritage - Other	2	0.8%		
Black /Black British - Caribbean	2	0.8%		
Mixed / Dual Heritage – White & Asian	2	0.8%		
White – Welsh	1	0.4%		
Black / Black British - Other	1	0.4%		
Mixed / Dual Heritage – White & Black Caribbean	1	0.4%		
	<b>255</b>	<b>100%</b>		
<b>Gender</b>	<b>Count</b>	<b>Percentage</b>		
Male	56	22%		
Female	183	72%		
Prefer not to say	16	6%		
	<b>255</b>	<b>100%</b>		
<b>Survey type</b>	<b>Count</b>	<b>Percentage</b>		
Paper	157	62%		
Online	98	38%		
	<b>255</b>	<b>100%</b>		
<b>Group</b>	<b>Count</b>	<b>Percentage</b>		
Parent	234	92%		
Headteacher or Governor	21	8%		
	<b>255</b>	<b>100%</b>		

# Location of new housing developments





<b>Cabinet</b> 5 February 2014	 <b>TOWER HAMLETS</b>
<b>Report of:</b> Corporate Director - Education, Social Care and Wellbeing	<b>Classification:</b> Report Unrestricted (with Exempt Appendix)
Contract Award - Young People's Substance Misuse Service	

<b>Lead Member</b>	Councillor Oliur Rahman
<b>Wards affected</b>	All wards
<b>Community Plan Theme</b>	A healthy and supportive community A safe and cohesive community
<b>Key Decision?</b>	Yes

## Executive Summary

The Council with its new statutory responsibilities relating to public health has a duty to improve the health of the population. Young people's substance misuse treatment services have historically been the responsibility of public health however in Tower Hamlets the Council has been the lead commissioner of services and as such holds the contract with the existing provider. Funding for substance misuse services has been subsumed into the public health grant and following the 3<sup>rd</sup> July 2013 Cabinet meeting approval was given to tender the service piloting a Child Rights approach in the design and delivery of services.

The existing contract for this service was approved by Cabinet in February 2009 for a two year period with provision to extend for three years covering the period 2009/2010 – 2013/2014. As the current contract had exhausted all extensions under the present authority it was tendered through a competitive process with the aim that the new service will commence on 1<sup>st</sup> April 2014.

Approval is sought to proceed to award of contract. It is recommended that the contract be awarded to the bidder that submitted the most economically advantageous tender which was Lifeline. The tender exercise was undertaken in a manner that is fully consistent with the Council's Financial Regulations and Procurement Rules, and with the Council's Procurement Policy Imperatives as reported to Cabinet in January 2013.

## **Recommendations:**

1. Approve the award of contract to the recommended bidder, Lifeline, for the Young People's Substance Misuse Service;
2. Authorise the Corporate Director of Education, Social Care and Wellbeing, in consultation with the Head of Legal Services, to agree the final terms and conditions of the contract;
3. Authorise the Head of Legal Services to execute all necessary contract documents to implement this decision;

## **1. REASONS FOR THE DECISIONS**

- 1.1 Following the completion of competitive processes undertaken in line with the Council's Financial Regulations and Procurement Rules, the service provider has been identified as having submitted the most economically advantageous tender in respect of the tender advertised, and it is proposed therefore that the contract be awarded to Lifeline to deliver the Young People's Substance Misuse Service.
- 1.2 The pre-tender process included approval to proceed which was granted by the Strategic Competition Board through the Tollgate process and Cabinet.
- 1.3 A market warming event was held at the pre tender stage to which local and national providers were invited. The purpose of the event was to brief providers on service expectations.
- 1.4 The tender opportunity was advertised on the Council's tender portal and local providers were notified via email by both the Council and Volunteer Centre Tower Hamlets.
- 1.5 Seven PQQs were received and following evaluation six organisations were invited to tender. Six tenders were submitted which were evaluated by Council officers and young people against the PQQ criteria which included: localism and community benefits, experience, clinical governance, skills and specialist knowledge and safeguarding.
- 1.6 The tenders were evaluated against the criteria set out in the method statement, namely: partnership working, skills, knowledge and experience, service model, management and operation of the service. Bidders were asked to respond to a total of 26 questions in all. Following the evaluation three organisations were invited to attend an interview to present their approach to Child Rights to a panel consisting of council officers and a young person. The interviews were evaluated and the scores were included in the overall tender evaluation scores.

- 1.6 The contract value is £225,801 per annum (total for the life of the contract will be £677,403). The contract period will be for two years with provision to extend for a further year subject to satisfactory performance and available resources.

## **2. ALTERNATIVE OPTIONS**

- 2.1 The nature of the service is such that providers are required to have in place sound clinical governance arrangements and best practice organisations would be registered with an appropriate authority such as the Care Quality Commission (CQC). There is no in-house expertise in this area and there is also no provision within the current arrangements to extend the existing contract therefore the only available option was to conduct an open tender exercise.

## **3. DETAILS OF REPORT**

- 3.1 The Health and Social Care Act 2012 places a duty on local authority's to improve the health of their populations. Councils are expected to discharge this function, in part, through the provision of a range of public health related services. Young people's substance misuse treatment services falls under this umbrella.
- 3.2 The expectation is that Joint Strategic Needs Assessments (JSNAs) will form the basis of the planning and delivery of services locally. The re-commissioning of the borough's young people's substance misuse service was informed by a local analysis of need which will feed in to the JSNA.
  - 3.2.1 The Council has entered a partnership with UNICEF to participate in a national pilot through which the Council has adopted a Child Rights approach to the commissioning of services. The analysis therefore explored the extent to which the Council meets the rights and needs of children and young people in relation to the provision of young people's substance misuse services.
  - 3.2.2 The findings of the needs analysis concluded that it is evident that substance misuse is an issue which impacts on many children and young people locally, particularly those who are affected by a number of additional risk factors and vulnerabilities. From a child rights perspective, there are a number of principles and articles of the Convention on the Rights of the Child which provide a clear drive for the creation and maintenance of high quality substance misuse services for children and young people, including those which encapsulate the child's right to good healthcare, education, cultural identity, and survival, and protection from harm.

- 3.3 The specified service model is based on national best practice which is consistent with the key principles associated with the rights of the child. In particular, it is widely recognised that those who use drugs or alcohol problematically are likely to be vulnerable and experiencing a range of problems, of which substance misuse is one. This means that the commissioning and delivery of specialist drug and alcohol interventions for young people should take place within the wider children and young people's agenda – so that all their needs are met, rather than addressing their alcohol and/or drug use in isolation.
- 3.4 The recommended bidder has evidenced that they are best placed to deliver a safe, comprehensive, integrated service in partnership with related providers that will respond to the wider needs of young people in Tower Hamlets and which promotes the three key principles of Children's Rights adopted by the Council.
- 3.5 The service will be funded through the ring-fenced public health grant.

#### **4. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 4.1 The £0.225m annual cost for this service will be funded from the Public Health Grant. The 2013/14 allocation set aside for substance misuse is £0.221m, so the balance of £4k will need to be allocated from Public Health Grant contingency.

#### **5. LEGAL COMMENTS**

- 5.1. The services to be purchased (supporting young who engage in substance misuse) may relate to the following Council functions –
- The Council is subject to a general obligation under the National Health Service Act 2006 to take such steps as it consider appropriate for improving the health of the people of Tower Hamlets.
  - The Council is one of the responsible authorities for Tower Hamlets, within the meaning of section 5 of the Crime and Disorder Act 1998. Together with other responsible authorities the Council is required to formulate and implement strategies for: the reduction of crime and disorder; combating the misuse of drugs, alcohol and other substances; and the reduction of re-offending. The proposed services may help deliver the Tower Hamlets Substance Misuse Strategy.
- 5.2. The Council may exercise its functions by purchasing services from bodies external to the Council, provided that it complies with its best value duty under section 3 of the Local Government Act 1999. Pursuant to that section, the Council must "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".

- 5.3. The services to be purchased (supporting young who engage in substance misuse) are Part B services within the meaning of the Public Contracts Regulations 2006. This means that some of the requirements of the Regulations do not apply to this procurement, such as advertising in the Official Journal of the European Union. However, the Council is still required to comply with other requirements of the Regulations, such as the requirements to:
- (a) treat contractors, suppliers and services providers equally and in a non-discriminatory way; and
  - (b) act in a transparent way.
- 5.4. The Council was required to carry out a reasonable level of advertising. There is also a requirement for a standstill period prior to award.
- 5.5. The competitive exercises described in the report are designed to comply with the Council's best value duty (as described above). It follows that the winner or winners of the relative tenders are those that have shown the best value based on a mix of quality and price. The Council may only award a contract to those bidders that showed the best value through the tendering process.
- 5.6. When considering the discharge of its public health functions and the award of any contract, 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. Where there are significant changes to the services from those that were provided previously that could materially impact on service users and others then the Council must undertake consultation with the relevant stakeholders. There is information in the report relevant to these considerations.

## **6. ONE TOWER HAMLETS CONSIDERATIONS**

- 6.1. The service is available to all young people who require support and the provider will be expected to ensure that the most vulnerable young people who are at a greater risk of engaging in substance misusing behaviour receive targeted and specialist support where required. The provider has demonstrated how they will take account of the key equalities strands in the delivery of services and this will be monitored on a quarterly basis by Council officers.

## **7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

- 7.1 The service provider has demonstrated that it has policies in place for environmental protection, energy conservation and recycling and will be expected to adhere to best practice in this area.

## **8. RISK MANAGEMENT IMPLICATIONS**

- 8.1 The provision of a young people's substance misuse service will assist with ensuring that the Council meets its statutory obligations in relation to improving the health of the population and ensuring children and young people remain safe from harm.

## **9. CRIME AND DISORDER REDUCTION IMPLICATIONS**

- 9.1 It is envisaged that the commissioned service will assist with delivering against the Council's commitment to reduce crime and anti-social behaviour as a result of the associated links with drug and alcohol misuse.

## **10. EFFICIENCY STATEMENT**

- 10.1 There has been a significant reduction in funding for young people's substance misuse services in recent years however the service provider will be expected to deliver an enhanced service within the existing funding envelope and there is an expectation that as a result there will be an increase in the number of young people accessing services.

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### **Linked Reports, Appendices and Background Documents**

#### **Linked Report**

- Young Person's Substance Misuse Tender Award – Exempt Report – Item 19.1 on the agenda.


#### **Appendices**

- NONE.

#### **Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012**

- NONE.

#### **Officer contact details for documents:**

<p><b>Cabinet</b> 05 February 2014</p>	 <b>TOWER HAMLETS</b>
<p><b>Report of:</b> Robert McCulloch-Graham, Corporate Director for Education, Social Care and Wellbeing</p>	<p><b>Classification:</b> Report and Appendix 1 Unrestricted</p>
<p><b>Contract Awards – Adult Social Care Services</b></p>	

<b>Lead Member</b>	<b>Cllr Abdul Asad, Cabinet Member for Health and Wellbeing</b>
<b>Originating Officer(s)</b>	Deborah Cohen, Service Head: Commissioning and Health
<b>Wards affected</b>	All wards
<b>Community Plan Theme</b>	<b>A Healthy and Supportive Community</b>
<b>Key Decision?</b>	Yes

**Executive Summary**

- 1.1 The Council has, during 2013/14, undertaken a series of competitive procurement exercises to identify suitable providers to deliver a range of adult social care services. When the intention to undertake these procurement processes was reported to the Mayor in Cabinet it was resolved that the contract award proposals be reported back to the Mayor in Cabinet for decision.
  
- 1.2 Following the completion of these procurement processes approval is sought to proceed to award of contract. In each case it is recommended that the contract be awarded to the bidder that submitted the most economically advantageous tender. The tender exercises have been undertaken in a manner that is fully consistent with the Council’s Financial Regulations and Procurement Rules, and with the Council’s Procurement Policy Imperatives as reported to Cabinet in January 2013.

**Recommendations:**

The Mayor in Cabinet is recommended to:

1. Approve the award of contract to the recommended bidder for each service as listed below:

<b>Service:</b>	<b>Recommended bidder:</b>
Mental Health Carers Support Service	Rethink Mental Illness
Mental Health Family Support Service	Family Action
Advocacy and Independent Mental	PohWER

Health Advocacy Service	
Link Age Plus	Toybee Hall (Consortium lead)
Autism Diagnostic and Intervention Service	East London Foundation Trust
Personal Care in four Extra Care Sheltered Housing Schemes	Creative Support

2. Authorise the Corporate Director of Education, Social Care and Wellbeing, in consultation with the Head of Legal Services, to agree the final terms and conditions of the contract for each service;
3. Authorise the Head of Legal Services to execute all necessary contract documents to implement this decision.



## 1. **REASONS FOR THE DECISIONS**

- 1.1 To enable the award and mobilisation of contracts for a range of adult social care services, as listed in the body of the report below, in order to ensure continuity of service provision to vulnerable residents eligible to receive community care services.

## 2. **ALTERNATIVE OPTIONS**

- 2.1 The Mayor in Cabinet could instruct officers to set aside any or all of the proposed contract award decisions, and to re-run the relevant competitive tender processes. While such a course of action is allowed by the Council's Procurement Rules it is not recommended for the following reasons:
- Each of the tender exercises has been undertaken in a manner that is fully compliant with the Council's Procurement Procedures and Procurement Policy Imperatives, and has generated sufficient levels of competition to give confidence that quality and value for money considerations have been fully addressed;
  - While the Council reserves the right not to award a contract to any bidder following a competitive tender exercise, without a compelling reason to follow this course of action the risk of legal challenge from bidders is considered to be high;
  - Any delay in awarding contracts while a new competitive tender exercise was undertaken would inevitably be significant and would necessitate interim contractual arrangements that would create uncertainty for both service users and interim service providers.

## 3. **DETAILS OF REPORT**

- 3.1 Following the completion of competitive processes undertaken in line with the Council's Financial Regulations and Procurement Rules, service providers have been identified as having submitted the most economically advantageous tenders in respect of each tender advertised, and it is proposed therefore that contracts be awarded to providers in each of the following areas:

<b>Service:</b>	<b>Recommended bidder:</b>
Mental Health Carers Support Service	Rethink Mental Illness
Mental Health Family Support Service	Family Action
Advocacy and Independent Mental Health Advocacy Service	PohWER
Link Age Plus	Toynbee Hall (Consortium lead)
Autism Diagnostic and Intervention Service	East London Foundation Trust
Personal Care in four Extra Care Sheltered Housing Schemes	Creative Support

- 3.2 For each tender listed above the pre-tender process was approved by the Strategic Competition Board through the Tollgate process and by Cabinet through inclusion on the relevant Quarterly Contracts Forward Plan.
- 3.3 In all cases the tender process involved the following stages prior to the recommended bidder being established: Pre-Qualification Questionnaire; Tender submission; Final Presentation by shortlisted bidders. The Pre-Qualification Questionnaires were designed to ensure that bidders were subject to due diligence and that only those with the requisite qualifications and experience were invited to tender. The questions asked at the Tender submission and presentation stages were designed to test the ability of bidders to deliver services to a high quality and in the specific context of the borough and its communities. They also ensured that tenderers were prepared to pay the London Living Wage. The ability of providers to deliver wider community benefits was also thoroughly tested through these stages.
- 3.4 In all cases market warming events were held prior to submission of Pre-Qualification Questionnaires. The purpose of these events was to brief providers on service expectations and Council priorities including those identified in the Procurement Policy Imperatives.
- 3.5 The tender opportunities were advertised on the Council's tender portal and local providers were notified via email and by the Tower Hamlets Council for Voluntary Services (CVS).
- 3.6 For each tender sufficient bids were received to provide assurance that the outcome of the tender provides the Council with Best Value in respect of each of the services to be provided under contract.
- 3.7 The annual value of each of the contracts to be let, and their duration is set out in the table below:

<b>Contract:</b>	<b>Annual value:</b>	<b>Duration (extension in brackets)</b>
Mental Health Carers Support Service	£138,000	2 years (1 year)
Mental Health Family Support Service	£110,500	2 years (1 year)
Advocacy and Independent Mental Health Advocacy Service	£285,000	2 years (1 year)
Link Age Plus	£600,000	1 year (1 year plus 1 year)
Autism Diagnostic and Intervention Service	£329,856	2 years (1 year)
Personal Care in four Extra Care Sheltered Housing Schemes	£499,784	3 years

- 3.8 In each case the recommended provider has evidenced, through their tender submission that they will be able to deliver high quality services to residents of

the borough while also adding value in line with the Council's Procurement Policy Imperatives and the Social Value Act 2012.

- 3.9 All of the tenders that are within the scope of this report have been evaluated on a Most Economically Advantageous basis, with quality given a weighting of at least 50% in the evaluation. Evaluation of the quality submissions was undertaken by panels of experienced officers with a mix of procurement and operational expertise, and in a number of cases this was supplemented by service user involvement in the design and / or evaluation of the quality requirements.
- 3.10 Summary detail of the nature and scope of each of the services to be contracted is set out in appendix 1 to this report.

#### **4. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 4.1 This report seeks formal cabinet approval for the award of 6 Adult Social Care contracts with an annual combined value of £1.975million.
- 4.3 In most cases, the services provided through these contracts are funded out of existing general fund budgets. However, funding arrangements for the two contracts where this is not the case are detailed below.
- 4.4 The £300k of the £600k allocated for the LinkAge Plus contract is funded through a contribution from Tower Hamlets Clinical Commissioning Group (TH CCG). The TH CCG have confirmed, by letter dated 21 January 2014, the payment of this contribution for 2014/15. The contract is being awarded for 1 year, with the option to extend annually for two further years, in order to ensure that the continuing availability of funding from the THCCG can be confirmed prior to the decision to extend in each of the subsequent years.
- 4.5 The £333k allocated for the Autism Services will be funded through Section 256 funding. This is health funding awarded to local authorities to be spent on social care activities that also lead to health benefits. Total funding required for the duration of the 3 year contract is £1m and this has been earmarked from funding already received from allocations in 2012/13 and 2013/14. Thus there are no funding risks associated with this service for the duration of the 3 year contract.

#### **5. LEGAL COMMENTS**

- 5.1 The proposed contracts relate to delivery by the Council of its community care functions, which include the following:
- The Council is required to provide a range of community care services to promote the welfare of vulnerable persons aged 18 or over. The duty arises under a number of statutes, including section 47 of the NHS & National Health Service and Community Care Act 1990 (the duty to assess needs and provide community care services), and Part III of the

National Assistance Act 1948, and section 2 of the Chronically Sick and Disabled Persons Act 1970 (provision of residential and non-residential welfare services).

- The Council is, in some circumstances, under a statutory obligation to provide information, advice and advocacy services. For example, the Disabled Persons (Services, Consultation and Representation) Act 1986 makes provision for the appointment of authorised representatives for disabled people. The Mental Capacity Act 2005 also imposes a duty on Councils to make arrangements for independent mental capacity advocates to represent and support persons who lack capacity to make decisions concerning significant welfare issues such as changes in their accommodation, in circumstances where they have no family or friends whom it would be appropriate to consult about those decisions.
- The Council is required to carry out carer's assessments in circumstances specified under the Carers (Recognition and Services) Act 1995 and, separately, under the Carers and Disabled Children Act 2000 ("the Carers Acts"). The services the Council may provide to a carer depend on the avenue by which the carer's assessment is carried out. Under section 2 of the Carers and Disabled Children Act, the Council may provide any services which it sees fit to provide that will help the carer to care for the person cared for. Such services may take the form of physical or other forms of support.

5.2 The Council has an obligation as a best value authority under section 3 of the Local Government Act 1999 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". This obligation extends to the purchase of all goods works and services. The Council meets this obligation by subjecting the purchase to the appropriate level of competition.

5.3 The community care services to be purchased are Part B services within the meaning of the Public Contracts Regulations 2006. This means that some of the requirements of the Regulations do not apply to procurement of the services, such as advertising in the Official Journal of the European Union. However, the Council is still required to comply with other requirements of the Regulations, such as the requirements to:

- treat contractors, suppliers and services providers equally and in a non-discriminatory way; and
- act in a transparent way.

5.4 The Council was required to carry out a reasonable level of advertising. There is also a requirement for a standstill period prior to award.

5.5 The competitive exercises described in the report are designed to comply with the Council's best value duty (as described above). It follows that the winner or winners of the relative tenders are those that have shown the best value based on a mix of quality and price. In order to comply with the Local

Government Act 1999 obligation the Council can only award a contract to those bidders that showed the best value through the tendering process.

- 5.6 Before awarding the contracts, 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. There is information in the report relevant to these considerations. If services have been significantly redesigned then consultation prior to implementation must occur with the service users, their families and any other relevant stakeholders.

## **6. ONE TOWER HAMLETS CONSIDERATIONS**

- 6.1 All of the above tenders were advertised on the basis that the London Living Wage be paid as a minimum to all employees delivering the services under contract in furtherance of the Council's anti-poverty strategy.
- 6.2 The contract monitoring undertaken in respect of each of the contracts will include monitoring of how the service is meeting needs in respect of the nine protected characteristics covered by the Public Sector Equality Duty.

## **7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

- 7.1 The contractual terms and conditions and service specifications for each of the services to be contracted require the service provider to comply fully with all relevant environmental obligations.

## **8. RISK MANAGEMENT IMPLICATIONS**

- 8.1. The contractual terms and conditions and service specifications for each of the services to be contracted include a range of measures to reduce risk to the council including those relating to financial loss; fraud; service failure; and the handling of personal data.
- 8.2. The Council has in place a set of Procurement Procedures that are designed to ensure that procurement exercises are undertaken in a way that is compliant with relevant EU and UK legislation. Each of the tender exercises within the scope of this report has complied fully with the requirements set out in these procedures.

## **9. CRIME AND DISORDER REDUCTION IMPLICATIONS**

- 9.1 Each of the services to be contracted is designed to meet the community care needs of specific groups of residents. They do not, therefore, contribute to the reduction of crime and disorder other than that by making these services available the Council is contributing to ensuring that individuals who may otherwise be more vulnerable to being victims of crime are supported to live safer and more independent lives in the community.

## 10. EFFICIENCY STATEMENT

- 10.1 The tender exercises to which this report relates were each designed to identify the most economically advantageous tender for each contract. The award criteria in each case were designed to secure the optimum balance between service quality and price.
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### Linked Reports, Appendices and Background Documents

#### Linked Report

- Contract Awards – Adult Social Care Services Part 2 Report (later on the agenda)

#### Appendices

- Appendix 1: Summary of scope and nature of services to be contracted

#### Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- NONE

#### Officer contact details for documents:

- Not applicable

#### Originating Officers and Contact Details

Name	Title	Contact for information
Deborah Cohen	Service Head: Commissioning and Health	Keith Burns, Programme Director: Special Projects, Education Social Care and Wellbeing. <a href="mailto:keith.burns@towerhamlets.gov.uk">keith.burns@towerhamlets.gov.uk</a> 020 7364 1647

## CONTRACT AWARDS – ADULT SOCIAL CARE SERVICES

### APPENDIX 1: SUMMARY OF SCOPE AND NATURE OF SERVICES TO BE CONTRACTED

<b>Tender</b>	<b>Summary of service to be provided</b>	<b>Changes from current arrangements</b>	<b>Geographic scope of service</b>	<b>Service users to whom the service is provided</b>
Mental Health Carers Support Service	The service will provide support to carers of people with severe and enduring mental health problems in a one to one and group setting, with a focus on tailoring support for adult carers to their personal needs and enabling them to maintain a balance between their caring responsibilities and a life outside of caring.	<p>The new service will also support the delivery of Tower Hamlets Carers Three Years Plan 2012 to 2015, namely in the implementation of Carers Pathway and individual personal budget for carers.</p> <p>Current service known as the Carers Connect Service.</p> <p>Community benefits, including London Living Wage, incorporated into contract.</p>	All Wards	Carers of adults with severe and enduring mental health problems.
Mental Health Family Support Service	The service will provide packages of intensive family support service to families where the parent has a mental health problem. The service aims to improve the quality of life and mental well-being of dependent children living in an environment where a	<p>Current service known as the Building Bridges Service.</p> <p>Community benefits, including London Living Wage, incorporated into contract.</p>	All Wards	Adults with severe and enduring mental health problems and their families (including dependent children).

	<p>parent has severe and enduring mental health problems by addressing the competing and sometimes complex needs of children and adults. The service also co-ordinates a child friendly Family Visiting Service at the Tower Hamlets Centre for Mental Health, Mile End Hospital, providing opportunities for mental health service users who have been admitted as in-patients to receive visits from their children.</p>			
<p>Advocacy and Independent Mental Health Advocacy Service</p>	<p>The service will provide a combined IMHA and advocacy service, delivered from the same team. The Mental Health Act 2007 requires local health authorities to ensure all 'qualifying' patients have access to a statutory independent advocacy (IMHA) service". The Service aims to empower people of mental health services in Tower Hamlets to access services and</p>	<p>Current service is provided under two separate contracts. Combining them enables the commissioning of a single service from one provider thus delivering a more co-ordinated service to individuals, and better value for money.</p> <p>Community benefits, including London Living Wage, incorporated into contract.</p>	<p>All Wards</p>	<p>Adults with mental health problems.</p>




	challenge discrimination by providing information and advocacy support, thus enabling informed choices and taking action to secure their rights to access services they need, including treatment and care, as such, helps to address the wider agenda on health inequalities.			
Link Age Plus	This service co-ordinates and delivers a network of Link Age Plus services across the Borough. These services are open access (universal) and available to all borough residents aged 50+, and are designed to promote and maintain independence through a range of advice and information functions and activities that focus on physical and mental wellbeing. While many of these activities are centre based, the service also provides outreach to isolated individuals in their own homes, and seeks to link those individuals into	Community benefits, including London Living Wage, incorporated into contract.	All Wards	People aged 50+.

	their wider communities, again with the aim of promoting and maintaining independence.			
Autism Diagnostic and Intervention Service	This is a new service being commissioned in response to the Tower Hamlets Autism Strategy and the national Autism Strategy. The service is designed to provide an improved and more consistent diagnosis for individuals who may be on the Autistic Spectrum, and to co-ordinate the delivery of specialist interventions that enable those individuals to lead as independent lives as possible.	New service, not previously commissioned.  Community benefits, including London Living Wage, incorporated into contract.	All Wards	Adults with Autistic Spectrum Disorders.
Personal Care in four Extra Care Sheltered Schemes	This service will provide personal care and support to individual tenants living in four Extra Care Sheltered Housing Schemes in the borough. The care and support provided is intended to enable those individuals to continue living in their 'own home', to maintain their quality of life as far as	Community benefits, including London Living Wage, apprenticeships and providing local volunteering opportunities incorporated into contract.	The four schemes are located as follows:  <b>Coopers Court:</b> Mile End East; <b>Donnybrook Court:</b> Bow West; <b>Duncan Court:</b> East India and Lansbury;	Older people

	possible and to provide a better value alternative to residential care.		<b>Sonali Gardens:</b> Shadwell	
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<p><b>Cabinet</b> 5 February 2014</p>	
<p><b>Report of:</b> Corporate Director Resources</p>	<p><b>Classification:</b> Unrestricted</p>
<p>Exercise of Corporate Directors' Discretions</p>	

<b>Lead Member</b>	Councillor Alibor Choudhury, Cabinet Member Resources
<b>Originating Officers</b>	Ruth Ebaretonbofa-Morah, Deputy Financial Planning Manager Lisa Stone, Finance Officer
<b>Wards affected</b>	All
<b>Community Plan Theme</b>	One Tower Hamlets
<b>Key Decision?</b>	No

## Executive Summary

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.

### 1. REASONS FOR THE DECISIONS

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

### 2. ALTERNATIVE OPTIONS

- 2.1 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.
- 2.2 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.

### **3. DETAILS OF REPORT**

- 3.1 Regulation B8 sets out the Cabinet Reporting Thresholds for specific financial transactions.
- 3.2 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
- 3.3 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.
- 3.4 Appendix 1 sets out the exercises of Corporate Directors' discretions, under the stipulations in 2.2 above, that have taken place since the previous Cabinet

### **4. COMMENTS OF THE CHIEF FINANCE OFFICER**

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

### **5. LEGAL COMMENTS**

- 5.1 The report sets out the individual exercises of Directors' Discretions as required by Financial Regulations.
- 5.2 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
- 5.3 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.

### **6. ONE TOWER HAMLETS CONSIDERATIONS**

- 6.1 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.

## **7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

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

## **8. RISK MANAGEMENT IMPLICATIONS**

8.1. 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.

## **9. CRIME AND DISORDER REDUCTION IMPLICATIONS**

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

## **10. EFFICIENCY STATEMENT**

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

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### **Linked Reports, Appendices and Background Documents**

#### **Linked Report**

- None

#### **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**

- Record of Corporate Director's actions

#### **Officer contact details for documents:**

- Paul Leeson, Finance Manager, Education, Development and Renewal, Ext 4995
- Stephen Adams, Finance and Resources Manager, Communities, Localities and Culture, Ext 5212

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

<b>Corporate Director</b>	<b>Amount</b>	<b>Description of Exercise of Discretion</b>	<b>Justification for Action</b>	<b>Contractor's Name and Address (including postcode)</b>	<b>Contact</b>
CLC (Ref 13 17)	£150,000	Waiver of financial regulations for the procurement of works to provide the Gully Cleansing Contract. This approval is in excess of the noting threshold of £100k	The Council had a 5 year contract for Gully Cleansing that expired in June 2013. Due to contractual problems an extension was not invoked. To ensure service continuity, an interim contract is required, pending the retender process.	J B Riney Ltd	Margaret Cooper (x6851)
D & R	£128,046.81	Waiver of financial regulations for the procurement of adjudication representation in respect of a disputed final account claim on the LA New Build scheme. This approval is in excess of the noting threshold of £100k.	The Council has been involved in a protracted dispute with a contractor delivering the LA New Build project. It was necessary to appoint a contract litigation specialist within a short timescale to support the Council in successfully	Knowles Ltd 26-28 Bedford Row London WC1R 4HE	Alison Thomas (Extension 2527)

			defending the action. During the process, the contractor made further claims which impacted on costs.		
D & R	£151,163.46	Waiver of financial regulations for the procurement of further adjudication representation to obtain a clear resolution to the inspector's judgement in respect of the LA New Build contractor's claim. This approval is in excess of the noting threshold of £100k.	Following the result of the initial judgement on the LA New Build dispute (above), where the Council was partially successful in the first adjudication brought against it, it was necessary to commission further legal support to allow the Council to launch its own adjudication to arrive at a clear and successful resolution to this dispute.	Knowles 26-28 Bedford Row London WC1R 4HE	Alison Thomas (Extension 2527)