

# Public Document Pack

## Cabinet

Tuesday, 21st February, 2017  
at 4.30 pm

### **PLEASE NOTE TIME OF MEETING**

Council Chamber - Civic Centre

This meeting is open to the public

#### **Members**

Councillor Simon Letts, Leader of the Council  
Councillor Mark Chaloner, Cabinet Member for Finance  
Councillor Satvir Kaur, Cabinet Member for Communities,  
Culture and Leisure  
Councillor Jacqui Rayment, Cabinet Member for  
Environment and Transport  
Councillor Dave Shields, Cabinet Member for Health and  
Sustainable Living  
Councillor Warwick Payne, Cabinet Member for Housing  
and Adult Care  
Councillor Christopher Hammond, Cabinet Member for  
Transformation Projects  
Councillor Paul Lewzey, Cabinet Member for Children's  
Social Care  
Councillor Dr Darren Paffey, Cabinet Member for  
Education and Skills

(QUORUM – 3)

#### **Contacts**

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## **BACKGROUND AND RELEVANT INFORMATION**

### **The Role of the Executive**

The Cabinet and individual Cabinet Members make executive decisions relating to services provided by the Council, except for those matters which are reserved for decision by the full Council and planning and licensing matters which are dealt with by specialist regulatory panels.

### **The Forward Plan**

The Forward Plan is published on a monthly basis and provides details of all the key executive decisions to be made in the four month period following its publication. The Forward Plan is available on request or on the Southampton City Council website, [www.southampton.gov.uk](http://www.southampton.gov.uk)

### **Implementation of Decisions**

Any Executive Decision may be “called-in” as part of the Council’s Overview and Scrutiny function for review and scrutiny. The relevant Overview and Scrutiny Panel may ask the Executive to reconsider a decision, but does not have the power to change the decision themselves.

**Mobile Telephones** – Please switch your mobile telephones to silent whilst in the meeting.

### **Use of Social Media**

The Council supports the video or audio recording of meetings open to the public, for either live or subsequent broadcast. However, if, in the Chair’s opinion, a person filming or recording a meeting or taking photographs is interrupting proceedings or causing a disturbance, under the Council’s Standing Orders the person can be ordered to stop their activity, or to leave the meeting.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and or/training purposes. The meeting may be recorded by the press or members of the public. Any person or organisation filming, recording or broadcasting any meeting of the Council is responsible for any claims or other liability resulting from them doing so. Details of the Council’s Guidance on the recording of meetings is available on the Council’s website.

### **Southampton City Council’s Priorities:**

- Jobs for local people
- Prevention and early intervention
- Protecting vulnerable people
- Affordable housing
- Services for all
- City pride
- A sustainable Council

### **Executive Functions**

The specific functions for which the Cabinet and individual Cabinet Members are responsible are contained in Part 3 of the Council’s Constitution. Copies of the Constitution are available on request or from the City Council website, [www.southampton.gov.uk](http://www.southampton.gov.uk)

### **Key Decisions**

A Key Decision is an Executive Decision that is likely to have a significant:

- financial impact (£500,000 or more)
- impact on two or more wards
- impact on an identifiable community

### **Procedure / Public Representations**

At the discretion of the Chair, members of the public may address the meeting on any report included on the agenda in which they have a relevant interest. Any member of the public wishing to address the meeting should advise the Democratic Support Officer (DSO) whose contact details are on the front sheet of the agenda.

**Fire Procedure** – In the event of a fire or other emergency, a continuous alarm will sound and you will be advised, by officers of the Council, of what action to take.

**Smoking policy** – The Council operates a no-smoking policy in all civic buildings.

**Access** – Access is available for disabled people. Please contact the Cabinet Administrator who will help to make any necessary arrangements.

### **Municipal Year Dates (Tuesdays)**

<b>2016</b>	<b>2017</b>
21 June	17 January
19 July	14 February <b>(Budget)</b>
16 August	21 February
20 September	21 March
18 October	18 April
15 November	
20 December	

## **CONDUCT OF MEETING**

### **TERMS OF REFERENCE**

The terms of reference of the Cabinet, and its Executive Members, are set out in Part 3 of the Council's Constitution.

### **RULES OF PROCEDURE**

The meeting is governed by the Executive Procedure Rules as set out in Part 4 of the Council's Constitution.

### **DISCLOSURE OF INTERESTS**

Members are required to disclose, in accordance with the Members' Code of Conduct, **both** the existence **and** nature of any "Disclosable Pecuniary Interest" or "Other Interest" they may have in relation to matters for consideration on this Agenda.

### **DISCLOSABLE PECUNIARY INTERESTS**

A Member must regard himself or herself as having a Disclosable Pecuniary Interest in any matter that they or their spouse, partner, a person they are living with as husband or wife, or a person with whom they are living as if they were a civil partner in relation to:

(i) Any employment, office, trade, profession or vocation carried on for profit or gain.

(ii) Sponsorship:

Any payment or provision of any other financial benefit (other than from Southampton City Council) made or provided within the relevant period in respect of any expense incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

(iii) Any contract which is made between you / your spouse etc (or a body in which the you / your spouse etc has a beneficial interest) and Southampton City Council under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.

(iv) Any beneficial interest in land which is within the area of Southampton.

(v) Any license (held alone or jointly with others) to occupy land in the area of Southampton for a month or longer.

(vi) Any tenancy where (to your knowledge) the landlord is Southampton City Council and the tenant is a body in which you / your spouse etc has a beneficial interests.

(vii) Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of Southampton, and either:

- a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or
- b) 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 you / your spouse etc has a beneficial interest that exceeds one hundredth of the total issued share capital of that class.

### **Other Interests**

A Member must regard himself or herself as having an, 'Other Interest' in any membership of, or occupation of a position of general control or management in:

Any body to which they have been appointed or nominated by Southampton City Council

Any public authority or body exercising functions of a public nature

Any body directed to charitable purposes

Any body whose principal purpose includes the influence of public opinion or policy

### **Principles of Decision Making**

All decisions of the Council will be made in accordance with the following principles:-

- proportionality (i.e. the action must be proportionate to the desired outcome);
- due consultation and the taking of professional advice from officers;
- respect for human rights;
- a presumption in favour of openness, accountability and transparency;
- setting out what options have been considered;
- setting out reasons for the decision; and
- clarity of aims and desired outcomes.

### **BUSINESS TO BE DISCUSSED**

Only those items listed on the attached agenda may be considered at this meeting.

### **QUORUM**

The minimum number of appointed Members required to be in attendance to hold the meeting is 3.

In exercising discretion, the decision maker must:

- understand the law that regulates the decision making power and gives effect to it. The decision-maker must direct itself properly in law;
- take into account all relevant matters (those matters which the law requires the authority as a matter of legal obligation to take into account);
- leave out of account irrelevant considerations;
- act for a proper purpose, exercising its powers for the public good;
- not reach a decision which no authority acting reasonably could reach, (also known as the “rationality” or “taking leave of your senses” principle);
- comply with the rule that local government finance is to be conducted on an annual basis. Save to the extent authorised by Parliament, ‘live now, pay later’ and forward funding are unlawful; and
- act with procedural propriety in accordance with the rules of fairness.

## AGENDA

### 1 APOLOGIES

To receive any apologies.

### 2 DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS

In accordance with the Localism Act 2011, and the Council's Code of Conduct, Members to disclose any personal or pecuniary interests in any matter included on the agenda for this meeting.

## EXECUTIVE BUSINESS

### 3 STATEMENT FROM THE LEADER

### 4 MATTERS REFERRED BY THE COUNCIL OR BY THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE FOR RECONSIDERATION (IF ANY)

There are no matters referred for reconsideration.

### 5 REPORTS FROM OVERVIEW AND SCRUTINY COMMITTEES (IF ANY)

There are no items for consideration

### 6 EXECUTIVE APPOINTMENTS

To deal with any executive appointments, as required.

## ITEMS FOR DECISION BY CABINET

### 7 ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR ACADEMIC YEAR 2018/19

(Pages 1 - 42)

Report of the Cabinet Member for Education and Skills seeking approval of the admission arrangements for Community and Voluntary Controlled Infant, Junior, Primary and Secondary Schools for 2018/19, attached.

**NOTE:** This report is submitted for consideration as a general exception under paragraph 15 of the Access to Information procedure Rules in Part 4 of the Council's Constitution, notice having been given to the Chair of Overview and Scrutiny Management Committee and the public.

**8 ROUGH SLEEPING GRANT FUNDING □ (Pages 43 - 48)**

Report of the Cabinet Member for Housing and Adult Care seeking approval to accept a grant from Department for Communities and Local Government, attached.

Monday, 13 February 2017

Service Director, Legal and Governance

<b>DECISION-MAKER:</b>	<b>CABINET</b>		
<b>SUBJECT:</b>	<b>ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR ACADEMIC YEAR 2018/19</b>		
<b>DATE OF DECISION:</b>	<b>21 FEBRUARY 2012</b>		
<b>REPORT OF:</b>	<b>CABINET MEMBER FOR EDUCATION AND SKILLS</b>		
<b><u>CONTACT DETAILS</u></b>			
<b>AUTHOR:</b>	<b>Name:</b>	<b>Ross Williams</b>	<b>Tel:</b> <b>023 8083 4048</b>
	<b>E-mail:</b>	<b>ross.williams@southampton.gov.uk</b>	
<b>Director</b>	<b>Name:</b>	<b>Hilary Brooks</b>	<b>Tel:</b> <b>023 8083 4889</b>
	<b>E-mail:</b>	<b>hilary.brooks@southampton.gov.uk</b>	

<b>STATEMENT OF CONFIDENTIALITY</b>
<b>None</b>

## **BRIEF SUMMARY**

The Council is required by statute and regulations to approve its admissions policies for the school year starting September 2018 (including Published Admissions Numbers – PANs) by 28 February 2017.

This report is submitted for consideration as a general exception under paragraph 15 of the Access to Information procedure Rules in Part 4 of the Council's Constitution, notice having been given to the Chair of Overview and Scrutiny Management Committee and the public. The matter requires a decision by the Council. The urgency is linked to the requirement for the Council to make this decision by 28 February 2017 – a requirement of the School Standards and Framework Act 1998 as amended by the Education Act 2002 and the Education and Inspections Act 2006 and the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 as amended by The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England)(Amendment) Regulations 2014.

## **RECOMMENDATIONS**

Having complied with paragraph 15 of the Council's Access to Information Procedure Rules.

- (i) To approve the Admissions Policies and the Published Admissions Numbers (PANs) for Community and Voluntary Controlled schools and the schemes for coordinating Primary and Secondary admissions for the school year 2018/19 as set out in appendices 1 to 5.
- (ii) To authorise the Service Director, Children and Families Services to take any action necessary to give effect to the admissions policies and to make any changes necessary to the admissions policies where required to give effect to any Acts, Regulations or revised Schools Admissions or School Admissions Appeals Codes or binding Schools Adjudicator, Court or Ombudsman decisions whenever they arise.

## **REASONS FOR REPORT RECOMMENDATIONS**

1. This report is submitted for consideration as a General Exception under paragraph 15 of the Access to Information Procedure Rules in Part 4 of the City Council's Constitution, notice having been given to the Chair of the relevant Scrutiny Panel and the Public. The matter requires a decision to comply with the Council's duty to determine its admission arrangements for school year 2018/19 before 28 February 2017
2. The Local Authority has a statutory duty to determine the admission criteria annually and to ensure that all rising 5s have an allocated education place
3. The proposed policy is at Appendix 1. There are no changes from the 2017/18 arrangements

## **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

4. The only alternative option considered was to not determine local admission arrangements. This has been rejected because it would result in the imposition of admission arrangements upon local schools by the Secretary of State for Education

## **DETAIL (Including consultation carried out)**

5. It is a statutory requirement that School Admission Authorities determine the Admission Policy each year to approve the allocation of School places to Southampton pupils and to pupils applying for a place in a Southampton School from outside the City. The City Council is the Admission Authority for all Community and Voluntary Controlled Schools in the City and is therefore responsible for determining the admission arrangements for these Schools. Regulations require all Admission Authorities i.e. the Local Authority, governing bodies of Voluntary Aided and Foundation Schools and Academy Trusts to determine their admission arrangements for the school year 2018-19 by 28 February 2017 and to notify the fact to other Admission Authorities within 14 days of this date.
6. The principles of Southampton's Admission Policies are well established.  
They seek to fulfil the requirement to be "fair, clear and objective" (School Admissions Code 2014). The proposed policies seek to make this process as transparent as possible. In particular they enable the Local Authority, Schools, and parents:
  - a) To protect the rights of vulnerable children.
  - b) To meet significant medical or psychological needs of individual children.
  - c) To develop, strengthen and support immediate family ties.
  - d) To develop and strengthen links between designated feeder and receiver schools, andTo have access to reasonable, clear, objective, procedurally fair criteria that avoid ambiguity in the interpretation of the policy
7. An Admission Authority must consult on any changes it proposes to make to its admission arrangements. However if no alteration is proposed then there is no need to consult but the Admission Authority



must still determine its arrangements in line with the timetable set out in the Regulations.

8. It is a statutory requirement that School Admission Authorities determine their admission arrangements each year to approve the allocation of places to Southampton pupils and to pupils applying for places in Southampton Schools from outside the City even if no changes have been made from the previous year's arrangements.
9. Apart from required changes of dates there are no changes to the coordinated schemes for Infant, Junior or Secondary transfers

## **RESOURCE IMPLICATIONS**

### **Capital/Revenue**

10. There are no additional revenue costs to the General Fund arising directly from the approval of the admission policies for the school year 2018/19

### **Property/Other**

11. N/A

## **LEGAL IMPLICATIONS**

### **Statutory power to undertake proposals in the report:**

12. Admission Authorities are legally required to determine their admission arrangements (including PANs, under the School Standards and Framework Act 1998 as amended by the Education Act 2002 and the Education and Inspections Act 2006 and the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 as amended by The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England)(Amendment) Regulations 2014.
13. In accordance with the above, the deadline for determining admission arrangements is 28 February 2017. Following determination, the Local Authority has 14 days to notify all Schools in writing of its decision. School's governing bodies then have 6 weeks to object to their respective PANs (but no other aspect of the admission policy).

### **Other Legal Implications:**

14. The Education Acts, Regulations made pursuant to them and the School Admissions Code (December 2014) require Local Authorities to formulate coordinated schemes for dealing with applications to Infant, Primary, Junior and Secondary Schools at the relevant age of transfer. Such schemes also include admission to Schools where the Local Authority is not the Admission Authority i.e. Voluntary Aided, Foundation, Free Schools and Academies. The schemes must ensure that every parent is notified of one and only one offer of a school place on the same day. A National Offer date of 1 March, or first working day thereafter, has been set for Secondary admissions and a National Offer date of 16 April, or first working day thereafter, for Primary sector admissions. The regulations also set National closing dates for applications of 31 October in the offer year for Secondary applications and 15 January in the offer year for Primary applications.

## POLICY FRAMEWORK IMPLICATIONS

15. The recommended admission arrangements proposed in the report are consistent with the Children and Young People's Plan

**KEY DECISION?** Yes

**WARDS/COMMUNITIES ALL**

**AFFECTED:**

<u>SUPPORTING DOCUMENTATION</u>	
<b>Appendices</b>	
1.	Admission Policy for Infant, Junior, Primary and Secondary pupils to community and voluntary controlled schools 2018/19
2.	Proposed Published Admissions Numbers for all Community and Voluntary Controlled Schools
3.	Coordinated scheme for year R entry to Infant/Primary Schools 2018/19
4.	Coordinated scheme for year 3 entry to Junior Schools 2018/19
5.	Coordinated scheme for year 7 entry to Secondary Schools 2018/19
<b>Documents In Members' Rooms</b>	
1.	None
<b>Equality Impact Assessment</b>	
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.	No
<b>Privacy Impact Assessment</b>	
Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out.	No
<b>Other Background Documents</b>	
Other Background documents available for inspection at: Admissions, Civic Centre. SO14 7LY	
<b>Title of Background Paper(s)</b>	<b>Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)</b>
1	School Admissions Code  <a href="#">Admission Code</a>

### Southampton City Council

#### **Admission Policy for Community and Voluntary Controlled Infant/Primary Schools for 2018/19**

Southampton City Council is the admission authority for all Community and Voluntary Controlled infant and primary schools in the city. Voluntary Aided and Trust and Foundation school are their own admission authorities and set their own admission arrangements. As required in the School Admissions Code the authority will consider all on-time preferences at the same time for September 2017 admissions.

Parents may express up to three (3) preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the higher ranked of the schools that could be offered.

#### **Children with Education, Health and Care Plans (EHCP) that name the school**

Children with Education, Health and Care Plans (EHCP) that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEN Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

#### **Oversubscription criteria**

Applications submitted by 15 January 2018 will be dealt with first. If the number of applications submitted by 15 January 2018 is greater than the Published Admission Number (PAN) for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined in paragraph 1.7 of the School Admissions Code 2014
2. Children subject to a child protection plan or deemed to be vulnerable by the Senior Officer with responsibility for safeguarding in Southampton City Council.
3. Children who have a brother or sister already on the roll of the school who will continue to attend that school for the following year. (This includes children living as siblings in the same family unit.) In the case of applications for places at infant schools a sibling at the linked junior school will count as a sibling at the infant school.

A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address.

4. Children who live within the school's designated catchment area and whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school

rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.

5. Children who live within the school's designated catchment area.

A "designated catchment area" for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Rise, Southampton SO14 7LY. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council.

Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website [www.southampton.gov.uk](http://www.southampton.gov.uk), click on "my Southampton", follow the links, and enter their post code.

If the school is oversubscribed from within these criteria, priorities (ii) to (iii), as set out at 6 below, will be used to determine which children will be offered places.

6. Children who live outside the school's designated catchment area, in the following order:

- (i) Children whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.
- (ii) Children whose parents are applying for their child to attend a Church of England voluntary controlled school on denominational grounds. Evidence of regular church attendance at services held by the Church of England or a local ecumenical partnership (as defined in the school's prospectus) must be certified by the vicar or someone else of authority in the church. "Regular" is defined as "attending worship services at a Church of England church or local ecumenical partnership at least twice a month for the previous two years before the deadline for admissions set by Southampton City Council."
- (iii) Children who live closest to the school based on the shortest practicable walking distance using public roads and footpaths. Distances are measured from home to school for all children. Distances from home to school are measured as shortest walking distances. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid point of the nearest open gate to the school, using public roads and footpaths.

Should a school be oversubscribed from within any of the criteria 6(i) to 6(ii) above, then distance as defined in 6(iii) will be used to prioritise applications within these categories. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Principal Officer Education and Early Years, Children and Families Services, Southampton City Council.

### **Late applications**

The closing date for applications is 15 January 2018. Applications received after that date will be late applications and will be dealt with after all on time applicants have been offered a school place. If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

### **Unplaced children**

Any child who remains unplaced after their application has been processed, because either they could not be offered a place at any school requested or their parents did not complete an application, will be offered a place at their catchment school if there is one and if places are still available. If there are no places available at their catchment school, they will be allocated a place at the nearest school to their home address with places available that is prepared to offer a place. Distance to their home address will be measured by public roads and footpaths.

### **Waiting lists**

If a place cannot be offered at a higher ranked community or voluntary controlled school, unsuccessful applicants will automatically be placed on the waiting list for the school. If places become available, children on the waiting list will automatically be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out above. This means that waiting lists will be re-ranked after every new expression of preference.

Waiting lists will be maintained by the Admissions Manager at Southampton City Council for all community and voluntary controlled schools. Waiting lists will be maintained until the end of the summer term.

### **Entry into Reception Class**

The offer made to parents for reception class on the initial offer date is of a full time place from the start of term after 1 September 2018. Schools normally wish to stagger entry into school from that date and arrange for some initial part time attendance to ensure a smooth transition from pre-school into school or from home to school.

Parents can request part time education for their child in the reception year until the child is of statutory school age if it is in the child's best interests.

Parents have the right to defer their child's entry into reception class to any point up the time the child is of statutory school age (the term starting after their child's 5<sup>th</sup> birthday) Parents of children born between 1 September and 31 March CANNOT however defer entry until the start of year 1 i.e. the reception class place cannot be held open over the summer holidays. The child must start school at some point in the reception year. If a parent does not enrol their child at the offered school at some point in the reception year they must make an in year application for a year 1 place.

However, the parents of a **summer born child**, that is a child born between 1 April and 31 August, may choose not to send that child to school until the September following their fifth birthday. They may **request** that they are admitted out of their normal age group – to reception rather than year 1. All requests will be considered on their merits. Forms to make the request can be obtained by emailing [school.admissions@southampton.gov.uk](mailto:school.admissions@southampton.gov.uk)

## **Southampton City Council**

### **Admission Policy for Community and Voluntary Controlled Junior Schools for 2018/19**

Southampton City Council is the admission authority for all Community and Voluntary Controlled junior schools in the city. As required in the School Admissions Code the authority will consider all preferences at the same time for September 2017 admissions.

Parents may express up to three (3) preferences for junior schools only, listing them in the order in which they would accept them. All preferences will be considered and where more than one school place could be offered, the parents will be offered a place for their child at the higher ranked of the schools that could be offered.

#### **Children with Education, Health and Care Plans (EHCP) that name the school**

Children with Education, Health, and Care Plans (EHCP) that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEN Code of Practice. These children will be admitted to the named school even if it is full and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

#### **Oversubscription criteria**

Applications submitted by 15 January 2018 will be dealt with first. If the number of applications received by 15 January 2018 is greater than the PAN (Published Admission Number) for a school, admissions will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined in paragraph 1.7 of the School Admissions Code 2014
2. Children subject to a child protection plan or deemed to be vulnerable by the Senior Officer with responsibility for safeguarding in Southampton City Council.
3. Children attending the linked infant school at the time of application. This criterion applies only at the time of transfer from year 2 to year 3 and until the end of the first term of junior school. After that time previous attendance at the linked infant school gives no priority to an application for a place at the linked junior school
3. Children who have a brother or sister already on the roll of the school who will continue to attend that school for the following year. (This includes children living as siblings in the same family unit.) In the case of applications for places at junior schools a sibling at the linked infant school will count as a sibling at the junior school.

A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address.

4. Children who live within the school's designated catchment area and whose parents have satisfied the Local Authority that their child has a significant medical

or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist

6. Children who live within the school's designated catchment area.

A "designated catchment area" for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Southampton SO14 7LY. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council.

Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website [www.southampton.gov.uk](http://www.southampton.gov.uk), click on "my Southampton", follow the links, and enter their post code.

If the school is oversubscribed from within these criteria, priorities (ii) to (iii), as set out at 7 below, will be used to determine which children will be offered places.

7. Children who live outside the school's designated catchment area, in the following order:

- (i) Children whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.
- (ii) Children whose parents are applying for their child to attend a Church of England voluntary controlled school on denominational grounds. Evidence of regular church attendance at services held by the Church of England or a local ecumenical partnership, (as defined in the school's prospectus), must be certified by the vicar or someone else of authority in the church. "Regular" is defined as "attending worship services at a Church of England church or local ecumenical partnership at least twice a month for the previous two years before the deadline for admissions set by Southampton City Council."
- (iii) Children who live closest to the school based on the shortest practicable walking distance using public roads and footpaths. Distances are measured from home to school for in-catchment children and from either home to school or home to the designated catchment area boundary for out-catchment children, as agreed with each school and laid out in the school's prospectus. Distances from home to school are measured as shortest walking distances. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home



address to the point designated in the system as the mid point of the nearest open gate to the school, using public roads and footpaths.

Should a school be oversubscribed from within any of the criteria 7(i) to 7(ii) above, then distance as defined in 7(iii) will be used to prioritise applications within these categories. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Principal Officer Education and Early Years, Children and Families Services, Southampton City Council.

### **Late applications**

The closing date for applications is 15 January 2018. Applications received after that date will be late applications and will be dealt with after all on time applicants have been offered a school place. If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

### **Unplaced children**

Any children who remain unplaced after their application has been processed, because either they could not be offered a place at any school requested or their parents did not complete an application, will be offered a place at their linked junior school, if places are still available. If there are no places available at their linked junior school, they will be allocated a place at the nearest junior school to their home address with places available that is prepared to offer a place. Distance to their home address will be measured by public roads and footpaths.

### **Waiting lists**

If a place cannot be offered at a higher ranked community or voluntary controlled school, children will automatically be placed on the waiting list for the school. If places become available, children on the waiting list will automatically be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on time applications and placed on the waiting list according to the priorities set out above. This means that the waiting list will be re-ranked after every new expression of preference for the school

Waiting lists will be maintained by the Admissions Manager at Southampton City Council for all community and voluntary controlled schools. Waiting lists will be held until the end of the summer term.

## **Southampton City Council**

### **Admission Policy for Community Secondary Schools for September 2018/19**

Southampton City Council is the admission authority for all community secondary schools in the city. As required in the School Admissions Code, the authority will consider all preferences at the same time for September 2018 admissions.

Parents may express up to three preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the higher ranked of the schools that could be offered.

#### **Children with Education, Health and Care Plans (EHCP) that name the school**

Children with Education, Health and Care Plans (EHCP) that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEN Code of Practice. These children will be admitted to the named school, even if it is full and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

#### **Oversubscription criteria**

Applications submitted by 31 October 2017 will be dealt with first. If the number of applications submitted by 31 October 2017 for a school is greater than the Published Admission Number for the school, admissions will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined in paragraph 1.7 of the School Admissions Code 2014
2. Children subject to a child protection plan or deemed to be vulnerable by the Senior Officer with responsibility for safeguarding in Southampton City Council.
3. Children who have a brother or sister already on the roll of the school who will continue to attend that school during the following year. (This includes children who live as siblings in the same family unit.)

A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address

4. Children who live within the school's designated catchment area and whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist
5. Children who live within the school's designated catchment area.

A “designated catchment area” for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Southampton SO14 7LT. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council.

Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website [www.southampton.gov.uk](http://www.southampton.gov.uk), click on “my Southampton”, follow the links, and enter their post code.

If the school is oversubscribed from within the criteria above, priorities (ii) to (iii), as set out at 6 below, will be used to determine which children will be offered places.

6. Children who live outside the school's designated catchment area, in the following order:

- (i) Children whose parents have named a particular school because the child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.
- (ii) Children attending a designated catchment junior or primary school.
- (iii) Children who live closest to the school based on the shortest practicable walking distance using public roads and footpaths. Distances are measured from home to school for in-catchment children and from either home to school or home to the designated catchment area boundary for out-catchment children, as agreed with each school and laid out in the school's prospectus. Distances from home to school are measured as shortest walking distances. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid point of the nearest open gate to the school, using public roads and footpaths.

Should a school be oversubscribed from within any of the criteria 6(i) to 6(ii) above, then distance, as given in 6(iii), will be used to prioritise applications within these categories. Should there be two identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Principal Officer Education and Early Years, Children and Families Services, Southampton City Council.

### **Late applications**

The closing date for applications is 31 October 2017. Applications received after that date will be late applications and will be dealt with after all on time applicants have been offered a school place. If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

## **Unplaced children**

Any child who remains unplaced after their application has been processed, because either they could not be offered a place at any school requested or their parents did not make an application, will be offered a place at their catchment school if there is one and if places are still available. If there are no places available at their catchment school, they will be allocated a place at the nearest school with places available to their home address that is prepared to offer a place. Distance to their home address will be measured by public roads and footpaths.

## **Waiting lists**

If a place cannot be offered at a higher ranked community school, unsuccessful applicants for the school will automatically be placed on the waiting list for the school. If places become available, children on the waiting list will automatically be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out above. This means that waiting lists will be re-ranked after every new expression of preference.

Waiting lists will be maintained by the Admissions Manager at Southampton City Council for all community schools. Waiting lists will be held until the end of the summer term.

## **Bitterne Park School (Secondary Places)**

**The admission criteria for Bitterne Park School are the same as for other LA community schools except for the addition of an extra criterion selecting up to 36 children for the school on the basis of their aptitude for the performing arts ( a specialism of the school).**

The admission criteria for the school are therefore as follows:

1. Children in public care (looked after children) and previously looked after children as defined in paragraph 1.7 of the School Admissions Code 2014.
2. Children subject to a child protection plan or deemed to be vulnerable by the Senior Officer with responsibility for safeguarding in Southampton City Council
3. Children who have a brother or sister already on the roll of the school who will continue to attend that school during the following year. (This includes children who live as siblings in the same family unit.) Siblings who it is hoped will be in the sixth form when the younger child would be due to start will not be regarded as siblings in this category.

A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address

4. Children, up to a maximum of 36, who score highest in the aptitude test set by Southampton City Council to measure their aptitude for the performing arts. In the event of a tie in the aptitude scoring the child/children closest to the school will be given priority.
5. Children who live within the school's designated catchment area and whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist
6. Children who live within the school's designated catchment area.

A "designated catchment area" for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Southampton SO14 7LY. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council.

Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website [www.southampton.gov.uk](http://www.southampton.gov.uk), click on "my Southampton", follow the links, and enter their post code.

If the school is oversubscribed from within the criteria above, priorities (ii) to (iii), as set out at 7 below, will be used to determine which children will be offered places.

7. Children who live outside the school's designated catchment area, in the following order:
  - (i) Children whose parents have named a particular school because the child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.
  - (ii) Children attending a designated catchment junior or primary school.
  - (iii) Children who live closest to the school based on the shortest practicable walking distance using public roads and footpaths. Distances are measured from home to school for in-catchment children and from either home to school or home to the designated catchment area boundary for out-catchment children, as agreed with each school and laid out in the school's prospectus. Distances from home to school are measured as shortest walking distances. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid point of the nearest open gate to the school, using public roads and footpaths.

Should a school be oversubscribed from within any of the criteria 7(i) to 7(ii) above, then distance, as given in 7(iii), will be used to prioritise applications within these categories. Should there be two identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Principal Officer Education and Early Years, Children and Families Services, Southampton City Council.

### **Late applications**

The closing date for applications is 31 October 2017. Applications received after that date will be late applications and will be dealt with after all on time applicants have been offered a school place. If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

### **Unplaced children**

Any child who remains unplaced after their application has been processed, because either they could not be offered a place at any school requested or their parents did not make an application, will be offered a place at their catchment school if there is one and if places are still available. If there are no places available at their catchment school, they will be allocated a place at the nearest school with places available to their home address that is prepared to offer a place. Distance to their home address will be measured by public roads and footpaths.

## **Waiting lists**

If a place cannot be offered at a higher ranked community school, unsuccessful applicants for the school will automatically be placed on the waiting list for the school. If places become available, children on the waiting list will automatically be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out above. This means that waiting lists will be re-ranked after every new expression of preference.

Waiting lists will be maintained by the Admissions Manager at Southampton City Council for all community schools. Waiting lists will be held until the end of the summer term.

### **Bitterne Park School (Sixth Form Places)**

Bitterne Park Sixth Form application deadline is Monday 11th June 2018. Applications received after this date will be processed as 'late applications' (see below).

The Sixth Form has a maximum pupil number of 90 in Year 12 (180 Total in Years 12 and 13).

The majority of these places will be filled by existing Bitterne Park School students however, external applicants are welcome to apply to fill up to the remainder of 90 places. If the sixth form is over subscribed they will be considered in line with the SCC admissions policy that is detailed below.

The application form is made up of two parts:

Part 1 – Place application, this is to obtain a place within the sixth form at Bitterne Park School. Currently the procedure is run by Southampton City Council Admissions team (address below)

Part 2 – Course application, this is to secure a place on the requested courses, please note that some course may not run if sufficient applicants are not received. These are to be returned to the school office.

To apply complete both parts of the application, which are available to download from [www.bitterneparkschool.org.uk](http://www.bitterneparkschool.org.uk) or within the pack obtained from the school office.

Return part 1 as soon as possible to the Admission Team at Southampton City Council (address below) and by at the latest 11th June 2017.

Part 1: Place Application  
Admission Team (OGS)

Southampton City Council  
Civic Centre  
Southampton SO14 7LY

If you submit the place application form to the school, this will be forwarded to the Admissions Team.

Return Part 2, the course selection form to be returned to the school (address below)

Part 2: Course Application  
Sixth Form recruitment  
Main School Office  
Bitterne Park School  
Copsewood Road  
Southampton

When completing part 2 of the application please ensure on your course choice that you indicate if it is level 2 or level 3 that you are applying for. If you are unsure whether you are a Level 2 or 3 students you are welcome to apply for both programmes, and then discuss this at the application guidance meeting.

Once your application has been received a letter will be sent confirming receipt and you will be invited in to the Sixth Form for an Application Guidance Meeting, which will review your course options and provide you with support and assistance with your application. This is not mandatory and will not form part of the Admissions process it is purely there to support and inform your decisions. You will not be required to bring anything to this meeting.

There will be a post-17 induction programme for students who have a place in the Sixth Form in which you will have an opportunity to attend taster lessons in your chosen subjects as well as take part in team building and leadership activities. It is expected that all students who are transferring to Bitterne Park Sixth Form will attend.

### **Southampton City Council Admissions Policy**

All places offered by Southampton City Council are conditional upon the applicant meeting the Academic Entry Requirements set out below.

Places will be offered on the following basis:

#### **Children with Education, Health and Care Plans (EHCP) that name the school**

Children with Education, Health and Care Plans (EHCP) that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEN Code of Practice. These children will be admitted to the named school, even if it is full and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.



## Oversubscription criteria

Applications submitted by 11<sup>th</sup> June 2017 will be dealt with first. If the number of applications submitted by 11<sup>th</sup> June 2017 for the sixth form exceed the Admission Number of 90, admissions will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined in paragraph 1.7 of the School Admissions Code
2. Children who live within the school's designated catchment area.

A “designated catchment area” for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Southampton SO14 7LY. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council.

Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website [www.southampton.gov.uk](http://www.southampton.gov.uk), click on “my Southampton”, follow the links, and enter their post code.

If the school is oversubscribed from within the designated catchment area, the procedure set out at 3, below, will be used to determine which children will be offered places.

3. Children who live closest to the school based on the shortest practicable walking distance using public roads and footpaths. Distances are measured from home to school for in-catchment children and from either home to school or home to the designated catchment area boundary for out-catchment children, as agreed with each school and laid out in the school's prospectus. Distances from home to school are measured as shortest walking distances. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid point of the nearest open gate to the school, using public roads and footpaths.

Should there be two identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Principal Officer Education and Early Years, Children and Families Services, Southampton City Council.

## Late applications

If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

## **Waiting lists**

Unsuccessful applicants for the school will automatically be placed on the waiting list for the school. If places become available, children on the waiting list will automatically be offered them according to the priorities set out above.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out above. This means that the waiting list will be re-ranked after every new expression of preference.

Waiting lists will be maintained by the Admissions Manager at Southampton City Council for all community schools. Waiting lists will be held until the end of the summer term.

## **Sixth Form Courses and Entry Requirements**

### Level 3 Courses:

This is a two year programme of study that is at a higher level than the work undertaken in Year 11.

Level 3 courses prepare students for entry to university. Bitterne Park Sixth Form offers a wide range of both academic A Levels and the full range of applied BTEC courses.

Each AS/A2 Level and BTEC has 5 hours of taught study each week. For success a similar amount of private study is expected out of hours.

The desired entry requirement for a Level 3 programme of study is 5A\* to C grades at GCSE or equivalent in 4 or more subjects including English and Maths.

Some Level 3 subjects have specific entry requirements (such as a B grade at the Higher Tier of entry).

These are outlined in the subject information and must be met. It is at the discretion of the School whether a student who has a D grade in either English or Mathematics at GCSE (not both) is able to progress to Level 3

### Level 2 Courses:

This is a one year programme of study for students who wish to progress to the Level 3 programme of study at the Bitterne Park School Sixth Form and have not yet quite gained the 5A\* - C grades at GCSE or equivalent needed for this.

This programme of study enables students to retake English and Mathematics and take a number of new and exciting subjects.

The desired entry requirements for Level 2 Courses in Year 12 is 5 D grades at GCSE or equivalent in 4 or more subjects.

A minimum of an E grade in English and/or Mathematics is also desired.

## Foundation Learning:

This is a one year programme of study for students who wish to progress to the Level 2 programme of study at the Bitterne Park School Sixth Form, or seek employment, and have not yet quite gained the desired entry requirements for level 2 courses.

## Results day

Once you receive your GCSE results we can confirm your course and subject choices and finalise your enrolment to The Sixth Form. Support for students who have not made entry requirements will be available on the results publication day in August. All Bitterne Park Year 11 students are expected to be present that day, where possible.

We will do all we can to support you if you wish to change your options but after the timetable is written this will only be possible if a class is not full and the subjects you wish to study are not timetabled at the same time.

You will then receive a letter confirming your place in the Sixth Form, which is conditional on the entry requirements.

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### **PROPOSED ADMISSION NUMBERS (PANs) FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS 2017/18**

#### **Proposed Published Admissions Numbers (PANs) for Community and Voluntary Controlled Schools for Year R intake for Academic Year 2018/19.**

##### **School Name**

Bassett Green Primary School	90
Bevois Town Primary School	60
Bitterne C of E Primary School	60
Bitterne Manor Primary School	30
Bitterne Park Primary School	90
Fairisle Infant And Nursery School	90
Mansbridge Primary School	30
Mansel Park Primary School	60
Mason Moor Primary School	45
Maytree Nursery And Infants School	90
Moorlands Primary School	60
Newlands Primary School	60
Oakwood Primary School	60
Redbridge Primary School	30
Shirley Warren Primary And Nursery School	60
Sholing Infant School	90
Sinclair Primary & Nursery	30
St Denys Primary School	30
St Mark's C of E Primary School	90
St Mary's C of E (VC) Primary School	90
St Monica Primary School	90
Swaythling Primary School	30
Thornhill Primary School	60
Valentine Infant School	120
Woolston Infant School	60

**Proposed Published Admissions Numbers (PANs) for Community and Voluntary Controlled Schools for Year 3 intake for Academic Year 2018/19**

**School Name**

Fairisle Junior School	90
Mount Pleasant Junior School	90
Sholing Junior School	90
Townhill Junior School	102

**Proposed Published Admissions Numbers (PANs) for Community and Voluntary Controlled Schools for Year 7 intake for Academic Year 2018/19**

**School Name**

Bitterne Park School	360
Cantell Maths and Computing College	230
Redbridge Community School	210
The Sholing Technology College	210
Woodlands Community College	180

**SOUTHAMPTON CITY COUNCIL  
THE CO-ORDINATED SCHEME FOR YEAR R ENTRY TO INFANT/PRIMARY  
SCHOOLS**

**SCHOOL YEAR 2018/19**

**1. INTRODUCTION**

This scheme details proposals for the co-ordinated admission arrangements for infant and primary schools in Southampton. The proposed scheme is in accordance with the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 and the School Admissions Code (2014).

**2. BACKGROUND**

The School Standards and Framework Act 1998, as amended by the Education Act 2002, the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 and The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 set a duty on Local Authorities (LAs) to formulate a scheme covering every maintained school in their area, to co-ordinate the admissions process for primary intakes.

The LA must then consult all other admission authorities in the area who it proposes should adopt the scheme.

**3. THE SCHEME**

The purpose of the co-ordinated admission scheme is to establish mechanisms for ensuring that every parent of a child living in the LA area who has applied for a school place in the 'normal admissions round' receives an offer of one, and only one, school place on the same day. Schemes should also address how late applications will be handled. Co-ordinated schemes are an administrative process to make school admissions easier, more transparent and less stressful for parents.

The Southampton City Council co-ordinated scheme for infant/primary schools aims to encompass all the schools including academies in its area. The School Admissions Code requires that *all schools* in the LA's area operate the 'equal preference' allocation criterion. Parents must apply for places in different LAs via their Home LA, using the application form for that LA, so there is a requirement for LAs to exchange data.

The co-ordinated scheme has been broken down into the following headings:

- Data capture
- Application process
- Closing date
- Processing of applications
- Late applications
- Decision letters

#### **4. DATA CAPTURE**

In July 2017 “rising 4” data will be downloaded, by the Admissions Team, from the Early Years modules of the ONE database and a list of rising 4 children will be obtained from Southampton City Primary Care Trust (SCPCT).

#### **5. THE APPLICATION PROCESS**

- A letter giving advice to parents for children in the transfer group, about online applications and use of forms, will be sent to parents in late August/early September 2016. The composite prospectus will be available on line at the Southampton City Council website from no later than 12 September 2017.
- Online application commences 11 September 2017.
- Parents of children living outside the city but wishing to apply for a place at a Southampton LA area school must apply via their Home LA.
- Parents who live in the city who wish to apply for a place at a school in another LA area (e.g. Hampshire) must apply through the Southampton Admissions processes

#### **6. CLOSING DATE**

The closing date for applications will be 23:59 on 15 January 2018. This date is set in the regulations. Online applications will come direct to the Admissions Team..

#### **7. PROCESSING OF ON-TIME APPLICATIONS**

Own Admission Authority School applications –the data on any application that mentions an own admission authority school regardless of the ranking of the school on the form will be sent to the own admission authority school no later than 5 p.m 23 February 2018.

Community/VC School applications –applications will be imported in to the One database in order that initial allocations can be made on an equal preference basis.

By 5 p.m. Friday 16 March 2018, own admission authority schools will advise the Admissions Team of the rank order against their criteria of all the applications referred to them.



In the event that more than one place can be offered, e.g. at a VA school and a Community/VC school or at two Community/VC schools, the place that will be offered will be the one that is highest preference in the application.

For example, if the Community/VC school is 1<sup>st</sup> preference and the VA school is 2<sup>nd</sup> preference but both schools can offer a place, the place will be offered at the Community/VC school. However, if the VA school is the higher preference then the place will be offered at this school. In the case of two Community/VC places being available for offer, the offer will be made for the higher preference school. The Admissions Team will advise the VA schools of any children who are offered places at higher preference schools.

## **8. LATE APPLICATIONS**

Any application submitted after the closing date will be treated as a late application. These will not be processed until after the on-time applications.

## **9. UNPLACED CHILDREN**

Any child who remains unplaced after their application has been processed, either because they failed to get into any school requested or did not complete a form, will be offered a place at their catchment school, if places are still available. If there are no places available at their catchment school, they will be offered a place at the nearest school with places available to their home address. Distance to the home address will be measured in accordance with the published arrangements for each school

## **10. OUTCOME OF APPLICATIONS**

All parents/carers resident in Southampton will be notified of the outcome of their application on 16 April 2018. This date is set in regulations. Southampton LA will make the offer of places at those schools (Community/VC) where it is the admission authority and will also offer on behalf of the governing bodies of those schools where it is not the admission authority. Email notifications only will be sent to those parents who applied online unless a written notification has been requested. Applicants who are not offered their first preference school will receive a formal letter from the Admissions Team giving the reasons for refusal and guidance on how to appeal

Parents who receive an email notification will be able to accept their offer of a school place online. Those parents who receive a decision letter will also receive a reply slip that they must complete to accept the place offered to them. The Admissions Team will notify own admission authority schools of any places they have offered that have been refused so that offers can be made to other parents, if necessary. Parents will be offered the right of appeal against a refusal of a place as laid down in the School Standards and Framework Act 1998, as amended by the Education Act 2002, and supporting regulations.

## **11. DATA TO SCHOOLS**

Data will be provided to schools regularly from 16 April 2018 through to the end of July 2018. The Admissions Team will work closely with schools to ensure that they have as much data as possible on potential numbers of reception class starters as soon as is possible. From 16 April 2018, schools will receive student data in the form of lists showing who has been allocated places at their schools either on line or otherwise electronically.

## **12. SUMMARY**

This proposed scheme encompasses all the elements of the co-ordinated admissions scheme outlined in the law. A timetable showing how the process would work for the September 2018 intake is attached at the annexe.

**CO-ORDINATED INFANT/PRIMARY SCHOOLS ADMISSIONS SCHEME**

**TIMETABLE FOR 2018/19**

<b>DATE</b>	<b>ACTIVITY</b>
July 2017	Admission Team obtains details of “rising 4” children. Transfer group of all eligible children set up in the ONE database
Mid – August to early September 2017	Letters outlining application procedure sent to all parents in the transfer group; letters advise parents to make online applications if at all possible, or to use paper forms where they genuinely cannot.
11 September 2017	Online application window opens.
15 January 2018	Closing date for online applications and paper forms.
23 February 2018	Admissions Team sends details of all on time applications to other LAs if necessary
23 February 2018	Admissions Team sends details of all relevant applications to own admission authority schools in Southampton
16 March 2018	Own admission authority schools return ranked applications details to the Admissions Team
16 April 2018	Parents advised by email and/or letter from the Admissions Team of the outcome of their application.

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### APPENDIX 4

#### **SOUTHAMPTON CITY COUNCIL THE CO-ORDINATED SCHEMES FOR ENTRY TO JUNIOR SCHOOLS**

#### **SCHOOL YEAR 2018/19**

### **1. INTRODUCTION**

This scheme details proposals for the co-ordinated admission arrangements for junior schools in Southampton. The proposed scheme is in accordance with the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 as amended by The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 and the School Admissions Code (2014).

### **2. BACKGROUND**

The School Standards and Framework Act 1998, as amended by the Education Act 2002, the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 as amended by The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 set a duty on Local Authorities (LAs) to formulate a scheme covering every maintained school in their area, to co-ordinate the admissions process for primary intakes.

The LA must then consult all other admission authorities in the area who it proposes should adopt the scheme.

### **3. THE SCHEME**

The purpose of the co-ordinated admission scheme is to establish mechanisms for ensuring that every parent of a child living in the LA area who has applied for a school place in the 'normal admissions round' receives an offer of one, and only one, school place on the same day. Schemes should also address how late applications will be handled. Co-ordinated schemes are an administrative process to make school admissions easier, more transparent and less stressful for parents.

Parents must apply for places in different LAs via their home local authority. This means that parents resident in Southampton applying

for junior schools in, say, Hampshire must apply through the Southampton City Council Admissions Team.

The co-ordinated scheme has been broken down into the following headings:

- Data capture
- Application process
- Closing date
- Processing of applications
- Late applications
- Decision letters

#### **4. DATA CAPTURE**

In July 2017 Year 1 pupils' data will be downloaded, by the Admissions Team, from the school databases and the Year 3 transfer group created. The LA will download details of SCC resident children attending infant schools in Hampshire from HCC.

#### **5. APPLICATION PROCESS**

- Details of the process for junior transfer will be issued direct by post to the parents of Year 2 pupils early in September 2017.
- Registration for online admission application commences 11 September 2017.
- Parents of children living outside the city but wishing to apply for a place at a Southampton junior school must apply through their Home LA
- Parents who live in the city who wish to apply for a place at a school in another LA area (e.g. Hampshire) must apply for those schools via the Southampton application system

#### **6. CLOSING DATE**

The closing date for applications will be 23:59 on 15 January 2018. This date is set in regulations. Online applications will come direct to the Admissions Team.

#### **7. PROCESSING OF ON-TIME APPLICATIONS**

The Admissions Team will process first all those applications submitted by the closing date.

Own Admission Authority School applications –the data on any application that mentions an own admission authority school regardless of the ranking of the school on the form will be sent to the own admission authority school no later than 5 p.m 23 February 2018

Community/VC School applications - applications will be imported in to the One database in order that initial allocations can be made on an equal preference basis.

By 5 p.m. Friday 16 March 2016, own admission authority schools will advise the Admissions Team of the rank order against their criteria of all the applications referred to them.

In the event that more than one place can be offered, e.g. at a VA school and a Community/VC school or at two Community/VC schools, the place that will be offered will be the one that is highest preference in the application.

For example, if the Community/VC school is 1<sup>st</sup> preference and the VA school is 2<sup>nd</sup> preference but both schools can offer a place, the place will be offered at the Community/VC school. However, if the VA school is the higher preference then the place will be offered at this school. In the case of two Community/VC places being available for offer, the offer will be made for the higher preference school. The Admissions Team will advise the VA schools of any children who are offered places at higher preference schools.

## **8. LATE APPLICATIONS**

Any application received after the closing date will be treated as a late application. These will not be processed until after the on-time applications. They will be processed in the same way as the on-time applications as detailed in paragraph 7 above.

## **9. UNPLACED CHILDREN**

Any child who remains unplaced after their application has been processed, either because they failed to get into any school requested or did not make an application, will be offered a place at their linked junior school, if places are still available. If there are no places available at their linked junior school, they will be offered a place at the junior school with places available nearest to their home address that is prepared to offer a place. Distance from a preferred school to the home address will be measured by using a computerised GIS system that uses data supplied by Ordnance Survey using either shortest walking distance or direct distance as specified in the schools admission arrangements. Addresses are identified and positioned using the LLPG database or the Post Office Address database

## **10. OUTCOME OF APPLICATIONS**

The outcome of applications will notified to parents on 16 April 2018. Email notifications will be sent to those parents who applied online unless the applicants has requested a written letter. Parents who did not receive an offer of their first preference school will be notified in a formal letter accompanied by a reply slip that parents must complete to accept any place offered to them. Parents will be offered the right of appeal against a refusal of a place as laid down in the School Standards and Framework Act 1998, as amended by the Education Act 2002, and supporting regulations.

## **11. DATA TO SCHOOLS**

Data will be provided to schools on a regular basis from 16 April 2018 through to the end of July 2018. Although the Admissions Team will already know the names of 1<sup>st</sup> preference applicants it cannot be assumed that these are the children who will be offered places after the oversubscription criteria have been applied. It is possible that an applicant who has named the school as 1<sup>st</sup> preference may have lower priority under the oversubscription criteria than children who have expressed a 2<sup>nd</sup> or 3<sup>rd</sup> preference for a school. The Admissions Team will work closely with schools to ensure that they have as much data on potential numbers of year 3 starters as soon as possible. On 16 April 2018, schools will receive student data electronically showing who has been offered places at their schools. From June 2018 onwards, junior schools will receive transfer files from the infant schools their children are coming from.

## **12. APPLICATIONS TO PRIMARY SCHOOLS**

Applications for places in year 3 at a primary school for September 2018 will not be included in this process. Parents who want such a place must make a normal in year transfer at the appropriate time. This is normally in June/July.

## **13. SUMMARY**

This proposed scheme encompasses all the elements of the co-ordinated admissions scheme outlined in the regulations. A timetable showing how the process would work for the September 2016 intake is attached at the annexe.



## CO-ORDINATED JUNIOR SCHOOLS ADMISSIONS SCHEME

## TIMETABLE 2018/19

DATE	ACTIVITY
July 2017	Admissions Team downloads details of Year 1 pupils in city infant schools and receives data From HCC of Southampton children in HCC infant schools
Early September 2017	Letters outlining application procedure sent to all parents in the transfer group.
11 September 2017	Online application window opens.
15 January 2018	Closing date for applications.
23 February 2018	Admissions Team sends details of all relevant applications to own admission authority schools in Southampton
16 March 2018	Own admission authority schools return ranked applications details to the Admissions Team
16 April 2018	Parents advised by email and/or letter from the Admissions Team of the outcome of their application

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**SOUTHAMPTON CITY COUNCIL  
THE CO-ORDINATED SCHEME FOR PRIMARY TO SECONDARY TRANSFER**

**SCHOOL YEAR 2018/19**

## **1. INTRODUCTION**

This scheme details proposals for the co-ordinated admission arrangements for secondary schools in Southampton. The proposed scheme is in accordance with the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 as amended by The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 and the School Admissions Code 2014.

## **2. BACKGROUND**

The School Standards and Framework Act 1998, as amended by the Education Act 2002, and the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 as amended by The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 set a duty on Local Authorities (LAs) to formulate a scheme covering every maintained school in their area, to co-ordinate the admissions process for secondary intakes.

The LA must then consult all other admission authorities in the area who it proposes should adopt the scheme.

## **3. THE SCHEME**

The purpose of the co-ordinated admission scheme is to establish mechanisms for ensuring that every parent of a child living in the LA area who has applied for a school place in the 'normal admissions round' receives an offer of one, and only one, school place on the same day. Schemes should also address how late applications will be handled. Co-ordinated schemes are an administrative process to make school admissions easier, more transparent and less stressful for parents.

For September 2018, the co-ordinated scheme will comprise the following elements: -

- Data capture
- Application process
- Closing date
- Processing of applications
- Late applications
- Decision letters

## **4. DATA CAPTURE**

In July 2017, year 5 data will be downloaded from school databases and filtered. Details of children living in Hampshire County Council's (HCC's) area will be passed

to HCC's Admissions Team. Likewise, HCC will provide the Southampton Admissions Team with the details of those children who live in Southampton City Council's (SCC's) relevant area but attend a HCC primary/junior school.

## **5. THE APPLICATION PROCESS**

- Details of the application process will be issued to direct to parents/carers in early September 2017.
- Online application commences 11 September 2017.
- Details of the application process will also be sent to children resident in the city but attending a HCC primary or junior school in early September 2017.
- Children resident in the city who wish to apply for a school in Hampshire must apply using Southampton online application/paper form.
- Children resident in Hampshire but who wish to apply for a Southampton school must apply using Hampshire processes
- The Southampton "form" will enable parents to express a preference for a school outside the Southampton/Hampshire area.
- Applicants to St Anne's or St George should complete the necessary Supplementary Information Form (SIF) for that school and send them direct to the school
- Applicants for Bitterne Park School wanting their child to be assessed for aptitude for the performing arts must indicate this in their application

## **6. CLOSING DATE**

The closing date for applications will be 23:59 on 31 October 2017. This date is set in the regulations. Online applications will come direct to the Admissions Team.

## **7. PROCESSING OF APPLICATIONS**

Own admission authority applications: –Any application that shows a preference for any own admission authority school, regardless of the ranking of the school on the form, will be processed as a priority and the relevant data from the application forms will be sent to the schools no later than Friday 24 November 2016.

Other LA school applications: - Data will be sent to the relevant LA's Admissions Team for processing by 24 November at the latest.

Southampton school applications: – applications will be input onto the ONE database in order that initial allocations can be made.

By Friday 12 January 2018, own admission authority schools advise the Admissions Team of the ranking against their criteria of all the applications referred to them.

In the event that more than one place can be offered, e.g. at St George and a Southampton Community school or two Southampton Community schools, the place that will be offered will be the one that is highest preference on the application form. The Admissions Team will exchange information as required with other LAs to enable a single highest possible offer to be made

## **8. LATE PREFERENCES**

Any application received after the closing date will be treated as a late application. These will not be processed until after the on-time applications. They will be processed in the same way as the on-time applications as detailed in paragraph 7 above, in close consultation with other admissions authorities.

## **9. UNPLACED CHILDREN**

Any child who remains unplaced after their application has been processed, either because they have not been eligible to be offered a place at any of the schools requested or because they did not complete a form, will be offered a place at their catchment school, if places are still available. If there are no places available at their catchment school, they will be offered a place at the nearest school to their home address with places available. Distance from a preferred school to the home address will be measured the shortest walking distance using public roads and footpaths or straight line distance as required by the admission arrangements for the school. Distance will be measured by the SCC Admissions Team using a GIS system

## **10. OUTCOME OF APPLICATIONS**

Parents of children living in the Southampton City Council relevant area will be notified of the outcome of their application by the Admissions Team on 1 March 2018. Southampton LA will make the offer of places at those schools (Community/VC) where it is the admission authority and will make the offer on behalf of the governing bodies of schools where it is not the admission authority and on behalf of other LAs when the school is outside the city. Email notifications will be sent to those parents who applied online unless the applicant requested a written decision. Parents who receive their notification on line will be able to accept the offer they receive online

Parents who do not receive their first preference offer will be sent a formal letter by post; letters will be accompanied by a reply slip that parents will need to complete to accept any place offered to them. The Admissions Team will notify other admission authorities and LAs of any places they have offered on their behalf that have been refused so that other offers can be made if necessary. Parents will be offered the right of appeal against a refusal of a place as laid down in the School Standards and Framework Act 1998, as amended by the Education Act 2002, and supporting regulations.

## **11. DATA TO SCHOOLS**

Data will be provided to schools regularly from November 2017 through to the end of July 2018. Although the Admissions Team will already know the names of 1<sup>st</sup> preference applicants it cannot be assumed that these are the children who will be offered places after the oversubscription criteria have been applied. It is possible that an applicant who has named the school as 1<sup>st</sup> preference may have lower priority under the oversubscription criteria than children who have expressed a 2<sup>nd</sup> or 3<sup>rd</sup> preference for a school. The Admissions Team will work closely with schools to ensure that they have as much data on potential numbers of year 7 starters as soon as possible. From 1 March 2018, schools will receive student data electronically showing who has been allocated places at their schools. From March

2018, secondary schools will receive transfer files from the primary/junior schools their children are coming from.

## **12. SUMMARY**

This proposed scheme encompasses all the elements of the co-ordinated admissions scheme outlined in the law. A timetable showing how the process would work for the September 2018 intake is attached at the annexe.

## CO-ORDINATED SECONDARY SCHOOLS ADMISSIONS SCHEME

## TIMETABLE 2018/19

DATE	ACTIVITY
July 2017	Admissions Team obtains details of Year 5 pupils in city primary/junior schools and advises other LAs of any children who currently attend a SCC school but live in the other LA's area. Other LAs do the same for their children.
Early September 2017	Application details sent to parents living in the city area.
11 September 2017	Online application window opens.
31 October 2017	Closing date for applications; online window closes at 23:59.
24 November 2017	Admissions Team sends relevant details of all applications for own admission authority schools/other LAs to these admission authorities.
12 January 2018	Own admission authority schools /other LAs advise Admissions Team of outcome of ranking applications.
January/February 2018	Admissions Team to add VA schools/other LA results to processing of Community applications to determine offers.
1 March 2018	SCC parents advised by email, and some by letter, from the Admissions Team of the result of their application.

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<b>DECISION-MAKER:</b>	<b>CABINET</b>		
<b>SUBJECT:</b>	<b>ROUGH SLEEPING GRANT FUNDING</b>		
<b>DATE OF DECISION:</b>	<b>21 FEBRUARY 2017</b>		
<b>REPORT OF:</b>	<b>CABINET MEMBER FOR HOUSING AND ADULT CARE</b>		
<b><u>CONTACT DETAILS</u></b>			
<b>AUTHOR:</b>	<b>Name:</b>	<b>Elizabeth Smith</b>	<b>Tel: 023 8083 2925</b>
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<b>Director</b>	<b>Name:</b>	<b>Paul Juan</b>	<b>Tel: 023 8082 2530</b>
	<b>E-mail:</b>	<b>paul.juan@southampton.gov.uk</b>	

<b>STATEMENT OF CONFIDENTIALITY</b>
<b>Not Applicable</b>

**BRIEF SUMMARY**

On 25<sup>th</sup> November 2016, the Council submitted an application to the Department for Communities & Local Government (DCLG) under the Rough Sleeping Programme (2016/2020) to grant fund a 24-hour crisis prevention service to support adults new to rough sleeping or those at risk of becoming homeless due to continuing addiction, substance misuse and/or mental health problems. Officers have been notified that the application for a grant totalling £398,952 has been successful and the purpose of this report is to authorise the next steps to accept the grant and deliver the project.

Evidence will be captured to measure target outcomes, specifically:

- Reduced alcohol and/or substance misuse.
- Increased accommodation stability.
- Reduced levels of rough sleeping.
- Increased primary health engagement.
- Reduced A&E admissions and hospital stays.
- Improved mental health and well-being.
- Reduced levels of anti-social behaviour or criminality.
- Reduced public sector costs.

**RECOMMENDATIONS:**

- (i) To delegate authority to the Chief Operating Officer to take all actions necessary to accept the grant and deliver the project.
- (ii) To accept, in accordance with Financial Procedure Rules, a grant of £398,952 from the Rough Sleeping Programme (2016/2020), and to act as Accountable Body for the project.
- (iii) To approve, in accordance with Financial Procedure Rules, revenue expenditure of £398,952 for the Rough Sleeping Project over 2016/17, 2017/18 and 2018/19 following receipt of the grant.

## REASONS FOR REPORT RECOMMENDATIONS

1. Under Financial Procedure Rules, the matter requires a decision in order to accept the grant award from the DCLG and deliver the Rough Sleeping project.
2. The project will tackle the complex, multiple factors that can drive treatment resistant drinkers and/or illicit drug users towards a life of entrenched rough sleeping. People who only intermittently engage with existing services or frequently fail to progress in their supported pathway, and whose behaviours result in on-going treasury costs. Grant funding will enable the project to co-join current provision and deliver over 24 months:
  - Intensive therapeutic intervention to support 40 adults new to rough sleeping or at risk of becoming homeless due to continuing addiction issues;
  - Dedicated assessment accommodation and access to private sector housing options;
  - A new 24-hour on-call crisis response service;
  - Personalised support plans and flexible personalisation budgets;
  - Improved risk assessment tools and discharge protocols;
  - In-service training for specialist and non-specialist staff working with rough sleepers.

## ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

### 3. **Reject the Grant Offer**

To not accept the Rough Sleeping Grant would result in the loss of external funding and cancellation of a proposed project to reduce levels of rough sleeping in the City.

## DETAIL (Including consultation carried out)

4. The DCLG established the £40m Rough Sleeping Programme (2016/2020) to assist Local Authorities implement targeted interventions that will address homelessness and rough sleeping in their area. The Programme has three strands:
  - *Homelessness Prevention Trailblazer* – to develop a network of areas to test innovative approaches.
  - *Rough Sleeping Grant Fund* – to enable areas to intervene early with rough sleepers before their problems become entrenched.
  - *Social Impact Bond* – to establish a financial investment tool to deliver preventable or early stage interventions that achieve improved outcomes and direct cashable savings.
5. An options appraisal undertaken by Council officers, Southampton City Clinical Commissioning Group, Public Health and Two Saints Day Centre, concluded local need would be best met by submitting a multi-agency partnership bid to the Rough Sleeping Grant Fund. A funding application for £398,952 was submitted on 25<sup>th</sup> November 2016. For reference, the maximum grant award advised was £400,000.

6. The Rough Sleeping Project will tackle the complex, multiple factors that can drive treatment resistant drinkers and/or illicit drug users towards a life of entrenched rough sleeping. People who only intermittently engage with existing services or frequently fail to progress in their supported pathway, and whose behaviours result in on-going treasury costs. The project will deliver change by establishing a new multi-agency 24-hour crisis prevention response to support 40 clients, over 24 months, specifically:
  - Homeless people new to Rough Sleeping in the City;
  - Transient former rough sleepers, currently living in hostel or private rented accommodation who, due to continuing addiction issues, are at risk of becoming homeless.
7. Southampton has a persistent issue of rough sleeping. Since the first *Homelessness Strategy* was adopted (2013) numbers of rough sleepers recorded in city and district centres has fluctuated. The average number sleeping rough doubled from 5 people in 2008/09 to 9.8 in 2012/13; increasing to 12.3 in 2015 and 13.6 in mid-2016. A comprehensive city-wide yearly count in November 2016 found 23 individual rough sleepers; 4 of whom were new to the streets.
8. Evidence shows the health of the homeless is among the poorest in our communities. 52% of homeless people surveyed use one or more type of illegal drug, 4% inject drugs and 3 out of 4 consume alcohol (Public Health, 2013). In profiling incidences of street begging, the Council's Street Homeless Prevention Team (SHPT) found many people had substantial substance misuse issues and difficulty in sustaining accommodation.
9. The proposed project will provide accommodation support, prevention, early intervention and resettlement. A team of 5 specialist support workers, seconded from homeless related services to Two Saints Day Centre, will scope all adults at risk of rough sleeping in the city and provide person-centred support within dedicated assessment accommodation provided by Two Saints. A personalised support plan with flexible personalisation budget will enable staff to deliver tailored solutions, including substance misuse treatment, mental health support, tenancy sustainment, budgeting, skills, and employment.
10. The project team will work with housing, hospital discharge and prison release to improve discharge protocols and manage transition to accommodation with treatment. Private sector housing options will help individuals, engaging with therapeutic interventions, to move on to appropriate housing with continuing intensive support to avoid evictions. A new 24-hour on-call crisis response will manage situations that may jeopardise accommodation stability.
11. A multi-agency operational group will co-design delivery and establish joint working protocols for the consistent and proactive identification and management of high impact clients. Partners include Southampton City Clinical Commissioning Group, Mental Health Services, Southampton Drug and Alcohol Recovery Partnership (SDARP), Hampshire Constabulary, Probation, Prison Services (Winchester), Housing Options, Southampton Landlord Forum, Borders Agency and Job Centre Plus.

12. The project will put in place a single system to capture data required to measure the following target outcomes:
  - Reduced alcohol and/or substance misuse.
  - Increased accommodation stability.
  - Reduced number of people returning to rough sleeping.
  - Increased primary health engagement.
  - Reduced A&E admissions and hospital stays.
  - Improved mental health and well-being.
  - Reduced levels of anti-social behaviour or criminality.
  - Reduced public sector costs.
13. A Project Steering Group comprising former rough sleepers, practitioners, commissioners and stakeholders, will own and assure project activity, monitor actions and progress, and review quality assurance data. Two Saints will oversee the management of seconded staff. The Council will take lead responsibility for monitoring and reporting results to the city's Homelessness Steering Group including partner agencies working to deliver the Homelessness Prevention Strategy and the DCLG.
14. Analytical, mutual learning, training and awareness raising outputs have potential to influence stakeholders and policy-makers at local and national level. A key output is the provision of an in-service training programme for specialist and non-specialist staff working with rough sleepers that will ensure transfer of knowledge and encourage uptake of crisis prevention protocols in mainstream services. Embedded learning will also help sustain outcomes and optimise return on project investment post project completion.

## **RESOURCE IMPLICATIONS**

### **Capital/Revenue**

15. The Rough Sleeping Project is to be funded through a single grant of £398,952 from the Rough Sleeping Programme (2016/2020) managed by the DCLG. The grant will be paid to the Council under Section 31 of the Local Government Act 2003 and in three instalments, one in Qtr.4 of 2016/2017, and two further tranches in 2017/18 and 2018/19.
16. The Council, as Applicant and Accountable Body, is required to work with the DCLG to share project data and results, and submit a progress report at the end of each financial year. Payment of grant instalments in 2017/18 and 2018/19 are subject to the project demonstrating satisfactory progress against the original proposal. The Project Steering Group will be responsible for monitoring potential risk of under-performance and appropriate mitigation.
17. 4 x Specialist Support Workers (1.0fte) and 1 x Project Manager (0.4fte) will be seconded from homeless related services to Two Saints Day Centre, subject to required skill sets.

18. The planned project expenditure is detailed in the table below:

	<b>16/17</b> <b>£</b>	<b>17/18</b> <b>£</b>	<b>18/19</b> <b>£</b>	<b>Total</b> <b>£</b>
<b>Staff costs</b>				
4 x Specialist Support Workers	20,666	124,000	104,366	249,032
1 x Project Manager	2,667	16,000	13,467	32,134
<b>Operational costs</b>				
Personalisation budget 40 clients @ £950	1,900	19,000	17,100	38,000
<b>Other</b>				
Staff travel	576	3,456	2,880	6,912
Monitoring & data collection	1,500	10,000	8,500	20,000
Crisis prevention training		4,550		4,550
Office costs	1,215	7,292	6,077	14,584
Management & Administration 12% of staff costs	2,800	16,800	14,140	33,740
<b>Total</b>	<b>31,324</b>	<b>201,098</b>	<b>166,530</b>	<b>398,952</b>

### **Property/Other**

19. Two Saints Day Centre shall provide 9 units of dedicated assessment accommodation to support project clients as required, plus access to private sector housing options to enable individuals, engaging with therapeutic interventions, to move on to stable accommodation. The project is not expected to place any demands on Council accommodation during delivery or post completion.

### **LEGAL IMPLICATIONS**

#### **Statutory power to undertake proposals in the report:**

20. Local Government Act 2003. In order for the Council to accept the grant it is required to enter into a legal agreement with the DCLG who act as the Managing Authority of the Rough Sleeping Programme (2016/2020). Legal Services will assess and advise regarding the contractual obligations.

#### **Other Legal Implications:**

21. None

### **POLICY FRAMEWORK IMPLICATIONS**

22. This project will support two key outcomes in the Southampton City Council Strategy (2016-2020): people in Southampton live safe, health, independent

lives and Southampton is an attractive modern city where people are proud to live and work. The Housing Strategy promotes the city as a place that prevents homelessness and provides support for rough sleepers. The Homelessness Prevention Strategy (2013-2018) sets out the Council's commitment and plans to resolve and prevent homelessness and rough sleeping in Southampton. The Rough Sleeping Project has been developed in the context of local and national policy, specifically building on the work of the No Second Night Out and Making Every Contact Count initiatives.

<b>KEY DECISION?</b>	<b>YES.</b> Project results may impact upon communities living or working in an area comprising two or more wards.	
<b>WARDS/COMMUNITIES AFFECTED:</b>	<b>ALL</b>	
<u>SUPPORTING DOCUMENTATION</u>		
<b>Appendices</b>		
1.	None	
<b>Documents In Members' Rooms</b>		
1.	None	
<b>Equality Impact Assessment</b>		
<b>Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.</b>		<b>No</b>
<b>Privacy Impact Assessment</b>		
<b>Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out.</b>		<b>No</b>
<b>Other Background Documents</b>		
<b>Other Background documents available for inspection at:</b>		
<b>Title of Background Paper(s)</b>	<b>Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)</b>	
1.	None	