







## Cabinet

Tuesday 10<sup>th</sup> November 2020

### Agenda Pack Three for the following Cabinet Reports:

 Denotes a key decision

Item No.	Subject	Page No	Name of Director	Contact name & Tel. no
12. 	Determination of the admission arrangements for the 2022 intakes in schools where Northamptonshire County Council is the admission authority	3 - 51	Councillor Baker	Jan Baines 01604 367026
13. 	Approval for the Procurement of an Education Management Solution and ongoing support for a period of three years	52 - 58	Councillor Baker	Mark Salisbury 07540 671466
14. 	Care home commissioning intentions - residential and nursing care services for older people aged 65 and over	59 - 72	Councillor Morris	Robert Mackenzie-Wilson 01604 361987





**CABINET**

**10 NOVEMBER 2020**

**DIRECTOR OF CHILDREN, FAMILIES AND EDUCATION: CATHI HADLEY**

**CABINET MEMBER WITH RESPONSIBILITY FOR CHILDREN, FAMILIES AND EDUCATION: COUNCILLOR FIONA BAKER**

Subject:	Determination of the admission arrangements for the 2022 intakes in schools where Northamptonshire County Council (NCC) is the admission authority.
Recommendations:	<p>Cabinet is asked to:</p> <ol style="list-style-type: none"> <li>1. Determine the 2022 admission arrangements for the schools where Northamptonshire County Council is the admission authority (i.e. for Community and Voluntary Controlled schools). The admission arrangements for the 2022 intakes remain the same as those for the 2021 intakes;</li> <li>2. Agree the Primary and Secondary Co-ordinated schemes to be used by the School Admissions Team to allocate pupils (aged 4+, 7+ and 11+) at the normal point of entry for 2022. An explanation of the schemes can be found in section 1.4 of this report.</li> </ol>

**1. Purpose of report**

1.1 The local authority (LA) has a duty to act in accordance with the statutory provisions of the School Admissions Code 2014 ('the Code') and with laws relating to admissions.

It is the duty of admission authorities to ensure that admission arrangements are compliant with the School Admissions Code.

1.2 The purpose of this report is to provide the necessary information to allow the council to determine the admission arrangements for its schools. The decisions required are as follows:

- a) **Determine the admission arrangements for the 2022 intake**  
The local authority does not propose to make any changes from the 2021 admission arrangements, agreed by Cabinet on 14 January 2020. As such, there has been no requirement to consult. The admission arrangements for the 2022 intakes to Northamptonshire schools will remain the same as for the 2021 intakes (determined by Cabinet in January 2020);

**b) Agree the Co-ordinated Schemes for the 2022 intake**

Each year, all local authorities must formulate and publish on their website a scheme by 1 January in the relevant determination year to co-ordinate admission arrangements for all publicly funded schools within their area. Councillors are asked to agree the Co-ordinated Schemes for the normal point of entry to Primary, Infant, Junior and Secondary schools in Northamptonshire schools.

1.3 Appendix 1 to this Cabinet Paper provides relevant background information in respect of **1.2 a) and b)** above, and full details of the determined admission arrangements for all Community and Voluntary Controlled Infant, Junior and Primary schools in Northamptonshire. This appendix also clarifies the terms used and provides guidance on the way that oversubscription criteria are applied by the local authority (NCC) to Community and Voluntary Controlled Schools.

1.4 The Co-ordinated Schemes are made for the purpose of co-ordinating the admission arrangements of pupils (other than for those pupils with an Education, Health and Care (EHC) Plan) to Primary and Secondary schools in Northamptonshire and shall apply to the admission arrangements for 2022. The schemes shall be processed in accordance with the timetables set out on Page 1 of Appendix 2 and Page 1 of Appendix 3.

**2. How this decision contributes to the Council plan**

The Council's vision is for Northamptonshire to be a county where everyone looks after each other and takes responsibility, where the vulnerable are protected and supported and where the people who can help themselves receive the assistance they need to stay independent and healthy.

This initiative helps the Council to deliver this vision through the following strategic priorities outlined in the Council Plan

- Working in partnership with other public sector organisations (such as the seven district and borough councils, the local NHS bodies, and Northamptonshire Police).
- Enabling individuals and communities to achieve better outcomes.
- Engaging with partners and communities to co-design and co-deliver services.
- Using innovation to find better and more sustainable ways of delivering services ensuring they are efficient and affordable in the long term.
- Focusing resources on prevention and early intervention.
- Using technology and digital solutions to meet the needs of residents.
- Commissioning and procuring services and goods with partners.
- Utilising the Council's assets effectively.
- Reducing inequalities and disparity of opportunities.

### 3. Background

- 3.1 All admission authorities must determine admission arrangements every year, even if they have not changed from the previous year and no consultation has been required.

### 4. Consultation and Scrutiny

- 4.1 There has been no consultation as no changes have been proposed to the admission arrangements for Community and Voluntary Controlled Schools in Northamptonshire for 2022.

### 5. Equality Screening

- 5.1 There are no equalities implications associated with this Cabinet report.

Reason that no EqIA is required	✓ as appropriate
The paper is for information only	
The proposal/activity/decision has no impact on customers or the service they receive	
The proposal impacts upon staff but the proposed staffing changes will not affect the service that customers receive*	
Other (Please explain further)	✓

\*Where a proposal affects staff, the appropriate HR processes will be followed, which have already been subject to the EqIA process and will be compliant with HR legislation

The school admission arrangements for 2022 have not changed from the 2021 arrangements previously agreed by Cabinet in 2020, and no consultation has been undertaken.

### 6. Alternative Options Considered

- 6.1 As no changes are proposed to 2022 admission arrangements, no alternative options have been considered.

### 7. Financial Implications

- 7.1 This report concerns admission arrangements which do not, in themselves, have a financial bearing. Any possible impact on transport would be addressed under policies responsible for home to school transport.

### 8. Risk and Business Continuity Management

- a) Risk(s) associated with the proposal

Risk	Mitigation	Residual Risk
That NCC does not fulfil statutory obligations under the School Admissions Code	NCC must determine the admission arrangements for its Community and Voluntary Controlled schools by 28 February 2021.	Green

b) Risk(s) associated with not undertaking the proposal

Risk	Risk Rating
Admission arrangements may be considered to be unfair or not compliant with the School Admissions Code. A consequence of this could be that NCC would be reported to the Office of the Schools Adjudicator.	Red

## 9. List of Appendices

Details of the admission arrangements for all Community and Voluntary Controlled Schools in Northamptonshire can be found in Appendix 1, and details of the Primary and Secondary Co-ordinated Schemes can be found in Appendix 2 and Appendix 3 respectively. Direct links to NCC's composite prospectuses for all mainstream primary and secondary schools in the county are also listed below ('Background Papers').

- **Appendix 1** – Admission Arrangements for all Community and Voluntary Controlled Schools in Northamptonshire (2022)
- **Appendix 2** – Primary Co-ordinated Scheme for Northamptonshire Schools, 2022.
- **Appendix 3** – Secondary Co-ordinated Scheme for Northamptonshire Schools, 2022.

Author:	<b>Name:</b> Jan Baines <b>Team:</b> School Admissions Team
Contact details:	<b>Tel:</b> 01604 367026 <b>Email:</b> <a href="mailto:jbaines@northamptonshire.gov.uk">jbaines@northamptonshire.gov.uk</a>
Background Papers:	School Admissions Code <a href="https://www.gov.uk/government/publications/schooladmissions-code—2">https://www.gov.uk/government/publications/schooladmissions-code—2</a>  Applying for a Primary School Place in Northamptonshire 2021-2022 (composite prospectus) <a href="https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/primary-school-places/Documents/Primary%20Prospectus%202021-22.pdf">https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/primary-school-places/Documents/Primary%20Prospectus%202021-22.pdf</a>  Applying for a Secondary School Place in Northamptonshire 2021-2022 (composite prospectus) <a href="https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/secondary-school-places/Documents/Secondary%20Prospectus%20-%202021-22.pdf">https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/secondary-school-places/Documents/Secondary%20Prospectus%20-%202021-22.pdf</a>

Does the report propose a key decision is taken?	YES
If yes, is the decision in the Forward Plan?	YES
Will further decisions be required? If so please outline the timetable here	NO
Does the report include delegated decisions? If so, please outline the timetable here	NO
Is this report proposing an amendment to the budget and/or policy framework?	NO
Have the financial implications been cleared by the Strategic Finance Manager (SFM)? Have any capital spend implications passed through Capital Programme governance procedures?	YES – Emily Taylor
Has the report been cleared by the relevant Director?	YES – Cathi Hadley (Director of Children’s Services)
Has the relevant Cabinet Member been consulted?	YES – Fiona Baker
Has the relevant scrutiny committee been consulted?	N/A
Has the report been cleared by Legal Services?	YES Name of Solicitor: Edwina Adefehinti
Have any communications issues been cleared by Communications and Marketing?	YES – Liam Beasley
Have any property Issues been cleared by Property and Asset Management?	YES – James Wheeler
Have the Procurement Implications below been referenced in the Paper?	N/A
Are there any community safety implications?	NO
Are there any environmental implications?	NO
Are there any Health and Safety Implications:	NO
Are there any Human Resources Implications:	NO
Are there any human rights implications:	NO
Constituency Interest:	NO

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## Appendix 1

### Admission arrangements for Community and Voluntary Controlled schools in Northamptonshire (2022 intakes)

#### 1 Admission Authorities

Different types of schools have different admission authorities. As shown below in **Table 1**, the local authority (NCC) is responsible for determining the admission arrangements of Community and Voluntary Controlled schools.

Type of school	Who is the Admission Authority?
Academy/Free School/UTC	Academy Trust
<b>Community Schools</b>	<b>Local Authority</b>
Foundation Schools	Governing Body
Voluntary Aided (VA) Schools	Governing Body
<b>Voluntary Controlled (VC) Schools</b>	<b>Local Authority</b>

**Table 1:** Admission authorities and school type (governance)

For details of the admission arrangements of all other types of school, please refer to NCC’s Primary<sup>1</sup> and Secondary<sup>2</sup> composite prospectuses. Both documents can be downloaded/viewed on the NCC website (direct links to these documents are provided in footnotes 1 and 2).

#### 2 Admission arrangements for 2022 intakes – Community and Voluntary Controlled schools in Northamptonshire

Community and Voluntary Controlled schools in Northamptonshire are mostly organised into seven different generic groups. The schools in each of these groups generally share the same oversubscription criteria, although other features of a school’s admission arrangements may vary from school to school (e.g. the Published Admission Number (PAN), linked area). The groups are as follows:

- Primary Schools – Rural**
- Primary Schools – Urban**
- Primary Schools – Urban with Linked Area**
- Infant Schools – Urban**
- Infant Schools – Urban with Linked Area**
- Junior Schools – Urban**
- Junior Schools – Urban with Linked Area**

<sup>1</sup> <https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/primary-school-places/Documents/Primary%20Prospectus%202021-22.pdf>

<sup>2</sup> <https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/secondary-school-places/Documents/Secondary%20Prospectus%20-%202021-22.pdf>

The oversubscription criteria for each of these groups are listed on the following pages, along with details of the schools within the group. The Community and Voluntary Controlled Schools which have oversubscription criteria unique to their school, are listed separately (see 2.8).

**Key:**

CE = Church of England (a Voluntary Controlled school)

CEVC = Church of England Voluntary Controlled

'X' Primary School = Community School

## 2.1 Primary Schools – Rural

School	PAN	Linked Area
Ashton CE Primary School	8	Ashton
Blisworth Community Primary School	30	Blisworth
Bramptons Primary School, The	13	Chapel Brampton, Church Brampton
Brigstock Latham's CE Primary School	15	Brigstock, Lyvedon
Brington Primary School	10	Brington, Nobottle, Whilton, Whilton Locks
Brixworth CEVC Primary School	75	Brixworth, Scaldwell
Broughton Primary School	30	Broughton
Bugbrooke Community Primary School	45	Bugbrooke
Clipston Endowed VC Primary School	20	Arthingworth, Clipston, Great Oxendon, East Farndon, Hothorpe, Kelmars, Marston Trussel, Thorpe Lubenham
Cogenhoe Primary School	30	Cogenhoe, Whiston
Cosgrove Village Primary School	9	Cosgrove
Crick Primary School	30	Crick
Croughton All Saints CE Primary School	25	Croughton
Denton Primary School	15	Brafield-on-the-Green, Denton
Earls Barton Primary School	75	Earls Barton
East Haddon CE Primary School	10	East Haddon, Holdenby
Flore CE Primary School	20	Brockhall, Flore
Gayton CE Primary School	12	Gayton
Geddington CE Primary School	28	Geddington, Little Oakley, Newton-in-the-Willows
Great Doddington Primary School	20	Great Doddington
Greatworth Primary School	15	Greatworth, Marston St. Lawrence
Grendon CE Primary School	15	Castle Ashby, Chadstone, Grendon
Harlestone Primary School	8	Althorp, Harlestone
Harpole Primary School	30	Harpole
Helmdon Primary School	18	Astwell, Falcutt, Helmdon
John Hellins Primary School	30	Furtho, Potterspury

King's Cliffe Endowed Primary School	30	Apethorpe, Blatherwyke, Bulwick, Deene, Deenethorpe, Fineshade, King's Cliffe, Laxton, Wakerley
Maidwell Primary School	10	Draughton, Faxton, Lamport, Hanging Houghton, Maidwell
Mawsley Primary School	45	Mawsley
Nassington Primary School	20	Fotheringhay, Nassington, Woodnewton, Yarwell
Overstone Primary School	30	Overstone
Pattishall CE Primary School	27	Astcote, Cold Higham, Dalscote, Eastcote, Fosters Booth, Grimscote, Pattishall
Paulerspury CE Primary School	20	Alderton, Heathencote, Paulerspury, Pury End
Pitsford Primary School	10	Pitsford
Polebrook CE Primary School	15	Armston, Hemington, Lutton, Polebrook
Roade Primary School	60	Roade
Rothersthorpe CE Primary School	15	Rothersthorpe
Stoke Bruerne CE Primary School	12	Shutlanger, Stoke Bruerne
Syresham St. James CE Primary School	15	Crowfield, Syresham
Titchmarsh CE Primary School	15	Clopton, Titchmarsh
Walgrave Primary School	24	Hannington, Holcot, Old, Walgrave
Warmington School	15	Warmington
West Haddon Endowed CE Primary	30	West Haddon, Winwick
Whittlebury CE Primary School	12	Whittlebury
Yardley Gobion CE Primary School	20	Grafton Regis, Yardley Gobion
Yardley Hastings Primary School	15	Yardley Hastings
Yelvertoft Primary School	20	Clay Coton, Lilbourne, Stanford, Yelvertoft

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children who live in the linked area for the school;
3. Children with a sibling continuing at the school at the time of admission of the child;
4. Other children.

#### **Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

#### **Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## 2.2 Primary Schools – Urban

School	PAN		PAN
Barry Primary School	60	Henry Chichele Primary School	60
Barton Seagrave Primary School	90	Hopping Hill Primary School	60
Boothville Primary School	90	Hunsbury Park Primary School	60
Bridgewater Primary School	90	Kingsthorpe Grove Primary School	60
Chiltern Primary School	30	Kingsthorpe Village Primary School	30
Corby Old Village Primary School	30	Lyncrest Primary School	30
Croyland Primary School	60	Meadowside Primary School	60
Delapre Primary School	90	Millway Primary School	60
Denfield Park Primary School	60	Redwell Primary School	90
Duston Eldean Primary School	60	Vernon Terrace Primary School	30
Earl Spencer Primary School	60	Whitehills Primary School	60

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children with a sibling continuing at the school at the time of admission of the child;
3. Children who live closer to the preferred school than any other school;
4. Other children.

### Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

### Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## 2.3 Primary Schools – Urban with Linked Area

School	PAN	Linked Area
Grange School, The (Daventry)	60	Drayton, Middlemore Development
Whitefriars Primary School	60	Knuston Hall

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children who live in the linked area for the school;

3. Children with a sibling continuing at the school at the time of admission of the child;
4. Children who live closer to the preferred school than any other school;
5. Other children.

**Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

**Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

**2.4 Infant Schools – Urban**

INFANT SCHOOL	PAN	LINKED JUNIOR SCHOOL
Avenue Infant School, The	60	Park Junior School
Ruskin Infant School	90	Ruskin Academy
Tennyson Road Infant School	30	Alfred Street Junior School

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children with a sibling continuing at the school or linked Junior School at the time of admission of the child;
3. Children who live closer to the preferred school than any other school;
4. Other children.

**Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

**Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

**2.5 Infant Schools – Urban with Linked Area**

Infant School	PAN	Linked Area	Linked Junior School
Higham Ferrers Nursery & Infant School	90	Chelveston-cum-Caldecott, Higham Park	Higham Ferrers Junior School
South End Infant School	90	Higham Park Road, Newton Bromswold	South End Junior School

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children who live in the linked area for the school;
3. Children with a sibling continuing at the school or linked Junior School at the time of admission of the child;
4. Children who live closer to the preferred school than any other school;
5. Other children.

**Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

**Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

**2.6 Junior Schools – Urban**

Junior School	PAN	Linked Infant School
Alfred Street Junior School	30	Tennyson Road Infant School
Park Junior School (Wellingborough)	60	Avenue Infant School, The

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children with a sibling continuing at the school or linked Infant School at the time of admission of the child;
3. Children who attend the linked Infant School;
4. Children who live closer to the preferred school than any other school;
5. Other children.

**Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

**Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

**2.7 Junior Schools – Urban with Linked Area**

Junior School	PAN	Linked Area	Linked Infant School
Brackley CE Junior School	60	Halse, Radstone, Steane, Whitfield	Waynflete Infants’ School

Higham Ferrers Junior School	90	Chelveston-cum-Caldecott, Higham Park	Higham Ferrers Nursery & Infant School
South End Junior School	90	Higham Park Road, Newton Bromswold	South End Infant School

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children who live in the linked area for the school;
3. Children with a sibling continuing at the school or linked Infant School at the time of admission of the child;
4. Children who attend the linked infant school;
5. Children who live closer to the preferred school than any other school;
6. Other children.

#### **Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

#### **Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## **2.8 Schools with unique Oversubscription Admission Criteria**

### **2.8.1 Deanshanger Primary School.**

The Published Admission Number (PAN) for the Reception year of entry is **60**.

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children who live in the linked area who have a sibling continuing at the school at the time of admission of the child;
3. Other children who live in the linked area;
4. Children who do not live in the linked area but have a sibling continuing at the school at the time of admission of the child;
5. Other children.

#### **Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

### **Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

### **Linked Area**

Deanshanger, Passenham, Puxley and Wicken

## **2.8.2 Little Stanion Primary School**

The Published Admission Number (PAN) for the Reception year of entry is **30**.

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children who live in the Little Stanion and who have a sibling continuing at the school at the time of admission of the child;
3. Other children who live in Little Stanion;
4. Children who do not live in Little Stanion but have a sibling continuing at the school at the time of admissions of the child;
5. Other children.

### **Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

### **Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## **2.8.3 Long Buckby Infant School**

The Published Admission Number (PAN) for the Reception year of entry is **54**.

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children who live in Long Buckby, Buckby Wharf or Watford;
3. Children who have a sibling continuing at the school or Long Buckby Junior School at the time of admission of the child;
4. Other children.

### **Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.



### **Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## **2.8.4 Long Buckby Junior School**

The Published Admission Number (PAN) for the Reception year of entry is **54**.

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children who live in Long Buckby, Buckby Wharf or Watford;
3. Children who have a sibling continuing at the school or Long Buckby Infant School at the time of admission of the child;
4. Children who attend Long Buckby Infant School;
5. Other children.

### **Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

### **Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## **3 Definitions:**

### **Looked After Children**

Children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

### **Previously Looked After Children**

Children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

### **Sibling**

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify for a sibling link. For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

### **Home Address (Child's)**

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications (31 October for Secondary, 15 January for Primary).

When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is;

- owned by the child's parent(s)/carer(s) or
- leased to or rented by the child's parent(s)/carer(s) under a lease or written rental agreement of not less than six months' duration.

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

## **4 Multiple Birth Groups**

In the case of twins or other siblings from a multiple birth, if the last child to be admitted to a particular school is from a multiple birth group, all other children in the group will be offered places at the school, even if it means exceeding the Published Admission number.

In the case of siblings (see definition above) in the same year group, where there is only one place remaining, these too will be considered as one application.

## **5 Fraudulent Applications**

The LA has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

## **6 Conflicting Applications**

The LA can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

## 7 Distance Measurements

Distances are measured on a straight line basis from the address point of the child's home to the address point of the school, using a Geographical Information System. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

In the case where there are multiple applications from the same shared dwelling (e.g. flats) or where there are two homes where the distance from the address point of the home to the address point of the school (using the system referred to above) is identical, random allocation will be used to decide which child gets priority.

## 8 Late Applications

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date of 15 January (5pm). Late applicants will not receive an offer of a school place by the local authority on National Offer Day (16 April).

Late applications will be processed in the subsequent rounds of allocations between May and July (for more details, refer to the local authority's composite prospectus on the NCC website).

## 9 Children below Compulsory School Age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents/carers may defer their child's entry to the allocated school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made when the place will cease to be available for the child.

Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## 10 Admission outside the normal age group

### 10.1 Requests for admission outside the normal age group (Summer Born)

Parent(s)/carer(s) of summer born children who do not reach compulsory school age until a full year after they would normally start school may wish to delay their Reception application for a full year. Parents should make their application for a Reception place for their child's normal year of entry before the deadline of **5 p.m. on 15 January**. They should also make their request for admission to their preferred schools out of the normal age group by the same date - **15 January**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April).

Parents should write to the School Admissions Team at [admissions@childrenfirstnorthamptonshire.co.uk](mailto:admissions@childrenfirstnorthamptonshire.co.uk) in the first instance and the request should be accompanied by reasons for such a request along with any additional evidence to support the request.

The LA as the admission authority for the school, will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Head teacher's views.

#### What happens next?

The Admission Authority will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

- If the Admissions Committee **agrees** to the parent's/carer's request to delay the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.

**Please note** – in this following normal admissions round, if the school is oversubscribed, all applications (including delayed applications) for the School will be ranked in accordance with the school's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like;

- If the Admissions Committee does **not agree** to the application being deferred, there is **no right of appeal** against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January if they have not done so already or make an in-year application for a Year 1 place at the appropriate time.

## 10.2 Requests for admission outside the normal age group (Not Summer Born)

Parents/carers may seek a place for their child out of their normal age group must put their request to the School Admissions Team at [admissions@childrenfirstnorthamptonshire.co.uk](mailto:admissions@childrenfirstnorthamptonshire.co.uk).

The Local Authority, as the Admission Authority of the school, will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Head teacher of the school concerned.

The Admission Authority of the school MUST set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 11 In-year Admissions

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry. The normal years of entry are: Reception for entry to Primary schools; Year 3 for entry to Junior schools; Year 7 for children moving into Secondary schools and Year 10 for entry to UTCs.

Applications for in-year admissions should be made online to the local authority on NCC's website. In-year applications for school places in Northamptonshire:

- should not be made more than one month before they are required. Applications outside of this timescale will not be processed;
- should be made by a person with parental responsibility;
- allow you to state up to 3 schools in order of preference.

**The Process** - When an in-year application is submitted, School Admissions will contact the parent's/carer's preferred schools to establish if there are places available in the child's year group. If a place is available, a letter will be sent to the parent/carer and the school's Head teacher confirming the place has been allocated and requesting that the Head teacher arranges a start date.

If the published admission number for the school has been reached in the child's year group, a place will not be offered at the school. Parents/Carers can ask for their child's name to be added to the waiting list for the school (see section 12 for more information on waiting lists).

If an application is made for a Foundation, Voluntary Aided, Academy or Free School, the application will be passed to the school for consideration as these types of schools are their own admission authority. They will advise School Admissions if they are able to offer a place.

If it is not possible to offer a place at any of the schools at which a parent/carer has applied and a child does not have a school place, a place will be offered at the closest school to the child's home address with places available in the child's year group.

The process can take up to 20 school days. Children living in the local area should continue to attend their current school until an admission date has been agreed at the new school. School places cannot be reserved, therefore we process and allocate places, where possible, close to the date the school place is required.

**Home Address (Child's)** - If families are moving into Northamptonshire, documentary evidence in the form of a solicitor's letter to confirm exchange of contract or a copy of the signed tenancy or rental agreement may be required to verify the address.

**Children moving to the UK from overseas** - We would expect children to be resident within the country before we process an application. Please note that a visitor's visa does not entitle a child to a school place;

Documentary evidence to verify an address may be required if an application is made following a move to the UK. A copy of the rental agreement or an exchange of contract letter is usually sufficient. The County Council reserves the right to seek further documentary evidence as necessary.

**Children of UK Service Personnel (UK Armed Forces) and Crown Servants** - Special conditions apply to applications from UK Armed Service Personnel and Crown Servants. For families of service personnel with confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

**Applications from Infant school children for Year 3 places at primary schools** - NCC is responsible for co-ordinating applications for Year 3 places at Junior schools.

If an application is made for a Year 3 place in a primary school instead of a Year 3 place in a Junior school, such an application will be considered as an in-year application rather than through the coordinated scheme. This is because the normal year of entry for a Primary school is Reception, not Year 3 and the co-ordinated scheme only applies to the normal year of entry for a school.

All Year 3 applications for a Primary school place (instead of a Junior school place) will be processed as in-year applications. The in-year application form may be completed online and can be found on the website under the heading 'Moving into the Area or Changing Schools'. A paper application form can also be requested from the School Admissions Team.

Please note that we do not allocate an in-year school place more than one month in advance of the date the school place is required. Therefore, applications from children wanting a Year 3 place at a Primary school (rather than a Junior school) will be considered as in-year applications and will be processed from the middle of the summer term.

## 12 Waiting Lists

Waiting lists are held for all year groups by the Local Authority.

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.

Waiting lists will be cleared at the end of each school term. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions

team, in writing, by the start of each subsequent term (i.e. during the Christmas and Easter breaks) to renew your interest. When a place becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 3. Priority will not be given to children on the basis that they have been on the waiting list the longest and children being allocated places under the Fair Access Protocol will be given priority. A new application will be required for a new academic year.

## 13 Appeals

If a parent/carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the school.

Parents/carers wishing to appeal should complete the online appeal form on the NCC website.

Please visit [www.northamptonshire.gov.uk/appeals](http://www.northamptonshire.gov.uk/appeals) for more information and to complete the form.

If parents/carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to [appealsteam@northamptonshire.gov.uk](mailto:appealsteam@northamptonshire.gov.uk) within 10 working days of the submission of the appeal.

Appeals must be lodged in writing, giving the reasons for appeal, by **5pm on 18 May 2022**. Appeals received after this date will still be heard, but there is no guarantee they will be heard before the end of the school year in which the application is made.

NB: For appeals concerning places not offered during the normal admissions round there is no deadline.

**NORTHAMPTONSHIRE COUNTY COUNCIL  
PRIMARY CO-ORDINATED ADMISSIONS SCHEME**

**SECTION 1**

***Timetable for Primary Co-ordinated Admissions Scheme for September 2022 intake***

<b>DATE</b>	<b>EVENT</b>
10 <sup>th</sup> September 2021	Online applications open and information to parents / carers
13 <sup>th</sup> December 2021	Generic reminder letter to be sent via schools to parents / carers of Year 2 children at Infant school, advising them of the need to apply for a Junior school place. Email also sent to schools to remind parents/carers of the need to apply
<b>15<sup>th</sup> January 2022</b>	<b>Closing date for applications (5.00 p.m.)</b> (statutory). Late applications, i.e. those received after 5 p.m. on 15 <sup>th</sup> January 2022, will not be processed until additional rounds of allocations (see below)
9 <sup>th</sup> February 2022	Northamptonshire County Council (NCC) sends applications to other LAs and Own Admission Authority (OAA) schools by <b>5.00 p.m.</b>
15 <sup>th</sup> February 2022	SEN must have informed the School Admissions Team about any pupils with an EHC Plan, and details of the named school (statutory)
25 <sup>th</sup> February 2022	Own Admission Authority schools send ranked lists to NCC <b>by 5.00 p.m.</b>
17 <sup>th</sup> March 2022	NCC applies agreed Scheme for county, informing other local authorities of offers to be made to their residents by <b>5.00 p.m.</b>
14 <sup>th</sup> April 2022	Primary schools informed by NCC of the final results via S2S, which may include offers made to pupils living in other LAs by <b>5.00 p.m.</b>
<b>19<sup>th</sup> April 2022</b>	<b>National Offer Day</b> - offers made to parents/carers by NCC (statutory requirement)
By 21 <sup>st</sup> April 2022	Schools emailed and final allocation lists (ATFs) uploaded onto the S2S secure site
29 <sup>th</sup> April 2022	School Admissions Team begins to share late applications with OAA schools and other LAs, with a weekly update of the number of late applications received
10 <sup>th</sup> May 2022	Cut-off date for consideration for inclusion in first round of reallocations
18 <sup>th</sup> May 2022	The deadline by which all school admission appeal forms must be submitted is by <b>5.00 p.m.</b>
10 <sup>th</sup> June 2022	Cut-off date for consideration for inclusion in second round of reallocations
28 <sup>th</sup> June 2022	Cut-off date for consideration for inclusion in third round of reallocations
20 <sup>th</sup> July 2022	Appeals lodged before the closing date of 18 <sup>th</sup> May 2022 (5.00 p.m.) will be heard by this date (i.e. within 40 school days of the deadline)
17 <sup>th</sup> May 2022 16 <sup>th</sup> June 2022 4 <sup>th</sup> July 2022	Additional rounds of allocations will start on each of these dates
13 <sup>th</sup> July 2022	Where no previous application has been submitted, places at Junior schools are allocated to Northamptonshire children currently in infant schools. Letters sent to parents/carers to advise them of the places offered
1 <sup>st</sup> August 2022	Co-ordination of in-year application process commences



## **SECTION 2 - Elements of the Scheme**

### **2.1 Regulations**

The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations<sup>1</sup> (2008) require all local authorities (LAs) to have a scheme covering every maintained school (but not special schools) in its area. The scheme does not cover special schools. The purpose of the co-ordinated scheme is to establish mechanisms for ensuring, as far as reasonably practicable, that every parent of a child living within the LA who has applied for a school place in the normal admission round receives an offer of one, and only one, school place on the same day. All schools must comply with the scheme.

### **2.2 Applying for a place in a primary school**

The normal point of entry to Primary/Infant school is Year R (Reception) and the local authority co-ordinates the process of allocating places to these schools.

### **2.3 Application forms**

The Common Application Form (paper or online) must allow parents to apply for any Primary/Infant school and to give reasons for their preferences. If parents apply directly to a school, the governing body/academy trust must inform the local authority. All applications are co-ordinated by the county council up to and including 31 July.

### **2.4 Residence in another local authority**

Parents resident in one local authority who wish to apply for a place at a Primary/Infant school maintained by a different local authority must apply using the Common Application Form (online or paper), for the local authority in which they live (i.e. their home local authority).

### **2.5 Exchange of information**

Local authorities and admission authorities in the area must exchange information on applications made and potential offers by the dates specified in the scheme (see Section 1, above). A maintaining local authority must inform the home local authority if it intends to offer a place at one of its schools to a parent living in a different local authority area. Local authorities should exchange information on applications across their borders and seek to eliminate multiple offers across local authority borders wherever possible. The exchange of data must where possible, be carried out using secure data protection systems.

### **2.6 Information for Parents**

Please note that throughout this scheme, the term “parent” refers to both individual parents as well as those with parental responsibility for the child e.g. carers.

Parents who live within Northamptonshire are encouraged to apply online.

The benefits of using the online process are as follows:

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<sup>1</sup> [http://www.legislation.gov.uk/ukxi/2008/3091/pdfs/ukxiem\\_20083091\\_en.pdf](http://www.legislation.gov.uk/ukxi/2008/3091/pdfs/ukxiem_20083091_en.pdf)

1. Parents are less likely to make errors as the system guides them through the whole process;
2. Parents are able to change preferences up to 5 p.m. on the closing date;
3. On National Offer Day, parents will be able to log on to find out which school has been allocated. Parents using the paper application form will be informed by a letter posted on National Offer Day;
4. Parents will receive an email with details of the school offered, and they will also be able to log on to view their offer online;
5. Parents will be helping to reduce paper usage.

The 'Applying for a Primary School Place in Northamptonshire 2022-23' composite prospectus will be available in PDF format on the NCC website: [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions) from September 2021.

Paper copies of the composite prospectus can be obtained by request from:  
The School Admissions Team, Northamptonshire County Council, 1 Angel Square,  
Northampton, NN1 1ED.

The prospectus contains information about:

- How to apply online;
- Primary/Infant/Junior schools in each area of Northamptonshire;
- How to complete an application form;
- The Published Admission Number (PAN) for each school;
- Each school's oversubscription criteria;
- Whether individual schools were oversubscribed in September 2021;
- Key dates for the application and allocation process;
- Children with special educational needs;
- Home-to-school transport;
- The process for late applications;
- Contact details for the NCC School Admissions Team

## **2.7 Parents living in Northamptonshire wanting to complete a paper application form**

Requests for paper application forms and composite prospectuses (for those who do not have access to the internet) should be made to the NCC School Admissions Team. Additionally, paper forms/booklets may be printed from the website.

## **2.8 The Common Application Form (CAF)**

Parents are encouraged to apply online wherever possible. It is the responsibility of all those making an application to ensure that they: a) submit the application on time / receive a submission confirmation email every time a change is made to the application or the application is checked and (if appropriate) b) request confirmation of a paper application. It is **not** the responsibility of the School Admissions Team to send reminders to parents.

The application form (either online or paper) will ask the parent to provide:

- A list of up to three preferred schools in rank order (if the applicant is resident in a neighbouring authority where more than 3 preferences can be expressed, any preferences for Northamptonshire Schools will be treated in line with the child's home local authority);
- Details of siblings (if relevant) who attend the preferred school/s;
- Details of the child for whom the application is being made (address, date of birth, any relevant medical information or special social circumstances);
- Confirmation that the child has an EHC Plan (if applicable)
- Reasons for their preferences;
- The name of their child's current school;
- Details about the person completing the application (name, address, relationship to the child, contact details).

## 2.9 Supplementary Information Forms (SIFs)

If additional information is required by the governing body of a Foundation, Voluntary Aided school, Free School, or Academy in order to apply its oversubscription criteria, this will be detailed in the specific section about that school in the composite prospectus. Supplementary information forms (SIFs) for schools which require them will be available on the NCC website from September 2021. Alternatively, contact details for each school will also be included in the prospectus so parents may contact schools to obtain a SIF. **Supplementary Information Forms must be returned to the preferred school by 15 January 2022 (5 p.m.), unless otherwise stated in the schools' admission arrangements.**

Parents who are using the paper application form will be required to return the completed application form to the School Admissions Team at Northamptonshire County Council, One Angel Square, Angel Street, Northampton, NN1 1ED by **5 p.m. on 15 January 2022**. Applications received after this time and date will be considered as late applications and will not be processed until after National Offer Day. It is strongly recommended that parents use recorded delivery and obtain a receipt when posting their application forms. Northamptonshire County Council does not accept responsibility for applications that are received after the closing date due to parents using insufficient postage and a surcharge being in place.

If applying online, parents can submit any additional paperwork (e.g. proof of a house move or evidence of a medical / social need) electronically, or post to the School Admissions Team at Northamptonshire County Council, One Angel Square, Angel Street, Northampton, NN1 1ED, clearly stating the following: name of child, date of birth and the names (s) of the schools that the parent is applying for. If a house move takes place after the closing date, the school allocation will be based on the address we hold at the closing date.

## 2.10 Applications for Foundation, Voluntary Aided, Free Schools and Academies

The School Admissions Team will ensure that parents' preferences are logged on the School Admissions database. The School Admissions Team will send a list of all applications received, including any additional information, to the relevant Foundation, Free School, UTC, Voluntary Aided schools or Academies.

Applications will be sent to Foundation, Voluntary Aided schools and Academies by **9 February 2022 (by 5.00 p.m.)** and schools will be asked to rank applicants as described in 2.13. Any parent who has not submitted a common application form to the LA will not be considered in the ranking lists with on-time applicants. The LA will check all OAA lists to ensure that this procedure is followed.

## **2.11 Applications for schools in other local authorities (LAs) and applications for Northamptonshire schools from families living in other local authorities**

Applications from Northamptonshire residents for schools in other LAs will be logged on the ONE Admissions system and information relating to those preferences and any additional information will be electronically forwarded to the relevant maintaining Local Authority **by 5 p.m. on 9 February 2022.**

Similarly, the School Admissions Team will receive applications forwarded from other LAs for schools in Northamptonshire. These will be recorded and passed on to Foundation/Voluntary Aided/Free Schools or Academies as appropriate. If the application is for a Community or Voluntary Controlled school, the School Admissions Team will process applications along with all other applications for NCC schools.

## **2.12 Multiple Applications**

If more than one application is made for a child prior to the closing date, only the latest dated application form will be processed. Any previously submitted application forms will not be processed.

If a school place offer has already been made by the LA and the applicant has chosen to submit further applications, the latest-dated application will take priority over any previous applications.

If it is possible to offer a place at one of the preferences on the latest-dated application, an offer will be made and the previous offer will be withdrawn without further reference to the applicant.

Applicants must place any requests to withdraw applications in writing to the Admissions Team (by letter or email) prior to the reallocation round.

Where there may be multiple applications from parents who are separated, parents will need to refer to section 2.21 of this scheme for further guidance.

## **2.13 How the Co-ordination Process produces the offer of a single school place**

All schools have a Published Admissions Number (PAN). This is the number of places available at the normal point of entry. Admission authorities (Local Authorities, Foundation, Voluntary Aided, Free Schools and Academies) must consider all the applications they receive and, if there are more applications than places available, they must apply their oversubscription criteria to all those applying. This process can be carried out by the School Admissions Team on behalf of Own Admission Authority schools as part of a Service Level Agreement (SLA). Any school wishing to use this service should contact school the School Admissions Team as soon as possible. School Admissions will always confirm any offer made with the school in question.

The local authority must allocate a place at the highest preference school where the child can be offered a place.

- If a child qualifies for a place at all 3 preference schools, the LA will offer a place at the school that is ranked highest on the CAF. The child's name will then be removed from the

ranked list(s) at the lower preference schools where they qualified for a place so that other children may be offered a place at these schools.

- If a child can be offered a place at only one of their preference schools, they will be offered a place at that school regardless of the preference order on the common application form;
- If a child cannot be offered a place within the PAN of any of their preferred schools, the LA will offer a place at the nearest school with a place available (the nearest school which has not reached their PAN and therefore has a place/places available at the time);
- If a child is offered a place at a school which wasn't their first preference, they can go on to the waiting list of any of the schools which was a higher preference than the school offered.

Parents have the right to appeal against refusal of a place at any school for which they have applied, unless a higher preference has been allocated. Information about how to make an appeal is published on the local authority's website.

All OAA schools are responsible for returning a ranked list of all applicants to the local authority by the date stated in the scheme. Some schools will be oversubscribed, others undersubscribed. The surplus places at undersubscribed schools will be allocated to children who were unable to obtain places at their preferred schools.

The local authority will publish details of how places at all schools were allocated on its website.

Schools using **random allocation** as a tie-breaker, or as part of their oversubscription criteria, must send lists which include the names of all applicants in ranked order to the School Admissions Team. The ranked list must include all children in the individual bands and not just those ranked up to the school's PAN. This procedure will enable the School Admissions Team to identify why a place has been refused.

All schools which are their own admission authority must return the ranked allocation lists to the School Admissions Team by **5.00 p.m. on 25 February 2022**.

For local authority schools - Community and Voluntary Controlled - the School Admissions Team will be responsible for applying the oversubscription criteria if the number of applications exceeds the Published Admission Number (PAN) of the school.

If a child is eligible for a place at more than one school, the applicant's order of preference will be considered and the highest preference will be offered.

Where it is not possible to offer a place at any of the preferred schools, a place will be allocated at the school closest to the home address where places are available at the time of allocation. Some children in this situation will be eligible for assistance with transport costs. Parents will be referred to the information at:

<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/Parents/travel/Pages/HtoS.aspx>

A single place will be identified for each child by the end of this Co-ordination process. When schools have more applications than places available, places will only be allocated up to the limit of the school's PAN. In the case of Foundation, Voluntary Aided, Free schools and Academies, the admission authorities of these schools **must** notify their local authority of their intention to increase the school's PAN and reference to the change should be made on the school's website.

Where further capacity is required to provide every child with a school place, the local authority will consult relevant schools to reach an agreement.

#### **2.14 Protocol for children with Education, Health and Care (EHC) Plans**

Reviews of EHC Plans, discussions with parents about preference and placement enquiry procedures, will all be undertaken by the EHC team at NCC. Placement decisions will be taken by **15 February 2022**. The admission of children with EHC plans, where the school is named in the plan, will take priority over all other children.

The EHC Team will inform parents of the school allocated for their child on or around the **15 February 2022**. There may be circumstances where pupils have not been informed of the school allocated by this date. In these cases, schools may be required to admit children over PAN.

The offer of a school place will be made by the EHC Team who will also amend the EHC plan accordingly.

#### **2.15 Notification of offers to all schools or other Local Authorities**

Other LAs will be informed electronically by **17 March 2022 (5.00 p.m.)** of any offers of school places that NCC is able to make to their residents. All schools including Foundation, Voluntary Aided, Free Schools and Academies will be informed of the final offers, which may include offers made to pupils living in other LAs by **14 April 2022 (by 5.00 p.m.)**. Schools **must not** communicate with parents until after the offer from NCC has been sent on 19 April 2022.

#### **2.16 Late applications**

Every effort will be made to encourage parents to complete application forms by the closing date of **15 January 2022 (5.00 p.m.)**. If an application form is received *after* 5.00 p.m. on **15 January 2022** it will not be possible to consider it until all the on-time applications have been processed. Late applicants will not receive an offer of a school place on National Offer Day. Late applications will be considered on the reallocation dates published in the 'Applying for a Primary School Place in Northamptonshire 2022-23' composite prospectus (see Timetable for Primary Co-ordinated admissions for September 2022 on page 1 of this document).

In the Co-ordinated system in Northamptonshire, parents/carers will not be allowed to have more than three live primary or secondary preferences at any point in time, prior to the offer date. Parents will not be allowed to change the order or schools listed as preferences. Changes to preferences (after the closing date) must be made on a late application form and will be processed in the further rounds of allocation (see page 1 for dates).

For Foundation, Voluntary Aided, Free Schools and Academies, NCC will forward any late applications directly to the schools for their consideration (by agreed timelines). If places are not available at the preferred school, the School Admissions Team must be informed by the school so that a place can be offered at an alternative school with places available. If the alternative school is its own admission authority, details of the applicant will be sent to the school before an allocation is made by the local authority.

**N. B. The Co-ordinated Process in Northamptonshire continues up to and including 31 July of each year. After 1 August, the In-year process commences.**

## 2.17 Right to appeal

Parents have the right to appeal against refusal of a place at any school for which they have applied. When an admission authority informs a parent of a decision to refuse a place, it **must** include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents **must** be informed that, if they wish to appeal, they **must** set out their grounds for appeal in writing. Admission authorities **must not** limit the grounds on which appeals can be made.

The admission authority **must** establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

## 2.18 Waiting lists

Parents who have been refused a place at a school (this could be after National Offer Day, after an unsuccessful appeal or after making a late application) may wish to place their child's name on a waiting list. Parents must contact the School Admissions Team in order to request that their child's name is added to the waiting list. Following the Primary National Offer Date, there will be no distinction drawn on school waiting lists between on time and late applications: all applications will be ranked in accordance with schools' oversubscription criteria.

For OAA schools (i.e. Academies, Foundation, Voluntary Aided and Free Schools), parents need to contact the individual schools directly to ask for information on the waiting list policy for the school.

If a place becomes available, the school's oversubscription criteria will be applied to the waiting list to determine who should be allocated the vacant place. Any places that become available after the initial allocation will be re-allocated on a monthly basis (details available on the School Admissions website) by the School Admissions Team. **The local authority continues to co-ordinate the allocation of places at all schools up to and including 31 July.** This requires all schools which are their own admission authority to ensure clear and up-to-date communications with the School Admissions Team regarding the ranking lists for each round of allocations. No allocation will be made by the School Admission Team without prior agreement with the individual admission authority.

For every over-subscribed Community and Voluntary Controlled school, the School Admissions Team will retain a waiting list until the end of the 2022 Autumn term (31 December). Following this date, waiting lists will be ended. If parents still wish their child's name to remain on the new waiting lists which will be established for the following term, they will need to request this in writing to the NCC School Admissions Team. Waiting lists will be restarted every term, so if a parent wishes to remain on a waiting list for a whole academic year, they would make a request in writing to the School Admissions Team at the start of January and following the Easter break (March/April).

## 2.19 Applying for a place in a Junior School

The normal point of entry to Junior Schools is Year 3 and the LA co-ordinates the process of allocating places to these schools.

Parents of children who are in Year 2 at an Infant school and who want them to attend a Junior school in Year 3 in September 2022 need to apply for places in Junior schools using the Common Application Form.

Parents of children in Year 2 at an Infant school should not apply for a place in Year 3 at a Primary school on the Common Application Form as this form is only used for applications at the normal point of entry to a school. Year 3 is **not** the normal point of entry for a Primary school, any applications for a place in Year 3 in a Primary school for September 2022 should be processed on an in-year application form in accordance with the LA's In-year process.

In-year applications may be made up to one month from the date that the place is required e.g. if a place is required in September 2022, applications for a Year 3 place at a Primary school should be made from June 2022.

## **2.20 National Offer Day**

The School Admissions Team will notify all on-time applicants of their school offer on **19 April 2022** by email (for all online applicants) or by post (for all applicants who submitted a paper application, a first class letter will be sent). The communication will include information about how school places have been allocated in the county and if necessary, information about how to appeal. In addition, we will publish on the NCC website a breakdown of how places were allocated in accordance with each school's oversubscription criteria. Links to this page will be provided on all offer emails and letters.

The School Admissions Team will assume that the place has been accepted unless communication from the parent is received to advise to the contrary.

## **2.21 Rejection of a school place**

Parents will be required to notify the relevant admission authority in writing (by email or letter) if they **do not** propose to accept the school place offered. These places will then be reallocated following the process as set out above in 2.13. Places will not be removed until the School Admissions Team has been advised by the parent that the child/student/pupil has secured an alternative school place.

NCC is the admission authority for Community and Voluntary Controlled schools. The Governing Body/Academy Trust is the admission authority for Foundation, Voluntary Aided, Free schools and Academies. Schools which are their own admissions authority must inform the School Admissions Team as soon as a place is rejected so that the School Admissions Team has an accurate picture of the available school places for the reallocation dates.

## **2.22 Definition of a sibling/sibling link for Community and Voluntary Controlled schools**

Some schools give priority to children whose brother(s) or sister(s) are already on roll at a preferred school (this is called a sibling link). A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify for a sibling link. NCC's definition of 'sibling' for Community and Voluntary Controlled schools includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children



- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

The sibling link will only be valid if the sibling will be attending when the child applying starts school. This means that it may not count as a sibling link if a child wants a place in a Primary school, but their brother is in Year 6 and will therefore have left the school when the child applying starts at the school.

### **2.23 Parents who do not live together**

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

The LA can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

Further information on parental responsibility can be found on the DfE website:

[www.gov.uk/parental-rights-responsibilities/apply-for-parental-responsibility](http://www.gov.uk/parental-rights-responsibilities/apply-for-parental-responsibility)

### **2.24 Children who are part of a multiple birth group**

Under paragraph 2.15 (g) of The School Admissions Code, infant class size restrictions may be exceeded where a child who is part of a multiple birth group is allocated as the 30<sup>th</sup> pupil. For Community and Voluntary Controlled School, the admission number will be exceeded to accommodate the other children from this birth group. These children will remain as 'excepted pupils' for the time they are in an infant class (Reception, Year 1 and Year 2) or until class numbers fall back to the current infant class limit. Own admission schools may have another policy in place.

### **2.25 Definition of Looked After Children/Previously Looked After Children ('Children in Care')**

The highest priority in the oversubscription criteria for all schools must be given to 'looked after children' and 'previously looked after children'. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

'Previously looked after children' are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

## **2.26 Summer born children**

Children born between 1 April and 31 August (inclusive) are known as Summer Born children. These children do not reach Compulsory School Age (CSA) until a full year after they would normally have started school in Reception, the point at which other children in the age range are beginning Year 1.

If a parent has made the decision that they feel it is not in their child's best interests to start school before s/he reaches CSA, they may be happy for their child to enter straight into Year 1 to join his/her peers. In this case they would need to apply for a Year 1 place at their preferred schools at the end of the academic year in which the rest of their child's normal year group are finishing Reception.

If a parent feels it would be in their child's best interests to enter Reception at this point however, the School Admissions Code (2014) allows parent(s)/carer(s) of summer born children to request that they are admitted outside their normal age group, into Reception rather than Year 1.

Please note, this is a "request" and parents do not have the right to insist that their child is admitted to a particular age group. Each school's Admission Authority is responsible for making the decision on which year group a child should be admitted to.

Paragraph 2.17A of the School Admissions Code requires that, in any circumstance where a parent/carers requests their child is admitted out of their normal age group, the Admission Authority of the preferred school must make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. This will require the Admission Authority to take account of the child's individual needs and abilities and to consider whether these can best be met in Reception or Year 1. It will also involve taking account of the potential impact on the child of being admitted to Year 1 without first having completed the Reception year. The views of the head teacher will be an important part of this consideration.

Parent(s)/carer(s) of summer born children who could start school in September 2021, but wish to delay applying for a Reception place to start in September 2022, should make their application for a Reception place for their child's normal year of entry before the deadline of **5 p.m. on 15 January 2022**. They should also make their request for admission to their preferred schools out of the normal age group by the same date - **15 January 2022**. This is to enable sufficient time for requests to be processed prior to National Offer Day (19 April 2022).

If an admission authority agrees to the parent's request, their application for the normal age group will be withdrawn before a place is offered for their normal year of entry and they must make a new application for that school as part of the main admissions round the following year. One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/Carer(s) should therefore consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

**Please note:** The admission authority for all Community and Voluntary Controlled schools is NCC, whereas the admission authority for Academies, Voluntary Aided, Foundation and Free Schools, is either the Governing Body (VA and Foundation Schools) or the Academy Trust (Academies and Free Schools).

If parents have more than one preferred school, they must make the request to delay their child's Reception application to each of the schools. They will only be able to add schools to their Reception application whose admission authorities have agreed to the delay.

The following steps will be required depending on the type of school they are applying for.

**A. If the preferred school is a Community or Voluntary Controlled school:**

1. Parent(s)/carer(s) make a formal written request (with reasons for the request) to School Admissions at NCC (as this is the Admission Authority for these schools);

2. Parent(s)/carer(s) can supply School Admissions with supporting information from a professional and/or Early Years practitioner, if available, at the point of request;

3. School Admissions will consult with the Head teacher of the preferred school and take into consideration any evidence supplied in order to make a decision.

**B. If the preferred school is an Academy, Voluntary Aided, Foundation or Free School (or your preferred school is a Community or Voluntary Controlled school outside Northamptonshire):**

1. Parent(s)/carer(s) make a formal written request (with reasons for the request) to the preferred school;

2. Parent(s)/carer(s) can supply the school with supporting information from a professional and/or Early Years practitioner, if available, at the point of request;

3. The preferred school will then approach their Admission Authority with the reasons and evidence supplied by the parent(s)/carer(s) so that a decision can be made (by the Admission Authority) in consultation with the Head teacher of the school;

4. Following their decision, the school should then inform the parent(s)/carer(s) of their decision in writing, giving detailed reasons if the request is refused.

5. If they agree to the request, the request and written confirmation from the Admission Authority of the preferred school that they are in agreement with the parent(s)/carer(s) request to delay their application to Reception for a year, must be sent to School Admissions at NCC by either the parent or the school so our system can be adjusted to accept a Reception application for the following year.

**What happens next?**

**A. If the Admission Authority of a school agrees to the parent(s)/carer(s) request to delay applying for a Reception place for a year:**

- School Admissions will write to the parent(s)/carer(s) confirming that an application for **that school** can be made in the following year. A copy of the letter sent by School Admissions to the parent(s)/carer(s) will be sent to the Head teacher of the school(s) concerned;

- If parent(s)/carer(s) have made an application for Reception in the normal year of entry, this application will be withdrawn and a place will not be offered on National Offer Day (19 April 2022);
- Parent(s)/Carer(s) will then need to submit an application for the schools whose admission authorities have agreed to the delay for Reception the following year;
- Parent(s)/carer(s) can only apply a full year later for a Reception place at schools whose admission authorities have agreed to a delayed application for their child.
- The new application will be processed as part of the normal admissions round in the following year, according to the oversubscription criteria of each school stated as a preference;
- While a school may agree to a delayed application, there is no guarantee that the child will be allocated a place at that school in the following admissions round as other children may have a higher priority within the school's oversubscription admission criteria. No additional priority will be given to an applicant applying under the summer born policy, nor will they be penalised;
- If it is not possible to offer a place at one of the preferred schools, the Local Authority will make every effort to allocate a Reception place (rather than a Year 1 place) at an alternative school. However, because NCC is not the admissions authority for all schools, a school approached as an alternative school would have to agree to the delayed entry;
- If the Local Authority is unable to offer a place at one of your preferred schools, it **may** not be possible to offer a place in Reception at another school (as they will not have agreed to delayed application). In this case, the child would be offered a place at a school in Year 1 at the nearest school to their home address with a place available.

**B. If the Admission Authority of a school refuses the parent(s)/carer(s) request to delay applying for a Reception place for a year:**

- Parent(s)/Carer(s) will receive a letter from the Admission Authority of the preferred school providing reasons for refusal.
- Assuming an application for a Reception place for the normal year of entry was submitted on time (by 5 p.m. on 15 January 2022), Parent(s)/Carer(s) will receive an offer of a school place on National Offer Day (19 April 2022).
- Parent(s)/Carer(s) then need to decide if they will accept the place offered for their normal year of entry on National Offer Day, or decline that place and apply for Year 1 place for the following September when their child is compulsory school age. If a parent/carer chooses to decline the place, they must put this in writing to the School Admissions team (information about how to do this will be on your offer email);
- Parent(s)/Carer(s) who have not applied for a Reception place in their normal year of entry will need to apply as soon as possible if they decide that they would prefer their child to start in Reception rather than waiting until they reach Compulsory School Age and start school in Year 1. Application received after the deadline of 5 p.m. on 15 January 2022 will be classed as late applications (see our website for more information on late applications).

**2.27 Summer born children continuing at current nursery setting**

Parents/Carer of summer born children (born between 1st April and 31st August) who have an **agreed** delay still have the option for their child/children to stay in an Early Years setting. Children can remain at their current Early Years setting until the Funding Block (Term) in which they turn 5. In order to ensure that the Early Years setting can secure the funded place for your child/children for September 2022, parents/carers must notify their Early Years setting before the end of the Spring Funding Block (Term) 31st March. The Early Years setting can then take into account the number of summer born children continuing for another year when allocating places for September 2022. If parents/carers do not notify their Early Years setting until after nursery allocations have been released, nursery schools and classes will be under no obligation to offer a place above their normal intake number. Children can, of course, be considered for a place through the normal waiting list process.

## **2.28 Admission of children out of their normal year group (out of cohort)**

Northamptonshire County Council's policy is for children to be educated within their correct chronological year group where possible, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".

Parents/carers may however seek a place for their child out of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. They must put their request in writing to the School Admissions Team (for Community and Voluntary Controlled Schools) and directly to the school for schools who are their Own Admission Authority, at the time of application.

The Admission Authority of the school will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Head teacher of the school concerned.

The Admission Authority of the school **MUST** set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Schools for which the Local Authority is not the Admission Authority may have a different process. Please check individual schools' admission arrangements directly with the schools or on their websites to ensure you are following the correct procedure.

Please use the link below for further information in the School Admissions Code (page 25, paragraph 2.17) about the admission of children outside their normal age group.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School\\_Admissions\\_Code\\_2014\\_-\\_19\\_Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

**2.29** When sharing information regarding the Co-ordinated Scheme with schools, the local authority (NCC) will:

- Supply information about what is required in the co-ordination process;
- Provide useful tips to schools;
- Be clear about the dates when information should/must be returned to the LA.

If schools already have a Service Level Agreement (SLA) with the School Admissions Team, the team will carry out the agreed work and will share with the school the outcome of applications made to the school by sending out lists of successful applicants.

Schools wishing to establish a Service Level Agreement (SLA) for the co-ordination process should contact the School Admissions Team as soon as possible to discuss their requirements.

**NORTHAMPTONSHIRE COUNTY COUNCIL  
SECONDARY CO-ORDINATED ADMISSIONS SCHEME**

**SECTION 1**

***Timetable for Secondary Co-ordinated Admissions for September 2022***

<b>DATE</b>	<b>EVENT</b>
10 <sup>th</sup> September 2021	Online applications open and information to parents / carers
8 <sup>th</sup> October 2021	Generic reminder letters sent via schools for parents of Primary / Junior school children, advising them of the need to apply for a Year 7 place. Email sent to schools for them to remind parents of the need to apply
<b>31<sup>st</sup> October 2021</b>	<b>Closing date for applications (5.00 p.m.)</b> (statutory). Late applications, i.e. those received after 5 p.m. on 31 October 2021, will not be processed until additional rounds of allocation (see below)
26 <sup>th</sup> November 2021	Northamptonshire County Council (NCC) sends applications to other LAs and Own Admission Authority (OAA) schools <b>by 5.00 p.m.</b>
12 <sup>th</sup> January 2022	Own Admission Authority schools send ranked lists to NCC <b>by 5.00 p.m.</b>
10 <sup>th</sup> February 2022	NCC applies agreed Scheme for Northamptonshire schools, informing other LAs of offers to be made to their residents <b>by 5.00 p.m.</b>
15 <sup>th</sup> February 2022	SEN must have informed School Admissions by this date about children who have an EHC Plan with named school (statutory)
25 <sup>th</sup> February 2022	Secondary schools informed by NCC of the final allocations, which may include offers made to pupils living in other LAs <b>by 5.00 p.m.</b>
<b>1<sup>st</sup> March 2022</b>	<b>National Offer Day</b> - offers made to parents / carers by NCC and secondary schools informed via S2S (Statutory)
By 3 <sup>rd</sup> March 2022	Schools emailed and final allocation lists (ATFs) uploaded onto the S2S secure site
11 <sup>th</sup> March 2022	Start to share late applications received with Own Admission Authority schools and other LAs, with a weekly update of the number of late applications received
1 <sup>st</sup> April 2022	Cut-off date for consideration for inclusion in first round of reallocations
29 <sup>th</sup> March 2022	The deadline by which all appeal forms must have been submitted is <b>by 5.00 p.m.</b>
13 <sup>th</sup> May 2022	Cut-off date for consideration for inclusion in second round of reallocations
24 <sup>th</sup> June 2022	Cut-off date for consideration for inclusion in third round of reallocations
16 <sup>th</sup> June 2022	Appeals lodged before the closing date of 29 <sup>th</sup> March 2022 (5.00 p.m.) will be heard by this date (i.e. within 40 school days from the closing date)
13 <sup>th</sup> April 2022 1 <sup>st</sup> June 2022 4 <sup>th</sup> July 2022	Additional rounds of allocations will start on these dates
13 <sup>th</sup> July 2022	Places allocated to Northamptonshire children currently in Primary school who have not submitted an application for a place in Year 7. Letters sent to parents to advise of the places offered
1 <sup>st</sup> August 2022	In-year co-ordination commences

## **SECTION 2 - Elements of the Scheme**

### **2.1 Regulations**

The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 require local authorities to have a scheme to co-ordinate admission arrangements for all publicly funded schools in its area. The scheme does not cover special schools. The purpose of a co-ordinated scheme is to establish mechanisms for ensuring, as far as reasonably practicable, that every parent of a child living within the LA who has applied for a school place in the normal admission round receives an offer of a single school place on National Offer Day. All schools must comply with the scheme.

### **2.2 Applying for a place in a secondary school**

The normal point of entry to Secondary school is Year 7 and the local authority co-ordinates the process of allocating places to these schools.

### **2.3 Application forms**

The Common Application Form (paper or online) must allow parents to apply for any Secondary school and to give reasons for their preferences. If parents apply directly to a school, the governing body/academy trust must inform the local authority. All applications are co-ordinated by the county council up to and including 31 July.

### **2.4 Residence in another local authority**

Parents resident in one local authority who wish to apply for a place at a Secondary school maintained by a different local authority must apply using the Common Application Form (online or paper), for the local authority in which they live (i.e. their home local authority).

### **2.5 Exchange of information**

Local authorities and admission authorities in the area must exchange information on applications made and potential offers by the dates specified in the scheme (see Section 1 above). A maintaining local authority must inform the home local authority if it intends to offer a place at one of its schools to a parent living in a different local authority area. Local authorities should exchange information on applications across their borders and seek to eliminate multiple offers across local authority borders wherever possible. The exchange of data must where possible, be carried out using secure data protection systems.

### **2.6 Information for Parents**

Please note that throughout this scheme the term “parent” refers to both individual parents as well as those with parental responsibility for the child e.g. carers.

Parents who live within Northamptonshire are encouraged to apply online.

The benefits of using the online process are as follows:



1. Parents are less likely to make errors as the system guides them through the whole process;
2. Parents are able to change or amend preferences up to 5pm on the closing date;
3. On National Offer Day, parents will be able to log on to find out which school has been allocated. Parents using the paper application form will be informed by a letter posted on National Offer Day;
4. Parents will receive an email with details of the school offered, and they will also be able to log on to view their offer online;
5. Parents will be helping to reduce paper usage.

The 'Applying for a Secondary School Place in Northamptonshire 2022-23' composite prospectus will be available in PDF format on the NCC website: [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions) from September 2021.

Paper copies of the composite prospectus can be obtained by request from:  
The School Admissions Team, Northamptonshire County Council, 1 Angel Square, Northampton, NN1 1ED.

The prospectus contains information about:

- How to apply online;
- Secondary schools in each area of Northamptonshire;
- How to complete a preference form;
- The Published Admission Number (PAN) for each school;
- Each school's oversubscription criteria;
- Whether individual schools were oversubscribed in September 2021;
- Key dates for the application and allocation process;
- Children with special educational needs;
- Home-to-school transport;
- The process for late applications;
- Contact details for the NCC School Admissions Team.

## **2.7 Parents living in Northamptonshire wanting to complete a paper application form**

Requests for paper application forms and booklets (for those who do not have access to the internet) should be made to the NCC School Admissions Team. Additionally, paper forms/booklets may be printed from the website.

## **2.8 The Common Application Form**

Parents are encouraged to apply online wherever possible. It is the responsibility of all those making an application to ensure they: a) submit the application on time / receive a submission confirmation email every time a change is made to the application or the application is checked and b) request confirmation of a paper application by returning the confirmation slip. It is **not** the responsibility of the School Admissions Team to send reminders to parents.

The application form (either online or paper) will ask the parent to provide:

- A list of up to three preferred schools in rank order (if the applicant is resident in a neighbouring authority where more than 3 preferences can be expressed, any preferences for Northamptonshire Schools will be treated in line with the child's home local authority);
- Details of siblings (if relevant) who attend the preferred school/s;
- Details of the child for whom the application is being made (address, date of birth, any relevant medical information or special social circumstances);
- Confirmation that the child has an EHC Plan (if applicable);
- Reasons for their preferences;
- The name of their child's current school;
- Details about the person completing the application (name, address, relationship to the child, contact details).

## 2.9 Supplementary information forms (SIFs)

If additional information is required by the governing body of a Foundation, Voluntary Aided school, Free School, or Academy in order to apply its oversubscription criteria, this will be detailed in the specific section about that school in the composite prospectus. Supplementary information forms (SIFs) for schools which require them will be available on the NCC website from September 2021. Alternatively, contact details for each school are included in the prospectus so parents may contact schools directly to obtain a SIF. **Supplementary Information Forms must be returned to the preferred school by 31 October 2021 (5 p.m.), unless otherwise stated in the schools' admission arrangements.**

Parents who are using the paper application form will be required to return the completed application form to the School Admissions Team at Northamptonshire County Council, One Angel Square, Angel Street, Northampton, NN1 1ED by **5 p.m. on 31 October 2021**. Applications received after this time and date will be considered as late applications and will not be processed until after the on-time applications have been dealt with (i.e. until after National Offer Day). It is strongly recommended that parents should use recorded delivery and obtain a receipt when posting their application forms. Northamptonshire County Council does not accept responsibility for applications which are received after the closing date if parents have not paid sufficient postage.

If applying online, parents can submit any additional paperwork (e.g. proof of a house move or evidence of a medical / social need) electronically, or post this to the School Admissions Team at Northamptonshire County Council, One Angel Square, Angel Street, Northampton, NN1 1ED clearly stating name of child, date of birth and the name of the school that the parent is applying for. If a house move takes place after the closing date, the school allocation will be based on the address we hold at the closing date.

## 2.10 Applications for Foundation, Voluntary Aided, Free Schools and Academies

The School Admissions Team will ensure that parents' preferences are logged on the School Admissions database. The School Admissions Team will send a list of all applications received, including any supplementary information, to the relevant Foundation, Free School, UTC, Voluntary Aided schools or Academies.

Applications will be sent to Foundation, Voluntary Aided schools and Academies by **26 November 2021 (by 5.00 p.m.)** and schools will be asked to rank applicants as described in 2.13. Any parent who has not submitted a common application form to the LA will not be considered in the ranking

lists with on-time applicants. The LA will check all OAA lists to ensure that this procedure is followed.

### **2.11 Applications for schools in other local authorities (LAs) and applications for Northamptonshire schools from families living in other local authorities**

Applications from Northamptonshire residents for schools in other LAs will be logged on the ONE Admissions system and information relating to those preferences and any supplementary information will be electronically forwarded to the relevant maintaining local authority **by 5 p.m. on 26 November 2021**.

Similarly, the School Admissions Team will receive applications forwarded from other LAs for schools in Northamptonshire. These will be recorded and passed on to Foundation/Voluntary Aided/Free Schools or Academies as appropriate. If the application is for a Community or Voluntary Controlled school, the School Admissions Team will process applications along with all other applications for NCC schools.

### **2.12 Multiple applications**

If more than one application is made for a child prior to the closing date, only the latest dated application form will be processed. Any previously submitted application forms will not be processed.

If a school place offer has already been made by the LA and the applicant has chosen to submit further applications, the latest-dated application will take priority over any previous applications.

If it is possible to offer a place at one of the preferences on the latest-dated application, an offer will be made and the previous offer will be withdrawn without further reference to the applicant.

Applicants must place any requests to withdraw applications in writing to the Admissions Team (by letter or email) prior to the reallocation round.

Where there may be multiple applications from parents who are separated, parents will need to refer to section 2.21 of this scheme for further guidance.

### **2.13 How the Co-ordination Process produces the offer of a single school place**

All schools have a Published Admissions Number (PAN). This is the number of places available at the normal point of entry. Admission authorities (Local Authorities, Foundation, Voluntary Aided, Free Schools and Academies) must consider all the applications they receive and, if there are more applications than places available, they must apply their oversubscription criteria to all those applying. This process can be carried out by the School Admissions Team on behalf of Own Admission Authority schools as part of a Service Level Agreement (SLA). Any school wishing to use this service should contact the School Admissions Team as soon as possible. School Admissions will always confirm any offer made with the school in question.

The local authority must allocate a place at the highest preference school where the child can be offered a place.

- If a child qualifies for a place at all 3 preference schools, the LA will offer a place at the school that is ranked highest on the CAF. The child's name will then be removed from the ranked list(s) at the lower preference schools where they qualified for a place so that other children may be offered a place at these schools.
- If a child can be offered a place at only one of their preference schools, they will be offered a place at that school regardless of the preference order on the common application form;
- If a child cannot be offered a place within the PAN of any of their preferred schools, the LA will offer a place at the nearest school with a place available (the nearest school which has not reached their PAN and therefore has a place/places available at the time);
- If a child is offered a place at a school which wasn't their first preference, they can go on to the waiting list of any of the schools which was a higher preference than the school offered.

Parents have the right to appeal against refusal of a place at any school for which they have applied, unless a higher preference has been allocated. Information about how to make an appeal is published on the local authority's website.

All OAA schools are responsible for returning a ranked list of all applicants to the local authority by the date stated in the scheme. Some schools will be oversubscribed, others undersubscribed. The surplus places at undersubscribed schools will be allocated to children who were unable to obtain places at their preferred schools.

The local authority will publish details of how places at all schools were allocated on its website.

Schools using **random allocation** as a tie-breaker, or as part of their oversubscription criteria, must send lists which include the names of all applicants in ranked order to the School Admissions Team. The ranked list must include all children in the individual bands and not just those ranked up to the school's PAN. This procedure will enable the School Admissions Team to identify why a place has been refused.

All schools which are their own admission authority must return the ranked allocation lists to the School Admissions Team by **5 p.m. on 12 January 2022**.

For local authority schools - Community and Voluntary Controlled - the School Admissions Team will be responsible for applying the oversubscription criteria if the number of applications exceeds the Published Admission Number (PAN) of the school.

If a pupil is eligible for a place at more than one school, the applicant's order of preference will be considered and the highest preference will be offered.

Where it is not possible to offer a place at any of the preferred schools, a place will be allocated at the school closest to the home address where places are available at the time of allocation. Some pupils in this situation will be eligible for assistance with transport costs. Parents will be referred to the information at:

<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/Parents/travel/Pages/HtoS.aspx>

A single place will be identified for each child by the end of this co-ordination process. When schools have more applications than places available, places will only be allocated up to the limit

of the school's PAN. In the case of Foundation, Voluntary Aided, Free schools and Academies, the admission authorities of these schools **must** notify their local authority of their intention to increase the school's PAN and reference to the change should be made on the school's website. Where further capacity is required to provide every child with a school place, the local authority will consult relevant schools to reach an agreement.

#### **2.14 Protocol for children with Education, Health and Care (EHC) Plans**

Reviews of EHC Plans, discussions with parents about preference and placement enquiry procedures, will all be undertaken by the EHC team at NCC. Placement decisions will be taken by **15<sup>th</sup> February 2022**. The admission of children with EHC plans, where the school is named in the plan, will take priority over all other children.

The EHC Team will inform parents of the school allocated for their child on or around the **15<sup>th</sup> February 2022**. There may be circumstances where pupils have not been informed of the school allocated by this date. In these cases, schools may be required to admit children over PAN.

The offer of a school place will be made by the EHC Team who will also amend the EHC plan accordingly.

#### **2.15 Notification of offers to all schools or other local authorities**

As part of the process of Co-ordination, other LAs will be informed electronically by **5.00 p.m.** on **10 February 2022** of any offers of school places that NCC is able to make to their residents. All schools, including Foundation, Voluntary Aided, Free Schools and Academies will be informed of the final offers, which may include offers made to pupils living in other LAs, by **5 p.m. on 25 February 2022**. Schools **must not** communicate with parents until *after* the offer from NCC has been sent.

#### **2.16 Late applications**

Every effort will be made to encourage parents to complete application forms by the closing date of **31 October 2021 (5.00 p.m.)**. If an application form is received *after* 5.00pm on 31 October 2021 it will not be possible to consider it until all the on-time applications have been processed. Late applicants will not receive an offer of a school place on National Offer Day. Late applications will be considered on the reallocation dates published in the 'Applying for a Secondary School Place in Northamptonshire 2022-23' composite prospectus (see Timetable for Secondary co-ordinated admissions for September 2022 on page 1 of this document).

In the Co-ordinated Scheme in Northamptonshire, parents will not be allowed to have more than three live primary or secondary preferences at any point in time, prior to the offer date. Parents will not be allowed to change the order of schools listed as preferences after the closing date. After this date, changes to preferences must be made on a late application form which will be processed in the further rounds of allocation (see page 1 for dates).

For Foundation, Voluntary Aided, Free Schools and Academies, NCC will forward any late applications directly to the schools for their consideration (by agreed timelines). If places are not available at the preferred school, the School Admissions Team must be informed by the school so that a place can be offered at an alternative school with places available. If the alternative school

is its own admission authority, details of the applicant will be sent to the school before an allocation is made by the local authority.

**N. B. The Co-ordinated Process in Northamptonshire continues up to and including 31<sup>st</sup> July of each year. From 1<sup>st</sup> August, the In-year process commences.**

### **2.17 Right to appeal**

Parents have the right to appeal against refusal of a place at any school for which they have applied. When an admission authority informs a parent of a decision to refuse a place, it **must** include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents **must** be informed that, if they wish to appeal, they **must** set out their grounds for appeal in writing. Admission authorities **must not** limit the grounds on which appeals can be made.

The admission authority **must** establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

### **2.18 Waiting lists**

Parents who have been refused a place at a school (this could be after National Offer Day, after an unsuccessful appeal or after making a late application) may wish to place their child's name on a waiting list. Parents must contact the School Admissions Team in order to request that their child's name is added to the waiting list. Following the Secondary National Offer Date, there will be no distinction drawn on school waiting lists between on time and late applications: all applications will be ranked in accordance with schools' oversubscription criteria.

For OAA schools (i.e. Academies, Foundation, Voluntary Aided and Free Schools), parents need to contact the individual schools directly to ask for information on the waiting list policy for the school.

If a place becomes available, the school's oversubscription criteria will be applied to the waiting list to determine who should be allocated the vacant place. Any places that become available after the initial allocation will be re-allocated on a monthly basis (details available on the School Admissions website) by the School Admissions Team. **The local authority continues to co-ordinate the allocation of places at all schools up to and including 31 July.** This requires all schools which are their own admission authority to ensure clear and up-to-date communications with the School Admissions Team regarding the ranking lists for each round of allocations. No allocation will be made by the School Admission Team without prior agreement with the individual admission authority.

For every over-subscribed Community and Voluntary Controlled school, the School Admissions Team will retain a waiting list until the end of the 2022 Autumn term (31<sup>st</sup> December). Following this date, waiting lists will be ended. If parents still wish their child's name to remain on the new waiting lists which will be established for the following term, they will need to request this in writing to the NCC School Admissions Team. Waiting lists will be restarted every term, so if a parent wishes to remain on a waiting list for a whole academic year, they would make a request in writing to the School Admissions Team at the start of January and following the Easter break (March/April).

## **2.19 National Offer Day**

The School Admissions Team will notify all on-time applicants of their school offer on **1 March 2022** by email (for all online applicants) or by post (for all applicants who submitted a paper application, a first class letter will be sent). The communication will include information about how school places have been allocated in the county and if necessary, information about how to appeal. In addition, we will publish on the NCC website a breakdown of how places were allocated in accordance with each school's oversubscription criteria. Links to this page will be provided on all offer emails and letters.

The School Admissions Team will assume that the place has been accepted unless communication from the parent is received to advise to the contrary.

## **2.20 Rejection of a school place**

Parents will be required to notify the relevant admission authority in writing (by email or letter) if they **do not** propose to accept the school place offered. These places will then be reallocated following the process as set out above in 2.13. Places will not be removed until the School Admissions Team has been advised by the parent that the child/student/pupil has secured an alternative school place.

Schools which are their own admissions authority must inform the School Admissions Team as soon as a place is rejected so that the School Admissions Team has an accurate picture of the available school places for the reallocation dates.

## **2.21 Definition of a sibling/sibling link for Community and Voluntary Controlled schools**

Some schools give priority to children whose brother(s) or sister(s) are already on roll at a preferred school (this is called a sibling link). A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify for a sibling link. NCC's definition of 'sibling' for Community and Voluntary Controlled schools includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

The sibling link will only be valid if the sibling will be attending when the child applying starts school. This means that it may not count as a sibling link if a child wants a place in a Primary school, but their brother is in Year 6 and will therefore have left the school when the child applying starts at the school.

## **2.22 Parents who do not live together**

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

The LA can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

Further information on parental responsibility can be found on the DfE website:

[www.gov.uk/parental-rights-responsibilities/apply-for-parental-responsibility](http://www.gov.uk/parental-rights-responsibilities/apply-for-parental-responsibility)

### **2.23 Children who are part of a multiple birth group**

Under paragraph 2.15 (g) of The School Admissions Code, infant class size restrictions may be exceeded where a child who is part of a multiple birth group is allocated as the 30<sup>th</sup> pupil. For Community and Voluntary Controlled School, the admission number will be exceeded to accommodate the other children from this birth group. These children will remain as 'excepted pupils' for the time they are in an infant class (Reception, Year 1 and Year 2) or until class numbers fall back to the current infant class limit. Own admission schools may have another policy in place.

### **2.24 Random allocation**

Random allocation, which is used as a tie-breaker within an oversubscription criterion for a Community or Voluntary Controlled school, will be observed by an independent person (not employed by the local authority or with a connection to the school). This is to ensure that the process is administered correctly.

If a place is allocated from the waiting list after the initial round of allocations, and the tie-breaker is used, a new round of random allocation will be performed but not observed.



## **2.25 Definition of Looked After Children/Previously Looked After Children ('Children in Care')**

The highest priority in the oversubscription criteria for all schools must be given to 'looked after children' and 'previously looked after children'. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

'Previously looked after children' are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

## **2.26 Admission of children out of their normal year group (out of cohort)**

Northamptonshire County Council's policy is for children to be educated within their correct chronological year group where possible, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".

Parents/carers may however seek a place for their child out of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. They must put their request in writing to the School Admissions Team (for Community and Voluntary Controlled Schools) and directly to the school for schools who are their Own Admission Authority, at the time of application.

The Admission Authority of the school will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Head teacher of the school concerned.

The Admission Authority of the school MUST set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Schools for which the Local Authority is not the Admission Authority may have a different process. Please check individual schools' admission arrangements directly with the schools or on their websites to ensure you are following the correct procedure.

Please use the link below for further information in the School Admissions Code (page 25, paragraph 2.17) about the admission of children outside their normal age group.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School\\_Admissions\\_Code\\_2014\\_-\\_19\\_Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

**2.27** When sharing information regarding the Co-ordinated Scheme with schools, the local authority (NCC) will:

- Supply information about what is required in the co-ordination process;
- Provide useful tips to schools;
- Be clear about the dates when information should/must be returned to the LA.

If schools already have a Service Level Agreement (SLA) with the School Admissions Team, the team will carry out the agreed work and will share with the school the outcome of applications made to the school by sending out lists of successful applicants.

Schools wishing to establish a Service Level Agreement (SLA) for the co-ordination process should contact the School Admissions Team as soon as possible to discuss their requirements.



**CABINET**

**10th NOVEMBER 2020**

**EXECUTIVE DIRECTOR OF CORPORATE SERVICES: MARTIN COX**

**CABINET MEMBER WITH RESPONSIBILITY FOR EDUCATION: COUNCILLOR  
FIONA BAKER**

Subject:	Capita One Education Management System
Recommendations:	<ol style="list-style-type: none"> <li>1. To approve the tactical decision to move the Capita ONE EMS system onto a hosted cloud platform.</li> <li>2. To approve the decision to go to market for a solution that can provide two instances of an Education Management System and split and migrate the current data into the two Unitary solutions.</li> <li>3. That Cabinet agrees that delegated authority be given to the Executive Director of Corporate Services, in consultation with the Cabinet Member for Education to approve the award of the contract.</li> </ol>

**1. PURPOSE OF THE REPORT**

- 1.1 This paper details the background of the Education Management System currently used within Northamptonshire County Council. The system provides services used across the whole of the Education, Early Years Services and Early Help for all aspects of case management, including 30 hours funding. The system has a vital role in statutory service delivery (preparation of statutory returns and school's admission process).
- 1.2 The immediate technical challenges that need to be addressed and the actions required to provide a Safe and Legal solution that can provide services to both Unitary Councils going forward.
- 1.3 The paper proposes a tactical solution to overcome the immediate technical challenges and propose an approach to procuring a solution suitable for the future needs of the two Unitary Authorities.

**2. PROJECT OBJECTIVE:**

Northamptonshire councils are undergoing a significant period of change. From 1<sup>st</sup> April 2021, two new councils will be formed (North & West Northamptonshire) to replace the existing districts, boroughs and the county council.

The project has been commissioned to provide stability and maintain business as usual for Northamptonshire Children Services and has been split into two phases for effective project delivery.

**Phase 1 (Nov/Dec 20):**

Existing Capita One Solution (On Premise) move to the Cloud base solution (SaaS).

**Phase 2 (to Apr 21):**

Implementation of this project will allow two instances of the database in readiness for Vesting Day on the 1<sup>st</sup> April 2021. The System will not go live until the 15<sup>th</sup> April because there will be a School Admissions process active until that point.

**3. HOW THIS DECISION CONTRIBUTES TO THE COUNCIL PLAN**

The Council’s vision is for Northamptonshire to be a county where everyone looks after each other and takes responsibility, where the vulnerable are protected and supported and where the people who can help themselves receive the assistance they need to stay independent and healthy.

This initiative helps the Council to deliver this vision through the following strategic priorities outlined in the Council Plan :
<ul style="list-style-type: none"><li>• Enabling individuals and communities to achieve better outcomes.</li><li>• Using innovation to find better and more sustainable ways of delivering services, ensuring they are efficient and affordable in the long term.</li><li>• Using technology and digital solutions to meet the needs of residents.</li><li>• Utilising the Council’s assets effectively.</li><li>• Reducing inequalities and disparity of opportunities.</li></ul>

**4. BACKGROUND**

- 4.1 Capita ONE has been the Education Management System for Northamptonshire County Council for over twenty years. The system is used to provide a complete range of services to manage the provision of education services within the County.
- 4.2 The Capita ONE system is an on-premises database used across the whole of the Education, Early Years Services and Early Help for all aspects of case management, including 30 hours funding. The system has a vital role in statutory service delivery (preparation of statutory returns and school’s admission process).

The BAU operations **cannot** simply continue with Capita ONE as it operates now following Vesting Day. The database and reports are currently on a whole county basis, and a new solution is required to enable each of the new North and West authorities to identify, have ownership of, and report on its data. The amount of work required must happen before Day 1 to be legally compliant.

**5. SERVICE CONTINUITY**

The project implementation will enable the supplier to create another instance of One Education to reflect the change from the existing County Council data sets split into the North & West Northamptonshire on Apr 01 2021.

It will also remove all risks associated with the provision of the Education IT as the new Councils are constituted. Once implementation is completed the solution guarantees uninterrupted availability of the One Education software.

**The following modules are deployed and in use :**

- One Admission and Transfers Portal
- ONE Admission and Transfers
- Hearing & Vision Impaired
- Provider Portal - Early Years
- Headcount Portal
- One Provider Self-Update Portal
- ONE Attendance
- ONE B2B Student
- ONE Bases
- ONE CSS
- ONE Early Years
- ONE Exclusions
- ONE Governors
- ONE Grant & Benefits
- ONE SEN
- ONE FID
- FID Website
- Census Conversion Tool
- IDACI Import

The software provides processes to allow the Council to meet their statutory obligations and manage the provision of Educational services within the County. It includes the Admissions and Transfer process, Attendance and Exclusions Management, Early Years, Special Educational Needs and Disabilities and Supporting Children's Safeguarding through the provision of a single view of each child.

Currently, there are two challenges with Capita ONE.

The first requires urgent attention and relates to the system as it is currently deployed.

The system is currently provided on-premise and is hosted on a Windows 2008 R2 server which went out of Support in 2020 and has been challenged by the Covid work, this needs to be addressed immediately to ensure that the solution remains secure and supported.

We have engaged with procurement and with our strategic partners and have a proposal in place and a route to market using the KCS Managed Services for Business Framework Agreement – Y16018. This will allow us to commission the work through a direct award because there is only one supplier on the framework who would be able to provide this particular service and meet our requirements.

The costs of implementing this work will be £86,463 (Set Up cost).

The second challenge is from Apr 2021 the system will need to be split into two separate instances to support the legal requirements set out with the formation of the North and West Unitary Authorities. With a School Admissions window running until 15<sup>th</sup> April 2021, this will be scheduled to run from the 16<sup>th</sup> April 2021.

As this will be a fundamental change to the services that we currently provide, we will need to go to the market to procure a solution. As part of the procurement, it would be sensible to procure the services for a minimum of three years.

IT have already identified a suitable framework Managed Services for Business Framework Agreement – Y16018. Following procurement due diligence it has been identified Capita is the only organisation on the framework that can deliver Curricular Software and the Installation and configuration of services required. It is therefore recommended to Direct Award.

## 6. TOTAL COSTS

### Supplier & Project Resources

The current Maintenance Costs for a single installation of Capita ONE are £215,000 per annum. It would be reasonable to expect costs for two systems to be slightly under double because of a reduction in the size of the two respective systems. Capita has indicated that if we were to remain with Capita ONE, the hosted costs would be £185,000 per Council (£370,000 in total) per annum.

CAPITA COST	VALUE ££	NOTES:
Set-Up (Phase 1):	£86,917	Phase 1 Set Up costs & Cloud Infrastructure Costs to cover from Sep - End Mar 21.
Set-Up (Phase 2): 2 Instances on the Cloud	£150,000	(Estimated) Capita Set Up costs (One-Off)
<b>(A) YEAR 1 TOTAL</b>	<b>£236,917</b>	<b>ESTIMATED FIGURES.</b>
PROJECT RESOURCING COST	VALUE ££	NOTES:
Future Northants (Proj, Commercial & Technical)	£154,341	Phase 1 & 2 - ICT Project, Commercial and Technical Resources for Future Northants
Systems Co-Ordinator (Apps Support)	£23,917	Phase 2 - Detailed Planning, Support requirements workshop, future development, UAT & co-ordinator
Data Management Analyst (FTCx2.5)	£43,750	Phase 2 - Data cleansing activity and working closely with the business
Additional Hours/OOH/Weekend to support P2	£15,000	OOH Support including weekend working (Infra/Networks/DB/Tech Services)
Project Contingency	£23,701	
<b>(B) SET UP ONLY</b>	<b>£260,709</b>	
<b>(A+B) TOTAL FOR SUPPLIER &amp; PROJ RESOURCES</b>	<b>£497,626</b>	<i>Includes already approved spend of £86.9k</i>
<b>ONGOING COSTS P/A (West Northamptonshire)</b>	<b>£185,000</b>	To be built into the Managed Budget builds for the two Unitary Authorities for 2021/22 onwards
<b>ONGOING COSTS P/A (North Northamptonshire)</b>	<b>£185,000</b>	To be built into the Managed Budget builds for the two Unitary Authorities for 2021/22 onwards
<i>a. No additional business/service resources cost has been included in the costs above. Is it is confirmed that the required funding has been approved at NLT and doesn't need to be included.</i> <i>b. Future Northants have proposed for the contract to be based on an <u>initial two years with an option to extend by another year</u> if need be. It will provide the new organisation(s) the flexibility to review the future education system needs and change approach/suppliers if need be.</i> 10X00716 (Cost Centre), 10CPX00907 (Project Code)		

The table above includes the cost of funding for the migration to the Cloud of the current Capita ONE system and then the subsequent procurement and implementation of two Education Management System solutions for the North and West Unitary authority.

The ongoing Revenue Costs will need to be built into the Managed Budget builds for the two Unitary Authorities for 2021/22 onwards.

- £215,000 is currently funded within the Managed Budget for Northamptonshire County Council.
- An additional £155,000 (£77k each authority) will need to be budgeted for within the IT funding for the two new Unitary authorities.
- Future Northants have proposed for the contract to be based on an initial two years with an option to extend by another year if need be. It will provide the new organisation(s) the flexibility to review the future education system needs and change approach/suppliers if need be.

## 7. BENEFITS

Migrating the Education Management System to the Cloud will mitigate existing technical risks with the Operating System being unsupported. All obligations in terms of patching, maintaining a supported platform, upgrades, security and resilience will be provided as part of the hosted solution.

In addition to this, to provide a Safe and Legal service, we will need to be in a position where the service can be split into two solutions for North and West. The procurement will ensure that we can meet the requirement and split the systems from the 15<sup>th</sup> April 2021 once the School Admissions Process has completed.

Services will be maintained on the latest available release of the software (i.e. v3.72). The changes will be managed by Capita and will not be impacted by changes within the NCC Infrastructure or by business needs.

## 8. CONSULTATION AND SCRUTINY

The topic has been discussed as part of the Future Northants Education Management System Project group, where the approach required has been discussed and agreed. The requirement has also been discussed at the Capital Board where it was agreed that this will be a key decision and will need to go to Cabinet for approval.

## 9. EQUALITY SCREENING

Please explain whether the proposal has had an Equality Impact Assessment undertaken.

The reason that no Equality impact assessment is required	✓ as appropriate
The paper is for information only	
The proposal/activity/decision has no impact on customers or the service they receive	
The proposal impacts upon staff but the proposed staffing changes will not affect the service that customers receive*	
Other: <i>The public-facing portal will require downtime as part of project delivery to carry out data backups for UAT and cloud migration before GO LIVE. The project will aim for the downtime to be kept to a minimum. Sufficient communication will take place, and an advance warning will be provided on our website. An Equalities IA has been submitted to be published on our Corporate website.</i>	✓



EqIA - EMS.docx

## 10. Alternative Options Considered

The only alternative options available to the proposal to migrate the current service to the Cloud would be to continue to deliver the service On Premise. This option would be contrary to the Cloud First strategy. This process would also be prolonged with a completion date early in the new year. It would leave insufficient time to support the project to split the system in line with the procurement process.

Following discussion with the procurement team, we intend to go to the market using the Kent Commercial Services Framework (Y16018). Following a review of the criteria for the award, the procurement team have agreed that a direct award is an appropriate approach.

## 11. Risk and Business Continuity Management

### RISK(S) ASSOCIATED WITH THE PROPOSAL

#### Migration to the Cloud (Phase 1) & Splitting the database (Phase 2)

Risk	Mitigation	Residual Risk
Timescales to achieve the migration	Engaged Capita directly and as long we can award the contract by mid Nov-2020, Capita is committed to delivering the project.	GREEN
Timescales to complete the procurement	Direct Award in Nov-2020.	GREEN

### RISK(S) ASSOCIATED WITH **NOT** UNDERTAKING THE PROPOSAL

Risk	Risk Rating
Current Server Version is Unsupported and will present both active security vulnerabilities and risks to County Council Security Compliance with PSN	RED
Ability to maintain skillsets in-house.	AMBER
No current resilience	RED
Will not be able to meet requirements for Safe and Legal for the two unitary authorities	RED



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Background Papers:	N/A
Does the report propose a key decision is taken?	YES
If yes, is the decision in the Forward Plan?	YES
Will further decisions be required? If so, please outline the timetable here	YES at the end of the contract. <i>(expected to be two years + option for 1-year extension)</i>
Does the report include delegated decisions? If so, please outline the timetable here	YES – delegation of award decision to be Director of Corporate Services - Martin Cox.
Is this report proposing an amendment to the budget and/or policy framework?	YES – Additional CAPEX funding and OPEX (Revenue) Budget will be required for the two new authority.
Have the financial implications been cleared by the Strategic Finance Manager (SFM)? Have any capital spend implications passed through Capital Programme governance procedures?	NO Name of SFM: Sean Darcy sdarcy@wellingborough.gov.uk YES
Has the report been cleared by the relevant Director?	YES Name of Director: Martin Cox
Has the relevant Cabinet Member been consulted?	YES Cabinet Member: Fiona Baker (Children's, Family & Education)
Has the relevant scrutiny committee been consulted?	N/A Confirmed by Paul Hanson as not required for this paper.
Has the report been cleared by Legal Services?	YES Name of Solicitor: Gurdeep Sembhi
Have any communications issues been cleared by Communications and Marketing?	YES Name of officer: Liam Beasley (Senior Communications Manager) <a href="mailto:LBeasley@northamptonshire.gov.uk">LBeasley@northamptonshire.gov.uk</a>
Have any property Issues been cleared by Property and Asset Management?	N/A Name of officer: N/A
Have the Procurement Implications below been referenced in the paper: <ul style="list-style-type: none"> <li>• Have you evidenced compliance with the Council's Contract Procedures Rules?</li> <li>• Have you made clear in this paper where you are seeking Cabinet to</li> </ul>	YES Name of officer: Gus De Silva & Jeandre Hunter

<p>approve an exemption from the Contract Procedure Rules and detailed the risks and mitigations?</p> <ul style="list-style-type: none"> <li>• Have you identified any EU or UK legislative risks such as non-compliance with the Public Contract Regulations Act 2015, transparency and open competition?</li> <li>• Have you identified the procurement risks associated with a contract?</li> </ul>	
Are there any community safety implications?	NO
Are there any environmental implications:	NO
Are there any Health and Safety Implications:	NO
Are there any Human Resources Implications:	NO
Are there any human rights implications:	NO
Constituency Interest:	Not Applicable



**CABINET**

**10 NOVEMBER 2020**

**EXECUTIVE DIRECTOR FOR ADULTS, COMMUNITY AND WELLBEING: KATIE BROWN**

**CABINET MEMBER WITH RESPONSIBILITY FOR ADULT SOCIAL SERVICES AND PUBLIC HEALTH:  
COUNCILLOR IAN MORRIS**

Subject:	Care home commissioning intentions - residential and nursing care services for older people aged 65 and over.
Recommendations:	<p>Cabinet is asked to note the proposed approach to commissioning and procuring residential and nursing care homes services for the future and agree that delegated authority be given to the acting Executive Director for Adults Communities and Wellbeing in consultation with the Cabinet Member with responsibility for Adult Social Services to:</p> <ul style="list-style-type: none"> <li>a) Re-award contracts to existing providers under the Care Home Services Framework until 31 August 2021 in order to maintain existing supply during the commissioning and procurement exercise; and</li> <li>b) Continue with the commissioning and procurement exercise to inform and secure a future supply of contracted care home services within affordable fee rate arrangements for further consideration by the West and North Unitary Authorities following their creation on 1 April 2021.</li> </ul>

**1. Purpose of report**

- 1.1 To inform Cabinet of Northamptonshire Adult Social Service (NASS) intentions to undertake a commissioning and procurement exercise that will review existing delivery, improve service requirements, and procure new and contractual arrangements for the sustainable and affordable supply of residential and nursing care home services for older people aged 65 for the new West and North Northamptonshire Unitary Authorities, in line with their legal duties, ready for 1 September 2021.
- 1.2 To seek Cabinet approval for the Executive Director for Adults Communities and Wellbeing to have delegated authority to re-award contracts and continue purchasing services through the current Care Home Services Framework through to 31 August 2021 as an interim measure to maintain current provision supply whilst commissioning takes place, and during ongoing responses to the

pandemic and likely system demand pressures expected during the winter 2020-21.

## **2. How this decision contributes to the Council Plan**

- 2.1 The Council's vision is for Northamptonshire to be a county where everyone looks after each other and takes responsibility, where the vulnerable are protected and supported and where the people who can help themselves receive the assistance they need to stay independent and healthy.

This initiative helps the Council to deliver this vision through the following strategic priorities outlined in the Council Plan:
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- |  |
|--|
| <ul style="list-style-type: none"><li>• Effective commissioning to ensure good care at the right time for the best price, which supports people in achieving their outcomes.</li><li>• Maximising the use of our resources to enable effective, efficient and safe service delivery.</li><li>• Using innovation to find better and more sustainable ways of delivering services ensuring they are efficient and affordable in the long term.</li></ul> |
|--|

## **3. Background**

- 3.1 The Care Act 2014 places a statutory duty on Northamptonshire County Council as the existing sovereign Council, along with the future two Unitary Councils, to provide care and support to people that have assessed and eligible social care needs alongside responsibilities to ensure a sufficient supply of residential and nursing care services through effective market development activities that meets local need and demand. It is important to note that the Care Act also requires the local authority to offer choice so that people have reasonable options in the type and location of care they need when this is arranged and paid for by the Council.
- 3.2 The Council's strategic objective, through the Adult Social Care Transformation Programme and development of a revised Target Operating Model (TOM), is to support people to live independently within the community for a long as possible. While there are a broad range of services to fulfil this objective, including home care and extra care housing, there are a number of people whose care and support needs are such that this is not safe or suitable. In these circumstances long-term care home services are required.
- 3.3 While the Council currently delivers some in-house residential provision through Olympus Care Services, the majority of residential and nursing care is sourced from the external provider market. Residential and Nursing care is largely provided to older people and represents the delivery of 24-hour care, 365 days per year, based in an ongoing accommodation-based service that provides meals, activities as well as personal care and support for a weekly fees rate. The majority of fees cover care and domestic staffing costs.

- 3.4 Typically needs may include frailty and mobility, advanced dementia, highly complex physical care needs or the requirement for on-site nursing support, and in a number of cases all of this combined. There is an increased need for more complex care within residential and nursing care settings. This is partly related to national demographic changes associated with an ageing population living longer with ongoing care needs but also the positive impact of local social care strategy to increase the number of older people remaining independent at home for longer with more complex conditions, which can mean that when they need residential or nursing care a greater intensity of care and support is required.
- 3.5 Although existing purchasing arrangements enable the Council to provide residential and nursing placements when required to meet need, current contractual arrangements result in position where costs can vary substantially when placements are secured. Being subject to variable pricing does not support the Council with overall market management along with certainty of supply available to the Council at any one point.
- 3.6 The Council has two existing main contracts for the supply of residential and nursing care in the form of a formal and preferred Care Home Services Framework of contracted providers and a Dynamic Purchasing System (DPS) for ad hoc placement contracts. These currently have different end dates and fee rate structures due to historic arrangements and circumstances.
- 3.7 Future contractual arrangements for residential and nursing care services need to be ready for by 1 September 2021 by when all the existing contract arrangements would end. This is a significant commissioning and procurement project with a number of complex elements, which needs to be developed in conjunction with partners and providers. Therefore, it is essential that the work commences now to prepare for future delivery.
- 3.8 New arrangements were originally due to be completed with a new framework in place for late 2020 but this has been delayed due to the impact of Coronavirus, COVID-19 pandemic. It is therefore proposed that the existing Framework contract is re-awarded to existing providers until the 31 August 2021, which is the maximum allowed under statutory procurement regulations, to align with the DPS contract so that their end dates are coterminous and a new single arrangement can then commence.
- 3.9 The commissioning and procurement exercise seeks to:
- Plan and undertake a commissioning and procurement exercise to secure sufficient, effective, sustainable and affordable supply of provision that can be accessed by both the West and North Northamptonshire authorities in the future.
  - Re-align existing contractual arrangements that are due to expire at different times to support recommissioning in a joined up way with consistency for the new Unitary Councils and the provider market.

- Maintain the Council's current supply of care home services during a period of ongoing disruption resulting from the Coronavirus, COVID-19 pandemic and to meet additional demand pressures expected during this winter.

3.10 It is vital for the market and continuity of care that the commissioning and procurement activity creates certainty about supply, especially given an increase level of market fragility following Coronavirus, COVID-19 pandemic. This approach will allow the two unitary authorities to secure supply but will not prevent them from making their own arrangements in future years.

### **Care home supply and demand**

3.11 Within the county there is a total supply of over 6,200 places for residential and nursing care services across 246 Care Quality Commission (CQC) registered care homes, which are used by the Council, health and by private funders. Of this total supply, 142 care homes provide care solely for older people aged 65 and over offering 5,095 (82%) of all available beds. A further breakdown of the care homes for older people shows that:

- 90 provide solely residential care services – 2,683 (53%) beds
- 45 provide solely nursing care services – 2,136 (42%) beds
- 7 provide both residential and nursing care – 276 (5%) beds

3.12 A map of all Care Quality Commission (CQC) registered care homes by type of service is included in Appendix A.

3.13 A good proportion of the 142 older people's care homes currently used are split equally across the West Northamptonshire and North Northamptonshire authority areas; 67 and 66 respectively. 9 homes in use are geographically located outside county boundaries but are commissioned by the Council in areas close to the borders where it is hard to secure placements in the County. This is expected to continue following the transition to unitary authorities.

3.14 The Council currently funds externally commissioned care home services for approximately 1,244 older people aged 65 and over. While the number of contracted care homes is broadly equal across the new unitary authorities there are more people with Council funded placements in the North (674) than the West (570).

3.15 The county currently has population of over 130,000 older people aged 65 and over and has one of the fastest rising over 65 populations which is set to grow substantially. The Office of National Statistics estimate that the population of people aged 65 and over living in Northamptonshire will grow to around 147,100 (2022) and in 10 years (2027) to 166,600.

3.16 Frailty and dementia are prominent conditions associated with an ageing population; contributing the way older people lose their independence and therefore require ongoing social care and support.

3.17 Frailty is a syndrome (a group of related symptoms) caused by the gradual loss of physiological resilience and may include loss of muscle mass and strength, energy, nutritional status, cognition or wellbeing. By 2023 in Northamptonshire it is estimated that there will be 4,000 more over 65 year olds living with moderate frailty and 600 more living with severe frailty; resulting in a total of 49,942 over 65 year olds living with mild frailty, 19,362 with moderate frailty and 5,200 living with severe frailty. People living with severe frailty are likely to need a high level of health and social care input.

3.18 Dementia is a common condition that affects about 800,000 people in the UK. The risk of developing dementia increases as you get older and the condition usually occurs in people over the age of 65. Dementia is a syndrome associated with an ongoing decline of the brain and its abilities. It is predicted that by 2021, those aged 75-79 will have the biggest increase in the number of people living with dementia (an increase of 26%). North and West Northamptonshire reveals a similar pattern. By 2035, people aged 90 and over living with dementia will rise by 150%. A quarter of people aged 65+ with dementia will be those aged 90 and over. An ageing population and increasing life expectancy are the driving factors behind this projected rise.

### Contractual arrangements

3.19 Older people’s care home placements are currently accessed through two separate contractual arrangements, which are both currently active and operate in parallel. While the two separate contractual arrangements used to secure care home placements for older people have largely consistent service delivery requirements, the contracts have different expiry dates and fee rate terms. These are as follows:

- A Care Home Services Framework - this commenced on 12 December 2016 and expires on 12 December 2020; and
- A Care Home Services Dynamic Purchasing System (DPS) - this commenced on the 11 August 2017 and finishes on the 31 August 2021.

3.20 Depending on the supply of available beds through contractual arrangements at any one time the Council may also need to spot purchase (off contract) care home placements. While spot purchasing can secure effective and affordable services, this approach can increase susceptibility to variable pricing as noted in item 3.5. The following table shows the arrangement of contracted providers:

Type of contract	Number of Homes
DPS	34
Framework	23
DPS & Framework	16
Spot	32
<b>Total</b>	<b>105</b>

- 3.21 While there are historical reasons to the differing arrangements largely based on supply and demand for placements, there is good evidence that these overlapping commissioned arrangements detrimentally impacts on the Council's ability to secure a good supply of care home beds at consistent and affordable fee rates.
- 3.22 In 2016 when the care home services Framework was initially commissioned an open approach was taken that meant care providers determined their own fee rate based on the needs of customers referred to them, which was agreed at the point of contract implementation. This is opposed to a controlled approach to commissioning using the DPS in 2017 which allows for the procurement of services based on fixed pricing.
- 3.23 Supply is often fragmented between the two arrangements, with some providers across both at inconsistent fee rates. This can mean that providers have been able to negotiate the rates paid based on the supply and demand available at the time of making the placement referral. This has also caused confusion for some providers about agreed rates and an increased use of individually negotiated spot purchased provision, which is not the most effective way of managing cost and supply. There is also a risk to market sustainability with some providers getting lower fees than others depending on which contract type they are contracted under.
- 3.24 Running the two types of contracts in parallel, while securing supply, has not been effective and has led to inconsistency. But the past demand for places has meant that there was limited scope to move all providers to single arrangements. Recent events, reduced demand and creation of new Unitary Authorities now provides an opportunity to reshape the contracts and approach that recognises the changes that have occurred over recent years and with future demand in mind.

### **Commissioning intentions**

- 3.25 The proposed commissioning and procurement aims are to:
- Secure a diverse and sustainable supply of care home services through a single contractual arrangement that meets ongoing and changing needs/demand including growing complexity of care.
  - Assess and identify a standardised fee rate structure, in collaboration with the market that enables both stability and sustainability for the providers along with an affordable cost base/budget for the unitary authorities.
  - Develop improved service description and delivery requirements within an outcomes specification through stakeholder/market engagement that enables a good quality of life for older people living in care home services by remaining safe, healthy and active.
  - Stimulate innovation and improvement within care home services through greater focus on technology enabled care, hospital admission prevention and infection prevention control.



- Explore the potential for joint social care and health delivery approaches, including purchasing with Nene Clinical Commissioning Group (NCCG), including shared requirements, performance, outcomes, quality assurance, and contractual arrangement.
- 3.26 A project to develop options and recommendations is already underway and will include collaboration and work with internal services/stakeholders, local health partners and the provider market to review and improve requirements for the delivery care that enables older people living in care homes to stay safe, healthy and well with positive outcomes. In this context the Council continues to work with Nene Clinical Commissioning Group (NCCG) with an overall ambition to integrate care home delivery arrangements across social care and health as much as possible.
- 3.27 A central part of the commissioning exercise will be to ensure that effective and robust market engagement and dialogue takes place with providers across Northamptonshire. Over recent years there has been limited market development activity to evolve and stimulate care home services through collaborative ways of working. Re-commissioning presents an opportunity to stimulate collaboration about future delivery requirements that enables the market to inform improvements to care practice, standards and outcomes (quality) alongside opportunities to innovate within overall terms that are underpinned by sustainable and affordable pricing.

### **Proposed approach**

- 3.28 It is proposed that service development activity covering service requirements, specification and fee rate structure is completed during the remainder of the financial year (by March 2021) ready for the Unitary Authorities to commence an open and competitive procurement process from April 2021 to secure new contracted provision by 1 September 2021 with the support of LGSS Law.
- 3.29 It is therefore also proposed that Cabinet give delegated authority to the Executive Director for Adults Communities and Wellbeing to re-award contracts to existing providers under the current Care Home Services Framework through to 31 August 2021 in line with the existing DPS. This would enable sufficient time and contractual alignment for commissioning and procurement activity to take place and ensure that the current supply of services is maintained to support this change along with ongoing responses to the pandemic and likely demand pressures expected during the winter 2020-21.
- 3.30 While there is no extension available for the Framework, the Council can utilise the Public Contracts Regulations 2015 to re-award contracts to maintain market supply during times of unforeseen events. The proposal to continue the Framework is based on the unforeseen impact of the pandemic in delaying the commissioning process whilst also preparing for significant change in the structure and delivery of local government through two new Unitary Authorities.

3.31 Assuming agreement with the proposed commissioning aims and request to re-ward the Framework until September 2021, work will begin to assess the different strategic approaches that could be taken to recommission provision across the West and North unitary authorities recognising challenges presented by a cost differential across the two areas for funding care home services. This is outlined in section 7 below.

3.32 Once further work is completed recommendations will be made and discussed with the DASS' for each of the Unitary in conjunction with Portfolio holders and finance leads and further papers will be brought back to the executives for consideration:

#### 4. Consultation and Scrutiny

4.1 Initial engagement activity has begun with a range of stakeholders to inform the commissioning approach including internal social care services and practitioners, local health partners and the provider market. Collaborative commissioning will continue to be carried out through workshops, one-to-ones and provider engagement forums to inform the development of service requirements, specifications and fee rate arrangements. This will support involvement and inclusion from the beginning so that future contractual arrangements offer stability and sustainability for the market along with affordability for the Council and Unitary Authorities.

4.2 The commissioning and procurement exercise will also seek to engage with people and their families receiving care home services to understand and reflect a range of experiences, wishes and expectations of care during the process to shape service design and delivery requirements.

#### 5. Equality Screening

<b>Reason that no EqIA is required</b>	<b>✓ as appropriate</b>
The paper is for information only	
The proposal/activity/decision has no impact on customers or the service they receive	
The proposal impacts upon staff but the proposed staffing changes will not affect the service that customers receive*	
Other (Please explain further)  There are no equalities implications at this stage of the commissioning and procurement exercise as the proposal is to seek delegated authority to maintain existing contractual arrangements while service development and design work is undertaken to enable further service development work.	✓

\*Where a proposal affects staff, the appropriate HR processes will be followed, which have already been subject to the EqIA process and will be compliant with HR legislation

## 6. Alternative Options Considered

- 6.1 Continuing to purchase care home services from existing contractual arrangements is not only unlikely to enable efficient use of public funds but importantly there is no option to continue with existing contractual arrangements beyond a re-award of current Framework through EU procurement regulations to maintain supply during the ongoing commissioning and procurement exercise to secure services for the long-term future.
- 6.2 An option to allow the Framework end in December 2020 and invite providers to migrate to the current DPS in order to maintain a contractual supply to the Council is not considered to be an effective approach given the different fee rate structures that exist due to historic circumstances.

## 7. Financial Implications

- 7.1 In 2019-20 the Council's budget for older people's residential and nursing care home services commissioned from the external provider market was £44.026m with an actual spend by year end of £46.884m.
- 7.2 Expenditure on current residential and nursing placements in the North and West during 2019-20 has been used to inform the budget disaggregation process for the West and North Northamptonshire unitary authorities. This is split as below:

<b>North Unitary</b>	<b>£24.556m</b>
<b>West Unitary</b>	<b>£22.328m</b>
<b>Total</b>	<b>£46.884m</b>

- 7.3 An initial analysis of the framework fee rates currently being paid for services has been undertaken to identify average rates as a baseline position for more work to research, evaluate and inform a sustainable and affordable cost of care for the future.
- 7.4 The position across the unitary authorities has also been looked at and indicates that the average cost of residential and nursing care is higher in West Northamptonshire than compared to North Northamptonshire although actual placements are lower. It should be noted that budget disaggregation, and therefore bed prices within this paper, are based on the principle of Ordinary Residence. This allocates and reports spend on care home services based on a client's Ordinary Residence (example: Corby) irrespective of the final placement location where residential or nursing care is provided (example: Daventry). In this example the client would be reported as a North client and a North cost. Chapter 19 of the Care Act 2014 sets out the guidance on [Ordinary Residence](#).
- 7.5 For example, the current average per bed, per week cost of residential care for the West Unitary is currently 5.5% higher than the North Unitary. For nursing care services, the current average cost for the West Unitary is 10% higher than the North. The analysis has also looked at a combined residential and nursing

average, which shows a cost differential of 7% based on an average, with costs higher in the West than the North.

- 7.6 Potential factors driving this difference include a higher level of self-funders in the West and therefore reduced reliance for providers on Council funded placements, which can create inflationary effects for fee rates. When overlaid with separate contractual arrangements with different fee rates there is scope for the market to negotiate prices. While this could be addressed in future with the Council building more in-house places or facilities there is a level of supply and demand imbalance in the short term that is driving higher costs in the absence of a new single framework arrangement.
- 7.7 The implication of initial analysis is that should average costs in the West Unitary be applied to inform and set future fee rates for a new county-wide framework there would be an increase in the North authority's cost base creating an immediate budget pressure. Conversely, should average costs in the North Unitary set fee rates the West would benefit from an immediate budget saving while the budget for the North authority would remain the same.
- 7.8 Further work is needed to understand these implications. It is important to note that the West Unitary is unlikely to secure placements at the lower rate, recognising demand effects in part driven by a greater level of self-funders purchasing care at higher rates, and so there is potential that the West Unitary may either purchase or compete for beds within the North Unitary close to its borders or be forced to pay rates above its contract thresholds to meet its duty of offering choice.
- 7.9 The cost base analysis requires further development during the commissioning and procurement exercise to inform a fee rate structure that is acceptable to both Unitary Authorities but most importantly secures a future supply of good quality, value for money care services and does not drive perverse incentives or competition that increased spend.

## **8. Risk and Business Continuity Management**

- 8.1 Should approval of the recommendations not be given the risk to the Council would potentially be a combination of reduced supply for residential and nursing care services through contractual routes and increased costs associated with securing a larger proportion of placements through spot purchasing arrangements.

a) Risk(s) associated with the proposal

<b>Risk</b>	<b>Mitigation</b>	<b>Residual Risk</b>
Non-contracted providers within the market challenge the decision to re-award Framework contracts on the basis that procurement rules have not been followed.	Application of Public Contracts Regulations 2015 alongside EU regulation 32(2) to award contractual arrangements during times of unforeseen events.  Suppliers can still contract with the authority through the DPS route, which will remain open to submissions and managed effectively.	Green
There is insufficient time and/or resource for commissioning activities to inform fee rate arrangements for both unitary authorities.	Seek immediate deployment/recruitment of additional resources to keep the commissioning and procurement exercise on track.	Amber
The cost base differential for purchasing care home services between the West and North Unitary Authorities creates a material budget pressure.	further development and analysis of the cost of care during the commissioning and procurement exercise to inform a fee rate structure that is acceptable to both Unitary Authorities but most importantly secures a future supply of good quality, value for money care services and does not drive perverse incentives or competition that increased spend.	Amber

b) Risk(s) associated with not undertaking the proposal

<b>Risk</b>	<b>Mitigation</b>	<b>Residual Risk</b>
Expiry of the Framework in December 2020 results in insufficient supply from the DPS alone and an increase in spot purchased services at higher fee rates because of market price demands.	Invite existing Framework providers to apply for the DPS, which can still be operated to secure ongoing contractual arrangements  Undertake spot purchasing arrangements to secure supply in the view that vacancies across the market, driven by the impact of COVID-19, create price stability and possibly reduction	Red
Framework providers choose not to transition to the DPS to enable ongoing access to their services affecting both supply and price of provision available to the Council and Unitary Authorities throughout the period of commissioning.	Undertake spot purchasing arrangements to secure supply in the view that vacancies across the market create price stability and/or possibly reduction.	Red

## 9. List of Appendices

- Appendix A: County-wide map of all CQC registered residential and nursing care homes across Northamptonshire.

Author:	Name: Robert Mackenzie-Wilson Team: NASS Commissioning & Quality
Contact details:	Tel: 01604 361987 Email: Robert.Mackenzie-Wilson@nass.uk.net
Background Papers:	
Does the report propose a key decision is taken?	YES
If yes, is the decision in the Forward Plan?	NO, the recommendations are in this report only
Will further decisions be required? If so please outline the timetable here	The recommended approval if accepted provides for future decisions to be made by the Director of Adults Communities & Well-Being in consultation with the cabinet Member. With responsibility for Adult Social Services
Does the report include delegated decisions? If so, please outline the timetable here	The Executive Director for Adults Communities and Wellbeing in consultation with the Cabinet Member with responsibility for Adult Social Services
Is this report proposing an amendment to the budget and/or policy framework?	NO
Have the financial implications been cleared by the Strategic Finance Manager (SFM)? Have any capital spend implications passed through Capital Programme governance procedures?	YES/NO Name of SFM: Mark Walker  There are no capital spend implications.
Has the report been cleared by the relevant Director?	YES Name of Director: Katie Brown
Has the relevant Cabinet Member been consulted?	YES Cabinet Member: Cllr Ian Morris
Has the relevant scrutiny committee been consulted?	NO
Has the report been cleared by Legal Services?	YES Name of solicitor: Gurdeep Sembhi
Have any communications issues been cleared by Communications and Marketing?	There are currently no communications issues

Have any property Issues been cleared by Property and Asset Management?	There are currently no property issues
<p>Have the Procurement Implications below been referenced in the Paper:</p> <ul style="list-style-type: none"> <li>• Have you evidenced compliance with the Council's Contract Procedures Rules?</li> <li>• Have you made clear in this paper where you are seeking Cabinet to approve an exemption from the Contract Procedure Rules and detailed the risks and mitigations?</li> <li>• Have you identified any EU or UK legislative risks such as non-compliance with the Public Contract Regulations Act 2015, transparency and open competition?</li> <li>• Have you identified the procurement risks associated with a contract?</li> </ul>	<p>YES Gus De Silva</p>
Are there any community safety implications?	There are no community safety implications.
Are there any environmental implications:	There are no environmental implications
Are there any Health and Safety Implications:	NO
Are there any Human Resources Implications:	NO
Are there any human rights implications:	NO
Constituency Interest:	North and West Unitary Councils

**APPENDIX A - County-wide map of all CQC registered residential and nursing care homes across Northamptonshire**

**Legend**

- Res & Nurs Providers
- Nursing Providers
- Residential Providers

