

Cabinet

Dear Member,

You are invited to attend the meeting of the Cabinet to be held as follows for the transaction of the business indicated.

Sian Roxborough
Monitoring Officer

The council is currently holding virtual meetings. This plays a part in helping us to maintain the safety of the public, staff and councillors.

The City Mayor has asked that, as far as possible, there is still public involvement and input into the decision-making process.

Therefore, should you wish to raise a question or comment on any of the items listed, which will be presented at the meeting on your behalf, you can do so in writing, by sending an email to the address at the bottom of this agenda.

Please do this by 4.30pm on the day before the meeting is due to take place.

Further information on the coronavirus and what it means for Salford can be found on the council website - <https://www.salford.gov.uk/coronavirus>

DATE: Tuesday, 23 February 2021

TIME: 10.00 am

VENUE: Online Live Meeting (Microsoft Teams - audio only) via the link below

AGENDA

ONLINE LIVE MEETING (MICROSOFT TEAMS - AUDIO ONLY VIA THE LINK BELOW:

https://teams.microsoft.com/join/19%3ameeting_ODk1NDdjNTMtNWQ0NS00NWI3LWI2NGEtMTVIYWUyMjBIMDUz%40thread.v2/0?context=%7b%22Tid%22%3a%268c00060-d80e-40a5-b83f-3b8a5bc570b5%22%2c%22Oid%22%3a%22d7e0a353-9a97-4a8e-952c-f6451ae2de66%22%2c%22IsBroadcastMeeting%22%3atrue%7d

- 1 **Apologies for absence**
- 2 **Declarations of interest**
- 3 **Minutes of the previous meeting**

(Pages 1 - 8)

Minutes of the meeting held on the 9 February 2021.

- 4 School Budgets 2021/22** (Pages 9 - 14)
- Report of the Lead Member For Children's and Young People's Services.
- 5 Determination of School Admission Arrangements 2022/23** (Pages 15 - 44)
- The Report of the Strategic Director People
- 6 Any other urgent business**

Contact Officer: Liz wright, Democratic Services Officer
Tel No: 0161 793 2811
E-Mail: decisionmakingandscrutiny@salford.gov.uk

Cabinet

Held on Tuesday 9th February 2021

(A Live Microsoft Teams meeting – audio only)

Present

Tracy Kelly	Statutory City Mayor (in the Chair)
John Merry, CBE	Deputy City Mayor

Lead Members:

Paula Boshell	Anti-Poverty, Neighbourhoods, Financial Inclusion and Equalities
Bill Hinds	Lead Member for Finance and Support Services
David Lancaster, MBE	Environment and Community Safety
Gina Reynolds	Adult Services, Health and Wellbeing

Executive Support Members (at the invitation of the City Mayor):

Sharmina August	Equalities, Communities and Social Impact
Barbara Bentham	Workforce and Industrial Relations
Stephen Coen	Culture, Leisure and Sports
Jim Cammell	Social Care and Mental Health
Roger Jones	Transport
Mike McCusker	Planning, Housing and Sustainable Development
John Walsh	Education and Learning

Officers:

Dr Muna Abdel Aziz	Director of Public Health
Jane Barlow	Pendleton Programme & Commercial Manager
Sam Betts	Assistant Director Human Resources & OD
Debbie Blackburn	Assistant Director Public Health Nursing & Wellbeing
Debbie Brown	Strategic Director (Service Reform)
Ben Dolan	Strategic Director (Place)
Joanne Hardman	Chief Finance Officer
Paul Hutchings	Strategic Finance Manager
Andrew Leigh	Head of Housing & Strategy
Sian Roxborough	City Solicitor
Jacquie Russell	Assistant Director Strategy & Change
Dave Seager	Assistant Director Operational & Communication Services
James Shuttleworth	Head of Planning
Tom Stannard	Chief Executive
Charlie Winstanley	Assistant to the City Mayor
Liz Wright	Democratic Service Officer

Invitees:

Councillor David Jolley	Chair of the Overview and Scrutiny Board
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1. Apologies for absence

Apologies for absence were submitted on behalf of the City Mayor, Paul Dennett.

2. Declarations of interest

Councillor Tracy Kelly and Councillor John Merry declared their positions on the

board of Derive Limited.

3. Minutes of proceedings

Approval of the minutes was moved by Councillor John Walsh and seconded by Councillor Bill Hinds.

Resolved: That, the minutes of the meeting held on 26.01.21 were approved as a correct record.

4. The Better Outcomes New Delivery (BOND) Report

Councillor John Merry, Lead Member (LM) for Children's and Young People's Services introduced the report highlighted the following.

- The programme was a new way of delivering the safeguarding service and to address the concern about the number of children being taken into care and particularly being put in out of borough placements.
- The programme focused on providing a better outcome for young people at risk and there were there main areas of focus:
 - Route 29 – avoiding formal placements particularly for older children initially.
 - Intervening at an early stage and working intensively with young people across a whole range of disciplines and at an earlier age to avoid them going into care.
 - Tackling domestic abuse.
- The report outlined the significant benefits of this approach and ensuring value for money as this year over £2M was saved by avoiding out of borough placements for young people. There were also other long-term savings that the city council could realise by avoiding taking children and young people into care.
- Whilst introducing this new way of working the previous high standards of the service had been maintained and the implementation of the programme was beneficial to the young people and the community and would continue to be so in the longer term.

The Assistant Director Public Health Nursing & Wellbeing (Debbie Blackburn) , who had been leading the programme for the last two years, presented the report and highlighted the following.

- The report presented the case to the Cabinet for seeking approval for the ongoing funding for the programme, following the positive recommendations from the Children's Commissioning Committee and the Health and Care Commissioning Committee.
- The report detailed a summary of the provision, the implementation, the financial profile and the independent evaluation findings.
- The report focused on the positive outcomes from the programme and the show how the funding of £2.9M was being used.
- Through this programme the Clinical Commissioning Group(CCG) invested into Children's Services to intervene (and build on existing good practice) and invest in strategic pressure points to develop different delivery models that could deliver better outcomes for children in Salford and reduce the budget pressure caused by very high cost high need interventions.

- The vision of the programme was to intervene at each level from prevention via the trauma informed response level to early identification via the domestic abuse work to targeted high level interventions via Transforming Care, Route 29 and Achieving Chang together (ACT) work.
 - The focus was on evidence based best practice from across the country. The programme joined separate areas of work to ensure consistency and quality.
 - The CCG required that the projects should be financially sustainable or were aligned to support financially sustainable projects. The projects should have robust plans and systems of review and evaluation to ensure they were fit for purpose.
 - The programme had been externally evaluated using a whole system approach.
 - The programme had a clear workforce plan and the benefits to be achieved were clearly outlined, including a clear plan for tracking and monitoring the programme. There was a clear governance structure that reported to the CCC and the 0-25 Board to ensure the programme remained on track and the benefits were realised.
 - Some of the programmes included:
 - Route 29 – based on the No Wrong Door model from North Yorkshire, which had been implemented in several authorities in Greater Manchester (GM). This was aimed at young people 12-17 years on the edge of care or in danger of going into care. It was being extended to cover the 5-17 years that came under Transforming Care in Salford (young people with severe distressed behaviour, learning difficulties and autism and with education health care plans) that were at risk of family breakdown coming into care/hospital.
 - The ACT programme was a social work model for children at risk of criminal or sexual exploitation and provided wrap around support for families.
 - The domestic abuse support focused on providing help to children experiencing domestic abuse and enhanced the Operation Encompass approach already in place in schools.
 - The trauma informed responses in the city had seen over 900 staff trained to understand trauma informed response and this training would form an ongoing part of the programme.
 - A lot of the programmes focused on cost avoidance and prevention and to manage the risk down so that children did not end up in care and received the support they needed across the course of their lives to reduce additional need in childhood and adulthood.
 - The report outlined the future savings and the financial implications of stopping the programme. Cost avoidance and cost savings were detailed in the report and would be continually monitored.
 - Dartington provided the external evaluation and concluded that approach had joined up services and had been innovative in its approach. It had built on the existing good practice in Salford and the additional investment had allowed the authority to test and transform ways of working to provide further benefits.
 - In terms of social benefit, the staff in Route 29 were Salford residents and several care leavers had been employed in the service and so investing back into the service.
- Cabinet were asked to approve the recurrent funding from the pooled budgets and for cabinet to note the costs of discontinuing the programme

and that if the investment was not continued there would be a continuing growth in demand within the care system.

The Statutory Deputy Mayor invited questions and comments from members.

- The Executive Support Member for Children's and Young People's Services commended the report and supported the programme, as it showed the significant benefits following its implementation and the significant risk of stopping the programme. He added that there was a recognition that things needed to be done differently to get better outcomes and this is what the programme was doing, as evidenced by the external evaluation. The best practice from across the country had been adapted and was implemented in the Salford way. The programme was transformational.
- The Strategic Director People made the following comments:
 - The director recorded formal thanks to the CCG for their investment and generosity and this reflected the strong partnership between the organisations.
 - The programme had been co-produced with young people in the city and this was why it was being so successful, with some of the very young people it had helped now working within the programme.
 - There had been a reduction in the number of young people in care due to family disfunction and this was because of the new ways of working with families.
 - There had been an increase in placements stability, a reduction in the number of out of borough placements and an increase in the number of adolescents returning to their families.
 - The pressure on budgets would continue to reduce over time.
 - The examination of budgets to be able to extend the programme to a younger age profile was an important development. Expanding the work of ACT and with the domestic abuse work a commissioning strategy was being developed.
 - Transforming Care in Salford work was seen as best practice and the Salford approach was being rolled out across GM, with the support of the mental health leads at GM level.
- The Chief Finance Officer (Joanne Hardman) confirmed that the funding for the programme sat within the Integrated Fund and each of the partners had to approve the programme. It was confirmed that this had happened and that it had been approved by the Health and Care Commissioning Board, with just approval from Cabinet required for the programme to continue.
- The LM for Children's and Young People's Services summarised by saying the programme was turning round young people's lives and diverting them away from difficulties in their future lives and providing opportunities (including employment opportunities) for them.
- The Statutory Deputy Mayor read out the recommendations and the cabinet approved them.
- Thanks were given to all the officers involved with the programme for the all the positive work with families in Salford.

Resolved: That, the City Mayor, in consultation with Cabinet approved the recurrent funding of the Better Outcomes New Delivery (BOND) Programme following a positive recommendation from Children's Commissioning Committee and

Health and Care Commissioning Committee and noted the costs to stop BOND, the continuing rise and the growth of demand should BOND cease.

5. Pendleton Together Rent and Services Charges 2021/22

The LM for Housing outlined the recommendations in the report that asked for the City Mayor in consultation with Cabinet to approve:

1. An increase of 1.5% for rents in 2021/22.
2. Adjustments to service charges in line with the costs of providing those services.

The Head of Housing and Strategy (Andrew Leigh) introduced the report and highlighted the following.

- The report requested approval to increase the rents by 1.5% and to increase the service charges in line with the costs to provide the services.
- The background to the Government policy on setting rent was detailed in the report and although the policies did not apply to Private Finance Initiative (PFI) contracts the policies had been reflected in the approach taken to rent setting.
- The rent standards for this year were that the rents would be increase by CPI (Consumer Price Inflation) + 1% and this standard was being used and the standard that other housing providers in the city were using.
- The increase equated to £1.33 per week, with an average rent increasing from £88.81 to £90.14 on a 48 week basis. The rents would continue to be below the local housing allowance rates.
- The services charges had been reviewed and proposed revised charges based on actual costs. There would be a small increase in service charges that reflects a cost of living increase for staff wages for security and caretaking/cleaning, element of the security charge that reflects the repair of security equipment in the block and utility charges.
- A review of the Pendleton security service had been carried out and it concluded that security service should be brought back in house and operated from the city council CCTV control room. This would provide better value for money for the residents and result in a reduction in security charge element of the service charge. There would be a 6 month transition period for this to happen.
- The Housing Revenue Account outturn for 2021 and the estimate for 2021/2022 were highlighted. The increased PFI costs, as included in the contract, were highlighted. £700,000 would be contributed from the reserves in 2022 as compared to £500,000 in 2021. The pressure on the reserves was highlighted and would be monitored to ensure the HRA remained sustainable.

The Head of Housing and Strategy invited questions and comments from members.

- The LM for Finance and Service Reform commented that they supported the proposal but added that whilst the increase was not welcomed the HRA was a ringfenced account and as such required careful management. It was also very important to make sure that residents got quality services and value for money for the service charges they paid.
- The Head of Housing and Strategy confirmed that with the HRA being ring fenced and could not go into deficit. With the challenges on the reserves as outlined in the report, the viability of the HRA was under review and being closely monitored.
- The Statutory Deputy City Mayor thanked all the officers involved with the report.

The Statutory Deputy City Mayor read out the recommendations to the members and the recommendations were approved.

Resolved: That, the City Mayor in consultation with Cabinet approves:

1. An increase of 1.5% for rents in 2021/22
2. Adjustments to service charges in line with the costs of providing those services.

6. Feedback from the Chair of Overview and Scrutiny Board – Recommendations Revenue Budget

The Chair of the Overview and Scrutiny Board (Councillor Jolley) introduced the recommendations and observations from board following their consideration of the report on the 2021/2022 Revenue Budget, the draft medium term financial strategy and 3 year budget projections, and the Capital Programme.

- The uncertainty of the current situation had been a theme running through the discussions of the board when they considered the report.
- The recommendations and observations were outlined and the board had:
 - Seen that the proposals were intended to achieve a balanced budget for 2021/2022, with no further cuts beyond those previously agreed.
 - Noted the possible Council Tax increase, although that had not yet been agreed.
 - Noted the draft medium term financial strategy and 3 year budget projections.
 - Continuing concerns about the impact that the Fair Funding review, the Business Rate reset, the future of the 100% Business Rates Pilot, and the New Homes Bonus, will have on resources in future years, and the uncertainty around these issues and that the settlement could be disadvantageous to Salford. The board had requested full reports on these areas as soon as information becomes available.
 - Whilst recognising the Government Covid support received in 2020/2021, and that there would be further support in 2021/2022, the Board was concerned as to whether this would be adequate and the in-year effect on the budget, if there was a shortfall.
 - Expressed concern as to whether the Collection Fund Support Scheme would be adequate and about any shortfall.
 - Requested details of the Collection Fund Support Scheme, and also the final local government settlement, as soon as practicable.
 - Considered the Adult Social Care Integrated Fund, and the Public Health Budget, and expressed concern about the lack of progress nationally on reform of Adult Care Funding. Councillor Morris, the Chair of the Health and Adult Scrutiny Panel, had highlighted the reliance on the health and integrated budgets and the lack of reform of adult social care.
 - Asked for further details of the use of reserves to address the funding gap and the source of these reserves.
 - Noted the continuing cap on unsupported borrowing and requested information on the detailed capital programme when available.
 - Asked for ongoing reports on IT Services and agile working as they were critical to the development of the budgets and the efficiencies to be made in the future and how changes to working practices during the pandemic period would develop in the future.
 - Requested future reports on the Integrated Children's Budget.

The Chair of the Overview and Scrutiny Board concluded by saying the Budget was based upon a number of assumptions and projections, including those related to the effects of the Covid-19 pandemic, and there was a greater level of uncertainty than in almost any other previous year. The Budget must be monitored and controlled very carefully. The Board would monitor overall progress on the budget. Other Scrutiny Panels to monitor their own areas. The Board expressed its thanks to all staff, officers and members for their work in the past, very difficult, year, and to those who have developed the budget proposals.

Resolved: That, the Cabinet noted the recommendations and observations from the Overview and Scrutiny Board.

7. Notification/appointment of Cabinet

The Statutory Deputy Mayor outlined the report that stated:

- Following the resignation of Councillor Derek Antrobus, Lead Member for Planning and Sustainable Development from 31st January 2021, temporary arrangements had been put in place.
- Under section 9E of the Local Government Act 2000 all the functions delegated to the Lead Member for Planning and Sustainable Development will be exercised by the Deputy City Mayor (Councillor John Merry) until further notice. Councillor Mike McCusker will continue as the Executive Support Member for Planning, Housing and Sustainable Development.
- The remainder of the membership for 2021/22 was unchanged and was as follows:

City Mayor	Paul Dennett
Statutory Deputy City Mayor/Lead Member for Housing	Councillor Tracy Kelly
Deputy City Mayor/Lead Member for Children's and Young People's Services Delegated functions for Planning and Sustainable Development	Councillor John Merry
Lead Member for Anti-Poverty, Neighbourhoods, Financial Inclusion and Equalities	Councillor Paula Boshell
Lead Member for Finance and Support Services	Councillor Bill Hinds
Lead Member for Environment and Community Safety	Councillor David Lancaster
Lead Member for Planning and Sustainable Development	Vacant
Lead Member for Adult Services, Health and Wellbeing	Councillor Gina Reynolds

Executive Support Member for Education and Learning	Councillor John Walsh
Executive Support Member for Planning, Housing and Sustainable Development	Councillor Mike McCusker
Executive Support Member for Social Care and Mental Health	Councillor Jim Cammell
Executive Support Member for Transport	Councillor Roger Jones

Executive Support Member for Culture, Leisure and Sports	Councillor Stephen Coen
Executive Support for Equalities, Communities and Social Impact	Councillor Sharmina August
Executive Support for Workforce and Industrial Relations	Councillor Barbara Bentham

8. Any other business.

There were no items of any other business raised.

art 1: Open to the Public – Item No.

REPORT OF THE LEAD MEMBER FOR CHILDREN'S AND YOUNG PEOPLE'S SERVICES

TO CABINET

ON TUESDAY 23 FEBRUARY 2021

TITLE:

APPROVAL OF SCHOOLS BUDGETS 2021-22 (Schools Block local
Formula Funding)

RECOMMENDATIONS:

It is recommended that Cabinet approves the school's budgets for the school's block
local formula funding for 2021-22.

EXECUTIVE SUMMARY:

This report outlines the Salford City Council's school's local formula funding budgets
for 2021-22.

BACKGROUND DOCUMENTS:

Available for inspection:

Salford's funding formula

Department for Education dedicated schools grant funding allocations for 2021-22
(available on-line)

The following documents contain exempt or confidential information and are not
available for public inspection:

Appendix A - Salford Schools Budgets (schools block funding formula) 2021-22

KEY DECISION:

No

DETAILS:

See the report.

KEY COUNCIL POLICIES:

N/A

EQUALITY IMPACT ASSESSMENT AND IMPLICATIONS:

All Salford schools and academies were consulted on the Salford local funding formula for 2021-22. Salford school's forum approved the proposals for the funding formula for 2021-22.

ASSESSMENT OF RISK:

Low

All Salford schools and academies were consulted on the Salford local funding formula for 2021-22. Salford school's forum approved the proposals for the funding formula for 2021-22.

LEGAL IMPLICATIONS Supplied by:

N/A

FINANCIAL IMPLICATIONS Supplied by:

Chris Mee – Strategic Finance Manager, People
Debbie Fulton – Finance Officer, People

PROCUREMENT IMPLICATIONS Supplied by:

N/A

HR IMPLICATIONS Supplied by:

N/A

CLIMATE CHANGE IMPLICATIONS Supplied by:

N/A

OTHER DIRECTORATES CONSULTED:

N/A

CONTACT OFFICER:

Chris Mee - Strategic Finance Manager, People

TEL NO:

0161 778 0434

WARDS TO WHICH REPORT RELATES:

All wards

REPORT DETAIL

1. Introduction

- 1.1 The dedicated schools grant (DSG) is the funding allocated for the school's local funding formula. The DSG allocation is split into four funding blocks: schools block, central schools services block, early years block and high needs block. The funding blocks are ring-fenced, but local authorities retain limited flexibility to transfer up to 0.5% of their school's block funding into one of the other funding blocks, with the approval of school's forum. To make such a transfer, local authorities need to consult with schools and academies, and the school's forum should consider the views of the schools/academies responses before giving their approval.

The DSG funding for 2021-22 is allocated using per pupil unit rates for primary and secondary pupils per local authority.

The introduction of the schools hard national funding formula (NFF) has been delayed until April 2022. Local authorities have been encouraged to implement the NFF locally as soon as possible. Salford has been transitioning to the NFF over the last 3 years and the local formula is now fully calculated at the NFF unit rates for 2021-22.

- 1.2 This report does not apply to special schools and pupil referral units because they are funded from the high needs block using a different methodology.

2. Dedicated schools grant 2021-22

- 2.1 The initial DSG allocation for 2021-22 has been provided by the Department for Education (DfE). Salford's total allocation for the four funding blocks is £250m before recoupment for the academies funding and the deductions for high needs places funded directly by the DfE. The schools block funding available within the total DSG allocation for allocating to individual school's budgets is £185.1m. This is an increase of £13.7m compared to the allocation for 2020-21 (£171.4m). The increase is £2.0m for pupil number growth, £4.7m for the schools funding uplift and £7m for the transfer of the Teacher's Pay and Pension's Grant funding into the DSG school's block funding allocation (these were previously separate grants).

- 2.2 The total DSG allocation is provisional at this stage and is subject to changes for early year's final pupil numbers following the January 2021 census.
Note: This will not change the schools block funding amount.

3. Schools budget allocations

- 3.1 The funding for schools and academies is allocated through Salford's locally determined funding formula, as approved by Cabinet, after consultation with schools, academies, and school's forum.

The individual school's pupil data released with the DSG allocation for 2021-22 enables the funding formula to be updated with pupil numbers and characteristics from the October 2020 school census.

- 3.2 Based on the consultation responses from the previous 3 years, the LA did not consult with schools, academies, and school's forum regarding the transfer of 0.5% funding from the school's block for 2021-22.
- 3.3 There have been some amendments to the local funding formula to enable the final move to mirror the national funding formula. Salford's local formula is now at the NFF formula factor unit rates and has a minimum funding guarantee set at +2% (the maximum allowed by the DfE). The minimum funding guarantee is protection for schools against significant year-on-year changes in pupil-led funding.
- 3.4 An analysis of the individual school budget allocations, comparing 2021-22 allocations with 2020-21, has been prepared. This part 2 information is presented separately at Appendix A.

There are 2 primary and 1 secondary schools/academies with a budget decrease in 2021-22 compared to 2020-21. For all these schools/academies, this is due to a decrease in the pupil numbers.

4 Conclusions

- 4.1 The Department for Education has allocated DSG for 2021-22.
- 4.2 The Salford schools local funding formula has been applied to each school and academy.

5 Recommendations

- 5.1 It is recommended that Cabinet approves the school's budgets for the school's block local funding formula funding for 2021-22.

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Part 1: Open to the Public – Item No. 5

REPORT OF THE STRATEGIC DIRECTOR PEOPLE

**TO: CABINET
ON TUESDAY 23 FEBRUARY 2021**

TITLE: Determination of School Admission Arrangements 2022/23

RECOMMENDATION: In accordance with the provisions of the Schools Standard and Framework Act 1998, it is recommended that the City Mayor in consultation with Cabinet approve:

1. Salford's admission arrangements for the academic year 2022-23.
 2. Salford's Co-ordinated Admissions Scheme for 2022/23.
-

EXECUTIVE SUMMARY:

All admission authorities must determine their admission arrangements for 2022-2023 by 28 February 2021. As there are no significant changes to the admission arrangements or the co-ordinated scheme there is no requirement for statutory consultation on this occasion as required by the School Admissions Code (2014). The report recommends the determination of the admission arrangements

BACKGROUND DOCUMENTS:

<https://www.gov.uk/government/publications/school-admissions-code--2>

KEY DECISION: YES

DETAILS:

1 Admission arrangements

1.1 Parents have the right to express a preference of school. Local authorities have a responsibility to co-ordinate applications for school places, ensuring that where possible, a parent's highest preference of school is met. Parents who are refused a place have the right to appeal.

1.2 The oversubscription criteria for a school are used to allocate places if more applications are received than the number of places available. Admission arrangements include the oversubscription criteria.

1.3 Where changes are proposed to admission arrangements, all admission authorities must consult by 31 January on their admission arrangements that will apply for admission applications for the following academic year. Where the admission arrangements have not changed there is no requirement to consult, subject to the requirement that all admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

1.4 The local authority, as the admission authority, is responsible for setting admission arrangements and oversubscription criteria in community and voluntary controlled schools. There were no proposed changes to these arrangements for the academic year 2022-23.

1.5 The local authority also publishes a co-ordinated admissions scheme which explains how the admissions process will be undertaken and how the local authority will communicate offers of places with neighbouring local authorities. No significant changes to the co-ordinated scheme are proposed.

2. Determination

2.1 Both the co-ordinated scheme and the admission arrangements have been amended to reflect the United Kingdom's withdrawal from the European Union. Clear guidance has been provided from the Department for Education on this, and it has been incorporated into both scheme and arrangements.

2.2 Advice from within the Salford legal department has been sought, and subsequently small and minor changes to wording have been made to both the scheme and the arrangements. As these are not significant and do not directly affect the allocation of places through the oversubscription criteria, no consultation is required.

3. Proposed timetable for decision making

Date	Action
December 2020	Report to leadership team
January /February 2021	Report to Lead Member briefing Report to City Mayor's briefing
By 28 February 2021	Notify Secretary of State of determined arrangements Distribute details of determined arrangements to consultees

KEY COUNCIL POLICIES: School Admissions

ASSESSMENT OF RISK: Low

SOURCE OF FUNDING: None required

LEGAL IMPLICATIONS Supplied by: Melinda Edwards, Solicitor, and Nicky Smith, Solicitor (November 2020)

FINANCIAL IMPLICATIONS Supplied by: N/A

PROCUREMENT IMPLICATIONS Supplied by: N/A

OTHER DIRECTORATES CONSULTED: N/A

CONTACT OFFICER: Helen Nicolle **TEL. NO.** 0161 778 0411

WARD(S) TO WHICH REPORT RELATE(S): All

Appendix 1 – Primary Oversubscription Criteria

Oversubscription criteria - community and voluntary controlled primary schools

This admission policy applies to the following schools:

Beech Street Primary School
Boothstown Methodist Primary School
Brentnall Primary School
Bridgewater Primary School
Cadishead Primary School
Clarendon Road Primary School
Clifton Primary School
The Deans Primary School
Ellenbrook Primary School
Fiddlers Lane Primary School
The Friars Primary School
Grosvenor Road Primary School
Hilton Lane Primary School
Irlam Primary School
Irlam Endowed Primary School
James Brindley Primary School
Lark Hill Primary School
Lewis Street Primary School
Light Oaks Infant Primary School
Light Oaks Junior Primary School
Lower Kersal Primary School
Mesne Lea Primary School
Monton Green Primary School
Moorfield Primary School
Moorside Primary School
Mossfield Primary School
North Walkden Primary School
Peel Hall Primary School
Primrose Hill Primary School
River View Primary School
St Andrews CE Primary School, Eccles
St Andrews (Boothstown) CE Primary School
St Andrews Methodist Primary School
St Georges CE Primary School
St Johns CE Primary School
St Lukes CE Primary School
St Marys CE Primary School
St Pauls CE Primary School (Kersal)
St Pauls CE Primary School (Heathside Grove)
St Pauls Peel CE Primary School
Summerville Primary School
Wardley CE Primary School
Westwood Park Primary School

Where a school receives more applications than places available, the following oversubscription criteria will be applied once places have first been allocated to children who have an education, health and care plan which names the school.

1. **Looked after children and previously looked after children.** This includes children who have ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order. (Parents/carers of all previously looked after children will need to provide a photocopy of the relevant order with the application form)
2. **Children adopted from outside of England.** Children who appear to the local authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see note c)
3. **Children in need** as defined by the Children Act (1989), i.e. those who are unlikely to achieve or maintain or to have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision of services by the Local Authority. Confirmation of the child's needs will be required from their social worker. (see note d)
4. **Brother or sister** in attendance at the school (Reception – Year 5 only. Year 6 are considered for in year applications only) at the date when the pupil is to be admitted. This includes stepchildren and foster children living with the same family at the same address. Other children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. (The authority accepts that in some family units the children may not be natural brothers and/or sisters).
5. **Children living nearest to the school.**
The distance will be measured in a straight line using LLPG (Local Land and Property Gazetteer) information to measure the distance between the address point (including flats) of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places. (see note f)

Notes

a. **Entrance to reception**

No child can automatically transfer from a nursery to a reception class. Where a school is over-subscribed, places in the reception class must be allocated according to the published admission criteria, with children who have attended the nursery being considered on the same basis as those who have not.

b. **Light Oaks Infant School and Light Oaks Junior School**

Pupils who attend Light Oaks Infant School in Year 2 will automatically transfer to Light Oaks Junior School at Year 3.

c. Children adopted from outside of England

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents/carers of children adopted from outside of England will need to provide a photocopy of the relevant order or proof of the child's adoption from care direct to the local authority with the application form.

d. Children in need

In Salford, children who would be eligible for this criterion are those who are at level three and have ongoing social worker involvement, and all at level four on the 'Thresholds of needs and response in Salford' (www.salford.gov.uk/thresholds.htm). For children resident in other local authorities, contact will be made with the child's social worker to confirm that the child's level of need falls within these boundaries of the Salford thresholds. Salford LA must have confirmation of an applicant's level of need from an appropriate professional before they will be considered under this criterion.

e. St John's CE Primary School

As this school operates over a split site, for admissions to all year groups the distance measurement will be made to the centre of the school building on the Daisy Bank Avenue site.

f. Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children whose home address is nearest the school. The distance will be measured in a straight line using the LLPG (Land and Property Gazetteer) information to measure the distance between the address point of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places.

In the event of a tie, where two or more pupils' home address is the same distance from the preferred school and only one place is available, random allocation will be used. This will be supervised by an independent person. Eligible names will be placed in a hat. One name will be drawn from the hat and the remaining place will be offered to that person. This process for random allocation also applies to the waiting list where two or more pupils are eligible for one vacancy because they live the same distance from the preferred school.

g. Multiple births

If there is a situation where only one place is available and the next children to be offered are siblings of a multiple birth, all the siblings will be offered places.

h. The child's home address

The child's home address is considered to be the child's parent/carer(s) place of residence, that is to say, where they are normally and regularly living.

If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is that of the main carer. The main carer is determined as the parent who is in receipt of child benefit.

If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's address will not be considered.

We may ask to see between two and four forms of evidence of your home address (photocopies are acceptable) in addition to the child benefit information showing the address to which payments are made. This may include, for example:

- proof of where you are registered for council tax
- your television licence
- proof of your child tax credits.

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carer is unable to provide sufficient proof of their residence.

If your address changes temporarily (for example, if you go to live with a relative or there is another reason for temporary vacation of the permanent residence to which the child benefit document refers) you cannot use this temporary address for the purposes of your application.

Where a family is returning or moving to the UK from overseas, the local authority will require evidence of where the family will be living. This could be whether parents, for example:

- own or rent a property in the area to which they intend to return
- are UK crown servants or are in the UK military and are returning to the area
- have provided other compelling evidence that they are returning to the area

The local authority may require evidence that a family are returning to the area. Such evidence may include:

- a mortgage or rental agreement for a property
- deeds for a property in the area
- a letter from an employer showing a transfer date to the area
- registration with a local GP

If a parent is unable to provide evidence of a return to the area, the local authority will use the parents' place of residence at the time of application (including an address in another country). This may give the child lower priority for admission to most schools.

i. **Temporary addresses**

The Authority may at its discretion consider as genuine a child's temporary address where, for example, the child is living with his/her parent/carer(s) in temporary accommodation due, for example, to their parent/carer(s) working commitments, whilst they are seeking a permanent address in the same area.

If the parent/carer(s) main address has changed temporarily, for example where a parent/carer resides with extended family during a period of sickness or takes up temporary accommodation due to building or renovation work, then the parent/carer(s) address remains that at which the parent/carer(s) was resident before the temporary residence began.

j. **Change of address**

Any permanent change in address must be notified in writing or by email to the Admissions Team as soon as possible. It will not be possible to make any

changes to the home address for allocation purposes after 15 March as school offers will be finalised. However, please still inform the admissions team of changes of address after this date so that offer information can be sent to the correct address.

Where a change of address occurs after the closing date and before 15 March, the local authority will consider a change of preferences to be on-time only where the change of address is over two miles from the previous address (measured from address point to address point in a straight line). Where the change of address is under two miles any changes of preference will be considered as a late application. Any change of preferences resulting from a change of address after 15 March will be considered as a late application.

k. False information

If you give any fraudulent or intentionally misleading information to obtain a school place (for example, if you give the incorrect home address), we may withdraw the offer and your child may lose their place.

If you suspect that someone has given false information to get a school place please contact the admissions team.

Please note that the Local Authority may take strong action and the place offered will be withdrawn, if any fraudulent or misleading information is given, including an address which is not the child's home address as defined above.

l. Admission of children from overseas

All children of compulsory school age (five to 16 years) in the UK have a right of access to education. However, where a child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK normally have unrestricted entry to the UK.

Until 31st December 2020, all European Economic Area ("EEA") and Swiss national children will have the right, under UK immigration law, to enter the country to access a school. They and their parents will then be eligible to apply to the EU Settlement Scheme and continue to be able to study in schools in England.

An application for a school place will be accepted for such children even though they may not be resident in the UK at the time of application.

From the 1st January 2021, freedom of movement with the European Union will end. New immigration routes will be available for applications to work, live and study in the UK.

Parents living outside of the UK are advised to consult the guidance at www.gov.uk to ascertain their status and that of their dependents, including children under 18 for whom they wish to apply for a school place.

m. Waiting list policy

Children who are not offered a **Page 22** reception place for the September intakes at their preferred school will be placed on the school's waiting list. The

waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with Salford Local Authority's published admission criteria.

As children are added to the waiting list, the list will be re-ranked in accordance with the published admission criteria. This means that children can move both up and down the waiting list.

After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

Looked after children, previously looked after children and children who come under the Fair Access Protocol will take precedence over those on the waiting list.

There are no waiting lists for in-year admissions.

n. **Nursery classes only**

No places will be allocated in nursery classes to children who have not reached the age of three by 1 September in the admission year.

The nursery admission criteria will be applied to Salford children initially and then, if places are still available, to children resident in other local authority areas.

Should a school decide to allocate full and part-time places in the nursery class the decision on how those places are allocated is the responsibility of the Governing Body. A head teacher however, should be able to justify to a parent the reason for the decision i.e. Full time places are given to the older pupils first.

Parent/carers will be disallowed from taking two part time places for their child, thus limiting the number of places available.

o. **Right of appeal**

If a child is refused a place at a preferred school, they will have the right of appeal for that school. Parents must give their grounds of appeal in writing and will be given at least 20 school days to submit these to the local authority.

Further information can be found on the local authority's website (www.salford.gov.uk/primary-appeal)

p. **Part time, deferred and delayed admission**

The admission authority provides for the admission of all children in the September following their fourth birthday. However, where a child has been offered a place at a school the child's parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Alternatively, where parents wish, children may attend part time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents wishing to take either of the above options should inform their allocated school as soon as a place is offered so that the appropriate arrangements can be made.

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as

ill health. Parents should contact the Headteacher of the school concerned in the first instance to discuss an application for admission outside of the normal age group.

In addition, parents of children born between 1 April and 31 August (summer born children) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1 i.e. starting reception a year later than those in their age group. This request should be made to the school admissions team in writing giving reasons for the request. This should be done at the time the child would usually be expected to apply for a reception place.

The request will be considered in conjunction with the school and the parent, and the admission authority for the school will decide on whether the child should be offered delayed admission or not. The decision, and the reasons for it, will be communicated to the parent in writing. Where a child is offered a place at a school but not in the year group preferred there will be no right of appeal.

Appendix 2 – Secondary Oversubscription Criteria

Oversubscription criteria - Secondary Schools

This admission policy applies to the following schools:

Harrop Fold High School

Where a school receives more applications than places available, the following oversubscription criteria will be applied once places have first been allocated to children who have a statement of special education need or an education, health and care plan which names the school.

1. **Looked after children and previously looked after children.** This includes children who have ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order. (Parent/carers of previously looked after children will need to provide a photocopy of the relevant order with the application form)
2. **Children adopted from outside of England.** Children who appear to the local authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see note a)
3. **Children in need** as defined by the Children Act (1989), i.e. those who are unlikely to achieve or maintain or to have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision of services by the Local Authority. Confirmation of the child's needs will be required from their social worker. (see note b)
4. **Brother or sister** in attendance at the school (Year 7 –year 10 only. Year 11 are considered for in year applications only) at the date when the pupil is to be admitted. This includes stepchildren and foster children living with the same family at the same address. Other children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. (The authority accepts that in some family units the children may not be natural brothers and/or sisters).
5. **Children living nearest to the school.**
The distance will be measured in a straight line using LLPG (Local Land and Property Gazetteer) information to measure the distance between the address point (including flats) of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places.

Notes

a. **Children adopted from outside of England**

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents/carers of children adopted from outside of England will need to provide a photocopy of the relevant order or proof of the child's adoption from care direct to the local authority with the application form.

b. Children in need

In Salford, children who would be eligible for this criterion are those who are at level three and have ongoing social worker involvement, and all at level four on the 'Thresholds of needs and response in Salford' (www.salford.gov.uk/thresholds.htm). For children resident in other local authorities, contact will be made with the child's social worker to confirm that the child's level of need falls within these boundaries of the Salford thresholds. Salford LA must have confirmation of an applicant's level of need from an appropriate professional before they will be considered under this criterion.

c. Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children whose home address is nearest the school. The distance will be measured in a straight line using the LLPG (Land and Property Gazetteer) information to measure the distance between the address point of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places.

In the event of a tie, where two or more pupils' home address is the same distance from the preferred school and only one place is available, random allocation will be used. This will be supervised by an independent person. Eligible names will be placed in a hat. One name will be drawn from the hat and the remaining place will be offered to that person. This process for random allocation also applies to the waiting list where two or more pupils are eligible for one vacancy because they live the same distance from the preferred school.

d. Multiple births

If there is a situation where only one place is available and the next children to be offered are siblings of a multiple birth, all the siblings will be offered places.

e. The child's home address

The child's home address is considered to be the child's parent/carer(s) place of residence, that is to say, where they are normally and regularly living.

If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is that of the main carer. The main carer is determined as the parent who is in receipt of child benefit.

If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's address will not be considered.

We may ask to see two to four forms of evidence of your home address (photocopies are acceptable) in addition to the child benefit information showing the address to which payments are made. This may include, for example:

- proof of where you are registered for council tax
- your television licence
- proof of your child tax credits.

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carer is unable to provide sufficient proof of the evidence.

If your address changes temporarily (for example, if you go to live with a relative or there is another reason for temporary vacation of the permanent residence to which the child benefit document refers) you cannot use this temporary address for the purpose of your application.

Where a family is returning or moving to the UK from overseas, the local authority will require evidence of where the family will be living. This could be whether parents, for example:

- own or rent a property in the area to which they intend to return
- are UK crown servants or are in the UK military and are returning to the area
- have provided other compelling evidence that they are returning to the area

The local authority may require evidence that a family are returning to the area. Such evidence may include:

- a mortgage or rental agreement for a property
- deeds for a property in the area
- a letter from an employer showing a transfer date to the area
- registration with a local GP

If a parent is unable to provide evidence of a return to the area, the local authority will use the parents' place of residence at the time of application (including an address in another country). This may give the child lower priority for admission to most schools.

f. Temporary addresses

The Authority may at its discretion consider as genuine a child's temporary address where, for example, the child is living with his/her parent/carer(s) in temporary accommodation due, for example, to their parent/carer(s) working commitments, whilst they are seeking a permanent address in the same area.

If the parent/carer(s) main address has changed temporarily, for example where a parent/carer resides with extended family during a period of sickness or takes up temporary accommodation due to building or renovation work, then the parent/carer(s) address remains that at which the parent/carer(s) was resident before the temporary residence began.

g. Change of address

Any permanent change in address must be notified in writing or by email to the Admissions Team as soon as possible. It will not be possible to make any changes to the home address for allocation purposes after 1 February as school offers will be finalised. However, please still inform the admissions team of changes of address after this date so that offer information can be sent to the correct address.

Where a change of address occurs after the closing date and before the 15 January, the local authority will consider a change of preferences to be on-time only where the change of address is over two miles from the previous address (measured from address point to address point in a straight line). Where the change of address is under two miles any changes of preference will be considered as a late application. Any change of preference resulting from a change of address after 15 January will be considered as a late application.

h. False information

If you give any fraudulent or intentionally misleading information to obtain a school place (for example, if you give the incorrect home address), we may withdraw the offer and your child may lose their place.

If you suspect that someone has given false information to get a school place please contact the admissions team.

Please note that the Local Authority may take strong action and the place offered will be withdrawn, if any fraudulent or misleading information is given, including an address which is not the child's home address as defined above.

m. Admission of children from overseas

All children of compulsory school age (five to 16 years) in the UK have a right of access to education. However, where a child is in the UK for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), have a passport endorsed to show a right of abode in the UK normally have unrestricted entry to the UK.

Until 31st December 2020, all European Economic Area ("EEA") and Swiss national children will have the right, under UK immigration law, to enter the country to access a school. They and their parents will then be eligible to apply to the EU Settlement Scheme and continue to be able to study in schools in England.

An application for a school place will be accepted for such children even though they may not be resident in the UK at the time of application.

From the 1st January 2021, freedom of movement with the European Union will end. New immigration routes will be available for applications to work, live and study in the UK.

Parents living outside of the UK are advised to consult the guidance at www.gov.uk to ascertain their status and that of their dependents, including children under 18 for whom they wish to apply for a school place.

i. Waiting list policy

Children who are not offered secondary place for the September intakes at their preferred school will be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31 December). Should any places become available they will be allocated in accordance with Salford Local Authority's published admission criteria.

As children are added to the waiting list, the list will be re-ranked in accordance with the published admission criteria. This means that children can move both up and down the waiting list.

After 31 December, if a parent wishes their child to continue to be considered for a school place, they will need to reapply for a place using the procedure for in-year admissions.

under the Fair Access Protocol will take precedence over those on the waiting list.

There are no waiting lists for in-year admissions.

j. Right of appeal

If a child is refused a place at a preferred school, they will have the right of appeal for that school. Parents must give their grounds of appeal in writing and will be given at least 20 school days to submit these to the local authority.

Further information can be found on the local authority's website

(www.salford.gov.uk/primary-appeal)

k. Education outside of usual age

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. For year 6 to year 7 applications where a child is already taught outside of their usual age, parents should contact the admissions team in advance of making an application to discuss the process. For in-year applications, or where the child is already attending the school, parents should contact the Headteacher of the school concerned in the first instance to discuss an application for admission outside of the normal age group.

The request will be considered in conjunction with the school and the parent, and the admission authority for the school will decide on whether the child should be offered delayed admission or not. The decision, and the reasons for it, will be communicated to the parent in writing. Where a child is offered a place at a school but not in the year group preferred there will be no right of appeal.

Appendix 3 – Co-ordinated Admissions Scheme 2022-23

Co-ordinated Admissions Scheme for Salford Local Authority for the 2022-23 academic year.

Applications for primary¹ and secondary schools within Salford Local Authority (except independent and special schools) for the normal admissions round shall be determined in accordance with the provisions set out in Part 1 and 2 of this scheme and processed in accordance with the timetables set out in Part 3.

Part One: The normal admissions round

- 1.1 Under its scheme of co-ordinated admissions, Salford Local Authority will be responsible for managing the admission of all pupils who are resident in Salford. This responsibility will cover admissions to Salford schools that have community, voluntary controlled, voluntary aided, foundation or academy status; free schools; and co-ordinated admissions to schools maintained by other local education authorities. (Independent schools are not included in the co-ordinated scheme.)
- 1.2 Salford City Council will also co-ordinate applications for other authority applicants requesting places for reception class and secondary school intake in Salford schools.
- 1.3 Salford Local Authority, as the admissions authority for community and voluntary controlled schools in Salford, will be responsible for allocating places at these schools in accordance with the Local Authority's admissions oversubscription criteria.
- 1.4 Salford Local Authority will also co-ordinate admission to nursery classes within Salford schools. Applicants requiring a nursery class in another local authority should enquire directly with that local authority of school.
- 1.5 For voluntary aided schools and academies, the governing body of each school is the admissions authority. As such it is the governing body of each school that determines who will be allocated a place at that school in accordance with the criteria laid down in its schools admissions policy.
- 1.6 For schools maintained by neighbouring local authorities, the relevant admission authority will be responsible for determining who is allocated a place.
- 1.7 Nursery class children are able to start in the September after their third birthday. Reception class children are able to start in the September after their fourth birthday. Secondary school pupils start in the September after their eleventh birthday.
- 1.8 The local authority manages nursery admissions for the majority of schools under a service level agreement. Those schools that do not partake in the agreement and therefore manage their own nursery admissions will be listed on the Salford City Council website. Parents wishing to apply for a place at one of these schools will be advised that they will need to apply directly to the school concerned.

¹ 'Primary' refers to both nursery and reception intakes unless otherwise stated.

- 1.9 Schools that manage their own nursery admissions will operate in the same timescales as listed within this scheme so as to limit confusion for parents.
- 1.10 Parents wishing to apply for a school nursery in another local authority will need to contact that local authority direct. Admissions to nursery schools are not co-ordinated.

Application process

- 1.11 In order to determine the pupils resident in Salford, the Local Authority will ask all neighbouring authorities and independent schools in the area for details of eligible pupils who attend their schools and who reside in Salford. This will be carried out at the end of the Summer Term 2021.
- 1.12 Parents/carers will be asked to make their application online on Salford City Council's website.
- 1.13 Full information on admissions processes and admission policies for all Salford schools will be made available on Salford City Council's website.
- 1.14 The online application form will invite all parents/carers resident in the Local Authority to name a minimum of 3 preferred schools.
- 1.15 Parents/carers should name and prioritise all schools which they wish their child to be considered for, including voluntary aided schools, academies, independent schools and/or any outside the Salford area.
- 1.16 Parents/carers will be asked to submit the online application form by 15 January 2022 (primary) and 31 October 2021 (secondary).
- 1.17 Receipt of all online applications will be acknowledged by email.
- 1.18 Parents/carers will be advised that if they have difficulty applying online they can contact the school admissions team by email or telephone during office hours for further assistance.
- 1.19 All preferences are treated as equal initially and sent out as equal to other admission authorities (i.e. other local education authorities, aided schools, foundation schools or academies). If more than one school place can potentially be offered, the single offer is for the school listed highest.
- 1.20 Parents/carers who want to express a preference for a voluntary aided school, foundation school, an academy, a UTC or a school maintained by another authority will be advised in the online information to check the admission policy for the appropriate school or the relevant local authority.
- 1.21 Parents/carers who want to express a preference for an independent school will be advised in the information online to contact the school concerned directly.
- 1.22 Some voluntary aided schools in Salford, foundation schools or academies may require further information to that collected on the online application, for example they may require a copy of a baptism certificate. Parents/carers should check with the relevant schools for their requirements. Any information provided will only be used in the event of the school being oversubscribed.

Primary (nursery and reception class)

- 1.23 All parents/carers who have registered with the Local Authority will receive information on how to apply for a reception school place.
- 1.24 Parents/carers who have a nursery place at a Salford Local Authority school should be aware that they will not automatically get a place in the reception class at that school. All available places will be offered as per the published admission arrangements and oversubscription criteria.
- 1.25 The closing date for all primary applications is Friday 15 January 2022.
- 1.26 Online forms may be submitted until 11:59pm on Friday 15 January 2022
- 1.27 Preferences can be changed up until the closing date via the online form. Preferences can only be changed after the closing date in exceptional circumstances, and only if the admission authority of the school concerned are in agreement. Parents/carers should explain the circumstances in writing (via email or via the 'Contact us online' form on the Salford City Council website) when informing the LA of their change of preference. It may not be possible to make changes to preferences for other LA schools or Salford other admission authority schools after 31 January 2022. This is the date when information is exchanged with other admission authorities. Parents should check the admission policy of the school concerned.

Secondary intakes

- 1.28 At the beginning of the Autumn Term 2020 information will be made available to all parents/carers of Year 6 pupils resident in Salford.
- 1.29 The closing date for all secondary applications is Sunday 31 October 2021.
- 1.30 Online application forms may be submitted until 11:59pm on the closing date of Sunday 31 October 2021.
- 1.31 Preferences can be changed up until the closing date via the online form. Preferences can only be changed after the closing date in exceptional circumstances and only if the admission authority of the school concerned are in agreement. Parents/carers should explain the circumstances in writing (via email or via the 'Contact us online' form on the Salford City Council website) when informing the LA of their change of preference. It may not be possible to make changes to preferences for other LA schools or Salford other admission authority schools after 15 November 2021. This is the date when information is exchanged with other admission authorities. Parents should check with the admission authority of the school concerned.

Shared parental responsibility

- 1.32 Where two adults have shared responsibility for a child they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or when two application forms are submitted, the LA will process the application received from the adult with whom the child is living the majority of the school week. The address shown on the child benefit notification letter will be taken as evidence of residency. If this is not available then the address showing on the child's NHS medical card can be used as evidence of residency.

Processing Applications – Primary

- 1.33 By 31 January 2022 Salford Local Authority will send other local authorities details of parents/carers who have expressed a preference for a reception place in a maintained primary school in their area. This will include any supporting information submitted by the parents. Salford local authority will also receive such information from other local authorities.
- 1.34 By 31 January 2022 voluntary aided, foundation schools and academies will be sent details of parents/carers who have expressed a preference for a primary school place in their school. This will include any supporting information submitted by parents.
- 1.35 By 28 February 2022 Salford voluntary aided, foundation schools and academies will inform the Local Authority of the priority given to each applicant in accordance with the oversubscription criteria. Where a school has a service level agreement (SLA) with the local authority this process will be performed by the local authority and sent to the governing body of the school to receive approval by this date. The local authority, as the admission authority, will determine the priority order of applicants to community and voluntary controlled school.
- 1.36 By 15 March 2022 Salford Local Authority will inform other local authorities of reception offers to be made to pupils resident within their boundaries and request details of offers they will be making to Salford residents. This information will continue to be exchanged until 31 March 2022.

Processing Applications – Secondary

- 1.37 By 15 November 2021 Salford Local Authority will send other local authorities details of parents/carers who have expressed a preference for a maintained school in their area. Salford local authority will also receive such information from other local authorities.
- 1.38 By 17 November 2021 voluntary aided schools and academies will be sent details of parents/carers who have expressed a preference for their school. This will include any supporting information submitted by parents.
- 1.39 By 17 December 2021 Salford voluntary aided, foundation schools and academies will inform the Local Authority of the priority order of applicants in accordance with their oversubscription criteria. Where a school has a SLA with the local authority this process will be performed by the local authority and sent to the governing body of the school to receive approval by this date. The local authority, as the admission authority, will determine the priority order of applicants to community and voluntary controlled school.
- 1.40 By 12 January 2022 Salford Local Authority will inform other local authorities of offers to be made to pupils resident within their boundaries and request details of offers they will be making to Salford residents.
- 1.41 By 31 January 2022 Salford Local Authority will notify other local authorities, voluntary aided schools and academies of any further places they are able to offer. Salford will have been notified by other local authorities of any further places which they can offer in response to any preference expressed by one of our residents.

- 1.42 When applications for all schools have been ranked, where necessary, the Local Authority will co-ordinate the offer of a single place for each child. It is possible that some children will have more than one potential place. If this is the case, the place that has highest priority on the application form will be offered.
- 1.43 School places which become available following the first round of co-ordination will be offered to the child ranked next in the oversubscription criteria, unless the child already has a potential offer with higher priority on the application form.
- 1.44 Offers will be coordinated with neighbouring local authorities in the same way.
- 1.45 For reception and secondary intakes if a child living in Salford cannot be offered a place at any of their parents' preferences of school, where possible they will be offered a place at the nearest Salford school within a reasonable distance of their home address with a vacancy. This will be the nearest community, voluntary controlled, voluntary aided, foundation school or academy.
- 1.46 For primary aged children, a reasonable distance is defined as within 2 miles walking distance. For secondary aged children, a reasonable distance is defined as within 3 miles walking distance.
- 1.47 Where a nursery aged child living in Salford cannot be offered a place at any of their parents' preferences of schools, and it is not possible to offer a place at a school within a reasonable distance of their home address, they will be referred directly to the Starting Life Well service for advice on alternative nursery providers within Salford where they may be able to take the free hours entitlement.
- 1.48 School place offers will be finalised 2 weeks before the allocation date (finalised 31 March for primary applications, 15 February for secondary applications). This is to confirm place offers with other admission authorities and to give sufficient time to produce offer information. At this stage the offers will be finalised and no further changes will be made to offers even if information is received by an admission authority to show that there has been a change in circumstances to the child's application. Any such changes received after that date will only be dealt with after the allocation date.

Notifying parents/carers of decisions

- 1.49 Salford Local Authority will inform every Salford applicant for reception and secondary places of their allocated place via the online application system. Parents/carers will need to log into the online system on the offer day to view their child's allocated school place. This will also include offers of places that can be made to schools maintained by neighbouring local authorities.
- 1.50 Salford Local Authority will inform every nursery applicant of their allocated place at a Salford school. Parents/carers will need to log into the online system on the offer day to view their child's allocated school place.
- 1.51 The offer information will include:
- the name of the school at which a place has been offered;
 - the reasons why the child has not been offered a place at the other schools which were given as a preference (if relevant);

- information about their statutory right of appeal against the decision to refuse a place at any school given as a higher preference;
 - confirmation that in the re-allocation process, a child will be considered for any places that might become available in schools they ranked higher than the school they have been offered (i.e. the child's name will be placed on a waiting list and places will be reallocated to children on the waiting list according to the oversubscription criteria for the school concerned), and the date at which the waiting list will cease and what to do if they wish to be considered for any vacancies beyond that point. Parents refused places at other admission authority or other LA schools will be advised to contact that admission authority for information on their waiting list process as not all authorities automatically place children on a waiting list.
- 1.52 Schools in Salford will have access to the lists of pupils who have been allocated places at least one day before allocation day. Schools will not communicate any offers of places to parents until the allocation day.
- 1.53 Parents will have two weeks to accept the place offered. Parents will be able to respond online to accept a school place.
- 1.54 All parents will be asked to provide proof of address and a copy of their child's short birth certificate (primary only) to their child's allocated school at the time of acceptance of a place. Parents will be informed of the types of proof of address that are required and will be acceptable. Where parents are unable to provide sufficient information, the local authority will make further investigations and, where necessary, may withdraw the offered school place if the offer was made on the basis of fraudulent or intentionally misleading information. Parents will be informed in writing of the local authority's decision where an investigation takes place.

Primary allocation date

- 1.55 The allocation date for primary allocations is Tuesday 19 April 2022.
- 1.56 For reception class, the allocation information will offer full-time places commencing September 2022. However, parents can opt for their child to attend on a part-time basis and/or defer their child's entry to school until they reach compulsory school age (term after the fifth birthday). Deferral or part-time attendance should be arranged directly with the headteacher of the allocated school in writing. Further information can be found at www.salford.gov.uk/outofage
- 1.57 The majority of nursery places are offered on a full time basis. Those children being offered a part time place will be informed by the school in writing in a letter as to whether the place offered is a morning or afternoon session.

Secondary allocation date

- 1.58 The allocation date for secondary is Tuesday 1 March 2022.

Right of Appeal

- 1.59 Where parental preference cannot be met the parent/carer will be advised of their right of appeal and supplied with details of the appeals procedure. There is no right of appeal for nursery places.

- 1.60 If another admission authority maintains the preferred school and that authority is unable to offer a place at the parent/carers preferred school, Salford Local Authority, on behalf of the other admission authority, will inform the parent/carer in writing of this decision. The parent/carer will also be advised of their right of appeal and supplied with details of the appeals procedure.
- 1.61 All appeals for on-time applications must be heard within 40 school days of the appeal being lodged.
- 1.62 Appeals for late applications should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.
- 1.63 An appeals timetable is published on the Council's website by 28 February. This indicates when parents can expect their appeal to be heard.

Late applications

- 1.64 For applications received after the closing date and before the offer date of places:
- the application will be classed as late;
 - it will only be considered after applications received on time;
 - applications for other admission authority schools will be passed on noting they were received late. It is up to that admission authority to decide how they wish to proceed with the application;
 - the offer of a place will be decided as described in section 1.42 to 1.48;
 - where possible applicants will be notified on the usual offer date.
- 1.65 For applications received after the offer date but before the start of the school year:
- applications will be considered as they are received; and
 - the offer of a place will be decided as described in section 1.42 to 1.48
 - applicants will be notified as soon as possible.
- 1.66 The LA will only process applications received after the closing date as on time applications if there is a good reason for late submission. Reasons for late submission should be submitted to the local authority in writing as part of the application. The local authority (or the relevant admission authority) will consider these reasons and where deemed acceptable will process the application as though it were received on time. If not deemed acceptable the local authority will continue to process the application as a late application. A valid late application will include situations where children move into Salford after the closing date but before offers of places are made. Parents should note that it may not be possible to accept late applications as on time after 15 November 2021 (for secondary applicants) and 31 January 2022 (for primary applicants). This is the date when application information is exchanged with other admissions authorities.
- 1.67 Where parents of Salford children fail to submit a form indicating any preference, a place will be allocated at the nearest school to the home address which has a place.

Waiting lists

- 1.68 Salford Local Authority will operate a waiting list for Salford community and voluntary controlled schools which are oversubscribed until 31 December 2022 for applicants whose initial request for nursery, reception and secondary places have been unsuccessful. Should any places become available they will be allocated in accordance with Salford Local Authority's published admission criteria.
- 1.69 Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on the waiting list.
- 1.70 Salford Local Authority will also liaise with the voluntary aided schools, foundation schools and academies which are oversubscribed who will operate their own waiting lists until 31 December 2022 for applicants whose initial request has been unsuccessful. Should any places become available the Local Authority will contact the school concerned and the place will be allocated in accordance with the published admission criteria for that school.
- 1.71 Length of time on the waiting list will not be seen as a relevant factor.

Applications outside the normal year of entry

- 1.72 Parents/carers may occasionally apply for their child to be admitted outside their normal age group (i.e. to the year above if the child is gifted or talented or to a lower year if the child has special educational needs or has experienced problems or is a summer born child starting school for the first time).
- 1.73 The Local Authority, as admission authority for community and voluntary controlled schools, or the governing body, as admissions authority for voluntary aided, foundation schools, academies and the UTC, will consider these applications individually.
- 1.74 The decision will be taken by the admission authority after discussion with the Head teacher and other relevant professionals, such as an Educational Psychologist. The decision will consider the circumstances of each case and will be made in the best interests of the child concerned, in accordance with the requirements of the School Admissions Code (2014).
- 1.75 Full details of the process for such applications are available in the local authority's guidance on educating children outside of chronological age group available at www.salford.gov.uk/outofage

Children from Overseas

- 1.76 Children who hold a full British Citizen passport or children whose passport has been endorsed to show they have the right of abode in the country are entitled to apply for a place at a maintained school.
- 1.77 Asylum Seekers should make available evidence of their right of abode through production of their Application Registration Card (ARC).
- 1.78 Until 31st December 2020, all European Economic Area ("EEA") and Swiss national children will have the right, under UK immigration law, to enter the country to access a school. They and their parents will then be eligible to apply to the EU Settlement Scheme and continue to be able to study in schools in

England.

- 1.79 An application for a school place will be accepted for such children even though they may not be resident in the UK at the time of application.
- 1.80 Where the children are of parents returning from foreign postings, such as UK service personnel and other crown servants (including diplomats) who have been posted abroad on a fixed term contract and who are returning to live within the UK, proof of the future UK residency (or a service unit's postal address) will be required if application is made to an oversubscribed school.
- 1.81 From the 1st January 2021, freedom of movement with the European Union will end. New immigration routes will be available for applications to work, live and study in the UK.
- 1.82 Parents living outside of the UK are advised to consult the guidance at www.gov.uk to ascertain their status and that of their dependents, including children under 18 for whom they wish to apply for a school place.

Children from Service families

- 1.83 Applications for children of service personnel with a confirmed posting or crown servants returning from overseas will be considered in advance of the family moving into the area if necessary. Where possible, an application must be included in the normal admission round.
- 1.84 An official letter, such as a posting note or letter of support from the commanding officer should be sent to the local authority as soon as possible. This should include the relocation date and Unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area').
- 1.85 Until a fixed address is available, the Unit postal address or quartering area address will be used and a school place allocated accordingly.

2 Part 2: In-year Admissions

(November 2020 Please note: The DfE have recently consulted on changes to the School Admissions Code that may significantly change the procedures below before implementation. Amendments will be made as required by law as the information becomes available)

- 2.1 Following the publication of the School Admissions Code (2012), the requirement to co-ordinate in-year admissions was removed from Local Authorities.
- 2.2 Following the admissions consultation in 2013, it was decided that the local authority would continue to process in-year applications for schools within its border so as to retain control over the movement of pupils and safeguard the children within its care.
- 2.3 Salford residents wishing to apply for an in-year move to a school in another local authority should contact that local authority or the school concerned directly.
- 2.4 Any resident wishing to apply for an in-year move to any Salford school should apply to Salford Local Authority directly using the online application form on the Salford City Council website.

- 2.5 The local authority will process in-year applications in line with the policies and processes, but not timescales, defined earlier in Part 1 of this scheme. The local authority will aim to process all in-year applications within 20 school days. No waiting lists will be held for in-year admissions. Parents will need to re-apply for a place if it is their continued wish for their child to be educated at their preferred school.
- 2.6 Some applications that prove complex may take longer than the 20 days to process as necessary information is collated.
- 2.7 Where a child is unplaced their application will be referred to the In-Year Fair Access process.
- 2.8 Where a child cannot be offered a place at a preferred school they will be given the right of appeal. Only one appeal per academic year can be heard unless there has been a significant change in circumstances.
- 2.9 Where a child cannot be offered a place in a preferred school and is unplaced the local authority will endeavour to offer a place at the next nearest school with a vacancy.
- 2.10 The offer of a place in-year will only be held for 4 weeks. If the child has not started, or is unable to start, at the school within this time then the place will be relinquished and a new application will need to be made.

In Year Fair Access Protocol

- 2.11 The protocol will be initiated for children within categories listed in the policy where a school place cannot be found or where a school refers a case for consideration under the protocol. A full copy of the protocol can be found on the local authority's website.
- 2.12 The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under the in-year admission arrangements.
- 2.13 Fair Access Protocols exist to ensure that unplaced children outside the normal admissions round, especially the most vulnerable, are offered a suitable school as quickly as possible and to ensure that all schools in an area admit their fair share of children with challenging behaviour.
- 2.14 In the event of a governing body refusing to admit a pupil with challenging behaviour outside the normal admissions round, even though places are available, a referral will be made to the Local Authority for action under the Fair Access Protocol.
- 2.15 This provision will not apply to a looked after child, a previously looked after child or a child with an Education Health and Care Plan naming the school in question, as these children must be admitted.
- 2.16 All admission authorities must participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.

2.17 In the vast majority of cases children and young people requiring a school place will continue to be admitted in accordance with the usual admission procedures rather than through this protocol.

Part Three: Timetable for co-ordinated admissions to Salford Local Authority maintained primary schools for admission in the academic year 2022-23

Closing date for applications	15 January 2022
Salford Local Authority sends applications to other Local Authorities	31 January 2022
Salford Local Authority sends applications to voluntary aided schools, foundation schools and academies	31 January 2022
LA receives responses from aided schools	28 February 2022
Salford Local Authority will inform other Local Authorities of offers to be made to pupils resident within their boundaries and request details of offers they will be making to Salford residents.	31 March 2022
Offer letter sent to parents / carers	19 April 2022
Parents/carers to notify schools of acceptance of offer	4 May 2022
Deadline for lodging an appeal	18 May 2022
Appeals for on-time applications must be heard within 40 school days of the deadline for appeals being lodged.	

Part Four: Timetable for co-ordinated admissions for Salford Local Authority maintained secondary schools and year 10 intakes for admission in the academic year 2022-23

Distribution of information to parents / carers of year 6 pupils	Beginning of Autumn Term 2021
Closing date for preference forms for year 7 applications	31 October 2021
Local authority sends applications for schools in other Local Authorities to those Local Authorities	15 November 2021
Local authority sends applications to voluntary aided, foundation schools and academies	17 November 2021
Responses from voluntary aided schools and academies	17 December 2021
Local authority to notify other local authorities of 1st cycle places to be offered	12 January 2022
Home local authority sorts results of 1 st cycle and sends results to other local authorities	17 January 2022
Local authority sorts results and notifies other local authorities of 2 nd cycle offers	24 January 2022
Home local authority sorts results of 2 nd cycle	31 January 2022
Schools informed by own local authority of final results. Offers to parents/carers by local authority	1 March 2022
Parents/carers to notify local authority of acceptance of offer	15 March 2022
Deadline for lodging appeals	31 March 2022
Appeals Appeals for on-time applications must be heard within 40 school days of the deadline for appeals being lodged.	

Appendix 4: details of school admission authorities

(These lists may be subject to change as schools convert to become academies)

The local authority is the admission authority for the following schools:

Beech Street Primary School
Boothstown Methodist Primary School
Brentnall Primary School
Bridgewater Primary School
Cadishead Primary School
Clarendon Road Primary School
Clifton Primary School
The Deans Primary School
Ellenbrook Primary School
Fiddlers Lane Primary School
The Friars Primary School
Grosvenor Road Primary School
Hilton Lane Primary School
Irlam Primary School
Irlam Endowed Primary School
James Brindley Primary School
Lark Hill Primary School
Lewis Street Primary School
Light Oaks Infant Primary School
Light Oaks Junior Primary School
Lower Kersal Primary School
Mesne Lea Primary School
Monton Green Primary School
Moorfield Primary School
Moorside Primary School
Mossfield Primary School
North Walkden Primary School
Peel Hall Primary School
Primrose Hill Primary School
River View Primary School
St Andrews CE Primary School, Eccles
St Andrews (Boothstown) CE Primary School
St Andrews Methodist Primary School
St Georges CE Primary School
St Johns CE Primary School
St Lukes CE Primary School
St Marys CE Primary School
St Pauls CE Primary School (Kersal)
St Pauls CE Primary School (Heathside Grove)
St Pauls Peel CE Primary School
Summerville Primary School
Wardley CE Primary School
Westwood Park Primary School
Wharton Primary School
Willow Tree Primary School

The governing body or academy trust is the admission authority for the following voluntary aided schools and academies:

Barton Moss Primary School
Broadoak Primary School
Broughton Jewish Cassell Fox Primary School
Christ Church CE Primary School
Christ the King RC Primary School
Dukesgate Academy
Godfrey Ermen Memorial CE Primary School
Holy Cross and All Saints RC Primary School
Holy Family RC Primary School
Marlborough Road Academy
St Augustine's CE Primary School
St Boniface RC Primary School
St Charles RC Primary School
St Edmunds RC Primary School
St Gilberts RC Primary School
St Josephs RC Primary School, Ordsall
St Joseph the Worker RC Primary School
St Lukes RC Primary School
St Marks CE Primary School
St Marks RC Primary School
St Marys RC Primary School, Eccles
St Marys RC Primary School, Swinton
St Pauls CE Primary School, Crompton Street
St Pauls CE Primary School, Cross Lane
St Peters CE Primary School
The Cathedral School of St Peter and St John RC
St Philips CE Primary School
St Philips RC Primary School
St Sebastian's RC Primary School
St Teresa's RC Primary School
St Thomas of Canterbury RC Primary School

All Hallows RC High School
Beis Yaakov Jewish High School for girls
Buile Hill High School
Co-op Academy Swinton
Co-op Academy Walkden
Ellesmere Park High School
Irlam and Cadishead College
Moorside High School
Oasis Academy:MediaCityUK
Salford City Academy
St Ambrose Barlow RC High School
St Patricks RC High School
UTC@MediaCityUK

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