

Report Title:	SEND Independent and Non-Maintained Special Schools
Meeting for:	Children & Young People Scrutiny Commission
Date:	12 July 2021
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1. Report Summary

- 1.1. Hackney Education is ambitious about improving outcomes for children and young people with Special Educational Needs and Disabilities (SEND) and is taking a whole system approach to achieve the step change needed. This requires key stakeholders and partner agencies working together with children, young people and their families or carers, to meet needs and ensure that they are educated closer to home with the right support which would enable them to live, learn and grow up locally where they benefit from education, skills and employment opportunities that help them to succeed in life. Hackney Council and its partners work within the statutory requirements of Part 3 of the Children and Families Act 2014 and have regard to the guidance within the SEND Code of Practice 2015.
- 1.2. The purpose of this report is to provide information and assurance to the CYP Scrutiny Commission on the current position and future plans for the commissioning of Independent and Non-Maintained Special School (INMSS) provision for children and young people with Education, Health and Care Plans (EHCP) as part of Special Education Needs & Disabilities (SEND) provision in Hackney.
- 1.3. To date, INMSS placements have not been contracted or purchased through a planned commissioned process, but have developed over time with statutory requirements being met through spot purchasing arrangements. This means that overarching formal contracts, with clear and consistent monitoring arrangements are not currently in place, and Hackney Council has not been able to make the most of economic controls. This has led to the urgent need to put in place an interim improvement plan around issuance of robust National Schools and Colleges Contracts with all Independent, Non-Maintained Special Schools (INMSS) and ensuring that rigorous due diligence accreditation checks are completed on all incumbent providers.
- 1.4. The future commissioning plan would be to establish a compliant route to market through a procurement exercise as a single authority procurement (Hackney Council only). This approach was endorsed by Hackney Education Senior Leadership Team (SLT) following an Options Appraisal. The procurement exercise would be done through a Pseudo Dynamic Purchasing System (DPS) that allows providers to join on an ongoing basis. A Pseudo DPS is an electronic purchasing mechanism that is used in Procurement for the selection of suppliers that allows service user choice to be incorporated. Therefore, this formalised approach to the market will increase choice, responsiveness and quality of service for children and young people with an EHCP placed in INMSS. The introduction of a commissioning approach will bring the ability to manage financial pressures through robust contract monitoring.

- 1.5 In addition to this, Hackney Council has expanded its Children's Cross Regional Arrangements Group (CCRAG) membership from including residential placements to including SEND INMSS placements. This would expand market reach when sourcing INMSS placements and Hackney would benefit from collective influence, improved market intelligence and greater leverage around fee negotiations and shared quality assurance. More information on CCRAG can be found in the supporting links provided.

2. Background

- 2.1 Children and young people have special educational needs if they find it significantly more difficult to learn, or if they have a disability where the educational facilities used by others of their age are not equally accessible to them. They often face multiple barriers which make it more difficult for them to reach their full potential. Early identification and support is crucial in improving outcomes and reducing inequalities.
- 2.2 If it is felt that a child may have special educational needs and may need extra support, they are assessed to find out what their needs are. The school then arranges appropriate support for the child, known as SEN Support. Often the school or setting will be able to meet these needs and offer them a broad, balanced and relevant curriculum throughout their education, including additional support or learning in different ways to other children of their age.
- 2.3 The majority of Hackney children and young people with SEND are placed within the council's mainstream schools with SEN support (4,873 according to the January 2021 School Census).
- 2.4 If a child has special educational needs that are not being met by SEN Support, or their needs are so substantial that a mainstream setting can't meet them, then they will be assessed to see if they need an Education, Health & Care Plan (EHCP). This is a legal document that identifies the Educational, Health and Social Care needs of the child and sets out the additional support to meet those needs. EHCPs follow a child throughout their time in education, potentially up to the age of 25.
- 2.5 According to January 2021 School Census data there are 1543 Hackney learners with EHCPs placed in Hackney mainstream schools. There are 373 learners with EHCPs placed at Hackney special schools. However, there is a percentage of children and young people with Special Educational Needs and Disabilities (SEND) whose individual specialist needs cannot be met within Hackney mainstream or funded special schools, primarily due to complexity or lack of local specialist placements. In these circumstances, places are purchased from SEND Independent and Non-Maintained Special Schools in or out of the borough or Out of Borough maintained special school provision.
- 2.6 All children and young people requiring SEND specialist INMSS placements have an Education, Health and Care Plan (EHCP). The EHCP describes the child or young person's specific education, health and care needs and the support they require to achieve and fully meet their needs. SEN2 Data Returns reported that there were 2,249 Hackney children and young people with an EHCP as of January 2020 and 2,645 as of January 2021. This increase is in part due to the increased age threshold for children and young people with SEND from 18 years old to 25 years old.
- 2.7 Children and young people with SEND who are over 16 continue their education in a range of settings. The number of post 16 children and young people with EHCPs is

266 as at March 2021. Post 16s attend a range of settings including mainstream school sixth form courses, college courses, supported internships and traineeships.

2.8 Cordis Bright provides research on SEN trends nationally and how these trends vary between local areas focusing on numbers and rates of children with SEN, types of need, profile of provision used to respond to these needs and spending on Independent and Non-Maintained Special Schools. According to Cordis Bright in their 2019 report, when comparing the percentage of children and young people with an EHCP placed in Independent and Non-Maintained Special Schools (INMSS), Hackney was an outlier with the highest increase at 14.9% compared to an England average of 6%. Hackney Council currently has 474 (as at the end of May 2021) children and young people with EHCPs attending 100 Independent and Non-Maintained Special Schools, both within and outside Hackney borders. The majority of these children and young people have their specialist needs appropriately met in day provision within Independent and Non-Maintained Special Schools. There are only five children and young people with EHCPs who require a residential school setting to effectively meet their specialist needs.

3. An Outline of Current SEND Commissioning strategy/ approach of independent provision e.g. what criteria and other quality standards inform commissioning of independent provision.

3.1 Hackney Council aims to commission suitable high quality INMSS placements through effective commissioning and quality assurance processes and partnership working with key stakeholders such as service users, practitioners, other local authorities and the provider market.

3.2 This will be achieved through due diligence, accreditation checks and implementation of the National Schools and Colleges Contract as an interim improvement measure. Officers have developed a rigorous accreditation process that all current providers are in the process of completing prior to signing up to the National Schools and Colleges Contract. The criteria on the accreditation process includes the requirement for schools to confirm whether they recognise trade unions and if they are adhering to the Statutory School Teachers' Pay and Conditions Document (STPCD) to determine their teachers' pay and conditions, in addition to insurance checks, financial viability checks among other criteria.

3.3 Officers are already working on priorities around improving outcomes, delivery of value for money and robust contract monitoring of INMSS placements. Officers will continue to check Ofsted ratings as well as outcomes of the Independent Schools Inspectorate (ISI) inspections.

3.4 The Independent Schools Standards also provide clear criteria to be considered in line with the Education (Independent Schools) Regulation 2014. The standards cover:

- Quality of education provided
- Spiritual, moral, social and cultural development of pupils
- Welfare, health and safety of pupils
- Suitability of Staff, Supply Staff and Proprietors
- Premises of and Accommodation at schools
- Provision of information
- Manner in which complaints are handled
- Quality of leadership in and management of schools

4. Outline of future SEND Commissioning strategy/ approach of independent provision

- 4.1 The future SEND Commissioning approach for INMSS placements is to develop and undertake a Hackney Council-only procurement exercise via a Pseudo Dynamic Purchasing System (DPS). Through a Pseudo DPS, providers will agree to deliver the services based on a common specification and terms at the prices agreed, but it does not guarantee any level of business to providers. This gives us a contract within which we can engage places for children and young people as needed. This will also allow the continued use of the National Schools and Colleges Contract. Providers of INMSS services who are not part of the Pseudo DPS, including those that may have previously applied and failed, will be given a further opportunity to obtain a place. This would increase competition in the market and allow new entries to the market to offer a range of INMSS that meets the wide range of pupil needs, and delivers transparency, flexibility and responsiveness necessary to ensure that Hackney Council continues to meet its statutory requirements in full.
- 4.2 In addition to the Pseudo DPS, Hackney Council has expanded its membership with the Children's Cross Regional Arrangements Group (CCRAG) which is a partnership consisting of 34 Local Authorities from the East, South East and South West Regions of England hosted by Hertfordshire Council, who are committed to working together to support the sourcing, contracting, monitoring and annual fee negotiations for children's placements in Independent and Non-Maintained Special Schools as well as children's residential care homes. The CCRAG database offers up to date placement vacancies in the market and this information is useful when sourcing placements. CCRAG offers all its partner local authorities shared quality assurance and fee negotiations as well as provision of up-to-date information on service providers. It also offers a reduction in duplication of tasks and sharing of information securely in one place where all its partner local authorities can easily access it. Hackney Council already used CCRAG services for its children's residential placements and this has now been expanded to cover Hackney's INMSS placements at the cost of £4,000 per annum.
- 4.3 By working collaboratively with other local authorities, Hackney Council would gain improved market intelligence regarding capacity in the market to undertake collective strategic market management and shaping as well as achieve greater collective leverage and influence over fee negotiations and pricing, variation of contracts and outcomes expected to be delivered.

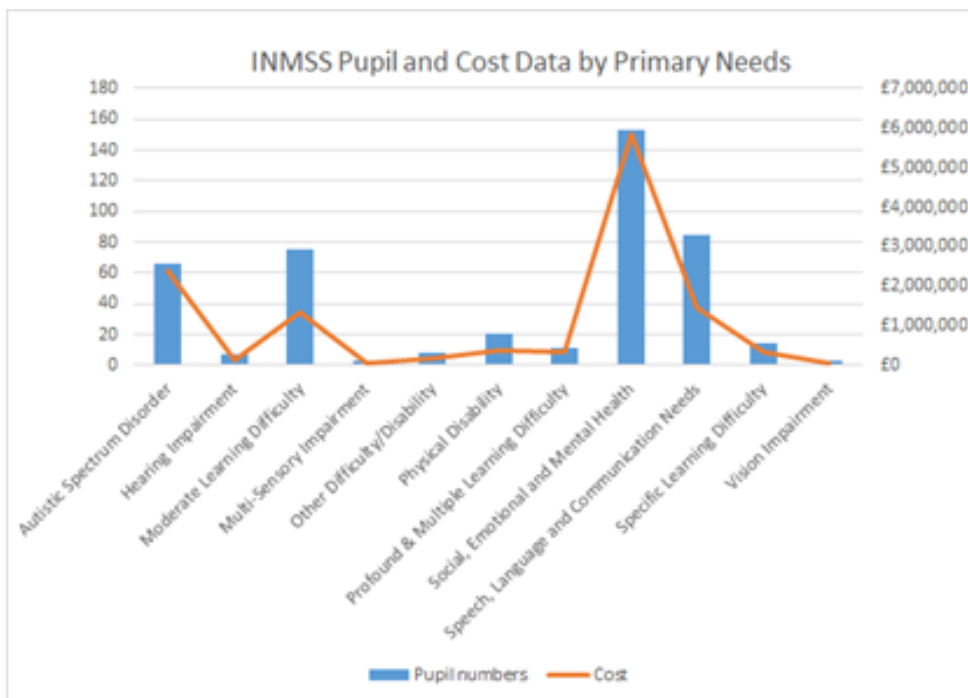
5. Overview/analysis of the nature of services commissioned by independent providers i.e. what areas of SEND provision is being commissioned and are we commissioning more of one type of provision etc

- 5.1 Autistic Spectrum Disorder (ASD) is the most common primary type of need of children and young people with an EHCP in Hackney and these numbers are projected to increase for primary school aged children and 0 to 5 year olds. Hackney Council has a published All Age Autism Strategy 2019 to 2024 which sets out that the council and its partners will ensure equal access to specialist and mainstream services for people with autism, their families and carers. Further primary need growth in secondary and post 16 education phases is Social, Emotional and Mental Health Needs (SEMH), Speech Language & Communication Needs (SLCN) and Moderate Learning Difficulties (MLD).
- 5.2 A significant proportion of the SEND Budget is spent on Independent and Non-Maintained Special Schools placements for Social, Emotional and Mental Health

(SEMH) placements in secondary and post 16 education phases. Analysis indicates that Hackney has an overreliance on Independent, Non-Maintained Special School placements (INMSS) when compared to other local authorities, due in part to historic under-capacity in Hackney’s local maintained specialist provision particularly for SEMH. Evidence suggests that Hackney Council utilises independent provision as a last resort for secondary phase SEMH places due to a gap in local provision.

5.3 The graph 2 below is taken from a recent analysis of primary needs and shows the numbers of learners and total cost for each primary need group placed within Independent and Non-Maintained Special Schools in 2020/21.

Graph 2 - INMSS Pupil Numbers vs Cost Data by Primary Needs



6. Data on the number of value contracts (with for comparison, data on maintained provision)

6.1 2020/21 total annual expenditure on placements in independent schools was £13.8m. Independent Special Schools and Non-Maintained Special Schools (specialist settings only) had an average unit cost of £43,672 (not including average travel cost of around £7,800) for 166 learners in 2020/21. However, the remaining 308 learners were placed in Independent Schools (that are not specifically specialist such as residential homes with onsite education including Section 41 schools of the Children and Families Act 2014) and this includes 256 learners placed within 23 Orthodox Jewish independent schools.

Hackney’s 3 Maintained Specialist schools’ total spend for 2020/21 was £12.2m with an average cost of £32,700 for 373 learners. This is still considerably lower than an Independent Special School or Non-Maintained Special School.

INMSS placement costs are significantly more expensive compared to an average placement in a Hackney Maintained mainstream provision of approximately £9,100 with a total spend of £8m on 873 learners. This includes 7 Maintained mainstream

schools that have ARP/SEND units attached to them, offering 77 specialist primary places. An additional 84 maintained specialist places (50 places in secondary and 34 places in primary) in Hackney will commence in September 2021.

- 6.2 Table 1 below shows the actual budget spent on the total number of learners and the average unit cost of placing within Independent and Non-Maintained Special Schools each financial year over a period of 5 years.

Table 1 - Financial Data 2016 to 2021

Financial Year	Total Actuals	Pupil Numbers	Average Unit Cost
2016/17	£8,178,710	272	£30,069
2017/18	£8,671,229	282	£30,749
2018/19	£9,895,271	328	£30,169
2019/20	£11,094,920	376	£29,508
2020/21	£13,800,000**	474**	£29,100**

***2020/21 based on budget forecasts as at end of May 2021 (Source: Hackney Education SEND Finance Data 2020/21)*

- 6.3 Based on the above Table 1, the past 4 years' trends data shows a total of 202 new placements ranging from 10 to 98 placements per year and presenting roughly 11% of the 2020/21 INMSS cohort. This is in line with the national picture showing that 10 to 14% of the INMSS cohort represents new placements each academic year. Therefore, the estimated average new placements made each year is 51 placements at an average unit cost of £29,100. Giving an estimated total annual value of the contract for the Pseudo DPS to be approximately £1.5m per annum. The year on year review of increase in actual spend for the past 4 years confirms an average increase of £1.5m per annum. Further financial analysis would be done through the development of the Pseudo DPS business case.

7. Overview of the nature of contracts - are these long term or spot contracts?

- 7.1 Currently, all Independent and Non-Maintained Special School placements are spot contracts. There are contracts with four providers with a total annual spend of over £1m each that are non-compliant with Hackney Council's standing orders.
- 7.2 Placements are currently purchased on an at-need basis. There has been a historical gap in significant engagement with external providers about overall contracts, which

has led to a disjunction in placement costs, quality and outcomes offered by the market and as a result, the market is not sufficiently calibrated to meet Hackney's placement needs.

- 7.3 The National Schools and Colleges Contract is a rolling contract with break clauses and a Schedule 2 Individual Placement Agreement for each Hackney learner. The nature of this contract will enable rigorous dual contract management of the school performance as an organisation focusing on value for money and quality and at an individual learner level focusing on monitoring individual outcomes.
- 7.4 Individual Placement Agreements (Schedule 2) are issued for each Hackney learner placed in INMSS placements detailing fees and services provided. This is aligned to Annual Reviews of each individual learner's EHCP outcomes.

8. Details of how contracts with the independent sector are monitored and reviewed

- 8.1 Contracts will be monitored and reviewed through CCRAAG quality assurance shared arrangements and under the auspices of the contract schedules set out in the National Schools and Colleges Contract. This would include quality assurance site visits to inspect the quality of teaching, learning, safeguarding, insurances, policies and procedures as well as seeking feedback on experiences of children and young people and their parents/carers among other key areas.
- 8.2 In addition, a best value ranking list would be developed, ranking all providers on the Pseudo DPS on contract performance, quality, outcomes and price. The best value ranking list would not be used for call-off decision-making, rather it would be used to drive continuous improvements in terms of quality, outcomes and value for money.
- 8.3 Hackney Council has a dedicated Senior Contracts Officer who would provide oversight on the fee uplift process and ensure that providers submit business cases for review and decision-making by senior managers. In order to future proof this, the due diligence accreditation checks and fee uplift process and contract monitoring templates would be made available to providers on a Hackney webpage.
- 8.4 Through rigorous contract monitoring, Hackney Council would seek to:
- ensure there is capacity in the local market to provide appropriate placements to meet the needs of its children and young people with an EHCP who require an INMSS placement.
 - deliver better terms and consistent prices from high cost and volume providers, through improved relationships, strong negotiation and the enforcement of identified ceiling rates.

List of Supporting Documents

- The full accreditation form can be viewed here: [Hackney INMSS & SPIs Accreditation Form](#)
- The Due Diligence Process for INMSS can be viewed here: [Hackney Due Diligence Process](#)
- The National Schools and Colleges Contract documents can be viewed here: [National Schools and Colleges Contract](#)

- The Children's Cross Regional Arrangements Group information can be viewed here: [CCRAG](#) and further information can be found on here [CCRAG Information](#)
 - The Independent Schools Standards can be viewed here: [Independent Schools Standards](#)
 - The Education (Independent School Standards) Regulations 2014 can be viewed here: [Education ISS Regs](#)
 - Cordis Bright 2019 report slide 27 which shows that Hackney was an outlier for percentage of children and young people with an EHCP in INMSS can be viewed here: Cordis [Bright 2019 report](#) and [Cordis Bright 2020 report](#) slide 32 shows that Hackney has dropped to second position.
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GLOSSARY

ASD - Autistic Spectrum Disorder

CCRAG - Children's Cross Regional Arrangements Group

Cordis Bright - Cordis Bright provides research on SEN trends nationally and how these trends vary between local areas focusing on numbers and rates of children with SEN, types of need, profile of provision used to respond to these needs and spending on Independent and Non-Maintained Special Schools (i.e. specialist provision that is used when children's needs cannot be met locally)

EHCP - Education, Health and Care Plan

Independent School - An Independent School is any school which provides full time education for 5 or more pupils of compulsory school age and is not controlled or financed by a Local Authority, which is usually run for profit. These are often private schools owned by an individual, group of shareholders, private or public (Plc) or possibly owned by an organisation (e.g. Venture Capitalists)

INMSS - Independent, Non-Maintained Special Schools

ISI - Independent Schools Inspectorate

ISS - Independent Schools Standards

Maintained Schools - Maintained schools are schools that are publicly funded and are overseen or 'maintained' by the local authority. These schools must follow the national curriculum and national teacher pay and conditions.

MLD - Moderate Learning Difficulties

NMSS - Non-Maintained Special Schools are run on a not for profit basis usually by charitable trusts, not for profit organisations but may own a limited company as well and are generally faith-based or charities. There is no official profit motive but requires surpluses for investment and to support other charitable activities

Pseudo DPS - A Pseudo Dynamic Purchasing System is an electronic purchasing mechanism that is used in Procurement for the selection of suppliers that allows service user choice to be incorporated.

SEMH - Social, Emotional and Mental Health Needs

SEND - Special Educational Needs and Disabilities

SLCN - Speech Language & Communication Needs

SLT - Hackney Education Senior Leadership Team

STPCD - Statutory School Teachers' Pay and Conditions Document



Hackney's Due Diligence Process for Independent, Non-Maintained Special Schools (INMSS) and Specialist Post-16 Institutions (SPIs)

1.0 Purpose of this document

This due diligence process sets out requirements for Independent, Non-Maintained Special Schools (INMSS) and Special Post-16 Institutions (SPIs) to be considered by Hackney Council as providers of educational placements for learners with an Education, Health and Care Plan (EHCP).

2.0 Registrations / Inspections

All providers are required to be registered with the Department for Education (DfE) prior to being considered for placements. If a provider is undergoing the Ofsted registration process, Hackney Council may place with providers once the following two conditions have been met:

1. Ofsted registration has been completed and the report has been provided to Hackney Council;
2. A quality assurance visit has been undertaken by Hackney Council or its Quality Assurance CCRAG partner.

Both documents must be uploaded on the provider page on the Children's Cross Regional Arrangements Group ([CCRAG](#)) portal.

Hackney Council must have access to the most recent inspection reports by all relevant bodies including Ofsted, the Independent Schools Inspectorate and the Care Quality Commission. Providers inspected by Ofsted must be rated as Good or Outstanding to be considered for placements by Hackney Council. Providers inspected by the Independent School Standards must meet the minimum standards required to be considered for placements by Hackney Council. Providers inspected by the Care Quality Commission must be rated as Good or Outstanding to be considered for placements by Hackney Council.

Hackney Council is a member of the Children's Cross Council Regional Arrangements Group ([CCRAG](#)). The most recent CCRAG quality assurance visit report may also be considered during the due diligence process.

3.0 Contractual Arrangements

All providers are required to be compliant with all clauses of the National Schools Contract and Hackney Council's Schedule 6 variation. This also includes the requirement to sign up to the Pseudo DPS. Hackney Council's Schedule 6 variation is reviewed on an annual basis and clauses may be changed or added in future years. A National Schools Contract's Schedule 2 Individual Placement Agreement must also be agreed for each individual placement.

The Pseudo DPS is for School/College placements within INMSS and SPIs. The contract monitoring arrangements would ensure that the placement process is managed effectively by the local authority in terms of ensuring pupil outcomes, service quality, suitability and a fair and equitable service that is accessible to all young people. For the above reasons, we intend to use the Pseudo DPS for placements moving forward.

A further mechanism for quality assurance of placements is via the [CCRAG](#) portal. This CCRAG database forms an important part of Hackney Council's placement allocation process; therefore all providers are required to register on the CCRAG portal. CCRAG allows providers to upload all necessary documentation, such as safeguarding policy, behaviour management policy and quality assurance documents to their own provider page.

4.0 Finance Appraisals and Insurance

Hackney Council requires assurance that providers' financial health is satisfactory. Financial appraisals will be conducted via Dun & Bradstreet financial viability checks. Hackney Council will communicate the outcome of financial appraisals to settings by letter or e-mail.

Insurance must be in place as appropriate for the provision, including employers' and public liability, professional indemnity and motor vehicle insurance for any vehicle transporting pupils. Hackney Council expects the following in relation to insurance cover:

- Public Liability: Minimum £10 Million
- Employer Liability: Minimum £5 Million
- Professional Indemnity: Minimum: £2 Million
- Motor Insurance: Fully Comprehensive Cover with the relevant cover for their class of business
- Buildings and Contents Insurance

In addition to the finance appraisals and insurance checks, providers will also be asked to provide the following:

- School and Subcontractor Details
- Staffing Capacity and DBS Checks
- Certification of compliance with the Public Contract Regulations 2015
- Policies and Procedures

The full accreditation form can be viewed in Appendix 1 below.

5.0 Establishment/vendor/proprietor details

Providers must make available registered company and VAT details or registered charity details as applicable.

6.0 Governance & Structure

Providers must be able to provide evidence of the skills, experience and abilities of the Leadership Team and Governance. This should also extend to assurance that all members of staff within the settings hold the required qualifications for their role that they have successfully completed vetting through the Disclosure & Barring Service (DBS) and that satisfactory references were obtained. Providers must also ensure that appropriate checks are in place for volunteers, visitors and external instructors visiting the site. A complete and accurate single central record must be maintained, which may be requested during quality assurance visits. Evidence of ongoing analysis of trends and effectiveness of school improvement strategies should also be made available.

Providers must meet all statutory requirements and legislation relevant to the setting including, but not limited to, [The Non-Maintained Special Schools \(England\) Regulations 2015](#); [The Independent Schools Standards 2019](#); [Keeping Children Safe in Education](#); [Working Together to Safeguard Children](#); [School Premises Regulations 2012](#); [Part 5 of The Education \(Independent School Standards\) Regulations 2014](#); [Equality Act 2010](#); [Teachers' Standards](#); [Fire safety in new and existing school buildings](#); [Disqualification under the childcare Act 2006](#); [SEND code of practice 0-25](#); [National minimum standards for residential special schools](#); [Children's homes regulations \(DfE guidance\)](#); [Prevent duty guidance](#); Children Act 1089; [Children Act 2004](#); [Education Act 1996](#); [Counter Terrorism and Security Act 2015](#).

7.0 Policies and Procedures

Providers must ensure that statutory policies and procedures are in place and reviewed regularly, as set out in DfE guidance [Statutory Policies for Schools](#). These policies will need to be submitted to Hackney Council during the due diligence process and uploaded to the CCRAAG portal where appropriate.

In particular, providers must have regard to the statutory guidance “Keeping Children Safe in Education” and “Working Together to Safeguard Children” when carrying out their duties to safeguard and promote the welfare of children.

8.0 Premises / Health & Safety

Providers must ensure that the premises meet the Standards outlined in the [School Premises Regulations 2012](#) (see DfE [Advice on standards for school premises](#)) and [Part 5 of The Education \(Independent School Standards\) Regulations 2014](#). The DfE [Independent School Standards Guidance](#) sets out the obligations covering toilet and washing facilities, health, safety and welfare, acoustics, lighting, water supply and the provision of outdoor space.

Providers must adhere to all health and safety requirements, ensure that relevant checks are carried out regularly and that identified risks are addressed in a timely manner. Hackney Council requires a list of location assessments, evacuation plans, fire risk assessments and an overview of when regular Health & Safety checks including fire evacuations and fire checks were last carried out and are next due.

9.0 CCRAAG

CCRAAG is a partnership consisting of Local Authorities from the East, South East and South West Regions of England who are committed to working together to support the sourcing, contracting, monitoring and annual fee negotiations for children's placements in Independent and Non-Maintained Special Schools and children's residential care homes.

Hackney Council expects all providers to be members of CCRAAG via the [CCRAAG Provider Portal](#). Providers can create a free provider page, where details about provision, vacancies, location, fees and all policy and quality assurance documentation can be uploaded. It is

important that providers regularly update their page, as the portal is used to make placements.

Appendix 1 - Hackney INMSS & SPIs Accreditation Form

Please return the completed form to:

education.procurement@hackney.gov.uk



Independent, Non-Maintained Special Schools (INMSS) and Specialist Post-16 Institutions (SPIs) Accreditation 2021			
1. School Details			
1.1 School Name			
1.2 School Address			
1.3 Contact Name		1.4 Role	
1.5 Tel No		1.6 E-mail	
1.7 School URN			
1.8 DfE Registration Number			
1.9 Ofsted Registration Number			
1.10 CQC Registration Number			
1.11 Name of group/parent company if applicable			
1.12 Registered Address (if different to above)			
1.13 Type of School			
1.14 Proprietor			
1.15 Headteacher			
1.16 Chair/ Trustee			
1.17 Is the provision included in the published Section 41 list of approved independent special schools and special post-16 institutions?			
Yes <input type="checkbox"/>			
No <input type="checkbox"/>			
1.18 Does the provision include residential care?			

Yes
No

1.19 School specialisms incl. special educational needs that the school is able to meet:

1.20 Is your organisation considered to be a Small, Medium or Micro Enterprise ([SME](#))?

Yes
No

1.21 Do you use any sub-contractors in the delivery of the provision?

Yes If yes, please provide details for each subcontractor in the table below
No

Name				
Registered address				
Company registration number				
Type of organisation				
SME (Yes/No)				
Their role in providing the provision				
The approximate % of contractual obligations assigned				

1.23 Details of historic changes to the school's name, governance and parent company or charity (if relevant) and changes to the type of provision offered and including dates:

2. Staffing/ Capacity

2.1 No of learners currently on roll		2.2 No of learners on roll in previous academic year	
2.3 Forecast of learners on roll next acad. year		2.4 Max capacity	
2.5 Qualified Teaching staff FTE	Permanent: Temporary:	2.6 Other staff FTE	Permanent: Temporary:
2.7 Do you recognise Trade Unions? If Yes please list the recognised Trade Unions.			
2.8 Do you use the Statutory School Teachers' Pay and Conditions Document (STPCD) to determine your teachers' pay?			
2.9 Have all staff been subject to the appropriate criminal record check carried out by the Disclosure and Barring Service?			
Yes <input type="checkbox"/>			
No <input type="checkbox"/>			
3. Compliance with the Public Contract Regulations 2015			
3.1 Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences listed under Mandatory Exclusion Grounds on this webpage .	Yes <input type="checkbox"/> If yes, please provide details below.		
	No <input type="checkbox"/>		
3.2 Please indicate if, within the past three years, anywhere in the world any of the situations listed under Discretionary Exclusions on this webpage have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.	Yes <input type="checkbox"/> If yes, please provide details below.		
	No <input type="checkbox"/>		
4. Finance / Insurance Details			

4.1 Where appropriate, the Authority uses an external credit agency to verify the contracting organisation's financial stability. When an external credit agency is not appropriate (i.e. organisations which are not limited companies, or when the credit agency does not recommend a sufficient contract limit, or provide confirmation of financial stability), the Authority may undertake a financial assessment of your organisation. This assessment involves reviewing a set of independently certified / audited financial accounts of your organisation, considering your organisation's level of reported turnover in relation to the contract value, a liquidity test and a general review of the statements. If requested, are you able to provide this information?

Yes
 No

4.2 If you have existing Hackney learners, please confirm the current total annual spend:

£

4.3 Please confirm the baseline cost for each learner per annum:

£

4.4 Please provide VAT details / registered charity details as appropriate:

4.5 Please provide details of any previous or current investigations regarding fraud or financial irregularity and complaints:

4.6 Please provide details of your insurance levels in the table below and attach copies of the certificates with your response:

Insurance Details	Value of Cover	Copy Enclosed
Employer's Liability	£	Yes / No
General Public Liability	£	Yes / No
Professional Indemnity	£	Yes / No
Medical Malpractice Public Liability cover	£	Yes / No
Sexual Abuse and Molestation Public Liability cover	£	Yes / No

5. Policy & Procedure

5.1 Do you have in place the human and technical resources to ensure compliance with the General Data Protection Regulation ((EU) 2016/679) and to ensure the protection of the rights of data subjects?

Yes

No

5.2 Please attach a copy of/ link to your Safeguarding Policy with your response:

Yes

No

5.3 Please attach a copy of/ link to your Attendance Policy with your response:

Yes

No

5.4 Please attach a copy of/ link to your Provision Map with your response:

Yes

No

5.5 Please attach a copy of/ link to your Statement of Purpose with your response:

Yes

No

5.6 Please attach a copy of your Health & Safety checklist with your response:

Yes

No

5.7 Please attach a copy of your Premises documents with your response:

Yes

No

5.8 Please list any additional school policies in place below and insert links/ attach copies with your response:

5.9 Additional Comments:

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Completed by:

Name:		Signature:	
Position:		Date:	