



ORKNEY
ISLANDS COUNCIL

Allocations Policy for Papdale Halls of Residence

December 2014

	Doc ref	Rev	Issue date	Reason for issue	Reviewer	Sign
PHOR POL 110	First draft.	1	23/4/13	New	Head of Housing and Homelessness	
PHOR POL 110	Second draft.	1	2/5/13	New	Head of Housing and Homelessness	
PHOR POL 110	Final.	1	30/5/13	Final – E, L and H approved 6/2/13	Head of Housing and Homelessness	
PHOR POL 110	Minor review.	1	11/12/14	Minor review following opening of new building	Head of Housing and Homelessness	

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1. Introduction

Papdale Halls of Residence provides school care accommodation services for secondary school pupils from the north and south Orkney islands to enable them to complete their education.

The service is offered to school pupils of between 11 and 18 years of age and is registered with the Care Inspectorate.

Our staff team of dedicated care professionals look after school pupils in a safe and welcoming environment in which school pupils can express themselves as individuals while developing social skills and emotional maturity, and of course seeking to reach their full academic potential.

2. Law and Good Practice

The Education (Scotland) Act 1980, section 51(1) states that an education authority shall make such arrangements as they consider necessary for the provision of any facilities in respect of pupils attending schools or other educational establishments.

Papdale Halls of Residence comes under the definition of a school in terms of section 135 of the Education (Scotland) Act 1980.

The Local Authority is entitled to establish criteria and policy for entitlement to places in Papdale Halls of Residence to ensure proper management of its educational assets.

The Equality Act 2010 aims to ensure that no discrimination exists in respect of service provision. Orkney Islands Council has established a corporate equal opportunities policy that covers all of its activities. As part of this strategy, we will ensure that equality matters are integrated within all our policies and practices. This process is known as “mainstreaming” of equality.

Papdale Halls of Residence constitutes a school care accommodation service and is regulated by the Care Inspectorate in line with the Public Services Reform (Scotland) Act 2010.

Consequently Papdale Halls of Residence subscribes to the National Care Standards for school care accommodation services. More information on the National Care Standards is available at <http://www.nationalcarestandards.org/229.html>

3. Policy Statement

This section outlines the principles that underpin our procedures for providing school care accommodation services.

3.1. We ensure that our school care accommodation policies and procedures conform to all relevant legal and good practice guidelines. For example, the Education (Scotland) Act 1980.

3.2. We aim to prevent and alleviate discrimination in all our practices. This is based on the Scotland Act 1998 definition of equality that covers discrimination on grounds of sex or marital status, racial grounds, disability, age, sexual orientation, language or social origin, or the personal attributes, including belief or opinions such as religious beliefs or political opinions.

We aim also to promote equality and to promote good relations between groups, for instance, between different racial groups in accordance with the Equality Act 2010.

3.3. We strive to provide good quality accommodation and related services for residents and ensure that as far as possible, Papdale Halls of Residence represents a “home from home”.

3.4. We establish close inter-agency links to ensure residents obtain a high standard of service. For instance we work closely with Kirkwall Grammar School and other schools to ensure a smooth transition and high standards of educational provision and with Orkney Health and Care in relation to the provision of medical services.

3.5. We process applications and case notes to ensure confidentiality and access to information will be in line with our legal requirements, for example, the Data Protection Act 1998.

3.6. We monitor our practice through an effective performance management system. (Appendix 2 details current issues that are monitored). Indicators to measure performance will be developed in consultation with service users as part of our Resident Participation Strategy, and information will be publicised in both the Annual Report, Newsletters and any other form agreed with residents.

3.7. We deal with appeals in accordance with section 7 of this policy.

3.8. We review these procedures formally on a three yearly basis or more regularly as required.

Appendix 3 highlights current consultation procedures.

4. Policy in Respect of Allocations

For isles pupils in the Kirkwall Grammar School (KGS) catchment area, a large number have no feasible alternative to residing in Papdale Halls of Residence in order to access KGS as follows:

4.1. Pupils from Sanday, Stronsay, Westray and Papa Westray who normally transfer at the beginning of S5; and.

4.2. Pupils from North Ronaldsay and Eday who transfer at the beginning of S1.

There are other pupils who attend KGS, who do not need to stay in Papdale Halls of Residence but may request to do so, as follows:

4.3. Pupils from Hoy can opt to attend Stromness Academy or KGS from the beginning of S1. Daily travel from Hoy to Kirkwall leads to an extremely long day, consequently pupils may request to stay in Papdale Halls of Residence. A similar

situation applies to pupils from Flotta and Egilsay. This involves being off the island between 10 and 12 hours per day.

4.4. Pupils from Rousay and Wyre, again daily travel leads to a long day of between 9 and 10 hours.

4.5. Pupils from Shapinsay are expected to travel daily as a general rule.

There is a need to prioritise entitlement and consequently priority will be awarded as follows:

4.6. Pupils whose attendance at KGS can only be facilitated if they stay in Papdale Halls of Residence.

4.7. Pupils from Hoy, Flotta or Egilsay who wish to attend KGS but do not wish to travel daily.

4.8. Pupils whose parents make placing requests with a compelling case, for example their child requires courses not available at the junior high school (particularly for S4).

4.9. Pupils from Rousay, Shapinsay or Wyre who do not wish to travel daily; and.

4.10. Pupils from Norway who are part of the exchange programme.

5. Allocations Process

Where joint custody arrangements apply, the area quoted should be the pupil's main residence that is the home where they spend the majority of their time, certainly through the school week. Generally where one parent is resident on the Orkney mainland, it is expected that residency arrangements would be facilitated to enable that child to live with that parent throughout the school week. It is recognised that in a minority of cases, there may be reasons why a child cannot reside with one parent.

In considering any placing request, the best interests of the child will be considered.

In order to prioritise places the following priorities will apply.

Priority 1	
Existing residents.	Will continue to have a place until they complete their school education at KGS.
S5 and S6 pupils from Sanday, Stronsay, Westray and Papa Westray.	
S1 – S6 pupils from North Ronaldsay and Eday.	
Priority 2	
Pupils from Hoy, Flotta or Egilsay who wish to attend KGS but do not wish to travel daily.	Admission is via a placing request.

Priority 3	
Pupils whose parents submit a compelling placing request.	This may cover a range of issues including socialisation, particular needs, a wish to be beside older siblings already resident in Papdale Halls of Residence or a requirement to undertake courses not available at the junior high school (especially S4 pupils). Placing requests should be submitted with appropriate evidence e.g. support from medical services / psychological services etc.
Priority 4	
Pupils from Rousay, Shapinsay or Wyre who do not wish to travel daily.	Admission is via a placing request.
Priority 5	
Pupils from Norway who are part of the exchange programme	Admission is via a placing request
The above priorities will be reviewed should a permanent adjustment be made to ferry timetables that results in pupils being away from their home island for a lesser amount of time.	

Each pupil will be awarded a priority as outlined above. Priority 1 cases will be placed before consideration is given to priority 2 cases and so on. Inside each priority, awards will be made in date order from the date on which the placing request was received. Placing requests will only be considered once all placements under priority 1 have been allocated appropriately. Thereafter placing requests will only be considered where there is sufficient available space within Papdale Halls of Residence.

In March each year visits to island schools are undertaken to ascertain the numbers of school pupils seeking a place at Papdale Halls from each area. Where a placing request requires to be submitted, this should be done by mid-March. A decision should be made by the Executive Director of Education, Leisure and Housing and a response issued by mid-April.

The National Care Standards require that children of 16 years and above occupy a single room. Consequently should sharing be required, this will be limited to younger children within Papdale Halls of Residence, and this arrangement will be used to facilitate social inclusion or to assist children who may be socially vulnerable as far as possible.

Generally Papdale Halls of Residence will be considered to be fully occupied at 70 school pupils although this number will still allow some flexibility.

6. Accessibility and Flexibility

Within Papdale Halls of Residence are 5 accessible rooms for pupils with mobility issues. Placement will be in accordance with need and equally in line with the priorities outlined above. Where possible, provided no pupil is being adversely affected, an accessible vacancy will be held to meet the needs of anyone who requires such a room throughout the year as a result of injury etc. In addition another vacant room should be held to allow flexibility in the event of damage to a room or difficulties arising amongst residents who are sharing.

Where, due to height, a resident requires a bed that is longer than standard i.e. one that is 2 metres 5.74 cm / 6 feet 9 inches in length, this will be provided in line with need.

Full-time residents will always be prioritised over visitors. However, should vacancies allow, every attempt will be made to provide overnight accommodation for children from isles who are en-route to or from a school trip and their teachers.

Only school pupils will be entitled to reside in Papdale Halls of Residence, no school staff or adults who are not school pupils will be entitled to reside in Papdale Halls of Residence for any reason with the exception of teachers or other staff accompanying children from the isles who are en-route to or from a school trip.

7. Appeals

Where an offer of accommodation is with-held from an applicant or the applicant disagrees with the category of priority, they have the right to appeal against that decision. Details of the appeal system are given in Appendix 2.

The applicant should be made aware of their right to appeal and be advised that independent agencies such as the Citizen's Advice Bureau and Advocacy Orkney can assist them with this process if they wish.

In the first instance applicants should discuss the reasons why they feel their pass is incorrect with staff within Education, Leisure and Housing at Orkney Islands Council, to ensure all relevant information has been taken into account. If the applicant still remains unsatisfied they should submit an appeal.

Applicants should notify the Executive Director of Education, Leisure and Housing in writing, or verbally, as to the reasons why they feel their placing request has been assessed incorrectly. This may include details of any independent agencies they feel may be able to support their application. Where such an appeal is received it will be acknowledged within two working days. Following receipt of the appeal the Executive Director of Education, Leisure and Housing will write to the applicant with his decision within fourteen days.

If it is decided to amend the decision, then the applicant will be notified in writing, and their details updated accordingly.

Where the decision is made to uphold the decision to remain with the original assessment, the applicant will be notified in writing of this.

Appendices

- Appendix 1: Legal and Good Practice Framework.
- Appendix 2: Performance Indicators.
- Appendix 3: Consultation Arrangements.

Appendix 1: Legal and Good Practice Framework

This section provides details of key legislation that is used in respect of school care accommodation services.

- Education (Scotland) Act 1980.
- Children (Scotland) Act 1995.
- Equality Act 2010.

Appendix 2: Performance Indicators

- Number of school pupils by area.
 - Number of placing requests by area and reason.
 - Number of placing requests accepted, by area and reason.
 - Number of placing requests refused, by area and reason.
 - All the above by equality group.
 - Record of use of additional space (i.e. capacity over 70 spaces).
- Appendix 3:
Consultation Arrangements

Appendix 3: Consultation Arrangements

This policy document deals specifically with the allocation of places within Papdale Halls of Residence. Largely this process is determined by legislative and policy requirements but it is vital to provide quality services to applicants that are sensitive to the needs of individuals.

The consultation arrangements for this document have been closely intertwined with that of the wider consultation arrangements within Papdale Halls of Residence, the Residents' Participation Strategy and ongoing assessment of the Service.

The process of consultation has involved:

- A seminar was held for elected Members to discuss the issues of providing school care accommodation services across Orkney and to scope the initial policy for placing within Papdale Halls of Residence.
- A working group of officers and representatives from Orkney Islands Council have met to discuss how the strategy might be developed in light of a range of legal and good practice requirements.
- An audit of the existing arrangements for providing the service and its effectiveness.
- A review of best practice.
- Consultation with Staff.
- Consultation with relevant partner agencies.
- Customer satisfaction questionnaire.