Teachers Housing Association

POLICY TITLE:	ALLOCATIONS AND LETTINGS POLICY		
BUSINESS AREA:	HOUSING MANAGEMENT		
APPROVAL DATE:	DECEMBER 2025		
APPROVED BY:	BOARD		
VERSION:	2	**RENEWAL DATE:**	2028

LEGISLATION AND REGULATION	The Regulator of Social Housing (RSH) Tenancy Standard Housing Act 1985 and 1996 Localism Act 2011 Right to Move and social housing allocations guidance Equality Act 1998 Local Authority nomination agreements
SUPPORTING DOCUMENTS	Tenure Policy Anti-social Behaviour Policy Domestic Abuse Policy Decant Policy Allocations and Lettings Procedure Guide to THA Accommodation
SCOPE	This Policy applies to all general needs and sheltered accommodation properties.

1. PURPOSE

1.1 Teachers Housing Association's (THA) mission is to deliver local, affordable, good quality housing for those in housing need, particularly those associated with education, and older persons.

1.2 This Policy aims to make the best use of our housing stock and allocate our homes through a lettings service that is fair and transparent and keeps empty homes to a minimum.

2. INTRODUCTION

2.1 THA provide rented accommodation for people in housing need. Our general needs properties are principally for those associated with education in the

Greater London area. We also provide sheltered housing for older people nationwide.

2.2 Our homes can be let in several ways:

- Local authority nominations
    - We have nomination agreements in place with some local authorities which specific a percentage of THA properties must be let through their lettings policies.
- Direct lets
    - We hold a waiting list for our teacher and general needs properties, with some housing restricted to those employed in education.
    - Our sheltered housing is allocated through eligibility and criteria specific requirements for each scheme.
- Mobility Schemes
    - THA may accept referrals under an agreed national or regional mobility scheme.
- Transfer
    - Tenants who have a housing need and have held their tenancy for at least 12 months without any breaches may apply for a transfer.

2.3 We operate a banding system which awards priority based on housing need and time waited. The highest bands are reserved for those who need to move urgently. Properties will be allocated to meet the size of the household. Household members must live permanently with the main applicant.

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3. POLICY STATEMENT

3.1 The demand for social housing is greater than the level of housing available. This Policy sets out how we will prioritise applicants to maximise the opportunities for those in the greatest need for rehousing.

3.2 THA maintains a waiting list for those properties that are not let through a local authority nomination agreements. Allocations to applicants nominated through a nomination agreement will be subject to the local authority's own Letting Policy, Letting Scheme and/or local lettings plans.

3.3 All direct applications for housing must be made using THA application form and supported with valid photographic ID documents and a disclosure of financial income and capital. Applications will be assessed by those in the great needs, using a banding system depending on their individual situation. Applicants who can afford to secure their own accommodation on the open market will not normally be awarded any priority.

3.4 To be eligible to apply to become a tenant of THA applicants must meet the

3.5 general criteria set out below along with any specific requirements set out for that scheme.

3.5.1 **General needs** - Priority is given to those in **housing need** and we will consider applicants in the following order (Any Section 106 agreements permitting)

3.5.2 **1)** teachers and others working in education who work within the borough that the accommodation is located. Applicants must be employed for a minimum of 16 hours per week on a permanent or temporary contract of at least one year.

2) Teachers and others working in education who work within a neighbouring borough that the accommodation is located for a minimum of 16 hours per week on a permanent temporary contract of at least one year.

3) Other key workers who work within the borough that the accommodation is in.

4) Other key workers who work within a neighbouring borough that the accommodation is in.

- 5) Anyone else living within the borough with a housing need.

3.5.3 **Sheltered housing** - applicants must be over 55years of age, in housing need, able to live independently and usually live in the borough that the accommodation is located.

3.6 Properties that are designated, designed, or adapted to meet specific needs will be let to those that meet that requirement whenever possible. This may mean they are offered a property over someone who has been waiting longer but does not have a specific need for that type of property or adaption.

3.7 All applications will be assessed within 10 working days of receipt and applicants advised whether they are eligible to join our waiting list within 5 days of our decision. Any applicant that is assessed not to meet the criteria will be advised why and that they have the right to appeal against our decision.

3.8 If someone wishes to appeal, they should do so in writing, setting out why they disagree with our decision and the reason(s) they believe they meet the criteria. All appeals will be considered by a senior manager who was not involved in the original decision.

3.9 Applications will not normally be accepted by those who do not meet the requirements set out in the Right to Rent scheme, have sufficient financial resources to rent privately or purchase a home, have been found guilty of serious anti-social behaviour or have previously been evicted from social housing for breach of tenancy.

3.10 Housing need priority is set out in the Banding Priority appendix. Priority will be awarded in the following bands based on time waiting in that band.

- **Band 1** - those with the highest need
- **Band 2** - those with a high level of housing need

- **Band 3** - those with a moderate level of housing need
- **Band 4** - those with a lower need of housing

3.11 Band 1 will include those who have been given priority status due to a management move. Priority status will normally only be awarded due to harassment or on welfare grounds. If priority status is sought on medical grounds evidence by a medical professional must be obtained. A home visit should always take place before Band 1 status is awarded

3.12 If evidence is sought by other agencies, including the Police, they should not be asked directly if they support us awarding such priority but to confirm events as described by the applicant as part of their application.

3.13 Band 1 priority should be discussed and agreed with the Operations Director. If the threshold for Band 1 is not met, it may be appropriate to increase the applicant's current priority banding to Band 2.

3.14 Those that are required to move due to a decant will be dealt with under the terms of the Decant Policy.

3.15 Priority for overcrowding will be given to households under the terms set out in the 'bedroom standard'. This means a separate bedroom for children of the opposite sex aged over 10 years and for single adults aged over 21 years.

3.16 All information given will be verified prior to any offer of accommodation and any offer of accommodation withdrawn if false information has been submitted. References may also be sought from a previous or current landlord.

3.17 Existing tenants must have held their THA tenancy for at least 12 months and have not breached any condition of their tenancy before they can register for a transfer. Their current accommodation must in good order and ready to let with minimum work before an offer is made.

3.18 All properties will be allocated based on household size. Properties will not be allowed to be overcrowded or be deliberately underoccupied at the time of letting. An extra bedroom may be allowed based on a medical requirement if supported by medical evidence.

3.19 Applicants who refuse an offer of a property without good reason will be suspended from the transfer list for 6 months, a further refusal, again without good reason will result in a one-year suspension. A third refusal will result in the application being cancelled. Another application from the same person will not be accepted for at least 6 months, when it will be treated as a new application.

3.20 Existing tenants with an assured or secure tenancy have the right to exchange with another tenant with a similar tenancy. Permission will not normally be granted if the tenant is in arrears or is subject to an ASB investigation, or the swap will result in the property being over or under-occupied.

4. ROLES AND RESPONSIBILITIES

4.1 This Policy should be read and understood by all staff working for or on behalf of THA that may give advice on obtaining accommodation with THA or to existing tenants that wish to move.

5. EQUALITY AND DIVERSITY

5.1 THA are committed to ensuring all equality, diversity and inclusion principles are considered.

5.2 All applications we receive equal consideration regardless of age, disability, gender reassignment, marital status, race, religion and sex and sexual orientation. Unless an application is made as a result of a protected characteristic in these cases extra priority may be awarded.

6. PERFORMANCE CONTROLS AND BUSINESS RISK

6.1 The allocation of social housing is regulated by the Regulator of Social Housing and must be allocated in a fair and transparent way that takes the needs of tenants and prospective tenants into account.

6.2 All lets will be made within the local authority nomination agreement and/or the terms set out in this Policy.

6.3 A risk assessment should be carried out on the nomination of a convicted sex offender. An allocation will only be made if the property and the area are suitable and appropriate.

6.4 Before a property can be let to a member of staff or Board Member (or a close relative or friend), approval must be obtained by a member of the Executive Team.

6.5 All applicants who have not been nominated by a local authority are required to verify their identity through the checks set out in the Right to Rent Scheme.

6.6 A financial assessment will be carried out before any allocation is agreed to ensure the applicant meets the financial requirement regarding affordability.

6.7 The data held for letting purposes is covered by GDPR and all staff must be mindful of the sensitivity of the data provided.

7. MONITORING

7.1 The letting of social housing is reported through Continuous Recording of Lettings system (CORE). All lets, excluding those let on an assured shorthold tenancy or through a mutual exchange must be recorded on the gov.uk site.

7.2 A report of all lettings will be produced and presented to SMT and the Board annually. It should include the number of lets by accommodation type, details of the head of household and identify any trends from the previous year.

8. REVIEW

8.1 The Allocations and Lettings Policy will be reviewed every 3 years or earlier in response to regulatory or legislative changes.

Banding definitions

Band 1 Highest Priority - Highest Level of Housing Need

- Accepted as statutorily homeless by the local authority
- Fleeing domestic violence
- Experiencing harassment due to a characteristic as defined under the Equality Act 2010
- Current home is having a severe detrimental effect on the health of a household member with a medical need and supporting evidence
- Current home due to be demolished or disposed of

Band 2: Very Urgent Need

- Loss of current accommodation within 12 weeks
- Need to move to be closer to place of work (education employees only)
- High medical need
- Sharing accommodation with another household
- Under-occupying by at least one bedroom
- Statutorily over-crowded
- Living in isolation (sheltered housing only)

Band 3: Identified Housing Need

- Living in borough not employed by (education employees only)
- Non-urgent medical need
- Insufficient bedspaces to accommodate permanent household members

Band 4: General / Low Priority

- Need to move closer to employment or training
- Has child(ren) to stay regularly

All bands are joined from the bottom with time waiting starting afresh for that band.

Property allocation by bedroom size

Property size	Household composition
Studio	1 person
1 bedroom	Up to 2 persons
2 bedroom	Couple or single person with up to 2 children Couple with medical requirement for 2 bed Single person if no couples or single people with children on the waiting list
3 bedroom	Couple or single person with up to 4 children
4 bedroom	Couple or single person with up to 6 children
Shared accommodation	As studio / 1 bed

Number of children will be permitted depending on size of bedrooms

Guide to THA accommodation

GENERAL NEEDS ACCOMMODATION		Total units	Nomination Agreement with local authority
Borough	**Accommodation Type**		
Bexley	Studio, 1 bed flats	22	Direct applications
Brent	Studio, 1 bed flats	48	Direct applications
Croydon	Studio, 1, 2 & 3 bed flats	34	50% rights
Haringey	Hostel, studio, 1, 2 & 3 bed flats, 2, 3 & 4 bed houses	112	50% rights excluding hostels & funded
Kingston-upon- Thames	1, 2 & 3 bed flats	73	Direct applications
Waltham Forest	1 & 2 ground floor wheelchair adapted bed flats	14	Direct applications within borough

Who can apply?

Direct applications can be made from the following (in priority order):

1) Teachers and others working in education and in housing need. The includes the following:

- Working teachers including:
    - Peripatetic teacher, teachers in state and independent, nursery, primary or secondary schools, further education and university teachers, student PGCE / B Ed teachers and supply teachers.
- Those employed in schools
- Local authority education staff, including inspectors and advisors, education union and welfare staff
- Nursery nurses

2) Other key workers in housing need as defined by the Greater London Authority (GLA) including those working in:

- Health and Social Care
- Public Services
- 3)Anyone else in housing need

What are the criteria for applying?

Applicants must work within one of the six boroughs where THA have stock. Note that applicants for Waltham Forest must be employed by Waltham Forest.

Applicants must be employed for a minimum of 16 hours a week on a permanent or temporary contract of at least one year.

Applicants must have the right to rent in England and meet the financial criteria.

How do I apply?

You can get an application from our Head Office or through the link below.

Application for general needs accommodation

SHELTERED ACCOMMODATION LOCATION		Total units	Nomination Agreement with local authority in place
Borough	**Scheme**		
Birmingham	Queen Mother Court, Bournville	41	No formal agreement
Christchurch	The Anchorage, Mudeford	28	No formal agreement
Croydon	Peter Kennedy Court, Shirley	54	50% rights
Hull	Dunham Gardens, Sutton Park	35	No formal agreement
Stoke-on-Trent	New Park Gardens, Trentham	21	No formal agreement
Paignton	Romaleyn Gardens,	58	No Formal agreement

What is sheltered accommodation?

Sheltered accommodation schemes are designed for active independent older people. Each has a Scheme Manager with homes connected to a central alarm monitoring system.

Who can apply?

Generally those over 55 55 years can apply for sheltered housing,Applicants must have the right to rent in the UK and meet the financial criteria.

How do I apply?

You are advised to visit the scheme you are most interest in before you apply. You can get an application from any scheme, Head Office or through the link below.

You will be advised whether you are eligible to go on the waiting list when we have assessed your application. If a suitable property becomes available a home visit will be arranged to confirm whether the property meets your housing needs.

If you are not eligible you will be advised of the reason and can appeal in writing to our Head Office address, explaining why you disagree with our decision.

Application for sheltered accommodation