

Notice of Meeting

Cabinet Member for Children and Learning Decisions

**Date & time**

Wednesday, 13
March 2013 at 2.30
pm

Place

Room G12
County Hall, Kingston
upon Thames, Surrey
KT1 2DN

Contact

Anne Gowing
Room 122, County Hall
Tel 020 8541 9938

Chief Executive

David McNulty

anne.gowing@surreycc.gov.uk

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This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Anne Gowing on 020 8541 9938.

Cabinet Member
Mrs Linda Kemeny

AGENDA

1 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

2 PROCEDURAL MATTERS

2a Members' Questions

- (i) The deadline for Member's questions is 12pm four working days before the meeting (7 March 2013).

2b Public Questions

The deadline for public questions is seven days before the meeting (6 March 2013).

2c Petitions

The deadline for petitions was 14 days before the meeting, and no petitions have been received.

3 A PROPOSAL TO RELOCATE PORTESBURY SPECIAL SCHOOL, CAMBERLEY FROM ITS CURRENT LOCATION TO A NEW SITE AND TO INCREASE THE CAPACITY OF THE SCHOOL FROM 70 TO 105 PLACES

(Pages 1
- 10)

Surrey County Council has recently consulted on a proposal to expand and relocate Portesbury Special School from its current location to the old Blackdown Primary School site, GU16 6TA. The new school would be open by September 2015 with 105 places.

The Cabinet Member approved the publication of a statutory notice for this proposal on 15 January 2013 (see Annex 1 for a copy) with all representation due by 7 March 2013.

The Cabinet Member is asked to consider any formal representations to the public notice before taking the final decision on whether to implement the proposal.

[The decisions on this item can be called in by the Education Select Committee]

4 TO DETERMINE A PROPOSAL TO EXPAND ESHER COFE (VC) HIGH SCHOOL

(Pages
11 - 16)

Secondary School rolls are set to rise significantly across Surrey from 2015 onwards as larger pupil cohorts move out of the primary sector. Esher C of E High School has already taken one additional form of entry in the previous two years in order to meet local need and to build capacity within Elmbridge. To ensure sufficient provision of secondary school places in the longer term Surrey County Council is proposing the permanent expansion of Esher High School with effect from 1 September 2015.

[The decisions on this item can be called in by the Education Select Committee]

5 PROPOSED EXPANSION OF ST MARTIN'S COFE VA INFANT AND JUNIOR SCHOOLS, EPSOM (Pages 17 - 22)

In order to meet a local need for primary school places it is proposed that St Martin's Infant and Junior Schools permanently expand from 2 to 3 forms of entry.

[The decisions on this item can be called in by the Education Select Committee]

6 CHARLWOOD INFANT SCHOOL: CHANGE TO A PRIMARY SCHOOL - DECISION (Pages 23 - 44)

Surrey County Council in partnership with the Governing Body of Charlwood Infant School is proposing that Charlwood Infant School becomes a primary school with a Published Admission Number of 15 on 1 September 2013.

On 11 September 2012 the Cabinet Member for Children and Learning approved the publication of statutory notices. Funding issues had to be resolved and the notices were published on 17 January 2013.

The notice period has expired and the Cabinet Member needs to consider the proposals and act as Decision Maker and, giving regard to the Decision Maker's Guidance, to examine the Prescribed Information and determine the proposals - decide whether to approve the proposals.

[The decisions on this item can be called in by the Education Select Committee]

David McNulty
Chief Executive
Published: 4 March 2013

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SURREY COUNTY COUNCIL

CABINET MEMBER FOR CHILDREN AND LEARNING

DATE: 13 MARCH 2013

LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR OF CHILDREN, SCHOOLS AND FAMILIES

SUBJECT: A PROPOSAL TO RELOCATE PORTESBERY SPECIAL SCHOOL FROM ITS CURRENT LOCATION TO A NEW SITE AND TO INCREASE THE CAPACITY OF THE SCHOOL FROM 70 TO 105 PLACES



SUMMARY OF ISSUE:

Surrey County Council has recently consulted on a proposal to expand and relocate Portesbery Special School from its current location to the old Blackdown Primary School site, GU16 6TA. The new school would be open by September 2015 with 105 places.

The Cabinet Member approved the publication of a statutory notice for this proposal on 15 January 2013 (see Annex 1 for a copy) with all representation due by 7 March 2013.

The Cabinet Member is asked to consider any formal representations to the public notice before taking the final decision on whether to implement the proposal.

RECOMMENDATIONS:

Subject to any further representations received by the date of the meeting, it is recommended that:

1. The proposal is implemented and Portesbery Special School is relocated to the old Blackdown Primary School site and expanded from 70 to 105 places.
2. That officers prepare a full planning application to be considered by the Planning Authority and that the proposal be implemented subject to the agreed budget set by Cabinet.

REASON FOR RECOMMENDATIONS:

The current site and buildings are deficient and a solution has been required for some time. The consultation showed that there is strong support from the school, Governors and the local community on this proposal. Now that a suitable site has been identified that is acceptable to both the school and parents, the Local Authority should seek to proceed with the proposal to and to seek planning approval on the scheme.

DETAILS:

Business Case

1. Portesbery School is a special school serving up to 70 pupils with severe learning difficulties (SLD). Pupils may have additional sensory impairments, physical difficulties or challenging behaviors. The school is an all age school (2-19 years) and is currently located on Portesbery Road, Camberley, GU15 3SZ.
2. Portesbery is an 'outstanding school' as judged by Ofsted, but the school achieves outstanding outcomes in spite of the buildings and site that it currently operates from. The Local Authority's SEN strategy is to develop its special school provision to avoid costly placements in the non-maintained and independent sector. If special schools in Surrey are to be in a position to cater for the needs of the most complex children in Surrey then they need a modern and fit for purpose learning environment that is also outstanding. The current school is deficient for the following reasons:
3. Site - the current school site is significantly smaller than what has been recommended by the Department for Education (DfE) as a typical site for a school of this nature and size. The school has no playing fields and many of the informal play spaces are unusable because of the slope that exists on the site (the school is located on the top of a steep rise). The school has some hard play facilities but this currently doubles as a drop off and pick up point for the several buses, minibuses and taxis that are used to transport children to and from the school. As a result, the play area cannot be developed in any meaningful way and is often 'polluted' by dirt and oil brought in by bus traffic.
4. Building issues – The accommodation at the current school is well below the standard for special schools outlined by the DfE (Building Bulletin 101). The school's planned number is 70 but against the same standard the capacity of the school is less than this figure. The shortfall in capacity at the school is largely a result of the small classrooms and hall, the lack of specialist curriculum spaces and break out areas. Additionally, the buildings which date back to the 1960s, although reasonably well maintained, are poorly insulated and costly to run. Both the site and building shortfalls have been referenced in previous Ofsted reports as a concern, despite the school achieving good and outstanding ratings in the last reports.
5. On top of building issues, there are other reasons to consider this proposal favorably. Portesbery School serves children who have a range of difficulties including children with severe learning difficulties (SLD), low functioning autism as well as children with more profound or multiple learning difficulties (PMLD). Over the last 10 years, the number of children with SLD has remained roughly the same in Surrey but there have been increases in the number of children with PMLD, and to a greater extent autistic spectrum disorder (ASD). The Local Authority is not proposing for Portesbery to change in the type of needs that the school will meet but wants more places to be available and to provide facilities that allows the school to manage greater numbers of children with SLD but for whom there will be other conditions that make their needs complex (medical, behavioral and language needs). In creating a new school, there is an opportunity to secure sufficient and high quality provision in Surrey for many years to come. This will contribute to

Surrey's overarching SEN strategy and ensure that there are sufficient places in outstanding special schools in Surrey with modern fit for purpose facilities reducing our reliance on non-maintained or independent placements in the future.

6. It is also noteworthy that funding for special schools is changing from next year and the new proposed formula for special schools suggests that larger schools will be more financially sustainable in the future than smaller schools. For this reason and the reasons given above the Local Authority is proposing to rebuild the school to cater for 105 places in the future.
7. The proposal is for the new school to be located at the former Blackdown Primary School site. The school on this site was closed in 2005 and the site has remained vacant since then. The old school buildings are derelict and will be demolished to make way for the new purpose built SEN school. The map in Annex 2 indicates the location of the new site in relation to the existing site. The new site is approximately 4.5km from the existing site (straight line distance) and is located within The Princess Royal Barracks, Deepcut. This area has been identified as a site for a large housing development (1200 dwellings) which is expected to take place in 2016. Significant additional infrastructure is being planned as part of this development including retail, health and recreational facilities as well as a new primary school.

CONSULTATION:

8. Portesbery School and Surrey County Council consulted on this proposal between 23 November 2012 and 21 December 2012. A meeting for staff and a public meeting for parents, Governors and other interested parties was held on 6 December 2012 at the school to discuss the proposal in detail. A consultation document was sent to all parents at the school and a copy was loaded onto the schools website and the Surrey County Council website: Home > Learning > Schools > Education consultations and plans.
9. A summary of the responses to the consultation was provided in the report to the Cabinet Member on 15 January which is available on SCC's website. Following consultation the Cabinet Member determined to issue public notices indicating the Local Authority's intention to implement the proposals. This was published in the local press, in local community facilities and outside the school on 25 January 2012 with a deadline for representations of 7 March 2013.
10. There has been one representation regarding this proposal to date, which was not directly about the school, but rather about the future of Hillside Resource Centre which is adjacent to the school. This has been forwarded to Adult Services for a response. Given that the deadline for representations is after the date of publication of this report any further representations will be tabled at the meeting on the 13 March 2013.

RISK MANAGEMENT AND IMPLICATIONS:

11. There are risks associated with this project and a project risk register has been compiled and is regularly updated. An appropriate level of contingency is included within the project budget.

12. The main risk is that the site sits adjacent to the Metropolitan Green Belt. Early pre-planning consultation has taken place to establish the measures required to mitigate these risks.
13. From a revenue point of view cost savings from this project are dependent both on future needs and on future DfE SEN funding mechanisms, which are currently subject to some uncertainty.
14. Any decision by the Cabinet Member will be conditional on planning permission being granted.

Financial and Value for Money Implications

15. The project is included in the County Council's Special Educational Needs (SEN) capital strategy as forms part of the current Medium Term Financial Plan. A feasibility study has been developed providing a robust cost estimate for the project and the Cabinet have signed off the funds necessary to tender for the project in their meeting on 5 February 2013.

Section 151 Officer Commentary

16. The Section 151 Officer confirms that funding for this capital scheme is included in the 2013/18 Medium Term Financial Plan and fits with the Special Education Needs Strategy. Detailed costings will be further developed as the schemes progresses to tender and the section 151 officer expects the costs to be contained within the agreed funding level'.

Legal Implications – Monitoring Officer

17. The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 contains the regulations that apply to prescribed alterations. The DfE has published two pieces of Guidance relating to prescribed alterations: Expanding a Maintained Mainstream School or Adding a Sixth Form and Making Changes to a Maintained Mainstream School (Other than Expansion). These contain both statutory guidance (i.e. guidance to which proposers and decision makers have a statutory duty to have regard) and non-statutory guidance on the process for making changes to school provision as described in this report.

Equalities and Diversity

18. An equalities impact assessment has not been carried out regarding this proposal. Given that the school is not changing the type of provision it is offering, the nature of its admissions and that that all children will still have the same access to the school (all children are bussed into school) there are no significant equalities issues to consider as part of this proposal.

Corporate Parenting/Looked After Children implications

19. This proposal would provide increase provision in the area, which would be of benefit to all in the community served by the school. This means it would therefore also be of benefit to any looked after children who may attend the school.

Climate change/carbon emissions implications

20. The design philosophy will be to create a building that will support low energy consumption, reduce solar gain and promote natural ventilation. The aim is for the buildings to exceed the requirements of Building Regulations in terms of thermal insulation and energy consumption and this will be achieved by a high performance thermal envelope which will reduce the overall heating demand with minimal heating provided to compensate for fabric losses only.

WHAT HAPPENS NEXT:

- 21.
- (Approx July 2013) – planning application considered and decided by Local Planning Authority.
 - Contractor appointed to build the new school
 - Contractor starts on site, main construction phase
 - June 2015 – Handover of buildings to school
 - September 2015 – School starts new academic year in new school premises

Contact Officer:

Kieran Holliday, School Commissioning Officer, tel 020 8541 7383

Consulted:

Matthew Sartin / Susan Carpenter – Head Teacher / Chair of Governors, Portesbery School

Portesbery Governing Body

David Hodge, Leader

Peter Martin, Deputy Leader

Julie Fisher, Strategic Director for Change & Efficiency

Nick Wilson, Strategic Director, Children, Schools & Families

Peter-John Wilkinson, Assistant Director for Schools and Learning

John Stebbings, Chief Property Officer – Property Services.

Linda Kemeny, Cabinet Member for Schools and Learning.

Tony Samuels, Cabinet Member for Assets and Regeneration Programmes

Chris Pitt, Local Member for Surrey Heath, Frimley Green and Mytchett

Bill Chapman, Local Member for Surrey Heath, Camberley East.

Paula Chowdhury, Senior Finance Manager – Children, Schools and Families.

Susan Smyth, Senior Finance Manager – Change and Efficiency.

Annexes:

Annex 1 – Copy of Statutory Notice

Annex 2 - Site location Map

Sources/background papers:

- Consultation Paper – ‘A proposal to relocate portesbery special school from its current location to a new site and to increase the capacity of the school from 70 to 105 places. (available on Surrey CC website – [Home > Learning > Schools > Education Consultation and Plans](#)).

- Cabinet Member for Schools and Learning Report '*A proposal to relocate Portesbery Special School from its current location to a new site and to increase the capacity of the school from 70 to 105 places*', 15 January, 2013.
 - Cabinet – Schools Expansion Programme from Sept 2013 – Portesbury School, Camberley, relocation and expansion – 5 Feb 2013
-

A PROPOSAL TO RELOCATE PORTESBERY SCHOOL, CAMBERLEY

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that Surrey County Council intends to make a prescribed alteration to Portesbery School (Community Special), Portesbery Road, Camberley, GU15 3SZ from 01 September 2015.

Surrey County Council in partnership with the Governing Body of Portesbery Special School, is proposing to relocate the school from its current address to a new site located at the old Blackdown Primary School site, GU16 6TA. The proposal is also to increase the number of places at the school from 70 to 105. The implementation date for this proposal is September 2015.

Portesbery School is a special school serving up to 70 pupils with severe learning difficulties (SLD). Pupils may have additional sensory impairments, physical difficulties or challenging behaviours. The school is an all age school (2-19 years) and is currently located on Portesbery Road, Camberley, GU15 3SZ.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained by writing to: Kieran Holliday, School Commissioning Officer, Surrey County Council, Room 326, County Hall, Penrhyn Road, Kingston Upon Thames, KT1 2DJ or by emailing schoolorg@surreycc.gov.uk.

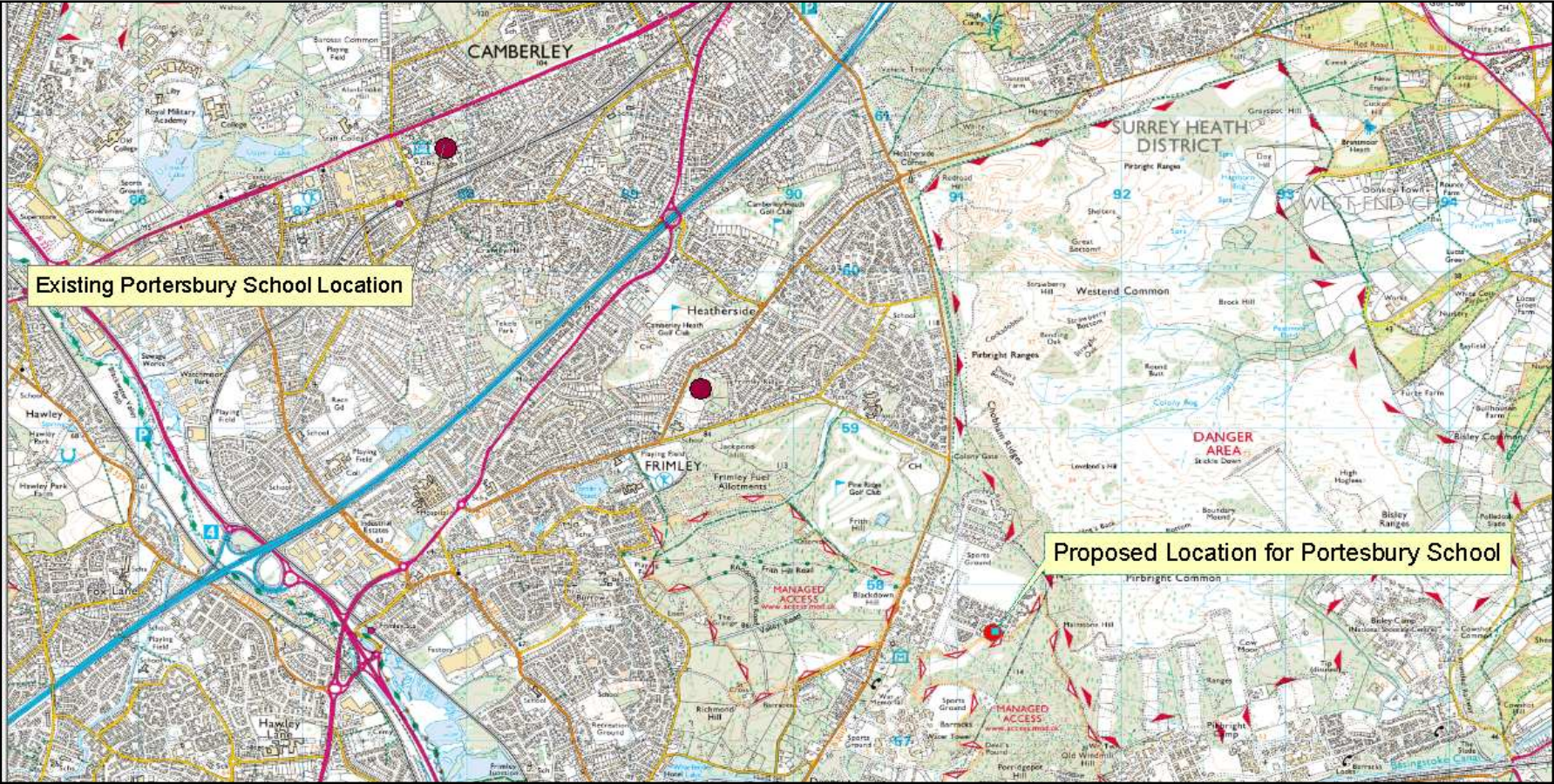
Within six weeks from the date of publication of this proposal, any person may object to or make comments on the proposal by sending them to the named officer above.

Signed: Kieran Holliday,

Publication Date: 25 January 2013



Annex 2 – Map of Site Location



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SURREY COUNTY COUNCIL**CABINET MEMBER FOR SCHOOLS AND LEARNING****DATE: 13 MARCH 2013****LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR OF CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: TO DETERMINE A PROPOSAL TO EXPAND ESHER CHURCH OF ENGLAND HIGH SCHOOL****SUMMARY OF ISSUE:**

Secondary School rolls are set to rise significantly across Surrey from 2015 onwards as larger pupil cohorts move out of the primary sector. Esher C of E High School has already taken one additional form of entry in the previous two years in order to meet local need and to build capacity within Elmbridge. To ensure sufficient provision of secondary school places in the longer term Surrey County Council is proposing the permanent expansion of Esher High School with effect from 1 September 2015.

RECOMMENDATIONS:

It is recommended that:

1. The school is enlarged by 2 forms of entry (from 6 FE to 8 FE).
2. The school to undertake a building remodelling programme on its present site managed by Surrey County Council. This will add teaching accommodation and improve the use of space on campus and enable the school to accommodate 1200 students (PAN 240).
3. This expansion would be effective from 1 September 2015.

REASON FOR RECOMMENDATIONS:

Esher High is a popular school and successful which delivers a high quality education. It was rated by OFSTED at its last inspection (Nov 2009) as an outstanding school. It also holds a number of awards and is recognised as a National Teaching School, a National Support School and a Lead school for educating Gifted and Talented students. The provision of additional places at Esher High meets the government's policy position to expand successful schools in order to meet parental preferences.

DETAILS:**Business Case**

1. There will be a need for additional Year 7 places in Elmbridge from 2015. The current pupil forecast numbers indicate a need for an additional 42 places to meet demand. This figure then rises to 98 places in 2016 and continues to increase to 2020. These figures can be treated with a degree of certainty as

the pupils are already in the primary sector. There are four secondary schools in Elmbridge but only three of them have the capacity to expand on their present sites. By expanding Esher High School in 2015 we can meet the immediate demand while we plan to increase capacity elsewhere in the medium term.

2. Esher High School has already been expanded on a temporary basis in previous years (2010, 2011 and 2012). Surrey County Council has supplied temporary classrooms to enable this to happen. However it is not possible to expand further on the present site without rationalising the existing accommodation and creating some new classrooms and a specialist science teaching area. Originally the school was built to accommodate 900 pupils and it now has 1080 students on campus in a mixture of permanent and temporary accommodation. A new sports hall has recently been built by the school to enable specialist teaching and create a space large enough to allow this increased number of students to meet together as a whole school.
3. The school is willing to expand permanently and is keen to do so with the promise of new, purpose-built accommodation which is designed to enhance the quality of the educational opportunities on offer and provide permanent classrooms and some additional ancillary space. This project has been identified as 'Basic Need' and as such is to be funded by Surrey County Council. It was offered to the market as a single tender. The staff and governors have been working closely with SCC, a project manager and the architects to re-design the space within main building by linking the two halves of this main block and adding a science block extension to the rear of the building. The design is now at a stage ready to be submitted to the Planning Authority.
4. The present school site and the new land are both situated within the Green Belt and therefore the Planning Application addresses this issue.
5. The Local Authority has a statutory duty to provide sufficient school places and it is not currently feasible to expand other local schools or academies within the borough by 2015. Rydens Academy (RES) has announced its intention to rebuild and Surrey County Council has agreed with the governing body to finance some capacity onto their site. However, the earliest this can be achieved would be 2016. The area strategy includes this and other expansions all of which have been discussed with the schools in question and are accounted for within the Capital Strategy and the Council's Medium Term Financial Plan.

CONSULTATION:

6. A public consultation was carried out between 5 and 30 November 2012. A consultation document was produced and circulated to all parents and other stakeholders and interested parties. In addition a meeting was held at the school on 13 November but regrettably this was not well attended (only one parent and a governor turned up). The consultation document was also published on the Surrey County Council website and the local Borough and County councillors were sent copies of this document.
7. The Council received 15 written consultation responses. An analysis of these is given in the table below. NB Some respondents are parents of children at

the school, parents of likely future pupils and/or governors; for the purposes of this summary table they have been counted once:

Respondent	Agree	Disagree	Don't Know
Parent of a child attending the school	4	1	1
Potential Future parent/child in an Early Years setting	5	0	0
Parent of child at another secondary school	1	0	0
Employee of the school	0	0	0
School governor	1	0	0
Other stakeholder – student or anonymous	1	1	0

8. Twelve responses indicated agreement with the proposal. One respondent stated that they did not know whether or not they were in favour, two respondents were against the proposal.
9. The main concern raised by respondents was the need to retain the ethos of the school and assurance was sought that resources would not be so stretched as to have a negative impact on standards. Many respondents noted that this is a popular school which is oversubscribed; they expressed support for the expansion so that more local children would have the opportunity to attend an outstanding school. The two people who disagreed with the proposal state that they liked the fact that Esher High was a small school and felt that much would be lost if it were to increase in size. One person mentioned a perceived diminution in standards of behaviour and restrictions on tutorial time since it has increased in size on a temporary basis.
10. Public Notices were subsequently published and we received no further responses to these.

RISK MANAGEMENT AND IMPLICATIONS:

11. The key risk to this proposal was the dependency on a successful planning application to develop the site. This scheme has been discussed informally with planners throughout the design and development process and a planning application has been submitted.

Financial and Value for Money Implications

12. The cost of the proposed project will be funded through the Schools Basic Need Capital Programme and funding for this scheme is included in the current 2012/17 Medium Term Financial Plan.

Legal Implications – Monitoring Officer

13. The *School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007* contain the regulations that apply to prescribed alterations. The DCSF has published two pieces of Guidance relating to prescribed alterations: *Expanding a Maintained Mainstream School or Adding a Sixth Form* and *Making Changes to a Maintained Mainstream School (Other than Expansion)*. These contain both statutory guidance (i.e. guidance to

which proposers and decision makers have a statutory duty to have regard) and non-statutory guidance on the process for making changes to school provision.

Equalities and Diversity

14. There are no direct equalities implications arising out of the proposal. However the increase in provision will be open to all applicants with the highest priority being given to Looked After Children, pupils on the SEN register and/or those who would benefit from a statement of educational need, thus supporting provision for the most vulnerable young people.

Safeguarding responsibilities for vulnerable children and adults implications

15. The school has a robust Safeguarding Policy which is monitored by the designated Child Protection Lead Officer, is regularly reviewed by the governing body and is subject to OFSTED inspection. Site access and security, both during the proposed building programme and afterwards, have been considered and addressed in the planning and design of this building project.

Climate change/carbon emissions implications

16. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change. A safe walking route to the school has been identified for use by residents and facilities will be provided at the new campus for students and staff who cycle to school.
17. The additional school provision is centred close to an area of demographic demand and therefore will enable young people to attend a local school; thus reducing the need for lengthy school journeys.

Section 151 Commentary

18. The section 151 officer confirms that funding for this scheme has been included in the 2012/17 medium term financial plan and scheme costs are expected to be contained within this funding allocation. More detailed costings will be developed as the scheme progresses to tender.

WHAT HAPPENS NEXT:

- Subject to Cabinet Member approval, Statutory Notices stating the Council's intent to expand the school will be published. The Cabinet Member would then receive a report to determine the proposed expansion within two months of the expiration of the Statutory Notices.
- The outcome of this consultation will be published on the Surrey County Council website and parents of pupils at the school will be notified by letter from the Governing Body.

Contact Officer:

Melanie Harris

School Commissioning Officer NE Surrey tel. 020 8541 9556

Consulted:

Parents of pupils and prospective pupils of Esher C of E High School

Staff and Governors of the school

Local Councillors

Local residents and other local schools via the consultation document published on the SCC website

Annexes: None

Sources/background papers:

School Organisation Consultation Proposal

15 Consultation responses

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SURREY COUNTY COUNCIL

CABINET MEMBER FOR CHILDREN AND LEARNING

DATE: 13 MARCH 2013

LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR FOR SCHOOLS AND FAMILIES

SUBJECT: PROPOSED EXPANSION OF ST MARTIN'S CHURCH OF ENGLAND (VA) INFANT AND JUNIOR SCHOOLS, EPSOM



SUMMARY OF ISSUE:

In order to meet a local need for primary school places it is proposed that St Martin's Infant and Junior Schools permanently expand from 2 to 3 forms of entry.

RECOMMENDATIONS:

It is recommended that:

1. St Martin's Infant School admits 3 FE from September 2014
2. St Martin's Junior School admits 3 FE from September 2017
3. Additional accommodation is built at both schools and a suitable travel plan is agreed.

REASON FOR RECOMMENDATIONS:

There is an immediate requirement for more primary school places in Epsom which is evidenced by data. This proposal to expand two popular and successful schools is in response to this need and the additional places will benefit local parents and children.

DETAILS:

Business Case

1. Surrey County Council's forecasts and historical data indicate that school rolls have been rising steadily across Epsom and Ewell Borough since 2006. Much of the rise is as a result of the increase in the local birth rate and some is due to housing development and inward migration. Births have risen across the borough by about 24% since a low point in 2002. Consequently we need to take account of this trend and provide more school places in the areas where they are needed.
2. The South Epsom and Langley Vale primary school planning area is served by 6 schools: St Joseph's, St Martin's Infants and Juniors, The Vale, and the two Wallace Fields schools. Additional Reception classes have been provided in a number of these schools over the past 3 years and most are now unable to expand further on their present sites.

3. Our projections for the planning area are given in the table below. The 'PAN' is the combined published admission numbers for Reception Year of the schools in the planning area. The 'spare' columns show the projected shortfall in Reception and in Year 3 places when children transfer into junior provision (Key Stage 2). Later projections should, however, be treated with caution – these are based not on actual births but on the current birth trend. Over the next two years or so, we will be able either to confirm this trend or revise our projections accordingly.

	PAN	Spare	YR	Y1	Y2	I	Jun PI	Junior Spare	Y3	Y4	Y5	Y6	J	Total	Cap	Surplus
2011/2012	210	5	205	210	229	644	207	5	202	212	199	210	823	1467	1429	-38
2012/2013	210	-31	241	205	208	654	207	-32	239	205	209	200	853	1507	1429	-78
2013/2014	210	-35	245	240	203	688	222	5	217	242	202	210	871	1559	1429	-130
2014/2015	210	-39	249	244	238	731	222	11	211	219	238	203	871	1602	1429	-173
2015/2016	210	-38	248	248	242	738	222	-26	248	213	215	239	915	1653	1429	-224
2016/2017	210	-40	250	247	246	743	222	-30	252	251	209	216	928	1671	1429	-242
2017/2018	210	-42	252	249	245	746	222	-34	256	255	247	210	968	1714	1429	-285
2018/2019	210	-42	252	251	247	750	222	-33	255	259	251	248	1013	1763	1429	-334
2019/2020	210	-43	253	251	249	753	222	-35	257	258	255	252	1022	1775	1429	-346
2020/2021	210	-47	257	252	249	758	222	-37	259	260	254	256	1029	1787	1429	-358

4. Taking a cautious view, we believe that there is a need for potentially more than 1 additional form of entry in Reception classes in the area by 2020. There will be a corresponding need to increase Year 3 places across the planning area in due course and we will need to match junior provision to infant places as the pupils move through the system.

Why Expand St Martin's Schools?

5. Both St Martin's Infant and St Martin's Junior have had recent positive OFSTED inspection judgements and are providing a good quality of education. Both schools are popular with parents and are often over-subscribed. The schools share a campus in a central location in Epsom town which makes them accessible and should enable parents living locally to walk their children to and from school.
6. The provision of additional places at St Martin's Infant and Junior schools meets the government's policy position to expand successful schools in order to meet parental preferences. Both schools are Voluntary Aided so may determine their own admissions arrangements. The Governing Bodies are therefore making this proposal in conjunction with Surrey County Council and The Diocese of Guildford.

CONSULTATION:

7. A public consultation was carried out between 26 November and 21 December 2012. A consultation document was produced and circulated to all parents, other stakeholders and interested parties. In addition a meeting was held at the junior school on 3 November 2012; this was attended by approximately 20 parents and some residents. The consultation document was also published on the Surrey County Council website and the local Borough and County councillors were sent copies of this.

8. The Council, on behalf of the two Governing Bodies, received 9 written consultation responses. An analysis of these is given in the table below:

Respondent	Agree	Disagree	Don't Know
Parent of a child attending the schools	3	1	3
Potential Future parent/child in an Early Years setting	1	1	0
Parent of child at another school	0	0	0
Employee of the school	0	0	0
School governor	0	0	0
Other stakeholder	0	0	0

9. Four respondents were in full agreement with the proposal. Three respondents stated that they did not know whether or not they were in favour; one respondent raised concerns about traffic and parking but did not specify whether they were for or against the proposal; and two respondents stated that they were against the proposal.
10. The main concerns raised by respondents were parking and traffic considerations and the possibility of upsetting local residents due to the increased volume of parental vehicles. There was a perception by some people that the council and Governing Bodies had not presented sufficient convincing data to justify expansion. One respondent also mentioned a perceived lack of evidence to show that larger schools benefit children's education. This person stated that, in her opinion, smaller schools offer better education. One respondent particularly felt that there were a number of unanswered questions relating to operational aspects of the proposal. Another person commented that the council should have built a new school on the site of one of the recent housing developments in the borough.
11. Supportive comments were received about the capacity of both schools to make a success of this project, in terms of maintaining high standards; and the benefits of increased budget and resources in a larger school. One respondent stated that all local schools should be made to expand in order to meet the demand for places however this is not technically possible as some sites are too small or have other restrictions that preclude this.

Statutory Notices

12. The consultation responses were subsequently reported to the Governing Bodies who jointly determined to recommend the expansion of both schools. The proposal is that the Infant School will begin admitting three Reception classes in September 2014 and the Junior School will begin admitting three Year 3 classes in 2017.
13. The Governing Bodies also proposed a building project to add accommodation and facilitate better access between the two schools for staff and children as necessary. This requires planning permission to be obtained.
14. A report was subsequently presented to the two Governing Bodies seeking approval to publish Statutory Notices. This approval was given and Notices were duly published and closed on 15 February. The council received one response, on behalf of the Governing Bodies, which objected to the proposal on the grounds that the current admissions policies of the two schools could

deprive local children, who do not attend the infant school, a place at the junior school. The respondent contends that both schools' admissions policies should be reviewed. This letter was copied to the Head and Chair of Governors at St Martin's Junior School and as they are their own Admissions Authority this is a matter for the governing bodies to consider.

15. The Governing Bodies made a joint Planning Application and have now received consent from the Planning Authority to proceed with the building project subject to final approval of the expansion scheme by Surrey County Council.

RISK MANAGEMENT AND IMPLICATIONS:

16. The predominant risk to this proposal is that if it is unsuccessful then the County Council still has a duty to provide additional school places elsewhere and in time for the 2014 intake of children starting school. Finding a suitable alternative school in the right location will be extremely difficult if not impossible, especially within the given time frame.
17. An analysis of the forecast data indicates that there is a definite need for at least one more class in the south of Epsom town. The Wallace Fields' schools and St Joseph's are unable to expand further on their present sites. The council has already made plans to expand four other schools in other parts of the Borough which will assist with the overall pattern of need but this will not deliver places locally for parents in south Epsom.

Financial and Value for Money Implications

18. The funding for these schemes is included within the 2013/18 Medium Term Financial Plan. It is expected that through effective tendering and cost efficient build solutions that the total cost will remain within the funding agreed. It is expected that the project will be jointly managed by the two schools and the agreed project budget will be delegated to them.

Section 151 Officer Commentary

19. The Section 151 Officer confirms that the funding for these schemes is included in the 2013/18 Medium Term Financial Plan. More detailed costings for the schemes will be developed as they progress to tender, but the Section 151 Officer expects the costs to be contained within the agreed funding levels.

Legal Implications – Monitoring Officer

20. The *School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007* contain the regulations that apply to prescribed alterations. The DCSF has published two pieces of Guidance relating to prescribed alterations: *Expanding a Maintained Mainstream School or Adding a Sixth Form* and *Making Changes to a Maintained Mainstream School (Other than Expansion)*. These contain both statutory guidance (i.e. guidance to which proposers and decision makers have a statutory duty to have regard) and non-statutory guidance on the process for making changes to school provision.

21. The schools have adhered to these regulations by holding a consultation phase with stakeholders within the prescribed timescales.

Equalities and Diversity

22. There are no direct equalities implications arising out of the proposal. However the increase in provision will be open to all applicants with the highest priority given to Looked After Children (LAC) and pupils on the SEN register and/or those who would benefit from a statement of educational need, thus supporting provision for our most vulnerable children.

Looked After Children implications

23. Looked After Children currently have a high priority in the Admissions criteria for both schools and as such may benefit from additional available school places in Epsom.

Safeguarding responsibilities for vulnerable children and adults implications

24. Both schools have robust Safeguarding Policies which are monitored by the designated Child Protection Lead Officers, are regularly reviewed by the governing bodies and are subject to OFSTED inspection. Site access and security, both during the proposed building programme and afterwards, have been considered and addressed in the planning and design of this building project.

Climate change/carbon emissions implications

25. The schools have submitted revised Travel Plans as part of their Planning Application. These aim to encourage parents to walk their children to and from school as far as possible; or to park away from the immediate vicinity and walk the last few hundred yards or so. This is to restrict vehicles around the school site and the residential streets adjacent to the school gates.

WHAT HAPPENS NEXT:

- Subject to approval of this proposal the schools will commence building work in order to ensure that there is sufficient teaching accommodation is available for the additional infant class in September 2014 and for the junior expansion in the future.
- A request will be made to the Cabinet Member for Assets and Regeneration programmes seeking permission to release the budget for the building project so that it may be delegated to the schools.
- The outcome of this report will be communicated to the schools by letter and to the general public via the County Council website

Contact Officer:

Melanie Harris
Schools Commissioning Officer NE Surrey
Tel. 020 8541 9556

Consulted:

The staff, parents and Governing Bodies of St Martin's Infant and Junior Schools; members of the public, The Cabinet Member for Assets and Regeneration ; local members; the Diocese of Guildford

Annexes:

None

Sources/background papers:

- School Organisation Consultation document November 2012
 - Officer presentation to the public meeting 3 December 2012
 - Report to the Governing Bodies of St Martin's Infant and Junior Schools January 2013
 - Public Notices for both schools January 2013
 - Copies of responses to consultations
-

SURREY COUNTY COUNCIL**CABINET MEMBER FOR CHILDREN AND LEARNING****DATE: 13 MARCH 2013****LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR FOR CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: CHARLWOOD INFANT SCHOOL CHANGE TO A PRIMARY SCHOOL – DECISION****SUMMARY OF ISSUE:**

Charlwood Infant School is a small school that serves the communities of Charlwood and Hookwood in the parish of Charlwood to the west of Horley. There is a shortage of junior places in the wider area. Junior places could be provided by Charlwood Infant School becoming a primary school

Surrey County Council in partnership with the Governing Body of Charlwood Infant School is proposing that Charlwood Infant School becomes a primary school with a Published Admission Number of 15 on 1 September 2013.

On 11 September 2012 the Cabinet Member for Children and Learning approved the publication of statutory notices. Funding issues had to be resolved and the notices were published on 17 January 2013.

The notice period has expired and the Cabinet Member needs to consider the proposals and act as Decision Maker and, giving regard to the Decision Maker's Guidance, to examine the Prescribed Information (Annex A) and determine the proposals - decide whether to approve the proposals.

RECOMMENDATIONS:

It is recommended that the Cabinet Member approves the following proposals:

- Charlwood Primary School would decrease its Published Admission Number from 30 to 15 on 1 September 2013
- No Year 2 children would remain on roll at Charlwood Primary School, but would continue to progress to other schools for their junior education
- The school would become a restricted age primary school
- Charlwood Primary School would extend its age range by 1 year on 1 September 2016
- Charlwood Primary School would then extend its age range by 1 year each year until 1 September 2019, when it would become an all-through primary school

REASON FOR RECOMMENDATIONS:

Additional junior places in the area are necessary. The expansion of Charlwood Infant School would increase parental certainty of progression for their children and provide effective long-term provision to meet the needs of local children, promoting

high standards, ensuring fair access to educational opportunity, and promoting the fulfilment by every child of their educational potential.

DETAILS:

Business Case

1. Charlwood Infant School is a small school that serves the communities of Charlwood and Hookwood in the parish of Charlwood to the west of Horley. The Year 2 children from Charlwood Infant School primarily progress into junior schools in Horley.
2. Numbers of primary children in Horley are increasing and there are fewer junior places than infant places, leading to a shortage of junior places. Additional junior places could be provided by Charlwood Infant School becoming a primary school, reducing the need for junior places in Horley.
3. The Charlwood site is too small for a one form entry (1FE) primary school, Therefore, it is proposed to become a 0.5 FE primary school. There would be a net increase in capacity of 15 places.
4. Charlwood Infant School is a good school and it is entirely appropriate to expand the provision at good schools.

The area served by the school

5. Charlwood Infant School serves the communities of Charlwood and Hookwood in the parish of Charlwood. The ward of Charlwood covers the same geographical area as the parish of Charlwood. Over the years, a variable number of children have lived outside of this area. The average number of children attending Charlwood Infant School over recent years who live in Charlwood Ward has been about 15 pupils. Therefore a catchment area which is Charlwood Ward would appropriately match the historic and anticipated demand for places in the community.
6. Therefore, it is also proposed that the school would have a catchment area consisting of Charlwood Ward. This would provide long-term sustainable provision to serve the parish of Charlwood for many years to come.
7. Therefore, it is proposed to amend the admission arrangements so that the school has a catchment area which is the wards of Charlwood and Hookwood.

Educational advantages

8. The advantages if Charlwood Infant School changed into a primary school:
 - there would be a clear progression route for infant children at Charlwood
 - there would be an enhancement in community cohesion were there to be a primary school rather than an infant school
 - there would be a significant reduction in travel, including car journeys, as junior children would not need to travel to another school.
9. A primary school has the following advantages:

- a seamless transition from Key Stage 1 (Infants) to Key Stage 2 (Juniors)
 - greater opportunities for curriculum development
 - greater opportunities for staff development
 - greater flexibility with a larger budget to deploy staff and curriculum resources effectively
 - greater opportunities for staff recruitment
10. It is becoming increasingly difficult to recruit headteachers, and the range of teaching and learning in a primary school means it would be more likely to attract aspiring headteachers when a new headteacher is needed in the future.

Pupil Numbers in the area

11. Whilst Charlwood Infant School is in the South Mole Valley primary planning area, it has links with Horley. Therefore, it is appropriate to look at Horley as well as the South Mole Valley area as the pupil numbers in Horley affect pupil numbers in Charlwood.
12. Pupils' numbers are related to the number of births and new housing in an area. Therefore, both births and new housing should be considered.

Births

13. Births in the South Mole Valley area have been relatively stable over the years and are forecast to remain around the same level. This means the number of children from this area starting school should be stable.
14. Births in Horley have been increasing since the Millennium except 2003 to 2004. They have flattened out and are forecast to remain relatively stable. When the new housing becomes occupied by families over the years, the birth rate may increase.
15. The Horley births are now about 62% higher than around the Millennium. Horley births are now forecast to increase between 2% and 3% per year. This will increase the number of children needing a primary school place 4 years later each year in the future.

Housing developments

16. There has been a significant amount of new housing in Horley and there large numbers of additional new housing planned. Families move into this housing and the additional children need additional school places. New housing has a significant impact on numbers of children needing a school place in the Horley area.

Historic Numbers on Roll and Forecast demand for primary places

17. Applications for reception places in South Mole Valley have been variable over the years. In recent years, applications dipped in 2008 but have increased since then. Reception numbers at the school have varied in line with applications.
18. Reception numbers in Horley are forecast to dip slightly in 2012 then to increase steadily. An expansion of primary provision in Horley is needed in

the next two years. Further expansion of primary provision is needed in following years. There will be significantly more junior children in Horley than the places currently available. Junior provision in the area will need to be increased in addition to the primary expansions.

19. The reduction in reception places at Charlwood would increase the need for the expansion of infant provision in Horley. The provision of Year 3 places at Charlwood would decrease the need for the expansion of junior provision in Horley. The pressure on junior places is more critical than the pressure on infant places as there are already fewer junior places than infant places in the area. Moreover, there would be an overall increase in total primary places as the pupil capacity would increase from 90 to 105.

Sustainability of provision at Charlwood

20. Having a school in a village is an important element in both promoting community cohesion and supporting its sustainability. Young families are more likely to come to live in a village which has a primary school
21. Primary schools are more sustainable than infant schools owing to the increased breadth of provision available and economies of scale. Therefore, changing Charlwood Infant School into a primary school would increase its sustainability.
22. Historically, the school has not needed 30 places per year and so its sustainable size in the long term is likely to be less than 30 pupils per year. Analysis of the home locations of pupils indicates that about 15 pupils per year live in the Parish of Charlwood.
23. Therefore, providing 15 places per year should ensure the long term sustainability of primary provision in Charlwood.

Interim funding

24. The School will need financial support during the transition period, and until funding for the whole transition period had identified we were unable to proceed with the proposals.
25. Surrey Schools Forum has agreed to transition funding, but it does mean that rather than there being 3 class teachers throughout the transition period, there will only be 2 class teachers in the school year 2015/16, when the Number on Roll will be 45 pupils.
26. This is not a material change to the Proposal as it relates to the transition rather than how the school would be once it has become an all through 0.5 FE primary school.

CONSULTATION:

27. The consultation included all those persons who are required to be consulted according to statutory requirements. The following were consulted: the governing body of the School; the families of pupils, teachers and other staff at the school; the trade unions who represent staff in Surrey schools; all primary schools in the District; schools in the Horley Learning partnership; the Church of England and Roman Catholic Dioceses in which the school is

located; the local MP; the local SCC members and members of adjacent divisions; local district councillors; the local Parish Council and the adjacent Parish councils in the district; the adjacent district councils; the adjacent Local Education Authority, the Primary Care Trust; SCC Early Years and Childcare Service; the local Early Years setting.

28. Public consultation has taken place on the proposal to expand the School, and a Consultation Booklet was issued. Two public meetings were held at the School. The consultation meetings were relatively well attended.

Consultation Response analysis

29. There were 15 responses received by the deadline for submitting responses. Of these, 3 were parents/carers of a child at the school, and 6 were parents/carers of a child who may go to the school.
30. As the number of responses is small, analysis of the numbers cannot be considered to be highly reliable.
31. There are about 75 pupils at the school, so this is a response rate of about 4% of the parents/carers of children at the school depending on whether each child has one or two parents/carers and the number of children in the families. This is a low response rate.
32. The figures for percentages may not add up to 100% owing to rounding errors or where either more than one response was made, or where no response was made by respondents.
33. There was a high level of support for the proposal to become a primary school.
34. Of the total respondents, 73% supported the proposal, 0% neither supported nor opposed the proposal, and 27% of respondents opposed the proposal.
35. Of those respondents with a child at Charlwood, 44% supported the proposal, 12% neither supported nor opposed the proposal, and 44% of respondents opposed the proposal.
36. There was marginal support for extending the age range in 2016.
37. Of the total respondents, 47% supported the proposal, 13% neither supported nor opposed the proposal, and 40% of respondents opposed the proposal.
38. There was less opposition to bringing forward extending the age range to 2015.
39. Of the total respondents, 47% supported this, 13% neither supported nor opposed this, and 33% of respondents opposed it.
40. There was a high level of support for the proposal to create a catchment area to give priority to children living in Charlwood Ward.
41. Of the total respondents, 67% supported the proposal to create a catchment, 0% neither supported nor opposed the proposal, and 33% of respondents opposed the proposal.

42. Charlwood Parish Council supports the proposal to become a primary school with an extension of age range starting in 2016; and supports the proposal to create a catchment area to give priority to children living in Charlwood Ward.
43. Newdigate Parish Council supports the proposal to become a primary school with an extension of age range starting in 2016; and supports the proposal to create a catchment area to give priority to children living in Charlwood Ward.
44. Details are provided in the document "Charlwood Consultation Analysis", but the responses are summarised below with SCC's observations upon them.

Point 1

45. There were concerns about traffic and parking – 27% of respondents raised this as an issue.

Response 1

46. It is recognised that traffic is an issue, with congestion affecting local residents. Currently there are no junior places within walking distance of the school. Therefore any child with a junior age sibling will have to be driven to school. If junior children can be educated at the school, then this will reduce the need for a considerable number car journeys.
47. Currently, children at the school live in a wide area. The proposal to create a catchment means that after a time the school population will stabilise to being predominantly residents of Charlwood Ward. Those living in Charlwood are within walking distance of the school. It is recognised that the Hookwood area is not within walking distance, and so car journeys may be necessary. Where families have siblings at the same school they would only make one journey, but there would be a marginal increase in the number of families owing to the increase in age range. However, this would be substantially offset by the reduction in journeys that are currently made by children living in locations outside the proposed catchment area.
48. The School will be producing a new Travel Plan and will be able to explore options for further reducing car journeys.

Point 2

49. The school is at the heart of a village community – 27% of respondents raised this as an issue.

Response 2

50. The promotion of community cohesion and enhancing the stability of education provision in rural communities is an underlying rationale for this proposal.

Point 3

51. Siblings should be education at the same school and so they should be given priority above living in catchment – 16% of respondents raised this as an issue.

Response 3

- 52. It is appropriate for siblings to be educated at the same school, where possible, so an admission that would enable siblings of current children to attend the same school would be beneficial.
- 53. The full details of the admissions policy have not yet been decided. It would be appropriate to give priority to siblings of children currently at the school and of those who will be at the school in September 2012 to support those families involved.

Point 4

- 54. The school should have 30 pupils per year - either in the transition or permanently.
- 55. The school should have 30 pupils per year permanently – 20% of respondents raised this as an issue.
- 56. There would be insufficient infrastructure to have 30 junior pupils per year – 20% of respondents raised this as an issue.

Response 4

- 57. The site is not large enough for sufficient infrastructure to be provided for 30 pupils per year throughout the school. Additional land would need to be purchased and there is no funding allocated for this. Moreover, this would mean the school would be planned to serve a greater area than the proposed catchment area of Charlwood Ward.
- 58. If there were significantly more than 15 pupils per year in the junior age group then additional classrooms would be required. The School believes that there would be an adverse impact on the ethos and standards if the school site was overcrowded owing to additional junior classes being required.

Publication of Statutory Notices

- 59. Surrey County Council published Statutory Notices on 17 January 2013.
- 60. No representations were received regarding the publication of the Statutory Notices.

RISK MANAGEMENT AND IMPLICATIONS:

- 61. A project to provide additional classrooms for September 2016 will be required. There is a very low risk that these classrooms will not be available in time as there is a considerable lead time.
- 62. There is a risk that the interim revenue funding based on the projected budget agreed by Surrey Schools Forum may not be sufficient. Further additional interim funding would require Schools Forum to approve a deduction from all other maintained primary schools' budgets.

Financial and Value for Money Implications

63. The number of pupils at the school will decrease significantly during the transition phase. Funding for schools is based on pupil numbers, therefore, without additional transition funding, the school would not be viable. Surrey Schools Forum was asked to authorise transition funding, and this was eventually agreed. It is expected that the school will manage the transition arrangements within the additional funding they have been allocated by schools forum.
64. The school agreed that it would only have 2 teachers plus a headteacher, for the one year when the number on roll falls to 45. This brought the projected interim funding request to £113k. On 11 January 2013, Schools Forum agreed to £100k interim funding during the transition period, with the assumption that the school will make further savings.
65. The cost of the proposed additional classroom is likely to be achievable for less than the normal cost of an additional classroom. This has not yet been included in the Schools Basic Need capital programme.

Section 151 Officer Commentary

66. The Section 151 Officer confirms that interim revenue funding has been approved by Schools Forum to the value of £100k and expects the school to manage within this allocation. The capital funding allocation for this scheme has not yet been approved and is not currently included in the schools basic need capital programme. The full cost implications will be further considered in developing a business case required for its inclusion within the capital programme

Legal Implications – Monitoring Officer

67. Section 1 of the Education and Inspections Act 2006 inserts section 13A into the Education Act 1996, which places a duty on local education authorities (ie Local Authorities with responsibility for the functions of education in their area) to promote high standards and the fulfilment of potential. A local education authority shall exercise its functions with a view to promoting high standards, ensuring fair access to educational opportunity, and promoting the fulfilment by every child concerned of his educational potential. The duty of promotion means a local education authority should be proactive in the discharge of its functions.
68. Section 13 of the Education Act 1996 places a general duty on local education authorities to secure that efficient primary education is available to meet the needs of the population of their area. Section 14 of the Education Act 1996 places a duty on local education authorities to secure that sufficient schools for providing primary education are available in their area. Section 5 of the School Standards and Framework Act 1998 places a duty to promote high standards. Therefore, there is a duty to provide efficient education and sufficient schools to do so.
69. The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 contains the regulations that apply to prescribed alterations. The former DCSF, now DfE published two pieces of Guidance relating to prescribed alterations: Expanding a Maintained Mainstream School

or Adding a Sixth Form and Making Changes to a Maintained Mainstream School (Other than Expansion). These contain both statutory guidance (i.e. guidance to which proposers and decision makers have a statutory duty to have regard) and non-statutory guidance on the process for making changes to school provision.

Equalities and Diversity

70. This educational provision would be for children in the community served by the school. If there is sufficient provision available, then it would be beneficial for all children, including vulnerable children.
71. Ofsted has judged that the school promotes equality and tackles discrimination successfully. There is no discrimination because pupils learn to respect and understand different beliefs. This helps the school to make a good contribution to community cohesion. Therefore, changing the school into a primary school would promote equalities.
72. The proposal is for an expansion of provision, so more staff would be employed. Employment opportunities would increase with a larger school. The range of opportunities would be enhanced by the expansion of the school and there would also be greater professional development opportunities.

Corporate Parenting/Looked After Children implications

73. This proposal would provide increase provision in the area, which would be of benefit to all in the community served by the school. This means it would, therefore, also be of benefit to any looked after children who will attend the school.

Safeguarding responsibilities for vulnerable children and adults implications

74. Safeguarding vulnerable children is a high priority in Surrey schools. Schools have considerable expertise in safeguarding vulnerable children and adhere to robust procedures. The school would continue to apply good practice in the area of safeguarding. Safeguarding is monitored when Ofsted carries out inspections of schools.

WHAT HAPPENS NEXT:

75. Subject to Cabinet Member approval, Surrey County Council and Charlwood Infant School would implement the Proposals. The school would become a restricted age primary school with a Published Admission Number (PAN) of 15 on 1 September 2013.
76. The decision will be communicated to all statutory consultees via email.

Contact Officer:

Mark Burton, School Place Planning Manager, tel 020 8541 9142

Consulted:

David Hodge, Leader

Helyn Clack, Member for Dorking Rural

Nick Wilson, Strategic Director – Children Schools & Families

Julie Fisher, Strategic Director – Change & Efficiency

The following were also consulted:

the governing body of the School; the families of pupils, teachers and other staff at the school; the trade unions who represent staff in Surrey schools; all primary schools in the District; schools in the Horley Learning partnership; the Church of England and Roman Catholic Dioceses in which the school is located; the local MP; the local SCC members and members of adjacent divisions; local district councillors; the local Parish Council and the adjacent Parish councils in the district; the adjacent district councils; the adjacent Local Education Authority, the Primary Care Trust; SCC Early Years and Childcare Service; the local Early Years setting.

Annexes:

Annex A – Proposal to change Charlwood Infant School into a Primary School

Sources/background papers:

The Education Act 1996; the School Standards and Framework Act 1998; the Education Act 2002; the Education Act 2005; the Education and Inspections Act 2006.

Consultation Booklet regarding the changing Charlwood Infant School into a Primary School

Charlwood Infant School to Primary Consultation Analysis.

All background papers used in the writing of the report should be listed, as required by the Local Government (Access to Information) Act 1985.

Annex A

PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal

NB. If the School Organisation Notice Builder tool is used to create a draft statutory notice, a template for the complete proposal is provided automatically by the Notice Builder when the draft statutory notice is finalised, alternatively the template can be found in “Standard Forms” in the Members’ Area of the website or you can enter the information required in the expandable boxes below.

Extract of Part 1 of Schedule 3 and Part 1 of Schedule 5 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended):

In respect of a Governing Body Proposal: School and governing body’s details

1. The name, address and category of the school for which the governing body are publishing the proposals.

N/A

In respect of an LEA Proposal: School and local education authority details

1. The name, address and category of the school .

Charlwood Village Community Infant School, Chapel Road, Charlwood, Surrey, RH6 0DA

Implementation and any proposed stages for implementation

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

1 September 2013

To change the category of Charlwood Village Infant School to a primary school on 1 September 2013

i) To decrease the Published Admission Number of Charlwood Village Community Infant School from 30 to 15 on 1 September 2013

ii) a) Initially to keep the upper age limit at Year 2 (age 6+) from 1 September 2013

b) to increase the upper age limit of Charlwood Village Community Infant School from Year 2 (age 6+) to Year 3 (age 7+) on 1 September 2016

c) the age range would extend by a further year each subsequent year from 1 September 2017 until the upper age limit is Year 6 (age 10+) on 1 September 2019,

ii) To reduce Charlwood Village Community Infant School from 90 places to 45 places and then to enlarge it to 105 places

Objections and comments

3. A statement explaining the procedure for making representations, including —

ANNEX A – Charlwood Infant

- (a) the date prescribed in accordance with paragraph 29 of Schedule 3 (GB proposals)/Schedule 5 (LA proposals) of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), by which objections or comments should be sent to the local education authority; and
- (b) the address of the authority to which objections or comments should be sent.

a) Within six weeks after the date of publication of the proposals – 17 January 2013
b) Mark Burton, Surrey County Council, Room 326, County Hall, Kingston Upon Thames, Surrey, KT1 2DN, email: schoolorg@surreycc.gov.uk.

Alteration description

4. A description of the proposed alteration and in the case of special school proposals, a description of the current special needs provision.

i) To decrease the Published Admission Number of Charlwood Village Community Infant School from 30 to 15 on 1 September 2013
ii) a) Initially to keep the upper age limit at Year 2 (age 6+) from 1 September 2013
b) to increase the upper age limit of Charlwood Village Community Infant School from Year 2 (age 6+) to Year 3 (age 7+) on 1 September 2016
c) the age range would extend by a further year each subsequent year from 1 September 2017 until the upper age limit is Year 6 (age 10+) on 1 September 2019,
ii) To reduce Charlwood Village Community Infant School from 90 places to 45 places and then to enlarge it to 105 places

School capacity

5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, 8, 9 and 12-14 of Schedule 2 (GB proposals)/paragraphs 1-4, 7, 8, 18, 19 and 21 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), the proposals must also include —

- (a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

The current net capacity of Charlwood Village Community Infant School is 133. The pupil capacity is 90 pupils. The proposed final capacity will be 105 pupils. The capacity will initially decrease by 15 pupils each year until it is 45 pupils. Then it will increase by 15 pupils each year until it is 105 pupils and the school will be an age 4-11 primary school.

- (b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

Charlwood Village Community Infant School currently has an Admission Number of 30 at age 4+ and the proposed Admission Number will be 15 pupils at age 4+.

- (c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

15 pupils

ANNEX A – Charlwood Infant

- (d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

N/A

Where the alteration is an alteration falling within any of paragraphs 1, 2, 9, 12 and 13 of Schedule 2 (GB proposals) /paragraphs 1, 2, 8, 18 and 19 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), a statement of the number of pupils at the school at the time of the publication of the proposals.

The NOR at Charlwood Village Community Infant School is 86.

Implementation

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local education authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body.

Surrey County Council will implement the proposal.

Additional Site

7.—(1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

No additional site will be required.

(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

N/A – there will be no additional site.

Changes in boarding arrangements

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

N/A

- (b) the arrangements for safeguarding the welfare of children at the school;

N/A

- (c) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

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N/A

- (d) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

N/A

Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (e) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

N/A

- (f) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

N/A

Transfer to new site

9. Where the proposals are to transfer a school to a new site the following information—

- (a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

The school would not transfer to a new site.

- (b) the distance between the proposed and current site;

N/A

- (c) the reason for the choice of proposed site;

N/A

- (d) the accessibility of the proposed site or sites;

N/A

- (e) the proposed arrangements for transport of pupils to the school on its new site; and

N/A

- (f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

N/A

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Objectives

10. The objectives of the proposals.

Charlwood Infant School is a small school that serves the communities of Charlwood and Hookwood in the parish of Charlwood to the west of Horley. The Year 2 children from Charlwood Infant School mainly progress into junior schools in Horley.

Numbers of primary children in Horley are increasing. There are fewer junior places than infant places, leading to a greater shortage of junior places. Some junior places in Horley could be freed by Charlwood Infant School becoming a primary school, reducing the additional need for junior places in Horley.

The Charlwood site is too small for a one form entry (1FE) primary school, therefore, it is proposed to become a 0.5 FE primary school with 15 places per year. The total number of infant places would decrease by 15, but there would be a total of 60 junior places at the school. Therefore, there would be a net increase in primary capacity of 15 places.

We feel that a primary school would serve the community even better than the school does now.

There would be advantages if Charlwood Infant School changed into a primary school:

- There would be a clear progression route for infant children at Charlwood
- there would be an enhancement in community cohesion were there to be a primary school rather than an infant school
- there would be a significant reduction in travel, including car journeys, as junior children would not need to travel to another school.

A primary school has the following advantages:

- A seamless transition from Key Stage 1 (Infants) to Key Stage 2 (Juniors)
- greater opportunities for curriculum development
- greater opportunities for staff development
- greater flexibility with a larger budget to deploy staff and curriculum resources effectively
- greater opportunities for staff recruitment
- it is becoming increasingly difficult to recruit headteachers, and the range of teaching and learning in a primary school would be more likely to attract aspiring headteachers in future

Consultation

11. Evidence of the consultation before the proposals were published including—

- (a) a list of persons who were consulted;
- (b) minutes of all public consultation meetings;
- (c) the views of the persons consulted;
- (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
- (e) copies of all consultation documents and a statement on how these documents were made available.

the following persons and/or parties were consulted:
the governing body of the School; the families of pupils, teachers and other staff at the school; the trade unions who represent staff in Surrey schools; all primary schools in the District; schools in the Horley Learning partnership; the Church of England and Roman

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Catholic Dioceses in which the school is located; the local MP; the local SCC members and members of adjacent divisions; local district councillors; the local Parish Council and the adjacent Parish councils in the district; the adjacent district councils; the adjacent Local Education Authority, the Primary Care Trust; SCC Early Years and Childcare Service; the local Early Years setting.

Please see the document "Charlwood change to Primary Consultation Analysis"

All applicable statutory requirements to consult in relation to the proposals were complied with.

Please see the document "Consultation – Charlwood Infant School into a Primary May 2012". This document was distributed via pupil post to parents/carers of children at the school. A copy was emailed to all maintained schools in the borough, as well as to all statutory consultees.

Project costs

12. A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local education authority, and any other party.

An additional classroom for September 2018 would be provided via adaptations. The estimated build cost is £100k. This will be provided by Surrey County Council.

13. A copy of confirmation from the Secretary of State, local education authority and the Learning and Skills Council for England (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

Capital funding will be made available by Surrey County Council.

Age range

14. Where the proposals relate to a change in age range, the current age range for the school.

The current age range of Charlwood Village Community Infant School is from Reception (age 4+) to Year 2 (age 6+)

Early years provision

15. Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

- (a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

N/A – the lower age limit will not be lowered

- (b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

N/A – However, the early years provision that serves the local area is located at Charlwood Village Community Infant School, so there is already an element of integration. This provision would continue to be located at the school.

- (c) evidence of parental demand for additional provision of early years provision;

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N/A – additional provision is not proposed

- (d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

N/A

- (e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

N/A

Changes to sixth form provision

16. (a) Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

- (i) improve the educational or training achievements;
- (ii) increase participation in education or training; and
- (iii) expand the range of educational or training opportunities for 16-19 year olds in the area;

N/A

- (b) A statement as to how the new places will fit within the 16-19 organisation in an area;

N/A

- (c) Evidence —

- (i) of the local collaboration in drawing up the proposals; and
- (ii) that the proposals are likely to lead to higher standards and better progression at the school;

N/A

- (d) The proposed number of sixth form places to be provided.

N/A

17. Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

N/A

Special educational needs

- 18.** Where the proposals are to establish or change provision for special educational needs—

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- (a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

N/A – there is no proposal to alter special educational needs provision

- (b) any additional specialist features will be provided;

N/A

- (c) the proposed numbers of pupils for which the provision is to be made;

N/A

- (d) details of how the provision will be funded;

N/A

- (e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

N/A

- (f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

N/A

- (g) the location of the provision if it is not to be established on the existing site of the school;

N/A

- (h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local education authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

N/A

- (i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

N/A

19. Where the proposals are to discontinue provision for special educational needs—

- (a) details of alternative provision for pupils for whom the provision is currently made;

N/A – there is no proposal to discontinue special educational needs provision

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- (b) details of the number of pupils for whom provision is made that is recognised by the local education authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

N/A

- (c) details of provision made outside the area of the local education authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

N/A

- (d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

N/A

20. Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

- (a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority's Accessibility Strategy;
- (b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;
- (c) improved access to suitable accommodation; and
- (d) improved supply of suitable places.

N/A - there is no proposal to alter special educational needs provision

Sex of pupils

21. Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area;

N/A – the school would continue to admit both sexes

- (b) evidence of local demand for single-sex education; and

N/A

- (c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975).

N/A

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22. Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and

N/A

- (b) evidence of local demand for single-sex education.

N/A

Extended services

23. If the proposed alterations affect the provision of the school's extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

N/A – the proposal does not involve an alteration of the provision of the school's extended services

Need or demand for additional places

24. If the proposals involve adding places—

- (a) a statement and supporting evidence of the need or demand for the particular places in the area;

The proposal involves adding junior places in the wider area. There is a forecast shortfall of junior places in the wider area and extending the age range of the school so that it becomes a primary school will provide an additional 15 junior (Year 3 to year 6) places per year.

- (b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

N/A – the school does not have a religious character.

- (c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

N/A

25. If the proposals involve removing places—

- (a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

Charlwood Infant School serves the communities of Charlwood and Hookwood in the parish of Charlwood. The ward of Charlwood covers the same geographical area as the parish of Charlwood. Over the years, a variable number of children have lived outside of

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this area. The average number of children attending Charlwood Infant School over recent years who live in Charlwood Ward has been about 15 pupils. Therefore a catchment area which is Charlwood Ward would appropriately match the historic and anticipated demand for places in the community.

(b) a statement on the local capacity to accommodate displaced pupils.

N/A

Expansion of successful and popular schools

25A. (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within:

(a) (for proposals published by the governing body) paragraph 1 of Part 1 to Schedule 2 or paragraph 12 of Part 2 to Schedule 2;

(b) (for proposals published by the LA) paragraph 1 of Part 1 to Schedule 4 or 18 of Part 4 to Schedule 4

of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).

Charlwood Infant School is a successful school.

The school was judged by Ofsted to be a good school: "Among its outstanding features are the high quality of care, guidance and support, pupils' excellent behaviour and the strong partnership between the school and parents and carers. Pupils are happy and, as a result, their progress is good and attainment is above average. Right from the start in the Reception class children settle quickly, are eager to learn and show their enjoyment of school."

Pupils' achievement is good. Children get off to a good start in the Early Years Foundation Stage and continue to make good progress in the rest of the school."

Therefore, the presumption for the expansion of successful and popular schools should partially apply as the school is a successful school.

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