

Notice of Meeting

Cabinet Member for Schools, Skills and Educational Achievement Decisions

**Date & time**

Thursday, 10
September 2015 at
11.30 am

Place

Room 111, County
Hall, Kingston upon
Thames. KT1 2DN

Contact

Andrew Baird or Rianna
Hanford
Room 122, County Hall
Tel 020 8541 7609 or 020
8213 2662
andrew.baird@surreycc.gov.uk
rianna.hanford@surreycc.gov.uk

Chief Executive

David McNulty

If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9122, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email andrew.baird@surreycc.gov.uk or rianna.hanford@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Andrew Baird or Rianna Hanford on 020 8541 7609 or 020 8213 2662.

Elected Members

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.

2 PROCEDURAL ITEMS

2a Members' Questions

The deadline for Members' questions is 12pm four working days before the meeting (4 September 2015).

2b Public Questions

The deadline for public questions is seven days before the meeting (3 September 2015).

2c Petitions

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

3 DOVERS GREEN INFANT SCHOOL, REIGATE

(Pages 1
- 20)

Surrey County Council has consulted on a proposal to expand Dovers Green School by one form of entry from September 2016. The Education Consultation was conducted between 22 June 2015 and 20 July 2015.

The Cabinet Member is asked to review the education rationale for the project and summary of the consultation process/feedback provided within this report and associated Annex and, on that basis, decide whether to determine the associated Statutory Notice.

4 REIGATE PARISH INFANT SCHOOL

(Pages
21 - 48)

The Governing Body of Reigate Parish Church School, in partnership with Surrey County Council and the Diocese of Southwark, has consulted on a proposal to extend the age range of the school from 4-7 (Infant) 4-11 (Primary), so that it becomes a Primary School from September 2016. It is anticipated that the school will grow by one year group per year until it reaches capacity as a primary school in September 2019. The Education Consultation was conducted between 1 June 2015 and 29 June 2015.

The Cabinet Member is asked to review the education rationale for the project and summary of the consultation process/feedback provided within this report and associated Annexes and, on that basis, decide whether to determine the associated Statutory Notice.

5 INVESTMENT IN SYTHWOOD PRIMARY SCHOOL AND CHILDREN'S CENTRE

(Pages
49 - 52)

To seek approval from the Cabinet Member for Schools, Skills and Educational Achievement for a capital investment contribution at Sythwood Primary School (Academy) and Children's Centre so that two year old children can access their free early education entitlement.

6 INVESTMENT IN THE FREE EARLY EDUCATION PORTAL FOR THE ADMINISTRATION OF PAYMENTS TO PROVIDERS FOR FREE EARLY EDUCATION ENTITLEMENT FOR 2,3,4 YEAR OLDS (Pages 53 - 58)

This report provides details of the development of an Early Years web based system for the collection of data in relation to children receiving free early education entitlement for two, three and four year olds including checking eligibility for two year olds. This system will be piloted in September 2015 and fully implemented by January 2016. Approval is requested to fund the system currently under development.

7 EXCLUSION OF THE PUBLIC

That under Section 100 (A) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

8 INVESTMENT IN THE FREE EARLY EDUCATION PORTAL FOR THE ADMINISTRATION OF PAYMENTS TO PROVIDERS FOR FREE EARLY EDUCATION ENTITLEMENT FOR 2,3,4 YEAR OLDS (Pages 59 - 68)

This is a part 2 annex relating to item 6.

Exempt: Not for publication under Paragraph 3

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

David McNulty
Chief Executive

Published: Wednesday, 2 September 2015

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting. To support this, County Hall has wifi available for visitors – please ask at reception for details.

Anyone is permitted to film, record or take photographs at council meetings with the Chairman's consent. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that the Chairman can grant permission and those attending the meeting can be made aware of any filming taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to the PA or Induction Loop systems, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

Thank you for your co-operation

SURREY COUNTY COUNCIL**CABINET MEMBER FOR SCHOOLS, SKILLS AND EDUCATIONAL ACHIEVEMENT****DATE: 10 SEPTEMBER 2015****LEAD OFFICER: JULIE FISHER, DEPUTY CHIEF EXECUTIVE****SUBJECT: PROPOSED EXPANSION OF DOVERS GREEN SCHOOL****SUMMARY OF ISSUE:**

Surrey County Council (SCC) has consulted on a proposal to expand Dovers Green School by one form of entry from September 2016. The Education Consultation was conducted between 22 June 2015 and 20 July 2015.

The Cabinet Member is asked to review the education rationale for the project and summary of the consultation process/feedback provided within this report and associated Annex and, on that basis, decide whether to determine the associated Statutory Notice.

RECOMMENDATIONS:

It is recommended that the Cabinet Member determines the Statutory Notice, thereby bringing into effect the formal expansion of Dovers Green School by 1 Form of Entry (1 FE) for September 2016.

REASON FOR RECOMMENDATIONS:

There is an increasing demand for primary school places in Reigate and the surrounding area, which reflects a rise in the primary-age population over recent years. In order to meet this demand, SCC is overseeing an ongoing school expansion programme, designed to increase the capacity of the school estate. The proposal to expand the capacity of Dovers Green School by 1 FE is a core element of SCC's strategy to deliver additional places in this area. In line with this, Surrey County Council has undertaken the requisite statutory consultation process to inform the decision making process and no objections have been received as part of this. For these reasons, it is recommended that the Cabinet Member determines the Statutory Notice (appended to this report as Annex 1), so as to bring the expansion of the school formally into effect.

DETAILS:**The Proposal**

1. On 22 June 2015, Surrey County Council published a proposal to:
 - Enlarge Dovers Green School from two forms of entry (2 FE) at Reception to three forms of entry (3 FE) at Reception, to allow for a roll of 270, comprising three classes of 30 pupils in each year group.

- Build additional permanent classrooms and ancillary space to facilitate this.
2. It was proposed that the above enlargement would be effective from 1 September 2016 and that the school would grow incrementally, year-on-year, as the higher intake of 90 pupils worked its way progressively through the age range. However, it should be noted that, as the school has taken an additional bulge year class in the 2014/15 and 2015/16 academic years, the school will effectively reach its new capacity of 270 places in September 2016.

Reasons for the Proposal

3. Reigate and Banstead is experiencing a significant increase in the demand for school places, reflecting both a rise in birth rate and increased house building and migration within the area. Births in the Borough in 2013 were 21.1% higher than births in 2005. A significant number of primary school places have been provided reflecting this demand and further growth is anticipated in the period up to 2022, which needs to be accommodated via further expansions of school provision.
4. Within the Reigate Planning Area, there is presently provision for 296 places per year in Reception, composed of the following:
- Dovers Green Infant School (offering 56 Reception places per annum);
 - Holmesdale Infant School (offering 120 Reception places per annum);
 - Reigate Parish Church School (offering 60 Reception places per annum); and
 - Sandcross Primary School (offering 60 Reception places per annum).
5. Demand for primary school places has been rising in Reigate, in line with the general increase across the whole of the Reigate and Banstead Borough. Projections of future demand for school places are presented in the below table:

Year	Inf. PAN	Inf. Projection	Deficit	Jun. PAN	Jun. Projection	Deficit
2015/16	296	342	46	270	288	18
2016/17	296	346	50	270	292	22
2017/18	296	338	42	270	300	30
2018/19	296	323	27	270	314	44
2019/20	296	315	19	270	315	45
2020/21	296	315	19	270	309	39
2021/22	296	318	22	270	301	31
2022/23	296	321	25	270	298	28
2023/24	296	322	26	270	300	30
2024/25	296	323	27	270	303	33

6. As can be seen from the above, there is a sustained need for additional Infant places in the area. Whilst SCC is managing the immediate pressure for September 2015 in this and the wider area, via the delivery of a number of “bulge” year expansions (including 30 places at Dovers Green), the need for permanent expansions will remain. A core component of the strategy devised to meet this need is the proposed expansion of Dovers Green by a Form of

Entry, which (if approved) would reduce all of the above projected deficits by 34 places.

7. Where possible, the SCC's strategy is to expand high quality provision that meets parental demand, whilst also ensuring that there is a diverse pattern of provision, so as to provide families with some element of choice. The most recent Ofsted report on the school, from April 2009, rates the school as 'Outstanding'. In particular, this report noted that; "outstanding teaching and the high quality of pupils' personal development underpin the very high achievement level. Relationships with adults are extremely positive, and pupils want to do well". The evident quality of education provision at Dovers Green was a key reason underpinning the move to expand this school and thereby increase the provision of high-quality school places to the local community.

School Building Requirements

8. The school site has sufficient capacity to enable expansion in its existing location. Naturally, though, a building programme will be required to provide the permanent facilities to allow for the increase in pupil intake. To this end, SCC has allowed for an appropriate capital sum for this project, within the Basic Need Capital Programme element of its Medium Term Financial Plan (MTFP)
9. Following a series of design workshops with the school to develop the building proposal, a planning application for the associated scheme was submitted in May 2015 and subsequently approved on 22 July 2015.

CONSULTATION:

10. As a Community school, the increase in admission number was the subject of a Council-led consultation process which was held for a 4-week period, between 22 June and 20 July 2015. This process engaged a range of interested stakeholders, including the school community, local residents, local admissions authorities and the Surrey School Admissions Forum. On 9 July 2015, a consultation evening was held at the school, to which all interested parties were invited. In all, only one response was made to the consultation. The response was neither in support, nor opposed to the proposal and the comments provided are quoted in full below:

"The model at Dovers Green (DG) is so good it is difficult to know what the impact would be on learning if the school increased its size by 50%. One of the great things about DG is the inclusion of children with additional needs into the mainstream teaching. If the PAN increases to 90, will this be affected?"

11. It is the shared view of the Council's School Commissioning Team and Dovers Green School that the proposed increase in capacity will not have an adverse impact on teaching and learning at the school. Similar increases in capacity have been undertaken across the County and have, in large part, made a positive contribution to the operation of the school, both in terms of staff and curriculum development and also in terms of the economies of scale that can be derived from such changes. The inclusion of pupils with additional educational needs will not be adversely affected as a consequence of this proposal; the dedicated resource centre will continue to be operated at the

school, whilst the enhanced staff pool will bring additional resource to support the inclusion agenda. It is also worth noting that, by the time of the proposed expansion, the school will already have filled two-thirds of its additional capacity under this proposal, as a function of having taken two bulge year classes in the previous two academic years. As such, the school will have already been operating close to the proposed new capacity and will have had the opportunity to develop its new operating model, under similar circumstances.

RISK MANAGEMENT AND IMPLICATIONS:

12. As the education consultation has been completed in compliance with the relevant legislation governing such decisions, there is no outstanding risk in this respect.
13. There are naturally risks associated with the building project required to facilitate this expansion. Ultimately, these are, in large part, related to cost and programme, i.e. the capacity to deliver the requisite project within the defined financial parameters, in time for the opening of the new provision. It should be noted that this project is targeted at delivery of the new buildings by September 2015, as to be able to accommodate the bulge class for the 2015/16 academic year (which would otherwise take the existing buildings over their natural capacity). A Risk Register is being maintained and updated on a regular basis by the Project Manager of the scheme and this serves to both mitigate risk (in part) and to provide early foresight of any issues as they materialise. A contingency allowance appropriate to the scheme has been included within the project budget to mitigate for potential identified risks. As the project is now complete, it is clear that it has been managed within the allocated budget and to programme, subject to closure of the final account.

Financial and Value for Money Implications

14. The building project associated with this proposal is included in SCC's Basic Need Capital Programme element of its 2015-20 MTFP, within the demountables element for 2015/16.

Section 151 Officer Commentary

15. The S151 Officer confirms that the basic need expansion scheme for this school is included in the 2015-20 MTFP.

Legal Implications – Monitoring Officer

Public Sector Equality Duty

16. The public sector equality duty (Section 149 of the Equality Act 2010) applies to the decision to be made by the Cabinet Member in this report. There is a requirement when deciding upon the recommendations to have due regard to the need to advance equality of opportunity for people with protected characteristics, foster good relations between such groups, and eliminate any unlawful discrimination. These matters are dealt with in the equalities paragraphs of the report.

Pre-consultation

17. There is a clear expectation in public law that the Council should carry out a consultation process whenever it is considering making significant changes to service provision, particularly including the closure of any of its resources. There is a statutory requirement for consultation in this context as set out in the School Organisation Maintained Schools Guidance for Proposers and Decision Makers dated January 2014 and the School Admissions Code 2014. Such consultation will need to involve those directly affected by such changes together with relevant representative groups. It will be important that the material presented to consultees provides sufficient information to allow for intelligent consideration and response in relation to the proposals. This information will need to be presented in a way that consultees will understand. The responses to the consultation will need to be conscientiously taken into account when the Cabinet Member makes any future decision in relation to the school.

Post-consultation

18. In considering this Report, the Cabinet Member must give due regard to the results of the consultation as set out above and the response of the Service to the consultation comments and conscientiously take these matters into account when making its final decision.

General Decision-Making

19. In coming to a decision on this issue the Cabinet Member needs to take account of all relevant matters. The weight to be given to each of the relevant matters is for the Cabinet Member to decide. Relevant matters in this context will include the statutory requirements, the policy considerations, the impacts of the options on service provision, the medium term financial plan, the Council's fiduciary duty, any relevant risks, the results of the consultation and the public sector equality duty.

Fiduciary Duty

20. The Council owes a fiduciary duty to its Council tax payers, analogous to that owed by trustees responsible for looking after property belonging to other people. Accordingly in deciding to spend money a local authority must take account of the interests of Council taxpayers who have contributed to the Council's income and balance those interests against those who benefit from the expenditure. It will also need to act in a prudent way having regard to the short and long term consequences of the decision.

Best Value Duty

21. The best value duty is contained in s3 of the Local Government Act 1999 as a result of which the Council is under a duty to make arrangements to secure continuous improvement in the way in which functions are exercised, having regard to a combination of economy, efficiency and effectiveness. The relevant guidance states that Councils should consider overall value, including economic, environmental and social value when reviewing service provision.

School Expansion

22. Section 13 of the Education Act 1996 places a general duty on the Council to secure that efficient primary and secondary education is available to meet the needs of the population in its area. In doing so, the Council is required to contribute to the spiritual, moral, mental and physical development of the community. Section 14 of the Education Act 1996 places a duty on the Council to secure that sufficient schools for providing primary and secondary education are available in its area. There is a legal duty on the Council therefore to secure the availability of efficient education in its area and sufficient schools to enable this.
23. This report sets out how the Authority will meet its duties in response to increasing demand for school places in Reigate.
24. As the school's capacity and published admission number will be increased, a consultation and publication of notices was required. One response was made to the consultation which was neither in support, nor opposed the proposal. This response was duly considered. The School Organisation Guidance and Admissions Code 2014 were duly followed.

Equalities and Diversity

25. The expansion of the school will not create any issues that would require the production of an Equality Impact Assessment (EIA), as no group with protected characteristics will be adversely affected as a consequence of its approval, or otherwise.
26. The new school building will comply with Disability Discrimination Act (DDA) regulations.
27. As a Community school, admissions to Dovers Green are governed by Surrey County Council's Determined Admissions Arrangements. These admissions arrangements give the highest priority to Looked After Children (LAC) and children with exceptional medical or social needs, thus supporting provision for the county's most vulnerable children. The next order of priority employs the "sibling rule", following which priority is given to children for whom the school is the nearest to their home address. Remaining applicants are then sorted on the basis of distance from home to school. There is no proposal to amend the admissions criteria, which are fully compliant with the Schools Admissions Code.

Corporate Parenting/Looked After Children implications

28. This proposal would provide increased provision for primary places in the area, which would be of benefit to the community served by the school. This would therefore also be of benefit to any Looked After Children who have the opportunity of attending the school, with this grouping of children receiving the highest priority ranking within the school's admission arrangements, once faith-based factors have been taken into account.

Climate change/carbon emissions implications

29. The design philosophy is to create buildings that will support low energy consumption, reduce solar gain and promote natural ventilation. The school

will be built to the local planning authority's adopted core planning strategy. Furthermore, the provision of additional school places to meet local demand is likely to have a positive impact on reducing journey times (and therefore carbon emissions), relative to the scenario of not so doing.

WHAT HAPPENS NEXT:

30. Subject to Cabinet Member approval of the recommendation of this report, the next steps are:
- To implement the proposed expansion from September 2016. All necessary associated building works have already been undertaken, as part of the demountables programme for 2015/16 (this work being required, so as to provide for the two bulge year classes already accommodated at the school).

Contact Officer:

Oliver Gill, School Commissioning Officer, Tel: 020 8541 7383

Consulted:

Dovers Green School Governing Body
Parents of pupils attending the school
Local residents
Local Headteachers
Peter-John Wilkinson, Assistant Director for Schools and Learning
Barbara Thomson, Local County Council Member for Earlswood & Reigate South
Reigate & Banstead Borough Council
Unions (NAHT, NASUWT, NUT, GMB, UNISON)
School Admissions Forum

Annexes:

Annex 1 – Dovers Green School Statutory Notice (Full)

Sources/background papers:

- Dovers Green School Consultation Document
-

This page is intentionally left blank

Annex 1 – Dovers Green School Statutory Notice (Full)

PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS:

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006, as amended by the Education Act 2011, that Surrey County Council intends to make a significant change to **Dovers Green School**.

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.

Dovers Green School, Rushetts Road, Reigate, Surrey, RH2 7RF
(Community School)

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.

From September 2016, it is proposed to enlarge Dovers Green School from two forms of entry (2FE) at Reception to three forms of entry (3FE) at Reception. As such, the total capacity of the school would be permanently increased from 168 to 270 pupils. As the school has taken/will take an additional bulge year class in the 2014/15 and 2015/16 academic years, the school will effectively reach its new capacity of 270 places in September 2016.

Objections and comments

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

This is a four week consultation, which begins on Monday 22 June 2015 and concludes at midday on Monday 20 July 2015. Any person may object to or make comments on the proposals by sending representations to:

Oliver Gill, Surrey County Council, Room 326, County Hall, Kingston upon Thames, Surrey, KT1 2DN

Alternatively, representations can be made by email to:

schoolorg@surreycc.gov.uk

The consultation can also be accessed from the Surrey County Council website:

www.surreysays.co.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.

To enlarge Dovers Green School from two forms of entry (2FE) at Reception to three forms of entry (3FE) at Reception, from September 2016.

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 school would be enlarged from a 168-place Primary School, 56 places per year from Reception to Year 2, to a 270-place Primary School, 90 places per year from Reception to Year 2. The school also has a 16-place Special Needs Support Centre. It is not proposed to alter this provision as a consequence of this proposal. As such, from 2016, the school would have a maximum capacity of 286 pupils.

- (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;

The current Published Admission Number (PAN) for the school is 56. Under this proposal, the PAN would be increased to 90, from 2016 onwards.

- (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;

90 pupils would be admitted into the Reception Year in September 2016 and in each subsequent Reception year thereafter.

- (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

(2) 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.

There are currently 226 pupils on roll at Dovers Green School.

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.

N/A

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 is required in order to facilitate these proposals.

(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

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) —

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

N/A

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

N/A

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

N/A

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

N/A

(2) 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) —

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

N/A

(b) 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 will remain on its existing 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

Objectives

10. The objectives of the proposals.

The proposal to expand the school is in response to the local demand for primary school places at this school and a basic need for more school places in the Reigate & Redhill area. This is demonstrated by several years of demand, together with future pupil forecasts (based on birth, migration and housing development data), and forms part of a borough-wide expansion programme, aimed at providing a sufficient school places to meet the projected levels of demand.

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.

An explanatory consultation document has been made available to the public via the Council's website: www.surreysays.co.uk

A public meeting will be held at Dovers Green School on 9 July 2015.

The following people have been made aware of the proposals: parents/carers of children attending the school; employees and Governors of the school; relevant unions; local residents; other local schools; local borough and county councillors; and the School Admissions Forum.

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.

The cost of the proposed project will be funded through Surrey County Council's Schools Basic Need Capital Programme and funding for this scheme is included in the current 2015-21 Medium Term Financial Plan.

13. A copy of confirmation from the Secretary of State and/or local education authority that funds will be made available (including costs to cover any necessary site purchase).

Surrey County Council's Section 151 Finance Officer has approved the expenditure for this expansion project.

Age range

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

N/A

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

- (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

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

N/A

- (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—

- (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;

The proposal will not change arrangements for pupils with Special Educational Needs.

- (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

- (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

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

- (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

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.

The proposal will not have a negative impact on 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;

Reigate and Banstead is experiencing a significant increase in the demand for school places, reflecting both a significant rise in birth rate and increased house building and migration within the area. Births in the Borough in 2014 were 24.8% higher than births in 2002. A significant number of primary school places have been provided reflective of this demand and further growth is anticipated in the period up to 2022, which needs to be accommodated via further expansions of school provision. If approved, this proposal would provide 102 additional infant places within Reigate and Redhill that would, in part, help to bridge the projected gap between the supply of and demand for school places.

- (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

- (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

N/A

- (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).

Being rated 'Outstanding by Ofsted, the school has a strong reputation and is oversubscribed for school places. For September 2015, the school received 66 1st preferences, and 277 preferences overall. Expanding this school will promote parental preference, by allowing the Governing Body to admit further applicants who name the school as their preferred option.

SURREY COUNTY COUNCIL**CABINET MEMBER FOR SCHOOLS, SKILLS AND
EDUCATIONAL ACHIEVEMENT****DATE: 10 SEPTEMBER 2015****LEAD OFFICER: JULIE FISHER, DEPUTY CHIEF EXECUTIVE****SUBJECT: PROPOSED ALTERATION OF UPPER AGE LIMIT AT REIGATE
PARISH CHURCH SCHOOL****SUMMARY OF ISSUE:**

The Governing Body of Reigate Parish Church School, in partnership with Surrey County Council (SCC) and the Diocese of Southwark, has consulted on a proposal to extend the age range of the school from 4-7 (Infant) 4-11 (Primary), so that it becomes a Primary School from September 2016. It is anticipated that the school will grow by one year group per year until it reaches capacity as a primary school in September 2019. The Education Consultation was conducted between 1 June 2015 and 29 June 2015.

On the basis of the education rationale for the expansion and in view of the comments received during the consultation period, the Governing Body of the school voted to proceed with the expansion project. Ultimately, though, due to nature of the proposal, the decision on whether to proceed with the extension of the age range at this school rests with the Local Authority. As such, The Cabinet Member is asked to review the education rationale for the project and summary of the consultation process/feedback provided within this report and associated Annexes and, on that basis, decide whether to determine the associated Statutory Notice.

RECOMMENDATIONS:

It is recommended that the Cabinet Member determines the Statutory Notice, thereby formally bringing into effect the extension of the age range of the school from 4-7 (Infant) to 4-11 (Primary) for September 2016.

REASON FOR RECOMMENDATIONS:

There is an increasing demand for primary school places in Reigate and the surrounding area, which reflects a rise in the primary-age population over recent years. In order to meet this demand, SCC is overseeing a school expansion programme, designed to increase the capacity of the school estate. The proposal to extend the age range (and thereby expand the capacity) of Reigate Parish Church School is a core element of SCC's strategy to deliver additional places in this area. In line with this, the Governing Body of the school, in partnership with Surrey County Council and the Diocese of Southwark, have undertaken the requisite statutory consultation process and, on this basis, have voted to proceed with the expansion of the school. For these reasons, it is recommended that the Cabinet Member determines the Statutory Notice (appended to this report as Annex 1), so as to bring the expansion of the school formally into effect.

DETAILS:

The Proposal

1. On 1 June 2015, the Governing Body of Reigate Parish Church School, in cooperation with the Diocese of Southwark and SCC, published a proposal to:
 - Enlarge Reigate Parish Church School from a 180-place Infant School, 60 places per year from Reception to Year 2, to a 420-place Primary School, 60 places per year from Reception to Year 6.
 - Grow the school incrementally, year-on-year, with the first Year 3 cohort starting in September 2016 and working its way progressively through the age range, with the school effectively reaching its new capacity of 420 places in September 2019.
 - Build additional permanent classrooms and ancillary space to facilitate this.
2. It was proposed that the school would grow incrementally, year-on-year, with the first Year 3 cohort starting in September 2016 and working its way progressively through the age range, with the school effectively reaching its new capacity of 420 places in September 2019. The incremental expansion in capacity is shown in the table below:

Year	YR	Y1	Y2	Y3	Y4	Y5	Y6	Total
2015/16	60	60	60	0	0	0	0	180
2016/17	60	60	60	60	0	0	0	240
2017/18	60	60	60	60	60	0	0	300
2018/19	60	60	60	60	60	60	0	360
2019/20	60	60	60	60	60	60	60	420

Reasons for the Proposal

3. Reigate and Banstead is experiencing a significant increase in the demand for school places, reflecting both a rise in birth rate and increased house building and migration within the area. Births in the Borough in 2013 were 21.1% higher than births in 2005. A significant number of primary school places have been provided reflecting this demand and additional growth is anticipated in the period up to 2024, which needs to be accommodated via further expansions of school provision.
4. Within the Redhill Planning Area, there is presently provision for 330 places per year in Reception, composed of the following:
 - Dovers Green Infant School (offering 90 Reception places per annum, subject to Cabinet Member decision);
 - Holmesdale Infant School (offering 120 Reception places per annum);
 - Reigate Parish Church School (offering 60 Reception places per annum);
 - and
 - Sandcross Primary School (offering 60 Reception places per annum).
5. At the Junior stage, intake should broadly align with the number of pupils transitioning from Infant schools (i.e. Dovers Green, Holmesdale and Reigate

Parish), which collectively account for 270 places. Junior provision in the area presently comprises the following:

- Reigate Priory School (offering 150 Year 3 places per annum); and
- Sandcross Primary School (offering an additional 60 Year 3 places [relative to its Reception Year intake] per annum).

6. As can be seen from the above, there is a shortage of Junior provision in the area, with those schools offering Junior intake providing 60 fewer places than their Infant counterparts. It is clear, therefore, that this imbalance needs to be addressed, in order that sufficient Junior places exist for those children transferring from local Infant schools. The present proposed expansion of Reigate Parish Church School represents the proposed means of addressing this imbalance.

7. Importantly, there is also evidence that the present level of demand for school places will be sustained in the medium- to long-term. Demand for primary school places has been rising in Reigate, in line with the general increase across the whole of the Reigate and Banstead Borough. Projections of future demand for school places are presented in the below table:

Year	Inf. PAN	Inf. Projection	Deficit	Jun. PAN	Jun. Projection	Deficit
2015/16	330	342	12	270	288	18
2016/17	330	346	16	270	292	22
2017/18	330	338	8	270	300	30
2018/19	330	323	- 7	270	314	44
2019/20	330	315	- 15	270	315	45
2020/21	330	315	- 15	270	309	39
2021/22	330	318	- 12	270	301	31
2022/23	330	321	- 9	270	298	28
2023/24	330	322	- 8	270	300	30
2024/25	330	323	- 7	270	303	33

8. As can be seen from the above, there is a sustained need for additional Primary places in the area. Whilst SCC is managing the immediate pressure for September 2015 in this and the wider area, via the delivery of a number of “bulge” year expansions, the need for permanent expansions will remain. A core component of the strategy devised to meet this need is the proposed expansion of Reigate Parish into a Primary School, which (if approved) would reduce all of the above projected Junior deficits by 60 places, with the school being ideally situated relative to the profile of demand.

9. Where possible, the SCC’s strategy is to expand high quality provision that meets parental demand. SCC also favours, where possible, provision based on the all-through primary model. The most recent Ofsted report on the school, from July 2013, rates the school as ‘Outstanding’. In particular, this report noted that “Attainment is outstanding. Pupils’ results in reading, writing and mathematics are above those of most schools nationally and have been for a number of years”. The report also commented positively on school leadership: “All leaders are dedicated and aspirational. They have high expectations of what the pupils are capable of achieving”. The evident quality of education provision at Reigate Parish was a key reason underpinning the

move to expand this school and thereby increase the provision of high-quality school places to the local community.

School Building Requirements

10. The school site has sufficient capacity to enable expansion in its existing location. Naturally, though, a building programme will be required to provide the permanent facilities to allow for the increase in pupil intake. To this end, SCC has allowed for an appropriate capital sum for this project, within the Basic Need Capital Programme element of its Medium Term Financial Plan (MTFP)
11. Following a series of design workshops with the school to develop the building proposal, a planning application for the associated scheme was submitted in August 2015. This planning application will be considered by the Planning and Regulatory Committee on 11 November 2015. Consequently, a Business Case for the scheme is due to be taken to SCC's Cabinet on 20 October 2015. The full details of the proposed scheme will be the subject of that Business Case.

CONSULTATION:

12. As a Voluntary Aided school, the increase in admission number was the subject of a school-led consultation process which was held for a 4-week period, between 1 - 29 June 2015. This process engaged a range of interested stakeholders, including the school community, local residents, local admissions authorities and the Surrey School Admissions Forum. On 9 June 2015, the Governing Body held a consultation evening at the school, to which all interested parties were invited. A summary of the feedback from the consultation process is appended to this report as Annex 3.
13. The feedback to the consultation was largely positive and in support of the proposed change in age range; in total over 70% of respondents expressed support for the proposal. The feedback also raised multifarious issues, all of which were factored into the decision-making process undertaken by the Governing Body of the school. In particular, three core themes emerged and have been/are being addressed as follows:
 - **Restricted Site** – a significant number of respondents expressed concern in relation to the capacity of the site to accommodate the additional pupils that would be entailed with the proposed change. In particular, these concerns related to the provision of outdoor space for PE and recreation times. It was the view of the school that this could effectively be managed through a combination of staggered playtimes and negotiating the use of offsite sports facilities with third parties in the local area. Both of these solutions are actively being explored as part of the proposed scheme. In addition, it is proposed that a new Multi Use Games Area (MUGA) will be built on the site as part of the expansion building project. This would help to mitigate the above mentioned issues, by providing year-round access to hard play facilities.
 - **Admissions** – a number of respondents were also concerned of the impact that the proposed change may have on admissions, both to Reigate Parish at Year R and to other schools at Year 3. It was explained in the response to the consultation feedback that there would be no adverse impact on applications to other schools at Year 3 as a

consequence of the proposal for Reigate Parish. Furthermore, although there would be the potential for a greater number of applicants to Year R to receive preference under the sibling rule (as a function of the fact that the present cohort will stay at the school for longer), this would be mitigated by the 50/50 'Open' and 'Foundation' place split, the principle of which will remain unaffected under the current proposal.

- **Road Safety** – concern was also expressed in relation to the fact that a greater number of pupils at the school will increase the vehicular movements to and from the site at peak times. There was a view that this could have an adverse impact on the safety of pupils at pick-up and drop-off times, if the situation was not managed correctly and current bad parking practice not addressed. These issues were also raised at the Pre-statutory Planning Consultation Evening and the project team have factored these concerns into their thinking. Discussions are presently ongoing with partners in Highways & Transport, with a view to determining how the present and future situation can be ameliorated. It is also worth noting that, whilst more pupils will inevitably mean more pupils travelling to and from school, the Council is legally obliged to provide school places for all children requiring one.

14. On the basis of the education rationale for the expansion and in view of the comments received during the consultation period, the Governing Body of the school voted to proceed with the expansion project and formally notified the Local Authority of this on 14 July 2015. The record of this decision is appended to this report as Annex 2.

RISK MANAGEMENT AND IMPLICATIONS:

15. As the education consultation has been completed in compliance with the relevant legislation governing such decisions, there is no outstanding risk in this respect.
16. There are naturally risks associated with the building project required to facilitate this expansion. Ultimately, these are, in large part, related to cost and programme, i.e. the capacity to deliver the requisite project within the defined financial parameters, in time for the opening of the new provision by September 2016. A Risk Register is being maintained and updated on a regular basis by the Project Manager of the scheme and this should serve to both mitigate risk (in part) and to provide early foresight of any issues as they materialise. A contingency allowance appropriate to the scheme has been included within the project budget to mitigate for potential identified risks.

Financial and Value for Money Implications

17. The building project associated with this proposal is included in SCC's Basic Need Capital Programme element of its 2015-20 Medium Term Financial Plan (MTFP). A scheme of works has been developed by Property Services and this is due to go to Cabinet for approval in two phases. The first phase of the project (the delivery of the Multi Use Games Area) will be considered by Cabinet on 22 September 2015. The second phase of the scheme (the delivery of the main building project) is scheduled to go to Cabinet on 20 October 2015.

Section 151 Officer Commentary

18. The S151 Officer confirms that the basic need expansion scheme for this school is included in the 2015-20 MTFP.

Legal Implications – Monitoring Officer

Public Sector Equality Duty

19. The public sector equality duty (Section 149 of the Equality Act 2010) applies to the decision to be made by the Cabinet Member in this report. There is a requirement when deciding upon the recommendations to have due regard to the need to advance equality of opportunity for people with protected characteristics, foster good relations between such groups, and eliminate any unlawful discrimination. These matters are dealt with in the equalities paragraphs of the report.

Pre-consultation

20. There is a clear expectation in public law that the Council should carry out a consultation process whenever it is considering making significant changes to service provision, particularly including the closure of any of its resources. There is a statutory requirement for consultation in this context as set out in the School Organisation Maintained Schools Guidance for Proposers and Decision Makers dated January 2014 and the School Admissions Code 2014. Alteration of the upper age limit of a school by 3 years or more is defined under Chapter 3 of the Guidance as a significant change. Such consultation will need to involve those directly affected by such changes together with relevant representative groups. It will be important that the material presented to consultees provides sufficient information to allow for intelligent consideration and response in relation to the proposals. This information will need to be presented in a way that consultees will understand. The responses to the consultation will need to be conscientiously taken into account when the Cabinet Member makes any future decision in relation to the school.

Post-consultation

21. In considering this Report, the Cabinet Member must give due regard to the results of the consultation as set out above and the response of the Service to the consultation comments and conscientiously take these matters into account when making its final decision.

General Decision-Making

22. In coming to a decision on this issue the Cabinet Member needs to take account of all relevant matters. The weight to be given to each of the relevant matters is for the Cabinet Member to decide. Relevant matters in this context will include the statutory requirements, the policy considerations, the impacts of the options on service provision, the medium term financial plan, the Council's fiduciary duty, any relevant risks, the results of the consultation and the public sector equality duty.

Fiduciary Duty

23. The Council owes a fiduciary duty to its Council tax payers, analogous to that owed by trustees responsible for looking after property belonging to other

people. Accordingly in deciding to spend money a local authority must take account of the interests of Council taxpayers who have contributed to the Council's income and balance those interests against those who benefit from the expenditure. It will also need to act in a prudent way having regard to the short and long term consequences of the decision.

Best Value Duty

24. The best value duty is contained in s3 of the Local Government Act 1999 as a result of which the Council is under a duty to make arrangements to secure continuous improvement in the way in which functions are exercised, having regard to a combination of economy, efficiency and effectiveness. The relevant guidance states that Councils should consider overall value, including economic, environmental and social value when reviewing service provision.

School Expansion

25. Section 13 of the Education Act 1996 places a general duty on the Council to secure that efficient primary and secondary education is available to meet the needs of the population in its area. In doing so, the Council is required to contribute to the spiritual, moral, mental and physical development of the community. Section 14 of the Education Act 1996 places a duty on the Council to secure that sufficient schools for providing primary and secondary education are available in its area. There is a legal duty on the Council therefore to secure the availability of efficient education in its area and sufficient schools to enable this.
26. This report sets out how the Authority will meet its duties in response to increasing demand for school places in Reigate.
27. As the school's capacity and age range will be increased, a consultation and publication of notices was required. Responses to the Consultation were considered carefully and the School Organisation Guidance and Admissions Code 2014 were duly followed.

Equalities and Diversity

28. The expansion of the school will not create any issues that would require the production of an Equality Impact Assessment (EIA), as no group with protected characteristics will be adversely affected as a consequence of its approval, or otherwise.
29. The new school building will comply with Disability Discrimination Act (DDA) regulations.
30. The Admissions arrangements for Reigate Parish are split 50/50 between 'Foundation' places (30 places for children whose parents are active members of a local Christian Church) and 'Open' places (30 places open to all applicants). The Admissions Policy for both entry streams gives the highest priority to Looked After Children (LAC) and children with exceptional medical or social needs, thus supporting provision for the county's most vulnerable children. The next order of priority employs the "sibling rule" and remaining applicants are then sorted on the basis of distance from home to

school. There is no proposal to amend the admissions criteria, which are fully compliant with the School Admissions Code.

Corporate Parenting/Looked After Children implications

31. This proposal would provide increased provision for primary places in the area which would be of benefit to the community served by the school. This would therefore also be of benefit to any Looked After Children who have the opportunity of attending the school, with this grouping of children receiving the highest priority ranking within the school's admission arrangements, irrespective of whether they were applying for an 'Open' or 'Foundation' place.

Climate change/carbon emissions implications

32. The design philosophy is to create buildings that will support low energy consumption, reduce solar gain and promote natural ventilation. The school will be built to the local planning authority's adopted core planning strategy. In addition, the provision of additional school places to meet local demand is likely to have a positive impact on reducing journey times (and therefore carbon emissions), relative to the scenario of not so doing.

WHAT HAPPENS NEXT:

33. Subject to Cabinet Member approval of the recommendation of this report, the next steps are:
- To take a Business Case for the associated capital works scheme to SCC's Cabinet on 20 October 2015.
 - If approval to the above referenced Business Case is granted, the project will move to delivery, with a view to having the expanded school facilities ready to accommodate the new pupil cohort in September 2016.

Contact Officer:

Oliver Gill, School Commissioning Officer, Tel: 020 8541 7383

Consulted:

Reigate Parish Church School Governing Body
Parents of pupils attending the school
Local residents
Diocese of Southwark
Local Headteachers
Peter-John Wilkinson, Assistant Director for Schools and Learning
Zully Grant-Duff, Local County Council Member for Reigate
Reigate & Banstead Borough Council
Unions (ATL, NAHT, NASUWT, NUT, GMB, UNISON)
School Admissions Forum

Annexes:

Annex 1 – Reigate Parish Church School Statutory Notice (Full)
Annex 2 – Governing Body Decision Letter
Annex 3 – Summary of Consultation Feedback

Sources/background papers:

- Reigate Parish Church School Consultation Document
-

This page is intentionally left blank

Annex 1 – Reigate Parish Church School Statutory Notice (Full)

PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS:

Notice is given in accordance with section 19(3) of the Education and Inspections Act 2006, as amended by the Education Act 2011, that the Governing Body of Reigate Parish Church School, in cooperation with the Diocese of Southwark and Surrey County Council, intends to make a significant change to **Reigate Parish Church School**.

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.

Reigate Parish Church School, Blackborough Road, Reigate, Surrey, RH2 7DB
(Voluntary Aided)

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

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

N/A

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.

From September 2016, it is proposed to extend the upper age range of Reigate Parish Church School from 4-7 (Infant) to 4-11 (Primary), so that it becomes a Primary School from this date. The school would grow incrementally, year-on-year, with the first Year 3 cohort starting in September 2016 and working its way progressively through the age range to Year 6. As such, the total capacity of the school would be permanently increased from 180 to 420 pupils and it would reach its full capacity in 2019.

Objections and comments

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

- (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.

This is a four week consultation, which begins on Monday 1 June 2015 and concludes at midday on Monday 29 June 2015. Any person may object to or make comments on the proposals by sending representations to:

School Enlargement Consultation, School Office, Reigate Parish Church School, Blackborough Road, Reigate, Surrey, RH2 7DB

Alternatively, representations can be made by email to:

shapingthefuture@reigate-parish.surrey.sch.uk

The consultation can also be accessed on the school's website:

<http://www.reigate-parish.org.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.

To extend the upper age range of Reigate Parish Church School from 4-7 (Infant) to 4-11 (Primary), so that the school becomes a Primary School from September 2016.

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 school would be enlarged from a 180-place Infant School, 60 places per year from Reception to Year 2, to a 420-place Primary School, 60 places per year from Reception to Year 6.

- (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;

The current Published Admission Number (PAN) for the school is 60. This would

remain unaltered as a consequence of the proposal.

- (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;

As is presently the case, 60 pupils would be admitted into the Reception Year in September 2016 and in each subsequent Reception year thereafter. The school would grow incrementally, year-on-year, with the first Year 3 cohort starting in September 2016 and working its way progressively through the age range.

- (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

(2) 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.

There are currently 180 pupils on roll at Reigate Parish Church School.

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.

The statutory proposal would be implemented by the Governing Body of Reigate Parish Church School. The building works to enable this proposal would be delivered by Surrey County Council.

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.

The school would be redeveloped on its existing site, which would be extended via the transfer of a section of adjoining Surrey County Council owned land, to the west of the school site. As such, the school would remain in operation on a single site.

(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.

The additional site is to be provided by Surrey County Council, via a freehold transfer to the Diocese of Southwark.

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) —

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

N/A

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

N/A

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

N/A

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

N/A

(2) 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) —

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

N/A

(b) 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 will remain on its existing 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

Objectives

10. The objectives of the proposals.

The proposal to expand the school is in response to the local demand for primary school places at this school and a basic need for more school places in the Reigate & Redhill area. This is demonstrated by several years of demand, together with future pupil forecasts (based on birth, migration and housing development data), and forms part of a borough-wide expansion programme, aimed at providing a sufficient school places to meet the projected levels of demand.

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.

An explanatory consultation document has been made available to the public via the school's website: <http://www.reigate-parish.org.uk/>

A public meeting will be held at Reigate Parish Church School on 9 June 2015.

The following people have been made aware of the proposals: parents/carers of children attending the school; employees and Governors of the school; the Diocese of Southwark; relevant unions; local residents; other local schools; local borough and county councillors; and the School Admissions Forum.

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.

The cost of the proposed project will be funded through Surrey County Council's Schools Basic Need Capital Programme and funding for this scheme is included in the current 2015-21 Medium Term Financial Plan.

- 13.** A copy of confirmation from the Secretary of State and/or local education authority that funds will be made available (including costs to cover any necessary site purchase).

Surrey County Council's Section 151 Finance Officer has approved the expenditure for this expansion project.

Age range

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

4-7 years

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

- (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

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

N/A

- (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—

(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;

The proposal will not change arrangements for pupils with Special Educational Needs.

(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

- (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

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

- (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

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.

The proposal will not have a negative impact on 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;

Reigate and Banstead is experiencing a significant increase in the demand for school places, reflecting both a significant rise in birth rate and increased house building and migration within the area. Births in the Borough in 2014 were 24.8% higher than births in 2002. A significant number of primary school places have been provided reflective of this demand and further growth is anticipated in the period up to 2022, which needs to be accommodated via further expansions of school provision. If approved, this proposal would provide 240 additional junior places within Reigate and Redhill that would, in part, help to bridge the projected gap between the supply of and demand for school places.

- (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;

As it is proposed to extend the age range, rather than the PAN, the proposal does not require an augmented level of Anglican demand in the area; merely that the existing Infant-age pupils are retained into the Junior phase.

- (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

N/A

- (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).

Being rated 'Outstanding' by Ofsted, the school has a strong reputation and is oversubscribed for school places. For September 2015, the school received 70 1st preferences, and 249 preferences overall. Expanding this school will promote parental preference, by allowing the option of continuing education into the Junior

phase at a demonstrably popular school.

This page is intentionally left blank



Blackborough Road • Reigate • Surrey • RH2 7DB
Tel: 01737 244476 • Fax: 01737 245950
Email: info@reigate-parish.surrey.sch.uk

14th July 2015

Dear Parents and Carers,

The Governors of Reigate Parish Church School met last night and agreed to expand from an Infant to a Primary School. We think it is important that you are aware of how the decision was made and how the consultation influenced that process.

The Educational Consultation

Thank you for all of your responses. We had a total of 110 from residents, parents, carers and staff. 78 agreed that the school should expand. 24 disagreed and 8 said they were unsure. The main concerns raised by those who disagreed with the proposal cited issues with parking, traffic, the size of the site and admissions. A number of those who supported the proposal also raised these points.

Last night, the Governors met and read every single response form and were also provided with a summary document which had been prepared by the Clerk. The Governors then had a full and frank discussion focussing primarily on the concerns raised as part of the consultation. We also had access to the latest plans and discussed the practical ways in which the school could work on our site.

We talked widely about the merits of becoming a through Primary, discussing in particular the practical ways in which the School Leadership Team (SLT) could continue to provide an outstanding education for all of the children at the school. This is always a key priority for the Governing Body.

The Secret Ballot

There were 12 governors present at last night's meeting out of the full complement of 14. We felt that it was imperative for all Governors involved in the final decision to be able to read and discuss all of the consultation responses. Hence only the 12 Governors present were able to vote. This is in line with Department for Education decision-making guidance for School Governing Bodies.

Having thoroughly considered all of the matters raised in the consultation, the Governors held a secret vote. The proposal to expand was agreed by 7 votes to 5. Following the ballot, the Governing Body has unanimously agreed to support the proposal to go ahead with the expansion and continue to support the SLT through these exciting times.



The Next Steps

We would encourage as many of you as possible to attend this Thursday's Pre-Planning Viewing which will take place between 3.15pm and 8.30pm in the school hall. Please drop in at any time. You will be able to see the detailed designs as they currently stand, and have the opportunity to share your comments, thoughts and questions about them. In attendance will be the Schools Commissioning Officer, Admissions, the Project Manager, representatives from the Architects and from Transport. At 7pm, Mrs Davis and Mrs Kennedy will do a brief presentation outlining some of the ideas they have for Year 3.

On Thursday afternoon the teachers will share the latest plans with the children.

On a final note

This is a very exciting proposal, but we recognise that there are many challenges ahead. As a Governing Body, we remain committed to ensuring that you are as informed as possible throughout the process. Parent Forums next year will be one way for parents to continue to share their thoughts, although of course, we are happy to hear from you at any point.

Thank you again for your responses to date and we look forward to seeing you on Thursday.

Yours faithfully,



Deborah Arnold

Chair of Governors on behalf of the Board of Governors

ANNEX 3 - SUMMARY OF RESPONSES TO THE EDUCATION CONSULTATION

The education consultation ran from 1st June to 29th June.

TOTAL NUMBER OF RESPONSES: 110

TOTAL NUMBER WHO AGREE: 78

TOTAL NUMBER WHO DISAGREE: 24

TOTAL NUMBER WHO DON'T KNOW: 8

Of the 78 agrees, 51 responded with positive comments and 27 had some reservations

On the next two pages are two tables summarising the main comments and the number of respondents who made them. Some of the forms had no additional comments.

Concern	Number of Responses
Lack of overall site space	26
Lack of outdoor space	20
Lack of interior space	7
Transition from KS1 to KS2	2
Transition from Y6 to secondary	1
Transition of new Y3 children filling vacancies in 2016	3
Current Y1s being eldest in school and "guinea pigs"	11
RPCS Admissions Policy - 50/50 split, siblings, local children	17
Impact on other admission choices at Y3	12
Impact on Mrs Davis, Mrs Kennedy, others' time/focus	2
Sustainability and timetabling of use of RGS facilities	13
Y2 being split between two separate buildings	3
Provision of After School Club	3
Increased size impacting on community feel of school	2
Retain school's personal relationship with parents	1
Only one staff room impact on staff breaks - stress	2
Staggered playtimes - increased noise and disturbance	5
Opt-out of faith schooling at KS2 for community places	1
Impact of building work - safety, facilities and lessons	5
Unrealistic time scale	4
Decision already made - "lip-service" consultation	3
Provision of additional parking on-site for staff/visitors	4
Keeping flat as revenue opportunity rather than learning space	2
No previous notification of discussions/possible expansion	1 (parent)
Residents not consulted/notified - only through Surrey Mirror	2
Road safety - increased pedestrian and vehicular traffic, Y3 vacancies potentially filled by children living some distance away, inconsiderate and dangerous driving and parking, staggered drop-off and pick-up times prolongs existing problems	28

Some of the concerns may also be raised as part of the planning consultation. Although this was an education consultation, the vast majority of the road related concerns are about safeguarding of the children.

There is concern that with the current admissions policy, children who are not local but fill any Y3 vacancies in September 2016 will have preference through the sibling rule over local children in the future.

Some concern that changes to Reigate Priory's admissions policy may mean Parish children only really have Parish as a KS2 option.

2 respondents suggest that as the expansion is being funded solely by SCC, all KS2 places should be open community places with no Foundation places.

Positives	Number of Responses
Solution to lack of local Primary places	24
All through Primary - convenience/consistency/stability	14
Continue at outstanding school/Christian ethos	12
Opportunity to have a KS2 Faith school education	2
CPD opportunity for staff	2
Small junior school (2 form entry vs 6 form entry at Priory)	1
Current Y1 children "pioneers" of the new Parish KS2	1

16 forms had comments that praised the school including the teaching, ethos, nurturing environment and commitment of the staff and governors.

5 respondents wrote about believing, trusting and hoping that all the positives would carry through to KS2.

SURREY COUNTY COUNCIL**CABINET MEMBER FOR SCHOOLS, SKILLS AND EDUCATIONAL ACHIEVEMENT****DATE: 10 SEPTEMBER 2015****LEAD OFFICER: PETER-JOHN WILKINSON, ASSISTANT DIRECTOR SCHOOLS AND LEARNING****SUBJECT: INVESTMENT IN SYTHWOOD PRIMARY SCHOOL AND CHILDREN'S CENTRE SO THAT TWO YEAR OLD CHILDREN CAN ACCESS THE FREE EARLY EDUCATION ENTITLEMENT****SUMMARY OF ISSUE:**

To seek approval from the Cabinet Member for Schools, Skills and Educational Achievement for a capital investment contribution at Sythwood Primary School (Academy) and Children's Centre so that two year old children can access their free early education entitlement.

RECOMMENDATIONS:

It is recommended that the Cabinet Member approves a funding contribution of £170,000 towards the capital investment on the site at the Academy.

REASON FOR RECOMMENDATIONS:

The Department for Education (DfE) requires all local authorities in England to secure free early education places for two year old children who meet the eligibility criteria based on household income. This report makes recommendations for capital investment which will ensure that there is provision in place in the Woking area of Surrey, Goldsworth East and West, and Horsell West, where there is a current shortfall in provision.

DETAILS:**Business Case**

1. In November 2012 the government introduced a statutory entitlement for eligible two year olds to receive free early education (FEET) from 1 September 2013. Children from families with a low household income can access 15 hours per week, 38 weeks per year of free early education. The number of eligible two year olds in Surrey, identified by the Department of Work and Pensions (DWP), is updated regularly and sent to the local authority to identify those children who become eligible as children transition into their three year old free entitlement. The county council has a statutory duty to ensure that there are sufficient FEET places, in accessible locations, for eligible children.
2. From the summer term 2014, places were targeted at families below a determined household income threshold. For Surrey County Council (SCC)

this led to 2,800 children being eligible for a place from September 2014. The development of two year old places is well underway and, at the end of July 2015, there were 2000 two year olds accessing a place in an early years setting in Surrey. SCC's Early Years and Childcare Service has undertaken an analysis of the need for places based on information on potential families provided by the DfE, population data held by SCC and data on available places in early education and childcare settings across the county. One of the areas in Surrey where there is a shortfall in places for two year olds is in the Woking area of Surrey, Goldsworth East and West, and Horsell West. There will be 52 children in the above wards entitled to free early education for two year olds (FEET).

3. The majority of children eligible for the free early education entitlement can be placed through existing provision but there are areas across the county where access to places is limited and providers have been encouraged to extend the number of children that they can take, or open additional sessions in the afternoon. In those areas where there is not the capacity to extend places in this way, however, there is a need for capital investment to provide access to the early education provision.
4. Sythwood Primary School is located in an area identified with a high number of eligible children and this was corroborated by the DWP list. The school manages a children's centre and has a nursery for two to five year olds on site but does not have dedicated two year old play and rest spaces. The proposal would accommodate 24 two year olds in a detached environment to meet their needs. The expansion of places in the area alongside other existing provision will meet the demand in the area.
5. Sythwood Children's Centre is a prime location for the provision of a FEET setting. Parents and children, particularly from the most disadvantaged parts of the centre's reach area including families from Goldsworth East and West and Horsell West, access the centre readily and feel supported and comfortable in this environment. Outreach workers provide additional support for many local families and regularly refer children for FEET funding. Other preschools within the area and childminders that offer FEET places are unable, or do not want, to take two year olds so there is a need to create additional places through capital investment. The places created at Sythwood Primary School will meet the demand for places in Woking.
6. Sythwood Nursery will be open between the hours of 8am and 6pm, there will be 26 places for three and four year olds and 24 places for two year olds. In addition to this, there are 30 morning spaces and 30 afternoon spaces on the school PAN, therefore making a total of 56 children at any one time in the 3 and 4 year old provision. It is envisaged that the school will begin to deliver their school PAN offer in a more flexible way as soon as guidance for the roll out of the 30 hour offer is in place.
7. The work involves the conversion of an existing bungalow to include open plan indoor play space for a maximum of 24 children with appropriate staff ratios. Adult/children's toilet facilities, nappy changing and outside space are required. The outside space for two year olds is to be kept separate from the after school club. The kitchen will be upgraded. Building consent was given on 16 April 2015. The planning permission for the bungalow conversion includes opening hours of 8am until 6pm, to offer a breakfast club and after school childcare.

8. The scheme will be procured, managed and delivered by Sythwood Academy school.

CONSULTATION:

9. There is no requirement for any formal consultation on this decision. Children's centres are subject to statutory guidance issued by the Department for Education In April 2013. That guidance requires local authorities to consult before making a significant change to the range and nature of services provided through a children's centre. The current proposal to increase places for two year olds does not constitute a significant change.

RISK MANAGEMENT AND IMPLICATIONS:

10. For Goldsworth East, Horsell West and surrounding wards, there is the risk of not meeting demand in the area without opening new provision for two year olds, as other settings are at capacity and only have the potential to offer small numbers of places. The highest demand for places is from Goldsworth East ward where Sythwood School and Children's Centre is situated, and the children's centre location makes it easy for people to access the centre. It is a centre of high quality with a full range of services that they use to support the children and their families.
11. There is a requirement on SCC to ensure that two year old places are made available to eligible children and there is a risk to the Council's reputation if it is not able to fulfil this requirement.
12. There is a risk that the total scheme cost will exceed the funding available. The school, as project lead, will manage this risk and manage any shortfall.

Financial and Value for Money Implications

13. Sythwood Primary School and Children's Centre is part of the Bourne Education Trust. The governors have agreed to contribute to the scheme costs.
14. A business case for this scheme was presented to the County Council's Investment Panel and the financial implications of the scheme were considered.

Section 151 Officer Commentary

15. The £170,000 county council contribution for this scheme of work will be funded from the Early Years approved capital allocation.

Legal Implications – Monitoring Officer

16. There is a duty on SCC to ensure that there are sufficient early education places for eligible two year olds.

Equalities and Diversity

17. A full equalities impact assessment has not been undertaken on this proposal as it is unlikely that the proposal would have a negative impact on any groups

with protected characteristics. The proposals within this report are targeted at sections of the community that are already at risk of not accessing services.

Corporate Parenting/Looked After Children implications

18. The DfE has stipulated that Looked after Children are eligible for a FEET place. Children's Services has been informed of this and places have been taken up by Looked After Children.

Safeguarding responsibilities for vulnerable children and adults implications

19. There are no significant implications arising from this report. Access to a FEET place, however, is part of SCC's early intervention programme with the support being offered through the children's centre, helping to identify any concerns earlier.

Public Health implications

20. There are no significant implications arising from this report.

Climate change/carbon emissions implications

21. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change. The new buildings will comply with, or exceed, Building Regulations. The contractor will be required to provide a Site Waste Management Plan.

WHAT HAPPENS NEXT:

22. The next steps that will follow any decisions taken by the Cabinet Member will be:

- For Sythwood Primary School to move forward with the adaptation of the proposed accommodation.
- Representatives of the Schools and Learning Service will inform the school of the decision taken by the Cabinet Member.

Contact Officer:

Phil Osborne, Head of Early Years and Childcare Service - Tel: 01372 833861

Consulted:

Finance service within SCC

Peter-John Wilkinson (Assistant Director for Schools and Learning, SCC)

Julie Stockdale (Strategic Lead for School Commissioning, SCC)

Deborah Chantler (Legal and Democratic Services, SCC)

Annexes:

There are no annexes attached to this report.

Sources/background papers:

There are no background papers in relation to this report.

SURREY COUNTY COUNCIL**CABINET MEMBER FOR SCHOOLS, SKILLS AND EDUCATIONAL ACHIEVEMENT****DATE: 10 SEPTEMBER 2015****LEAD OFFICER: PETER-JOHN WILKINSON, ASSISTANT DIRECTOR FOR SCHOOLS AND LEARNING****SUBJECT: INVESTMENT IN AN ICT SOLUTION FOR THE ADMINISTRATION OF FREE EARLY EDUCATION PLACES FOR TWO, THREE AND FOUR YEAR OLDS****SUMMARY OF ISSUE:**

This report provides details of the development of an Early Years web based system for the collection of data in relation to children receiving free early education entitlement for two, three and four year olds including checking eligibility for two year olds. This system will be piloted in September 2015 and fully implemented by January 2016. Approval is requested to fund the system currently under development.

RECOMMENDATIONS:

It is recommended that:

Capital investment in a web based early years system for the administration of the free early education entitlement for two, three and four year olds is retrospectively approved.

REASON FOR RECOMMENDATIONS:

Several options were appraised, including procuring an Information and Communication Technology (ICT) system. However, to support administration of free early education (FEE) entitlement an in-house development was recommended and is under development ..

DETAILS:**Background**

1. The Early Years and Childcare Service (EYCS) is responsible for administration of the FEE entitlement for two, three and four year olds across Surrey. This includes collecting data and making payments for approximately 20,000 children across 870 private, voluntary and independent (PVI) settings.
2. The current system is largely paper based with providers completing manual returns which are used to populate the Education Management System (EMS One provided by Capita) and spreadsheets. In turn these are used to complete Department for Education (DfE) census returns and initiate payments to

providers. It is particularly important that DfE census returns are accurate and completed to deadline as these are used to determine the level of Dedicated Schools Grant (DSG) Surrey receives to fund the free entitlement.

3. The workload has been increasing as the population of young children has increased. In particular the introduction and extension of the free entitlement for deprived and vulnerable two year olds has increased workloads. In the spring term of 2013, 17504 places were funded for FEE and Free Early Education for Two Year Olds (FEET). In 2014, this increased to 20,424. Two year old entitlement depends on household income which the service is required to check.

Options Considered

4. These pressures led the service to seek a more efficient system that would reduce transaction costs for all parties, be timelier and less prone to errors. The specification for the system included:
 - A portal to allow early years providers to securely send children's information which can automatically interface with EMS and be used to make more accurate and timely payments as well as DfE returns.
 - Automate checking of entitlement for two year olds including a self service option for parents
5. This coincided with the DfE making a £2.2m un-ring fenced capital grant available to support the extension of the free entitlement to two year olds. The county council augmented the funds available by £1.3m to provide an overall budget of £3.5m. The budget has mainly been used to support providers to expand their provision through providing funds for building adaptations and equipment. Initially, £0.25m was earmarked for the development of the ICT system.
6. Four options have been explored in order to deliver a system that meets the specification (see Part 2).
7. In-house development was the preferred option which has been pursued. None of the alternatives were able to meet all of the functionality required. This solution offers flexibility and is adaptable overtime whereas third party solutions are more rigid with limited ability to customise products. The in-house development also offers the possibility of adaptation for other business areas where there is a requirement to check eligibility for services.
8. Work on the FEE application aspect of building the new system began on 28 November 2014. User acceptance testing took place in July 2015. A pilot is due to commence in the north west area in September 2015 with full implementation in January 2016. Future development is to work on the automated checking of entitlement for two year olds and a self service option for parents and the administration of FEE and FEET eligibility and claims.

CONSULTATION:

9. There is no requirement for any formal consultation on the decision. The internal officer group (CSF Technology Board) which reviews ICT developments across Children, Schools and Families, has considered and supported this development.

RISK MANAGEMENT AND IMPLICATIONS:

10. Without an ICT system there is reputational risk to the county council in relation to maintaining accurate records of increasing numbers of children accessing early education places which could impact on making timely payments to providers, and returns to DfE for example.
11. Without more streamlined ICT enabled processes there is a risk that more staff resources will be required to maintain manual systems.

Financial and Value for Money Implications

12. The in-house option offers the potential to adapt the eligibility checking aspects of the system to other service areas which may yield further opportunities for efficiencies compared to the current manual processes and systems.
13. It is recognised that there will be some additional salary costs whilst the system is developed of £30,000. However, once the system is developed there is the potential opportunity for on-going salary savings of around £55,000 pa.
14. The system is being developed using external contractors with the necessary skills, as advised by the CSF Technology Board.
15. A business case for the portal development was presented to Investment Panel in March 2013 and the service was requested to provide clarification on the other options available. In August 2015 an updated business case outlining the system under development was presented to Investment Panel, who acknowledged the system was being developed.

Section 151 Officer Commentary

16. Within the Medium Term Financial Plan (MTFP) a capital budget of £3.5m has been approved to support the development of early education and childcare.
17. Funding for the implementation of the new IT system will be met from this budget.

Legal Implications – Monitoring Officer

18. The only implication within this report is the duty on SCC to ensure that there are sufficient early education places for eligible two, three and four year olds.
19. There are no legal implications or monitoring officer issues arising from this report.

Equalities and Diversity

20. A full equalities impact assessment has not been undertaken on this proposal as it is unlikely that the proposal would have a negative impact on any groups with protected characteristics. The proposals within this report are targeted at sections of the community that are already at risk of not accessing services.

Other Implications:

21. The potential implications for the following council priorities and policy areas have been considered. Where the impact is potentially significant a summary of the issues is set out in detail below.

Area assessed:	Direct Implications:
Corporate Parenting/Looked After Children	Looked after children are eligible for a two year old early education place.
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report
Public Health	No significant implications arising from this report
Climate change	No significant implications arising from this report
Carbon emissions	No significant implications arising from this report

22. Should any of the above issues have direct implications arising from this report – please address them under the following headings (those that do not apply can be deleted).

Corporate Parenting/Looked After Children implications

23. The DfE has stipulated that looked after children are eligible for a FEET place. Children’s Services have been informed of this and places have been taken up by looked after children.

Safeguarding responsibilities for vulnerable children and adults implications

24. There are no significant implications arising from this report. However, access to a FEET place is part of the county council’s early intervention programme and families are offered support through children’s centres.

Public Health implications

25. There are no significant implications arising from this report.

Climate change/carbon emissions implications

26. There are no significant implications arising from this report.

WHAT HAPPENS NEXT:

- To complete the development of the portal and undertake the pilot in the autumn term and implement the full roll-out from January 2016.
- To work with the Technology Board on potential future uses for SCC – an example of this would be the Early Years Pupil Premium.
- We do not envisage that any further decisions will be required in the Future.

Contact Officer:

Phil Osborne, Head of Service (Early Years and Childcare). Tel: 01372 833861

Consulted:

Catherine Allen (Principal Accountant, SCC)

Deirdre Linehan (Senior Principal Accountant, SCC)

Fenella Weightman (Senior Finance Officer, SCC)

Paul Brocklehurst (Head of Information Management and Technology, SCC)

Lorraine Juniper (Programmes Manager, SCC)

Chiedza Mudereri (Consultant (Projects), SCC)

Julie Fisher (Deputy Chief Executive, SCC)

Peter-John Wilkinson (Assistant Director for Schools and Learning, SCC)

Wai Lok (Senior Accountant, SCC)

Sheila Little (Director of Finance, SCC)

Paula Chowdhury (Strategic Finance Manager for Children, Schools and Families, SCC)

Annexes:

None

Sources/background papers:

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

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank