

Notice of Meeting

Cabinet Member for Children and Families, Lifelong learning Decisions



Date and Time

Tuesday, 27
February 2024
12.00 pm

Place

Woodhatch Place, 11
Cockshot Hill,
Reigate, Surrey
RH2 8EF

Contact

Joss Butler
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@SCCdemocracy



Cabinet Members:
Clare Curran

If you would like a copy of this agenda or the attached papers in another format, e.g. large print or braille, or another language, please email Joss Butler on Joss.butler@surreycc.gov.uk

This meeting will be held in public at the venue mentioned above and may be webcast live. Generally the public seating areas are not filmed. However, by entering the meeting room and using the public seating area or attending online, you are consenting to being filmed and recorded, and to the possible use of those images and sound recordings for webcasting and/or training purposes. If webcast, a recording will be available on the Council's website post-meeting. The live webcast and recording can be accessed via the Council's website:

<https://surreycc.public-i.tv/core/portal/home>

If you would like to attend and you have any special requirements, please email Joss Butler on Joss.butler@surreycc.gov.uk. Please note that public seating is limited and will be allocated on a first come first served basis.

AGENDA

1 DECLARATIONS OF INTEREST

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

Notes:

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

2 PROCEDURAL MATTERS

a MEMBERS' QUESTIONS

- (i) The deadline for Member's questions is 12pm four working days before the meeting (**21 February 2024**).

b PUBLIC QUESTIONS

The deadline for public questions is seven days before the meeting (**20 February 2024**).

c PETITIONS

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

3 PROPOSAL TO CHANGE THE AGE RANGE AND EXTEND THE PREMISES AT ST PAUL'S COFE INFANT SCHOOL, TONGHAM

(Pages
1 - 66)

Surrey County Council, in collaboration with the Governing Body of St Paul's CofE Infant School, are proposing to extend the school's age range, allowing them to become a 1FE primary school with a nursery for pupils aged 2-11 years. This would allow for a roll of 210 pupils across the school with 68 children in the nursery. Further building work will be required on the site of the school to provide appropriate accommodation for the additional pupils, which will be subject to planning permission.

4 EXCLUSION OF THE PUBLIC

RECOMMENDATION: 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.

PART 2

5 SEND CAPITAL PROGRAMME BUDGET: GUILDFORD COUNTY SCHOOL NEW SEN UNIT (Pages 67 - 96)

This Part 2 report contains information which is exempt from Access of Information requirements by virtue of paragraph 3 (information relating to the financial or business affairs of the authority holding that information).

Leigh Whitehouse
Interim Chief Executive
Published: Monday, 19 February 2024

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

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Anyone is permitted to film, record or take photographs at Council meetings. Please liaise with the committee manager prior to the start of the meeting so that the meeting can be made aware of any filming taking place.

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Thank you for your co-operation.

QUESTIONS AND PETITIONS

Cabinet and most committees will consider questions by elected Surrey County Council Members and questions and petitions from members of the public who are electors in the Surrey County Council area.

Please note the following regarding questions from the public:

1. Members of the public can submit one written question to a meeting by the deadline stated in the agenda. Questions should relate to general policy and not to detail. Questions are asked and answered in public and cannot relate to “confidential” or “exempt” matters (for example, personal or financial details of an individual); for further advice please contact the committee manager listed on the front page of an agenda.
2. The number of public questions which can be asked at a meeting may not exceed six. Questions which are received after the first six will be held over to the following meeting or dealt with in writing at the Chairman’s discretion.
3. Questions will be taken in the order in which they are received.
4. Questions will be asked and answered without discussion. The Chairman or Cabinet members may decline to answer a question, provide a written reply or nominate another Member to answer the question.
5. Following the initial reply, one supplementary question may be asked by the questioner. The Chairman or Cabinet members may decline to answer a supplementary question.

Cleared within service on:	12/02/2024
Legal cleared on:	26/01/2024
Section 151 Finance cleared on:	29/01/2024
Cabinet Member consultation completed:	13/02/2024

SURREY COUNTY COUNCIL

CABINET MEMBER FOR EDUCATION AND LEARNING

DATE: 27 February 2024



REPORT OF CABINET MEMBER: CLARE CURRAN, CABINET MEMBER FOR CHILDREN, FAMILIES AND LIFELONG LEARNING

LEAD OFFICER: RACHAEL WARDELL, EXECUTIVE DIRECTOR FOR CHILDREN, FAMILIES AND LIFELONG LEARNING

SUBJECT: Proposal to change the age range and extend the premises at St Paul's CofE Infant School, Tongham

ORGANISATION STRATEGY PRIORITY AREA: Tackling Health Inequality, Empowering Communities, Enabling a Greener Future

SUMMARY OF ISSUE:

As part of a wider strategy, Surrey County Council is seeking to provide a sustainable education landscape across the county.

Surrey County Council, in collaboration with the Governing Body of St Paul's CofE Infant School, are proposing to extend the school's age range, allowing them to become a 1FE primary school with a nursery for pupils aged 2-11 years. This would allow for a roll of 210 pupils across the school with 68 children in the nursery. Further building work will be required on the site of the school to provide appropriate accommodation for the additional pupils, which will be subject to planning permission.

The rationale behind this proposal is that it provides Surrey County Council with the opportunity to reorganise primary places in an area of Tongham by providing an all-through primary school, which will benefit the local community and provide opportunities for siblings in a family to attend the same school. It would also ease the transition made by children when transferring from Key Stage 1 to Key Stage 2, as pupils will have the opportunity to remain at St Paul's CofE Infant School instead of transferring to another school for their junior education.

The proposed change of age range allows St Paul's CofE Infant School to offer junior places. The increase in junior places in the Ash and Tongham planning area will then match the total number of Reception places available. This would improve the sustainability of the school.

RECOMMENDATIONS:

It is recommended that:

The Cabinet Member for Education and Learning determines the statutory notices published thereby bringing into effect the formal commencement of the proposal to change the age range and extend the premises at St Paul's CofE Infant School.

The Cabinet Member for Education and Learning may:

1. reject a proposal
2. approve a proposal without modification
3. approve a proposal with modifications, having consulted the LA and/or GB (as appropriate)
4. approve a proposal, with or without modification – subject to certain conditions (such as the granting of planning permission) being met.

REASON FOR RECOMMENDATIONS:

The proposal supports and delivers the Local Authority's statutory obligation to provide sufficient school places to meet demand and forms part of a reorganisation of primary places in Guildford and Waverley.

Implementing the proposal will:

- Allow pupils to transition through the school from Reception year, without the need to apply elsewhere, giving them and their families the reassurance of a continuity of educational provision
- Seek to enhance pupils' experiences, enabling higher standards of education to be provided
- Enable the school to deliver the curriculum in a continuous and coherent way, putting them in a stronger position to plan for both continuity and progression in learning
- Provide the opportunity to build partnerships with pupils, parents and families over a longer period of time
- Enable siblings to remain together during their primary education, rather than parents having to travel to two different schools
- Create a sustainable school to serve the local community

The Cabinet Member for Children, Families and Lifelong Learning's approvals and recommendations completes the statutory process in accordance with the DfE guidance "Making significant changes ('Prescribed Alterations') to Maintained Schools."

DETAILS:

1. St Paul's CofE Infant School, Tongham is a voluntary controlled school and is situated in Tongham, within the borough of Guildford. At present, St Paul's CofE Infant School is a one-form entry (1FE) infant school for pupils aged 4-7 years, with a published admission number (PAN) of 30 and provides permanent accommodation for up to 90 pupils. The school is rated as "Good" by Ofsted in its last full inspection in September 2023.
2. Children currently leave St Paul's CofE Infant School at the end of Year 2 and parents make separate admission applications for Year 3 places. The admissions criteria for Walsh CofE Junior and Waverley Abbey Junior Schools currently list St Paul's CofE Infant as a feeder school. If this proposal goes ahead, these schools as academies, could make the decision to reduce their PAN.
3. The rationale behind this proposal is that it provides Surrey County Council with the opportunity to reorganise primary places in an area of Ash and Tongham by providing an all-through primary school, which will benefit the local community and provide opportunities for siblings in a family to attend the same school. It would also ease the transition made by children when transferring from Key Stage 1 to Key Stage 2, as pupils will have the opportunity to remain

at St Paul's CofE Infant School instead of transferring to another school for their junior education.

4. Historically, St Paul's Infant School is currently a formal feeder school for Walsh CofE Junior and Waverley Abbey Junior Schools. However, Walsh CofE Junior only offers 4 places and Waverley Abbey is over four miles away from St Paul's CofE Infant and therefore some distance from the homes of pupils, who tend to live near the infant school. St Paul's CofE Infant currently subsidise a school bus to take previous pupils to Waverley Abbey Junior and this results in circa £38,000 being pulled from the school budget each year.
5. For the purposes of education place planning, Surrey County Council produce pupil projections based on planning areas. Planning areas do not have geographical boundaries but are groups of schools which reflect the local geography, reasonable travel distances and existing pupil movement patterns.
6. **Table 2** below outlines the primary projections for the Ash and Tongham planning area. Housing permissions and trajectories received from boroughs and districts are combined with birth data and pupil movement trends to create projections.

Table 2: Current pupil place forecasts for Ash and Tongham planning area

Ash and Tongham						
School year	Year R places	Year R Forecast	Surplus / Deficit	Year 3 places	Year 3 Forecast	Surplus / Deficit
2023-24	240	253	-13	218	228	-10
2024-25	240	246	-6	218	219	-1
2025-26	240	237	3	218	231	-13
2026-27	240	233	7	218	230	-12
2027-28	240	235	5	218	219	-1
2028-29	240	237	3	218	210	8
2029-30	240	238	2	218	206	12
2030-31	240	239	1	218	207	11
2031-32	240	239	1	218	209	9

7. The forecasts for Ash and Tongham do not demonstrate a need for additional Key Stage 2 places because the current trend is for pupils of St Paul's CofE Infant to be educated out of the planning area for Year 3, as there are no current places available.
8. **Table 3** outlines the residential primary projections for the Ash and Tongham wards including Ash South and Tongham, Ash Vale and Ash Wharf. As well as housing, birth and migration data, these forecasts show the number of pupils residing within the wards. The forecasts indicate a deficit of places compared to current PANs of up to over two forms of entry.

Table 3 – Residential Forecasts for Primary Aged Pupils

School Year	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
2023-24 (F)	258	255	251	257	237	244	210
2024-25 (F)	245	263	263	266	264	242	250
2025-26 (F)	237	247	269	274	270	267	246
2026-27 (F)	232	235	250	277	275	270	268
2027-28 (F)	235	232	238	258	278	276	272
2028-29 (F)	239	235	235	246	259	279	277
2029-30 (F)	240	238	238	243	248	260	280
2030-31 (F)	241	239	241	246	245	249	261
2031-32 (F)	241	240	242	249	248	245	250

9. Should the proposal to expand the age range and premises of St Paul's CofE Infant School, Tongham be agreed, the deficits shown in Table 4 will change with the increase of the junior intake in the Ash and Tongham planning area.
10. Subject to the decision on this proposal and planning permission, building work will be required to the existing site at St Paul's CofE Infant School, Tongham to make it suitable for an additional 120 permanent pupils. This will involve adaptations and refurbishment to the interior of the existing accommodation and a new classroom block and school hall to increase classroom and resource space.
11. The proposal will enable St Paul's CofE Infant School to start providing Key Stage 2 places from September 2025. The Year 2 class for 2024/25 would transfer into the newly established Year 3 class in September 2025/26, and Key Stage 2 will increase incrementally each year as each new Reception cohort is admitted. St Paul's CofE Infant School would be operating as a full 1FE primary school from September 2028/29 onwards.

CONSULTATION:

12. An informal consultation was published from 18 September to 5 November 2023 and further Statutory Notices were published from 24 November and concluded on 15 January 2024. All consultation documents are available at www.surreysays.co.uk. The full Statutory Notices are also attached as **Annex 1** of this report.
13. During the Informal Consultation period, there were 246 responses to the consultation:
 - 91% of respondents agreed with the proposal
 - 6% of respondents disagreed with the proposal
 - 3% of respondents stated they didn't know
14. During the Statutory Notice period, there were 54 responses to the consultation:
 - 92% of respondents agreed with the proposal
 - 4% of respondents disagreed with the proposal
 - 4% of respondents said they didn't know
15. Of those agreeing with the proposal, the majority of respondents were parents/carers of pupils currently attending the school.

16. The main positive themes raised throughout both the informal consultation and statutory notices were that local residents felt that the school was a community asset, the expansion would meet demand for primary school places and that the expansion of the school from infant to primary will allow the continuation of primary education.
17. Negative themes included the impacts on primary places within other local schools, the disruption caused by building works and the impact on parking and traffic surrounding the school.
18. The full consultation analysis is attached as **Annex 2**.

RISK MANAGEMENT AND IMPLICATIONS:

19. There are design, planning and building risks associated with the project and a project risk register has been compiled, which is regularly updated. A contingency allowance appropriate to the scheme has been included within the project budget to mitigate for potential identified risks.
20. The Local Authority needs to be satisfied that the appropriate fair and open local consultation and or representation has been conducted and that the proposer has given full consideration to all responses received. To ensure that this is the case the consultation and decision-making processes are quality assured.

Financial and value for money implications:

21. The project will be funded from Surrey County Council's Basic Need Capital Programme (SBN) and the budget for this scheme is included in the approved Medium-Term Financial Strategy (MTFS).
22. The project will be subject to robust cost challenge and scrutiny to drive optimum value for money.
23. In situations where one school reduces its PAN and another increases its age range there tends to be a period of double funding. This occurs as funding is based on pupils on roll in the previous October. In order to reflect the increase in pupils the expanding school will be funded in the year of expansion for the consequential increase in pupils. Conversely, to avoid a sudden drop in funding, the school with reducing PAN remains funded at the numbers on roll at the previous October unless there is a specific ruling from the Department for Education (DfE) to do otherwise. Experience has indicated DfE are unlikely to support such a proposal.
24. As a result, the cost of that double funding will need to be met from the Dedicated Schools Grant growth fund within the schools block. Based on this scenario an estimate of £40k double funding will occur. This has no direct impact on the Council's General Fund.

Section 151 Officer commentary:

25. Significant progress has been made in recent years to improve the Council's financial resilience and the financial management capabilities across the

organisation. Whilst this has built a stronger financial base from which to deliver our services, the increased cost of living, global financial uncertainty, high inflation and government policy changes mean we continue to face challenges to our financial position. This requires an increased focus on financial management to protect service delivery, a continuation of the need to be forward looking in the medium term, as well as the delivery of the efficiencies to achieve a balanced budget position each year.

26. In addition to these immediate challenges, the medium-term financial outlook beyond 2023/24 remains uncertain. With no clarity on central government funding in the medium term, our working assumption is that financial resources will continue to be constrained, as they have been for the majority of the past decade. This places an onus on the Council to continue to consider issues of financial sustainability as a priority, in order to ensure the stable provision of services in the medium term.
27. Appropriate capacity within the Surrey maintained estate is a key element of ensuring sufficiency of school places in the right areas of the County. The Section 151 Officer therefore supports the proposal.

Legal implications – Monitoring Officer:

28. 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 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.
29. 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.
30. The local authority has published statutory notices for increasing the capacity of St Paul's CofE Infant School, thereby bringing into effect the formal commencement of the proposal prior to the consultation stage in accordance with statutory requirements.
31. The Governing Body of St Paul's CofE Infant School have published statutory notices for expanding the age range of the school, thereby bringing into effect the formal commencement of the proposal prior to the consultation stage in accordance with statutory requirements.
32. In considering this Report, the Cabinet Lead Member for Education and Learning must give due regard to the results of the informal consultation as set out in the report and the response of the Service to the consultation comments and conscientiously take these matters into account when making a final decision.

Equalities and diversity:

33. The Equality Impact Assessment (EIA) for the proposal is attached to this report as **Annex 3**.

Other implications:

34. The potential implications for the following Council priorities and policy areas have been considered.

Area assessed:	Direct Implications:
Corporate Parenting/Looked After Children	Set out below
Safeguarding responsibilities for vulnerable children and adults	Set out below
Environmental sustainability	Set out below
Public Health	No significant implications arising from this report

Corporate Parenting/Looked After Children implications:

35. This proposal would provide increased primary provision from Key Stage 2 in Ash and Tongham, which would be of benefit to the community served by the school, thereby ensuring that those who are Looked After Children can attend a school closer to home and be more connected to local communities and support services.

Safeguarding responsibilities for vulnerable children and adults' implications:

36. Safeguarding vulnerable children is a high priority in all Surrey schools. Schools have considerable expertise in safeguarding vulnerable children and adhere to robust procedures. The schools will continue to apply good practice around safeguarding as they do currently. In addition, safeguarding is a key area for monitoring when Ofsted conducts inspections.

Environmental sustainability implications:

- 37. The provision of Key Stage 2 places closer to home will reduce the average journey times for children and their families.
- 38. The design philosophy is to create buildings that will support low energy consumption, reduce solar gain and promote natural ventilation. Any new infrastructure will be built to the local planning authority's adopted core planning strategy.

WHAT HAPPENS NEXT:

- 39. Subject to the Cabinet Member determining the statutory notice, Surrey County Council and the Governing Body of St Paul's CofE Infant School, Tongham will proceed to implement the proposal. The school nursery provision will open 15th April 2024.
- 40. Subject to the Cabinet Member determining the statutory notice, Surrey County Council and the Governing Body of St Paul's CofE Infant School, Tongham will proceed to implement the proposal. The significant change to

change the age range from infant to primary will be implemented from 1 Sept 2025.

Contact Officer:

Katie Kelly-Weller, Commissioning Manager

Consulted:

Headteacher of the school featured in the proposal
Parents of children attending the school featured in the proposal
Children and young people who attend the school featured in the proposal
Governing bodies and staff members of the school featured in the proposal
Surrey Family Voice
Local residents in Surrey
Local Cllrs in the areas of the school featured in the proposals
Divisional (Surrey County Council) members
Cllr Clare Curran, Cabinet Member for Education and Learning
Rachael Wardell, Executive Director for Children, Families and Lifelong Learning
Julia Katherine, Director Education and Learning
Carrie Traill, Assistant Director Education

Annexes:

Annex 1 Statutory Notice GB change of age range (Full)
Annex 2 Statutory Notice enlargement of premises (Full)
Annex 3 Consultation Analysis
Annex 4 Equality Impact Assessment
Annex 5 Question and Answer document

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Statutory Notices

Proposal to change the age range at
St Paul's CofE Infant School

November
2023



School Organisation Statutory Notice

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006, as amended by the Education Act 2011, that the Governing Body of St Paul's CofE Infant School, intends to make a significant change to St Paul's CofE Infant School by changing the age range from 4-7 years old to 2-11 years old to become a primary school with a nursery provision.

Local Authority Details:

Local Authority	Surrey County Council
Address	Quadrant Court 35 Guildford Road Woking GU22 7QQ

School Details:

Name of School	St Paul's CofE Infant School
Category of School	Voluntary Controlled school
Type of School	Infant school
URN	125148
Address	The Cardinals, Tongham, Farnham
Postcode	GU10 1EF

Introduction

This paper outlines a proposal by the Governing Body of St Paul's CofE Infant School, to change the age range of St Paul's CofE Infant School from a one-form entry infant school to a one-form entry primary school with a nursery provision. The school premises would be extended to accommodate the additional junior aged children. The statutory process and timescales for the expansion are detailed below.

Proposal

The Governing Body of St Paul's CofE Infant School are proposing to change the age range to accommodate ages 2-11 years, becoming a 1FE primary school with a nursery provision. This would allow for a roll of 210 pupils across the school and up to 68 children within the nursery.

Proposed timeline

The proposed change of age range would come into effect from September 2025 onwards.

Phase	Date
Statutory notices	24 November 2023 – 15 January 2024
Lead Cabinet Member Decision	February 2024
Building work and changes to existing space	To start summer 2024, contingent on planning permission
Implementation	15 April 2024 (Nursery provision) 1 September 2025 (Key Stage 2 provision)

It is proposed that:

1. St Paul's CofE Infant School's age range is changed to accommodate ages 2-11, becoming a 1FE primary school with a nursery provision. This would allow for a roll of 210 pupils across the school and up to 68 children in the nursery.
2. Further building work would be required on the site of the school to provide appropriate accommodation for the additional pupils.

Making Representations, Objections and Comments

3. This is a four-week consultation which starts on Friday 24 November 2023 and concludes on Monday 15 January 2024.
4. Any person can make comments, agree, or object to the proposal by sending representations to the Local Authority through the following channels:

Website	www.surreysays.co.uk
Email	schoolorg@surreycc.gov.uk
Post	Katie Kelly-Weller Education Place Planning Surrey County Council Quadrant Court 35 Guildford Road Woking GU22 7QQ

Background

5. St Paul's CofE Infant School is a voluntary controlled school. The school is situated in Tongham, within the borough of Guildford.
6. At present, St Paul's CofE Infant School is a one-form entry infant school for pupils aged 4-7 years, with a published admission number (PAN) of 30 and provides permanent accommodation for up to 90 pupils. The school is rated as "Good" by Ofsted in its last full inspection in May 2018.
7. Children currently leave St Paul's CofE Infant School at the end of Year 2 and parents make separate admission applications for Year 3 places. The admissions criteria for Waverley Abbey and Walsh CofE Junior Schools both currently list St Paul's CofE Infant School as a feeder school.
8. Pupils leaving St Paul's CofE Infant School are also able to seek Year 3 places at other junior schools or primary schools without a separate Year 3 intake, which can be offered subject to vacant places being available.
9. St Paul's CofE Infant School currently subsidise a minibus to transport former pupils to and from Waverley Abbey CofE Junior School, due to it being 4.5 miles from the infant school site. This service is currently available for 4 years, the duration of the pupil's time at Waverley Abbey CofE Junior School.

Rationale

3

10. This proposal provides Surrey County Council with the opportunity to re-organise primary places in an area of Ash and Tongham, by providing an all-through primary school which would benefit the local community and provide opportunities for siblings in a family to attend the same school. It would also ease the transition made by children when transferring from Key Stage 1 to Key Stage 2, as pupils would have the opportunity to remain at St Paul's CofE Infant School instead of transferring to another school for their junior education.
11. Typically, pupils leaving St Paul's CofE Infant School have attended Waverley Abbey or Walsh CofE Junior schools.
12. Waverley Abbey Junior School is over four miles away from St Paul's CofE Infant School and therefore some distance from the homes of pupils attending St Paul's, who tend to live near the infant school. St Paul's CofE Infant School currently subsidise minibuses to help local families travel to Waverley Abbey Junior School so that parents can have one drop off. Waverley Abbey Junior School also has four other feeder schools which rank above pupils on roll at St Paul's CofE Infant School. The total PAN of the four feeder schools is 120 which matches the Published Admissions Number (PAN) of Waverley Abbey Junior School.
13. Walsh CofE Junior School's main feeder school is Walsh Memorial Infant School which has 60 places. Walsh CofE Junior School only has a PAN of 64 places resulting in only 4 potential places for pupils on roll at other schools, including St Paul's CofE Infant School.
14. The proposed change of age range would allow St Paul's CofE Infant School to offer junior places. The increase in junior places in the Ash and Tongham planning area would equalise the total number of Reception places available. There are currently 240 Reception places in the planning area and the expansion at St Paul's CofE Infant School would mean that there would be a total of 248 Year 3 places. This would improve the sustainability of the school and allow pupils to attend schools nearer to where they live.
15. First preferences at St Paul's CofE Infant School have increased over the last 3 years, as illustrated in **Table 1**.

Table 1 - First Preferences at St Paul's CofE Infant School

St Paul's CofE Infant School	
Academic year	No. 1st preferences
2023/24	40
2022/23	27
2021/22	19

16. **Table 2** shows the number of first preferences for Waverley Abbey and Walsh CofE Junior schools has received for September 2023 entry and the previous two intake years. The table also illustrates how many of the children allocated a place at these schools attend St Paul's CofE Infant School.

Table 2 - First Preferences at Waverley Abbey Junior and Walsh C of E Junior

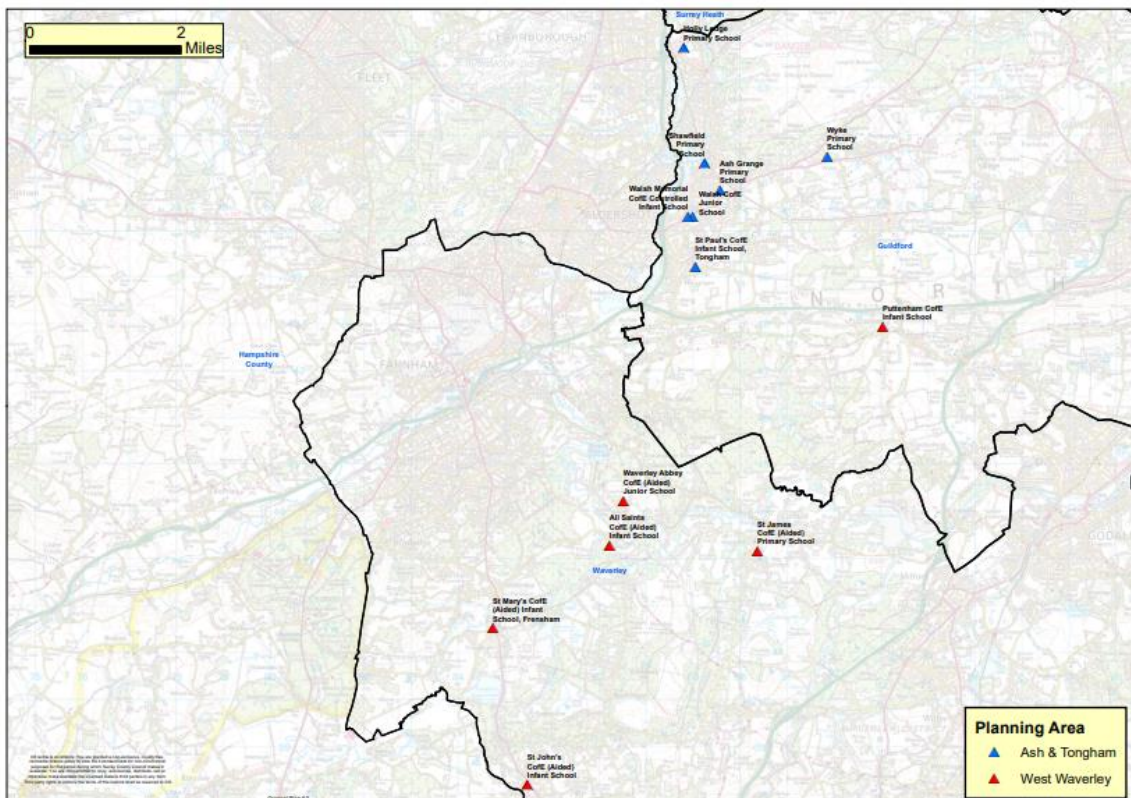
Academic Year	Waverley Abbey Junior School preferences received	Walsh CofE Junior School preferences received	Number allocated Waverley Abbey Junior School	Number allocated Walsh CofE Junior School
2021/22	118	44	17	7
2022/23	114	48	18	9
2023/24	113	47	14	5

Pupil Placement

17. For the purposes of education place planning, Surrey County Council produce pupil projections based on planning areas. Planning areas do not have geographical boundaries but are groups of schools which reflect the local geography, home to school travel distances and existing pupil movement patterns.

18. St Paul's CofE Infant School in Tongham is situated in the Ash and Tongham planning area.

Figure 2 - Map to show local schools by planning area



19. **Table 3** outlines the primary projections for the Ash and Tongham primary place planning area. Housing permissions and trajectories received from boroughs and districts are combined with birth data and pupil movement trends to create projections.

Table 3 – Forecasts for Ash and Tongham Planning Area

Ash and Tongham						
School year	Year R places	Year R Forecast	Surplus / Deficit	Year 3 places	Year 3 Forecast	Surplus / Deficit
2023-24	240	253	-13	218	228	-10
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2030-31	240	239	1	218	207	11
2031-32	240	239	1	218	209	9

20. The forecasts for Ash and Tongham do not demonstrate a need for additional Key Stage 2 places because the current trend is for pupils of St Paul's CofE Infant School to be educated out of the planning area for Year 3, as there are no current places available.

21. **Table 4** outlines the residential primary projections for the Ash and Tongham wards including Ash South and Tongham, Ash Vale and Ash Wharf. As well as housing, birth and migration data, these forecasts show the number of pupils residing within the wards. The forecasts indicate a deficit of places compared to current PANs of up to over two forms of entry.

Table 4 – Residential Forecasts for Primary Aged Pupils

School Year	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
2023-24 (F)	258	255	251	257	237	244	210
2024-25 (F)	245	263	263	266	264	242	250
2025-26 (F)	237	247	269	274	270	267	246
2026-27 (F)	232	235	250	277	275	270	268
2027-28 (F)	235	232	238	258	278	276	272
2028-29 (F)	239	235	235	246	259	279	277
2029-30 (F)	240	238	238	243	248	260	280
2030-31 (F)	241	239	241	246	245	249	261
2031-32 (F)	241	240	242	249	248	245	250

22. Should the proposal to change the age range of St Paul's CofE Infant School, Tongham be agreed, the deficits shown in **Table 4** would change with the increase of the junior intake in the Ash and Tongham planning area.

23. The proposal would enable St Paul's CofE Infant School to start providing Key Stage 2 places from September 2025. The Year 2 class for 2024/25 would transfer into the newly established Year 3 class in September 2025/26, and Key Stage 2 would increase incrementally each year as each new Reception cohort is admitted. The new accommodation provided would allow adequate space for these pupils to move through the junior phase. St Paul's CofE Infant School would be operating as a full 1FE primary school from September 2028/29 onwards, as shown in **Table 5**.

Table 5 - Phasing of Year Groups Following Proposed Expansion

St Paul's CofE Infant School	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
2025/26	30	30	30	30				120
2026/27	30	30	30	30	30			150
2027/28	30	30	30	30	30	30		180
2028/29	30	30	30	30	30	30	30	210

Implementing the proposals at St Paul's CofE Infant School would:

- Allow pupils to transition through the school from Reception year, without the need to apply elsewhere giving them and their families the reassurance of a continuity of educational provision.
- Seek to enhance pupils' experiences, enabling higher standards of education to be provided.
- Enable the school to deliver the curriculum in a continuous and coherent way, putting them in a stronger position to plan for both continuity and progression in learning.
- Provide the opportunity to build partnerships with pupils, parents, and families over a longer period of time.
- Enable siblings to remain together during their primary education, rather than parents having to travel to two different schools or nursery settings.
- Create a sustainable school to serve the local community.
- Enable the school to provide a joined-up approach for all children from 2 to 11 years old.
- Allow systems and processes to be streamlined, enabling the school to deploy resources across the nursery and school.

Nursery provision

24. By lowering the school age, the children attending the nursery would become pupils of the school, which supports more efficient governance and operational functions. This would continue to support the government's policy on providing 15 and 30 hours Funded Early Education for 2, 3 and 4 year olds in schools.
25. Currently there is one other school-based provision in this area. Locally, the most popular models of early years education include full day care and extended day pre-school provision. All providers report healthy occupancy and have limited spaces or are operating waiting lists, suggesting that there may be a continued demand for early years places.
26. The available data on 2 year old funding, which supports our most vulnerable children, suggests that there are many families in the surrounding Wards who are entitled to the funding but are not taking up a place. This may indicate demand for additional 2 year old places in Tongham and surrounding areas.
27. The school intends to offer school-based provision on a term time only basis, and this will be led by a qualified teacher. Therefore, offering a different model to most providers in the local area. The school propose that their funded early education offer for 2, 3 and 4 year olds, would complement the offer they have for children in Reception and provide a joined-up approach to early years education in the school.

Will the proposal to lower the age range have any impact on the school's admission arrangements?

28. There are no planned changes to the Published Admission Number (PAN) of 30 at the school. Should the school extend their age range to become a primary school, it would remain at one-form of entry. Nor is it intended to change the admission criteria for the school as a result of this proposal.
29. It is proposed that the nursery would initially offer a maximum of 60 places for 2, 3 and 4 year olds (although this may change depending on the needs of the community and the number of families entitled to 30 funded hours).
30. Applications for the nursery would be made directly to the school with places to be allocated in line with a timescale and process to be agreed. As a voluntary controlled school, the nursery admissions policy would continue to be determined by the Local Authority, but no changes are intended as part of this proposal.
31. It should be noted that there is no automatic right for children attending the nursery to gain a Reception place at the school. The admissions criteria for community and voluntary controlled schools, along with other individual schools admissions criteria, in Surrey are published each year in the [schools admissions booklets](#). Parents of children applying for a Reception place would need to apply in the normal way for admission to the school whether their child attends the nursery provision or not.

School Building Requirements

32. A programme of building works at the school would be required to accommodate the additional pupils at Key Stage 2. The proposed works will improve the general fabric of the school buildings and enhance the learning experience for pupils, parents, and staff. Subject to the outcome of this consultation, further work will be required to the existing site to make it suitable for the additional 120 pupils. This would involve the creation of four new classrooms, a new school hall and ancillary space. Any works would be subject to the requirements for planning permission and building control. This would include a separate public consultation on the building proposals.
33. The school has sufficient playing field space to meet the curriculum for Key Stage 2 pupils.
34. No external building works would be required to accommodate the proposed nursery. Internal redecoration, refurbishment, and resourcing the environment would be completed prior to opening.
35. The programme of building works would be funded utilising basic need funding as well as S106 contributions from local housing developments to the school site.

Consultations, approvals, and overall timescales

36. It is proposed that the nursery provision open from 15 April 2024 (at the start of the summer term).
37. It is proposed that the change of age range to allow Key Stage 2 provision and extension of premises to accommodate this commences from 1 September 2025.

38. The proposed changes require a period of consultation, the publication of Statutory Notices and the agreement of Surrey County Council's Cabinet Member for Education and Learning if the proposal is to proceed.
39. The first stage of consultation was open from 18 September 2023 to 5 November 2023. During this period Surrey County Council shared proposals with the wider professional network, schools (including headteachers and chairs of governors), unions, parent representatives, partner agencies and with the staff and parents of the school subject to the proposals. The associated documentation was published on Surrey County Council's 'Surrey Says' website and circulated to local stakeholders. Interested parties were invited to return responses to the consultation via an online form or alternatively email or post responses.
40. The consultation analysis is published at www.surreysays.co.uk on the Statutory Notice webpage alongside this document.

Key points from the consultation responses:

- There were 246 responses to the consultation
- 91% of respondents agreed with the proposal, 6% of respondents disagreed with the proposal and 1% of respondents stated they didn't know

41. Statutory Notice is now open for a four-week period from Friday 24 November to Monday 15 January 2024. The publication of Notices is when the local authority formally states that it intends to implement the proposed changes. This will be the final opportunity for consultees to make their views known before a final decision is taken. Following the consultation periods officers will summarise the feedback and will report to the Cabinet Member for Education and Learning.

What happens next?

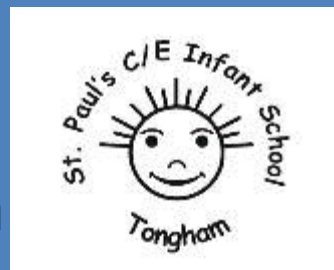
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Statutory Notices

Proposal to extend the premises at
St Paul's CofE Infant School

November
2023



School Organisation Statutory Notice

3

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 St Paul's CofE Infant School by expanding the premises in order to accommodate the proposed change in age range from 4-7 years old to 2-11 years old to become a primary school with a nursery provision.

Local Authority Details:

Local Authority	Surrey County Council
Address	Quadrant Court 35 Guildford Road Woking GU22 7QQ

School Details:

Name of School	St Paul's CofE Infant School
Category of School	Voluntary Controlled school
Type of School	Infant school
URN	125148
Address	The Cardinals, Tongham, Farnham
Postcode	GU10 1EF

Introduction

This paper outlines a proposal by Surrey County Council, in cooperation with the Governing Body of St Paul's CofE Infant School, to expand the premises of St Paul's CofE Infant School from a one-form entry infant school to a one-form entry primary school with a nursery provision, alongside the separate proposal to change the age range of the school. The school premises would be extended to accommodate the additional junior aged children. No additional premises would be required for the nursery as there was previously a provision on site which closed in August 2023. The statutory process and timescales for the expansion are detailed below.

Proposal

Surrey County Council are proposing to expand the premises of St Paul's CofE Infant School in order to facilitate a change in the age range to accommodate ages 2-11 years, becoming a 1FE primary school with a nursery provision. This would allow for a roll of 210 pupils across the school and up to 68 children within the nursery.

Proposed timeline

The proposed extension of premises to accommodate the change in age range would come into effect from September 2025 onwards.

Phase	Date
Statutory notices	24 November 2023 - 15 January 2024.
Lead Cabinet Member Decision	February 2024
Building work and changes to existing space	To start summer 2024, contingent on planning permission

Implementation	15 April 2024 (Nursery provision) 1 September 2025 (Key Stage 2 provision)
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It is proposed that:

1. St Paul's CofE Infant School's premises to be extended in order to accommodate the change in age range to 2-11 years, becoming a 1FE primary school with a nursery provision. This would allow for a roll of 210 pupils across the school and up to 68 children in the nursery. The expansion of premises would accommodate the additional Key Stage 2 provision.

Making Representations, Objections and Comments

2. This is a four-week consultation which starts on Friday 24 November 2023 and concludes on Monday 15 January 2024.
3. Any person can make comments, agree, or object to the proposal by sending representations to the Local Authority through the following channels:

Website	www.surreysays.co.uk
Email	schoolorg@surreycc.gov.uk
Post	Katie Kelly-Weller Education Place Planning Surrey County Council Quadrant Court 35 Guildford Road Woking GU22 7QQ

Background

4. St Paul's CofE Infant School is a voluntary controlled school. The school is situated in Tongham, within the borough of Guildford.
5. At present, St Paul's CofE Infant School is a one-form entry infant school for pupils aged 4-7 years, with a published admission number (PAN) of 30 and provides permanent accommodation for up to 90 pupils. The school is rated as "Good" by Ofsted in its last full inspection in May 2018.
6. Children currently leave St Paul's CofE Infant School at the end of Year 2 and parents make separate admission applications for Year 3 places. The admissions criteria for Waverley Abbey and Walsh CofE Junior Schools both currently list St Paul's CofE Infant School as a feeder school.
7. Pupils leaving St Paul's CofE Infant School are also able to seek Year 3 places at other junior schools or primary schools without a separate Year 3 intake, which can be offered subject to vacant places being available.
8. St Paul's CofE Infant School currently subsidise a minibus to transport former pupils to and from Waverley Abbey CofE Junior School, due to it being 4.5 miles from the infant school site. This service is currently available for 4 years, the duration of the pupil's time at Waverley Abbey CofE Junior School.

9. This proposal provides Surrey County Council with the opportunity to re-organise primary places in an area of Ash and Tongham, by providing an all-through primary school which would benefit the local community and provide opportunities for siblings in a family to attend the same school. It would also ease the transition made by children when transferring from Key Stage 1 to Key Stage 2, as pupils would have the opportunity to remain at St Paul's CofE Infant School instead of transferring to another school for their junior education.
10. Typically, pupils leaving St Paul's CofE Infant School have attended Waverley Abbey or Walsh CofE Junior schools.
11. Waverley Abbey Junior School is over four miles away from St Paul's CofE Infant School and therefore some distance from the homes of pupils attending St Paul's, who tend to live near the infant school. St Paul's CofE Infant School currently subsidise minibuses to help local families travel to Waverley Abbey Junior School so that parents can have one drop off. Waverley Abbey Junior School also has four other feeder schools which rank above pupils on roll at St Paul's CofE Infant School. The total PAN of the four feeder schools is 120 which matches the Published Admissions Number (PAN) of Waverley Abbey Junior School.
12. Walsh CofE Junior School's main feeder school is Walsh Memorial Infant School which has 60 places. Walsh CofE Junior School only has a PAN of 64 places resulting in only 4 potential places for pupils on roll at other schools, including St Paul's CofE Infant School.
13. The proposed expansion of premises would allow St Paul's CofE Infant School to offer junior places. The increase in junior places in the Ash and Tongham planning area would equalise the total number of Reception places available. There are currently 240 Reception places in the planning area and the expansion at St Paul's CofE Infant School would mean that there would be a total of 248 Year 3 places. This would improve the sustainability of the school and allow pupils to attend schools nearer to where they live.
14. First preferences at St Paul's CofE Infant School have increased over the last 3 years, as illustrated in **Table 1**.

Table 1 - First Preferences at St Paul's CofE Infant School

St Paul's CofE Infant School	
Academic year	No. 1st preferences
2023/24	40
2022/23	27
2021/22	19

15. **Table 2** shows the number of first preferences for Waverley Abbey and Walsh CofE Junior schools has received for September 2023 entry and the previous two intake years. The table also illustrates how many of the children allocated a place at these schools attend St Paul's CofE Infant School.

Table 2 - First Preferences at Waverley Abbey Junior and Walsh C of E Junior

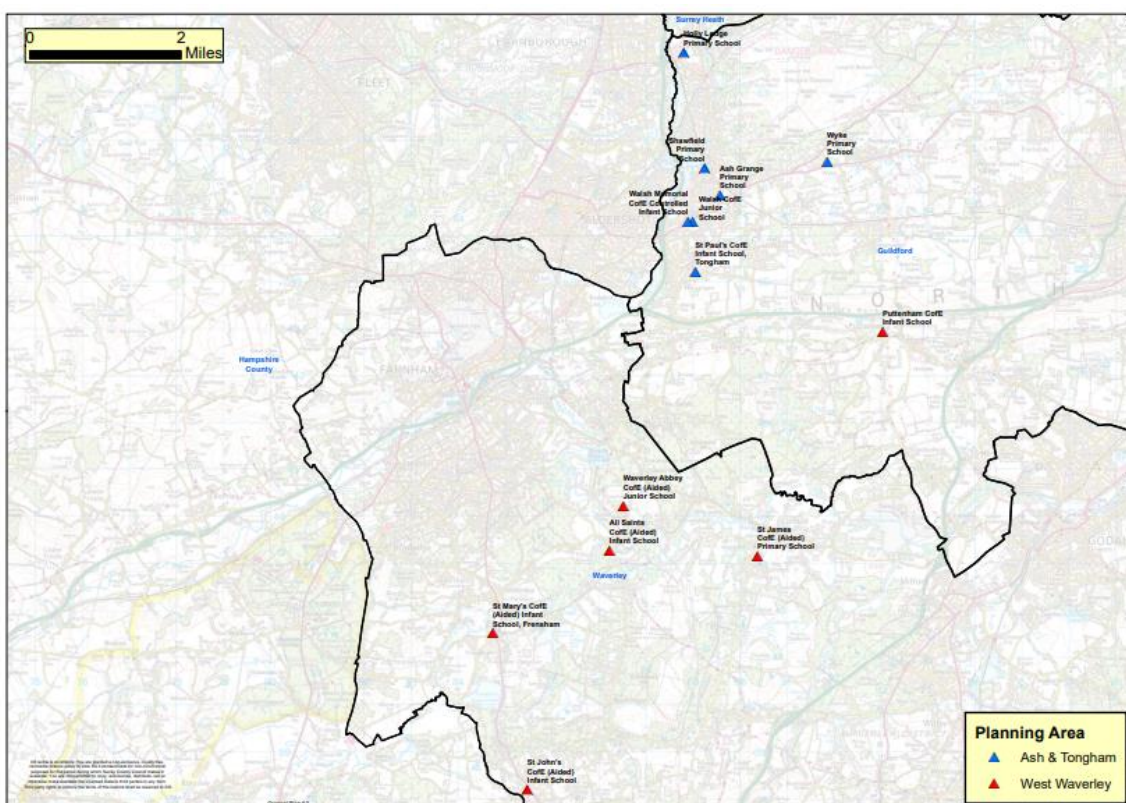
Academic Year	Waverley Abbey Junior School preferences received	Walsh CofE Junior School preferences received	Number allocated Waverley Abbey Junior School	Number allocated Walsh CofE Junior School
2021/22	118	44	17	7
2022/23	114	48	18	9
2023/24	113	47	14	5

Pupil Placement

16. For the purposes of education place planning, Surrey County Council produce pupil projections based on planning areas. Planning areas do not have geographical boundaries but are groups of schools which reflect the local geography, home to school travel distances and existing pupil movement patterns.

17. St Paul's CofE Infant School in Tongham is situated in the Ash and Tongham planning area.

Figure 2 - Map to show local schools by planning area



18. **Table 3** outlines the primary projections for the Ash and Tongham primary place planning area. Housing permissions and trajectories received from boroughs and districts are combined with birth data and pupil movement trends to create projections.

Table 3 – Forecasts for Ash and Tongham Planning Area

Ash and Tongham						
School year	Year R places	Year R Forecast	Surplus / Deficit	Year 3 places	Year 3 Forecast	Surplus / Deficit
2023-24	240	253	-13	218	228	-10
2024-25	240	246	-6	218	219	-1
2025-26	240	237	3	218	231	-13
2026-27	240	233	7	218	230	-12
2027-28	240	235	5	218	219	-1
2028-29	240	237	3	218	210	8
2029-30	240	238	2	218	206	12
2030-31	240	239	1	218	207	11
2031-32	240	239	1	218	209	9

19. The forecasts for Ash and Tongham do not demonstrate a need for additional Key Stage 2 places because the current trend is for pupils of St Paul's CofE Infant School to be educated out of the planning area for Year 3, as there are no current places available.

20. **Table 4** outlines the residential primary projections for the Ash and Tongham wards including Ash South and Tongham, Ash Vale and Ash Wharf. As well as housing, birth and migration data, these forecasts show the number of pupils residing within the wards. The forecasts indicate a deficit of places compared to current PANs of up to over two forms of entry.

Table 4 – Residential Forecasts for Primary Aged Pupils

School Year	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
2023-24 (F)	258	255	251	257	237	244	210
2024-25 (F)	245	263	263	266	264	242	250
2025-26 (F)	237	247	269	274	270	267	246
2026-27 (F)	232	235	250	277	275	270	268
2027-28 (F)	235	232	238	258	278	276	272
2028-29 (F)	239	235	235	246	259	279	277
2029-30 (F)	240	238	238	243	248	260	280
2030-31 (F)	241	239	241	246	245	249	261
2031-32 (F)	241	240	242	249	248	245	250

21. Should the proposal to expand the premises of St Paul's CofE Infant School, Tongham in order to accommodate the proposed change in age range be agreed, the deficits shown in **Table 4** would change with the increase of the junior intake in the Ash and Tongham planning area.

22. The proposal would enable St Paul's CofE Infant School to start providing Key Stage 2 places from September 2025. The Year 2 class for 2024/25 would transfer into the newly established Year 3 class in September 2025/26, and Key Stage 2 would increase incrementally each year as each new Reception cohort is admitted. The new accommodation provided would allow adequate space for these pupils to move through the junior phase. St Paul's CofE Infant School would be operating as a full 1FE primary school from September 2028/29 onwards, as shown in **Table 5**.

Table 5 - Phasing of Year Groups Following Proposed Expansion

St Paul's CofE Infant School	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
2025/26	30	30	30	30				120
2026/27	30	30	30	30	30			150
2027/28	30	30	30	30	30	30		180
2028/29	30	30	30	30	30	30	30	210

Implementing the proposals at St Paul's CofE Infant School would:

- Allow pupils to transition through the school from Reception year, without the need to apply elsewhere giving them and their families the reassurance of a continuity of educational provision.
- Seek to enhance pupils' experiences, enabling higher standards of education to be provided.
- Enable the school to deliver the curriculum in a continuous and coherent way, putting them in a stronger position to plan for both continuity and progression in learning.
- Provide the opportunity to build partnerships with pupils, parents, and families over a longer period of time.
- Enable siblings to remain together during their primary education, rather than parents having to travel to two different schools or nursery settings.
- Create a sustainable school to serve the local community.
- Enable the school to provide a joined-up approach for all children from 2 to 11 years old.
- Allow systems and processes to be streamlined, enabling the school to deploy resources across the nursery and school.

Will the proposal to expand the premises have any impact on the school's admission arrangements?

23. There are no planned changes to the Published Admission Number (PAN) of 30 at the school. Should the school expand their premises to accommodate the proposed change in age range to become a primary school, it would remain at one-form of entry. Nor is it intended to change the admission criteria for the school as a result of this proposal.

School Building Requirements

24. A programme of building works at the school would improve the general fabric of the school buildings and enhance the learning experience for pupils, parents, and staff. Subject to the outcome of this consultation, further work will be required to the existing site to make it suitable for the additional 120 pupils. This would involve the creation of four new classrooms, a new school hall and ancillary space. Any works would be subject to the

requirements for planning permission and building control. This would include a separate public consultation on the building proposals.

25. The school has sufficient playing field space to meet the curriculum for Key Stage 2 pupils.
26. No external building works would be required to accommodate the proposed nursery. Internal redecoration, refurbishment, and resourcing the environment would be completed prior to opening.
27. The programme of building works would be funded utilising basic need funding as well as S106 contributions from local housing developments to the school site.

Consultations, approvals, and overall timescales

28. It is proposed that the expansion of premises to allow Key Stage 2 provision and the extension of premises to accommodate this, commences from 1 September 2025. The proposed changes require a period of consultation, the publication of Statutory Notices and the agreement of Surrey County Council's Cabinet Member for Education and Learning if the proposal is to proceed.
29. The first stage of consultation was open from 18 September 2023 to 5 November 2023. During this period Surrey County Council shared proposals with the wider professional network, schools (including headteachers and chairs of governors), unions, parent representatives, partner agencies and with the staff and parents of the school subject to the proposals. The associated documentation was published on Surrey County Council's 'Surrey Says' website and circulated to local stakeholders. Interested parties were invited to return responses to the consultation via an online form or alternatively email or post responses.
30. The consultation analysis is published at www.surreysays.co.uk on the Statutory Notice webpage alongside this document.

Key points from the consultation responses:

- There were 246 responses to the consultation
- 91% of respondents agreed with the proposal, 6% of respondents disagreed with the proposal and 1% of respondents stated they didn't know

31. Statutory Notice is now open for a four-week period from Friday 24 November 2023 to Monday 15 January 2024. The publication of Notices is when the local authority formally states that it intends to implement the proposed changes. This will be the final opportunity for consultees to make their views known before a final decision is taken. Following the consultation periods officers will summarise the feedback and will report to the Cabinet Member for Education and Learning.

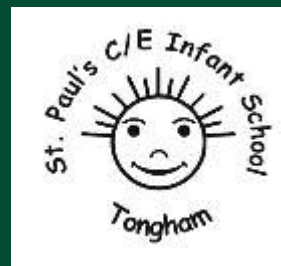
What happens next?

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Consultation Analysis

(Informal consultation and Statutory Notices)

Proposed change of age range and
extension of premises at St Paul's
CofE Infant School, Tongham



Consultation Analysis (Informal and Statutory Notice period) Proposed change of age range and extension of premises at St Paul's CofE Infant School, Tongham

Introduction

This report is an analysis of responses gathered on the proposal to change the age range of St Paul's CofE Infant School from a one-form entry infant school to a one-form entry primary school and expand their premises to accommodate the additional children.

Surrey County Council published an informal consultation from 18 September 2023 to 5 November 2023.

Part 1 of this paper is an analysis of the responses received during the informal consultation notice period and Part 2 is an analysis of the responses during the Statutory Notice period. The summary and key points give a summary of the findings from both consultations. This paper will be submitted to the Lead Cabinet Member for Education and Learning for consideration to determine the statutory notices on [insert date here](#).

Consultation Summary

The aim of the consultation was to seek views on the proposal from all interested parties, particularly from pupils and their families who attend St Paul's CofE Infant School, pupils and their families who may attend the school in the future, local schools and the local community.

The informal consultation was open from 18 September 2023 to 5 November 2023. The associated documentation was published on the Surrey County Council 'Surrey Says' website and circulated to local stakeholders. Interested parties were invited to return responses to the consultation via an online form or alternatively email or post responses.

A public meeting was held at the school on 4 October 2023.

The Statutory Notices were published from 24 November 2023 to 15 January 2024. The associated documentation was published on the Surrey County Council 'Surrey Says' website and circulated to local stakeholders. The notices were also published in the Farnham Herald on 23 November 2023, and the Surrey Advertiser on 24 November 2023. Interested parties were invited to return responses to the consultation via an online form or alternatively email or post responses.

An Equality Impact Assessment was completed throughout the informal consultation and statutory notice period. Responses to the consultations contribute to the Equality Impact Assessment which can be viewed with the papers for the Cabinet Member for Education and Learning Meeting on [insert date here](#).

Key points from the consultation responses:

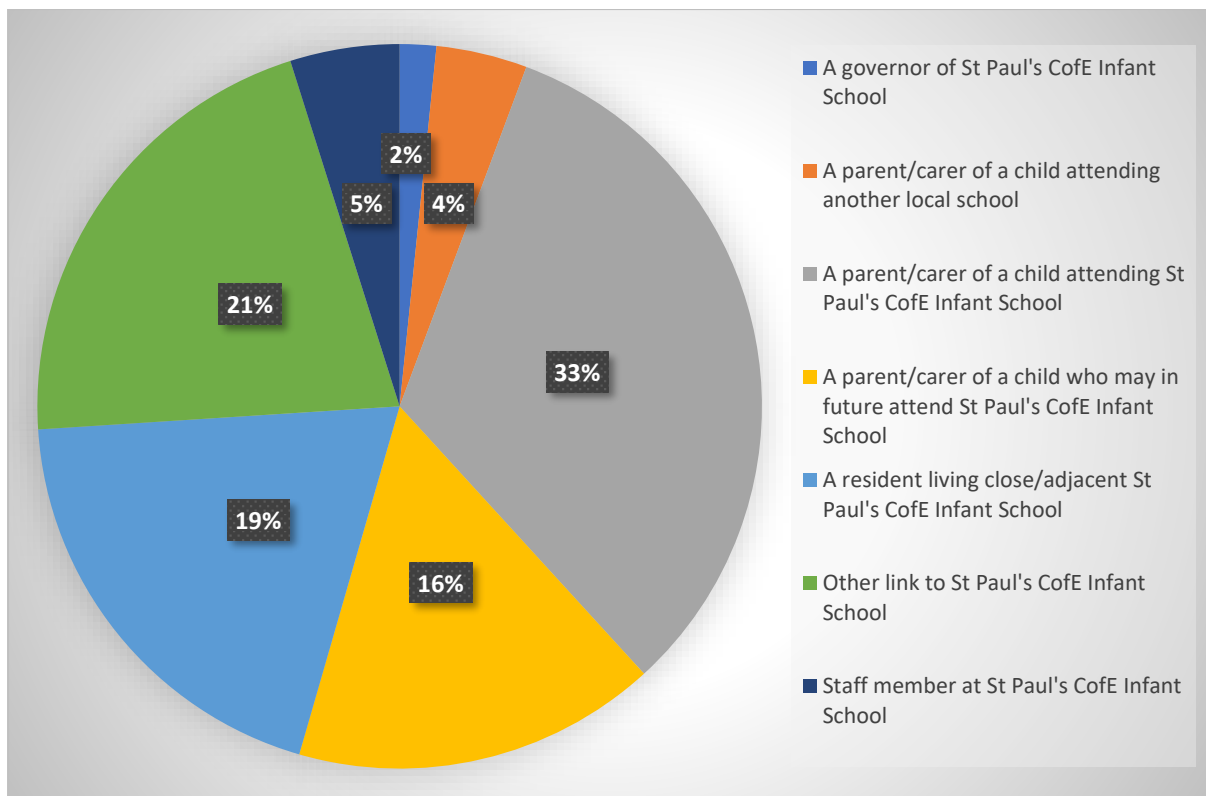
- There was a significant margin of agreement with the proposal: 91% agreed, 6% disagreed
- 33% of all responses were from parents/carers of pupils currently attending the school
- Members of staff at St Paul's CofE Infant School all agreed with the proposal (5% of total respondents)
- Of those who disagreed with the proposal, 36% were residents living close/adjacent to the school, another 36% indicated they had an alternative link to the school. 14% were parents/carers of pupils currently attending the school

Part 1 – Informal Consultation

Quantitative Analysis

In total, there were 246 responses to the consultation. 91% of respondents agreed with the proposal, 6% of respondents disagreed with the proposal and 3% of respondents stated they didn't know.

All 246 respondents indicated their relationship with the school. The chart below shows the distribution of respondents to the consultation.



Percentage who agreed/disagreed/didn't know by individual groups – Expansion of age range

Responses from parent/carer of a pupil attending St Paul's CofE Infant School – 33%

75 agreed with the proposal, 2 disagreed with the proposal and 3 didn't know

Responses from a parent/carer of a child who may in future attend the school/centre – 16%

39 agreed with the proposal and 1 disagreed with the proposal

Responses from a parent/carer of a child attending another local school – 4%

7 agreed with the proposal, 1 disagreed with the proposal and 2 didn't know

Responses from a Staff Member at the school – 5%

12 agreed with the proposal

Responses from a Governor at the school – 2%

4 agreed with the proposal

Responses from other link to the school – 21%

46 agreed with the proposal, 5 disagreed with the proposal and 1 didn't know

Responses from a resident living close/adjacent to the school – 20%

41 agreed with the proposal, 5 disagreed with the proposal and 2 didn't know

Percentage who agreed/disagreed/didn't know by individual groups – Lowering of age range

Responses from parent/carer of a pupil attending St Paul's CofE Infant School – 33%

71 agreed with the proposal, 2 disagreed with the proposal and 7 didn't know

Responses from a parent/carer of a child who may in future attend the school/centre – 16%

37 agreed with the proposal, 1 disagreed with the proposal and 2 didn't know

Responses from a parent/carer of a child attending another local school – 4%

9 agreed with the proposal and 1 disagreed with the proposal

Responses from a Staff Member at the school – 5%

12 agreed with the proposal

Responses from a Governor at the school – 2%

4 agreed with the proposal

Responses from other link to the school – 21%

49 agreed with the proposal, 2 disagreed with the proposal and 1 didn't know

Responses from a resident living close/adjacent to the school – 20%

42 agreed with the proposal, 4 disagreed with the proposal and 2 didn't know

Qualitative Analysis

Respondents had the opportunity to add comments at the end of the survey. Out of the 246 responses received, 132 comments were made on the proposal. These comments were broadly themed and then separated into 17 possible tags. Comments left in reply to free-text questions were tagged drawing on 17 possible tags. Each response could have more than one tag attached. The overall frequency of each of the tags provides an indicator of respondent's main concerns regarding the proposal.

Sub theme	Tag	Number of responses	Prevalence (% out of total responses)
Positive impacts	Continuation of Primary education	43	33%
	Less travel and environmental factors	27	20%
	Meeting demand for Primary places	58	44%
	Meeting need for EYS places	36	27%
	School sustainability	5	4%
	Community Asset	27	20%
Negative Impacts	Size of school site	2	2%
	Demand in other areas for Primary places	7	5%
	Disruption of building works and school noise	3	2%
	Impact on other EYS provision	3	2%
	Parking and traffic	23	17%
	Split Families	4	3%
	Why not for 2024?	5	4%
Ideas and innovation	Ideas	3	2%
Queries & Other Comments	The School Bus	2	2%
	Secondary School	1	1%
	Staff recruitment and retention	1	1%
	Split Families	4	3%

Key themes from the consultation

Positive impacts

Respondents identified several positive impacts for both the expansion and lowering of age range. Many felt the proposal would “support the need in the community”, describing it as an “amazing idea” and “great opportunity”.

Continuation of Primary Education

33% of the comments identified benefits with the continuation of Primary education, with the school being described as a “nurturing environment” and providing “exemplary care”. One respondent felt the children “would really benefit from spending further years there”, another stated, “There are many struggles moving on from St Paul’s”. It was also felt that the children would benefit from “continuing care from a staff that know and value them and their needs and strengths”.

“Instead of having to go to Waverley Abbey or other Junior schools in the area (and therefore having to travel) they can continue to attend their local school with a natural progression to Ash Manor.”

“The continuity of providing a whole primary education at St. Paul’s would be extremely beneficial for the pupils”

“To attend one school until the age of 11 will be absolutely amazing”

Less travel and environmental factors

20% of responses observed that the proposal would have a positive impact on travel and environment in the local area, the potential of being able to walk to the school a recurring theme. One respondent stated, “the distances meant we could not walk to Waverley Abbey, so had to pay for the school bus which was hard to fund at times”, and another felt transporting children to a further away Junior school was “ecologically unsound” and that the current situation “deprives them of meeting up with their friends outside of school”. Another expressed their view that the expansion would decrease the amount of traffic utilising the roads each morning, “it has got to be good for transport issues locally” and stated that at this time the roads through Tongham are “atrocious”.

“Less traffic - better for the environment, better for everyone!”

“Currently I can walk to collect, but I would not have this luxury when my child goes to a junior school as none are in walking distance”

“able to walk to school; Keeping our carbon footprint down and keeping the local air cleaner for all who live here”

“It would be nice to be able to walk to school”

Meeting demand for Primary places

44% of the comments mentioned a perceived current lack of Primary provision in the area, and that this matter could be alleviated by increasing the age range at St Paul's CofE Infant School. Many felt that the need in the area was becoming "desperate", and that with new houses being built and limited local Junior provision, an expansion is a "no-brainer". Commenting on the existing provision, one respondent stated, "There is no local junior school in Tongham and our eldest son has found the need to change school difficult", they also mentioned a lack of "natural continuation in the curriculum".

"Given the increase of families who have come to Ash and Tongham over the last 4 years due to the new developments, the need for another junior or primary school is needed now!"

"It is what the area is in desperate need of given more homes being built and an already lack of spaces in current schools"

"the present offering does not adequately provide for the number of children/demand as it stands"

"The expansion of the school will support the need in the community and allow a good and consistent education for local children"

Meeting need for EYS places

Similarly, 27% of comments reflected a feeling of necessity for early years places in the area, and that the reinstatement of a Nursery setting next to the school would be "amazing". The recent closure of provision has made it "harder to find nursery places" and some respondents felt there is now "a massive gap for nursery/early years care".

School Sustainability

4% of comments indicated that the proposal would have a positive impact on the school's sustainability, mentioning it "makes financial sense" and would "allow for a streamlining of resources and processes right across the school".

Community Asset

20% of responses described the school positively, with many using the word "asset". One respondent believes the proposal could "make a real difference to the lives of the children in the community", and another praised the school's "community focus".

"This would be an asset to the area whereby the present offering does not adequately provide for the number of children/demand as it stands"

"This would be a great asset to the local community, and all for much needed school places within the local area"

Negative Impacts

Many respondents identified potentially negative impacts of the proposals, some expressed “concerns”, while others stated there was “no requirement” and the proposal “shouldn’t be getting the light of day”.

Size of school site

2% of the comments were in relation to the size of the school site, with the feeling that this factor, along with St Paul’s CofE Infant School being one-form entry, would leave children underprepared for Secondary school. One respondent felt “a one form primary school seems quite small to be getting children ready for secondary school”, and another felt that one-form might be too limited, allowing for “no movement to move children around into another class, or make further friendship groups”.

“Concerns for children going from a one form primary school on to a large secondary”

Demand in other areas for Primary places

5% of comments indicated that the proposal would have a negative impact on other local Primary provision. Words such as “adversely”, “decimate” and “suffer” were used in relation to the budgets and numbers on roll of alternative schools nearby. One respondent stated “there are sufficient KS2 places locally, hence, no requirement for further places” and another that “there are many schools in the area that have spaces”.

“There are a surplus of Key Stage 2 places in the area”

“There is evidence that there are too many school places available across Surrey and neighbouring counties, negating any need to expand a school permanently”

“There are sufficient KS2 places locally, hence, no requirement for further places”

Disruption of building works and school noise

2% of comments demonstrated a concern regarding the potential impacts and disruption of building works, along with the general noise generated from a Primary School and Nursery. One respondent stated they wanted to know the “impact on the area of the building works” and another mentioned “continual noise” during drop off and pick up times, especially early in the morning due to the previous Nursery.

Impact on other EYS provision

2% of comments identified potential negative repercussions for alternative early years provision in the local area. One respondent stated they “worry about the impact this will have on small private nurseries”, while another felt the proposal would “have a negative effect on other local schools and nurseries pupil numbers”.

“There are many preschool/nursery offers locally to meet need”

Parking and traffic

17% of comments related to concerns surrounding parking and traffic in the area, some expressing frustration at the current situation and therefore feeling this would only be exacerbated by the proposal. One respondent felt that there “needs to be incentives for parents not driving and a better road plan i.e., zebra crossing” while another similarly suggested “parking for the school will need a lot of serious consideration”. Several comments mentioned existing struggles with the Infant school, and that “residents have been verbally abused” whilst “many residents have complained to the school and the council and the police”.

“traffic in and around the school can be tricky in the morning”

“The infrastructure of where the school is placed within a housing estate will not be able to deal with the traffic and parking”

“at times it can be unsafe for pedestrians due to the volume of cars”

Split Families

3% of comments were concerned about the impact on families

Why not for 2024?

4% of comments felt that the proposal should be expedited for those children currently in the school’s Year 2. One respondent felt “it would be better to bring forward the proposal” and another that “it would be ideal for there to be a Y3 available in 2024”. One respondent stated their concern that the transition to a Junior school “may be confusing and distressing for the children”.

“would love it to happen sooner”

Ideas and innovation

Some comments offered suggestions for how the proposal could allow for the continuation of the current Year 2 children. This would involve the usage of the current Nursery site, and that “instead of filling this up with 2 nursery classes (2-3 and 3-4) start with only one nursery class at 3-4 for one year and use the other space to accommodate a Y3 classroom for the current Y2 class”. Another suggestion was that the school “obtain a temporary classroom, such as a portacabin” to educate one class while the building works took place in the interim. There was also a suggestion regarding the parking situation, and that a “drop off system” could be implemented, specifically for “years 3-6 or 2-6 as they will usually have settled into the school by this time so could keep the traffic flowing”.

Queries & Other Comments

Some comments raised questions regarding the continuation of the existing school bus service transporting former pupils from St Paul's CofE Infant School to Waverley Abbey CofE Junior School. There were concerns from some respondents about potentially detrimental impacts on families whose elder children attended an alternative Primary school having been able to continue at St Paul's, whilst a younger child continued at the school. Other questions arose surrounding the continuation of the children's education into Secondary school, while others showed concern towards matters of staff recruitment and retention.

"Would the bus service continue to run to Waverley Abbey for the previous St Paul's students? This assists us greatly and it would be important to us that it does continue."

"Some parents will have older children at Waverley abbey and will want them to follow."

"the option of him staying on means he can't go there where his brother is, and I'm in a position of him then being parted from all his close friends if I chose to leave St Paul's and go with Waverley abbey"

"Nothing has been said (that I've read) about which secondary schools a St Paul's primary school would feed into"

"Currently this is clear and established for Waverley Abbey, so I'm curious as to which secondary schools our children would likely get places at if they attend St Paul's until year 6"

"current strain schools are under with recruitment and meeting needs of students - what is the plan to recruit and retain the necessary extra staff over these next few years?"

Public Meetings

A public consultation drop-in session took place at St Paul's CofE Infant School on 4 October 2023. Roughly 50-60 people were in attendance, and themes arising from the public meeting reflected the themes from the responses to the consultation.

Questions and Answers

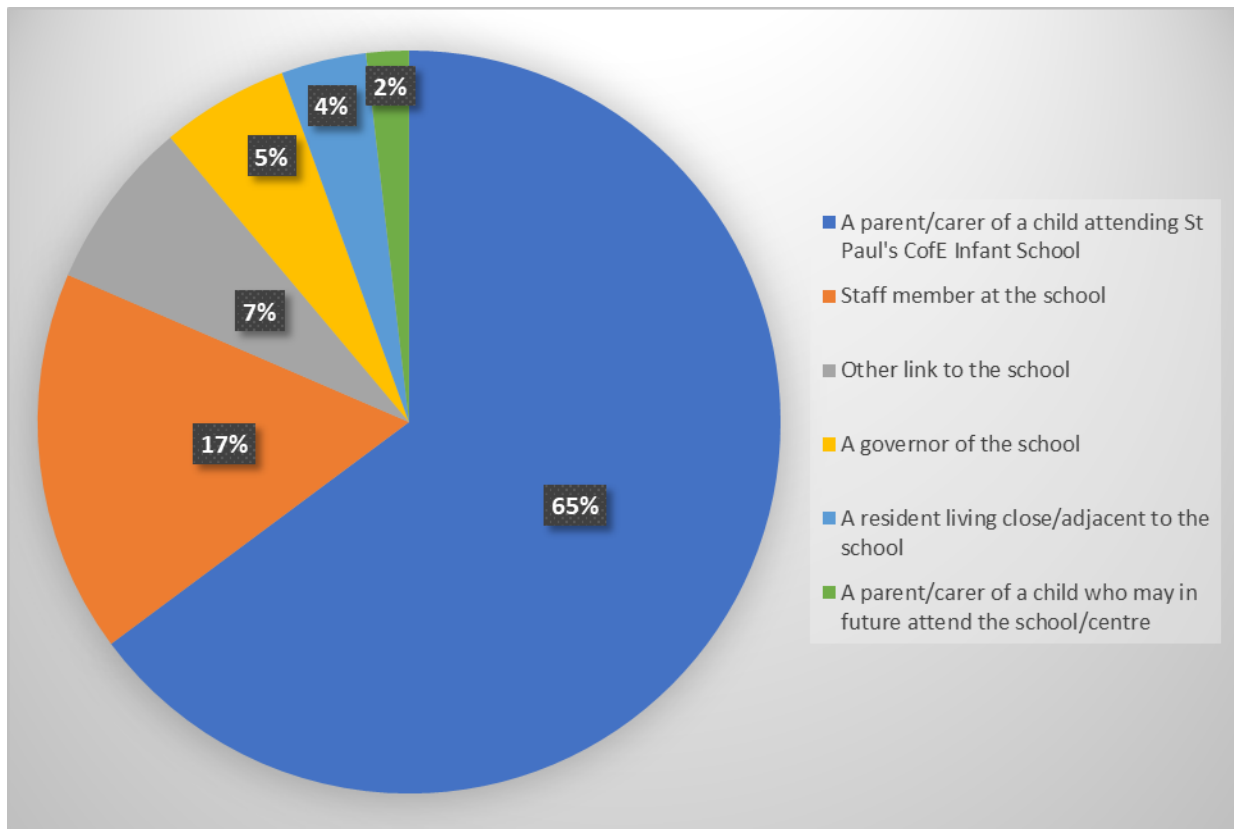
A "questions and answers" document has also been published alongside this analysis to answer questions which have arisen during the consultation process.

Part 2 – Statutory Notices

Quantitative Analysis

There were 54 responses to the consultation. Concerning the proposal to expand the age range at St Paul's CofE Infant School, 92% (50) of respondents agreed with the proposal, 4% (2) of respondents disagreed with the proposal and 4% (2) of respondents stated they didn't know. Meanwhile, concerning the proposal to lower the age range at St Paul's CofE Infant School to accommodate an on-site nursery from April 2024, 96% (52) of respondents agreed with the proposal and 4% (2) stated they didn't know.

All 54 respondents indicated their relationship with the school. The chart below shows the distribution of respondents to the consultation. The highest percentage of respondents (65%) indicated they are a parent/carer of a child attending St Paul's CofE Infant School.



Percentage who agreed/disagreed/didn't know by individual groups – Expansion of age range

Responses from parent/carer of a pupil attending St Paul's CofE Infant School – 65%

35 agreed with the proposal

Responses from a parent/carer of a child who may in future attend the school/centre – 2%

1 agreed with the proposal

Responses from a Staff Member at the school – 17%

9 agreed with the proposal

Responses from a Governor at the school – 5%

3 agreed with the proposal

Responses from other link to the school – 7%

1 agreed with the proposal, 2 disagreed with the proposal and 1 didn't know

Responses from a resident living close/adjacent to the school – 4%

1 agreed with the proposal and 1 didn't know

**Percentage who agreed/disagreed/didn't know by individual groups
– Lowering of age range****Responses from parent/carer of a pupil attending St Paul's CofE Infant School – 65%**

34 agreed with the proposal and 1 didn't know

Responses from a parent/carer of a child who may in future attend the school/centre – 2%

1 agreed with the proposal

Responses from a Staff Member at the school – 17%

9 agreed with the proposal

Responses from a Governor at the school – 5%

3 agreed with the proposal

Responses from other link to the school – 7%

3 agreed with the proposal and 1 didn't know

Responses from a resident living close/adjacent to the school – 4%

2 agreed with the proposal

Qualitative Analysis

Respondents had the opportunity to add comments at the end of the survey. Out of the 54 responses received, 27 comments were made on the proposal. These comments were broadly themed and then separated into 9 possible tags. Comments left in reply to free-text questions were tagged drawing on 9 possible tags. Each response could have more than one tag attached. The overall frequency of each of the tags provides an indicator of respondent's main concerns regarding the proposal.

Sub theme	Tag	Number of responses	Prevalence (% out of total responses)
Positive Impacts	Community Asset	16	59%
	Continuation of Primary Education	15	56%
	Less Travel	4	15%
	Meeting demand for Primary places	12	44%
	Meeting demand for EYS places	3	11%
	School Sustainability	5	19%
Negative Impacts	Demand in other areas for Primary places	3	11%
	Disruption of building works and school noise	1	4%
	Parking and Traffic	3	11%

Key themes from the consultation

Positive impacts

Respondents identified several positive impacts for both the expansion and lowering of age range, with one describing it as a “fantastic opportunity”. Other responses stated the proposal was “essential” and felt it has “great potential” which would benefit “the children within the community as well as the parents”.

Community Asset

59% of the comments highlighted the positive impact this proposal could have on the community, citing the “excellent work” already being undertaken by the school, and that the school is “ideally located” to help meet an increasing need within the area. One respondent praised the Headteacher and staff, specifically their “exceptional record” and “clear vision for the future”. Other respondents saw positive impacts for the community as a whole, one stated “we desperately need our children to get the education and services they need in their own community” and another felt that were the proposal to go ahead it would be “a really positive expansion for the village”.

“extension of provision is much needed in the Tongham community”

“a big part of Tongham community and the extension plans will add so much more”

“a lovely little school”

Continuation of Primary Education

56% of the comments felt the proposal would be beneficial for the children, with several comments using the word “settled” and stressing the importance of this in their children’s education. One response highlighted the importance of preexisting relationships the children “already built with the members of staff”, another stated there would be “huge benefit” and “continuity of care and education from age 2-11”.

“will enhance the learning experience of local children”

“good quality education for local children”

Less Travel

15% of the comments stated their belief that the proposal would have a positive impact on the area by reducing travel times. One respondent mentioned the difficulties they experience as a “working parent with 2 children” and the “next available school being a 10/15 minute drive”. Similarly, one respondent stated the need to only travel to one school “would cut down on car use”.

Meeting demand for Primary places

44% of the comments emphasized a “need” within the community for further Primary school places, with one feeling the area “desperately” needs the expansion. Another respondent concurred, stating “Tongham village has expanded its occupancy and now needs to expand its infrastructure”. Other comments described “great pressure” on existing school provision to meet increased demand, and “no other provision in the village” meant an expansion is “most definitely needed”.

“much needed educational provision in the community and for the surrounding area”

“has been missing from the village for a long time”

Meeting demand for EYS places

11% of comments identified a “need” for increased Early Years provision in the area, with one stating their belief that a lowering of age range would be a “welcome addition”, and that it is “very much needed”.

School Sustainability

19% of comments felt the proposal would be positive for the school as a whole, with one stating it “secures the future of the school”. Another felt the proposal is “the best thing to happen for this school”, with others describing both a lowering and expansion of age range to be “excellent for the school”.

Negative impacts

Some responses mentioned negative impacts and a belief that there is “no need” for an expansion of age range, one respondent argued it could set a precedent for “other infant schools to use the same argument” and that many have a Junior school located 4+ miles away. The main concerns surrounding the proposal stemmed from a worry of the impact it could have on alternative local provision, along with the resultant disruption of building work and further challenges arising from increased traffic and parking.

Demand in other areas for Primary places

11% of comments felt the proposal would impact negatively on schools in the surrounding area. One stated the proposal, if agreed, would cause “pressure on other schools”, and ultimately a “reduction in funding”. Similarly, another respondent felt that an expansion would “have a detrimental impact on other local schools and bring further challenges around sustainability”. They stated an existing “surplus” that is projected to continue moving forward, while another respondent requested that the local authority “carefully consider the implications on these schools who may be impacted by these proposals”.

“I cannot support the move into Key Stage 2”

“extra provision here is not required”

Disruption of building works and school noise/Traffic and parking

15% of comments indicated a concern in the local area regarding the disruption the proposal may cause, in terms of the building works generated on-site and increased daily traffic and parking issues resultant of both the lowering and expansion of age range. One respondent specifically stated their concerns about both “disruption of the building work and the provision of parking”, while another requested the local authority ensure there is “sufficient parking” and due thought is given to “how drop off and pick up at the expanded school will work”, suggesting “a drop off zone for older children”, to attempt to lessen traffic around the school. Another respondent voiced an existing frustration at what they deem “inconsiderate” and “illegal” parking, therefore a need for “much clearer restrictions”.

Recommendations: what happens next?

The recommendations are that following the publication of this analysis document on [Surrey Says](#), a final question and answer document will be published addressing the questions and comments that have been submitted during the statutory notice period. Both documents will be published on Surrey Says and can be accessed [Proposed change of age range and extension of premises at St Paul's CofE Infant School, Tongham - Surrey County Council - Citizen Space \(surreysays.co.uk\)](#).

Since the publication of the consultation analysis, a letter has been received from Andrew Steer, Head at William Cobbett Primary School. He has raised that he feels the expansion of age range for St Paul’s to become a primary school is not necessary and it will be of detriment to other local schools. The correspondence advised that the outcome of the consultation was pre-determined as an initial

meeting relating to the planning application took place in November 2023. Surrey County Council have responded to the concerns raised.

Following this, the proposal will continue to the next phase for a final decision taken by the Cabinet Member for Education and Learning at the decision meeting on 27 February 2024.

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Proposal for the expansion of St Paul's CofE Infant School to a primary school with nursery provision

Did you use the EIA Screening Tool? (Delete as applicable)

Yes

1. Explaining the matter being assessed

- Change to a service or function

Summarise the strategy, policy, service(s), or function(s) being assessed. Describe current status followed by any changes that stakeholders would experience.

In agreement with the school's Headteacher and Governing Body, Surrey County Council is proposing that St Paul's CofE Infant School change the age range to accommodate ages 4-11 years, becoming a 1FE primary school with an attached nursery provision. This would allow for a roll of 210 pupils across the school. It is also proposed that the school lower their age range to accommodate a 60-place nursery provision, with the potential to rise to 68 dependent on the needs of the community.

- Pupils currently attending St Paul's CofE Infant School
- Staff at St Paul's CofE Infant School
- Parents and families of pupils currently attending St Paul's CofE Infant School or likely to attend the school in the future.

This proposal also impacts the school's current Junior counterparts, Walsh CofE Junior School, and Waverley Abbey CofE Junior School. Should the proposal be agreed, there will also be a consultation to amend the admissions criteria at Waverley Abbey and Walsh CofE Junior Schools to remove St Paul's as a named feeder school. Both of these Junior schools are academies and therefore any decision to amend their admissions policies will be made by The Good Shepherd Trust.

How does your service proposal support the outcomes in [the Community Vision for Surrey 2030](#)?

- Children and young people are safe and feel safe and confident
- Everyone benefits from education skills and employment opportunities that help them succeed in life
- Communities are welcoming and supportive, especially of those most in need, and people feel able to contribute to community life

Equality Impact Assessment

3 Are there any specific geographies in Surrey where this will make an impact?

- Guildford
- Waverley

Assessment team – A key principle for completing impact assessments is that they should not be done in isolation. Consultation with affected groups and stakeholders needs to be built in from the start, to enrich the assessment and develop relevant mitigation.

Detail here who you have involved with completing this EIA. For each include:

- Rachael Wardell, Surrey County Council, Executive Director Children Families and Learning
- Liz Mills, Surrey County Council, Director of Education and Learning
- Mike Singleton, Surrey County Council, Service Manager, Education Place Planning
- Katie Kelly-Weller, Surrey County Council, Commissioning Manager, Education Place Planning
- Gavin Wilson, Surrey County Council, Commissioning Assistant
- Tom Hilyard, St Paul's CofE Infant School, Headteacher

Consultation Information:

Surrey County Council and St Paul's CofE Infant School consulted on the proposal to change the age range of St Paul's CofE Infant School from a one-form entry infant school to a one-form entry primary school and extend their premises to accommodate the additional children.

The aim of the consultation was to seek views on the proposal from all interested parties, particularly from pupils and their families who attend St Paul's CofE Infant School, pupils and their families who may attend the school in the future, and the views of the local community.

The informal consultation was open from 18 September 2023 to 5 November 2023. The associated documentation was published on the Surrey County Council 'Surrey Says' website and circulated to local stakeholders. Interested parties were invited to return responses to the consultation via an online form or alternatively email or post responses.

A public meeting was held at the school on 4 October 2023.

The informal consultation analysis is published on the statutory notices page at SurreySays. Statutory Notices were published from 24 November 2023 and open until 15th January 2024. The associated documentation was published on the SurreySays Website and circulated to local stakeholders.

Interested parties were invited to return responses to the consultation via an online form or alternatively email or post responses. Respondents had the opportunity to add comments at the end of the survey. The full analysis of the consultation period can be found in the analysis document on SurreySays.

2. Service Users / Residents

Who may be affected by this activity?

There are 9 protected characteristics (Equality Act 2010) to consider in your proposal. These are:

1. Age including younger and older people
2. Disability
3. Gender reassignment
4. Pregnancy and maternity
5. Race including ethnic or national origins, colour or nationality
6. Religion or belief including lack of belief
7. Sex
8. Sexual orientation
9. Marriage/civil partnerships

Though not included in the Equality Act 2010, Surrey County Council recognises that there are other vulnerable groups which significantly contribute to inequality across the county and therefore they should also be considered within EIAs. If relevant, you will need to include information on the following vulnerable groups (Please **refer to the EIA guidance** if you are unclear as to what this is).

- Members/Ex members of armed forces
- Adult and young carers*
- Those experiencing digital exclusion*
- Those experiencing domestic abuse*
- Those with education/training (literacy) needs
- Those experiencing homelessness*
- Looked after children/Care leavers*
- Those living in rural/urban areas
- Those experiencing socioeconomic disadvantage*
- Out of work young people)*
- Adults with learning disabilities and/or autism*
- People with drug or alcohol use issues*
- People on probation
- People in prison
- Migrants, refugees, asylum seekers
- Sex workers
- Children with Special educational needs and disabilities*
- Adults with long term health conditions, disabilities (including SMI) and/or sensory impairment(s)*
- Older People in care homes*
- Gypsy, Roma and Traveller communities*
- Other (describe below)

(*as identified in the Surrey COVID Community Impact Assessment and the Surrey Health and Well-being Strategy)

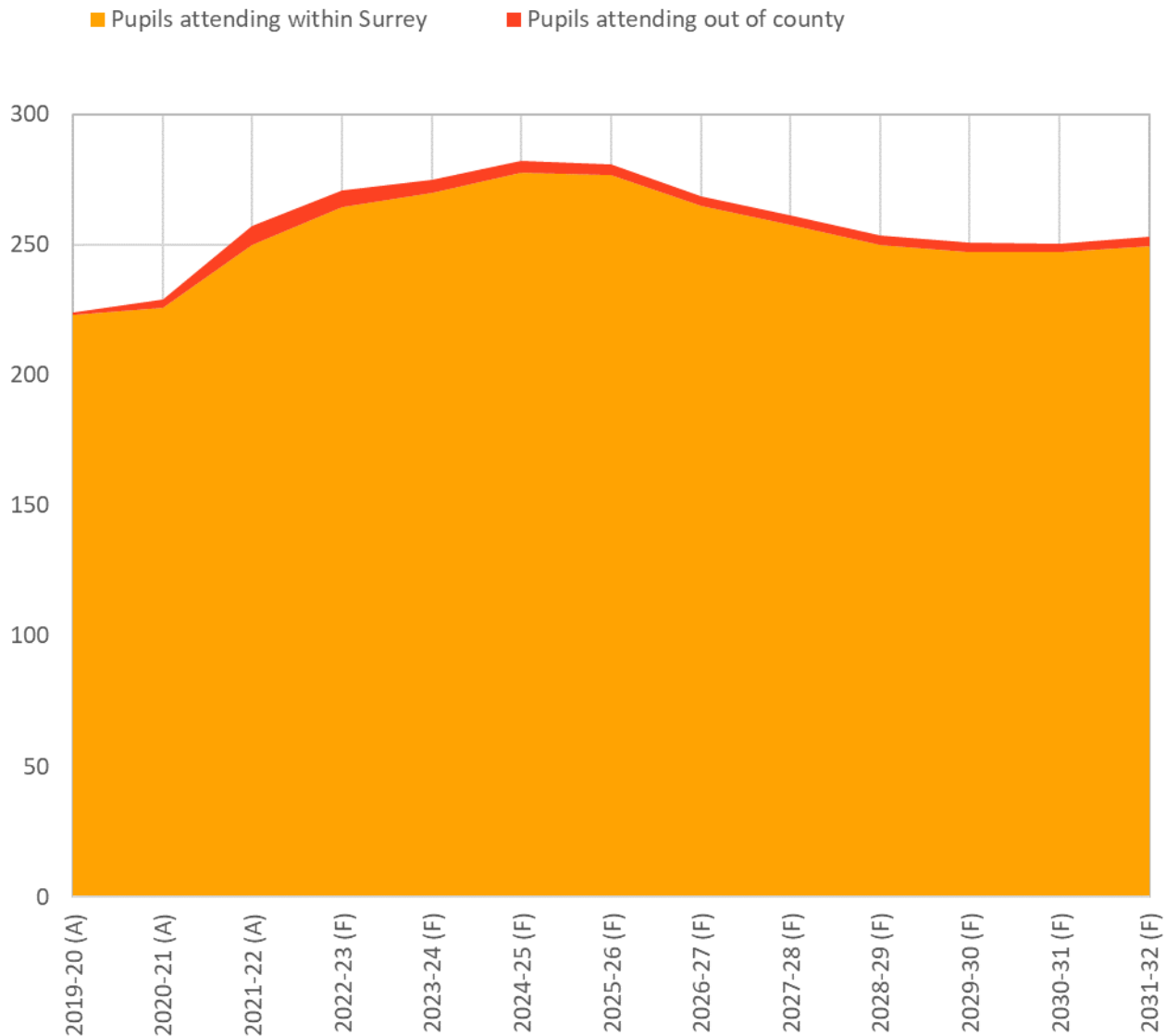
Impacts have been identified under the protected characteristics **Age including younger and older people** and **Disability**. The following vulnerable groups have also been identified, **Children with Special educational needs and disabilities** and **those experiencing socioeconomic disadvantage**.

Disability

(Including Children with additional needs and disabilities and Adult and Young carers)

There are 87 pupils currently on roll at St Paul’s CofE Infant School, with around 10.3% of pupils having an EHCP or undergoing assessment for an EHCP.

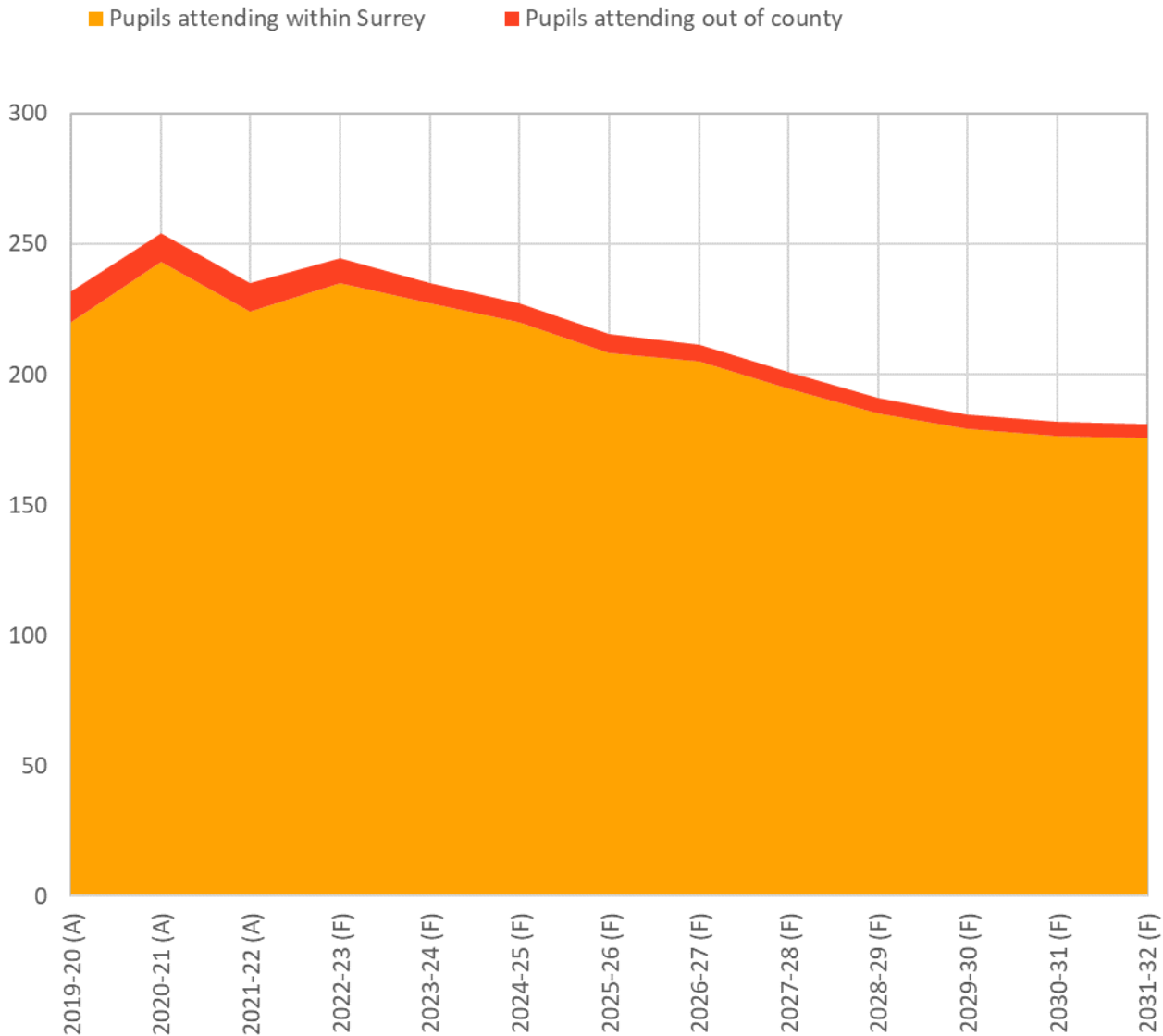
Graph 1: Forecast of demand for mainstream places from Year R to Year 6 for pupils with an EHCP in Guildford



Graph 1 shows the predictions for the Borough of Guildford, it is anticipated that the number of children with an EHCP requiring a mainstream place will increase by 10% from 2021-22’s latest figures (257) to a peak in 2024-25 (282), after which it will decrease and plateau from 2028-29 onwards.

Equality Impact Assessment

Graph 2: Forecast of demand for mainstream places from Year R to Year 6 for pupils with an EHCP in Waverley



Graph 2 shows the predictions for the Borough of Waverley, having previously peaked in 2020-21 (254) it is anticipated that the number of children with an EHCP requiring a mainstream place will continue to decline until reaching its lowest ebb in 2031-32 (181) at the end of the planning period; representing a decrease of 29%.

Positive Impacts:

- The change of age range will positively impact pupils who have an EHCP and those students with additional learning needs as they will experience continuity in their education. Remaining in the same setting at the Key Stage Transfer mid-way through their primary education, will provide these pupils with consistency and stability that will assist with the identification and support of their needs.

Equality Impact Assessment

3

- A school place that is closer to home will positively impact students, parents and carers who will have the opportunity to be part of a school community closer to home as well as reducing potential travel time for students and their families.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

N/A

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

Surrey County Council is aiming to expand the specialist education estate by more than 2,440 places to meet projected demand in the long-term.

SEND Capital Programme Cabinet Report 28 March 2023:

[Developing Local Special Educational Needs and Disability \(Send\) Provision in Surrey to Meet Demand From 2023/24 Onwards](#)

Any negative impacts that cannot be mitigated?

No

Age including younger and older people

This proposal provides Surrey County Council with the opportunity to re-organise primary places in Ash & Tongham by providing an all-through primary school which will benefit the local community and provide opportunities for siblings in a family to attend the same school. It would also ease the transition made by children when transferring from Key Stage 1 to Key Stage 2, as pupils will have the opportunity to remain at St Paul's CofE Infant School instead of transferring to another school for their junior education.

Children currently leave St Paul's CofE Infant School at the end of Year 2 and parents make separate admission applications for Year 3 places. The admissions criteria for Waverley Abbey and Walsh CofE Junior Schools both currently list St Paul's as a feeder school. **Parents** are also able to seek Year 3 places at primary schools without a separate Year 3 intake, which can be offered subject to vacant places being available.

St Paul's CofE Infant School currently subsidise a minibus to transport former pupils to and from Waverley Abbey CofE Junior School, due to it being 4.5 miles from the infant school site. This service is currently available for 4 years, the duration of the pupil's time at Waverley Abbey CofE Junior School.

The proposed change of age range would allow St Paul's CofE Infant School to offer junior places. The increase in junior places in the Ash and Tongham planning area would equalise the total number of Reception places available; 240 Reception places against 248 Year 3 places. This would improve the sustainability of the school and allow pupils to attend schools nearer to where they live without negatively impacting pupil numbers at other primary schools across Ash, Tongham and Guildford as a whole.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

N/A

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

Any negative impacts that cannot be mitigated?

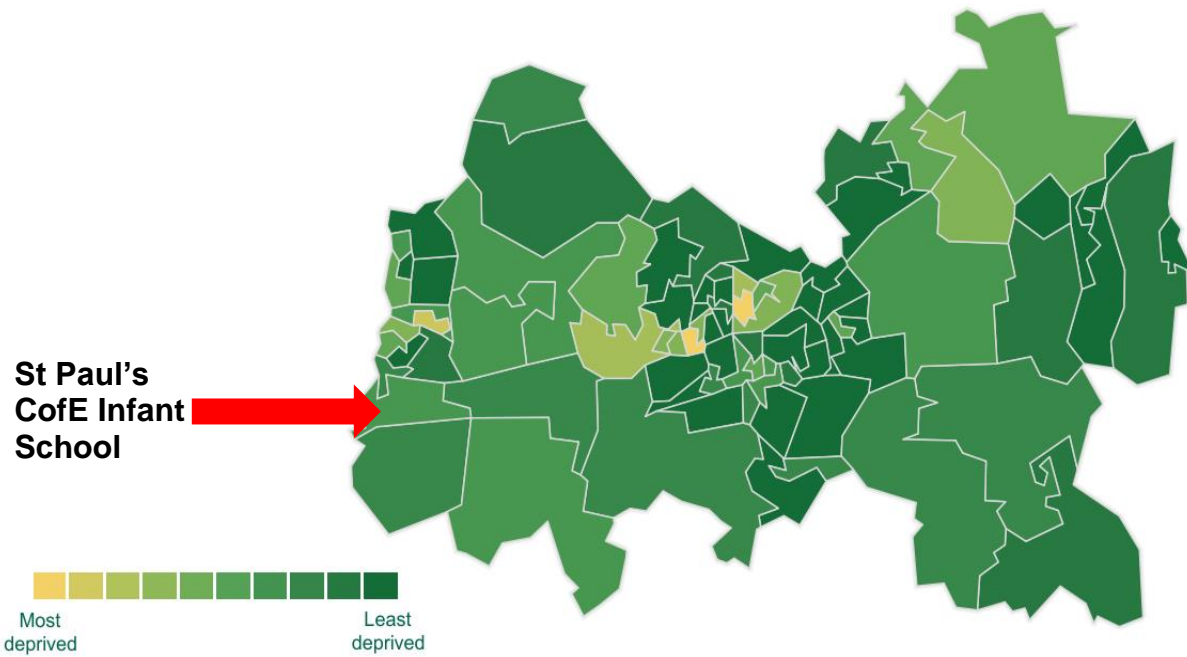
No

3 Socio-economic disadvantages

The Indices of deprivation 2019 finds that 1 out of 84 Lower Layer Super Output Areas (LSOA) in Guildford are between 20% - 30% most deprived area in the country. 11 out of 84 areas are more deprived than 50% of England. 2 out of 53 Lower Layer Super Output Areas (LSOA) in Guildford are in the least deprived 10% in the country, however there are pockets of deprivation in the borough.

Figure 1: English Index of Multiple Deprivation - Guildford

Map of Guildford



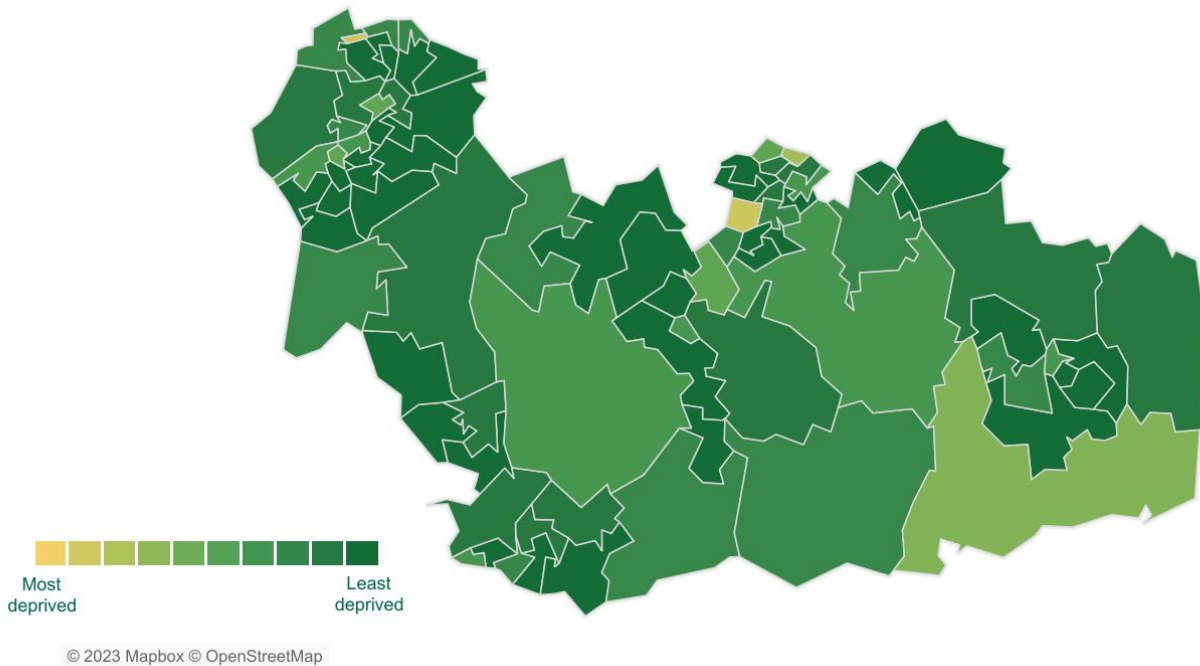
© 2023 Mapbox © OpenStreetMap

Equality Impact Assessment

The Indices of deprivation 2019 finds that 2 out of 84 Lower Layer Super Output Areas (LSOA) in Guildford are between 20% - 30% most deprived area in the country. 4 out of 83 areas are more deprived than 50% of England. No Lower Layer Super Output Areas (LSOA) in Guildford are in the least deprived 10% in the country.

Figure 2: English Index of Multiple Deprivation - Waverley

Map of Waverley



Positive impact: More families will be able to access an all-through primary school closer to home.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

N/A

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

Any negative impacts that cannot be mitigated?

No

3. Staff

Any impacts for staff with protected characteristics will be considered by the governing body of St Paul's CofE Infant School.

Describe here suggested mitigations to inform the actions needed to reduce inequalities.

Communication and consultation with staff throughout the decision-making process.

What other changes is the council planning/already in place that may affect the same groups of residents? Are there any dependencies decision makers need to be aware of?

Any negative impacts that cannot be mitigated?

No

4. Recommendation

Based your assessment, please indicate which course of action you are recommending to decision makers. You should explain your recommendation below.

- **Outcome One: No major change to the policy/service/function required.** This EIA has not identified any potential for discrimination or negative impact, and all opportunities to promote equality have been undertaken
- **Outcome Two: Adjust the policy/service/function** to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
- **Outcome Three: Continue the policy/service/function** despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are:
 - Sufficient plans to stop or minimise the negative impact
 - Mitigating actions for any remaining negative impacts plans to monitor the actual impact.
- **Outcome Four: Stop and rethink the policy** when the EIA shows actual or potential unlawful discrimination. (For guidance on what is unlawful discrimination, refer to the [Equality and Human Rights Commission's guidance and Codes of Practice on the Equality Act](#) concerning employment, goods and services and equal pay).

Recommended outcome:

- **Outcome One: No major change to the policy/service/function required.** This EIA has not identified any potential for discrimination or negative impact, and all opportunities to promote equality have been undertaken

Explanation:

No negative equalities impacts have been identified.

5. Action plan and monitoring arrangements

There is no current action plan as no negative impacts have been identified.

6a. Version control

Version Number	Purpose/Change	Author	Date
1	First draft	Gavin Wilson	December 2023
2	Draft review	Katie Kelly-Weller	January 2023

The above provides historical data about each update made to the Equality Impact Assessment.

Please include the name of the author, date and notes about changes made – so that you can refer to what changes have been made throughout this iterative process.

For further information, please see the EIA Guidance document on version control.

6b. Approval

Secure approval from the appropriate level of management based on nature of issue and scale of change being assessed.

Approved by	Date approved
Head of Service	
Executive Director	
Cabinet Member	
Directorate Equality Group	

Publish:

It is recommended that all EIAs are published on Surrey County Council's website.

EIA author:

6c. EIA Team

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School Organisation Consultation Questions and Answers

Proposed change of age range and extension of
premises at St Paul's CofE Infant School

January 2024

Page 61

Proposal:

It is proposed that St Paul's CofE Infant School's age range is changed to accommodate ages 4-11, becoming a 1FE primary school. This would allow for a roll of 210 pupils across the school.

There is also a separate proposal that the school lowers their age range to accommodate a nursery on site (ages 2 to 4) from 15 April 2024 (start of the summer term). As such, the following document will separately cover both proposals.

Further building work will be required on the site of the school to provide appropriate accommodation for the additional pupils.

If the proposal to expand St Paul's to 210 places is successful, the admissions authorities of Waverley Abbey Junior School and Walsh CofE Junior School may opt to submit an in year variation request to the Office of the Schools Adjudicator to vary the admission arrangements for 2025, to remove St Paul's as a named feeder school.

Frequently Asked Questions – Increase of age range at St Paul's CofE Infant School

Question	Answer
People: Impacts for pupils and their families	
1 When will the change take place and how will it impact pupils who are currently at St Paul's CofE Infant School?	<p>It is proposed that St Paul's will become a primary school in September 2025. Therefore, pupils in Year 2 as of September 2023 will not be impacted.</p> <p>If the proposal is agreed, pupils in Year 1 in September 2023 would transition through the school and move into the new Year 3 class in September 2025, progressing through the school up to Year 6 in September 2028.</p>
2 Will the admissions criteria for St Paul's change when it becomes a primary school?	<p>The current admissions criteria will not change if St Paul's becomes a primary school.</p>
3 An older sibling will move into Year 3 before the change and therefore move to an alternative School. What do I do if I would like the younger sibling to also transfer their Key Stage 2 education?	<p>Parents are still able to apply for any junior school, for junior entry, should they wish to not remain at St Paul's beyond Year 2. Parents may also seek Year 3 places at other junior schools or primary schools without a separate Year 3 intake, which can be applied for via an in year application, with places offered subject to vacancies.</p>
4 Is there any difference in the secondary schools I can apply for if my child is in Year 6 either at St Paul's or elsewhere?	<p>The admissions criteria for all secondary schools in Surrey can be found in the admissions booklet which is published each year.</p> <p>St Paul's' current feeder school, Waverley Abbey CofE Junior School, is itself a named feeder school under Criterion 5 for Weydon School and Woolmer Hill School.</p>

		<p>At this time St Paul's cannot serve as a feeder for any Secondary school as it is only an infant school.</p> <p>Due to locality, children from the Ash & Tongham area predominantly attend Ash Manor School.</p> <p>Information about how places were allocated is published by Surrey County Council each year.</p>
5	Currently, due to the distance between the sites, St Paul's subsidise a bus service to transport former pupils to Waverley Abbey CofE Junior School. Will this continue?	This service is currently available for 4 years, the duration of the pupil's time at Waverley Abbey CofE Junior School. It is expected that the service will continue for current recipients and be available for those children in current Year 2, ceasing in 2028 when that cohort transition to Secondary School.
6	In line with the Key Stage 2 curriculum, is there the necessary playing field and outdoor space?	The school have sufficient playing field space to meet the curriculum.
7	How will lunch times, PE and outdoor play be managed with more pupils in the school?	As part of the design, a larger hall is planned; this will help with catering and also ensure that all children can take part in PE and extracurricular activities. As with the designs, there will be 3 playground areas – two at the back of the school and the existing front one. This will provide ample space for the children during their break/lunch time play and also for outdoor PE lessons. Staffing will increase as we expand to ensure these areas can be used to full effect.
8	What facilities and extra-curricular activities will the school offer to match with existing provision at alternative KS2 settings?	Currently, the school offers 3 extracurricular clubs, including gymnastics, multisport and choir. As they expand this offer will increase to include a wider range of activities on offer such as cooking, arts & crafts, and science. Computing equipment will be purchased to ensure that the KS2 computing curriculum can be taught effectively. This will include laptop and tablet devices that can be used within classrooms. Year 2 children are taken swimming, and the school will ensure that the children are provided with opportunities to swim as per the national curriculum expectations.
9	What plans would be put in place to ensure that children in the initial Y3 cohort receive the same standard of education as those in the established year groups?	New staff will be recruited; however, this doesn't mean that they will always go into the newly created year group. Leaders have developed a strong KS1 curriculum which is engaging, hands-on and rich in experiences. Leaders have experience of KS2 curriculum and will be able to develop a curriculum that builds on the experience that the children are currently accessing. School trips and experiences will be planned to further enhance

		the curriculum, this will include residential visits for the older year groups.
10	Could a safe drop-off system be considered to make it easier for parents who drive pupils to school?	A travel plan will be included in the planning application for the expansion should the proposal be agreed.
11	Is there a carpark nearby parents could use to park and then walk into school?	The parking and traffic impacts of the proposal to expand St Paul's CofE Infant will be looked into as part of the travel plan alongside the planning application.
Economy: Financial impacts		
12	How is the building being funded and are S106 monies being used?	The project is being funded through a combination of school basic need funding and S106 monies.
Environmental: Impacts for residents and local area		
13	Where can I view plans of the new building?	The planning application can be viewed on the Surrey County Council Planning Portal when it is live: Online register of planning applications for minerals, waste and our development - Surrey County Council (surreycc.gov.uk)
14	What are the timescales for planning permission? When will a decision on planning be made and by whom?	The application will be made in early 2024, with a view to achieving planning permission by May 2024.
15	Will there be additional parking spaces for staff in order to prevent staff and visitors parking on residential roads?	Additional parking places for staff will be created as part of the building design plans.
16	How will you inform residents of the planning consultation, and will there be another public meeting where residents can see plans and have their say?	A planning consultation meeting took place on the 30 th November 2023 from 2-7pm.
17	The roads around the school are congested at peak times. Have impacts on traffic in the area been considered?	The travel plan will help SCC better understand the impacts and what can be done to mitigate any additional traffic.
18	Has a new school in an area with more space been considered rather than expanding a small school?	Places are required for junior-aged pupils in Ash & Tongham, if successful this proposal will ensure that infant and junior school places are equalled in the area. Currently the vast majority of pupils transition out of area from St Paul's, our latest residential forecasts indicate the change of age range at St Paul's is needed to provide sufficient places for the local community.
19	There is additional planned housing in the area. Will the expansion meet the needs of families moving into new housing or will a new school be needed.	<p>SCC's pupil place forecasts include projected housing supplied by Guildford Borough Council, which is updated on an annual basis.</p> <p>Surrey County Council's Education Place Planning team are monitoring the impact of new housing within Ash and Tongham and the surrounding areas.</p>
20	What impact could this expansion have on neighbouring planning areas and the existing feeder schools?	We are not anticipating a significant impact to the existing feeder schools for St Paul's CofE Infant School. Our forecasts indicate that there are sufficient pupils in the Ash and Tongham and West Waverley planning areas.

	Both Waverley Abbey CofE Junior School and Walsh CofE Junior School are academies, and the academy trust can decide whether to apply to the schools adjudicator to remove St Paul's CofE Infant as a feeder school.
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Frequently Asked Questions – Lowering of age range at St Paul's CofE Infant School

Question	Answer
People: Impacts for pupils and their families	
1	Are the proposals to extend and lower the age ranges of St Paul's separate from each other?
	Yes, the proposals are entirely separate and should be considered on their own merits. It is therefore possible that, depending on responses, one, both, or neither proposal could be agreed.
2	Will children attending the nursery automatically gain a place in Reception at St Paul's once they are school age?
	No. Parents of children applying for a reception place would need to apply in the normal way for admission to the primary school whether their child attends the nursery provision or not. There is no priority for pupils who attend the nursery. Places at the school are allocated by applying the admissions criteria for community and voluntary controlled schools. The admissions criteria for all schools in Surrey are published each year in the <u>schools admissions booklets</u> . St Paul's CofE Infant School can be found in the Primary School Booklet for Guildford primary schools.
3	Where will the nursery be on the school site and does any building work need to be undertaken?
	The nursery provision will be within existing rooms previously used by the former private nursery provider that was on site until August 2023. Minor works and alterations are required to update, refresh, and furnish the space i.e. provision of new toilets and changing area to accommodate the needs of 2 year olds as well as updating the outdoor play spaces.
4	Will the nursery offer the 15 and 30 hours funded early education for 2, 3, and 4 year olds?
	Yes, St Paul's will offer the funded entitlements including <u>2 year FEET funding</u> .

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