

SURREY COUNTY COUNCIL**CABINET MEMBER FOR SCHOOLS AND LEARNING****DATE: 13 MARCH 2014****LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR OF CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: TO DETERMINE A PROPOSAL TO PUBLISH NOTICES TO EXPAND MANBY LODGE INFANT SCHOOL****SUMMARY OF ISSUE:**

Surrey County Council is putting robust plans in place to ensure that its popular schools meet the increased demand for places. Primary school places in Surrey are in high demand, and Elmbridge is an area that has experienced a particularly significant increase. Weybridge Key Stage 1 planning area currently needs an additional form of entry (or 30 Reception places); Surrey County Council plans to expand Manby Lodge Infant School to meet this demand.

RECOMMENDATIONS:

In order to meet increased demand for primary school places in Weybridge, it is recommended that:

1. The Cabinet Member approves the publication of Statutory Notices to the effect that:
 - Manby Lodge Infant School is enlarged by 1 form of entry (from 2 FE to 3 FE) on 1 September 2015
 - The school roll will increase by one form each year until September 2017 when its capacity will be 270 pupils
2. An associated building programme goes ahead, in a single phase, to provide appropriate new classrooms and facilitate the removal of all temporary accommodation on site. The new build will improve the overall layout of the school and is intended to provide a modern educational facility which will enhance learning.

REASON FOR RECOMMENDATIONS:

School rolls have been rising steadily across Elmbridge since 2003. Over this period the birth rate has risen by 24.6%; additionally families have chosen to move into the borough, in part due to housing development. Weybridge primary school pupil numbers have reflected this borough trend. In 2007 there were around 220 applications for Reception places; by 2020 this is predicted to rise to 270 places, or 9 forms of entry (9FE); this is one more form of entry (or 30 Reception places) per year than is currently provided.

DETAILS:

Business Case

1. The Weybridge Key Stage 1 school planning area is served by five schools: Oatlands Infant School (which was recently expanded from 2FE to 3FE), Manby Lodge (2FE), St James (2FE) and St Charles Borromeo (1FE); providing 8FE in total. The shortfall is currently being met by some schools accepting 'bulge' classes. However, to consistently provide the requisite 9FE places, Surrey County Council needs to provide an additional form of entry (1FE) in Weybridge.
2. There is a clear need for additional primary school places in the Weybridge planning area as illustrated in the chart below:

	PAN	1pref	InfPI	Spare	YR	Y1	Y2	I	JunPI	JSpare	Y3	Y4	Y5	Y6	J	Total	Cap	%
2007/2008	210	273	210	-14	224	211	196	631	255	18	237	243	237	237	954	1585	1620	2.2
2008/2009	210	222	210	5	205	230	207	642	255	12	243	243	241	233	960	1602	1620	1.1
2009/2010	210	230	240	10	230	206	237	673	240	-2	242	243	238	244	967	1640	1620	-1.2
2010/2011	210	282	270	16	254	237	209	700	240	-4	244	241	240	238	963	1663	1650	-0.8
2011/2012	240	269	240	15	225	250	223	698	240	2	238	238	239	234	949	1647	1680	2
2012/2013	240	306	270	1	269	239	259	767	240	-18	258	239	241	240	978	1745	1680	-3.9
2013/2014	240	287	240	-13	253	275	238	766	270	-16	286	255	238	239	1018	1784	1800	0.9
2014/2015	240		240	-18	258	259	273	790	240	-23	263	283	254	236	1036	1826	1800	-1.4
2015/2016	240		240	-20	260	264	257	781	240	-61	301	260	281	252	1094	1875	1800	-4.2
2016/2017	240		240	-23	263	266	263	792	240	-44	284	298	259	279	1120	1912	1800	-6.2
2017/2018	240		240	-25	265	269	265	799	240	-51	291	281	297	257	1126	1925	1800	-6.9
2018/2019	240		240	-27	267	271	267	805	240	-53	293	288	280	294	1155	1960	1800	-8.9
2019/2020	240		240	-31	271	274	270	815	240	-56	296	290	287	278	1151	1966	1800	-9.2
2020/2021	240		240	-32	272	277	273	822	240	-59	299	293	289	284	1165	1987	1800	-10.4
2021/2022	240		240	-34	274	278	275	827	240	-61	301	295	291	286	1173	2000	1800	-11.1
2022/2023	240		240	-35	275	280	276	831	240	-63	303	297	293	288	1181	2012	1800	-11.8
2023/2024	240		240	-32	272	281	278	831	240	-64	304	299	295	290	1188	2019	1800	-12.2

3. The proposal to expand Manby Lodge forms one part of a wider area strategy for the whole of the Elmbridge borough which will provide five additional forms (1,050 primary places overall) by 2016. The area strategy includes expansion of other schools; some of these are agreed and others are still at the consultation stage (details below).

- **St Charles Borromeo RC Primary:** this is currently a very popular 1 FE school which provides a catholic education and is Voluntary Aided. As such it sets its own admissions criteria and places are allocated to catholic children. The site is small and for these reasons it would not be an appropriate school to expand at present.
- **St James C of E Primary:** this school took a junior bulge class last year and is now at capacity. The school is currently two forms of entry. We have ruled out expansion here at present, largely because of traffic and parking considerations and the restrictions of the site. However, it may be that, in future, we would look again at this school if there is a change in the forecast data which indicated a demand for more primary places. This is also a popular school.

- **Oatlands Infant School:** this highly successful and popular infant school was expanded to three forms of entry in the recent past. The site is now at capacity and cannot be expanded any further other than on a very temporary basis.
 - **Cleves Junior Academy:** this four form entry junior school currently serves Weybridge and, to some extent, Hersham and Walton. The school is popular and academically successful. The local authority is currently in discussion with the Governing Body of Cleves about establishing closer, more formal links between Cleves and the two infant schools in Weybridge in order to secure a greater degree of certainty for parents in terms of securing Year 3 places in the town.
4. Officers have looked at the viability for expansion at all of the five schools in the Weybridge planning area and have concluded that Manby Lodge would be the best option to supply one more form of entry. The school as it stands has permanent accommodation for up to 240 pupils. It is situated in a residential area adjacent to the Weybridge cricket green and has limited parking and vehicular access. It also has a number of tree preservation orders within its grounds.
 5. The main building, known as 'the Lodge', was built in 1919 and used as a doctor's house and surgery in the 1930s. Since the development of the site as an infant school various other buildings have been added, some intended as temporary structures to accommodate increasing pupil numbers in the area.
 6. The Lodge houses the school's caretaker, the administration block, the reception area and headteacher's office (which are both very small). The classrooms, which are on two floors, are not ideal teaching spaces due to the construction of the Lodge as a house, rather than a school.
 7. It is probably fair to say that the site has been developed in a piecemeal fashion over the years in order to provide the required number of places for local families. This has often meant that Manby Lodge Infant School has admitted an additional Reception class as a temporary expansion. Manby Lodge is a popular school and has recently had a new headteacher who is keen to lead the school in its next phase of development, as is its Governing Body.
 8. In the past two years Manby Lodge has taken additional Reception pupils as 'bulge classes'; in other words, it has admitted three forms of entry as a temporary measure. We now believe this arrangement should become permanent.
 9. The current building at Manby Lodge can only accommodate 2FE in every year group, and more classrooms will be needed if it is to permanently provide 3FE. The site covers 7,339 square metres, which although not large, is considered sufficient to support a 3FE infant school based on Department for Education (DfE) guidelines. It is proposed that the new classrooms will be based on or near the existing footprint of the school and the building will encroach as little as possible on the playground area and outdoor space.
 10. The government expects Local Authorities to expand successful and popular schools wherever possible, and this proposal meets that expectation. The

school was judged as providing a good quality of education at its last OFSTED inspection in October 2011 and is a popular school.

11. The school's governing body supports this proposal and in partnership with Surrey County Council held a public consultation in January-February 2014 outlining the reasons for the proposal and inviting responses from stakeholders. This consultation closed on 28 February 2014.
12. This proposal is subject to a planning application which will be submitted in due course.
13. Based on recent forecast figures, one additional form of entry in this planning area would meet the basic need. Expansion of an existing infant and junior school is the logical and most financially prudent response to this issue.
14. The area has historically 'lost' pupils out of the state system at Year 3 when a significant number transfer into the independent sector or move to schools in other areas. If this trend does not continue then a junior form of entry will also be required and plans are in place to provide this, if necessary. However, most Manby Lodge pupils transfer either to Cleves Junior Academy or to St James Church of England Primary School at Year Three, with a few moving into the independent sector or to schools in other areas.

CONSULTATION:

15. A public consultation was carried out between 27 January and 28 February 2014. A consultation document setting out the facts and the proposal was produced and circulated to all parents and other stakeholders and interested parties. In addition, a meeting was held at the school on 25 February; this was attended by approximately 20 parents and staff. The consultation document was also published on the school's website and the local borough and county councillors were sent copies of this.
16. The council has received 47 written consultation responses. An analysis of the consultation response forms is given in the table below. (Please note that many respondents fit more than one category e.g. they are parents who are also local residents, so the numbers may not always add up to 47).

Respondent	Number of Forms	Total respondents Against	Total respondents For	Respondents who Don't Know
Total Response forms received	47	7	35	4
Employee of the school	24	2	22	0
School governor	3	0	3	0
Parents currently at school	19	4	13	2
Possible future parents at school	9	1	7	1
Parents of children at another school	4	0	4	0
Resident	16	3	11	2

17. The governing body plus 32 respondents are in agreement with the proposal. Four people state that they do not know whether or not they are in favour or they have submitted a qualified view; seven respondents who sent in individual forms are against the proposal.

18. The main concerns raised by respondents opposed to this proposal are the volume of additional traffic that an expansion would generate; a desire to keep the school relatively small and a lack of certainty about junior places in Weybridge. There was also concern expressed about the impact of a building project on site while the school remains fully in operation. One former parent feels that the site is unsuitable for further development because of the trees and lack of play space.
19. Officers are aware of the challenges the development of this site offers, however both the Governing Body and the project team are confident that a successful outcome can be achieved without any further loss of outdoor space. Site safety will be of paramount importance throughout the build. The Headteacher feels that the project need not have any adverse impact on standards of teaching and learning if it is managed well.
20. Those people in support of the proposal, including the governing body, recognise the need for more places and welcome the opportunity to provide these at Manby Lodge Infant School in order to benefit the immediate local community.

RISK MANAGEMENT AND IMPLICATIONS:

21. The key risk to this proposal is the dependency on a successful planning application to develop the site which includes mitigation of the impact of additional school traffic as far as possible.
22. If permission to expand the school is denied then there will be insufficient school places in Weybridge, and some parents living in relatively close proximity to Manby Lodge will have to travel further to obtain a school place for their primary age children. This is likely to cause the satisfaction rating based on first preferences to fall.

Financial and Value for Money Implications

23. This scheme is included within the 2014/19 Medium Term Financial Plan. A more detailed business case will be developed prior to contract tender.

Section 151 Commentary

24. There is approved funding for this scheme in the current 2014/19 Medium Term Financial Plan. More detailed costings will be compiled for the business case and Investment Panel approval.

Legal Implications – Monitoring Officer

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

26. *Section 13 of the Education Act 1996* places a general duty on local education authorities to secure that efficient primary education is available to meet the needs of the population of their area. *Section 5 of the School Standards and Framework Act 1998* places a duty to promote high standards. Therefore, there is a duty to provide efficient education and sufficient schools to do so.

Equalities and Diversity

27. There are no direct equalities implications arising out of the proposal. The increased provision will be open to all applicants irrespective of race, gender, faith, ethnicity or ability. The Admissions arrangements will give the highest priority to Looked After Children and pupils on the SEN register and/or those who would benefit from a statement of educational need, thus supporting provision for our most vulnerable children. Children with siblings will receive the next priority, followed by those children living closest to the school. There is no proposal to amend the Admissions criteria.

Safeguarding responsibilities for vulnerable children and adults implications

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

Climate change/carbon emissions implications

29. The county council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change. A safe walking route to the school has been identified for use by children and families and a rear pedestrian entrance to the campus may be re-opened as part of this scheme. A Traffic survey will be done and the School Travel Plan will be updated prior to any planning application. Facilities are already provided on campus for children cycling or using scooters to come to school.
30. The location of additional school provision at Manby Lodge is centred close to the demographic demand and as a result will enable parents and children to attend a local school and thus should reduce either the need for, or length of school journeys.

WHAT HAPPENS NEXT:

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

Contact Officer:

Melanie Harris

School Commissioning Officer NE Surrey tel. 020 8541 9556

Consulted:

Parents of pupils and prospective pupils of Manby Lodge Infant School

Staff and governors of the school; other local schools; local councillors

The Local Surrey County Councillor: Christian Mahne

Local residents via the consultation document delivered to their homes by hand

Annexes: None

Sources/background papers:

School Organisation Consultation Proposal

Consultation responses

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