

## Annex A

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

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

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

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

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

N/A

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

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

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

##### **Implementation and any proposed stages for implementation**

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

1 September 2013

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

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

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

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

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

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

##### **Objections and comments**

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

## ANNEX A – Charlwood Infant

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

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

### Alteration description

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

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

### School capacity

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

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

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

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

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

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

15 pupils

## ANNEX A – Charlwood Infant

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

N/A

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

The NOR at Charlwood Village Community Infant School is 86.

### Implementation

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

Surrey County Council will implement the proposal.

### Additional Site

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

No additional site will be required.

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

N/A – there will be no additional site.

### Changes in boarding arrangements

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

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

N/A

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

N/A

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

## ANNEX A – Charlwood Infant

N/A

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

N/A

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

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

N/A

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

N/A

### Transfer to new site

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

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

The school would not transfer to a new site.

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

## ANNEX A – Charlwood Infant

### Objectives

#### 10. The objectives of the proposals.

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

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

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

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

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

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

A primary school has the following advantages:

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

### Consultation

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

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

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

## ANNEX A – Charlwood Infant

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

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

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

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

### Project costs

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

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

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

Capital funding will be made available by Surrey County Council.

### Age range

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

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

### Early years provision

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

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

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

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

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

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

## ANNEX A – Charlwood Infant

N/A – additional provision is not proposed

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

N/A

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

N/A

### Changes to sixth form provision

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

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

N/A

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

N/A

- (c) Evidence —

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

N/A

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

N/A

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

N/A

### Special educational needs

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

## ANNEX A – Charlwood Infant

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

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

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

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

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



## ANNEX A – Charwood Infant

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

N/A

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

N/A

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

N/A

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

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

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

### Sex of pupils

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

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

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

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

N/A

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

N/A

## ANNEX A – Charlwood Infant

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

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

N/A

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

N/A

### Extended services

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

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

### Need or demand for additional places

**24.** If the proposals involve adding places—

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

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

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

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

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

N/A

**25.** If the proposals involve removing places—

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

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

## ANNEX A – Charlwood Infant

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

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

N/A

### Expansion of successful and popular schools

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

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

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

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

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

Charlwood Infant School is a successful school.

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

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

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

This page is intentionally left blank