

# Statutory Notices

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

November  
2023



## School Organisation Statutory Notice

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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:

<b>Local Authority</b>	Surrey County Council
<b>Address</b>	Quadrant Court 35 Guildford Road Woking GU22 7QQ

### School Details:

<b>Name of School</b>	St Paul's CofE Infant School
<b>Category of School</b>	Voluntary Controlled school
<b>Type of School</b>	Infant school
<b>URN</b>	125148
<b>Address</b>	The Cardinals, Tongham, Farnham
<b>Postcode</b>	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.

<b>Phase</b>	<b>Date</b>
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:

<b>Website</b>	<a href="http://www.surreysays.co.uk">www.surreysays.co.uk</a>
<b>Email</b>	<a href="mailto:schoolorg@surreycc.gov.uk">schoolorg@surreycc.gov.uk</a>
<b>Post</b>	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

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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**

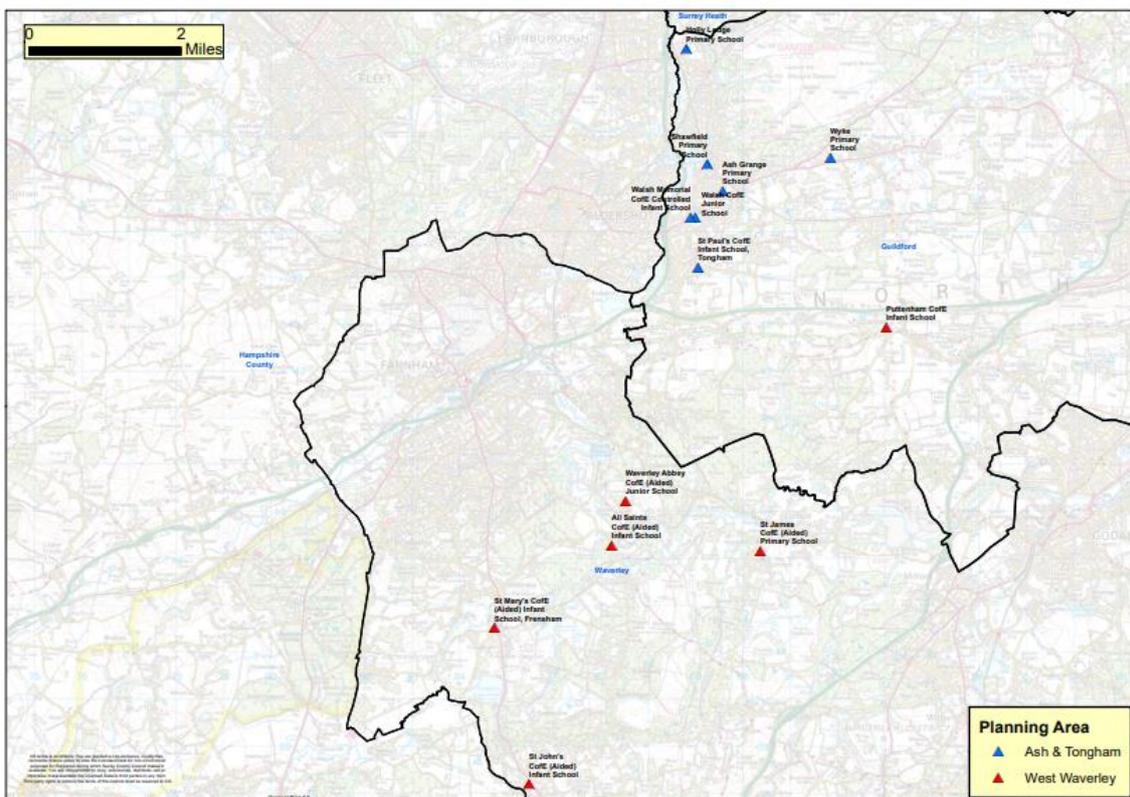
Academic Year	Waverley Abbey Junior School preferences received	Walsh CofE Junior School preferences received	Number allocated Waverley Abbey Junior School	Number allocated Walsh CofE Junior School
2021/22	118	44	17	7
2022/23	114	48	18	9
2023/24	113	47	14	5

### 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
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

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](http://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?**

You can make representations, objections and comments using the online form at [www.surreysays.co.uk](http://www.surreysays.co.uk). Alternatively, you can respond by email or post at the addresses given in the section [Making Representations, Objections and Comments](#).

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