

**CABINET MEMBER FOR SCHOOLS IMPROVEMENT –
8 FEBRUARY 2012**

PROPOSAL TO EXPAND EYNSHAM PRIMARY SCHOOL

Report by Interim Director for Children, Education & Families

Introduction

1. Eynsham Primary School has a Published Admission Number of 45. However, the school has admitted over this number in both September 2010 and September 2011. The school's Published Admission Number for 2012 is 45, but it is expected that they will again accept over this number. Demand for pupil places across Oxfordshire generally has risen and in Eynsham additional homes in new housing developments are in the process of being constructed and occupied: therefore the expectation is that the rise in pupil numbers will be sustained. The village is identified by the District Council as a possible settlement suitable for expansion in the medium to long term.
2. As a result, the proposal is to expand Eynsham Primary School permanently to become a 2 form entry school with an admission number of 60. This would bring the number of children on roll at the school up to a maximum of 420 children (excluding the Nursery).
3. Eynsham Primary School is a school for 3-11 year-olds in the village of Eynsham, just west of Oxford City. The school had published an admission number of 45 for September 2011 but admitted over this number due to demand. In the October 2011 Pupil Census, there were 61 pupils on roll in the F1 (Reception) year group. 41 parents chose the school as their first preference, with 62 preferences in total for the school. The current number of children (October 2011 Pupil Census) in Years 1-6 is 315, and in Years F1-6 is 376, as shown below:

F1	Y1	Y2	Y3	Y4	Y5	Y6	F1-Y6	Y1-6
61	55	51	58	54	51	46	376	315

4. There are five statutory stages for a proposal to expand a school:
 - i. Consultation;
 - ii. publication of a statutory notice;
 - iii. representation;
 - iv. decision;
 - v. implementation.

This proposal has completed the first consultation stage, and a decision is now sought as to whether to proceed to publication of a statutory notice and representation.

The Proposal

5. The proposal is to increase the formal published admission number from 45 to 60 children, on a permanent basis from September 2013. This will eventually increase the school's total capacity in Years 1-6 to a maximum of 420.
6. To accommodate this growth in pupil numbers, there will be some extension/remodelling of the school's buildings, and a feasibility study is underway as to how this can best be provided.

Representations

7. During the Stage 1 consultation phase (1 November 2011 – 13 December 2011) informal drop-in sessions were held at the school for parents to raise any queries about the proposal with a County Council Officer, and a consultation document (Annex 1) was sent to parents of children at Eynsham Primary School, as well as to local councillors, other schools and early years providers in the area, and other stakeholders; it was also available on the Oxfordshire County Council website. 15 responses were received and 14 respondents supported the proposal in principal, while 1 respondent was neutral. However some concerns were also raised by the respondents and were echoed in an additional response received some time after the close of the consultation.
8. The reasons given for supporting the proposal were:
 - need for additional pupil places in the area for local children;
 - positive effect on school resources of being a larger school;
 - perception that this is a good school and so should expand;
9. The following concerns were raised:
 - without sufficient extension of the buildings, that the school would be overcrowded;
(The extension of the buildings is the subject of a feasibility study which is progressing in full consultation with school governors and Headteacher.)
 - concern about the impact of additional traffic in the area if pupil numbers rise;
(Traffic issues will be subject to the usual Planning regulations and must satisfy these laws. The school will also update and manage its Travel Plan as required.)
 - concern about the toilet facilities in terms of maintenance and cleanliness and sufficiency.
(Maintenance of pupil toilets is the responsibility of the school. The feasibility study being carried out to look at the buildings will ensure that sufficient toilets are provided for the additional pupils, in line with School Premises Regulations.)
10. The following questions and concerns were raised during the drop-in sessions at the school and responded to by the Officers present:
 - concern that there would be sufficient accommodation in the school for the increase in numbers and a perception that the school will be overcrowded.

(The school was originally built as a 2 form entry establishment, but the use of space subsequently changed to reflect the school's changing needs, reducing teaching capacity to 1.5 form entry. The capital investment now planned will enable the school to move back towards full 2 form entry capacity.)

- concern about the numbers of children using the playground at the same time.

(This is a matter for school management at break times. The school is fundraising for an All Weather Pitch installation which will create additional outdoor play space in the winter months.)

- concern that in future years the school would grow larger than 2 form entry. *(The school site does not support a school larger than 2 form entry and there are no plans for the school to grow beyond this.)*

11. With respect to accommodation, the feasibility study will identify how accommodation can be provided to meet the statutory requirements for a 2 form entry school. This is in line with the County Council's policy that schools are ideally organised so as to allow admission of one full form of entry or two full forms of entry in any one year. This allows classes to be organised as multiples of 30 pupils per year group which conforms to statutory class size requirements and most effective use of revenue resources. The brief for this feasibility study has been agreed by the school's governors. The final timeline for the proposed building project will be confirmed during the feasibility study.
12. As no objections to the proposal have been recorded, the decision on whether to proceed to publish a formal statutory proposal is delegated to the Cabinet Member for Schools Improvement.

Making a Decision

13. Sections 18 to 24 of the Education & Inspections Act 2006 and The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) ["the Prescribed Alterations Regulations"] establish the procedures that must be followed when enlarging school premises. Local authorities also have a duty to have regard to statutory guidance, in this particular case 'Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form: A Guide for Local Authorities and Governing Bodies ("the Guidance")'.
14. The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. The Cabinet must be satisfied that the statutory consultation has been properly carried out prior to the publication of the notice. Annex 2 provides details of the County Council's consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations. The period of consultation is not prescribed by legislation, although the Guidance recommends a minimum of 4 weeks. The consultation period was in line with the Guidance having run from 1 November 2011 – 13 December 2011, thereby exceeding the four week minimum requirement. The consultation was therefore carried out in accordance with the Prescribed Alterations Regulations.

15. A decision is now required as to whether to publish formal proposals for this expansion. If approved, a statutory notice would be published, followed by a formal representation period of four weeks. The decision-making power in terms of determining the notice will lie with the Cabinet or the Cabinet Member for Schools Improvement, and a report will be put to Cabinet if representations are received, for a final decision in due course.

Equality and Inclusion Implications

16. The Equality Impact Assessment of Oxfordshire's Pupil Place Plan (June 2011) identified that increasing school places at the heart of their communities has a positive impact on equalities through promoting social inclusion and minimising barriers to accessing education.

Financial and Staff Implications

17. The direct financial implication of this report is the cost of the statutory process recommended, which is planned for and met within the normal Children, Education & Families budget provision. There are no significant financial implications or risks at this stage. If the proposal proceeds, following statutory consultation there would be another report to Cabinet in due course seeking a final decision on whether to expand the school.
18. The financial implications of this report are linked to the capital works that will be carried out should the proposal be approved. Developer contributions towards this expansion have already been secured and will also be sought from any relevant future developments in the area. The initial priority infrastructure needs have been identified, and it is anticipated that the cost of addressing these will be met by the developer contributions already secured.
19. There will also be on-costs to the school for additional staff and for increased maintenance requirements. These will need to be funded from the school's delegated School Budget Share, which will increase in proportion to increases in pupil numbers, and to a lesser extent in proportion to the floor area of new buildings. Resources for School Budget Shares are provided by government through the Dedicated Schools Grant, which will increase proportionately to increases in overall pupil numbers in Oxfordshire.
20. Publication of a statutory proposal to expand the school requires confirmation from the county council that funds will be made available for the necessary capital costs.

RECOMMENDATION

21. **The Cabinet Member for Schools Improvements is RECOMMENDED to approve the publication of a Statutory Notice for the expansion of Eynsham Primary School.**

JIM LEIVERS

Interim Director for Children, Education & Families

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January 2012

Annex 1: Public consultation document.

Annex 2: Details of consultation with interested parties.

ANNEX 1

Consultation on the proposal to expand Eynsham Primary School

1 November 2011 – 13 December 2011

**Produced by Oxfordshire County Council and the Governing Body of
Eynsham Primary School**

About Eynsham Primary School

Eynsham Primary School is a community school for children aged 3-11 in the village of Eynsham in West Oxfordshire.

The total number of children currently on the school roll is 378 (excluding the Nursery), as shown below:

Year Group	Reception (F1)	1	2	3	4	5	6
Pupil Number	61	55	51	60	54	50	47

Why are we consulting?

Eynsham Primary School's Admission Number is 45. However the school has admitted over this number in both September 2010 and September 2011 to meet growth in demand for pupil places in the area. Demand for pupil places across Oxfordshire generally has risen and in Eynsham additional homes in new housing developments are in the process of being constructed and occupied: therefore the expectation is that the rise in pupil numbers will be sustained.

As a result, the proposal is to expand Eynsham Primary School permanently to become a 2 form entry school with an admission number of 60. This would bring the number of children on roll at the school up to a maximum of 420 children (excluding the Nursery).

We think that this is a popular school at the heart of its community, which should expand to meet local demand. We want to know your views about whether you are happy to see the school grow.

What we want to do

We are planning to increase the school admission number from 45 to 60. Because the published admission number for 2011 and 2012 has already been decided, the school's admission number can only now formally change from 2013.

The school already has sufficient classroom accommodation to become a 2 form entry school. If, following this consultation, it is decided to change the admission number to 60, there may however be a need for additional school facilities to be constructed which would support the delivery of the full curriculum to the increased number of pupils. OCC will work in partnership with the school governors to look carefully at the school's site and buildings to see what facilities are required and how they could best be provided.

Your views

Because of the increase in the proposed size of the school we need to make sure that the proposal is supported locally. This is a two stage process:

Stage One:

Consultation with parents, local schools and others about a permanent change to the admission number to 60. That will take place until 13 December 2011. You have until that date to respond (see details below).

This consultation is to help inform the plans. The final decision rests with the County Council. If, as a result of the consultation, they want to go ahead with the expansion, Stage Two will follow.

Stage Two:

The County Council will publish a *public notice* in the local paper and at the school. There will then be a *statutory notice period* of 4 weeks, during which you can send any formal objections to the proposal to the County Council. These will be considered by the County Council Cabinet before making a final decision. If you wish to object to the expansion, you must do so during the statutory notice period even if you have already responded to the consultation during Stage One. We currently expect the statutory notice period to be in March 2012.

The County Council Cabinet (if there have been objections) or the Cabinet Member for Schools Improvement (if there are no objections) will then make the final decision on this permanent change, and this is currently planned to be in April / May 2012.

How you can respond to this consultation

The information necessary for an informed response is contained in this consultation document, which is also available online at: www.oxfordshire.gov.uk/consultation

You can respond in one of four ways:

- complete the response form at the back of this document and send it to the address shown on the response form
- respond online at www.oxfordshire.gov.uk/consultation - go to the *Consultation portal*
- write a letter and send it to the address shown on the response form
- email your response to:
[**eynsham2011@myconsultations.oxfordshire.gov.uk**](mailto:eynsham2011@myconsultations.oxfordshire.gov.uk)

Parents are asked to complete only one form, even if you have more than one child at the school. Return your form as soon as possible, but by **13 December 2011** at the latest.

There will be two informal drop-in sessions for parents of children at Eynsham Primary School on **Thursday 10th November from 3pm to 3.30pm and from 4.30pm to 6.30pm**. This will be an opportunity to ask questions of the Headteacher, Governors and County Council staff.

Consultation on the proposal for the expansion of Eynsham Primary School

I/we wish to make the following comments:

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Signature

Name

Address (optional)

- Parent of a child at Eynsham Primary School
- Parent of a child at another school
- Parent of a child not yet at school
- Governor/staff at Eynsham Primary School
- Local resident
- Other (specify)

Tick all that apply

Please return by 13 December 2011 to:

School Organisation and Planning

FREEPOST OXFORDSHIRE COUNTY COUNCIL

(No stamp required)

Alternative formats of this publication can be made available. These include other languages, large print, Braille, Easy Read, audiocassette, computer disc or email. Please telephone 01865 816454 or email SchoolOrgPlan@oxfordshire.gov.uk

CONSULTATION WITH INTERESTED PARTIES

The Prescribed Alterations Regulations require proposers to consult interested parties and the Guidance lists these at paragraph 1.3. This annex provides details of the County Council's consultation with interested parties that are required to be consulted with under the Prescribed Alterations Regulations.

The governing body of any school which is the subject of proposals (if the LA are publishing proposals)	Consulted through distribution of consultation leaflets (1 November 2011 – 13 December 2011).
The LA that maintains the school (if the governing body is publishing the proposals).	n/a
Families of pupils, teachers and other staff at the school.	Through distribution of consultation leaflets (to families via children) (1 November 2011 – 13 December 2011), and invitation to a drop-in session for parents of children at the school (24 November 2011).
Any LA likely to be affected by the proposals, in particular neighbouring authorities where there may be significant cross-border movement of pupils.	The proposals are not judged to affect other local authorities.
The governing bodies, teachers and other staff of any other school that may be affected.	Other Oxfordshire schools consulted through online consultation (1 November 2011 – 13 December 2011). Local primary and secondary schools, and early years providers were sent consultation leaflets.
Families of any pupils at any other school that may be affected.	Consulted through online consultation (1 November 2011 – 13 December 2011).
Any trade unions who represent staff at the school; and representatives of any trade union of any other staff at schools who may be affected by the proposals.	Consulted through online consultation (1 November 2011 – 13 December 2011).
(If proposals involve, or are likely to affect a school which has a particular religious character) the appropriate diocesan authorities or the relevant faith group in relation to the school.	Oxford CE diocese and Birmingham and Portsmouth RC dioceses consulted through online consultation and distribution of consultation leaflets (1 November 2011 – 13 December 2011).
The trustees of the school (if any).	n/a
(If the proposals affect the provision of full-time 14-19 education) the Learning and Skills Council	n/a
MPs whose constituencies include the schools that are the subject of the proposals or whose constituents are likely to be affected by the proposals.	Local MP sent a copy of the consultation leaflet.

<p>The local district or parish council where the school that is the subject of the proposals is situated.</p>	<p>Local district and county councillors consulted through distribution of consultation leaflets and online consultation, and West Oxfordshire District Council sent consultation leaflet.</p>
<p>Any other interested party, for example, the Early Years Development and Childcare Partnership (or any local partnership that exists in place of an EYDCP) where proposals affect early years provision, or those who benefit from a contractual arrangement giving them the use of the premises.</p>	<p>Members of the School Organisation Stakeholder Group consulted through online consultation and meetings.</p>