

## ***Delegated Decisions by Cabinet Member for Education***

***Monday, 11 June 2012 at 12.00 pm  
County Hall, Oxford OX1 1ND***

### ***Items for Decision***

The items for decision under individual Cabinet Members' delegated powers are listed overleaf, with indicative timings, and the related reports are attached. Decisions taken will become effective at the end of the working day on 19 June 2012 unless called in by that date for review by the appropriate Scrutiny Committee.

Copies of the reports are circulated (by e-mail) to all members of the County Council.

**These proceedings are open to the public**



Peter G. Clark  
County Solicitor

May 2012

**Contact Officer: Deborah Miller**

**Note: Date of next meeting: 16 July 2012**

**If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.**

## Items for Decision

1. **Declarations of Interest**
2. **Questions from County Councillors**

Any county councillor may, by giving notice to the Proper Officer by 9 am two working days before the meeting, ask a question on any matter in respect of the Cabinet Member's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

3. **Petitions and Public Address**
4. **Alteration to Lower Age Limit at Woodeaton Manor School** (Pages 1 - 34)

*Forward Plan Ref: 2012/054*

*Contact: Barbara Chillman, Senior Officer, School Organisation Tel: (01865) 816459*

Report by Director for Children's Services (**CMDE4**).

At the meeting on 13 March 2012 the Cabinet agreed to support the governors at Woodeaton Manor School in their publication of formal proposals to alter the lower age limit of the school to admit Key Stage 2 primary age pupils.

***The Cabinet Member for Education is RECOMMENDED to approve the permanent alteration of the lower age limit at Woodeaton Manor School with effect from 1 September 2012.***

*\*Note: As set out under Rule 17(a) of the Scrutiny Procedure Rules, permission has been sought from the Chairman of the Council for this decision to be exempt from Call-In as it is deemed urgent and any delay would seriously prejudice the Council's interests, in that the Cabinet's role would be negated by referral to the Schools' Adjudicator if the decision was not taken within two months of the end of the Statutory Notice, in this case being 4 July 2012. Confirmation of the Chairman's Decision will be reported at the Meeting.*

Division(s): Wheatley

## **CABINET MEMBER FOR EDUCATION – 11 JUNE 2012**

### **FINAL REPORT ON RESPONSE TO STATUTORY NOTICE TO ALTER THE LOWER AGE LIMIT AT WOODEATON MANOR SCHOOL**

#### **Report by Director for Children's Services**

#### **Introduction**

1. At the meeting on 13 March 2012 the Cabinet agreed to support the governors at Woodeaton Manor School in their publication of formal proposals to alter the lower age limit of the school to admit Key Stage 2 primary age pupils. The report outlining the basis for this decision is attached at Annex 1.
2. The statutory notice (attached at Annex 2) was published in the Oxford Mail on 23 March 2012 and expired following 4 weeks of formal consultation on 4 May 2012. In accordance with legislation the notice was also posted at the school gate and sent to local libraries. A copy of the full proposal (attached at Annex 3) and the notices were sent to the governing body and the Secretary of State and additionally made available on the Oxfordshire County Council website.
3. The decision-making power in terms of determining the notice lies with the Cabinet or can be delegated to the Cabinet Member for Schools Improvement (if there have been no objections). In meeting as 'decision-maker' the Cabinet or Cabinet Member must have regard to government guidance and statutory timescales otherwise a decision can be referred to the independent Schools' Adjudicator for reconsideration. The Cabinet decision must be made within 2 months of the close of the notice period; as a consequence, it is necessary for the Chairman of the Council to determine that the decision cannot be subject to 'call-in' as this would, in most cases, prevent a decision being finalised within the required timescale and mean that the Cabinet's role would be negated by referral to the Schools' Adjudicator.
4. The decision is referred to the Cabinet Member for Schools Improvement. The proposed implementation date for the proposal is 1 September 2012.

#### **The Proposal**

5. Woodeaton Manor School is a Special School which provides education for children and young people aged 11 to 18 years old. It is designated as a special school for pupils with behavioural, emotional and social disorders (BESD), but has a particular focus on those with emotional and social difficulties. The vast majority of pupils have autistic spectrum disorders. The proposal is by the Governing Body, as Woodeaton Manor School is a Foundation school and is to lower the age range of the school to admit a class of primary age pupils (aged 7 to 11) with the same type of special needs as the existing pupils at the school. The Governing Body hopes that in

addressing the particular needs of these children at an earlier age, the scope for quicker educational advancement and better individual outcomes would be improved.

6. The proposal will provide access to appropriately trained staff and to specialist support and advice, so that individual pupils can have the fullest possible opportunities to make progress in their learning and participate in their school and community. This type of specialist support may not otherwise be available to the particular child at a mainstream primary school.
7. More primary school places are needed in Oxfordshire for children with BESD. The current pressure on places can lead to a delay before children receive the specialist care and support that enables them to thrive and achieve their full potential. The proposal is to lower the school's age range to admit a class of six Key Stage 2 primary age children each year starting in 2012.
8. The County Council supports the Governing Body's proposal in terms of creation of additional pupil places to meet Basic Need. In line with the supplementary guidance 'Planning and developing special educational provision' the Council has considered the outcomes of the proposal and considers them as a good fit with the aims of the Every Child Matters framework and the Children & Young People's Plan. The outcomes mean that more children with special educational needs will be able to stay safe in an environment designed for them, enjoy and achieve in their school life, be able to learn to look after themselves appropriately, make a positive contribution to their school community without discrimination, and to the wider community in later life, and give them the best chance to gain economic wellbeing as adults when they leave school.
9. The County Council also recognises that Woodeaton Manor School is very popular in terms of parental preference, being rated Outstanding by Ofsted. Section 9 of the Education Act 1996 places a general duty on local authorities and funding authorities to have regard to the general principle that children are educated in accordance with their parents' wishes, and this proposal's outcomes are in line with this duty.
10. To accommodate the growth in pupil numbers, a modular building designed sympathetically to meet the needs of the children will be installed on the school site, in a location previously occupied by a similar unit some years ago. The six primary age children will receive the bulk of their education in this unit, going to the main school building to use specialist facilities as required. This will ensure that the children settle in to their new environment and feel secure as quickly as possible, with as few distractions as possible, which is extremely important to pupils with autistic spectrum disorders.
11. The proposal is for the number of day pupils to rise to 58, of whom 12 will have access to residential accommodation for four days a week during term time. This arrangement has been provisionally agreed by the Children with SEN Manager, CEF.

## Representations

12. The formal representation (Statutory Notice) period was from 23 March 2012 – 4 May 2012 and a Statutory Notice (Annex 1) was publicly displayed at Woodeaton Manor School, was also available on the OCC website and was published in The Oxford Mail newspaper on 23 March 2012.
13. Six representations were received, and all supported the proposal.
14. No concerns in relation to the proposal have been raised, so the decision on whether to implement the proposal is referred to the Cabinet Member for Schools Improvement rather than Cabinet.

## Legal background

15. School expansions are subject to statutory procedures, as established by The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended). Local authorities also have a duty to have regard to statutory guidance, in this particular case 'Making Changes to a Maintained Mainstream School' ("the Guidance") which also contains a section relating to SEN provision. When reaching a decision, the Cabinet Member must have regard to The Guidance.
16. In terms of reaching a decision all proposals should be considered on their merits but the following factors should be borne in mind but are not considered to be exhaustive. The Decision Maker should consider the views of all those affected by the proposals. The Cabinet, as Decision Maker, must be satisfied that the statutory consultation has been carried out prior to the publication of the notice. Details of the consultation should be included in the proposals. The Decision Maker must be satisfied that the consultation meets statutory requirements. If the requirements have not been met, the Decision Maker may judge the proposals to be invalid and should consider whether they can make a decision on the proposals. Alternatively the Decision Maker may take into account the sufficiency and quality of the consultation as part of their overall judgement of the proposals as a whole.
17. **The effect on standards, school improvement and diversity.** The government aims to create a dynamic system shaped by parents that delivers excellence and equality, closing weak schools, encouraging new providers and popular schools to expand. Decision Makers should be satisfied that the proposals will contribute to raising local standards of provision and improved attainment and consider the impact on choice and diversity. They should pay particular attention to the effect on groups that tend to under-perform including children from certain ethnic minorities and deprived backgrounds. The decision-maker should consider how the proposals will help deliver the 'Every Child Matters' principles.
18. **School characteristics.** The Decision Maker should consider whether there are any sex, race or disability discrimination issues that arise and whether

there is supporting evidence to support the extension and take into account the existence of capacity elsewhere. The Decision Maker needs to consider the accessibility of the provision for disadvantaged groups as the provision should not unduly extend journey times or cost.

19. **Need for places.** The Decision Maker should consider whether there is a need for the expansion and should consider the evidence presented for the expansion. There is a strong presumption that proposals to expand popular and successful schools should be approved. If surplus capacity exists in neighbouring schools the Decision Maker should ask how it is planned to tackle any consequences for other schools.
20. **Funding and land.** The Decision Maker should be satisfied that any land, premises and capital required to implement the proposals will be available.

### **Financial and Staff Implications**

21. The financial implications of this proposed expansion are linked to the capital cost to provide suitable and sufficient accommodation for additional children attending the school. The Council's Capital Investment Board (CIB) 18 October 2011 approved funding for the installation of a modular' classroom unit at Woodeaton Manor School. This funding is identified within the County Council's Capital Programme 2011/12–2015/16 (existing demographic pupil provision – basic needs programme). Publication of the statutory proposal to alter the lower age range of the school required confirmation from the County Council that funds are available for the necessary capital costs.
22. 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 agreed place numbers. The individual cost of an additional place reserved for a pupil with SEN exceeds the per-pupil value of the Dedicated Schools Grant received from DfE, however funds are projected to be available within unallocated DSG to meet this increase in the school budget share.

### **Equality and Inclusion Implications**

23. 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. With respect to Woodeaton Manor School, pupils attend from across the county, but are educated alongside their peers, in many cases for the first time becoming part of a school community that understands their needs and knows how to work with each child to achieve their full potential.

## Decision

24. In considering the proposals for a school expansion, the Decision Maker can decide to:
- Reject the proposals;
  - Approve the proposals;
  - Approve the proposals with a modification (e.g. the implementation date); or
  - Approve the proposals subject to them meeting a specific condition (see the Guidance).

## RECOMMENDATION

25. **The Cabinet Member for Education is RECOMMENDED to approve the permanent alteration of the lower age limit at Woodeaton Manor School with effect from 1 September 2012.**

### JIM LEIVERS

Director for Children's Services

Annexes:                          Annex 1: Cabinet Member report 13 March 2012  
Annex 2: Statutory notice  
Annex 3: Statutory proposal

Contact Officer:                  Diane Cameron; School Organisation Officer, CEF  
Tel: 01865 816445

May 2012

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## CABINET – 13 MARCH 2012

### PROPOSAL FOR ALTERATION OF LOWER AGE LIMIT AT WOODEATON MANOR SCHOOL

Report by Acting Director for Children, Education & Families

#### Introduction

1. Woodeaton Manor School is a Special School which provides education for children and young people aged 11 to 18 years old. It is designated as a special school for pupils with behavioural, emotional and social disorders (BESD), but has a particular focus on those with emotional and social difficulties. The vast majority of pupils have autistic spectrum disorders.
2. The school became a Foundation School on 1 April 2008 and this proposal is therefore made by its Governing Body. The premises consist of a number of Grade II and II\* listed buildings, which include an 18th century manor house, in extensive private grounds. The pupils live within the boundaries of Oxfordshire though this means that some have to travel quite a distance each day.
3. Woodeaton Manor provides flexible boarding arrangements for up to four nights a week for up to 10 pupils. A team of residential staff takes responsibility for these pupils after the school day until the following morning. The total number of children (October Pupil Census 2011) is 52, as shown below:

Year Group	7	8	9	10	11	12	13
Pupil Number	3	9	6	17	9	5	3

4. There are five statutory stages for a proposal to make a prescribed alteration to 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 support the Governing Body by approving the publication of a statutory notice.

## The Proposal

5. The proposal is by the Governing Body, as Woodeaton Manor School is a Foundation school and is to lower the age range of the school to admit a class of primary age pupils (aged 7 to 11) with the same type of special needs as the existing pupils at the school. The Governing Body hopes that in addressing the particular needs of these children at an earlier age, the scope for quicker educational advancement and better individual outcomes would be improved.
6. The proposal will provide access to appropriately trained staff and to specialist support and advice, so that individual pupils can have the fullest possible opportunities to make progress in their learning and participate in their school and community. This type of specialist support may not otherwise be available to the particular child at a mainstream primary school.
7. More primary school places are needed in Oxfordshire for children with BESD. The current pressure on places can lead to a delay before children receive the specialist care and support that enables them to thrive and achieve their full potential. The proposal is to lower the school's age range to admit a class of six Key Stage 2 primary age children each year starting in 2012.
8. The County Council supports the Governing Body's proposal in terms of creation of additional pupil places to meet Basic Need. In line with the supplementary guidance 'Planning and developing special educational provision' the Council has considered the outcomes of the proposal and considers them as a good fit with the aims of the Every Child Matters framework and the Children & Young People's Plan. The outcomes mean that more children with special educational needs will be able to stay safe in an environment designed for them, enjoy and achieve in their school life, be able to learn to look after themselves appropriately, make a positive contribution to their school community without discrimination, and to the wider community in later life, and give them the best chance to gain economic wellbeing as adults when they leave school.
9. The County Council also recognises that Woodeaton Manor School is very popular in terms of parental preference, being rated Outstanding by Ofsted. Section 9 of the Education Act 1996 places a general duty on local authorities and funding authorities to have regard to the general principle that children are educated in accordance with their parents' wishes, and this proposal's outcomes are in line with this duty.
10. To accommodate the growth in pupil numbers, a modular building designed sympathetically to meet the needs of the children will be installed on the school site, in a location previously occupied by a similar unit some years ago. The six primary age children will receive the bulk of their education in this unit, going to the main school building to use specialist facilities as required. This will ensure that the children settle in to their new environment and feel secure as quickly as possible, with as few distractions as possible, which is extremely important to pupils with autistic spectrum disorders.

11. The proposal is for the number of day pupils to rise to 58, of whom 12 will have access to residential accommodation for four days a week during term time. This arrangement has been provisionally agreed by the Children With SEN Manager, CEF.

## Representations

12. During the Stage 1 consultation phase (1 December 2011 – 9 February 2012) a consultation leaflet (Annex 1) was distributed by the Governing Body to parents of children at Woodeaton Manor School, as well as to local councillors, local residents, other special schools and early years providers, libraries and other stakeholders across the county. It was also available on the OCC public website, and was notified to all Headteachers in the OCC Schools News e-newsletter.
13. 28 responses to the consultation were received, one of which was received a day after the consultation had closed. 26 respondents supported the proposal in principle, 1 was undecided, and 1 was opposed to the proposal in principle.
14. The reasons given for supporting the Governing Body's proposal were:
- Being a larger school will have a positive impact on resources.
  - This is a good school and should be allowed to grow.
  - There is a clear need for primary age BESD pupil places in the county.
  - It will free up mainstream schools to focus on other pupils rather than spend time / resources on managing a BESD child.
15. The concerns raised by respondents are summarised below with a response from officers dealing with the proposed lowering of age range proposal:
- Concern about sufficient facilities being provided for the additional pupils.  
*It is proposed that a single prefabricated unit be installed on the site for the primary age pupils' use as their class base. The school intends that they would stay in this classroom exclusively apart from lunch etc. The size of the classroom will comply with relevant guidance for special school areas and has been approved in principle by the governors of the school.*
  - Concern about the funding of the expansion of the school.  
*The capital cost of meeting the accommodation needs arising from this proposal have been fully assessed and would be funded through OCC's Basic Need funding stream for 2012/13. Additional revenue funding will be generated through the usual per-pupil funding arrangements as is the case for the rest of the school.*
  - Concern from one parent of a child already at the school about the effect the change would have on her child, who is easily upset by change due to his special needs.  
*Janet Johnson, Children with SEN Manager for OCC, has responded to this concern as follows:*

*“OCC fully appreciates the parent’s concerns about smaller children attending the school. Any change for children with autism needs to be carefully planned and we have every confidence that Woodeaton, a school rated Outstanding by Ofsted, will manage this effectively. The unit will be separate from the main school and will be distinct from the secondary provision. There will be appropriate protection for the primary aged children. Six more children on such a large site will not significantly change the character of the school. There are no current plans to expand further.”*

16. As objections in relation to the proposal have been raised, the decision on whether to proceed to support the Governing Body of Woodeaton Manor School by approving publication of a formal statutory proposal is referred to the Cabinet rather than the Cabinet Member for Schools Improvement.

### **Making a Decision**

17. 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 making changes to schools. Local authorities also have a duty to have regard to statutory guidance, in this particular case ‘Making Changes to a Maintained Mainstream School’ (“the Guidance”) which also contains a section relating to SEN provision.
18. 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 Governing Body’s consultation, working collaboratively with the County Council, 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 6 weeks. The consultation period was in line with the Guidance having run from 1<sup>st</sup> December 2011 – 9<sup>th</sup> February 2012, thereby meeting the six week requirement. The consultation was therefore carried out in accordance with the Prescribed Alterations Regulations.
19. A decision is now required as to whether to support the Governing Body of Woodeaton Manor School by approving publication of formal proposals for this alteration of the lower age range. A statutory notice would be published, followed by a formal representation period of six weeks. The decision-making power in terms of determining the notice will lie with the Cabinet or the Cabinet Member for School Improvement, and a report will be put to Cabinet if representations are received, for a final decision in due course.

## **Equality and Inclusion Implications**

20. 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. With respect to Woodeaton Manor School, pupils attend from across the county, but are educated alongside their peers, in many cases for the first time becoming part of a school community that understands their needs and knows how to work with each child to achieve their full potential.

## **Financial and Staff Implications**

21. The direct financial implication of this report is the cost of the statutory process recommended, which is planned for and met within the normal CE&F 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.
22. The major financial implications of this proposed expansion are linked to the capital cost to provide suitable and sufficient accommodation for additional children attending the school. The Council's Capital Investment Board (CIB) 18 October 2011 approved funding for the installation of a modular' classroom unit at Woodeaton Manor School. This funding is identified within the County Council's Capital Programme 2011/12–2015/16 (existing demographic pupil provision – basic needs programme). Publication of a statutory proposal to alter the lower age range of the school requires confirmation from the County Council that funds will be made available for the necessary capital costs.
23. There would 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 agreed place numbers. The individual cost of an additional place reserved for a pupil with SEN exceeds the per-pupil value of the Dedicated Schools Grant received from DfE, however funds are projected to be available within unallocated DSG to meet this increase in the school budget share.

## **RECOMMENDATION**

**The Cabinet is RECOMMENDED to support the Governing Body of Woodeaton Manor School by approving the publication of a statutory notice for the alteration of the lower age limit at Woodeaton Manor School.**

**JIM LEIVERS**

Acting Director for Children, Education & Families

Contact Officer: Barbara Chillman, Senior Officer School Organisation,  
01865 816459

February 2012

ANNEX 2 FOLLOWS BELOW...

## Annex 2: 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 and through online consultation (1 <sup>st</sup> December 2011 – 9 <sup>th</sup> February 2012).
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) and online through OCC website (1 <sup>st</sup> December 2011 – 9 <sup>th</sup> February 2012).
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 <sup>st</sup> December 2011 – 9 <sup>th</sup> February 2012) and via link in Schools News to all Headteachers. Other Oxfordshire special 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 <sup>st</sup> December 2011 – 9 <sup>th</sup> February 2012) and sent leaflets to main libraries and regional OCC Hubs across the county for display.
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 <sup>st</sup> December 2011 – 9 <sup>th</sup> February 2012).
(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 <sup>st</sup> December 2011 – 9 <sup>th</sup> February 2012).
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	Local MP sent a copy of the consultation

schools that are the subject of the proposals or whose constituents are likely to be affected by the proposals.	leaflet.
The local district or parish council where the school that is the subject of the proposals is situated.	Local district and county councillors consulted through distribution of consultation leaflets and online consultation. Parish Council Chair is Chair of Governors at Woodeaton and distributed leaflets to local community.
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.	Members of the School Organisation Stakeholder Group consulted through online consultation and meetings.





# PUBLIC NOTICE

## Woodeaton Manor School Alteration of Lower Age Limit

Notice is given in accordance with section 19(3) of the Education and Inspections Act 2006 that Woodeaton Manor School Governing Body intends to make a prescribed alteration to Woodeaton Manor School (Foundation Special), Woodeaton, Oxfordshire OX3 9TS from 01 September 2012.

The Governing Body of Woodeaton Manor School propose to alter the lower age limit of the school to admit a class of primary age pupils (aged 7 to 11) with the same type of special needs as the existing pupils at the school. Woodeaton Manor is a special school for pupils with behavioural, emotional and social disorders (BESD), but has a particular focus on those with emotional and social difficulties. The vast majority of pupils have autistic spectrum disorders. It currently teaches children of secondary school age (11-18). The proposal is to teach the 7 - 18 age range.

Copies of the complete proposal can be obtained from: Diane Cameron, School Organisation & Planning, Oxfordshire County Council, FREEPOST. Tel:01865 816445. Email: StatNoticeWMS2012-manager@myconsultations.oxfordshire.gov.uk. It may also be obtained on the Oxfordshire County Council website at <https://myconsultations.oxfordshire.gov.uk>

Within six weeks from the date of publication of this proposal, any person may object to or make comments on the proposal by sending them to Diane Cameron, School Organisation & Planning, Oxfordshire County Council, FREEPOST.

Responses may also be made by email to:

**StatNoticeWMS2012-manager@myconsultations.oxfordshire.gov.uk** or via an online questionnaire at: <https://myconsultations.oxfordshire.gov.uk>

**Signed: Jim Leivers, Director for Children's Services**

**Publication Date: 23<sup>rd</sup> March 2012**

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

### **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.

Woodeaton Manor School (Foundation Special), Woodeaton, Oxfordshire, OX3 9TS.

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

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

n/a

#### **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.

Implementation planned from 1/9/12.

#### **Objections and comments**

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

- (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) Comments and objections should be made by 4/5/12

b) Responses should be sent to Diane Cameron, School Organisation & Planning, Oxfordshire County Council, FREEPOST. Or:  
Email: [StatNoticeWMS2012-manager@myconsultations.oxfordshire.gov.uk](mailto:StatNoticeWMS2012-manager@myconsultations.oxfordshire.gov.uk)  
Responses may also be sent via an online response questionnaire at:  
<https://myconsultations.oxfordshire.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.

The Governing Body of Woodeaton Manor School propose to alter the lower age limit of the school to admit a class of primary age pupils (aged 7 to 11) with the same type of special needs as the existing pupils at the school. Woodeaton Manor School is a special school for pupils with behavioural, emotional and social disorders (BESD), but has a particular focus on those with emotional and social difficulties. The vast majority of pupils have autistic spectrum disorders. It currently teaches children of secondary school age (11-18). The proposal is to teach the 7 - 18 age range.

### **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;

Current capacity of the school is 52 pupils. The proposal is for the number of day pupils to rise to 58, of whom 12 will have access to residential accommodation for four days a week during term time.

- (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;

The school does not currently admit children of primary age. The proposal is to admit a class of six primary age children each year.

- (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;

n/a

- (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

(2) 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.

52 pupils are on roll currently at Woodeaton Manor School.

### **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.

The proposals will be implemented by the governing body in collaboration with Oxfordshire County Council. OCC proposes to fund the new

accommodation for the primary age class.

**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.

n/a

(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

**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;

12 pupils will have access to boarding provision at the school if the proposals are approved.

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

A team of residential staff takes responsibility for the boarding pupils after the school day until the following morning. This system is in place for the current boarders and will continue if the proposals are implemented.

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

Woodeaton Manor School provides flexible boarding arrangements for up to four nights a week for up to 10 pupils currently. The boarding accommodation is in a separate building on the same site as the main school building within the extensive grounds.

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

As above.

(2) 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) —

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

n/a

- (b) 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;

n/a

(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

## Objectives

10. The objectives of the proposals.

1. The Governing Body hopes that in addressing the particular needs of these children at an earlier age, the scope for quicker educational advancement and better individual outcomes would be improved.



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|---|
| <p>2. The proposal will provide access to appropriately trained staff and to specialist support and advice, so that individual pupils can have the fullest possible opportunities to make progress in their learning and participate in their school and community. This type of specialist support may not otherwise be available to the particular child at a mainstream primary school.</p> <p>3. More primary school places are needed in Oxfordshire for children with BESD. The current pressure on places can lead to a delay before children receive the specialist care and support that enables them to thrive and achieve their full potential. The proposal is to lower the school's age range to admit a class of six Key Stage 2 primary age children each year starting in 2012.</p> |
| <p>4. The County Council supports the Governing Body's proposal in terms of creation of additional pupil places to meet increased Basic Need.</p>   |

## 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.

- |  |
|--|
| <p>a) A public consultation was held on the proposal to alter the lower age limit at Woodeaton Manor School between 1<sup>st</sup> December 2011 and 26<sup>th</sup> January 2012. Consultation was carried out with staff, governors and parents of children at the school, local councillors and MPs; relevant trade unions; other Oxfordshire primary and special schools, local residents and other interested parties. Existing pupils attending the school were also consulted.</p> <p>b) N/A</p> <p>c) 28 responses to the consultation were received, one of which was received a day after the consultation had closed. 26 respondents supported the proposal in principle, 1 was undecided, and 1 was opposed to the proposal in principle. The reasons given for supporting the Governing Body's proposal were:</p> |
|--|

- Being a larger school will have a positive impact on resources.
- This is a good school and should be allowed to grow.
- There is a clear need for primary age BESD pupil places in the county.
- It will free up mainstream schools to focus on other pupils rather than spend time / resources on managing a BESD child.

Reasons for concern raised were:

- Concern about sufficient facilities being provided for the additional pupils.
- Concern about the funding of the expansion of the school.
- Concern from one parent of a child already at the school about the effect the change would have on her child, who is easily upset by change due to his special needs.

d) All statutory requirements were complied with.

e) Consultation leaflets were sent via the school to parents. Consultation leaflets were also sent to local primary other Oxfordshire special schools, local councillors and MPs, local residents, libraries and other stakeholders. The leaflets were also available on the county council's website.

### **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.

Estimated capital cost £225K to be met by Oxfordshire 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).

Once the final solution and costs have been confirmed and agreed, funding is identified within the County Council's Capital Programme 2011/12–2015/16 (existing demographic pupil provision – basic needs programme).

**Age range**

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

Current age range 11-18.

**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

- (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

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

n/a

- (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—

- (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;

Woodeaton Manor School is designated as a special school for pupils with behavioural, emotional and social disorders (BESD), but has a particular focus on those with emotional and social difficulties. The vast majority of pupils have autistic spectrum disorders. The additional provision proposed for the primary age children will be identical to that existing.

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

One new classroom for the primary age class will be provided, designed to be suitable for their special needs.

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

The proposal is to establish a class of six Key Stage 2 primary age pupils.

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

The new class will be funded on a per pupil basis, in line with current funding practice across all schools. Initial capital costs will be funded by Oxfordshire County Council.

- (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;

Education will not be provided for children not registered at the school.

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

There will 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 agreed place numbers. The individual cost of an additional place reserved for a pupil with SEN exceeds the per-pupil value of the Dedicated Schools Grant received from DfE, however funds are projected to be available within unallocated DSG to meet this increase in the school budget share.

- (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

The provision will not replace that existing: it is in addition to existing provision, to meet demand.

- (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.

All pupils at Woodeaton Manor School have special educational needs. The provision will rise from 52 places to 58 places.

**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

- (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.

- a) In addressing the particular needs of BESD children at an earlier age, the scope for quicker educational advancement and better individual outcomes would be improved. More children with special educational needs will be able to stay safe in an environment designed for them, enjoy and achieve in their school life, be able to learn to look after themselves appropriately, make a positive contribution to their school community without discrimination, and to the wider community in later life, and give them the best chance to gain economic wellbeing as adults when they leave school.
- b) The proposal will provide access to appropriately trained staff and to specialist support and advice, so that individual pupils can have the fullest possible opportunities to make progress in their learning and participate in their school and community. This type of specialist support may not otherwise be available to the particular child at a mainstream primary school.
- c) The accommodation proposed for the additional pupils will be designed specifically for their needs: for example, designed to avoid visual and audible distractions and to give the children a feeling of security and safety. This environment is usually very difficult to provide in a mainstream school.
- d) More primary school places are needed in Oxfordshire for children with BESD. The current pressure on places can lead to a delay before children receive the specialist care and support that enables them to thrive and achieve their full potential. The County Council supports the Governing Body's proposal in terms of creation of additional pupil places to meet Basic Need.

**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

- (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

**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

**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;

More primary school places are needed in Oxfordshire for children with

BESD. The current pressure on places can lead to a delay before children receive the specialist care and support that enables them to thrive and achieve their full potential. The County Council also recognises that Woodeaton Manor School is very popular in terms of parental preference, being rated Outstanding by Ofsted. Section 9 of the Education Act 1996 places a general duty on local authorities and funding authorities to have regard to the general principle that children are educated in accordance with their parents' wishes, and this proposal's outcomes are in line with this duty.

- (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

- (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

n/a

- (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).

Woodeaton Manor School is very popular in terms of parental preference, being rated Outstanding by Ofsted, and it operates constantly at full capacity in terms of numbers on roll. Each year the school is unable to admit all pupils who would choose to attend to take up the excellent special education provision offered. The governing body therefore considers the presumption for the expansion of successful and popular schools should apply.

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