Stage 3: Statutory notice

A local authority has to publish a statutory notice whenever it plans to make a major change. If we receive objections to the statutory notice, the proposals and consultation responses

The notice gives details of the proposals and how you can respond. It is published in the Yorkshire Evening Post and on the Education Leeds and Leeds City Council websites. The notice period will last either four or six weeks depending on what is being proposed.

If you want to make sure the Executive Board considers your comments when making their final decision, you should make them again at this stage. This applies even if the comments are the same as you have contributed to this consultation.

If we receive objections to the statutory notice, the proposals and consultation responses will first be considered by the School Organisation Advisory Board (SOAB). The SOAB was set up in 2007 by Leeds City Council to consider and make recommendations over decisions where objections have been received. It is made up of representatives from the area's education community. The SOAB then makes it's recommendations to the Executive Board.

If no objections have been received SOAB will not usually be involved.

Final decision

Any responses to the statutory notice will be reported to the Executive Board, together with any recommendations from SOAB. The Executive Board will then make a final decision over whether to go ahead with the proposal.

The Executive Board must make a decision within two months of the end of the statutory notice period. Sometimes there is a right of appeal to the schools adjudicator, appointed by the government to oversee changes to schools, but in most circumstances this is a final, binding decision.

You can see all Education Leeds and Leeds City Council's consultations on the council's website. Go to: **www.leeds.gov.uk** and click on the 'consultations' in the 'Getting involved' section.

If you do not speak English and need help in understanding this document, please phone **0113 224 3311** and state the name of your language. We will then put you on hold while we contact an interpreter. We can assist with any language and there is no charge for interpretation.

अगर आप अंग्रेजी नहीं बोल सकते और आप को यह दस्तावेज समजने के लिए मदद की आवश्यकता है, तो कृपया 0113 224 3311 के उपर टेलीफ़ोन करे. हम आपको टेलीफ़ोन पर ही होल्ड कर के एक इन्टरप्रिटर (दुभाषिये) का संपर्क करेंगे. हम आपको कोइ भी भाषा में मदद कर सकतें है ओर दुभाषिये की सेवा के लिए कोइ खर्च वसूल नहीं किया जाएगा.

আপনি যদি ইংরেজীতে কথা না বলেন এবং এই দলিলটি বুঝতে সাহায্যের দরকার হয় তাহলে দয়া করে 0113 224 3311 এই নম্বরে ফোন করুন এবং আপনি যে ভাষায় কথা বলেন সেই ভাষার নাম বলুন। তারপর আমরা আপনাকে ফোন ধরে রাখতে বলে একজন ইন্টারপ্রিটারের (দোভাষী) সঙ্গে যোগাযোগ করব। আমরা যে কোন ভাষায় সাহায্য করতে পারি, এবং বিনামূল্যে ইন্টারপ্রিটেশনের (ভাষান্তরন) ব্যবস্থা করা হয়।

凡不懂英語又需要協助了解這份資料內容者,請致電 0113 224 3311 並說明本身的母語名稱。當我們聯絡傳譯員時,請稍候切勿掛斷電話。我們可以提供各種語言的傳譯服務,而且毋須收費。

ਜੇਕਰ ਤੁਸੀਂ ਅੰਗ੍ਰੇਜ਼ੀ ਜ਼ਬਾਨ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਸਮਝਣ ਲਈ ਤੁਹਾਨੂੰ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ 0113 224 3311 ਤੇ ਫੋਨ ਕਰੋ ਅਤੇ ਆਪਣੀ ਜ਼ਬਾਨ ਦਾ ਨਾਂ ਦੱਸੋ। ਫਿਰ ਅਸੀਂ ਤੁਹਾਨੂੰ ਉਦੋਂ ਤਕ ਇੰਤਜ਼ਾਰ ਕਰਨ ਲਈ ਕਹਾਂਗੇ ਜਦੋਂ ਤਕ ਅਸੀਂ ਕਿਸੇ ਇੰਟਰਪਰੈਟਰ ਨਾਲ ਸੰਪਰਕ ਕਰਦੇ ਹਾਂ। ਅਸੀਂ ਕਿਸੇ ਵੀ ਜ਼ਬਾਨ ਲਈ ਸਹਾਇਤਾ ਦੇ ਸਕਦੇ ਹਾਂ ਅਤੇ ਇੰਟਰਪਰੈਟੇਸ਼ਨ ਲਈ ਤੁਹਾਨੂੰ ਕੋਈ ਫੀਸ ਨਹੀਂ ਦੇਣੀ ਪੈਂਦੀ।

اگرآپ انگریزی زبان نہیں بولتے اور اس دستاویز کو سمجھنے کے لیے آپ کو مدد کی ضرورت ہے تو براہِ مہربانی 3311 224 0113 پرفون کریں اور اپنی زبان کا نام بتائیں۔ ہم آپ کو انتظار کرنے کے لیے کہیں گے اور اس دور ان کسی انٹرپریٹریعنی ترجمان سے رابطہ کریں گے۔ ہم کسی بھی زباز میں آپ کی مدد کر سکتے اور ترجمانی کی خدمت کے لیے آپ سے کوئی رقم نہیں لی جاتی۔

This publication can also be made available in large print, on computer disc and audio cassette. Please phone: **0113 224 3311**.

School organisation team, 9th Floor West, Merrion House, Merrion Way, Leeds, LS2 8DT.

Email: educ.school.organisation@educationleeds.co.uk





Education Leeds and Leeds City Council are committed to providing the services people want and need in their local community.

When it comes to making big decisions about the city's schools, this means talking to everyone involved in the school community, including parents and carers, children and young people, school-based staff, governors, local residents, councillors and other council departments and organisations providing services across the city.

This leaflet explains how and when we involve these people and others in the decision-making process, and how you can have your say.

Why do we change things?

The main reasons we change anything are to improve the start we give to local children and young people, and to improve services for families. To help us do this we look at all the information we have covering everything from which schools parents and carers want their children to go to, through to the results across subject areas and age groups. We work together with schools and other partners to improve every area of school life.

Sometimes we believe that major changes need to be made. This could mean closing a school, opening a new one, making one bigger, changing its location, increasing or reducing the number of pupils or changing a school's age limits to make sure that school places are available where they are needed.

Sometimes we make changes to improve standards or the places where children and young people learn. This could mean refurbishing or rebuilding a school or changing the way it is run, like creating trusts or academies.

When we propose major changes like these, we need to talk to everyone involved to make sure that it is the right change to make. We do this during three stages before Leeds City Council's highest decision-making body, the Executive Board reaches a final decision.

Stage 1: Developing proposals: Informing and engaging

When we believe that a major change is required we will first discuss the issue with the headteachers and governing bodies of the schools involved. We will also tell local ward councillors and other council departments about our conversations with the schools.

At this stage we do not know if a change is definitely required, so we treat all information as confidential. Doing this means we do not cause concern for parents and carers, pupils or staff before we know that a change is definitely required.

Because the information is confidential, Education Leeds aims to complete this stage as quickly as possible, usually within three months.

At the end of this stage we could decide that we don't need to make changes, or that we need to find out more about the issues before making a decision. If we believe a major change is needed we will ask the Leeds City Council Executive Board for permission to go to a public consultation over the proposals.

Stage 2: Public consultation

The public consultation is designed to make sure that everyone involved can see, understand and have the opportunity to comment on the proposals. The Executive Board needs to know what people think of the proposals before it makes a final decision on whether to go ahead.

The consultation will last six to eight weeks. Education Leeds produces and distributes a booklet explaining the proposals, why we are making them and how to respond. The booklet is sent directly to key people like councillors and headteachers, and is available for children, young people and families in the affected schools, in local libraries, and sometimes in other appropriate places like community centres or children's centres.

The consultation is promoted through the local media, the affected schools, and on the Education Leeds and Leeds City Council website.

The booklet and all other publicity will also advertise the public meeting held as part of every consultation. Anyone can attend these public meetings. Education Leeds also meets with key groups like local ward councillors, children

and young people in the school, staff and governors. All the views expressed in the meetings are recorded and placed on the Education Leeds website.

When responding to the proposal it is important that if you can, you give reasons for agreeing or disagreeing with the proposals so that as much information as possible is available to the Executive Board when making their decision.

What happens to your responses?

Education Leeds summarises all the responses to the consultation in a report with an analysis of the outcomes of the consultation and recommendations on the next steps.

The Executive Board can decide not to take the proposals any further, change them in some way or to proceed with the original proposal. If the Executive Board wants to make a major change to the proposal, then we would have to carry out a fresh public consultation.

If the Executive Board accepts or makes only a minor change to the proposal, then the proposal moves to stage 3.