



## **SCHOOL ORGANISATION ADVISORY BOARD**

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**Meeting to be held in Civic Hall, Leeds on  
Wednesday, 15th October, 2014 at 4.00 pm**

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### **MEMBERSHIP**

#### **DIOCESAN BOARD OF EDUCATION FOR WEST YORKSHIRE AND THE DALES, CHURCH OF ENGLAND**

Richard Noake

#### **DIOCESE OF LEEDS, ROMAN CATHOLIC CHURCH**

Beverley Sice

#### **SCHOOLS GROUP**

David Roundtree – Headteacher

#### **FURTHER /HIGHER EDUCATION ESTABLISHMENT GROUP**

Vacancy

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Civic Hall  
LEEDS LS1 1UR**

**Helen Gray  
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## **SCHOOL ORGANISATION ADVISORY BOARD (LEEDS)**

### **PURPOSE OF THE BOARD**

Leeds City Council as the Local Authority has responsibility to make decisions in relation to certain school organisation statutory proposals.

At the request of the Authority the School Organisation Advisory Board, made up of representatives from the area's education community, has been set up in order to consider and make recommendations to the Authority in relation to school organisation proposals:-

- Where objections have been submitted
- As otherwise requested by the Authority

In making recommendations the Board will have regard to relevant statutes, Statutory Regulations and Guidance

# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
	Bramley and Stanningley		<p><b>ELECTION OF THE CHAIR</b></p> <p>To elect a Chair for the meeting.</p> <p><b>APOLOGIES</b></p> <p>To receive any apologies for absence.</p> <p><b>DECLARATIONS OF INTEREST</b></p> <p>To note any declarations of interest.</p> <p><b>OUTCOME OF STATUTORY NOTICE ON PROPOSALS TO EXPAND PRIMARY PROVISION IN BRAMLEY FOR 2016</b></p> <p>To receive and consider the attached report of Capacity Planning and Sufficiency, Children’s Services, on the outcome of the statutory notice on the proposal to expand Hollybush Primary School and to consider the response to the representation received and to make a recommendation to the Executive Board to assist in reaching a final decision on the proposal.</p> <p>The report describes the proposal, brought forward as part of a programme of expansion of primary provision to ensure the local authority meets its legal duty to secure sufficient school places; and the representation received</p> <p>The proposal being to lower the age limit of Hollybush Primary School from 3 to 2 with effect from January 2015 and to increase the capacity at Hollybush Primary School from 420 pupils to 630 pupils, increasing the admission limit in reception from 60 to 90 from September 2016.</p>	1 - 42

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p><b><u>Third Party Recording</u></b></p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties – code of practice</p> <ul style="list-style-type: none"> <li>a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</li> <li>b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</li> </ul>	

## Report of the School Organisation Advisory Board

**Date: 15 October 2014**

**Subject: Report on proposals to expand Hollybush Primary School**

<p><b>Electoral Wards Affected:</b></p> <p><b>N/A</b></p> <div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;"></div> Ward Members consulted (referred to in report)	<p><b>Specific Implications For:</b></p> Equality and Diversity <input style="width: 40px; height: 20px;" type="checkbox"/> Community Cohesion <input style="width: 40px; height: 20px;" type="checkbox"/> Narrowing the Gap <input style="width: 40px; height: 20px;" type="checkbox"/>	
Council Function <input style="width: 40px; height: 20px;" type="checkbox"/>	Delegated Executive Function available for Call In <input style="width: 40px; height: 20px;" type="checkbox"/>	Delegated Executive Function not available for Call In Details set out in the report <input style="width: 40px; height: 20px;" type="checkbox"/>

### 1.0 Purpose of This Report

To explain to the Board the role of the Board in considering the proposal and to make recommendations to the Executive Board to assist the Executive Board in reaching a decision in relation to the proposal detailed below.

### 2.0 Background Information

The proposal by the local authority is to:

Lower the age limit of Hollybush Primary School from 3 to 2 with effect from January 2015 and to increase the capacity at Hollybush Primary School from 420 pupils to 630 pupils, increasing the admission limit in reception from 60 to 90 from September 2016.

Consultation was carried out from 6 May 2014 to 6 June 2014. Seven written responses were received – all in favour of the proposal.

A statutory notice was published on 3 September 2014 and expired on 1 October 2014. One objection was received.

A final decision must be made within 2 months of the expiry of the notice and therefore by 1 December 2014.

This proposal is now submitted to the Board for consideration and to make recommendations to the Executive Board.

### **3.0 Recommendations**

The Board is asked to consider the proposals and to make recommendations, with reasons, for consideration by the Executive Board.

**Report of Capacity Planning and Sufficiency**

**Report to School Organisation Advisory Board**

**Date: 15 October 2014**

**Subject: Outcome of statutory notice on proposals to expand primary provision in Bramley for 2016**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Bramley & Stanningley	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Executive Summary**

This report contains details of a proposal brought forward to meet the local authority's duty to ensure sufficiency of school places. The changes that are proposed form prescribed alterations under the Education and Inspections Act 2006. The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and accompanying statutory guidance set out the process which must be followed when making such changes. The statutory process to make these changes varies according to the nature of the change and status of the school.

In this case the school, Hollybush Primary School is a community school, the proposer is the local authority. The statutory process includes a consultation period and then a statutory notice period, both of which allow for representations to be made from stakeholders. A notice was published on 3 September 2014 and expired on 1 October 2014. One objection was received.

Under the Education and Inspections Act 2006 a final decision must be made within two months of expiry of this notice, therefore by 1 December 2014, or be referred to the School's Adjudicator for a decision.

Any significant change to the proposal at this stage would require the proposal to be rejected, and fresh consultation to begin, precluding the delivery of places for 2016.

## **1 Purpose of this report**

- 1.1 This report describes the representation made during the statutory notice period in relation to the proposal to expansion of Hollybush Primary School and asks School Organisation Advisory Board (SOAB) to consider the response and make a recommendation to Executive Board on a final decision on the proposal.

## **2 Background information**

- 2.1 The proposal has been brought forward as part of a programme of expansion of primary provision to ensure the local authority meets its legal duty to secure sufficient school places.

- 2.2 The proposal :

- lower the age limit of Hollybush Primary School from 3 to 2 with effect from January 2015 and increase the capacity at Hollybush Primary School from 420 pupils to 630 pupils, increasing the admission limit in reception from 60 to 90 from September 2016

- 2.3 A partnership base for eight children with severe learning disabilities was also proposed. The school already has some partnership provision on site and it was proposed that this was extended. Partnership provision provides an opportunity for children on the roll of a Specialist Inclusive Learning Centre (SILC), in this case the West SILC, to access learning and/or inclusion opportunities alongside their mainstream peers for some or all of the school day. The specialist teaching and learning support is provided by the SILC.

- 2.4 Consultation was carried out from 6 May 2014 to 6 June 2014. During the consultation phase on the proposed expansion, 7 written responses were received, all in favour, none against.

- 2.5 No concerns were raised about the proposed expansion of primary places, 2 year old places and SEN provision at Hollybush. Those in favour of primary expansion at Hollybush commented that the additional places at this popular school are required to provide local places for local children.

- 2.6 The governing body of Hollybush expressed their unanimous support for the proposals to expand the school from two to three form entry together with developing provision for two year olds. They also supported in principle an expanded partnership provision on the understanding there was further discussion regarding the location of the accommodation and further discussion with the West SILC regarding the day to day operation of the partnership.

- 2.7 At its meeting on 16 July 2014 Executive Board gave permission to publish a statutory notice to lower the age limit of Hollybush Primary School from 3 to 2 with effect from January 2015 and increase the capacity at Hollybush Primary School from 420 pupils to 630 pupils, increasing the admission limit in reception from 60 to 90 from September 2016. The statutory notice also referred to the intention to further develop partnership provision.



2.8 The notice was published on 3 September 2014 and expired on 1 October 2014. A final decision must be made within 2 months of the expiry of the notice, therefore by 1 December 2014.

### 3 Main issues

3.1 The statutory notice period provided the opportunity for all stakeholders to consider further the expansion of primary provision, the opportunity to deliver FEEE (Free Early Education Entitlement) places for 2 year olds and the further development of specialist provision.

3.2 During the statutory notice period the governing body re-iterated their support for the expansion of primary provision and the lowering of the age range of the school to enable it to offer FEEE (Free Early Education Entitlement) places for eligible 2 year olds but they concluded after further consideration and discussion with the SILC that they did not support the expansion of the existing specialist provision.

3.3 One objection was received in response to the statutory notice. The issues raised in objection are outlined in the following paragraph. A copy of the representation is enclosed with this report and can also be found at [www.leeds.gov.uk](http://www.leeds.gov.uk).

3.4 The concerns that were raised are as follows:

3.5 **Concern:** That there was insufficient detail provided as to the nature of the expansion, making it impossible to predict both the impact of the expansion on the learning experience of the children and on the built environment of the school. The respondent suggested that the proposal for this proposed expansion was withdrawn until detailed plans of the nature of the expansion on site were forwarded.

3.6 **Response:** At the consultation stage a detailed booklet was provided for stakeholders. The data and rationale for the proposal to expand Hollybush Primary School was outlined in the consultation document, this is attached as an appendix to the report.

3.7 At the drop-in sessions held during the consultation period a drawing was made available to stakeholders which showed that the site is sufficiently large to accommodate the additional classrooms, cloakroom and other facilities required for a three from entry primary school. The drop-in sessions were also an opportunity to ask questions about the expansion. Some stakeholders attended these sessions.

3.8 The headteacher and governing body are the key partners in the design process for the new accommodation. Initial discussions have taken place over the last month regarding the quantum of accommodation required by the expanded school. A feasibility study has been commissioned and is underway, the detailed design work has not commenced because the proposal has not progressed beyond statutory notice phase. Such detailed work would incur significant costs which would be abortive, and therefore not a good use of public funds if the proposal did not proceed any further.

- 3.9 There is no evidence to suggest that the expansion would have a negative impact upon the education of the pupils. Many of the staff and governors experienced the move from the previous school accommodation to their existing school building and therefore have valuable experience to draw upon.
- 3.10 Whilst it is not always possible to do all building work during school holidays, as far as possible any works that are likely to be very noisy or disruptive would be carried out whilst pupils and staff are away. Any building work carried out while the school is open would be completely segregated from the pupils and staff to ensure safety, disruption to teaching and learning would be minimised. All building projects would be carefully managed to ensure the health and safety of children at all times.
- 3.11 The headteacher and governing body are keen to retain the ethos of the school and are confident that they would manage any changes successfully and that the change will not be detrimental. Support would be provided by the Learning Improvement Team at Leeds City Council to assist the school leadership team in managing the change process. The school would also be able to draw upon the experience of other schools in Leeds who have expanded from 2 to 3 form entry.
- 3.12 Delaying the decision at this stage would mean that the proposal would not proceed and therefore the additional school places required would not be delivered. A delay to the decision making process would not provide the opportunity to carry out the detailed design work requested.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Consultation was managed in accordance with all relevant legislation and local good practice. A brief notice was published in a newspaper, the Yorkshire Evening Post and copies were placed on all the school entrances. The full proposal was placed on the school and council website.
- 4.1.2 Banners were placed on the school gates/fence to raise awareness of this phase in the statutory process. A survey was set up using Leeds City Council's Talking Point to enable stakeholders to make comments about the proposals. Stakeholders also had the opportunity to make comments in writing, by letter or by email.
- 4.1.3 Ward members were formally consulted during the public consultation stage, both individually, and were offered the opportunity to comment at statutory notice phase. No concerns were raised.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 The EDCI impact assessment has been completed and is attached to this report.

### **4.3 Council policies and City Priorities**

- 4.3.1 This proposal has been brought forward to meet the Council's statutory duty to secure sufficient school places. By providing places close to where children live,

these proposals improve accessibility of local and desirable schools, thereby reducing the risk of non-attendance and reducing the length of the journey to school.

4.3.2 A key objective within the Best Council Plan 2013-2017 is to build a child friendly city. The delivery of pupil places through Basic Need is one of the baseline entitlements of a Child Friendly City. A good quality school place contributes to the achievement of targets within the Children and Young People's Plan such as our obsession to 'improve behaviour, attendance and achievement'. In addition, "Narrowing the Gap" and "Going up a League" agenda and is fundamental to the Leeds Education Challenge.

4.3.3 A further objective of the Best Council Plan 2013-2017 is to ensure high quality public services. We want to promote choice and diversity for parents and families and deliver additional school places in the areas where families need them. Meeting this expectation while demonstrating the five values underpinning all we do is key to the basic need programme

#### 4.4 **Resources and value for money**

4.4.1 A high level budget for this project, which will be taken to Executive Board as part of the statutory process, has been set at £2.52m. This figure includes the full construction cost inclusive of design fees. Any required highways / authority works and Public Private Partnerships & Procurement Unit (PPPPU) project management fees associated with the project are excluded from this figure. This budget is subject to the outcomes of the feasibility commission and will be reassessed at the end of RIBA Stage B.

#### 4.5 **Legal Implications, Access to Information and Call In**

4.5.1 Leeds City Council's Executive Board is the decision maker for proposals relating to school organisation. It has established School Organisation Advisory Board (SOAB) to consider proposals if representations are received during a statutory notice period, then make recommendations to the Executive Board.

4.5.2 Under the Education and Inspections Act 2006 a decision must be made within two months of expiry of the notices (therefore by 1 December 2014), or the matter will be referred to the school's adjudicator for a decision. The decision maker can in each case:

- Reject the proposal
- Accept the proposal
- Accept the proposal with a minor modification e.g. change of implementation date
- Approve the proposals subject to them meeting a certain condition e.g. grant of planning permission

4.5.3 The decision maker must give reasons for the decision irrespective of whether the proposals are rejected or approved indicating the main factors/criteria for the decision. SOAB should therefore provide appropriate comment with their recommendations. If the decision maker does not make a decision on the

proposals within 2 months of the end of the statutory notice, the Authority must within one week refer the proposals to the Schools Adjudicator for a decision.

- 4.5.4 Any significant modification to a proposal would require fresh consultation, and prevent places being realised for 2016.

## **5 Conclusions**

- 5.1 These proposals are required to ensure the authority meets its legal requirements to ensure sufficiency of primary provision for September 2016. There is evidence of local need for these places, and they offer choice and diversity to parents. Any significant change to the proposals at this stage would mean alternative solutions would not be secured in time for September 2016, and any delay would affect the deliverability of the physical accommodation in time.

## **6 Recommendations**

- 6.1 Children's Services believe that the issues raised during the statutory phase do not present a barrier to progress and asks that School Organisation Advisory Board considers the issues raised and recommends to Executive Board that these proposals be approved.

## **7 Background documents**

- 7.1 Public Consultation Booklet
- 7.2 Executive Board report 16 July 2014 – Part B: Basic Need Programme 2016 - Outcome of consultation to increase primary school places in Leeds
- 7.3 Hollybush Primary School Full Proposal
- 7.4 Hollybush Primary School Brief Notice
- 7.5 Copy of objection received – Hollybush Primary School

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6 May 2014 to 6 June 2014

# A consultation about proposals to increase primary school places

- in Armley/Wortley - by expanding **Castleton Primary School** from 1 FE (30 places per year) to 2 FE (60 places per year)
- in Bramley - by expanding **Hollybush Primary School** from 2 FE (60 places per year) to 3FE (90 places per year) and
- by creating a **primary SLD (severe learning difficulties) partnership for the West SILC** (8 pupils) in one of the primary schools, either Hollybush Primary School or Castleton Primary School.

This consultation document tells you the reasons for our proposals and explains the decision making process.

**For your views to be taken into account, please respond by Friday 6 June 2014**



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## 1. Foreword

Our ambition is to be the best city in the country. As a vibrant and successful city we will attract new families to Leeds, and making sure that we have enough school places for the children is one of our top priorities. We are working very hard to plan for the impact of rising pupil numbers across the city which also stems from a rising birth rate. This means that the numbers entering reception classes in primary school each year is now much larger than the size of the year groups leaving the city's secondary schools.

We have an ongoing city-wide school expansion programme in place to meet the increased demand for primary-age places, and through this programme the council has already approved 1133 new reception places since 2009, including two new primary schools and two 'through' schools for 4-18 year olds. We have seen three new Free Schools open in Leeds and more are planned.

The context in which we continue to respond to the need for places is complex and challenging. The range of provision in Leeds is diverse; there are academies, Trust schools, Voluntary Aided and Voluntary Controlled Schools as well as community schools. There is an increasingly diverse range of school providers in Leeds with different powers to bring forward proposals of their own. Free Schools are proposed and decided upon outside of the local authority. There is a significant capital challenge to meet the need for places, along with a need to consider value for money.

All schools share our ambition to make Leeds the best city in the UK to grow up in, so we are working with all the schools in Leeds to ensure there are enough good quality, local school places. We are developing new ways to engage better with all local stakeholders to support and inform this programme of work.

We will continue to work together throughout this process to ensure that children in Leeds will have the best possible start to their learning, and so deliver our vision of a child friendly city.

Signed  
Cllr Judith Blake, Lead Member for Children's Services  
Nigel Richardson, Director of Children's Services

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## 2. Background

The Education Act 1998 places a duty on local authorities to ensure there are **sufficient school places** for all children living in its area. The local authority is also required to promote choice and diversity. This means that Leeds City Council must ensure there are sufficient school places for all children living in Leeds and that there is a range of options available to parents.

Subsequent legislation has not removed the sufficiency duty but it has changed the process of establishing new schools. Precedence is now given to new academies. If the local authority believes a new school is necessary, the local authority must fund the building of the school and must in the first instance look for an academy sponsor to run it. The local authority is the provider of last resort and new community maintained schools can only be opened where no new academy provider comes forward to run the new school.

Free Schools are proposed directly to the Secretary of State. They can be proposed by parents, groups of schools or other interested bodies and are agreed without reference to the local authority. Free schools are Academies and operate independently of the local authority.

In January 2014, new regulations on the way proposals can be brought forward came into force. These mean that:

- A governing body can be the proposer and decision maker of changes to schools. This includes the expansion of a school or changes to the age range to enable schools to deliver Early Years provision. This means that schools can expand without going through a statutory process. Schools will still however need to secure sufficient capital and need to secure planning permission in respect of any changes to the school building. There is a requirement for schools to consult on proposed changes but it is for them to determine how they do so.
- Local authorities have limited powers to propose changes to Trust schools, Voluntary Aided schools and Academies, they cannot propose a change to the age range to deliver another phase of education.
- Local authorities can still propose the expansion of community maintained, Voluntary Controlled, Voluntary Aided and Trust schools
- Where the local authority brings forward a proposal e.g. to expand a school, add SEN (Special Educational Needs) provision, the consultation phase is no longer prescribed. It is for the local authority to determine how that consultation is carried out. Executive Board recently agreed an approach whereby stakeholder events are carried out to shape the initial options for an area.



### **3. How has this proposal been developed?**

A stakeholder consultation event was held in March 2014. Over 60 invitations were sent out. Invitees included the headteacher and a governor from each of the primary schools in the area, from the secondary schools and from the West SILC. Parent representatives from each school, ward members and council officers from Planning and Highways were also invited, as were representatives from the Church of England and Catholic diocesan education boards.

The event was organised to allow for discussion amongst small groups of stakeholders. Data about birth rates, housing with planning permission, parental preference for schools was made available for participants. Stakeholders were invited to discuss and debate the options to increase primary school places in the area. Although the focus was on primary provision, the event also provided the opportunity to discuss the need for Free Early Education places for eligible 2 and 3-4 year olds as well as specialist places for children with special educational needs.

The general consensus was that additional forms of entry were required across Bramley and Armley to manage the increase in births and to also provide local school places for local children.

A number of options were identified through discussion for further consideration. These included:

1. Develop a through school from age 3 to 18 at Swallow Hill (2 FE primary provision)
2. Develop a through school from age 3 to 18 at Leeds West Academy (2 FE primary provision)
3. Investigate creating a new 1FE primary school on the former West Leeds Family Learning Centre Site
4. Leave all the schools as they currently are and look to develop a new 4FE Primary school on another site
5. Increase Castleton and/or Armley Primary Schools to 2 FE
6. Increase St Bartholomew's C of E Primary School to 3FE
7. Increase Bramley Primary School to 2FE
8. Increase Hollybush Primary School to 3FE
9. A primary SLD (severe learning difficulties) partnership for the West SILC (Specialist Inclusive Learning Centre) for 8 pupils in a primary school or as part of a through school in either Bramley or Armley/ Wortley

Additional 2 year old provision will be created across Armley/Worley and Bramley areas to meet the rising demand for places for eligible 2 year olds but this does not form part of this consultation process as it can be established without a statutory process.

For four weeks during March/April, an online forum was set up seeking views from any interested parties on the options that emerged from the stakeholder event. Many people viewed the forum, although only 3 people posted comments.

Following the closure of the Forum, the options were considered and have been refined to establish preferred options for the whole area. In doing so local demographics, the preference

patterns of families, the physical deliverability of build solutions and the location of new housing under construction have all been taken into account.

#### 4. What is proposed?

The proposal we are consulting on in Armley is to:

- Expand **Castleton Primary School** from a one form entry primary school (30 places) to a two form entry (60 places) primary school.

This would create 30 additional primary school places.

The proposal we are consulting on in Bramley is to:

- Expand **Hollybush Primary School** from a two form entry (60 places) primary school to a three form entry (90 places) primary school.

These would create 30 additional primary school places in Bramley.

#### When would these additional places be available?

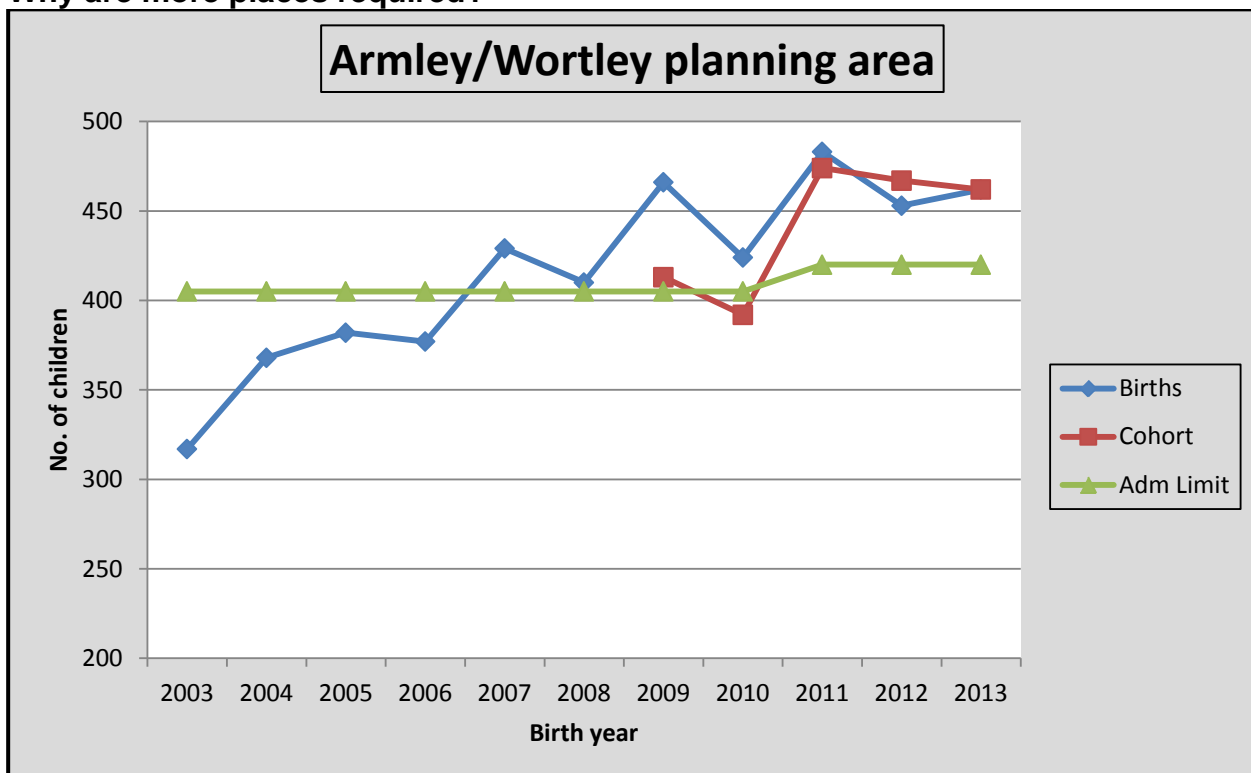
The additional places would be available from September 2016. The increase would however only apply to reception classes from September 2016 as the schools would grow incrementally, from the lower years. It would therefore take seven years for the schools to reach their full capacity.

#### Specialist primary provision

We are also consulting on the establishment of a **primary SLD (severe learning difficulties) partnership for the West SILC** (8 pupils) in one of the primary schools, either Hollybush Primary School or Castleton Primary School. This would also open in September 2016.

#### 5. Further information on the Armley/Wortley proposal

##### Why are more places required?



The graph shows how the birth rate across Armley/Wortley (blue line) has increased significantly over the last ten years, from a low of 317 in 2003 to a high of 483 in 2011. The red dashed line shows the change in the same cohort of children as they get older. For example there were 466 children born in 2009, but as this cohort of children has become older (now aged 4-5 years), the numbers have reduced to 413. The red line shows a drop in numbers as children get older compared to the year they were born (with the exception of children born in 2012). This would indicate that more families move out of Armley/Wortley as their children get older, than families moving in to the area. This is also a key factor when planning future school places, to ensure that more places are not put in than are actually needed.

In terms of current school places, the green line indicates the total number of reception places available across all schools in Armley/Wortley is 420. Although this figure is lower than the past 3 years births, we know that families move out of the area and therefore numbers decline as children get older (red line) and at the point they are due to start school. For academic year 2013/14, there were approx. 413 Armley/Wortley children applying for a school place. The total number of places allocated for that year across all schools was 429, with 351 of these children being resident across Armley/Wortley.

Although some children living across Armley/Wortley choose schools in other areas (mainly Bramley, Farnley and Pudsey), there are more children from other areas choosing schools across Armley/Wortley. This trend along with the increase in the birth rate means there is now a real need to ensure that there are enough school places for the children living in Armley/Wortley by the time they reach reception age.

To address the additional need across the area, we have already created some additional places. St Bartholomew's C of E Primary School expanded from 60 to 75 places in September 2011 and on a temporary basis, 15 additional places for admission into reception were created in September 2013 and September 2014.

A further form of entry is now required in the area on a permanent basis to manage the increase in the birth rate.

### **Why is the expansion of Castleton Primary School the preferred solution?**

The expansion of Castleton Primary School is proposed for a number of reasons. It is sited in an area of high demographic need. It is also a popular school and has a good Ofsted judgement. More families preference the school than can be offered a place in reception. It is possible to physically expand the school although it is acknowledged there are land issues need to be resolved to create an additional form of entry at the school.

There are limited other physical options in the area. Whilst it is possible to expand Armley Primary School using land adjacent to the school and it would also be possible to create a though school on the Swallow Hill site, these schools are not in the area of greatest demographic need.

## Are there any other vacant council owned sites in Armley/Wortley on which a new school could be built?

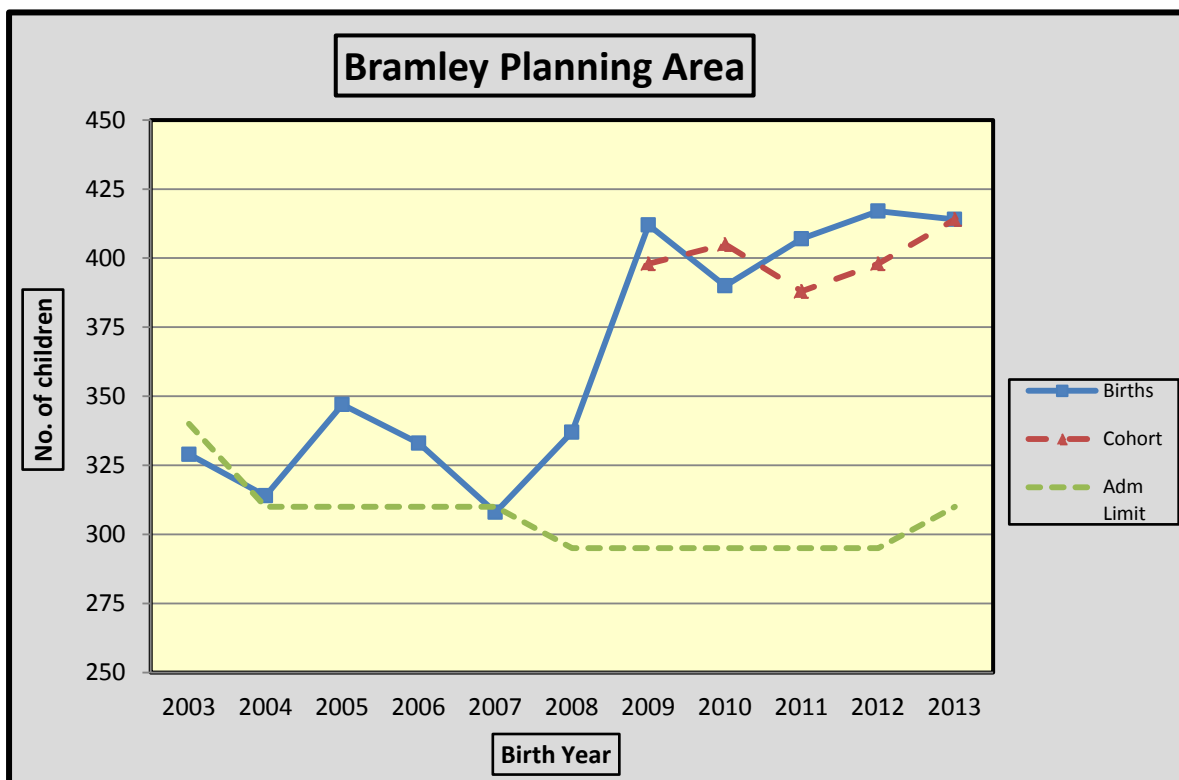
There is only one site that has been identified in the area as potentially able to accommodate a new school. This is the former West Leeds Learning Centre. The land is opposite an existing school, Whingate Primary School. At this point there are other options which can be progressed to increase school places which present better value for money than the building of a new one form entry primary school.

## 6. Further information on the Bramley proposal

### Why are more places required?

The graph shows the change in births since 2003 across Bramley (blue line), with nearly every year since 2008 showing over 400 children born across the area. The red dashed line shows the change in the same cohort of children as they get older. For example there were 412 children born in 2009, but as this cohort of children has become older (now aged 4-5 years), the numbers have reduced to 398. The red line shows a drop in numbers as children get older compared to the year they were born (with the exception of children born in 2010). This would indicate that more families move out of Bramley as their children get older, than families moving into the area.

In terms of current school places, the green line indicates the total number of reception places available across all schools in Bramley is 310. Although this figure is much less than the children born, many children access school provision by choice in other areas. For the



academic year 2013/14, there were approximately 400 Bramley children applying for a school place. The total number of places allocated across all Bramley schools was 301, with only 265 of those children being Bramley residents.

This is not an unusual picture, each year a large proportion of children who live in Bramley do

not attend a primary school in Bramley as they access schools in other parts of the city. Many children living in Bramley access school places in Stanningley, in Armley, in Kirkstall and in Pudsey. The pressure for school places in these areas is however increasing and therefore it will be less likely that children from Bramley will be able to access school places in these areas.

To address the additional need across the area, Bramley St Peter's C of E Primary School from 45 to 60 places in September 2013 and on a temporary basis, 15 additional places for admission into reception have been created for September 2014 at Bramley Primary School.

### **Why is the expansion of Hollybush Primary School the preferred option?**

The proposal at Hollybush is being brought forward because there is a need to create a further form of entry in the area. The school is becoming increasingly popular, has a good Ofsted judgement and is in an area of demographic need. It is also possible to expand the school on its existing site. Whilst other local schools, Whitecote and Raynville Primary Schools are also in areas where there is a demographic pressure, it would be significantly more challenging to physically expand these schools. Although a through school at Leeds West Academy would create additional reception places, it is not in area where additional reception places are currently required.

Whilst it is possible to expand Bramley Primary School, it would only create a further 20 reception places. There is some new housing adjacent to the school and it is acknowledged that this will create additional pressure for school places in the area. It is likely that the expansion of Bramley Primary will need to be considered further in the future.

## **7. Further information on Specialist provision.**

### **Why are additional specialist places proposed?**

A partnership base in the area is being proposed because there is a growing demand for specialist provision for pupils of this age group. A provision in the Armley or Bramley area would provide an opportunity for children living in the west of Leeds to access provision in the area in which they live rather than have to travel across the city to access specialist provision.

### **What is a partnership provision?**

Partnership provision provides an opportunity for children on the roll of a SILC (Specialist Inclusive Learning Centre) to access learning and/or inclusion opportunities alongside their mainstream peers for some or all of the school day. The specialist teaching and learning support would be provided by the SILC.

## **8. Frequently asked questions**

### **When creating more school places, what information is taken into account?**

When developing proposals, the following are considered:

- local birth and housing data, to identify whereabouts in the city the extra places are needed;
- which schools have the physical capacity to be expanded;

- the availability of other council owned land and whether any of this land could contribute to the provision of places; and
- the impact that expanding one school might have on other schools in the area
- any proposals for Free School that we are aware of.

**Where does the birth and 0-5's data come from?**

This data comes from the NHS and is supplied annually from hospital and GP records. This information allows us to map the location of all children aged between 0 and 5 years, living in Leeds. This data is monitored against previous years' data. It is used to highlight areas of the city where birth rates are increasing and better understand the pattern of demand for school places.

**How is the impact of new housing taken into account?**

We liaise with colleagues in Planning to establish if new housing is proposed in an area. Developers are asked to make a financial contribution or provide land for education provision when they build new family houses. It is assumed that 100 family houses would generate 25 primary aged children, 3-4 per year group. A small number of family houses are under construction in the area. It is felt that the demand for school places will be managed by these proposed increases in school places.

**How do we decide how many places to create?**

When deciding how many places to create we plan for the number for children who we believe will be living in the area. We also take account of parental preference, new housing as well trying to build some surplus into the admissions system.

**Why are some spare or surplus places required?**

Additional places are required to ensure that the admissions system can operate effectively and meet some degree of parental preference and also so that school places are readily available locally for children moving into the area.

**Does an increase in school places mean that this mean class sizes would be bigger?**

Primary schools are organised around classes of 30 children per teacher, and these proposals would not change that. Current Infant Class Size Regulations state that infant classes (reception, year 1 and year 2) must have no more than 30 pupils in a class with one qualified teacher. Therefore, extra accommodation would have to be provided and more staff would be recruited to manage the additional pupils.

**Will stakeholders be able to see the plans for the additional accommodation?**

Yes, we will hold some drop in sessions where initial design work will be available. These are however very much an outline of what could be delivered, to demonstrate that it is possible to create the additional accommodation on site. They are not final design solution. The design of any additional school build would be subject to the normal planning process.

**Would the building work cause disruption to the school and pupils?**

It is not always possible to do all building work during school holidays, although we would as

far as possible make sure any works that are likely to be very noisy or disruptive are carried out whilst pupils and staff are away. Any building work carried out while the school is open would be completely segregated from the pupils and staff to ensure safety, and disruption to teaching and learning would be minimised. The contractors we would be using are very experienced in working around existing and operational schools.

## 9. How do stakeholders put their views forward?

Stakeholders may choose to attend one of the drop-in sessions. Notes are not taken of such sessions; they provide an opportunity to ask questions of officers on an informal basis.

School Name	Date	Time
Hollybush Primary School	12 May	2.30 to 4.30 p.m.
Castleton Primary School	19 May	8.00 to 10.00 a.m.
Castleton Primary School	19 May	2.15 to 4.00 p.m.
Hollybush Primary School	21 May	8.45 to 10.00 a.m.

Stakeholders may post comments on the WordPress site. <http://leedsschoolplaceplanning.wordpress.com/> This is very much a discussion forum and it is possible that during the consultation process, stakeholders may refine their views. To ensure that their final views are heard, it is recommended that they respond to the consultation in writing, either by email, on the paper form provided in this consultation booklet.

Responses can be anonymous, but if stakeholders would like an acknowledgement please include your name and address.

Responses will be summarised and presented to the Executive Board, who will take all your views into consideration. Your opinion is therefore important to us so please take the opportunity to respond to the proposal.

## 10. What are the next steps of this process?

All the views raised in consultation will be considered and presented to the Executive Board. They will have the option to proceed to the next step of the process, the publication of a statutory notice, a further period of representation. They may also choose to pause or withdraw the proposal. There may also be additional work identified that is needed to help inform that decision. The following table describes a potential timetable for the next steps:

Date	Key event
6 May 2014	Five week consultation begins (taking in to account the half term break) with an opportunity to submit views/responses and attend meetings
6 June 2014	Consultation ends
July 2014	The earliest the Executive Board can make a decision on whether the proposals can proceed to statutory notice period
September 2014	The earliest that statutory notices can be published (if approval is given) followed by a four weeks representation period
November 2014	This is the earliest the Executive Board can make their final decision

## Public consultation response form

Please read the consultation booklet on this proposal and tell us your views. The questions on this form are there to help you, but you do not have to respond to them all.

Responses can also be sent by email to [educ.school.organisation@leeds.gov.uk](mailto:educ.school.organisation@leeds.gov.uk) or by letter to: PO Box 837, Capacity Planning and Sufficiency, Leeds, LS1 9PZ. Please return completed forms to this address.

**Responses must be received by 4pm on Friday 6 June 2014.**

This booklet, along with information on the progress of the proposal, is available at [www.leeds.gov.uk/residents/Pages/Consultations-and-reviews.aspx](http://www.leeds.gov.uk/residents/Pages/Consultations-and-reviews.aspx)

### Questions

Please answer the questions below which apply to you:

1. Do you agree with the proposed increase in admission number from 30 to 60 at Castleton Primary School

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

2. Do you agree with the proposed increase in admission number from 60 to 90 at Hollybush Primary School

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

3. Do you agree with the proposed establishment of an SLD partnership for the West SILC.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

3a.

Do you have a preference of which school this partnership is established.

<input type="checkbox"/>	Castleton Primary School
<input type="checkbox"/>	Hollybush Primary School



**Please tell us more about your views and your reasons for them.**

Please use a separate sheet if needed

**2. How did you find out about this consultation?**

**3. Have you found the consultation process and information provided useful?**

**Yes/No**

**4. How could we improve the consultation process and/or information provided?**

All responses will be taken into account when the decision on whether to proceed is made, but we unfortunately cannot address specific queries. However, if you would like your response to be acknowledged, please provide your contact details:

**About you:** (please tick and complete all those that apply to you)

<input type="checkbox"/>	Parent/carer	Your child's/children's school/s:
<input type="checkbox"/>	Governor	Your school:
<input type="checkbox"/>	Member of staff	Your school:
<input type="checkbox"/>	Pupil	Your school:
<input type="checkbox"/>	Elected member	Ward:
<input type="checkbox"/>	Local resident	Area:
<input type="checkbox"/>	Other	Please tell us:

**Data Protection Act 1998**

Under the terms of the Data Protection Act 1998 we must inform you of the following. Leeds City Council is seeking your views to help inform the decision on this proposal. Your personal information will be used only for this purpose, and may be shared with other agencies who are involved in the consultation, however only to address any issues you raise. If you do not wish to provide personal details your views will still be considered, but we will not be able to acknowledge your response personally.

**Please send your reply to:**

PO Box 837, Capacity Planning and Sufficiency, Leeds, LS1 9PZ

## Glossary

<b>Admissions limit (Adm Limit)</b>	The maximum number of children a school plans to accept into each year group.
<b>Executive Board</b>	The decision making body of Leeds City Council, formed by the Leader of the Council and nine other executive Members. Representatives of all political parties attend the Executive Board.
<b>Form of entry</b>	Primary schools are organised around classes of 30 pupils. A one form of entry school has seven year groups of 30 pupils; a two form of entry school has seven year groups of 60 pupils each.
<b>Infant Class Size Regulations</b>	The Infant Class Size Regulations state that a class with one qualified teacher can contain no more than 30 pupils. Infant classes are reception, year 1 and year 2, when pupils are aged between 4 and 7.
<b>Through school</b>	A school that provides both primary and secondary provision.
<b>Reception class</b>	This is the first year group for children starting primary school in the year they will reach 5 years old.
<b>Statutory notice period or statutory notice</b>	A period of time required by law to inform the public that the local authority is proposing to do or change something. The statutory notice is published with the proposal details, and invites comments. It follows a period of consultation like this one, allowing the local authority to adapt the proposals based on the views raised in the initial consultation.

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**Report of Director of Children’s Services**

**Report to Executive board**

**Date: 16 July 2014**

**Subject: Outcome of consultation to increase primary school places in Leeds**



Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Part A: Armley Parts B and C: Bramley and Stanningley		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

**Summary of main issues**

1. This paper summarises the outcomes of consultation in Armley/Wortley and Bramley and seeks permission to publish statutory notices in regards to expansion of provision at two community schools.
2. The changes that are proposed form prescribed alterations under the Education and Inspections Act 2006. The statutory process to make these changes varies according the nature of the change and status of the school, however under The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 there is a need to consult on such changes prior to any necessary statutory process. Executive Board agreed in February a process whereby a stakeholder consultation event using OBA (Outcomes Based Accountability) methodology informs consultation on options for an area, from which a route forward will be determined.
3. Such an event was held in March 2014 to discuss the options for increasing school places in Armley/Wortley and Bramley. The initial consultation identified the preferred options as expanding Castleton Primary School and expanding Hollybush Primary School. It also supported the inclusion of 2 year old provision at Castleton Children’s Centre which is on the site of Castleton Primary School and 2 year old provision at Hollybush Primary School. In addition it supported the establishment of partnership provision for children with severe learning difficulties at Hollybush. Consultation on these preferred options was then conducted from 6 May to 6 June 2014.

4. Part A of this report summarises the comments made during consultation on the proposal for changes to Castleton Primary School, Part B of this report summarises the comments made during consultation on the proposal for changes to Hollybush Primary School. Since these schools are community schools the Local authority can propose these changes, and the next step would be publication of statutory notices for the elements that require one.

### **Recommendations**

5. Executive Board is asked to give permission to publish statutory notices to:
  - Expand Castleton Primary School from a capacity of 210 pupils to 420 pupils with an increase in the admission number from 30 to 60 with effect from September 2016.
  - Expand Hollybush Primary School from a capacity of 420 pupils to 630 pupils with an increase in the admission number from 60 to 90 with effect from September 2016, and also change the lower age limit from 3 to 2 with effect from January 2015.
  - Note the Capacity Planning and Sufficiency Lead is responsible for implementation.

## **1 Purpose of this report**

- 1.1 This report seeks permission to publish statutory notices for proposals brought forward to meet the local authority's duty to ensure sufficiency of school and early years places.

## **2 Background information**

- 2.1 Changes to existing schools which would provide additional school places form prescribed alterations under the Education and Inspections Act 2006. The statutory process to make these changes varies according the nature of the change and status of the school, however under The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 there is a need to consult on such changes prior to any necessary statutory process.
- 2.2 A stakeholder consultation event using Outcomes Based Accountability methodology was held in March 2014. Invitees included the headteacher and a governor from each of the primary and secondary schools in the area and from the West SILC. Parent representatives from each school, ward members and council officers from Planning and Highways were also invited, as were representatives from the Church of England and Catholic diocesan education boards. Data about birth rates, housing, and parental preferences for schools was shared.
- 2.3 The event provided an opportunity to allow for discussion amongst small groups of stakeholders, and for options to be suggested. Although the focus was on primary provision, the event also provided the opportunity to discuss the need for Free Early Education places for eligible 2 and 3-4 year olds as well as specialist places for children with special educational needs.
- 2.4 The participants agreed that additional primary school capacity is required in the area. A number of suggestions were put forward by participants for further discussion. These were the establishment of through schools at Swallow Hill and Leeds West Academy, increasing Castleton, Armley and Bramley Primary Schools to 2FE, increasing St Bartholomew's C of E and Hollybush Primary Schools to 3FE.
- 2.5 A primary SLD (severe learning difficulties) partnership for the West SILC (Specialist Inclusive Learning Centre) for 8 pupils in a primary school or as part of a through school in either Bramley or Armley/ Wortley was also suggested.
- 2.6 Following the event an online forum was established seeking views from any interested parties on all these options. Only three responses were received. Taking into account the feedback received, local demographics, the preference patterns of families, the physical deliverability of build solutions and the location of new housing under construction, support of the schools, and educational outcomes, preferred options emerged as the expansion of Hollybush and Castleton Primary Schools. The option of SLD provision at one of these schools was also identified.

- 2.7 Consultation on these options was conducted from 6 May to 6 June. This included on line forums and local meetings to discuss the proposals on an informal basis, and to share initial design ideas about how the accommodation could be provided.
- 2.8 Part A of the report sets out the issues raised in relation to the expansion of Castleton Primary School, Part B sets out the issues raised in relation to Hollybush Primary School including those in relation to the establishment of a partnership provision of the West SILC. .
- 3 Main issues**
- 3.1 Part A: Expansion proposals in Armley/Wortley**
- 3.2 The data and rationale for the proposal to expand Castleton Primary School is outlined in a consultation document, which is available on at [www.leeds.gov.uk/residents/Pages/Consultations-and-reviews.aspx](http://www.leeds.gov.uk/residents/Pages/Consultations-and-reviews.aspx).
- 3.3 In summary, the expansion of Castleton Primary School is proposed for a number of reasons. It is sited in an area of high demographic need. It is a popular school and has a good Ofsted judgement. More families' preference the school for their children than can be offered a place in reception. It is possible to physically expand the school although it is acknowledged that there are land issues which need to be resolved to create an additional form of entry at the school. Provision of free early education places at the Castleton Children's Centre on the school site could also form an effective part of the local authority's duty to ensure sufficiency of provision for two year olds.
- 3.4 There are limited other physical options in the area. Whilst it may be possible to expand Armley Primary School using land adjacent to the school and it may also be possible to create a though school on the Swallow Hill site, these schools are not in the area of greatest immediate demographic need.
- 3.5 During the consultation phase, 8 written responses were received, 7 in favour, 1 against the primary expansion, and 2 in favour of the early years provision. The governing body of Castleton Primary School support the proposals. The concerns raised are outlined below;
- 3.6 **Concern:** The proposed site for expansion is green space which is used as play space by local children.
- 3.7 **Response:** The initial design ideas presented included the use of green space opposite the school which currently has some informal use of the land for play. The land could be to establish a separate foundation stage including children centre, nursery and reception provision, or other elements of school accommodation. The use of the land will need approval by Asset Management Board, and as part of its considerations it will include an assessment of the green space in the area.
- 3.8 **Concern:** That there is already a significant amount of traffic on Green Lane. The expansion of the school would increase traffic.
- 3.9 **Response:** Whilst some families do travel to school by car, this is typically under 20 as the majority of families access school on foot or by bus. It is not anticipated



therefore that expansion would have significant impact on traffic in the area. Expansion of the school is proposed because of the increase in the birth rate and in particular the high demographic in the immediate area and therefore it is envisaged that the expansion will meet the needs of local families who can walk to school.

- 3.10 If the proposal progresses to the next phase Highways officers will support the development of a build solution which ensures that any negative traffic impacts are mitigated. In addition a green travel plan would need to be developed by the school to demonstrate how the principles of green travel planning will be managed in the context of an expanded school, focusing on encouraging journeys on foot to school.

### **3.11 Part B: Expansion proposals in Bramley**

- 3.12 The data and rationale for the proposal to expand Hollybush Primary School is outlined in a consultation document, which is available on at [www.leeds.gov.uk/residents/Pages/Consultations-and-reviews.aspx](http://www.leeds.gov.uk/residents/Pages/Consultations-and-reviews.aspx).
- 3.13 In summary, the expansion of Hollybush Primary School is proposed because it is an area of demographic need. It is a school with a good Ofsted judgement. It is a school which is oversubscribed and becoming increasingly popular and there is capacity to expand the school on its existing site. The school could also form an effective part of the local authority's duty to ensure sufficiency of provision for two year olds.
- 3.14 Whilst other local schools, Whitecote and Raynville Primary Schools are also in areas where there is a demographic pressure, it would be significantly more challenging to physically expand these schools. Although a through school at Leeds West Academy would create additional reception places, it is not in area where additional reception places are currently required.
- 3.15 It is possible to expand Bramley Primary School however it would only create a further 20 reception places. There is some new housing adjacent to the school and it is acknowledged that this will create additional pressure for school places in the area. It is likely that further expansion in the area will need to be considered further in the future, and Bramley Primary may form part of any future solutions.
- 3.16 A partnership base for children with severe learning disabilities was also proposed at the stakeholder event in response to the growing demand for specialist provision for pupils of this age group. It was seen that a provision in either the Armley or Bramley area would provide an opportunity for children living in the west of Leeds to access provision in the area in which they live, rather than have to travel across the city to access specialist provision.
- 3.17 Partnership provision would provide an opportunity for children on the roll of the West Specialist Inclusive Learning Centre (SILC) to access learning and/or inclusion opportunities alongside their mainstream peers for some or all of the school day. The specialist teaching and learning support would be provided by the SILC. There is already some partnership provision at Hollybush Primary School. An enlarged partnership provision would allow more children on the roll of the West SILC, in this case, children with severe learning difficulties to access this provision.

- 3.18 Establishment of the additional provision at Hollybush would be an efficient use of resources as some partnership provision is already available at Hollybush, therefore only an additional class base would be required. A SILC staff team is already in place at Hollybush though additional staff would need to be recruited. The expansion of the partnership would build upon the strengths of the provision already in place.
- 3.19 The extension of the partnership provision would mean an increase in the total number of children on roll at the SILC. This would not necessitate the publication of a statutory notice as this increase alone is not an increase of more than 10% of the total number of roll.
- 3.20 During the consultation phase on the proposed expansion of Hollybush Primary School, 7 written responses were received, all in favour, none against. None were received in regards to the early years provision, three supported the SEN provision.
- 3.21 No concerns were raised about the proposed expansion of primary places, 2 year old places and SEN provision at Hollybush. Those in favour of primary expansion at Hollybush commented that the additional places at this popular school are required to provide local places for local children. Those that supported the SEN provision in the area were in support of such a proposal but did not have a strong view as to the location of such a provision. The governing body of Hollybush expressed their unanimous support the proposals to expand the school from two to three form entry together with developing provision for two year olds. They stated that they were open in principle to expanded partnership provision subject to further discussions regarding site issues in terms of space and access, the need for spaces for the community and their allocation, day to day operation of the partnership, managing the expectations of parents and other agencies.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Consultation in relation to both proposals was managed in accordance with all relevant legislation and local good practice. Consultation included a stakeholder event, a four week period of on-line consultation on the recently established wordpress site on the range of options which emerged from the stakeholder event followed by a five week period of on- line consultation on the preferred options supplemented by drop in sessions for parents/carers, residents and other stakeholders at Castelton and Hollybush Primary Schools.
- 4.1.2 The drop-in sessions were information sharing sessions and also provided an opportunity for parents/carers, residents and other stakeholders to ask questions. Officers from Highways supported officers from Strategic Development and Investment at these sessions. Drop in sessions were also held in the school play grounds at the beginning and end of the school to better engage parents and carers.
- 4.1.3 Meetings were also held with the school councils, staff and governing bodies of each school. Other local schools were engaged in the stakeholder event and in the on-line consultation. Ward members were fully briefed during the process. No concerns were raised.

- 4.1.4 The notes of consultation meetings and the consultation document can be found at [www.leeds.gov.uk](http://www.leeds.gov.uk) or can be requested from the Capacity Planning and Sufficiency Team at [educ.school.organisation@leeds.gov.uk](mailto:educ.school.organisation@leeds.gov.uk).

## **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 The EDCI screening forms have been completed and are attached as an Appendix to this report.

## **4.3 Council policies and City Priorities**

- 4.3.1 The proposals are being brought forward to meet the council's statutory sufficiency duty to ensure there are sufficient school places for all children living in Leeds. Providing places local to where children live improves accessibility, reduces the journey to school and reduces the risk of non-attendance.
- 4.3.2 One of our best council objectives, as described in the Best Council Plan 2013-2017 is to build a child friendly city with a focus on: our 3 partnership obsessions (looked after children, NEET and attendance); raising educational standards and narrowing the gap for vulnerable groups – the expansion of good schools helps meet this target and; ensuring sufficiency of school places.
- 4.3.3 The consultation process undertaken is cognisant of our best council objective to become an efficient and enterprising council, ensuring that 100% of decisions are supported by consultation and due regard to equality.

## **4.4 Resources and value for money**

- 4.4.1 The total estimated cost of the project at Hollybush Primary School is £3.1 million and Castleton Primary schools is £2.2 million. These figures include the costs of an SLD partnership base in one of the schools. The projects will be progressed through to early design stages at statutory notice phase. Detailed design would commence following the statutory notice phase.

## **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 The processes that have been followed are in accordance with the Education and Inspections Act 2006 and the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.
- 4.5.2 The report is subject to call in.

## **4.6 Risk Management**

- 4.6.1 A detailed risk register would be established and would be maintained for each project if they proceed to statutory notice phase. Whilst it is necessary to progress some initial feasibility design work at risk during this consultation phase, the decision to proceed to detailed design stages will be dependent upon the approval to progress to the next stage of the process, the statutory notice phase.

## **5 Conclusions**

- 5.1 Our ambition is to be the best city in the country. As a vibrant and successful city new families are attracted to come and live and work in Leeds. The sufficiency of

good quality school places is one of the council's top priorities and also key for families living and moving into the area.

- 5.2 The expansion of good schools in areas of high demographic need is at the heart of the drive to raise standards and to meet the Council's sufficiency duty. Creating more good learning places for children is fundamental to our vision of creating a child friendly city.
- 5.3 The proposals to expand Castleton and Hollybush Primary Schools are supported by the governing bodies, staff and school council representatives of each school. The responses received were supportive with the exception of one objection in respect of the expansion of Castleton Primary School.
- 5.4 The inclusion of provision for 2 year old children in this area is needed to ensure we meet sufficiency targets, and received the support of both schools.
- 5.5 The establishment of SEN partnership provision was supported by respondents. The governing body of Hollybush Primary School were supportive of progressing the proposal, although has some specific concerns about the location of the accommodation and the day to day operation of the partnership which will need to be progressed as the proposal develops to ensure final support. This change does not require a statutory notice.

## **6 Recommendations**

- 6.1 Executive Board is asked to give permission to publish statutory notices to:
- 6.2 Expand Castleton Primary School from a capacity of 210 pupils to 420 pupils with an increase in the admission number from 30 to 60 with effect from September 2016.
- 6.3 Expand Hollybush Primary School from a capacity of 420 pupils to 630 pupils with an increase in the admission number from 60 to 90 with effect from September 2016, and also change the lower age limit from 3 to 2 with effect from January 2015.
- 6.4 Note the Capacity Planning and Sufficiency Lead is responsible for implementation.

## **7 Background documents<sup>1</sup>**

- 7.1 None

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

# Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

<b>Directorate:</b> Children's Services	<b>Service area:</b> Capacity Planning and Sufficiency
<b>Lead person:</b> Liz Lowes	<b>Contact number:</b> 2475793

<p><b>1. Title:</b> Hollybush Primary School</p> <p>Is this a:</p> <p> <input type="checkbox"/> <b>Strategy / Policy</b>                                  <input type="checkbox"/> <b>Service / Function</b>                                  <input checked="" type="checkbox"/> <b>Other</b> </p> <p><b>If other, please specify</b>          Proposal to expand the school from a capacity of 420 pupils to 630 pupils with an increase in the admission number from 60 to 90 with effect from September 2016</p>
--

<p><b>2. Please provide a brief description of what you are screening</b></p> <p>To increase the reception intake at Hollybush Primary School, from 60 places to 90 places, increasing the school's capacity from 420 to 630, from September 2016.</p> <p>This will involve physically expanding the school.</p>
--

### 3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		X
Have there been or likely to be any public concerns about the policy or proposal?	X	
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could the proposal affect our workforce or employment practices?		X
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"><li>• Eliminating unlawful discrimination, victimisation and harassment</li><li>• Advancing equality of opportunity</li><li>• Fostering good relations</li></ul>		X

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

#### 4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?** (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

The proposal is to increase the number of places at Hollybush Primary School. The demographics of the area were considered when working up the proposal, such as the number of under 5's living nearest the school, parental preference trends, and projections, and it was concluded that additional capacity is required. The types of schools in the area were also considered, to ensure we adhere to our legal duty of ensuring parents are offered choice and diversity.

We consulted those affected on this proposal May/June 2014, including parents and prospective parents, governors and staff of the school and nearby schools, the diocese, Councillors, MPs and local residents. Those who responded supported the expansion of the school.

- **Key findings** (think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

Age – a further 30 reception places will be created in the Bramley area. If the proposal is agreed, the school will grow from reception upwards over a period of 7 years.  
Disability – any new accommodation will meet DDA guidelines. If the provision to establish extended partnership provision for West SILC goes ahead, additional provision for children with severe learning difficulties would be established.  
Positive impact on ensuring we promote choice and diversity.

- **Actions** (think about how you will promote positive impact and remove/ reduce negative impact)

If the proposal is taken forward, the extra places will be made available in reception from September 2016, parents will therefore have the option of applying for these places or choosing alternative schools.

During the consultation period, all views and responses will be considered equally.

**5. If you are **not** already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment.****

Date to scope and plan your impact assessment:	
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Date to complete your impact assessment	
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Lead person for your impact assessment (Include name and job title)	
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**6. Governance, ownership and approval**

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Viv Buckland	Head of Service, Strategic Development and Investment	17 June 2014

**7. Publishing**

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

Please send a copy to the Equality Team for publishing

<b>Date screening completed</b>	16 June 2014
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<b>If relates to a Key Decision send to Corporate Governance</b>	17 June 2014
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<b>Any other decision please send to Equality Team (equalityteam@leeds.gov.uk)</b>	
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# Statutory proposals for a prescribed alteration

## Name and address of proposer:

School: Hollybush (Community) Primary School, Broad Lane, Leeds, LS13 2JJ  
Local Authority: Leeds City Council, The Director of Children's Services, PO Box 837, Capacity Planning & Sufficiency, Leeds, LS1 9PZ.

## Description of alteration:

The proposal is to permanently increase the capacity of Hollybush (community) Primary School from 420 to 630 pupils with effect from 1<sup>st</sup> September 2016. The current admission number for the school is 60 into Reception Year (aged from four) and the proposed admission number for Reception Year is 90 (aged from four). This increase would only apply to reception classes from September 2016 and would therefore take seven years for the school to reach its full capacity. The school would also change the lower age limit from 3 to 2 with effect from January 2015.

It is proposed that the expanded provision includes a partnership base for up to eight children with severe learning disabilities. These pupils would be on the roll of the West SILC.

No new or additional site is required for this change. The school will expand on its existing site. Some additional building and/or remodeling of existing buildings will be required. This will be phased in agreement with the school, and be subject to the normal planning permission process.

## Evidence of demand:

There are currently 310 permanent reception places in the Bramley area and 2170 places in total across all year groups. Local demographics show that the demand for reception places in the area will significantly exceed the number of reception places available from 2015 going forward. There are 388 children currently living within the Bramley area who will be starting school in 2015, 398 in 2016 and 414 in 2017. It is expected that these numbers may further increase each year due to additional housing within this area that is being developed. The establishment of a further 30 places at Hollybush (Community) Primary School would create a further form of entry and would go some way towards reducing pressure for places in the area. Two schools in this area have agreed to take additional children into reception for September 2014 to meet the growing demand for school places.

## Objectives:

The objective of the proposal is to create additional capacity to accommodate the increasing demand for primary school places caused by the growing local pre-school population. This proposal would provide additional places at Hollybush (Community) Primary school allowing more local children to benefit from the good standards of teaching and learning already in place at the school.

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

The proposal is to expand Hollybush (Community) Primary School from a capacity of 420 pupils to 630 with effect from 1<sup>st</sup> September 2016.

The current admission number for the school is 60 into Reception Year (aged from four) and the proposed admission number for Reception Year is 90 (aged from four), increasing the capacity year on year for seven years.

The school would also change the lower age limit from 3 to 2 with effect from January 2015.

**Project costs:**

The final design solution is subject to detailed design and development and it is therefore not yet possible to estimate the cost of the delivery. This project would be funded by the local authority

**Objections and comments:**

Within four weeks from the date of publication of this proposal, i.e. by 4pm on 1<sup>st</sup> October 2014, any person may object to or make comments on the proposal by sending them to Leeds City Council, Capacity Planning and Sufficiency Team, PO Box 837, Leeds, LS1 9PZ, or by email to [educ.school.organisation@leeds.gov.uk](mailto:educ.school.organisation@leeds.gov.uk)

## **PROPOSAL TO EXPAND HOLLYBUSH PRIMARY SCHOOL FROM SEPTEMBER 2016**

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that Leeds City Council intends to expand Hollybush (Community) Primary School from a capacity of 420 pupils to 630 pupils by increasing the admission number from 60 to 90 with effect from 1<sup>st</sup> September 2016. This increase would only apply to reception classes from September 2016 and would therefore take seven years for the school to reach its full capacity.

The complete proposal can be obtained from:  
[www.leeds.gov.uk](http://www.leeds.gov.uk) or by email from  
[educ.school.organisation@leeds.gov.uk](mailto:educ.school.organisation@leeds.gov.uk) or by phoning  
0113 2475793.

Within four weeks from the date of publication of this proposal, i.e. by 4pm on 1<sup>st</sup> October 2014, any person may object to or make comments on the proposal by sending them to The Capacity Planning and Sufficiency Team, PO Box 837, Leeds City Council, LS1 9PZ, or by email to:  
[educ.school.organisation@leeds.gov.uk](mailto:educ.school.organisation@leeds.gov.uk)

Nigel Richardson  
Director of Children's Services

Publication Date: 3 September 2014

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30 September 2014

Dear capacity planning and sufficiency team,

This is a formal note of my objection to the proposed expansion Hollybush primary school. The reason for my objection is that there is no detailed information available as to the nature of the expansion. Without this information it is impossible to tell the impact of the learning experience and the built environment which children will be exposed to as a result of this expansion. I suggest that the proposal for this proposed expansion is withdrawn until detailed plans of the nature of the expansion on site are forwarded.

I currently have one child in reception year and in future years his younger brother will attend Hollybush

Please note my objection to this proposed expansion.

thank you

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