

# Public consultation

Monday 10 September to  
Friday 19 October 2012

## Proposal to expand Sharp Lane Primary School from September 2014



**Leeds**  
CITY COUNCIL

## Key phrases and terms in this booklet

<b>Admissions limit</b>	The maximum number of children a school plans to accept into each year group.
<b>Executive Board</b>	The decision making group formed by the leader of the council and nine other executive members. Representatives of all political parties attend the executive meetings.
<b>Number on roll (NOR)</b>	The total number of children registered at school.
<b>Net capacity</b>	This is the total number of places available at a school. It is calculated by combining the space in a school that is available for classrooms as well as essential non-teaching activities, such as hall, storage and staff rooms. It is expressed in terms of the number of pupils this space is suitable for.
<b>Reception class</b>	This is the first year group for children starting primary school at age four.
<b>Planning area</b>	Boundaries defined and used by Children's Services to monitor demographics and support the planning of school places.
<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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### Response Form

#### 1. Introduction

This consultation document explains why the local authority is proposing to create additional school places at Sharp Lane Primary School from September 2014.

Your views are important to us, so please take the opportunity to express your opinion on the proposal.

The local authority has a legal duty to ensure there are sufficient places to meet the needs of its children and families, and are now planning the extra places we believe will be needed from September 2014. For several years now there has been a significant increase in the birth rate, and coupled with the effect of considerable new housing in the area, we will need to add more capacity to meet the additional demand for reception places.

Area Health Authority data on the number of births in Leeds indicates that there will be a continued rise in demand for school places at least up to 2015. The Office of National Statistics predicts that this will continue beyond this to at least 2018.

#### 2. What is the proposal?

This consultation is asking for your comments on a proposal to create extra places by permanently expanding **Sharp Lane Primary School** from September 2014.

This would mean increasing the maximum number of children on roll at the school to 630 by:

- increasing the admissions limit in reception from 60 to 90, and
- increasing the net capacity of the school from 420 pupils to 630 pupils by providing additional accommodation and/or making some internal changes to the existing building.

It is also important to understand that the changes do not mean that the school will increase their number on roll to the full capacity immediately. The increase would only apply to the number of children in reception class each year from September 2014.

The proposal would involve a change to the 'net capacity' of the school. This means making sure the school has the right amount of space available for classrooms as well as essential non-teaching space, such as hall, storage and staff rooms. Increasing the net capacity means either changing the way the school facilities are used at the moment, adding extra accommodation on school grounds, or both.

This consultation does not replace the normal planning application process, which would still need to be followed before any extra accommodation is provided on site.

### 3. How has the proposal been developed?

When developing the right proposals to meet increased need for school places, we had to consider:

- our legal duties, which include making sure there are enough places, considering the expansion of popular and successful schools, and promoting choice and diversity by ensuring a range of different schools are available to families;
- the areas where the extra places are needed;
- the need to develop proposals in a timely manner so that families with children starting reception in 2014 have all the information they need in time to apply for their preferred school;
- the practical reasons why many schools can't be expanded;
- availability of other council owned land and whether any of this land could contribute to the need for places; and
- how expanding one school might affect the other schools in the area.

First, we had to identify how many extra places would be needed and where. To do this we looked at:

- Area Health Authority birth data – this is supplied annually for each postcode and allows us to monitor birth patterns in a particular area and plan school places accordingly; and
- latest preference data – the information taken from the latest admissions round tells us how many reception places were applied for across the city and the preferences that parents made.

More information on this can be found in the next section.

We are proposing to create more school places in Belle Isle because the birth rate in this area has steadily increased over the past few years, as has the amount of new housing. This has therefore created a need for more school places. We have looked at all schools in the area to determine how and where we can expand provision. We feel we can realistically expand Sharp Lane Primary School in time for September 2014 to meet the need for more school places.

Initial discussions have been held with the head teacher and governing body, and in July 2012, Leeds City Council's Executive Board gave us permission to consult on this proposal.

### 4. Demographic information and data

Table A below shows how many children aged 0-5 live within half a mile, three quarters of a mile and within one mile of Sharp Lane Primary School.

**Table A**

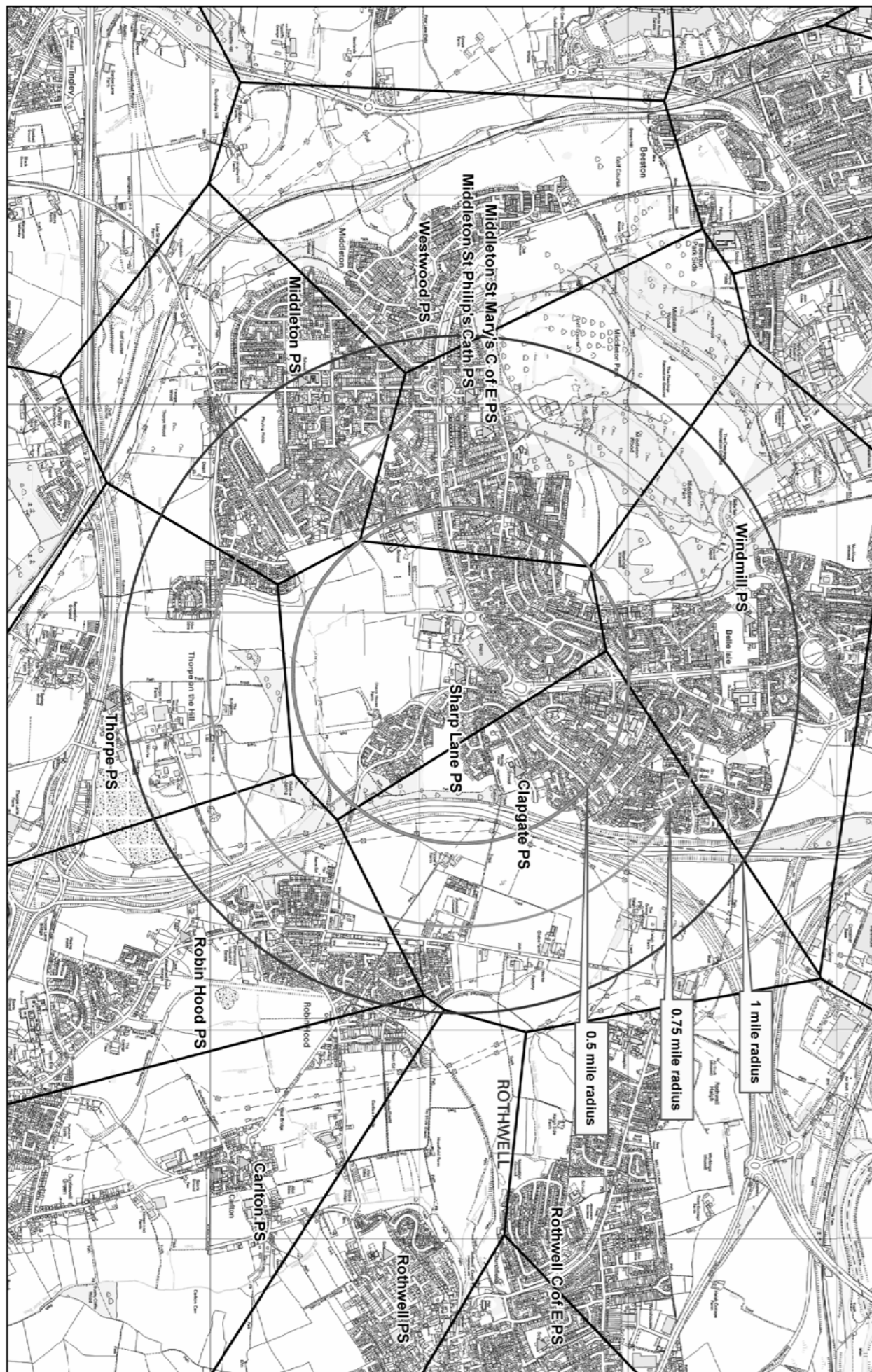
Sharp Lane Primary School	Places available	Year in which children will start school			
		2012	2013	2014	2015
0.5 mile radius	120	96	115	106	139
0.75 mile radius	180	243	248	234	282
1 mile radius	330	370	363	359	408

The map on page 6 shows the area covered by the 0.5, 0.75 and 1 mile distances. The map also shows the nearest school boundaries (children living within these boundaries have the school at the centre as their nearest). These are the schools for which children will gain priority for a place under the admissions policy.

Table B below shows the number of children who currently have either Sharp Lane Primary School or Clapgate Primary School as their nearest school, by the year they will start reception.

**Table B**

School	Places available	Year in which children will start school			
		2012	2013	2014	2015
Sharp Lane	60	65	78	73	102
Clapgate	60	73	59	56	62



Map showing distances and nearest school boundaries

## 5. How to comment on this proposal

This consultation runs from Monday 10 September 2012 to Friday 19 October 2012. If you want the council's Executive Board to consider your views, we must receive your comments no later than 4pm on Friday 19 October 2012.

We are holding meetings to gather the views of schools, families, carers, young people, governors, and the general public. These meetings will give everyone a chance to debate the proposal and ask questions. **There will be a public meeting on**

**Thursday 27 September 2012 at 6.00pm  
At Sharp Lane Primary School,  
Sharp Lane, Leeds LS10 4QE**

This consultation information is also available on our website at [www.leeds.gov.uk](http://www.leeds.gov.uk) or by calling 0113 247 5793. It has been widely distributed across the local area.

You can respond to this proposal in writing, or verbally at the public meeting. We minute all public meetings and publish these minutes on our website. If you can, it is important that 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.

To respond in writing you can:

- use the form in this booklet;
- write a letter to the Capacity Planning and Sufficiency team, 10th floor west, Merrion House, 110 Merrion Centre, Leeds LS2 8DT; or
- email: [educ.school.organisation@leeds.gov.uk](mailto:educ.school.organisation@leeds.gov.uk)

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

Please remember that this consultation is to gain your views on a proposal to create extra places at Sharp Lane Primary School. We cannot consider your views on any other subject as part of this process.

We are planning for a continued rise in the population, and a growing demand for places in Leeds schools. We are working with all schools in the city to plan together how to meet the ongoing needs of every child in every community in the medium and long term. You will have the opportunity to comment on any further proposals as they are brought forward.

**6. What happens to your comments and what are the next steps of the process?**

Date	Key event
18 July 2012	Executive Board gave us permission to consult on this proposal
10 September 2012	Public consultation begins and lasts for 6 weeks
27 September 2012	Public meeting at Sharp Lane Primary School at 6.00pm
19 October 2012	End of public consultation and last date for submitting your response

After the consultation period ends, all responses to the proposal will be summarised and presented to the Leeds City Council Executive Board, who will then decide whether to proceed with the proposals or to change them in any way. All your comments, whether given in writing, or verbally at the public meeting, will be treated equally.

The earliest the Executive Board can make a decision would be at their meeting on **12 December 2012**. Your opinions will be taken into account when the decision is made, so it is really important that you tell us your views.

If they decide to proceed, a statutory notice confirming the details of the final proposals will be published. You will then have the opportunity to comment on the final proposal.

The earliest the Executive Board is likely to make a final decision is spring 2013.

**Proposal to expand Sharp Lane Primary School from September 2014  
Public consultation response form**

Please read the consultation booklet on the proposals 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: **Capacity Planning and Sufficiency, 10th floor west, Merrion House, 110 Merrion Centre, Leeds LS2 8DT**. Please return completed forms to this address.

**Responses must be received by 4pm on Friday 19 October 2012.** All of your comments and views will be passed on to the council's Executive Board.

Extra copies of this booklet, along with information on the progress of the proposal, are available at [www.leeds.gov.uk](http://www.leeds.gov.uk).

**Questions**

**1. How much do you agree with the following statements? Please tick as appropriate.**

1a) I support the proposed expansion of Sharp Lane Primary School.

**Strongly agree**
 **Agree**
 **Neither agree nor disagree**
 **Disagree**
 **Strongly disagree**
 **Don't know**

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

Please use a separate sheet if needed

**2. Have you found this booklet useful?**  Yes  No

**How could we improve the booklet?**

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**3. Have you found the consultation process useful?**  Yes  No

**How could we improve the consultation process?**

**Your personal details (if you want your response to be formally acknowledged)**

Name:

Address:

Email address:

**Which school are you associated with?**

Parent/carer of present pupil(s)	<input type="radio"/>	Member of staff	<input type="radio"/>
Parent/carer of primary school child	<input type="radio"/>	Local resident	<input type="radio"/>
Other adult relative	<input type="radio"/>	Elected member	<input type="radio"/>
Pupil	<input type="radio"/>	Community representative	<input type="radio"/>
Governor	<input type="radio"/>	Other	<input type="radio"/>

**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:** Capacity Planning and Sufficiency, 10th floor west, Merrion House, 110 Merrion Centre, Leeds LS2 8DT

If you do not speak English and need help in understanding this document, please telephone the number below and state the name of your language. We will then put you on hold while we contact an interpreter.

**Arabic:**

إن كنت لا تتحدث باللغة الإنجليزية وتحتاج لمساعدة لفهم هذا المستند؛ الرجاء الاتصال بالهاتف على الرقم أدناه، وذكر اسم لغتك. حينئذ، سوف نطلب منك أن تنتظر على الخط حتى نتصل بمترجم.

**Bengali:**

যদি আপনি ইংরেজিতে কথা বলতে না পারেন এবং এই দলিলটি বুঝতে পারার জন্য সাহায্যের দরকার হয়, তাহলে দয়া করে নিচের নম্বরে ফোন করে আপনার ভাষাটির নাম বলুন। আমরা তখন আপনাকে লাইনে থাকতে বলে কোন দোভাষীর (ইন্টারপ্রিটার) সাথে যোগাযোগ করব।

**Cantonese:**

如你不懂說英語而需要協助以明白本文件，請致電下列電話號碼並說明你的母語。我們將請你稍候以聯絡口譯員。

**Farsi:**

اگر شما به زبان انگلیسی صحبت نمی کنید و برای فهمیدن این مدرک نیاز به کمک دارید، لطفاً به شماره زیر تلفن کرده و نام زبان خود را ذکر نمایید. ما سپس از شما خواهیم خواست که تلفن را نگهدارید تا ما مترجم تماس بگیریم.

**Hindi:**

यदि आप इंग्लिश नहीं बोलते हैं और इस दस्तावेज़ को समझने में आपको मदद चाहिए, तो कृपया नीचे दिए गए नंबर पर फोन करें और अपनी भाषा का नाम बोलें। उसके बाद जब तक हम किसी दुभाषिए (इंटरप्रिटर) से संपर्क करेंगे, हम आपको होल्ड पर रखेंगे।

**Punjabi:**

ਜੇਕਰ ਤੁਸੀਂ ਇੰਗਲਿਸ਼ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਸਮਝਣ ਲਈ ਸਹਾਇਤਾ ਚਾਹੀਦੀ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਹੇਠਾਂ ਵਾਲੇ ਨੰਬਰ ਤੇ ਟੈਲੀਫੋਨ ਕਰੋ ਅਤੇ ਆਪਣੀ ਜ਼ਬਾਨ ਦਾ ਨਾਂ ਦੱਸੋ। ਫੇਰ ਅਸੀਂ ਤੁਹਾਨੂੰ ਇੰਤਜ਼ਾਰ ਕਰਨ ਲਈ ਕਹਾਂਗੇ ਤਾਂ ਜੋ ਅਸੀਂ ਕਿਸੇ ਇੰਟਰਪਰਿਟਰ (ਦੁਬਾਸੀ) ਨਾਲ ਸੰਪਰਕ ਕਰ ਸਕੀਏ।

**Kurdish:**

گەر زمانى ئینگلیزى نازانیت و بیویستت به هاوکاریه له تیکه‌بشتنی ئەم به‌لگه‌نامه‌یه‌دا، تکایه ته‌له‌فۆن بۆ ژماره‌که‌ی خواره‌وه بکه و زمانى ئاخواوتنى خۆت بلی. ئیمه‌ش تۆ راده‌گرین له‌سه‌ر ته‌له‌فۆنه‌که‌ تا وه‌رگرتیکی زمانت بۆ دابین ده‌کین.

**Tigrinya:**

እንግሊዥ ዘይትገብረብ/ብ, እንተ-ነገንካ/ካ, እሞ ነዚ ደኩመንት-ኪ/ሰነድ-ኪ, ንምርጻእ ኣገዛ ምስ ዘድልዩካ/ካ, ቋንቋኻ/ኻ, ብምሓባር ኣብኪ, ኣብ ታሕቲ ተገልጹ ዘሉ ቁጽሪ ተልፎን ደውለልና/ደውልልና። ብድሕሪኡ ንሕና ኣስተርጓሚይ ክሳብ ንረክብ ኣብ መስመር ክነጸብዩካ/ካ, ኢና።

**Urdu:**

اگر آپ انگریزی نہیں بولتے ہیں اور اس دستاویز کو سمجھنے کیلئے آپ کو مدد کی ضرورت ہے تو براہ مہربانی نیچے دیئے گئے نمبر پر ٹیلی فون کریں اور اپنی زبان کا نام بتائیں۔ اس کے بعد ہم آپ سے انتظار کرنے کا کہہ کر آپ کیلئے کسی ترجمان سے رابطہ کریں گے۔

**Czech:**

Jestliže nemluvíte anglicky a potřebujete, aby vám někdo pomohl vysvětlit tento dokument, prosím zavolejte na níže uvedené číslo a uveďte svůj jazyk. Potom vás požádáme, abyste nepokládal(-a) telefon a mezitím zkontaktujeme tlumočníka.

**French:**

Si vous ne parlez pas anglais et que vous avez besoin d'aide pour comprendre ce document, veuillez téléphoner au numéro ci-dessous et indiquez votre langue. Nous vous demanderons d'attendre pendant que nous contactons un(e) interprète.

**Polish:**

Jeżeli nie mówią Państwo po angielsku i potrzebują pomocy w zrozumieniu tego dokumentu, prosimy zadzwonić pod poniższy numer telefonu. Po podaniu nazwy swojego ojczystego języka prosimy poczekać – w tym czasie będziemy kontaktować się z tłumaczem.

**Slovak:**

Ak nehovoríte anglicky a potrebujete, aby vám niekto pomohol vysvetliť tento dokument, prosím zavolajte na nižšie uvedené číslo a uveďte svoj jazyk. Potom vás požiadame, aby ste nepokladali telefón a medzitým skontaktujeme tlmočníka.

**Somali:**

Haddii aadan af Ingiriiska ku hadlin una baahan tahay in fahamka dukumentigan lagu caawino, fadlan soo wac lambarka telefoonka hoose oo magaca sheeg luqaddaadag. Ka dib baan kugu oran doonaa sug inta aan turjumaan la xiriireyno.

Phone: 0113 224 3867

# You are invited to a public meeting

## Proposal to expand Sharp Lane Primary School from September 2014

- Find out more about the proposal
- Opportunity to have your say
- Chance to ask questions

**Thursday 27 September 2012  
at 6.00pm**

**Sharp Lane Primary School**

Sharp Lane, Leeds LS10 4QE



**Leeds**  
CITY COUNCIL