



SCHOOL ORGANISATION ADVISORY BOARD

**Meeting to be held in Civic Hall, Leeds on
Thursday, 13th November, 2014 at 4.30 pm**

MEMBERSHIP

ROMAN CATHOLIC CHURCH DIOCESE

Angela Cox

GOVERNORS GROUP

Jacqueline Ward

Cyril Snell

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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
1			<p>ELECTION OF A CHAIR</p> <p>To elect a Chair for the meeting.</p>	
2			<p>APOLOGIES</p> <p>To receive any apologies for absence.</p>	
3			<p>DECLARATIONS OF INTEREST</p> <p>To note any declarations of interest.</p>	
4	Roundhay		<p>OUTCOME OF CONSULTATION ON PROPOSALS TO EXPAND PRIMARY SCHOOL PROVISION IN ROUNDHAY - GLEDHOW PRIMARY SCHOOL</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 Gledhow 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 expand Gledhow 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.</p>	1 - 54

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Report of the School Organisation Advisory Board

Date: 13 November 2014

Subject: Report on proposals to expand Gledhow Primary School

<p>Electoral Wards Affected:</p> <p>N/A</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>Specific Implications For:</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:

Expand Gledhow Primary School from a 2 form entry (60 places a year) to 3 form entry (90 places per year group) which will increase its capacity from 420 pupils to 630 pupils. The increase in the admission number from 60 to 90 will take effect in September 2016.

Consultation was carried out from 30 June 2014 to 25 July 2014. 16 written responses were received – 8 in favour and 8 against the proposal.

A statutory notice was published on 26 September 2014 and expired on 24 October 2014. One objection was received in response to the statutory notice.

A final decision must be made within 2 months of the expiry of the notice and therefore by 23 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 Director of Children’s Services

Report to Executive Board

Date: 17 September 2014

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

Part A: Outcome of statutory notices on proposals to expand primary provision in Guiseley

Part B: Outcome of consultation on proposals to expand primary school provision in Roundhay.

Are specific electoral Wards affected? If relevant Part A: Guiseley & Rawdon Part B: Roundhay and Moortown	<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 checked="" type="checkbox"/> Yes	<input 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

Summary of main issues

This report contains details of proposals 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 and the process followed in respect of these proposals is detailed in this report. The decision maker in these cases remains the local authority.

Part A: Expansion proposals for Guiseley – Outcome of Statutory Notices to expand Guiseley Infant and Nursery School and St Oswald’s Church of England Junior School and establish two primary schools each with an admission number of 60 in reception

In the case of Guiseley Infant and Nursery School and St Oswald's Church of England Junior School the schools are the proposers. In the report to its June 2014 meeting, Executive Board were advised that the governing bodies intended to pursue the publication of statutory notices to convert the existing 3 form entry infant and junior schools into two 2 form entry primary schools, and supported in principle the changes being funded as part of the basic need programme.

The notices were published on 25 June and expired on 23 July. A final decision must be made within two months of expiry of the notice, therefore by 23 September 2014. When objections are received, School Organisation Advisory Board (SOAB) must be convened to consider the objections and provide advice to Executive Board. SOAB met on 3rd September to consider the representations received and minutes of their meeting are attached as Appendix 1. Part A of this paper details the representations received and seeks a final decision from Executive Board.

Part B: Expansion proposals for Roundhay – Outcome of consultation on proposals to expand Gledhow Primary School and Immaculate Heart of Mary Catholic Primary School

Executive Board agreed in February 2014 a process whereby a stakeholder consultation event using Outcomes Based Accountability (OBA) methodology informs consultation on options for an area, from which a route forward will be determined.

An event was held on 3rd June 2014 to discuss the options for increasing school places in Roundhay. Following the event a two week on line discussion process was carried out. During this phase two options emerged, the expansion of Gledhow Primary school and Immaculate Heart of Mary Catholic Primary School. Consultation on these preferred options was then conducted from 30 June to 25 July 2014.

Part B of this report summarises the outcome of consultation on these proposals and seeks permission to publish a statutory notice in respect of Gledhow Primary School for which the Local Authority is the proposer.

Recommendations

Executive Board is asked to:

- Approve changes to Guiseley Infant and Nursery School by increasing its capacity from 270 pupils to 420 pupils and raising the upper age limit from 7 to 11, therefore creating a primary school with an admission limit of 60 in reception, with effect from September 2015.
- Approve changes to St Oswald's C of E Junior School, increasing its capacity from 360 to 420 and lowering the age limit from 7 to 4, therefore creating a primary school with an admission limit of 60 in reception with effect from September 2015.
- Approve the publication of a Statutory Notice to expand Gledhow 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.

- To note that the proposal in respect of Immaculate Heart of Mary Catholic Primary School will not be progressed.

Note the responsible officer for implementation is the Capacity Planning and Sufficiency Lead.

1 Purpose of this report

- 1.1 This report contains details of proposals brought forward to meet the local authority's duty to ensure sufficiency of school places. This report is divided in to two sections. Part A describes the outcome of statutory notices regarding proposals to expand primary school provision in Guiseley by establishing two 2 form entry primary schools from the existing three form entry Guiseley Infant and Nursery School and St Oswald's C of E Junior Schools and seeks a final decision on the proposals. Part B describes proposals to increase places at Gledhow Primary School and Immaculate Heart of Mary Catholic Primary School, summarises the outcome of a consultation and seeks permission to publish a statutory notice in respect of Gledhow Primary School.

2 Background information

Part A – Expansion proposals for Guiseley – Outcome of Statutory Notices to expand Guiseley Infant and Nursery School and St Oswald's Church of England Junior School and establish two 2 primary schools with an admission limit of 60 in reception.

- 2.1 There have been three consultations on increasing school places in Guiseley since 2012 and there has been much debate, discussion and a variety of views expressed. During this time the schools in the area have formed a trust, and the legislation surrounding school organisation changes has also been amended.
- 2.2 During the most recent consultation Guiseley Infant and Nursery school put forward a counter proposal to establish a primary school from the existing infant school. At its meeting in June 2014 Executive Board acknowledged the intention the governing bodies of Guiseley Infant and Nursery School and St Oswald's C of E Junior School to publish statutory notices to convert both schools into primary schools, effectively revisiting the proposals previously put forward by the local authority. In principle this would be funded from the basic need programme if there is a final decision to proceed
- 2.3 The Statutory Notice relating to Guiseley Infant and Nursery (Community) School proposes conversion to a primary school by raising the upper age limit from 7 to 11, by reducing the admission number in reception to 60 with effect from September 2015. This would increase the capacity of the school from 270 pupils to 420 pupils.
- 2.4 The Statutory Notice relating to St Oswald's C of E (VA) Junior School proposes conversion to a primary school by lowering the age limit from 7 to 4 and introducing an admission limit of 60 in reception with effect from September 2015. The admission limit in Year 3 would be reduced to 60 in 2015, and the admission point would be removed from 31st August 2018. This would increase the capacity of the school from 360 pupils to 420 pupils.
- 2.5 The notices were published on 25 June 2014 and expired on 23 July 2014. A final decision must be made within 2 months of the expiry of the notice, therefore by 23 September 2014.

- 2.6 Brief notices were published in the Yorkshire Evening Post, placed on the school gates and in the community. The full proposals were placed on the school websites and council website. Awareness of the publication of the statutory notice was raised by the schools through letter to parents and the delivery of letters to residents living in the area surrounding the schools. Banners were placed on the school gates/fence. A survey was setup 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. A drop in session was arranged at each school to provide an opportunity to look at the plans for the additional accommodation which would be required and to answer questions regarding the proposals.
- 2.7 During the publication of notices to expand Guiseley Infant and Nursery School a total of 35 representations were received, 16 in support and 19 against. Of the 23 stakeholders who responded to the proposals in relation to Oswald's C of E Junior School 13 wrote in support and 10 objected. SOAB was therefore convened to consider the representations made. They met on 3 September 2014 to consider the representations, and minutes of their meeting are in appendix 1.
- 2.8 Part A of this report details the representations received in response to these notices. Whilst these proposals were published as individual proposals by the respective governing bodies, Executive Board is asked to note the relationship between the two proposals and to make a final decision on both of these proposals.

Part B - Expansion proposals for Roundhay - outcome of consultation on proposals to expand Gledhow Primary School and Immaculate Heart of Mary Catholic Primary School

- 2.9 A stakeholder consultation event using Outcomes Based Accountability methodology was held on 3 June 2014 to discuss options for increasing school places in Roundhay. Those invited included local headteachers, ward members, school governors, parent representatives and local authority officers, representatives from the Church of England and Catholic diocesan education boards. Data about birth rates, housing, and parental preferences for schools was shared.
- 2.10 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. A number of different solutions were put forward to create additional school places and these are outlined in the discussion document, which is available on at www.leeds.gov.uk/residents/Pages/Consultations-and-reviews.aspx
- 2.11 Following a short period of public discussion hosted on the on-line forum and further data analysis, preferred options emerged to expand Gledhow Primary School and Immaculate Heart of Mary Catholic Primary School, although it was noted that further discussion was needed on the latter option.

2.12 Consultation on these options took place from 30 June 2014 to 25 July 2014. This included further use of the wordpress on line forum and a number of drop-in sessions to discuss the proposals. The drop-in sessions were attended by parents, local residents and other stakeholders. Information was distributed widely, including through the school, early years providers, websites, local churches and playgroups. Meetings were also held with the governors, staff and school council of Gledhow Primary School. A banner was also placed at the school to advertise the consultation.

2.13 Part B of this report details the issues raised in relation to Gledhow Primary School and Immaculate Heart of Mary Catholic Primary School and seeks permission to publish a statutory notice in respect of Gledhow Primary School.

3 Main issues

Part A – Expansion proposals for Guiseley – Outcome of Statutory Notices to expand Guiseley Infant and Nursery School and St Oswald’s Junior School and establish two 2 from entry primary schools.

3.1 Those respondents in support of the proposals commented that the establishment of two separate primary schools would provide the opportunity to preference a faith or a community school, and that building on the skills and expertise of two existing schools presented a positive way forward which was preferable to the establishment of a new school. They also commented that the proposals provided a solution in the right location of Guiseley, and provided the correct number of additional places for the area. They also commented that the proposals provided a deliverable solution and that the building solutions proposed had been well thought through.

3.2 Some of the concerns raised by respondents were common to both proposals:

3.2.1 **Concern:** That the proposals which had previously been consulted upon were being brought forward again. At the time there was opposition to these proposals, and these concerns have not been fully addressed.

3.2.2 **Response:** The proposals brought forward are those consulted upon in the summer of 2013. At that time the governing body of Guiseley Infant and Nursery School indicated that they did not feel that they could support the proposal. This was a key reason that the proposals did not progress, and work was suspended before some key investigations were concluded. Since then consultation took place on an alternative option and during this time the infant school put forward their counter proposal. The governing bodies of Guiseley Infant and Nursery School and St Oswald’s C of E Junior School believe the establishment of primary schools is a workable solution. This statutory notice has provided the opportunity for the community to reflect on the latest situation, and raise any concerns they have about the proposals in the current context. The main themes raised previously have been raised again during this notice period and are addressed in this report.

3.2.3 **Concern:** With the planned housing developments listed in the site allocations plan, will the expansion be enough to cope with future demand?

- 3.2.4 **Response:** These proposals address demand from the existing under 5s population currently living within Guiseley, and also provide the places required from housing under construction or housing with planning permission.
- 3.2.5 They do not provide for the potential new housing developments described in the Site Allocations plan of the Core Housing Strategy. Work has been undertaken to identify possible solutions should these developments progress. Establishing new school places before they were required would potentially undermine existing provision and make it harder to secure developer contributions towards new housing.
- 3.2.6 **Concern:** Why not establish larger infant and junior schools?
- 3.2.7 **Response:** Whilst it is possible to establish four form entry infant and junior schools, the preferred option of both schools is to become primary schools. This is because they believe that the benefits of becoming primary schools which removes the risk of transition at the end of Key Stage 1, provide greater opportunities for socialisation and provide greater opportunities for staff and curriculum development outweigh those of becoming expanded infant and junior schools. There are also concerns about cohort sizes of 120 children at both ends of the primary age spectrum.
- 3.2.8 **Concern:** That existing wrap around childcare may not be maintained or may be adversely affected.
- 3.2.9 **Response:** Wrap around will continue to be provided when the schools become primary schools. It is likely that there will be increased demand as the school population increases. The Local Authority's sufficiency duty extends to that of sufficient childcare for working parents and discussions are already underway with providers with a view to increase the level of provision in the area.
- 3.2.10 **Concern:** Transition arrangements have not been thought through and will have a negative impact on the learning of children at both Guiseley Infants and St Oswald's. Children staying on at Guiseley Infants will be the oldest for 4 years and for children starting St Oswald's in reception in 2015, there will not be older children in Key Stage 1.
- 3.2.11 **Response:** There has been much attention to the transition arrangements in order to allow as much flexibility as possible and during transition families will be entitled to stay at Guiseley Infants or preference a place at St Oswald's in year 3. There is no evidence to suggest that children's learning will be negatively impacted during these transition years. The Learning Improvement Team at Leeds City Council would also provide support, guidance and assistance to the schools during this time. The schools would also be able to access support from other schools who have successfully completed similar transitions.
- 3.2.12 **Concern:** Existing traffic and highways issues in the vicinity of the schools will be exacerbated by an expanded school.

- 3.2.13 **Response:** The establishment of two separate primary schools will mean that the existing journey between the two schools which is required each day for families who have children in both the infant and junior school will no longer be required.

It is acknowledged there are traffic issues and inconsiderate parking in the vicinity of the schools can be an issue for local residents and that this is particularly so at the start and end of the school day. The traffic and parking surveys undertaken will determine the solution required for the school, and would be considered as part of the planning application.

- 3.2.14 **Concern:** Children's education will be disrupted due to the amount of building work required

- 3.2.15 **Response:** There is no evidence to suggest that education would be disrupted. Building work will need to take place to create additional accommodation and wherever possible very noisy work would be carried out in school holidays. It is inevitable that some work will have to be carried out during term time, however the schools would function as normal during such building work. The local authority has extensive experience of managing building projects on school sites and would draw on this should the proposals progress to ensure minimal disruption.

- 3.2.16 **Concern:** Local residents were not informed of statutory notice or drop-in sessions

- 3.2.17 **Response:** The notices and drop in sessions were widely advertised. Brief notices were published in the Yorkshire Evening Post and copies were displayed at each entrance to the school. Copies were also placed in the community. The full proposals were placed on the school websites and council website.

Banners were displayed at both schools raising awareness and letters were distributed to parents. Letters were also delivered to residents local to both schools and an email was sent to all persons who had made a response to the previous consultation that had taken place.

Guiseley Infant and Nursery School

- 3.3.1 **Concern:** Guiseley Infant and Nursery School is not large enough to cope with an expansion of this size

- 3.3.2 **Response:** The site is sufficiently large to accommodate a 2 form entry primary school both in terms of class space and hard outdoor hard and soft play. Additional accommodation would be established by building new classrooms and cloak room facilities, creating additional hall space and kitchen space.

A drop in session was held to share initial design work for the new accommodation which had been developed in conjunction with the Headteacher and governors and the plans were well received by stakeholders. The design work takes account of concerns raised during the consultation conducted in 2013.

St Oswald's C of E Junior School

- 3.4.1 **Concern:** The proposals reduce choice as St Oswald's could establish a admission's policy which prioritises faith.
- 3.4.2 **Response:** The proposals provide a different choice that which currently exists. It is possible that St Oswald's establish a faith only policy however as they have been able to do in the past as they are a voluntary aided schools. The governing body of St Oswald's have however stated throughout this and the previous consultation that they would ensure that the admissions policy was aligned very closely with the local authority admissions policy and that they would seek to provide local places for local children. This will require separate consultation for 2016, and their current policy will stand for 2015. The governors acknowledge the need for additional school places in the Guiseley area.
- 3.4.3 **Concern:** No nursery provision is to be established at St Oswald's as part of expansion which will put pressure on the nursery at Guiseley Infants.
- 3.4.4 **Response:** As part of any proposed school expansion, additional nursery and SEN provision is considered to ensure a holistic approach to planning provision. A recent review in this area indicated that there was sufficient provision, and therefore no expansion of places at either school is proposed. Guiseley has a mixture of private nurseries, child minders and pre-schools as well as the school nursery at Guiseley Infants. All these types of setting offer free early education for 3 and 4 year olds.

Additional housing can put pressure on nursery places and the need for more free early education places will be kept under review.

Part B - Expansion proposals for Roundhay - Outcome of consultation on proposals to expand Gledhow Primary School and Immaculate Heart of Mary Primary School

- 3.5 The data and rationale for the proposal to expand Gledhow Primary School and Immaculate Heart of Mary Primary School is outlined in a consultation document, which is available on at www.leeds.gov.uk/residents/Pages/Consultations-and-reviews.aspx

Gledhow Primary School

- 3.6 In summary the expansion of Gledhow Primary School is proposed as it is an outstanding school, with land available as part of the school site, and which sits in an area of demographic need. The land to the rear has potential to offer both school expansion and potentially some shared community sports use as part of a joined up plan. There are no major concerns about planning issues at this site, although a detailed plan would be developed for the school. Whilst an accommodation solution has not yet been determined, initial work suggests that a number of accommodation solutions are possible. The school support consultation on the proposal in order to meet the needs of their local community.
- 3.7 The existing specialist provision for children with speech and language difficulties will continue to operate in the school whether or not the expansion proceeds. There are no current plans to expand the existing specialist provision.

- 3.8 During the consultation period, 16 written responses were received, 8 in favour, 8 against the primary expansion. A summary of the issues raised follows. A copy of the responses received can be requested from the Capacity Planning and Sufficiency Team at educ.school.organisation@leeds.gov.uk. The Governing Body of Gledhow Primary School supports the proposal subject to it meeting the needs of the community.
- 3.9 The concerns raised during consultation are outlined below.
- 3.9.1 **Concern:** There will be a negative impact on the children as the friendly close atmosphere will be altered. 3FE is too big and it would be hard to integrate a year group of 90
- 3.9.2 **Response:** The headteacher and governing body are very keen to retain the ethos of the school and are confident that they would manage any changes successfully without losing the close personal relationship with all pupils. Support would also be provided by the Learning Improvement Team at Leeds City Council to assist them in managing the process.
- 3.9.3 They would also be able to draw upon the experience of other schools who have expanded from 2 to 3 form entry to consider how to retain a suitable atmosphere. They have already made contact with the leadership team of Westerton Primary School which has expanded from 2 to 3 entry and is an outstanding school.
- 3.9.4 Research indicates that size is not the determining factor as regards to those schools which are successful but that the quality of teaching and learning and the quality of leadership and management are the key drivers for success. Gledhow Primary School benefits from both of these.
- 3.9.5 **Concern:** There would be health and safety concerns and disruption to the children and staff during any building work.
- 3.9.6 **Response:** It is not always possible to do all building work during school holidays, although 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, and 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.
- 3.9.7 **Concern:** There will be a loss of community space as local residents will not be able to access the field to the rear of the school. (i.e. dog walkers, children playing and having picnics)
- 3.9.8 **Response:** The space in question is land which is part of the school site and is maintained by the school but not fenced in as part of the school site at present. The land is currently used by members of the community and therefore it cannot be safely used by the school.

Should the proposal progress the intention is that the fence line would be extended so that this became a safe and secure part of the school site. The land

lends itself to sports usage by the school and it would provide additional green space for school use. There is interest in a local sports club in the establishment of sports provision which could be used by the community subject to a lettings agreement. Discussions are at a very early stage to explore the establishment of such provision, and could be mutually compatible with the school expansion.

- 3.9.9 **Concern:** There will be a loss of outdoor space, and it will not be age appropriate.
- 3.9.10 **Response:** Some outdoor hard play area would be lost due the construction of additional school accommodation, however, the site is sufficiently large to accommodate the additional buildings and there is sufficient play space for a 3FE school (in line with DfE guidelines). Any play space used to accommodate new buildings would be re-provided elsewhere on the site. The school have been keen to ensure the plans include sufficient and appropriate play space for the children.
- 3.9.11 **Concern:** There is not a demographic need in the Gledhow area, the need is around Talbot Primary School.
- 3.9.12 **Response:** Although it is acknowledged that greatest demographic pressure is located near to Talbot Primary School, there are significant planning barriers to expansion at that location. The establishment of an expanded provision at Gledhow Primary School would address the need for additional places in the area.
- 3.9.13 **Concern:** Why can't you use the Fir Tree site?
- 3.9.14 **Response:** The Fir Tree site is in the Alwoodley area and would not address the central Roundhay demographic pressure. In addition, the Education Funding Agency (EFA) have indicated their intention to acquire the site for a free school.
- 3.9.15 **Concern:** How will you ensure that the current educational and sporting standards remain high?
- 3.9.16 **Response:** Additional pupils would generate increased pupil funding to purchase additional resources, including staff, and classes would continue to be based class sizes of 30 pupils. The school leadership team would determine when additional staff were required to support learning as pupil numbers increased. The governing body and Senior Leadership Team have indicated that they are totally committed to ensuring the expansion would not have a detrimental effect on standards and attainment.
- 3.9.17 **Concern:** The school management team and governors need to be involved in any future design process to ensure the school can be managed effectively.
- 3.9.18 **Response:** The governors, staff and children are key stakeholders in any building design and would be consulted at different stages of the planning and design process. In this case, the headteacher and governors have already been involved in the initial design work and their feedback has been taken into account in the work undertaken to date.

3.9.19 **Concern:** There is already a significant amount of traffic around the school. The expansion of the school would increase traffic.

3.9.20 **Response:** It is acknowledged that there is traffic in the vicinity of the school and particularly at peak times e.g. the beginning and end of the school day, and that expansion would potentially increase traffic to the school.

If the proposal progresses any building work would be subject to the normal planning permission process, and the Highways Department is a statutory consultee on all Planning Applications. Planning approval requires officers from Highways to formally comment on all applications. Measures identified by the highways department as a requirement for approval will be incorporated in the scheme of works. In addition a green travel plan would need to be developed by the school focusing on encouraging journeys on foot to school.

3.9.21 **Concern:** Why can't you build a new school?

3.9.22 **Response:** To do so the council would need to first identify a suitable site and then seek an academy sponsor to run the school, or a VA school could be opened. Where the site is not in council ownership it carries land acquisition costs in addition to the cost of the new build. No suitable sites or funding have been identified. There can be less risk in building upon the excellent standards and management of existing schools.

Immaculate Heart of Mary Catholic Primary School

3.10 There is a need for more Catholic places in the north Leeds area to meet increasing baptism rates. At the stakeholder event it was suggested that St Paul's Catholic Primary may offer a good solution for catholic places, in part as the site may be easier to develop than other local catholic schools but could impact on places in Roundhay. Immaculate Heart of Mary Catholic Primary School is however situated closer to the area of central Roundhay where we face consistent demographic pressure and draws pupils from across this area. In discussion with the diocese it was therefore agreed to explore further the option of expansion of Immaculate Heart of Mary Catholic Primary School.

3.11 However, following discussion with the Headteacher and governors it quickly emerged that the school leadership team did not support expansion of the school. They did not wish to become a 3FE school, and felt that the expansion of other local smaller catholic schools presented better options and could provide the opportunity to create additional catholic places in more than one school.

3.12 For this reason drop in sessions with parents/carers, local residents and other stakeholders were not put in place and the initial design work to explore options for creating additional school accommodation was not progressed. Meetings with the full governing body, school staff and the school council were not arranged and therefore wider discussion and engagement did not take place.

3.13 During the consultation period, 193 written responses were received, 3 in favour, 190 against expansion. In summary those who responded expressed concern regarding the establishment of a three from entry primary school and how this

would affect the ‘feel of the school and the impact upon the delivery of collective workshop. Concern was also expressed regarding the size of the site and the impact of an expanded school upon existing traffic and highways issues. The view was also expressed that as the school will be undergoing a period of change as the current Headteacher will be retiring, expansion at this time was not appropriate.

- 3.14 Whilst it is possible to address the concerns raised during the consultation and to put to mechanisms in place to address these concerns, it is key that all partners, in this case the school, the diocese and the Local Authority feel that the it is the best time to progress a particular proposal. In some cases proposals need to be reconsidered and other options explored in order to find the right solution for an area and in this case to manage the need for catholic places

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The process in respect of all the proposals has been managed in accordance with the relevant legislation and with local good practice.
- 4.1.2 Brief notices in respect of Guiseley Infant and Nursery School and St Oswald’s C of E Junior School were published in a newspaper, the Yorkshire Evening Post, notices were placed on all the school entrances and other conspicuous places on the school premises and in the community. Information was also placed on the Leeds City Council website, Talking Point, WordPress and both school websites. Banners were also placed on the school site during the statutory notice phase. A drop in session was arranged at each school to provide an opportunity to view the plans for the additional accommodation and to answer questions regarding the proposals and the transition process.
- 4.1.3 Consultation in relation to the proposals relating to Gledhow Primary School and Immaculate Heart of Mary Catholic Primary School included a stakeholder event, a two 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 four week period of on- line consultation on the preferred options supplemented by drop in sessions for parents/carers, residents and other stakeholders at Geldhow Primary School.
- 4.1.4 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. A drop in sessions was held in the school play grounds at sports days and at the beginning of the day in the play ground to talk to parents before and after they dropped off their children. A drop in session was also held in the evening.
- 4.1.5 Meetings were also held with the school council, staff and governing body of Gledhow Primary School. Other local schools were engaged in the stakeholder event and in the on-line consultation.

4.1.6 Ward members were formally consulted during the public consultation stage, both individually to ensure awareness of all proposals city wide and improved understanding of the impact of proposals in neighbouring areas. No concerns were raised.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 The EDCI form for Gledhow Primary School has been completed and is attached as an appendix to this report.

4.2.2 The screening forms for the proposals to increase places in Guiseley were previously published when the authority brought forward those proposals. Given the change in circumstances in the area the forms have been revisited, and it was concluded that there are no further implications. They are attached for information.

4.3 Council policies and City Priorities

4.3.1 The proposals are being brought forward to meet the Council's statutory duty to ensure there are sufficient school places for all the children in Leeds. Providing places close to where children live allows improved accessibility to local and desirable school places, and thus reduces the risk of non-attendance.

4.3.2 A key objective within the Best Council Plan 2013-2017 is to build a child friendly city with a priority, 'Ensure sufficiency of school places'. The delivery of pupil places through Basic Need is one of the most 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'. It is therefore important that when bringing any proposal forward, there is a degree of certainty that any change would not have a negative impact on the teaching and learning. Gledhow Primary School was rated 'Outstanding' at its most recent inspection and both Guiseley Infant and Nursery School and St Oswald's Junior School were rated 'Good' by Ofsted at their most recent inspection.

4.3.3 In addition, "Narrowing the Gap" and "Going up a League" agenda and is fundamental to the Leeds Education Challenge. A key area of monitoring in primary schools is the key stage 1 to 2 value added scores. The scores relevant to the schools contained in this report are below:

- St Oswald's C of E Junior, value added score: 99.9 (middle 20% nationally)
- Gledhow Primary, value added score: 100.6 (Top 40% nationally)
- Immaculate Heart of Mary Catholic Primary, value added score: 100.5 (Top 40%)

4.3.4 Further objectives of the Best Council Plan 2013-2017 are 'Supporting communities and tackling poverty and 'Become a more efficient and enterprising council. Choice and diversity for parents and families is promoted by responding to the needs of communities, by delivering additional school places in the areas

where families need them. Meeting these expectations 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 The total estimated cost of the project at St Oswald's C of E Junior School is £1.9m based on the latest RIBA Stage D Budget Estimate. Both the Guiseley Infant & Nursery School and Gledhow Primary School projects are at an early feasibility stage, with initial indicative budget estimates for both schemes being £2.7m and £2.65m respectively.

4.5 Legal Implications, Access to Information and Call In

4.5.1 The processes that have been and will be followed are in accordance with the Education and Inspections Act 2006 as set out in the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007, and amended by School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.

4.5.2 This report is subject to call in.

4.6 Risk Management

4.6.1 There is a statutory time limit for a final decision on the proposals regarding Guiseley Infant and Nursery School and St Oswald's Junior School of 23 September 2014.

4.6.2 The proposals to increase primary provision in Roundhay have been brought forward in time to allow places to be delivered for 2016.

4.6.3 A decision not to proceed at this stage would mean fresh consultation on new proposals, and would mean places may not be delivered in time. The authority's ability to meet its statutory duty for sufficiency of school places in the short term may also be at risk.

5 Conclusions

5.1 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. These proposals have been brought forward to meet that need, and following the appropriate consultation we now seek to move them to the next stage. They would ensure that children in Leeds would have the best possible start to their learning, and so deliver our vision of a child friendly city.

5.2 There have been three consultations on increasing school places in Guiseley since 2012 and there has been much debate, discussion and a variety of views expressed. During this time the schools in the area have formed a trust, and the legislation surrounding school organisation changes has also been amended. This means that the local authority can now only propose the expansion of Tranmere Park. Any other proposals must be put forward by the schools themselves as Trust and VA schools.

- 5.3 Working together, the schools have come to a joint conclusion of supporting the proposal consulted upon in 2013 to convert Guiseley Infant and Nursery School and St Oswald's C of E Junior School into primary schools. This proposal offers a sensible route forward, ensuring sufficiency of school places but allowing scope for other proposals in future should further capacity be needed.
- 5.4 During the publication of notices to expand Guiseley Infant and Nursery School a total of 35 representations were received, 16 in support and 19 against. Of the 23 stakeholders who responded to the proposals in relation to Oswald's Church of England Junior School, 13 wrote in support, 10 objected. The issues raised during the statutory notice period were however very similar to the concerns raised during the public consultation held last year. No new issues were raised. These concerns were addressed in Executive Board report of September 2013 and have been addressed in this report also. The School Organisation Advisory Board met to consider each of the proposals relating to Guiseley Infant and Nursery School and St Oswald's Junior School and the representations made by stakeholders. The minutes of their meeting are in appendix 1.
- 5.5 The proposals to expand Guiseley Infant and Nursery and St Oswald's C of E Junior Schools remain strong ones and are a workable solution for area.
- 5.4 The issues raised during consultation regarding the expansion of Gledhow Primary School have been considered, and on balance, the proposal remains strong. It addresses the need for school places in the area.
- 5.5 The proposal has been supported during the public consultation, and although some concerns were raised, the report demonstrates how these may be addressed.
- 5.6 The proposal in relation to Immaculate Heart of Mary Catholic Primary School was not supported and it is proposed that further consultation and engagement be undertaken prior to progressing with any further proposals in the Roundhay area.
- 5.7 The additional places are required to ensure the authority meets its legal requirement to ensure sufficiency of primary provision for September 2015 and 2016. There is evidence of local need for places, and they would offer choice and diversity of provision, and it is therefore recommended that the proposals be approved.

6 Recommendations

- 6.1 Executive Board is asked to:
- Approve changes to Guiseley Infant and Nursery School by increasing its capacity from 270 pupils to 420 pupils and raising the upper age limit from 7 to 11, therefore creating a primary school with an admission limit of 60 in reception, with effect from September 2015.
 - Approve changes to St Oswald's C of E Junior School, increasing its capacity from 360 to 420 and lowering the age limit from 7 to 4, therefore creating a

primary school with an admission limit of 60 in reception with effect from September 2015.

- Approve the publication of a Statutory Notice to expand Gledhow 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.
- To note that the proposal in respect of Immaculate Heart of Mary Catholic Primary School will not be progressed.

7 Background documents¹

7.1 None

¹ 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.

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Statutory proposals for a prescribed alteration

School and LA details:

School: Gledhow (Community) Primary School, Lidgett Lane, Leeds, LS8 1PL
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 Gledhow (community) Primary School from 420 to 630 pupils with effect from 1 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 it would therefore take seven years for the school to reach its full capacity. The proposal will require additional building and the remodeling of existing school accommodation. This will be phased in agreement with the school, and be subject to the normal planning permission process. The existing specialist provision for children with speech and language difficulties will continue to operate in the school. There are no current plans to expand the existing specialist provision.

Evidence of demand:

There are currently 540 permanent reception places in Roundhay. 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 600 children currently living within the Roundhay planning area who will be starting school in 2015, 554 in 2016 and 583 in 2017. 30 additional reception places were created at Roundhay School in September 2014 to manage the growing demand for school places ahead of a permanent solution for the area. There is limited new housing in the area and any demand for school places will be managed by these proposals.

Effect on other schools:

There are 9 other primary schools in the Roundhay/Wigton planning area. This includes two voluntary aided schools, the remaining schools are all community schools. All places were allocated in these schools in 2014. The number of children living in the area is increasing and the demand for schools places will therefore remain.

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 Gledhow (Community) Primary school allowing more local children to benefit from the outstanding standards of teaching and learning already in place at the school.

Implementation and any proposed stages for implementation:

The proposal is to expand Gledhow (Community) Primary School from a capacity of 420 pupils to 630 by increasing the number of pupils entering reception from 60 to 90 places with effect from 1 September 2016. It will therefore take 7 years for the school to reach its full capacity.

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 24 October, 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

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.

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

1. Title:
Gledhow Primary School

Is this a:

Strategy / Policy

 Service / Function

 Other

If other, please specify
 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

2. Please provide a brief description of what you are screening

To increase the reception intake at Gledhow Primary School, from 60 places to 90 places, increasing the school's capacity from 420 to 630, from September 2016.

This will involve physically expanding the school.

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">• Eliminating unlawful discrimination, victimisation and harassment• Advancing equality of opportunity• Fostering good relations		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 Gledhow 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 July 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 Roundhay 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
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:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

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	5 August 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	
Date screening completed	5 August 2014
If relates to a Key Decision send to Corporate Governance	8 July 2014
Any other decision please send to Equality Team (equalityteam@leeds.gov.uk)	

Initial Response Left

The only two proposals listed are to expand Gledhow or Immaculate Heart, so is it now the case that either one or both will be chosen? Or will other options still be considered?

In September I will have two children at Gledhow and also live nearby so have concerns with how expanding Gledhow would affect the school and the increase the traffic (increase in traffic was apparently used as the reason not to expand Allerton High). I expect that people living close to Immaculate Heart have similar views.

Both proposals look like they will just expand the catchment area when other primary schools might be closer. They seem to be the easiest and cheapest options, but not necessarily the best overall.

posted 07/07/2014 at 18:59

Second Response

Dear Sir or Madam,

We have two daughters, one of which is already at Gledhow Primary School, and the other is due to start in September. We also live very close to the school. We do not agree with the proposal of expanding Gledhow Primary school due to the negative affect it may have on the school and the children that attend, and the increase in traffic that it would bring. The school has a lovely friendly and close atmosphere, which is commented on by Ofsted, and the children feel cared for. This might be eroded with a larger school. There are also concerns over the disruption and Health and Safety issues from the required construction work. More traffic would mean that the chances of someone being injured or even killed would be increased. It is also likely to increase issues with roads and drives being blocked and confrontation between drivers, such as fighting over parking spaces. Dog fouling on streets and near the school is already an issue, especially as there is a field at the back of the school used predominately by dog walkers. The current plans are to bring this field back into school use, which may mean that there is less dog fouling close to the school. However, it will probably mean that there is more fouling in the streets surrounding the school, as the field will no longer be able to be used. The current plan is to build new classrooms etc on part of the school playground. Although this loss would be compensated by bringing the field back into school use, this could not be used when wet. I understand there are plans for some of the current field to be converted to an all weather play area. I do not agree with increasing the number of primary school places available in the Roundhay area, if there are then also no plans to increase the number of secondary school places available. If there is a requirement to increase the number of primary school places in the Roundhay area, the demographic data clearly shows that the area of most need is around North Roundhay/Street Lane where Talbot Primary School is the nearest primary school. Proposing Gledhow just seems to be the cheapest and easiest option, but not the best one for the longer term.

Regards,

30 June 2014 to 25 July 2014

A consultation about proposals to increase primary school places from September 2016

- To expand **Gledhow Primary School** from 2 form entry (60 places per year group) to 3 form entry (90 places per year group)
- To expand **Immaculate Heart of Mary Catholic Primary School** from 2 form entry (60 places per year group) to 3 form entry (90 places per year group)

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 25 July 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 1193 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. Educational outcomes are central to our consideration. The range of provision in Leeds is diverse, including community schools, academies, trusts and voluntary schools. These different types of schools have 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

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.

Establishing New Schools

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.

Impact of New Regulations

In January 2014 The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 came into force, affecting the way proposals can be brought forward. 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, subject to securing sufficient capital funding and planning permission in respect of any changes to the school building, and conducting a consultation.
- 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, ie to adding primary or secondary phases to create a through school or changing infants and juniors to be through primaries.
- 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 there is a need to publish a statutory notice
- The consultation phase for any proposer is no longer prescribed. This means that it must happen, but there is no longer a legal requirement on how to consult, and the proposer decides how that consultation is carried out. Leeds City Council Executive Board recently agreed an approach whereby stakeholder events are carried out to identify all the ideas for an area, and consultation will be used to help identify a preferred option and gain feedback on this. This approach is to be used for all proposals to ensure collective planning and consideration of all the issues.

3. How has this proposal been developed?

Stakeholder event

A stakeholder consultation event was held in June 2014. Over 50 invitations were sent out. Invitees included the headteacher and a governor from each of the primary and secondary schools in the area, parent representatives from each school, ward members, council officers from Planning and Highways and 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, and parental preference for schools was made available. 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 to ensure the plans didn't conflict.

Outcome of the event

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

A number of expansion options were identified through discussion for further consideration:

- Expand Gledhow Primary School from 2 forms of entry to 3 forms of entry (60 to 90 places in each year group)
- Expand Kerr Mackie Primary School from 2 forms of entry to 3 forms of entry (60 to 90 places in each year group)
- Expand St Paul's Catholic Primary School in the adjacent area of Alwoodley or expand Immaculate Heart in Roundhay.
- Expand Roundhay School – All-through education from 4 to 18 from 2 forms of entry to 4 forms of entry (60 to 120 places in each year group)
- Completely rebuild Wigton Moor Primary School or Talbot Primary School to facilitate an expansion from 2 forms of entry to 3 forms of entry (60 to 90 places in each year group).
- Expand Roundhay St John's C of E Primary School from 1 form of entry to 1.5 forms of entry (30 to 45 places in each year group)
- Expand Moor Allerton Hall Primary School from 2 forms of entry to 3 forms of entry (60 to 90 places in each year group)
- Make use of the former City Learning Centre at Allerton Grange School, to create the additional places.

Suggestions were also put forward to establish new schools:

- Re-develop former Elmete Centre site (former staffing accommodation) on Elmete Lane for use as a new primary school.
- Build a new 2 forms of entry (60 places) primary school located in the area between Wigton Moor and Talbot Primary Schools

- Build a new 2 form entry (60 places) primary school located somewhere north of Hovingham Primary – no land or premises identified
- Create a new school on the land at the rear of Gledhow Primary School.
- Establish a new school on the Homebase site near to Tesco on Roundhay Road.
- Use the former Fir Tree site for as a new school.
- Encourage a Free School bid supported by existing schools.

On-line Forum

For two weeks during June, an online forum was set up seeking views from any interested parties on the options that emerged from the stakeholder event. Over 50 comments were posted, a summary of them follows:

It was suggested that the former Fir Tree site would be a suitable site for a school although it was acknowledged that it was in an adjacent area of Alwoodley, but it was suggested that this would alleviate pressure in the Roundhay area. Whilst provision on the site could potentially impact on the neighbouring area of Wigton Moor, it would have minimal impact on the area of central Roundhay, where the issue of children not being able to access their nearest school is the greatest. In addition, the site is not available for use, as the Education Funding Agency (EFA) have powers to acquire the site, and have indicated they intend to do so to accommodate an existing Free School.

There were comments that increasing the size of the primary provision at Roundhay School – All-through education from 4 to 18 to 4FE would create a school which would be too large. Some people commented on the existing traffic and highways issues in the area. There are significant planning barriers to any further development in this immediate area.

There were comments in support of expanding Gledhow Primary School, due to it being an outstanding school and having land available, but there was also a view that expanding the school could have a negative impact upon ethos of the school. The school support consultation on expansion to meet the needs of local children subject to further consultation, and demographically it is well located in the central Roundhay area.

Not all of the ideas were commented on. Following the closure of the forum, Children's Services considered all the options identified, all the views expressed, the available data including local demographics and preference patterns of families, and the physical deliverability of build solutions, in order to establish preferred options for the whole area.

4. What is proposed?

The first proposal is to:

- Expand **Gledhow Primary School** from a two form entry primary school (60 places) to a three form entry (90 places) primary school from September 2016

The second proposal is to:

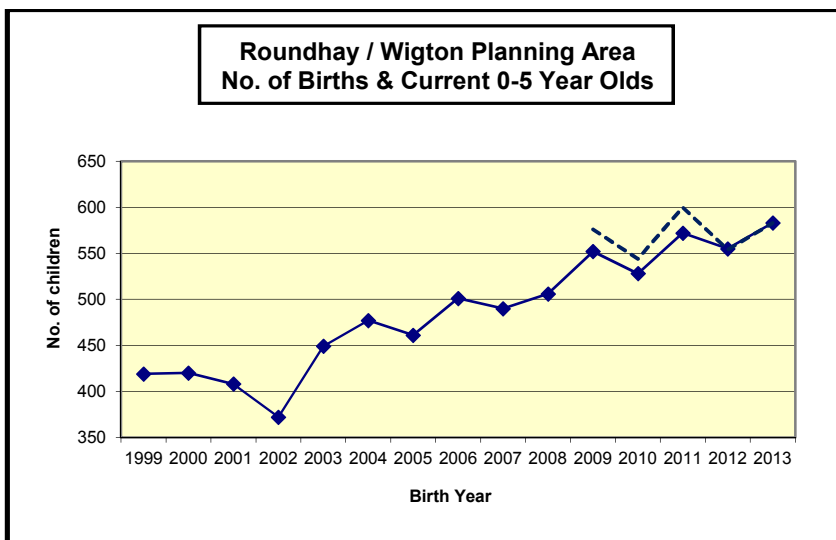
- Expand **Immaculate Heart of Mary Catholic Primary School** from a two form entry primary school (60 places) to a three form entry primary school (90 places) from September 2016.

These proposals would create **60 additional primary places**.

The increases would only apply to reception classes from September 2016 and the schools would grow incrementally, from the lower years. It would therefore take seven years for the schools to reach their full capacity.

5. Further information on the proposals

Why more places are required.



Additional permanent primary school places are required because the birth rate has continued to increase and there are more families preferencing places in the area for their children than there are places available. The schools in the area are Gledhow, Immaculate Heart of Mary, Kerr Mackie, Moor Allerton Hall, Moortown, Roundhay St John's, Highfield, Wigton Moor, Talbot Primary Schools and Roundhay School – All-through education from 4-18.

In the graph above, the solid line shows the increase in the birth rate since 2002, by the year they will enter reception, so the figure for September 2014 entry shows births in the academic year 2009/2010. The dotted line shows the number of 0-5 year olds living in the area at September 2013. The dotted line shows an increase in the number of children as families move into the area.

The number of families who first preference one of the above schools tells us that these are popular schools. There were 599 first preferences in 2012, 617 in 2013 and 617 in 2014 for 540 available places. A data table showing the birth data, the 0-5 data and the preference data can be found at Appendix1. Central Roundhay is an area where there is pressure for places and not all children are able to access a place in their nearest school.

Primary provision in the area has already been increased. Highfield Primary School was expanded from 1.5 to 2 form entry in September 2009 offering 15 additional places. Roundhay School – All though education from 4-18 was established in September 2012 creating 60 additional places. In addition, the school will be taking an additional form of entry (30 places) as a one off temporary increase to its admissions number this September to help meet local demand.

The above data confirms the need to create additional primary school places in the area to meet the demand from families already living in the area.

Reasons for proposing the expansion of Gledhow Primary School

Gledhow Primary School is an outstanding school, with land available as part of the school site, and which sits in an area of demographic need. The land to the rear has potential to offer both school expansion and some shared community sports use as part of a joined up plan. There are no major concerns about planning issues at this site, although a detailed plan would need to be developed. Whilst an accommodation solution has not yet been determined, initial work suggests that a number of accommodation solutions are possible. The school support consultation on the proposal in order to meet the needs of their local community.

The existing specialist provision for children with speech and language difficulties will continue to operate in the school whether or not the expansion proceeds. There are no current plans to expand the existing specialist provision.

Reasons for proposing the expansion of Immaculate Heart of Mary Catholic Primary School

At the stakeholder event it was suggested that St Paul's Catholic Primary may offer a good solution, in part as the site may be easier to develop. However Immaculate Heart is situated closer to the central to the area of central Roundhay where it is consistently not possible to offer children their nearest school, and it draws pupils from across this area. This is also an area of increasing baptisms.

Further exploration of the site is being undertaken, and further discussion with the school's governing body will be necessary during this consultation period. This option could offer a local faith school solution for the area. At its last Ofsted Inspection the school was rated as Good.

Reasons why the other expansion ideas identified are not being taken forward at this stage

It was suggested that Talbot and/or, Wigton Moor could be rebuilt to allow expansion. These sites have significant planning barriers to expansion. They would also be relatively expensive, disruptive and complex options, probably requiring some pupils to be educated off site while building works were carried out.

Additional land/buildings would need to be acquired or re-designated to expand Kerr Mackie and Roundhay St John's. There is no land or buildings currently identified as available for use,

and there are significant planning barriers to expansion of those schools. The alternative would be to rebuild the schools, which would again be complex, disruptive and expensive.

Expansion of Roundhay School – All-through education from 4 to 18 into a 4 form entry primary intake (120 pupils per year group) was suggested. Leeds does not currently have any 4FE primary schools, the largest it has is 3FE. There would be significant planning barriers about further development at this site. Additional land would be required to facilitate such an increase.

The option of a through school at Allerton Grange for age range 4-18 was consulted on in 2010 but was not progressed due to traffic, highways and planning issues. These same issues would be a major concern with regard to the expansion of Moor Allerton Hall Primary School.

Reasons why the new school ideas identified are not being taken forward at this stage

There are no vacant council owned sites in the area in which a new school could be built. Acquisition of land is likely to make any new school unaffordable, and no suitable sites have currently been identified. The Fir Tree site has been identified by the Education Funding Agency (EFA) for use for an existing Free School, and they have indicated their intention to use their powers to acquire the site. Although use of the site for a school could potentially alleviate some pressure in the Wigton Moor area, action would still be needed further into the centre of Roundhay.

Use of the site at Elmete Lane formerly used for council staff would face significant planning and highways barriers. The former Homebase site adjacent to Tesco on Roundhay Road would cost money to acquire. Neither are very well placed to address the additional demand for school places.

Expansion of Gledhow Primary school would allow for the school to build on its current strengths and expertise, and would carry far less risk than creating a new school from scratch.

If the existing schools were to look at making a Free School bid the EFA would have access to additional land and premises.

6. 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 school buildings and sites 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 Schools 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?

Where new housing is proposed, developers are asked to make a financial contribution or provide land for education provision when they build developments of over 50 family houses. It is assumed that 100 family houses would generate 25 primary aged children, 3-4 per year group. There is limited new housing in the area and any demand for school places will be managed by these proposals (Appendix 2).

Why are some spare or surplus places required?

Additional places are required to ensure that the admissions system can operate effectively and offer 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 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 the existing accommodation be increased to manage the increase in pupil numbers?

Accommodation requirements will be agreed in consultation with the school and governing body as part of the expansion process. Funding will be focussed on ensuring the required number of classroom teaching spaces are in place.

How will road safety issues be addressed?

In addition to the school proposal, any building work would be subject to the normal planning permission process, and the Highways Department is a statutory consultee on all Planning Applications. Planning approval requires officers from Highways to formally comment on all applications. Measures identified by the highways department as a requirement for approval, will be incorporated in the scheme of works.

How will loss of green space be addressed?

Development on green space will be considered in consultation with Planning and Sport England as part of the Planning process. Measures identified as a requirement for approval

will be incorporated into the scheme of works.

Why is a new school not proposed?

A school is not proposed because options are available to increase existing school provision in the area. If a new school is proposed, a vacant Leeds City Council site or an alternative site would need to be purchased on which to build the new school. The Council would fund the school build but would have to seek an academy sponsor to run the school. A new school carries more risk during the set up phase than building on an existing school's strengths.

How will the need for secondary places be addressed?

The need for additional secondary places will also need to be addressed as the increase in the number of children attending primary schools move through to secondary school. At this point the Local Authority is not seeking to create additional secondary school places.

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

Yes, drop in sessions have been arranged 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 solutions. The detailed design of any additional school buildings would be subject to a statutory 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 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, 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.

7. 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
Gledhow Primary School	Wednesday 9 th July	6 p.m. to 8 p.m.
Gledhow Primary School	Tuesday 15 th July	2 p.m. to 4 p.m.
Gledhow Primary School	Thursday 17 th July	8.45 a.m. to 10.00 a.m.
Immaculate Heart Primary School	To be confirmed	To be confirmed

Responses can be posted on the Leeds City Council WordPress site. <http://leedsschoolplaceplanning.wordpress.com/> This is a discussion forum and it is possible

that during the consultation process people may refine their views. To ensure that your final views are heard, stakeholders must respond to the consultation by email, or to Leeds City Council, PO Box 837, Capacity Planning and Sufficiency Team, Leeds, LS1 9PZ, or by using Talking Point at www.leeds.gov.uk. There is a form provided in this booklet, but you can use plain paper if you prefer.

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

Meetings will also take place with the governing body, staff and school council of Gledhow Primary School and of Immaculate Heart of Mary Catholic Primary School.

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

8. 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 which is the publication of a statutory notice and 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
30 June 2014	Four week consultation phase begins. An opportunity to submit views/responses and attend meetings.
25 July 2014	Consultation ends
September 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
December 2014	This is the earliest the Executive Board can make their final decision
September 2016	The date when additional primary places would be available if the proposals were approved

9. 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 or by letter to: Leeds City Council, PO Box 837, Capacity Planning and Sufficiency Team, Leeds, LS1 9PZ. Please return completed forms to this address. Alternatively we can use Talking Point at www.leeds.gov.uk.

Responses must be received by 4pm on Friday 25 July 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

Questions

Please answer the questions below which apply to you:

1. Do you agree with the proposed increase in admission number from 60 to 90 at Gledhow 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 Immaculate Heart of Mary Catholic Primary School

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

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

10. Glossary

Admissions limit (Adm Limit)	The maximum number of children a school plans to accept into each year group.
Executive Board	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.
Form of entry	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.
Infant Class Size Regulations	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.
Through school	A school that provides both primary and secondary provision.
Reception class	This is the first year group for children starting primary school in the year they will reach 5 years old.
Statutory notice period or statutory notice	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.

Appendix 1. Roundhay/Wigton Planning Area demographic data

School Name	ADMISSIONS DATA				
	Admission Limit	First prefs 2013	First prefs 2014	Allocacted 2013	Allocacted 2014
Gledhow PS	60	82	81	60	60
Immaculate Heart of Mary Cath PS	60	60	79	60	60
Kerr Mackie PS	60	54	55	60	60
Moor Allerton Hall PS	60	34	27	61	60
Moortown PS	30	35	45	30	30
Roundhay St Johns C of E PS	30	36	43	29	30
Highfield PS	60	63	60	60	60
Wigton Moor PS	60	67	58	60	60
Talbot PS	60	86	70	60	60
Roundhay School ** 4-18	60	82	99	60	90
Totals	540	599	617	540	570

Cohort (number of children living nearest each school)				
2013	2014	2015	2016	2017
4-5 Yr olds	3-4 Yr olds	2-3 Yr olds	1-2 Yr olds	0-1 Yr olds
59	61	56	56	59
-	-	-	-	-
51	48	51	48	48
53	45	50	57	40
71	66	60	51	68
-	-	-	-	-
73	73	85	74	61
69	66	68	64	71
97	86	130	95	121
67	52	58	54	55
540	497	558	499	523

Summary by Planning Area

576	544	600	554	583
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PAST 5 YEARS BIRTH DATA

School Name	2008/09	2009/10	2010/11	2011/12	2012/13
Gledhow PS	62	54	50	50	59
Immaculate Heart of Mary Cath PS	-	-	-	-	-
Kerr Mackie PS	50	40	59	48	48
Moor Allerton Hall PS	48	49	46	58	40
Moortown PS	63	70	61	48	68
Roundhay St Johns C of E PS	-	-	-	-	-
Highfield PS	66	73	79	73	61
Wigton Moor PS	68	65	66	68	71
Talbot PS	102	84	127	97	121
Roundhay 4-18 School **	60	51	51	61	55
Totals	519	486	539	503	523

Summary by Planning Area	552	528	572	555	583
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**** Roundhay School, temporary increase to 90 for Sept 2014

Appendix 2. Roundhay/Wigton Planning Area housing data

Housing summary for area

Nearest School	Total capacity	Under construction	Not yet started	Complete	Pupil yield by year group
Highfield PS	6	0	6	0	1
Moortown PS	13	0	13	0	1
Roundhay 4-18 School	54	0	44	10	2
Talbot PS	10	5	0	5	1
Wigton Moor PS	8	0	8	0	1
Total	91	5	71	15	4

If you do not speak English and need help in understanding this booklet, please phone **0113 2475793** and state the name of your language. We will then put you on hold while we contact an interpreter. We can assist with any language and there is no charge for interpretation.

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

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

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

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

اگر آپ انگریزی زبان نہیں بولتے اور اس دستاویز کو سمجھنے کے لیے آپ کو مدد کی ضرورت ہے تو براہ مہربانی **0113 224 3311** پر فون کریں اور اپنی زبان کا نام بتائیں۔ ہم آپ کو انتظار کرنے کے لیے کہیں گے اور اس دوران کسی انٹریپرٹریعنی ترجمان سے رابطہ کریں گے۔ ہم کسی بھی زبان میں آپ کی مدد کر سکتے اور ترجمانی کی خدمت کے لیے آپ سے کوئی رقم نہیں لی جاتی۔

Report of Capacity Planning and Sufficiency

Report to School Organisation Advisory Board

Date: 13 November 2014

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

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Roundhay	<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, Gledhow Primary School is a community school, the proposer is the local authority. There is a consultation period and then a statutory notice period, both of which allow for representations to be made by stakeholders. A statutory notice was published on 26 September 2014 and expired on 24 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 23 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 Gledhow Primary School and asks School Organisation Advisory Board (SOAB) to consider the response and make a recommendation to Executive.

2 Background information

- 2.1 The proposal, to expand Gledhow Primary School 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 Consultation was carried out from 30 June to 25 July 2014. During the consultation period, 16 written responses were received, 8 in favour, 8 against the primary expansion. The Governing Body of Gledhow Primary School expressed their support for the proposal subject to it meeting the needs of the community.
- 2.3 At its meeting on 17 September 2014 Executive Board considered this consultation feedback and gave permission to publish a statutory notice to increase the capacity of Gledhow Primary School from 420 pupils to 630 pupils, increasing the admission limit in reception from 60 to 90 from September 2016.
- 2.4 The notice was published on 26 September 2014 and expired on 24 October 2014. A final decision must be made within 2 months of the expiry of the notice, therefore by 23 December 2014.

3 Main issues

- 3.1 The statutory notice period provided the opportunity for all stakeholders to consider further the expansion of Gledhow Primary School.
- 3.2 One objection was received in response to the statutory notice. The issues raised by the respondent, in the main, were not new and they had been raised during the consultation phase. The issues raised in objection are outlined in the following paragraphs. A copy of the representation is enclosed with this report and can also be found at www.leeds.gov.uk

3.3 The concerns that were raised are as follows:

- 3.4 Concern:** The school has a friendly and close atmosphere which is commented on by Ofsted, and the children feel cared for. This might be eroded with a larger school.

Response: The headteacher and governing body are very keen to retain the ethos of the school and are confident that they would manage any changes successfully without losing the close personal relationship with all pupils.

Support would be provided by the Learning Improvement Team at Leeds City Council to assist them in managing the change process. They would also be able to draw upon the experience of other schools that have expanded from 2 to 3 form entry. Contact has already been made with the HT and leadership team of

Westerton Primary School which also expanded from 2 to 3 entry and is an outstanding school.

Research indicates that size is not the determining factor as regards to those schools which are successful. The quality of teaching and learning and of leadership and management are the key drivers for success. Gledhow Primary School benefits from both of these. There is no evidence to suggest that the expansion would have a negative impact upon the education of the pupils.

3.5 Concern: There are concerns over the disruption and health and safety issues from the required construction work.

Response: Whilst it is not always possible to do all building work during school holidays, any works that are likely to be very noisy or disruptive would be carried out as far as possible whilst pupils and staff are away, whilst also respecting disruption for residents. Any building work carried out while the school is open would be completely segregated from the pupils and staff to ensure safety, and minimise disruption to teaching and learning. All building projects would be carefully managed to ensure the health and safety of children.

3.6 Concern: More traffic would mean that the chances of someone being injured or even killed would be increased. It is also likely to increase the issues with roads and drives being blocked and confrontation between drivers such as fighting over parking spaces.

Response: It is acknowledged that there is traffic in the vicinity of the school and particularly at peak times e.g. the beginning and end of the school day, and that expansion may increase traffic to the school. However this proposal is designed for local children, minimising this impact as far as possible.

If the proposal progresses any building work would be subject to the normal planning permission process. The Highways Department is a statutory consultee on all planning applications and therefore officers would formally comment on all applications. Any measures identified as a requirement for approval would be incorporated in the scheme of works. In addition a green travel plan would need to be developed by the school focusing on encouraging journeys on foot to school.

3.7 Concern: Dog fouling on streets and near the school is already an issue, especially as there is a field at the back of the school used predominantly by dog walkers. The current plans are to bring this field back into school use, which may mean that there is less dog fouling close to the school. However it will probably mean that there is more fouling in the street surrounding the school, as the field will no longer be able to be used.

Response: The space in question is land which is already part of the school site and it is maintained by the school but not currently fenced in as part of the school site. Whilst the land may currently be used by dog walkers for exercise, any issues on the land or surrounding areas relating to dog fouling should be reported to the Local Authority as dog fouling is not permissible and is a fineable offence.

- 3.8 **Concern:** The current plan is to build new classrooms etc. on part of the school playground. Although this loss would be compensated by bringing the field back into school use, this could not be used when wet. I understand that there are plans for some of the current field to be converted to an all-weather play area.

Response: The land lends itself to sports usage by the school and it would provide additional green space for school use. Some outdoor hard play area would be lost due the construction of additional school accommodation, however any play space used to accommodate new buildings would be re-provided elsewhere on the site. The school have been keen to ensure the plans for the new school accommodation include sufficient and appropriate play space for the children. The site is sufficiently large to accommodate the additional buildings and there is sufficient play space for a 3FE school, in line with Department of Education guidelines.

- 3.9 **Concern:** Do not agree with increasing the number of primary school places available in the Roundhay area, if there are then also no plans to increase the numbers of secondary school places available. The demographic data clearly shows that the area of most need is around North Roundhay/Street Lane where Talbot Primary School is the nearest primary school. This will expand the catchment area and just seems to be the cheapest and easiest option, but not the best one for the longer term.

Response: Although it is acknowledged that there is a particular issue with children for whom Talbot Primary School is their nearest school, it is not currently possible to expand that school. The expansion of any provision will impact on the patterns of distribution of pupils, but the expansion of Gledhow would address the need for additional places in the immediate area they live in.

As larger cohorts move through the primary schools, there will be a need to expand secondary provision across the area and plans will be brought forward.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Consultation was managed in accordance with all relevant legislation and local good practice. The notice was publicised in the Yorkshire Evening Post and copies were placed on all the school entrances. The full proposal was placed on the school and council website.

A banner was placed on the school 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.

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 has been set at £2.65m. This will be further refined during feasibility stage of the project. The project is intended to meet the local authority's sufficiency duty and the build costs would therefore be met by the local authority. Should the proposal be approved planning applications and requests for authority to spend would be put in place.

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 23 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 proposal 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 to 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 17 September 2014 – Part B: Basic Need Programme 2016 - Outcome of consultation to increase primary school places in Leeds
- 7.3 Gledhow Primary School Full Proposal
- 7.4 Gledhow Primary School Brief Notice
- 7.5 Copy of objection received – Gledhow Primary School
- 7.6 EDCI

PROPOSAL TO EXPAND GLEDHOW 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 Gledhow (Community) Primary School from a capacity of 420 pupils to 630 pupils by increasing the admission number into reception from 60 pupils to 90 pupils with effect from 1st September 2016. It would take seven years for the school to reach its full capacity of 630 pupils.

The complete proposal can be obtained from:
website www.leeds.gov.uk
by email educ.school.organisation@leeds.gov.uk
by phoning 0113 2243323.

Within four weeks from the date of publication of this proposal, i.e. by 4pm on 24 October, any person may object or make comments on the proposal by writing 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

Nigel Richardson
Director of Children's Services

Publication Date: 26 September 2014

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