

Monday 11 January to
Friday 26 February 2010

**Public consultation:
Proposals to change
primary school provision
in Horsforth from
September 2011**

Education Leeds 

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Introduction

We have to make sure there are enough places in the city's schools for every child who wants one.

We expect a large rise in the number of children wanting to attend our primary schools, including primary schools in the Horsforth area. We are now planning the extra places we believe will be needed from September 2011.

We have identified some proposals to expand the number of Reception places available in Horsforth. We need to ask you about these proposals before Leeds City Council make a final decision.

We have tried to give you all the information you need to understand and be able to comment on the proposals. Here are some explanations of key phrases and terms which you will see used in this booklet.

Net capacity or useable space

This means the space which is in a school available for classrooms as well essential non-teaching activities, such as hall, storage and staff rooms. It is measured in terms of the number of pupils this space is suitable for.

Admissions limit

The maximum number of children a school plans to accept into each year group.

Form of Entry (FE)

School sizes are planned on a basis of 30 children in each class or form; a school with an admission limit of 30 is a one form of entry (1FE) school, 45 pupils is one and a half forms of entry (1.5FE), 60 pupils is two forms (2FE) of entry and so on.

Number on roll

Number of children registered at a school.

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.

Transition

The process of moving between two schools for different phases of education.

Key Stage 1 and Key Stage 2

Our education system is divided into blocks of year groups called Key Stages. After Reception there are two Key Stages in primary education, Key Stage 1 (Years 1 and 2) and Key Stage 2 (Year 3 to Year 6).

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1. What are we asking you about?

This consultation is to ask for your comments on proposals to make changes to three schools in the Horsforth area, which would increase the overall number of places.

The first proposal would create places by expanding Horsforth West End Primary School.

The other linked proposals would involve changes to the age ranges and size of two schools, Horsforth Featherbank Infant School and Horsforth Newlaithes Junior School. The changes would mean that Featherbank Infant School and Newlaithes Junior School would each become primary schools, and would create additional places.

2. Why are we asking you?

Leeds City Council has a legal duty to provide school places for every child in the city who wants one, taking into account where those children live and may want to attend school.

We have been planning extra places due to a rise in the number of children aged 5 and under in the city, and extra places are needed for the school year starting September 2011.

We believe that 45 more places are needed in the Horsforth area by that time, and that these proposals are the best way to provide them. To make any changes to the size or age ranges of schools we need to follow a formal consultation process.

The final decision will be made by Leeds City Council's highest decision-making body, the Executive Board. We have to provide the Board with all the information they need to make that decision. This includes making sure we have shared the proposals with everyone involved, and given them an opportunity to comment.

We need you to read this booklet or attend the public meetings and give us any comments you have on the proposals.

3. What are the proposals?

West End Primary School

Increase the maximum number of children on roll to 315 by:

- increasing the admissions limit from 30 to 45; and
- increasing the net capacity of the school from 210 pupils to 315 pupils by providing additional buildings and/or some internal changes to the buildings.

Featherbank Infant School

Increase the maximum number of children on roll to 210 by:

- increasing the upper age limit of the school from 7 to 11;
- decreasing the admissions limit from 60 to 30; and
- increasing the net capacity of the school from 180 pupils to 210 pupils by providing one extra classroom, probably by internal changes to the buildings.

Newlaithes Junior School

Increase the maximum number of children on roll to 420 by:

- reducing the lower age limit of the school from 7 to 5;
- maintaining the admissions limit of 60; and
- increasing the net capacity of the school from 240 pupils to 420 pupils by providing additional buildings and/or some internal changes to the buildings.

In all three cases, the changes in numbers, and ages, of children coming into the school would apply to Reception classes joining the school each year only. They would create a total of 45 extra places in Reception each year, from September 2011. Over seven years of larger numbers joining the schools they would gradually fill to their maximum capacity, creating 315 extra places in Horsforth, in all year groups, by 2017.

Any buildings required for these changes would be subject to the normal planning permission process, which would include consulting local residents, the Highways Agency and other interested parties.

West End Primary School proposal

In the case of West End Primary School, the increase in numbers coming into the school would apply to Reception classes joining the school each year from September 2011. It would complete the change-over in 2017, taking seven years in total.

Featherbank Infant School and Newlaithes Junior School proposals

The proposed changes at Featherbank Infant School and Newlaithes Junior School would be more complicated than at West End Primary School. They would be complete by 2017. If the proposals proceed, Education Leeds would work with all the schools to make sure that all aspects of change-over are well supported. The proposed change-over plan is as follows.

- Featherbank Infant School would admit smaller year groups of 30 into Reception from 2011, and transfer its existing larger year groups into Newlaithes Junior School or other schools the parents and carers may prefer in Year 3, as expected, when they joined the infant school. This would mean Featherbank Infant School would gradually get smaller to become a one form entry infant

school in 2013. All the smaller year groups admitted into the school would stay at the school until Year 6. This means the school would then gradually increase in size again from 2014, to become a one form entry primary school. It would complete the change-over in 2017, taking seven years in total.

- Newlaithes Junior School would start to take in Reception classes of 60 pupils from 2011. It would also continue to take the larger year groups from Featherbank Infant School into Year 3, until 2013. The school would complete the change-over in 2014, when it would be a two form entry primary school. The change-over would take three years in total.

More detail of this change-over plan is in section 8. The details of how the schools would change-over forms part of this consultation.

This proposal would remove the option of separate infants and junior schools for the Horsforth area, but there is evidence to show that transition between schools can be disruptive for children, and slow their educational progress. The schools currently manage this transition well, and so are well placed to manage this proposal to change the type and size of the schools. This proposal should help the schools continue to improve the educational outcomes for children in the area.

The changes at Newlaithes Junior School and Featherbank Infant School would also impact on staffing. Overall, there would be an increase in the number of both teaching and non-teaching staff required between the two schools. Any additional posts would be ring fenced for existing staff at the school, and could be on a seconded basis. Overall, a through primary school provides greater career development opportunities for new and existing staff than separate infant and junior schools, and may be more attractive to applicants for new posts.

4. How have the proposals been developed, and what other options have been considered?

When we looked at how to create the extra places needed, we had to address:

- our legal duties, which include making sure there are enough places; making sure families are offered choice and diversity; considering the expansion of popular and successful schools;
- how changes at one school might affect the other schools in the area;
- the practical reasons why many schools can't be expanded; and
- the need to develop proposals in time for families expressing a preference for places for Reception class in 2011, to have all the information they need.

First, we had to identify where and how many extra places would be needed.

We have done this using our 'pupil projections', which predict where places will be needed based on birth rates and patterns of where children are born compared with where they attend school. The projections and birth rate information are contained in section 9 of this booklet, and show that in Horsforth, we need around 45 more Reception places in 2011 than we currently have.

We then compared the predictions with the information available from the 2009 admissions process. This told us how many children applied and which schools families wanted them to go to.

We then considered which schools could realistically expand in time for 2011. We visited the schools to discuss the options with headteachers and with governing bodies. The other options identified and considered are as follows.

Alternative options

i) Expand other primary schools

Other primary schools in the area, Broadgate Primary School, St Margaret's Church of England Primary School, St Mary's Catholic Primary School and Westbrook Lane Primary School, would all require significant extra buildings and are on sites where we think it would be harder to expand. It may be possible to expand at a later date if the demand for places continues to grow.

ii) Increase Featherbank Infant School and Newlaithes Junior School as separate infant and junior schools

One alternative would be to increase the size of the schools to take 90 children in each year group, but keep them as infants and junior schools. This would create the same number of extra places overall, and would be a less complicated change than the proposal. It would maintain the choice and diversity of types of provision in the area, but it would not improve transition. It could also mean some compromise over internal room sizes or outdoor space, if additional buildings were needed. It would mean 270 children in total on the Featherbank Infant School site. It is not therefore the preferred option.

iii) Increase the size of Newlaithes Junior School but leave Featherbank Infant School unchanged

Another alternative could be to accommodate an extra 30 children in each year group in all year groups at Newlaithes Junior School. This would mean a total of 30 children in each year group in Reception and Key Stage 1, and 90 in each year group in Key Stage 2. Although this has been delivered elsewhere in Leeds in the past, it was not a preferred option because it would be complicated for the schools and governors to manage, and for parents and carers to understand. We are also unlikely to be able to deliver buildings suitable for this school arrangement on the Newlaithes Junior School site.

iv) Create a single three form of entry (3FE) primary school using the two existing sites

This would maintain the use of both sites and retain some of the positive features of an infants and junior structure, whilst also providing greater staff development opportunities. Legally it would require either closing one school and expanding the other, or closing both schools and creating a new school. The first option treats each school differently, and the second cannot be achieved in the timescales needed, see option below. It could allow more flexible use of the two sites and minimise the pressure on the Featherbank Infant School site, but if this required children from one Key Stage to be split across the sites, delivery of the curriculum could be affected. A single management structure could help address the transition issues. However, management of sites based approximately half a mile apart would present some challenges. Federation might achieve a broadly similar effect, with the benefit of treating both schools fairly, but would still require split-site management. It would not be possible to create a single 3 FE primary school on the Newlaithes Junior School site to address these split-site issues. Overall, this is not the preferred option.

v) New school

The local authority is no longer allowed to open a new community school without running a competition. This involves advertising for interested parties to submit an application to run a new school, and deciding on the best option from the proposals received. The school would then need to be designed and built. Overall, this process would take several years to complete, and so would not create the places when they are needed. In addition, no site has been found which could be used. There are however, significant additional housing plans for the area. This remains an option for longer term planning.

5. Will any more changes be made in the future?

We are planning for a continued rise in the population, and a growing demand for places in Leeds schools. We believe these changes are sustainable in the long term, and are planned as permanent changes.

Demographic changes do happen over time. These proposals provide flexibility to respond to any changes in future, without necessarily having to close a school.

We are working with all schools in the city to plan together how to meet the needs of every child in every community in the medium and long term. This will involve reviewing all possible options, including a new school. You will have your opportunity to comment on any further changes as they are brought forward.

6. How to comment on the proposals

This consultation runs from Monday 11 January to Friday 26 February 2010. If you want Leeds City Council's Executive Board to consider your views, we must receive your comments no later than 4pm on Friday 26 February 2010.

We are holding meetings to gather your views and everyone will have the opportunity to debate the proposals and ask questions. In date order, those meetings are:

Newlathes Junior School Victoria Crescent, Horsforth, LS18 4PT	Tuesday 19 January 2010, 7pm
Featherbank Infant School, Featherbank Avenue, Horsforth, LS18 4QR	Thursday 21 January 2010, 7.30pm
West End Primary School West End Lane, Horsforth, LS18 5JP	Thursday 2 February 2010, 6.30pm

Responses need to be in writing, or verbally at the public meetings. It is important that if you can, you give reasons for agreeing or disagreeing with the proposals, so that as much information as possible is available to the Executive Board when making their decision.

Written responses can be made:

- Using the form in this booklet, which includes details of where to send it.
- By letter to: **school organisation team, 9th Floor West, Merrion House, Merrion Way, LS2 8DT.**
- By email: **educ.school.organisation@educationleeds.co.uk**

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

The information is also available on the Education Leeds website at: **www.educationleeds.co.uk/schoolorganisation**

It will also be available in public libraries and has been widely distributed to interested parties including local councillors, MPs, the Catholic and the Church of England diocese and unions.

Please remember that this consultation is to gain your views on proposals to alter provision at Featherbank Infant School, Newlathes Junior School, and West End Primary Schools. We cannot consider your views on any other subject as part of this process.

7. What happens to my comments, and what are the next steps of the process?

Notes of the views raised in the consultation meetings are recorded on the Education Leeds website. All your views, whether they are made verbally at a meeting, or in writing, will be summarised and presented to Leeds City Council's Executive Board. It will decide whether to proceed with the proposals or to change them in any way. It is expected that it will make this decision at their meeting in April 2010.

We treat all your comments equally, whether you put them in writing or say them at the public meetings. All views will be considered, no matter how many, or how few people raise them.

If they decide to proceed, a statutory notice confirming the details of the final proposals will be published in the Yorkshire Evening Post and on the Education Leeds website at: www.educationleeds.co.uk/schoolorganisation in late spring or early summer 2010.

The notice will give details of how to make representations or comments on the final proposals. Even if your comments are the same as those you have contributed to this consultation, you will need to make them again if you want the Executive Board to consider them when making their final decision. The Executive Board must make its final decision within two months of the end of this statutory notice period.

If objections are received, the School Organisation Advisory Board will sit ahead of the Executive Board meeting to make its recommendation on the proposals.

The School Organisation Advisory Board is made up of representatives from the area's education community, and has been established by Leeds City Council's Executive Board to consider responses and make recommendations on the final decision regarding any proposals to change the size or organisation of schools.

The Executive Board is likely to make its final decision at its meeting in summer 2010. This will allow parents and carers making decisions about their preferences for places in 2011 to understand the sizes and types of schools available to them.

We will keep you informed of the progress of the proposals by sending information to the schools to display, and on the website at the address above.

8. Supporting information: proposed changeover plan

The tables and graphs below show how the school populations could change over time as the changes to age ranges and admissions numbers come into effect. This plan forms part of this consultation. The council will consider viable alternatives which are raised during this consultation. The number of classrooms needed is also shown. This would influence when the building work is delivered, which may be in phases.

FEATHERBANK SITE							Total Pupils	Total Classes		NEWLATHES SITE							Total Pupils	Total Classes
Rec	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6				Rec	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6		
60	60	60					180	6	2010			60	60	60	60	240	8	
30	60	60					150	5	2011	60			60	60	60	300	10	
30	30	60					120	4	2012	60	60		60	60	60	360	12	
30	30	30					90	3	2013	60	60	60	60	60	60	420	14	
30	30	30	30				120	4	2014	60	60	60	60	60	60	420	14	
30	30	30	30	30			150	5	2015	60	60	60	60	60	60	420	14	
30	30	30	30	30	30		180	6	2016	60	60	60	60	60	60	420	14	
30	30	30	30	30	30	30	210	7	2017	60	60	60	60	60	60	420	14	

2011 Featherbank Infant School reduces admission limit to 30;

2011 Newlaithes Junior School reduces lower age limit to 5;

2013 Newlaithes Junior School completes change-over; for example stops pupils joining in Year 3 and new pupils join converted primary school;

2014 Featherbank Infant School increases its upper age limit to 11;

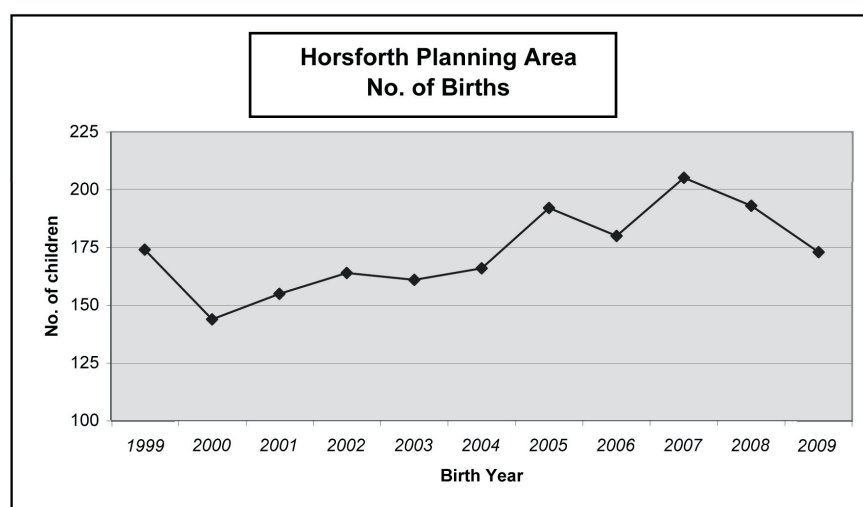
2017 Featherbank Infant School completes change-over; new pupils join converted primary school.

- Larger year groups already in Featherbank Infant School transfer at the end of Year 2 as they had expected to on joining Featherbank Infant School and in line with Education Leeds' admission policy. In practice this means most transfer to Newlaithes.
- Pupils entering both schools from 2011 stay until transition to secondary school.
- Gradual Key Stage 1 staff reductions would be needed at Featherbank Infant School initially, with additional posts created at the same time at Newlaithes Junior School. These additional posts would be ring fenced for Featherbank Infant School staff in the first instance. From 2014 Featherbank gradually increase Key Stage 2 staff.

9. Supporting information: demographic information

The tables below show the projections for the number of school places needed in the Horsforth area.

	REC	YR 1	YR 2	YR 3	YR 4	YR 5	YR 6	TOTAL	AD LT	CAPACITY	SURPLUS	
2004/2005	180	221	218	223	223	221	258	1,544	260	1,701	157	9%
2005/2006	208	188	222	222	227	227	229	1,523	240	1,641	118	7%
2006/2007	214	215	191	221	224	231	232	1,528	240	1,644	116	7%
2007/2008	225	219	215	201	223	226	237	1,546	240	1,644	98	6%
2008/2009	241	235	223	213	201	225	233	1,571	240	1,674	103	6%
2009/2010	257	250	239	226	214	203	232	1,621	240	1,674	53	3%
2010/2011	259	269	256	244	231	219	212	1,689	240	1,674	-15	-1%
2011/2012	286	269	273	258	243	231	225	1,785	240	1,674	-111	-7%
2012/2013	281	297	273	276	259	246	239	1,871	240	1,674	-197	-12%
2013/2014	259	292	302	277	277	263	254	1,922	240	1,674	-248	-15%



Proposals to change primary provision in Horsforth for September 2011

Public consultation response form

Please read the consultation booklet on the proposals and tell us what your views are. The questions on this form are provided to help you do so, but you do not have to respond to all of them. If you prefer not to use this form, you can also put your views in a letter. Letters and forms should be sent to the address at the bottom of this form, or by email to: educ.school.organisation@educationleeds.co.uk

Extra copies of this booklet and response form are available from Education Leeds website, go to: www.educationleeds.co.uk/schoolorganisation

All responses will be reported to a meeting of Leeds City Council's Executive Board on **Wednesday 7 April 2010**. Responses must be received by **Friday 26 February 2010**.

Questions relating to the proposals

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

1a) I support the proposed changes to the ages ranges and sizes of Horsforth Featherbank Infant School and Horsforth Newlaithes Junior School.

Strongly agree	agree	neither agree nor disagree	disagree	strongly disagree	don't know

1b) I support the proposed change-over plan to manage those changes.

Strongly agree	agree	neither agree nor disagree	disagree	strongly disagree	don't know

1c) I support an alternative proposal to increase the number of places available between Featherbank Infant School and Newlaithes Junior School.

Strongly agree	agree	neither agree nor disagree	disagree	strongly disagree	don't know

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

2. I support the expansion of Horsforth West End Primary School to one and half forms of entry.

Strongly agree	agree	neither agree nor disagree	disagree	strongly disagree	don't know

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

3. Have you found this booklet useful?

Yes / No

How could we improve the booklet?

4. Have you found the consultation process useful?

Yes / No

How could we improve the consultation process?

5. Do you have any other comments or views?

Your personal details (so that your response can be formally acknowledged):

Name:

Address:

email address:

Which school are you associated with?

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

Data Protection Act 1998

Under the terms of the Data Protection Act 1998 we must inform you of the following. Education Leeds and Leeds City Council are 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:

**The chief executive, Education Leeds, FAO school organisation team
9th Floor West, Merrion House, 110 Merrion Centre, Leeds, LS2 8DT**

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

अगर आप अंग्रेजी नहीं बोल सकते और आप को यह दस्तावेज 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 सकतें है ओर 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 ইন্টারপ্রিটারের (দোভাষী) সঙ্গে যোগাযোগ করব। আমরা যে কোন ভাষায় সাহায্য করতে পারি, এবং বিনামূল্যে ইন্টারপ্রিটেশনের (ভাষান্তরন) ব্যবস্থা করা হয়।

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

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

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

Public meeting

Proposals to change primary school provision in the Horsforth area for September 2011

Education Leeds is consulting on proposals to create extra primary school places in Horsforth.

The proposals would expand West End Primary School, and turn both Featherbank Infant School and Newlaithes Junior School into full primary schools.

Public meetings will be held to give you a chance to find out more about the proposals and have your say at:

Horsforth Newlaithes Junior School Victoria Crescent, Horsforth, LS18 4PT	Tuesday 19 January 2010, 7pm
Horsforth Featherbank Infant School Featherbank Avenue, Horsforth, LS18 4QR	Thursday 21 January 2010, 7.30pm
Horsforth West End Primary School West End Lane, Horsforth, LS18 5JP	Tuesday 2 February 2010, 6.30pm

Education Leeds

