

# Cabinet Member for Children and Family Services

## Agenda

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**Date:** Monday, 2nd December, 2013  
**Time:** 12.30 pm  
**Venue:** Committee Suite 1 & 2, Westfields, Middlewich Road, Sandbach CW11 1HZ

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The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

### **PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT**

1. **Apologies for Absence**

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a period of 10 minutes is allocated for members of the public to address the meeting on any matter relating to the work of the body in question. Individual members of the public may speak for up to 5 minutes but the Chairman or person presiding will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers. Members of the public are not required to give notice to use this facility. However, as a matter of courtesy, a period of 24 hours' notice is encouraged.

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given.

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For requests for further information

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4. **Proposed Expansion of Offley Primary School and Elworth Church of England School, Sandbach** (Pages 1 - 46)

To consider the proposed expansion Offley Primary School from 315 to 420 pupil places for implementation from September 2015; and the proposed expansion of Elworth CE Primary School from 280 to 315 pupil places, for implementation from September 2015 subject to the necessary funding and planning approvals.

## CHESHIRE EAST COUNCIL

### REPORT TO: PORTFOLIO HOLDER

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<b>Date of Meeting:</b>	2 December 2013
<b>Report of:</b>	Tony Crane, Director of Children's Services
<b>Subject/Title:</b>	Proposed Expansion of Offley Primary School , Sandbach and Elworth Church of England Primary School, Sandbach
<b>Portfolio Holder:</b>	Councillor Rachel Bailey

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#### 1.0 Report Summary

- 1.1 As the Strategic Commissioner of School Places, Cheshire East Council has a statutory duty to commission sufficient school places for children resident in its area in accordance with Section 14 of the Education Act 1996.
- 1.2 The latest pupil forecasts indicate a shortfall in capacity in the Sandbach area of 258 pupil places by 2018 which the Local Authority is seeking to address by expanding existing schools. This forecast includes Haslington. For the 6 schools in Sandbach, the forecasts indicate a shortfall of 227 pupil places for the same period. These forecasts take into account the potential pupil yield from 2 new housing developments in Sandbach calculated at yielding 61 primary aged pupils by 2018. Detail is provided later in this report and attached as **Appendix 1**.
- 1.3 This decision paper sets out two expansion proposals for Sandbach in response to this anticipated shortfall:
  - i. **Offley Primary School** from 315 (1.5 forms of entry/FE) to 420 pupil places (2FE) for implementation from September 2015.
  - ii. **Elworth CE Primary School** from 280 to 315 pupil places providing an additional 35 pupil places for implementation from September 2015
- 1.4 Statutory consultation procedures are required for the proposed expansion of Offley Primary as this proposal, if approved, would fall within the category of a significant enlargement by increasing the school by more than 30 pupil places and by more than 25%.
- 1.5 The proposal for Elworth CE Primary being less than 25% growth does not require statutory consultation. Service approval was received on 7 November 2013 to implement procedures for the expansion of the school from 280 to 315 pupil places for September 2015, which includes obtaining the necessary funding and planning approvals. Cabinet approval will be required as part of the internal financial approval process.

- 1.6 Informal consultation has been undertaken with headteachers of the primary schools in this planning area. During the formal consultation process undertaken regarding the expansion of Wheelock Primary from 210 to 315 places and one since September 2013 several meetings with primary headteachers were held. :-
- **30 October 2012** – Presentation of primary pupil forecasts for the Sandbach area, together with proposed housing developments and potential pupil yields. **(Appendix 2.1)**
  - **9 November 2012** – Further discussion about pupil forecasts and solutions for the area, including Elworth CE and Offley. **(Appendix 2.2)**
  - **14 January 2013** – Outcomes of consultation on Wheelock proposal shared. Long term strategy discussed. Data presented supported further school expansions. **(Appendix 2.3)**
  - **25 September 2013** – Review and agree options involving Offley Primary expansion to 2FE and Elworth CE to 1.5 FE providing a combined total of a further 140 places. **(Appendix 2.4)**

1.7 The rationale for change in Sandbach is set out in the Offley consultation document, attached as **Appendix 3** to this report.

1.8 At the meeting held on 25 September it was agreed that the proposed expansions of the two schools should be progressed. The proposals also have the full support of the headteachers and governing bodies of these two schools. **(Appendix 4)**

## **2.0 Decision Requested**

- Approval to commence statutory consultation on the proposed expansion of Offley Primary School from 315 (1.5 forms of entry/FE) to 420 pupil places (2FE) for implementation from September 2015;
- Acknowledgement of the need to expand Elworth CE Primary School from 280 to 315 pupil places providing an additional 35 pupil places for implementation from September 2015, subject to the necessary funding and planning approvals.

## **3.0 Reasons for Recommendations**

3.1 There are 8 primary schools located in the Sandbach Planning Area, with 6 of these located in and around the town centre and 2 located in the nearby village of Haslington. The combined capacity is 1915 school places in all 8 primary schools and 1295 in the 6 Sandbach town primary schools.

3.2 The latest forecasts (October 2012) shown in the table below indicate a 258 shortfall in the primary school places in the Sandbach Planning Area by 2018 and for the 6 schools located in Sandbach itself, these forecasts indicate a shortfall of 227 places for the same period.

<b>Sandbach Planning Area</b> (8 primary schools)	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>
Unused places	4	-65	-116	-166	-210	-258
% unused places	0%	-3%	-6%	-9%	-11%	-13%
<b>Sandbach</b> (6 primary schools)	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>
Unused places	-23	-82	-117	-152	-185	-227
% unused places	-2%	-6%	-9%	-12%	-14%	-18%

- 3.3 In response to previous forecasts a review of provision was undertaken, resulting in a proposal to increase the capacity at Wheelock Primary from 210 to 315 pupil places with implementation from September 2014. This proposal received final approval at the meeting of the School Organisation Sub Committee held on 26 April 2013. Temporary accommodation has been utilised to facilitate the admission of 45 pupils into the reception class for 2012 and 2013.
- 3.4 The permanent additional accommodation at Wheelock Primary school will increase the overall combined capacity for this planning area to 2020 pupil places, which includes 1400 pupil places for the 6 town schools. Taking into account the 6 primary schools, this additional accommodation when phased in at the normal point of entry to the school would leave a remaining shortfall of 122 pupil places by 2019, as set out in the table below.

<b>Academic Year</b>	<b>Shortfall in places</b>	<b>Wheelock expansion cumulative impact</b>	<b>Additional places still needed</b>
<b>13/14</b>	<b>23</b>	15	<b>8</b>
<b>14/15</b>	<b>82</b>	30	<b>52</b>
<b>15/16</b>	<b>117</b>	45	<b>72</b>
<b>16/17</b>	<b>152</b>	60	<b>92</b>
<b>17/18</b>	<b>185</b>	75	<b>110</b>
<b>18/19</b>	<b>227</b>	90	<b>137</b>
<b>19/20</b>	<b>227</b>	105	<b>122</b>

- 3.5 In addition to the pupil forecasts, consideration has been given to the possibility of additional pupils in the area in future years due to new housing. For the purpose of this analysis, four developments have been considered which together could yield 124 primary aged pupils on completion. These developments include 3 which have already commenced and one development that has received planning approval and is expected to commence during 2013-2014. **(Appendix 1)**.
- 3.6 When assessing the potential impact of new housing development, phasing is applied to determine an estimate of the number of additional pupils to the area each year based on an anticipated 40 new dwellings per year per developer.

The anticipated impact of the two additional developments (Hind Heath Road and Foden's Test Track) on current forecasts is set out in the table below:

Academic Year	Forecast Shortfall in Places	Cumulative Pupil Yield from New Housing	Additional Places Needed	
			Before Wheelock Expansion	After Wheelock Expansion
13/14	23		23	8
14/15	82	14	96	66
15/16	117	28	145	100
16/17	152	40	192	132
17/18	185	48	233	158
18/19	227	56	283	193
19/20	227	63	290	185

- 3.7 In order to ensure that the Council meets its statutory duty to provide sufficient school places for children resident in its area, it is proposed that a further 140 pupil places should be provided in Sandbach, mainly phased in from September 2015 through admission to the reception class at the normal point of entry to the school. The overall increase including Wheelock Primary School would be 245 additional pupil places by 2021.
- 3.8 The positive impact of expanding Offley Primary by 105 pupil places, Elworth CE Primary by 35 pupil places and including the additional 105 pupil places at Wheelock Primary School is set out in **Appendix 1** to this report.
- 3.9 The additional 35 pupil places proposed at Elworth CE Primary are in relation to the pupil numbers (para. 3.5) generated by the housing developments only. It should also be noted that this proposal is presented as the first part of a phased expansion, the first phase being the expansion of the school to 1.5 forms of entry (FE) and the second phase at a future date to be determined being expansion to 2 FE. In so doing, this provides some security should further housing developments not commence in the shorter term. Further analysis will be necessary to consider the timing of phase 2 of this expansion.
- 3.10 Further analysis will also be necessary to consider the remaining demographic shortfall in capacity forecast for 2021 taking into account revised annual forecasts and increased school capacity, where relevant.

#### 4.0 Wards Affected

- 4.1 Elworth CE Primary School is located in Sandbach Elworth Ward. Offley Primary is located in the Sandbach Town Ward. However, if approved, consultation will be undertaken with neighbouring wards:

Brereton Rural  
 Sandbach Elworth  
 Sandbach Ettiley Heath and Wheelock  
 Sandbach Heath and East

Sandbach Town  
Haslington

**5.0 Local Ward Members**

Councillor John Wray – Brereton Rural  
Councillor Gill Merry – Sandbach Elworth  
Councillor Gail Wait – Sandbach Ettley Heath & East  
Councillor Sam Corcoran – Sandbach Heath & East  
Councillor Barry Moran – Sandbach Town  
Councillor David Marren – Haslington  
Councillor John Hammond – Haslington.

**6.0 Financial Implications (Authorised by the Director of Finance and Business Services)**

- 6.1 The proposed expansion of **Offley Primary School** to increase the school’s capacity to 420 pupil places and 2 forms of entry (FE) is being funded under the Government’s Targeted Basic Need Programme. A successful bid has already secured £922k which will be ring fenced against the proposed expansion of Offley Primary School. Should the expansion not be approved the funding will have to be returned to the Funding Agency.
- 6.2 A feasibility study for Offley Primary School has been commissioned to identify more accurately the costs of implementation and this should be received during November. This detail will be included within the outline business which will be submitted for consideration and approval through the TEG/EMB process.
- 6.3 The proposed expansion of **Elworth CE Primary School** to increase the school’s capacity to 315 pupil places and 1.5 forms of entry (FE) is being funded through Section 106 Developer Contributions.
- 6.4 A feasibility study for Elworth CE Primary School was commissioned approximately 18 months ago, at the outset of the housing proposals. The costing of this will therefore need updating. However, using this as a basis, phase 1 of this scheme is expected to be in the region of £712k.
- 6.5 Section 106 Developer contributions are paid at varying trigger points to the authority, these trigger points differ between the individual Section 106 agreements.
- 6.6 Using the same phasing principle as paragraph 3.6, it is anticipated that the funding for the Elworth CE scheme will be as follows:

	<b>£'000</b>
Total Developer contributions anticipated from all four sites over the period 2013 to 2022	1,254
Developer contributions received to date	174
Developer contributions anticipated before works commence	60

(April 2015)	
Developer contributions expected whilst work in progress (August 2015)	123
<b>Funding Received prior to completion</b>	<b>357</b>
Funding to be supported from a CEC source whilst awaiting Developer contributions - anticipated by 2018	355
<b>Total Funding required</b>	<b>712</b>

## Notes:

- The total income anticipated includes an outline planning application and therefore the actual level of contributions may vary.
- The figures quoted in table 6.6 assume that all of the proposed development is completed.
- Not all Section 106 contributions will be received if the developments are not completed.

Further detail of the costs and funding profile/source for the Elworth CE Primary School Scheme will be included in the outline business case which will be submitted for consideration and approval through the TEG/EMB process.

- 6.7 All Capital projects greater than £250k are subject to Cheshire East Council's Capital Programme approval and monitoring process.
- 6.8 In respect of revenue implications, based on the current maximum level of pupils to the proposed maximum level of pupils, the additional Dedicated Schools Grant (DSG) each school would attract would be £428,000 for Offley Primary and £143,000 for Elworth CE. This includes an element for the LA support of the schools. The additional DSG income is only on the assumption that all new pupils are new to the LA, i.e. have not been included in the DSG allocation previously.
- 6.9 The delegated funding schools receive in any financial year, is based on the pupils in the school in October of the previous financial year. For schools admitting additional pupils from a September intake, this will impact in the April of the following financial year. Where there is a significant number of additional pupils at a September intake, the school would require additional financial support in the financial year the pupils are admitted.
- 6.10 The amounts of DSG are based on the 2013-14 formula and a change from current full capacity to proposed full capacity. There will be changes to this formula in 2014-15 (figures not yet available) and the Schools Finance team have been advised that the DfE are planning the introduction of a National Funding Formula from April 2015.

## 7.0 Legal Implications (Authorised by the Borough Solicitor)

- 7.1 Statutory consultation would be required for the proposed expansion of Offley Primary School as the changes, if approved, would increase the capacity of the school by more than 30 pupils and by more than 25%. Statutory consultation would not be required to expand Elworth CE Primary School from its current

capacity of 280 to 315 pupil places as the growth of the school would not be in the category of a significant enlargement being below 25%.

7.2 The regulations that apply are The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended by The School Organisation and Governance (Amendment)(England) Regulations 2007 which came into force on 21 January 2008 and The School Organisation and Governance (Amendment)(England) Regulations 2009 which came into force on 1 September 2009).

7.3 The 5 statutory stages to expanding a school are:

1. Consultation
2. Publication
3. Representation
4. Decision
5. Implementation.

Proposed timescales for the statutory process are:

2 December 2013	Portfolio Holder's Decision to formally consult on expansion
10 December 2013 to 21 January 2014	Consultation Period
17 March 2014	Portfolio Holder's Decision on Public Notices
3 April 2014 to 30 April 2014	Representation Period ( 4 weeks statutory)
June (date to be confirmed)	Cabinet decision
June 2014	Implementation
September 2015	Proposed Completion date

## 8.0 Risk Management

8.1 Forecasts indicate additional capacity may still be needed above the proposed 145 additional pupil places and taking into account the 105 pupil places already agreed for Wheelock Primary School. As there is an element of risk in forecasting future demand, it is considered appropriate that further analysis is undertaken to take into account the actual impact of new housing in the area together with revised forecasts for this planning area to ensure that any risk to existing provision is assessed regularly and informs school organisation proposals.

8.2 These proposed expansions are intended to address increasing demand in the area, including new housing developments. .

8.3 Informal consultation with the Sandbach Schools partnership has been undertaken to take into account the views of headteachers before requesting permission to undertake formal statutory consultation.

- 8.4 Implementation of both proposals will be subject to the necessary planning permissions.
- 8.5 3 of the 4 Section 106 agreements relating to the Elworth CE Primary School scheme are phased payments. The payments are expected over a period of time triggered by points which are linked to progress of the developments. It cannot be guaranteed that the developments will complete and therefore not all funding may be received.
- 8.6 A phased approach has been proposed in relation to Elworth CE Primary School to mitigate the level of risk associated with the Section 106 Developer contributions.
- 8.7 An Equality Impact Assessment is attached for the proposed significant enlargement of Offley Primary School (**Appendix 5**)

## **9.0 Access to Information**

Name: Barbara Dale  
Designation: School Admissions and Organisation Manager  
Tel No: 01270 686392  
Email: Barbara.dale@cheshireeast.gov.uk

Housing Development	Houses	Total Pupil Yield	Number of Developers	Based on 40 houses per year (per developer) approx number of years on site (rounded up or down)	Year development due to yield pupils and numbers										Total	Comments	
					2013	2014	2015	2016	2017	2018	2019	2020	2021	2022			2023
Canal Fields	102	17	1	2.6	6	6	5									17	Pupil Yield from this development is already included in the Oct 2012 Forecasts. Therefore not included in the totals
Fodens	265	44	1	6.6	7	7	7	8	8	7						44	Pupil Yield from this development is already included in the Oct 2012 Forecasts. Therefore not included in the totals
Hind Heath	269	44	1	6.7		7	7	7	8	8	7					44	Only 67 units in Phase 1
Fodens Test Track	118	19	1	3.0		7	7	5								19	
Albion Organic	375		1	9.4												0	
Congleton Road	160		1	4.0												0	
Abbeyfields	280		1	7.0												0	
**Capricorn (land Adj J17)	482		2	6.0												0	
Totals	2051				0	14	14	12	8	8	7	0	0	0	0	124	
**Totals to work with		124				14	14	12	8	8	7	0	0	0	0	63	61 already included in the current forecasts

Canal Fields, Fodens and Hind Heath all on site

Fodens Test Track is imminent.

Congleton Road and Abbeyfields may also never commence as Council do not want these sites but they are subject to appeal.

\*\*NB - Capricorn site no application but is in the Local Plan.

Each Development is assumed at completion of 40 houses per year

Housing Development	Houses	Total Pupil Yield	Number of Developers	Based on 40 houses per year number of years on site	Year development due to yield pupils and numbers										Total	Comments	
					2013	2014	2015	2016	2017	2018	2019	2020	2021	2022			2023
Canal Fields	102	13	1	2.6	4	4	5									13	Pupil Yield from this development is already included in the Oct 2012 Forecasts. Therefore not included in the totals
Fodens	265	34	1	6.6	5	5	6	6	6	6						34	Pupil Yield from this development is already included in the Oct 2012 Forecasts. Therefore not included in the totals
Hind Heath	269	35	1	6.7		5	5	5	5	5	5	5				35	Only 67 units to start with
Fodens Test Track	118	15	1	3.0		5	5	5								15	
Albion Organic	375	49	1	9.4												0	
Congleton Road	160	21	1	4.0												0	
Abbeyfields	280	36	1	7.0												0	
Capricorn (land Adj J17)	482	63	2	6.0												0	
Totals	2051	266				10	10	10	5	5	5	5	0	0	0	97	
**Totals to work with		203				10	10	10	5	5	5	5	0	0	0	50	

Canal Fields, Fodens and Hind Heath all on site

Fodens Test Track is imminent.

Congleton Road and Abbeyfields may also never commence as Council do not want these sites but they are subject to appeal.

\*\*NB - Capricorn site no application but is in the Local Plan.

Each Development is assumed at completion of 40 houses per year

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## Notes / Feedback

**Schools Partnership Meeting – Sandbach**

**Appendix 2.1**

**Date: 30 October 2012**

### **Present:**

Schools      Diana Morrison - Sandbach Community  
                 Lynn Treadway – Sandbach Community  
                 Eddie Lea – Elworth CE  
                 Danielle Doubleday – Offley  
                 Jenny Davies – Offley  
                 Margaret Blease- Bourne – Elworth Hall  
                 Rob Whittle - St John's  
                 Gavin Mendham – ECAPH Chair  
                 Ben Cox – The Dingle

LA Officers   Rob Hyde  
                 Barbara Dale  
                 Ken White  
                 Val Simons

### **Introductions**

### **Presentation and Questions:**

Statutory process considered including timescales for proposed expansion of Pebble Brook.

Information re: forecasts for Sandbach shared and discussion about the need to continue to review provision and ensure future demand and respond to parental preferences.

DfE presumption in favour of expansion of popular and successful schools and risks in relation to potential increase in the number of 'independent' schools (Academies/Free Schools)

Discussed operational surplus – local level 4%, CE level 10%

BD presented data and illustrated immediate shortfalls for Sandbach

Temporary measures already taken to get local children into local schools.

Processes for considering options was explained,

## Notes / Feedback

Rationale for the proposed expansion of Wheelock.- stressed that this was consultation and no decision made. Planning application process would also have to be undertaken.

Statutory process involved

Timetable for proposal

Forecasting methodology currently being reviewed Pre school (NEG) data needed earlier in the process, GP data may be option

Financial implications.

Draft Town strategy and future housing developments.

Confirmed any pupil yield is additional to the forecast shortfall that is already indicated.

Section 106 process

### **Feedback:**

TLC took out lots of accommodation, schools argued at the time live births increasing and accommodation would be needed in the future.

Accuracy of forecasting data

Additional accommodation at one school could destabilise all the surrounding schools. Have to acknowledge that 4 additional classrooms at one school could provide means for families to move schools.

School Organisation framework mentions 1FE or 2 FE schools the optimum size for a school, yet this expansion goes against that from a class organisational point not ideal.

Pupils need to be “shared out”. Alternative solutions discussed

Around the table discussion about alternative solutions from each school.

Questioned that the combined increase in PANs proposed across all schools was more than the proposed expansion of Wheelock and would create more places than required into the area as a whole.

Review catchment areas

## **Notes / Feedback**

Further meeting needed within the consultation period, to facilitate opportunity for schools to discuss with Governors, come back together and present alternative solutions for presentation to the Portfolio Holder at 3 December meeting .

**Follow up meeting arranged for 9 November 2012 a.m. at Offley Primary**

*Although notes taken from this meeting those present were urged to visit the web site read the information and complete the consultation feedback form*

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**School Organisation Meeting**

**Appendix 2.2**

**Date: 9 November 2012**

**Venue: Offley Primary School**

**Attendees:**

Julie Mills (JM)	Admissions & Appeals – Minute taker
Ken White (KW)	Capital Implementation Manager
Rob Hyde (RH)	Organisation and Capital Strategy Manager
Barbara Dale (BD)	Admissions & Appeals Manager
Karen Samples(KS)	Head Teacher, Elworth CE School
Jenny Davies (JD)	Head Teacher, Offley School
Ben Cox (BC)	Head Teacher, The Dingle School
Jo Dyson (JD)	Head Teacher, Wheelock School
Lynn Treadway (LT)	Head Teacher, Sandbach School
Di Morrison (DM)	Governor, Sandbach Primary School
Rob Whittle (RW)	Head Teacher, St John's CE Sandbach Heath
Chris Holmes (CH)	Chair of Governors, Elworth Hall
Margaret Blease-Bourne (MB)	Head Teacher, Elworth Hall school
Danielle	Governor, Offley School
Doubleday (DD)	
Edwin Leigh (EL)	Chair of Governors, Elworth CE Primary School
Nova Harvey (NH)	Bursar, Wheelock school
Steve Noble (SN)	Vice Chair or Governors, Wheelock School

**Introductions.**

RH – welcomed everyone to the meeting and outlined the format of the meeting confirming the aims which were to listen, collect, record, capture views from attendees in order to provide feedback to the Portfolio Holder.

There was acknowledgement by all present in respect of increased pressure on school places in the Sandbach area now and in the future and that future capital allocations were not known.

Question raised - Wheelock development, is this a done deal?

The LA responded advising that at this stage Cheshire East Council has recommended the enlargement of Wheelock; a statutory consultation process is to be followed, which includes a recommendation to the Portfolio holder. All feedback received will be presented to the Portfolio Holder. If determined a notice will be published allowing a further 4 weeks for representations. If objections are raised during representation, then a Council Committee will consider and make the



decision.

It was clarified that the Local Authority had analysed a variety of data available to identify options. The priority was to ensure that there are sufficient places for children in the area in the future. The process implemented did consider sustainability of schools in the area and was mindful of the presumption in favour of the expansion of popular and successful schools.

It was highlighted that there is a Statutory process that must be followed when proposing significant enlargements to a school.

Concerns were raised about previous years when places were removed by Cheshire County Council – this was driven by surplus places – information at that time indicated less children and the process to remove surplus places was driven by government to ensure an efficient use of resources by reducing unused places.

Looking ahead due to changing demographics/birth rates and increased housing it is likely that there will be further proposals/options in future years.

It was reported that current information available now shows that the birth rate has been increasing since 2001. Officers provided reassurance that there is ongoing analysis of data and forecasting methodology is currently under reviewed to measure its reliability and make changes as necessary.

The LA advised that for the September 2013 intake, November 2012 figures indicate that there will be an issue again this year as 65% of the data is recorded and this already indicates a shortage of school places across Cheshire East.

A question was asked as to whether the LA could guarantee a full intake for some schools. BD advised that there can be no assurances for a full intake for any school – this is determined by parental preference and availability of school places in preferred schools.

JD advised that the PAN was exceeded for local children for September 2012 and that, in her view, this was the best decision for children in the local area.

Based on available information forecasts for 2013 indicate only 31 spaces across all schools in Sandbach area in year groups Reception – Year 6.

There was a view that the statutory period is too long, a question was asked as to who sits on the School Organisation Sub Committee and how representations can be made.

Suggestions on how matters of this nature could be handled in a better way included:-

- Not comprising confidentiality by lateness, by being honest from the outset



- Earlier notice to schools – Heads and Deputy Heads
- More accurate data – schools have information on children in their nurseries and pre-schools – why doesn't the LA?
- Suitability / net capacities / undertake visits to schools
- Better feedback mechanism
- Up-to-date information on buildings, staffing and strategies
- Undertake EIA for each school
- Extend consultation period as it is not long enough

BD advised that EIAs have been produced for the proposals and that these are published on the Council's website. It was accepted that schools must be involved earlier in the process and apologies were reiterated. KW confirmed that LA has statutory duty to review net capacities in schools and this process is undertaken. BD confirmed that the consultation period recommended by the DfE is 4 weeks for an expansion and we have provided 5 weeks. Forecasting data is a recognised priority and process therefore involves it being reviewed to ensure it is 'fit for purpose'.

Reference was made to limited resources; there are cost implications when undertaking feasibility studies. LA recognises and accepts that abortive costs can be incurred.

Reference was made to the Role of Appeal Panels and school adjudicator and the potential for admission through this process if panels conclude that new accommodation is sufficient to remove prejudice. BD confirmed that accommodation is not in itself sufficient to remove prejudice and staffing, class organisation and budgets are critical factors when taking decisions on admission.

A question was raised as to why considering there were only 14 places short at Wheelock in 2012, were the LA proposing 105 places. BD confirmed that proposal was to meet future demand informed by School census data forecasts.

The role of Councillors was questioned, timings and the best people to be involved in future decisions.

It was noted that there increased housing will impact on provision at Elworth CE. It was confirmed that the process for funding such additional demand was met (at least in part) through Section 106 developer contributions.

Challenges were raised that the proposal was wrong for the area of Sandbach and that this had the potential to be detrimental to nearby schools in the earlier years following completion of the expansion, if it was approved. Alternative solutions were offered around the table.

Elworth Hall (MB)



- Issues re school building – difficult to expand
- Catchment – need to review (impacting on PAN)
- Process – requires local decision, allowing representation to cabinet.
- For future – strategic way,
- Equality Impact Assessments should be undertaken for all schools
- Set up Committee of Heads and Local Authority (eg FB/AG)
- Forecasts feed in local knowledge.
- Undertake desktop exercise – then go to schools
- School Development Plan - include schools

#### St John's CE, Sandbach (RW)

- Review catchment areas in Sandbach area
- 41 school places available currently
- September 13 ideal is to fill to PAN of 25, however could admit 30 if required,
- Concerns are if PAN not reached; cuts will be required
- Aim for 1FE

#### The Dingle, Haslington (BC)

- Alternative – short term could take 10 more pupils per year group
- Long term -Staffing and building issues (13 classrooms)

#### Elworth CE (KS)

- Catchment area review needed
- Need for transparency
- Feasibility
- School has capacity in Key Stage 2 only
- Increase to 45 PAN would require 1 additional classroom

#### Wheelock (JD)

- Issues with local families – school is not large enough to serve it's community at present
- Ettiley Heath area is in catchment currently, issues for school if this changed
- Sept 12 intake 44 in catchment, 3 out of area admitted following successful appeal

#### Offley (JD)

- School Organisation Plan indicates schools of 1FE / 2FE; this needs to be looked at



- More pupils admitted in reception for September 2012 (57)  
- implications for building identified at the time
- Previous PAN was 60 PAN now 45
- Future increases dependant on CEC conducting building work on the site
- September 2013 – KS1 okay, issues are in KS2 due to lack of space
- Minimum 2 additional classrooms required to admit to 60 per year
- Issues re: staffing
- Could increase school to 2FE

#### Sandbach PS (LT)

- PAN 15 – working okay – organised into split year groups
- Huge site – space to expand if required

BD highlighted to the meeting that if catchment areas were to be reviewed, this would be a) the responsibility of the relevant admission authority and b) would require consultation with parents and key stakeholders. BD also explained that decisions on admission arrangements can be referred as objections to the Schools Adjudicator, who must ensure that admission arrangements are fair and reasonable and have regard to the presumption in favour of the expansion of popular and successful schools. Historical arrangements/patterns of intakes can be taken into account in this process. The final decision may not rest with the admission authority.

BD advised that the Draft School Organisation Framework sets out the importance of effective working relationships with schools when planning school places

RH re-emphasised the need to complete and submit the feedback forms

It was reported that the Portfolio Holder was now Rachael Bailey and not Hilda Gadum

#### **Actions:**

BD - to confirm that consultation responses are also reported at the representation period.

BD – to share NEG/LAP analysis data with attendees re: Sandbach.

JD stated that admission over PAN in 2012 had been agreed with the LA on the understanding that accommodation would be available for future years. BD explained that the decision to admit further pupils was on the basis that the school could accommodate in existing accommodation..

BD check agreement re: Offley intake increase in September 2012



RH – to provide names of all School Organisation Sub Committee members and process.

**School Organisation Meeting**

**Appendix 2.3**

**Date: 14 January 2013**

**Venue: Haslington Primary School**

**Attendees:**

Ken White – Capital Implementation Manager  
Julie Mills – Admissions & Appeals Officer – Note taker  
Simon Hodgkiss – Land and Sites Co-ordinator  
Val Simons – Pupil Place Planning Officer  
Barbara Dale – Admissions & Appeals Manager  
Fintan Bradley – Head of Service: Strategy, Planning & Performance  
J Dyson – Head Teacher, Wheelock School  
C Houghton – Chair of Governors – Wheelock School  
J Granger – Governor, St John’s C of E School  
R Whittle – Head Teacher, St John’s C of E School  
L Treadway – Head Teacher, Sandbach Community Primary School  
D Morrison – Governor, Sandbach Community Primary  
B Cox – Head teacher, The Dingle Primary School  
M A Blease-Bourne – Head Teacher, Elworth Hall School  
Karen Samples – Head Teacher, Elworth C of E School  
D Doubleday – Chair of Governors, Offley School  
J A Davies – Head Teacher, Offley School  
J Fitzhugh – Head teacher, Haslington Primary School  
Chris Davies – Chair of Governors, Haslington Primary

**Introduction** by Head of Service Fintan Bradley who advised that notes of the meeting would be taken and shared at a future date, format of the notes would be in relation to discussion and action points raised.

**Background** – meeting arranged today arising from Portfolio Holder for Children, Adults and Families decision taken on 17 December 2012, which was

*“that the cabinet Member for Children and Family Services defers a decision on the request to publish a statutory notice detailing the proposed expansion of Wheelock Primary School in order to allow a further two weeks’ consultation on possible alternative solutions to the increasing demand for places in the Sandbach area.”*

**Presentation by Barbara Dale - Key Areas highlighted**

Purpose of the meeting  
Proposed Expansion – Wheelock Primary  
Why Wheelock Primary?  
Financial implications  
School Partnership Meeting, Autumn 2012

- Forecasts 2013-2017



- 4% Operational Surplus
- Sandbach Forecasts (6 schools)
- Catchment and preference data (December 2012)
- Estimating Future Intakes
- Sandbach Housing (Local Plan 1600 houses by 2030)
- Strategy (subject to internal approval process)
- Alternatives Solutions Shared
- Agree Alternatives Solution/s for Public Meeting

As the presentation was made comments and questions were invited and responded to by officers.

Strategy – Local Plan is currently out for consultation and available on the County website

Meeting arranged for Tuesday 15 January at the Wesley Centre in Sandbach to collect views on the current proposal and to feedback those views to Rachel Bailey – Portfolio Manager, for final decision on 4 February 2013 Should the current proposal be agreed to expand Wheelock to 1 FE to 1 ½ FE – for 2013, the earliest completion date is anticipated as April 2014.

Forecast data, unused surplus – relates to Reception through to year 6 based on October census

Haslington schools, where do they feature – for Sandbach purpose they have been included, however as a whole they feature within the Crewe LAP as 2 of the 21 Crewe schools, however when considering Crewe town centre this relates to 14 Crewe schools.

Sandbach housing, several questions were raised in relation to housing including the land off Junction 17; there are differing views as to whether this is for housing or light industry; LA are looking into this.

Pupil yield estimate – advised this is based on a ratio of 17 primary aged children per 100 houses.

Population growth estimated based on new Cheshire East residents.

Cheshire East Council based on the current economic climate is in favour of promoting industry. However, it was acknowledged that that it is difficult to predict pupil numbers.

In line with government legislation each LA should have a 5 year rolling supply of housing.



The role of appeal panels was discussed, it was confirmed that any decision by an independent appeal panel was outside the remit of the LA. The decision of a recent appeal hearing was shared – it was felt as this was in relation to an individual school any further conversations would take place outside of this meeting.

Published Admission Numbers – advised PAN applies to year of entry (Reception), although there is an expectation that it continues through school, however this may not be the case if accommodation has changed at a school.

Strategy – some of the group were surprised, but appreciated information shared in respect of possible future solutions to the increased demand for school places. Some proposed expansions are due to 'basic need' and some due to increased housing. For the proposed Wheelock expansion it was highlighted that the children were already in the local area. Proposed expansion of Elworth CE is in relation to addressing future need due to housing and the application to the developer for 106 monies. No guarantee – on whether this can be delivered.

Published Admission number increases – clarified that where changes are proposed it is the responsibility of the admission authority for the school to follow statutory procedures.

Suggestions to re-zone the area of Ettiley Heath were put forward; advised this would require statutory consultation.

Any other alternatives could potentially require statutory consultation, nor is there any guarantee in respect alternatives that they can be delivered.

Concerns were expressed in relation to the 'bleeding of pupils' should a school expand; this could apply to any school where an increase is proposed.

The meeting was informed that a number of schools had met last week – and the expansion of Offley School to return to 2 FE was the 'favoured' alternative option to the expansion of Wheelock

In relation to 2013 intake the LA was asked how this would be managed, group were advised that as in previous years where there was need individual schools would be contacted during the process.

### **Alternatives**

Following the presentation and now that more information had been made available views on alternative expansion solutions to the demand for school places in the Sandbach area were given as follows from the schools:-

Haslington – favoured option expansion of Offley



Elworth C of E – will be a squeeze on the school - Offley / Wheelock

Elworth Hall – Offley/ Wheelock

St John's – Wheelock or Offley

Sandbach Primary School – long term strategy very useful/ Offley/ Wheelock

Offley – Offley / Wheelock

It was the view of all a number of attendees that transparency was important for any future proposed school expansions.

A question was asked regarding the purpose of the meeting to be held on 15 January BD advised that the purpose of the meeting tomorrow was to collect views on the current proposal from anyone who wishes to contribute.

**School Organisation Meeting**

**Appendix 2.4**

**Date: 25 September 2013**

**Venue: Offley Primary School**

**Attendees:**

**Schools:-**

Pauline Bailey –Offley Primary  
Jenny Davies –Offley Primary  
Ben Cox –The Dingle Primary  
Margaret Blease-Bourne –Elworth Hall  
Di Morrison –Sandbach Community Primary  
Lynn Treadway –Sandbach Community Primary  
Karen Samples –Elworth CE Primary  
Eddie Lea – Elworth CE Primary  
Lesley Montgomery – Wheelock Primary  
Jenny Fitzhugh –Haslington Primary

**Officers:-**

Barbara Dale (BD) – School Admissions and Organisation Manager  
Janine Smart (JS) - Capital and Land Development Manager  
Simon Hodgkiss(SH) – Land and Sites Co-ordinator  
Sharon McKeown - Capital Development Officer  
Val Simons – Pupil Place Planning Officer

**Introductions**

Background by BD – purpose of the meeting today is to update on the forecasts following approval for the expansion of Wheelock, latest housing developments approved and those included in the draft Local Plan together with their potential impact on forecasts, further school expansions required. As the information was relayed comments and questions were invited and responded to by officers.

Question around the Haslington schools, where do they feature – although part of Crewe LAP and admit more pupils from the Crewe area than Sandbach, recognise contacts with Sandbach schools and for overall planning purposes they are included in the Sandbach Planning Area but much of the data provided today concentrates on the 6 town schools as indications are that this is the area where the additional places will be required.

Forecast data shared – relates to Reception through to year 6 and based on October 2012 school census. Indications are a shortfall of 258 places, across the planning area with 227 across the 6 Sandbach town schools, by 2018. This shortfall takes into account the approved expansion of Wheelock Primary. New forecasts will be produced following the October 2013 School census

However, based on these October 2012 forecasts LA now considering further school expansions. This scenario had been discussed at previous meetings and based on the options put forward by the group at those meetings LA now looking at the expansion of

Offley Primary from 1.5FE to 2FE and Elworth CE from 40 to 45 PAN (1.5FE) with the proposed expansion of Elworth CE being linked to known housing developments within its catchment area. 3 housing developments are now on site in the Sandbach area, 2 in Elworth CE catchment and 1 in Wheelock's with 1 further development imminent.(also in Elworth CE catchment area)

BD confirmed that the expected pupil yield from 2 of these developments (Canal Fields and Fodens) is already included in the October 2012 forecasts, additional ones will be included in the October 2013 forecasts. When deciding at what point to include additional pupils into the forecasts LA looks to Section 106 and has it been signed? (developers can't start on site until section 106 has been signed). Then phases the children in based on 40 houses being completed each year which equates to 7 primary aged pupils per year. Start the phasing from Reception intake and whilst appreciate that children won't all be reception age have no way of predicting how many of each age group so assumes one point of entry.

JS explained that pupil yield is calculated as an average for the whole of CE based on latest census data and takes into the account the number of pupils in the borough divided by the number of 2 bedroom plus dwellings. Current pupil yield equates to 18 primary aged and 13 secondary aged pupils per 100 houses. Need to be mindful that any Section 106 monies secured from developers has to be spent in accordance with the terms of the agreement , and this may include where it is to be spent and by when.

Question raised is any work undertaken to determine where the additional children from housing developments come from? are they new families to the area or just movement of existing families. BD confirmed no work along those lines has been undertaken as yet because no completed developments since the formation of school org team. Work of this nature would be undertaken in the future and although some movement of existing families is inevitable must consider that those vacated houses would be filled, expected increase in immigration, numbers of women of child age bearing age increasing etc.

Accuracy of 2013 forecasts were questioned – if the expected intake for Reception 2013 was wrong then brings into question all other figures. BD acknowledged that it is all about data and can only base the proposals on the current data provided. LA has to plan 2 years in advance (internal procedures, formal consultation, planning approval and potential building works) and although LA has made some changes to the forecasting methodology review is ongoing and LA is working towards achieving a much longer forecasting period.

LA are concerned about introducing too much surplus into the area and undermining existing local schools and that is why a phased approach to the expansion of Elworth CE to 1.5FE rather than straight to 2FE is being proposed. As the proposed expansion is connected to housing developments, and the uncertainty regarding housing, it's safer to expand on a phased approach even though this will incur additional costs for the LA and additional disruption for the school

Statistics circulated regarding potential impact of additional pupils from new housing on the current forecasts and how this would be managed by the proposed schools expansions. Indications are that there would still be a shortfall of places however, this would need to be reviewed when new forecasts are produced in October 2013. In addition should be noted that the housing developments (and hence additional pupils) considered only included the 4 sites previously mentioned. Additional sites such as Albion Chemicals, Abbeyfields,

Capricorn, Congleton Road are excluded and if these sites come on line further school expansion may be required.

Concern was expressed that no new schools were being proposed and expanding schools on this ad hoc basis could change the nature of the school and additional infrastructure required for a bigger school is not always in place.

**BD** explained that whilst gradual expansions may not be ideal, there are regulations to safeguard playing fields/ playground space etc and LA would work with schools to ensure suitable facilities are provided. However, priority for members and the Council is the protection of existing schools and reiterated that due to a number of uncertainties the current phased approach is the safest option. In addition Section 106 monies is not usually received as a lump sum at the start of a development but is phased in over its duration and therefore, the LA has to be confident that it has the finance in place to support the school expansion, pending receipt for developers, as it would be required to meet any shortfall.

**JS** confirmed that working practices are improving, LA now aware of planning applications and SH works closely with planning department colleagues. When the Local Plan is adopted will have a better overview and should protect the LA against ad hoc developments and although the Local Plan will not stop developers from submitting planning applications on alternative sites it will give the LA better grounds for refusal and a stronger case against potential appeals.

Currently any Section 160 contributions secured in respect of Education has to be spent on schools. However, when the Community Infrastructure Levy (CIL) is introduced this will change and current restrictions will not apply. CIL contributions will be based on a set figure per square meter of housing but contributions will probably still be phased and will go into one LA "pot" and the different departments will have to submit bids based on need. Members will have to agree the bids and they are aware that education will be a priority and has a strategic duty to provide sufficient places.

The expansion of Elworth CE to 1.5 FE is supported by anticipated receipts of Section 106 monies, but as previously mentioned receipts are not guaranteed and LA would have to fund any shortfall. LA is currently exploring temporary funding of the expansion pending receipts of Section 106 monies. The LA currently don't have anticipated Section 106 monies to support expansion to 2FE.

Expansion of Offley to 2FE is funded from Targeted Basic Need, and follows a successful bid for capital to the Education Funding Agency. This programme is intended to provide new, school places in locations where need is demonstrated. Including Offley, the LA were successful in 3 of their bids with the requirement that the money is spent and the additional places are provided by September 2015. Any unspent money has to be refunded to the Funding Agency.

Statutory consultation is required for the proposed expansion of Offley as the changes, if approved, would increase the capacity of the school by more than 30 pupils and by more than 25%. Statutory consultation is not required in respect of Elworth CE's expansion to 1.5 FE because it is not above 25% growth (would be if expanded to 2FE) but still have to take proposal through some internal procedures to approve expansion and funding.

Officers will now progress the internal procedures in respect of both schools and if approved, the formal consultation for Offley expansion should commence late November.

As both proposals require building works they would both remain subject to the usual planning application and approval.

**Other issues discussed.**

Proposed housing development at Haslington – 260 houses with projection of 47 primary aged pupils. Development is in The Dingle catchment area and Ben already met with developers. No application in yet (developer enquiry stage). Current forecasts may not secure any Section 106 monies but could depend on when application is actually submitted and if CIL in place by then.

2<sup>nd</sup> development at Haslington, Vicarage Road, - 44 houses potential pupil yield 8 primary pupils.

Hind Heath Development - Hind Heath Road is classed as hazardous route, was a footpath included in the planning approval. If so was this to towards Ettiley Heath and Wheelock?

Question - Is there a strategic view towards having 1FE or 2FE schools or is it on a needs basis. BD. Whilst recognise the organisation preference and ease of 1FE or 2FE schools that is not the driving factor and not always possible. Have to look at expansions on an area need basis Some school sites will not allow for further expansion, even to 1FE, in some areas all existing schools may already be at 1FE or 2FE yet need additional spaces therefore, in exception circumstances may need to consider a 2.5FE or 3FE school.

BD confirmed would return to the group at a later date with updates on forecasts and Local Plan. In the meantime, and assuming formal consultation approved, schools will be kept updated during the formal consultation process regarding the proposed expansion of Offley.

**Actions.**

**VS – Send Pupil Distribution maps to The Dingle and Haslington**

**SH – Check planning approval for Hind Heath Road re footpath.**



**PROPOSAL FOR THE ENLARGEMENT  
OF  
OFFLEY PRIMARY SCHOOL,**

**PUBLIC CONSULTATION DOCUMENT**

**Tony Crane  
Director of Children's Services  
Children and Families Services  
Cheshire East Council  
Westfields, Sandbach  
Cheshire  
CW11 1HZ**

**November 2013**

## **OBJECTIVE OF THIS CONSULTATION DOCUMENT**

To undertake formal consultations with parents and carers of pupils at Offley Primary School and other interested parties before a final decision is taken regarding a proposal to expand Offley Primary School.

**The Local Authority's proposal is to expand Offley Primary School, Sandbach from 315 to 420 pupil places for completion in September 2015.**

## **INTRODUCTION**

Offley Primary School is a popular and successful school with a published admission number (PAN) of 45 pupil places and overall accommodation for 315 pupils across the 7 year groups.

The Local Authority is proposing an increase in the school's current capacity of 315 pupils to provide 420 pupil places with a proposed implementation date of September 2015. This increase, if approved, will provide sufficient accommodation for an intake at the normal point of entry to the school (the reception class) of 60 pupils with the school operating in the longer term as a 2 form of entry primary school.

The Headteacher and Governors have been consulted and fully support the proposed expansion of the school to accommodate the growing population and increasing demand for school places.

## **BACKGROUND**

### **Congleton Local Area Partnership (LAP)**

The Congleton Local Area Partnership (LAP) is the largest LAP in Cheshire East covering the areas of Alsager, Congleton, Holmes Chapel, Middlewich and Sandbach. Overall the LAP consists of 32 primary schools and the total primary school capacity across the LAP is 7191

### **Sandbach Planning Area**

Due to the large nature of the LAP's, for school place planning purposes LAP's are broken down into smaller areas called Planning Areas. Offley Primary is situated in the Sandbach Planning Area consisting of 8 primary schools, 6 located in and around Sandbach Town centre and 2 fall within the Crewe Local Area Partnership and serve the Haslington area (Haslington Primary and The Dingle Primary). The combined capacity for the 8 schools is 1915 school places and 1295 school places across the 6 Sandbach town primary schools.

School Name	Status	PAN	Overall Net Capacity
Elworth Church of England Primary School	Voluntary Controlled	40	280
Elworth Hall Primary School	Community	30	210
Haslington Primary School	Community	40	270
Offley Primary School	Community	45	315
Sandbach Community Primary School	Community	15	105
St John's C of E Primary School	Voluntary Aided	25	175
The Dingle Primary School	Community	50	350
Wheelock Primary School	Community	30	210
<b>Area Totals</b>		<b>275</b>	<b>1915</b>

The latest forecasts (October 2012) shown in the table below indicate a 258 shortfall in the number of primary school places in the Sandbach Planning Area by 2018 and for the 6 schools located in Sandbach itself, these forecasts indicate a shortfall of 227 places for the same period.

Sandbach Planning Area ( 8 primary schools)	Capacity	Number on Roll in Oct'12	Academic Years					
			13/14	14/15	15/16	16/17	17/18	18/19
Forecast unused places	1915	1865	4	-65	-116	-166	-210	-258
<b>Forecast % unused places</b>			0%	-3%	-6%	-9%	-11%	-13%

Sandbach Planning Area ( 6 primary Schools)	Capacity	Number on Roll in Oct'12	Academic Years					
			13/14	14/15	15/16	16/17	17/18	18/19
Forecast unused places	1295	1284	-23	-82	-117	-152	-185	-227
<b>Forecast % unused places</b>			-2%	-6%	-9%	-12%	-14%	-18%

In response to previous forecasts a review of provision was undertaken, resulting in a proposal to increase the capacity at Wheelock Primary from 210 to 315 pupil places with implementation from September 2014. This proposal received final approval at the meeting of the School Organisation Sub Committee held on 26 April 2013.

The permanent additional accommodation at Wheelock Primary school will increase the overall combined capacity for this planning area to 2020 pupil places, which includes 1400 pupil places for the 6 town schools. Taking into account the 6 primary schools, this additional accommodation when phased in at the normal point of entry to the school would leave a remaining shortfall of 122 pupil places by 2019, as set out in the table below.

Academic Year	Shortfall in places	Wheelock expansion cumulative impact	Additional places still needed
13/14	23	15	8
14/15	82	30	52
15/16	117	45	72
16/17	152	60	92
17/18	185	75	110
18/19	227	90	137
19/20	227	105	122

In addition to the pupil forecasts, consideration has been given to the possibility of additional pupils in the area in future years due to new housing. For the purpose of this analysis, four developments have been considered which together could yield 124 primary aged pupils on completion. These developments include 3 which have already commenced and one development that has received planning approval and is expected to commence during 2013-2014.

When assessing the potential impact of new housing development, phasing is applied to determine an estimate of the number of additional pupils to the area each year based on an anticipated 40 new dwellings per year per developer. The anticipated impact of the two additional developments (Hind Heath Road and Foden's Test Track) on current forecasts is set out in the table below:

Academic Year	Forecast Shortfall in Places	Cumulative Pupil Yield from New Housing	Additional Places Needed	
			Before Wheelock Expansion	After Wheelock Expansion
13/14	23		23	8
14/15	82	14	96	66
15/16	117	28	145	100
16/17	152	40	192	132
17/18	185	48	233	158
18/19	227	56	283	193
19/20	227	63	290	185

In order to ensure that the Council meets its statutory duty to provide sufficient school places for children resident in its area, it is proposed that a further 140 pupil places should be provided in Sandbach, mainly phased in from September 2015 through admission to the reception class at the normal point of entry to the school.

In addition to the proposed Offley Primary expansion, which would provide a further 105 school places, the authority is also proposing the expansion of Elworth Church of England Primary school from 280 places to 315 thus providing a further 35 places. The proposal for Elworth CE Primary being less than 25% growth does not require statutory consultation.

The overall increase including Wheelock Primary School would be 245 additional pupil places by 2021. Further analysis will be necessary to consider the remaining 45 shortfall in capacity forecast for 2021 taking into account revised annual forecasts, increased school capacity where relevant and the actual impact of potential new housing in the area.

## ADMISSIONS

For admission in September 2012, the Local Authority received 212 (applications for the **6 Sandbach town primary schools**). This exceeded the 185 reception class places available in the area. To accommodate these additional children, 2 of the 6 schools agreed admissions above their Published Admission Numbers to ensure that children were accommodated in schools within a reasonable distance from their home address.

For September 2013 the Local Authority have admitted a total of 192 children in to the reception classes and although this figure is reduced in comparison to the September 2012 intake the local authority was expecting this slight reduction for with demand expected to increase again from 2015 onwards

This steady rise is expected to continue in future years and it is therefore recommended that the local demand for places at this school justifies a permanent expansion to take the school up to 420 places with a PAN of 60 (2FE).

## Birth Rate Data

Sandbach				
Year	Reception Admissions	Live Births (4 years prior to admission round)	Diff	% Diff
2008	253			
2009	254			
2010	261	238	23	9.7%

2011	255	221	34	15.4%
2012	307	247	60	24.3%
2013	269	225	44	19.6%
2014		223		
2015		236		

### Offley Primary Admissions

As previously mentioned in September 2012 the authority admitted additional children into the Reception class to accommodate local demand. Offley Primary was one of the schools that admitted over their PAN, taking in 60 children against the PAN of 45. At the time no extra accommodation was provided to the school and the school accommodated these additional children in existing classrooms.

The number of children in the school's catchment area has consistently exceeded the number of places available for Reception and for 2013 admissions there were 50 children resident in the area.

Reception Year of Intake	Number of Children Resident in the School's Catchment Area
2010	39
2011	36
2012	53
2013	50

As a popular school, the number of first preferences has exceeded the 45 places available.

Reception Year of Intake	Number of First Preferences
2010	48
2011	49
2012	47
2013	52

### SITE AND BUILDINGS

Situated in a residential area on the edge of Sandbach Town the school was originally built as separate Infant and Junior buildings on the same site. The intake for both schools was 60 per year group and when the schools were amalgamated into a primary school in 2007 the initially the intake for the new primary school remained at 60.

Since the amalgamation building work has been completed to provide a covered walk way linking the 2 separate buildings which resulted in a creating a larger staffroom, new main entrance with administration offices and an open play courtyard. However, the building work also resulted in the loss of 2 classrooms and consequently the intake was reduced to 45 per year group from September 2010.

The school currently consists of 12 classrooms, 8 of which are closed and 4 are semi open. The school retains 2 halls, both of which are used for assemblies, PE and drama. The hall in the Infant section of the school is used for dining with hot meals being served for the whole schools. In addition the school has an IT Suite, areas for small group teaching, library/research area and food technology area both of which are located in the covered walkway area.

A private pre-school is also located on site but the site remains sufficient to allow for expansion to accommodate a 2 class extension to provide a total of 420 pupil places whilst retaining adequate playground and playing field provision.

Expansion of the school will be subject to planning permission.

### **FINANCIAL ISSUES**

The proposed expansion of Offley Primary School to increase the school's capacity to 420 pupil places and 2 forms of entry (FE) is being funded under the Government's Targeted Basic Need Programme. A successful bid has secured £922,179 which is ring fenced against the proposed expansion of Offley Primary School. Should the expansion not be approved the funding will have to be returned to the Education Funding Agency.

During formal consultation period a feasibility study will be commissioned to identify more accurately the costs of implementation.

The Capital project will be subject to Cheshire East Councils Capital Programme approval and monitoring process

Further details of the Targeted Basic Need programme are available on the DFE website.

<http://www.education.gov.uk/schools/adminandfinance/schoolscapital/a00222248/targeted-basic-need-programme>

**TIMESCALES**

It is proposed that the programme for the implementation of any change would be:

10 December 2013 to 21 January 2014	Formal Public Consultations
17 March 2014	Meeting of the Council's Portfolio Holder for Permission to Publish Notices.
3 April 2014 to 30 April 2014	4 Weeks Representation Period
June ( date to be confirmed)	Cabinet Decision ( School Organisation Sub – Committee if objections are received)
June 2014	Implementation
September 2015	Date for Completion

**HOW DO I COMMENT ON THE PROPOSALS**

You can complete our electronic feedback form which can be accessed on the Council's website at [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk). All views expressed during consultation will be presented to the Council's Portfolio Holder before a decision will be made on whether to progress to the next stage.

**WHAT IS THE NEXT STAGE?**

All responses to this consultation will be collated and presented to the Council's Portfolio Holder at the end of the consultation period requesting permission to proceed to public notices. If permission is given, this will mean that a further representation period will commence for a fixed period of 4 weeks, in line with statutory requirements.

At the end of the representation period, a further report will be prepared and presented to the Council's Cabinet or, if objections are received, to the Council's School Organisation Sub Committee for a final decision on the proposal.

**PLEASE NOTE:**

Where individual queries are received, we will not answer you directly, but we will compile a detailed response to the consultation that will be published on our website with hard copies available on request.

For further information, contact School Organisation and Capital Strategy Team, Cheshire East Council, Floor 7. C/O Municipal Building, Earle Street, Crewe CW1 2BJ, e-mail: [SOCS@cheshireeast.gov.uk](mailto:SOCS@cheshireeast.gov.uk) Tel: 0300 123 5012.



# Offley Primary School

Offley Road

Sandbach

Cheshire

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Tel: 01270 685355

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“ Joy In Learning”

[admin@offley.cheshire.sch.uk](mailto:admin@offley.cheshire.sch.uk)

2 October 2013

To whom it may concern:

## Ref: Proposed expansion of Offley Primary School

I am writing on behalf of the Governing Body of Offley Primary School in support of the proposed expansion of the school to a Two Form entry. The enclosed minutes from 21 May 2012 also provide a clear record of the feelings and commitment of all governors to such a proposal, based on the allocation of an additional increased intake to 60 in September 2012.

We are in support of this expansion for the following reasons:

- Offley Primary school is a popular successful school as indicated by the consistent annual over subscription into our Reception Class
- When the school became a full Primary School additional building work meant that we lost two key Stage 2 classrooms. This decision was based on evidence available at the time to Cheshire County Council who decided that we didn't need the classrooms and therefore reduced our PAN to 45.
- Parents do not generally like the necessary mixed age classes in Key Stage Two, believing that attainment could be improved in single age classes. However, this hasn't affected requests for places, because of our academic and curricular success.
- We are keen to maintain high standards of teaching and learning for all pupils and the increase in the PAN to 60 would provide funding which would sustain our current number of teaching staff thus ensuring sustained standards in the future.
- There is a proposal for new housing on Congleton Road which, should it be approved, will provide the Local Authority with a need to provide enough places for children across all ages. This is also part of consultations we are engaging with in the Sandbach area on increasing pupil places to meet the expected future demand. We want to ensure we can meet that demand with appropriate resources.

I hope this provides enough clarity for you in your decision making. Please contact us if you require further information

Yours Faithfully

*Pauline Bailey*

Chair of Governors

On behalf of the Governing Body



**ELWORTH C.E. PRIMARY SCHOOL**

School Lane, Elworth, Sandbach  
Cheshire CW11 3HU

**Headteacher:** Mrs K Samples

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26<sup>th</sup> September 2013

Dear Val

Just to confirm that, further to our conversation yesterday and subsequent to the later meeting with Barbara Dale and her colleagues, my understanding is that the Governors are fully supportive of the proposals to increase numbers at school to cater for housing developments by means of the construction of additional classrooms.

This may be ratified by the Boards support for similar, previous proposals.

It is important that a comprehensive programme of supporting physical works is determined at the planning stage to ensure that the additional classrooms are a fully integral addition to the built environment.

Yours sincerely,

E Lea

Chair of Governors

EQUALITY IMPACT ASSESSMENT FORM



Equality impact assessment is a legal requirement for all strategies, plans, functions, policies, procedures and services under the Equalities Act 2010. We are also legally required to publish assessments.

Section 1: Description

Department	Children and Families Services		Lead officer responsible for assessment		Tony Crane	
Service	School Organisation		Other members of team undertaking assessment		Barbara Dale	
Date	November 2013		Version		1	
Type of document (mark as appropriate)	Strategy	Plan √	Function	Policy √	Procedure	Service
Is this a new/existing/revision of an existing document (mark as appropriate)	New √		Existing		Revision	
Title and subject of the impact assessment (include a brief description of the aims, outcomes, operational issues as appropriate and how it fits in with the wider aims of the organisation)  Please attach a copy of the strategy/plan/function/policy/procedure/service	<p><b>Permission to commence formal consultation on proposed expansion of Offley Primary School, Sandbach from 315 places (1.5FE) to 420 school places (2FE) for implementation for September 2015.</b></p> <p>There are any other associated policies and procedures as set out below:-</p> <ul style="list-style-type: none"> <li>Targeted Basic Need Programme - The programme was launched in March 2013 to provide additional funding for school places in areas where they are most needed. Local authorities were invited to bid for funding for new schools, or to expand existing outstanding and good schools.</li> <li>Statutory consultation will be undertaken on these proposals as the changes, if approved, will fall within the category of a significant enlargement as the additional accommodation proposed for Offley Primary would increase the capacity by more than 30 pupils and by more than 25%.</li> <li>The Local Authority must comply with statutory requirements as set out in The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended by The School Organisation and Governance (Amendment)(England) Regulations 2007 which came into force on 21 January 2008 and The School Organisation and Governance (Amendment)(England) Regulations 2009 which came into force on 1 September 2009).</li> </ul>					

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	<p>The aims, objectives and outcomes of this proposed change are as follows:-</p> <p>To undertake formal consultations with parents and carers of pupils at Offley Primary School and other interested parties before a final decision is taken regarding a proposal to make an enlargement to Offley Primary School. The Local Authority is proposing the expansion of Offley Primary School which has a current capacity of 315 pupil places. The proposed increase to 420 places will deliver sufficient capacity for the school to become a two form of entry (60 places per year group) primary school with a proposed completion date of September 2015.</p> <p>The outcomes of consultation will be summarised in a report to the Portfolio Holder for a decision to progress to the next stage of the process and issue public notices. In deciding whether or not to give permission to publish proposals it is a requirement both under DfE guidance and case law that the decision maker should consider the views expressed during consultation and take into account the Equality Impact Assessment. It is therefore imperative that full details of all views submitted are made available at the decision meeting.</p>
<p><b>Who are the main stakeholders?</b> (eg general public, employees, Councillors, partners, specific audiences)</p>	<ul style="list-style-type: none"> <li>• Children and their parents and carers</li> <li>• Headteachers in schools in Sandbach</li> </ul>

**Section 2: Initial screening**

<p><b>Who is affected?</b> (This may or may not include the stakeholders listed above)</p>	<p>Children and Young People Parents / Carers Schools</p>
<p><b>Who is intended to benefit and how?</b></p>	<p>Young Children and their parents and carers in the Sandbach area.</p>
<p><b>Could there be a different impact or outcome for some groups?</b></p>	<p>This proposal will have a marginal positive impact for members of the local community.</p>

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<b>Does it include making decisions based on individual characteristics, needs or circumstances?</b>		Any decision on the proposal will not be based on any individual characteristics, needs or circumstances									
<b>Are relations between different groups or communities likely to be affected? (eg will it favour one particular group or deny opportunities for others?)</b>											
<b>Is there any specific targeted action to promote equality? Is there a history of unequal outcomes (do you have enough evidence to prove otherwise)?</b>		Consultation will be carried out over a 5 week period inviting feedback on the proposals from anyone with an interest.									
<b>Is there an actual or potential negative impact on these specific characteristics? (Please tick)</b>											
<b>Age</b>	Y	N	<b>Marriage &amp; civil partnership</b>	Y	N	<b>Religion &amp; belief</b>	Y	N	<b>Carers</b>		N
		✓			✓			✓			
<b>Disability</b>	Y	N	<b>Pregnancy &amp; maternity</b>	Y	N	<b>Sex</b>	Y	N	<b>Socio-economic status</b>		N
		✓			✓			✓			
<b>Gender reassignment</b>	Y	N	<b>Race</b>	Y	N	<b>Sexual orientation</b>	Y	N			
		✓			✓			✓			
<b>What evidence do you have to support your findings? (quantitative and qualitative) Please provide additional information that you wish to include as appendices to this document, i.e., graphs, tables, charts</b>										<b>Consultation/involvement carried out</b>	
										Yes	No

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<p><b>Age</b></p>	<p>This will positively impact on the number of school places for young people of primary school age in the Sandbach area and thereby increasing opportunities for parental choice, in line with DfE guidance.</p>	<p>√</p>	
<p><b>Disability</b></p>	<p>The proposal will have a marginally positive impact on young people and parents with a disability because the provision of additional places will overall provide sufficient places closer to person's place of residence. The proposal will also offer greater parental choice for those families with wider caring responsibilities for household members with a disability.</p>	<p>√</p>	
<p><b>Gender reassignment</b></p>	<p>Admission Authorities are bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect.</p> <p>However, given the very young age of the pupils it is unlikely that any issues will arise in relation to these protected characteristics.</p>	<p>√</p>	
<p><b>Marriage &amp; civil partnership</b></p>	<p>Admission Authorities are bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect.</p> <p>Admissions to the school are made following the published admission arrangements and over subscription criteria. All applications are considered against the over subscription criteria on a equal basis without reference to the marital status of the parent/carer.</p>	<p>√</p>	
<p><b>Pregnancy &amp; maternity</b></p>	<p>Admission Authorities are bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect.</p> <p>Admissions to the school are made following the published admission arrangements and over subscription criteria. All applications are considered against the over subscription criteria on a equal basis without reference to the status of the parent/carer.</p>	<p>√</p>	

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<p><b>Race</b></p>	<p>Admission Authorities are bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect. Based on the October 2012 School Census data</p> <p>The recorded data for Offley Primary School is:</p> <ul style="list-style-type: none"> <li>• 93% White</li> <li>• 5% Mixed/Dual Background</li> <li>• 1% Asian or Asian British</li> <li>• 0% Black or Black British</li> <li>• 1% Other Groups or Not recorded</li> </ul> <p>The average recorded data across the Sandbach primary schools is:</p> <ul style="list-style-type: none"> <li>• 94% White</li> <li>• 2 % Mixed/Dual Background</li> <li>• 1% Asian or Asian British</li> <li>• 0% Black or Black British</li> <li>• 3% Other Groups or Not recorded</li> </ul> <p>The local authority has no reason to believe that any proposed expansion of schools would result in an overall change to the current demographics.</p>	<p>v</p>	
<p><b>Religion &amp; belief</b></p>	<p>Admission Authorities are bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect. The school proposed for expansion is a Community school and admission applications are considered against the Local Authority's published admission arrangements and over subscription criteria. Religion and belief do not form part of the admission arrangements or over subscription criterion and all applications will be considered on an equal basis irrespective of religious belief.</p>	<p>v</p>	
<p><b>Sex</b></p>	<p>The gender balance between girls and boys currently attending Offley Primary</p>	<p>v</p>	

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	School is 50% male and 50% female. This represents a similar school population demographic across Sandbach schools with 49% male and 51% female.		
<b>Sexual orientation</b>	Admission Authorities are bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect. However, given the very young age of the pupils it is unlikely that any issues will arise in relation to these protected characteristics.	v	
<b>Carers</b>	The proposal will have a marginally positive impact on persons with dependents and will offer greater parental choice for those families with wider caring responsibilities.	v	
<b>Socio-economic status</b>	It is considered that the proposal will have a positive impact on those children/young people included in this group as the proposal, if agreed, will provide more places locally for local families.	v	
<b>Proceed to full impact assessment? (Please tick)</b>			
	Yes	No v	Date

If yes, please proceed to Section 3. If no, please publish the initial screening as part of the suite of documents relating to this issue

**Section 3: Identifying impacts and evidence**

This section identifies if there are impacts on equality, diversity and cohesion, what evidence there is to support the conclusion and what further action is needed

Protected characteristics	Is the policy (function etc....) likely to have an adverse impact on any of the groups?  Please include evidence (qualitative & quantitative) and consultations	Are there any positive impacts of the policy (function etc....) on any of the groups?  Please include evidence (qualitative & quantitative) and consultations	Please rate the impact taking into account any measures already in place to reduce the impacts identified <b>High:</b> Significant potential impact; history of complaints; no mitigating measures in place; need for consultation <b>Medium:</b> Some potential impact; some mitigating measures in place, lack of	Further action (only an outline needs to be included here. A full action plan can be included at Section 4)

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			evidence to show effectiveness of measures <b>LOW:</b> Little/no identified impacts; heavily legislation-led; limited public facing aspect	
<b>Age</b>				
<b>Disability</b>				
<b>Gender reassignment</b>				
<b>Marriage &amp; civil partnership</b>				
<b>Pregnancy and maternity</b>				
<b>Race</b>				
<b>Religion &amp; belief</b>				
<b>Sex</b>				
<b>Sexual orientation</b>				
<b>Carers</b>				
<b>Socio-economics</b>				
<p><b>Is this project due to be carried out wholly or partly by contractors? If yes, please indicate how you have ensured that the partner organisation complies with equality legislation (e.g. tendering, awards process, contract, monitoring and performance measures)</b></p>				

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**Section 4: Review and conclusion**

<b>Summary: provide a brief overview including impact, changes, improvement, any gaps in evidence and additional data that is needed</b>			
<b>Specific actions to be taken to reduce, justify or remove any adverse impacts</b>	<b>How will this be monitored?</b>	<b>Officer responsible</b>	<b>Target date</b>
<b>Please provide details and link to full action plan for actions</b>			
<b>When will this assessment be reviewed?</b>			
<b>Are there any additional assessments that need to be undertaken in relation to this assessment?</b>	Further analysis to asses impact will be conducted following the consultation period and if appropriate an updated EIA will be presented to the Portfolio Holder at the end meeting to consider publication of statutory public notice.		
<b>Lead officer signoff</b>		<b>Date</b>	
<b>Head of service signoff</b>		<b>Date</b>	

Please publish this completed EIA form on your website