

Cabinet Member for Children and Family Services, and Rural Affairs

Agenda

Date: Monday, 6th January, 2014
Time: 2.00 pm
Venue: Committee Suite 1 & 2, Westfields, Middlewich Road, Sandbach CW11 1HZ

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.

For requests for further information

Contact: Cherry Foreman

Tel: 01270 686463

E-Mail: cherry.foreman@cheshireeast.gov.uk with any apologies

4. **Manor Park School and Nursery, Knutsford - Proposed Expansion** (Pages 1 - 26)

To approve the commencement of statutory consultation on the proposed expansion of the Manor Park School and Nursery from 210 to 315 pupil places, for implementation from September 2015.

CHESHIRE EAST COUNCIL

REPORT TO: PORTFOLIO HOLDER

Date of Meeting:	6 January 2014
Report of:	Tony Crane, Director of Children's Services
Subject/Title:	Proposed Expansion of Manor Park School and Nursery, Knutsford
Portfolio Holder:	Councillor Rachel Bailey

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 Knutsford area of 166 pupil places by 2018, which the Local Authority is seeking to address by expanding existing schools. Detail is provided later in this report and attached as **Appendix 1**.
- 1.3 This decision paper sets out an expansion proposal for Knutsford in response to this anticipated shortfall:
 - **Manor Park School and Nursery** from 210 to 315 pupil places providing an additional 105 pupil places for implementation from **September 2015**
- 1.4 Statutory consultation procedures would be required for the proposed expansion of Manor Park School and Nursery as the 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 Informal consultation meetings with headteachers of the primary schools in this planning area were held on 31 October 2012, 20 December 2012, 10 May 2013 and 8 October 2013.

2.0 Decision Requested

That approval is given to commence statutory consultation on the proposed expansion of Manor Park School and Nursery from 210 to 315 pupil places for implementation from September 2015.

3.0 Reasons for Recommendations

- 3.1 The rationale for change is set out in the draft consultation document attached as **Appendix 2**.
- 3.2 The proposal has the full support of the headteacher and governing body of the school (**Appendix 3**).
- 3.3 There are 7 primary schools located in the Knutsford Planning Area, with 4 of these located in and around the town centre and 3 located in the nearby villages of Mobberley, High Legh and Little Bollington. The combined capacity across all 7 schools is 1442 school places with 1050 in the 4 Knutsford town primary schools.
- 3.4 Based on the October 2012 School Census, pupil forecasts for the Knutsford Planning Area indicates that there will be a significant shortfall of places across the 7 schools of 166 places by 2018. This indicated shortfall excludes any level of operational surplus, which is the level of spare capacity intended to accommodate reasonable journey times to school, some degree of parental choice and flexibility to allow for mid-year entrants:

Knutsford Planning Area	Number on Roll Oct'12	October 2012 School Census Forecasts					
		13/14	14/15	15/16	16/17	17/18	18/19
	1373	1422	1454	1498	1531	1572	1608
Unused places		20	-12	-56	-89	-130	-166
% Unused Places		1%	-1%	-4%	-6%	-9%	-11%

- 3.5 In order to ensure that there are sufficient places for families seeking places at local schools, additional places are needed in this area from 2014 when there is forecast to be 12 places short. The proposed expansion of Manor Park for September 2015 is therefore one of two possible solutions for the Knutsford area. Work is currently being undertaken on a solution for Mobberley village to determine the deliverability of an expansion of Mobberley CE Primary School to increase capacity from 140 to 210, which would also be subject to statutory consultation procedures due to the potential increase in capacity falling within the category of a significant enlargement.
- 3.6 The additional accommodation planned for Manor Park would increase the overall combined capacity for this planning area to 1547 pupil places which, when phased in at the normal point of entry to the school, would leave a shortfall of 61 places by 2021. The potential increase to Mobberley CE Primary, as aforementioned, would address the remaining shortfall by 2020 by providing an additional 70 places phased in at the normal point of entry.

Academic Year	Unused Places/ Shortfall in Places	Manor Park expansion cumulative impact	Additional places still required	Mobberley CE possible solution	Impact (unused places)
13/14	20				
14/15	12		12	10	-2
15/16	56	15	41	20	21
16/17	89	30	59	30	29
17/18	130	45	85	40	45
18/19	166	60	106	50	56
19/20	166	75	91	60	31
20/21	166	90	76	70	6
21/22	166	105	61	70	-9

Current forecasts project to 2018/19 - the forecast of -166 has been assumed for subsequent years.

4.0 Wards Affected

- 4.1 Manor Park School and Nursery is situated in Knutsford Ward. However, consultation would be undertaken with neighbouring wards.

Chelford
High Legh
Knutsford
Mobberley

5.0 Local Ward Members

George Walton – Chelford
Steve Wilkinson – High Legh
Stewart Gardiner – Knutsford
Olivia Hunter – Knutsford
Peter Raynes - Knutsford
Jamie Macrae – Mobberley

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

- 6.1 The proposed expansion of **Manor Park School and Nursery** to increase the school's capacity to 315 pupil places and 1.5 forms of entry (FE) is being funded under the Government's Targeted Basic Need Programme.
- 6.2 A feasibility study 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 case, which will be submitted for consideration and approval through the Council's internal financial approval process.

- 6.3 All Capital projects greater than £250,000 are subject to Cheshire East Council's Capital Programme approval. This scheme will be presented for Gateway 1 Approval at TEG, on the 6 January 2014.
- 6.4 In accordance with the Cheshire East Council's Constitution - Finance and Contract Procedure Rules, financial approval of this scheme will be sought at Cabinet, as part of the 2013-14 Three Quarter Year Review reporting cycle, as a fully funded supplementary capital estimate
- 6.5 It should be noted that there will be revenue implications for the local authority if more pupils are admitted to the school from outside Cheshire East. However, this will be offset by the receipt of additional Dedicated Schools Grant (DSG) income.
- 6.6 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 are 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.
- 6.7 DSG is 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 Manor Park School and Nursery as the change, if approved, would increase the capacity of the school by more than 30 pupils and by more than 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:

6 January 2014	Portfolio Holder's Decision to formally consult on expansion
14 January 2014 to 11 February 2014	Consultation Period
18 March 2014	Portfolio Holder's Decision on Public Notices
3 April 2014 to 30 April 2014	Representation Period (4 weeks statutory)
June 2014	Cabinet decision (or School Organisation Sub Committee if objections are received.)
September 2015	Proposed Implementation

8.0 Risk Management

- 8.1 Disruption to pupils, staff and the community must be kept to a minimum during the consultation period, and any subsequent building programme, to ensure that standards continue to improve
- 8.2 The proposed expansions were identified to address a Basic Need in the area. This is in order to ensure that the Authority meets its statutory duty to provide sufficient school places in this area.
- 8.3 The proposed expansion of Manor Park School and Nursery is to be funded from Targeted Basic Need Grant. To complete the build by September 2015 the design and developments works through to the planning stage will be undertaken "at risk". If the expansion proposal is not subsequently approved and the scheme cannot proceed, the grant will need to be returned to the Education Funding Agency and the abortive costs found from revenue.
- 8.4 Implementation of the proposal will be subject to the necessary planning permissions. In addition, the proposed expansion will almost certainly require approval under Section 77 of School Standards and Framework Act as the building solution will encroach onto areas deemed as "playing field" under the DFE definition.
- 8.5 The Equality Impact Assessment is attached as **Appendix 4**.

9.0 Access to Information

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

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Actual and Projected Surplus Places

Knutsford Planning Area

DfE	School	NOR Oct'12	Capacity	Forecast NOR						Surplus Places						% Surplus					
				13/14	14/15	15/16	16/17	17/18	18/19	13/14	14/15	15/16	16/17	17/18	18/19	13/14	14/15	15/16	16/17	17/18	18/19
2,715	Bexton Primary School	411	420	417	417	420	419	421	421	3	3	0	1	-1	-1	1%	1%	0%	0%	0%	0%
2,258	Egerton Primary School	221	210	225	234	239	245	250	255	-15	-24	-29	-35	-40	-45	-7%	-11%	-14%	-17%	-19%	-22%
2,256	High Legh Primary School	118	147	126	129	136	138	142	144	21	18	11	9	5	3	14%	12%	7%	6%	3%	2%
3,108	Little Bollington Church of Englanc	87	105	86	84	88	80	75	70	19	21	17	25	30	35	18%	20%	16%	24%	29%	33%
2,720	Manor Park School and Nursery	183	210	192	203	219	240	269	291	18	7	-9	-30	-59	-81	9%	3%	-4%	-14%	-28%	-39%
3,157	Mobberley Church of England Prin	142	140	161	173	182	194	200	210	-21	-33	-42	-54	-60	-70	-15%	-24%	-30%	-39%	-43%	-50%
3,559	St Vincent de Paul Catholic Primar	211	210	215	213	213	214	214	216	-5	-3	-3	-4	-4	-6	-2%	-2%	-2%	-2%	-2%	-3%

Planning Areas	NOR Oct'12	Capacity	Forecast NOR						Surplus Places						% Surplus					
			13/14	14/15	15/16	16/17	17/18	18/19	13/14	14/15	15/16	16/17	17/18	18/19	13/14	14/15	15/16	16/17	17/18	18/19
Knutsford	1373	1442	1422	1454	1498	1531	1572	1608	20	-12	-56	-89	-130	-166	1%	-1%	-4%	-6%	-9%	-11%

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**PROPOSAL FOR THE ENLARGEMENT
OF
MANOR PARK SCHOOL AND
NURSERY**

PUBLIC CONSULTATION DOCUMENT

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

December 2013

OBJECTIVE OF THIS CONSULTATION DOCUMENT

To undertake formal consultations with parents and carers of pupils at Manor Park School and Nursery and other interested parties before a final decision is taken regarding a proposal to make an enlargement to Manor Park School and Nursery.

The Local Authority is proposing the expansion of Manor Park School and Nursery, which has a current capacity of 210 pupil places. The proposed increase to 315 places will deliver sufficient capacity for the school to become a one and half form of entry (45 places per year group) primary school with a proposed completion date of September 2015.

Statutory consultation is required for the proposed expansion as the changes, if approved, would increase the capacity of the school by more than 30 pupils and by more than 25%.

INTRODUCTION

Manor Park School and Nursery is a successful school, achieving a “Good” category from Ofsted at the latest inspection in January 2013.

Originally operating as Norbury Booth Junior School the school was amalgamated with the neighbouring Cross Town Infant School in 2000. Due to falling numbers of children on roll in the area the infant building was closed and the children were accommodated in the junior building which was adapted and reopened as Manor Park Primary School with a reduced intake from 54 to 30 children per year group (1 form of entry). In 2008 a Children’s Centre opened on site and is located in a separate building from the school.

The Headteacher and Governors have confirmed their support for the proposed expansion of the school.

BACKGROUND INFORMATION

Knutsford Local Area Partnership (LAP)

The Knutsford Local Area Partnership (LAP) has 10 primary schools and 1 secondary school covering the areas of Knutsford, Chelford, High Legh, Little Bollington, Nether Alderley and Peover Superior. The total primary school capacity across the LAP is 1684.

Knutsford LAP

School Name	Status	PAN 2013	Overall Net Capacity
Bexton Primary School	Community	60	420
Chelford Church Of England Primary School	Voluntary Controlled	9	60
Egerton Primary School	Community	30	210
High Legh Primary School	Community	21	147
Little Bollington Church of England Primary School	Voluntary Controlled	15	105
Manor Park School and Nursery	Community	30	210
Mobberley Church of England Primary School	Voluntary Controlled	20	140
Nether Alderley Primary School	Community	15	105
Peover Superior Endowed (Controlled) Primary School	Voluntary Controlled	11	77
St Vincent de Paul Catholic Primary School	Voluntary Aided	30	210
Area Totals		241	1684

For school place planning purposes LAP's are often broken down into smaller Planning Areas. These planning areas are based on a number of considerations including, school proximities, pattern of parental preferences, feeder schools to high schools and traditional links between the schools themselves.

Knutsford Planning Area

Manor Park School and Nursery is part of the Knutsford Planning Area which consists of 7 primary schools offering a total of 1442 school places. 6 of the schools are feeder /partner primaries for Knutsford Academy with the addition of St Vincent de Paul Catholic Primary whose pupils traditionally transfer to St Nicholas Catholic High School located at Hartford, Northwich, and maintained by Cheshire West and Chester Council.

School Name	Status	PAN 2013	Overall Net Capacity
Bexton Primary School	Community	60	420
Egerton Primary School	Community	30	210
High Legh Primary School	Community	21	147
Little Bollington Church of England Primary School	Voluntary Controlled	15	105

Manor Park School and Nursery	Community	30	210
Mobberley Church of England Primary School	Voluntary Controlled	20	140
St Vincent de Paul Catholic Primary School	Voluntary Aided	30	210
Area Totals		206	1442

Chelford and Peover Superior form part of the Holmes Chapel planning area as they are feeder / partner schools for Holmes Chapel Comprehensive School and Nether Alderley is part of the Wilmslow North planning area and is a feeder/partner school to Wilmslow High School.

Based on the October 2012 School Census, pupil forecasts for the Knutsford Planning Area indicate that there will be a significant shortfall of places across the schools with an overall shortfall of 166 places by 2018. In order to ensure that there are sufficient places for families seeking places at local schools, additional places are needed in this area from 2014 when the number of unused places is forecast to fall to a shortfall of 12 places across all schools and year groups.

This indicated shortfall excludes any level of operational surplus, which is the level of spare capacity intended to accommodate reasonable journey times to school, some degree of parental choice and flexibility to allow for mid-year entrants.

To include a desired 4% level of operational surplus (58 additional places) the indicated shortfall of places increases from 166 to 223 by 2018.

Knutsford Planning Area	Number on Roll Oct'12	Forecasts					
		13/14	14/15	15/16	16/17	17/18	18/19
	1373	1422	1454	1498	1531	1572	1608
Forecast Shortfall		20	-12	-56	-89	-130	-166
% Spare Places		1%	-1%	-4%	-6%	-9%	-11%

Knutsford Planning Area	Number on Roll Oct'12	Forecasts					
		13/14	14/15	15/16	16/17	17/18	18/19
	1373	1422	1454	1498	1531	1572	1608
Forecast Shortfall including the 4% Operational Surplus.		-38	-70	-113	-146	-187	-223
% Spare Places		-3%	-5%	-8%	-10%	-13%	-15%

Previous forecasts had indicated a shortfall in the Knutsford area and although the Local Authority has taken measures to alleviate the immediate shortfall, including admission over the Published Admission Number (PAN) at Manor Park further long term measures are necessary to accommodate the anticipated increase in demand due to population growth in this area

ADMISSIONS

In September 2012, the Local Authority received applications for Knutsford planning area schools in excess of the 206 reception class places available. In response to this immediate shortfall the Local Authority, in agreement with the schools, admitted additional children into a number of schools including Manor Park and by the start of term in September a total of 231 children had been admitted.

The headteacher and Governors of Manor Park supported the Local Authority by agreeing the admission of additional children but no additional accommodation was provided at the time and the school used existing accommodation to accommodate the additional pupils.

For the Reception 2013 intake the Local Authority received a total of 245 first preference applications for the Knutsford planning area schools, which exceeded the 206 places available. To date 211 children have been admitted into the reception classes and although this figure is reduced in comparison to the September 2012 intake the local authority was expecting this slight reduction with demand expected to increase again from 2014 onwards

Birth Rate Data

Data shows that the intake into reception over the last 3 years is broadly in line with the birth rate admission pool for this planning area. On this basis, it is expected that demand for places will continue to exceed the current 206 reception places available.

Knutsford				
Year	Reception Admissions	Live Births (4 years prior to admission round)	Diff	% Diff
2008	184			
2009	199			
2010	182	212	-30	-14.2%
2011	193	217	-24	-11.1%
2012	231	240	-9	-3.8%
2013	211	216	-5	-2.3%
2014		264		
2015		250		

The changing demographics of Knutsford and the demand for places at the local primary schools indicate that the area has insufficient capacity to accommodate local demand. Although the Local Authority took measures to alleviate the immediate shortfall in Knutsford further long term measures are necessary to accommodate the anticipated increase in demand due to population growth in this area

SITE AND BUILDINGS

Situated in a residential area on the edge of Knutsford town centre. Manor Park School and Nursery was opened approximately 12 years ago following the amalgamation of Norbury Booths Junior and Cross Town Infants. Located on the site of the junior school the new school opened with a reduced capacity taking it from a 54 PAN to a single form of entry primary school with an intake of 30 into each year group.

A Children's Centre was opened on site in 2008. However the site remains large to allow for the expansion and provision of additional classrooms required whilst retaining adequate playground and playing field provision.

The implementation of the proposal would be subject to planning approval under Part 3 of the Town and Country Planning Act 1990.

FINANCIAL ISSUES

The proposed expansion of Manor Park School and Nursery to increase the school's capacity to 315 pupil places and 1.5 forms of entry (FE) is being funded under the Government's Targeted Basic Need Programme. A successful bid has already been secured which will be ring fenced against the proposed expansion of Manor Park School and Nursery. Should the expansion not be approved the funding will have to be returned to the Education Funding Agency.

A feasibility study has been completed to identify the proposed project. This detail will be included within the outline business case, which will be submitted for consideration and approval through the Council's internal financial approval process.

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

Further details of 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:

14 January 2014 to 11 February 2014	Formal Public Consultations
18 March 2014	Meeting of the Council's Portfolio Holder for permission to issue Public Notices
3 April 2014 to 30 April 2014	Representation period
June 2014 (date to be confirmed)	Cabinet decision
June 2014	Implementation
September 2015	Proposed completion date.

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. 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 Tel: 0300 123 5012.

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Name of Committee/date & time of meeting Strategic School Development and Inclusion Plan – SSDIP 28.10.13, 4.30pm	Resolved /Action																																												
Present <table border="1" data-bbox="172 275 1007 338"> <tr> <td>SGr</td><td>SGa</td><td>MD</td><td>CM</td><td>PM</td><td>EH</td><td>PJ</td><td>MJ</td><td>JN</td><td>SD</td><td>JS</td> </tr> <tr> <td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td></td><td></td><td>X</td><td>X</td><td>X</td> </tr> </table> Apologies <table border="1" data-bbox="172 371 1007 434"> <tr> <td>SGr</td><td>SGa</td><td>MD</td><td>CM</td><td>PM</td><td>EH</td><td>PJ</td><td>MJ</td><td>JN</td><td>SD</td><td>JS</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>X</td><td>X</td><td></td><td></td><td></td> </tr> </table>	SGr	SGa	MD	CM	PM	EH	PJ	MJ	JN	SD	JS	X	X	X	X	X	X			X	X	X	SGr	SGa	MD	CM	PM	EH	PJ	MJ	JN	SD	JS							X	X				
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1 Statement of Pecuniary interest – reference agenda item No declarations	Resolved /Action																																												
1 Approval was requested by SG for the proposed extension of Manor Park School to 1 ½ form entry and the subsequent building improvements and enlargement. 2 SG presented the SSDIP 2013-14 document outlining statistical and contextual information and planned priorities for the next three years. Priorities for 2013-14: Pupil achievement, Quality, Leadership and Pupil behaviour Action Plan: Reading is the main target. Olympic Legacy funding of £3000 is being used to support sport in school through Sports Partnership, Local Authority Clubs and Lacrosse coaching over 4 classes. OLWEUS Anti-bullying programme. JN, SD and CM declared an interest in joining the committee which will coordinate and monitor anti-bullying procedures. With the expansion of MPS to 1 ½ form entry, planning for a 2 year rolling curriculum programme will ensure all year groups cover all aspects of each subject including Science.	Resolved/Action Proposed: SGa Seconded: CM All agreed																																												
8 Date/time of next meeting TBA																																													

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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	December 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>Permission to commence formal consultation on proposed expansion of Manor Park School and Nursery, Knutsford from 210 places (1FE) to 315 school places (1.5FE) for implementation for September 2015.</p> <p>There are any other associated policies and procedures as set out below:-</p> <ul style="list-style-type: none"> 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. 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 Manor Park School and Nursery would increase the capacity by more than 30 pupils and by more than 25%. 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 					

	<p>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).</p> <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 Manor Park School and Nursery and other interested parties before a final decision is taken regarding a proposal to make an enlargement to Manor Park School and Nursery. The Local Authority is proposing the expansion of Manor Park School and Nursery, which has a current capacity of 210 pupil places. The proposed increase to 315 places will deliver sufficient capacity for the school to become a one and half form of entry (45 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>Who are the main stakeholders? (eg general public, employees, Councillors, partners, specific audiences)</p>	<ul style="list-style-type: none"> • Children and their parents and carers • Headteachers in schools in Knutsford

Section 2: Initial screening

<p>Who is affected? (This may or may not include the stakeholders listed above)</p>	<p>Children and Young People Parents / Carers Schools</p>
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EQUALITY IMPACT ASSESSMENT FORM

Appendix 4



Who is intended to benefit and how?	Young Children and their parents and carers in the Knutsford area.										
Could there be a different impact or outcome for some groups?	This proposal will have a marginal positive impact for members of the local community.										
Does it include making decisions based on individual characteristics, needs or circumstances?	Any decision on the proposal will not be based on any individual characteristics, needs or circumstances.										
Are relations between different groups or communities likely to be affected? (eg will it favour one particular group or deny opportunities for others?)											
Is there any specific targeted action to promote equality? Is there a history of unequal outcomes (do you have enough evidence to prove otherwise)?	Consultation will be carried out inviting feedback on the proposals from anyone with an interest.										
Is there an actual or potential negative impact on these specific characteristics? (Please tick)											
Age	Y	N	Marriage & civil partnership	Y	N	Religion & belief	Y	N	Carers		N
		✓			✓			✓			
Disability	Y	N	Pregnancy & maternity	Y	N	Sex	Y	N	Socio-economic status		N
		✓			✓			✓			
Gender reassignment	Y	N	Race	Y	N	Sexual orientation	Y	N			
		✓			✓			✓			

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		Consultation/involvement carried out	
		Yes	No
Age	This will positively impact on the number of school places for young people of primary school age in the Knutsford area and thereby increasing opportunities for parental choice, in line with DfE guidance.	✓	
Disability	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.	✓	
Gender reassignment	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.	✓	
Marriage & civil partnership	Admission Authorities are bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect. 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 an equal basis without reference to the marital status of the parent/carer.	✓	
Pregnancy & maternity	Admission Authorities are bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect. Admissions to the school are made following the published admission	✓	

	<p>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>Race</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 Manor Park School and Nursery is:</p> <ul style="list-style-type: none"> • 93% White • 0.5% Mixed/Dual Background • 5% Asian or Asian British • 1% Black or Black British • 0.5% Other Groups or Not recorded <p>The average recorded data across the Knustford primary schools is:</p> <ul style="list-style-type: none"> • 91% White • 3% Mixed/Dual Background • 3% Asian or Asian British • 1% Black or Black British • 2% Other Groups or Not recorded <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>Religion & belief</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</p>	<p>v</p>	

	part of the admission arrangements or over subscription criterion and all applications will be considered on an equal basis irrespective of religious belief.		
Sex	Based on the October 2012 School Census the gender balance between girls and boys currently attending Manor Park School and Nursery is 54 % male and 46 % female. This compares to a combined school population across Knutsford of 49% male and 51% female.	v	
Sexual orientation	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	
Carers	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	
Socio-economic status	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	
Proceed to full impact assessment? (Please tick)			
	Yes	No <input checked="" type="checkbox"/>	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?	Are there any positive impacts of the policy (function etc....) on any of the	Please rate the impact taking into account any measures already in place	Further action (only an outline needs to be included
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EQUALITY IMPACT ASSESSMENT FORM

Appendix 4



	Please include evidence (qualitative & quantitative) and consultations	groups? Please include evidence (qualitative & quantitative) and consultations	to reduce the impacts identified High: Significant potential impact; history of complaints; no mitigating measures in place; need for consultation Medium: Some potential impact; some mitigating measures in place, lack of evidence to show effectiveness of measures Low: Little/no identified impacts; heavily legislation-led; limited public facing aspect	here. A full action plan can be included at Section 4)
Age				
Disability				
Gender reassignment				
Marriage & civil partnership				
Pregnancy and maternity				
Race				
Religion & belief				
Sex				
Sexual orientation				
Carers				

Socio-economics			
<p>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)</p>			

Section 4: Review and conclusion

<p>Summary: provide a brief overview including impact, changes, improvement, any gaps in evidence and additional data that is needed</p>			
<p>Specific actions to be taken to reduce, justify or remove any adverse impacts</p>	<p>How will this be monitored?</p>	<p>Officer responsible</p>	<p>Target date</p>
<p>Please provide details and link to full action plan for actions</p>			
<p>When will this assessment be reviewed?</p>			
<p>Are there any additional assessments that need to be undertaken in relation to this assessment?</p>	<p>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.</p>		
<p>Lead officer signoff</p>		<p>Date</p>	
<p>Head of service signoff</p>		<p>Date</p>	

Please publish this completed EIA form on your website