

Cabinet Member for Children and Family Services

Agenda

Date: Monday, 15th October, 2012
Time: 9.30 am
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 relevant to the work of the meeting. 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.

Contact: Paul Mountford, Democratic Services Officer
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4. **Proposed Expansion of Pebble Brook Primary, Wheelock Primary and Mobberley CE Primary** (Pages 1 - 66)

To approve consultation on the proposed expansion of Pebble Brook Primary School, Wheelock Primary School and Mobberley CE Primary School.

THERE ARE NO PART 2 ITEMS

CHESHIRE EAST COUNCIL

Cabinet Member for Children and Family Services

Date of Meeting: 15th October 2012
Report of: Lorraine Butcher
Subject/Title: Proposed Expansion of Pebble Brook Primary, Wheelock Primary and Mobberley CE Primary
Portfolio Holder: Councillor Hilda Gaddum

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.
- 1.2 This Decision Paper requests approval to consult on the proposed expansion of
- **Pebble Brook Primary**, to expand the school from 210 to 315 pupil places (from 1 form of entry to 1.5 forms of entry) with a proposed completion date of September 2013:
 - **Wheelock Primary**, to expand the school from 210 to 315 pupil places (from 1 form of entry to 1.5 forms of entry) with a proposed completion date of September 2013:
 - **Mobberley CE Primary** to expand the school from 140 to 210 pupil places (from an intake of 20 pupils to 30 pupils) and creating a 1 form of entry primary school) with a proposed completion date of September 2013.
- 1.3 As the Strategic Commissioner of School Places, the Local Authority has a statutory duty to review provision within its area and to establish future demands.
- 1.4 Pupil forecasts indicate a shortfall in the number of primary school places due to changing populations and increasing demand in some areas of the Borough resulting in a forecast of only 8 spaces across all year groups and all primary schools by 2017. Proposals are therefore being made for the Sandbach, Crewe and Knutsford areas of the Borough to expand existing accommodation to meet the increasing demand in these areas and to ensure a level of operational surplus; which is a 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.

	Unused (Surplus) Places (January 2012 School Census Forecasts)									
	12/13		13/14		14/15		15/16		16/17	
Crewe	-18	0%	-172	-3%	-255	-5%	-316	-6%	-405	-8%
Knutsford	-5	0%	-57	-4%	-117	-8%	-164	-11%	-227	-16%
Sandbach	31	2%	-28	-1%	-68	-4%	-119	-6%	-151	-8%
All Primary Schools	1121	4%	752	3%	452	2%	208	1%	8	0%

- 1.5 In making this recommendation officers have given consideration to a number of issues including the number of pupils in each school's catchment area, the number of first preferences received for each school, the current size of the school together with the school sites and those suitable for expansion and the likely costs of extension. Suitable schools need to be central to the areas where the extra places are required. **Full details of the rationale for these proposals are included in the consultation documents presented with this report.**

Pebble Brook Primary, Crewe

- 1.6 Pebble Brook Primary School is a popular and successful school with a published admission number (PAN) of 30 pupil places and overall accommodation for 210 pupils across the 7 year groups. The Local Authority is proposing an increase in the school's net capacity, which indicates the number of pupils that can be accommodated in the school. The proposal, if agreed, will increase the school from 210 pupil places (1 form of entry) to 315 (1.5 forms of entry) with an intake each year of 45 pupils into the reception class.
- 1.7 For the past two years, the Local Authority and the school have agreed the admission of additional pupils above the published admission number to ensure that local children can access school places within a reasonable distance from their home address. If the Local Authority had not been able to admit additional pupils to Pebble Brook as their local school, the general shortage of places in the Crewe area would have resulted in parents of some children being offered places in schools at an unreasonable distance.
- 1.8 Due to the popularity of the school and increasing demand in this area, the number of preferences for the school has been steadily increasing. For the last 4 years applications have exceeded the 30 places available in the reception class. For 2011 the Local Authority, in agreement with the school, admitted 40 pupils to meet the demand from families resident in the school's catchment area; for 2012 45 pupils were admitted on the same basis.
- 1.9 Forecasts using January 2012 school census data indicate that across the Crewe Local Area Partnership there will be a shortfall of 416 pupil places by 2017 based on current intakes. For the 14 primary schools located in the Crewe town area (including Pebble Brook Primary), which currently provide 4936 pupil places increasing to 5185 due to changes agreed for implementation in September 2013, forecasts indicate a shortfall of 156 pupil

places by 2017. Although the Local Authority has already taken measures to alleviate the shortfall in school places in this area, further measures are necessary to accommodate the anticipated increase in demand due to population growth within the Crewe area and to ensure a level of operational surplus.

- 1.10 The Headteacher and Governors have confirmed their support for the proposal to expand the school to 1.5 form of entry to accommodate local children at a school within a reasonable distance, as far as possible.

Wheelock Primary School, Sandbach

- 1.11 Wheelock Primary School is a popular and successful school with a published admission number (PAN) of 30 pupil places and overall accommodation for 210 pupils across the 7 year groups. The Local Authority is proposing an increase in the school's current capacity of 210 pupils to provide 315 pupil places with a proposed implementation date of September 2013. This increase, if approved, will provide sufficient accommodation for an intake at the normal point of entry to the school (the reception class) of 45 pupils with the school operating in the longer term as a 1.5 form of entry primary school.
- 1.12 The number of children in the school's catchment area has increased steadily over recent years and for 2012 admissions there were 61 children resident in the area.
- 1.13 The total capacity across the 8 Sandbach primary schools (including Haslington) is currently 1915 pupil places. Forecasts indicate that there will be a shortfall of 151 pupil places in this area by 2017. Pupil forecasts for the Sandbach town area (excluding the 2 Haslington primary schools) indicate that there will be a significant shortfall of places across the 6 schools by 2017 with an overall shortfall of 11% (144 pupil places). The number of spare pupil places is forecast to fall to 0% in September 2013. This absence of any operational surplus from this time will impact on choice for local residents if additional accommodation is not provided for this area.
- 1.14 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, which included Wheelock Primary, agreed admissions above their Published Admission Numbers to ensure that children were accommodated in schools within a reasonable distance from their home address. The general shortage of places in the Sandbach area for 2012 would have resulted in parents of some children being offered schools over 4 miles away, as the next nearest schools with places available.
- 1.15 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.

Mobberley CE Primary School, Knutsford.

- 1.16 Mobberley CE Primary is a popular and successful school resulting in the number of preferences for the school exceeding the 20 places available in the reception class for 3 of the last 4 years. For 2012 the school received 33 first preferences against a published admission number (PAN) of 20.
- 1.17 The distance to other nearby schools will seem unreasonable to local families. Many will qualify for transport assistance being over the statutory walking distance of 2 miles if unable to secure a place at their local school.
- 1.18 Pupil forecasts for the Knutsford LAP indicate that there will be a significant shortfall of places across a number of the schools reaching a forecast shortfall of 9% (215 places) by 2017. In order to ensure that there are sufficient places for families seeking places at their local schools, additional places are needed in this area from 2013 when the number of unused places is forecast to fall to only 6 places across all schools and all year groups.
- 1.19 Forecasts for Mobberley CE Primary indicate that from 2012 there will be insufficient places at the school with more children on roll than places available. This trend is forecast to continue reaching a shortfall of 60 pupil places, based on current admission patterns, by 2017.
- 1.20 The Headteacher and Governors have confirmed their support for the proposed expansion of the school to a 1 Form of Entry primary school (30 places per year group) in order that accommodation is suitable for existing pupils on roll and to accommodate the growing population and demand for places from local families now and in the future.

2.0 Recommendations

- 2.1 That the Portfolio Holder give permission to commence statutory consultation on 8 October 2012 on the proposed expansions of three schools:
 - **Pebble Brook Primary**, from the 210 school places (1FE) to 315 school places (1.5 FE) thus providing an additional 105 school places with effect from September 2013:
 - **Wheelock Primary**, from the 210 school places (1FE) to 315 school places (1.5FE) thus providing an additional 105 school places with effect from September 2013:
 - **Mobberley CE Primary** from the current Published Admission Number (20) providing 140 school places to a PAN of 30 (1FE) thus providing an additional 70 school places with effect from September 2013.

3.0 Reasons for Recommendations

- 3.1 In making this recommendation the authority has given consideration to a number of issues including the number of pupils in each school's catchment area, the number of first preferences received for each school, the current size of the school together with the school sites and those suitable for expansion and the likely costs of extension. Suitable schools also needed to be central to the areas where the extra places are required
- 3.2 Pebble Brook Primary School was established in 1988 following the amalgamation of Bedford Street Infants and Pebble Brook Junior School. Originally developed to accommodate a one and a half form entry primary school with 315 pupil places following a decline in the need for places in the area the school was reduced to a one form entry school with 210 school places and a Children's Centre was established on site. However the site remains sufficient to expand to accommodate 315 pupil places retaining adequate playground and playing field provision. It is envisaged that the proposed extension would require 3 additional classrooms,
- 3.3 Wheelock Primary is situated on the outskirts of Sandbach Town the school was originally developed to accommodate 5 classrooms and later extended to a one form entry primary school with 210 pupil places. However the site is sufficient to expand to accommodate 315 pupil places retaining adequate playground and playing field provision. It is envisaged that the proposed extension would require 4 additional classrooms,
- 3.4 Mobberley CE Primary is situated in the rural village of Mobberley on the outskirts of Knustford. The school was originally built in 1858 and consisted of 2 classrooms. Extensions and refurbishments have taken place over a number of years and following the closure of Ashley CE Primary School in 2004 the school was further developed and the accommodation now consists of 5 classrooms, 2 practical areas, hall, staffroom and office accommodation. It is envisaged that the proposed expansion would require 2 additional classrooms.

4.0 Wards Affected

- 4.1 Pebble Brook Primary School is situated in Crewe South Ward. However, consultation would be untaken with neighbouring wards:-

Crewe Central
Crewe East
Crewe West
Crewe North
Crewe South
Crewe St Barnabas

- 4.2 Wheelock Primary School is situated in Sandbach Ettiley Heath and Wheelock Ward. However consultation will be undertaken with neighbouring wards:-

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

- 4.3 Mobberley CE Primary is situated in Mobberley Ward. However consultation would be undertaken with neighbouring wards.

High Legh
Mobberley
Knutsford
Chelford
Wilmslow West & Chorley

5.0 Local Ward Members

5.1 Pebble Brook Primary

Irene Fasey – Crewe Central
Peggy Martin - Crewe East
David Newton – Crewe East
Chris Thorley – Crewe East
Peter Nurse – Crewe West
Michelle Sherratt– Crewe West
Mo Grant – Crewe North
Dorothy Flude – Crewe South
Steven Hogben – Crewe South
Roy Cartlidge – Crewe St Barnabas

5.2 Wheelock Primary

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

5.3 Mobberley CE Primary

George Walton – Chelford
Steve Wilkinson – High Legh
Stewart Gardiner – Knutsford
Olivia Hunter – Knutsford

Peter Raynes - Knutsford
Jamie Macrae - Mobberley
Gary Barton – Wilmslow West and Chorley
Wesley Fitzgerald – Wilmslow West & Chorley

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

6.1 All the proposed expansions are part of an approved block budget (grant) set aside for Basic Need. The block budget was formally approved at Council on 23 February 2012.

6.2 The building work would be funded from the Council's 2012/2013 Capital Programme for Basic Needs. The capital investments required are estimated at:

• Pebble Brook Primary	£1.105,000
• Wheelock Primary	£1,765,758
• Mobberley CE Primary	£796,000

6.3 Although the Local Authority is proposing an expansion to Mobberley CE Primary this would be subject to the acquisition of land adjacent to the school, agreed costs would be in addition to the estimated £796,000 quoted above.

7.0 Legal Implications (Authorised by the Borough Solicitor)

7.1 Statutory consultation is required for this proposal as the changes, if approved, will fall within the category of a significant enlargement. The additional accommodation proposed for Pebble Brook Primary, Wheelock Primary and Mobberley CE Primary School would increase the capacity by more than 30 pupils and by more than 25%.

7.2 This would ensure that the Local Authority is compliant 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).

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:

15 October 2012	Portfolio Holder's Decision to formally consult on expansion
22 October 2012	5 day call in period
22 October 2012 to 23 November 2012	Consultation Period
3 December 2012	Portfolio Holder's Decision on Public Notices
10 December 2012	5 day call in period
10 December 2012 to 4 January 2013	Representation Period (4 weeks statutory)
4 February 2013	Cabinet decision
11 February	5 day call in period
11 February 2013	Implementation
September 2013	Proposed Completion date

8.0 Risk Management

- 8.1 Disruption to pupils, staff and the community must be kept 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 individual areas. This is in order to ensure that the Authority meets its statutory duty to provide sufficient school places in this area. In order to complete these scheme by September 2013 the construction phase would need to commence by late February 2013. There is therefore a key risk resulting from the very tight timetable leading up to this.
- 8.3 The Authority cannot enter into a contract to provide the further accommodation until additional land to be used for hard-standing area has been acquired, and approval to the building scheme, including the proposed use of the additional land for hard-standing area, has been approved by the Planning Authority. If additional land cannot be acquired, then the Authority will have to investigate alternative provision in the Knutsford area.
- 8.4 If the land-owner is not willing to sell, the only other option on the Mobberley site would be to consider converting the existing playing field to form a synthetic pitch that could be used by pupils at break-times etc. in addition to meeting the school sporting requirements. This would increase the capital cost of the project and also cause the school some organisational difficulties of having to supervise pupils across a farm track which is used regularly. Sport England have been consulted on this and offered the following comments "*The Artificial Grass Pitch (AGP) would need to meet the following exception to the playing field policy replicated in paragraph 74 of the National Planning Policy Framework*":
- 8.5 Implementation of these proposals will be subject to the necessary planning permissions.

9.0 Access to Information

Attached :

Draft Consultation Documents for Pebble Brook, Wheelock, Mobberley CE
Draft consultation Response Forms for Pebble Brook, Wheelock, Mobberley CE
Equality Impact Assessments for Pebble Brook, Wheelock, Mobberley CE

The background papers relating to this report can be inspected by contacting the report writer:

Name: Rob Hyde

Designation: Principal Manager Organisation and Capital Strategy

Tel No: 01606 271821

Email: rob.hyde@cheshireeast.gov.uk

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Consultation Feedback Form

Proposed Expansion of Pebble Brook Primary School, Crewe.

You are invited to comment on Cheshire East Council's proposal to expand Pebble Brook Primary School from a 210 place, 1 form of entry primary school to a 315 place, 1.5 form of entry primary school for completion in 2013.

Before completing this form, please refer to the consultation document, which provides the rationale for this proposal.

Please tick the relevant boxes to indicate your views and any comments you may wish to make.

Do you agree with the proposal to expand Pebble Brook Primary School?	Please tick (✓)		
	Yes	No	No View

Comments (if any)

(Please continue overleaf, if required.)

Please tick the following box(s) to indicate any of the following that apply to you:

	Please Tick (✓)
Parent/Carer of Present Pupil(s)	
Governor	
Member of School Staff	
Pupil	
Other (please specify)	

Name:	Date:
Address:	Signed:

Please return this form to:

Cheshire East Council, School Organisation and Capital Strategy, Delamere House (EC), Delamere Street, Crewe CW1 2LL **by the closing date of 19 November 2012.**

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**PROPOSAL FOR THE ENLARGEMENT
OF
PEBBLE BROOK PRIMARY SCHOOL,
CREWE**

PUBLIC CONSULTATION DOCUMENT

**Lorraine Butcher
Strategic Director
Children, Families & Adults
Cheshire East Council
Westfields, Sandbach
Cheshire
CW11 1HZ**

September 2012

OBJECTIVE OF THIS CONSULTATION DOCUMENT

To undertake formal consultations with parents and carers of pupils at Pebble Brook Primary School and other interested parties before a final decision is taken regarding a proposal to make a significant enlargement to Pebble Brook Primary School.

The Local Authority is proposing the expansion of Pebble Brook Primary School to provide an additional 105 places increasing the school from 210 places (1 form of entry) to 315 places (1.5 form of entry) with a proposed completion date of September 2013.

INTRODUCTION

Pebble Brook Primary School is a popular and successful school with a published admission number (PAN) of 30 pupil places and overall accommodation for 210 pupils across the 7 year groups.

The Local Authority is proposing an increase in the school's net capacity, which indicates the number of pupils that can be accommodated in the school. The proposal, if agreed, will increase the school from 210 pupil places (1 form of entry) to 315 (1.5 forms of entry) with an intake each year of 45 pupils into the reception class.

For the past two years, the Local Authority and the school have agreed the admission of additional pupils above the published admission number to ensure that local children can access school places within a reasonable distance from their home address. If the Local Authority had not been able to admit additional pupils to Pebble Brook as their local school, the general shortage of places in the Crewe area would have resulted in parents of some children being offered places in schools at an unreasonable distance. Temporary accommodation has been agreed for the school as an interim measure pending the decision on the proposed expansion. Although the Local Authority has recently implemented these interim measures to alleviate the shortfall in school places for the Crewe area, this proposed long term measure is necessary to accommodate the anticipated increase in demand due to population growth within the Crewe area.

The school is popular and successful and the number of first preferences for the school has been steadily increasing. For the last 4 years applications have exceeded the 30 place available in the reception class. For 2011 the Local Authority in agreement with the school admitted 40 pupils to meet the demand from families resident in the school's catchment area; for 2012 45 pupils were admitted on the same basis.

The school's site is large enough to accommodate a 1.5 form of entry school.

The Headteacher and Governors have confirmed their support for the proposal to expand the school to 1.5 form of entry to accommodate local children at a school within a reasonable distance, as far as possible.

BACKGROUND

The Crewe Local Area Partnership (LAP) has 21 primary schools and 5 secondary schools covering the areas of Crewe, Nantwich, Sandbach, and Shavington. Currently the total primary school capacity across this area is 6992 pupil places.

Forecasts using January 2012 school census data indicated that across the area as a whole there will be a shortfall of 416 pupil places by 2017.

Crewe LAP	Capacity	Number on Roll in Jan'12	Academic Years					
			12/13	13/14	14/15	15/16	16/17	17/18
Forecast Number on roll	6992	6619	6809	6957	7125	7240	7308	7408
Forecast unused places			183	35	-133	-248	-316	-416
Forecast % unused places			3%	1%	-2%	-4%	-5%	-6%

During the academic year 2011-2012, the Local Authority agreed the expansion of Oakefield Primary and Nursery School from 315 to 420 pupil places with effect from September 2013 increasing the school from a 1.5 to a 2 form of entry primary school and an additional 105 pupil places for the Crewe area to address forecast shortfall. Other changes introduced for Crewe included increased intakes to Beechwood Primary from 280 places to 315 (additional 35 pupil places); Monks Coppenhall from 360 places to 420 (additional 60 pupil places) and Brierley Primary from 161 places to 210 (additional 49 pupil places) with a total additional capacity agreed for this area of 249 pupil places. Without these changes 13 of the 21 primary schools were forecast to be over capacity or to have a very low level of unused places by 2017.

Based on January 2012 forecasts, the remaining shortfall in the number of places needed for the Crewe area indicates that further changes are needed to ensure sufficient school places for children resident in the area with projections indicating only 1 spare place across all year groups and all schools in the Crewe Local Area Partnership (LAP) by 2015 and insufficient places to meet the current pattern of intake for subsequent years.

21 Primary Schools in the Crewe LAP	Revised Capacity (6992 + 249)	Number on Roll in Jan'12	Academic Years					
			12/13	13/14	14/15	15/16	16/17	17/18
Forecast Number on roll	7241	6619	6809	6957	7125	7240	7308	7408
Forecast unused places			432	284	116	1	-67	-167
Forecast % unused places			6%	4%	2%	0%	-1%	-2%

Crewe (Town)

School	Status
Beechwood School	Community
Brierley Primary	Community
Edleston Primary	Community
Gainsborough Primary	Community
Hungerford Primary	Community
Leighton Primary	Community
Mablins Lane Community Primary	Community
Monks Coppenhall Primary	Community
Oakefield Primary & Nursery	Community
Pebblebrook Primary	Foundation
St Mary's Catholic Primary	Voluntary Aided
Underwood West Primary	Community
Vine Tree Primary	Community
Wistaston Green Primary	Community

The 14 primary schools located in the Crewe town area of this Local Area Partnership currently provide 4936 pupil places increasing to 5185 from September 2013.

It is in this area where demand for places has increased significantly and changes have been made to increase the number of pupil places in the four schools stated above. For many schools, these changes will address this growth in the number of primary aged pupils, however, high demand for places requires further measures; not only to ensure that there are sufficient places for local children to attend local schools within a reasonable distance, but also to ensure the Local Authority can build in operational surplus, which is a 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. The remaining shortfall across these 14 primary schools based on current intake

patterns has informed the decision to propose the expansion of Pebble Brook Primary to provide further accommodation in this area of the Crewe Local Area Partnership to meet this increasing demand due to population changes.

14 Crewe Town Schools	Number on Roll Jan 12	Revised Capacity- Number of Pupil Places	Academic Year					
			12/13	13/14	14/15	15/16	16/17	17/18
Forecast Number on roll	4667	5185	N/A	4954	5108	5191	5252	5341
Forecast unused places			N/A	231	77	-6	-67	-156
Forecast % unused places				4%	1%	0%	-1%	-3%

Pebble Brook Primary is a popular and successful school and forecasts informed by January 2012 school census data indicate that based on current intake patterns this school will have insufficient capacity to meet demand.

Pebble Brook Primary	Number on Roll Jan 12	Capacity - Number of Pupil Places	Academic Year					
			12/13	13/14	14/15	15/16	16/17	17/18
Forecast Number on Roll	205	210	221	233	243	258	268	280
Forecast Unused Places			-11	-23	-33	-48	-58	-70
Forecast % Unused Places			-5%	-11%	-16%	-23%	-28%	-33%

ADMISSIONS

Due to changes in demographics for this area the Local Authority received applications for admission in September 2012 in excess of the 708 reception class places available with a total (to date) of 773 admissions.

The number of children resident within the schools catchment area has been steadily increasing in recent years and for September 2012 the number of applications received was nearly four times the school's current intake of 30 places. In order to accommodate children resident in the school's catchment area for whom there was no other schools with vacancies within a reasonable

distance, the Local Authority agreed additional places over the school's published admission number for September 2011 and 2012 and has arranged for temporary accommodation on the school's site as an interim measure.

The number of children resident within the schools catchment area is expected to continue to rise in future years. It is therefore recommended that the local demand for places at this school justifies an extension of classrooms to take the school from 210 school places (1FE) to 315 places (1.5FE) with a PAN of 45 per year group.

SITE AND BUILDINGS

The school was established in 1988 following the amalgamation of Bedford Street Infants and Pebble Brook Junior School. Originally developed to accommodate a one and a half form of entry primary school with 315 pupil places, following a decline in the need for places in the area the school was reduced to a one form entry school with 210 school places and a Children's Centre was established on site. However, the site remains sufficient to expand to accommodate 315 pupil places retaining adequate playground and playing field provision.

Expansion of the school will be subject to planning permission.

FINANCIAL ISSUES

The Pebble Brook proposal is part of an approved block budget (grant) set aside for Basic Need. The block budget was formally approved at Council on 23 February 2012.

The building work would be funded from the Council's 2012/2013 Capital Programme for Basic Needs. The capital investment required is estimated at £1,105,000 which includes the provision of the temporary mobile already agreed.

TIMESCALES

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

22 October 2012 to 19 November 2012	Formal Public Consultations
3 December 2013	Meeting of the Council's Portfolio Holders for permission to publish notices
10 December 2012 to 7 January 2013	4 Weeks Representation Period
4 February 2013	Cabinet Decision
11 February 2013	Implementation
September 2013	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, Delamere House, Delamere Street, Crewe CW1 2LL, e-mail: SOCS@cheshireeast.gov.uk Tel: 0300 123 5012.

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Department/Service	Children and Families	Equality Impact Assessment		
Ref	CHI (AA)	Officer responsible for the assessment	Rob Hyde	
Name of policy procedure function being assessed	Approval to commence statutory consultation on the expansion of Pebble Brook Primary from 1FE to 1.5FE and thus provide an additional 105 school places, with a proposed completion date of September 2013.		Start date of assessment	28/09/2012
Are there any other policies or procedures associated or linked with this one.	<ul style="list-style-type: none"> Children and Families Department Capital Strategy 2012/2013 Statutory consultation is required for this proposal as the changes, if approved, will fall within the category of a significant enlargement. The additional accommodation proposed for Pebble Brook Primary 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 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). 			
Briefly describe the aims, objectives and outcomes of the policy / procedure / function	The proposal, if determined, will provide additional school places in a local primary school. In addition, this will deliver a level of operational surplus for the Local Authority, which is a 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. The proposal will have a significant positive impact on the current projected shortfall in school places in Crewe and will have, at worst, a neutral impact on vulnerable and minority groups in the			

	<p>Community.</p> <p>The Crewe Local Area Partnership (LAP) has 21 primary schools and 5 secondary schools covering the areas of Crewe, Nantwich, Sandbach, and Shavington. Currently the total primary school capacity across this area is 6992 pupil places. Forecasts using January 2012 school census data indicated that across the area as a whole there will be a shortfall of 416 pupil places by 2017.</p> <p>The 14 primary schools located in the Crewe town area of this Local Area Partnership, which includes Pebble Brook Primary currently provide 4936 pupil places increasing to 5185 from September 2013. It is in this area where demand for places has increased significantly producing a forecast shortfall of 156 pupil places by 2017.</p> <p>Pebble Brook Primary is a popular and successful school and forecasts informed by January 2012 school census data indicate that based on current intake patterns this school will have insufficient capacity to meet demand and is therefore proposed for expansion.</p> <p>In making this recommendation the Local Authority has given consideration to a number of issues including the number of pupils in each school's catchment area, the number of first preferences received for each school, the current size of the school together with the school sites and those suitable for expansion and the likely costs of extension. Suitable schools also needed to be central to the area of Crewe where the extra places are required.</p>
Who is intended to benefit from this policy –procedure – function?	Young Children and their parents in the Crewe Town area
What factors could contribute to or detract from the outcomes?	<ul style="list-style-type: none"> • Not being able to proceed to consultation and therefore add to the project timeline would affect the timeline to deliver the development by September 2013. • Having a flawed consultation exercise which would breach the Local Authority's statutory requirements as set out above.

Who are the main stakeholders in relation to the policy – procedure- function? (Please consider key equality groups)	<ul style="list-style-type: none"> • Head Teachers in schools in Crewe • Children, parents and carers in Cheshire East 		
Who is responsible for the policy – procedure – function?	Rob Hyde		
<p>To take us forward in:</p> <p>(a) eliminating discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;</p> <p>(b) advancing equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;</p> <p>(c) fostering good relations between persons who share a relevant protected characteristic and persons who do not share it</p>			
Please identify any impact (Positive / Negative) this policy, procedure, function or service will have on the following protected characteristics:			
Age - Is there an impact?	Yes - positive	No	<p>Comments/Actions:</p> <p>This will positively impact on the number of school places for young people at Primary school age in the Crewe area.</p>
Carers – Is there an impact?	Yes - positive	No	<p>Comments/Actions:</p> <p>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.</p>

Disability - Is there an impact?	Yes - positive	No	<p>Comments/Actions:</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 peoples 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>
Gender	Yes	No – neutral	<p>Comments/Actions:</p> <p>The Local Authority is bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect. There is an equal gender balance. Girls represent 53% of the Pebble Brook pupils with boys 47%. This represents a similar school population demographic across all Crewe schools with 51% male and 49% female.</p>
Gypsies & Travellers - Is there an impact?	Yes - positive	No	<p>Comments/Actions:</p> <p>The Local Authority is bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect. However no Pebble Brook pupils have identified themselves as being from the gypsy/traveller community. Across the Crewe schools 0.3% are identified within this group. The proposal therefore has the potential to be slightly positive for this minority group.</p>
Race – Is there an impact?	Yes	No - neutral	<p>Comments/Actions:</p> <p>The Local Authority is bound by the Admissions Code and Regulations and this does not allow for any discrimination in this</p>

			<p>respect.</p> <p>Race is recorded as the following from Pebble Brook school:</p> <ul style="list-style-type: none"> • 87% White • 3% Mixed/Dual Background • 3% Asian or Asian British • 3% Black or Black British • 4% Other Groups or Not recorded <p>Across all schools in Crewe the following data is recorded:</p> <ul style="list-style-type: none"> • 92% White • 3% Mixed/Dual Background • 2% Asian or Asian British • 1% Black or Black British • 2% Other Groups or Not recorded
Religion & Belief- Is there an Impact?	Yes	No – neutral	<p>Comments/Actions:</p> <p>The Local Authority is bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect.</p> <p>The proposal is applicable to all irrespective of religious belief.</p>
Sexual Orientation -Is there an impact?	Yes	No - neutral	<p>Comments/Actions:</p> <p>The LA does not collect data on the sexual orientation of young people. However, there is no evidence to suggest the proposal will have any adverse impact on children within this group. Indeed, all of the proposals enhance equality.</p>

Transgender - Is there an impact?	Yes	No - neutral	<p>Comments/Actions:</p> <p>There is no evidence to suggest that the proposal will have any adverse impact on children/young people in terms of Transgender.</p> <p>Individuals who are vulnerable due to transgender may find no change.</p>
Other socio-economic disadvantaged groups (including white individuals, families and communities) Is there an impact?	Yes - positive	No	<p>Comments/Actions:</p> <p>It is considered that the proposal will have a positive impact on those children/young people included in this group because 33% of pupils within Pebble Brook (Reception to Year 6) are eligible for free school meals. Across all of the Crewe primary schools 17% are eligible.</p>
Please give details of any other potential impacts of this policy (i.e. Poverty & deprivation, community cohesion, environmental)	Yes	No - neutral	<p>Comments/Actions:</p> <p>It is considered that the proposal will have no adverse impact.</p>
Could the impact constitute unlawful discrimination in relation to any of the Equality Duties	Yes	No	<p>Comments:</p> <p>The Local Authority is bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect.</p>
Does this policy – procedure – function have any effect on good relations between the	Yes	No	<p>Comments:</p> <p>The proposal should be seen as a statement of confidence in the</p>

Council and the Community			school and its future direction and engender a positive reaction from the local community.
Do you require further data/information/intelligence to support decision making?	Yes	No	Comments: The Impact Assessment will be reviewed at the end of the Consultation exercise but it is thought that no further intelligence or analysis will be required.
Please specify any question(s)/issues/concerns/actions identified as a result the assessment. What needs to be done?			Comments <ul style="list-style-type: none"> There are no further concerns identified

Data Methods/Collection to Support Decision Making		
Please indicate what methods of research, information and intelligence will be/have been used e.g. consultation, reports, comparisons with similar organisations	Internally <ul style="list-style-type: none"> Desk top research re: legislation, policies, guidance etc CYPD data Population data from internal sources 	Externally
Please state who will be/who was involved/engaged/consulted	Internal (Staff/Members/Service/Dept) <ul style="list-style-type: none"> The Director of Children Families and Adults and SMT. The capital expenditure was approved by Cabinet in February 2012 as part of the bulk budget proposals. 	External (stakeholders/service users/partners) <ul style="list-style-type: none"> Formal Consultation, if approved, will be undertaken with local families and the wider community including other interested parties in according with statutory procedures and DfE guidance.

Please indicate any significant expected costs & resource requirements for completing the data collection	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A
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Equalities Impact Assessment (EIA) Action Plan: Making Changes

REF	Action	Responsible Person/s	Action Deadline	Tasks	Progress
	Review the feedback and consider whether the recommendation needs to be amended.	Rob Hyde / Barbara Dale		<ul style="list-style-type: none"> • Review and amend as necessary 	<ul style="list-style-type: none"> • Will take place at the end of consultation
Please state the date the policy/procedure/function will be reassessed? (generally 1-3 yrs)			Comments/Date: This decision will not require review.		

Signed (Service Manager)

Date.....

Signed (Head of Section)

Date.....

Once you have completed this section please email it to the Equality and Inclusion Team. The Equality and Inclusion Team will convene a quarterly meeting of the Fairness and Inclusion Group (FIG) who will quality check our EIA's to ensure we have considered everyone. We plan to send approximately 2-5% of our completed EIAs Forms to the (FIG).

Quarterly Progress and monitoring

REF	Action	Progress	Completed
	This decision will not require review.		

Once you have completed your quarterly progress report, please email it to the Equality and Inclusion Team

Measuring Impact & Reporting

Ref	Action	Impact	Outcome	Review Date

Once you have completed your impact report, please email it to the Equality and Inclusion Team. The Equality and Inclusion Team will prepare an annual report for Corporate Management Team and Cabinet on our progress.

Appendix 1

Service Reference Index

Service Reference Index			
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Policy & Performance – PAP	Corporate Improvement - CI	Environmental – ENV	Borough Treasurer & Head of Assets – BTA

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Consultation Feedback Form

Proposed Expansion of Wheelock Primary School, Crewe Road, Sandbach

You are invited to comment on Cheshire East Council's proposal to expand Wheelock Primary School from a 210 place, 1 form of entry primary school to a 315 place, 1.5 form of entry primary school for completion in 2013.

Before completing this form, please refer to the consultation document, which provides the rationale for this proposal.

Please tick the relevant boxes to indicate your views and any comments you may wish to make.

Do you support the proposal to expand Wheelock Primary School?	Please tick (✓)		
	Yes	No	No View

Comments (if any)

(Please continue overleaf, if required.)

Please tick the following box(s) to indicate any of the following that apply to you:

	Please Tick (✓)
Parent/Carer of Present Pupil(s)	
Governor	
Member of School Staff	
Pupil	
Other (please specify)	

Name:	Date:
Address:	Signed:

Please return this form to:

Cheshire East Council, School Organisation and Capital Strategy, Delamere House, Delamere Street, Crewe CW1 2LL **by the closing date of 19 November 2012.**

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

PUBLIC CONSULTATION DOCUMENT

**Lorraine Butcher
Strategic Director
Children, Families & Adults
Cheshire East Council
Westfields, Sandbach
Cheshire
CW11 1HZ**

September 2012

OBJECTIVE OF THIS CONSULTATION DOCUMENT

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

The Local Authority's proposal is to expand Wheelock Primary School, Sandbach from 210 to 315 pupil places for completion in September 2013.

INTRODUCTION

Wheelock Primary School is a popular and successful school with a published admission number (PAN) of 30 pupil places and overall accommodation for 210 pupils across the 7 year groups.

The Local Authority is proposing an increase in the school's current capacity of 210 pupils to provide 315 pupil places with a proposed implementation date of September 2013. This increase, if approved, will provide sufficient accommodation for an intake at the normal point of entry to the school (the reception class) of 45 pupils with the school operating in the longer term as a 1.5 form of entry primary school.

For 2012 admissions, the Local Authority and the school agreed the admission of 45 children to accommodate local children due to an increase in demand for school places in the Sandbach area. The general shortage of places in the Sandbach area for 2012 would have resulted in parents of some children being offered schools over 4 miles away, as the next nearest schools with places available.

The number of children in the school's catchment area has increased steadily over recent years and for 2012 admissions there were 61 children resident in the area.

Reception Year of Intake	Number of Children Resident in the School's Catchment Area
2010	44
2011	50
2012	61

As a popular school, the number of first preferences has consistently exceeded the 30 places available. For admission in 2012 the school received 44 first preferences.

Reception Year of Intake	Number of First Preferences
2010	38
2011	39
2012	44

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

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 7 secondary schools and the total primary school capacity across the LAP is 7191

Wheelock Primary is situated in the Sandbach area of this Local Area Partnership which has 8 primary schools and 2 secondary schools. Two of these primary schools fall within the Crewe Local Area Partnership and serve the Haslington area (Haslington Primary and The Dingle Primary schools). The total capacity across the 8 primary schools is currently 1915 pupil places. Forecasts indicate that there will be a shortfall of 151 pupil places by 2017, taking into account all 8 primary schools.

Sandbach Area	Number on Roll (NOR) Jan 12	Capacity -Number of Pupil Places	Academic Year					
			12/13	13/14	14/15	15/16	16/17	17/18
Forecast NOR	1778	1915	1826	1884	1943	1983	2034	2066
Forecast Spare Places			89	31	-28	-68	-119	-151
Forecast % Spare places			5%	2%	-1%	-4%	-6%	-8%

SANDBACH TOWN PRIMARY SCHOOLS

The 6 primary schools (listed below) located in Sandbach town, and excluding the two Haslington primary schools, have a combined capacity of 1295 school places.

School	Status
Elworth CE Primary	Voluntary Controlled
Elworth Hall Primary	Community School
Offley Primary	Community School
Sandbach Community Primary	Community School
St John's C of E Primary	Voluntary Aided
Wheelock Primary	Community School

At primary phase, pupils that are admitted to these 6 Sandbach schools are predominantly resident within the school's 'catchment area' or live within the Congleton Local Area Partnership (LAP) with only 3.9% living outside the LAP and 0.3% living outside Cheshire East Borough.

Pupil forecasts for Sandbach town area indicate that overall there will be a significant shortfall of places across the 6 schools by 2017 with an overall shortfall by 11% (144 pupil places). The number of spare pupil places is forecast to fall to 0% in September 2013. This absence of any operational surplus from this time; which is a 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, will impact on local residents if additional accommodation is not provided for this 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 Wheelock Primary School this was necessary to offer places for children resident in the area served by the school as 'catchment area' applicants. Temporary accommodation has been agreed for this school as an interim measure pending a decision on this proposal for a long term solution.

Since 2009 the number of pupils resident within the school catchment area and the demand for places from local residents has been steadily rising and the current demand for places exceeds the number of available places. 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 315 places with a PAN of 45 (1.5FE).

SITE AND BUILDINGS

Situated in the village of Wheelock on the outskirts of Sandbach Town the school was originally developed to accommodate 5 classrooms and later extended to a

one form entry primary school with 210 pupil places. However the site is sufficient to allow for expansion to accommodate a 4 class extension to provide a total of 315 pupil places and retaining adequate playground and playing field provision.

Expansion of the school will be subject to planning permission.

FINANCIAL ISSUES

The Wheelock proposal is part of an approved block budget (grant) set aside for Basic Need. The block budget was formally approved at Council on 23 February 2012.

The building work would be funded from the Council's 2012/2013 Capital Programme for Basic Needs. The capital investment required is estimated at £1,765,758 which also includes the initial provision of the temporary mobile on site.

TIMESCALES

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

22 October 2012 to 19 November 2012	Formal Public Consultations
3 December 2013	Meeting of the Council's Portfolio Holder for Permission to Publish Notices.
10 December 2012 to 7 January 2013	4 Weeks Representation Period
4 February 2013	Cabinet Decision
11 February 2013	Implementation
September 2013	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, Delamere House, Delamere Street, Crewe CW1 2LL, e-mail: SOCS@cheshireeast.gov.uk Tel: 0300 123 5012.

Department/Service	Children and Families	Equality Impact Assessment		
Ref	CHI (AA)	Officer responsible for the assessment	Rob Hyde	
Name of policy procedure function being assessed	Permission to commence statutory consultation on the proposed expansion of Wheelock CE Primary from 1FE to 1.5FE to provide an additional 105 school places with a proposed completion date of September 2013.		Start date of assessment	
Are there are any other policies or procedures associated or linked with this one.	<ul style="list-style-type: none"> • Children and Families, Capital Strategy 2012/2013 • Statutory consultation is required for this proposal as the changes, if approved, will fall within the category of a significant enlargement as the additional accommodation proposed for Wheelock Primary 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 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). 			
Briefly describe the aims, objectives and outcomes of the policy / procedure / function	The proposal, if determined, will provide additional primary school places for the Wheelock area of Sandbach to address the forecast shortfall for this area. In addition, this will deliver a level of operational surplus for the Local Authority, which is a 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. The proposal will therefore have a significant positive impact on the current projected shortfall in the number of school places in Sandbach and on parental choice and, at worst, a neutral impact on vulnerable and minority			

	<p>groups in the Community.</p> <p>Wheelock Primary School is a popular and successful school with a published admission number (PAN) of 30 pupil places and overall accommodation for 210 pupils across the 7 year groups.</p> <p>The Local Authority is proposing an increase in the school's current capacity of 210 pupils to provide 315 pupil places with a proposed implementation date of September 2013. This increase, if approved, will provide sufficient accommodation for an intake at the normal point of entry to the school (the reception class) of 45 pupils with the school operating in the longer term as a 1.5 form of entry primary school.</p> <p>Wheelock Primary is situated in the Sandbach area of the Congleton Local Area Partnership. Sandbach has 8 primary schools and 2 secondary schools. Two of these primary schools fall within the Crewe Local Area Partnership and serve the Haslington area (Haslington Primary and The Dingle Primary schools). The total capacity across the 8 primary schools is currently 1915 pupil places. Forecasts indicate that there will be a shortfall of 151 pupil places by 2017, taking into account all 8 primary schools.</p> <p>The 6 primary schools located in the Sandbach town area (excluding the two Haslington primary schools) have a combined capacity of 1295 school places. Pupil forecasts for these 6 schools indicate that by 2017 there will be an overall shortfall in the number of pupil places by 11% (144). The number of spare pupil places is forecast to fall to 0% in September 2013.</p> <p>In making this recommendation the Local Authority has given consideration to a number of issues, including the number of pupils in each school's catchment area, the number of first preferences received for each school, the current size of the school together with the school sites and those suitable for expansion and the likely costs of extension. Suitable schools also needed to be central to the area where the extra places are required.</p>
Who is intended to benefit from this policy –procedure –	Young Children and their parents and carers in the Sandbach area

function?	
What factors could contribute to or detract from the outcomes?	<ul style="list-style-type: none"> • Not being able to proceed to consultation and therefore add to the project timeline would affect the timeline to deliver the development by September 2013. • Having a flawed consultation exercise which would breach the Local Authority's statutory requirements, as set out above.
Who are the main stakeholders in relation to the policy – procedure- function? (Please consider key equality groups)	<ul style="list-style-type: none"> • Headteachers in schools in Sandbach • Children, parents and carers in Cheshire East
Who is responsible for the policy – procedure – function?	Rob Hyde
<p>To take us forward in:</p> <p>(a) eliminating discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;</p> <p>(b) advancing equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;</p> <p>(c) fostering good relations between persons who share a relevant protected characteristic and persons who do not share it</p>	
Please identify any impact (Positive / Negative) this policy, procedure, function or service will have on the following protected characteristics:	

Age - Is there an impact?	Yes - positive	No	<p>Comments/Actions:</p> <p>This will positively impact on the number of school places for young people of primary school age in the Sandbach area.</p>
Carers – Is there an impact?	Yes - positive	No	<p>Comments/Actions:</p> <p>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.</p>
Disability - Is there an impact?	Yes - positive	No	<p>Comments/Actions:</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>
Gender	Yes	No – neutral	<p>Comments/Actions:</p> <p>The Local Authority is bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect. There is an equal gender balance. Girls represent 49% of the Wheelock pupils with boys 51%. This represents a similar school population demographic across Sandbach schools with 49% male and 51% female.</p>
Gypsies & Travellers - Is there an impact?	Yes - positive	No	<p>Comments/Actions:</p> <p>The Local Authority is bound by the Admissions Code and Regulations and this does not allow for any discrimination in this</p>

			respect. However no Wheelock pupils have identified themselves as being from the gypsy/traveller community. Across the Sandbach primary schools 4.8% are identified within this group. The proposal therefore has the potential to be positive for this minority group.
Race – Is there an impact?	Yes	No - neutral	<p>Comments/Actions:</p> <p>The Local Authority is bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect.</p> <p>Race is recorded as the following from Wheelock school:</p> <ul style="list-style-type: none"> • 97% White • 2% Mixed/Dual Background • 0.5% Asian or Asian British • 0.5% Other Groups or Not recorded <p>The average recorded data across the Sandbach primary is:</p> <ul style="list-style-type: none"> • 94% White • 2 % Mixed/Dual Background • 1% Asian or Asian British • 0% Black or Black British • 3% Other Groups or Not recorded
Religion & Belief- Is there an Impact?	Yes	No – neutral	<p>Comments/Actions:</p> <p>The Local Authority is bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect.</p>

			The proposal is applicable to all irrespective of religious belief.
Sexual Orientation -Is there an impact?	Yes	No - neutral	<p>Comments/Actions:</p> <p>The Local Authority does not collect data on the sexual orientation of young people. However, there is no evidence to suggest the proposal will have any adverse impact on children within this group. Indeed, all of the proposals enhance equality.</p>
Transgender - Is there an impact?	Yes	No - neutral	<p>Comments/Actions:</p> <p>There is no evidence to suggest that the proposal will have any adverse impact on children/young people in terms of Transgender.</p> <p>Individuals who are vulnerable due to transgender may find no change.</p>
Other socio-economic disadvantaged groups (including white individuals, families and communities) Is there an impact?	Yes - positive	No	<p>Comments/Actions:</p> <p>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.</p>
Please give details of any other potential impacts of this policy (i.e. Poverty & deprivation, community cohesion, environmental)	Yes	No - neutral	<p>Comments/Actions:</p> <p>It is considered that the proposal will have no adverse impact.</p>
Could the impact constitute	Yes	No	Comments:

unlawful discrimination in relation to any of the Equality Duties			The Local Authority is bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect.
Does this policy – procedure – function have any effect on good relations between the Council and the Community	Yes	No	Comments: The proposal should be seen as a statement of confidence in the school and its future direction and engender a positive reaction from the local community.
Do you require further data/information/intelligence to support decision making?	Yes	No	Comments: The Impact Assessment will be reviewed at the end of the Consultation exercise but it is thought that no further intelligence or analysis will be required.
Please specify any question(s)/issues/concerns/actions identified as a result the assessment. What needs to be done?			Comments <ul style="list-style-type: none"> There are no further concerns identified

Data Methods/Collection to Support Decision Making		
Please indicate what methods of research, information and intelligence will be/have been used e.g. consultation, reports, comparisons with similar organisations	Internally <ul style="list-style-type: none"> Desk top research re: legislation, policies, guidance etc CYPD data Population data from internal sources 	Externally
Please state who will be/who was involved/engaged/consulted	Internal (Staff/Members/Service/Dept) <ul style="list-style-type: none"> The Director of Children Families and 	External (stakeholders/service users/partners)

	Adults and SMT approved the Capital proposals in September 2011. <ul style="list-style-type: none"> • The proposal was approved by Cabinet as part of the Mid Year Review. • Cabinet Member approval will be sought before undertaking statutory consultation procedures 	<ul style="list-style-type: none"> • Formal Consultation, if approved, will be undertaken with local families and the wider community including other interested parties in according with statutory procedures and DfE guidance.
Please indicate any significant expected costs & resource requirements for completing the data collection	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A

Equalities Impact Assessment (EIA) Action Plan: Making Changes

REF	Action	Responsible Person/s	Action Deadline	Tasks	Progress
	Review the feedback and consider whether the recommendation needs to be amended.	Rob Hyde / Barbara Dale		<ul style="list-style-type: none"> • Review and amend as necessary 	<ul style="list-style-type: none"> • Will take place at the end of consultation
Please state the date the policy/procedure/function will be reassessed? (generally 1-3 yrs)			Comments/Date: This decision will not require review.		

Signed (Service Manager)

Date.....

Signed (Head of Section)

Date.....

Once you have completed this section please email it to the Equality and Inclusion Team. The Equality and Inclusion Team will convene a quarterly meeting of the Fairness and Inclusion Group (FIG) who will quality check our EIA's to ensure we have considered everyone. We plan to send approximately 2-5% of our completed EIAs Forms to the (FIG).

Quarterly Progress and monitoring

REF	Action	Progress	Completed
	This decision will not require review.		

Once you have completed your quarterly progress report, please email it to the Equality and Inclusion Team

Measuring Impact & Reporting

Ref	Action	Impact	Outcome	Review Date

Once you have completed your impact report, please email it to the Equality and Inclusion Team. The Equality and Inclusion Team will prepare an annual report for Corporate Management Team and Cabinet on our progress.

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Consultation Feedback Form

Proposed Expansion of Mobberley CE Primary School, Knutsford

You are invited to comment on Cheshire East Council's proposal to expand Mobberley CE Primary from a 140 intake to a 210 place, 1 form of entry primary school with a proposed completion date of September 2013.

Before completing this form, please refer to the consultation document, which provides the rationale for this proposal.

Please tick the relevant boxes to indicate your views and any comments you may wish to make.

Do you agree with the proposal to enlarge Mobberley CE Primary School?	Please tick (✓)		
	Yes	No	No View

Comments (if any)

(Please continue overleaf, if required.)

Please tick the following box(s) to indicate any of the following that apply to you:

	Please Tick (✓)
Parent/Carer of Present Pupil(s)	
Governor	
Member of School Staff	
Pupil	
Other (please specify)	

Name:	Date:
Address:	Signed:

Please return this form to:

Cheshire East Council, School Organisation and Capital Strategy, Delamere House (EC), Delamere Street, Crewe CW1 2LL **by the closing date of 19 November 2012.**

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**PROPOSAL FOR THE ENLARGEMENT
OF
MOBBERLEY CHURCH OF ENGLAND
PRIMARY SCHOOL,**

PUBLIC CONSULTATION DOCUMENT

**Lorraine Butcher
Strategic Director
Children, Families & Adults
Cheshire East Council
Westfields, Sandbach
Cheshire
CW11 1HZ**

September 2012

OBJECTIVE OF THIS CONSULTATION DOCUMENT

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

The Local Authority is proposing the extension of Mobberley Church of England Primary School, which has a current capacity of 140 pupil places. The proposed increase to 210 places will deliver sufficient capacity for the school to become a one form of entry (30 places per year group) primary school with a proposed completion date of September 2013.

INTRODUCTION

Mobberley CE Primary is a popular and successful school resulting in the number of preferences for the school exceeding the 20 places available in the reception class for 3 of the last 4 years. For 2012 the school received 33 first preferences against a published admission number (PAN) of 20.

In 2004, Ashley Primary school closed and children on roll at the time of closure were transferred to Mobberley CE (C) Primary. The catchment area for Mobberley was extended to include the area previously zoned to Ashley Primary School. At January 2011 67% of children living in the catchment area were on roll at the school. This represented 76% of the school's pupil population. This percentage increased to 69% at January 2012 due to the increase in the number of children resident within the area seeking places in the reception class and at that time representing 78% of the school's pupil population.

The distance to other nearby schools will seem unreasonable to local families. Many will qualify for transport assistance being over the statutory walking distance of 2 miles if unable to secure a place at their local school.

Initially, the school had sufficient capacity to accommodate the additional demand in this area. However, subsequent changes, including new housing and the number of primary aged pupils in the area, have resulted in an increase in the number of children living within the school's catchment area, with 44 children resident in the catchment area for admission in September 2012 into the reception class.

For 2012 admissions although the school supported the Local Authority by agreeing the admission of 30 catchment area children (10 over the school's published admission number) this resulted in 3 catchment area children without a place at their local school for whom alternative schools had to be offered. These additional 10 pupils have been accommodated in the school in September 2012.

Live birth data gathered for 1 September 2011 up until 31 July 2012 indicates 48 children have been born in this 11 month period in the Mobberley Ward. These children will be due to commence school in 2016.

The Headteacher and Governors have confirmed their support for the proposed expansion of the school to a 1 Form of Entry primary school (30 places per year group) in order that accommodation is suitable for existing pupils on roll and to accommodate the growing population and demand for places from local families now and in the future.

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, 4 of these primary schools are located within the village of Knutsford providing 1050 pupil places for this area.

Knutsford LAP

School	Status
Bexton Primary School	Community
Chelford Church of England Primary School	Community
Egerton Primary School	Community
High Legh Primary School	Community
Little Bollington Church of England Primary School	Community
Manor Park School and Nursery	Community
Mobberley Church of England Primary School	Community
Nether Alderley Primary School	Community
Peover Superior Endowed (Controlled) Primary School	Community
St Vincent De Paul Catholic Primary School	Voluntary Aided

At the primary phase, pupils who are admitted to schools in the Knutsford LAP are predominantly resident within the school's 'catchment area' or live within the Knutsford LAP with only 6.7% of pupils on roll at Knutsford primary schools resident in other Local Area Partnerships within Cheshire East and with only 8.4% living outside Cheshire East in January 2012.

Pupil forecasts for the Knutsford LAP indicate that there will be a significant shortfall of places across a number of the schools reaching a forecast shortfall of 9% (215 places) by 2017. In order to ensure that there are sufficient places for families seeking places at their local schools, additional places are needed in this area from 2013 when the number of unused places is forecast to fall to only 6 places across all schools and all year groups. This 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, is insufficient and must be addressed.

Forecasts for Mobberley CE Primary indicate that from 2012 there will be insufficient places at the school with more children on roll than places available. This trend is forecast to continue reaching a shortfall of 60 pupil places, based on current admission patterns, by 2017.

Mobberley CE Primary 140 Pupil Places	Number on Roll Jan'12	Forecasts					
		12/13	13/14	14/15	15/16	16/17	17/18
	133	147	164	176	184	194	200
Forecast Spare Places		-7	-24	-36	-44	-54	-60
% Spare Places		-5%	-17%	-26%	-31%	-39%	-43%

Distances to nearby schools from Mobberley CE shown below are measured using a straight line distance measurement in miles from the address point of each school.

Straight Line Distances between:-	Mobberley	Manor Park	St Vincent's	Egerton	Bexton
Mobberley CE Primary	x	2.086	2.165	2.762	3.095

Straight Line Distances between:-	High Legh	Little Bollington	Chelford	Peover	Nether Alderley
Mobberley CE Primary	6.062	5.603	3.432	4.096	3.977

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

ADMISSIONS

For admission in September 2012, the Local Authority received applications for Knutsford LAP schools in excess of the 241 reception class places available with a total, to date, of 273 admissions.

For September 2012 admissions the number of children resident within the Mobberley CE Primary School catchment area was 41, which was more than double the school's current capacity of 20 pupils per reception intake. Following the completion of a large housing development in the area the number of catchment children has exceeded the reception places available for the last 3 years and indications are that this trend will continue.

Reception Class Year of Intake	Number of Children Resident in the School's Catchment Area
2010	34
2011	23
2012	41

Demand for places from local residents has been exceeding the number of available places and this rise is expected to continue in future years. It is therefore recommended that the local demand for places at this school justifies an extension to take the school up to 210 places with an admission number of 30 pupils per year (1 Form of Entry).

SITE AND BUILDINGS

Situated in the rural village of Mobberley the school was originally built in 1858 and consisted of 2 classrooms. Extensions and refurbishments have taken place over a number of years and following the closure of Ashley CE Primary School in 2004 the school was further developed and the accommodation now consists of 5 classrooms, 2 practical areas, hall, staffroom and office accommodation. The proposed expansion includes a two classroom extension plus additional toilets and enlargement of existing kitchen facilities. This proposal is conditional on the acquisition of additional land, which will be required to supplement the loss of hard-standing playground space needed to support the proposed extension.

Expansion of the school will be subject to planning permission.

FINANCIAL ISSUES

The Mobberley proposal is part of an approved block budget (grant) set aside for Basic Need. The block budget was formally approved at Council on 23 February 2012.

The building work would be funded from the Council's 2012/2013 Capital Programme for Basic Need. The capital investment required is estimated at £796,000. As this proposal is conditional on the acquisition of land adjacent to the school, additional costs would be incurred above the estimated £796,000.

A final decision on this proposal will be subject to Council approval to fund the proposed expansion from its Capital Programme.

TIMESCALES

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

22 October 2012 to 19 November 2012	Formal Public Consultations
3 December 2013	Meeting of the Council's Portfolio Holder for permission to issue Public Notices
10 December 2012 to 7 January 2013	4 weeks Representation Period
4 February 2013	Cabinet decision
11 February 2013	Implementation
September 2013	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, Delamere House, Delamere Street, Crewe CW1 2LL, e-mail: SOCS@cheshireeast.gov.uk Tel: 0300 123 5012.

Department/Service	Children and Families	Equality Impact Assessment		
Ref	CHI (AA)	Officer responsible for the assessment	Rob Hyde	
Name of policy procedure function being assessed	Approval to commence statutory consultation on the expansion of Mobberley Church of England Primary from 140 school places (20 PAN) to 210 school places (1FE) and thus provide an additional 70 school places, with a proposed completion date of September 2013.		Start date of assessment	28 Sept 2012
Are there are any other policies or procedures associated or linked with this one.	<ul style="list-style-type: none"> • Children and Families Department Capital Strategy 2012/2013 • Statutory consultation is required for this proposal as the changes, if approved, will fall within the category of a significant enlargement. The additional accommodation proposed for Mobberley CE Primary 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 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). 			
Briefly describe the aims, objectives and outcomes of the policy / procedure / function	The proposal, if determined, will provide additional school places in a local primary school. In addition, this will deliver a level of operational surplus for the Local Authority, which is a 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. The proposal will have a significant positive impact on the current projected shortfall in school places in			

	<p>Knutsford and in particular in the Mobberley area of this Local Area Partnership and will have, at worst, a neutral impact on vulnerable and minority groups in the Community.</p> <p>Pupil forecasts for the Knutsford indicate that there will be a significant shortfall of places across a number of the schools reaching a forecast shortfall of 9% (215 places) by 2017. Mobberley CE Primary is a popular and successful school resulting in the number of preferences for the school exceeding the 20 places available in the reception class for 3 of the last 4 years. For 2012 the school received 33 first preferences against a published admission number (PAN) of 20.</p> <p>In 2004, Ashley Primary school closed and children on roll at the time of closure were transferred to Mobberley CE (C) Primary. The catchment area for Mobberley was extended to include the area previously zoned to Ashley Primary School putting pressure on the school due to recent changes in populations. The distance to other nearby schools will seem unreasonable to local families who cannot be accommodated in their local school. Many will qualify for transport assistance being over the statutory walking distance of 2 miles. Forecasts for Mobberley CE Primary indicate that from 2012 there will be insufficient places at the school with more children on roll than places available. This trend is forecast to continue reaching a shortfall of 60 pupil places, based on current admission patterns, by 2017.</p> <p>In making this recommendation the Local Authority has given consideration to a number of issues, including the number of pupils in each school's catchment area, the number of first preferences received for each school, the current size of the school together with the school sites and those suitable for expansion and the likely costs of extension. Suitable schools also needed to be central to the area where the extra places are required.</p>
Who is intended to benefit from this policy –procedure – function?	Young Children and their parents and carers in the Knutsford area

What factors could contribute to or detract from the outcomes?	<ul style="list-style-type: none">• Not being able to proceed to consultation and therefore add to the project timeline would affect the timeline to deliver the development by September 2013.• Having a flawed consultation exercise which would breach the Local Authorities statutory requirements as set out above.		
Who are the main stakeholders in relation to the policy – procedure- function? (Please consider key equality groups)	<ul style="list-style-type: none">• Headteachers in schools in Knutsford• Children, parents and carers in Cheshire East		
Who is responsible for the policy – procedure – function?	Rob Hyde		
To take us forward in:			
(a) eliminating discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;			
(b) advancing equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;			
(c) fostering good relations between persons who share a relevant protected characteristic and persons who do not share it			
Please identify any impact (Positive / Negative) this policy, procedure, function or service will have on the following protected characteristics:			
Age - Is there an impact?	Yes - positive	No	Comments/Actions: This will positively impact on the number of school places for young people at Primary school age in the Knutsford area.

Carers – Is there an impact?	Yes - positive	No	<p>Comments/Actions:</p> <p>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.</p>
Disability - Is there an impact?	Yes - positive	No	<p>Comments/Actions:</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>
Gender	Yes	No – neutral	<p>Comments/Actions:</p> <p>The Local Authority is bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect. There is an equal gender balance. Girls represent 52% of the Mobberley CE pupils with boys 48%%. This represents a similar school population demographic across Knutsford with 49% male and 51% female.</p>
Gypsies & Travellers - Is there an impact?	Yes - positive	No	<p>Comments/Actions:</p> <p>The Local Authority is bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect. However as there are no pupils identified as being from the gypsy/traveller community at either Mobberley CE Primary or and across other Knutsford schools the proposal has the potential to be slightly positive for this minority group.</p>

Race – Is there an impact?	Yes	No - neutral	<p>Comments/Actions:</p> <p>The Local Authority is bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect.</p> <p>Race is recorded as the following from Mobberley CE Primary school:</p> <ul style="list-style-type: none"> • 96% White • 3% Mixed/Dual Background • 1% Other or Not recorded <p>Across all Knutsford schools the following data is recorded:</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
Religion & Belief- Is there an Impact?	Yes	No – neutral	<p>Comments/Actions:</p> <p>The Local Authority is bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect.</p> <p>The proposal is applicable to all irrespective of religious belief.</p>
Sexual Orientation -Is there an impact?	Yes	No - neutral	<p>Comments/Actions:</p> <p>The LA does not collect data on the sexual orientation of young</p>

			people. However, there is no evidence to suggest the proposal will have any adverse impact on children within this group. Indeed, all of the proposals enhance equality.
Transgender - Is there an impact?	Yes	No - neutral	<p>Comments/Actions:</p> <p>There is no evidence to suggest that the proposal will have any adverse impact on children/young people in terms of Transgender.</p> <p>Individuals who are vulnerable due to transgender may find no change.</p>
Other socio-economic disadvantaged groups (including white individuals, families and communities) Is there an impact?	Yes - positive	No	<p>Comments/Actions:</p> <p>It is considered that the proposal will have a positive impact on those children/young people included in this group because 3.8% of pupils within Wheelock school (Reception to Year 6) are eligible for free school meals. Across all Knutsford schools 9.5% are eligible.</p>
Please give details of any other potential impacts of this policy (i.e. Poverty & deprivation, community cohesion, environmental)	Yes	No - neutral	<p>Comments/Actions:</p> <p>It is considered that the proposal will have no adverse impact.</p>
Could the impact constitute unlawful discrimination in relation to any of the Equality Duties	Yes	No	<p>Comments:</p> <p>The Local Authority is bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect.</p>

Does this policy – procedure – function have any effect on good relations between the Council and the Community	Yes	No	Comments: The proposal should be seen as a statement of confidence in the school and its future direction and engender a positive reaction from the local community.
Do you require further data/information/intelligence to support decision making?	Yes	No	Comments: The Impact Assessment will be reviewed at the end of the Consultation exercise but it is thought that no further intelligence or analysis will be required.
Please specify any question(s)/issues/concerns/actions identified as a result the assessment. What needs to be done?			Comments <ul style="list-style-type: none"> • There are no further concerns identified

Data Methods/Collection to Support Decision Making		
Please indicate what methods of research, information and intelligence will be/have been used e.g. consultation, reports, comparisons with similar organisations	Internally <ul style="list-style-type: none"> • Desk top research re: legislation, policies, guidance etc • CYPD data • Population data from internal sources 	Externally
Please state who will be/who was involved/engaged/consulted	Internal (Staff/Members/Service/Dept) <ul style="list-style-type: none"> • The Director of Children Families and Adults and SMT. • The capital expenditure was approved 	External (stakeholders/service users/partners) <ul style="list-style-type: none"> • Formal Consultation, if approved, will be undertaken with local families

	by Cabinet in February 2012 as part of the bulk budget proposals.	and the wider community including other interested parties in according with statutory procedures and DfE guidance.
Please indicate any significant expected costs & resource requirements for completing the data collection	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A

Equalities Impact Assessment (EIA) Action Plan: Making Changes

REF	Action	Responsible Person/s	Action Deadline	Tasks	Progress
	Review the feedback and consider whether the recommendation needs to be amended.	Rob Hyde / Barbara Dale		<ul style="list-style-type: none"> Review and amend as necessary 	<ul style="list-style-type: none"> Will take place at the end of consultation
Please state the date the policy/procedure/function will be reassessed? (generally 1-3 yrs)			Comments/Date: This decision will not require review.		

Signed (Service Manager)

Date.....

Signed (Head of Section)

Date.....

Once you have completed this section please email it to the Equality and Inclusion Team. The Equality and Inclusion Team will convene a quarterly meeting of the Fairness and Inclusion Group (FIG) who will quality check our EIA's to ensure we have considered everyone. We plan to send approximately 2-5% of our completed EIAs Forms to the (FIG).

Quarterly Progress and monitoring

REF	Action	Progress	Completed
	This decision will not require review.		

Once you have completed your quarterly progress report, please email it to the Equality and Inclusion Team

Measuring Impact & Reporting

Ref	Action	Impact	Outcome	Review Date

Once you have completed your impact report, please email it to the Equality and Inclusion Team. The Equality and Inclusion Team will prepare an annual report for Corporate Management Team and Cabinet on our progress.

Appendix 1

Service Reference Index

Service Reference Index			
Safer & Stronger – SSC	Regeneration – REG	Planning & Housing – PAH	Legal & Democratic Services – LAD
Children & Families – CHI	Adults – ADU	Health & Wellbeing – HWB	Human Resources & Organisational Development – HROD
Policy & Performance – PAP	Corporate Improvement – CI	Environmental – ENV	Borough Treasurer & Head of Assets – BTA

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