

**Additional Information for Members – Factors to be Considered by Decision Makers**

Using relevant extracts from Department for Education (DfE) Statutory Guidance - 'School Organisation Maintained Schools- Guidance for Proposers and Decision Makers

The information presented below is intended to assist Members in their decision-making on the proposals to expand Offley Primary School . from 315 to 420 school places for implementation in September 2015. Please refer to (Annex B: Guidance for Decision – makers) (**Annex 11**)

**1 CONSIDERATION OF CONSULTATION AND REPRESENTATION PERIOD**

<b>DfE Guidance</b>	<b>Extracted Paragraph/s</b>	<b>Current Position</b>	<b>Impact of Expansion</b>
The decision-maker will need to be satisfied that the appropriate consultation and/or representation period has been carried out and that the proposer has had regard to the responses received. If the proposer has failed to meet the statutory requirements, a proposal may be deemed invalid and therefore should be rejected. The decision-maker must consider all the views submitted, including all support for, objections to and comments on the proposal.	10	<p>Informal consultation meetings with headteachers of the primary schools in this planning area were held on 30 October 2012, 9 November 2012, 14 January 2014 and 25 September 2014</p> <p>At a meeting of the Portfolio Holder on 2 December 2013 approval was given to commence formal consultation. Consultation commenced on 10 December 2013 and ended on 21 January. Key stakeholders including Ward Members, Fiona Bruce MP, the Diocese and Parish Councils were invited to offer feedback. Information and letters, for distribution to all their parents and carers, were emailed to all schools in the Sandbach Planning Area. A report detailing the outcome of the formal consultation was presented to the Portfolio Holder on 31 March 2014 whereupon permission was given to issue a statutory notice.</p>	N/A

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		<p>Public Notices were issued in the local press on 16 April and 17 April and the statutory four-week representation period that followed commenced on 17 April and concluded on 15 May 2014.</p> <p>Information regarding the representation period was notified to all key stakeholders and schools in the Sandbach Planning Area were issued with letters for distribution to all their parents and carers. As required in the guidance issued by Department for Education copies of the statutory notice were displayed on the school gates at Offley Primary.</p>	
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**2. EDUCATION STANDARDS AND DIVERSITY OF PROVISION**

<b>Guidance</b>	<b>Paragraph/s</b>	<b>Current Position</b>	<b>Impact of Expansion</b>
Decision-makers should consider the quality and diversity of schools in the relevant area and whether the proposal will meet or affect the aspirations of parents, raise local standards and narrow attainment gaps The decision-maker should also take into account the extent to which the proposal is consistent with the	11 & 12	<p>At the last OFSTED inspection in march 2014 Offley Primary was categorised as Good .</p> <p>Of the 8 primary schools in Sandbach 6 are Community Schools,(including Offley Primary) offering a total of 1460 school places, 1 is Voluntary Aided offering 175 places, and 1 is Voluntary</p>	<p>Offley primary is a “good” school and the local authority has no reason to believe that the proposed expansion of the school would result in an overall change to the Ofsted category in the future.</p> <p>This proposal would increase the total</p>

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government's policy on academies as set out on the department's website.		Controlled offering 280 places.	number of available school places amongst the Community schools by 105 places and increase the opportunity for parental preferences to be met.
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**3 DEMAND**

Guidance	Paragraphs	Current Position	Impact of Expansion
<p>In assessing the demand for new school places the decision-maker should consider the evidence presented for any projected increase in pupil population (such as planned housing developments) and any new provision opening in the area (including free schools).</p> <p>The decision-maker should take into account the quality and popularity of the schools in which spare capacity exists and evidence of parents' aspirations for a new school or for places in a school proposed for expansion. The existence of surplus capacity in neighbouring less popular schools should not in itself prevent the addition of new places.</p> <p>Reducing surplus places is not a priority</p>	13 - 15	<p>The latest forecasts (October 2012) indicate a 258 shortfall in the number of primary school places in the Sandbach Planning Area by 2018.</p> <p>In response to previous forecasts a review of provision was undertaken, resulting in a proposal to increase the capacity at Wheelock Primary from 210 to 315 pupil places with implementation from September 2014. This proposal received final approval at the meeting of the School Organisation Sub Committee held on 26 April 2013.</p> <p>Updated forecasts have since been produced (May 2014) based on October 2013 School Census information. These latest forecasts indicate that there remains a shortfall in places with 151</p>	<p>The scheme was identified to address a Basic Need for school places in the Sandbach area.</p> <p>The proposed expansion is intended to contribute additional capacity in this area of the Borough and ensure that the Authority meets its statutory duty to provide sufficient school places in this area.</p> <p>The expansion of Wheelock Primary provided an additional 105 school places. However, due to the high demand for places further measures are required be taken; 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 a level</p>

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<p>(unless running at very high levels). For parental choice to work effectively there may be some surplus capacity in the system as a whole. Competition from additional schools and places in the system will lead to pressure on existing schools to improve standards.</p>	<p>additional pupil places needed for 2018 reducing slightly to 128 for 2019. Additional capacity above this forecast would be necessary to build in a level of operational surplus,</p> <p>In addition to the forecast shortfall consideration has been given to the possibility of additional pupils in future years due to new housing developments. A number of housing developments have already received planning permission and the additional pupils from 2 of these sites are already included in the current forecasts. However, further sites have been approved and the anticipated additional pupils from these sites are a further 63.</p> <p>The proposed expansion of Offley Primary would provide a further 105 school places and the authority is also proposing the expansion of Elworth Church of England Primary school from 280 places to 315 thus providing a further 35 places. The proposal for Elworth CE Primary being less than 25% growth does not require statutory consultation.</p> <p>Further analysis will be necessary to</p>	<p>of operational surplus, to accommodate reasonable journey times to school, some degree of parental choice, and flexibility to allow for mid-year entrants.</p> <p>This proposal is one of two possible expansions proposed for the Sandbach area which, if approved, would provide a total of 140 additional pupil places. ( Including the proposed expansion of Elworth CE to provide 35 school places)</p> <p>It is important to note that additional housing in the area may add further pressure on school places. Where additional capacity is required due to increased pupil populations arising out of new housing developments, capital contributions will be sought from developers during the planning application process.</p>
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		consider the actual impact of potential new housing in the area.	
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**4 SCHOOL SIZE**

Guidance	Paragraph/s	Current Position	Impact of Expansion
Decision-makers should not make blanket assumptions that schools should be of a certain size to be good schools, although the viability and cost-effectiveness of a proposal is an important factor for consideration. The decision-maker should also consider the impact on the LA's budget of the need to provide additional funding to a small school to compensate for its size	16	<p>Situated in a residential area on the edge of Sandbach Town the school was originally built as separate Infant and Junior buildings on the same site. The intake for both schools was 60 per year group and when the schools were amalgamated into a primary school in 2007 initially the intake for the new primary school remained at 60. Since the amalgamation building work has been completed to provide a covered walk way linking the 2 separate buildings which resulted in a creating a larger staffroom, new main entrance with administration offices and an open play courtyard. However, the building work also resulted in the loss of 2 classrooms and consequently the intake was reduced to 45 per year group from September 2010.</p> <p>The school currently consists of 12 classrooms, 8 of which are closed and 4 are semi open. The school retains 2</p>	This increase, if approved, will provide sufficient accommodation for the school to return to an intake at the normal point of entry to the school (the reception class) of 60 pupils with the school operating in the longer term as a 2 form of entry primary school.

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		halls, both of which are used for assemblies, PE and drama. The hall in the Infant section of the school is used for dining with hot meals being served for the whole school. In addition the school has an IT Suite, areas for small group teaching, library/research area and food technology area both of which are located in the covered walkway	
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**5 PROPOSED ADMISSION ARRANGEMENTS**

Guidance	Paragraph/s	Current Position	Impact of Expansion
<p>In assessing demand the decision-maker should consider all expected admission applications, not only those from the area of the LA in which the school is situated.</p> <p>Before approving a proposal that is likely to affect admissions to the school the decision-maker should confirm that the admission arrangements of the school are compliant with the School Admissions Code. Although the decision-maker cannot modify proposed admission arrangements, the decision-maker should inform the proposer where arrangements seem unsatisfactory and</p>	17 & 18	<p>Offley Primary is a Community school and as such the Local Authority is the Admission Authority,</p> <p>The authority has determined its admission arrangements for 2014/2015 and 2015/2016 and they are compliant with the School Admission Code.</p>	N/A

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the admission authority should be given the opportunity to revise them.			
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**6 NATIONAL CURRICULUM**

<b>Guidance</b>	<b>Paragraph/s</b>	<b>Current Position</b>	<b>Impact of Expansion</b>
All maintained schools must follow the National Curriculum unless they have secured an exemption for groups of pupils or the school community.	19	<p>The new National Curriculum for primary schools comes on line in September 2014. The Government states that this will give schools greater freedoms. The DfE are setting out 'what' has to be taught not 'how' it is to be taught. Individual schools are expected to determine the most appropriate curriculum design and the most effective style of teaching to ensure that the needs of the pupils are met. There are on-line resources available from the National College to support schools plan the curriculum changes. The new curriculum makes further demands of teachers' subject knowledge.</p> <p>Offley Primary has previously followed the National Curriculum and has not secured an exemption for groups of pupils or for the school community and has not requested an exemption for this September.</p>	The authority's Monitoring & Intervention Manager, believes that the expansion of Offley Primary will not have an adverse impact on the delivery of the new National Curriculum.

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**7 EQUAL OPPORTUNITY ISSUES**

Guidance	Paragraph/s	Current Position	Impact of Expansion
<p>The decision-maker must have regard to the Public Sector Equality Duty (PSED) of LAs/governing bodies, which requires them to have 'due regard' to the need to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> eliminate discrimination;</li> <li><input type="checkbox"/> advance equality of opportunity; and</li> <li><input type="checkbox"/> foster good relations.</li> </ul> <p>The decision-maker should consider whether there are any sex, race or disability discrimination issues that arise from the changes being proposed, for example that where there is a proposed change to single sex provision in an area, there is equal access to single sex provision for the other sex to meet parental demand. Similarly there should be a commitment to provide access to a range of opportunities which reflect the ethnic and cultural mix of the area, while ensuring that such opportunities are open to all.</p>	20 & 21	<p>The local authority is bound by the Admissions Code and regulations which do not allow for any discrimination in respect of sex, race or disability.</p> <p>Based on the October 2012 School Census data</p> <p>The recorded data for Offley Primary is:</p> <ul style="list-style-type: none"> <li>• 93% White</li> <li>• 5% Mixed/Dual Background</li> <li>• 1% Asian or Asian British</li> <li>• 0% Black or Black British</li> <li>• 1% Other Groups or Not recorded</li> </ul> <p>The average recorded data across the Sandbach primary schools is:</p> <ul style="list-style-type: none"> <li>• 94% White</li> <li>• 2 % Mixed/Dual Background</li> <li>• 1% Asian or Asian British</li> <li>• 0% Black or Black British</li> <li>• 3% Other Groups or Not recorded</li> </ul> <p><b>SEN –</b> The school is a fully inclusive mainstream primary school with 339</p>	<p>The local authority has no reason to believe that any proposed expansion of the school would result in an overall change to the current demographics.</p> <p>All applications will continue to be considered against the over subscription criteria on an equal basis without reference to sex, race or the status of the parent/carer</p> <p>If the proposal to expand the school is approved, the increased capacity will deliver additional places for all children,</p>

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		children on roll and no school places are specifically reserved for pupils with special educational needs or disabilities. Currently the school has 1 statemented child and 39 children at school action plus / school action on roll which is equivalent to an overall of 12 % which is below the Cheshire East average of 15% and the national average of 20% ( data as at 23 May 2014)	including those with special educational needs and thereby the impact of the proposal will have a positive impact on parents and carers seeking places for their children.
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**8 COMMUNITY COHESION**

<b>Guidance</b>	<b>Paragraph/s</b>	<b>Current Position</b>	<b>Impact of Expansion</b>
Schools have a key part to play in providing opportunities for young people from different backgrounds to learn with, from and about each other; by encouraging, through their teaching, an understanding of, and respect for, other cultures, faiths and communities. When considering a proposal, the decision-maker must consider its impact on community cohesion. This will need to be considered on a case-by-case basis, taking account of the community served by the school and the views of different sections within the community.	22	Offley Primary does not have a local authority maintained nursery on site but there is a private provider, Rainbow Pre-school, which caters for 20 children per session. Children are offered the statutory free entitlement to 15 hours per week.  In addition the school offers a variety of after school clubs which are run by a combination of school staff and external providers.	All current arrangements in relation to pre –school provision and extra curriculum clubs will continue should the expansion go ahead.

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**9 TRAVEL AND ACCESSIBILITY**

Guidance	Paragraph/s	Current Position	Impact of Expansion
<p>Decision-makers should satisfy themselves that accessibility planning has been properly taken into account and the proposed changes should not adversely impact on disadvantaged groups.</p> <p>The decision-maker should bear in mind that a proposal should not unreasonably extend journey times or increase transport costs, or result in too many children being prevented from travelling sustainably due to unsuitable walking or cycling routes.</p> <p>A proposal should also be considered on the basis of how it will support and contribute to the LA's duty to promote the use of sustainable travel and transport to school.</p>	23 - 25	<p>Data shows that at January 2012 64% of children living within Offley Primary catchment area were on roll at the school.</p> <p>The school admits 55% of children from within the catchment area 42 % of pupils from outside of their catchment areas but within the LAP, 2 % live outside the LAP but within Cheshire East and only 1% of children outside of Cheshire East which is a very low percentage.</p>	<p>It is considered that the proposal will have a positive impact on those children/young people in the area as the proposal, if agreed, will ensure that there are sufficient places for local children to attend local schools within a reasonable distance to their home thereby accommodating a reasonable journey time to school.</p> <p><b>During the 4 week representation period concern was expressed regarding increased traffic and parking in the area.</b></p> <p>The school is more fortunate than many with regard to the parking spaces available within the school grounds. Road safety is paramount and the school ensure that all steps are taken to protect children and review. The school have a traffic plan in place which was drawn up in 2009 when they had a number of meetings with Councillor Moran.</p> <p>It was seen that parking was more than</p>

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			<p>adequate for the school and a Crossing Patrol person (lolly pop lady) has been in place for a while. The school also regularly communicate to parents the need to take care when parking via the school newsletter. Also the Community Police Officer is involved in monitoring traffic and parking.</p> <p>These issues may be raised and dealt with at any subsequent planning application</p>
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**10 CAPITAL**

<b>Guidance</b>	<b>Paragraph/s</b>	<b>Current Position</b>	<b>Impact of Expansion</b>
<p>The decision-maker should be satisfied that any land, premises or capital required to implement the proposal will be available and that all relevant local parties (e.g. trustees or religious authority) have given their agreement. A proposal cannot be approved conditionally upon funding being made available.</p> <p>Where proposers are relying on the department as the source of capital funding, there can be no assumption that the approval of a proposal will</p>	26 & 27	<p>A feasibility study has been undertaken and the proposed expansion of Offley Primary from 315 to 420 (2FE) school places is anticipated at £529,000.</p> <p>The project will be funded from the Government's Targeted Basic Need Programme and confirmation of a successful Targeted Basic Need Grant was received from Education Funding Agency on 1 August 2013.</p>	<p>Should the expansion not be approved any funding secured under the Targeted Basic Need programme should be returned to the Education Funding Agency.</p>

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trigger the release of capital funds from the department, unless the department has previously confirmed in writing that such resources will be available; nor can any allocation 'in principle' be increased. In such circumstances the proposal should be rejected, or consideration deferred until it is clear that the capital necessary to implement the proposal will be provided.			
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**11 SCHOOL PREMISES AND PLAYING FIELDS**

<b>Guidance</b>	<b>Paragraph/s</b>	<b>Current Position</b>	<b>Impact of Expansion</b>
<p>Under the School Premises Regulations all schools are required to provide suitable outdoor space in order to enable physical education to be provided to pupils in accordance with the school curriculum; and for pupils to play outside safely.</p> <p>Guidelines setting out suggested areas for pitches and games courts are in place although the department has been clear that these are non-statutory.</p>	28 & 29	<p>Building Bulletin 103 provides area guidelines for mainstream schools. It recommends that a 1FE primary school has a minimum site area of 9,366sqm and a 1.5FE primary school has a minimum site area of 12,999sqm and a 2FE primary school has a minimum site area of 16,632sqm.</p> <p>The total site area for Offley Primary is 27,259sq meters, therefore the site is large enough to allow for the expansion and provision of the additional classrooms.</p>	The school site remains large enough to accommodate the proposed expansion and retain adequate playing field.

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		<p>Section 77 of the School Standard and Framework Act 1998 is a statutory requirement which applies in the event that there is a net loss of playing field. e.g if a new build is located onto land which for the purpose of S77 is classed as playing field.</p> <p>The proposed build at Offley will result in the loss of playing fields and therefore Section 77 consent will be required from the Department for Education. This will be applied for when the planning application is submitted.</p> <p>The proposal would be subject to planning approval under Part 3 of the Town and Country Planning Act 1990</p>	
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