

## Appendix A

### PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal

#### **Extract of Part 1 of Schedule 3 and Part 1 of Schedule 5 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended):**

##### **In respect of a Governing Body Proposal: School and governing body's details**

1. The name, address and category of the school for which the governing body are publishing the proposals.

Our Lady and St. Gerard's RC Primary School  
Lourdes Avenue  
Lostock Hall  
PR5 5TB  
(Voluntary Aided)

##### **In respect of an LEA Proposal: School and local education authority details**

1. The name, address and category of the school .

##### **Implementation and any proposed stages for implementation**

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

The planned proposals will be implemented fully on 22<sup>nd</sup> April 2014.

##### **Objections and comments**

3. A statement explaining the procedure for making representations, including —

- (a) the date prescribed in accordance with paragraph 29 of Schedule 3 (GB proposals)/Schedule 5 (LA proposals) of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), by which objections or comments should be sent to the local education authority; and
- (b) the address of the authority to which objections or comments should be sent.

The proposal was published on Monday 11<sup>th</sup> November 2013.

The published notice clearly states that objections and comments must be made within six weeks of the date of publication.

Objections and comments should be sent to:

Ms L Taylor

Interim Executive Director of Children's Services

Lancashire County Council

PO Box 61

County Hall

Preston

Lancashire

PR1 8RJ

#### **Alteration description**

**4.** A description of the proposed alteration and in the case of special school proposals, a description of the current special needs provision.

To extend the age range of Our Lady and St. Gerard's RC Primary School from 4- 11 years to 3 -11 years to create a full primary school with a nursery class.

The proposal is to extend the age range of the school so that we can create a nursery class offering 30 full time equivalent nursery places.

Currently 3 year olds attend a privately run pre-school within the school buildings. The governing body now wishes to effectively take over the provision.

#### **School capacity**

**5.—(1)** Where the alteration is an alteration falling within any of paragraphs 1 to 4, 8 , 9 and 12-14 of Schedule 2 (GB proposals)/paragraphs 1-4, 7, 8, 18, 19 and 21 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), the proposals must also include —

- (a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

The current capacity of the school is 350 pupils.

The proposed capacity of the school is 380 pupils.

- (b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

The current number of pupils admitted to the school in each year group is 50.  
The proposed number of pupils to be admitted to the school in each year group is 50.  
It is proposed that the nursery class will admit 30 full time equivalent pupils.

- (c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

N/A

- (d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

The pupil numbers in the school have increased significantly over the last three years from 241 in 2010 to 281 in September 2013. These numbers are projected to increase in the future and our anticipated number on roll for September 2014 will be approximately 300.  
The school admission number has always been 50 pupils and in September 2013 we admitted 49 pupils into Reception.

(2) Where the alteration is an alteration falling within any of paragraphs 1, 2, 9, 12 and 13 of Schedule 2 (GB proposals) /paragraphs 1, 2, 8, 18 and 19 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), a statement of the number of pupils at the school at the time of the publication of the proposals.

There are currently 279 pupils on roll in the school.

### Implementation

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local education authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body.

N/A

**Additional Site**

7.—(1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

N/A

(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

N/A

**Changes in boarding arrangements**

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

N/A

- (b) the arrangements for safeguarding the welfare of children at the school;

N/A

- (c) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

N/A

- (d) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

N/A

(2) Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

N/A

- (b) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

N/A

#### **Transfer to new site**

9. Where the proposals are to transfer a school to a new site the following information—

- (a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

N/A

- (b) the distance between the proposed and current site;

N/A

- (c) the reason for the choice of proposed site;

N/A

- (d) the accessibility of the proposed site or sites;

N/A

(e) the proposed arrangements for transport of pupils to the school on its new site; and

N/A

(f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

N/A

## Objectives

10. The objectives of the proposals.

- To provide nursery provision for 30 (full time equivalent) children in the local area.
- To ensure that parents and children have access to a coherent and well planned education structure that provides continuity of learning from 3 -11 years.
- To provide continuity through an integrated approach to curriculum planning and assessment so that pupils make the best possible progress in learning.
- To improve children's key skills in a progressive way.
- To provide greater continuity of teaching, pupil care and development under a single Headteacher.

## Consultation

11. Evidence of the consultation before the proposals were published including—

- (a) a list of persons who were consulted;
- (b) minutes of all public consultation meetings;
- (c) the views of the persons consulted;
- (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
- (e) copies of all consultation documents and a statement on how these documents were made available.

(a) The following people were consulted prior to the proposals being published:

- Parents/carers of all pupils currently attending the school
- Parents/carers of all pre-school age pupils currently attending the privately run

pre-school provision operating on the school site.

- Parents/carers of all pre-school age pupils who have completed admission forms to attend the privately run pre-school provision operating on the school site.
- Lancashire Local Authority
- All school staff
- All staff of the privately run pre-school provision operating on the school site.
- Salford Diocese
- Ampleforth Trustees
- Local MPs
- Local parish councils
- Registered childminders within a 2 mile radius
- Registered nurseries within a 2 mile radius
- Parishoners from the Parish of Our Lady and St. Gerard Majella.

(b) Approximately 500 consultation documents were distributed.

(c) A total of 149 consultation documents were returned to the school. 97% of the consultation returned supported the proposal to extend the age range of the school from 4-11 years to 3-11 years.

A total of 51 consultation forms returned provided additional information in support of the proposal.

A total of 3% of respondents objected to the proposal ( 2 parents, 1 local child minder and 1 nursery school within a two mile radius)

(d) The Headteacher and Governors confirm that all applicable statutory requirements in relation to the proposals to consult were complied with.

The governors followed the guidelines stated in 'Making Changes to a Maintained Mainstream School' Feb 2010 and The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007

e) The consultation documents were distributed to all parents/ carers of current pupils in the school and pre-school by sending home copies. Copies of the document were also given out in the local parish church. All other copies were posted first class. Further copies were made available in the school office and on the entrance table throughout the consultation period.

The consultation period ran from 27<sup>th</sup> September 2013 until 4<sup>th</sup> November 2013.

## **Project costs**

**12.** A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local education authority, and any other party.

The school is currently building an additional EYFS (foundation) class for children in their first year of compulsory schooling. As part of this project an additional classroom is being built which could accommodate a nursery class.

The nursery classroom is costing approximately £136,600

This is being funded from £42,000 donated to the school for the purpose of building an Early Years Classroom. The remaining £94,600 is being met by the governing body and no additional funding is being sought from either the Local Authority or external sources.

Full planning permission has been sought for this project. Permission has been obtained from the DfE to build on a small section of the playing field. Permission has also been obtained from the Diocese of Salford and Ampleforth Trustess. The project commenced on 28<sup>th</sup> October 2013 and is likely to finish at the end of February 2014.

**13.** A copy of confirmation from the Secretary of State, local education authority and the Learning and Skills Council for England (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

N/A

### **Age range**

**14.** Where the proposals relate to a change in age range, the current age range for the school.

The current age range of the school is 4 -11 years.

The proposed age range of the school is 3 – 11 years.

### **Early years provision**

**15.** Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

- (a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

We intend to offer 30 full time places in each session for who are 3-4 years of age.

Parents are entitled to 5 sessions of nursery vouchers in the term after their child is 3 years of age. Parents will have the flexibility to choose their sessions during the week.

There will be 10 sessions during the week and each session will be for 3 hours duration.

The building has been designed to cater for disabled children and complies with current



building regulations (approved document M). The nursery will provide an inclusive education for children, including those with disabilities.

- (b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

The school will integrate the early years provision with the Local Authority childcare services and other external bodies such as health care and social care.

- (c) evidence of parental demand for additional provision of early years provision;

There is currently a 20 place private pre-school operating on the school site. This pre-school has been operating on the school site for many years and is a popular and often over-subscribed facility. This is a temporary provider and the manager has announced that she will consider closing the pre-school should the proposal be rejected.

There is clearly a demand for a 20 place nursery, to maintain the number of available early years places in the area. The proposal to increase the number of places to 30 is due to the fact the school has carried out extensive research about proposed housing developments in the area and there are a number of planned housing developments which would increase the need for both nursery and school places.

The outcomes from the consultation clearly indicate that parents and local residents are fully in support of this proposal.

- (d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

There is currently a 20 place pre-school operating on the site. When this provision closed temporarily for six weeks during the summer term of 2013 many parents found it impossible to find places in other nurseries or child minders. This is a clear indication that there is insufficient capacity in the local area and there is a need for this provision to continue. The governors believe that if the pre-school closed and was not replaced by a school nursery this would mean that many parents would not be able to access child care in the local area. The closure of the pre-school would destabilise the Early Years provision in the area.

The proposed EYFS provision at Our Lady and St. Gerard's will increase the availability of high quality places in the area and complement existing provision.

- (e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

Evidence from the temporary closure of pre-school indicates that local schools and establishments do not have the capacity to accommodate the children from the pre-school should it close.

### Changes to sixth form provision

**16. (a)** Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

- (i) improve the educational or training achievements;
- (ii) increase participation in education or training; and
- (iii) expand the range of educational or training opportunities for 16-19 year olds in the area;

N/A

(b) A statement as to how the new places will fit within the 16-19 organisation in an area;

N/A

(c) Evidence —

- (i) of the local collaboration in drawing up the proposals; and
- (ii) that the proposals are likely to lead to higher standards and better progression at the school;

N/A

(d) The proposed number of sixth form places to be provided.

N/A

**17.** Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

N/A

**Special educational needs**

**18.** Where the proposals are to establish or change provision for special educational needs—

- (a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

N/A

- (b) any additional specialist features will be provided;

N/A

- (c) the proposed numbers of pupils for which the provision is to be made;

N/A

- (d) details of how the provision will be funded;

N/A

- (e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

N/A

- (f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

N/

- (g) the location of the provision if it is not to be established on the existing site of the school;

N/A

- (h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local education authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

N/A

- (i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

N/A

**19. Where the proposals are to discontinue provision for special educational needs—**

- (a) details of alternative provision for pupils for whom the provision is currently made;

N/A

- (b) details of the number of pupils for whom provision is made that is recognised by the local education authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

N/A

- (c) details of provision made outside the area of the local education authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

N/A

- (d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

N/A

**20.** Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

- (a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority's Accessibility Strategy;
- (b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;
- (c) improved access to suitable accommodation; and
- (d) improved supply of suitable places.

N/A

### **Sex of pupils**

**21.** Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single sex-education in the area;

N/A

- (b) evidence of local demand for single-sex education; and

N/A

- (c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975).

N/A

**22.** Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and

N/A

- (b) evidence of local demand for single-sex education.

N/A

### **Extended services**

**23.** If the proposed alterations affect the provision of the school's extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

N/A

### **Need or demand for additional places**

**24.** If the proposals involve adding places—

- (a) a statement and supporting evidence of the need or demand for the particular places in the area;

This proposal is to extend the age range to 3-11 years in order to create a 30 full time equivalent nursery class.

There is an established need for 20 places because these places are currently being provided by a privately run pre-school which is operating on the site. The additional 10 places are required to cater for the increase pupil numbers that will be generated from the proposed housing developments in the local area. All proposed housing developments are within our parish boundaries.

- (b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

This is a Catholic school and we have a admission criteria which complies with the Diocese of Salford and Local Authority guidelines. We understand that the nursery will be non-denominational and will be open to all members of the community.

- (c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

N/A

**25. If the proposals involve removing places—**

- (a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

N/A

- (b) a statement on the local capacity to accommodate displaced pupils.

N/A

**Expansion of successful and popular schools**

**25A.** (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within:

(a) (for proposals published by the governing body) paragraph 1 of Part 1 to Schedule 2 or paragraph 12 of Part 2 to Schedule 2;

(b) (for proposals published by the LA) paragraph 1 of Part 1 to Schedule 4 or 18 of Part 4 to Schedule 4

of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).

N/A