

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

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.

N/A

In respect of a LA Proposal: School and local authority details

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

Codicote C of E VC Primary School, Meadow Way, Codicote, SG4 8YL, a Voluntary Controlled primary school. The Local Authority is Hertfordshire County Council, County Hall, Pegs Lane, Hertford, SG13 8DF.

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.

It is intended that the proposal will be implemented from September 2020 and this will enable an intake of up to 60 pupils in this and each subsequent academic year thereafter as required to meet demand for places from the existing local community and pupil yield from new housing.

Objections and comments

3. A statement explaining the procedure for making representations, including —
- the date prescribed in accordance with paragraph 2 of Schedule 3 The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, by which objections or comments should be sent to the local authority; and
 - the address of the authority to which objections or comments should be sent.

Any person may object to or comment on the proposals. Comments or objections need to be received by 10 June 2019 by sending them by post, marked for the attention of Codicote C of E VC Primary School, to: Freepost RTHH-LXSL-BYYR, Hertfordshire County Council, Education Department, County Hall, Hertford, SG13 8DF, or by email to: education.planning@hertfordshire.gov.uk

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.

Hertfordshire County Council proposes the enlargement of the premises of Codicote C of E VC School by 30 places (1 form of entry) to 2 forms entry from September 2020. This will enable the school to admit up to 60 pupils for this and each subsequent year group thereafter to allow it to meet both the existing local demand for school places plus demand from the proposed new local housing developments. It is anticipated that the school would manage the growth in pupil numbers across the school, increasing gradually to provide sufficient additional places, as necessary, to meet demand from the new housing, with up to 60 places being made available in all year groups in the long term.

This will increase the capacity of the school as detailed below in section 5.

School capacity

5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, and 12-14 of Schedule 2 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, 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 is 210¹. After implementation of the proposal, the capacity would be 420.

- (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;

Current number of pupils admitted (2018/19)

	R	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
School Census January 2019	42	33	48	31	31	30	28

Proposed number of pupils to be admitted in the first school year in which the proposals will have been implemented (2020/21)

	R	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
	Up to 60*	30	30	48	30	30	30

¹ The Published Admission Number (PAN) is the maximum number of pupils that can be admitted into each year group of the school, which in this case is 30 multiplied by the number of Year groups, which is 7.

*Whilst the proposal is to enlarge the premises of Codicote C of E VC Primary School by 30 places from September 2020 and in each subsequent year thereafter, the local authority intends to work with the school to ensure that places are made available to match the local need arising from the existing population and that from the new housing developments, at the time they are needed. The local authority will monitor local demand and yield from the new housing developments and will work with Codicote C of E VC Primary School to make additional places available, through a local agreement.

- (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;

The number of reception places on offer in the first school year will be up to 60. This proposal is intended to be implemented from September 2020.

As this enlargement is proposed mainly as a result of the proposed housing developments in the village, the timing of demand is therefore linked to both the granting of town planning consents and the developers build trajectory for the proposed housing applications in Codicote.

It is proposed that the school will offer up to 60 places at reception in September 2020. The School will retain its current PAN of 30 places, and any additional places required in order to meet local demand will be by local agreement with Codicote C Of E VC Primary School. In subsequent years, the local authority will monitor yield from the new housing developments and will work with the school to make up to 60 places available for local children.

- (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 indicated admission number (IAN) for Codicote School is 30. There are 30 pupils on-roll in the relevant age group.

(2) Where the alteration is an alteration falling within any of paragraphs 1 to 4, and 14 of Schedule 2 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, a statement of the number of pupils at the school at the time of the publication of the proposals.

The current number of pupils at the school is 243 excluding Nursery pupils (taken from the School Census January 2019)

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 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.

The proposals are to be implemented by the local authority.

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.

As part of this proposal the local authority is seeking to acquire some additional land for use as a playing field. This land is adjacent to the southern boundary of the school site across a public right of way.

(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.

As noted above, the local authority is seeking to acquire some additional land for use as a playing field.
A planning application for residential development on land south of Heath Lane has been submitted to North Herts District Council which, upon granting, will provide the opportunity for additional land to be made available as school playing fields to support the enlargement of Codicote C of E VC Primary School. The justification for the expansion of the school is predicated on the anticipated demand arising from the proposed new housing in Codicote. Without this land, the school would have insufficient site area to enlarge and comply with DfE standards. However if the housing applications are not granted permission then the need to expand the school will fall away.

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 12 or 13 of Schedule 2 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 —

- (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 12 or 13 of Schedule 2 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 —

- (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.

The objectives of the proposals are to ensure there are enough school places available in the area to meet local demand, providing more choice for parents when expressing their preferences for places. It will also help provide enhanced education opportunities (with more flexibility to offer a broad curriculum for teaching and learning) and improved facilities in new buildings to enhance educational standards.

Consultation

11. Evidence of the consultation before the proposals were published including—
- a list of persons who were consulted;
 - minutes of all public consultation meetings;
 - the views of the persons consulted;
 - a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
 - copies of all consultation documents and a statement on how these documents were made available.

a) Consultation list attached (Appendix A)
b) n/a
c) Consultation response summary in Cabinet report (Appendix B)
d) Public consultation commenced on 11 February 2019 and ran until 1 April 2019. A consultation letter was sent to all parents/carers, staff and governors of the school affected, as well as to all schools in the area and other statutory consultees.
e) Copy of consultation letter attached (Appendix C). The letter was sent to all parents/carers, staff and governors of the school affected, as well as to all schools and academies in the area and other statutory consultees. The letter was also made available on the Hertfordshire County Council website.

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 authority, and any other party.

The estimated capital cost of the permanent enlargement of the school is £3.9 -4.754m (tbc). This will be met by the local authority as well as s106 funds sought from four housing developments in the village.

These costs were outlined in the paper presented to Hertfordshire County Council Cabinet on Friday, 10 May 2019. The full Cabinet paper can be viewed at:

<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/660/Committee/8/Default.aspx>

13. A copy of confirmation from the Secretary of State, local authority and the Education Funding Agency or Skills Funding Agency (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

Hertfordshire County Council Cabinet agreed on 10 May 2019 to a capital allocation of £3.9 -4.754m (tbc) for this project.

The full report, along with the minutes can be viewed at:

[https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/V
iewMeetingPublic/mid/397/Meeting/660/Committee/8/Default.aspx](https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/660/Committee/8/Default.aspx)

Age range

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

N/A

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;

N/A

- (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;

N/A

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

N/A

- (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

N/A

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

N/A

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;

The specific proposal is not to establish or change provision for Special Educational Needs & Disabilities (SEND).

Pupils with Statements of Special Educational Needs & Disabilities (SEND) / Education, Health and Care Plans or special educational needs identified by the school are already provided for within the current maintained school setting which offers support to a wide range of pupils.

SEND provision will continue for those pupils currently receiving provision and be provided for any additional children attending the school following implementation of the proposal, in line with current practice at the primary and nursery school.

(b) any additional specialist features will be provided;

No additional specialist features are included within the proposals. The SEND position will be monitored on an ongoing basis, and appropriate steps taken to address any additional specialist needs which may arise.

(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;

The expenses of the provision will continue to be met from the school's delegated budget with additional allocations for any named pupils eligible for additional SEND funding under the county council's existing arrangements.

(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;

The expenses of the provision will continue to be met from the school's delegated budget with additional allocations for any named pupils eligible for additional SEND funding under the county council's existing arrangements.

(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 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 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 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 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 paragraph 3 of Schedule 11 to the Equality Act 2010).

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.

There will be no alteration to services currently provided.

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;

The latest pupil forecast indicates a deficit of places in each future forecast year in Codicote. This correlates with experience in past years, where additional temporary places have been made available at Codicote C of E VC Primary to meet demand from local families.

Codicote (12.1)

Summer 2018/19 Forecast	2018/19	2019/20	2020/21	2021/22
Number of reception places available	30	30	30	30
Demand	35	35	37	40
Surplus/Shortage	-5	-5	-7	-10
% Surplus/Shortage	-16.7%	-16.7%	-23.3%	-33.3%
No of FE	-0.2	-0.2	-0.2	-0.3

This forecast demand does not take account of the additional pupil yield anticipated from proposed new housing which will add further pressure on the need for local school places.

There are 315 new dwellings proposed over four sites in Codicote, which will result in a demand for around 0.6 forms of entry of school places in the village. Combined with the existing level of forecast unmet demand in the village this demonstrates a need to plan for an additional 1 form of entry of capacity.

A planning application for residential development on land south of Heath Lane has been submitted to North Herts District Council which will, if granted, provide the opportunity for additional land to be made available to support an enlargement of Codicote C of E VC Primary School. The justification for the expansion of the school is predicated on the anticipated demand arising from the proposed new housing in Codicote. Without this land, the school would have insufficient site area to enlarge and comply with DfE standards. However if the housing applications are not granted permission then the ability and need to expand the school will fall away.

Therefore based on the forecast need to meet both existing local demand and the anticipated pupil yield from the proposed level of housing growth, a need for an additional 1 form of entry of places has been identified to meet the longer term demand in Codicote. This will alleviate the demand for places and ensure the future needs of local pupils are met.

Further information can be found at the following link:

www.hertfordshire.gov.uk/schoolplaces

- (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;

N/A

- (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 paragraph 1 of Schedule 2 of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.

Codicote School was last inspected by Ofsted in 2013, when it was rated overall outstanding. More recently attainment in reading, writing and maths has been above the County and English average level.

<https://www.compare-school-performance.service.gov.uk/school/117392/codicote-church-of-england-primary-school>

The local authority therefore considers that the presumption for the expansion of successful and popular schools should apply.

Appendix A

Copies of the consultation letter were circulated to:

1. Parents/carers, school governors and staff at Codicote Primary School;
2. Local pre-schools, childminders, nurseries and playgroups;
3. Local primary schools;
4. The local MP; local county, district and parish councillors;
5. Trade Union representatives;
6. Local churches; Church Diocese representatives;
7. NHS trusts;
8. Parent Governor representatives on the Overview and Scrutiny Committee at Hertfordshire County Council;
9. Libraries and Citizen's Advice Bureaux;
10. Selected senior officers within Hertfordshire County Council.

The letter was also made available on Hertfordshire County Council's website, www.hertfordshire.gov.uk

Appendix B

HERTFORDSHIRE COUNTY COUNCIL

CABINET

MONDAY, 13 MAY 2019 AT 2.00PM

Agenda Item
No.

9

WHETHER TO PUBLISH A STATUTORY NOTICE IN RESPECT OF THE PROPOSAL TO ENLARGE THE PREMISES OF CODICOTE PRIMARY SCHOOL TAKING INTO CONSIDERATION THE OUTCOME OF A PUBLIC CONSULTATION

Report of the Director of Children's Services

Report Author: Alice Bearton, School Planning Officer
Pauline Davis, Head of School Planning
(Tel: 01992 555865)

Executive Member: Terry Douris, Education, Libraries & Localism

Local Member: Richard Thake, Knebworth and Codicote

1. Purpose of the Report

1.1 To inform Cabinet of the outcome of the public consultation on proposals for the permanent expansion of the premises of Codicote Church of England Primary School in Codicote from September 2020.

2. Summary

2.1 At the close of the Codicote consultation on the 1 April 2019, the Governing Body agrees with the proposal and its full response can be seen attached at Appendix 3. Overall, there were 35 responses were received, of which 13 respondents agreed, 4 didn't know and 18 disagreed with the proposal.

2.2 A breakdown of the responses to the consultation is provided in section 4.

2.3 Funds are available to support the provision of new school places in relation to the pupil yield from new housing, via developers' contributions under S106 of the Town and Country Planning Act 1990 as amended. Approval is sought to the application of funds currently held to the relevant scheme, subject to the completion of relevant school expansion and town planning statutory processes. The balance of funding will be met through further S106 funds sought from four housing developments in the villages in addition to basic need allocation. The capital funding implications are set out in section 5 of the report.

3. Recommendations

3.1 The Education, Libraries & Localism Cabinet Panel will consider a report on this item of business at its meeting on 10 May 2019. The Panel will be invited to recommend to Cabinet that Cabinet:

- (i) authorises the Director of Children’s Services to publish statutory notices to enlarge the premises at Codicote Church of England Primary School, by the size and date below:

School name	Area	Date of expansion	Expansion by form of entry (FE)	Increase in admission number
Codicote	Codicote	01.09.2020	1.0 f.e (to 2 f.e.)	30

- (ii) agrees to the capital costs of enlarging Codicote Church of England Primary School as detailed in Part II of this report; with the final budget for the scheme to be delegated to the Director of Resources in consultation with the Executive Members for Resources and Performance and Education, Libraries and Localism; and

- (iii) approves the application of S106 funds, as identified in Appendix 4, subject to the completion of relevant school expansion and town planning statutory processes.

3.2 The Cabinet Panel’s recommendation/s to Cabinet will be reported orally at the Cabinet meeting and circulated to Members in the Order of Business sheet

4. Background

4.1 On 7 February 2019, the Education, Libraries and Localism Cabinet Panel noted the scale of the next primary expansion programme and that the Director of Children’s Services was consulting on proposals for the permanent expansion of Codicote Church of England Primary School in Codicote. [Link to Agenda and Report¹](#).

4.2 The County Council’s public consultation for the school was held over a seven week period to take in to account the February half-term holidays. The consultation on the proposal began on 11 February 2019 and ended on 1 April 2019.

4.3 A consultation letter, attached at Appendix 2, was sent to all parents, governors and staff at the school, as well as all schools in the area, and to all other statutory consultees. Copies of the consultation letter were sent or emailed to:

¹ <https://democracy.hertfordshire.gov.uk/ieListDocuments.aspx?CId=208&MId=1235&Ver=4>

- (i) residents local to the school;
- (ii) MPs, County Councillors, District Councillors, Parish and Town Councils and Local Authority Chief Executives;
- (iii) Trade Union representatives;
- (iv) Church Diocese representatives;
- (v) NHS representatives;
- (vi) Parent Governor representatives;
- (vii) Pre-schools, playgroups, children’s centres, toddler groups and day nurseries;
- (viii) Libraries and Citizen’s Advice Bureaux.

The consultation letter and response form were also available on the County Council’s website. A total of 1196 letters and 553 emails were sent out for the Codicote consultation.

Response to the consultation

4.4 Copies of the responses received are available to Members in the Members’ Lounge and will also be available to the Panel and Cabinet at the meetings on 10 May 2019 and 13 May 2019 respectively.

4.5 A detailed analysis of the responses is attached in Appendix 1, which includes:

- (i) a breakdown of the number of responses received, and who they are from;
- (ii) an analysis of the key issues raised and the response to them;
- (iii) a copy of the governing body’s response;
- (iv) officer conclusion and recommendation.

4.6 A summary of the responses to the Codicote consultation is:

Capacity of respondent	Total responses	Agree	%	Disagree	%	Don't Know	%
Parent/carer	16	5	31.3%	8	50.0%	3	18.8%
Governor	1	1	100.0%	0	0.0%	0	0.0%
Member of staff	1	0	0.0%	1	100.0%	0	0.0%
Resident	12	3	25.0%	8	66.7%	1	8.3%
Grandparent	1	1	100.0%	0	0.0%	0	0.0%
Other	4	3	75.0%	1	25.0%	0	0.0%
Total responses	35	13	37.1%	18	51.4%	4	11.4%

4.7 The Education, Libraries & Localism Cabinet Panel will be asked to consider whether to recommend to Cabinet that Cabinet:

- (i) authorises the Director of Children’s Services to publish statutory notices to enlarge the premises at Codicote Church of England Primary School;
- (ii) take no further action;
- (iii) initiate fresh consultation on any alternative suggestion(s); or
- (iv) take alternative action.

- 4.8 Subject to Panel endorsing the officer recommendation (set out in section 3 of the report) and to Cabinet’s subsequent agreement to them, if no objections are received to statutory proposals, the Director of Children’s Services has delegated authority to approve the scheme. Where objections are received, the final decision will be referred back to Cabinet in its role as the statutory decision maker for Hertfordshire.
- 4.9 The timetable for the remainder of the statutory process for the school would then be:

Statutory notice period	14 May - 10 June 2019
Decisions by Cabinet (if objections received to proposal)	08 July 2019

- 4.10 There has been a need in past years to make additional places temporarily available to accommodate all pupils in the village, but this is no longer possible on site. There is proposed new housing growth in the village which, when combined with the existing unmet demand in the village, equates to a need to plan for an additional 1fe of capacity in Codicote. There is the opportunity to acquire additional land adjacent to the school to provide sufficient site capacity to enable the school to expand by 1fe to 2fe. Negotiations are currently underway to secure this land.
- 4.11 It is important to note the need to enlarge the premises of Codicote Church of England School from September 2020 is mainly as a result of the proposed housing developments in the village. The school has insufficient capacity currently to meet the anticipated yield arising from the new homes. The timing of demand is therefore linked to both the granting of town planning consents and the developers build trajectory for the proposed housing applications in Codicote.

5. Financial Implications

Revenue funding

- 5.1 Revenue funding has been made available to support the feasibility work for the school expansion programme.
- 5.2 In order for Codicote to manage its revenue budget, and also not to affect other local schools, the school, in liaison with the Admissions team, will need to manage its admissions to reflect the pattern of admissions in relation to the completion of the new housing developments.

Capital funding

5.3 Part II of this report sets out the full capital costs of the scheme outlined above.

5.4 Funding is expected to be provided through S106 funds sought from four housing developments in the villages. Proportionate S106 contributions will be sought from the following four developments in the village:

- CD1 – Land south of Cowards Lane
- CD2 – Codicote Garden Centre, High Street
- CD3 – Land north east of The Close
- CD5 – Land south of Heath Lane

5.5 The updated summary financial position, reviewing funds available from grants received to date, approved section 106, less existing commitments, and the proposed primary proposal above is shown below.

Funds currently available up to 2019/20:	£35.386m
S106 funds to be approved	£0.079m
Sub total:	£35.465m
Less	
Forecast funding to be allocated to the Scheme:	£0.903m
Allocation remaining	£34.562m

5.6 The allocation remaining will be required for newly emerging primary needs for 2021/22 and secondary needs from 2022 onwards. The figure is likely to change with any further basic need allocation for 2021/22 (which has yet to be announced) and any future approvals to the application of S106 funds.

5.7 If the cost of the project and/or the contributions from the developers is different to that currently forecast, there will be a change to the amount of basic need required for this scheme and therefore the allocation remaining for future schemes will change.

6. Equality Implications

- 6.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the Equality implications of the decision that they are making.
- 6.2 Rigorous consideration will ensure that proper appreciation of any potential impact of that decision on the County Council's statutory obligations under the Public Sector Equality Duty. As a minimum this requires decision makers to read and carefully consider the content of any Equalities Impact Assessment (EqIA) produced by officers.
- 6.3 The Equality Act 2010 requires the County Council when exercising its functions to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.
- 6.4 An Equalities Impact Assessment (EqIA) has been carried out and updated where necessary on the proposed school expansion contained within this report and is attached at Appendix 5. Consideration has been given to the likely impact of the proposal, and current assessments conclude that it is not anticipated that people with protected characteristics will be affected disproportionately. The EqIA will continue to be reviewed and updated as necessary.
- 6.5 The Local Authority is bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect.
- 6.6 The expansion of school premises will enable additional school places to be made available as close as possible to the demand for them. In that way they will improve access to school places to all sectors of the communities in which they are located, and avoid very young children having to travel longer distances to access education.
- 6.7 The expansion of existing schools provides for enhanced education opportunities and an enriched curriculum offer which has a positive impact on the whole school community.
- 6.8 School expansion schemes provide positive impacts, offering the opportunity for improved facilities for disabled access in new buildings.

Background Information

Report to the Enterprise, Education and Skills Panel 07 February 2019:
<https://democracy.hertfordshire.gov.uk/ieListDocuments.aspx?CId=208&MId=1235&Ver=4>

Report to Cabinet 18 February 2019:

<https://democracy.hertfordshire.gov.uk/mgAi.aspx?ID=1303>

APPENDIX 1

CODICOTE CHURCH OF ENGLAND PRIMARY SCHOOL:

PROPOSAL TO ENLARGE THE PREMISES by 1 f.e. from 2020

1. Response to the consultation.

- 1.1 At the close of the consultation, a total of **35** responses were received to the consultation of which **37%** were in agreement with the proposal, **11%** did not know, and **51%** disagreed. A breakdown of the responses is shown below:

Capacity of respondent	Total responses	Agree	%	Disagree	%	Don't Know	%
Parent/carer	16	5	31.3%	8	50.0%	3	18.8%
Governor	1	1	100.0%	0	0.0%	0	0.0%
Member of staff	1	0	0.0%	1	100.0%	0	0.0%
Resident	12	3	25.0%	8	66.7%	1	8.3%
Grandparent	1	1	100.0%	0	0.0%	0	0.0%
Other	4	3	75.0%	1	25.0%	0	0.0%
Total responses	35	13	37.1%	18	51.4%	4	11.4%

An Officer discussed the proposal with the Headteacher and confirmation of both the Headteacher's and Governing Body's agreement to the enlargement was given. A copy of the Governing Body's response is attached as Appendix 3.

- 1.2 Copies of every response received are available in the Members Room to enable Members to review the detail prior to the Education Panel and Cabinet meetings.

2. Key themes raised

- 2.1 A number of respondents welcomed the proposals highlighting the need for more school places locally in the village to meet current demand. Of the 47% of respondents who disagreed with the proposals the following key themes were raised and responses are provided below:

The enlargement will lead to increased levels of traffic and associated parking (including staff parking), road safety and congestion problems (16 respondents).

An independent highways assessment carried out at the initial feasibility stage indicates that whilst there are challenges, provided that some mitigation measures are put in place, the highways network would cope sufficiently with the additional journeys that result from this proposed expansion. It is noted that the additional pupils who would be admitted as a result of the proposed expansion would live within walking distance of the school.

The physical enlargement scheme and any associated traffic measures will be the subject of a separate town planning process. A detailed transport assessment and any required measures to mitigate the impact of additional traffic will form part of this town planning application, and part of this process will be formal consultation with the local community and the highways authority.

The school is reviewing its school travel plan which will proactively promote safe and sustainable travel to school. Officers are working with the school to ensure that the school travel plan takes account of the additional pupils that would result from the proposed expansion. The school travel plan will include a commitment to ensuring parents are encouraged to park safely and considerately in the surrounding areas thereby minimising inconvenience to local residents and other road users.

Expanding the school will adversely affect its small-school ethos i.e. the school is large enough already (7 respondents)

There is not a direct relationship between the size of a school, the standards it achieves and its overall effectiveness. Schools of differing sizes can, and do, perform very well. The key factors which contribute to school standards and effectiveness are the quality of leadership and management, and of learning and teaching. Where these factors are equal, larger schools have some significant benefits. The larger budget provides greater flexibility in terms of staffing and resources (including SEN provision and school clubs); there is a better distribution of management responsibilities; there are improved opportunities for staff promotion with the school leading to better capacity to sustain leadership; and consequently the school is less vulnerable to turbulence.

The County Council is confident that Codicote Church of England School will maintain its ethos and standards following the implementation of any expansion in numbers.

Objection to housing which will destroy the close knit community feel of the village (10 respondents)

The planning applications for the proposed housing developments are to be determined by North Herts District Council (NHDC) as the Local Planning Authority. These developments will be the subject of separate town planning applications which will involve formal consultation with local residents through the North Herts District's town planning process. The determination of the housing developments is not the responsibility of Hertfordshire County Council, yet the County Council has a duty to secure sufficient school places in the local area and needs to plan to meet this anticipated demand. Should some or all of the recently submitted planning applications for new housing be granted permission by NHDC, this strategy for providing additional

school places will ensure local children can access a local school place.

How will the school expansion work with a public footpath separating the school and the playing field (5 respondents)

If the proposal for expansion proceeds, the County Council will need to ensure that there is sufficient playing field space for the additional pupils.

There is an opportunity for the County Council to acquire additional land to the south of the school site to enable the school to expand. Without the acquisition of this additional land the existing school cannot expand beyond 1fe.

It is proposed that this additional land will be used by the school as a playing field, but will be separated by an existing footpath. The school has been involved in the discussions regarding the proposal to acquire this land and consider this to be a positive outcome. The school is aware of any safeguarding requirements needed for this proposal.

The provision of the land for a new playing field along with details of the physical enlargement of the school will be made available as part of a separate town planning application which will follow should this proposal proceed.

- 2.2 Other issues raised by small groups or individuals were: the housing numbers in the village are likely to be more than that currently identified; the anticipated pupil yield from the new housing is forecast to be too low; could there not be a new school elsewhere in the village; how the school expansion proposal needs to benefit the school and improve facilities; and the noise and disruption to children during building works.

3. Conclusions and recommendations

- 3.1 There has been a mixed response to the proposal with a narrow majority of consultees against the proposal. Of those who responded, 16 respondents remarked on highways issues relating to traffic congestion, road safety and parking. This was identified as the single most serious issue of concern, which has been carefully considered and responded to here.
- 3.2 Having analysed all of the responses, it is the Officer's view that in light of:
- the full agreement of the Governing Body to the expansion;
 - the fact that Codicote Primary School is well located to meet the additional pupil demand from new housing developments (subject to town planning permission);

the enlargement of Codicote Church of England Primary School is the right solution to provide an additional 1 f.e. of school places in Codicote from 2020/21.

- 3.3 Issues such as the impact of this expansion on the highways network and specific proposals for building the additional accommodation required for the school to expand will be the subject of a future town planning application which will involve formal consultation with local residents and the school community. Any school enlargement decision will be conditional upon the granting of town planning permission for the building scheme proposals and the transfer of the adjacent land to provide sufficient site capacity for an enlarged primary school.
- 3.4 It is therefore recommended that Panel recommend that Cabinet authorise the publication of a statutory notice to enlarge the premises of the school from 2020/21.

Appendix 2



**Hertfordshire County Council
County Hall
Hertford
SG13 8DF**

Tel: 0300 123 4043

My ref: School Planning

Date: 11 February, 2019

Dear Consultee

We are consulting you on the following proposal:

The enlargement of the premises of Codicote C of E VC Primary School by 1 form of entry to 2 forms of entry from September 2020

The proposal will support a permanent increase in the physical size of this school by up to 30 places (1 form of entry). The current capacity of the school is 210 pupils and the eventual capacity will be 420 pupils (excluding nursery pupils). This means the school would then have the capacity to admit up to 60 pupils per year group to allow it to meet both the existing local demand for school places plus demand from the proposed new local housing developments. It is anticipated that the school would manage the growth in pupil numbers across the school, increasing gradually to provide sufficient additional places, as necessary, to meet demand from the new housing (with up to 60 places being made available in all year groups in the long term).

Why is this being proposed?

In line with recent national trends we are seeing an increase in the demand for reception class places in parts of Hertfordshire. The county council considers it important to ensure that there are sufficient places available for very young children as near as possible to their homes. There is more information on how we plan to meet the demand for school places and our methods for forecasting pupil demand at www.hertfordshire.gov.uk/schoolplaces.

The position in Codicote

The latest pupil forecast indicates a deficit of places in each future forecast year in Codicote. This correlates with experience in past years, where

additional temporary places have been made available at Codicote C of E VC Primary to meet demand from local families.

Codicote (12.1)

Summer 2018/19 Forecast	2018/19	2019/20	2020/21	2021/22
Number of reception places available	30	30	30	30
Demand	35	35	37	40
Surplus/Shortage	-5	-5	-7	-10
% Surplus/Shortage	-16.7%	-16.7%	-23.3%	-33.3%
No of FE	-0.2	-0.2	-0.2	-0.3

This forecast demand does not take account of the additional pupil yield anticipated from proposed new housing which will add further pressure on the need for local school places.

There are 315 new dwellings proposed over four sites in Codicote, which will result in a demand for around 0.6 forms of entry of school places in the village. Combined with the existing level of forecast unmet demand in the village this demonstrates a need to plan for an additional 1 form of entry of capacity.

A planning application for residential development on land south of Heath Lane has been submitted to NHDC which will provide the opportunity for additional land to be made available to support an enlargement of Codicote C of E VC Primary School.

Therefore based on the forecast need to meet existing local demand and the anticipated pupil yield from the proposed level of housing growth, an additional 1 form of entry of places is needed to meet the longer term demand in Codicote. This will alleviate the demand for places and ensure the future needs of local pupils are met.

Why this school has been chosen for enlargement

The proposal to enlarge this school has been assessed against, and is considered to meet, the county council's *Four Tests*. These are:

- Does it provide the right number of places in the right location?
- Does it support and not undermine school effectiveness?
- Are the implications for buildings, environment and cost, feasible and affordable?
- What are the transitional implications?

Codicote C of E VC Primary School is the only primary school in the village and is located close to the area of demand. Initial feasibility work concludes that the site is capable of accommodating an enlargement, subject to further design work, town planning permission and the acquisition of adjacent land that is not currently in the county council's ownership.

For further information on the possible options that were considered, please see www.hertfordshire.gov.uk/schoolplaces.

The alterations required for enlargement

If a decision is made to enlarge this school, the county council would work closely with the school to provide the additional accommodation required. We would work hard to make sure that the accommodation supports pupils' needs whilst also ensuring that good value for money is achieved in the context of restrictions on public sector finance. The work would be managed by the county council using contractors who would ensure a safe environment for pupils and staff, and minimise the impact of any building works at the school.

Have your say

The county council believes that the enlargement of Codicote C of E VC Primary School would have a positive impact for its existing pupils, staff and local community by improving access to school places, providing for enhanced education opportunities and providing improved facilities in new buildings.

You have until 1 April 2019 to let us know your views. The easiest way you can do this is by completing the online response form on our website at www.hertfordshire.gov.uk/consultations. You can tell us if you agree or disagree with the proposal and leave your comments.

If you do not have access to the internet you can visit your local library where free access is available to all Hertfordshire residents. Should you wish to request a hard copy of the response form or need help understanding this information you can email contact@hertfordshire.gov.uk or alternatively please call us on 0300 123 4043. An interpreting service is available for those who need it.

Your comments must be received by 1 April 2019. We will not be able to acknowledge or respond individually to your comments but they will be taken into account, as explained below.

How the decision will be taken

This is a consultation and no decision has been made yet. All comments received will be made available to elected members who make the final decision. All responses may be made available in public reports, although personal details will be removed to respect individual privacy.

The following timetable outlines the decision-making process. Please note that meetings marked with * will be open to the public. Although it will not be possible to inform everyone individually of the decisions made, you will be able to access this information throughout the process at: www.hertfordshire.gov.uk/committees.

Process	Date
Public consultation	11 February – 1 April 2019
Education Panel*	10 May 2019
Cabinet*	13 May 2019
Statutory notice period (4 weeks)	Week commencing 13 May 2019
Cabinet * (for final approval if objections received)	8 July 2019
Implementation	September 2020

Yours faithfully

Jenny Coles
Director of Children's Services

Appendix 3

Consultation on the proposal to enlarge the premises of Codicote Church of England Primary School, Meadow Way, Hitchin, Hertfordshire, SG4 8YL

Response to the consultation on behalf of the Governing Body of Codicote Church of England Primary School:

The School Governors and Staff believe that the needs of the community should be met within it; Therefore, where there are insufficient places, the school should expand to ensure that children living in Codicote are able to attend their local school. Over the last six years, creative solutions have had to be delivered to manage numbers of Codicote children over the published admission number (PAN), every year. This situation appears to be a continuing trend which means that children will continue to need additional places for the foreseeable future. However, the school is already accommodating two more classes than it was designed for, and cannot physically accommodate any more additional children over the PAN.

With the proposed housing within the local plan, this has become an urgent issue and the school believes that a proactive approach is needed to meet the needs of families. Through close work with the local authority, a strategy has been identified to ensure that the children in the future will have as many, if not more, opportunities for learning, sport and play as at present, whilst maintaining the strong ethos of the school. With the acquisition of an additional adjacent field, the current high level of sport could be further developed, leaving large areas on the current site, which will not be built on, to provide further playground and field space for both PE and recreational play.

The school is fortunate in having a stable and experienced staff who have a strong record of training new teachers. There is capacity within the team to coach and mentor new staff which would ensure the continued strengths and values of the school through and beyond the expansion period. Furthermore, additional staff would broaden the range of extra-curricular activities available across the school and extend the age group to which these are available for.

The school's location is central in the village enabling the vast majority of parents to walk the children to school. The areas being considered as sites for building are all within a short walk of the school. Additional resources including bike storage pods are planned and incentives during Walk to School week will be further developed. There will be an increase in staff parking ensuring all school staff will continue to park on site.

The building will be re-modelled and extended to provide suitable accommodation for the additional classes whilst retaining the core facilities. The design would be in full consultation and agreement with senior leaders and governors in the school. Thought has already been given towards how the building can enable the continuation of the activities central to us, such as whole school assemblies and school plays and the culture of incidental social contact across year groups.

A core strength of Codicote is in the incredible sense of community; the school, at the centre of this, is committed to the community cohesion within. Enlarging the school would enable all who live here to feel the sense of belonging within a larger community, ensuring that the village will not be fragmented by children and families being dispersed across the area. For all of these reasons, the staff and governors support the proposed expansion of the school, to ensure village school places for village children.

From [REDACTED], Chair of Governors and [REDACTED], Headteacher on behalf of the Governing Body

What are your views on this proposal: Agree

Date response received: 15th March 2019

APPENDIX 4

School Expansion S106 funds to be applied

District	Development address	Recommended school	Grand Total
North Herts	Welwyn Equestrian Centre adjacent to Arnolds Farm Pottersheath, Hitchin, AL6 9SZ	Codicote C of E Primary School	£79,081.60
North Herts Total			£79,081.60
Grand Total			£79,081.60

Equality Impact Assessment (EqIA) Post Consultation

Appendix 5

1. Who is completing the EqIA and why is it being done?

Title of service / proposal / project / strategy / procurement you are assessing	Education strategy for the delivery of additional primary school places to serve the existing community and the new community arising from the new housing developments in Codicote, through the enlargement of the premises of Codicote C of E VC Primary School from 1FE to 2FE from September 2020
Names of those involved in completing the EqIA	Tom Stacey, Alice Bearton
Head of Service or Business Manager	Pauline Davis
Team/Department	School Planning Team
Lead officer contact details	Alice Bearton, 01992 555725
Focus of EqIA – what are you assessing?	<p>The County Council has a legal duty to ensure sufficient school places to meet the needs of existing and new communities.</p> <p>There are 315 new dwellings proposed over four housing sites in Codicote, which will result in a demand for around 0.6FE of school places in the village. Combined with the existing level of unmet demand in the village this demonstrates a need to plan for an additional 1FE of capacity to cater for existing and future demand.</p> <p>The increase in the intake of the school will be increased to meet local demand and will permanently increase to 2FE as and when the full demand can be demonstrated (this being dependent upon the timing of the new housing).</p> <p>To identify the impact of the proposed permanent enlargement of the premises of Codicote C of E VC Primary School, Meadow Way, Codicote, SG4 8YL from 1FE to 2FE from September 2020.</p>
Stakeholders	The seven week consultation ended 1 April 2019. Consultation letters were provided to staff, parents, pupils and the governing board of the affected school and local residents and other key stakeholders, including neighbouring local authorities, MP's, local members, parish councils, local schools and nurseries,

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the Roman Catholic and Church of England Dioceses, community groups and relevant staff at Hertfordshire County Council. (see complete list below*)

Local libraries and other selected public places will be invited to display consultation documents and was also available on the Hertfordshire County Council website, Hertfordshire.gov.uk. The consultation documents were also made available in other formats on request, including large print, braille and other languages upon request. A total of 1196 letters and 553 emails were sent out for the Codicote consultation.

At the end of the consultation all responses were carefully considered and no pertinent issues emerged that it was judged could have any impact on any of the protected characteristics considered as part of this EqIA.

***Stakeholders:**

Parents/carers/pupils, staff and governors at the school concerned;
 Residents local to the school concerned;
 Local Pre-Schools, Nursery, Primary, Secondary and Special schools;
 MPs, County Councillors, District Councillors, Parish and Town Councils and Local Authority Chief Executives;
 Trade Union representatives;
 Church Diocese representatives;
 NHS representatives;
 Parent Governor representatives on the Overview and Scrutiny Committee at Hertfordshire County Council;
 Further Education establishments, pre-schools, playgroups, Children's Centres, toddler groups and day nurseries;
 Libraries and Citizen's Advice Bureaux;
 Senior officers in Hertfordshire County Council's Children's Services department and in Herts Property Services
 The consultation letter will also be published on the website of the School.

2. List of data sources used for this EqlA (include relevant national/local data, research, monitoring information, service user feedback, complaints, audits, consultations, EqlAs from other projects or other local authorities, etc.)

A range of useful local data on our communities can be found on [Herts Insight](#) and on the [Equalities Hub](#)

Title and brief description	Date	Gaps in data																																																
<p>January 2019 school census data on gender split, English as an additional language (EAL), ethnicity, free school meal (FSM) eligibility, number of children with SEN Statements (S), Education and Health Care Plans (E) or SEN Support (K). <i>Countywide data includes pupils at special schools.</i></p>		<p>January 2019 school census data</p> <table border="1"> <thead> <tr> <th></th> <th>Codicote School</th> <th>County Averages</th> </tr> </thead> <tbody> <tr> <td>Students (Years R to 6)</td> <td>243</td> <td>101141</td> </tr> <tr> <td>Number Minority Ethnic Students (not White British and excluding Refused and Not Obtained)</td> <td>29</td> <td>32532</td> </tr> <tr> <td>% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)</td> <td>11.93%</td> <td>32.16%</td> </tr> <tr> <td>Number EAL (English as an alternative Language) (First language Not English or believed not to be English excluding Refused and Not Obtained)</td> <td>3</td> <td>17382</td> </tr> <tr> <td>% EAL (English as an alternative Language) (First language Not English or believed not to be English)</td> <td>1.23%</td> <td>17.19%</td> </tr> <tr> <td>Number with Statement (or EHCP (E))</td> <td>1</td> <td>2211</td> </tr> <tr> <td>% with Statement (or EHCP (E))</td> <td>0.41%</td> <td>2.19%</td> </tr> <tr> <td>Number SEN Provision (K)</td> <td>5</td> <td>12800</td> </tr> <tr> <td>% SEN Provision (K)</td> <td>2.06%</td> <td>12.66%</td> </tr> <tr> <td>Number Eligible for FSM (at date of Census)</td> <td>6</td> <td>10355</td> </tr> <tr> <td>% FSM (Free School Meals) (at date of Census)</td> <td>2.47%</td> <td>10.24%</td> </tr> <tr> <td>Number of Male Students</td> <td>133</td> <td>51685</td> </tr> <tr> <td>% of Male Students</td> <td>54.73%</td> <td>51.10%</td> </tr> <tr> <td>Number of Female Students</td> <td>110</td> <td>49456</td> </tr> <tr> <td>% of Female Students</td> <td>45.27%</td> <td>48.90%</td> </tr> </tbody> </table>		Codicote School	County Averages	Students (Years R to 6)	243	101141	Number Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	29	32532	% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	11.93%	32.16%	Number EAL (English as an alternative Language) (First language Not English or believed not to be English excluding Refused and Not Obtained)	3	17382	% EAL (English as an alternative Language) (First language Not English or believed not to be English)	1.23%	17.19%	Number with Statement (or EHCP (E))	1	2211	% with Statement (or EHCP (E))	0.41%	2.19%	Number SEN Provision (K)	5	12800	% SEN Provision (K)	2.06%	12.66%	Number Eligible for FSM (at date of Census)	6	10355	% FSM (Free School Meals) (at date of Census)	2.47%	10.24%	Number of Male Students	133	51685	% of Male Students	54.73%	51.10%	Number of Female Students	110	49456	% of Female Students	45.27%	48.90%
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		<p><u>Summary of data in the table above:</u></p> <p>The percentage of Minority Ethnic and EAL students is significantly lower than the countywide average for primary schools. The number of students with a Statement (or EHCP) is 1. The percentage of pupils who are eligible for FSM is significantly lower than the countywide average for primary schools. The percentage of male students is slightly higher than the countywide average and the percentage of female students is correspondingly lower than the countywide average.</p>
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3. Analysis and assessment: review of information, impact analysis and mitigating actions

Protected characteristic group	What do you know? What do people tell you?	What does this mean – what are the potential impacts of the proposal(s)?	What can you do?
Age		<p>This proposal offers additional primary places at an existing, outstanding school in the heart of an existing community.</p> <p>The school will be expected to phase the provision of additional places with the aim to provide sufficient capacity to meet local demand and increase places to meet the increasing pupil demand from new housing.</p> <p>It is not anticipated at this stage that the proposals will affect people disproportionately because of their age.</p>	<p>Pupil numbers and age ranges will be kept under close scrutiny to inform whether or not the number of places available reflects the need.</p> <p>The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan below will be amended accordingly.</p>

Protected characteristic group	What do you know? What do people tell you?	What does this mean – what are the potential impacts of the proposal(s)?	What can you do?
<p>Disability</p>		<p>School planning officers have liaised with the Headteacher and identified a number of children who attend the school who have protected characteristics We will continue to liaise with the Headteacher and their staff to identify any potential negative impacts and take them into account accordingly.</p> <p>Should the proposals proceed; appropriate advice will be sought in respect of any changes that are made to the school.</p> <p>It is not currently anticipated at this stage that the proposals will affect people disproportionately because of the issues of disability.</p> <p>The new block of accommodation will be designed to ensure accessibility by all.</p>	<p>The school currently is and will continue to be fully inclusive. The enlargement of the school will meet the needs of children in the local area, including those with Special Educational Need (SEN) and/or disability.</p> <p>Should the proposal proceed and issues arise that require specific professional advice this will be sought.</p> <p>Any issues identified or known, as well as the duties found within Part 6, Section 149 and Schedules 10 and 13 of the Equality Act 2010 concerning disability will be factored into the individual scheme designs. Any building scheme will also meet the requirements to avoid Disability Discrimination under Section 15 of the Equality Act 2010.</p> <p>The position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.</p>
<p>Gender reassignment</p>		<p>It is not currently anticipated at this stage that the proposals will affect people disproportionately because of their gender reassignment.</p>	<p>No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.</p>

Protected characteristic group	What do you know? What do people tell you?	What does this mean – what are the potential impacts of the proposal(s)?	What can you do?
Pregnancy and maternity		It is not currently anticipated at this stage that the proposals will affect people disproportionately because of their pregnancy or maternity.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
Race		It is not anticipated at this stage that the proposals will affect people disproportionately because of their race.	The school will be required to accept all children regardless of race or ethnicity. No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
Religion or belief		The expansion of existing schools provides for enhanced education opportunities and an enriched curriculum offer which has a positive impact on the whole school community. It is not anticipated at this stage that the proposals will affect people disproportionately because of their religion or belief.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
Sex/Gender		It is not anticipated at this stage that the proposals will affect people disproportionately because of their sex/gender.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.

Protected characteristic group	What do you know? What do people tell you?	What does this mean – what are the potential impacts of the proposal(s)?	What can you do?
Sexual orientation		It is not anticipated at this stage that the proposals will affect people disproportionately because of their sexual orientation.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
Marriage and civil partnership		It is not anticipated at this stage that the proposals will affect people disproportionately because of their marriage or civil partnership.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
Carers		Should the expansion proposals go ahead it is anticipated that it will allow more children to attend a school in their locality and extend the range of successful preferences available to parents/carers. Currently it does not appear that there are any disproportionate negative impacts concerning this protected characteristic.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.
Other relevant groups Consider if there is a potential impact (positive or negative) on areas such as health and wellbeing, crime and disorder, Armed Forces community.		It is not anticipated at this stage that the proposals will affect people in other relevant groups disproportionately.	No mitigation is currently required but the position will continue to be monitored and if any issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.

Opportunity to advance equality of opportunity and/or foster good relations

Should the enlargement proposal for Codicote C of E Primary School go ahead it will allow local children to access a local place and extend the range of successful preferences available to parents/carers. Furthermore as and when the new housing is occupied, pupils from the new housing developments in the village will also be able to access a local school place.

It will also provide for enhanced education opportunities and an enriched curriculum offer which has a positive impact on the whole school community.

We will ensure that all new accommodation provided to the school as part of enlargement works will be fully accessible to disabled pupils and staff. Any building scheme will be compliant with DDA regulations.

Conclusion of your analysis and assessment -

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OUTCOME AND NEXT STEPS	SUMMARY
<p>i. No equality impacts identified</p> <ul style="list-style-type: none"> - No major change required to proposal 	
<p>ii. Minimal equality impacts identified</p> <ul style="list-style-type: none"> - Adverse impacts have been identified, but have been objectively justified (provided you do not unlawfully discriminate) - Ensure decision makers consider the cumulative effect of how a number of decisions impact on equality - No major change required to proposal 	
<p>iii. Potential equality impacts identified</p> <ul style="list-style-type: none"> - Take 'mitigating action' to change the original policy/proposal, remove barriers or better advance equality - Set out clear actions in the action plan in section 4. 	<p>Ensure that the proposals do not impact adversely upon pupils with disabilities and ensure that the communications strategy takes into account the differing needs of the local community including staff.</p>

<p>iv. Major equality impacts identified</p> <ul style="list-style-type: none"> - The adverse effects are not justified, cannot be mitigated or show unlawful discrimination - You must stop and remove the policy [you should consult with Legal Services] - Ensure decision makers understand the equality impact 	

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4. Prioritised Action Plan

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Lead officer and timeframe
The need to address access and equality issues when development the layout of the new building.	This will form part of the design brief and specification for the new school building	Design Brief & build specification agreed	Brief and specification ensure that impact on protected groups is avoided	School Planning Team – ongoing through the design process
Explore ways of supporting parents, carers, governors and staff through the change process.	<p>Ensure the communication strategy recognises that some groups may require information in a different format for example if they have a disability or do not speak English as a first language.</p> <p>We are aware that the school may have its own communication strategy.</p>	Communication strategy agreed with school	Strategy ensures that stakeholders are kept informed and fully supported through the change process	Alice Bearton – July 2019

Catering for disabled pupils and staff	<p>Ensure that any known issues around disability are factored into the individual scheme designs and that all building schemes are DDA compliant.</p> <p>We are aware that there are some pupils/staff currently at the school with disabilities and this will be taken account of throughout the process.</p>	Regular meetings with school and issues fed into design process	DDA compliance / needs of pupils with protected characteristics are catered for.	Alice Bearton – ongoing through design process – July 2019
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This EqlA has been signed off by:

Lead Equality Impact Assessment officer: Alice Bearton

Date: 10 April 2019

Head of Service or Business Manager: Pauline Davis

Review date: 8 July 2019

Date: 10 April 2019

Appendix C



**Hertfordshire County Council
County Hall
Hertford
SG13 8DF**

Tel: 0300 123 4043

My ref: School Planning

Date: 11 February, 2019

Dear Consultee

We are consulting you on the following proposal:

The enlargement of the premises of Codicote C of E VC Primary School by 1 form of entry to 2 forms of entry from September 2020

The proposal will support a permanent increase in the physical size of this school by up to 30 places (1 form of entry). The current capacity of the school is 210 pupils and the eventual capacity will be 420 pupils (excluding nursery pupils). This means the school would then have the capacity to admit up to 60 pupils per year group to allow it to meet both the existing local demand for school places plus demand from the proposed new local housing developments. It is anticipated that the school would manage the growth in pupil numbers across the school, increasing gradually to provide sufficient additional places, as necessary, to meet demand from the new housing (with up to 60 places being made available in all year groups in the long term).

Why is this being proposed?

In line with recent national trends we are seeing an increase in the demand for reception class places in parts of Hertfordshire. The county council considers it important to ensure that there are sufficient places available for very young children as near as possible to their homes. There is more information on how we plan to meet the demand for school places and our methods for forecasting pupil demand at www.hertfordshire.gov.uk/schoolplaces.

The position in Codicote

The latest pupil forecast indicates a deficit of places in each future forecast year in Codicote. This correlates with experience in past years, where additional temporary

places have been made available at Codicote C of E VC Primary to meet demand from local families.

Codicote (12.1)

Summer 2018/19 Forecast	2018/19	2019/20	2020/21	2021/22
Number of reception places available	30	30	30	30
Demand	35	35	37	40
Surplus/Shortage	-5	-5	-7	-10
% Surplus/Shortage	-16.7%	-16.7%	-23.3%	-33.3%
No of FE	-0.2	-0.2	-0.2	-0.3

This forecast demand does not take account of the additional pupil yield anticipated from proposed new housing which will add further pressure on the need for local school places.

There are 315 new dwellings proposed over four sites in Codicote, which will result in a demand for around 0.6 forms of entry of school places in the village. Combined with the existing level of forecast unmet demand in the village this demonstrates a need to plan for an additional 1 form of entry of capacity.

A planning application for residential development on land south of Heath Lane has been submitted to NHDC which will provide the opportunity for additional land to be made available to support an enlargement of Codicote C of E VC Primary School.

Therefore based on the forecast need to meet existing local demand and the anticipated pupil yield from the proposed level of housing growth, an additional 1 form of entry of places is needed to meet the longer term demand in Codicote. This will alleviate the demand for places and ensure the future needs of local pupils are met.

Why this school has been chosen for enlargement

The proposal to enlarge this school has been assessed against, and is considered to meet, the county council's *Four Tests*. These are:

- Does it provide the right number of places in the right location?
- Does it support and not undermine school effectiveness?
- Are the implications for buildings, environment and cost, feasible and affordable?
- What are the transitional implications?

Codicote C of E VC Primary School is the only primary school in the village and is located close to the area of demand. Initial feasibility work concludes that the site is capable of accommodating an enlargement, subject to further design work, town planning permission and the acquisition of adjacent land that is not currently in the county council's ownership.

For further information on the possible options that were considered, please see www.hertfordshire.gov.uk/schoolplaces.

The alterations required for enlargement

If a decision is made to enlarge this school, the county council would work closely with the school to provide the additional accommodation required. We would work hard to make sure that the accommodation supports pupils' needs whilst also ensuring that good value for money is achieved in the context of restrictions on public sector finance. The work would be managed by the county council using contractors who would ensure a safe environment for pupils and staff, and minimise the impact of any building works at the school.

Have your say

The county council believes that the enlargement of Codicote C of E VC Primary School would have a positive impact for its existing pupils, staff and local community by improving access to school places, providing for enhanced education opportunities and providing improved facilities in new buildings.

You have until 1 April 2019 to let us know your views. The easiest way you can do this is by completing the online response form on our website at www.hertfordshire.gov.uk/consultations. You can tell us if you agree or disagree with the proposal and leave your comments.

If you do not have access to the internet you can visit your local library where free access is available to all Hertfordshire residents. Should you wish to request a hard copy of the response form or need help understanding this information you can email contact@hertfordshire.gov.uk or alternatively please call us on 0300 123 4043. An interpreting service is available for those who need it.

Your comments must be received by 1 April 2019. We will not be able to acknowledge or respond individually to your comments but they will be taken into account, as explained below.

How the decision will be taken

This is a consultation and no decision has been made yet. All comments received will be made available to elected members who make the final decision. All responses may be made available in public reports, although personal details will be removed to respect individual privacy.

The following timetable outlines the decision-making process. Please note that meetings marked with * will be open to the public. Although it will not be possible to inform everyone individually of the decisions made, you will be able to access this information throughout the process at: www.hertfordshire.gov.uk/committees.

Process	Date
Public consultation	11 February – 1 April 2019
Education Panel*	10 May 2019
Cabinet*	13 May 2019
Statutory notice period (4 weeks)	Week commencing 13 May 2019
Cabinet * (for final approval if objections received)	8 July 2019
Implementation	September 2020

Yours faithfully



Jenny Coles
Director of Children's Services