

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.

St Joseph's Catholic Primary School, Great Hadham Road, Bishop's Stortford, Hertfordshire, CM23 2NL, a Voluntary Aided 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 planned that the proposals will be implemented in full from 01 September 2018, which will enable an intake of 60 reception pupils for this and each subsequent academic year thereafter.

Objections and comments

3. A statement explaining the procedure for making representations, including —
- (a) 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
 - (b) 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 14 June 2017 by sending them by post, marked for the attention of St Joseph's Catholic 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 to enlarge the premises of St Joseph's Catholic Primary School, in full in September 2018 and this will enable the intake of reception pupils to increase from 45 to 60 for this and each subsequent academic year thereafter. This will increase the capacity of the school as detailed below.

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 315. 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;

	R	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
School Census Spring 2017	46	44	44	41	44	45	42

- (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 60. This proposal is intended to be implemented in full from September 2018.

- (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.

N/A

(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 306 excluding Nursery pupils (School Census Spring 2017)

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.

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.

St Joseph's Catholic Primary School has been successful in its bid under the Government's Priority School Building Programme Phase 2 (PSBP2), which means significant works to improve the school built environment will be undertaken. The proposals to date do not propose the need for any new or additional site.

(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 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. St Joseph's Catholic Primary School has been successful in its bid under the Government's PSBP2, which means significant works to improve the school built environment will be undertaken. As part of the planning for these works Hertfordshire County Council have been in discussions with the school and the Diocese of Westminster around expanding the school to 2 Forms of Entry (FE) from 1.5 FE, 1 FE is 30 places per year group, which would assist in meeting a local Catholic need.

Analysis of recent applications for primary school places in Bishop's Stortford indicates an unsatisfied demand for Catholic provision in the town.

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) Consultation list attached (Appendix A)
- b) n/a
- c) Consultation response summary in Cabinet report (Appendix B)
- d) Public consultation commenced on 26 January 2017 and ran until 15 March 2017. 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 (hertsdirect.org).

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 total capital cost of the proposals will be up to £1,180,000. The 0.5 FE expansion forms part of a wider PSBP2 project, with the cost of the expansion to be met by the local authority.

This cost was outlined in the paper presented to Hertfordshire County Council Cabinet on 10th April 2017 the full Cabinet paper can be viewed at:

<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/510/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 10th April 2017 to a capital allocation of £1,180,000 for this project.

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

<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/510/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 table below identifies the forecast demand for reception places in Bishops Stortford (2016/17 Summer Term Forecast). The current total number of permanent reception places available across the Bishop's Stortford primary planning areas is: 510 in 2016/17 reducing to 480 in subsequent years. The surplus/shortage is calculated by subtracting the forecast demand from the current total number of permanent reception places available.

Summer Term 2016/17 Forecast	2016/17	2017/18	2018/19	2019/20
Demand	516	468	453	445
Surplus/Shortage	-6	12	27	35

Although forecasts indicate a surplus of places from 2017 onwards, for the three years 2014/15 to 2016/17 we have had to add an additional 1 FE of places in each year to meet actual demand despite the forecast indicating sufficient capacity.

We are aware of other new housing in Bishop's Stortford, particularly within the town centre which isn't taken account of in terms of additional provision proposed within Bishop's Stortford North and is also not included within the primary forecasts as they only project four years into the future. The forecasts will not therefore take account of the full impact of the yield from this new housing.

We take the following datasets into account within our forecasting methodology:

- 0-5 year olds registered with GPs
- primary pupils moving on to secondary schools
- trends, including migration to and from other authorities and the independent sector; and
- an assumed pupil yield from new or planned housing developments

Further information can be found at the following link:

www.hertfordshire.gov.uk/schoolplaces

The above table demonstrates that there is a basic need for the additional places to be created by this proposal as well as analysis of recent applications for primary school places in Bishop's Stortford which demonstrates an unsatisfied demand for Catholic provision in the town. The proposal therefore should not have a direct effect on other schools, academies and other educational institutions within the area, although the pattern of parental preference may change as a consequence of the new provision becoming available.

- (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;

The Governors of St Joseph's Catholic Primary and the Diocese of Westminster have recognised that St Joseph's has been oversubscribed with applications by Catholic families for Reception places in recent years.

- (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.

N/A

Appendix A

Copies of the consultation letter were sent or emailed to:

- (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 letter and response form were also available on the County Council's hertsdirect website. A total of 1894 letters were sent out and 236 emails.

HERTFORDSHIRE COUNTY COUNCIL

CABINET

MONDAY, 10 APRIL 2017 AT 2.00PM

Agenda Item

No:

5

**ADDITIONAL SCHOOL PLACES: PEP7, OUTCOME
OF PUBLIC CONSULTATION**

Report of the Director of Children's Services

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

Executive Member: David Williams, Enterprise, Education & Skills

Local Members: Rosemary Cheswright; Alan Searing; Colin Woodward.

1. Purpose of report

- 1.1 To inform Cabinet of the outcome of the public consultation on proposals for the permanent expansion of the premises of primary schools in order to provide additional school places in September 2018 (PEP7), to meet a rising demand for them.
- 1.2 To enable Cabinet to decide whether to publish statutory proposals and to approve the capital costs of the schemes.

2. Summary

- 2.1 Overall there has not been a large response to the consultations, although more responses have been received on one proposal than the others, and the majority of respondents have been in favour of each of the proposals. All three governing bodies have agreed with the proposals.
- 2.2 Consideration of the issues and concerns relating to each proposal are contained in Appendices 1 - 3.
- 2.3 Cabinet is invited to:
 - (i) reject the proposals,
 - (ii) modify the proposals or
 - (iii) authorise the Director of Children's Services to publish statutory notices to enlarge the premises of the schools in question by the size and date identified,
 - (iv) to approve the capital costs of the individual schemes.

3. Recommendations

- 3.1 The Enterprise, Education & Skills Cabinet Panel will consider a report on this item of business at its meeting on 6 April 2017. 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 of the following schools by the size and date identified below:

School name	Area	Date of expansion	Expansion by form of entry (FE)	Increase in admission number
Millfields (Appendix 1)	Buntingford	01.09.2018	0.5 f.e (to 2 f.e.)	15
St. Catherine's (Appendix 2)	Hoddesdon	01.09.2018	0.5f.e. (to 2 f.e.)	15
St. Joseph's (Appendix 3)	Bishop's Stortford	01.09.2018	0.5 f.e. (to 2 f.e.)	15

- (ii) approves the capital costs of the individual schemes as identified in paragraph 6.2 of the report.

- 3.2 The Panel's recommendations 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 25 January 2017 [CMIS > Calendar of council meetings](#) the Panel considered and recommended a seventh programme of primary school expansions for 2018/19 to Cabinet, which approved the programme on 20 February 2017 [CMIS > Calendar of council meetings](#) .

- 4.2 The proposed schools in the Primary Expansion Programme phase 7 (PEP) are:

School name	Area	Date of expansion	Expansion by form of entry (FE)	Increase in admission number
Millfields (Appendix 1)	Buntingford	01.09.2018	0.5 f.e (to 2 f.e.)	15
St. Catherine's (Appendix 2)	Hoddesdon	01.09.2018	0.5f.e. (to 2 f.e.)	15
St. Joseph's (Appendix 3)	Bishop's Stortford	01.09.2018	0.5 f.e. (to 2 f.e.)	15

- 4.3 The Panel also endorsed the Director of Children's Services initiating consultation on the proposals where appropriate.

5. The outcome of public consultation on the proposals.

Process and timescale

- 5.1 The County Council's public consultation on relevant proposals started on 26 January 2017 and finished on 16 March 2017. This was over a seven week consultation period.
- 5.2 A similar consultation letter to that, attached at Appendix 4, was sent to all parents, governors and staff of every school affected, as well as all schools in the area, and to all other statutory consultees. Letters were also sent to:
- residents local to the schools;
 - MPs, County Councillors, District Councillors, Parish and Town Councils and Local Authority Chief Executives;
 - Trade Union representatives;
 - Church Diocese representatives;
 - NHS representatives;
 - Further Education establishments, pre-schools, playgroups, children's centres, toddler groups and day nurseries;
 - Libraries and Citizen's Advice Bureaux.

The letter and response form were also available on the County Council's Hertfordshire.gov.uk website. Posters were also sent for display during the consultation period to children's centres, toddler groups, preschools and playgroups, day nurseries, libraries, citizen advice bureaux, doctor's surgeries, supermarkets, and coffee shops/cafes local to the schools involved.

Responses to the consultations

- 5.3 A total of 197 written responses have been received to all the consultations. Copies of all responses received are available to Members in the Members' Lounge.
- 5.4 A detailed analysis of the response for each school is attached in Appendices 1–3, each of which will include:
- a breakdown of the number of responses received, and who they are from;
 - an analysis of the key issues raised and the response to them;
 - a copy of the governing body's response; and
 - an officer conclusion and recommendation.
- 5.5 Overall, there has not been a large response to the consultations, although more responses have been received on one proposal than the others, and the majority of respondents to each proposal has been in favour of the proposals, as indicated in the following summary table. All

three governing bodies have agreed with the proposals.

School	Total Sent	Total rec'd	Agree		Disagree		Don't Know		G.B. Response
Millfield First (Appendix 1)	2679	42	23	54.8%	13	31.0%	6	14.3%	Agree
St. Catherine's (Appendix 2)	2755	14	10	71.4%	4	28.6%	0	0%	Agree
St. Joseph's (Appendix 3)	2130	141	110	78.0%	26	18.4%	5	3.5%	Agree
Total	7564	197							

5.6 Overall, there were positive comments about the proposals, welcoming the provision of additional local places. Analysis of all the responses identified the most concern over traffic congestion/parking, which is common to many school expansion schemes. Assessments of highways issues will be included in town planning applications which will be subject to separate consultation. Any decision to enlarge a school would be conditional upon the receipt of town planning consent, where necessary.

5.7 These and other issues raised are included in the relevant appendices.

6. Financial Implications

Revenue funding

6.1 Revenue funding has been made available to support the feasibility work for the school expansion programme.

Capital funding

- 6.2 The total estimated cost of the PEP7 permanent expansion programme at this stage is £3.15m following initial scheme design and development. The estimates for Millfield and St. Catherine's are based on the value engineered tender costs of previous PEP programmes, but reflect an anticipated market position. The variances in costs reflect site specific issues, the replacement of existing mobiles and the extent of external works required. The estimate for St. Joseph's is from the Education Funding Agency as Hertfordshire County Council's contribution to its larger re-building scheme.

School name	Area	Date of expansion	Expansion by form of entry (FE)	Target capital cost £m
Millfield First	Buntingford	01.09.2018	0.5 f.e. (to 2 f.e.)	0.95
St. Catherine's	Hoddesdon	01.09.2018	0.5 f.e. (to 2 f.e.)	1.02
St. Joseph's	Bishop's Stortford	01.09.2018	0.5 f.e. (to 2 f.e.)	up to 1.18

- 6.3 Since the previous report to Cabinet, additional allocations of basic need grant has been received from Central Government. The updated summary financial position, reviewing funds available from grants, approved section 106, less existing commitments, is:

Funds currently available up to 2017/18: £31.624m

PEP7 £ 3.15m

Allocation remaining: £ 27.474m

- 6.4 The allocation remaining will need to be used for any newly emerging primary needs for 2018/19 and for 2019/20 and a second secondary expansion programme to start from 2019/20.
- 6.5 It should be noted that there are signs of market recovery and tender returns will reflect this, but current costs have been assessed on the emerging market conditions.
- 6.6 Approval is therefore sought to the costs of the permanent PEP7 schemes as identified in para 6.2 above.

7. Equalities

- 7.1 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.

- 7.2 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.
- 7.3 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.
- 7.4 Equalities Impact Assessments (EqIAs) have been carried out and updated where necessary on all proposed school expansions contained within this report at Appendix 5. They have been made available in the Members' Lounge prior to Cabinet, in order that Members are fully aware of any equality issues arising from the proposals. Consideration has been given to the likely impact of the proposals, and current assessments conclude that it is not anticipated that people with protected characteristics will be affected disproportionately. The EqIAs will continue to be reviewed and updated as necessary.
- 7.5 The Local Authority is bound by the Admissions Code and Regulations and this does not allow for any discrimination in this respect.
- 7.6 The expansion of school premises will enable additional school places to be made available as close as possible to the demand for them. This will improve access to school places for all sectors of the communities in which they are located, and avoid very young children having to travel longer distances to access education.
- 7.7 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.
- 7.8 School expansion schemes provide positive impacts, offering the opportunity for improved facilities for disabled access in new buildings.

8. Conclusions and Next Steps

- 8.1 There continues to be a real and pressing need to provide primary school places in some areas of Hertfordshire. Not providing the premises to allow additional places to be offered will mean that very

young children may be forced to access places some considerable distance from their homes.

- 8.2 There has not been a large response to the proposals, although there were more responses on the proposal for one school than the others. The key issues raised by respondents have been answered and can continue to be worked on through the next stages of the process.
- 8.3 Subject to Cabinet's agreement to the recommendations at item 3, if no objections are received to a statutory proposal, the Director of Children's Services has delegated authority to approve it. Where objections are received, the final decision will be referred back to Cabinet in its role as the statutory decision maker for Hertfordshire.
- 8.4 The timetable for the remainder of the statutory process would then be:

Statutory notice period	Week commencing 8 May 2017
Decisions by Cabinet (if objections received to proposal)	10 July 2017

Background Information

Report to the Enterprise, Education and Skills Panel 27 January 2017

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Report to Cabinet 20 February 2017

<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/508/Committee/8/SelectedTab/Documents/Default.aspx>

**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL:
PROPOSAL TO ENLARGE THE PREMISES by 0.5f.e. from 2018**

1. Response to the consultation.

- 1.1 A total of 141 responses were received to the consultation of which 110 were in agreement with the proposal and 26 disagreed. A breakdown of the responses is shown below:

Capacity of respondent	Total responses	Agree	Disagree	Don't Know
Parent/carer	65	63	1	1
Governor	3	3	0	0
Member of staff	20	20	0	0
Resident	47	22	23	2
Grandparent	2	2	0	0
Other	4	0	2	2
%		78.0%	18.4%	3.5%
Total responses	141	110	26	5

- 1.2 The Governing body agrees with the expansion to 2 forms of entry. A copy of the governing body response is shown at the bottom of this appendix
- 1.3 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 issues raised

- 2.1 The majority of respondents (78%) supported the proposal to expand St Joseph's Catholic Primary School highlighting the need for more places locally, and agreeing that the expansion offers opportunities for the educational improvement of this OFSTED outstanding school.
- 2.2 Around 30% of respondents acknowledged the need for additional primary places in the town for now and the future and commented that the increase of St Joseph's by 0.5fe would assist in easing the current issues round over-subscription. Around 9% of respondents also highlighted how the proposal would enable the school to operate in straight year groups rather than mixed aged classes as it does currently.

2.2.1 The following key issues were raised and a response to them provided below.

The enlargement will lead to increased levels of traffic and associated parking (including staff parking), road safety and congestion problems (52 respondents)

Over a third of respondents raised the issue of increased levels of traffic and highways issues as a key concern.

An independent highways assessment carried out at the initial feasibility stage has indicated that whilst there are challenges, provided mitigation measures are put in place, the highways network could cope sufficiently with the additional journeys that result from this proposed expansion.

The physical enlargement scheme and any associated traffic measures, including on site car parking, will be the subject of a separate town planning process which will be led by the Education Funding Agency. A detailed transport assessment and any required measures to mitigate the impact of additional traffic will form part of this town planning application, and a part of this process will be a formal consultation with the local community and the highways authority.

Officers are also working with the school to proactively promote safe and sustainable travel to school as part of the school travel plan, as well as ensuring 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.

Additional places will go to non-local children & why expand a single religious denomination? (3 respondents)

A small number of respondents (2%) were concerned that the additional places would not meet a local need due to the school's admissions rules and questioned why a faith school was being expanded.

Analysis of recent applications for primary school places in Bishop's Stortford indicates an unsatisfied demand for Catholic provision in the town. This unmet demand is from the local community. The enlargement of the school will assist in meeting both the increase in demand for school places locally and the unsatisfied demand for Catholic provision in the town.

St Joseph's Catholic Primary School is well located to meet this demand and prioritises places based on practicing Catholics for admission allocation purposes. Whilst the admissions rules do not prioritise places based on distance, latest analysis indicates there is unsatisfied catholic demand in the town and therefore the provision of additional places will assist in meeting this demand.

As well as the key issues outlined above, one respondent raised a concern that there was insufficient information provided by the council to enable consultees to make an informed decision and one raised a concern around the need for additional places in light of current forecast. A further comment was raised that the school site is not large enough to accommodate the proposed enlargement, and one raised a concern that the expansion would have an adverse environmental impact.

Issues which were raised by only one respondent each included the potential adverse environmental impact; insufficient information provided; and the site not being large enough.

3. Conclusions and recommendations

3.1 The majority of respondents agreed with the proposal to enlarge St Joseph's Catholic Primary School. The most common concern related to increased traffic congestion and car parking. The major issues raised have been carefully considered and responded to both here and in the body of the main report.

3.2 Having analysed all responses, it is the Officers' view that in light of;

- the agreement of the Governing Body to the expansion; and
- the fact that St. Joseph's Catholic Primary School is well located to meet the additional demand;

the enlargement of St. Joseph's Catholic Primary School is the right solution to provide the additional 0.5f.e. school places needed in Bishop's Stortford from 2018/19.

3.3 Issues such as the impact 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.

3.4 It is therefore recommended that Cabinet authorise the publication of a statutory notice to enlarge the premises of the school from 2018/19.

Governing Body Response:

Chair of Governors: "On behalf of the Governing Body at St. Joseph's Catholic Primary, I would like to express our delight that after decades of trying to increase the size of the school to two form entry, this is about to happen. St. Joseph's is an Outstanding School and we are always oversubscribed. We have to turn away Catholics and non-Catholics every year which is distressing

for the families involved. With this increase in the size of the school, we will be able to accommodate more children and families. We are very aware that thousands of houses are about to be built in Bishop's Stortford and that the demand for places at St. Joseph's Catholic Primary will increase with new families moving into the area. We hope that the community will support this application as it will help the town overall“.



**County Hall
Hertford, SG13 8DF**

Tel: 0300 123 4043

My ref: School Planning

Date: 26 January 2017

Dear Consultee

Consultation on the proposal to enlarge the premises of St Joseph's Catholic Primary School, Great Hadham Road, Bishop's Stortford, Hertfordshire, CM23 2NL

We are consulting you on the following proposal:

The enlargement of the premises of St Joseph's Catholic Primary School, Great Hadham Road, Bishop's Stortford, Hertfordshire, CM23 2NL by 15 places (0.5 form of entry¹) from September 2018.

The proposal will support a permanent increase in the size of this school by 15 places (0.5 form of entry). This means the school will then have the capacity to admit 60 reception aged children in September 2018 and in each subsequent year thereafter, growing to a full 2 form entry (f. e.) school (with 420 places available) by September 2024. The current capacity of the school is 315 and the eventual capacity will be 420 pupils (excluding Nursery pupils).

St Joseph's Catholic Primary School has been successful in its bid, as part of the Government's Priority School Building Programme Phase 2 (PSBP2), which means significant works to improve the school built environment. As part of the planning for these works we have been in discussions with the school and the Diocese of Westminster around expanding the school to 2 f. e. which would assist in meeting a local Catholic need.

Why is this being proposed?

Analysis of recent applications for primary school places in Bishop's Stortford indicates an unsatisfied demand for Catholic provision in the town.

¹ One form of entry is 30 pupils per year group

The planned PSBP2 building scheme at St Joseph's Catholic Primary School offers the opportunity to consider the potential enlargement of the school which is likely to offer a value for money solution for 0.5 f.e. of additional places.

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 at www.hertfordshire.gov.uk/schoolplaces.

The position in Bishop's Stortford

The total number of permanent reception places available in Bishop's Stortford is 480. In 2016/17, an additional 30 places were offered on a temporary basis to ensure every child was able to access a local reception place.

The following table shows the forecast demand for places and the surplus or shortfall based on the current number of permanent reception places available.

Summer Term 2016/17 Forecast	2016/17	2017/18	2018/19	2019/20
Demand	516	468	453	445
Surplus/Shortage	-6	12	27	35

Although forecasts indicate a surplus of places from 2017/18 onwards, for the last three years the county council has had to add an additional 30 temporary reception places at local primary schools each year to meet actual demand. Alongside this the county council has implemented strategies to manage in-year demand where, in a number of primary year groups, there are no vacancies available across the whole town which means new families moving into Bishops Stortford with primary aged children potentially left without access to a primary school place into the town.

The county council is planning new primary schools to serve the proposed new housing development at Bishops Stortford North which will be located in the heart of the development and will be established in line with the developer's programme of house building. However, we are aware of other new housing proposed in Bishop's Stortford, which isn't taken account of in terms of additional primary provision proposed within the Bishop's Stortford North development. This new housing growth will further increase demand for school places across the town.

In order to ensure that the existing demand can be met locally and in light of the anticipated future housing growth, an additional 0.5 f. e. in the town would be helpful in meeting local need, could avoid the need for further temporary expansions and also potentially assist in meeting future in-year demand. Thus the county council is proposing to permanently increase the number of reception places available at St Joseph's Catholic Primary School from 45 to 60 from September 2018.

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?

St Joseph's Catholic Primary School has been selected as it is located close to the area of demand and will assist in meeting a demand for catholic primary places which has been evidenced by recent application/allocation data. Initial feasibility work concludes that the site is capable of accommodating an enlargement, subject to further design work and town planning permission. An increase of 0.5 f. e. will mean the school becoming 2 f. e. permanently which is the county council's preferred size, offering a broad curriculum and enhanced opportunities for staff development. The proposed enlargement will provide the opportunity for pupils to be taught in straight year groups.

For further information on the possible options that were considered, please see www.hertfordshire.gov.uk/schoolplaces. Frequently asked questions are also available through this link.

The alterations required for enlargement

The PSBP2 scheme is being managed by the Education Funding Agency (EFA) on behalf of the Government. If the county council makes a decision to enlarge this school, we would work to ensure that the additional accommodation supports pupils' needs whilst also ensuring that good value for money is achieved in the context of restrictions on public sector finance.

Planning permission will be required for any building work which would mean that the EFA would progress a town planning application. There would then be a separate consultation locally through the town planning system on the details of any proposed building work. Any specific town planning matters associated with this school site would need to be addressed as part of the planning application, including highways, parking and conservation issues.

Have your say

The county council believes that the enlargement of St Joseph's Catholic Primary School will have a positive impact for its existing pupils, staff and local community by improving access to school places, providing for enhanced education opportunities and for improved facilities in new buildings.

You have until 15 March 2017 to let us know your views. The easiest way you can do this is by completing the online form on our website at <http://www.hertfordshire.gov.uk/your-council/consult/schoolsconsult/>. 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 the number above. An interpreting service is available for those who need it.

Your comments must be received by 15 March 2017. 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:

<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings.aspx>.

Process	Date
Public consultation	26 January – 15 March 2017
Education Panel*	6 April 2017
Cabinet*	10 April 2017
Statutory notice period (4 weeks)	Week commencing 8 May 2017
Cabinet* (for final approval if objections received)	10 July 2017
Implementation	September 2018

Yours faithfully



Simon Newland
Operations Director, Education