

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 Peter's School, Cottonmill Lane, St Albans, AL1 1HL, a community 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 planned that the proposal will be implemented in full from September 2020 and this 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 31 May 2018 by sending them by post, marked for the attention of St Peter's 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 Peter's School in full from September 2020 and this will enable the intake of reception pupils to increase from 30 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 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 (2017/18)

	R	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
School Census January 2018	30	30	30	26	26	30	29

Proposed number of pupils to be admitted in the first school year in which the proposals will have been implemented (2019/20)

	R	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
	60	30	30	30	30	30	30

- (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 2020.

- (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.

¹ This relates to the Published Admission Number (PAN) x the number of Year groups

The indicated admission number (IAN) for St Peter's 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 201 excluding Nursery pupils (taken from the School Census January 2018)

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.

If the proposal is implemented a detached playing field will be required for 7 hours per week, term-time use and arrangements are currently being made to provide this facility.

(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.

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 29 January 2018 and ran until 19 March 2018. 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 expansion of St Peter's School, St Albans is £4,600,000. This will be met by the local authority.

This cost was outlined in the paper presented to Hertfordshire County Council Cabinet on Monday, 23 April 2018. The full Cabinet paper 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)

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 23 April 2018 to a capital allocation of £4,600,000 for this project.

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

[https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/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;

Whilst there are sufficient primary school places across the whole St Albans City area, there continues to be a high concentration of demand within the city centre, particularly

in light of new housing development in the city centre and around London Road. The current forecast for these central areas indicates that from 2019/20 onwards there is minimal surplus available, which does not provide flexibility for any future increase in demand and/or in-year admissions.

The table below identifies the forecast demand for reception places in the St Albans Central, South West & West primary planning areas (2017/18 Summer Interim Forecast). The current total number of permanent reception places available across the St Albans Central, South West & West primary planning areas is: 487. The surplus/shortage is calculated by subtracting the forecast demand from the current total number of permanent reception places available.

2017/18 SUMMER INTERIM FORECAST	2017/18	2018/19	2019/20	2020/21
Number of Reception Places Available	487	487	487	487
Demand	500	477	486	486
Surplus/Shortage	-13	10	1	1

In addition, birth registration data indicates that there are significantly more children resident in the area than places available. A key area of pressure is around St Peter's School. By necessity, children in the area have been placed in schools located some distance away, at schools which are usually not within typical walking distance.

The county council wishes to ensure that, as far as is practicable, parents have access to good, local schools for their children.

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

- (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.

St Peter's Primary School was last inspected by Ofsted in 2014, when it was rated Good in all areas. Attainment in reading, writing and maths has been above the England average level since the new KS2 measure was first recorded in 2016.

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

APPENDIX A

List of those consulted:

Consultation letters were sent to all parents/carers, governors and staff at St Peter's 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:

- (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 on the Overview and Scrutiny Committee at Hertfordshire County Council;
- (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,
<https://www.hertfordshire.gov.uk>

A total of 3490 letters and 554 emails sent out for the St Peter's School consultation.

APPENDIX B

HERTFORDSHIRE COUNTY COUNCIL

CABINET
MONDAY, 23 APRIL 2018 AT 2.00PM

Agenda Item
No.

5

ADDITIONAL SCHOOL PLACES - BELSWAINS PRIMARY SCHOOL, HEMEL HEMPSTEAD AND ST PETER'S PRIMARY SCHOOL, ST ALBANS

Report of the Director of Children's Services

Author: Gary Gant (Planning Officer (Operations))
(Tel: 01992 556347)
Pauline Davis, Head of School Planning
(Tel: 01992 555865)

Executive Member: Terry Douris (Education, Libraries & Localism)

Local Members: Tina Howard (Hemel Hempstead South East); Sandy Walkington (St. Albans South); William Wyatt-Lowe (Hemel Hempstead Town); Chris White (St. Albans Central); Anthony Rowlands (St. Albans East)

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 Belswains Primary School in Hemel Hempstead and St Peter's Primary School in St Albans from September 2019 and 2020 respectively.

2. Summary

2.1 Overall there has not been a significant response to the Belswains consultation, with respondents equally balanced between those in favour of the proposals and those against them. A total of 44 responses were received, of which 18 respondents disagreed with the proposal. The Governing Body has responded and agrees with the proposal: its full response can be seen attached at Appendix 3.

2.2 There has been a greater response to the public consultation on the proposal to enlarge St. Peter's School, with 78% of respondents in favour. A total of 192 responses were received, of which 29 respondents disagreed with the proposal. The Governing Body has responded and has indicated its willingness to engage in the expansion process.

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 held to these schemes, subject to the completion of relevant school expansion and town planning statutory processes where necessary. The balance of funding will be met through the 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 17 April 2018. This 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 both St Peter’s Primary School, St Albans and Belswains Primary School, Hemel Hempstead, by the size and date below:

School name	Area	Date of expansion	Expansion by form of entry (FE)	Increase in admission number
Belswains	Hemel Hempstead	01.09.2019	1.0 f.e (to 2 f.e.)	30
St Peter’s	St. Albans	01.09.2020	1.0 f.e (to 2 f.e.)	30

- (ii) to agree to the capital costs of enlarging both Belswains Primary School, Hemel Hempstead and St. Peter’s Primary School, St Albans, as detailed in paragraph 5.2 of this report;
- (iii) to approve the application of S106 funds, as identified in Appendix 4, as attached to the report, subject to the completion of relevant school expansion and town planning processes where necessary.

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 6 February 2018, the Education, Libraries & Localism Cabinet Panel noted the scale of the next primary expansion programme; that the Director of Children’s Services was consulting on proposals for the permanent expansions of Belswains Primary School in Hemel Hempstead and St Peter’s Primary School in St Albans; and of the

plan to consult. The report can be viewed here: [Panel 06 February 2018¹](#).

- 4.2 The County Council's public consultations for both schools were held over a seven week period to take into account the February half-term holidays. The consultation on the Belwains Primary School proposal began on 23 January 2018 and ended on 12 March 2018 whereas St. Peters started on 29 January 2018 and ended on 19 March 2018.
- 4.3 Consultation letters, attached at Appendix 2 to the report, were sent to all parents, governors and staff at both schools, as well as all schools in the area, and to all other statutory consultees. 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 consultation letters and response form were also available on the County Council's website. A total of 3890 letters and 570 emails were sent out for the Belswains Primary School, Hemel Hempstead, consultation and 3490 letters and 554 emails sent out for the St Peter's Primary School, St Albans 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 at Cabinet.
- 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 responses;
 - (iv) officer conclusion and recommendation.
- 4.6 Summary of the responses to the Belswains Primary School, Hemel Hempstead consultation:

1

<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/775/Committee/105/SelectedTab/Documents/Default.aspx>

Capacity of respondent	Total responses	Agree	%	Disagree	%	Don't Know	%
Parent/carer	7	4	57.1%	3	42.9%	0	0.0%
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	31	11	35.5%	13	41.9%	7	22.6%
Grandparent	2	2	100.0%	0	0.0%	0	0.0%
Other	2	1	50.0%	1	50.0%	0	0.0%
Total responses	44	19	43.2%	18	40.9%	7	15.9%

4.7 Summary of the responses to the St Peter's Primary School, St Albans consultation:

Capacity of respondent	Total responses	Agree	%	Disagree	%	Don't Know	%
Parent/carer	91	74	81.3%	11	12.1%	6	6.6%
Governor	0	0		0		0	
Member of staff	2	0	0.0%	2	100.0%	0	0.0%
Resident	78	60	76.9%	14	17.9%	4	5.1%
Grandparent	4	4	100.0%	0	0.0%	0	0.0%
Other	17	12	70.6%	2	11.8%	3	17.6%
Total responses	192	150	78.1%	29	15.1%	13	6.8%

4.8 Panel is asked to consider whether to recommend to Cabinet on 23 April 2017 that it:

- (i) authorises the Director of Children's Services to publish statutory notices to enlarge the premises at Belswains Primary School, Hemel Hempstead and/or St Peter's Primary School, St Albans ;
- (ii) take no further action;
- (iii) initiate fresh consultation on any alternative suggestion(s); or
- (iv) take alternative action.

4.9 The timetable for the remainder of the statutory process for both schools would then be:

Statutory notice period	04 May - 07 June 2018
Decisions by Cabinet (if objections received to proposal)	09 July 2018

4.10 There continues to be a real and pressing need to provide the primary school places in both these 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 (please see forecast tables in the consultation letters at Appendix 2).

5. Financial Implications

Revenue funding

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

Capital funding

- 5.2 The estimated cost of the permanent expansion of Belswains Primary School, Hemel Hempstead is £3.6m and £4.6m for St Peter's Primary School, St Albans.

- 5.3 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 held to these schemes as shown in Appendix 4, subject to the completion of relevant school expansion and town planning statutory processes where necessary.

- 5.4 The financial implication of the proposals contained in this report is:

Funds currently available up to 2019/20:	£32.128m
S106 funds to be approved	£0.91m
Sub total:	£33.037m
Less	
proposed cost of PEP8 proposals:	£8.2m
Allocation remaining	£24.823m

- 5.5 The allocation remaining will be required for newly emerging primary needs for 2020/21 and secondary needs from 2021 onwards. The figure is likely to change with any further basic need allocation for 2020/21 (which is due imminently) and any future approvals to the application of S106 funds.

- 5.6 Approval is therefore sought to the costs as identified in paragraph 5.2 above.

6. Equalities

- 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 Equalities Impact Assessments (EqIAs) have been carried out and updated where necessary on all proposed school expansions contained within this report. They will be made available in the Members' Lounge prior to, and at the Cabinet meeting 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 be continued to be reviewed and updated as necessary.
- 6.5 The Local Authority is bound by the Admissions Code and Regulations² 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.

² The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012

Background Information

Report to the Enterprise, Libraries and Localism Cabinet Panel 06 February 2018: [Link to Report³](#)

Report to Cabinet 19 February 2018: [Link to Report⁴](#)

3

<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/775/Committee/105/SelectedTab/Documents/Default.aspx>

4

<https://cmis.hertfordshire.gov.uk/hertfordshire/Calendarofcouncilmeetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/658/Committee/8/SelectedTab/Documents/Default.aspx>

APPENDIX 1

BELSWAINS PRIMARY SCHOOL, HEMEL HEMPSTEAD:

PROPOSAL TO ENLARGE THE PREMISES by 1 f.e. from 2019

1. Response to the consultation.

- 1.1 A total of 44 responses were received to the consultation of which 43% were in agreement with the proposal and 41% disagreed. A breakdown of the responses is shown below:

Capacity of respondent	Total responses	Agree	%	Disagree	%	Don't Know	%
Parent/carer	7	4	57.1%	3	42.9%	0	0.0%
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	31	11	35.5%	13	41.9%	7	22.6%
Grandparent	2	2	100.0%	0	0.0%	0	0.0%
Other	2	1	50.0%	1	50.0%	0	0.0%
Total responses	44	19	43.2%	18	40.9%	7	15.9%

An Officer discussed with the Headteacher and confirmation of both the Headteacher's and Governing Body's agreement with 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 There was one significant key theme raised by consultees and a response is provided below.

The enlargement will lead to increased levels of traffic and associated parking (including staff parking), road safety and congestion problems (26 respondents)

An independent highways assessment carried out at the initial feasibility stage indicates that, provided some mitigation measures are put in place, the highways network would cope sufficiently with the additional journeys that result from this proposed expansion.

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.

- 2.2 Other issues raised by small groups or individuals included concern over building works noise, the subsequent environmental impact of the new build (including loss of outside space) and a reduction in education standards. Some respondents felt the Local Authority had not provided adequate information to inform their decision, whilst others concluded that there were more appropriate schools fit for expansion locally.

3. Conclusions and recommendations

- 3.1 There have been mixed responses to the proposal with an even number of consultees for and against. Of those who disagreed, 26 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 Officers' view that in light of:
- the full agreement of the Governing Body to the expansion;
 - the fact that Belswains is well located to meet the additional demand;

the enlargement of Belswains Primary School is the right solution to provide an additional 1 f.e. of school places needed in Hemel Hempstead South East from 2019/20.

- 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.
- 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 2019/20.

ST PETER'S PRIMARY SCHOOL, ST ALBANS:

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

4. Response to the consultation.

- 4.1 A total of 192 responses were received to the consultation of which 78% were in agreement with the proposal and 15% disagreed. A breakdown of the responses is shown below:

Capacity of respondent	Total responses	Agree	%	Disagree	%	Don't Know	%
Parent/carer	91	74	81.3%	11	12.1%	6	6.6%
Governor	0	0		0		0	
Member of staff	2	0	0.0%	2	100.0%	0	0.0%
Resident	78	60	76.9%	14	17.9%	4	5.1%
Grandparent	4	4	100.0%	0	0.0%	0	0.0%
Other	17	12	70.6%	2	11.8%	3	17.6%
Total responses	192	150	78.1%	29	15.1%	13	6.8%

A copy of the Governing Body's response is attached as Appendix 3.

- 4.2 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.

5. Key themes raised

- 5.1 A significant majority of respondents welcomed the proposals to expand St Peter's Primary School, highlighting the need for more places locally.
- 5.2 The following key themes were raised and responses are provided below:

Concern over noise and disruption to children (and their education) and residents during building works (11 respondents)

The County Council works closely with schools to ensure minimal disruption during the building works. All building work carried out complies with the requirements of the Construction Design & Management Regulations (CDM) 2015 which control safety of construction work. Contractors are expected to implement the 'Considerate Contractor' code of practice to minimise disruption to local residents and businesses.

Expanding the school will adversely affect its small-school ethos i.e. the school is large enough already (12 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 within the school leading to better capacity to sustain leadership; and consequently the school is less vulnerable to turbulence.

The County Council is confident that St Peter's School will maintain its ethos and standards

Concern over increased levels of traffic and associated parking (including staff parking), road safety, congestion problems and resultant pollution (42 respondents)

An independent highways assessment carried out at the initial feasibility stage indicates that, 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 will review its school travel plan as part of the proposals. The travel plan 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.

Concern that enlargement could result in insufficient core facilities e.g. dining room, hall, playground (19 respondents)

The physical enlargement scheme currently being developed in conjunction with the school will ensure that sufficient additional accommodation is provided.

Proposals will include additional, permanent classrooms with associated cloaks/toilets appropriate to the number of additional children and additional spaces for small group activity. They will also consider the capacity of the school's core facilities, such as its hall and dining space, to ensure it is appropriate for the larger intake.

In addition, the school will be provided with further capital funding which they can use to improve its existing facilities.

The school site is considered to have the capacity to expand to 2f.e. and additional hard play space will be provided in proportion to the number of additional pupils that will arise from the expansion.

There was insufficient information provided by the council to enable consultees to make an informed decision (16 respondents)

Public consultation on the principle of enlargement of St Peter's School began on 29 January 2018 and ended on 19 March 2018.

<https://www.hertfordshire.gov.uk/about-the-council/consultations/schools/st-peters-school-consultation.aspx#>

The consultation letter outlined the proposal to expand the school and by when, and indicated the need for additional buildings and play space for these extra children. It also made it clear that the details of any building proposals (including any highways works) would be subject to another separate town planning process, which would include further formal consultation with local residents and the school community.

In addition, there will be another opportunity to comment on the enlargement proposals should Cabinet decide to approve the decision to proceed to the statutory notice stage. This is due to commence on 04 May 2018 and last for 4 weeks. This will enable interested parties to express their views which would then be taken into account in the county council's final decision.

The enlargement could result in the loss of outside space/playing field or lead to insufficient outdoor space for play/games (24 respondents)

If this proposal proceeds, the County Council will ensure that there is sufficient hard play for the additional pupils, as well as playing field space. Additional hard play space will be provided as a proportion to the number of additional pupils that will arise from the expansion.

Sport England is also a statutory consultee and advice will be sought with regard to the adequacy of the available playing field and the County Council will work with it to ensure that the school has adequate access to playing field space to properly deliver the PE curriculum.

The details of this physical enlargement scheme will be made available as part of the separate town planning process.

- 5.3 Issues were raised by small groups or individuals including concern over the subsequent environmental impact of the new build. Some respondents felt the Local Authority had provided inaccurate information to inform their decision, whilst others concluded that the site was not fit for expansion and more appropriate options should be considered.

6. Conclusions and recommendations

- 6.1 The overwhelming majority of respondents (78%) agreed with the proposal, as it would enable more children to access their local school. A number of concerns were, however, raised. The most common concerns related to highways issues including traffic congestion, road safety, parking and increased pollution. Moreover, some respondents felt that the expansion would result in the loss of core facilities including outside space for recreation. A small number of respondents felt that the Local Authority had not provided sufficient information to inform their decision. The issues raised have been carefully considered and responded to here.
- 6.2 Having analysed all of the responses, it is the Officer's view that in light of:
- the willingness of the Governing Body to engage with the expansion process,
 - the significant level of support from local parents for the proposal; and
 - the fact that St Peter's Primary School is well located to meet the demand for additional places;

the enlargement of St Peter's Primary School is the right solution to provide an additional 1 f.e. of school places in St. Albans from 2020/21.

- 6.3 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.
- 6.4 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: 23 January 2018

Dear Consultee

Consultation on the proposal to enlarge the premises of Belswains Primary School, Barnfield, Hemel Hempstead, Hertfordshire, HP3 9QJ

We are consulting you on the following proposal:

The enlargement of the premises of Belswains Primary School, Barnfield, Hemel Hempstead, Hertfordshire, HP3 9QJ by 30 places (1 form of entry⁵) from September 2019.

The proposal will support a permanent increase in the size of this school by 30 places (1 f.e.). This means the school will then have the capacity to admit 60 reception aged children in September 2019 and in each subsequent year thereafter, growing to a full 2 f.e. school (with 420 places available) by September 2025. The current capacity of the school is 210 and the eventual capacity will be 420 pupils (excluding Nursery pupils).

The school does not currently have enough classrooms to accommodate the extra children. It is therefore proposed to provide additional accommodation and associated external play space to support the increased number of children.

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.

⁵ 1 form of entry (f.e.) is 30 pupils per year group.

The position in Hemel Hempstead

The latest forecast indicates that there is a deficit of places in South East Hemel Hempstead from 2018/19 onwards.

HEMEL HEMPSTEAD SOUTH EAST	SCHOOL ADMISSIONS 2017	2017/18 SUMMER INTERIM FORECAST					
		2015/2016 ACTUAL	2016/2017 ACTUAL	2017/18 FORECAST	2018/19 FORECAST	2019/20 FORECAST	2020/21 FORECAST
Actual Number on Roll		355	386				
Number of Reception Places Available	360			360	360	360	360
Demand				353	382	379	401
Surplus/Shortage				7	-22	-19	-41
% Surplus/Shortage				1.9%	-6.1%	-5.3%	-11.4%
No of FE				0.2	-0.7	-0.6	-1.4

Placing children in schools in the wider area is an unsustainable option as the forecast for the whole of Hemel Hempstead Town indicates a deficit of places from 2019/20 onwards. Some housing developments in the area have yet to be completed, the yield from which is not fully accounted for in the forecasts. Coupled with further new housing planned for within Dacorum Borough Council's Local Plan, the enlargement of Belswains School is the first proposal to meet rising demand for school places. A new school in the locality may also be required in the medium to long term.

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?

Belswains Primary School has been selected as it 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 and town planning permission. An increase of 1 f.e. will mean the school becoming a 2 f.e. school permanently, which is the county council's preferred size, offering a broad curriculum and enhanced opportunities for staff development.

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 Belswains 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 12 March 2018 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 12 March 2018. 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	23 January – 12 March 2018
Education Panel*	17 April 2018
Cabinet*	23 April 2018
Statutory notice period (4 weeks)	Week commencing 30 April 2018
Cabinet * (for final approval if objections received)	9 July 2018
Implementation	September 2019

Yours faithfully

Jenny Coles
Director of Children's Services



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

Tel: 0300 123 4043

My ref: School Planning

Date: 29 January 2018

Dear Consultee

Consultation on the proposal to enlarge the premises of St Peter's School, Cottonmill Lane, St Albans, Hertfordshire, AL1 1HL

We are consulting you on the following proposal:

The enlargement of the premises of St Peter's School, Cottonmill Lane, St Albans, Hertfordshire, AL1 1HL by 30 places (1 form of entry⁶) from September 2020.

The proposal will support a permanent increase in the size of this school by 30 places (1 f.e.). This means the school will then have the capacity to admit 60 reception aged children in September 2020 and in each subsequent year thereafter, growing to a full 2 f.e. school (with 420 places) by September 2026. The current capacity of the school is 210 and the eventual capacity will be 420 pupils (excluding Nursery pupils).

The school does not currently have enough classrooms to accommodate the extra children. It is therefore proposed to provide additional accommodation and associated external play space to support the increased number of children.

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

⁶ 1 form of entry (f.e.) is 30 pupils per year group

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 St Albans

Whilst there are sufficient primary school places across the whole St Albans City area, there continues to be a high concentration of demand within the city centre, particularly in light of new housing development in the city centre and around London Road. The current forecast for these central areas indicates that from 2019/20 onwards there is minimal surplus available, which does not provide flexibility for any future increase in demand and/or in-year admissions.

ST ALBANS CENTRAL, SOUTHWEST & WEST (13.3, 13.8 & 13.12)	SCHOOL ADMISSIONS 2017	2017/18 SUMMER INTERIM FORECAST					
		2015/2016 ACTUAL	2016/2017 ACTUAL	2017/18 FORECAST	2018/19 FORECAST	2019/20 FORECAST	2020/21 FORECAST
Actual Number on Roll		479	517				
Number of Reception Places Available	487			487	487	487	487
Demand				500	477	486	486
Surplus/Shortage				-13	10	1	1
% Surplus/Shortage				-2.7%	2.1%	0.2%	0.2%
No of FE				-0.4	0.3	0.0	0.0

In addition, birth registration data indicates that there are significantly more children resident in the area than places available. A key area of pressure is around St Peter's School. By necessity, children in the area have been placed in schools located some distance away, at schools which are usually not within typical walking distance.

The county council wishes to ensure that, as far as is practicable, parents have access to good, local schools for their children.

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 Peter's School has been selected as it 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 and town planning permission. An increase of 1 f.e. will mean the school becoming a 2 f.e. school permanently, which is the county council's preferred size, offering a broad curriculum and enhanced opportunities for staff development.

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.

Planning permission will be necessary and any specific town planning matters associated with this school site would need to be addressed as part of the planning application, including highways, parking, flood risk and conservation area issues.

Have your say

The county council believes that the enlargement of St Peter's 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 19 March 2018 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 19 March 2018. 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	29 January –19 March 2018
Education Panel*	17 April 2018
Cabinet*	23 April 2018
Statutory notice period (4 weeks)	Week commencing 30 April 2018
Cabinet * (for final approval if objections received)	9 July 2018
Implementation	September 2020

Yours faithfully

Jenny Coles
Director of Children's Services

APPENDIX 3

Consultation on the proposal to enlarge the premises of Belswains Primary School, Barnfield, Hemel Hempstead, Hertfordshire, HP3 9QJ

Response to the consultation from the Chair of Governors on behalf of the Governing Body of Belswains Primary School:

“The Governing Body of Belswains Primary School supports the proposal of HCC to expand the school to two form entry. The Governing Body will work with all relevant parties to ensure smooth transition.”

For and on behalf of the Governing Body - [REDACTED], Chair of Governors

What are your views on this proposal: Agree

Date response received: 21/02/2018

**Consultation on the proposal to enlarge the premises of
St Peter's Primary School, St Albans, Hertfordshire,
AL1 1HL**

**Response to the consultation from the Chair of Governors on behalf of
the Governing Body of St Peter's Primary School (via email dated 9th
March 2018):**

Dear [REDACTED],

Please find below a response on behalf of the governor's at St Peter's. Please let me know if you would like to discuss. I will also add the response online using the tool below.

As governors of the school we recognise our responsibilities to serve the local community. We are aware that some local parents are having to send their children a considerable distance to attend a primary school. We very much welcome the opportunity to investigate the feasibility of expanding our school and to gauge the formal response of local parents to an expansion.

As governors we have a duty to ensure that we provide the best quality education to the children that attend St Peters. We can see that there may be benefits in scale and scope from an expansion to the school. There will be opportunity for specialisation of staff and overheads can be shared across a larger number of pupils that will help the school budget. We also know that there are benefits in remaining as a smaller school. The environment and ethos of a smaller school is different to a larger school and some children will feel safer, more secure and less anonymous in a smaller school.

Our prime objective in considering any expansion is to improve and maintain the quality of education at St Peters. This applies to current and prospective pupils. When we see in more detail what an expansion will look like in practice and how implementation would be managed to avoid impacting on current pupils then we will be in a clear position to welcome or push back on any proposal. We will work constructively with all our stakeholders during this process. We very much welcome hearing the feedback from all stakeholders, particularly local parents.

Kind regards

[REDACTED]

APPENDIX 4

School Expansion S106 funds to be applied

District	Development address	Recommended school	Grand Total
Dacorum	175 -189 London Road	Belswains Primary	£30,488.02
Dacorum Total			£30,488.02
St Albans	Land Rear Of 96 To 114 Victoria Street	St Peter's Primary (St Albans)	£15,234.92
St Albans	Stuart House	St Peter's Primary (St Albans)	£45,901.17
St Albans Total			£61,136.09
Grand Total			£91,624.11

APPENDIX 5

Equality Impact Assessment (EqIA) – St Peter’s School

STEP 1: Responsibility and involvement

Title of proposal/ project/strategy/ procurement/policy	Enlargement of the premises of St Peter’s (St Alban’s) Primary School, from 1FE to 2FE from September 2019.	Head of Service or Business Manager	Pauline Davis
Names of those involved in completing the EqIA:	Tom Stacey	Lead officer contact details:	Dan Hardy
Date completed:	27/03/2018	Reviewed: Review date:	20 March 2018 July 2018

STEP 2: Objectives of proposal and scope of assessment – what do you want to achieve?

<p>Proposal objectives:</p> <ul style="list-style-type: none"> –what you want to achieve –intended outcomes –purpose and need 	<p>To identify the impact of the proposed enlargement of the premises of St Peter’s School, Cottonmill Lane, St. Albans Hertfordshire, AL1 1HL to support an increase in the intake of the school from 30 to 60 places (1FE to 2FE) for September 2019.</p> <p>The proposed enlargement of the premises of St Peter’s Primary School is part of the Primary Expansion Programme Phase 8 (PEP8) set up to identify and implement primary school expansion schemes to meet the need for additional school places as of September 2020. This need is based on current pupil forecasts.</p> <p>The eight-week public consultation was concluded on 19 March 2018.</p> <p>Consultation letters were provided to staff, parents, pupils and governing bodies of the affected schools and local residents and other key stakeholders, including neighbouring local authorities, MP’s, local members, parish councils, local schools and nurseries, the Roman Catholic and Church of</p>
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	<p>England Dioceses, community groups and relevant staff at Hertfordshire County Council.</p> <p>Posters were displayed in local libraries and other selected public places. The consultation documents were also available on the Hertfordshire County Council website, Hertfordshire.gov.uk. The consultation documents were made available in other formats on request, including large print, braille and other languages.</p> <p>At the conclusion of the consultation all responses have been carefully considered and no issues have been raised that further impact any of the protected characteristics considered as part of this EqIA.</p>
<p><u>Stakeholders:</u> Who will be affected: the public, partners, staff, service users, local Member etc.</p>	<p>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</p>

STEP 3: Available data and monitoring information

Relevant equality information	What the data tells us about equalities		
<p>January 2018 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 & Health Care Plans (E) or SEN Support (K). <i>Countywide data includes pupils at special schools.</i></p>	January 2018 school census data		
		St Peter's School	Primary Countywide
	Students (Years R to 6)	201	101019
	Number Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	65	31683
	% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	32.34%	31.36%
	Number EAL (English as an alternative Language) (First language Not English or believed not to be English excluding Refused and Not Obtained)	43	17053
	% EAL (English as an alternative Language) (First language Not English or believed not to be English)	21.39%	16.88%
	Number with Statement (or EHCP (S or E))	5	2050
	% with Statement (or EHCP (S or E))	2.49%	2.03%
	Number SEN Provision (K)	17	12147
	% SEN Provision (K)	8.46%	12.02%
	Number Eligible for FSM (at date of Census)	9	8761
	% FSM (Free School Meals) (at date of Census)	4.48%	8.67%
	Number of Male Students	109	51668
	% of Male Students	54.23%	51.15%
Number of Female Students	92	49351	
% of Female Students	45.77%	48.85%	

	<p>The percentage of Minority Ethnic pupils, pupils with EAL and those with statements or EHCPs is higher than the County average whilst those eligible for free school meals and SEN is lower than the County Average.</p>
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STEP 4: Impact Assessment – Service Users, communities and partners (where relevant)

Guidance on groups of service users to consider within each protected group can be found [here](#)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
Age	It is not anticipated that the proposals will affect people disproportionately because of their age. We are aware that some groups may require information in a different format.	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.
Disability Including Learning Disability	<p>School planning officers have liaised with the Headteacher and identified 2 children currently at the school, one who is a permanent wheelchair user and the other who has occasional use of a wheel chair. If so, we will 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>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>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>

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	It is not currently anticipated that the proposals will affect people disproportionately because of their disability.	
Race	<p>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.</p> <p>It is not anticipated that the proposals will affect people disproportionately because of their race. However, school planning officers will liaise with the Headteacher and their staff to identify any potential negative impacts upon children from specific ethnic groups arising from the proposal related to their school, and these will be taken into account accordingly.</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.
Gender reassignment	It is not currently anticipated that the proposals will affect people with this characteristic disproportionately.	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.
Pregnancy and maternity	It is not currently anticipated that the proposals will affect people with this characteristic disproportionately.	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	The position will continue to be monitored and if any

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	<p>enhanced education opportunities and an enriched curriculum offer which has a positive impact on the whole school community.</p> <p>It is not anticipated that the proposals will affect people disproportionately because of their religion or belief.</p>	<p>issues in respect of the protected characteristic are identified then the Action Plan will be amended accordingly.</p>
Sex	<p>It is not anticipated that the proposals will affect people disproportionately because of issues around sex.</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>
Sexual orientation	<p>It is not anticipated that the proposals will affect people disproportionately because of issues around sexual orientation.</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>
Marriage & civil partnership	<p>It is not anticipated that the proposals will affect people disproportionately because of issues around marriage and civil partnership.</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>
Carers (by association with any of the above)	<p>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.</p> <p>Currently it does not appear that there are any disproportionate negative impacts concerning this protected characteristic.</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>

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
Opportunity to advance equality of opportunity and/or foster good relations (Please refer to the guidance for more information on the public sector duties)		
<p>Should the enlargement proposal for St Peter's Primary School (St Alban's) 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. It will also provide for enhanced education opportunities and an enriched curriculum offer which has a positive impact on the whole school community.</p> <p>The Council 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.</p>		

Impact Assessment – Staff (where relevant)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
Age	It is not anticipated that the proposals will affect people disproportionately because of their age. We are aware that some groups may require information in a different format.	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.
Disability Including Learning Disability	<p>It is not anticipated at this stage that the proposals will affect people disproportionately because of the issues of disability. In addition should the proposals proceed, appropriate professional advice will be sought in respect of any changes that are made to the School.</p> <p>The Council are aware that some groups may require information in a different format.</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>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</p>

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
		meet the requirements to avoid Disability Discrimination under Section 15 of the Equality Act 2010.
Race	It is not anticipated that the proposals will affect people disproportionately because of their race.	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.
Gender reassignment	It is not anticipated that the proposals will affect people disproportionately because of their gender reassignment.	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.
Pregnancy and maternity	It is not anticipated that the proposals will affect people disproportionately because of their pregnancy and maternity.	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	It is not anticipated that the proposals will affect people disproportionately because of their religion/belief.	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	It is not anticipated that the proposals will affect people disproportionately because of issues around sex.	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.
Sexual orientation	It is not anticipated that the proposals will affect people disproportionately because of issues around sexual orientation	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	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
Marriage & civil partnership	It is not anticipated that the proposals will affect people disproportionately because of issues around marriage and civil partnership	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 (by association with any of the above)	It is not anticipated that the proposals will affect people disproportionately because of issues around caring responsibilities.	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 (Please refer to the guidance for more information on the public sector duties)		
<p>Enlargement of the school will provide staff with more opportunities for career development.</p> <p>The Council ensure that all new accommodation provided to schools as part of enlargement works will be fully accessible to disabled pupils and staff. Any building scheme will be compliant with DDA regulations.</p>		

STEP 5: Gaps identified

<p>Gaps identified Do you need to collect more data/information or carry out consultation? (A 'How to engage' consultation guide is on Compass). How will you make sure your consultation is accessible to those affected?</p>	<p>The eight-week public consultation was completed on 19 March 2018. Consultation letters were provided to staff, parents, pupils and governing bodies of the affected schools and local residents and other key stakeholders, including the MP, neighbouring local authorities, local members, parish councils, local schools and nurseries, the RC and Church of England Dioceses, community groups and relevant staff at Hertfordshire County Council.</p> <p>Posters were displayed in local libraries and other selected public places. The consultation documents were also available on the Hertfordshire County Council website: https://www.hertfordshire.gov.uk/home.aspx</p>
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STEP 6: Other impacts

Consider if your proposal has the potential (positive and negative) to impact on areas such as health and wellbeing, crime and disorder and community relations. There is more information in the guidance.

STEP 7: Conclusion of your analysis

Select one conclusion of your analysis	Give details
<input type="checkbox"/> No equality impacts identified – No change required to proposal.	
<input type="checkbox"/> Minimal equality impacts identified – 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.	
<input checked="" type="checkbox"/> Potential equality impacts identified – Take ‘mitigating action’ to remove barriers or better advance equality. – Complete the action plan in the next section.	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.
<input type="checkbox"/> Major equality impacts identified – Stop and remove the policy. – The adverse effects are not justified, cannot be mitigated or show unlawful discrimination. – Ensure decision makers understand the equality impact.	

STEP 8: Action Plan

Issue or opportunity identified relating to: <ul style="list-style-type: none"> – Mitigation measures – Further research – Consultation proposal – Monitor and review 	Action proposed	Officer Responsible and target date
Explore ways of supporting parents, carers, governors and staff through the change process.	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. The Council are aware that the school may have its own communication strategy.	Dan Hardy July 2018
Catering for disabled pupils.	Ensure that any known issues around disability are factored into the individual scheme designs and that all building schemes are DDA compliant. Obtain information around individual needs of children with disabilities.	Dan Hardy July 2018 Dan Hardy July 2018

This EqIA has been reviewed and signed off by:

**Head of Service or Business Manager: P. Davis
2018**

Date: 19 March

Equality Action Group Chair:

Date:

Equality Impact Assessment (EqIA) – Belswains Primary School

STEP 1: Responsibility and involvement

Title of proposal/ project/strategy/ procurement/policy	Enlargement of the premises of Belswains Primary School, from 1FE to 2FE from September 2019.	Head of Service or Business Manager	Pauline Davis
Names of those involved in completing the EqIA:	Tom Stacey	Lead officer contact details:	Phil Brunt
Date completed:	27/03/2018	Reviewed: Review date:	13 March 2018 July 2018

STEP 2: Objectives of proposal and scope of assessment – what do you want to achieve?

<p>Proposal objectives:</p> <ul style="list-style-type: none"> –what you want to achieve –intended outcomes –purpose and need 	<p>To identify the impact of the proposed enlargement of the premises of Belswains Primary School, Barnfield, Hemel Hempstead, Hertfordshire, HP3 9QJ, to support an increase in the intake of the school from 30 to 60 places (1FE to 2FE) for September 2019.</p> <p>The proposed enlargement of the premises of Belswains Primary School is part of the Primary Expansion Programme Phase 8 (PEP8) set up to identify and implement primary school expansion schemes to meet the need for additional school places as of September 2019. This need is based on current pupil forecasts.</p> <p>The eight-week public consultation was concluded on 12 March 2018.</p> <p>Consultation letters were provided to staff, parents, pupils and governing bodies of the affected schools and local residents and other key stakeholders, including neighbouring local authorities, MP's, local members, parish councils, local schools and nurseries, the Roman Catholic and Church of England Dioceses, community groups and relevant staff at Hertfordshire County Council.</p>
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	<p>Posters were displayed in local libraries and other selected public places. The consultation documents were also available on the Hertfordshire County Council website, Hertfordshire.gov.uk. The consultation documents were made available in other formats on request, including large print, braille and other languages.</p> <p>At the conclusion of the consultation all responses have been carefully considered and no issues have been raised that further impact any of the protected characteristics considered as part of this EqIA.</p>
<p><u>Stakeholders:</u> Who will be affected: the public, partners, staff, service users, local Member etc.</p>	<p>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</p>

STEP 3: Available data and monitoring information

Relevant equality information	What the data tells us about equalities		
<p>January 2018 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 & Health Care Plans (E) or SEN Support (K). <i>Countywide data includes pupils at special schools.</i></p>	January 2018 school census data		
		Belswains Primary School	Primary Countywide
	Students (Years R to 6)	235	101019
	Number Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	73	31683
	% Minority Ethnic Students (not White British and excluding Refused and Not Obtained)	31.06%	31.36%
	Number EAL (English as an alternative Language) (First language Not English or believed not to be English excluding Refused and Not Obtained)	32	17053
	% EAL (English as an alternative Language) (First language Not English or believed not to be English)	13.62%	16.88%
	Number with Statement (or EHCP (S or E))	4	2050
	% with Statement (or EHCP (S or E))	1.70%	2.03%
	Number SEN Provision (K)	34	12147
	% SEN Provision (K)	14.47%	12.02%
Number Eligible for FSM (at date of Census)	27	8761	

	% FSM (Free School Meals) (at date of Census)	11.49%	8.67%
	Number of Male Students	109	51668
	% of Male Students	46.38%	51.15%
	Number of Female Students	126	49351
	% of Female Students	53.62%	48.85%
<p>The percentage of Minority Ethnic pupils and pupils with EAL is slightly lower than the County Average whilst those eligible for free school meals and SEN provision is higher.</p>			

**STEP 4: Impact Assessment – Service Users, communities and partners
(where relevant)**

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
Age	It is not anticipated that the proposals will affect people disproportionately because of their age. The Council are aware that some groups may require information in a different format.	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.
Disability Including Learning Disability	School planning officers have liaised with the Headteacher who has identified that there are no children currently at the school with physical disabilities but there is one student with a hearing impairment and one student with a visual impairment. Officers will liaise with the Headteacher and their staff to identify any potential negative impacts upon these children with disabilities and take them into account accordingly.	<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>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</p>

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	<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 that the proposals will affect people disproportionately because of their disability.</p>	<p>requirements to avoid Disability Discrimination under Section 15 of the Equality Act 2010.</p>
Race	<p>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.</p> <p>It is not anticipated that the proposals will affect people disproportionately because of their race. However, school planning officers will liaise with the Headteacher and their staff to identify any potential negative impacts upon children from specific ethnic groups arising from the proposal related to their school, and these will be taken into account accordingly.</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>
Gender reassignment	<p>It is not currently anticipated that the proposals will affect people with this characteristic disproportionately.</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>

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
Pregnancy and maternity	It is not currently anticipated that the proposals will affect people with this characteristic disproportionately.	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	<p>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.</p> <p>It is not anticipated that the proposals will affect people disproportionately because of their religion or belief.</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.
Sex	It is not anticipated that the proposals will affect people disproportionately because of issues around sex.	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.
Sexual orientation	It is not anticipated that the proposals will affect people disproportionately because of issues around sexual orientation.	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 & civil partnership	It is not anticipated that the proposals will affect people disproportionately because of issues around marriage and civil partnership.	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 (by association with any of the above)	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	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

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigations can you propose?
	<p>successful preferences available to parents/carers.</p> <p>Currently it does not appear that there are any disproportionate negative impacts concerning this protected characteristic.</p>	accordingly.
<p>Opportunity to advance equality of opportunity and/or foster good relations (Please refer to the guidance for more information on the public sector duties)</p>		
<p>Should the enlargement proposal for Belswains Primary School 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. It will also provide for enhanced education opportunities and an enriched curriculum offer which has a positive impact on the whole school community.</p> <p>The Council 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 Equality Act.</p>		

Impact Assessment – Staff (where relevant)

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
Age	It is not anticipated that the proposals will affect people disproportionately because of their age. We are aware that some groups may require information in a different format.	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.
Disability Including Learning Disability	It is not anticipated at this stage that the proposals will affect people disproportionately because of the issues of disability. In addition should the proposals proceed, appropriate professional advice will be	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	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
	<p>sought in respect of any changes that are made to the School.</p> <p>The Council aware that some groups may require information in a different format.</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>
Race	<p>It is not anticipated that the proposals will affect people disproportionately because of their race.</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>
Gender reassignment	<p>It is not anticipated that the proposals will affect people disproportionately because of their gender reassignment.</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>
Pregnancy and maternity	<p>It is not anticipated that the proposals will affect people disproportionately because of their pregnancy and maternity.</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>
Religion or belief	<p>It is not anticipated that the proposals will affect people disproportionately because of their religion/belief.</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>
Sex	<p>It is not anticipated that the proposals will affect people disproportionately because of issues around sex.</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</p>

Protected characteristic	Potential for differential impact (positive or negative)	What reasonable mitigation can you propose?
		accordingly.
Sexual orientation	It is not anticipated that the proposals will affect people disproportionately because of issues around sexual orientation	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 & civil partnership	It is not anticipated that the proposals will affect people disproportionately because of issues around marriage and civil partnership	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 (by association with any of the above)	It is not anticipated that the proposals will affect people disproportionately because of issues around caring responsibilities.	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 (Please refer to the guidance for more information on the public sector duties)		
<p>Enlargement of the school will provide staff with more opportunities for career development.</p> <p>The Council ensure that all new accommodation provided to schools as part of enlargement works will be fully accessible to disabled pupils and staff. Any building scheme will be compliant with Equality Act.</p>		

STEP 5: Gaps identified

Gaps identified Do you need to collect more data/information or carry out consultation? (A 'How to engage' consultation guide is on Compass). How will you make sure your	The eight-week public consultation was completed on 12 March 2018. Consultation letters were provided to staff, parents, pupils and governing bodies of the affected schools and local residents and other key stakeholders, including the MP, neighbouring local authorities, local members, parish councils, local schools and nurseries, the RC and Church of England Dioceses, community groups and relevant staff at Hertfordshire County Council.
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consultation is accessible to those affected?	Posters were displayed in local libraries and other selected public places. The consultation documents were also available on the Hertfordshire County Council website: https://www.hertfordshire.gov.uk/home.aspx
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STEP 6: Other impacts

STEP 7: Conclusion of your analysis

Select one conclusion of your analysis	Give details
<input type="checkbox"/> No equality impacts identified – No change required to proposal.	
<input type="checkbox"/> Minimal equality impacts identified – 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.	
<input checked="" type="checkbox"/> Potential equality impacts identified – Take ‘mitigating action’ to remove barriers or better advance equality. – Complete the action plan in the next section.	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.
<input type="checkbox"/> Major equality impacts identified – Stop and remove the policy. – The adverse effects are not justified, cannot be mitigated or show unlawful discrimination. – Ensure decision makers understand the equality impact.	

Select one conclusion of your analysis	Give details

STEP 8: Action Plan

Issue or opportunity identified relating to: <ul style="list-style-type: none"> – Mitigation measures – Further research – Consultation proposal – Monitor and review 	Action proposed	Officer Responsible and target date
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>The Council are aware that the school may have its own communication strategy.</p>	Phil Brunt July 2018
Catering for disabled pupils.	<p>Ensure that any known issues around disability are factored into the individual scheme designs and that all building schemes are compliant with the Equalities Act.</p> <p>Obtain information around individual needs of children with disabilities.</p>	<p>Phil Brunt July 2018</p> <p>Phil Brunt July 2018</p>

This EqIA has been reviewed and signed off by:

**Head of Service or Business Manager: P. Davis
2018**

Date: 27 March

Equality Action Group Chair:

Date:



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

Tel: 0300 123 4043

My ref: School Planning

Date: 29 January 2018

Dear Consultee

Consultation on the proposal to enlarge the premises of St Peter's School, Cottonmill Lane, St Albans, Hertfordshire, AL1 1HL

We are consulting you on the following proposal:

The enlargement of the premises of St Peter's School, Cottonmill Lane, St Albans, Hertfordshire, AL1 1HL by 30 places (1 form of entry¹) from September 2020.

The proposal will support a permanent increase in the size of this school by 30 places (1 f.e.). This means the school will then have the capacity to admit 60 reception aged children in September 2020 and in each subsequent year thereafter, growing to a full 2 f.e. school (with 420 places) by September 2026. The current capacity of the school is 210 and the eventual capacity will be 420 pupils (excluding Nursery pupils).

The school does not currently have enough classrooms to accommodate the extra children. It is therefore proposed to provide additional accommodation and associated external play space to support the increased number of children.

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

¹ 1 form of entry (f.e.) is 30 pupils per year group

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 St Albans

Whilst there are sufficient primary school places across the whole St Albans City area, there continues to be a high concentration of demand within the city centre, particularly in light of new housing development in the city centre and around London Road. The current forecast for these central areas indicates that from 2019/20 onwards there is minimal surplus available, which does not provide flexibility for any future increase in demand and/or in-year admissions.

ST ALBANS CENTRAL, SOUTHWEST & WEST (13.3, 13.8 & 13.12)	SCHOOL ADMISSIONS 2017	2017/18 SUMMER INTERIM FORECAST					
		2015/2016 ACTUAL	2016/2017 ACTUAL	2017/18 FORECAST	2018/19 FORECAST	2019/20 FORECAST	2020/21 FORECAST
Actual Number on Roll		479	517				
Number of Reception Places Available	487			487	487	487	487
Demand				500	477	486	486
Surplus/Shortage				-13	10	1	1
% Surplus/Shortage				-2.7%	2.1%	0.2%	0.2%
No of FE				-0.4	0.3	0.0	0.0

In addition, birth registration data indicates that there are significantly more children resident in the area than places available. A key area of pressure is around St Peter's School. By necessity, children in the area have been placed in schools located some distance away, at schools which are usually not within typical walking distance.

The county council wishes to ensure that, as far as is practicable, parents have access to good, local schools for their children.

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 Peter's School has been selected as it 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 and town planning permission. An increase of 1 f.e. will mean the school becoming a 2 f.e. school permanently, which is the county council's preferred size, offering a broad curriculum and enhanced opportunities for staff development.

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.

Planning permission will be necessary and any specific town planning matters associated with this school site would need to be addressed as part of the planning application, including highways, parking, flood risk and conservation area issues.

Have your say

The county council believes that the enlargement of St Peter's 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 19 March 2018 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 19 March 2018. 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	29 January –19 March 2018
Education Panel*	17 April 2018
Cabinet*	23 April 2018
Statutory notice period (4 weeks)	Week commencing 30 April 2018
Cabinet * (for final approval if objections received)	9 July 2018
Implementation	September 2020

Yours faithfully



Jenny Coles
Director of Children's Services