

# 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.

Widford School, Ware Road, Widford, Hertfordshire, SG12 8RE, a community 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.

Should Hertfordshire County Council not receive any objections to the proposals contained in its notice, the implementation date will be the 8th January 2018; however should objections to the proposals be received the implementation date will be the 5th February 2018, subject to any agreed alterations.

## **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 21 December 2017 by sending them by post, marked "Widford 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](mailto: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 change the age range of Widford School, Ware Road, Widford, Hertfordshire, SG12 8RE, ("the School") a community school, by changing the age range from 4 to 11 years to 2 to 11 years thereby allowing nursery-aged children to be admitted from the age of 2.

### 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 of the School is 56, excluding the nursery, and it is proposed that this will not change.

- (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;

	Nursery Year	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Autumn 2017 Class Organisation Return	9	5	5	10	7	8	7	4

There is no proposed change to the number to be admitted in each relevant age group. Currently the school's nursery has capacity for 10 children and the proposal will not change this. It may be reviewed in due course.

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

N/A

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

N/A

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

The current number of children registered at the School (including the Nursery Year) is 55 (Autumn 2017 Class Organisation Return)

### Implementation

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

N/A

### Additional Site

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

No new or additional site will be required to implement this proposal.

(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 change the age range of the School from 4 to 11 years to 2 to 11 years thereby allowing nursery-aged children to be admitted from the age of 2.

## 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 (no public consultation meetings were held)  
c) Consultation response summary in Cabinet report (Appendix B)  
d) Public consultation commenced on 20 June 2017 and ran until 31 July 2017. A consultation letter was sent to: Parents/carers of pupils, school governors and staff at the School; local pre-schools, nursery and primary schools and other statutory consultees.  
e) Copy of consultation letter attached (Appendix C). The letter was sent to: Parents/carers of pupils, school governors and staff at the School; local pre-schools, nursery and primary schools and other statutory consultees. The consultation was also made available on the Hertfordshire County Council website, [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk)

## 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.

Should these proposals go ahead, there will be no capital costs to pay by the School or by Hertfordshire County Council.

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).

N/A

### Age range

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

4 to 11 years.

### Early years provision

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

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

The nursery has 10 part-time, 15-hour places. From September 2017 working parents of 3 and 4-year-olds became entitled to 15 hours additional free childcare, bringing their entitlement to 30 hours free childcare. As a result, it is anticipated that approximately 6 of the 10 available places will be 30-hour places, offered over two 3-hour sessions a day. Therefore the number of 15-hour places remaining will be 4 and this will be split between 2 to 4-year-olds as necessary from January 2018. The nursery will offer 5 morning and 5 afternoon sessions of 3-hour duration. The building is listed and has no disabled access historically. This proposal will not impact on this as a further issue.

- (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;

All children are fully integrated into the classroom and outside environment. There is no care provision organised separately and all children are educated in an environment which meets the Early Years Foundation Stage (EYFS) statutory guidance.

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

The Private, Voluntary and Independent (PVI) provision that closed Summer 2017 ran from the school alongside its nursery provision. Without this there is nowhere for children aged 2-3 years to access free early education in the village. The places will be filled by those parents wishing continuity of learning for their children from the old pre-school.

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

There are 6 providers within a 3-mile radius of the school. Of these, 2 are Private, Voluntary and Independent (PVI) and 4 are maintained. Of the total number, 6 are Ofsted graded "good". Our current data shows a surplus of childcare places within the 3-mile radius of the school. Therefore the redistribution of places at the nursery to accommodate 2 to 3-year-olds, will not have a negative impact on available places for 3 and 4-year-olds. The PVI provider that ran from the school closed in the Summer term 2017; however the impact of this in terms of places for 4-year-olds will be minimal due to the surplus number of places available in the area.

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

The proposal is not to increase the overall numbers of places available at the school but to change the age range to allow 2 and 3-year-old children to be admitted to the nursery class. This is to allow continuation of provision for this age range following the closure of the only other pre-school provision in Widford.

### 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;

These proposals do not include establishing or changing provision for pupils with 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 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;

Unknown, as the number of pupils aged 2 to 3 at the nursery with SEND will only be known if and when the proposal is implemented. Appropriate provision will be made available to them by the school.

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

The expenses of the provision for special educational needs 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 for special educational needs 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

The proposal is not a direct replacement provision, but by increasing the age range this will ensure that local children will not need to access provision further away from their home.

(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.

There are no reserved places for children with SEND but if a child enrolls with special educational needs, they will be assessed and addressed by the Nursery.

**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.

While the proposal isn't a direct replacement of provision, children identified with special educational needs will benefit from attending a primary school which has the staff, access and expertise to meet these needs. It also means that children can access local provision without having to travel further from their home.

**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.

Extended services are offered at the school but will not change as a result of the proposal.

### 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;

Currently the school's nursery has capacity for 10 children; this capacity may be subject to review.

The number of places for 2 and 3-year-old children in the locality reduced when an existing PVI provider closed in summer 2017. By lowering the admission age of the School, Hertfordshire County Council can ensure that 2 and 3-year-old children in the community, particularly the most vulnerable, are able to access the free place that they are entitled to.

- (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.

N/A
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## Appendix A

Copies of the consultation letter were circulated to:

1. Parents/carers of pupils, school governors and staff at Widford School;
2. Local Pre-Schools, Nursery and Primary schools;
3. Playgroups, Children's Centres, toddler groups and day nurseries;
4. The local MP, County Councillors, District Councillors, Parish and Town Councils and Local Authority Chief Executives;
5. Trade Union representatives;
6. Church Diocese representatives;
7. NHS representatives;
8. Parent Governor representatives on the Overview and Scrutiny Committee at Hertfordshire County Council;
9. Libraries and Citizen's Advice Bureaux;
10. Relevant senior officers in Hertfordshire County Council.

The letter was also available on Hertfordshire County Council's website, [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk)

280 copies of the consultation letter were circulated in total.

## Appendix B

Agenda Item

No.

**7**

**HERTFORDSHIRE COUNTY COUNCIL**

**CABINET**

**MONDAY, 13 NOVEMBER 2017 AT 2.00PM**

### **OUTCOME OF THE PUBLIC CONSULTATION ON THE PROPOSAL TO CHANGE THE AGE RANGE OF WIDFORD SCHOOL TO ALLOW NURSERY-AGED CHILDREN TO BE ADMITTED FROM THE AGE OF 2**

#### Report of the Director of Children's Services

**Report Authors:** Pablo Benvenuto, Development and Commissioning Officer, Family Services Commissioning (Tel: 01992 555305)  
Samantha Young, Planning Officer, School Planning.  
(Tel: 01992 555754)

**Executive Member:** Terry Douris, Education, Libraries & Localism

**Local Member:** Eric Buckmaster (Sawbridgeworth)

#### **1. Purpose of report**

1.1 To inform Cabinet of the outcome of the public consultation on the proposal to change the age range of Widford School, Ware Road, Widford, Hertfordshire, SG12 8RE, ("the School") a community school, from 4 to 11 years to 2 to 11 years thereby allowing nursery-aged children to be admitted from the age of 2; for Cabinet to consider whether to publish a statutory notice to change the age range at the School.

#### **2. Summary**

A public consultation began on 20 June 2017 and ended on 31 July 2017. A total of 5 responses were received, of which 4 respondents agreed with the proposal, including the Governing Body of the School which expressed its support. One respondent was undecided and raised two concerns as shown below in 5.3.

#### **3. Recommendation**

3.1 The Education, Libraries & Localism Cabinet Panel will consider a report on this item of business at its meeting on 7 November 2017. The Panel will be invited to provide its views to Cabinet, so that it can decide whether to:

- (i) accept the proposal and authorise the Director of Children's Services to publish a statutory notice;
- (ii) take no further action; or

(iii) initiate a fresh consultation on any alternative suggestion(s).

- 3.2 In the light of the responses received, the Director of Children's Services, recommends the publication of a statutory notice to change the age range of Widford School, to allow nursery-aged children to be admitted from the age of 2.
- 3.3 The Cabinet Panel's recommendation/s to Cabinet will be reported orally at the Cabinet meeting and circulated to Members in the Order of Business sheet.

#### **4. Background**

- 4.1 Section 19 of the Education and Inspections Act 2006 requires the publication by every Local Authority of plans to make a prescribed alteration to a maintained school. The framework for this is found within Statutory Guidance – Making 'prescribed alterations' to maintained schools, issued in April 2016 and The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.
- 4.2 Widford School is a Community School. Owlets Pre-School, the only pre-school provision in the village of Widford offering free early-education places for 2 and 3-year-olds, closed at the end of July 2017. This proposal to change the age range of the School from 4 to 11 years to 2 to 11 years will enable the School to offer free early-education places for these children to ensure continued provision in the local area. This proposal is at the request of the Governing Body of the School.
- 4.3 Currently the School offers 8 reception places each year for local children. It is proposed that the School, in addition to these reception places, would offer up to 10 early-years places in their nursery as either part-time or full-time places.
- 4.4 The School has sufficient space to accommodate nursery-aged children and therefore no additional spaces, buildings or site are required to implement this proposal. The current capacity of the School is 56, excluding the nursery, and it is proposed that this will not change.
- 4.5 The current number of pupils registered at the School in reception year to year 6 is 52; in addition there are currently 3 children in the nursery. The current admission number for the School is 8 and this will not change.
- 4.6 Should this proposal go ahead, there would be no automatic right for children attending the nursery to gain a reception place at the School; parents/carers of nursery-aged children would need to apply in the normal way for admission to the primary phase of the School.
- 4.7 A consultation letter, attached at Appendix A to the report, was distributed by the school on 20 June 2017 to: parents/carers, school governors and staff at Widford School. It was also sent to: Local Pre-Schools, Nursery and Primary schools; the local MP, 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; Pre-schools, playgroups, Children’s Centres, toddler groups and day nurseries; Libraries and Citizen’s Advice Bureaux; relevant senior officers in Hertfordshire County Council. The consultation was also publicised on the Hertfordshire County Council website, www.hertfordshire.gov.uk.

## 5. Results of the public consultation

5.1 280 consultation letters were circulated. A total of 5 responses were received as summarised in the table below.

5.2

Capacity of respondent	Total responses	Agree	Disagree	Don't Know
Governing Body	1	1	0	0
Local Member	1	0	0	1
Parent/Carer	3	3	0	0
<b>Total Responses</b>	<b>5</b>	<b>4</b>	<b>0</b>	<b>1</b>

Copies of all the responses received will be available for inspection in the Members’ Room at County Hall and will be available at the meeting.

## 5.3 Key Issues and responses

5.3.1 The Governing Body supports the proposal.

5.3.2 One respondent raised two concerns to which responses are provided by officers as follows:

a) The pre-school should be run as a separate unit to the school as some rules do not apply to non-statutory age children.

Many primary schools successfully run units which have a mixed age range of children covered by the Early Years Foundation Stage. The school will ensure that all children at the school benefit from age-appropriate policies and working practices.

b) There will also need to be nappy changing facilities and other age-related areas

The school will continue to ensure that there are age-appropriate resources and spaces for all children who attend the school. The school will utilise the space used previously by Owlets Pre-School who cared for children under the age of 4.

5.4 The implementation date of the proposed changes will depend on whether or not objections are received to the proposals contained in the statutory notice, should Cabinet decide to publish one. In the event that no

objections are received following the publication of a statutory notice, the proposed implementation date would be the 8th January 2018; otherwise, subject to Cabinet approval, it would be the 5th February 2018.

## **6. Financial implications**

- 6.1 It is anticipated that there will not be revenue costs associated with this change in age range. Families will either be eligible for free early education funding or will self-fund if not eligible.
- 6.2 There is no impact on the capital budget.

## **7. Equalities Implications**

- 7.1 When considering proposals placed before Members it is important that they are fully aware of, and have themselves rigorously considered the Equality implications of the decision that they are making.
- 7.2 Rigorous consideration will ensure that there is a 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 Equality Impact Assessment (EqIA) produced by officers.
- 7.3 The Equality Act 2010 requires the county council when exercising its functions to have due regard to the need to: (a) eliminate discrimination, harassment, victimisation and other conduct prohibited under the Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The protected characteristics under the Equality Act 2010 are age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief, sex and sexual orientation.
- 7.4 An EqIA has been carried out on the proposal to change the age range at Widford School which is the subject of this report. A copy of the EqIA accompanies this report, attached at Appendix B to the report

### **Background Papers**

*Consultation Letter attached at appendix A*  
*EqIA attached at appendix B*



**County Hall  
Hertford  
SG13 8DF**

**Tel:** 0300 123 4043

**My ref:** School Planning

**Date:** 20 June 2017

Dear Consultee

**Consultation on a proposal to change the age range of Widford School, Ware Road, Widford, Hertfordshire, SG12 8RE, to allow nursery-aged children to be admitted from the age of 2.**

We are writing to consult you on a proposal to change the age range of Widford School, Ware Road, Widford, Hertfordshire, SG12 8RE, ["the School"] a community school, by changing the age range from 4 to 11 years to 2 to 11 years thereby allowing nursery-aged children to be admitted from the age of 2.

The implementation date, should the Local Authority not receive any objections to the proposals contained in the subsequent statutory notice, will be the 8<sup>th</sup> January 2018; however should the Local Authority receive objections to the proposals contained in the statutory notice, the implementation date will be the 5<sup>th</sup> February 2018, subject to any agreed alterations.

**Why is this being proposed?**

Owlets Pre-School, the only pre-school provision in the village of Widford offering free early-education places for 2 and 3-year-olds, is closing at the end of July 2017. This proposal to change the age range of the School from 4 to 11 years to 2 to 11 years will enable the School to offer free early-education places for these children to ensure continued provision in the local area. This proposal is at the request of the governing body of the School.

Currently the School offers 8 reception places each year for local children. It is proposed that the School, in addition to these reception places, would offer up to 10 early-years places in their nursery as either part-time or full-time places.

The School has sufficient space to accommodate nursery-aged children and therefore no additional spaces, buildings or site are required to implement this proposal. The current capacity of the School is 56, excluding the nursery, and it is proposed that this will not change.

The current number of pupils registered at the School in reception year to year 6 is 52; in addition there are currently 3 children in the nursery. The current admission number for the School is 8 and this will not change.

Should this proposal go ahead, there would be no automatic right for children attending the nursery to gain a reception place at the School; parents/carers of nursery-aged children would need to apply in the normal way for admission to the primary phase of the School.

This proposed change of age range is a 'prescribed alteration' which requires Hertfordshire County Council, as the proposer, to follow a statutory process, including a public consultation. We would therefore like to hear your views on this proposal.

### **Have your say.**

You have until 31 July 2017 to let us know your views on this proposal. The easiest way you can do this is by completing the online form on our website at [www.hertfordshire.gov.uk/consultations](http://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](mailto:contact@hertfordshire.gov.uk) or alternatively please call us on the number above. An interpreting service is available for those who need it.

Your response must be received by 31 July 2017. We will not be able to acknowledge or respond individually to your comments but they will be taken into account, as explained below.

### **How the decision will be taken.**

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

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

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

<b>Process</b>	<b>Date</b>
Public consultation (6 weeks)	20 June – 31 July 2017
Education, Libraries & Localism Panel*	7 November 2017
Cabinet*	13 November 2017
Statutory notice period (4 weeks)	23 November – 20 December 2017
Chief Officer delegated decision (final decision if no objections are received to the statutory notice)	21 December 2017
Implementation (following Chief Officer delegated decision)	8 January 2018
Cabinet* (for final decision if one or more objections are received to the statutory notice)	22 January 2018
Implementation (following Cabinet decision)	5 February 2018

Yours faithfully



**Jenny Coles**  
**Director of Children's Services**