

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

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

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

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

N/A

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

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

Latchmere Community School,  
Latchmere Road,  
Kingston upon Thames  
KT2 5TT

Royal Borough of Kingston upon Thames  
Guildhall  
High Street  
Kingston upon Thames  
KT1 1EU

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

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

The proposal is that the school will admit 120 pupils into reception from September 2011 and that during the course of the incremental increase in the schools intake the capacity will be increased to 840.

### Objections and comments

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

All objections or comments must be received within 4 weeks of the date of the notice, (i.e. by Friday 13 August 2010).

All representations should be sent to: -  
Anne Redparth  
Head of Resources and Commissioning  
Learning and Children's Services  
Royal Borough of Kingston upon Thames  
Guildhall 2  
Kingston upon Thames  
KT1 1EU

### 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.

The Local Authority intends to increase the capacity of Latchmere School by 210 places in order to provide the physical capacity for an additional form of entry to be accommodated from the start of the 2011/12 academic year.

### School capacity

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

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

The current capacity of the school is 630 and the proposed capacity on completion of the building works will be 840.

- (b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be

admitted in each relevant age group in the first school year in which the proposals will have been implemented;

The current admission number of the school is 90 and the proposed admission number will be 120.

- (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;

From 2011/12 120 pupils per year will be admitted into Year R into the school. Phasing of the works is likely and details are being finalised. All building works will be completed by the time the school is at its full capacity of 840 pupils.

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

There are currently 661 pupils registered as being on roll at the school.

### Implementation

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

N/A

### Additional Site

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

No new or additional site is required to expand Latchmere School.

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

N/A

### Changes in boarding arrangements

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

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

N/A

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

N/A

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

N/A

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

N/A

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

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

N/A

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

N/A

**Transfer to new site**

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

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

## Objectives

10. The objectives of the proposals.

The Royal Borough of Kingston upon Thames has experienced an unprecedented rise in demand for primary school places over the last few years and is now proposing the expansion of a number of primary schools located across the Borough to provide a sufficient number of places for every resident child who requires one. Following a number of years of admitting children over Published Admission Number in temporary accommodation, forecasts point to a sustained rise in demand for school places in the Borough.

This proposal along with two other proposals is designed to increase the level of primary capacity in the Kingston Town area of the Borough through the expansion of popular and successful schools which have the capacity in terms of site and leadership to do so.

The Council's Executive agreed on 30 June 2010 to the publication of notices to secure an additional 8.5 Forms of Entry (255 places) for September 2011 across the borough. This followed a consultation on an overall primary strategy to provide up to 13.5 additional Forms of Entry. The decision was taken to review the position concerning five schools in February 2011 when the financial position is clearer and further school roll data and forecasts are available to inform the long term strategy for the expansion of the borough's primary schools. A copy of the Executive report can be found at [www.kingston.gov.uk/school\\_expansion](http://www.kingston.gov.uk/school_expansion)

Further details relating to the objectives of the primary expansion programme are contained in the appendices listed under section 11.

## 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.

Informal consultation on options for the expansion of primary schools took place in May/June 2009. This informed the options consulted on for expansion.

Statutory consultation on the expansion of schools in the Kingston Town area took place from 15 March to 10 May 2010. The consultation document was primarily distributed in hard copy paper format.

A copy of the statutory consultation document was sent to:

- All parents/carers, Governing Body and school staff of Latchmere School
- All parents/carers, Governing Body and school staff of all primary schools in the Kingston Town area
- Trade Union representatives of affected staff
- The Director of Children's Services at all neighbouring Local Authorities
- Diocesan Authorities of the Church of England and Roman Catholic Faith
- Kingston Children and Young People's Trust Board
- Local MP's
- Local Libraries and GP's surgeries
- Early Years providers within the Kingston Town area with copies provided for every parent/carer of a pre-school age child
- Local Councillors
- Headteachers and Chairs of Governors of Kingston secondary and special schools
- Schools Admission Forum, Schools Forum and SACRE
- All Kingston Council staff

In addition, the consultation document and an opportunity to respond to the questionnaire was made available on the Kingston Council website [www.kingston.gov.uk](http://www.kingston.gov.uk). Awareness of the consultation was promoted through the local media, through press releases and advertisements of public meetings.

The Consultation Document is attached as **Annex A**. The Consultation Document relating to the informal consultation held in May/June 2009 is attached as **Annex B**. The minutes of the meetings held at Latchmere School on 23 March 2010 and for other Kingston Town area schools subject to possible expansion are attached as **Annex C**.

The results of the consultation and a summary of the views expressed is attached as **Annex D**. Documents showing all comments received during the consultation in the Kingston town area are at [www.kingston.gov.uk/primary\\_expansion](http://www.kingston.gov.uk/primary_expansion)

All statutory requirements relating to the need to consult on proposals prior to the publication of this notice have been complied with.

### **Project costs**

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

The expansion of Latchmere School by one form of entry is estimated to cost £3,490,000.

These costs will be met by the Local Authority using a combination of funding sources including government capital grant, section 106 development contributions and schools devolved formula capital.

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

On 30 June 2010 the Council's Executive identified a total budget of £42 million to provide an additional 8.5 Forms of Entry (255 places) for September 2011. This involves the expansion of four primary schools by one form of entry (210 places), two linked infant/junior schools by one form of entry (210 places), one primary school by half a form of entry (105 places) and the provision for a new two form entry primary school on part of the Surbiton Hospital site including site purchase costs.

### **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;

N/A

(b) any additional specialist features will be provided;

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

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

N/A

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

N/A

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

N/A

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

N/A

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

(a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority's Accessibility Strategy;

(b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;

(c) improved access to suitable accommodation; and

(d) improved supply of suitable places.

N/A

**Sex of pupils**

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

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

N/A

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

N/A

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

N/A

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

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

N/A

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

N/A

### Extended services

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

N/A

### Need or demand for additional places

24. If the proposals involve adding places—

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

The Royal Borough of Kingston upon Thames has experienced a large sustained rise in the demand for places in its primary schools resulting in the need for permanent expansion of places in the Borough. Since 2008 the Local Authority has had to admit more children than there are places in its school by making offers over the Published Admission Number of a number of schools.

Now that it is clear that this is not a temporary rise in the number of applications, the Local Authority is planning to permanently increase the number of places to a level that is more appropriate to the current number of primary school aged children requiring a school place.

The birth rate has risen and a larger proportion of resident children are applying for a place at a RBK school. We expect this rise in the birth rate to be sustained at a level which will result in numbers of applications which far exceed the Borough's permanent number of places per year group.

The need for additional places is particularly strong in the Kingston Town area where we are planning to expand two primary and one infant/junior over-subscribed schools.

Background information and evidence of the rise in demand for primary places is contained in the Public Consultation Documents at **Annexes A and B**.

- (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:

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

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

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

N/A