

## Annex A

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

*NB. If the School Organisation Notice Builder tool is used to create a draft statutory notice, a template for the complete proposal is provided automatically by the Notice Builder when the draft statutory notice is finalised, alternatively the template can be found in "Standard Forms" in the Members' Area of the website or you can enter the information required in the expandable boxes below.*

#### **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.

Portslade Community Infant School  
Locks Hill,  
Portslade, Brighton,  
BN41 2LA

##### **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.

If the proposal is implemented, on 2 September 2013 the school's admission number at Reception will decrease from 120 to 60 and the school will admit a Year 3 cohort of 60 pupils. In 2014/15 the school will have 60 children in Reception and Year 1; 120 children in Year 2; and 60 children in Year 3 and Year 4. In 2015/16 the school will have 60 children in Reception and Years 1-5 inclusive. In 2016/17 the school will

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have 60 children in all year groups, i.e. Reception and Years 1-6 inclusive.  
It is proposed that places in Year 3 in 2013/14 and 2014/15 will be allocated in accordance with the Local Authority's published admission arrangements.

### 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.

The statutory notice in respect of this proposal will be published on Monday 21<sup>st</sup> May 2012. The notice will be published by the Local Authority. Copies of this complete proposal which covers both notices can be obtained from: Gil Sweetenham, Strategic Commissioner, Planning and Contracts, Learning and Development, Kings House, Grand Avenue, Hove BN3 2SR Telephone 01273 293474. You can also request a copy by contacting Gillian Churchill on 01273 293515 or via email at [gillian.churchill@brighton-hove.gov.uk](mailto:gillian.churchill@brighton-hove.gov.uk)

A copy of the notice is attached as Appendix 1 to this complete proposal, also attached as Appendix 2 is a list of the locations where the Notices will be posted. In addition the notice will be published in the local paper, The Argus, on Friday 25<sup>th</sup> May 2012.

Any person may object to or make comments on the proposals detailed in either or both notices by sending them to Gil Sweetenham, Strategic Commissioner, Planning and Contracts, Learning and Development, Kings House, Grand Avenue, Hove BN3 2SR within 6 weeks of the publication date of the notices i.e. by Friday 6<sup>th</sup> July 2012.

Following the closing date for representations and objections a report will be prepared for decision by the Council in July 2012.

### 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.

In accordance with section 19(1) of the Education and Inspections Act 2006 Brighton & Hove City Council intends to make a prescribed alteration to Portslade Community Infant School Locks Hill, Portslade, Brighton, BN41 2LA from 2<sup>nd</sup>

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September 2013.

Brighton & Hove City Council proposes changing the age range of the school by a year or more. It is proposed that Portslade Infant School is made in to a two form entry all through primary school from September 2013. The new school will have an intake of 60 pupils at 4+. Flexibility would be provided for Key Stage 2 to take additional children to a maximum of 32 children per class.

### 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 356 and the proposed capacity will 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;

The current admission number for the school is 120 and the proposed admission number will be 60.

- (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;

It is not intended that the proposal will be implemented in stages.

- (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.

Portslade Infant School is currently a four form entry infant school admitting 120 pupils per year. Consequently this proposal on its own will reduce the number of infant places available in the city. However this proposal is part of a wider re-organisation of school places within Portslade which, if successful, will result in an additional 2 forms of entry overall for primary phase education for

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this part of the city.

(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.

The current number of pupils registered at the school is 310 and all pupils are full time.

### 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.

N/A

(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;

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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;

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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.

Over the last few years there has been year on year growth in the number of pre-school age children registered with General Practice (GP) Surgeries in the city. This increase is occurring to some extent right across the city but is particularly acute in central Hove and to the west of the city, which is served by the schools in Portslade.

It is recognised that not all of these children will enter the maintained education sector, some will opt to attend private schools or be home educated, it is also

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recognised that parents of pre school age children tend to be most geographically mobile in the first four years of a child's life. However even taking these figures into account the increase in the number of pre school age children in this part of the city is significant.

The Council has a statutory duty to provide a maintained school place for any child that wants one. We are committed to working with schools, their governing bodies and the diocese to make them centres for community learning, and supporting them in meeting the wider needs of the community by engaging social services, health, the police, and the voluntary sector. For this to be successful it is important that children can access a primary school that is local to their home.

To this end in September 2011 the Council made a permanent change to the age range of Benfield Junior School so that it became an all through primary school. In so doing a need was created for an additional three forms of entry for Juniors in the Portslade areas. This proposal will go some way to meeting that need.

Changing the age range of Portslade Infant school in this way will enable local parents wishing to send their children to a local primary school to do just that. This means that children will be able to attend school with friends that they have made prior to starting school, parents will not have to travel long distances to deliver their children to school and extended services offered by the schools can be tailored to meet the needs of the whole community.

### 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.

All applicable consultation for the proposal was carried out.

Several meetings between the head teacher, Governing Body and Local Authority were held regarding this proposal.

A consultation document was distributed to all parents and staff at the school as well as to neighbours of the school. The document (attached as Appendix 3 to this document) contained details of why the consultation was taking place, the current position, what is proposed, the reason for the proposal, and the consultation process and timescales. The document also contained details of how comments on the proposals could be made

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The results of this initial stage of the consultation process were considered by the Cabinet of Brighton and Hove City Council following the closing date for the consultation. A copy of the Cabinet paper recording the results of this consultation and their decision to proceed to the statutory notice stage is attached as Appendix 4 and 4a.

### 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 cost of providing the extension required by this proposal is approximately £1.5 million. These costs will be met predominantly by the Local Authority from a mixture of Basic Need, Capital Maintenance and Section 106 funding

**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).

The LA funding for the proposed extension will be met from the funding provided by the DfE for the 2012/2013 financial year. A copy of the funding allocation for the 2012 / 2013 financial year to the Local Authority from the DfE is provided at Appendix 5.

### Age range

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

The current age range for the school is 4+ to 7.

### 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



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

N/A
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- (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
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- (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
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### 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
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- (b) A statement as to how the new places will fit within the 16-19 organisation in an area;

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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;

Portslade Infant School is a Community mainstream school. It does not have any specific provision for special education at present and none is intended as a result of this proposal. In line with all schools in the city the schools have a number of pupils with special educational needs. It is not anticipated that there will be any change to this as a result of this proposal. The same facilities will be extended to any pupil entering the schools in the future as at present.

- (b) any additional specialist features will be provided;

N/A

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(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

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**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
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(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
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(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
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(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
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**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
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### 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.

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This proposal will result pupils staying at the same school for the entirety of their primary education. The resultant enlargement of the premises will ensure that the impact on the community and any use they may make of the school for extended activities or any other purposes will not be affected by this proposal. It is not anticipated that there will be any negative impact on the extended services offered by the schools as a result of this 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;

The GP registration data for Brighton & Hove shows that pupil numbers in the city are rising and that additional school places are required to ensure the statutory obligation of providing a school place for every child that wants one is met. The number of children approaching school age registered with GP's has been rising and the trend indicates that the numbers of pupils wishing to obtain a place in a maintained school will continue at the higher levels for the foreseeable future.

The Section 21 return that LA's are required to make each year records surplus capacity in the primary and secondary sectors. From our 2011 return we are recorded as having 1,849 surplus places in the primary sector which equates to 10%. However this is not actually a true picture of the situation as the return does not take into account those schools that are over capacity. If the surplus capacity is calculated based on the total number of pupils in school in the city the percentage of surplus places is reduced to 8.0%.

Reception cohorts within the city as a whole are growing year on year but until the smaller cohorts currently in years 5 and 6 means the surplus places return will still show a significant surplus for certain schools in parts of the city. This distortion of the figures is worsened by the fact that schools who admit above their net capacity are omitted from the calculation as are schools who may admit additional pupils at Key Stage 2. It is entirely possible and allowable for schools to admit above their net capacity in Key Stage 2 and this is what a number of schools in the city have done to try to accommodate pupils in their local area. The situation is also adversely affected by the fact that where there is some surplus accommodation in the City, it is not where the school age population is currently growing in the centre of the City, but on the periphery. Parental expectation at primary level is of a local place, not a three or four mile bus journey each day.

This proposal regarding the change of age range for Portslade Infant School will provide additional primary places within the city for children aged 7 to 11. This is considered as necessary to assist with managing the year on year growth outlined above. It is not anticipated that there will be any significant knock on effect to other schools in the locality.

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- (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).

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N/A