PROPOSAL TO EXPAND WOODCOTE PRIMARY SCHOOL

REPRESENTATION (FORMAL CONSULTATION) OUTCOMES REPORT

1. Introduction

1.1 The purpose of this report is to provide the Cabinet Member for Children, Young People & Learning, and the School’s Leadership Team with the outcomes from the formal consultation to expand Woodcote Primary School.

1.2 Woodcote Primary School is a Community School located at Dunsfold Rise, Coulsdon, Croydon CR5 2ED, in the South West of the Croydon. The school normally admits 3 classes, 90 reception pupils per year, although it will take an additional 30 pupils in September 2016 because of exceptional demand.

1.3 The proposal is to permanently expand the school by one form of entry to offer an additional 30 reception places from September 2017. This means that a total of 120 places will be offered to children applying for reception places from September 2017. The school would continue to receive an additional class in reception each year, so that by 2023 the school would have an extra 210 pupils in total, with 120 pupils in every year group - from Reception to Year 6. A viability study has been undertaken which shows that the school site has the capacity to be expanded to accommodate the additional pupils.

1.4 Woodcote Primary School is a popular and successful school with strong leadership and governance. The school has been judged by Ofsted as an outstanding school, highly effective in delivering outcomes that provide exceptionally well for all its pupils’ needs.

1.5 This report is based on responses received during the representation (formal consultation) period following the publication of statutory proposal where anyone with an interest could object or comment on the proposal to expand the schools.

2. Background

2.1 The proposal to permanently expand Woodcote Primary School by one form of entry (an additional 30 pupils) is part of the Council’s supply strategy to ensure sufficient pupil places are available within the South West borough to meet its statutory duty.

2.2 The Schools’ Leadership Team, including the Governing Body have agreed in principle to the proposed expansion (subject to conditions being met on placement of any new build in a currently underutilised area of the site that’s operationally works from an education provision, causes minimal disruption for the building works stage and does not affect the outdoor play space). A viability study has been undertaken which shows that the proposed expansion project is both feasible and affordable.
2.3 The Council has a statutory duty for ensuring a sufficient supply of school places to meet demand from within its Borough for every child of school age, to promote high educational standards, to ensure fair access to educational opportunity, and to help fulfil every child’s educational potential. It must also ensure that there are sufficient schools in its Borough and promote diversity and parental choice.

3 Cross-border pupil mobility
3.1 The Greenwich Judgment makes it unlawful for admission authorities to give priority in school admissions to their own residents, allowing pupils free movement across borough borders. Cross border movement of pupils is one of the factors that can affect the demand for school places. The amount of pupils living in Croydon who attend schools in another borough can reduce the demand for school places; and the amount of pupils living in another borough and attend schools in Croydon can increase the demand for school places.

4 Parental preference - diversity of provision in the South West
There are 13 primary schools in the South West of Croydon. Of which:
- 6 are Community schools
- 4 are Academies
- 1 Church of England
- 2 Roman Catholic

5. Information / Engagement
Council Officer informed parents/carers about the proposed permanent expansion of Woodcote Primary School at the school’s Vision Meeting with parents 8 September 2015.

5.1 Engagement (informal consultation) on the proposed permanent expansion of Woodcote Primary School ran from 21st September to 19th October 2015, including a public meeting at the school on 28 September 2015. Overall, the responses received during this engagement period indicate that the majority of respondents object to the proposed expansion of the school. The main comments/concerns raised fall under the following broad themes:
- Traffic/congestion/parking
- Educational impact
- Communal space
- Need for a new school

5.2 Please refer to the full outcomes report – “Stakeholder Engagement Outcomes Report” – for the Council’s response to concerns.

6. Publication / Representation (formal consultation)

6.1 For a proposal to permanently expand a school, where it would increase the capacity of the school by more than 30 pupils and 25% of the school’s capacity (the number of places and pupils in a school), the Council is
required to follow a statutory process, including publication of statutory proposal; and a four week representation (formal consultation) period where anyone can comment on or object to the proposed expansion.

6.2 In accordance with statutory regulations for making significant changes to schools, a statutory proposal was published, which started a 4 week representation period – 04 November to 02 December 2015 – which invited anyone with an interest to make representations – comment or object to the proposal.

6.3 The statutory proposal was published in the local Croydon Guardian newspaper; on the Council’s and school’s websites; displayed on the school gates; and in the local library. A copy of the statutory notice was sent to the Member of Parliament and Ward councillors.

6.4 Communication and Consultation activities
A consultation document, including a questionnaire was used as a basis of informing stakeholders, including parents/carers and local residents, about educational rationale and inviting feedback on the proposed permanent expansion of Woodcote Primary School.

6.5 A range of modes and methods of communication were used to inform and facilitate feedback from stakeholders on the proposed expansion of Woodcote Primary School. Stakeholders were given the opportunity to express their views in writing – via completion of questionnaire; email; and post – and verbally at the public meeting at the school.

6.6 Communication activities included the circulation of the consultation document, including questionnaire and leaflet via:

- **Schools E-Bulletin**
  ✓ Schools’ E-bulletin to all schools within the borough

- **Email:**
  ✓ Ward Councillors / MP
  ✓ schools within neighbouring/adjourning borough

- **Website:**
  ✓ consultation document including questionnaire published on the Croydon website
  ✓ Consultation document, including questionnaire on school’s website
  ✓ Online questionnaire (survey monkey)

- **Printed documents**
  ✓ consultation document /questionnaire available at school and from Council
  ✓ consultation leaflets distributed to local residents informing them about the consultation and invitation to public meeting -
858 leaflets were distributed to residents living within the vicinity of the school
✓ document sent/given to parents/carers by school
✓ Posters advertising consultation and public meeting date
✓ Leaflet displayed in local library

6.7 Public meeting at Woodcote Primary School
Senior officers from the Council attended separate meetings with parents, staff and governors of the school where the issues surrounding the potential expansion was discussed

6.8 Frequently Asked Questions (FAQ)
A Question and Answer sheet was published and distributed to help answer some of the legitimate concerns raised by stakeholders about the proposed permanent expansion of Woodcote Primary School.

6.9 Equality and Diversity Monitoring
As part of the consultation process, respondents were asked to complete an equality and diversity questionnaire, looking at Gender, Age, Ethnicity and Disability. The information collected will help identify any special requirements; promote equality; and improve choice and diversity

6.10 Equalities Impact Assessment
An Equalities Impact Assessment (EQIA) has been undertaken for the proposed permanent school expansion programme, including Woodcote Primary School. The Equality analysis enables the Council to target its services, and budgets, more effectively and understand how they affect all our communities.

6.11 The conclusion of the EQIA is that increasing the number of school places through the proposed permanent school expansion programme will either have a positive or neutral impact on protected groups, including children, disability, ethnicity / race. The full EQIA is attached to the Education Estates Strategy report for the 18 January 2016 Cabinet meeting.

7. Summary of representations

7.1 Consultation questionnaire

7.2 A total of 206 completed questionnaires have been received. The majority (141) of respondents are ‘Strongly against’ the proposed expansion of Woodcote Primary School; of which 107 are a parent/carer of child/children at Woodcote Primary School.
Public consultation meeting

7.3 A total of 27 people attended the public meeting that was held at the school on 10 November 2015. The school’s leadership team and Council representatives: explained the educational rationale for the proposed expansion of the school; sought your views on the proposal; and responded to questions.

Email responses

7.4 The Council also received an additional 11 representations via email. Of which 7 were “Not in favour” of the proposed expansion of Woodcote Primary School.

7.5 Paper responses
In addition, we received 2 letters via post, which stated that ‘strongly against’ the proposed expansion of the school and citing issues/concerns as outlined at paragraph 8 below.

8. Key issues raised during the representation period

8.1 The main comments/concerns raised during the representation period are the same/similar to those raised during the engagement period. These comments/concerns fall under the following broad themes:
- Traffic/congestion/parking
- Educational impact
- Communal space
- Need for a new school

8.2 A detailed analysis of responses, including equality and diversity monitoring is attached at Annex A below.

9. Response to concerns

9.1 Traffic/congestion/parking
The Council will commission a transport impact assessment around the school to ascertain how the local area would cope with all modes of movements by people and vehicles, taking account of accessibility and safety issues. This assessment would take place at peak times, including when parents/carers ‘drop off’ and ‘pick up’ children; and would give an indication of any potential impact of traffic as a result of the additional pupils at school, and mitigating actions against any identified risks.

9.2 If Cabinet approve the implementation of the proposed school expansion project, planning applications will be required. Through the planning application process the impact of the additional pupils will be addressed.

9.3 The Schools’ Travel Plan will continue to encourage walking to school. The health and safety of the whole school community is paramount.
9.4 **Educational impact**
Woodcote Primary School is a popular and successful school with strong leadership and governance. The school has been judged by Ofsted as an outstanding school, highly effective in delivering outcomes that provide exceptionally well for all its pupils’ needs. The strong leadership and teaching staff at the schools will ensure that the schools continue to be successful and popular.

9.5 There are also benefits to be derived from the expanding an existing school, such as, better recruitment and retention of good teaching staff; wider curriculum offer; and improved facilities.

9.6 **Communal space**
Initial viability study shows that the school sites have the capacity to be expanded. If approval is given by Cabinet to implement the proposed expansions, a detailed feasibility study will be carried out as part of the planning process, where options will be carefully considered by the Council, school leadership team and the architect which include ensuring that the size of communal areas are maximized to accommodate the additional pupils at the school.

9.7 A range of measures, e.g. staggered play and lunch times will be explored to enable pupils to have sufficient space.

9.8 The expansion proposal includes additional classrooms with associated cloaks/toilets required for the additional number of pupils.

9.9 **Need for a new primary school to be built**
A key part of the Council's strategy for providing additional pupil places is to firstly invest in expanding existing successful and popular schools in areas of demand. This strategy helps in meeting parental preference as well as ensuring value for money for Croydon taxpayers.

9.10 Every year we project the number of school places that we will need in the borough in future years. The methodology we use to project pupil numbers includes the number of children we expect to live in new housing developments. Information from the Cane Hill housing development is included in our most recent projections for pupil places required in the South West of the Borough.

9.11 The plan is for this additional demand to be met through the expansion of Woodcote Primary School and other proposed school expansions in the South West of the Borough.

9.12 The option of building a brand new school on a new site to provide additional pupil places is a potential alternative. However, there are a number of reasons for considering the expansion of existing school site rather than building a new school. These are:
- Changes in legislation - the Education Act 2011 changed the arrangements for establishing new schools and introduced section
6A (the free school presumption) to the Education and Inspections Act 2006. Where a LA thinks there is a need for a new school in its area it must seek proposals to establish an academy (free school).

- However, it is still possible to publish proposals for brand new maintained schools outside the competitive arrangements in certain circumstances, for example, where a competition does not identify a suitable academy/free school.
- As under the previous new school competition arrangements, the Local Authority is responsible for providing the site for the new school, and meeting all associated capital costs. Currently all funding from the latest financial settlement from central government have been committed to existing identified projects.
- Lack of Council owned sites
- High cost of other sites that could for educational use.
- Available sites not in area of demand for pupil places
- Building a new school takes a longer time to complete and might not be ready in time to meet the demand for pupil places.
- Expansion of existing school means that we have more certainty of high quality education.

10. Petition
In addition to the above comments/concerns, some respondents suggested that a new school should be built in the South West of the Borough instead of the proposed expansion of existing schools. The Council was sent an 840 signature petition to “Build a new school in Coulsdon” during the representation period.

10.1 There are plans for new housing developments in the South West of the Borough, for example, the Cane Hill Housing Development. The mix of housing type will affect the number of new school places required. The potential child/pupil yield, including school age population - from the Cane Hill Housing Development has been accounted for in the Council’s latest annual projections for pupil places.

11. Tree Protection Order
Under powers contained in the Town and Country Planning Act 1990 and the Town and Country (Tree Preservation) (England) Regulations 2012, there is an interim Tree Preservation Order (TPO) in place (which has been objected to by the Governing Body and has not yet been formalised) to protect trees within the ground of Woodcote Primary School site. The TPO prohibits anything to be done to the trees without the local planning authority’s written consent. The viability options for the proposed expansion of Woodcote Primary School include removal/replacement of some of the trees.
12. Key points made in support of the proposed expansion

- “Every child has the right to be taught in an excellent school and the lack of school spaces in the area can make that hard to get our children into an excellent school. This expansion is clearly needed. “

- “A brilliant school which could educate even more children”

- “I believe it is fundamental that every individual child in Croydon deserves a good education in their early school years whether in Woodcote primary or alternative state primary schools”

13. General points

If the proposal is approved, the Council and the school would work with the local community and parents/carers to explore ways to minimise any negative impact resulting from the expansion.

13.1 The Council will also work directly with the school to further develop their School Travel Plan document, with an aim of discouraging car usage and encouraging pupils, parents and staff to use more environmentally friendly modes of travel to school. In addition, the school will highlight any road safety issues in relation to roads within the vicinity of the school, and capture these in their Travel Plan so that the Council can investigate and develop safety measures.

13.2 The representations will be shared with the Council’s Highways Improvement Team.

14. Next steps

14.1 Following the representation period, the Council’s Cabinet Committee will decide whether the proposal to permanently expand Woodcote Primary School should be implemented. This will be based on responses received which will be balanced against the needs for pupil places.

14.2 Education standards

The Cabinet will also take into account the extent to which the proposed permanent expansion of Woodcote Primary School is consistent with the government’s policy for there to be a presumption in favour of expanding popular and successful' schools. Woodcote Primary School has been judged by Ofsted as an outstanding school; and is popular with parents/carers.

14.3 In line with the DfE School Organisation guidance, decisions must be made within a period of two months, by 02 February 2016, of the end of the representation period or they must be referred to the Schools Adjudicator.
14.3 If approval is given by Cabinet to proceed to the implementation stage, stakeholders, including parents/carers and local residents will be consulted again at the planning application stage, when building designs and traffic considerations will be available.

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¹ School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and Education Act 2011

*Please see Annex A below – detailed analysis of responses.*
## Annex A

### Woodcote Primary School - Detailed Analysis of Questionnaire Responses

1. **Please tell us who you are?**

<table>
<thead>
<tr>
<th>Who are you?</th>
<th>Number</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent or carer of child/children at Woodcote Primary School?</td>
<td>145</td>
<td>70%</td>
</tr>
<tr>
<td>Parent or carer of child/children at another School.</td>
<td>5</td>
<td>3%</td>
</tr>
<tr>
<td>Parent or carer of a child/children not yet of school age</td>
<td>15</td>
<td>7%</td>
</tr>
<tr>
<td>A pupil at Woodcote Primary School</td>
<td>13</td>
<td>6%</td>
</tr>
<tr>
<td>A member of staff at Woodcote Primary School</td>
<td>1</td>
<td>0.5%</td>
</tr>
<tr>
<td>A member of staff at another school.</td>
<td>2</td>
<td>1%</td>
</tr>
<tr>
<td>A local resident</td>
<td>24</td>
<td>12%</td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>206</td>
<td>100%</td>
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</tbody>
</table>

- Of the 145 Parent or carer of child/children at Woodcote Primary school:
  - 27 are also local residents and 1 stated other.
  - 1 is also a member of staff at another school and a local resident
  - 2 are members of staff at Woodcote Primary schools and 1 of these is also a local resident
  - 2 selected pupils at Woodcote Primary and 1 of these is also a local resident
  - 1 is School Governor and a local resident
  - 5 are parents of a child at another school
    - 4 of these are also local residents
    - 1 is also a parent/carer of a child/children not yet school age
  - 6 are parents of child/children not yet school age and 5 of these are also local residents.
- Of the 24 local residents 1 also selected other.
- Of the 2 members of staff at another school both are also local residents
- Of the 13 pupils at Woodcote Primary school 7 are also local residents
- Of the 5 parent/carer of a child/children at another school 3 are also local residents and one of these is also a parent/carer of a child/children not yet of school age
- Of the 15 parent/carer of a child/children not yet of school age
  - 1 is also a local resident
  - is also member of staff at Woodcote Primary School
2. What is your view of the proposal to permanently expand Woodcote Primary School to create places for 30 additional places each year?

<table>
<thead>
<tr>
<th>View</th>
<th>Number</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Strongly in favour</td>
<td>13</td>
<td>6%</td>
</tr>
<tr>
<td>In favour</td>
<td>12</td>
<td>6%</td>
</tr>
<tr>
<td>Not sure</td>
<td>11</td>
<td>5%</td>
</tr>
<tr>
<td>Not in favour</td>
<td>29</td>
<td>14%</td>
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<tr>
<td>Strongly against</td>
<td>141</td>
<td>69%</td>
</tr>
<tr>
<td>Total</td>
<td>206</td>
<td>100%</td>
</tr>
</tbody>
</table>

- Of the **13 Strongly in favour** of the proposed expansion:
  - 1 is a local resident
  - 1 stated other
  - 1 is a parent of child/children at another school
  - 5 are a parent/carer of child/children not yet school age and 1 of these was also a member of staff at Woodcote Primary School
  - 5 are a parent/carer of child/children at Woodcote Primary School, of these:
    - 1 is also a local resident
    - 1 selected a pupil at Woodcote Primary School and a local resident
    - 1 is a parent of child/children at another school and also a parent/carer of child/children not yet school age.

- Of the **12 in favour** of the proposed expansion:
  - 3 are local residents and 1 of these also stated other.
- 2 are parents of child/children not yet school age
- 7 are parents of child/children at Woodcote Primary School of these:
  - 1 is a parent of child/children at another school & a local resident
  - 1 is a parent of child/children not yet of school age & local resident

- Of the **11 not sure** about the proposed expansion:
  - 2 are also local residents
  - 1 is a member of staff at Woodcote Primary School
  - 4 are parents of child/children not yet school age
  - 4 are parents of child/children of a child at Woodcote Primary school and 1 of these is also a School Governor at Woodcote Primary School and a local resident.

- Of the **29 not in favour** of the proposed expansion:
  - 2 are local residents
  - 1 is a member of staff at another school and also a local resident
  - 1 is a pupil at Woodcote Primary School
  - 22 are a parent/carer of child/children at Woodcote Primary school and 4 of these are also local residents
  - 3 are a parent/carer or child/children not yet school age and 1 is also a local resident.

- Of the **141 Strongly against** the proposed expansion:
  - 16 are local residents
  - 1 is a member of staff at another school and also a local resident
  - 12 are pupils at Woodcote Primary School and 7 are also local residents
  - 4 are parents of a child at another school, 3 of these are also local residents and 1 of these is a parent/carer of child/children not yet school age
  - 1 is a parent/carer of child/children not yet school age.
  - 107 are a parent/carer of child/children at Woodcote Primary School of these:
    - 22 are also local residents and 1 of these also stated other
    - 1 is also a member of staff at another school and a local resident
    - 2 are also member of staff at Woodcote Primary School and 1 of these is also a local resident
    - 3 are also a parent/carer of child/children at another school and all were local residents
    - 4 are also a parent of child/children not yet school age and all were also local residents.
    - 1 also selected a pupil at Woodcote Primary School.
Equality and Diversity Monitoring

**Gender**

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**Age range**

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<td>21</td>
<td>10%</td>
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## Ethnicity

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![Ethnicity Bar Chart](chart.png)
Disability

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<td>27%</td>
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<tr>
<td>Total</td>
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<td>100%</td>
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Do you consider yourself to have a disability?

Disability | Number | Percentage |
------------|--------|------------|
Mobility    | 3      | 30%        |
Visually Impaired | 2  | 20%        |
Mental Health problems | 5  | 50%        |
Total       | 10     | 100%       |