

# School Organisation Consultation

**Proposal to open a specialist  
centre at Bell Farm Primary  
School**

**June 2019**



## Introduction

1. This paper outlines a proposal for the development of places for primary pupils with an Education Health and Care Plan (EHCP) and who have Communication and Interaction Needs (COIN) in Surrey. The process and timescales are outlined below to open a new specialist centre at Bell Farm Primary School, which is situated in the north east of the county.

## Background

2. Bell Farm Primary School is a three form entry primary school in the borough of Elmbridge in Surrey. The school has a 'good' Ofsted rating and does not currently have a specialist centre.

## Proposal

3. It is proposed that Bell Farm Primary School hosts a specialist Special Education Needs and Disability (SEND) centre for 21 pupils. All pupils admitted to the centre would have an EHCP specifying the school as an appropriate placement to meet their individual needs. It is anticipated that the centre would be organised with 3 places per year group, although this number is not fixed and on occasions some year groups may have more or less than 3 pupils. A bespoke building would be provided for the specialist centre and located within the school grounds.

## Rationale

4. Demand for specialist centre provision in the north east area for pupils with Special Educational needs is high. As a result, other specialist provision in the local area is operating at or above capacity. The provision of an additional specialist COIN centre will help support local families who would otherwise have to travel further afield. This will not only enable local provision for local children, but also decrease home to school journey times and associated costs.

## Pupil Placement

5. Pupils attending the centre would be in addition to the mainstream Planned Admission Number (PAN) of the school, as there is an expectation that over 50% of the school day would be spent as part of the centre. This would enable meaningful inclusion into the mainstream classes which is wholly individualised to the needs of the child. Some pupils would spend more time in the centre than others and it would be the responsibility of the school to manage the specialist offer and inclusion levels in partnership with the parents and LA officers. A Service Level Agreement (SLA) would be in place and planned place numbers reviewed with the school annually. It is envisaged that a support package to assist with the development of centre is provided to the school during the initial set up and first year of running. The package would be based around (a) funding to enable the centre to 'start up' and make the required offer and (b) a support partner who will be able to provide professional expertise.
6. Appropriate pupils for this provision would be identified and placed at this specialist COIN centre using the Education Health Care Plan and subsequent review pathways.

The document 'SEND admissions processes for referrals for specialist placement for school age children' describes how this process works and is available on the Surrey Local Offer website.

## Finance and Resourcing

7. Each of the 21 Specialist Centre pupils on roll at the school would receive the usual sum of Average Weighted Pupil Unit (AWPU). Each agreed planned place commissioned (21 in total) would receive £6,000. Each pupil in attendance would receive an individual pupil 'top up' sum. For High COIN pupils the current sum is £6923.32. This rate applies to all specialist centres across all Surrey school which host a centre of this type. Top up rates for all specialist centres can be found using the link below:

<https://www.surreycc.gov.uk/schools-and-learning/teachers-and-education-staff/finance/special-educational-needs-sen-related-funding>

8. The additional funding (over and above the ordinary AWPU) available for a full centre would therefore be:

<b>21 Place Centre total at current rates</b>	
21 planned places @ £6000	£126000
21 places of top up at £6923.32	£145389.72
<b>Total funding per financial year</b>	<b>£271389.72</b>

9. From this overall sum the school would provide all the staffing required for the specialist centre (teacher in charge of the centre, teaching and support staff) to enable a meaningful specialist offer, as well as mainstream inclusion. A sum of £8,000 per key stage classroom would be provided to purchase classroom resources.

## Capital planning and buildings

10. The LA has developed a standard and enhanced modular building option to support SEND pupils. Due to the level of need for this cohort of pupils, the LA is offering the enhanced building option to accommodate this new centre at Bell Farm Primary School. This facility will provide two ordinary sized classrooms, toilets (EYFS and Key Stage 1 access directly from the classroom) and four additional spaces that can be utilised flexibly: small group working rooms, therapy delivery, 1:1 working, meeting, teachers' Planning Preparation and Assessment time (PPA) and administration space. The LA (ordinarily via a Project Manager) would work with the school to identify a suitable location on the site and conduct the necessary planning and delivery of the scheme.

## Growth Model

11. The LA is under significant pressure to provide a highly specialist offer in the north east quadrant of Surrey. There would be a requirement to 'grow' the centre quickly rather than with a planned intake of three pupils per year over seven years. The following scenarios demonstrate growth models against the funding (at current rates) which would be available to support the different options (these do not include 'start up' costs).

**Key stage entry at both key stages including additional 'in year' admissions**

	Year 1	Year 2
YR entry	3	3
KS1 extra (any other year group than YR)	3	0
Y3 entry	3	3
KS2 extra (any other year group than Y3)	3	0
Entry no	12	6
Centre total	12	18
Base funding	£66000	£126000
On roll funding	£76156.52	£145389.70
Total funding	£142156.50	£271389.70

12. The above outlined growth model will enable the centre to fill to 21 pupils by year 3 of operation.

**Consultations, approvals and overall timescales**

13. It is proposed that the specialist centre opens from 1 September 2020. The proposed changes require a period of consultation, the publication of Statutory Notices and the agreement of Surrey County Council's Cabinet Member for All-age Learning if the proposal is to proceed.
14. The first stage of consultation will be informal and will open on Monday 10<sup>th</sup> June. During this period the Surrey County Council will share its proposals with the wider professional network, schools including headteachers and chairs of governors, with unions, parent representatives, partner agencies and with the staff and parents of the school subject to the proposals.
15. Following the informal consultation period it is proposed to publish a Statutory Notice for a four week period. The publication of Notices is when the local authority formally states that it intends to implement the proposed changes. This will be the final opportunity for consultees to make their views known before a final decision is taken. Following the consultation periods officers will summarise the feedback and will report to the Cabinet Member for All-age Learning. A decision is due in November 2019.

**Have your say**

Surrey County Council and Bell Farm Primary School would like to know what people in the area feel about the proposal. The consultation will open on Monday 10<sup>th</sup> June.

You can respond by:

- a) Accessing the consultation online on the 'Surrey Says' website: [www.surreysays.co.uk](http://www.surreysays.co.uk) and searching for the school's consultation (school name or post code), or by scrolling through the list of open consultations.

b) Completing the consultation response form that is available alongside this document. You can email the form or print it, complete it and send it back to the address below.

Bell Farm COIN SC  
School Place Planning  
Room 326  
County Hall  
Penrhyn Road  
Kingston upon Thames  
KT1 2DJ

Email: [schoolorg@surreycc.gov.uk](mailto:schoolorg@surreycc.gov.uk) with the subject: FAO Bell Farm COIN SC

All responses must be received by noon on Friday 19<sup>th</sup> July 2019

## What happens next?

We will hold a public meeting for parents and any other interested parties to discuss the proposals and to hear the views that people have. As a public meeting, anyone who wishes to may attend. This meeting will be on **Friday 21<sup>st</sup> June at 9:45am** at Bell Farm Primary School. Everyone is welcome to attend the meeting and there is no need to pre-register your attendance.

Please come and share your views. You do not have to have a child at the school to come to the meeting.

At the end of the consultation period, we will review all of the responses received and share these with the school and publish them on the Surrey Says website.

Subject to the outcome of the consultation we intend to publish a Statutory Notice at the school, in a local newspaper and on the Surrey Says website stating our intention to open a new specialist centre. There will be a four week statutory consultation period for further representations to be received by the council.

All representations will be reviewed before a final decision is taken by the Cabinet Member for All-age Learning Decisions in November 2019.