

# School Organisation Consultation

**Proposed expansion of St Peter and  
St Paul Church of England Infant School**

**May 2021**



## **Introduction**

This paper outlines a joint proposal between Surrey County Council, the Governing Body of St Peter and St Paul Church of England (CE) School and the Diocese of Southwark Board of Education to expand St Peter and St Paul Church of England (CE) School from a one form entry infant school to a one form entry primary school. The statutory process and timescales for the expansion are detailed below. This paper also seeks a view on a proposal to remove the Year 3 published admission number (PAN) at St John's Church of England (CE) Primary School to align with the proposed expansion.

## **Background**

1. St Peter and St Paul CE Infant School is a voluntary aided school and part of the Diocese of Southwark. The school is situated in Caterham, in a village called Chaldon, within the borough of Tandridge.
2. At present, St Peter and St Paul CE Infant School is a one-form entry infant school for pupils aged 4 -7 years, with a published admission number (PAN) of 30 places and permanent accommodation for up to 90 pupils.
3. The school is rated as Outstanding by Ofsted in the last full inspection in 2010 and again in a Statutory Inspection of Anglican and Methodist Schools (SIAMS) in 2015.
4. St John's CE Primary School is a voluntary aided school and part of the Diocese of Southwark. The school is situated in Caterham, within the borough of Tandridge.
5. St John's CE Primary School is a two-form entry primary school for pupils aged 4-11 years with a published admission number (PAN) of 60 places from Reception to Year 2. St John's Primary also has a published admission number (PAN) of 30 places at Year 3 (Key Stage 2), offering 90 places from Year 3 to Year 6.
6. The school is rated as Good by Ofsted in the last full inspection in 2013 and again in a short inspection in July 2017.
7. Children currently leave St Peter and St Paul CE Infant School at the end of Year 2 and parents make separate admission applications for Year 3 places either at St Johns Primary CE School or at one of the other primary schools in Caterham or elsewhere, which may be offered subject to vacant places being available.

## **The Proposal**

8. Surrey County Council, in partnership with the Governing Body of St Peter and St Paul CE Infant School and the Southwark Diocesan Board of Education, are proposing to make a significant change by expanding St Peter and St Paul CE Infant School from a one form of entry (1FE) infant school to a one form of entry (1FE) primary school. This would allow for a roll of 210 pupils. As part of a linked proposal, The Governing Body

of St Peter and St Paul CE Infant School, in partnership with Surrey County Council and the Southwark Diocesan Board of Education, are proposing to make a change to the age range of the school from an infant school for pupils aged 4-7 years (Reception to National Curriculum Year 2) to become a primary school for pupils aged 4-11 years (Reception – National Curriculum Year 6).

9. Surrey County Council, in partnership with the Governing Body of St John's CE Primary School and the Southwark Diocesan Board of Education, is seeking a view on a change to the admission arrangements at St John's CE Primary School which would subsequently be part of a separate proposal by the school's Governing Body and remove the Year 3 PAN of 30 places from September 2023. This would allow for a re-organisation of primary places across the two schools. Any change to admission arrangements at St John's CE Primary School for September 2022 would need to be considered as an in-year variation through the Office of the School Adjudicator.
10. Further building work will be required to the site at St Peter and St Paul CE Infant School to provide appropriate accommodation for the additional pupils and it is proposed that the change would come into effect from September 2022.
11. The proposal to remove the Year 3 PAN at St Johns CE Primary School would provide some additional classroom space and creates headroom for placing additional pupils should the demand for Reception places increase.

## Rationale

12. This proposal provides Surrey County Council with the opportunity to re-organise primary places in an area of Caterham by providing an all-through primary school which will benefit the local community and provide opportunities for siblings in a family to attend the same school. It would also ease the transition made by children when transferring from Key Stage 1 to Key Stage 2, as pupils could remain at St Peter and St Paul CE Infant School instead of transferring to St Johns CE Primary School or another school for their junior education.
13. In recent years, St Peter and St Paul CE Infant School has seen numbers on roll fall. In the academic year 2018/19 occupancy was at 76%, and whilst occupancy improved slightly in 2019/20 to 84% this figure needs to be over 90% for the school to remain financially sustainable. Although St Peter and St Paul CE Infant School annually admits 30 pupils into Reception, the school loses pupils throughout Year 2 as parents make different decisions to secure all-through and Junior provision. St Peter and St Paul CE Infant School does not feed into a natural partner junior school. St John's CE Primary School in Caterham is a notional partner.
14. Both schools are under financial pressure due to their school roll being below overall capacity, mainly due to the organisation of places. This is shown in **Table A** below. On average, 17 pupils transition each year from St Peter and St Paul CE Infant School to St John's CE Primary School. However, this number has been as low as 13. This fluctuation makes the long-term viability of the Year 3 entry point at St John's unsustainable, placing a considerable financial burden on the school.

**Table A**

School names	PAN R	Year R	Year 1	Year 2	PAN 3	Year 3	Year 4	Year 5	Year 6	Total NOR	Capacity
St. Peter & St. Paul C of E Infant School	30	53	25	24						102	Temporary capacity due to bulge class 120
St John's C of E Primary School	60	59	57	52	30	69	77	78	68	450	540

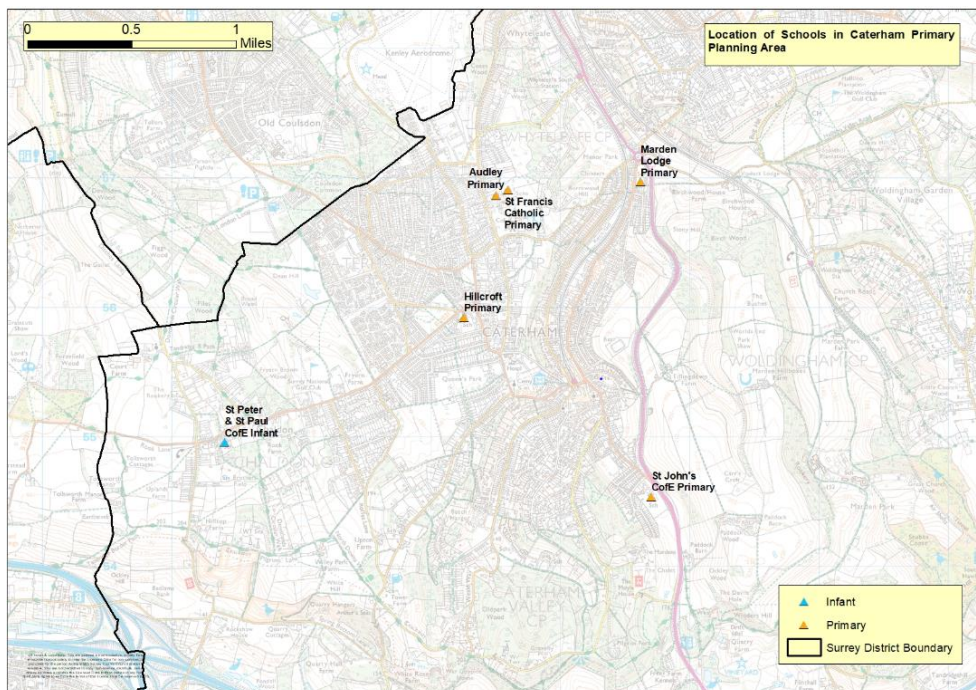
15. The proposed expansion allows St Peter and St Paul CE Infant School to offer junior places and in turn supports St John's CE Primary School to remove their Year 3 intake. This would improve the sustainability of both schools without negatively impacting pupil numbers at other primary schools across Caterham and North Tandridge.
16. The Department of Education (DfE) expects all decision-makers to adopt a presumption against the closure of rural schools. An expansion of St Peter and St Paul CE Infant School would help to secure its future and allow more options for collaborative working with St John's CE Primary either informally or more formally in line with the DfE research 'Running rural schools efficiently.'
13. The proposal would allow workshops for parents/carers, which could be hosted at both schools, to compliment the outreach offer from The Tandridge Family Centre. Prior to the Covid pandemic, St Peter and St Paul regularly offered space on site to outside agencies which enabled them to facilitate sessions with SENCO's in Tandridge and offer training spaces for professionals employed by Surrey County Council e.g. Specialist Teachers for Inclusive Practice, Speech and Language outreach and the Education Psychology service. This is something that they are committed to continuing.
14. Surrey County Council wishes to support, wherever possible, the availability of local schools for local children. Securing an all-through-primary school place has become a more popular option for parents and the expansion of St Peter's and St Paul's CE from a 1FE infant school to a 1FE primary school allows the school to adapt to meet the changing needs of their local community.
15. This proposal provides the opportunity for pupils to remain at St Peter and St Pauls CE Infant School for their junior education and for siblings to attend the same school.

Parents/carers from St Peter and St Paul's in Chaldon currently travel by car the 3 miles between the schools to drop and collect siblings. This adds to congestion on the main roads in Caterham and means that families cannot make more environmentally friendly choices e.g. walking or cycling to St Peter and St Paul's or to St John's. This proposal may also reduce some of the congestion and parking issues on Rook Lane in Chaldon and along Markfield Road in Caterham.

- 16. Without intervention St Peter and St Paul CE Infant School may become unsustainable, creating an uncertain future. This would have a significant impact on the Chaldon and Caterham communities and would go against the DfE presumption against the closure of rural schools.
- 17. The Southwark Diocesan Board of Education are working closely with Surrey County Council to ensure the future sustainability of both schools and to ensure that sufficient church school places are available locally. This will ensure that parents continue to have a range of school choices.

## Pupil Placement

- 18. For the purposes of education place planning, Surrey County Council produced pupil projections based on planning areas. Planning areas do not have geographical boundaries but are groups of schools which reflect the local geography, reasonable travel distances and existing pupil movement patterns.
- 19. Both St Peter and St Paul CE Infant School and St John's CE Primary School are located to the south of the Caterham primary place planning area as shown in **Table B** below.



**Table B**

20. **Table C** shows the primary projections for the Caterham primary place planning area. Housing permissions and trajectories received from Boroughs and Districts are combined with birth data and pupil movement trends to create projections over a ten-year period. Current forecasts indicate an ongoing demand for primary places with a small deficit of places across the area.

**Table C**

Caterham						
School year	Year R PAN	Year R Forecast	Surplus / Deficit	Year 3 PAN	Year 3 Forecast	Surplus / Deficit
2021-22	270	283	-13	270	241	29
2022-23	270	278	-8	270	264	6
2023-24	270	279	-9	270	293	-23
2024-25	270	282	-12	270	284	-14
2025-26	270	283	-13	270	279	-9
2026-27	270	280	-10	270	278	-8
2027-28	270	281	-11	270	279	-9
2028-29	270	282	-12	270	278	-8
2029-30	270	283	-13	270	275	-5

21. To meet this demand and to enable children to be placed locally, Surrey County Council placed an additional reception class at St Peter and St Paul CE Infant School in September 2020. Pupils have been accommodated through the short-term restructuring of existing space. This class is expected to continue to have a capacity of 60 moving through the school.

22. With the proposed expansion the school would start to provide Key Stage 2 (Year 3) places from September 2022. The Year 2 class for 2021/22 would transfer into the newly established Year 3 class in September 2022/23. The additional class from the September 2020 Reception intake would move from Year 2 to Year 3 in 2023 and the new accommodation would allow adequate space as these pupils move through the junior phase. St Peter and St Paul CE Infant School would be operating as a full 1FE all through primary school from September 2027/28 onwards, as shown in **Table D** below.

St. Peter & St. Paul C of E Infant School	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Capacity
2021/22	30	60	30					120
2022/23	30	30	60	30				150
2023/24	30	30	30	60	30			180
2024/25	30	30	30	30	60	30		210
2025/26	30	30	30	30	30	60	30	240

2026/27	30	30	30	30	30	30	60	240
2027/28	30	30	30	30	30	30	30	210

**Table D**

## School Building Requirements

23. Subject to the outcome of this consultation, further work will be required to the existing site to make it suitable for the additional 120 permanent pupils. It is anticipated that this would involve adaptations to the interior of the buildings and a new classroom block at the rear of the school to increase classroom and resource space. Any further works would be subject to the requirements for planning permission and building control. A robust travel plan including increased wraparound care provision, staggered drop off and collection times, a dedicated pupil drop off zone and cycle parking will also be developed to mitigate traffic.

## Consultations, approvals and overall timescales

24. Where possible, Surrey County Council's strategy is to expand high quality provision that meets parental demand, whilst also ensuring that there is also a diverse pattern of provision to provide families with some element of choice. This proposal re-organises places between St Peter and St Paul CE Infant School and St Johns CE Primary and supports both schools in their future sustainability.

25. 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.

26. The first stage of consultation will be informal and will open on Monday 17<sup>th</sup> May 2021. During this period Surrey County Council will share its proposals with schools including head teachers and chairs of governors, with unions, parent representatives, partner agencies, local residents, other Local Authorities (within 3 miles) and with the staff and parents of St Peter and St Paul CE Infant School. (Further details of stakeholders can be found on a separate document).

27. 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 the changes that it proposes to make. This will be the final opportunity for consultees to make their views known before a final decision is taken.

28. Following the consultation periods, officers will summarise the feedback and will report to the Cabinet Member for All-Age Learning.

29. A decision is proposed for **October 2021**.



## Have your say

Surrey County Council and St Peter and St Paul Church of England School would like to know what people think about the proposal. The consultation opens on Monday 17<sup>th</sup> May 2021. Surrey County Council would also like to seek your view on a proposal to remove the Year 3 intake at St Johns CE Primary School.

You can respond by:

- a) Using the online survey. You can access the consultation online on the '[Surrey Says](#)' [website](#) by searching for "St Peter and St Paul Church of England School" or by scrolling through the list of open consultations.
- b) Completing the consultation response form that is available alongside this document and emailing it to [schoolorg@surreycc.gov.uk](mailto:schoolorg@surreycc.gov.uk) with the subject "FAO St Peter and St Paul Church of England School Expansion"
- c) Printing and completing the consultation response form that is available alongside this document and sending it back to the address below:

Education Place Planning Team  
35 Quadrant Court  
Guildford Road  
Woking GU22 7QQ

All responses must be received by **Monday 5<sup>th</sup> July 2021**.

## What happens next?

We will hold an online 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, please email: [schoolorg@surreycc.gov.uk](mailto:schoolorg@surreycc.gov.uk) to register your interest and you will be sent a link to the online event. The online event will be held on **Tuesday 25<sup>th</sup> May 2021 at 9.30am**, there will be a short presentation followed by questions and answers.

Please come and share your views. Everyone is welcome to attend this meeting. You do not have to have a child at the school to come to the meeting. **Please note the deadline to register your interest to attend the meeting is 5pm on Monday 24th May 2021.**

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

Subject to the views expressed, if the proposal is to proceed, the next stage would be for Surrey County Council to publish a Statutory Notice. This will be in a local newspaper, available at the school and on the Surrey Says website stating our intention to expand. 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 proposed for **October 2021**. The outcome of the consultation process and the decision taken will be published on the Council website.

**Consultation Response Form**  
**Proposal to expand St Peter and St Paul CE Infant School**

Please give us your views. Please tick the box that best shows what you think of the following questions and also give us any comments you have. You can write on the other side of this sheet if you want more space to write comments.

1. Do you agree with the proposal to expand St Peter and St Paul CE Infant School from September 2022?

Agree

Don't know

Disagree

Comments:

Please tick the boxes that apply to you.

A parent/carer of a child at the school

A parent/carer of a child in an Early Years setting

A parent/carer of a child who may in future attend the school

A parent/carer of a child at another school

Someone who works at the school

A Governor of the school

Some other link to the school

Someone else with an interest – please give details

It would also be helpful if you could give your postcode

Please return to:

Education Place Planning Team

35 Quadrant Court

Guildford Road

Woking GU22 7QQ

email: [schoolorg@surreycc.gov.uk](mailto:schoolorg@surreycc.gov.uk)



**Consultation Response Form**  
**Your view on the removal of the Year 3 intake at St John's CE Primary School**

Please give us your views. Please tick the box that best shows what you think of the following questions and also give us any comments you have. You can write on the other side of this sheet if you want more space to write comments.

1. Do you agree with a proposal to remove the Year 3 intake at St John's CE Primary School from September 2023?

Agree

Don't know

Disagree

Comments:

Please tick the boxes that apply to you.

A parent/carer of a child at the school

A parent/carer of a child in an Early Years setting

A parent/carer of a child who may in future attend the school

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