

School Organisation Consultation

Proposed change of age range and
extension of premises at
St Paul's CofE Infant School, Tongham

**September
2023**



SURREY
COUNTY COUNCIL

School Organisation Informal Consultation

Introduction

This paper outlines two proposals by Surrey County Council, in cooperation with the Governing Body of St Paul's CofE Infant School, Tongham, to change the age range of St Paul's CofE Infant School from a one-form entry infant school to a one-form entry primary school with nursery provision. An extension to the premises will be required to accommodate the additional children in Key Stage 2. The statutory process and timescales for the expansion are detailed below.

Background

1. St Paul's CofE Infant School is a voluntary controlled school. The school is situated in Tongham, near Ash, within the borough of Guildford.
2. At present, St Paul's CofE Infant School is a one-form entry infant school for pupils aged 5-7 years old, with a published admission number (PAN) of 30 and provides permanent accommodation for up to 90 pupils. The school is rated as "Good" by Ofsted in its last full inspection in May 2018.
3. Children currently leave St Paul's CofE Infant School at the end of Year 2 and parents make separate admission applications for Year 3 places. The admissions criteria for Waverley Abbey and Walsh CofE Junior Schools both currently list St Paul's as a feeder school.
4. Pupils leaving St Paul's CofE Infant School are also able to seek Year 3 places at other junior schools or primary schools without a separate Year 3 intake, which can be offered subject to vacant places being available.
5. St Paul's CofE Infant School currently subsidise a minibus to transport former pupils to and from Waverley Abbey CofE Junior School, due to it being 4.5 miles from the infant school site. This service is currently available for 4 years, the duration of the pupil's time at Waverley Abbey CofE Junior School.
6. There has previously been a private nursery provision on site, which ceased at the end of August 2023.

The Proposals

7. It is proposed that St Paul's CofE Infant School's age range is extended to accommodate pupils aged 5 to 11 years old, becoming a one-form entry primary school from **September 2025**. This would allow for a roll of 210 pupils across the school in Reception year through to Year 6.
8. It is also proposed that the school lowers their age range to accommodate a nursery on site (ages 2 to 4) from **15 April 2024 (start of the summer term)**. The school are proposing to offer 60 places with a view to potentially expand to 68 over time, dependent on the needs of the community. This would be a maintained nursery managed by the school, under the same Ofsted registration as the school.

9. Should both proposals be agreed, St Paul's CofE Infant School will be able to accommodate pupils from ages 2 to 11 years old from **September 2025**, with the Key Stage 2 places growing incrementally each year, from years 3 to year 6.
10. Further building work will be required on the site of the school to provide appropriate accommodation for the additional Key Stage 2 pupils. There is already a building for the nursery with separate outdoor space from the previous private nursery provision.
11. If the proposal to expand St Paul's CofE Infant School to a primary school of 210 places is successful for September 2025, the admissions authorities of Waverley Abbey Junior School and Walsh CofE Junior School may opt to submit an in year variation request to the Office of the Schools Adjudicator to vary the admission arrangements for 2025, to remove St Paul's as a named feeder school. For Walsh CofE Junior School, currently the in year variation request would be submitted by Surrey County Council. As an academy, the decision would fall to the Good Shepherd Trust to submit the in year variation request for Waverley Abbey Junior School.

Rationale

One-form entry primary school

12. This proposal provides Surrey County Council with the opportunity to re-organise primary places in the area of Ash and Tongham 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 will have the opportunity to remain at St Paul's CofE School instead of transferring to another school for their junior education.
13. Typically, pupils leaving St Paul's CofE Infant School have attended Waverley Abbey or Walsh CofE Junior Schools.
14. Waverley Abbey is over four miles away from St Paul's and therefore some distance from the homes of St Paul's pupils, who tend to live near the infant school. The school currently subsidise minibuses to help local families travel to Waverley Abbey Junior so that parents can have one drop off. Waverley Abbey also has four other feeder schools which rank above pupils on roll at St Paul's CofE Infant.
15. Walsh CofE Junior School's main feeder school is Walsh Memorial Infant School which has 60 places. Walsh Junior only has a PAN of 64 places resulting in only 4 potential places for pupils on roll at other schools, including St Paul's.
16. The proposed change of age range would allow St Paul's CofE Infant School to offer junior places. The increase in junior places in the Ash and Tongham planning area would equalise the total number of Reception places available; 240 Reception places and 248 Year 3 places. This would improve the sustainability of the school and allow pupils to attend schools nearer to where they live.

17. St Paul's 1st preferences have increased over the last 3 years, as illustrated In **Table 1**.

Table 1 - First Preferences at St Paul's CofE Infant School

St Paul's CofE Infant School	
Academic year	No. 1st preferences
2023/24	40
2022/23	27
2021/22	19

18. **Table 2** shows the number of first preferences for Waverley Abbey and Walsh CofE Junior Schools has received for September 2023 entry and the previous two intake years. The table also illustrates how many of the children allocated a place at these schools attend St Paul's CofE Infant School.

Table 2 First Preferences at Waverley Abbey Junior and Walsh C of Junior

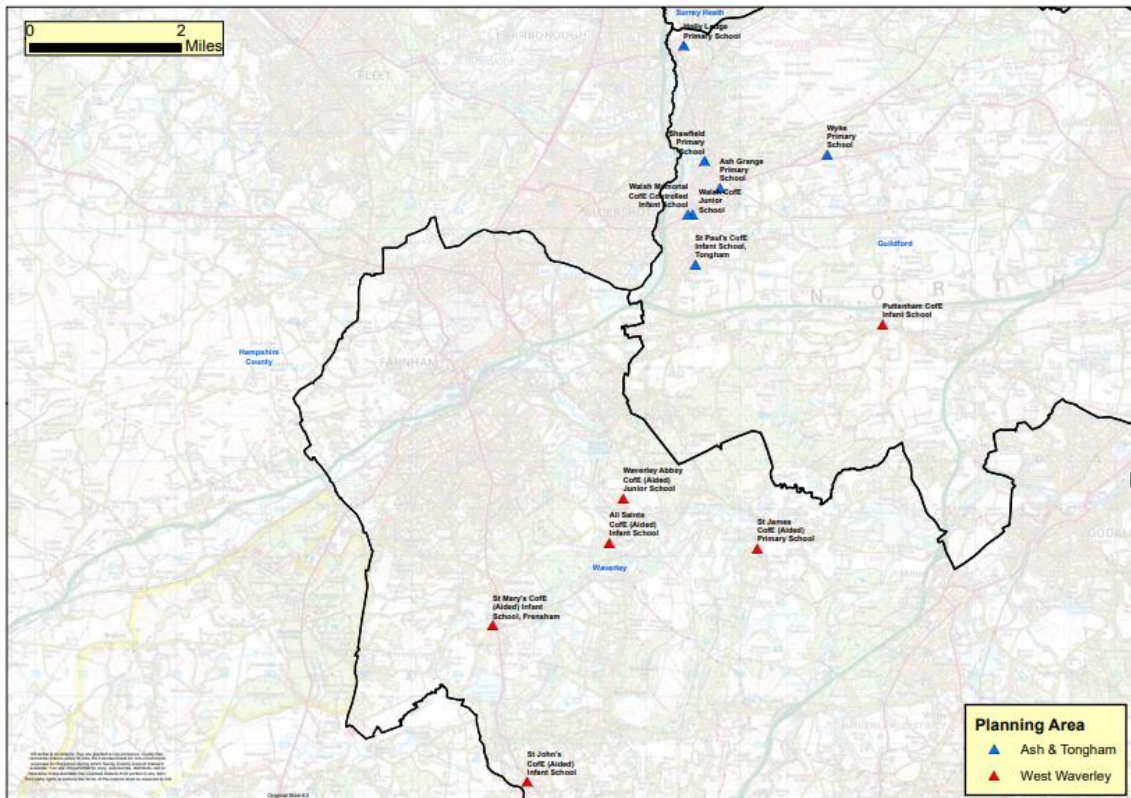
Academic Year	Waverley Abbey Junior School preferences received	Walsh CofE Junior School preferences received	Number allocated Waverley Abbey Junior School	Number allocated Walsh CofE Junior School
2021/22	118	44	17	7
2022/23	114	48	18	9
2023/24	113	47	14	4

Pupil Placement

19. For the purposes of education place planning, Surrey County Council produce 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.

20. St Paul's CofE Infant in Tongham is situated in the Ash and Tongham planning area.

Map to show local schools by planning area



21. **Table 3** outlines the primary projections for the Ash and Tongham 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.

Table 3 – Forecasts for Ash and Tongham Planning Area

Ash and Tongham						
School year	Year R places	Year R Forecast	Surplus / Deficit	Year 3 places	Year 3 Forecast	Surplus / Deficit
2023-24	240	253	-13	218	228	-10
2024-25	240	246	-6	218	219	-1
2025-26	240	237	3	218	231	-13
2026-27	240	233	7	218	230	-12
2027-28	240	235	5	218	219	-1
2028-29	240	237	3	218	210	8
2029-30	240	238	2	218	206	12
2030-31	240	239	1	218	207	11
2031-32	240	239	1	218	209	9

22. The forecasts for Ash and Tongham do not demonstrate a need for additional Key Stage 2 places because the current trend is for pupils of St Paul's CofE Infant to be educated out of the planning area for Year 3, as there are no current places available.
23. **Table 4** outlines the residential primary projections for the Ash and Tongham wards including Ash South and Tongham, Ash Vale and Ash Wharf. As well as housing, birth and migration data, these forecasts show the number of pupils residing within the wards. The forecasts indicate a deficit of places compared to current PANs of up to over two forms of entry.

Table 4 – Residential Forecasts for Primary Aged Pupils

School Year	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
2023-24 (F)	258	255	251	257	237	244	210
2024-25 (F)	245	263	263	266	264	242	250
2025-26 (F)	237	247	269	274	270	267	246
2026-27 (F)	232	235	250	277	275	270	268
2027-28 (F)	235	232	238	258	278	276	272
2028-29 (F)	239	235	235	246	259	279	277
2029-30 (F)	240	238	238	243	248	260	280
2030-31 (F)	241	239	241	246	245	249	261
2031-32 (F)	241	240	242	249	248	245	250

24. Should the proposal to expand the age range and premises of St Paul's CofE Infant School, Tongham be agreed, the deficits shown in **Table 4** will change with the increase of the junior intake in the Ash and Tongham planning area.
25. Should the proposal be agreed for St Paul's to expand to a primary school in September 2025, in year variation requests may be submitted to the Office of the Schools Adjudicator to vary the admission arrangements for Waverley Abbey and Walsh CofE junior schools for 2025, to remove St Paul's as a feeder school. This would provide a better match of infant and junior places across the planning area, leading to improved strategic place planning.
26. The proposal will enable St Paul's to start providing Key Stage 2 places from September 2025. The Year 2 class for 2024/25 would transfer into the newly established Year 3 class in September 2025/26, and Key Stage 2 will increase incrementally each year as each new Reception cohort is admitted. The new accommodation provided would allow adequate space for these pupils to move through the junior phase. St Paul's would be operating as a full 1FE primary school from September 2028/29 onwards, as shown in **Table 5**.

Table 5 - Phasing of Year Groups Following Proposed Expansion

St Paul's CofE Infant School	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
2025/26	30	30	30	30				120
2026/27	30	30	30	30	30			150
2027/28	30	30	30	30	30	30		180
2028/29	30	30	30	30	30	30	30	210

Implementing the proposals at St Paul's CofE Infant School will:

- Allow pupils to transition through the school from Reception year, without the need to apply elsewhere giving them and their families the reassurance of a continuity of educational provision.
- Seek to enhance pupils' experiences, enabling higher standards of education to be provided.
- Enable the school to deliver the curriculum in a continuous and coherent way, putting them in a stronger position to plan for both continuity and progression in learning.
- Provides the opportunity to build partnerships with pupils, parents, and families over a longer period of time.
- Enable siblings to remain together during their primary education, rather than parents having to travel to two different schools or nursery settings.
- Create a sustainable school to serve the local community.
- Enable the school to provide a joined-up approach for all children from 2 to 11 years old.
- Allow systems and processes will be streamlined, enabling the school to deploy resources across the nursery and school.

Nursery provision

27. By lowering the school age, the children attending the nursery are pupils of the school, which supports more efficient governance and operational functions. This continues to support the government's policy on providing 15 and 30 hours Funded Early Education for 2-, 3- and 4-year-olds in schools.
28. Currently there is one other school-based provision in this area. Locally, the most popular models of early years education include full day care and extended day pre-school provision. All providers report healthy occupancy and have limited spaces or are operating waiting lists, suggesting that there may be a continued demand for early years places.
29. The available data on 2-year-old funding, which supports our most vulnerable children, suggests that there are many families in the surrounding wards who are entitled to the funding but are not taking up a place. This may indicate demand for additional 2-year-old places in Tongham and surrounding areas.
30. The school intends to offer school-based provision on a term time only basis, and this will be led by a qualified teacher. Therefore, offering a different model to most providers

in the local area. The school propose that their funded early education offer for 2-, 3- and 4-year-olds, will complement the offer they have for children in Reception and provide a joined-up approach to early years education in the school.

Will the proposal to lower the age range have any impact on the school's admission arrangements?

31. There are no planned changes to the Published Admission Number (PAN) of 30 at the school. Should the school extend their age range to become a primary school, it will remain at one-form of entry.
32. It is proposed that the nursery would initially offer a maximum of 60 places for 2-, 3- and 4-year-olds (although this may change depending on the needs of the community and the number of families entitled to 30 funded hours).
33. Applications for the nursery will be made directly to the school with places to be allocated in line with a timescale and process to be agreed. The nursery admissions policy will mirror that of the school.
34. It should be noted that there is no automatic right for children attending the nursery to gain a Reception place at the school. The admissions criteria for community and voluntary controlled schools, along with other individual schools admissions criteria, in Surrey are published each year in the [schools admissions booklets](#). Parents of children applying for a Reception place would need to apply in the normal way for admission to the school whether their child attends the nursery provision or not.

Finance and Resourcing

35. There is no change to the Early Years pupil funding rates for the nursery as set by the Department for Education. However, it is proposed that from April 2024 the pupils at the nursery will be registered on the school pupil census and the DfE funding will be allocated to the school by Surrey County Council.

School Building Requirements

36. A programme of building works at the school will improve the general fabric of the school buildings and enhance the learning experience for pupils, parents, and staff. Subject to the outcome of this consultation, further work will be required to the existing site to make it suitable for the additional 120 pupils. This would involve the creation of four new classrooms, a new school hall and ancillary space. Any works would be subject to the requirements for planning permission and building control. This will include a separate public consultation on the building proposals.
37. The school has sufficient playing field space to meet the curriculum for Key Stage 2 pupils.

38. No external building works would be required to accommodate the proposed nursery. Internal redecoration, refurbishment, and resourcing the environment would be completed prior to opening.

Consultations, approvals, and overall timescales

39. 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 seeks to reorganise places at St Paul's CofE Infant School supporting the school in their future sustainability.

40. The proposed changes require a period of consultation, the publication of Statutory Notices and the agreement of Surrey County Council's Cabinet Member for Education and Learning if the proposal is to proceed.

41. The first stage of consultation will be informal and will commence in September 2023. 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; residents; and with the staff and parents of St Paul's CofE Infant School.

42. A pre-planning meeting to support the feasibility of the project will be held in parallel with the first stage of consultation.

43. 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.

44. Following the consultation periods, officers will summarise the feedback and will report to the Cabinet Member for Education & Learning.

45. A decision is proposed for Spring 2024.

Have Your Say

Surrey County Council and St Paul's CofE Infant School would like to know what the community think about the proposal. The consultation opens on 18th September 2023, we are specifically looking for your views on the educational aspects of this proposal.

The consultation will be open until midday on 5th November 2023.

You can respond by:

- a) Using the online survey. You can access the consultation online on the 'Surrey Says' website by searching for "St Paul's CofE Infant 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 with the subject "FAO St Paul's Infant School - change of age range".
- 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 5th November 2023.

What happens next?

We are going to hold a public meeting at St Paul's CofE Infant School where you can express your views, obtain more information, and have your questions answered. The details of the meeting are as follows:

<p style="text-align: center;">St Paul's CofE Infant School</p> <p style="text-align: center;">On</p> <p style="text-align: center;">Wednesday 4th October at 6pm</p> <p style="text-align: center;">Please come and share your views</p>
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At the end of the consultation, Surrey County Council will consider the responses and decide whether to proceed with the proposal.

Where can I get more information?

You can find out more by contacting:

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

Email: schoolorg@surreycc.gov.uk

Web: www.surreysays.co.uk

Consultation Response Form

Proposal to change the age range of St Paul's CofE 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 change the age range at St Paul's CofE Infant School from September 2025 to become a one-form entry primary school?

Agree

Don't know

Disagree

2. Do you agree with the proposal to lower the age range at St Paul's CofE Infant School from April 2024, to provide nursery provision?

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, Quadrant Court, 35 Guildford Road, Woking, Surrey GU22 7QQ

Email: schoolorg@surreycc.gov.uk

Please tick if you have written comments on the other side

