



**Proposal to expand St Andrews Church of England Voluntary Controlled Lower School to provide new lower school places for children in the East of Biggleswade**



Notice is given in accordance with section 19(3) of the Education and Inspections Act 2006 that the Governing Body of St Andrews Church of England Voluntary Controlled Lower School, Brunts Lane, Biggleswade, Bedfordshire, SG18 0LY intends to make a prescribed alteration to the school from 1 September 2015.

The proposal is to expand St Andrews Church of England Voluntary Controlled Lower School from a 450 place lower school for pupils aged 4+ to 9 to a 750 place lower school for pupils aged 4+ to 9 through the creation of a new second campus on a new site within the housing development on land east of Biggleswade as identified in the master plan for the overall development and secured under Section 106 agreement. The second campus will provide an additional 2 forms of entry (300 places) at the new site in new buildings.

The current capacity of the school is approx 450. Following implementation the proposed capacity will be 450 for the current campus and 300 for the second campus. The current number of pupils registered at the school is 401.

The admission number for the current school is 90 for each year group and the proposed admission number will remain the same at the current Brunts Lane campus plus an additional 60 pupils for each year group at the new site.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from: The Information Manager, Central Bedfordshire Council, Room DC2, Watling House, High Street North, Dunstable, Beds, LU6 1LF . It can also be viewed on the Council's website at [www.centralbedfordshire.gov.uk/publicstatutorynotices](http://www.centralbedfordshire.gov.uk/publicstatutorynotices) and on the school's website at <http://www.standrewslowerschool.co.uk>

Within four weeks from the date of publication of these proposals, any person may object to or make comments on the proposal by sending them to the Deputy Chief Executive / Director of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds, SG17 5TQ.

Signed: Mr George Dilley

Chair of Governors, St Andrews Church of England Voluntary Controlled Lower School

Publication Date: 16 September 2013

**Explanatory notes:**

The proposal is in response to the growing number of lower school age pupils seeking school places in Biggleswade. Planning approval for the new development can be viewed on the Council's website at <http://www.centralbedfordshire.gov.uk/planning> – planning reference MB/05/01477.

Admissions to the school will be in accordance with the published criteria for 2014.

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

**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.

St Andrew's Church of England Voluntary Controlled Lower School  
Brunts Lane  
Biggleswade  
Beds  
SG18 0LY

**In respect of an LEA Proposal: School and local education authority details**

1. The name, address and category of the school.

**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.

01 September 2015

**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.

Within four weeks from the date of publication of these proposals (i.e. by 14 October 2013), any person may object to or make comments on the proposal by sending them to the Deputy Chief Executive / Director of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds, SG17 5TQ.

#### **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.

The proposal is to enlarge the school by providing an additional 300 lower school places in new buildings as a second campus to the main school on a site within the new development on land east of Biggleswade.

This will retain the school's existing site and capacity ensuring that the needs of the existing community will continue to be met on that site, but will also ensure that more local provision is made to meet the needs of the growing new community on land east of Biggleswade.

It is planned that the new permanent accommodation on the new site should be ready for occupation for the 2015/16 school year.

#### **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 450. Following implementation the proposed capacity will be 450 for the Brunts Lane school campus and 300 places at the new campus.

- (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;

Currently there are 90 pupils admitted to the school in each relevant age. Following

implementation, this will be 90 for the existing Brunts Lane site, plus a further 60 at the new campus.

- (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;

N/A

- (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.

N/A

(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 401.

### **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.

The proposal will be implemented by the governing body of St Andrews Church of England Voluntary Controlled Lower School with the support of Central Bedfordshire Council and the St Albans Diocese

### **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.

A second campus is to be built on a on a site within the new development on land east of Biggleswade; hence the school will occupy both the existing Brunts Lane site and the new site. Planning approval for the new development can be viewed

on the Council's website at –  
<http://www.centralbedfordshire.gov.uk/planning> - planning reference MB/05/01477

(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.

The new site will be provided by the Council, secured under a Section 106 planning agreement. The Council will retain the freehold of the playing field land but will transfer the balance of the site to the Trustees on a freehold basis as provided for under paragraph 4 of schedule 3 to the School Standards and Framework Act 1998.

**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;

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;

St Andrew's Church of England Voluntary Controlled Lower school will continue to occupy the existing school site at Brunts Lane but will also occupy the new accommodation which is to be built on a site within the new development on land east of Biggleswade.

- (b) the distance between the proposed and current site;

The two sites are 1783 metres apart (straight line distance).

- (c) the reason for the choice of proposed site;

New lower school places are required in Biggleswade as a result of significant housing development in the area including the land east of Biggleswade which will provide 2588 new homes.

This development includes a site for additional lower school provision to serve the community and has also provided capital contributions towards the cost of the new provision both secured under a S106 planning agreement.

The Council has been working with schools in the area to review places and plan for the impact of demographic changes across the area over the next five years and beyond. The pressure on existing provision and the need for more places across lower schools in Biggleswade is clear and the Council is now working with the Governing Body of St Andrews Church of England Voluntary Controlled Lower School to bring forward proposals to develop this additional site.

(d) the accessibility of the proposed site or sites;

The proposed site of the new campus is within the new housing development and therefore is ideally placed to accommodate the children from this development. The site is part of the neighbourhood centre which will include shops and other community facilities.

(e) the proposed arrangements for transport of pupils to the school on its new site; and

N/A as the additional site is within walking distance of the development.

(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.

A school travel plan will be developed alongside the planning for the new school campus which will be designed to encourage alternative forms of transport and discourage car use. Provision will be made on site for safe and secure cycle and scooter storage to encourage pupils to use these alternative forms of transport.

## Objectives

10. The objectives of the proposals.

In order to provide additional places in an area of growth, the Governing Body of St Andrews Church of England Voluntary Controlled Lower School is proposing to provide an extra 300 lower school places by building new accommodation on a site within the new housing development on land east of Biggleswade as an expansion of, and second campus to, the existing successful St Andrews Church of England Voluntary Controlled Lower School.

The expansion of an existing school, effectively through the creation of a second campus to the existing school site, mirrors federation arrangements elsewhere in Central Bedfordshire where schools are managed in a similar way and governed across two or more sites. This would also retain the school's existing site ensuring that the need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel, are fulfilled. This provides an excellent opportunity for the existing school to also grow its leadership and management capacity across the two sites.

This plan is for new permanent accommodation at the new site to be ready for the 2015/16 school year.

The admission arrangements for the new site for September 2015 will be in

accordance with the following criteria:

1. All 'looked after' children or children who were previously 'looked after'
2. Children living in the catchment area with siblings at the school
3. Children living in the catchment area
4. Other children with siblings at the school
5. Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made\*
6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Definitions:

"Looked after children" ~ The Children Act 1989 defines a child who is "looked after" as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

"Previously 'looked after' children"

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

"Catchment area"

A geographical area from which children are given priority for admission to the particular school. Please see [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions) for more information on school catchment areas.

"Sibling" ~ A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner, and in every case the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

"Children who live nearest to the school determined by straight line distance from the school site to the pupil's home address" ~ The distance the pupil lives from the school which is measured in straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school.

A pupil's home address will be regarded as the address of the parents/carer with parental responsibility with whom the child normally lives. This will not usually

include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Monday to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation, e.g. council tax bill, a recent utility bill (gas, electricity, water) a rental agreement, child benefit annual statement or family tax credit information.

\*A Christian Church is defined as one which is a member, or is eligible for membership, of Churches Together in England or the Evangelical Alliance. Applications in this category will need to ask their priest or minister to complete the relevant section of the local authority standard application form.

## 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.

a) The consultees were all parents/carers, staff and governors of the school, trade unions, Central Bedfordshire ward councillors, Biggleswade Town Council, local MPs, Children's Trust Board, neighbouring local authorities, head teachers and chairs of governors of all other schools within Central Bedfordshire, local pre schools/early years provision, key local voluntary groups, the local diocese representatives and the general public.

b) Notes of the two public consultation meetings, held on 19 June and 1 July are appended at Appendix A.

c) The initial phase of statutory consultation attracted support from parents, the local diocese and other local stakeholders, as summarised in Appendix B. The Governing Body of St Andrews CofE VC Lower School reiterated its support for the proposal and no issues arose in the initial phase which would change the proposal.

d) All of the applicable statutory requirements in relation to the proposals to consult were complied with.

e) A copy of the consultation document is appended to this document at Appendix C. This consultation document was supplied to all parents/carers, staff and governors of St Andrew's Church of England Voluntary Controlled Lower School. Copies were available to the public via the school, the school's website, developer's on-site sales office and Biggleswade Library. A link to the consultation document on the Council's website was circulated to all head teachers, chairs of governors and ward councillors throughout Central Bedfordshire, the local Members of Parliament, neighbouring Education Authorities, local pre schools, key local voluntary sector organisations, local diocese representatives, members of the

local Children's Trust Board and the 'Kings Reach Community' website. A press release regarding the consultation also appeared in the local press.

### **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 total capital cost of the project is currently estimated at between £4.5m and £5.0m and this will be funded in full by the Council. The land required for the new campus is currently in the process of being transferred to Central Bedfordshire Council.

**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).

On 27 March 2012 the Council's Executive recommended to Full Council the rolling Capital Programme for New School Places as set out in the Executive report, noting the required amendments to the Council's approved Capital Programme 2012/13 to 2015/16. (minute E/11/144)

On 19 April 2012 Central Bedfordshire's Full Council approved the rolling Capital Programme for New School Places as set out in the Executive report, noting the required amendments to the Council's approved Capital Programme 2012/13 to 2015/16. (minute C/12/9).

On 14 May 2013 the Council's Executive approved the commencement of informal consultation and the publication of statutory notices by the School's Governing Body for the proposal to expand St Andrews CofE VC Lower School, Biggleswade from its current capacity of 450 places to provide a total of 750 places across two sites with an implementation date of September 2015. (minute E/13/11).

### **Age range**

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

N/A

### **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

- (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

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

N/A

- (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

- (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

### **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

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

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;

N/A

(b) any additional specialist features will be provided;

N/A

(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

**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

- (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

- (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

- (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

**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

### **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.

The current extended services provided at the Brunts Lane site will remain unchanged. The school also proposes to work with the local community to develop relevant extra curricular and extended school activities at the new site in response to local need, and to identify where a wider range of extended services may be provided across both sites.

**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 Council has identified that new lower school places are required in Biggleswade as a result of significant housing development within the new development to the east of Biggleswade. This development includes a site for additional lower school provision to serve the community and has also provided capital contributions towards the cost of the new provision

The Council has been working with schools in the area to review places and plan for the impact of demographic changes across the area over the next five years and beyond. The pressure on existing provision and the need for more places across lower schools in Biggleswade is clear and the Governing Body of St Andrews CofE VC Lower School has responded by bringing forward proposals, in partnership with the Council and other local schools, to develop this additional site.

(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).

Whilst not strictly applicable, the Council has a policy to ensure that any additional provision is built upon an existing successful and popular school. In its last Ofsted inspection, St Andrew's CofE VC Lower School was identified as a 'good' school.

**Consultation on the proposed expansion of St Andrews CofE VC Lower School, Biggleswade**

Queries / comments raised at public meeting – held at St Andrews CofE VC Lower School on Wednesday 19 June 2013 at 7.00 pm



**Central Bedfordshire**

Meeting led by –

Rob Parsons – Head of School Organisation, Admissions & Capital Planning  
 Keith Armstead – Senior Education Officer (Planning)  
 Lydia Braisher – Admissions Manager  
 Sue Rolfe – Head teacher, St Andrews CofE VC Lower School

Note taker - Sue Barrow – Information Manager

Attendees = 18 including –

Mandy Reddick, Head teacher, Edward Peake CofE VC Middle School  
 and Gary Waghorn, Chair of Governors, Edward Peake CofE VC Middle School

Rob Parsons welcomed all to the meeting.

Rob Parsons and Keith Armstead gave a presentation regarding the proposal; which included the background of local housing growth, the legal process for commissioning new school places, the responsibility of the Council and the stages and length of the process involved.

<b>Query / comment</b>	<b>Answer / response</b>
How does the timeline for the planning application work against the report that goes back to the Council's Executive in December?	RP/KA -These are two parallel processes. Early engagement with potential contractors is well developed. The planners have advised that outline planning permission is not required so the project will go straight to the main planning application. Site surveys are needed and we need an affordable proposal for the December Executive meeting. The December decision will mean that we have permission to commence the project. Ideally we would want the planning application approved by December but this may be delayed. The project will take a maximum of 12 months to build, with a possible June 2014 start on site. Visits will be made with the Head teacher and the Governing Body to other schools to consider build examples.
Is the funding ring-fenced by	RP/KA - Yes. It is in the Council's capital budget.

the Council?	We have confirmation of the Central Government Grant, plus some Section 106 monies have been received and more are due to be collected.
Were other options considered?	RP/KA -Yes. The Council could have proposed a new academy, which would have been open to competition between a number of providers.
Why not a totally new school with a new provider?	RP/KA - We work closely with the Biggleswade Schools who collectively comprise Biggleswade Community Union of Schools. One of the Council's principles for new school places is to support effective partnerships and to expand popular and successful schools wherever possible.
Will Ofsted treat the two sites as separate schools?	RP/KA - No. It is one school, spread over two sites, with one Governing Body and one management team. This is not an unusual model; we have schools operating in federation like this or across split sites elsewhere in Central Beds.
How can you differentiate between the schools?	SR - The schools in Biggleswade work well together. All of the children eventually move through to Stratton. We all want to take ownership of the new site. Edward Peake and St Andrews are church schools and wanted to work together on this project and we have the capacity to do this well. Changes will have to be made but we have a good timescale within which to do this. There will be a new management structure and we will need to establish a balance so that both sites are one school but with their own identity.
It will be a big challenge for the school to be split between the two sites.	SR agreed, but said that it is do-able. RP/KA – alongside the capital investment the Council will also be investing revenue to enable the school to expand their teaching and management structures well ahead of the opening of the new site
What will happen if there are only a few children initially for the new site?	SR – we will have to make decisions about what viable age groups are established as the school grows but mixed year groups could be an option for instance or limiting the school initially to yrs R & 1. School funding is based upon the number of pupils arriving in school but the Council will be able to provide place based guarantees to give the school confidence in its finances.
Will there be any investment into the current school site?	RP/KA – the school's revenue budget will be for the whole school. SR – when considering the brand new buildings we also looked at the current site to see how we could refresh the buildings.
To what extent are you working with Edward Peake?	SR – the Governing Bodies are working closely together on this project but no further

	discussions have taken place re federation etc.
With Holmemead working with Southlands we need to ensure smooth transitions for St Andrews children to Holmemead	SR - The Biggleswade schools will continue to work well together to ensure this. We want parents to have a choice of lower and middle schools and to know that their children will be treated well at each transition.
What would happen if the school site was not ready in time?	RP/KA – we have a very comfortable time span within which to deliver the new site so do not anticipate any problems. We would know well in advance of any problems and would work with the wider group of schools to accommodate the children. We will not try to shoe-horn extra children onto the Brunts Lane site Within the Section 106 agreement it states that the developer must provide access and services to the site and our planners are working with the developer to ensure that the road is in before December.
Has the risk of disruption to the children already in school been addressed?	SR – yes - we will mitigate against the risk of disruption.
When is the consultation for Edward Peake to be launched?	RP/KA – not yet as the new accommodation is not due for delivery until 2016. A recommendation will go to the Council's Executive in December 2013.
Will Stratton expand?	RP/KA – we have asked the school to produce a business plan for new provision with effect from September 2014, but this timeline may slip as a result of refreshed forecasts of the required timing of additional accommodation.

. All attendees were encouraged to respond to the consultation.

**Consultation on the proposed expansion of St Andrews CofE VC Lower School, Biggleswade**

Queries / comments raised at public meeting – held at Edward Peake CofE VC Middle School on Monday 1 July 2013 at 7.00 pm



**Central  
Bedfordshire**

Meeting led by –

Rob Parsons – Head of School Organisation, Admissions & Capital Planning  
Keith Armstead – Senior Education Officer (Planning)  
Lydia Braisher – Admissions Manager  
Sue Rolfe – Head teacher, St Andrews CofE VC Lower School

Note taker - Sue Barrow – Information Manager

Attendees = 18 including –

Mandy Reddick, Head teacher Edward Peake CofE VC Middle School  
Rob Watson, Head teacher Stratton Upper School  
Steve Phillips, Head teacher Biggleswade Academy  
and 6 members of the St Andrews CofE Lower School Governing Body.

Rob Parsons welcomed all to the meeting.

Rob Parsons and Keith Armstead gave a presentation regarding the proposal; which included the background of local housing growth, the legal process for commissioning new school places, the responsibility of the Council and the stages and length of the process involved.

Sue Rolfe thanked everyone for attending, including the members of her Governing Body.

<b>Query / comment</b>	<b>Answer / response</b>
Is this a 'done deal'?	RP -no – the Council has other options for commissioning a provider for these new places but St Andrews is the Council's preferred option, subject to the business case that the school need to submit guaranteeing the quality of the new places being added to the system.
How will the proposed expansion impact upon the current school site, both now and in the future? Children will suffer if their teachers are needed elsewhere as the school expands.	SR - the Biggleswade Community Union of Schools (BCUS) work closely together and all members are in agreement that St Andrews is in the right place and should be the chosen school to expand to accommodate the additional children. We agreed that we did not want the new provision to be an 'add on' but to be part of BCUS. It was further agreed that St Andrews and Edward Peake should work together on the

	<p>proposal.</p> <p>There is the capacity within the school's leadership team and Governing Body to grow. The models of leadership and governance have yet to be decided but we know that we will need to expand the team ahead of the new site's opening.</p> <p>Because of economies of scale it will be to the school's advantage to grow. And while considering what will be needed on the new site, we are also taking the opportunity to consider what is needed on the current site. The new site will not be to the detriment of the current site. Our Ofsted was good, with 5 outstanding features, and we will not let this slip.</p> <p>KA – one of the key criteria for such proposals is that parents see an improvement to the original school. Revenue funding support is available on application to assist the school through the planning and implementation of new school places commissioned by the Council, once the proposal has been approved.</p>
<p>Will this be 1 school with 2 sites?</p>	<p>RP – yes. Each site will have its own identity and catchment area but there will be 1 Governing Body.</p> <p>This has happened elsewhere in Central Bedfordshire; Greenleas Lower School in Leighton Buzzard is following the same model for expansion. The model is well known nationally.</p> <p>KA – this proposal gives us a wider opportunity to look at the needs across the 2 sites and will enable the school to afford extra teaching expertise. The larger school will give greater opportunities for staff, that are not usually available within a smaller school, and this will help with recruitment and staff retention.</p>

All attendees were encouraged to respond to the consultation.

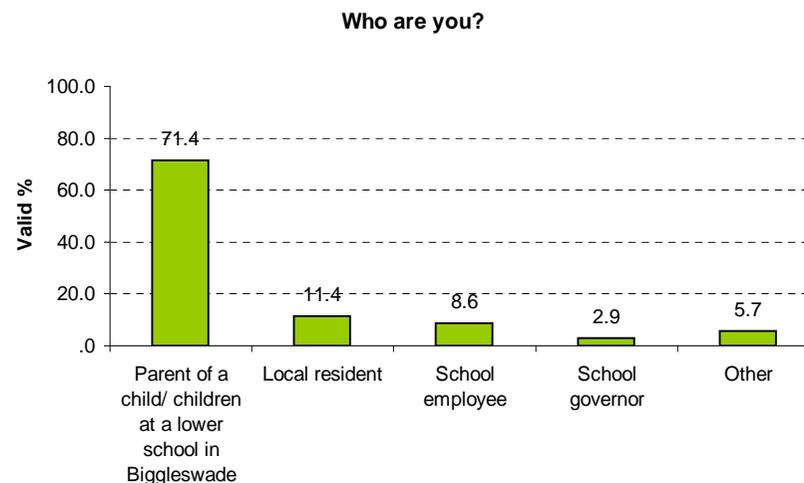
# St. Andrew's Lower School Expansion Proposals

## 35 responses

Highlighting indicates where the majority agree

Q1 Are you a:

	Frequency	Percent	Valid Percent
Parent of a child/ children at a lower school in Biggleswade	25	71.4	71.4
Local resident	4	11.4	11.4
School employee	3	8.6	8.6
School governor	1	2.9	2.9
Other	2	5.7	5.7
Total	35	100.0	100.0



Capacity in which people are responding to the consultation

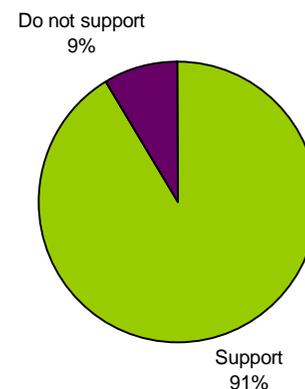
Q2 If you are a parent of a child or pupil currently at a lower school in Biggleswade, please tell us which school.

Which school?	Frequency
St Andrew's Lower School	25
Rainbow pre-school & in sept starting st Andrews	1
Total	26

Q3 Do you support the proposal to expand St Andrew's CofE VC Lower School in order to provide the additional lower school places required within the King's Reach area of Biggleswade?

	Frequency	Percent	Valid Percent
Support	32	91.4	91.4
Do not support	3	8.6	8.6
Total	35	100.0	100.0

Do you support the proposal to expand St. Andrew's Lower School?



**Q5 Are you**

	Frequency	Percent	Valid Percent
Female	27	77.1	77.1
Male	8	22.9	22.9
Total	35	100.0	100.0

**Q6 What is your age?**

	Frequency	Percent	Valid Percent
Under 16 yrs	0	0	0
16-19 yrs	1	2.9	2.9
20-29 yrs	2	5.7	5.7
30-44 yrs	26	74.3	74.3
45-59 yrs	6	17.1	17.1
60-64 yrs	0	.0	.0
65-74yrs	0	.0	.0
75yrs +	0	.0	.0
Total	35	100.0	100.0

**Q7 Do you consider yourself to be disabled?**

	Frequency	Percent	Valid Percent
No	34	97.1	97.1
Yes	1	2.9	2.9
Total	35	100.0	100.0

**Q8 To which of these groups do you consider you belong?**

	Frequency	Percent	Valid Percent
White British	34	97.1	97.1
Black or Black British	1	2.9	2.9
Total	35	100.0	100.0



# **Consultation on the proposed expansion of St Andrew's Church Of England Voluntary Controlled Lower School**

**to provide new school places for children  
in the East of Biggleswade.**

**Wednesday 12 June 2013 –**

**Wednesday 10 July 2013**

## 1. Introduction

Section 14 of the Education Act 1996 places a duty on Councils to secure sufficient and suitable school places for 5 – 16 year old children in its area. The Education and Inspections Act 2006 gives Councils a strategic role as commissioners, but not providers, of school places to promote parental choice, diversity, high standards, the fulfilment of every child's educational potential and fair access to educational opportunity.

## 2. Background

New lower school places are required as a result of both current and future significant housing on the King's Reach development, on land east of Biggleswade and other smaller local developments. Up to 2500 new dwellings are being provided within the Kings Reach development, which includes a site for additional lower school provision to serve the area and has also provided some capital contributions towards the cost of the new provision.

The Council has been working with schools and academies within the Biggleswade area that collectively comprise the Biggleswade Community Union of Schools (BCUS) to review places and plan for the impact of demographic changes across the area over the next five years and beyond. The pressure on existing provision and the need for more lower school places in this part of Biggleswade is clear and will also require additional middle and upper school places to be provided but which are the subject of separate consultation processes.

## 3. The proposal

It is proposed to provide the additional lower school places by **building on a new site within the King's Reach development** on land east of Biggleswade.

It is proposed that this new school provision will be **an expansion of St Andrew's CofE VC School** and has the full support of the Council and the St Alban's Diocese. The expansion of an existing school, effectively through the creation of a second campus to the existing school site, mirrors federation arrangements elsewhere in Central Bedfordshire where schools are managed in a similar way and governed across two or more sites. This would also retain the school's existing site ensuring that the need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel, are fulfilled. This provides an excellent opportunity for the existing school to also grow its leadership and management capacity across the two sites.

This plan is for new permanent accommodation within the King's Reach development to be ready for the 2015/16 school year. The admission arrangements for the new site will be finalised and published in time for the school admissions process for children who are due to start school in September 2015. The 'Your child's admission' booklet for September 2015 will be a guide for the parents of children born between 1 September 2010 and 31 August 2011 and will be published by the Council in September 2014.

As a voluntary controlled (VC) school, the final admissions arrangements will be determined by the Council, as the admission authority for the school. However the current proposal is that admission to the enlarged school will continue to be based on the current catchment model, whereby priority to each school site will be based according to a catchment area. The catchment area will remain unchanged for the existing St. Andrew's Lower School site and the new school site will serve the Kings Reach development and this will be defined as the catchment area.

## 4. Why are St Andrews's CofE VC Lower School and Central Bedfordshire Council consulting with you?

This proposal constitutes a significant expansion of St Andrew's CofE VC Lower School which requires both informal consultation and the publication of Statutory Proposals, in accordance with the Education and Inspections Act 2006. Informal consultation enables all

interested parties to express their views on the proposal and thereby influence the decisions and actions made regarding the additional provision of school places.

Starting below you will find a full list of Frequently Asked Questions (FAQs) which may help to address some immediate concerns that you may have.

## 5. The consultation process

You can **have your say via the online form** which is available on the Council's website at [www.centralbedfordshire.gov.uk/consultations](http://www.centralbedfordshire.gov.uk/consultations) or you can complete pages 7 and 8 of this document and return them to the FREEPOST address provided at the end of the form. Completed forms should be returned by **5.00pm Wednesday 10 July 2013**.

Separate meetings will be held with the staff, union representatives and governors of St Andrew's CofE VC Lower School.

To enable you to hear about the proposals there will be **two opportunities to attend a public meeting** which will be open to all interested parties and you are invited to attend which ever is the most convenient. The first meeting will be held at **St Andrew's CofE VC Lower School on Wednesday 19 June 2013 at 7.00 pm** and the second meeting will be held at **Edward Peake CofE VC Middle School on Monday 1 July 2013 at 7.00 pm**.

The timeline for the process will be –

Action	Timescale/Deadline
Four week consultation period begins	Wednesday 12 June 2013
Staff and Governors meeting	Monday 17 June 2013 17 <sup>th</sup> at 3.45 p.m.
1 <sup>st</sup> Public meeting	Wednesday 19 June 2013 at St Andrew's CofE VC Lower School, Brunts Lane, Biggleswade, SG18 0LY starting at 7.00 pm
2 <sup>nd</sup> Public meeting	Monday 1 July 2013 at Edward Peake CofE VC Middle School, Potton Road, Biggleswade, SG18 0EJ starting at 7.00 pm
End of consultation period	Wednesday 10 July 2013
If decision is made to proceed with the proposal, Statutory Notices will be published on	Monday 16 September 2013
4 week period for the submission of comments and/or objections in response to the Statutory Notices	From Monday 16 September until Monday 14 October 2013
End of Statutory Notice period	Monday 14 October 2013
Final decision regarding the proposal to be made by the Council's Executive Committee on	Tuesday 10 December 2013

**If a decision is made to permanently expand St Andrew's VC Lower School, formal implementation of the expansion will commence in September 2015 (i.e. for the 2015/16 academic year) with the provision of new permanent accommodation on the new site.**

## 6. Frequently asked questions (FAQ's)

**Q – What are you proposing to build at the new site on the King's Reach development and what facilities will be available?**

A – Although the proposal is to expand St Andrew's CofE VC Lower School, the new site will be a fully functioning and self sufficient lower school campus. Proposals are therefore

being developed which will provide for up to 300 pupils (aged 4+ - 9) to the recognised standards for this size and type of school. It is proposed that the main building will house 10 classrooms, a school hall, separate dining room, a kitchen, administrative offices and other spaces that will provide a library/ICT space, quiet/group spaces, practical areas and group rooms to aid local provision of local authority services.

Outside there will be the expected range of outdoor spaces including a playing field, formal and informal hard play areas and a range of soft play and habitat areas. A plan of the site has been shared with the school and will be available for the meetings. More detailed proposals will be developed with the school which will be subject to a separate planning application process in due course and there will be a separate opportunity to comment on them as part of that process.

**Q – When will the new school site open?**

A - Subject to obtaining all the necessary consents it is proposed that the new school site will be operational from September 2015.

**Q – Are there any interim proposals in advance of the new accommodation being ready?**

A - The Council will continue to work with the existing schools to ensure that, as far as possible, parental requests can be met ahead of the new accommodation being available, which may include the provision of extra temporary accommodation if required.

**Q – Does the school and the Council have the land and the funds to provide this new school site?**

A – Yes, the land has been transferred to the Council. The Council has currently earmarked funds for the school which is a combination of developer contributions secured under S106 agreements with the balance due from Central Government grant funding.

**Q - Will St Andrew’s VC Lower School be able to provide a full and varied curriculum on the new site?**

A – The curriculum of St Andrew’s CofE VC Lower School is well designed and matched to the needs, abilities, interests and aspirations of all children. Staff regularly review the curriculum currently and will plan the curriculum for the new school site to meet the requirements of the national curriculum and the needs of the community. The school also proposes to work with Edward Peake CofE VC Middle School and the local community to develop relevant extra curricular and extended school activities. Plus there may be added benefits in combining children from the two sites and Edward Peake CofE VC Middle School to enable them to take part in wider events such as sporting fixtures and musical activities.

**Q – How will admissions to the new school site be managed? Will there be an intake from across the age range?**

A – When the new site opens we anticipate that it would be able to be fully operational across Key Stage 1. However, it is anticipated that there would be smaller numbers in the older Key Stage 2 age groups allowing mostly for siblings of younger pupils plus providing some capacity for some other and potentially new local pupils. The Council and St Andrew’s CofE VC Lower School will work very closely together to plan for specific numbers and year groups in more detail as and when admission numbers and parental wishes are known.

**Q – What will the admission arrangements be for each school site?**

A- The admissions arrangements will remain as they are for the existing St. Andrew’s Lower School site and the catchment area for the school will remain unchanged. The admissions arrangements for the new site will mirror that of the existing site although the catchment area will be different as the new site will serve the Kings Reach development.

The admission number for the existing site will remain at 90 places per year group, while the new school site will have 60 places per year group. A map of the catchment area for the new site is on page 9.

**Q – What provision will be made for early years and ‘wrap around’ care?**

A – In terms of nursery /pre school provision, this is not currently part of the consultation and is not subject to the same legal process. Whilst this will be desirable, further work is needed to establish the requirements across the area; additional land is to be available adjacent to the lower school site for future nursery school provision.

The current consultation is specifically related to provision for statutory aged pupils. As set out previously, the provision of extended school activities will be the subject of further discussions between the school and community to establish the type of provision and/or activities which are to be sought or needed and can be provided within the available accommodation. St Andrew’s CofE VC Lower School is committed to working in close partnership with all organisations offering potential benefits to the wider school and village community just as it does on its current single site.

**Q – If I live on the King’s Reach development and have a child already at an existing lower school and a younger child due to start school in September 2015, will I be able to move my older child to join their sibling at the new site?**

A –The school will discuss with parents their wishes, but it may depend upon the overall organisation, funding and staffing available to meet particular requests.

**Q – Will this expansion impact upon the existing staff at the school and will staff for the new site be drawn from the school’s current staff list, or will new staff be employed, or will there be a mixture of both?**

A – The school will need to recruit new teaching and support staff to enable the larger school to operate effectively across both sites in the long term. Current St Andrew’s CofE VC Lower School staff may be redeployed but a number of new staff will also need to be recruited. The exact deployment and mix of new and existing staff across the sites will be a matter for the Governing Body and will be subject to the actual numbers of pupils on roll at each site and across the two sites as a whole.

**Q – My child currently attends St Andrew’s VC Lower School, how can I be assured that standards and provision will be maintained if resources are to be shared?**

A – St. Andrew’s CofE VC Lower School has the capacity within its Governing Body, Leadership Team and staff team to manage this change and growth well. The new provision will have its own resources and the school’s budget will be increased accordingly. The school will benefit from growth because the resulting economies of scale and greater bargaining power for the purchase of services will allow for more money to be targeted at development and improvement across the whole organisation. The Governing Body will ensure that high quality provision is maintained and further developed at both sites.

**Q – How will the children on the new site be made to feel part of the whole school?**

A – It is expected that there will need to be at least a Deputy Head Teacher / Head of School based at each site, with the Head Teacher operating across the two sites. Similarly, there would be expected to be other leadership, teaching and support roles which are shared across the two sites and some of the wider school’s administrative and finance functions. The Governing Body will be working towards the new staff structure ahead of the opening of the new site.

Teachers will design a curriculum which is mirrored at both sites this will ensure equal opportunity and experience. Both sites will share the same Christian ethos. Whilst both sites would retain the name St Andrew’s CofE VC Lower School to reflect this unanimity,

we expect that each site will also need to have its distinct identity reflected in an extension to the name.

**Q – How will this affect the current Language Provision in school?**

A -The Language Provision will remain located at the original Brunts Lane site.

**Q- Will there be transport arranged to move pupils between the two sites?**

A- Pupils of St Andrew's CofE VC Lower School would be based at one of the two sites and would not be expected to need to move between the two sites to receive their education. Separate arrangements would be put in place for children to move from one site to the other should it be necessary to enable them to take part in extra events such as sporting fixtures and musical activities or whole school events.

**Q - Will the children wear the same uniform on both school sites?**

A – Again, this will be a matter for consideration by the school governors upon which we would expect them to consult with parents.

**Q – Has the Council considered any alternative solutions other than the expansion of St Andrew's CofE VC lower school?**

A – Yes. A number of options were considered including the possible creation of a completely new school. However, in discussion with the schools within the Biggleswade area, that collectively comprise the Biggleswade Community Union of Schools, there was a consensus that there was a preference to build upon the existing good practice from within the area and, if possible, to expand existing school provision rather than create a new school which, given the size, may be economically unviable and sit outside of the existing working group of schools. Furthermore, the expansion option offers a shorter time-scale for implementation and the ability to work with an existing school to provide an interim solution ahead of full implementation in recognition of the need for extra lower school places across the area. In taking this forward the Council invited the Biggleswade Community Union of Schools to be considered for expansion and the current proposal has emerged from St Andrew's CofE VC Lower School with the support of the St Albans Diocese and Edward Peake CofE Middle School. At its meeting on 14 May 2013, the Council's Executive considered the proposal and has recommended that consultation be undertaken on the option to expand St Andrew's VC Lower School as likely to be able to deliver a successful outcome based on the school's current success, its management capabilities, its ability to manage the required changes and the ability to be able to provide transitional arrangements.

There may be other questions you wish to raise and we will be happy to respond to these at the public consultation meetings on 19 June and 1 July.

**Edwina Grant, Deputy Chief Executive / Director of Children's Services  
Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford  
SG17 5TQ**

For more information about this proposal please contact Sue Barrow by telephone on 0300 300 5700 or email [sue.barrow@centralbedfordshire.gov.uk](mailto:sue.barrow@centralbedfordshire.gov.uk)



**Consultation on the proposal to expand  
St Andrew's CofE VC Lower School,  
Biggleswade**

**Central  
Bedfordshire**

**Q1 Are you a:** (Please tick one)

- Parent of child at a lower school in Biggleswade
- School employee
- School governor
- Local resident
- Other

Please specify \_\_\_\_\_

**Q2 If you are a parent of a child or pupil currently at a lower school in Biggleswade, please tell us which school.** (Please write name of school )

\_\_\_\_\_

**Q3 Do you support the proposal to expand St Andrew's CofE VC Lower School in order to provide the additional lower school places required within the King's Reach area of Biggleswade?** (Please tick one)

- Support  Do not support

**Q4 Are there any comments you would like to make about this proposal?**

Please turn over

## About you

The following information will help us when considering your opinions and to make sure that we're getting the views of all members of the community. The answers will not be used to identify any individual. Our data protection statement is provided at the end of this form.

**Q5 Are you** (Please tick one)  Male  Female

**Q6 What is your age?** (Please tick one)

- Under 16 yrs  20-29 yrs  45-59 yrs  65-74 yrs  
 16-19 yrs  30-44 yrs  60-64 yrs  75 yrs +

**Q7 Do you consider yourself to be disabled?** (Please tick one)

Under the Equality Act 2010 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long-term adverse effect on his/her ability to carry out normal day to day activities.

- Yes  No

**Q8 To which of these groups do you consider you belong?** (Please tick one)

- Asian or Asian British  Chinese  White British  
 Black or Black British  Mixed  Other Ethnic group

Please specify other \_\_\_\_\_

**Q9 What is your postcode?** \_\_\_\_\_

**Thank you for your views**

**Please return your completed form to the FREEPOST address below  
(you do not need to use a stamp)**

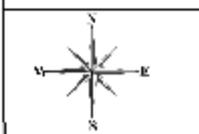
**FREEPOST RSJS GBBZ SRZT  
School Expansion Proposals for St Andrew's CofE VC Lower School  
Central Bedfordshire Council  
Priory House, Monks Walk  
Chicksands, Shefford,  
SG17 5TQ**

**by 5pm on Wednesday 10 July 2013**

### **Data Protection Act 1998**

Please note that your personal details supplied on this form will be held and/or computerised by Central Bedfordshire Council for the purpose analysing feedback to the consultation on the proposed expansion to St Andrew's CofE VC Lower School, Biggleswade. The information collected may be disclosed to officers and members of the Council and its' partners involved in this consultation. Summarised information from the forms may be published, but no individual details will be disclosed under these circumstances. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

Information classification: Protected when complete



Date: 06 June 2013

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