To Pupils, Parents/Carers, Staff, Governors and Stakeholders 19 September 2016

Kent County Council is proposing to expand Harrietsham Church of England Primary School, West Street, Harrietsham, Kent ME17 1JZ from 210 places to 420 places, increasing the published admission number (PAN) from 30 to 60 for Year R entry in September 2018

1. Why do we need to expand Harrietsham CEP School?
Kent County Council (KCC), with the support of the Governing Body would like to expand Harrietsham CEP School to help provide more places for local children. KCC as the Local Authority has a statutory duty to ensure sufficient school places are available. The County Council’s Commissioning Plan for Education Provision in Kent 2016-20 is a five year rolling plan which is updated annually. It sets out our future plans as Strategic Commissioner of Education Provision across all types and phases of education in Kent. A copy of the plan can be viewed from this link: http://www.kent.gov.uk/about-the-council/strategies-and-policies/education-skills-and-employment-policies/education-provision

To inform the process of forecasting primary school pupil numbers KCC receives information from the Kent Primary Care Agency to track the number of births and locations of pre-school age children. The pre-school age population is forecast into Primary school rolls according to trend-base intake patterns and ward area. Pupil forecasts are compared with school capacities to give the projected surplus or deficit places in each area.

For provision planning purposes KCC’s forecasting methodology produces forecasts according to planning groups. These planning groups are nationally recognised by central Government. The Maidstone district consists of 12 planning groups of schools. Harrietsham CEP School falls within the Lenham and Harrietsham planning group of schools.

<table>
<thead>
<tr>
<th>Planning Group</th>
<th>2015-16 capacity</th>
<th>2015-16 (A)</th>
<th>2016-17 (F)</th>
<th>2017-18 (F)</th>
<th>2018-19 (F)</th>
<th>2019-20 (F)</th>
<th>2020-21 (F)</th>
<th>2020-21 capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lenham and Harrietsham</td>
<td>73</td>
<td>11</td>
<td>-13</td>
<td>-5</td>
<td>-6</td>
<td>-21</td>
<td>-13</td>
<td>73</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Planning Group</th>
<th>2015-16 capacity</th>
<th>2015-16 (A)</th>
<th>2016-17 (F)</th>
<th>2017-18 (F)</th>
<th>2018-19 (F)</th>
<th>2019-20 (F)</th>
<th>2020-21 (F)</th>
<th>2020-21 capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lenham and Harrietsham</td>
<td>511</td>
<td>46</td>
<td>17</td>
<td>-1</td>
<td>-15</td>
<td>-55</td>
<td>-72</td>
<td>511</td>
</tr>
</tbody>
</table>

The forecast data outlined in the tables above highlights the increasing demand for primary school places, which cannot be met locally without increasing provision within the local area. However, it must be noted that the forecast data outlined above does not account for pressures arising from new housing developments.

Housing/Demand for school places
Maidstone Borough Council have recently submitted their proposed Local Plan to the Planning Inspectorate, setting out the quantity and location of housing development up to 2031. Within the Plan both Harrietsham and Lenham have been designated as Rural Service Centres, regarded as sustainable locations away from the town with infrastructure to support further growth.
Whilst submission of the Local Plan is a significant step forward towards a clear plan for housing in the Borough, a five year housing supply has not existed for a number of years and several developments not within the Plan have been granted consent in addition to those allocated.

Within the Local Plan 242 new dwellings are proposed for Harrietsham across three sites up to 2031. In reality 220 have homes already been consented with a further 141 in the planning system. Approximately 360 new houses would be anticipated to result in more than 100 additional pupils requiring primary aged school provision. This pressure could not be met locally without an increase in the capacity of existing primary schools. KCC’s preference is to expand Harrietsham CEP School, which would necessitate the provision of additional land adjacent to the existing school buildings.

We are aware of a development proposal adjacent to Harrietsham CEP School. KCC supports the proposed safeguarding of land for educational purposes which could enable the school to expand to meet the identified need.

Why Harrietsham CEP School?
Harrietsham CEP School is a popular school judged ‘Good’ school by Ofsted in November 2013. For September 2016 reception year intake the school received a total of 72 preferences for a PAN of 30. The school’s students are the heart of a vibrant and creative learning environment with a Christian ethos. Every child is valued and expected to reach their full potential as a confident and independent learner. This would secure Kent’s ambition “to ensure that Kent’s young people have access to the education, work and skills opportunities necessary to support Kent business to grow and be increasingly competitive in the national and international economy” as set out in ‘Increasing Opportunities, Improving Outcomes: Kent County Council’s Strategic Statement (2015-2020)’.

With the support of the Governing Body, KCC is proposing to provide additional school places by expanding Harrietsham CEP School from 1 to 2 forms of entry (from 30 to 60 Reception places each year). The expansion of Harrietsham CEP School by 1FE for September 2018 will act as the strategic response to the forecast population growth within the Harrietsham and Lenham Planning group of schools. The Governing Body of the school and KCC have agreed to carry out a public consultation on the proposal to expand the school permanently, and if it were agreed that the proposal should go ahead, additional accommodation would be provided to enable the school to expand.

2. Are there plans to show how this expansion will be delivered on site?
KCC Property Department are currently working with the school in order to establish how extra provision can be met. The additional accommodation required for the proposals will be subject to separate planning requirements, which will require further public consultation. It is KCC’s hope that all stakeholders, including local residents, will have an opportunity to view the plans, ask questions and make comments. This will enable the design team to take into consideration all views before submitting final plans for approval.

3. How will the school deal with any possible increased traffic and congestion?
Traffic and parking assessments will be carried out as part of the design and planning process. The school’s travel plan would need to be updated and would be utilised by the school to encourage families to find alternative ways of travelling to school in order to reduce the number of car journeys.
4. Will the school need to close during the building work?
No. All of the building works will be planned carefully and contractors will work with the school to ensure that works are scheduled to keep disruption to an absolute minimum. The building site will be a secure area to ensure the health and safety of the children, staff, parents and visitors to the school.

5. How will the expansion happen and how many children will there be at the school?
It is intended that the expansion would happen gradually, with 30 additional Year R places offered each year, so that the school would grow over a 7 year period until it reached a total of 420 pupils. The table below shows the anticipated increase in the overall capacity of the school, with 60 Reception places available each year from 2018/19.

<table>
<thead>
<tr>
<th>Year</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/19</td>
<td>240</td>
</tr>
<tr>
<td>2019/20</td>
<td>270</td>
</tr>
<tr>
<td>2020/21</td>
<td>300</td>
</tr>
<tr>
<td>2021/22</td>
<td>330</td>
</tr>
<tr>
<td>2022/23</td>
<td>360</td>
</tr>
<tr>
<td>2023/24</td>
<td>390</td>
</tr>
<tr>
<td>2024/25</td>
<td>420</td>
</tr>
</tbody>
</table>

6. Will there be enough playground space?
As part of the feasibility, the design team will focus on providing sufficient playground space for a two form entry school. The school would plan how to use the space to provide sufficient time for lunch and play.

7. What additional funding will Harrietsham CEP School Receive?
Revenue Funding: Furniture and Equipment: £6,000 per classroom will be provided towards the cost of furniture and equipment. This will be given to the School to purchase the required equipment.

Pupil Growth Funding: In accordance with the Pupil Growth Policy established by KCC and its Schools’ Funding Forum, the school will receive guaranteed funding in Reception Year equivalent to 60 Reception Year pupils for three years (2018-2020).

8. The consultation process – indicative timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 September 2016 – 17 October 2016</td>
<td>Public Consultation Period</td>
</tr>
<tr>
<td>5 October 2016 (4.00 – 5.30)</td>
<td>A ‘drop-in’ information session will be held at Harrietsham C of E Primary School, West Street, Harrietsham, Kent ME17 1JZ, from 4.00 – 5.30.</td>
</tr>
<tr>
<td>23 November 2016</td>
<td>The outcome of the Education Consultation will be reported to the Education and Young People’s Services Cabinet Committee.</td>
</tr>
<tr>
<td>December 2016</td>
<td>The Cabinet Member for Education and Health Reform considers all the comments and decides whether to continue with the proposals.</td>
</tr>
<tr>
<td>January 2017 – February 2017</td>
<td>If the Cabinet Member for Education and Health Reform decides to proceed with the proposals a Public Notice will be published in a local newspaper, displayed at the school and available on the school’s and KCC’s website. During this time comments and objections can be made about the proposal. The Public Notice will run for 4 weeks.</td>
</tr>
<tr>
<td>February 2017</td>
<td>The Cabinet Member for Education and Health Reform considers all responses made and decides whether to confirm his decision.</td>
</tr>
<tr>
<td>February – March 2017</td>
<td>Statutory Stakeholders have 4 weeks to appeal the decision</td>
</tr>
<tr>
<td>September 2017</td>
<td>Subject to no objections, the proposals are implemented</td>
</tr>
</tbody>
</table>
9. **How can I give my views?**

There are a number of ways to give us your views on this proposal:

- A ‘drop-in’ information session is being held at the school on 5 October 2016 at 4.00pm until 5.30pm, where there will be the opportunity to ask questions and complete a response form.
- By handing your response form into the Harrietsham CEP School Reception Office
- By emailing: school.consultations@kent.gov.uk
- By sending the response form to Jared Nehra, KCC Area Education Officer (West Kent), West Kent Area Office, Sessions House, County Hall, Maidstone, Kent ME14 1XQ.
- All responses must be received by midday on **17 October 2016**

10. **What happens next?**

The consultation period runs from **19 September 2016 – 17 October 2016**. If you are intending to contact us with your views, please do this by midday on **17 October 2016**. The outcome of the consultation will be discussed at the Education and Young People’s Services Cabinet Committee in November. We will also pass all your comments to our Cabinet Member for Education and Health Reform who will make a decision on whether to proceed with this proposal. If he decides to proceed we will then publish a Public Notice in January 2017, which will run for 4 weeks.

Whether the proposals for expansion go ahead or not will also be dependent on the planning process. The additional accommodation required for the proposals will be subject to separate planning requirements which will include further public consultation.

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**Jared Nehra**

**Area Education Officer, West Kent**
HARRIETSHAM CEP SCHOOL
EDUCATION CONSULTATION RESPONSE FORM

Please complete this response form by **no later than midday on 17 October 2016** and return it by:

- handing your response form into the Harrietsham CEP School Reception Office
- emailing: school.consultations@kent.gov.uk
- posting the response form to Jared Nehra, KCC Area Education Officer (West Kent), West Kent Area Office, Sessions House, County Hall, Maidstone, Kent ME14 1XQ.

**Do you agree with the proposal to expand Harrietsham CEP School from 1FE to 2FE for September 2018?**

☐ Yes  ☐ No  ☐ Undecided

**Which of the following best describes you?**

☐ Parent/Carer  /  ☐ Member of Staff  /  ☐ Governor  /  ☐ Pupil

OR - ☐ Other interested party ............................................................ (please state interest).

Name .................................................................................................................

Address ........................................................................................................

...........................................................................................................................

Comments

Please provide your comments overleaf if necessary

**ADDITIONAL INFORMATION**

- Kent County Council is a data controller under the Data Protection Act 1998 and will comply with the requirements of the Act at all times. KCC will ensure that your personal information is processed fairly and lawfully and in this instance used only for the purpose of validation, which will enable a fair and just consultation.

- KCC has completed an Equality Impact Assessment to see if the proposal could affect anyone unfairly. We welcome your views on the assumptions we have made and the conclusions we have drawn. To view the document, go to [www.kent.gov.uk/schoolconsultations](http://www.kent.gov.uk/schoolconsultations)

- You can view Kent County Council's Commissioning Plan for Education Provision in Kent 2016 to 2020 at: [www.kent.gov.uk/educationprovision](http://www.kent.gov.uk/educationprovision)
HARRIETSHAM CEP SCHOOL
EDUCATION CONSULTATION RESPONSE FORM

Please complete this response form by **no later than midday on 17 October 2016**

Comments