Dear Students, Parents/Carers, Staff, Governors & Stakeholders

**The Governing Board of Trinity School and Kent County Council are proposing to increase the Published Admission Number of the school from 120 to 180.**

1. **Why do we need to increase the Published Admission Number?**
   
The governing board and Kent County Council are proposing the expansion to Trinity School in response to increased demand for secondary school places. Kent County Council has a statutory duty to ensure sufficient school places are available for those families which require a place.

   Over the last seven years, the Council has been expanding local primary schools to accommodate the additional children that have required school places as a result of migration, new housing, in the use of stock housing and other evolutions in local demographics. That increased demand is now impacting on secondary capacity in Sevenoaks.

2. **Why expand this school?**
   
The Sevenoaks district section of the Kent Commissioning Plan for Education Provision 2018-22 identified pressure for Year 7 places in the central Sevenoaks area. The Commissioning Plan identified a need to provide 60 additional places in the area from September 2018.

   In addition to Trinity School, other schools were considered as possible proposals for expansion according to several criteria, including location, cost, proximity to demand, site size, willingness of the school, highways issues, Sport England constraints and Ofsted rating. Following closer analysis, on this occasion, Trinity School was considered to be the better option for expansion, resulting in the Governors of the school and Kent County Council proposing an expansion.

3. **Are there plans to show how this expansion will be delivered on site?**
   
   Initial scoping of the site has shown there is sufficient space to accommodate the expansion on the site. There will be some building work to create new teaching rooms, but this will take place safely, and will cause minimal disruption.

4. **How will the school deal with any possible increased traffic and congestion?**
   
   Although many Trinity students walk to school, it is possible that there may be some additional traffic generated from this proposal but the local public transport infrastructure is very good with buses stopping outside the school. The school also has access to extensive dedicated school bus networks.
5. **How will the increase happen?**

It is the intention that the expansion will grow year on year, rather than all at once. For September 2017 Trinity School admitted an increased cohort of 180 year seven students on a temporary basis. This means that from September 2018, there will be 180 places in Year 7 and Year 8. For September 2019, there will be 180 places in Years 7, 8 and 9.

The school is its own admissions authority and as such, may vary this if the Governors decide that a change is needed to manage demand.

6. **The consultation process – indicative timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
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<tbody>
<tr>
<td>4th January 2018</td>
<td>Start of Public Consultation Period lasting for six weeks (including extra time for the half term break)</td>
</tr>
<tr>
<td>23rd January 2018</td>
<td>Drop in session at the school, 3.45pm to 6.30pm (entry via the student entrance)</td>
</tr>
<tr>
<td>21st February 2018</td>
<td>Public consultation closes</td>
</tr>
<tr>
<td>March 2018</td>
<td>The results of the consultation will be referred to the governing board for consideration. A formal decision will be made. If the consultation is favourable an application will be made to the Secretary of State to increase the PAN.</td>
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<tr>
<td>1st September 2018</td>
<td>Permanent change of PAN</td>
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7. **How can I give my views?**

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

- By sending the response form to Dr Bill Lattimer, Chair of Governors, c/o Trinity School, Seal Hollow Road, Sevenoaks, TN13 3SL
- Hand your response form in at the school office. Please mark all responses “For the Attention of Dr Bill Lattimer”. All written responses need to be received by midday on 21st February 2018.
- By emailing: office@trinitysevenoaks.com

8. **What happens next?**

This consultation stage closes on 21st February 2018. A report summarising the responses received during the consultation period will be prepared. This will be presented to the governing board who will recommend the future direction of the proposal. If the consultation is favourable then an application will be made to the Secretary of State for the PAN to increase.

Yours sincerely

Dr Bill Lattimer
Chair of Governors
RESPONSE FORM – Trinity School

Please complete this response and return:

- By sending the response form to: Dr Bill Lattimer, Chair of Governors, c/o Trinity School, Seal Hollow Road, Sevenoaks, TN13 3SL

- Hand your response form in at the school office. Please mark all responses “For the Attention of Dr Bill Lattimer”. All written responses need to be received by midday on 21st February 2018

- By emailing: office@trinitysevenoaks.com

Do you agree with the proposal to increase the PAN from 120 to 180? Yes ☐ No ☐ Undecided ☐

Which of the following best describes you?
Please delete or circle as appropriate

Parent/Carer / Member of Staff / Governor / Pupil / Neighbour / Other

If ‘Other’, please state interest.................................................................

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

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

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

ADDITIONAL INFORMATION

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, please see the school website.

Please provide your comments below:

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