

**Consultation on Chigwell Row Infant School becoming a Primary School**

**Why is there a need to change Chigwell Row Infant School from an infant to a primary school?**

Chigwell Row Infant school currently provides places for up to 90 children aged 4 – 7. At age 7 parents have to make formal applications for their children to transfer to other schools within the local area. Local parents have expressed the view that they would like their children to be able to attend a primary school rather than having to change schools at the end of Year 2. Some families are unable to access places in nearby primary schools of preference due to them being fully subscribed. As a result, some families leave Chigwell Row during Year 1 and Year 2 which means the schools has a number of spaces which in turn has an impact on the school’s ability to deliver and rich and rounded curriculum.

As a result of this, Chigwell Row Infant School has seen a fall in applications and admissions.

If Chigwell Row Infant School becomes a primary school, then children would be able to stay at the school for the entire time of their primary education rather than moving onto another school at the end of Year 2.

**Formal Proposal**

To change Chigwell Row Infants into a primary school through the enlargement of the premises, an extension of the age range and a reduction in the Published Admission Number.

This document is designed to: -

* Notify you of proposals to make statutory prescribed alterations at Chigwell Row Infant School with effect from 1 September 2021. These will result in enlargement of the premises, an extension of the age range from 4 – 7 to 4 – 11 and a reduction in the Published Admission Number from 30 to 15 at the school to change it from an infant school into a primary school.
* Invite your comments on these proposals
* Inform you of, and invite you to, a meeting to be held at Chigwell Row Infant School on

Wednesday 22nd January 2020

**The Statutory Process**

The Department of Education (DfE) has set out the requirement and processes for making significant changes to an Academy in the guidance ‘Making significant changes to an open academy’ (November 2019). The proposed changes are being submitted by the Governing Body of the School and the Epping Forest Schools Partnership Trust.

**Change in the Published Admission Number**

The current Published Admission Number is 30 providing up to 90 places across the school as a whole from ages 4 - 7.

In order to be able to accommodate a change of age range from 4 – 11 years, consultation is being sought to reduce the Published Admission Number to 15. This will eventually enable the school to provide 105 places. Progression into Key Stage Two would be phased.

The consultation is to enable this change to take effect from the Reception intake of September 2021.

**Why is enlargement of the premises at Chigwell Row Infant school being proposed?**

Chigwell Row Infant School currently has three classrooms and a hall space which can accommodate 90 pupils. To become a primary school with a Published Admission Number of 15, and 105 pupils, it will need four classrooms and a hall space. The school has recently acquired an additional piece of land which will allow it to provide the extra classroom.

**Why is the extension of the age range being proposed?**

Chigwell Row Infant School currently admits children from age 4 – 7. To become a primary school, the upper limit of the age range will need to be increased to 11. The older groups will be phased in so the first Year 3 class will open in September 2021 with the children who will be in Year 2 at the end of the Summer Term in 2021. Eventually the school will run four classes EY of fifteen children, thirty each of Year 1/ 2, 3/ 4 and 5/6 mixed. The same organisation of High Beech Primary, another Trust School.

**Current Oversubscription Criteria for Chigwell Row Infant School**

Lambourne Road, Chigwell Row IG7 6EZ Telephone (020) 8500 3355

Email: [admin@chigwellrow.essex.sch.uk](mailto:admin@chigwellrow.essex.sch.uk)

Website: [www.chigwellrow.essex.sch.uk](http://www.chigwellrow.essex.sch.uk)

Academy (Co-educational) 4–7

School Number: 881-2323

Published admission number 2020/2021: 30

Admissions Policy

There is no guarantee of a place for children living in the priority admission area.

In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (as defined in the Primary Education in Essex 2020/2021 booklet);

2. Children with a sibling attending the school;

3. Children living in the priority admission area;

4. Remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

**Proposed oversubscription criteria for Chigwell Row Primary School**

Lambourne Road, Chigwell Row IG7 6EZ Telephone (020) 8500 3355

Email: [admin@chigwellrow.essex.sch.uk](mailto:admin@chigwellrow.essex.sch.uk)

Website: [www.chigwellrow.essex.sch.uk](http://www.chigwellrow.essex.sch.uk)

Academy (Co-educational) 4–11

School Number: 881-2323

Proposed admission number 2021/2022: 15

Admissions Policy

There is no guarantee of a place for children living in the priority admission area.

In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (as defined in the Primary Education in Essex booklet);

2. Children with a sibling attending the school;

3. Children living in the priority admission area;

4. Remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

**The next stages**

This public consultation will run for the statutory period of six weeks in accordance with the requirements of the School Admissions Code.

A full business case to support these proposals including the results of the consultation is also required to be submitted to the Regional Schools Commissioner and the Secretary of State.

**Consultation timetable – subject to change as necessary / required by law**

* Consultation period-**5th December 2019 to 31st January 2020**
* Public meeting at Chigwell Row Infant School-**Wednesday 22nd January 2020, 6.00pm**
* Submission of business case to the Regional Schools
* Commissioner and the Secretary of State-**Spring 2020**
* Formal implementation of proposals if approved-**1st** **September 2021**

No decisions will be made until all the respective and legal consultations have been completed and local views have been carefully considered. Any decision taken on these proposals will be subject to any appropriate permissions being granted. All responses and comments to these proposals will be taken into consideration.

**How to make comments**

Email your comments to a [consultation@chigwellrow.essex.sch.uk](mailto:consultation@chigwellrow.essex.sch.uk) by 31st January 2020

Alternatively, comments may be sent to the school at the following address:-

The Governing Body, Chigwell Row Infant School, Lambourne Road, Chigwell Row IG7 6EZ

Regrettably, it will not be possible to acknowledge receipt.

All responses must be received by 31st January 2020

It would be helpful to have the following information:-

Name …………………………………………………………………………………………………………….….…

Address…………………………………………………………………………………………….……………………

I am (please tick) ⃝ Parent / guardian ⃝ Member of staff

⃝ Governor ⃝ Local resident

⃝ None of the above (please specify) ……………………………………………

With regard to the proposal to change the age range of the school from 4 - 7 to 4 – 11 and change from Infant school to Primary school

Please tick one box ⃝ I **support** the proposal to extend the age range

⃝ I **object** to the proposal to extend the age range

With regard to the proposal to reduce the Published Admission Number from 30 to 15 in order to accommodate the extended age range of the school as 4 – 11 and an increase from 90 pupil places to 105 pupil places overall

Please tick one box ⃝ I **support** the proposal to reduce the Published Admission Number

⃝ I **object** to the proposal to reduce the Published Admission Number

**Comments**

Please give your reasons as fully as possible for and against the proposals

…………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………