

Proposal to Reduce Norbury Manor and Monks Orchard Primary schools Published Admission Number for the 2019/20 Academic Year

Consultation Outcomes Report

1. Introduction

- 1.1 The purpose of this report is to provide the Cabinet Member for Children, Young People & Learning, and the School's Leadership Team with the outcomes from the consultation on the proposed reduction of Norbury Manor Primary and Monks Orchard Primary Schools' Published Admission Number (PAN) for the 2019/20 academic year.
- 1.2 The proposal is to reduce the PAN for Norbury Manor Primary School and Monks Orchard Primary School by one form of entry (1FE) – 30 Reception pupils each from September 2019 as part of the community schools' published admission arrangements.
- 1.3 Norbury Manor Primary is a community school located at Abingdon Rd, London SW16 5QR and sits within the North West primary planning area. The school normally admits 3 classes (90 Reception pupils) per year. However, due to a decrease in the demand for school places, we are proposing to reduce the school's PAN to 60 for the 2019/20 academic year.
- 1.4 Monks Orchard Primary School is a community school located at The Glade, Croydon CR0 7UF and sits within the East primary planning area. The school normally admits 3 classes (90 Reception pupils) per year. Due to a decrease in the demand for school places, we are proposing to reduce the school's PAN to 60 for the 2019/20 academic year.
- 1.5 This report is based on responses received during the consultation period following the publication of a statutory notice where anyone with an interest could object, support or comment on the proposal to reduce the PAN for Norbury Manor and Monks Orchard Primary Schools by 30 Reception places each.

2. Background

- 2.1 The growth in Croydon's population over the last decade put pressure on primary school places, resulting in a huge expansion in capacity to meet the growth in demand. Borough-wide, we have since seen a decrease in the birth rate which has contributed to a higher than necessary level of surplus places in some educational planning areas; including the North West and East planning areas, where Norbury Manor and Monks Orchard Primary Schools are situated.

- 2.2 A large portion of funding received by schools is directly related to the number of pupils attending the school. Too many vacancies in schools mean that schools will not receive the maximum revenue possible. We are therefore proposing to reduce the number of available places to enable the schools to operate more efficiently and cost effectively.
- 2.3 Due to the number of vacancies in the Reception year groups at the beginning of the 2017/18 academic year in each school, we expect sufficient places to still be available for local children if the PANs are reduced at Monks Orchard and Norbury Manor Primary Schools.
- 2.4 The council will closely monitor the number of primary applications received. In the event there is an increase in demand for primary school places and an additional classroom is required, Monks Orchard Primary School and/or Norbury Manor Primary School will revert to their original PAN.
- 2.5 The Schools' Leadership Teams, including the Governing Bodies at both Monks Orchard Primary School and Norbury Manor Primary School have agreed to the proposed reduction in PAN.

3. Consultation

- 3.1 In accordance with paragraph 1.42 of the School Admissions Code, December 2014, a statutory notice was published which started a six week consultation period – 08 November to 20 December – which invited anyone with an interest to comment or object to the proposal.
- 3.2 The statutory notice was published in the local Croydon Guardian newspaper and displayed on the school gates at Monks Orchard Primary School and Norbury Manor Primary School. The notice was also displayed in the libraries most local to the schools – Norbury and Ashburton libraries.
- 3.3 A consultation document and questionnaire were used as the basis of informing stakeholders of the proposal to reduce the PAN at Monks Orchard and Norbury Manor Primary Schools.
- 3.4 A range of modes and methods of communication were used to inform and facilitate feedback from stakeholders regarding the proposal. Communication activities included the circulation of the consultation document, including a questionnaire via;
- Email:
 - ✓ Ward Councillors/MPs
 - ✓ Neighbouring Local Authorities
 - ✓ Trade Unions
 - Schools Bulletin:
 - ✓ Bulletin sent to all schools within Croydon
 - Website:

- ✓ Summary of the proposal as well as the consultation document, and questionnaire published on the Croydon website
- ✓ Consultation document and questionnaire on Monks Orchard and Norbury Manor Primary Schools' websites
- ✓ Consultation document and online questionnaire – Get Involved

- Printed documents:
 - ✓ Consultation document/questionnaire available at the schools and from the Council
 - ✓ Statutory Notices displayed on Monks Orchard and Norbury Manor Primary Schools' gates, in the libraries most local to the schools and Croydon Guardian newspaper
- Social Media/Applications:
 - ✓ Twitter
 - ✓ My Croydon App

3.5 Stakeholders were given the opportunity to express their views in writing via a questionnaire – both electronically and via the hard copy attached to the consultation document, by email and post.

3.6 Equality and Diversity Monitoring

As part of the consultation process, respondents were asked to complete an equality and diversity questionnaire, looking at Gender, Age, Ethnicity and Disability. The information collected will help identify any special requirements; promote equality; and improve choice and diversity. This information will only be retained and used for as long as is necessary. Where data is no longer required, it will be destroyed in line with relevant destruction policies and processes.

3.7 Equalities Impact Assessment

An Equalities Impact Assessment (EQIA) has been undertaken for the proposed reduction in PAN at Monks Orchard and Norbury Manor Primary Schools. The equality analysis enables the Council to target its services, and budgets, more effectively and understand how they affect all our communities.

3.8 The conclusion of the EQIA is that reducing the PAN of Monks Orchard Primary School and Norbury Manor Primary Schools is likely to have a positive or neutral impact on protected groups. The full EQIA was attached to the Delivering New School Places report for the 18 October 2017 Cabinet meeting.

4. **Summary of responses**

4.1 All responses were received via questionnaire. Overall, a total of 29 completed questionnaires were received for both schools – Norbury Manor and Monks Orchard Primary.

4.2 A summary of the responses for each school can be found below.

5. Monks Orchard Primary School

5.1 All of the 29 respondents commented on the proposal to reduce the admission number of Monks Orchard Primary School. Of the 29 respondents:

- 8 support the proposed changes
- 11 do not support the proposed changes
- 3 not sure
- 7 not affected by/do not want to answer

5.2 A detailed analysis of the responses relating to Monks Orchard can be found attached below at Annex A.

5.3 Key issues raised regarding the proposed reduction of PAN at Monks Orchard Primary School

- 'There are already over 60 children in the nursery many of whom have siblings in the school and ultimately most families will want to apply for the same school. If numbers are reduced, the most affected are ones that live furthest away and already have a sibling in the school'.
- Plans to increase the amount of housing will increase the demand for school places in the area.
- Potential for the Council to reduce the PAN at Monks Orchard Primary School only to have to then increase the PAN at other local schools following an increase in demand.
- A large amount of money has been spent expanding schools within Croydon.
- 'Job losses for staff'.

5.4 Response to concerns

5.4.1 Admissions criteria/transfer from nursery to primary school/distance

Generally, everyone who applies for a school place at Norbury Manor and Monks Orchard Primary schools will be allocated a place if the school has enough places. We are aware that demand for places at particular schools can vary each academic year so we undertake regular review to ensure that supply at least matches demand. If there are more applications than places available, places will be offered in accordance with the school's Admission criteria:

Children with an Education, Health & Care Plan (EHCP) or statement of special educational needs that names a school will be admitted to the school before the admissions criteria are applied to all other applicants.

1. Looked-after children and previously looked-after children.

2. Linked schools: Children who are on the roll of their linked infant school at the time of application. Note: This criteria does not include siblings on the roll of the infant school's nursery class, if it has one.
3. Siblings: Children with a brother or sister who will be in attendance at the school or the linked infant/junior school at the time of enrolment of the new pupil.
4. Medical: Pupils with serious medical needs for attending a particular school.
5. Distance: Priority will be given to pupils living nearest to the school as measured in a straight line.¹

As the above criteria show, children considered under the sibling criterion are granted higher priority than children measured solely on the distance from their home to the school.

Children attending a nursery class attached to an infant or primary school, must still apply. There is no automatic transfer into Reception class. All applications to a school are considered strictly in accordance with the school's admission criteria. Unless otherwise stated, children on the roll at a school's nursery class are not given priority admission into a Reception class.

It is not always the case that a child in attendance at a nursery, will apply for a Reception place at the linked infant/primary school.

Please note that for children who already have a place at the school in other year groups there will be no change.

5.4.2 Increase in housing/demand for primary places

We understand that housing developments can have a big impact on the demand for school places at individual schools and across the borough. Croydon's place planning methodology takes into account new housing developments and potential pupil yield – the average number of primary pupils that a new housing development can be expected to generate – in their projections for future demand for school places.

Looking at the most recent projections and comparing these to the number of available places following the proposed reduction in PAN at Monks Orchard Primary School, the Council expects there to still be a sufficient number of primary places available to meet demand.

The Council will closely monitor the number of applications received for Monk Orchard. In the event there is an increase in demand for primary school

¹ Extract taken from Croydon's *Applying to Primary 2018/19* prospectus. For full details on the Community Schools Admission Arrangements, please refer to pages 35-39 of Croydon's 2018/19 primary prospectus as published on Croydon Council's website.

places that requires an additional classroom, the school can revert to its original admission number of 90.

5.4.3 Changes in demand

The borough is split into 6 educational planning areas - Central, East, North West, South, South East, and South West – for the primary education phase. It is possible to have surplus places in a school whilst another school is oversubscribed. Parents have a right to express a preference for a particular state school, and all schools (except grammar schools) must offer a place to every child who has applied if they have enough places. But where schools are oversubscribed, the Council, as the admission authority for community schools must use oversubscription criteria to determine admissions in accordance with the School Admissions Code.

If the demand for primary schools places increases and additional classrooms are required in the area, Monks Orchard Primary School will be able to revert to its original admission number of 90, by using the existing capacity within the school.

5.4.4 Loss of jobs

The timing of the consultation on the proposed reduction of admission number at Monks Orchard Primary School for 2019/20 during the 2017/18 academic year, will allow the school sufficient time to review staff structure.

A large portion of funding received by schools is directly related to the number of pupils attending the school. Too many vacancies in schools mean that schools will not receive the maximum revenue possible.

5.5. Key points made in support of the proposed reduction in PAN

- Reducing the PAN will increase the likelihood of schools being able to access the maximum financial support available.
- 'If the proposal means smaller classes, this will benefit the children'.

6. Norbury Manor Primary School

6.1 A total of 16 respondents commented on the proposal to reduce the admission number of Norbury Manor Primary School. Of the 16 respondents:

- 5 support the proposed changes
- 6 do not support the proposed changes
- 2 not sure
- 3 not affected by/do not want to answer

6.2 A detailed analysis of the responses relating to Norbury Manor can be found attached below at Annex B.

6.3 Key issues raised regarding the proposed reduction of PAN at Norbury Manor Primary School

- The school is improving and now the Council is reducing the PAN.
- There is a large hostel close to the school where families are placed and children may require a school place.
- A large number of new places have been created in the borough, however, now the Council is proposing to reduce PANs.
- 'There aren't many good non-religious schools available in the area'.
- 'Reduces parental choice'.

6.4 Response to concerns

6.4.1 Reducing the PAN at an improving school

The current admission number for the Reception year group at Norbury Manor Primary School is 90. At the beginning of the 2017/18 academic year, a total of 51 children were registered at the school in Reception.

A large portion of funding received by schools is directly related to the number of pupils attending the school. Too many vacancies in schools mean that schools will not receive the maximum revenue possible. Therefore we are proposing to reduce the number of available places to enable the schools to operate more efficiently and cost effectively.

If the demand for school places increases at Norbury Manor or within its planning area, the admission number can revert to its original number.

6.4.2 Families within temporary accommodation local to Norbury Manor Primary School

The Council's supply strategy allows for some surplus of school places that may be required by children who move into the borough throughout the academic year.

As stated above, if demand increase the school can revert to its original admission number.

6.4.3 New places have been created / proposing to reduce PANs

The growth in Croydon's population over the last decade put pressure on primary school places, necessitating a huge expansion in capacity. Several new schools, and therefore new school places were provided to meet the growth in demand.

A 5% drop in birth rate in 2013, has contributed to a high level than necessary of surplus places in some educational planning areas

6.4.4 Diversity and quality of primary school places

The Council's aim is to provide a diverse education of a high standard. The Education Act 2011 changed the arrangements for establishing new schools and introduced the free school presumption. Where the Council thinks a new school needs to be established in their area, it must in the first instance seek proposals to establish an academy (free school). The Department for Education (DfE) /Education and Skills Funding Agency (ESFA) is the decision maker.

6.4.5 Parental choice

A reasonable level of surplus school places are planned to allow for parental choice. The forecast of future demand for school places indicates that there will be a sufficient number of places to support parental choice.

6.5 Key points made in support of the proposed reduction in PAN

- 'Smaller classes, mean better learning environment for the children'.
- The school may have additional space to utilise in a way they deem best e.g. for children with additional needs.

7. Next Steps

- 7.1 Based on the responses received during the consultation period, balanced against the ability for schools to be able to operate effectively and efficiently whilst remaining financially viable, the Council's Cabinet/ full Council will decide whether the proposal to reduce the PANs of Monks Orchard and Norbury Manor Primary Schools should be implemented.

Annex A

Monks Orchard Primary School – Detailed Analysis of Responses

A total number of 29 completed questionnaires were received during the consultation period of which all 29 responded to questions relating to the proposed reduction of Monks Orchard Primary School's PAN.

Please tell us whether you support/do not support the proposal to reduce Monks Orchard Primary School's PAN from 90 to 60.

Response	Number	%
I support the proposed changes	8	28
I do not support the proposed changes	11	38
Not sure	3	10
I am not affected by/do not want to answer	7	24
Total	29	100

- Of the 8 number of respondents who supported the proposed changes:
 - 2 were a parent/carer of a child at another school
 - Of which 1 was also a local resident
 - 1 was a pupil at another school
 - 2 were a local resident
 - 3 did not declare who they were

- Of the 11 respondents who did not support the proposed changes:
 - 1 was a member of staff at Monks Orchard Primary School
 - 2 were a parent/carer of a child at another school
 - Of which 1 were also a local resident
 - 3 were a local resident
 - 2 selected 'other'
 - 3 did not declare who they were

- Of the 3 respondents who were not sure of the proposed changes:
 - 3 did not declare who they were

Equality and Diversity

Please tell us who you are.

Please tick all that apply*

*35 responses received from 29 respondents answering questions on the proposed reduction in PAN at Monks Orchard Primary School.

Response	Number	%
Member of staff at Monks Orchard Primary School	1	3
School Governor at Monks Orchard Primary School	0	0
Parent of a child/children at Monks Orchard Primary School	0	0

Pupil at Monks Orchard Primary School	0	0
Member of staff at Norbury Manor Primary School	0	0
School Governor at Norbury Manor Primary School	0	0
Parent of a child/children at Norbury Manor Primary School	1	3
Pupil at Norbury Manor Primary School	0	0
Local resident	10	28
Parent/carer of a child at another school	5	14
Member of staff at another school	0	0
Pupil at another school	2	6
Prefer not to say	0	0
Other	2	6
No response	14	40
Total	35	100

Gender

Response	Number	%
Male	3	10
Female	12	42
Transgender	0	0
Prefer not to say	0	0
No response given	14	48
Total	29	100

Age

Response	Number	%
Under 16	0	0
16-18	0	0
19-25	1	3
26-34	3	10
35-44	5	17
45-54	4	15
55-64	1	3
65+	0	0
Prefer not to say	1	3
No response given	14	49
Total	29	100

Ethnicity

Response	Number	%
White British	5	18
White Irish	1	3
White European	1	3

Other white	0	0
Mixed white and black Caribbean	0	0
Mixed white and black African	0	0
Mixed white and Asian	0	0
Other mixed background	0	0
Asian or Asian British: Indian	1	3
Asian or Asian British: Pakistani	1	3
Asian or Asian British: Bangladeshi	0	0
Asian or Asian British: Chinese	0	0
Other Asian or Asian British background	0	0
Black or Black British: Caribbean	2	8
Black or Black British: African	0	0
Other Black or Black British background	0	0
Arabic	0	0
Other	0	0
Prefer not to say	3	10
No response given	15	52
Total	29	100

Disability

Response	Number	%
Yes	2	7
No	10	35
Prefer not to say	1	3
No response given	16	55
Total	29	100

Response	Number	%
Mobility	2	100
Visual impairment	0	0
Hearing impairment	0	0
Mental Health	0	0
Learning difficulties	0	0
Prefer not to say	0	0
Other	0	0
No response given	0	0
Total	2	100

Annex B

Norbury Manor Primary School – Detailed Analysis of Responses

A total of 16 respondents commented on the proposal to reduce the admission number of Norbury Manor Primary School.

Please tell us whether you support/do not support the proposal to reduce Norbury Manor Primary School's PAN from 90 to 60.

Response	Number	%
I support the proposed changes	5	31
I do not support the proposed changes	6	38
Not sure	2	12
I am not affected by/do not want to answer	3	19
Total	16	100

- Of the 5 respondents who supported the proposed changes:
 - 2 were a parent/carer of a child at another school
 - Of which 1 was also a local resident
 - 2 were a local resident
 - 1 was a pupil at another school

- Of the 6 respondents who did not support the proposed changes:
 - 3 were a parent/carer of a child at another school
 - Of which 2 were also a local resident
 - 2 were a local resident
 - 1 did not declare who they were

- Of the 2 respondents who were not sure of the proposed changes:
 - 1 was a parent of a child/children at Norbury Manor Primary School
 - 1 did not declare who they were

Equality and Diversity

Please tell us who you are.

Please tick all that apply*

*22 responses received from 16 respondents answering questions on the proposed reduction in PAN at Norbury Manor Primary School.

Response	Number	%
Member of staff at Monks Orchard Primary School	1	5
School Governor at Monks Orchard Primary School	0	0
Parent of a child/children at Monks Orchard Primary School	0	0
Pupil at Monks Orchard Primary School	0	0
Member of staff at Norbury Manor Primary School	0	0

School Governor at Norbury Manor Primary School	0	0
Parent of a child/children at Norbury Manor Primary School	1	5
Pupil at Norbury Manor Primary School	0	0
Parent/carer of a child at another school	5	22
Member of staff at another school	0	0
Pupil at another school	2	9
Local resident	10	45
Prefer not to say	0	0
Other	2	9
No response	1	5
Total	22	100

Gender

Response	Number	%
Male	3	19
Female	12	75
Transgender	0	0
Prefer not to say	0	0
No response given	1	6
Total	16	100

Age

Response	Number	%
Under 16	0	0
16-18	0	0
19-25	1	6
26-34	3	19
35-44	5	32
45-54	4	25
55-64	1	6
65+	0	0
Prefer not to say	1	6
No response given	1	6
Total	16	100

Ethnicity

Response	Number	%
White British	5	31
White Irish	1	6
White European	1	6
Other white	0	0
Mixed white and black Caribbean	0	0
Mixed white and black African	0	0

Mixed white and Asian	0	0
Other mixed background	0	0
Asian or Asian British: Indian	1	6
Asian or Asian British: Pakistani	1	6
Asian or Asian British: Bangladeshi	0	0
Asian or Asian British: Chinese	0	0
Other Asian or Asian British background	0	0
Black or Black British: Caribbean	2	13
Black or Black British: African	0	0
Other Black or Black British background	0	0
Arabic	0	0
Other	0	0
Prefer not to say	3	19
No response given	2	13
Total	16	100

Disability

Response	Number	%
Yes	2	12
No	10	63
Prefer not to say	1	6
No response given	3	19
Total	16	100

Response	Number	%
Mobility	2	100
Visual impairment	0	0
Hearing impairment	0	0
Mental Health	0	0
Learning difficulties	0	0
Prefer not to say	0	0
Other	0	0
No response given	0	0
Total	2	100

End