



# Consultation Document

**On the proposal to change the character of Fairfield Primary School:**

- 1. By extending the age range of the school from 4 – 11 years to 3 - 11 years;**
- 2. By establishing a nursery unit within the school.**

This document can be made available in Braille.

Information can also be made available in other community languages if needed.

Please contact us on 02920 593225 to arrange this.

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## Introduction

This consultation is an opportunity for you to learn about the school re-organisation proposal being put forward to establish a nursery unit at Fairfield Primary School. It is your chance to ask questions and make comments that will be considered when the Council decides how to proceed.

This document explains the Council's proposals to:

- Extend the age range of Fairfield Primary School to 3 to 11 years
- Create a nursery unit within the school.

Our consultation process follows Welsh Government guidelines outlined in the School Organisation Code 2013 and, therefore, a range of individuals and groups are being asked for their views about these proposals.

Before any decisions are made the Council needs to ensure that it offers a number of opportunities for individuals and interested groups to make their views and opinions on the proposals known.

The Council is consulting with the following groups:

|   |   |
|---|---|
| Staff (teaching and non-teaching) at Fairfield Primary school               | Governing Body of Fairfield Primary School  |
| Parents/Carers and Guardians of children attending Fairfield Primary school | Staff (teaching and non-teaching) at Bute Cottage Nursery school & Cogan Nursery School               |
| Governing Body of Bute Cottage Nursery School & Cogan Nursery School        | Parents/Carers and Guardians of children attending Bute Cottage Nursery School & Cogan Nursery School |
| Vale of Glamorgan Children and Young People's Programme Board               | Penarth Town Council  |
| Communities First Partnership   | Vale of Glamorgan Early Years Development Partnership (EYDCP)   |
| Local Councillors   | Assembly Members (AM's) / Members of Parliament (MP's) / Regional Assembly Members                    |
| Welsh Language Commissioner   | Care and Social Services Inspectorate Wales (CSSIW)   |
| Neighbouring Primary and Secondary schools in the Vale of Glamorgan         | Rhieni dros Addysg Gymraeg (RHAG)   |
| Central South Consortium Joint Education Service                            | Trade Unions  |
| Estyn   | Directors of Education – All Neighbouring Authorities   |
| Local Police and Crime Commissioner   | Welsh Government Ministers  |
| Council's Transportation Department   | Diocesan Directors of Education   |

Table 1 List of groups to consult as part of the consultation process

## Explanation of terms used in this document

**Admissions Number** – All maintained schools must admit pupils up to at least their published admission number. The admission number is the number of pupil places available in each year group

**Character of a School** – The overall profile of the school, for example Fairfield Primary School is a Community School admitting children between the ages of 4 to 11 years

**'CSCJES'** – Central South Consortium Joint Education Service. The regional School Improvement Service for the five local authorities of Bridgend, Cardiff, Merthyr Tydfil, Rhondda Cynon Taff and the Vale of Glamorgan

**'CSSIW'** – Care and Social Services Inspectorate Wales. The regulator for social care and social services in Wales providing independent assurance about the quality and availability of child minders and nurseries, along with other social care placements, across the Principality

**DDA** – Disability Discrimination Act. Schools must not treat disabled pupils less favorably than others. They must make “reasonable adjustments” to ensure that disabled pupils are not at a substantial disadvantage, and they must prepare school accessibility plans to show how they will increase access to education for disabled pupils over time.

**'EIA'** – An Equality Impact Assessment. [EIA] is a process designed to ensure that a policy, project or scheme does not discriminate against any disadvantaged or vulnerable people

**'FSM'** – Free School Meals

**'LA'** – Local Authority which means the Vale of Glamorgan Council

**'LSA'** – Learning Support Assistant

**'Number on roll'** – the number of pupils attending a school

**'PLASC'** – Pupil Level Annual School Census. In January of every year, verified information is collected by schools for submission to the Welsh Government. This includes the number of pupils enrolled in each school, their age groups, home addresses, ethnicity and data on Welsh language, free school meals eligibility, special education needs and first language

**'ALN'** – Additional Learning Needs

**School Action (SA)** – When a class or subject teacher identifies that a pupil has SEN they provide interventions that are additional to or different from those provided as part of the school’s usual curriculum

**School Action Plus (SA+)** - When a class or subject teacher and the SEN Co-ordinator are provided with advice or support from outside specialists, so that alternative interventions additional or different to those provided for the pupil through School Action can be put in place

**Section 106** – the Section 106 contribution is sought from anyone who has an interest in the building of a housing development, towards the costs of providing, community and social infrastructure, educational provision, open space / play equipment, transport or healthcare for those occupying the new homes

**‘SRB’** – Specialist Resource Base for children with special educational needs

**Statemented** – A child has a Statement of Educational Need (SEN), otherwise known as Additional Learning Needs (ALN), if he or she has learning difficulties which require special educational provision to be made to him or her. A learning difficulty means that the child has significantly greater difficulty in learning than most children of the same age or that the child has a disability that needs different educational facilities from those that the school generally provides for children

**Statutory Notice** – A statutory notice is the formal publication of a finalised proposal, if approved by the Governing Body and will only be considered once they have received all the responses from the consultation process. This is a legal requirement as outlined in the School Organisation Code 2013

### Involving children in the consultation

The Council firmly believes that the pupils of Fairfield Primary School should be given the opportunity to make their views known about this proposal.

A consultation workshop will be held with the school council of Fairfield Primary School to gather their views about the proposal. The information gathered at this session will be included in the final consultation report. The full report will be submitted to the Council’s Cabinet for consideration following the consultation period.

### Involving parents, governors and staff - how you can find out more and give your views

The Council intends to hold drop in sessions for all stakeholders consulted as part of the process.

Parents/carers and guardians of pupils at the school are invited to attend the parents’ drop in session where you can ask any questions about the proposal.

We will always ask that you complete a consultation response form, as we can only accept views in writing.

The date and venue for the drop in session will be displayed by the school and playgroup via the school and playgroup websites.

We have also arranged meetings for staff and the governing body of the school.

This document and further supporting information can also be found on the school website: [www.valeofglamorgan.gov.uk/fairfieldnursery](http://www.valeofglamorgan.gov.uk/fairfieldnursery)

Links to this document can be found on social media through the Vale of Glamorgan Council Twitter feed and via the Vale of Glamorgan Council Facebook page.

Details of the consultation meeting dates are given below:

| Nature of consultation      | Date/Time                                     | Venue                    |
|-----------------------------|---|--------------------------|
| Staff meeting – school      | Wednesday 01 February 2017<br>4.30pm – 5.30pm | Fairfield Primary school |
| Governors' meeting – school | Wednesday 01 February 2017<br>6.00pm – 7.00pm | Fairfield Primary school |
| Parents' drop in session    | Monday 30 January 2017<br>3.30pm – 6.00pm     | Fairfield Primary school |

Table 2 - Staff, Governor and Parents meetings

## Your views matter

The consultation period will run from **3 January 2017 to 14 February 2017**. You can respond to our proposals at any time during this period.

Your views are important to us, and there are a number of ways that you can let us know.

You can:

- Complete the on line response form at: [www.valeofglamorgan.gov.uk/fairfieldnursery](http://www.valeofglamorgan.gov.uk/fairfieldnursery)
- Attend the drop-in session and speak to us in person. This is a good way to be able to get answers to any questions you may have about the proposals. We will still ask that you complete a consultation response form, as we can only accept views in writing
- Complete and return the consultation response form to the address given at the bottom of the form at the end of this document and send to:

Freepost  
Consultation  
Corporate and Customer Services  
The Vale of Glamorgan Council

Civic Offices  
Holton Road  
Barry  
CF63 4RU

All responses given to us in writing, using the consultation response form, will be considered by the Council's Cabinet before it decides whether or not to publish a statutory notice about the proposals.

Responses received from consultees who are opposed to these proposals, although considered as part of the consultation report, will not be treated as statutory objections. A statutory objection would form part of the statutory notice period, if it is approved at the next stage, by the Council's Cabinet.

If you wish to object to the notice at the next stage of the process, should it proceed, you will need to do so in writing during the statutory objection period. These key dates are outlined in the Statutory Process Timetable on page 22.

Please note that all comments sent in writing must contain the full name and full postal address of the person making the comments.

The closing date for responses to this consultation is **14 February 2017**. Unfortunately responses received after this date will not be considered by the Council.

## Background to the Proposal

Nursery provision in the Penarth area is currently offered by a range of maintained and private nurseries. Primary schools in Penarth and the surrounding area offer maintained nursery provision with the exception of Evenlode and Fairfield Primary schools.

Maintained nursery school places for children residing in the catchment area of Fairfield Primary School are currently provided at Bute Cottage stand-alone nursery school. Fairfield receives its reception intake each year from variety of maintained and a range of private sector providers.

Children entering Fairfield primary school at the reception intake access mixed nursery education across Penarth and the surrounding area. This is challenging in terms of pupil transition as a result of the various approaches to learning undertaken by the different nurseries in the area.

The school has a long term vision to establish a nursery to provide all-through foundation phase provision within the school that would provide continuity in education for children. A nursery would provide a consistent approach to teaching and planning pupils' learning for continuity and progression and would contribute to raising standards across the school.

## The Proposal

The Council proposes to establish a 60 part time place nursery unit at Fairfield Primary School. In order to be able to achieve this, the Council is proposing to extend the age range of Fairfield Primary school from 4 to 11 years to 3 to 11 years. The nursery will be located within the existing grounds of Fairfield Primary School.

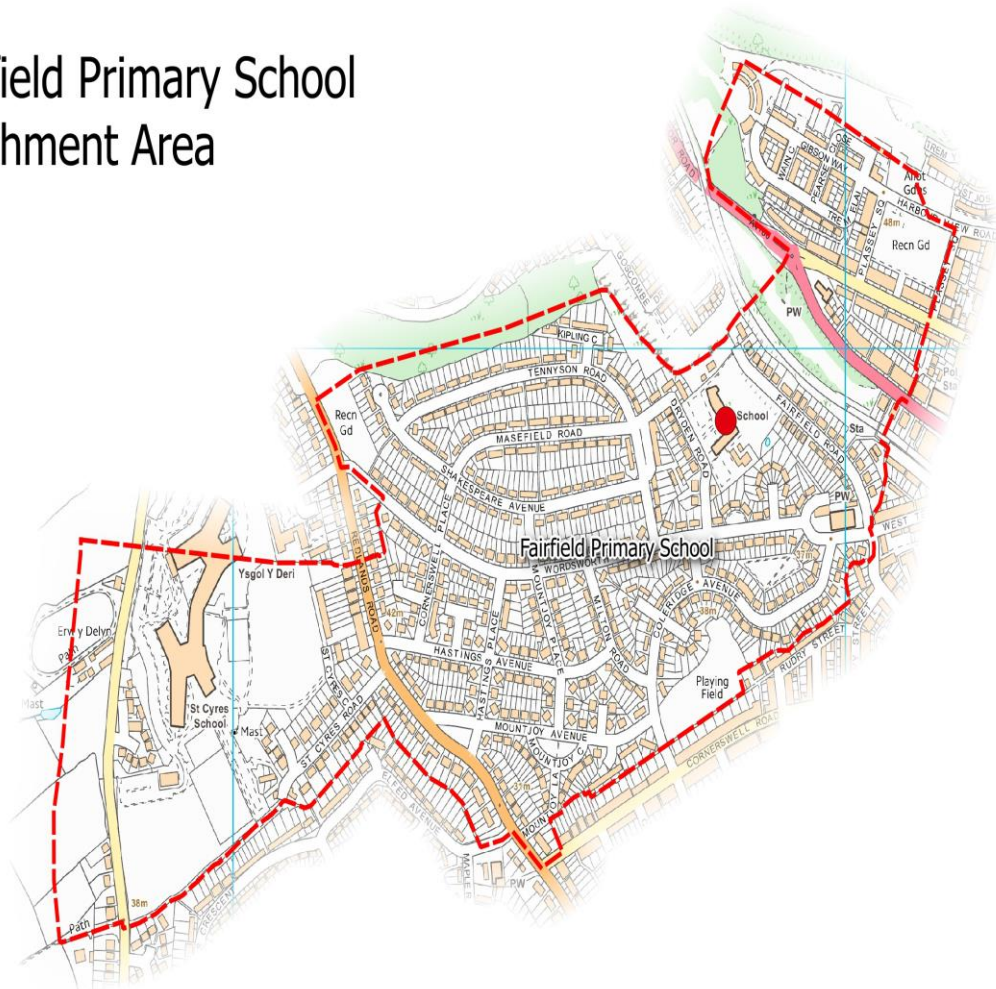
It is proposed that the nursery will be ready to welcome children at the start of the spring term in January 2018. The school would extend its foundation phase to develop educational provision for those children who are eligible to attend the nursery from the term after their 3<sup>rd</sup> birthday.

A foundation phase building is already in place at Fairfield Primary School to be utilised for nursery provision. The building was transferred from another Vale primary school. The proposed nursery building will require some adaptation to make it suitable for nursery provision, the cost of which will be met from funding set aside in the Councils' capital programme.



## CATCHMENT AREA MAP

### Fairfield Primary School Catchment Area



 School's Catchment Area

© Crown copyright and database rights 2016 Ordnance Survey  
100023424  
© Hafmfrant y Goron a hawliau cronfa ddata 2016 Arolwg Ordians  
100023424

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### Schools serving the area at present

#### Nursery Provision

- English medium nursery school provision is provided by Bute Cottage Nursery (Bute Cottage Nursery prioritises pupils living within Evenlode and Fairfield Primary School catchment areas) and Cogan Nursery (Cogan Nursery prioritises pupils living within the Cogan Primary School area)
- Welsh medium nursery school provision is provided by Ysgol Gymraeg Pen Y Garth
- Denominational school provision is provided by St Joseph's Catholic Primary School and St Andrews CIW Primary School

## Primary Provision

- English medium primary provision is provided by Fairfield Primary School
- Welsh medium primary provision is provided by Ysgol Gymraeg Pen Y Garth
- Denominational school provision is provided by St Joseph's Catholic Primary School and St Andrews CIW Primary School

## Secondary Provision

- Fairfield Primary School is a feeder school for St Cyres Comprehensive School
- Denominational secondary education is available at Bishop of Llandaff CiW Secondary school in Cardiff and St Richard Gwyn Catholic School in Barry

### Why are we proposing the changes?

Over the past 10 years the Council has sought to move towards a primary school model for 3 to 11 years education. The governing body have expressed a desire to establish a nursery at the school through the extension of the age range of the school to a 3 to 11 year age range.

Following a monitoring visit in November 2015, Estyn identified the school as one in which the Council should take a more direct approach to challenging performance. Although many positive aspects had been identified, the school still had a number of development needs to address.

In demonstrating a commitment to rapid and sustained progress at the school, a number of barriers have been identified. It is acknowledged that the school does not have its own nursery class and that children transfer from a different number of nurseries into the reception class of the school. This means that the school is not always fully aware of the numbers due to come into the reception class and pupil transition was a challenge which is further compounded by the various approaches to learning undertaken by the different nurseries in the area. The school also finds it difficult to access information on pupils from outside of the catchment area or from outside the county.

Whilst pupil numbers appear relatively healthy, applicants often select Fairfield Primary School as a second and third choice school when not offered their first preference school. A number of parents of children living in the catchment area choose to send their children to other local schools which have a nursery. This impacts on the number of pupils attending the school.

A recent report of the Joint Education Service states "Pupils make good progress at Fairfield. Outcomes in the Foundation Phase are generally strong, although performance in language, literacy and communication is less so. There is no doubt that the school's leaders are in a strong position to be able to introduce a nursery provision in the school and ensure it provides a high quality learning experience for all children. The school's track record of raising achievement of most pupils would undoubtedly be enhanced. A

consistent approach to teaching and planning pupils' learning for continuity and progression, would certainly contribute to raising standards across the school".

The establishment of a 3 – 11 year old phase primary school offers an efficient and sustainable model of delivery. The school will be able to incorporate provision for 3 and 4 year-old children in a high quality Early Years and Foundation Phase setting. A nursery would enable a seamless transition for nursery age children into the reception class of the school and sustain pupil numbers for the future.

### Information about the school

#### Current destination of pupils attending Bute Cottage and Cogan nursery schools

The following table shows the number of children attending Cogan and Bute Cottage nurseries in July 2016 and July 2015 and the school they transferred to in the following September.

| Nursery School Attended | Total Number of Children | Transferred to the Reception Class at: |       |          |           |           |       |          |                  |       |               |
|-------------------------|--------------------------|--|-------|----------|-----------|-----------|-------|----------|------------------|-------|---------------|
|                         |                          | Albert                                 | Cogan | Evenlode | Fairfield | Llandough | Sully | Victoria | St Joseph's R.C. | Other | Out of County |
| <b>Sept 2016</b>        |                          |  |       |          |           |           |       |          |                  |       |               |
| Bute Cottage Nursery    | 77                       | 1                                      | 1     | 54       | 14        | 0         | 0     | 5        | 1                | 1     | 0             |
| Cogan Nursery           | 51                       | 3                                      | 27    | 1        | 10        | 2         | 0     | 2        | 0                | 1     | 5             |
| <b>Sept 2015</b>        |                          |  |       |          |           |           |       |          |                  |       |               |
| Bute Cottage Nursery    | 54                       | 0                                      | 0     | 43       | 10        | 0         | 0     | 1        | 0                | 0     | 0             |
| Cogan Nursery           | 59                       | 2                                      | 27    | 5        | 9         | 7         | 1     | 0        | 2                | 1     | 5             |

Table 3 - Breakdown of nursery destinations of Bute Cottage and Cogan nursery schools

#### Current demand for places – Fairfield Primary school

| General School Information |                  |                   |                  |                 |                |           |                            |
|----------------------------|------------------|-------------------|------------------|-----------------|----------------|-----------|----------------------------|
| School                     | Type of school   | Language category | Admission number | School capacity | Number on roll | Age range | Part – time nursery places |
| Fairfield                  | Community School | English Medium    | 45               | 315             | 292            | 4 - 11    | N/A                        |

Table 4 - Capacity and catchment Information - PLASC January 2016

| Current Level of Surplus Places |                 |                |                |                     |
|---------------------------------|-----------------|----------------|----------------|---------------------|
| School                          | School capacity | Number on roll | Surplus places | % of Surplus places |
| Fairfield                       | 315             | 292            | 23             | 7.9%                |

Table 5 - PLASC date as at 15 January 2016

### Future demand for places

The following table provides the recent number on roll data, and projected number on roll data.

| Recent number on roll data, and projected number on roll data for schools |                         |              |              |              |              |              |                    |                    |                    |                     |                     |
|---|-------------------------|--------------|--------------|--------------|--------------|--------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| School  | Current School Capacity | January 2012 | January 2013 | January 2014 | January 2015 | January 2016 | 2016/17 Projection | 2017/18 Projection | 2018/19 Projection | 2019/20 Projections | 2020/21 Projections |
| Fairfield Primary School  | 315                     | 257          | 281          | 296          | 295          | 292          | 291                | 284                | 282                | 283                 | 283                 |

Table 6 - Recent and projected number on roll for Fairfield Primary school.

Fairfield Primary school has capacity for 315 pupils. There are currently 257 children who live within the catchment boundary who are of primary school age and 46 children of nursery age.

Fairfield has 292 children on roll of which 105 (36%) reside within the schools catchment area. A total of 187 children (64%) attend the school who live outside of the school catchment area of which 44 live outside the Vale of Glamorgan area. Whilst pupil numbers are projected to remain reasonably healthy over the next 5 years, the establishment of a nursery unit would encourage more local children to attend the school in future.

The reception intake of the school is often filled from parents' who have opted for the school as a second or third preference. It is expected that a nursery would reverse this trend by providing provision for local children who would go on to attend the school at the reception intake.

### Current performance

The Council works closely with the governing body of the school to ensure that standards in school are high, that teaching and learning is of high quality and that leadership and governance is strong. The Council works with two organisations in order to monitor the performance of schools and to support school improvement.

Estyn is the office of Her Majesty’s Chief Inspector of Education and Training in Wales. It is a Crown body, established under the Education Act 1992. Estyn is independent of the National Assembly for Wales but receives its funding from the Welsh Government under section 104 of the Government Wales Act 1998. Estyn inspects quality and standards in education and training providers in Wales.

Central South Consortium Joint Education Service (CSCJES) was established in September 2012. The Local Authority works with the Consortium to support and challenge all schools in the Vale of Glamorgan.

Schools are inspected as part of a national programme of school inspection. The purpose of an inspection is to identify good features and shortcomings in schools in order that they may improve the quality of education offered and raise the standards achieved by their pupils (*Estyn*).

The common inspection framework introduced by Estyn in September 2010 requires inspectors to answer three key questions:

- Key Question 1: How good are the outcomes?
- Key Question 2: How good is provision?
- Key Question 3: How good are leadership and management?

Inspectors also provide an overall judgement on the school’s current performance and on its prospects for improvement. In these evaluations, inspectors use a four-point scale:

| Judgement      | What the judgement means  |
|----------------|---|
| Excellent      | Many strengths, including significant examples of sector-leading practice |
| Good           | Many strengths and no important areas requiring significant improvement   |
| Adequate       | Strengths outweigh areas for improvement                                  |
| Unsatisfactory | Important areas for improvement outweigh strengths                        |

Table 7 – Estyn inspection criteria

Fairfield Primary school was inspected by Estyn in November 2010 under the four point scale detailed above for inspections after September 2010.

### Estyn Report

The inspection of Fairfield Primary Schools carried out in 2010 assessed the school as “**Good**”. The report stated that the school has good prospects for improvement because “Leaders have a good understanding of the school’s strengths and areas for improvement; the self-evaluation process is accurate...actions have led to measurable improvement.... and current targets are focused on improving standards”

During the inspection, the inspectors answered the three key questions as follows;

- Key Question 1: How good are the outcomes? **Good**
- Key Question 2: How good is provision? **Good**
- Key Question 3: How good are leadership and management? **Good**

The inspection report for Fairfield Primary school can be found at:

<https://www.estyn.gov.wales/provider/6732117>

### Welsh Government categorisation of schools

In 2014 Welsh Government introduced a new categorisation system that considered each school's standards alongside the school's capacity to improve so as to understand the level of support that organisations such as the CSCJES need to give each school in order that they achieve their targets.

The categorisation system is described below:

| Category | What the category means  |
|----------|--|
| Green    | A highly effective school which is well run, has strong leadership and is clear about its priorities for improvement     |
| Yellow   | An effective school which is already doing well and knows the areas it needs to improve.                                 |
| Amber    | A school in need of improvement which needs help to identify the steps to improve or to make change happen more quickly. |
| Red      | A school in need of greatest improvement and will receive immediate, intensive support.                                  |

Table 8 – Welsh Government criteria 2015

To determine the colour coded category as explained in the table above, schools are placed in one of four groups for standards (1-4) and for bringing about improvement (A-D) with one being the highest grouping for standards and A being the highest for improvement capacity.

For further information about the new categorisation scheme, please see Welsh Government's parents' guide to the National School Categorisation System:

<http://gov.wales/docs/dcells/publications/150119-parents-guide-en.pdf>

The categorisation of Fairfield Primary School in 2016 was 'yellow', as show in table 9 below.

The provisional categorisation of the school for 2017 is also yellow which is derived from a standards grade of 2 and B for improvement capacity.

| School            | Standards Grade | Improvement Capacity | Overall Category |
|-------------------|-----------------|----------------------|------------------|
| Fairfield Primary | 3               | B                    | Yellow           |

Table 9 - Standards and improvement categories - January 2015

## **The intended impact on education outcomes**

The proposals are intended to create all-through primary provision for 3 to 11 year olds in order to enhance standards at Fairfield Primary school.

The proposal would also meet future demand and would provide additional high quality local authority nursery places in the Penarth area.

### **Outcomes (standards and wellbeing)**

The proposal supports continuity and progression in children's learning from age 3 and provides cohesion between the nursery and primary sector providing a high quality learning environment for children. This will enable all children to develop their capacities at an early age to be successful learners.

The transition of pupils from nursery to reception would be better facilitated with a greater focus on standards. This would be readily achieved through a common process of tracking, monitoring and intervention from nursery through to year two and beyond.

The likely impact of the proposals on the ability of the school to deliver the full curriculum at the Foundation Phase and each key stage of education will be positive.

### **Provision**

The planning and delivery of the foundation phase (nursery to year two) would be enhanced through the establishment of a nursery unit within the school. Pupils' progress in learning could be tracked more systematically across four continuous years, as opposed to one year at nursery followed by three years at school, which will facilitate progression. A more holistic approach to intervention would impact positively on standards.

### **Leadership and governance**

- The school will continue to have a shared vision and a clear strategy that has improved outcomes for many learners.
- The leadership of the school will continue to be open to challenge and set their sights on continuous improvement.
- The school will have a single vision in leading and managing the school from nursery to year 6 that would further enhance its capacity to improve.

### **The condition of school buildings and facilities**

The Council aims to provide the best possible facilities for the young people in the Vale to support their learning. The Welsh Government undertook condition surveys in all schools during 2010 which judged the school to be satisfactory. Every five years the Council undertakes a condition survey of all the schools across the Vale of Glamorgan. The latest survey of the school was undertaken in spring 2015.

A condition survey involves a visual assessment of all exposed parts of the buildings to identify significant defects and items of disrepair.

| School                   | Type of school | Condition of school building | Cost of identified repairs   |
|--------------------------|----------------|------------------------------|--|
| Fairfield Primary School | Community      | Satisfactory                 | £130,000<br>(following removal and replacement of old demountable building summer 2015.) |

Table 10 - Condition survey outcomes 2015

The report noted that there needs to be a modest level of investment required to ensure that the standards of provision are maintained.

The proposals will include facilities to provide high quality nursery provision within the school.

### How would other schools be affected?

The proposal is unlikely to have a significant impact on any other schools in the local and surrounding area. Whilst the council is increasing the supply of nursery places in the Penarth area, the current demand each year is such that a number of children are often refused entry to maintained nurseries and are unable to take up nursery school places as a result.

The proposal will ensure that sufficient places are available to meet local demand. The provision of the nursery could potentially attract some parents away from applying to other schools but will provide greater choice for parents and has the potential to enable a greater degree of parental preference to be met.

### How would Special Educational Needs (SEN) provision be affected?

The nursery would allow for early identification and intervention for pupils with SEN which would be reflected in improved transition and improved educational outcomes for individual pupils.

The school does not have an attached specialist resource base and provides specialist support for children who have identified needs in an inclusive setting within the school.

The following table provides information about the needs of current pupils.

| 2015                     |                    | Fairfield | LA  | Wales |
|--------------------------|--------------------|-----------|-----|-------|
| Percentage of SEN Pupils | School Action      | 13%       | 13% | 12.3% |
|                          | School Action Plus | 10%       | 6%  | 7.4%  |
|                          | Statemented        | 0%        | 1%  | 0.7%  |

Table 11 - Outline of SEN need for children of compulsory school age PLASC January 2016

The school provides a modified curriculum which is responsive to the individual child's abilities. The school manages the delivery of this curriculum alongside other areas of SEN provision for those children with complex learning difficulties.



The school ensures that all children with a learning difficulty are integrated across all areas of the curriculum. The school employs learning support assistants (LSAs) to support children in the classroom environment.

### **What are the advantages of these proposals?**

**The proposal is considered to have the following educational benefits:**

- A single, coherent curriculum for the Foundation Phase.
- Children would benefit from experiencing early educational activities to support their learning and development, as part of a wider school curriculum and led by a qualified teacher.
- A cost effective solution to extending nursery provision that will enhance English medium primary education in Penarth.
- Facilitating better transition for the children.
- Early identification of vulnerable groups. This will mean that the needs of children can be identified as early as possible.
- There will be continuity of provision which will reflect the ethos and culture of the school.
- Developing strong and effective parental links from the earliest possible opportunity.
- Ease of access for families who already know and trust the school.
- It would provide an opportunity for children to attend nursery at the same site as their older siblings. This should impact positively on parents' time and the logistical difficulties caused by an alternative child care provider.

### **What are the potential disadvantages of these proposals?**

- The creation of a nursery unit within the school has the potential to affect numbers at other nursery units and schools in the area. As a number of parents do not secure places at Penarth schools each year, the impact is considered minimal.
- Potential increased traffic congestion around the school sites at drop off/pick up times. However, the Council would work with the governing body of the school to develop a Travel Plan to minimise any potential disruption.
- The minor adaptations to the current buildings could cause some disruption, although experience shows that this can be kept to a minimum and the children's education does not suffer.
- Potential disruption for nursery age children as they become accustomed to their new environment.

### **Transition plan if the proposals are approved**

The Council's proposals would mean that the adaptations to buildings would be undertaken during the autumn term 2017. There will be the opportunity for parents who have been

offered a place at the nursery to visit the school during the autumn term although they will not be able to visit the nursery itself.

## **Risks associated with the proposals**

The proposal has been developed based on an assumption that funding required for adaptations to buildings will be provided by the Council.

The proposed nursery building is already located on site. The building will require some adaptation to make it suitable for nursery provision which is estimated to cost in the region of £20,000 which has been provisionally set aside in the capital programme.

The Councils Cabinet would meet to determine the proposal in June 2017. Admissions to the nursery classes of Vale schools for the academic year 2017/18 will have already been agreed prior to determination by Cabinet, it is therefore possible that fewer children will attend Fairfield nursery unit for the first year of inception.

Modifications and adaptation to the building will be undertaken during the autumn term 2017 with minimal disruption to children at the school.

## **Alternatives considered**

Over the past 10 years the Council has sought to move towards a primary school model for 3 to 11 years education over the past 10 years. The Governing Body has expressed a desire to establish a nursery at the school. The vacant foundation phase building provides the Council with the opportunity to realise this ambition with minimal capital investment.

### **Maintaining the status quo**

The only option for consideration was to maintain the status quo which will not realise the required improvements in standards and the advantages of all-through primary provision (as detailed in the advantages section). Maintaining the status quo would not meet the Council's aspirations for Fairfield Primary School. A nursery would help to sustain pupil numbers in future and provide a seamless transition for nursery children into the reception class. The school currently finds pupil transition challenging for those entering into the reception class and is often unclear about pupil numbers entering the school.

## **Admissions and catchment area arrangements**

Admission arrangements for admission to the reception year will remain unchanged as a result of these proposals. The catchment area for the school will remain the same.

### **Admission arrangements for nursery education**

The Council is the Admissions Authority for all maintained community nursery schools and nursery classes in community and voluntary controlled schools in the Vale of Glamorgan. No place can be allocated at a community or voluntary controlled nursery without formal

application. The Council will normally accept children who are three years old on the first day of the school term (1 September 1 January or 1 April) up to the approved capacity of the school’s nursery.

Parents wishing to apply for a place within the nursery will be able to apply via the Vale of Glamorgan website once a decision to open the nursery has been made. Although applications will be accepted for older nursery age pupils, the youngest age range for a child being eligible to apply for a nursery place is illustrated below;

| Children born on & between these dates | Term of entry to nursery school (where places available) |
|--|--|
| 1 September and 31 December 2014       | January 2018   |
| 1 January 2015 and 31 March 2015       | April (Easter) 2018                                      |

**Admission arrangements for reception year**

Children attending a nursery class will not have an automatic right to continued education at the same school when moving up to a reception class, whether residing within the catchment area or outside it. Parents will be required to complete an application for their chosen school. Where there are more applications than there are places available in the reception class, places will be allocated applying the Council’s oversubscription criteria that prioritise children living in the school’s catchment area ahead of others. Attendance at the nursery is not a determining factor when applying the admission oversubscription criteria.

Entry to the reception class will follow the same procedures as previously for the school. All parents are required to express a preference by applying for the school they wish their child to attend/transfer to, even if it is a catchment area school. In the autumn term of 2017 parents will be invited to apply for their preferred primary school for September 2018.

Full details of all schools within the Vale of Glamorgan and the application process can be found in the **Parental Guide to School Admissions in the Vale 2016-17** at

[http://www.valeofglamorgan.gov.uk/en/working/education\\_and\\_skills/schools/admissions/school%20admissions.aspx](http://www.valeofglamorgan.gov.uk/en/working/education_and_skills/schools/admissions/school%20admissions.aspx) .

**Finance – capital investment**

A foundation phase building is already in place at Fairfield Primary School which could be utilised for nursery provision.

The proposed nursery building will require some adaptation to make it suitable for nursery provision. The estimated cost of £20,000 will be met from funding set aside in the Councils’ Capital Programme.

## Finance – running costs

The additional revenue costs of the increased pupil numbers expected in the nursery would be met through the school funding formula which allocates the majority of funding for schools on the basis of pupil numbers. An overall increase in pupil numbers across the Vale of Glamorgan would result in an increased Revenue Support Grant from Welsh Government which would be allocated to the school to support additional demand for teaching and learning.

## Human Resources matters

If the nursery is established, the governing body and headteacher would need to develop a new staffing structure for the extended foundation phase of the school from January 2018. Changes to staffing would be subject to full consultation with staff and the relevant trade unions.

The Council will support the governors, headteacher and staff at the school with any changes that may be required.

The school will have access to the human resources policies and procedures, including recruitment policies. The human resources service will work closely with governors to ensure regular and clear communication takes place.

## Transport matters

It is not anticipated that there will be any immediate impact to traffic levels in the area surrounding the school. The nursery age children living in catchment will in most cases have less distance to travel than they currently do. Schools normally have a staggered start and finish times for nursery children in comparison to the older year groups, so it is anticipated that there will be little impact on traffic congestion in the area.

## Learner travel arrangements

Under these proposals there are no plans to change the Council's policy on the transport of children to and from schools.

The Council has a statutory duty to provide free school transport for pupils of statutory school age who reside beyond walking distance to the nearest appropriate school.<sup>1</sup>

*“This is defined as more than 2 miles to the nearest suitable school for Primary Pupils and more than 3 miles for Secondary School Pupils. Distances are measured by the nearest available walking route.”<sup>2</sup>*

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<sup>1</sup> Policy For The Provision Of Home To School Transport (Revised February 2010)

<sup>2</sup> The Learner Travel (Wales) Measure 2008

The Council does not provide free school transport for nursery-age children other than those children who have a Statement of Special Educational Needs (SEN).

The Council's school transport policy can be viewed on the Council's website:  
[http://www.valeofglamorgan.gov.uk/en/working/education\\_and\\_skills/schools/school\\_transport/school\\_transport.aspx](http://www.valeofglamorgan.gov.uk/en/working/education_and_skills/schools/school_transport/school_transport.aspx)

### **Impact of the proposal on the Welsh Language**

Children joining the nursery from the term after their third birthday will have the opportunity to learn incidental Welsh as part of the school's early year's integrated Cwriculum Cymraeg.

### **Equality impact assessment**

An Equality Impact Assessment will be carried out as part of this consultation and will be included in the consultation report.

### **Considering community impact**

The establishment of a nursery class within the school will enhance the impact of the school on the community by providing more opportunities for families with pre-school children to become part of the school at an earlier age.

The school will continue to offer activities for pupils outside school hours.

The current facilities available for pupils, the community and parents will not be adversely affected by these proposals.

The full Community Impact Assessment can be viewed via the following link:  
[www.valeofglamorgan.gov.uk/fairfieldnursery](http://www.valeofglamorgan.gov.uk/fairfieldnursery)

## Key dates

The feedback from this consultation will be collated and summarised and a report presented to Cabinet. The consultation report will be available for everybody to view on the Council's website. Copies can also be obtained on request by using the contact details within this document.

There are a number of further stages that the Council will have to go through before a final decision is made. These stages are set out below:

| Statutory Process   | Timescale        |
|---|------------------|
| Issue consultation document   | 3 January 2017   |
| Closing date for views on the proposals   | 14 February 2017 |
| Consultation report considered by the Council and published on the Council's website  | 20 March 2017    |
| Statutory notice issued during which time formal written objections will be invited   | 24 April 2017    |
| End of Statutory Notice Period  | 22 May 2017      |
| Determination by the Councils Cabinet   | June 2017        |
| Objection report published within seven days of determination on the Vale of Glamorgan Council website and notification of decision | June 2017        |
| Proposed establishment of the nursery unit at Fairfield Primary school  | January 2018     |

Table 13 - Timetable for consultation

**The proposed timetable maybe subject to change.**

## **Consultation period**

The consultation period for this proposal starts on 3 January 2017 and ends on 14 February 2017. See page 6 for further details of how to respond and make your views known.

Within 13 weeks of 14 February 2017 a consultation report will be published on the Council's website. Hard copies of the report will also be available on request. The report will summarise the issues raised by consultees during the consultation period and provide the Council's response to these issues. The report will also contain Estyn's view of the proposals.

The Council will consider the consultation report and decide whether or not to proceed with the proposals.

If the Cabinet decides to continue with the proposals the Council must publish a statutory notice.

## **Statutory Notice**

The statutory notice would be published on the Vale of Glamorgan Council's website and posted at or near the main entrance to the school. Copies of the notice will be made available to Fairfield Primary School to distribute to pupils, parents, carers, guardians, and staff members of Fairfield Primary School. The school may also distribute the notice by email. The notice will set out the details of the proposals and invite anyone who wishes to object to do so in writing within the specified period.

## **Determination of the proposals**

The Cabinet will determine the proposal. Cabinet may decide to approve, reject or approve the proposals with modifications. In doing so, Cabinet will take into account any statutory objections that it has received.

## **Decision Notification**

Following determination of the proposal all interested parties will be informed of the decision which will be published electronically on the Vale of Glamorgan Council's website.

## Frequently Asked Questions

### When will my child be eligible to start nursery education?

Children are entitled to a part time nursery place from the start of the term following their third birthday.

If your child is 3 between:

1 April – 31 August (inclusive). Your child may be accepted during the following Autumn Term

1 September – 31 December (inclusive) your child may be accepted during the following Spring Term

1 January – 31 March (inclusive) your child may be accepted during the following Summer Term

Your child can start full time education in the September following their fourth birthday, so, depending on their date of birth they may attend nursery for up to 2 academic years.

### Will there be a new headteacher for the nursery?

The nursery unit will be an integrated part of the Foundation phase of the school. The headteacher of the primary school will extend their remit to cover the extended age range of the school. The foundation phase coordinator will extend their remit to cover the nursery age children.

### Will the nursery children be required to wear a uniform to school?

This will be a decision that is made by the headteacher and the governing body of the school.

### What would the admission arrangements be for the new school?

Children are entitled to a part time nursery place from the start of the term following their third birthday. The Vale of Glamorgan Council is the admission authority for the school, both for the nursery and reception year. Admission arrangements are outlined on page 18 of this proposal document. Attendance at a nursery class does not automatically entitle a child to a reception place in the same school. Parents are reminded that if they are offered a place for their child within the nursery, a new application must be made for entrance into the reception class of the school.

### Will the extended age range of the school mean that it will have a new name?

The proposal in this document is to extend the age range of the school only. There will be no need for the school to change its name.



**Will the policies of the school change to reflect the new nursery age children and their needs?**

This will be a decision of the governing body and the headteacher of the school. The school will review its policies to ensure that all children in the school are covered by the school's policies

**My childcare arrangements make it important for me to get a place at the school of my choice which is outside my catchment area. Will this be taken into consideration?**

Unfortunately childcare arrangements cannot be taken into account. Catchment children will always be the highest priority for entry to the school compared to children from outside the catchment area.

**CONSULTATION RESPONSE FORM (Establishment of a nursery unit at Fairfield Primary school, by extending the age range of the school to 3 to 11 years)**

Your views matter, please tell us what you think about the proposals by:

- completing the online response form at [www.valeofglamorgan.gov.uk/fairfieldnursery](http://www.valeofglamorgan.gov.uk/fairfieldnursery)  
or
- answering the consultation questions and adding your points of view on this form

Please return the form to the address at the bottom of the form.

**Please note that all comments must contain the full name and full postal address of the person making the comments.**

**The closing date for responses to this consultation is 14 February 2017.**

**Unfortunately no responses received after this date can be considered by the Governing Body.**

Consultation responses will not be counted as objections to the proposals, although considered by the Governing Body when making its decision.

Objections can only be registered following publication of a **statutory notice**.

Any responses received can be requested under the Freedom of Information Act and may have to be made public. However any information that would identify an individual such as name, email address and postal address would be removed.

**Your Name:** .....  
**Address:** .....  
.....  
**Postcode:** .....  
**Email Address:** .....  
**Date:** .....

Please tell us whether you are responding as:

1. Parent
2. Pupil
3. Governor
4. Member of Staff
5. Local Resident
6. Other (please specify)

|                          |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

**Current School**

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

## CONSULTATION RESPONSE FORM (Establishment of a nursery unit at Fairfield Primary school, by extending the age range of the school to 3 to 11 years)

### Questions

1. Do you support the proposal to create a new nursery unit within Fairfield Primary school from January 2018

Yes

No

If you support or do not support the proposal then please explain why.

2. If you would like to suggest any changes or alternatives to the proposals, please detail these below.

Any other comments?

Thank you for your comments

Please tick the box below if you wish to be notified of publication of the consultation report

**Please return this form no later than 14 February 2017 to;**

Freepost  
Consultation  
Corporate and Customer Services  
The Vale of Glamorgan Council  
Civic Offices  
Holton Road  
Barry  
CF63 4RU

**Notes on Consultation Document**

## Vale of Glamorgan Equality Monitoring Form

| <b>Gender and Gender Identity</b>   |  |
|---|--|
| What is your gender?  | <input type="checkbox"/> Female<br><input type="checkbox"/> Male   |
| At birth were you described as?   | <input type="checkbox"/> Female<br><input type="checkbox"/> Male<br><input type="checkbox"/> Intersex<br><input type="checkbox"/> Prefer not to say                          |
| <b>Disability</b>   |  |
| Are your day-to-day activities limited because of a physical or mental health condition, illness or disability which has lasted, or is expected to last, 12 months or more? | <input type="checkbox"/> Yes – limited a lot<br><input type="checkbox"/> Yes – limited a little<br><input type="checkbox"/> No<br><input type="checkbox"/> Prefer not to say |
| <b>Age</b>  |  |
| What is your date of birth?:  |  |
| <b>National Identity</b>  |  |
| <b>National Identity – how would you describe your national identity?</b>   |  |
| <input type="checkbox"/> Welsh  | <input type="checkbox"/> English   |
| <input type="checkbox"/> Scottish   | <input type="checkbox"/> Northern Irish  |
| <input type="checkbox"/> British  | <input type="checkbox"/> Other (please specify)  |
| <input type="checkbox"/> Prefer not to say  |  |
| <b>Ethnic Group</b>   |  |
| <b>Ethnicity – how would you describe your ethnic group?</b>  |  |
| <b>White</b>  |  |
| <input type="checkbox"/> Welsh/English/Scottish/Northern Irish/British  | <input type="checkbox"/> Irish   |
| <input type="checkbox"/> Gypsy or Irish Traveller   | <input type="checkbox"/> Any other white background (please specify):  |
| <b>Mixed/multiple ethnic groups</b>   |  |
| <input type="checkbox"/> White and Black Caribbean  | <input type="checkbox"/> White and Black African   |
| <input type="checkbox"/> White and Asian  |  |
| <input type="checkbox"/> Any other mixed/multiple ethnic background (please specify):   |  |
| <b>Asian/Asian British</b>  |  |
| <input type="checkbox"/> Indian   | <input type="checkbox"/> Pakistani   |
| <input type="checkbox"/> Bangladeshi  | <input type="checkbox"/> Chinese   |
| <input type="checkbox"/> Any other Asian background (please specify):   |  |
| <b>Black/African/Caribbean/Black British</b>  |  |
| <input type="checkbox"/> African  | <input type="checkbox"/> Caribbean   |
| <input type="checkbox"/> Any other Black/African/Caribbean background (please specify):   |  |
| <b>Other ethnic group</b>   |  |
| <input type="checkbox"/> Arab   |  |
| <input type="checkbox"/> Any other ethnic group (please specify):   |  |
| <input type="checkbox"/> Prefer not to say  |  |

**Welsh Language**

Please describe your Welsh language ability by ticking the relevant box(es) below.

|           | Understand               | Speak                    | Read                     | Write                    |
|-----------|--------------------------|--------------------------|--------------------------|--------------------------|
| None      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Basic     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Competent | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Good      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fluent    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Sexual Identity**

Which of the following options best describes how you think of yourself?

|  |  |                                   |
|--|--|-----------------------------------|
| <input type="checkbox"/> Heterosexual / straight | <input type="checkbox"/> Gay or lesbian    | <input type="checkbox"/> Bisexual |
| <input type="checkbox"/> Other                   | <input type="checkbox"/> Prefer not to say |                                   |

**Religion**

What is your religion?

|   |  |  |
|---|--|--|
| <input type="checkbox"/> No religion                          | <input type="checkbox"/> Christian (all denominations) | <input type="checkbox"/> Buddhist          |
| <input type="checkbox"/> Hindu                                | <input type="checkbox"/> Jewish                        | <input type="checkbox"/> Muslim            |
| <input type="checkbox"/> Sikh                                 | <input type="checkbox"/> Prefer not to say             |  |
| <input type="checkbox"/> Any other religion (please specify): |  | <input type="checkbox"/> Prefer not to say |

**Pregnancy and Maternity**

|  |   |
|--|---|
| Are you currently pregnant or have you been pregnant within the last year? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Prefer not to say |
| Have you taken maternity leave within the past year?                       | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Prefer not to say |

**Marriage and Civil Partnership**

|  |  |
|--|--|
| What is your legal marital or same sex civil partnership status? | <input type="checkbox"/> Single, that is never married and never registered in a same sex civil partnership<br><input type="checkbox"/> Married and living with husband/wife<br><input type="checkbox"/> Separated but still legally married<br><input type="checkbox"/> Divorced<br><input type="checkbox"/> Widowed<br><input type="checkbox"/> In a registered same-sex civil partnership and living with your partner<br><input type="checkbox"/> Separated, but still legally in a same-sex civil partnership<br><input type="checkbox"/> Formerly in a same-sex civil partnership which is now legally dissolved<br><input type="checkbox"/> Surviving partner from a same-sex civil partnership<br><input type="checkbox"/> Prefer not to say |
|--|--|