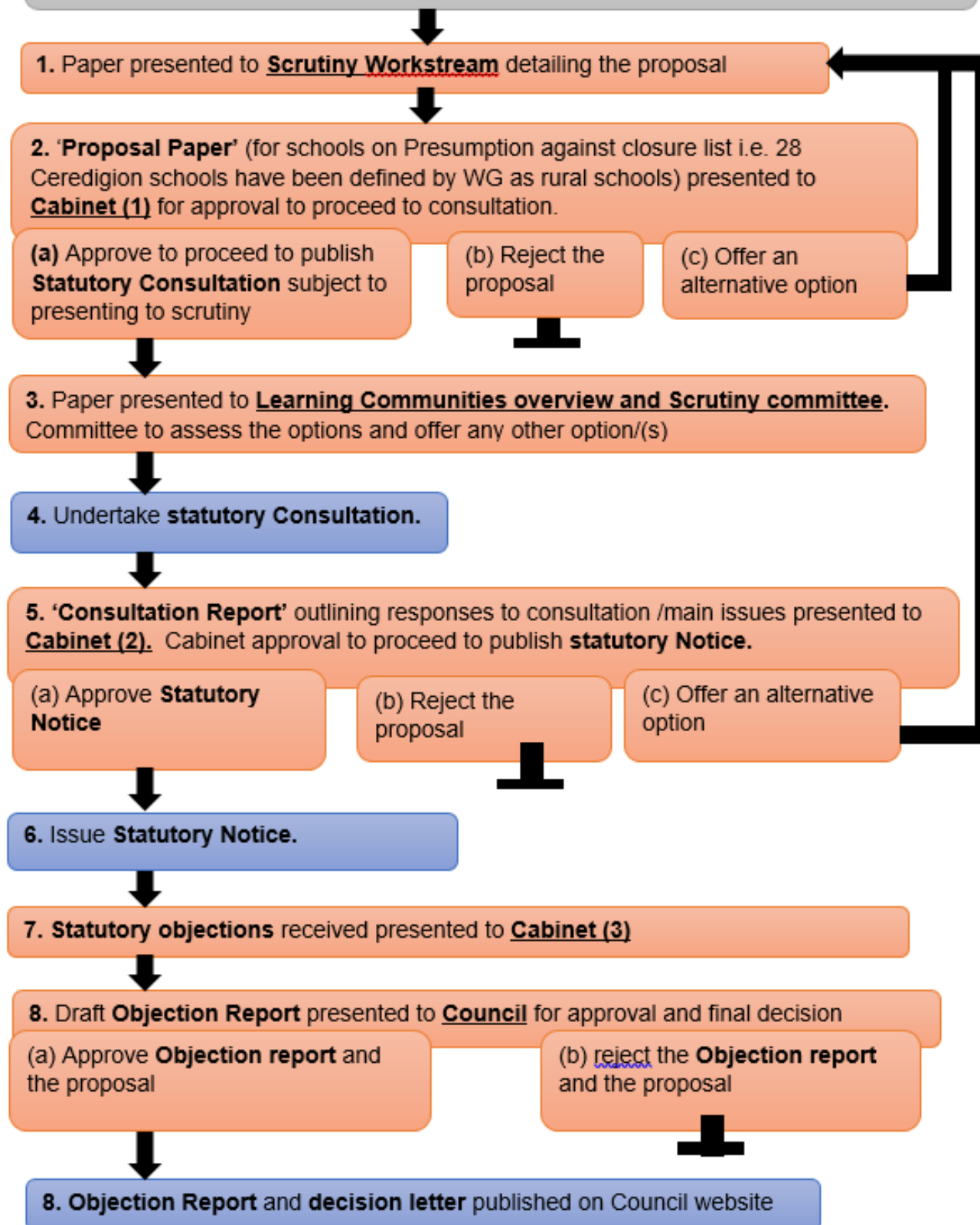




# **School Reorganisation Handbook**

**Date: 15 June 2021**

**SCENARIO 1: School Review (i.e. closure with alternative provision being existing schools or closure and opening new area school)**



## **SCENARIO 1 – School review (i.e. Closure with alternative provision being existing schools or closure and opening new area school)**

**Step 1 - Scrutiny School Re-organisation Workstream** – this includes a selection of Councillors from the Learning Communities Overview and Scrutiny Committee. They will consider the proposal in depth prior to being presented to the Scrutiny Committee.

**Step 2 – Proposal Paper** – The Local Authority is required to prepare a Proposal Paper for all schools on the Presumption against closure list i.e. 28 Ceredigion schools have been defined by WG as rural schools (see Appendix F of WG School Organisation Code\*)

The proposal paper must include:

- Quality and standards in education
- Need for places and impact of accessibility of schools (i.e. pupil no.'s and projections)
- Resourcing of education (i.e. surplus places) and financial implications
- Welsh in Education Strategic Plan
- Additional Learning Needs
- Ability of the schools to deliver the full curriculum at the Foundation Phase and each Key Stage of education
- Community questionnaire
- The reason for closure proposal
- A list of the alternatives to closure that have been identified; and
- An assessment of the following for each of the reasonable alternatives that has been identified:
  - The likely impact on the quality and standards in education
  - The likely impact on the community
  - The likely effect of different travelling arrangements

The proposal paper should be presented to Cabinet and a decision made on whether to proceed to statutory consultation. Cabinet should not make the decision as to whether to proceed to consultation until these preliminary requirements have been carried out and unless they are satisfied that implementation is the most appropriate response to address the key challenges identified as the reason for proposing discontinuance of the school. If Cabinet decide on an alternative option, the Local Authority will need to go back to step 1 and present this 'new' option to the Scrutiny Workstream.

**Step 3 - Learning Communities Overview and Scrutiny Committee** – this includes 17 Councillors who will scrutinise the proposal and offer any other options.

**Step 4 - Statutory Consultation** – this involves the Local Authority publishing a consultation document detailing the proposal. The Consultation document must be published on a school day. Consultees must be given at least 42 days to respond to the document, with 20 of these being school days. Section 3.4 of the WG's School organisation code\* includes a list of all consultees – these must receive a copy of the

consultation document. This stage must include (as a minimum), consultation with the school Council's of affected schools.

**Step 5 - Consultation Report** – The Consultation Report must include the main issues raised by consultees and the Local Authority's response to these. This document should be presented to Cabinet and a decision made on whether to proceed with the proposal and issue the statutory notice. If Cabinet decide to offer an alternative option, the Local Authority will need to go back to step 1 and present this 'new' option to the Scrutiny Workstream.

**Step 6 - Statutory Notice** – If Cabinet makes the decision to proceed with the proposal, the Statutory Notice must be published on a school day. The Objection period must last 28 days, to include 15 school days (in addition to the day on which it was published). Section 4.1 of the WG's School Organisation Code\* includes a list of all consultees – these must receive a copy of the Statutory Notice. To be considered as a Statutory Objection, objections must be made in writing or by email and sent to the proposer before the end of the 28 days beginning with the day on which the notice was published. Content of published statutory Notice is listed in section 4.3 of the WG's School Organisation Code\*.

**Step 7 - Objection Report to Cabinet** – The draft Objection Report must be presented to Cabinet for information only.

**Step 8 – Objection Report to Council** – The draft Objection Report must be presented to Council for decision (i.e. all 42 Councillors). The Objection Report and decision letter must be published on the Local Authority's website within 7 days of the decision. Section 5.1 of the WG's School Organisation Code\* includes a list of those who must be advised of the availability of the Objection Report.

**SCENARIO 2: Changes to Language, Age Range, Removal of 6<sup>th</sup> form or Adding nursery class**

1. Paper presented to Scrutiny Workstream detailing the proposal

2. Paper presented to Learning Communities Overview and Scrutiny Committee detailing the reasoning behind the proposal

3. Paper presented to Cabinet (1) for approval

(a) Approve to proceed to publish Statutory Consultation

(b) Reject the proposal

4. Undertake statutory Consultation.

5. 'Consultation Report' outlining responses to consultation /main issues presented to Cabinet (2). Cabinet approval to proceed to publish statutory Notice.

(a) Approve Statutory Notice

(b) Reject the proposal

6. Issue Statutory Notice.

7. Draft objection report presented to Cabinet (3) for final decision

(a) Approve Objection report and the proposal

(b) reject the Objection report and the proposal

8. Objection Report and decision letter published on Council website

## **SCENARIO 2 – Changes to Language, Age Range, Removal of 6<sup>th</sup> form or Adding Nursery class**

**Step 1 - Scrutiny School Re-organisation Workstream** – this includes a selection of Councillors from the Learning Communities Overview and Scrutiny Committee. They will consider the proposal in depth prior to being presented to the Scrutiny Committee.

**Step 2 - Learning Communities Overview and Scrutiny Committee** – this includes 17 Councillors who will scrutinise the proposal prior to making a recommendation to Cabinet.

**Step 3 - Cabinet** – Cabinet includes 8 Councillors who have the decision making power (the executive). They will need to consider the proposal and Scrutiny's recommendation and will need to decide whether to proceed to statutory consultation.

**Step 4 - Statutory Consultation** – this involves the Local Authority publishing a consultation document detailing the proposal. The Consultation document must be published on a school day. Consultees must be given at least 42 days to respond to the document, with 20 of these being school days. Section 3.4 of the WG's School organisation code\* includes a list of all consultees – these must receive a copy of the consultation document. This stage must include (as a minimum), consultation with the school Councils of affected schools.

**Step 5 - Consultation Report** – The Consultation Report must include the main issues raised by consultees and the Local Authority's response to these. This document should be presented to Cabinet and a decision made on whether to proceed with the proposal and issue the statutory notice.

**Step 6 - Statutory Notice** – If Cabinet makes the decision to proceed with the proposal, the Statutory Notice must be published on a school day. The Objection period must last 28 days, to include 15 school days (in addition to the day on which it was published). Section 4.1 of the WG's School Organisation Code\* includes a list of all consultees – these must receive a copy of the Statutory Notice. To be considered as a Statutory Objection, objections must be made in writing or by email and sent to the proposer before the end of the 28 days beginning with the day on which the notice was published. Content of published statutory Notice is listed in section 4.3 of the WG's School Organisation Code\*.

**Step 7 & 8 - Objection Report** – The draft Objection Report must be presented to Cabinet for approval. The Objection Report and decision letter must be published on the Local Authority's website within 7 days of the decision. Section 5.1 of the WG's School Organisation Code\* includes a list of those who must be advised of the availability of the Objection Report.

**\* Link to Welsh Government School Organisation Code 011/2018:**

<https://gov.wales/sites/default/files/publications/2018-10/school-organisation-code-second-edition.pdf>