

School Review Process

1. Key challenges document presented to **Infrastructure Scrutiny Workstream** aligned with 'Principles for ensuring a Sustainable Education' Document

2. Proposal Paper (for schools on Presumption against closure list – Annex F of the Code) presented to **Learning Communities Overview and Scrutiny Committee** detailing the proposal

3. 'Proposal Paper' presented to **Cabinet (1)** for approval to proceed to consultation.

(a) Approve to proceed to publish **Statutory Consultation**

(b) Reject the proposal

(c) Offer an alternative option

4. Undertake **Statutory Consultation**.

5. 'Consultation Report' outlining responses to consultation and present any viable alternative options that would address the key challenges presented to the **Learning Communities Overview and Scrutiny Committee**

6. 'Consultation Report' presented to **Cabinet (2)**. Cabinet approval to proceed to publish **Statutory Notice**.

(a) Approve **Statutory Notice**

(b) Reject the proposal

(c) Offer an alternative option

7. Issue **Statutory Notice**.

8. Draft **Objection Report** presented to **Council** for approval and 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

Step 1 - Ensure an effective and efficient infrastructure to meet our priorities

Scrutiny Workstream – this includes a selection of Councillors from the Learning Communities Overview and Scrutiny Committee. They will consider the key challenges and alignment of proposals with ‘Principles for ensuring a Sustainable Education Document’ in depth prior to being presented to the Scrutiny Committee.

Step 2 and 3 – Proposal Paper – The Local Authority is required to prepare a Proposal Paper for all schools on the Presumption against closure list (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 Learning 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 the Learning Communities Overview and Scrutiny Committee prior to being 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.

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.

Step 5 and 6 - 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 Learning Communities Overview and Scrutiny Committee for information. Cabinet to make a decision on whether to proceed with the proposal and issue the Statutory Notice

Step 7 - 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

Step 8 – Objection Report – The draft Objection Report must be presented to Council for decision. The Objection Report and decision letter must be published on the Local Authority’s website within 7 days of the decision.