

## Appendix A

### 1 Statutory process check sheet:

School	Statutory Proposals
St. John's C.E (VC) Infant School	St. John's C.E. (C) Infant School – A Statutory Proposal made by the Governing Body to change the upper age limit from September 2022.

1. CONSULTATION		Y,N,N/A	NOTES/EVIDENCE
1.1 Has a (formal) consultation taken place?			
1.2 Consultation process	a. Has adequate time been allowed for the consultation process?	Y	1.2a - St. John's CE (C) Statutory Proposal.
	b. Does the consultation document provide sufficient information to those who are being consulted?	Y	See document 1.2a - St. John's CE (C) Statutory Proposal.
	c. Does the consultation material make it clear how interested parties can make their views known?	Y	See document 1.2a - St. John's CE (C) Statutory Proposal. 1.2c - Have Your Say Poster.
	d. Does the report that summarises the outcome of the consultation demonstrate how the views expressed during the consultation have been taken into account in reaching any subsequent decision as to the publication of proposals?	Y	1.2d – St John's Report to SOAG.
1.3 Evidence that interested parties have been consulted.  To Include	a. the governing body of any school which is the subject of proposals (if the LA are publishing proposals);	N/A	1.3b – Heads Up Notice of Statutory Proposal.
	b. the LA that maintains the schools (if the governing body is publishing the proposals);	Y	1.3c – Table of Redacted Responses.
	c. families of pupils, teachers and other staff at the schools	Y	1.3f - Electronic copies of proposals sent to all schools, pre-schools & nurseries in Dewsbury West. Hard copies sent to settings who confirmed they would display them.
	d. any LA likely to be affected by the proposals, in particular neighbouring authorities where there may be significant cross-border movement of pupils;	N/A	
	e. the governing bodies, teachers and other staff of any other schools that may be affected;	Y	1.3g – Staff verbally declined offer of trade union presence.
	f. families of any pupils at any other school who may be affected by the proposals including where appropriate families of pupils at feeder primary schools;	Y	
	g. any trade unions who represent staff at the schools; and representatives of any trade union of any other staff at schools who may be affected by the proposals;	N	1.3h – St. John's DBE Consent.
	h. (if proposals involve, or are likely to affect a school which has a particular religious character) the appropriate diocesan authorities or the relevant faith group in relation to the school;	Y	
	i. the trustees of the schools (if any)	N/A	2.3b - Statutory Notice Dewsbury Reporter .
	j. any other persons as appear to the proposers to be appropriate.	Y	

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1.4 Pupils	Have pupils been formally consulted?	Y	See Document 1.3c – Table of Redacted Responses.
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2. PUBLICATION		Y,N,NA	NOTES/EVIDENCE
2.1 Statutory notice	a. Have formal proposals been published by the appropriate body (ie LA/GB etc)?	Y	See document 1.2a - St. John's CE (C) Statutory Proposal.
2.2	a. Has "plain English" been used to describe the proposal	Y	See document 1.2a - St. John's CE (C) Statutory Proposal.
	b. Do the complete proposals contain all the specified information? <ul style="list-style-type: none"> <li>• How copies of the proposal may be obtained;</li> <li>• That anybody can object to, or comment on the proposal;</li> <li>• The date that the representation period ends; and</li> <li>• The address to which objective or comments should be submitted</li> </ul>	Y	See document 1.2a - St. John's CE (C) Statutory Proposal.
2.3	a. Have statutory notices been prepared?	Y	2.3a Statutory Notice.
	b. Have the statutory notices been published in a local newspaper?	Y	2.3b Statutory Notice in Dewsbury Reporter.
	c. If GB proposal then have the statutory notices been posted at the main entrance of the schools (or all entrances if there are more than one)?	Y	2.3c Photos of Statutory Notices outside school.
	d. Have notices been published on the LA website	Y	Confirmation received from Schools Organisation. See document 2.3d.
	e. Details on how the full proposals can be accessed e.g. Is the website address on the statutory notices	Y	See document 2.3a – Statutory Notice.
	f. Within a week of the date of publication on the website proposer must send copies to <ul style="list-style-type: none"> <li>• The GB/LA (as appropriate)</li> <li>• The parents of every registered pupil at the school (for special schools ONLY)</li> </ul>	Y	Sent via email to LA 29.04.2021. Hard copy sent home with every pupil on 29.04.2021. Electronic copy sent home to every parent 29.04.2021.
	g. Within a week of the date of publication, if it involves or is likely to affect a school which has been designated as having a religious Character: <ul style="list-style-type: none"> <li>• The local Church of England diocese;</li> <li>• The local Roman Catholic Diocese; or</li> <li>• The relevant faith group in relation to the school;</li> </ul>	Y	See document 1.3h – St. John's DBE Consent.  Electronic copies of proposal emailed to Diocese of Leeds.

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	<p>h. Within a week of the date of publication</p> <ul style="list-style-type: none"> <li>• Any other body or person that the proposer thinks is appropriate e.g. affected educational institutions in the area</li> </ul>	<b>Y</b>	Electronic copies of proposals sent to all schools, pre-schools & nurseries in Dewsbury West. Hard copies sent to settings who confirmed they would display them. Proposal alert send on Heads Up to all Headteachers in Kirklees. See 2.3d document.
	<p>i. Within a week of the date of publication</p> <ul style="list-style-type: none"> <li>• Special school proposals should go to any LA that have commissioned a place at the school</li> </ul>	<b>N/A</b>	
	<p>j. Has the statutory notice and full proposal been given to all children affected at the school. ( for special schools only)</p>	<b>N/A</b>	
2.4 Related proposals	a. Are these proposals interdependent on any other proposals?	<b>N</b>	
	b. If so, are the related proposals included on the same Statutory Notice?	<b>N/A</b>	
	c. If so, is this clearly identified in the Statutory Notice?	<b>N/A</b>	
	d. If so, is it clear who is proposing what on the Statutory Notice?	<b>N/A</b>	
2.5 Implementation date	a. Are the implementation dates for the proposals specified on the Statutory Notices?	<b>Y</b>	See document 2.3a – Statutory Notice.
	b. Is the time scale for implementation reasonable	<b>Y</b>	See document 2.5.
2.6 Explanatory note	a. Is the full effect of the proposals clear to the general public?	<b>Y</b>	See document 1.2a - St. John's CE (C) Statutory Proposal.
	b. If not, has an explanatory note been included alongside the Statutory Notice?	<b>N/A</b>	
2.7	Has the council's legal team advised on the validity of the Statutory Notices?	<b>N</b>	Advised by Martin Wilby 28.04.2021 this would be good practice but not enough time before notice was published. Information taken from 2.7 - DfE Maintained_schools_pre_scribed_alterations_guidance and All Hallows Statutory Notice provided by the council online at <a href="https://democracy.kirklees.gov.uk/documents/s15539/2016-11-28%20All%20Hallows%20final%20report.pdf">https://democracy.kirklees.gov.uk/documents/s15539/2016-11-28%20All%20Hallows%20final%20report.pdf</a> .

<b>3. REPRESENTATION</b>		<b>Y,N, N/A</b>	<b>NOTES/EVIDENCE</b>
3.1	Has a period been allowed for 4 week statutory	<b>Y</b>	See document 1.2a - St.

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	representation?		John's CE (C) Statutory Proposal.
3.2	Have any representations been received during this period?	Y	See document 1.3c – Table of Redacted Responses.

<b>4. DECISION</b> – Decisions must be made within 2 months (by the LA, or this must be referred to the schools adjudicator).		<b>Y,N,N/A</b>	<b>NOTES/EVIDENCE</b>
4.1	Are these decisions to be made by the LA or the schools adjudicator?		LA – See document 2.5 devised by Kirklees Council.
4.2	Decisions must be made within 2 months (by the LA, or this must be referred to the schools adjudicator).	Y	See document 2.7.
4.3	Is there any information missing	N	
4.4	Do the published notices comply with statutory requirements?	Y	See document 2.7 - DfE Maintained schools prescribed alterations guidance.
4.5	Has the statutory representation period been carried out (ie have all the criteria in the 'consultation' section been met?)	Y	See Document 1.2a - St. John's CE (C) Statutory Proposal.
4.6	Are the proposals 'related' to other proposals (if so, the related proposals must be considered at the same time)? <i>Proposals should be regarded as "related" if the notice makes a reference to a link to other proposals.</i>	N	