

1 Statutory process check sheet:

School	Statutory Proposals
Woodley School and College	Woodley School and College, a Community Special school, Dog Kennel Bank, Huddersfield, HD5 8JE Prescribed alteration to increase the number of places available at Woodley School and College to 194 pupil places gradually over time, using satellite provision, ahead of and leading up to the new school rebuild. It is proposed that the changes would be implemented gradually, increasing numbers from March 2024.

1. CONSULTATION (non-statutory)		Y, N, N/A	NOTES/EVIDENCE
1.1 Has a consultation taken place?		Y	Consultation outcome report: 13.11.2023 (Appendix A)
1.2 Consultation process	a. Has adequate time been allowed for the consultation process?	Y	Consultation outcome report: 13.11.2023 (Appendix A) 4 weeks term-time non-statutory consultation has been completed (consultation period 29.09.2023 to 27.10.2023).
	b. Does the consultation document provide sufficient information to those who are being consulted?	Y	Consultation outcome report : 13.11.2023 (Appendix A, Pages 8-12)
	c. Does the consultation material make it clear how interested parties can make their views known?	Y	Consultation outcome report : 13.11.2023 (Appendix A, Pages 11 and 12)
	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	Consultation outcome report: 13.11.2023 (Appendix A)
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);	Y	Consultation outcome report: 13.11.2023 (Appendix A, Pages 13-15 Consultation strategy and methodology + distribution list)
	b. the LA that maintains the schools (if the governing body is publishing the proposals);	N/A	
	c. families of pupils, teachers and other staff at the schools	Y	
	d. any LA likely to be affected by the proposals, in particular neighbouring authorities where there may be significant cross-border movement of pupils;	Y	
	e. the governing bodies, teachers and other staff of any other schools that may be affected;	Y	
	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;	Y	
	h. (if proposals involve, or are likely to affect a	Y	

	school which has a particular religious character) the appropriate diocesan authorities or the relevant faith group in relation to the school;		
	i. the trustees of the schools (if any)	N/A	
	j. any other persons as appear to the proposers to be appropriate.	Y	
1.4 Pupils	Have pupils been formally consulted?	Y	Pupils have been engaged in a programme of consultation about what is important to them in their new school building (Appendix I). This feedback can be used to inform the establishment of a satellite site too.

2. PUBLICATION		Y, N, N/A	NOTES/EVIDENCE
2.1 Statutory notice	a. Have formal proposals been published by the appropriate body (i.e. LA/GB etc)?	Y	The LA are able to publish proposals for increasing the number of places in a maintained special school. Proposals published 12.01.2024.
2.2	a. Has "plain English" been used to describe the proposal	Y	
	b. Do the complete proposals contain all the specified information? <ul style="list-style-type: none"> How copies of the proposal may be obtained; That anybody can object to, or comment on the proposal; The date that the representation period ends; and The address to which objective or comments should be submitted 	Y	See complete proposal (Appendix E)
2.3	a. Have statutory notices been prepared?	Y	See statutory notice (Appendix D)
	b. Have the statutory notices been published in a local newspaper?	Y	Copy was published in Huddersfield Examiner on 12.01.2024 (Appendix C) and Dewsbury reporter on 18.01.2024 (Appendix B)
	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)?	N/A	
	d. Have notices been published on the LA website?	Y	Published 12.01.24 on www.kirklees.gov.uk/schoolorganisation
	e. Details on how the full proposals can be accessed e.g. Is the website address on the	Y	See statutory notice (Appendix D)

	statutory notices		
	<p>f. Within a week of the date of publication on the website proposer must send copies to</p> <ul style="list-style-type: none"> • The GB/LA (as appropriate) • The parents of every registered pupil at the school (for special schools ONLY) 	Y	<p>See letters to Governing Body (Appendix J) and Parents/Carers of Woodley School pupils (Appendix K). The letter to the Governing Body was sent by email. The letter to parents/carers and a copy of the statutory proposal was posted to each pupil's home address, and also shared via the 'Class Dojo' app.</p> <p>A link to the statutory proposal was also posted on X (formerly Twitter by Woodley College (see Appendix G) and an article also containing a link to the statutory proposal was published on the Woodley School website (see Appendix H).</p>
	<p>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:</p> <ul style="list-style-type: none"> • The local Church of England diocese; • The local Roman Catholic Diocese; or • The relevant faith group in relation to the school; 	Y	See distribution list (Appendix F)
	<p>h. Within a week of the date of publication</p> <ul style="list-style-type: none"> • Any other body or person that the proposer thinks is appropriate e.g. affected educational institutions in the area 	Y	See distribution list (Appendix F)
	<p>i. Within a week of the date of publication</p> <ul style="list-style-type: none"> • Special school proposals should go to any LA that have commissioned a place at the school 	Y	See distribution list (Appendix F)
2.4 Related proposals	a. Are these proposals interdependent on any other proposals?	N	
	b. If so, are the related proposals included on the same Statutory Notice?	N/A	
	c. If so, is this clearly identified in the Statutory Notice?	N/A	
	d. If so, is it clear who is proposing what on the Statutory Notice?	N/A	
2.5 Implementati	a. Are the implementation dates for the proposals specified on the Statutory Notices?	Y	See statutory notice (Appendix D)

on date	b. Is the time scale for implementation reasonable	Y	Proposals published 12.01.24 gradual implementation, increasing numbers from March 2024.
2.6 Explanatory note	a. Is the full effect of the proposals clear to the general public?	Y	See statutory proposals (Appendix E)
	b. If not, has an explanatory note been included alongside the Statutory Notice?	N/A	
2.7	Has the council's legal team advised on the validity of the Statutory Notices?	Y	LA legal team have reviewed the statutory notice prior to publication.

3. REPRESENTATION		Y,N, N/A	NOTES/EVIDENCE
3.1	Has a period been allowed for 4-week statutory representation?	Y	In accordance with School Organisation regulations a four-week representation period has been held between 12.01.2024 and 08.02.2024.
3.2	Have any representations been received during this period?	Y	Three Woodley School governors who made representations following publication of the previous statutory proposal, confirmed they wished these to be considered as part of this statutory process.

4. DECISION – Decisions must be made within 2 months (by the LA, or this must be referred to the schools adjudicator).		Y,N, N/A	NOTES/EVIDENCE
4.1	Are these decisions to be made by the LA or the schools adjudicator?	LA	Decision to be made by Kirklees Cabinet, the Council's main decision-making body
4.2	Decisions must be made within 2 months (by the LA, or this must be referred to the schools adjudicator).	Y	Representation period ended 08.02.2024 and cabinet is scheduled for 12.03.2024. Recommendation to be made by SOAG and reported to Cabinet for a final decision within 2 months.
4.3	Is there any information missing?	N	
4.4	Do the published notices comply with statutory requirements?	Y	
4.5	Has the statutory representation period been carried out?	Y	In accordance with School Organisation regulations a four-week

			representation period has been held between 12.01.2024 and 08.02.2024.
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	