

1 Statutory process check sheet:

School	Statutory Proposals
Almondbury Community School	Prescribed Alteration to Almondbury Community School. Change the age range of the school from age 3 –16 years to age 3 – 11 years (to be implemented from September 2020).

1. CONSULTATION		Y,N,N/A	NOTES/EVIDENCE
1.1 Has a non statutory consultation taken place?		Y	Consultation outcome report 29/05/2019
1.2 Consultation process	a. Has adequate time been allowed for the consultation process?	Y	Consultation outcome report 29/05/2019 (Consultation period 27/03/19 till 23/04/19 4 weeks non-statutory consultation has been completed)
	b. Does the consultation document provide sufficient information to those who are being consulted?	Y	Consultation outcome report 29/05/2019
	c. Does the consultation material make it clear how interested parties can make their views known?	Y	Consultation outcome report 29/05/2019 Appendix B (consultation document)
	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 29/05/2019
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	Not Governing Body (Interim Executive Body)
	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	Consultation outcome report 29/05/2019 (Appendix A Distribution List)
	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 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	
	j. any other persons as appear to the proposers to be appropriate.	Y	
1.4 Pupils	Have pupils been formally consulted?	N	Pupils have responded to the non-statutory consultation

2. PUBLICATION		Y,N,N/A	NOTES/EVIDENCE
2.1 Statutory notice	a. Have formal proposals been published by the appropriate body (ie LA/GB etc)?	Y	The LA can publish proposals for Prescribed Alterations at a Community School
2.2	a. Has "plain English" been used to describe the proposal	Y	See Notices
	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 	Y	See Notices

	<ul style="list-style-type: none"> The address to which objective or comments should be submitted 		
2.3	a. Have statutory notices been prepared?	Y	See Notice
	b. Have the statutory notices been published in a local newspaper?	Y	Copy was published in Huddersfield Examiner on 7/06/19
	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	Posted on the Gates of the school
	d. Have notices been published on the LA website	Y	School Organisation and Planning web site
	e. Details on how the full proposals can be accessed e.g. Is the website address on the statutory notices	Y	See notice
	f. Within a week of the date of publication on the website proposer must send copies to <ul style="list-style-type: none"> The GB/LA (as appropriate) The parents of every registered pupil at the school (for special schools ONLY) 	N/A	
	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"> The local Church of England Diocese; The local Roman Catholic Diocese; or The relevant faith group in relation to the school; 	Y	Email with link sent to Diocese
	h. Within a week of the date of publication <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	
	i. Has the statutory notice and full proposal been given to all children affected at the school. (for special schools only)	N/A	
2.4 Related proposals	a. Are these statutory proposal 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 Implementation date	a. Are the implementation dates for the proposals specified on the Statutory Notices?	Y	From 1 st September 2019
	b. Is the time scale for implementation reasonable	Y	
2.6 Explanatory note	a. Is the full effect of the proposals clear to the general public?	N/A	
	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 notices 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 07/06/19 and 04/07/19
3.2	Have any representations been received during this period?	Y	

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
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4.1	Are these decisions to be made by the LA or the schools adjudicator?	LA	
4.2	Decisions must be made within 2 months (by the LA, or this must be referred to the schools adjudicator).		Representation period ended 04/07/19 and decision-making cabinet is scheduled for 16/07/2019 Recommendation made by SOAG and reported to cabinet for approval within a 2 month time frame.
4.3	Is there any information missing from the Statutory notice	N	
4.4	Do the published notices comply with statutory requirements?	Y	
4.5	Has the statutory representation period been carried out (ie have all the criteria in the 'consultation' section been met?	Y	
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>	NO	