

PROPOSAL FOR A NEW STATE-FUNDED ROMAN CATHOLIC PRIMARY SCHOOL IN SWAFFHAM, NORFOLK

FULL PROPOSAL

The full proposal for the new school has three elements:

- The Public Notice as published in the Eastern Daily Press on 11th March 2019 (Annex 1)
- **Section 1** - A summary of key points (pages 1 -3))
- **Section 2** - The Prescribed Information - detailed responses the Diocese is required to submit to the Decision-maker, in this case Norfolk County Council. (Pages 4 onwards, plus annexes)

Any person or persons responding to the proposal may comment on any or all of these three elements in any of the ways set out in the Public Notice.

Section 1 - Summary of key points

What are the basic facts about the proposal?

- To establish a new 210 place primary school with a 25-place maintained nursery class in Swaffham, in the premises of the existing Sacred Heart School, which is closing at the end of this school year.

What sort of a school will it be?

- It will be a Roman Catholic Voluntary Aided primary school.
- It will be open to boys and girls aged 4-11, across year groups R to 6
- The nursery will be open to boys and girls who have reached their third birthday
- It will follow the National Curriculum, follow the National Curriculum assessment scheme ('SATs') and be inspected by OFSTED
- It will not charge fees for places in either the main school or the nursery class
- We expect it to grow over about five years from its likely starting size of around 80 pupils to the full roll of 210.
- It is expected to make a positive contribution to education and community life in Swaffham and the wider area, in partnership with other schools and local bodies.

How will it be run?

- It will have an autonomous Governing Body, drawn from a wide range of interests. Some governors will be appointed by the Diocese with the responsibility to maintain the Catholic ethos of the school.
- It will have a strong partnership with an existing successful and well-led school, St Martha's RC VA Primary School, King's Lynn. It will also have the support of other schools in the Catholic schools' family, as required.

- The current headteacher of St Martha’s will become Executive Headteacher of both schools and senior on-site school leaders will be appointed for both Sacred Heart and St Martha’s.
- Staff at the existing school have had an opportunity to apply for posts at the school. New staff, as the school grows, will be appointed externally by competition.

How have we consulted on the proposal?

- We held a six-week consultation period between 7th January and 15th February 2019, including two meetings open to all.
- All the consultation material, including detailed background to points such as demand for the school places from housing growth, can be found at <https://www.rcdea.org.uk/voluntary-aided-schools-swaffham-consultation/>

Is the latest proposal any different?

- Since the consultation started, discussions have continued about the precise extent of the existing premises able to be transferred for the new school. It will not now be possible for the owners, the Daughters of Divine Charity, to transfer either the building known as the Barn or the two class-base lower school block to the Diocese for reasons of cost (for both parties).
- We have clarified our position on early years provision, settling on no change to the existing situation – one nursery class for three-year olds, carrying on the work of the Little Pedlars Nursery. After school and pre-school clubs can be developed according to demand once the school is in operation.
- One change we are considering is to re-site the main entrance of the school from the front to the rear. This meets a safety point raised in the consultation, but also provides easier access for parents and will improve management at the start and end of the school day.

What did the consultation tell us?

- We had 137 responses to the questionnaire. Respondents gave their views on the proposal as follows:

Views Analysis	Total	Percent
Strongly Agree	108	79%
Agree	12	9%
Neither agree nor disagree	3	2%
Disagree	2	1%
Strongly Disagree	12	9%
Grand Total	137	

What did those who disagree say?

- Some did not support schools with a religious character at all.
- Others felt the funding should go to existing schools, that there was unproven demand, that the buildings needed updating or that there should be a senior school also.
- Whilst we understand that these views will be held by some, they represent altogether only 10% of the total responses.
- We cannot provide a senior school – there is simply not the demand – but we will be looking to improve the buildings at the school where we can in the first few years.

An analysis of the consultation results is at Annex 2

Overall, the Diocese takes from the consultation strong support for the proposal and has therefore decided to go forward to this next stage.

We would wish to thank all those who took the time to respond and/or come to our meetings.

SECTION 2 – THE PRESCRIBED INFORMATION

PRESCRIBED INFORMATION REQUIRED TO BE SUBMITTED TO THE DECISION-MAKER

Required information	Proposer's submitted information
Proposer's contact details	<p>The Roman Catholic Diocese of East Anglia, The White House, 21 Upgate, Poringland, Norwich, Norfolk, NR14 7SH office@rcdea.org.uk</p> <p>Correspondence fao Helen Bates</p>
Implementation date	1 st September 2019
Who will implement the proposal?	The proposer will implement the proposal. Any capital costs required to meet the implementation will be met by the proposer.
Reason for the new school	<p>The school is effectively a replacement of the primary and nursery places at the independent Sacred Heart School which is closing at the end of the summer term 2019.</p> <p>The new school will provide additional Catholic school places in the area of mid-Norfolk which is currently too distant from existing Catholic schools to make those schools a viable choice for parents.</p> <p>The new school will in time provide a new form of entry for the town to meet long-term housing growth. Norfolk County Council's current Schools' Local Growth and Investment Plan for school places (March 2019) says that '<i>Pressure for primary places (is) evident (in Swaffham) and will be managed through the admissions round until an additional form of entry is made available from September 2020.</i>' This suggests that there would be some difficulty accommodating the children currently at Sacred Heart if the current places were not available in September 2019 at the proposed new VA primary school.</p> <p>As a new all-through primary school, the new school will complement the current Norfolk County Council /local school proposal to reorganise the Swaffham schools to all-through primary from 2020.</p>
Category	Voluntary Aided

<p>Ethos and religious character</p>	<p>Religious designation as Roman Catholic (subject to Secretary of State’s approval, which will be applied for).</p> <p>There are currently 80 pupils at Sacred Heart, which demonstrates demand for Catholic places in Swaffham. The nearest Catholic primary schools to the site are St Martha’s RC VA Primary school, King’s Lynn (16 miles) and St Augustine’s RC VA Primary School, Costessey (24 miles). At the time of writing, both these schools are full and more than two-thirds of pupils on roll are Catholic, demonstrating a demand for Catholic places in Norfolk.</p> <p>The Catholic ethos will permeate all areas of the curriculum and underpin the school’s work and objectives. Pupils’ spiritual, moral, social, cultural and academic development will be at the heart of the school’s work, ensuring that pupils are well prepared for life in modern Britain. In order to prepare the pupils for secondary school and an ever increasingly fluid and dynamic workplace, the curriculum will also ensure that the children develop skills in communication, effective learning, creative thinking, team-work, problem solving and self-management.</p> <p>Ethnic, racial and cultural diversity is and always has been part of Catholic schools' identity. The national Catholic Education Service's census data for 2018, showed that at St Martha’s, King’s Lynn, 29% of children were of a faith other than Catholic, with 9% having no declared faith. 69% identified themselves as other than White British. At St Augustine's, Costessey, 29% of children were of a faith other than Catholic, and 55% identified themselves as other than White British.</p> <p>Sacred Heart RC VA Primary will welcome children of all faiths and none, who respect the values of a Catholic education. There will be a strong sense of community that welcomes co-operation with geographically local schools as well as other Catholic schools within the Diocese. This will build on the work of the current Sacred Heart School, which is actively involved in its local community.</p>
<p>Pupil numbers and admissions</p>	<p>The new school will have a Published Admission Number of 30 for Reception Year (Year R). Its final size will be 210 places across Years R to 6. It will also have 25 places in a Maintained Nursery class for children who have reached their third birthday.</p>
<p>Admission arrangements</p>	<p>The full draft admissions policy is at Annex 3</p>

<p>Early years provision:</p> <p>Where the proposals are to include provision for pupils aged two to five—</p> <p>(a) details of how the early years provision will be organised, including the number of full-time and part-time pupils, the number of places, the number and length of sessions in each week, and the services for disabled children that will be offered;</p> <p>(b) how the school will integrate the early years provision with childcare services, and how the proposals for the establishment of the school are consistent with the integration of early years provision with childcare;</p>	<p>(a) The Public Notice proposes a Maintained nursery class for children who have reached their third birthday. The proposer considers it should not develop provision further (ie beyond the numbers and age group currently at the predecessor school) until the new maintained nursery, and the quality of its provision, is well-established and parental demand for wider on-site services is understood and can be met at a high-quality level.</p> <p>The number of pupils and the sessional breakdown for individual pupils will vary term by term, but the number of FTE places will be 25 as per predecessor school's OFSTED registration.</p> <p>There will be 10 half-day sessions, Monday to Friday term time only.</p> <p>Services for disabled children will be determined on the basis of individual need, based on the school's SEN-D policies.</p> <p>(b) Links will be established with the Swaffham Children's Centre, which has been approved for continuation following NCC's review of Children's Centres, and with other local providers offering childcare services, to ensure that parents of children in the Early Years and Foundation Stage have a programme of services to meet their needs.</p>
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<p>(c) evidence of parental demand for additional provision of early years provision;</p> <p>(d) assessment of capacity, quality and sustainability of provision in schools, and in settings outside of the maintained school sector which deliver the Early Years Foundation Stage within three miles of the school;</p> <p>(e) the reasons why schools and settings outside the maintained school sector which deliver the Early Years Foundation Stage within three miles of the school and which have spare capacity, cannot make provision for any forecast increase in the numbers of such children.</p>	<p>c) The proposal does not involve additional provision since it replicates the current provision at Little Pedlars.</p> <p>(d) The relevant data is provided at Annex 4. It is taken from the County Council’s Childcare Sufficiency Profile for the Swaffham Children’s Centre area.</p> <p>(e) The proposal does not make any additional places available and is not proposing that any forecast increases be met by places at the proposed Maintained Nursery Class.</p>
<p>Special educational needs provision</p>	<p>The school will not have provision that is recognised by the LA as reserved solely for children with special educational needs – ie it is not a special school, nor will it have places in a Specialist Resource Base</p>

	<p>Although it will not have such designated places, the school will ensure that all pupils on roll with special needs are fully included in the opportunities the school offers. Like all Catholic schools in the Diocese of East Anglia, it will meet the needs of children with Special Educational Needs and Disabilities (SEN-D) through a range of strategies that are rooted in the rights and dignity of every child. These include</p> <ul style="list-style-type: none"> • a clearly understood line of communication between parents/carers and staff that enables issues about a child’s development, in all senses, to be identified promptly; • involvement of the SEN Coordinator at an early stage to develop strategies that meet identified needs. These might include working with the class teacher to plan provision for an individual child and providing advice and support to that child’s parents/carers; • supporting an application for an Education, Health and Care Plan where this is appropriate; • referral to a range of external professionals, including educational psychologists, speech and language therapists and behavioural support services. <p>The new school will receive support from St Martha’s for its SEN-D work as required, and the Governing Body will be able to base its own policy development on sound policy and practice from this partner school.</p>
Curriculum	<p>The proposer confirms that the school will meet the general requirements in relation to the curriculum contained in section 78 (National Curriculum) and section 80 (Basic Curriculum) of the Education Act 2002</p>
Relevant experience of proposers	<p>The Diocese sets high standards and expectations for all its schools and has an uncompromising commitment to maintaining excellent outcomes and assuring excellent progress for all pupils. The new school, as with all the existing schools, will be strongly focused on pupils receiving the very best education and having a solid foundation to begin a lifelong learning experience. We nurture happy, confident pupils with enquiring minds who learn to succeed and contribute to the wider community. The Schools’ Service can demonstrate a Diocese-wide strong track record.</p> <p>Currently 93% of Diocesan schools have an inspection rating of ‘Good’ or better. Eight out of the 28 schools have shown improvement between their last two inspections, confirming the Diocese’s commitment to school improvement.</p>

	<p>There are rigorous, comprehensive procedures for monitoring all schools within the Diocese. For example, where a school is placed in an Ofsted “category”, the Diocese will work with schools and trusts to identify those areas of provision where there is a need for improvement. The Diocese also identify those individuals from across its schools who will be able to provide the requisite support and challenge to the school and individuals within the school. Similarly, for those schools where pupil performance data indicates that pupils in the school are underperforming, the Diocese will ensure that this becomes a focus within the School Improvement Plan and will provide the requisite support and challenge. For example, where pupil performance in English/literacy indicate a cause for concern, the Diocese will deploy colleagues who will be able to work with teachers and other staff to provide direct support to individual pupils and groups of pupils as well as support/professional development to the relevant staff.</p> <p>Targets will be linked to the School Improvement Plan, pupil progress and the Catholic ethos of the school. Senior Leaders will have an additional leadership target linked to their role. Designated governors alongside an Independent Advisor will lead the Performance Management of the Headteacher. Termly reviews will support teachers to stay on track to achieve their targets, offer challenge and advice.</p>
<p>Effects on standards and contributions to school improvement</p> <p>Information and supporting evidence on— (a) how the school will contribute to enhancing the diversity and quality of education in the area; and (b) how the school will contribute to school improvement.</p>	<p>Overall strategy to improvement of standards within the school and in the area</p> <p>The new school can only confidently contribute to school improvement in the wider locality once its own policies and practices demonstrate high in-school achievement, so this aspect is being addressed first, based on the strategy and evidence below.</p> <p>The school’s strategy for improving standards will</p> <ol style="list-style-type: none"> I. be strategically led by experienced practitioners on the governing body and operationally by an experienced headteacher of the partner school (St Martha’s RC VA Primary King’s Lynn) where a doubling in roll has been successfully managed in recent years; II. draw on the best of the predecessor school’s practice; III. draw on significant support and challenge from the partner school and other schools in the Diocese.

	<p>Evidence:</p> <ol style="list-style-type: none"><li data-bbox="526 313 1375 851">i. STRATEGIC GOVERNANCE CAPACITY FOR SCHOOL IMPROVEMENT An interim Governing Body has been appointed and is already operational. Governor appointments to date have had a focus on ensuring high levels of experience in school strategic management and leadership, both within the Diocese (represented by the Director and Assistant Director (Schools) and in education generally (represented by a former infant school headteacher with Diocesan leadership experience and the current Headteachers of both the partner school and St Augustine’s RCVA Primary School, Costessey). Both these schools are OFSTED ‘Good’ and St Augustine’s runs a nursery class.<li data-bbox="526 896 1375 1120">ii. Governors will base their policies on those of the partner school, with, initially, a focus on those areas in the predecessor school, such as monitoring pupils’ progress through the school, identified by Independent Schools Inspectorate in November 2018 as requiring attention.<li data-bbox="526 1164 1375 1568">iii. As a maintained school, the new school will receive delegated funding from the LA for school improvement as part of its budget share. Governors will use this element of the budget to formulate costed plans as part of their overall school development plan. They will also look to make any necessary changes to the learning environment for pupils, especially for SEN-D pupils and the Early Years and Foundation Stage (EYFS), to ensure that accommodation and equipment maximise learning potential. <p data-bbox="558 1635 1324 1702">DRAWING ON THE BEST OF THE PREDECESSOR SCHOOL</p> <ol style="list-style-type: none"><li data-bbox="526 1713 1375 2016">iv. The new school is following TUPE (transfer of undertakings) processes in appointing its new staff and this includes, where necessary, competitive and criteria-based interviews to ensure the suitability of staff from the predecessor school. The predecessor school’s ISI inspection report (November 2018) stated that:<ul style="list-style-type: none"><li data-bbox="654 1971 1375 2016">• The quality of the pupils’ academic and other achievements is good
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	<ul style="list-style-type: none"> • The quality of the pupils’ personal development is good. • Pupils make a good start in the EYFS usually reaching or exceeding the level of development expected for their age by the end of Reception • Pupils with SEND show good progress from their different starting points because individual needs are identified • Pupils with EAL (English as an additional language) rapidly gain fluency and achieve as well as their peers <p>The proposer’s contention is that there is a solid base of existing achievement in the predecessor school that enables the new school to make further improvements rapidly against national performance and OFSTED criteria. This will enable the Governing Body to meet their core ambition of securing OFSTED ‘Good’ or better by the time of the first inspection.</p> <p>v. As the new school roll grows, additional staff appointments will be made to expand the range of experience and expertise in the school.</p> <p>vi. The predecessor school has followed the NFER Key stage 2 assessment regime and therefore no National Curriculum Assessment (‘SATs’) data can be offered by the proposer for comparison.</p> <p>vii. The new school will be able to take advantage of specialist accommodation in science to support breadth of learning, in a way not open to many primary schools.</p> <p>viii. The partner school is already supporting staff development by arranging visits for the staff of the predecessor school to St Martha’s VA Primary School.</p> <p>SUPPORT AND CHALLENGE FROM THE PARTNER SCHOOL</p> <p>ix. Consistently ‘Good’ OFSTED reports, overall and in the category of Leadership and Management, demonstrate that St Martha’s has the leadership capacity to meet the challenge of supporting a new partner school by the Headteacher moving to the role of Executive Headteacher of both schools.</p>
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	<p>x. The partner school’s own achievement is high:</p> <ul style="list-style-type: none"> • Combined KS2 scores in 2018 (and in previous years) were 77% compared with 59% for Norfolk and 64% nationally; • OFSTED reports recognise the achievement of EAL pupils, who make up well over half of the school’s population <p>xi. The school’s management structure, with specialists in SEND, EYFS, Yr 6 and Yr 2 in senior management roles, will be well placed to develop support packages for the new school.</p> <p>CONTRIBUTION TO DIVERSITY AND QUALITY IN THE WIDER AREA</p> <p>xii. The new school is likely to serve a wide area of some 10-15 miles around the town of Swaffham and is strategically well-placed to fill in the ‘gap’ for Catholic families between Norwich and King’s Lynn to the east/west and Fakenham/Thetford to the north/south. It will thus provide further diversity by offering families who have not practically, for reasons of travel, had the choice of a Catholic school, the opportunity to consider applying for a place at such a school. For other non-Catholic families it will add to the general diversity of provision.</p> <p>xiii. The new school’s predominant school partnership contribution will be to the other four primary phase schools in or within four miles of Swaffham and as a maintained school it will be a member of the local cluster.</p> <p>xiv. In partnership, Norfolk County Council, the Diocese of Norwich and local schools have recently published a Public Notice to move from infant/junior to all-through primary progressively from 2020. As this happens the new VA school will already have established all-through primary provision in the town and be able to offer support to the transition process.</p> <p>xv. The school, with its partner school support, will be particularly well-placed to contribute to how the town’s schools support high achievement for EAL pupils.</p> <p>xvi. In terms of standards of achievement at schools within a four-mile area of the town (four schools), KS 2 measures are predominantly above average and the schools are predominantly rated ‘Good’ by OFSTED The new school will look to work with other schools for mutual support through a period of change in Swaffham’s educational system.</p>
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<p>Location and costs A statement about -</p> <p>(a) the area or particular community or communities which the new school is expected to serve;</p> <p>(b) the location of the site or sites including, where appropriate, the postal address or addresses;</p> <p>(c) the current ownership and tenure (freehold or leasehold) on which the site will be held, and if the site is to be held on a lease, details of the proposed lease;</p> <p>(d) whether the site is currently used for the purposes of another school and if so why the site will no longer be required by the other school;</p>	<p>(a) The new school will serve a wide area some 10-15 miles around the town of Swaffham*, as well as the town itself. Within the town, the site is well placed for planned future housing development – most recent development in the town has been in the south, nearer to the other schools, but allocations have been made for the future in the north and eastern parts of the town closer to the new school.</p> <p>*The area is shown in the map in the initial consultation document.</p> <p>(b) The location of the site is at 17 Mangate Street, Swaffham, Norfolk, PE37 7QW.</p> <p>(c) The Land Registry title number is NK389014. The Daughters of Divine Charity own the freehold to the entire site. A copy of the registration of title is at Annex 5. The Daughters of Divine Charity will grant a full repairing and maintaining lease of the site areas shown at Annex 6 to the Roman Catholic Diocese of East Anglia. Annex 7 provides evidence of the freeholder’s commitment at this stage, and further work will be carried out to put in place a formal lease between the two parties. The eventual lease will be made available to the decision-maker.</p> <p>(d) The site is currently used by the independent Sacred Heart School, which will close at the end of the summer term 2019.</p>

<p>(e) the estimated capital costs of providing the site and how those costs will be met (including the extent to which the costs are to be met by the proposers and the local authority) and how the proposers intend to fund their share of the costs of implementing the proposals (if any);</p> <p>(f) whether planning permission is needed under the Town and Country Planning Act 1990, and when it is anticipated that it will be obtained;</p> <p>(g) confirmation from the Secretary of State or LA (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).</p>	<p>(e) There will be no capital building costs required to bring the new school into operation.</p> <p>(f) No planning permissions will be required to bring the premises into operation for the new school.</p>
<p>Travel</p>	<p>Travel of pupils to the school will be in accordance with Norfolk County Council’s Home to School Transport Policy currently in force. Accessibility to a primary phase school will improve for families in the north and east of the town who currently have to make home-school journeys to the south of the town.</p>
<p>Where a school is an independent school entering the</p>	

<p>maintained sector—</p> <p>(a) a statement that the requirements of section 11(3) are met;</p> <p>(b) a statement as to whether the premises will meet the requirements of the School Premises (England) Regulations 2012(4) and, if not,</p> <p>(i) details of how the premises are deficient; and</p> <p>(ii) details of how it is intended to remedy the deficiency.</p>	<p>(a) The requirements of section 11 (3) are that the predecessor independent school will close before the new school opens. The current proprietor and the new school’s proposer confirm this is the case.</p> <p>(b) The requirements will be met. No deficiencies have come to light from surveys undertaken.</p>
<p>Voluntary aided schools</p> <p>Where the school is to be a voluntary aided school—</p> <p>(a) details of the trusts on which the site is to be held; and (b) confirmation that the governing body will be able and willing to carry out their obligations under Schedule 3 to SSFA 1998.</p>	<p>(a) the site will be held leasehold and not on trust.</p> <p>(b) the governing body will meet their obligations under this schedule (which predominantly relates to responsibility for capital expenditure on the site and buildings). There will be no requirement for the County Council to provide a playing field for the school, as one is part of the land to be leased.</p>

List of annexes

Annex 1 – Public Notice

Annex 2 – Results of the consultation

Annex 3 – Draft Admissions policy

Annex 4– Early Years data – existing early years provision in the area.

Annex 5– Land registry evidence of freehold ownership by the Daughters of Divine Charity

Annex 6 – Area of site to be included in the lease to the proposer

Annex 7 – Confirmation from freeholder of willingness to transfer site.

ANNEX 1 – Public Notice

PROPOSAL FOR A NEW STATE-FUNDED ROMAN CATHOLIC PRIMARY SCHOOL IN SWAFFHAM, NORFOLK

Notice is given that the Roman Catholic Diocese of East Anglia, of The White House, 21 Upgate, Poringland, Norwich, Norfolk, NR14 7SH intends to establish a new Voluntary Aided School and Nursery for children aged 3 – 11 under section 11(2) of the Education and Inspections Act 2006 as amended, and the School Organisation (Establishment and Discontinuance of Schools) Regulations 2013.

It is intended that the proposal will be implemented by 1st September 2019. The new school will operate in premises at 17 Mangate Street, Swaffham, Norfolk, PE37 7QW currently occupied by the Sacred Heart School, which will close on 31st August 2019. The parts of the premises to be occupied by the new school will be leased from the freehold owners, the Daughters of Divine Charity.

The new school will be known as the Sacred Heart Roman Catholic Voluntary Aided Primary School and all places in the school will be non-fee-paying.

The new school will take boys and girls from age 3 to 11. It will have a Published Admission Number of 30 for Reception Year (Year R). Its final size will be 210 places across Years R to 6. It will also have 25 places in a Maintained Nursery class for children who have reached their third birthday.

The school will be conducted in accordance with the tenets of the Roman Catholic Church. The proposer will be applying to the Secretary of State for approval for the school to have this religious character.

Places at the school will be open to all but in the case of oversubscription the school's admissions policy will apply.

This Notice is an extract from the complete proposal. You can download a copy of the complete proposal at www.rcdea.org.uk/sacredheartva/. Copies of the complete proposal can be inspected by prior appointment at the offices of the Diocese or the Sacred Heart School, Swaffham (at the addresses given earlier in this Notice). If you would like to receive a printed copy of the full proposal, please write to the Diocesan Office or telephone the Office at 01508 495509. You can email for a copy to: ssc@rcdea.org.uk

The Diocese carried out full initial consultation on this proposal between 7th January and 15th February 2019 and has in its view met the requirements of the legislation.

The Education and Inspections Act 2006 provides for Norfolk County Council, as education authority for the area, to be the decision-maker on this proposal. Within four weeks from the date of publication of this proposal, that is by Friday 5th April 2019, any person or persons may object to or make comments on the proposal by sending them to the School Organisation Team (Bay 34), Floor 8, FREEPOST IH2076, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH or by email to schoolreview@norfolk.gov.uk

Published 11th March 2019. Signed: Rt Revd Alan Hopes, Bishop of East Anglia

ANNEX 2 – Results of the consultation



the DIOCESE of
EAST ANGLIA

Consultation re proposed Sacred Heart RC VA Primary

7 January 2019 – 15 February 2019

Final Analysis

Analysis of Views	Total	Percent
Strongly Agree	108	79%
Agree	12	9%
Neither agree nor disagree	3	2%
Disagree	2	1%
Strongly Disagree	12	9%
Grand Total	137	

(NB: Includes multiple responses from some respondents)

Analysis of Respondents	Total	Percent
Pupil parent/guardian of child	45	26%
Resident of the wider area, shown on map on page three	41	24%
Resident of Swaffham	37	21%
Other	21	12%
Member of staff at Sacred Heart Convent School	13	7%
Member of the local business community	7	4%
Councillor (Town, District or County)	5	3%
Other member of Sacred Heart community (eg governor)	5	3%
Grand Total	174	

Strongly Agree – 108 respondents	6 key points raised
Support Catholic school continuing	66
Need for a Catholic primary in local area	36
Good/excellent facilities	18
Contribution to town/community	5
Need for secondary Catholic places too	4
Need for primary places in the area	4
Agree – 12 respondents	5 key points raised
More Catholic places in the local area	4
Support Catholic school continuing	2
Support Catholic school continuing but regret senior school closing	2
Need more high quality religious schools	1
Swaffham needs more school places	1
Neither Disagree nor Agree – 3 respondents	2 key point raised
Neutral but supporting catholic education/ethos	2
Need to consider needs of Swaffham	1
Disagree – 2 respondents	3 key points raised
NCC already invested in other local schools	1
Outdated facilities	1
Need to be open to all	1
Strongly disagree – 12 respondents	8 key points raised
Places not required	4
Money to existing schools	3
Buildings/facilities outdated	2
Against any religious school	1
Dangerous location for a school	1
Need secondary too (NOT against primary)	1
Need secondary more than primary	1
Faith schools should not prioritise faith over locality	1

ANNEX 3

Draft Admissions Policy

SACRED HEART RC PRIMARY SCHOOL, SWAFFHAM

ADMISSION POLICY 2019/20

Sacred Heart RC Primary School is being founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government¹ and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority will undertake the co-ordination of admission arrangements during the normal admission round² from 2020/21 but for the 2019/20 admission round the governing body will have sole responsibility for managing admission to the school, including managing the entire application process. The governing body has set its Published Admissions Number ("PAN") at 30 pupils to be admitted to all year groups in the school year which begins in September 2019.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

¹ To be confirmed as a new Catholic voluntary aided school

² This is for admission to the school at the start of the school year 2020/21 in September and not for applications made in-year

The first priority for places in all year groups will go to pupils already on roll at the current Sacred Heart Convent School at the end of the Autumn Term 2018 and continue to be at the school at the time a decision is made by Norfolk County Council on opening the new school. The oversubscription rules detailed below will be used to prioritise these applications.

All other applicants will then be considered for all remaining places in each year group again using the oversubscription criteria detailed below.

1. Baptised Catholic looked after and previously looked after children. (see notes 2&3)
2. Other Baptised Catholic children. (see note 3)
3. Other looked after and previously looked after children. (see note 2)
4. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
6. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
7. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 8).
- (ii) After children in (i) above, priority will be given within each category to children living closest to the school. Distances are measured on a straight line “crow fly” basis, using Ordnance Survey data. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. Under random allocation, all the names will be entered into a ‘hat’ and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school you **must** complete an Application Form available from the school website www.rcdea.org.uk/sacredheartva or from The Diocesan Schools’ Office, The White House, 21 Ugate, Poringland, Norwich, NR14 7SH. Applications must be returned to the Diocesan Office and received by XX 2019.

This will incorporate a request for supplementary information which you will need to complete if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7.

You will be advised of the outcome of your application by XX 2019. If you are unsuccessful you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide supplementary information with all requested supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 7, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and as soon as possible after the closing date for admissions which is XX 2019.

Late Applications

Late applications, except those deemed as exceptional and to be processed on time, will be considered after the first round of offers issued on XX 2019. This is because all applications received by the closing date must be considered before any late applications. If there are exceptional circumstances why your application is late please include them when you send in your application.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Diocesan Office at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

Inclusion on the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. The school will accept applications made directly to the school and will not require applications to be processed by the Local Authority's voluntary in-year co-ordination scheme. The Local Authority will be notified of all applications received.

Application should be made to the school by contacting the Diocesan Office prior to September 2019 and to the school from the start of the new academic year in September 2019 [contact details to follow].

Governors will consider the organisational capacity of existing classes to determine whether further places can be allocated without prejudice to the education of existing children. Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in the locally agreed protocol. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

Applications to the nursery must be made directly to the Diocesan Office by XX 2019. Attendance at the school's nursery does not automatically guarantee a place in the reception class of the school.

In the event of over-subscription for nursery places the over-subscription rules as detailed above will be used to prioritise applications.

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above

and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'Sibling' includes:

- (i) All natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

In all these cases, the child and their sibling will both be living at the same address in a single family unit. This means that children from different family units, where those are living together at the same address, are not considered siblings under this criterion.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

Applications prior to September 2019 must be sent to:

Diocesan Schools' Office,
21 Upgate,
Poringland,
Norwich,
NR14 7SH

Website for further information: www.rcdea.org.uk/sacredheartva

Email: sacredheartva@rcdea.org.uk

Annex 4 – Early Years data – existing early years provision in the area.

Statement of current provision within 3 miles of the proposed new school and maintained nursery class

Name of provider	No of places	Provision for 2-year olds	Provision for 3 and 4-year olds	OFSTED inspection category
Sporle pre-school	24	Yes	Yes	Outstanding
Swaffham pre-school playgroup	26	Yes	Yes	Outstanding
Elephant and Castle Childcare Centre, Sporle	30	Yes	Yes	Good
Swaffham CE VC Infant school	26	No	Yes	Good
Teenie Icenis Day Nursery	18	Yes	Yes	Good
Little Pedlars*	25	No	Yes	Not inspected by OFSTED
Total places	149			

* Currently part of Sacred Heart School and to be replicated through this proposal

**ANNEX 5– Land registry evidence of freehold ownership by the Daughters of
Divine Charity**

ANNEX 6 – Area of site to be included in the lease to the proposer

ANNEX 7 – Confirmation from freeholder of willingness to transfer site.

From: sr francis ridler

Date: 6 March 2019 at 03:42:18 GMT

To: Helen Bates <helen.bates@rcdea.org.uk>

Subject: Re: Statutory consultation

The Daughters of Divine Charity in consultation with the Mother General and all the Sisters of the Province have unanimously decided that they are willing to proceed with the proposal for the Diocese to establish a new VA Catholic Primary School on part of the present site of the Sacred Heart Independent School at Swaffham from the 1st September 2019.

We understand that the Diocese will lease the land for a peppercorn rent and that the Sisters will have the right to use the buildings at the weekends and in the evenings with prior arrangements with the new Diocesan School Governing Body.

Sr Thomas More Prentice, FDC, Provincial Superior of the Sacred Heart Province and Trustee of the School

Sr Francis Ridler, FDC, 1st Councillor of the Sacred Heart Province and Trustee of the School

Sr Catherine Maguire, FDC, 2nd Provincial Councillor of the Sacred Heart Province and Trustee of the School.

Sr Jacinta Cirko, FDC, 3rd Provincial Councillor of the Sacred Heart School and Trustee of the School.

5th March 2019

End of prescribed information